

# 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**

**JANUARY 6, 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](http://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, 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**

**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 - 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.

**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.*

### **PUBLIC HEARINGS – None**

### **CRESCENT CITY HOUSING AUTHORITY**

*No meeting as there are no items to discuss*

### **SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY**

*- Call to order –*

*- Roll call –*

*- Consent Calendar – None*

*- Business Items - None*

## **10. Recognized Obligation Payment Schedule (ROPS)**

- *Recommendation: Consider and adopt Resolution SA2020-02, A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF CRESCENT CITY APPROVING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) FOR THE PERIOD JULY 2, 2020 THROUGH JUNE 30, 2020, PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(1) AND (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*

**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 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.)
- **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, January 21, 2020 at 6:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

**POSTED:**

January 3, 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





## CITY COUNCIL AGENDA REPORT

**TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL**

**FROM: ERIC WIER, CITY MANAGER**

**BY: LINDA LEAVER, DIRECTOR OF FINANCE**

**DATE: JANUARY 6, 2020**

**SUBJECT: BUDGET-TO-ACTUAL REPORT FOR FISCAL YEAR 2018-19**

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### **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

### **BACKGROUND**

The Fiscal Year 2018-19 annual budget was adopted by the City Council on June 4, 2018. A strategic priorities workshop was held on February 7, 2019 and mid-year budget adjustments were approved March 4, 2019. Additionally, the City Council authorizes budget amendments from time to time during the fiscal year as needs and priorities change. During the year, Council was presented with monthly budget-to-actual financial reports for the City's five major operating funds. This report provides the budget-to-actual results as of June 30, 2019 (the end of the fiscal year). The final budget-to-actual report for each fiscal year is delayed to allow staff to make year-end entries and adjustments.

The information presented in this report represents the operating activities of the major operating funds of the City (General Fund, Housing Authority Fund, RV Park Fund, Sewer Fund, and Water Fund), along with a City-wide analysis of wages and benefits. The City's annual audit was completed December 24, 2019, and the information presented in this report are the final amounts.

It is important to note this report presents only the operating activities of the five funds. Items such as depreciation, GASB 68 pension adjustments, GASB 75 OPEB adjustments, and certain capital asset transactions are not considered operating activities and are not included here. Also, the City has a variety of other funds including special revenue funds, internal service funds, and fiduciary funds which are not included in this report. Those items will be presented with the Annual Financial Report, which is scheduled to be presented by the City's independent auditor at the January 21, 2020 Council meeting.

**ITEM ANALYSIS**

Budgets are estimates of future revenues and expenses, based on experience and anticipated trends. Extensive staff time is devoted to developing the annual budget, reevaluating the budget at mid-year, and presenting monthly updates to the Council. Even with this analysis, actual results will always vary from budgeted estimates for a variety of reasons. Actual results in four of the five major funds were better than budgeted. Those results are summarized below, and further details are available in the attached Budget-to-Actual Financial Report.

**City-Wide Wages and Benefits**

The City has four employee associations which bargain with the City on behalf of employees regarding wages, benefits, and other working conditions. The current MOUs are in effect from July 1, 2018 through June 30, 2020. Actual wage and benefit costs are show below with the prior three fiscal years for comparison.

Total wages and benefits (all funds City-wide) – actual expenses:

	<b>FY 2015-16</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2018-19 \$ Over Prior Year</b>	<b>FY 2018-19 % Over Prior Year</b>
Wages	3,538,467	3,811,864	3,955,323	4,115,375	160,052	4.0%
Benefits	2,225,055	2,241,644	2,381,454	2,482,933	101,479	4.3%
Total	5,763,522	6,053,508	6,336,777	6,598,307	261,530	4.1%

Despite the overall increase in personnel costs over the prior year, wages and benefits for FY 2018-19 were under budget. The City budgets for all authorized positions to be filled and uses a conservative estimate for the use of benefits. Budget-to-actual variances are caused when positions are unfilled, positions are filled at a lower step/rate than budgeted, and/or employees do not use their budgeted benefit allowance.

In the area of benefits, those benefits which are calculated as a percentage of payroll (normal pension cost, employer’s Medicare contribution, and PTS) are budgeted for all positions to be filled and the corresponding benefits earned. The City’s contributions toward the pension unfunded liability and retiree health liability (OPEB) are budgeted for the actuarially determined contribution, plus any additional payments authorized by Council. Flex benefits (health benefits), beginning in FY 2018-19, are generally budgeted at a mid-point between prior year’s actual use and the full amount allowed by MOUs (prior years were budgeted for 100% of bargained benefits for every position). Although the budget-to-actual variance for flex benefit is approximately \$195,000 under budget City-wide this fiscal year, this compares to a variance of approximately \$412,000 under budget in the prior fiscal year, before the City updated its budgeting method for this benefit.

Wages and benefits (all funds) – budget to actual

	<b>FY 2018-19 Budget</b>	<b>FY 2018-19 Actual</b>	<b>Over (Under) Budget</b>
Regular wages	3,868,266	3,492,205	(376,061)
Temp and PT wages	423,728	406,043	(17,685)
Overtime	230,393	217,127	(13,266)
FF Stipends	166,951	187,280	20,329
PERS	1,046,013	971,319	(74,694)
Medicare	68,826	63,695	(5,131)
Workers Comp	333,546	323,281	(10,265)
Unemployment	7,094	4,399	(2,695)
Flex Benefits	962,204	767,219	(194,985)
OPEB	164,066	159,638	(4,428)
PTS	6,334	6,102	(232)
<b>Total</b>	<b>7,277,421</b>	<b>6,598,307</b>	<b>(679,114)</b>

Budgeted positions which were were vacant for some part of Fiscal Year 2018-19 include:

- Community Development Director
- Police Officer
- Public Works Director
- Aquatics Supervisor
- Various part-time lifeguard positions
- RV Park Campground Attendant
- Housing Tenant Services Technician
- Utilities Manager
- Part-time WWTP Supervisor
- 2 WWTP Operators
- Seasonal Parks Maintenance Worker

As a comparison, the budget-to-actual difference for wages and benefits City-wide in Fiscal Year 2017-18 was approximately \$872,000 under budget.

**General Fund**

Net operating results in the General Fund were better than budgeted. Actual revenues were under budget by approximately \$152,000. The largest variance was in Transient Occupancy Tax, which came in approximately \$100,000 under budget and approximately \$73,000 lower than the prior fiscal year. The FY 2018-19 budget had projected a slight increase in overall TOT based on previous historical trends and the opening of one hotel. Actual results came in lower, partially due to one hotel that failed to remit TOT (staff and the City Attorney are working with the owner to ensure compliance), and most hotel businesses in the City experienced slightly lower TOT than in the prior year. This could indicate an overall downward trend, which staff is continuing to monitor. The other significant revenue variance was for the swimming pool, which came in nearly \$45,000 under budget. This was likely due to the pool being closed for multiple weeks for major repairs.

Expenditures in the General Fund were also lower than budgeted. The final approved budget included a deficit of \$313,885, which included both ongoing operating expenses and one-time projects. Actual expenditures were under budget by \$819,252, and actual operating results were a net positive \$352,724.

	FY 18-19 Final Budget	FY 18-19 Actual	Over (Under) Budget
Revenues	5,947,904	5,795,261	(152,643)
Expenditures	6,261,789	5,442,537	(819,252)
Net	(313,885)	352,724	

In accordance with best practices, the City uses a conservative approach to budgeting. The budget includes full funding for every authorized position and project. When positions are vacant, or projects are deferred, actual expenditures will be under budget. In addition, operational expenses such as utilities, supplies, and contract services are estimated to ensure departments have sufficient budget to provide services for the entire year even when supplier prices increase, or additional needs arise. A summary of these variances is listed below.

	Over (Under) Budget
Wages and benefits	(247,118)
Utilities	(27,476)
Streetlight replacements	(12,500)
Wayfinding signs	(61,447)
Cultural Center siding	(60,000)
K9 kennel	(12,000)
Soil testing project	(25,810)
Abatement cases	(57,945)

Cultural diversity project	(30,000)
Sister City	(10,193)
Parts and supplies	(109,544)
Contracts	(76,663)
Travel, training, dues	(35,258)
Other	(10,584)
ISF allocations	(42,725)

Certain projects which were budgeted in FY 2018-19 were not completed and have already been rolled over into the FY 2019-20 budget. These include streetlight replacements, Cultural Center siding, wayfinding signs, K9 kennel, soil testing, and cultural diversity project.

The City’s policy is to maintain a General Fund balance of at least 25% of budgeted expenditures. The fund balance as of June 30, 2019 is \$2,598,700. Budgeted expenditures for FY 2019-20 are currently \$6,802,106, requiring a fund balance reserve of \$1,700,527. The fund balance of \$2,598,700 is \$898,174 over the required reserve. However, the current FY 2019-20 budget already includes a deficit of \$802,573. If the entire current year budget is expended, this would leave a reserve of \$1,796,127, which is only \$95,601 over the requirement.

As we are now halfway through the current fiscal year, staff will begin the annual mid-year budget review. This will provide an opportunity for the Council and the public to compare the adopted budget to actual results for the first half of the year and determine if priorities and needs have changed. Staff anticipates that discussion will be brought before the Council in February or early March.

**Housing Authority Fund**

The Housing Authority is funded by the Federal Department of Housing and Urban Development (HUD). Housing Authority revenues were under budget by \$21,705 and expenditures were also under budget by \$37,774. The revenue variance was primarily in HAP (Housing Assistance Program) revenues. The majority of budget-to-actual variance in expenditures was in personnel costs (wages and benefits).

Revenues for the Housing Authority are difficult to project, as the City operates on a July through June fiscal year, and HUD funds the program based on the calendar year. In addition, the Federal government is often delayed in approving the budget factors for Housing; when the City adopts its budget, the actual level of federal funding is unknown. The Housing Authority Director watches these numbers closely throughout the year and adjusts expenditures as needed. In addition to the fund balance held by the City, the Housing Authority has a reserve that is held by HUD. The Housing Authority draws on this reserve as necessary to ensure the smooth operation of the program. Finally, HUD regulations prevent the Housing Authority from building up a large fund balance; in fact, if the fund balance held by the City is too high, HUD will reduce its funding until the fund balance is lowered. Therefore, fluctuation in fund balance from year to year is anticipated.

	FY 18-19 Final Budget	FY 18-19 Actual	Over (Under) Budget
Revenues	3,519,099	3,497,394	(21,705)
Expenditures	3,561,128	3,523,354	(37,774)
Net	(42,029)	(25,960)	

The Housing Authority budget was a net deficit of \$42,029, but actual results were a net deficit of \$25,960. This reduces the Housing Authority fund balance from \$158,679 as of June 30, 2018 to \$132,719 as of June 30, 2019. The Fiscal Year 2019-20 budget includes a budgeted deficit of \$9,555. If revenues and expenditures are exactly as budgeted this year, the Housing Authority would end the current fiscal year with a fund balance of \$123,164.

### **RV Park Fund**

Operating results for the Shoreline RV Park were better than budgeted, with revenues slightly higher and expenses lower than projected. Revenues were very close to budgeted, coming in \$6,746 higher than the budget. Operating expenses were \$53,361 lower than budgeted. Of this amount, \$19,694 of the variance was in personnel (wages and benefits). Utilities coming in under budget accounts for \$14,825. The remaining variance is due to internal service costs and various other operating expenses, including \$5,000 that was budgeted for the park's new reservation software, which was deferred to the current fiscal year. Finally, the RV Park was authorized to repay the loan from the General Fund in full, and that payment was made, including interest.

	FY 18-19 Final Budget	FY 18-19 Actual	Over (Under) Budget
Revenues	368,244	374,990	6,746
Operating expenses	306,586	253,225	(53,361)
Debt service	235,099	235,175	76
Net	(173,441)	(113,410)	

The RV Park has a working capital balance of \$157,997 as of June 30, 2019. The Fiscal Year 2019-20 budget includes a slight budgeted increase of \$5,880.

The attached report includes a summary of the difference between operating results shown here and the total change in net position reported in the audited financial statements.

### **Sewer Fund**

The Sewer Fund was budgeted with a deficit of \$569,560 to fund operations, capital improvement projects, and debt service. Actual results of operations were a net positive \$1,404,688. It is important to note these are the results of operating activities, which is not the same as fund balance or working capital.

	FY 18-19 Final Budget	FY 18-19 Actual	Over (Under) Budget
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Revenues	4,823,021	5,467,071	644,050
Operating expenses	3,480,781	2,580,545	(900,236)
Debt service	1,400,000	1,400,000	-
Transfers to CIP fund	361,800	65,752	(296,048)
Net activity in CIP fund	(150,000)	(16,086)	(133,914)
Net	(569,560)	1,404,688	

Revenues were higher than budgeted by \$644,050. Of this amount, approximately half (\$323,790) is due to a grant project the City and County are undertaking. The County applied for a Prop 84 grant to rehabilitate several lift stations both in the CSA and in the City. The City, which will receive half the benefit of the grant, is providing half of the required match. The capital improvements made as a result of this County grant project are accounted for as revenue (capital contributions) in the City's Sewer Fund. The other half of the revenue variance is in sewer treatment revenue (\$110,471 higher than budgeted due to increased connections, as there has been no rate increase), interest (\$80,079 higher than budgeted, as the Sewer Fund had more cash reserves earning interest due to operational and capital expenditures coming in under budget), and sewer connections (\$126,913 higher than budgeted, due to higher than projected requests for connections).

Operating expenses were lower than budgeted, broken down in the following table:

	Over (Under) Budget
Wages and benefits	(211,427)
Utilities	(44,536)
RBC bearing replacements	(15,000)
Building exterior stain	(16,500)
Mechanical overhaul	(30,000)
Electrical maintenance	(17,218)
Parts & equipment purchases (plug valves, capital spares, autoclave)	(36,285)
Misc parts and supplies	(132,070)
Digester cleaning	(85,000)
Engineering support	(50,000)
SCADA support	(27,540)
Generator maintenance	(9,000)
WWTP temp operators	(31,219)
WWTP lighting	(20,000)
Misc contracts and services	(97,920)
Travel, training, dues	(20,632)
Other	(6,126)
ISF	(49,762)
Total	(900,236)



Several large planned purchases and projects (detailed above), as well as transfers to the CIP fund, were not completed during Fiscal Year 2018-19. At Council direction, staff underwent a Request for Proposals process during the fiscal year, to evaluate whether a third-party contract for the operations and maintenance of the WWTP would be beneficial. While this was in process, the City chose not to fill the vacant WWTP positions until a decision was made. After a lengthy RFP and review process, the Council decided to move forward with a third-party operator (Operations Management International, Inc. also known as Jacobs Engineering), which took over operations of the WWTP in September 2019. Staff expects the budget-to-actual variance to decrease as Jacobs Engineering is able to implement more of the needed maintenance projects. Jacobs Engineering will also be working with City staff to update the capital improvement plan for the WWTP.

Working capital is \$6,305,740 as of June 30, 2019. The current Fiscal Year 2019-20 operating budget includes a deficit of \$1,122,731 to fund needed capital improvement projects. Although the working capital balance is currently very healthy, the long-term projections for this fund remain a concern. Two studies within the last five years (2015 rate study and 2018 10-year Financial Plan) show that the Sewer Fund does not generate sufficient revenues to fund its ongoing operations, maintenance, debt service, and capital improvement needs over the long term. Staff continues to work on various fronts to address this issue, including options to expand services, decrease costs, obtain grant funding, and finally address rates.

The attached report includes a summary of the difference between operating results shown here and the total change in net position reported in the audited financial statements.

**Water Fund**

The Water Fund had a budgeted deficit of \$268,741 to fund capital improvement projects from reserves, and actual results of operations were a net positive \$584,153. Again, it is important to note these are the results of operating activities, which is not the same as fund balance or working capital.

	FY 18-19 Final Budget	FY 18-19 Actual	Over (Under) Budget
Revenues	2,844,872	3,044,275	199,403
Operating expenses	2,033,613	1,750,120	(283,493)
Debt service	350,000	350,000	-
Transfers to CIP fund	730,000	656,914	(73,086)
Net activity in CIP fund	-	296,912	(296,912)
Net	(268,741)	584,153	

Revenues were higher than budgeted in connection fees (more connections requested than projected), service charges (due to increased connections and usage, as there was no rate increase), and interest earnings.

The budget-to-actual variance in operating expenses is broken down below:

	Over (Under) Budget
Wages and benefits	(63,582)
Utilities	(8,999)
Parts and supplies	(49,193)
Engineering support	(15,000)
Ranney pump inspection and repair (under budget)	(46,525)
Misc contracts and services	(36,785)
Travel, training, dues	(8,644)
Other	(1,796)
ISF	(52,969)
<b>Total</b>	<b>(283,493)</b>

The variance of \$296,912 in the CIP fund net activity is simply a timing issue. The main water operating fund transferred funds into the water CIP fund for several projects, including a SCADA upgrade. That project, which is being funded by the Water Fund reserves, is not yet complete. The balance remains in the CIP fund only until the project is completed next year.

Working capital is \$2,580,622 as of June 30, 2019. This is well above 25% of annual expenditures. However, there are significant capital improvement projects planned over the next several years which are expected to utilize much of this working capital. A series of rate increases was approved in 2013 to prepare for the capital needs, with the last approved increase taking effect July 1, 2017. Staff is seeking additional grant funding to supplement the projects which will otherwise be funded from reserves. As funding for the projects is finalized, staff will also evaluate the need for future rate increases.

The attached report includes a summary of the difference between operating results shown here and the total change in net position reported in the audited financial statements.

**Internal Service Funds (ISF)**

Internal Service Funds (ISF) are used to allocate charges for services provided to City departments. These include City Council & City Clerk, Information Technology, Building Maintenance, Equipment, and Insurance. Expenses related to these services are recorded in the appropriate ISF and then charged out to all City departments which utilize those services. During the budgeting process, each department budgets for its anticipated share of the ISF total budget. When the ISF comes in under budget, the amounts charged to all other departments will also be under budget.

	Charges to Other Departments - FY 18-19 Budget	Charges to Other Departments - FY 18-19 Actual	Over (Under) Budget

Council/Clerk	175,756	153,371	(22,385)
IT	270,552	199,852	(70,700)
Building Maintenance	176,977	149,579	(27,398)
Equipment	313,974	285,417	(28,557)
Insurance	239,148	238,779	(369)

Variations in the Council and Clerk budgets were included in the General Fund section and are primarily due to benefits and travel coming in under budget. Information Technology was primarily under budget because projects to transition the City to Voice Over Internet Protocol (VOIP) and develop a new City website were deferred, as well as under budget in wages and benefits and other miscellaneous expenses. Building Maintenance was under budget in wages and benefits and also a few projects that came in under budget (engineering support, hazardous materials disposal, and HVAC maintenance). The Equipment fund was under budget primarily in wages and benefits.

**FISCAL ANALYSIS**

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

**STRATEGIC PLAN ASSESSMENT**

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

**ATTACHMENT**

1. Budget-to-Actual Report as of June 30, 2019

Staff review:

EW  
 CM

**City of Crescent City**  
**FY 2018-19 General Fund Operating Report**  
**June 30, 2019 Year End Results**

Description	Budget	Actual	\$ Over (Under) % Over (Under)		Notes
			Budget	Budget	
<b>Non-Departmental Revenue</b>					
Tax Revenue	3,860,493	3,775,285	(85,208)	-2%	TOT under budget
Licenses & Permits	278,187	282,917	4,730	2%	
Interest Income	38,609	63,872	25,263	65%	Primarily LAIF interest, includes adjustment to fair market value, plus interest from RV Park Fund loan
Lease-Rental Income	28,029	30,513	2,484	9%	
Other Revenue	11,150	10,249	(901)	-8%	
<b>Departmental Revenue</b>					
City Council	75,330	58,001	(17,329)	-23%	Revenues based on expenses (cost of providing services to other funds)
City Manager	31,000	1,000	(30,000)	-97%	Grant-funded project deferred to next year
City Clerk	106,764	102,098	(4,666)	-4%	
Human Resources	1,000	-	(1,000)	-100%	
Finance	-	2,100	2,100		
Fire	539,120	563,923	24,803	5%	Fire services reimbursed by Fire District
Police	176,910	188,093	11,183	6%	
Building & Code Enforcement	136,045	114,361	(21,684)	-16%	Code enforcement revenues under budget; dependent on costs that can be recovered
Planning	2,950	4,173	1,223	41%	
PW Admin	1,500	1,808	308	21%	
Streets	381,332	371,611	(9,721)	-3%	
Parks	4,000	1,649	(2,351)	-59%	
Cultural Center	15,000	12,068	(2,932)	-20%	
Swimming Pool	260,485	211,538	(48,947)	-19%	Revenue from pool usage decreased (closed for repairs)
<b>Revenue Total</b>	<b>5,947,904</b>	<b>5,795,261</b>	<b>(152,643)</b>	<b>-3%</b>	
<b>Non-Departmental Expenditures</b>					
City Council	116,371	90,079	(26,292)	-23%	Under budget in benefits and travel/training
Administration	92,979	57,485	(35,494)	-38%	Grant-funded project deferred to next year
Community Support	113,439	101,178	(12,261)	-11%	
City Clerk	153,605	145,322	(8,283)	-5%	
Human Resources	58,770	55,441	(3,329)	-6%	
Finance	226,685	209,527	(17,158)	-8%	
City Attorney	66,130	64,888	(1,242)	-2%	
Fire	852,459	745,780	(106,679)	-13%	Under budget in benefits, equipment, and travel/training
Police	2,033,629	1,925,588	(108,041)	-5%	Under budget in benefits, parts & supplies, vehicle repairs, and ISF; K9 kennel project deferred to next year
Building & Code Enforcement	160,846	83,531	(77,315)	-48%	Under budget in wages & benefits and legal services
Planning	173,698	122,777	(50,921)	-29%	Under budget in wages & benefits and contract services
Public Works - Admin	178,292	159,715	(18,577)	-10%	
Public Works - Streets	569,666	429,067	(140,599)	-25%	Under budget in parts & supplies and contracts; wayfinding signs deferred to next year
Public Works - Parks	369,650	316,664	(52,986)	-14%	Under budget in wages & benefits, utilities, ISF
Cultural Center	120,624	51,059	(69,565)	-58%	Siding project deferred to next year
Swimming Pool	758,718	678,791	(79,927)	-11%	Under budget in wages & benefits, contracts
<b>Expenditure Total</b>	<b>6,261,789</b>	<b>5,442,537</b>	<b>(819,252)</b>	<b>-13%</b>	
<b>NET OPERATING RESULTS</b>	<b>(313,885)</b>	<b>352,724</b>			

**City of Crescent City**  
**FY 2018-19 Housing Fund Operating Report**  
**June 30, 2019 Year End Results**

Description	Budget	Actual	\$ Over (Under) Budget	% Over (Under) Budget	Notes
<b>Revenue</b>					
Interest	140	1,330	1,190	850%	Primarily LAIF interest on admin funds, includes adjustment to fair market value
Recovery-Admin Fee 50%	12,125	11,725	(400)	-3%	
Recovery-HAP 50%	12,125	11,725	(400)	-3%	
HUD Admin Revenue	435,344	449,114	13,770	3%	
HUD Housing Assistance	3,058,716	3,020,374	(38,342)	-1%	
Other PHA Housing Assistance	217	217	-	0%	
HAP Owner Reimbursement	432	767	335	78%	
Port In - HAP	-	1,853	1,853		
Port In - Admin	-	197	197		
Other Revenue	-	91	91		
<b>Revenue Total</b>	<b>3,519,099</b>	<b>3,497,394</b>	<b>(21,705)</b>	<b>-1%</b>	
<b>Expense</b>					
Housing Assistance Payments	3,105,353	3,110,354	5,001	0%	
Port In - HAP	-	-	-		
<b>Personnel</b>					
Housing	351,701	330,084	(21,617)	-6%	
Admin / HR	8,579	7,950	(629)	-7%	
Finance	15,600	14,756	(844)	-5%	
City Attorney	500	820	320	64%	
Utilities and telephone	8,061	7,447	(614)	-8%	
Materials and supplies	27,113	17,662	(9,451)	-35%	
Contracts and services	24,803	18,621	(6,182)	-25%	
Employee Support	6,700	4,696	(2,004)	-30%	
Interest remitted to HUD	140	-	(140)	-100%	
ISF Allocations	12,578	10,964	(1,614)	-13%	
<b>Expense Total</b>	<b>3,561,128</b>	<b>3,523,354</b>	<b>(37,774)</b>	<b>-1%</b>	
<b>NET OPERATING RESULTS</b>	<b>(42,029)</b>	<b>(25,960)</b>			

**City of Crescent City**  
**FY 2018-19 RV Park Fund Operating Report**  
**June 30, 2019 Year End Results**

Description	Budget	Actual	\$ Over (Under) % Over (Under)		Notes
			Budget	Budget	
<b>Revenue</b>					
Interest	3,244	8,194	4,950	153%	LAIF interest, includes adjustment to fair market value
Misc sales	5,000	4,184	(816)	-16%	
Rental revenue non-TOT	90,000	79,622	(10,378)	-12%	
Rental revenue - subject to TOT	270,000	282,990	12,990	5%	
Other revenue	-	-	-		
<b>Revenue Total</b>	<b>368,244</b>	<b>374,990</b>	<b>6,746</b>	<b>2%</b>	
<b>Expense</b>					
Personnel					
RV Park	70,143	52,053	(18,090)	-26%	
Admin / HR	11,888	9,825	(2,063)	-17%	
Finance	11,462	9,858	(1,604)	-14%	
Utilities and telephone	99,985	85,160	(14,825)	-15%	
Materials and supplies	22,895	20,967	(1,928)	-8%	
Contracts and services	42,131	33,695	(8,436)	-20%	
Other operating uses	973	973	-	0%	
ISF Allocations	47,109	40,694	(6,415)	-14%	
<b>Expense Total</b>	<b>306,586</b>	<b>253,225</b>	<b>(53,361)</b>	<b>-17%</b>	
Debt Service					
Principal	230,000	230,000			
Interest	5,099	5,175			
<b>Total Expenditures</b>	<b>541,685</b>	<b>488,400</b>			
<b>NET OPERATING RESULTS</b>	<b>(173,441)</b>	<b>(113,409)</b>			

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

Reconcile to audit	Operating report	Audit	
Revenues per report	374,990		
Operating revenues		366,796	
Non-operating revenues		8,194	
Total revenues	374,990	374,990	-
Expenses per report			
Operating expenses	253,225	312,203	
Non-operating expenses	235,175	5,175	
Total expenses per report	488,400	317,378	
Reconciling items			
Depreciation	58,978		
Debt principle payment	(230,000)		
Total expenses	317,378	317,378	-
Change in net position	57,613	57,613	

**City of Crescent City**  
**FY 2018-19 Sewer Fund Operating Report**  
**June 30, 2019 Year End Results**

Description	Budget	Actual	\$ Over (Under) % Over (Under)		Notes
			Budget	Budget	
<b>Revenue</b>					
Interest	38,945	138,735	99,790	256%	Primarily LAIF interest, includes adjustment to fair market value
Other Income	15,431	47,997	32,566	211%	Includes account setup, late charges, and other misc. revenues
Charges for services	4,415,729	4,526,200	110,471	3%	
Sewer connections	116,105	243,018	126,913	109%	
Sewer lab	120,347	108,839	(11,508)	-10%	Includes outside customers and services provided to City Water Fund
County collection systems	116,464	74,496	(41,968)	-36%	Revenues based on expenses incurred
Grant revenue	-	3,995	3,995		
Capital contributions	-	323,790	323,790		Value of grant-funded lift station project (in progress)
<b>Revenue Total</b>	<b>4,823,021</b>	<b>5,467,071</b>	<b>644,050</b>	<b>13%</b>	
<b>Expense</b>					
Admin / HR	130,060	107,862	(22,198)	-17%	Under budget in wages, benefits, pre-employment
Finance	320,803	290,354	(30,449)	-9%	Under budget in wages, benefits, postage, ISF
City attorney	26,685	18,536	(8,149)	-31%	
Sewer lab	399,447	332,966	(66,481)	-17%	Under budget in wages, benefits, parts & supplies, contract services
WWTP operations	1,445,166	1,147,078	(298,088)	-21%	Under budget in wages, benefits, utilities, parts & supplies, contract services, ISF
City collection systems	268,430	226,706	(41,724)	-16%	Under budget in parts & supplies
County collection systems	116,463	84,219	(32,244)	-28%	Under budget in wages, benefits, contract services
WWTP maintenance	773,727	372,824	(400,903)	-52%	Under budget in wages, benefits, parts & supplies, contract services, training, ISF
<b>Operating Expense Total</b>	<b>3,480,781</b>	<b>2,580,545</b>	<b>(900,236)</b>	<b>-26%</b>	
Debt service	1,400,000	1,400,000			
Transfers to CIP fund	361,800	65,752			
<b>Total</b>	<b>5,242,581</b>	<b>4,046,297</b>			
<b>NET OPERATING RESULTS</b>	<b>(419,560)</b>	<b>1,420,774</b>			
<b>Sewer CIP Fund Activity</b>					
<b>Revenue</b>					
Interest	-	3,647	3,647		
Transfers in from Sewer Fund	361,800	65,752	(296,048)	-82%	
Grant revenue	-	-	-		
<b>Revenue Total</b>	<b>361,800</b>	<b>69,399</b>	<b>(292,401)</b>	<b>-81%</b>	
<b>Expense</b>					
CIP expenses	511,800	85,485	(426,315)	-83%	
<b>Net</b>	<b>(150,000)</b>	<b>(16,086)</b>			
<b>Reconcile to audit</b>					
	<b>Operating report</b>	<b>Audit</b>			
Revenues per report	5,467,071				
Operating revenues		5,000,550			
Non-operating revenues		470,167			
Total revenues per report	5,467,071	5,470,718			
Reconciling items					
Sewer CIP fund revenues	3,647				
Total revenues	5,470,718	5,470,718			
Expenses per report					
Operating expenses	2,580,545	4,600,877			
Non-operating expenses	1,465,752				
Total expenses per report	4,046,297	4,600,877			
Reconciling items					



GASB 68 expense	79,870		
GASB 75 expense	(8,879)		
Contra expense	(93,432)		
Transfers to CIP fund	(65,752)		
CIP fund expenses	85,485		
Depreciation	1,957,289		
Debt principle payment	<u>(1,400,000)</u>		
Total expenses	4,600,877	4,600,877	-
Change in net position	869,841	869,841	

**City of Crescent City**  
**FY 2018-19 Water Fund Operating Report**  
**June 30, 2019 Year End Results**

Description	Budget	Actual	\$ Over (Under) Budget	% Over (Under) Budget	Notes
<b>Revenue</b>					
Interest	21,942	65,772	43,830	200%	Primarily LAIF interest, includes adjustment to fair market value
Rental revenue	19,869	19,512	(357)	-2%	
Other revenue	15,080	11,774	(3,306)	-22%	
Charges for services	2,736,281	2,845,591	109,310	4%	
Water connections	48,400	96,889	48,489	100%	
Water CSD admin revenue	3,300	3,571	271	8%	
Grant revenue	-	1,167	1,167		
<b>Revenue Total</b>	<b>2,844,872</b>	<b>3,044,275</b>	<b>199,403</b>	<b>7%</b>	
<b>Expense</b>					
Admin / HR	134,230	111,447	(22,783)	-17%	Under budget in wages, benefits, pre-employment
Finance	318,479	297,397	(21,082)	-7%	Under budget in wages, benefits, ISF
City attorney	16,685	11,791	(4,894)	-29%	
Water operations	1,522,315	1,294,203	(228,112)	-15%	Under budget in wages, benefits, parts & supplies, ISF
Water CSD	41,904	35,282	(6,622)	-16%	
<b>Expense Total</b>	<b>2,033,613</b>	<b>1,750,120</b>	<b>(283,493)</b>	<b>-14%</b>	
Debt service	350,000	350,000			
Transfers to CIP fund	730,000	656,914			
<b>Total Expenditures</b>	<b>3,113,613</b>	<b>2,757,034</b>			
<b>NET OPERATING RESULTS</b>	<b>(268,741)</b>	<b>287,241</b>			

**Water CIP Fund Activity**

<b>Revenue</b>					
Interest	-	112	112		
Transfers in from Sewer Fund	730,000	656,914	(73,086)	-10%	
Grant revenue	-	-	-		
<b>Revenue Total</b>	<b>730,000</b>	<b>657,027</b>	<b>(72,973)</b>	<b>-10%</b>	
<b>Expense</b>					
CIP expenses	730,000	360,115	(369,885)	-51%	
<b>Net</b>	<b>-</b>	<b>296,912</b>			

Reconcile to audit	Operating report	Audit	
Revenues per report	3,044,275		
Operating revenues		2,977,336	
Non-operating revenues		67,051	
<b>Total revenues per report</b>	<b>3,044,275</b>	<b>3,044,388</b>	
<b>Reconciling items</b>			
Water CIP fund revenues	112		
<b>Total revenues</b>	<b>3,044,388</b>	<b>3,044,388</b>	-
<b>Expenses per report</b>			
Operating expenses	1,750,120	2,023,785	
Non-operating expenses	1,006,914		
<b>Total expenses per report</b>	<b>2,757,034</b>	<b>2,023,785</b>	
<b>Reconciling items</b>			
GASB 68 expense	49,707		
GASB 75 expense	(5,051)		
Contra expense	(359,117)		
Transfers to CIP fund	(656,914)		
CIP fund expenses	360,115		

Depreciation	228,011		
Debt principle payment	<u>(350,000)</u>		
Total expenses	2,023,785	2,023,785	-
Change in net position	1,020,602	1,020,602	



SPECIAL JOINT MEETING OF THE  
CITY COUNCIL OF THE CITY OF CRESCENT CITY  
AND THE  
CRESCENT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

**MINUTES**  
**WASHINGTON BLVD FIRE HALL**  
**255 W WASHINGTON BLVD**  
**CRESCENT CITY, CA 95531**

**THURSDAY**

**NOVEMBER 21, 2019**

**5:30 P.M.**

**OPEN SESSION**

**Call to order** Mayor Inscore called the meeting to order at 5:32 p.m. for the City Council. Chairman Phillips called the meeting to order at 5:32 p.m. for the Fire Protection District Board of Directors.

**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  
District Board Members present: Board Member Jim Erler, Board Member Rick Kelley, Vice-Chair Dave Short, and Chairman Jim Nelson  
Board Member absent: Board Member Alan Winogradov  
Staff present: City Manager Eric Wier, City Attorney Martha Rice, Finance Director Linda Leaver, City Clerk/Administrative Analyst Robin Patch, Human Resources Administrator Sunny Valero, Fire Department Administrative Assistant Vanessa Duncan, Police Chief Richard Griffin, and Interim Fire Chief Bill Gillespie

**Pledge of Allegiance** led by Mayor Inscore

**PUBLIC COMMENT PERIOD**

*There were no public comments.*

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**REPORTS/PRESENTATIONS - None**

**NEW BUSINESS**

**1. Ten-Year Financial Master Plan for Crescent City Fire & Rescue**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Consider and approve the following:*

**Crescent Fire Protection District Board:**

- Adopt the Crescent City Fire & Rescue 10 Year Financial Master Plan
- Direct staff to bring back appropriate action items for the implementation of the Phase I recommendations, including proposed MOU revisions and budget amendments to include the adoption of an equal cost share model for paid staff and review of other cost share items
- Direct staff to bring back an agreement with Planwest Partners in the amount of \$69,940 to implement Phase 2 for services to provide public opinion research, engineer's report, assessment engineering and balloting, and public education and outreach (Planwest) for revenue measure and property owner assessments

**City Council:**

- Adopt the Crescent City Fire & Rescue 10 Year Financial Master Plan
- Direct staff bring back appropriate action items for the implementation of the Phase I recommendations, including proposed MOU revisions and budget amendments to include the adoption of an equal cost share model for paid staff and review of other cost share items
- Direct staff to bring back an amendment to the agreement with Planwest Partners in the amount of \$25,614 to implement Phase 2(a) for services to provide public opinion research to address community priorities, including ballot and revenue measure feasibility

City Manager Wier gave a history of the relationship between the departments and the City. This is a monumental event for the District and the City. Former Fire Chief Steve Wakefield saw the vision for this, and it is still in the process. The 10-Year Master Plan was created with the help of the fire department volunteers and tonight's discussion is about the critical needs of the fire department to drive the department into the future. Interim Fire Chief Bill Gillespie addressed the

Board and Council and stated that even after Chief Wakefield had his first medical emergency, the answer to the calls did not slow down, the volunteers kept it running smoothly. His mantra,

“service above self” is reflected in the people who have volunteered to serve the community in the fire department. He spoke to when the 10-year Master Plan was brought before the Board and Council for initiation and how Chief Wakefield was brought in by way of video to join the discussion. This year, we will have up to 1900 calls of service. The firefighters cover 24 hours a day, 7 days a week. Some of the components of this plan mirror what the Arcata Fire Department has done. Fortuna is much like Crescent City with 1100 calls, they have a full-time Chief, Assistant Chief and are bringing on Captains. The plan before the Board and Council tonight is not unlike other similar Departments. We have good facilities, good stations, good fire apparatuses, but without the volunteers, nothing happens. City Manager Wier stated it is fitting that we are discussing this tonight as it is the anniversary of Service Above Self in Honor of Fire Chief Steve Wakefield Day of December 3<sup>rd</sup>. Colette Metz, Senior Planner for PlanWest Partners gave a presentation that outlined the process of the plan itself as well as what the implementation of the plan will mean for the future of the Fire Department. The Plan looked at the Department as a whole – the City and the District; this is the first time that this has been done in a Plan. Average calls per year 1300 (and increasing), population served is 19,500, 28.4 square miles served and 20 volunteers on average. The Plan also did an in-department station evaluation which was a very important aspect of the Plan. Service demand over a 5-year period was evaluated as well to show about 1800 – 1900 calls per service for 2019, with an operating budget of \$1.1 million per year. The critical needs of the Department are: staffing, volunteer support – training, career advancement opportunities, apparatus replacement plan, fiscal sustainability for both parent agencies: Crescent Fire Protection District will deplete reserves by 2022. Current City General Fund cannot support additional costs to address critical needs. Recommendations: fill permanent Fire Chief position, create three full time captain 2 positions to replace the current part time deputy chief and part time maintenance worker positions, evaluate PERS (city-employed) vs. NON PERS (district employed) options for fulltime employees, maintain duty coverage with stipends for primary and secondary duty, expand volunteer staffing, training and incentive programs. For community outreach, it objectives were to evaluate and expand the communication of major events with local/regional media outlets, evaluate and expand website and social media presence. broaden community outreach efforts, and to enhance department involvement in community outreach and public education programs. To do this, it is recommended to develop and maintain a dedicated website for the department. It is further recommended to pursue countywide solution for fire dispatch services, additional funding through a robust public outreach and marketing program and to continue researching and exploring various long-term governance, staffing and funding models. Senior Planner Metz explained the revenue options available are special benefit assessments, special taxes, sales taxes (Available only to the City, not to the District, County can collect on behalf of the District), development fees, fees for service (subrogation- billing for accident response), and contracts for service – Agreements between a company and a District (such as a mill). City Manager Wier went over the current staffing structure and explained their duties. Current staffing and duty coverage is the biggest need for the department. Currently we rely on the Division Chief and Battalion Chief who have other full-time jobs and they are answering as many as 12 calls throughout the night; this is not sustainable. The proposed staffing eliminates the Deputy Chief and the Maintenance Worker and adds three Assistant Chief positions who will be answering most of the calls. City Manager Wier explained the additional funding priorities, having a dedicated group of volunteers on site at all times. The City does not have \$307k annually to be able to fund the fire department through the General Fund; the District cannot either as they will run out of money by 2022. Senior Planner Metz stated that presently the CFPD assessment is \$42 and is proposed to be increased to \$100 per residence. To fund the fire department, either an assessment can be done or a sales tax; it is proposed for Crescent City to have a ¼ to ½ cents sales tax measure to cover the fire department’s needs. City Manager Wier went over the recommendations in detail; the ones to be implemented immediately is to fill the Fire Chief position permanently, maintain duty coverage with stipends for primary and secondary duty, expand volunteer staffing, training, and incentive programs, develop and maintain a dedicated website for

the department, and to broaden community outreach efforts. All of these can be done with the current budget.

*The following citizens addressed the Council and Fire District Board:*

Chris Butz, Captain – asked about the assessments on developed parcels and if undeveloped parcels could be included as the fire department deal with a large amount of calls at homeless camps on undeveloped parcels. *Senior Planner Metz currently this wasn't a part of previous assessments, but can be considered.*

Assistant Chief Richard Wier – spoke in support of this Master Plan being the only viable plan we have. A lot of times people think this is a paid department because of how the volunteers represent the City/District on each call; asked for the Council and Board's support.

Director Short asked City Manager Wier asked about community engagement and how we can make sure they know the department is here to serve; City Manager Wier spoke to the many life-saving stories the fire department has that can inform the community on what this department does for them and the lives that have been saved. This can be done by community events, school meetings, etc. Interim Chief Gillespie spoke to firefighters even rescuing each other and spoke to Bill Barlow's life one night on a vacant parcel. Mayor Pro Tem Kime supported being more proactive than reactive. Council Member Fallman stated he doesn't like the idea of raising taxes, however, supports whatever the department needs to continue being able to serve the community. Council Member Greenough stated he echoes Council Member Fallman's sentiments. It's important to have the right people in place to give the community what it needs. Council Member Wright spoke to his firstborn son being 9 months old who passed away, and the first person that came to his home was a volunteer firefighter in his own personal vehicle. It was comforting to have the firefighter there to be with he and his wife during that difficult time. He stated he will always support what firefighters need to be an effective department. Mayor Inscore asked about the duty coverage and the sleeper group; how does the sleeper group fit into that structure. Interim Fire Chief Gillespie stated that the duty officer is still the acting chief when the chief is gone; further explaining the structure on how calls are answered. The sleeper program would be built from our volunteers, signing up to cover shifts. It's perfect for those who may want to go into other agencies in the future as they have the experience necessary to be on other departments. Mayor Inscore said paying all the duty coverages is a fraction of the cost of the Assistant Chief that can provide the leadership. By doing it this way, it shows the value of our volunteers who have served for many years. We have two options – get behind it, all of us, or we change how we provide service. We either reduce and only do fire, major medical, and traffic collisions, or get behind it 100% and move forward. There needs to be the will to relay the message to the community effectively the importance of having a fully functional fire department. Mayor Pro Tem Kime asked about the property assessment within the City, if the owners don't live in the home, would they still be assessed; City Manager Wier answered they would. Chairman Nelson reiterated that the District can't go for a sales tax without going through a whole process, so it would be the City for the sales tax, the District would go for mitigation. If we don't get this, the community will suffer. The community at large does not realize that we are a volunteer department, not a paid department.

*The following citizens addressed the Council and Fire District Board:*

Dennis Sutton, Assistant Fire Chief – why is the City going to the tax and not an assessment? *City Manager Wier said it depends on what the community wants; the tax will truly represent the City we serve.* Assistant Chief Sutton spoke of his concern that if the County resident/property



owner buys something in the City and gets taxed then gets a property assessment, it's double dipping. *Interim Fire Chief Gillespie stated that its important to see what the community responds to and that its can't be carried one-sided, it must be a partnership.*

Darrin Short, Battalion Fire Chief – to make it a benefit assessment would make it a much higher number per parcel than \$100.

Mayor Inscore broke down the real amount that the sales tax means, it's a quarter of a percent which will need to be effectively communicated.

Richard Wier, Assistant Fire Chief – the sales tax is transitional, the Fair is sunseting. It'll go from the Fair to the Fire Department if it passes.

Mayor Pro Tem Kime said that when the Fair Tax was implemented, it was unnoticeable due to it being such a small amount.

*On a motion by Vice-Chair Short, seconded by Director Erler, and carried on a 4-0 polled vote with Director Winogradov being absent, the Crescent Fire Protection District Board of Directors adopted the Crescent City Fire & Rescue 10 Year Financial Master Plan.*

*On a motion by Council Member Wright, seconded by Mayor Pro Tem Kime and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted • Adopt the Crescent City Fire & Rescue 10 Year Financial Master Plan.*

*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 directed staff to bring back appropriate action items for the implementation of the Phase I recommendations, including proposed MOU revisions and budget amendments to include the adoption of an equal cost share model for paid staff and review of other cost share items, directed staff to bring back an amendment to the agreement with Planwest Partners in the amount of \$25,614 to implement Phase 2(a) for services to provide public opinion research to address community priorities, including ballot and revenue measure feasibility, directed staff to come back with Phase II and to continue with the duty stipends as they are.*

*On a motion by Vice-Chair Short, seconded by Director Erler, and carried on a 4-0 polled vote with Director Winogradov being absent, the Crescent Fire Protection District Board of Directors directed staff to bring back appropriate action items for the implementation of the Phase I recommendations, including proposed MOU revisions and budget amendments to include the adoption of an equal cost share model for paid staff and review of other cost share items, directed staff to bring back an amendment to the agreement with Planwest Partners in the amount of \$25,614 to implement Phase 2(a) for services to provide public opinion research to address community priorities, including ballot and revenue measure feasibility, directed staff to come back with Phase II and to continue with the duty stipends as they are.*

## **2. Fire Chief Recruitment**

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Take action as necessary and appropriate*

**Crescent Fire Protection District Board**

- Appoint two members to meet with the selected candidate and make recommendation for contract approval to the Crescent Fire Protection District & City Council

**City Council**

- Appoint two members to meet with the selected candidate and make recommendation for contract approval to the Crescent Fire Protection District & City Council

City Manager Wier reported that Human Resources Administrator Valero would like to have the recruitment to start tomorrow. He went over the process the Board and Council will be a part of and turned the report over to HR Administrator Valero who explained the recruitment process in detail.

*The following citizens addressed the Council and Fire District Board:*

Ivan Minsal, former Crescent City Police Chief: stated that the Fire Chief is a critical position and strongly urged the Council and Board to move forward picking the right person to lead. Spoke in support of the work that Human Resources Director Sunny Valero does and knows she will find the right fit for our department.

Director Kelley and Director Eler volunteered to serve on the 2x2 committee for the Crescent Fire District Board of Directors; Chairman Nelson made the appointments.

Council Member Wright and Mayor Inscore volunteered to serve on the 2x2 committee for the City Council; Mayor Inscore made the appointments.

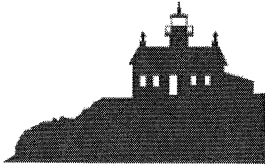
**CITY MANAGER REPORT** - None

**ADJOURNMENT**

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 7:23 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for December 2, 2019 at 5:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

**ATTEST:**

\_\_\_\_\_  
Robin Patch  
City Clerk/Administrative Analyst



# CITY OF CRESCENT CITY

Mayor Blake Inscore  
Council Member Alex Fallman  
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime  
Council Member Jason Greenough

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

**MONDAY**

**DECEMBER 16, 2019**

**5:00 P.M.**

## CLOSED SESSION

**Call to order** Mayor Inscore called the closed session to order at 5:01 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 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, 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**

*Closed session adjourned at 5:56 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 Fallman, Council Member Greenough, Council Member Wright, Mayor Pro Tem Kime, and Mayor Inscore

Staff present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Finance Director Linda Leaver, Housing Authority Executive Director Megan Miller, Public Works Director Jon Olson, Police Officer Justin Gill, Police K9 Officer Anthony Lopez, Police Officer Ethan Miller, Police Officer Alex Pearson, Police Officer Tyler Balch, Police Officer Yeng Lo, Interim Fire Chief Bill Gillespie, and Police Chief Richard Griffin

**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**

*The following citizens addressed the Council:*

Linda Sutter: stated that at the November 18<sup>th</sup> meeting it was reported that there was a \$408k deficit in the sewer fund and that she plans on travelling to Sacramento in the morning to report to the Water Board this deficit. Questioned why the Council did not ask about the deficit.

## **CEREMONIAL ITEMS**

### **1. Oath of Office for Police Officer Justin Gill**

Police Chief Griffin addressed the Council on Police Officer Gill's background in law enforcement. City Clerk Robin Patch performed the Oath of Office for Officer Gill. Officer Gill spoke about being a part of a proactive and community centered department.

## **REPORTS AND PRESENTATIONS**

### **2. Update on WWTP Operations by Jacobs Engineering**

Dennis Burrell, Project Manager for Jacobs Engineering, gave a WWTP quarterly report via PowerPoint presentation. The transition occurred September 9, 2019 which included eight Jacobs off-site employees who spent a minimum of 30 days working in Crescent City to get everything up to speed. All regulatory permit requirements have been met, no safety incidents, 929 preventative maintenance activities, 77 non-emergency work orders, 9 safety work orders all done within 90 days. Austin Nova reported on the major work activities that have been completed within the 90 days as well; switched from high use of propane to methane. Project Manager (PM) Burrell reported that there has been 195 hours of employee training related to safety, process control, CMMS, compliance, procurement, and human resources (admin). Council Member Fallman asked if Jacobs done any public outreach? PM Burrell stated that communications have been done at large within the community, no public meetings, or townhalls. The last 90 days have been spent on a heavy lift to get things established. The community involvement plan is that we ask community members what they'd like to see and then Jacobs will develop a plan. Mayor Inscore spoke to Jacobs' experience and ability to take good care of the City's asset. City Manager Wier spoke to Austin Nova's professionalism, dedication, and hard work during the transition and up to the transition. Regarding the sewer fund, it is and has been a structural deficit, it is not new information to the Council or to the community. The City has taken many steps in the past and present to work forward making this a structural sustainable enterprise. The City will see savings of \$80k per year now that Jacobs has taken over operations of the WWTP. The technical assistance grant that was approved by the Council will help with the sewer fund. Director Leaver

reported that the audit is almost done and that net fund balance in the Sewer Fund is around \$6.5 million.

Linda Sutter: thanked the Mayor for getting clarification of the deficit; she will not go to Sacramento after all.

### **CONSENT CALENDAR**

#### **3. Regular Council Meeting Minutes**

- *Recommendation: Approve the December 2, 2019 regular meeting minutes of the City Council.*

#### **4. Warrant Claims List**

- *Recommendation: Receive and file the warrant claims list for the period November 23, 2019 through December 6, 2019.*

#### **5. Payroll Report**

- *Recommendation: Receive and file the biweekly payroll report for the period ending December 7, 2019 paid December 13, 2019.*

#### **6. 2020 Council meeting calendar**

- *Recommendation: Receive and file the 2020 Council meeting calendar.*

#### **7. Insurance and Indemnification Agreement – Sheriff Consent for CCPD to Enforce Law in County Jurisdiction**

- *Recommendation: Approve the Insurance and Indemnification Agreement Between the County of Del Norte, the Sheriff of Del Norte County, the Crescent City Police Chief, and the City of Crescent City*

#### **8. Budget-to-Actual Financial Report for November 2019**

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

*On a motion by Council Member Greenough, seconded by Council Member Fallman, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 3-8 as presented.*

### **PUBLIC HEARINGS – None**

### **CRESCENT CITY HOUSING AUTHORITY**

*No meeting as there are no items to discuss*

### **SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY**

*No meeting as there are no items to discuss*

### **CONTINUING BUSINESS**

#### **9. 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 ordinance.*

Public Works Director Olson introduced Gary Rees, of SHN Consulting Engineers and Geologists, who helped draft the ordinance for discussion. He stated that the ordinance that was before the Council was the same one before the Council in November with no changes until direction is given by the Council. He presented the zoning districts by way of a map that showed the 600' and the 1000' radiuses around schools, youth centers, daycares, libraries, parks and recreation facilities, bowling alleys, social services, and alcohol/drug rehabilitation. Because of State regulations, there is very little space to have commercial cannabis locations within the City limits, there are only a few parcels in the C2 district. Council Member Fallman stated that if we agree to all setbacks it would prohibit the commercial sales of cannabis except for 10 parcels; which means that the commercial cannabis there would be very valuable. Mayor Pro Tem Kime asked if the downtown area has that exclusion because of the social services spots within the downtown. Mr. Reese answered in the affirmative and that there are several other exclusions present downtown. Mayor Pro Tem Kime stated that the only place children are "required" to go is school. Everywhere else would be in the accompany of their parents, therefore this seems excessive. Council Member Fallman spoke to his opinion that the constituents need to have a clear understanding of what commercial cannabis will mean to the City. Council Member Greenough spoke to areas that shouldn't have marijuana dispensaries; for retail, there should be 1000' setback from schools, churches, public parks. Discussion on the 600' or 1000' set back was discussed and how that would change the allowable spaces for commercial cannabis sales. Mayor Inscore opposed pushing the retail cannabis stores to the outer limits of the City as not only would that create a stigma, it would be the first thing visitors see when coming into town. Regarding the concern of minors entering the establishments, the requirements for entering into a commercial cannabis retailer are extremely secure as they don't take your word for it, they check your ID. Discussion continued at a Council level. Council Member Greenough was strongly in favor of a 1000' setback around schools. Regarding the Fairgrounds being excluded as a "youth center" area, the Council was in agreement that the fairgrounds should not be categorized as a "youth center". Mayor Inscore asked for a consensus or a vote on what triggers the Council wanted to give as well as the setback. The Council was in agreement to use the State's requirements and to ask the State if the Fairgrounds could not be included in the setback. The Council was in consensus for more research to be done on the retail side regarding the Fairgrounds and signage, before any decision is made on how to craft the ordinance. Discussion on indoor space available in the City was discussed as not having many spaces to use. Mayor Pro Tem Kime Kime stated that schools, youth centers, and daycares are the exclusions she would like and a 600' setback for manufacturing, retail, etc. Council Member Greenough stated that for manufacturing, depending on the map and if certain parcels come off, 600' is sufficient; Council Member Wright agreed. The Council was in unanimous consensus for a 600' setback for schools, daycares, and youth centers. For Microenterprise cultivation, the Council was in unanimous consensus to have the same setback. Mr. Rees asked if the Council supported the Planning Commission's recommendations; the Council stated they did but did not want to allow onsite consumption. The Council was in unanimous in consensus to not allow onsite consumption. Regarding signage, advertising on windows is not allowed so law enforcement can see within the establishment. The Council was in unanimous consensus that regulations for signage needs to be consistent business wide, no advertising in the windows should be allowed; and a business sign should be approved by the Planning Commission.

Linda Sutter: does not approve of manufacturing within the City limits due to the air quality it produces. Spoke in regards to the setback for churches.

Council Member Wright stated he supported setbacks only for churches that have active youth groups.

*Mayor Inscore called a 5 minute recess at 7:41 pm.*

*The meeting was called back to order at 7:48 p.m.*

**10. Professional Services Agreement Amendment with Planwest Partners Implementing Phase 2A of the 10-Year Fire Department Master Plan**

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Approve the professional services agreement amendment with Planwest Partners implementing Phase 2A of the 10-Year Fire Department Master Plan in the amount of \$25,614.00*
- *Adopt Resolution No. 2019- 60 A RESOLUTON OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET OF THE CITY OF CRESCENT CITY*

Interim Fire Chief Gillespie reported to the Council that this will implement Phase 2 of the 10-Year Fire Department Master Plan and explained the schedule for the implementation of the Plan. It is planned to have something on the November 2020 ballot. Mayor Inscore asked if the District approved their portion of the outreach; Interim Fire Chief Gillespie stated that they are moving forward with the contract, just waiting on the budget adjustment had to wait to have 4 Directors present to vote. Council Member Fallman asked if this will reveal what type of taxes the community would approve; Chief Gillespie answered in the affirmative. City Manager Wier stated that the League highly recommends polling the community on how they see the City government and understanding the relationship.

*On a motion by Council Member Greenough, seconded by Mayor Pro Tem Kime, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved the professional services agreement amendment with Planwest Partners implementing Phase 2A of the 10-Year Fire Department Master Plan in the amount of \$25,614.00 and adopted Resolution No. 2019- 60 A RESOLUTON OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET OF THE CITY OF CRESCENT CITY.*

**11. Wastewater Treatment Facility Drainage Improvements Project**

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Waive the immaterial deviation in the Hooven bid, authorize the City Manager to sign an agreement with Hooven and Company to complete the Wastewater Treatment Facility Drainage Improvement Project in the amount of \$110,700*

Public Works Director Olson explained the bids that went out and that the low bid had some deviations, however, we are recommending the Council waive them as they were immaterial. Mayor Inscore asked about the budget for overlay; Director Olson stated there have been some escalations as to concrete. It is expected to break ground in 30 days.

*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 waived the immaterial deviation in the Hooven bid, authorized the City Manager to sign an agreement with Hooven and Company to complete the Wastewater Treatment Facility Drainage Improvement Project in the amount of \$110,700.*

**NEW BUSINESS**

**12. Letter of Commitment Supporting an Elk Valley Rancheria Grant Funding Application to Rehabilitate the Amador Water Storage Tank**

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



- *Approve submission of a letter to the Bureau of Reclamation committing City resources to support the application of grant funding submitted by Elk Valley Rancheria on behalf of the City of Crescent City to rehabilitate the Amador Water Storage Tank.*

City Manager Wier stated that Elk Valley Rancheria has come to the City to partner again to fund this project. The last one was denied due to the order of magnitude of the fund request of \$972k for the completion of the project. They stated the project was excellent as the partnership. The grant application has been restructured and the maximum grant amount is now capped at \$200k. They reached out to EVR asking to see the grant application again. There is no match to the grant.

There was unanimous consensus to approve the submission of a letter to the BOR.

### **13. Outer Carry Vest**

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Adopt Resolution No. 2019-61, 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 to purchase CCPD outer carry vests.*

Police Chief Griffin addressed the Council, showing what the “armor carrier” looked like with one he used at the Sheriff’s Office. He gave a demonstration on how the carrier is used with the bulletproof vest and explained that the biggest draw for this type of equipment is that it takes all of the weight off of the hips and places onto the chest where it should be carried. This has been a request from the CCPOA to implement and was the first request of him as Chief. The vest will not be mandatory, and the vests will be paid for through the money received from GSRMA in the RMAP award and will be the property of the City. Human Resources Administrator Sunny Valero addressed the Council by stating that GSRMA asked if the City would be interested in having the outer carry vest. It is our responsibility to our officers to allow them to distribute the equipment weight from their waist. It is a healthier option than the regular duty belt as the most common injuries sustained by LEOs are back injuries. It also allows the officer to have better posture within their vehicles. City Manager Wier recommends increasing the budget request to \$6500 instead of \$5200. The Council discussed a uniform allowance for the officers and was in consensus to have staff looking into it for the possibility of implementing it.

- *On a motion by Council Member Fallman, seconded Greenough, the City Council of the City of Crescent City adopted Resolution No. 2019-61, 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 to purchase CCPD outer carry vests and changed the budget amount to \$6,500*

### **CITY COUNCIL ITEMS**

- **Legislative Matters** – None
- **City Manager Report and City Council Directives** – City Manager Wier reported on the following City items:
  - Redwood Empire Division has asked the City to host a meeting on August 21, 2020 in Crescent City
    - The Council was in consensus to host the meeting
  - 2020 Council Committee and Board appointments
    - Mayor Inscore asked the Council to state if any appointments need to be changed. No changes needed to be made.

- Hmong New Year – Mayor Inscore, Council Member Fallman, Police Chief Griffin and firefighters were in attendance.
- The Delegation from Rikuzentakata was in town last week and the visit went very well
- Light Parade was last Friday, the City won 1<sup>st</sup> place in the float contest.
- High School State Championship game for the Del Norte Warriors and El Monte High School was Saturday and the community worked very well together for this huge event.
- Shop with the Hero event on Saturday was successful.
- Archie Chevron samples came back below the maximum levels and they have been submitted to the State and it is expected to get a release on that location.
- RCT was exceptional in getting people to the football field for the championship game from parking which was far away.

Mayor Inscore reported that the Jaycees Basketball tournament was the same weekend as the championship game and was successful.

➤ **Reports, Concerns, Referrals, Council travel and training reports –**

**Council Member Fallman** – suggested thank you letter from the Council to Redwood Coast Transit; Council was in consensus to send letter.

**Council Member Wright** – first meeting of the website ad hoc went well; website looks great. Competed his Master’s Degree this weekend; Yurok word of the day: nape-sesh “My Dad”

**Mayor Pro Tem Kime** – offered thanks to the airport, Sunrise Rotary who provided food, Leslie Duncan who supplied flags for everyone during the Japanese Delegation’s arrival to Crescent City. Also thanked the Tribal partners for their participation in this event.

**Mayor Inscore** – spoke on the incredible relationship the Tribal partners have created with the Sister City as well.

**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, January 6, 2020 at 6:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

**ATTEST:**

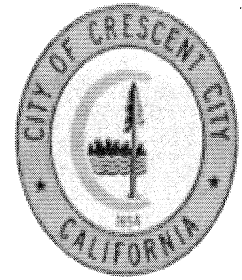
\_\_\_\_\_  
Robin Patch  
City Clerk/Administrative Analyst

# Accounts Payable

## Checks by Date - Summary by Check Number

User: crawlings  
 Printed: 12/31/2019 3:39 PM

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Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	12/16/2019	0.00	4,706.94
ACH	FITTAX	FIT Payroll Taxes Auto Pay	12/16/2019	0.00	20,491.13
ACH	PERS2	Public Emp Retirement Sys	12/16/2019	0.00	24,345.07
435261	ABCSER	Abc Service	12/13/2019	0.00	8,160.00
435262	SUPERI	Advanced Superior Alarm Systems	12/13/2019	0.00	306.00
435263	BATTSYS	Battery Systems	12/13/2019	0.00	114.19
435264	BLUEST	Blue Star Gas	12/13/2019	0.00	5,061.30
435265	BORGESJA	Jason Borges	12/13/2019	0.00	144.32
435266	BUDGE	Budge & Mchugh Supply Co.	12/13/2019	0.00	298.94
435267	CRENNE	C Renner Petroleum Inc	12/13/2019	0.00	1,078.08
435268	CALTEST	Caltest Analytical Laboratory	12/13/2019	0.00	2,299.00
435269	CAMPTO	Campton Electric Inc	12/13/2019	0.00	471.84
435270	CCDNCH	Cc-Dn Chamber Of Commerce	12/13/2019	0.00	15,000.00
435271	DAILYT	Country Media, Inc.	12/13/2019	0.00	475.42
435272	CACEHA	Crescent Ace Hardware	12/13/2019	0.00	1,302.11
435273	CCGLAS	Crescent City Glass Co.	12/13/2019	0.00	35.64
435274	CCHAY&FE	Crescent City Hay & Feed	12/13/2019	0.00	33.63
435275	CURRYE	Curry Equipment	12/13/2019	0.00	140.41
435276	DNCOC2	D N Co Dept Inform Tech	12/13/2019	0.00	52.45
435277	DNCBOS	Del Norte County	12/13/2019	0.00	195.00
435278	DNOFFI	Del Norte Office Supply	12/13/2019	0.00	1,181.33
435279	DNSOLI	Del Norte Solid Waste	12/13/2019	0.00	512.41
435280	MISSVS	Virginia Delatorre	12/13/2019	0.00	1,560.00
435281	ENGLUN	Englund Marine Supply Co.	12/13/2019	0.00	238.06
435282	FASTENAL	Fastenal Company	12/13/2019	0.00	564.69
435283	FREEMMRK	Freeman Rock, Inc.	12/13/2019	0.00	686.75
435284	GEORGE	George's Auto & Diesel	12/13/2019	0.00	13.82
435285	GRAING	Grainger	12/13/2019	0.00	1,210.75
435286	HAMWSG	Hambro/WSG	12/13/2019	0.00	6,932.84
435287	EFFDEL	Ernie & Cheri Hardaway	12/13/2019	0.00	60.00
435288	HARDY	Hardy Diagnostics	12/13/2019	0.00	1,548.32
435289	IDEXX	IDEXX Laboratories	12/13/2019	0.00	963.93
435290	INDEPE	Independent Business Forms, In	12/13/2019	0.00	697.37
435291	INDUSTST	Industrial Steel & Supply	12/13/2019	0.00	169.59
435292	RECALL	Iron Mountain	12/13/2019	0.00	84.63
435293	LINCOL	Lincoln Equipment Inc	12/13/2019	0.00	15.20
435294	MISSIO	Mission Uniform & Linen	12/13/2019	0.00	220.70
435295	101	National Auto Parts Warehouse	12/13/2019	0.00	575.47
435296	NCCENT	North Central Laboratories	12/13/2019	0.00	2,527.33
435297	NCLAB	North Coast Laboratories	12/13/2019	0.00	140.00
435298	JACOBS	Operations Management International, Inc.	12/13/2019	0.00	111,544.59
435299	OSCARL	Oscar Larson & Associates	12/13/2019	0.00	2,804.29
435300	OTIS E	Otis Elevator Company Inc	12/13/2019	0.00	336.54
435301	OREILLY	Ozark Automotive Dis. Inc.	12/13/2019	0.00	593.17
435302	PARKWA	Parkway Feed	12/13/2019	0.00	171.78
435303	QUALITYC	Quality Code Publishing	12/13/2019	0.00	542.50
435304	BRATWEAF	Seattle Sewing Solutions Inc.	12/13/2019	0.00	52.34

3

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
435305	STARFISH	Starfish Aquatics Institute	12/13/2019	0.00	350.00
435306	STOVER	Stover Engineering	12/13/2019	0.00	36,840.84
435307	THRIFT	Thrifty Supply	12/13/2019	0.00	434.47
435308	TIDEWA	Tidewater Contractors Inc	12/13/2019	0.00	623.50
435309	CALCARDS	US Bank Corporate Pmt Systems	12/13/2019	0.00	7,429.08
435310	WAHLUN	Wahlund Construction Inc	12/13/2019	0.00	17,257.65
435311	Y&CTRANS	Y&C Transportation Consultants, Inc.	12/13/2019	0.00	1,672.50
435312	YOUNGM	Michael J Young	12/13/2019	0.00	1,750.00
435313	EDDGarn	Employment Development Dept ATTN: W	12/16/2019	0.00	396.29
435314	CASTATE	CA State Disbursement Unit	12/16/2019	0.00	259.54
435315	ZCAFIREF	California State Firefighter's Association	12/16/2019	0.00	4,125.00
435316	CLEMENM	Clementi, Mark A, Ph.d	12/16/2019	0.00	685.00
435317	WAMUTU	Crescent City Employees Association	12/16/2019	0.00	80.00
435318	CCPOLI	Crescent City Police Officer's Association	12/16/2019	0.00	450.00
435319	ICMARE	ICMA Retirement Trust-457	12/16/2019	0.00	7,728.92
435320	NCHEAL	Northcoast Health Screen.	12/16/2019	0.00	200.00
435321	CAPLIVE	Secure Screening Solutions, Inc	12/16/2019	0.00	66.00
435322	ATTCllets	A T & T	12/20/2019	0.00	107.88
435323	SPRING	Accela, Inc.	12/20/2019	0.00	1,670.80
435324	ADAMSASF	Adams Ashby Group	12/20/2019	0.00	200.00
435325	ADE	Applied Development Economics	12/20/2019	0.00	2,537.50
435326	ROBERTBL	Black, Rice & Luna LLP	12/20/2019	0.00	9,879.00
435327	CARRILLO	Michelle Carrillo	12/20/2019	0.00	575.00
435328	CENTROPR	Centro Print Solutions	12/20/2019	0.00	49.49
435329	CHARTEC	Charter Communication Inc	12/20/2019	0.00	964.50
435330	CAPITA	Copiers Plus	12/20/2019	0.00	140.00
435331	DAILYT	Country Media, Inc.	12/20/2019	0.00	1,117.10
435332	CPI	CPI International	12/20/2019	0.00	1,415.04
435333	CCGLAS	Crescent City Glass Co.	12/20/2019	0.00	32.25
435334	CCHAY&FE	Crescent City Hay & Feed	12/20/2019	0.00	26.28
435335	CELECT	Crescent Electric	12/20/2019	0.00	38.70
435336	CURRYE	Curry Equipment	12/20/2019	0.00	63.69
435337	DNCOC2	D N Co Dept Inform Tech	12/20/2019	0.00	75.76
435338	DNCOEN	D N Co Engineering	12/20/2019	0.00	15,059.16
435339	UB*04960	KATHLEEN DAIGNAULT	12/20/2019	0.00	7.32
435340	UB*04973	DEL NORTE COUNTY FAIRGROUNDS	12/20/2019	0.00	686.76
435341	DNOFFI	Del Norte Office Supply	12/20/2019	0.00	140.60
435342	DELLMA	Dell Marketing L P	12/20/2019	0.00	27,960.03
435343	VERIZO2	Frontier	12/20/2019	0.00	3,076.01
435344	VALEROS	Sunny Gonzales	12/20/2019	0.00	55.00
435345	UB*04962	GLORIA GOODMAN	12/20/2019	0.00	81.36
435346	GREENOUG	Jason Greenough	12/20/2019	0.00	8.25
435347	GRIFFINR	Richard Griffin	12/20/2019	0.00	53.37
435348	HDFOWLER	H. D. Fowler	12/20/2019	0.00	804.31
435349	UB*04969	EDWIN HANSON	12/20/2019	0.00	100.00
435350	HOLLAND	Bridget Holland	12/20/2019	0.00	75.00
435351	INDUSTST	Industrial Steel & Supply	12/20/2019	0.00	95.46
435352	UB*04966	ASHLEY JENSEN	12/20/2019	0.00	148.99
435353	UB*04963	NOREEN JONES	12/20/2019	0.00	250.00
435354	LACEYB	Bridget Lacey	12/20/2019	0.00	99.00
435355	UB*04968	KIERSTEN LEE-REIDEL	12/20/2019	0.00	164.37
435356	UB*04972	SOMMER LIVINGSTONE	12/20/2019	0.00	155.17
435357	UB*04964	RUBY MELVIN	12/20/2019	0.00	78.74
435358	MISSIO	Mission Uniform & Linen	12/20/2019	0.00	128.48
435359	MORJON	Mor-Jon Inc	12/20/2019	0.00	580.19
435360	UB*04965	ADAM MORRIS	12/20/2019	0.00	172.93
435361	DELTAENV	Myro Enterprises Corporation	12/20/2019	0.00	15,586.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
435362	NATIONLW	National Wild Turkey Federation	12/20/2019	0.00	575.00
435363	UB*04974	MARTIN NELSON	12/20/2019	0.00	167.21
435364	HASLER	Neopost USA Inc.	12/20/2019	0.00	38.75
435365	NCCENT	North Central Laboratories	12/20/2019	0.00	1,201.23
435366	NCLAB	North Coast Laboratories	12/20/2019	0.00	635.00
435367	OFFICEDE	Office Depot	12/20/2019	0.00	62.24
435368	OSCARL	Oscar Larson & Associates	12/20/2019	0.00	139.90
435369	OWENJ	Jennifer Owen	12/20/2019	0.00	57.00
435370	OREILLY	Ozark Automotive Dis. Inc.	12/20/2019	0.00	15.14
435371	PACECO	Pacific Ecorisk	12/20/2019	0.00	1,090.46
435372	UB*04967	DEVYN POOLE	12/20/2019	0.00	164.37
435373	QUILLC	Quill Corporation	12/20/2019	0.00	420.44
435374	UB*04971	DENISE ROBLES	12/20/2019	0.00	73.01
435375	SOROPTOM	Soroptimist of Crescent City	12/20/2019	0.00	75.00
435376	SPENCERE	Spencer Electric	12/20/2019	0.00	7,500.00
435377	ZCAHEAL3	State of California	12/20/2019	0.00	175,000.00
435378	UB*04970	BRIAN STOLL	12/20/2019	0.00	67.63
435379	ZCAWTR2	SWRCB	12/20/2019	0.00	7,373.00
435380	UB*04959	TAB AND ASSOCIATES	12/20/2019	0.00	201.26
435381	TURNERJ	Jeremy Turner	12/20/2019	0.00	1,450.00
435382	CALCARDS	US Bank Corporate Pmt Systems	12/20/2019	0.00	3,842.20
435383	USABLUEB	USA Blue Book	12/20/2019	0.00	738.48
435384	USPM2	USPS - Hasler	12/20/2019	0.00	2,000.00
435385	VERIZO3	Verizon Wireless	12/20/2019	0.00	1,395.23
435386	WIERER	Eric Wier	12/20/2019	0.00	8.25
435387	UB*04961	DAN YORK	12/20/2019	0.00	113.65
435388	ZEESER	Zee Medical Company	12/20/2019	0.00	204.79
Report Total (131 checks):				0.00	590,077.39

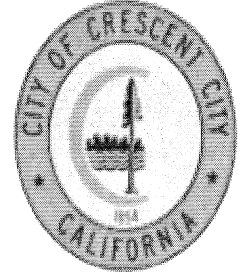
# Accounts Payable

## Checks by Date - Summary by Check Number

User: crawlings  
Printed: 12/31/2019 3:39 PM

*ck*

*Pending Checks*



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	UB*04975	NORTH COAST UROLOGY	12/24/2019	0.00	38.00
ACH	UB*04976	KARYN CROCKER	12/24/2019	0.00	250.00
ACH	UB*04977	VICKY RAMBEAUX	12/24/2019	0.00	87.30
ACH	UB*04978	BOBBY COBB	12/24/2019	0.00	143.30
ACH	UB*04979	BERENICE GARCIA	12/24/2019	0.00	133.19
ACH	UB*04980	THEODORE FULSAAS	12/24/2019	0.00	78.74
ACH	UB*04981	JENNIFER ADCOCK	12/24/2019	0.00	190.00
Report Total (7 checks):				0.00	920.53

# Accounts Payable

## 12-7-19 to 12-27-19 Council



User: crawlings

Printed: 12/31/2019 - 3:37 PM

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Check Num	Check Da	Account	Description	Amount	Selected for Vo
0	12/24/2019	419-000-2110-0000	Refund Check	38.00	no
0	12/24/2019	419-000-2110-0000	Refund Check	250.00	no
0	12/24/2019	419-000-2110-0000	Refund Check	87.30	no
0	12/24/2019	419-000-2110-0000	Refund Check	143.30	no
0	12/24/2019	419-000-2110-0000	Refund Check	133.19	no
0	12/24/2019	419-000-2110-0000	Refund Check	78.74	no
0	12/24/2019	419-000-2110-0000	Refund Check	190.00	no
0	12/16/2019	610-000-2185-0000	PR Batch 00001.12.2019 State Income Tax	4,241.87	no
0	12/16/2019	610-000-2189-0000	PR Batch 00001.12.2019 Federal Income Tax	13,929.64	no
0	12/16/2019	610-000-2188-0000	PR Batch 00001.12.2019 Medicare Employee Portion	2,158.68	no
0	12/16/2019	610-000-2188-0000	PR Batch 00001.12.2019 Medicare Employer Portion	2,158.68	no
0	12/16/2019	610-000-2187-0000	PR Batch 00001.12.2019 EE Contribution	9,851.95	no
0	12/16/2019	610-000-2187-0000	PR Batch 00001.12.2019 ER Contribution	13,028.50	no
0	12/16/2019	610-000-2187-0000	PR Batch 00001.12.2019 Service Credit Purchase	414.18	no
0	12/16/2019	610-000-2187-0000	PR Batch 00001.12.2019 Survivor Benefit	49.70	no
0	12/16/2019	610-000-2185-0000	PR Batch 00111.12.2019 State Income Tax	367.57	no
0	12/16/2019	610-000-2189-0000	PR Batch 00111.12.2019 Federal Income Tax	916.43	no
0	12/16/2019	610-000-2188-0000	PR Batch 00111.12.2019 Medicare Employee Portion	74.89	no
0	12/16/2019	610-000-2188-0000	PR Batch 00111.12.2019 Medicare Employer Portion	74.89	no
0	12/16/2019	610-000-2187-0000	PR Batch 00111.12.2019 EE Contribution	266.73	no
0	12/16/2019	610-000-2187-0000	PR Batch 00111.12.2019 ER Contribution	493.03	no
0	12/16/2019	610-000-2187-0000	PR Batch 00111.12.2019 Survivor Benefit	0.93	no
0	12/16/2019	610-000-2189-0000	PR Batch 00222.12.2019 Federal Income Tax	5.83	no
0	12/16/2019	610-000-2188-0000	PR Batch 00222.12.2019 Medicare Employee Portion	2.96	no
0	12/16/2019	610-000-2188-0000	PR Batch 00222.12.2019 Medicare Employer Portion	2.96	no
0	12/16/2019	610-000-2185-0000	PR Batch 00333.12.2019 State Income Tax	19.75	no
0	12/16/2019	610-000-2189-0000	PR Batch 00333.12.2019 Federal Income Tax	94.24	no
0	12/16/2019	610-000-2188-0000	PR Batch 00333.12.2019 Medicare Employee Portion	20.57	no
0	12/16/2019	610-000-2188-0000	PR Batch 00333.12.2019 Medicare Employer Portion	20.57	no
0	12/16/2019	610-000-2187-0000	PR Batch 00333.12.2019 EE Contribution	102.02	no
0	12/16/2019	610-000-2187-0000	PR Batch 00333.12.2019 ER Contribution	138.03	no
0	12/16/2019	610-000-2185-0000	PR Batch 00911.12.2019 State Income Tax	77.75	no
0	12/16/2019	610-000-2189-0000	PR Batch 00911.12.2019 Federal Income Tax	580.95	no
0	12/16/2019	610-000-2188-0000	PR Batch 00911.12.2019 Medicare Employee Portion	224.92	no
0	12/16/2019	610-000-2188-0000	PR Batch 00911.12.2019 Medicare Employer Portion	224.92	no
435261	12/13/2019	413-352-4409-0000	Outfall inspection contract	8,160.00	no
435262	12/13/2019	413-352-4230-0000	Alarm monitoring at WWTP 11/01/19-01/31/20	306.00	no
435263	12/13/2019	001-240-4390-0000	battery for #66	114.19	no
435264	12/13/2019	001-480-4220-0000	Propane for facilities 10/15/19-11/15/19 (ACCT# 02-0065442)	5,050.30	no
435264	12/13/2019	001-471-4220-0000	Propane for facilities 10/15/19-11/15/19 (ACCT# 02-0065468)	11.00	no
435265	12/13/2019	508-508-4320-0432	Protective Footwear Reimbursement: FY20	144.32	no
435266	12/13/2019	419-371-4390-0000	pump stick; battery adapter	298.94	no
435267	12/13/2019	001-240-4330-0000	Fuel for patrol cars	862.79	no
435267	12/13/2019	001-240-4330-0000	Fuel for patrol cars	215.29	no
435268	12/13/2019	413-352-4470-0000	Annual solids testing of CFR 401.15 clean water act priority pol	2,299.00	no

Pending checks

Check Num	Check Da	Account	Description	Amount	Selected for Vo
435269	12/13/2019	001-364-4350-1002	connectors	325.04	no
435269	12/13/2019	419-371-4390-0000	light bulbs	146.80	no
435270	12/13/2019	001-112-4431-0000	Olympics 2020 VB Promotional Expense	15,000.00	no
435271	12/13/2019	001-313-4430-0000	Planning Commission Notice of Meeting	193.50	no
435271	12/13/2019	001-113-4430-0000	Summary of Ordinance No 815	75.25	no
435271	12/13/2019	001-113-4430-0000	Summary of Ordinance No 814	75.25	no
435271	12/13/2019	001-120-4430-0000	Public Hearing regarding Fee Schedule	21.50	no
435271	12/13/2019	413-120-4430-0000	Public Hearing regarding Fee Schedule	21.50	no
435271	12/13/2019	419-120-4430-0000	Public Hearing regarding Fee Schedule	21.50	no
435271	12/13/2019	001-120-4430-0000	Public Hearing regarding Fee Schedule	21.50	no
435271	12/13/2019	413-120-4430-0000	Public Hearing regarding Fee Schedule	21.50	no
435271	12/13/2019	419-120-4430-0000	Public Hearing regarding Fee Schedule	21.50	no
435271	12/13/2019	001-120-4400-0000	Public Hearing regarding Fee Schedule	2.42	no
435272	12/13/2019	001-480-4390-0000	RETURN: saw chain	-23.21	no
435272	12/13/2019	001-470-4390-0000	screws; nuts; bolts	4.39	no
435272	12/13/2019	001-480-4390-0000	muriatic acid	30.92	no
435272	12/13/2019	001-480-4390-0000	screws; nuts; bolts	2.88	no
435272	12/13/2019	419-371-4390-0000	antifreeze; towels	24.37	no
435272	12/13/2019	508-508-4390-0000	key entry; kwikset and hinge	34.94	no
435272	12/13/2019	001-470-4390-0000	chain quicks	8.47	no
435272	12/13/2019	508-508-4390-0000	kwikset schlage	31.73	no
435272	12/13/2019	001-480-4340-0000	muriatic acid	123.69	no
435272	12/13/2019	413-356-4390-3502	plumbing supplies	1.61	no
435272	12/13/2019	508-508-4390-0000	countersinks	19.90	no
435272	12/13/2019	001-470-4390-0000	paint brushes; paint - WHEELCHAIR SWING PROJ	229.79	no
435272	12/13/2019	001-470-4390-0000	wood stakes - WHEELCHAIR SWING PROJ	27.39	no
435272	12/13/2019	001-470-4390-0000	concrete - WHEELCHAIR SWING PROJ	36.30	no
435272	12/13/2019	419-371-4390-0000	elbow deg	7.25	no
435272	12/13/2019	001-470-4390-0000	concrete - WHEELCHAIR SWING PROJ	44.82	no
435272	12/13/2019	001-470-4390-0000	staples; deadbolt; lock- WHEELCHAIR SWING PROJ	48.45	no
435272	12/13/2019	419-371-4390-0000	screwdriver; ratchet set	24.17	no
435272	12/13/2019	001-470-4390-0000	star deck screws - WHEELCHAIR SWING PROJ	119.95	no
435272	12/13/2019	001-480-4390-0000	hose	21.27	no
435272	12/13/2019	419-371-4390-0000	hinge	11.60	no
435272	12/13/2019	001-470-4390-0000	key stem	6.76	no
435272	12/13/2019	001-480-4390-0000	pH truss	10.05	no
435272	12/13/2019	001-480-4390-0000	Truss SMS credit return	-0.77	no
435272	12/13/2019	508-508-4390-0000	key tags	5.40	no
435272	12/13/2019	506-506-4390-0000	screws; nuts; bolts	4.06	no
435272	12/13/2019	413-356-4390-3502	Screws; nuts; bolts	3.18	no
435272	12/13/2019	001-470-4390-0000	greens; coppers; brown	13.70	no
435272	12/13/2019	419-371-4390-0000	cloths; galvanized wire	173.91	no
435272	12/13/2019	419-371-4390-0000	bar flat; hex washer	60.43	no
435272	12/13/2019	419-371-4390-0000	screws; nuts; bolts	2.88	no
435272	12/13/2019	001-470-4390-0000	cedar - WHEELCHAIR SWING PROJ	39.02	no
435272	12/13/2019	506-506-4390-0000	lock	12.57	no
435272	12/13/2019	001-112-4392-0000	toprail for float	140.24	no
435273	12/13/2019	506-506-4390-0000	door lock	35.64	no
435274	12/13/2019	001-112-4390-0000	straw for Christmas	29.03	no
435274	12/13/2019	419-371-4390-0000	propane	4.60	no
435275	12/13/2019	001-364-4390-1002	polesaw repair	70.20	no
435275	12/13/2019	001-470-4390-0000	polesaw repair	70.21	no
435276	12/13/2019	001-113-4450-0000	IT services for council meetings: 12/2/19	52.45	no
435277	12/13/2019	001-113-4450-0000	FY20 Board Chambers rental: 11/4/19; 11/18/19	160.00	no
435277	12/13/2019	001-313-4409-0000	Board Chambers rental for Planning:11/14/19	35.00	no



Check Num	Check Da	Account	Description	Amount	Selected for Vo
435278	12/13/2019	001-240-4310-0000	pens	2.58	no
435278	12/13/2019	001-240-4310-0000	tape dispenser; tape	9.21	no
435278	12/13/2019	419-120-4310-0000	calendar	9.33	no
435278	12/13/2019	001-113-4310-0000	certificate holder	23.54	no
435278	12/13/2019	413-120-4310-0000	calendar	9.33	no
435278	12/13/2019	508-508-4310-0000	calendars	30.81	no
435278	12/13/2019	001-113-4310-0000	color printer toner cartridges	305.52	no
435278	12/13/2019	420-115-4310-0000	calendars	31.41	no
435278	12/13/2019	419-371-4390-0000	labelmaker tape and ink	11.41	no
435278	12/13/2019	001-113-4310-0000	certificate holder; blank parchment certificate	18.21	no
435278	12/13/2019	419-120-4310-0000	calendars	49.90	no
435278	12/13/2019	001-113-4310-0000	calendars	32.47	no
435278	12/13/2019	001-120-4310-0000	calendar	9.33	no
435278	12/13/2019	001-350-4310-0000	calendars	33.53	no
435278	12/13/2019	001-350-4310-0000	toner cartridge	44.37	no
435278	12/13/2019	413-120-4310-0000	calendars	49.90	no
435278	12/13/2019	001-114-4310-0000	calendars	41.10	no
435278	12/13/2019	001-350-4310-0000	calendars	48.55	no
435278	12/13/2019	413-352-4310-0000	toner cartridge	44.37	no
435278	12/13/2019	419-371-4310-0000	toner cartridge	44.37	no
435278	12/13/2019	001-111-4310-0000	calendars	9.88	no
435278	12/13/2019	413-111-4310-0000	calendars	9.88	no
435278	12/13/2019	001-350-4310-0000	toner cartridge	100.81	no
435278	12/13/2019	419-111-4310-0000	calendars	9.89	no
435278	12/13/2019	413-352-4310-0000	toner cartridge	100.81	no
435278	12/13/2019	419-371-4310-0000	toner cartridge	100.82	no
435279	12/13/2019	419-371-4225-0000	Refuse Disposal: OCT 2019	46.59	no
435279	12/13/2019	001-364-4225-1002	Refuse Disposal: OCT 2019	405.83	no
435279	12/13/2019	506-506-4225-0000	Refuse Disposal: OCT 2019	59.99	no
435280	12/13/2019	001-470-4450-0000	Cleaning service: 11/3/19-11/23/19	1,560.00	no
435281	12/13/2019	508-508-4390-0000	ss reducer	9.60	no
435281	12/13/2019	419-371-4390-0000	weather watch jacket/pants	41.91	no
435281	12/13/2019	001-112-4390-0000	braided hp burner hose	33.08	no
435281	12/13/2019	413-353-4390-0000	weather watch jacket/pants	41.92	no
435281	12/13/2019	001-470-4390-0000	waders	69.63	no
435281	12/13/2019	001-364-4390-1002	weather watch jacket/pants	41.92	no
435282	12/13/2019	419-371-4390-0000	bin stock	10.29	no
435282	12/13/2019	508-508-4390-0000	bin stock	10.28	no
435282	12/13/2019	413-353-4390-0000	bin stock	10.29	no
435282	12/13/2019	001-364-4390-1002	bin stock	10.29	no
435282	12/13/2019	506-506-4390-0000	bin stock	10.29	no
435282	12/13/2019	413-353-4390-0000	safety supplies	46.98	no
435282	12/13/2019	001-470-4390-0000	safety supplies	238.55	no
435282	12/13/2019	508-508-4390-0000	safety supplies	150.89	no
435282	12/13/2019	001-364-4390-1002	safety supplies	76.83	no
435283	12/13/2019	001-470-4390-0000	Concrete for Kidtown Wheelchair Swing	686.75	no
435284	12/13/2019	508-508-4390-0000	fuse holder for #5172	13.82	no
435285	12/13/2019	001-364-4350-1002	frosted replacement glass globe	19.12	no
435285	12/13/2019	001-480-4390-0000	fuse	223.01	no
435285	12/13/2019	419-371-4390-0000	utility heater	138.69	no
435285	12/13/2019	419-371-4390-0000	bits	39.53	no
435285	12/13/2019	508-508-4390-0000	brush	14.91	no
435285	12/13/2019	508-508-4390-0000	nozzle	41.40	no
435285	12/13/2019	419-371-4390-0000	magnetic contractor	130.38	no
435285	12/13/2019	413-356-4390-3502	fan shutter	128.78	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
435285	12/13/2019	413-353-4390-0000	harness	177.16	no
435285	12/13/2019	508-508-4390-0000	countersink	37.87	no
435285	12/13/2019	413-353-4390-0000	winch crank handle	224.95	no
435285	12/13/2019	419-371-4390-0000	vent valve	14.76	no
435285	12/13/2019	001-470-4390-0000	back support	20.19	no
435286	12/13/2019	413-000-1202-0000	Sludge hauling for WWTP	1,780.79	no
435286	12/13/2019	413-000-1202-0000	Sludge hauling for WWTP	1,783.26	no
435286	12/13/2019	413-000-1202-0000	Sludge hauling for WWTP	1,705.41	no
435286	12/13/2019	413-000-1202-0000	Sludge hauling for WWTP	1,663.38	no
435287	12/13/2019	413-352-4470-0000	Sample delivery to North coast Labs in Arcata	30.00	no
435287	12/13/2019	413-352-4470-0000	Sample delivery to North coast Labs in Arcata	30.00	no
435288	12/13/2019	413-351-4390-0000	Microbiological Testing: ATCC organisms, dehydrated media, steri	835.68	no
435288	12/13/2019	413-351-4390-0000	Microbiological Testing: ATCC organisms, dehydrated media, steri	532.90	no
435288	12/13/2019	413-351-4390-0000	Microbiological Testing: ATCC organisms, dehydrated media, steri	179.74	no
435289	12/13/2019	413-351-4390-0000	Annual microbiology supplies	963.93	no
435291	12/13/2019	508-508-4390-0000	galvanized sheet	169.59	no
435292	12/13/2019	001-113-4450-0000	Document shredding service: 10/30/19-11/25/19	84.63	no
435293	12/13/2019	001-480-4390-0000	supplies to do H2O testing	15.20	no
435294	12/13/2019	508-508-4320-0000	Uniforms	13.81	no
435294	12/13/2019	508-508-4320-0000	Uniforms	13.81	no
435294	12/13/2019	508-508-4320-0000	Uniforms	13.81	no
435294	12/13/2019	413-351-4320-0000	Uniforms	13.81	no
435294	12/13/2019	413-351-4320-0000	Uniforms	10.83	no
435294	12/13/2019	413-351-4320-0000	Uniforms	13.81	no
435294	12/13/2019	413-351-4390-0000	Uniforms	70.95	no
435294	12/13/2019	413-353-4320-0000	Uniforms	23.29	no
435294	12/13/2019	413-353-4320-0000	Uniforms	23.29	no
435294	12/13/2019	413-353-4320-0000	Uniforms	23.29	no
435295	12/13/2019	508-508-4390-6000	oil filter for #5174	29.23	no
435295	12/13/2019	508-508-4390-0000	oil filter	46.53	no
435295	12/13/2019	508-508-4390-0000	gear oil (boxes)	249.85	no
435295	12/13/2019	001-230-4391-0000	gear oil (boxes)	249.86	no
435296	12/13/2019	413-351-4390-0000	ACS chemicals, reagents, equipment, and misc supplies	2,527.33	no
435297	12/13/2019	413-352-4470-0000	General external regulatory lab tests for sewer utilities	90.00	no
435297	12/13/2019	413-352-4470-0000	General external regulatory lab tests for sewer utilities	50.00	no
435298	12/13/2019	413-352-4409-0000	WWTP Operations: NOV 2019	120,191.50	no
435298	12/13/2019	413-000-1202-0000	WWTP Operations: NOV 2019 (reimbursement)	-8,646.91	no
435299	12/13/2019	152-485-4409-1721	SWPP Storm Drain services	2,804.29	no
435300	12/13/2019	001-471-4450-0000	Monthly elevator service: DEC 2019	336.54	no
435301	12/13/2019	508-508-4390-0000	oil filter	13.15	no
435301	12/13/2019	508-508-4390-0000	wiper blades	61.25	no
435301	12/13/2019	508-508-4390-0000	oil filter	8.32	no
435301	12/13/2019	508-508-4390-6000	oil filter for #5173	4.38	no
435301	12/13/2019	508-508-4390-0000	wiper blades	16.49	no
435301	12/13/2019	508-508-4390-0000	wiper blades for #28	9.62	no
435301	12/13/2019	508-508-4390-6000	oil filter for #5174	20.09	no
435301	12/13/2019	508-508-4390-0000	wiper blades	330.96	no
435301	12/13/2019	419-371-4390-0000	diesel cleaner	128.91	no
435302	12/13/2019	001-240-4380-0000	Dog food for K9's	85.89	no
435302	12/13/2019	001-240-4380-0000	Dog food for K9's	85.89	no
435303	12/13/2019	001-113-4450-0000	Municode Supp	542.50	no
435304	12/13/2019	001-240-4320-0000	uniform repair	52.34	no
435305	12/13/2019	001-480-4450-0000	Provider Agreement Annual Renewal Fee	350.00	no
435306	12/13/2019	901-364-4799-0011	Plans, specs & estimate	28,422.83	no
435306	12/13/2019	901-364-4799-0011	Right of way aquisition for Multi-Use	8,418.01	no

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435307	12/13/2019	412-100-4390-0000	seat & cadet closet	219.91	no
435307	12/13/2019	419-371-4390-0000	brass parts	3.91	no
435307	12/13/2019	413-353-4390-0000	coupling	15.37	no
435307	12/13/2019	419-371-4390-0000	straps; pipes and thread oil	91.61	no
435307	12/13/2019	419-371-4390-0000	galvanized parts	103.67	no
435308	12/13/2019	001-364-4390-1002	AC to patch various roads	154.80	no
435308	12/13/2019	001-364-4390-1002	AC to patch various roads	103.20	no
435308	12/13/2019	001-364-4390-1002	AC to patch various roads	103.20	no
435308	12/13/2019	419-371-4390-0000	OVERPAYMENT: concrete to patch various sidewalks	-580.50	no
435308	12/13/2019	419-371-4390-0000	AC to patch various roads	206.40	no
435308	12/13/2019	419-371-4390-0000	AC to patch various roads	309.60	no
435308	12/13/2019	419-371-4390-0000	AC to patch various roads	206.40	no
435308	12/13/2019	413-353-4390-0000	AC to patch various roads	34.40	no
435308	12/13/2019	413-353-4390-0000	AC to patch various roads	51.60	no
435308	12/13/2019	413-353-4390-0000	AC to patch various roads	34.40	no
435309	12/13/2019	001-240-4530-0000	LA QUINTA INNS: SRO Trng: hotel, Y.Lo, 10/20-26/19	559.35	no
435309	12/13/2019	001-240-4530-0000	BEAR RIVER HOTEL: ICI Basics: hotel, J.Owen, 11/18-20/19	260.06	no
435309	12/13/2019	001-480-4376-0000	WALMART: taxable food items for pool store	80.58	no
435309	12/13/2019	001-240-4311-0000	AMAZON: bestar U shaped desk w/pedestal and hutch	913.74	no
435309	12/13/2019	001-240-4530-0000	BEAR RIVER PUMP:ICI Basics: gas, A.Lopez, 11/18-20/19	82.40	no
435309	12/13/2019	001-240-4530-0000	BEAR RIVER HOTEL: ICI Basics: hotel, Y.Lo, 11/18-20/19	260.06	no
435309	12/13/2019	001-240-4530-0000	COLLEGE OF THE REDWDS:ICI Basic Trng: reg, E.Miller, 10/15-17/1	145.00	no
435309	12/13/2019	001-240-4530-0000	BEAR RIVER HOTEL: ICI Basics: hotel A.Lopez, 11/18-20/19	260.06	no
435309	12/13/2019	001-240-4530-0000	SPEEDWAY/RO PUMPS: SRO Trng: gas, Y.Lo, 10/20-26/19	71.46	no
435309	12/13/2019	001-240-4530-0000	COLLEGE OF THE REDWDS:ICI Basic Trng:reg, R.Griffin, 10/15-17/1	145.00	no
435309	12/13/2019	001-480-4378-0000	WALMART: nontaxable food items for pool store	460.55	no
435309	12/13/2019	001-240-4430-0000	DOLLAR TREE: trunk or treat supplies	3.76	no
435309	12/13/2019	001-240-4430-0000	WALMART: trunk or treat supplies	149.61	no
435309	12/13/2019	001-480-4379-0000	WALMART: tax paid on items for pool store	7.30	no
435309	12/13/2019	001-240-4390-0000	AMAZON: tactical supplies	379.14	no
435309	12/13/2019	001-480-4377-0000	ROTHAMMER: taxable items for pool store	117.90	no
435309	12/13/2019	001-480-4379-0000	ROTHAMMER: tax paid on items for pool store	7.03	no
435309	12/13/2019	001-240-4240-0000	MAIL ROOM: postage	6.76	no
435309	12/13/2019	001-240-4390-0000	LC ACTION POLICE SUPPLY: super sock bean bags	414.31	no
435309	12/13/2019	001-480-4320-0000	SWIMOUTLET.COM: t shirt and shorts	36.07	no
435309	12/13/2019	001-240-4320-0000	5.11 TACTICAL.COM: class B uniforms	343.96	no
435309	12/13/2019	001-480-4340-0000	INTHESWIM.COM: 2x1/2 gallons chemicals	172.61	no
435309	12/13/2019	001-480-4370-0000	DN OFFICE SUPPLY: janitorial supplies	8.14	no
435309	12/13/2019	001-240-4320-0000	5.11 TACTICAL.COM: class B uniforms	361.16	no
435309	12/13/2019	001-480-4310-0000	WALMART: aux cable	4.82	no
435309	12/13/2019	001-240-4320-0000	GALLS: leather belt supplies	223.83	no
435309	12/13/2019	001-480-4310-0000	WALMART: dry erase board; wall clock	23.48	no
435309	12/13/2019	001-240-4390-0000	BIG5: plano molding all weather 42"	107.49	no
435309	12/13/2019	001-480-4390-0000	GROCERY OUTLET: bodily fluid cleanup training supplies	0.99	no
435309	12/13/2019	001-240-4310-0000	AMAZON: dry erase boards	60.36	no
435309	12/13/2019	001-240-4240-0000	MAIL ROOM: postage	10.94	no
435309	12/13/2019	001-470-4390-0000	NVB PLAYGROUNDS: swing chain & connector for kid town	148.31	no
435309	12/13/2019	001-240-4310-0000	AMAZON: name plates	41.76	no
435309	12/13/2019	001-251-4390-0000	LABELVALUE.COM: power meter building inspection labels	231.47	no
435309	12/13/2019	001-240-4311-0000	AMAZON: water cooler dispenser	89.21	no
435309	12/13/2019	001-350-4240-0000	USPS: overnight contract for J. Wylie	25.50	no
435309	12/13/2019	419-371-4550-0000	CWEA: C. Fuoco Annual CWEA membership	89.00	no
435309	12/13/2019	001-240-4310-0000	AMAZON: dry erase boards	124.46	no
435309	12/13/2019	001-240-4320-0000	AMAZON: shirts and pants	248.64	no
435309	12/13/2019	413-353-4390-0000	MAIL ROOM: postage to send sewer camera for repair	179.69	no

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435309	12/13/2019	508-508-4390-0000	MAIL ROOM: Harper motor part repair	35.97	no
435309	12/13/2019	001-240-4320-0000	AMAZON: shirts and pants	118.22	no
435309	12/13/2019	001-470-4390-0000	AMAZON: gell cushions for parks crews	64.48	no
435309	12/13/2019	001-480-4390-0000	TYLOHELO: elements for pool	277.49	no
435309	12/13/2019	001-480-4390-0000	AMAZON: pH tester for pool	76.96	no
435310	12/13/2019	419-371-4409-0000	Repair of broken 18" water valve on main line	17,257.65	no
435311	12/13/2019	117-364-4450-00FS	Updated street lights for Front St. Revitalization	1,672.50	no
435312	12/13/2019	117-364-4450-00FS	C&F St. Storm Drain project design: OCT/NOV 2019	1,750.00	no
435313	12/16/2019	610-000-2170-0000	PR Batch 00001.12.2019 Wage Garn - EDD	396.29	no
435314	12/16/2019	610-000-2170-0000	PR Batch 00001.12.2019 Child Support-CA %	236.43	no
435314	12/16/2019	610-000-2170-0000	PR Batch 00911.12.2019 Child Support-CA %	23.11	no
435315	12/16/2019	001-230-4550-0000	CY 2020 CSFA Dues	4,125.00	no
435316	12/16/2019	001-240-4407-0000	Pre-employment psych eval	685.00	no
435317	12/16/2019	610-000-2184-0000	PR Batch 00001.12.2019 Misc EE Association Fund	80.00	no
435318	12/16/2019	610-000-2181-0000	PR Batch 00001.12.2019 CCPOA Dues	450.00	no
435319	12/16/2019	610-000-2178-0000	Plan #300878	1,969.37	no
435319	12/16/2019	610-000-2178-0000	Plan #300878	216.15	no
435319	12/16/2019	610-000-2186-0000	Plan #306752	155.80	no
435319	12/16/2019	610-000-2186-0000	Plan #306752	742.96	no
435319	12/16/2019	610-000-2178-0000	Plan #300878	3,495.46	no
435319	12/16/2019	610-000-2186-0000	Plan #306752	199.20	no
435319	12/16/2019	610-000-2186-0000	Plan #306752	949.98	no
435320	12/16/2019	001-230-4407-0000	Pre-employment screening	120.00	no
435320	12/16/2019	001-240-4407-0000	Pre-employment screening	40.00	no
435320	12/16/2019	001-350-4407-0000	Pre-employment screening	40.00	no
435321	12/16/2019	001-350-4407-0000	Fingerprinting Fee	44.00	no
435321	12/16/2019	001-240-4411-0000	Fingerprinting Fee-Phillips,B	22.00	no
435322	12/20/2019	001-240-4230-0000	DOJ/CLETS line: NOV 2019	107.88	no
435323	12/20/2019	413-120-4415-0000	FY20 fees for online payment service: NOV 2019	835.40	no
435323	12/20/2019	419-120-4415-0000	FY20 fees for online payment service: NOV 2019	835.40	no
435324	12/20/2019	152-485-4409-1721	CDBG General Admin services for 17 CDBG: NOV 2019	200.00	no
435325	12/20/2019	001-313-4409-0000	EDA - 2019-2024 City/County/Harbor regional CEDS doc: NOV 2019	2,537.50	no
435326	12/20/2019	001-130-4410-0000	LEGAL SERVICES: NOV 2019 -AGENDA, COUNCIL, STAFF MEET	840.50	no
435326	12/20/2019	413-130-4410-0000	LEGAL SERVICES: NOV 2019 -AGENDA, COUNCIL, STAFF MEET	840.50	no
435326	12/20/2019	419-130-4410-0000	LEGAL SERVICES: NOV 2019 -AGENDA, COUNCIL, STAFF MEET	840.50	no
435326	12/20/2019	001-250-4410-0012	LEGAL SERVICES: NOV 2019 -120 E CONDOR	39.00	no
435326	12/20/2019	001-130-4410-0000	LEGAL SERVICES: NOV 2019 -GENERAL	4,100.00	no
435326	12/20/2019	419-130-4410-0000	LEGAL SERVICES: NOV 2019 -WATER	1,414.50	no
435326	12/20/2019	412-100-4410-0000	LEGAL SERVICES: NOV 2019 -SHORELINE RV	41.00	no
435326	12/20/2019	152-485-4410-1721	LEGAL SERVICES: NOV 2019- CDBG GEN ADMIN	1,332.50	no
435326	12/20/2019	413-130-4410-0000	LEGAL SERVICES: NOV 2019- SEWER	430.50	no
435327	12/20/2019	001-000-2230-0000	CC Deposit Refund: Event 10/18-10/20/19	575.00	no
435328	12/20/2019	001-120-4310-0000	1099/1098 tax forms 2019	14.85	no
435328	12/20/2019	412-120-4310-0000	1099/1098 tax forms 2019	2.47	no
435328	12/20/2019	413-120-4310-0000	1099/1098 tax forms 2019	14.85	no
435328	12/20/2019	419-120-4310-0000	1099/1098 tax forms 2019	14.85	no
435329	12/20/2019	420-115-4230-0000	Fiber Internet DIA @ 520 I St- 11/21/19-12/20/19	399.00	no
435329	12/20/2019	001-111-4230-0000	Internet Service - 11/27/19-12/26/19	4.92	no
435329	12/20/2019	001-113-4230-0000	Internet Service - 11/27/19-12/26/19	13.32	no
435329	12/20/2019	001-114-4230-0000	Internet Service - 11/27/19-12/26/19	13.33	no
435329	12/20/2019	001-350-4230-0000	Internet Service - 11/27/19-12/26/19	9.84	no
435329	12/20/2019	420-115-4230-0000	Internet Service - 11/27/19-12/26/19	13.32	no
435329	12/20/2019	001-120-4230-0000	Internet Service - 11/27/19-12/26/19	27.67	no
435329	12/20/2019	413-120-4230-0000	Internet Service - 11/27/19-12/26/19	26.65	no
435329	12/20/2019	001-313-4230-0000	Internet Service - 11/27/19-12/26/19	3.69	no

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435329	12/20/2019	001-251-4230-0000	Internet Service - 11/27/19-12/26/19	5.94	no
435329	12/20/2019	419-120-4230-0000	Internet Service - 11/27/19-12/26/19	25.01	no
435329	12/20/2019	419-111-4230-0000	Internet Service- 11/27/19-12/26/19	4.31	no
435329	12/20/2019	413-111-4230-0000	Internet Service- 11/27/19-12/26/19	3.89	no
435329	12/20/2019	001-250-4230-0000	Internet Service - 11/27/19-12/26/19	1.64	no
435329	12/20/2019	001-364-4230-0000	Internet Service - 11/27/19-12/26/19	4.51	no
435329	12/20/2019	001-470-4230-0000	Internet Service - 11/27/19-12/26/19	2.87	no
435329	12/20/2019	001-471-4230-0000	Internet Service - 11/27/19-12/26/19	2.87	no
435329	12/20/2019	001-480-4230-0000	Internet Service - 11/27/19-12/26/19	2.87	no
435329	12/20/2019	412-100-4230-0000	Internet Service - 11/27/19-12/26/19	4.51	no
435329	12/20/2019	413-352-4230-0000	Internet Service - 11/27/19-12/26/19	10.86	no
435329	12/20/2019	413-353-4230-0000	Internet Service - 11/27/19-12/26/19	4.31	no
435329	12/20/2019	419-371-4230-0000	Internet Service - 11/27/19-12/26/19	15.37	no
435329	12/20/2019	413-352-4230-0000	broadband for security: 12/08/19-01/07/20	99.98	no
435329	12/20/2019	412-100-4230-0000	Internet Service -12/01/19-12/31/19	149.98	no
435329	12/20/2019	001-230-4230-0000	Cable & Internet Service-11/20/19-12/19/19	110.56	no
435330	12/20/2019	420-115-4450-0000	monthly copier maint: JAN 2020	140.00	no
435331	12/20/2019	152-485-4430-1721	Advertising and legal notices for CDBG: Call for Projects	96.75	no
435331	12/20/2019	152-485-4430-1721	Advertising and legal notices for CDBG: Call for Projects	96.75	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Equipment Operator	22.80	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Equipment Operator	22.80	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Equipment Operator	22.80	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Equipment Operator	22.80	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Equipment Operator	22.80	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Equipment Operator	22.80	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Equipment Operator	22.80	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Equipment Operator	22.80	no
435331	12/20/2019	001-480-4407-0000	Job Posting: Aquatics Supervisor	32.00	no
435331	12/20/2019	001-480-4407-0000	Job Posting: Aquatics Supervisor	32.00	no
435331	12/20/2019	001-480-4407-0000	Job Posting: Aquatics Supervisor	29.60	no
435331	12/20/2019	001-480-4407-0000	Job Posting: Aquatics Supervisor	29.60	no
435331	12/20/2019	001-480-4407-0000	Job Posting: Aquatics Supervisor	29.60	no
435331	12/20/2019	001-480-4407-0000	Job Posting: Aquatics Supervisor	29.60	no
435331	12/20/2019	001-480-4407-0000	Job Posting: Aquatics Supervisor	29.60	no
435331	12/20/2019	001-480-4407-0000	Job Posting: Aquatics Supervisor	29.60	no
435331	12/20/2019	001-480-4407-0000	Job Posting: Aquatics Supervisor	29.60	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Building & Grounds Maint	25.00	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Building & Grounds Maint	25.00	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Building & Grounds Maint	25.00	no
435331	12/20/2019	001-350-4407-0000	Job Posting: Equipment Operator	22.80	no
435331	12/20/2019	001-113-4430-0000	Public Service Announcement: New Hours	107.50	no
435331	12/20/2019	001-113-4430-0000	Summary of proposed ord 816	64.50	no
435331	12/20/2019	001-113-4430-0000	Summary of proposed ord 818	64.50	no
435331	12/20/2019	001-240-4407-0000	Job Posting: Police Officer	30.60	no
435331	12/20/2019	001-240-4407-0000	Job Posting: Police Officer	30.60	no
435331	12/20/2019	001-240-4407-0000	Job Posting: Police Officer	30.60	no
435331	12/20/2019	001-230-4407-0000	Job Posting: Fire Chief	34.60	no
435331	12/20/2019	001-230-4407-0000	Job Posting: Fire Chief	34.60	no
435331	12/20/2019	001-120-4400-0000	Late Charge: Nov 2019	4.30	no
435332	12/20/2019	413-351-4390-0000	Annual microbiology supplies	1,415.04	no
435333	12/20/2019	508-508-4390-0000	tubes	32.25	no
435334	12/20/2019	508-508-4390-0000	propane	26.28	no
435335	12/20/2019	001-364-4350-1002	lamps	38.70	no
435336	12/20/2019	001-470-4390-0000	wrench & bolts	17.48	no
435336	12/20/2019	412-100-4390-0000	john deere belt	46.21	no
435337	12/20/2019	001-113-4450-0000	IT services for council meetings: 12/16/19	75.76	no

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435338	12/20/2019	117-364-4450-00fst	Storm Drain engineering services: NOV 2019 (storm drain survey)	602.27	no
435338	12/20/2019	117-364-4450-00fst	Storm Drain engineering services: OCT-NOV 2019	14,456.89	no
435339	12/20/2019	419-000-2110-0000C	Refund Check	7.32	no
435340	12/20/2019	419-000-2110-0000C	Refund Check	686.76	no
435341	12/20/2019	413-120-4310-0000C	pink paper for UB past due notices	8.67	no
435341	12/20/2019	419-120-4310-0000C	pink paper for UB past due notices	8.67	no
435341	12/20/2019	419-371-4390-0000C	calendars	68.42	no
435341	12/20/2019	001-350-4310-0000C	calendars	12.73	no
435341	12/20/2019	001-111-4310-0000C	calendar	11.00	no
435341	12/20/2019	001-480-4310-0000C	calendars	12.73	no
435341	12/20/2019	001-313-4310-0000C	calendar	18.38	no
435342	12/20/2019	419-120-4312-0000C	Virtual Machine Hosts and Rack for Springbrook/Housing Pro/Domai	2,520.00	no
435342	12/20/2019	420-115-4312-0000C	Virtual Machine Hosts and Rack for Springbrook/Housing Pro/Domai	17,460.03	no
435342	12/20/2019	001-120-4312-0000C	Virtual Machine Hosts and Rack for Springbrook/Housing Pro/Domai	2,400.00	no
435342	12/20/2019	413-120-4312-0000C	Virtual Machine Hosts and Rack for Springbrook/Housing Pro/Domai	2,680.00	no
435342	12/20/2019	412-120-4312-0000C	Virtual Machine Hosts and Rack for Springbrook/Housing Pro/Domai	240.00	no
435343	12/20/2019	001-480-4230-0000C	Pool Phone 465-5761 --11/30/19-12/29/19	130.58	no
435343	12/20/2019	412-100-4230-0000C	Monthly Phone Bill-11/30/19-12/29/19	129.36	no
435343	12/20/2019	413-352-4230-0000C	WWTP phone-11/30/19-12/29/19	268.42	no
435343	12/20/2019	413-351-4230-0000C	Lab phone 464-5416-11/30/19-12/29/19	119.96	no
435343	12/20/2019	001-111-4230-0000C	City Hall Shared Phone --11/30/19-12/29/19	16.53	no
435343	12/20/2019	001-113-4230-0000C	City Hall Shared Phone --11/30/19-12/29/19	44.78	no
435343	12/20/2019	001-120-4230-0000C	City Hall Shared Phone --11/30/19-12/29/19	93.01	no
435343	12/20/2019	413-120-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	89.55	no
435343	12/20/2019	001-114-4230-0000C	City Hall Shared Phone -11/30/19-12/29/19	44.78	no
435343	12/20/2019	001-313-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	12.40	no
435343	12/20/2019	419-120-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	84.05	no
435343	12/20/2019	420-115-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	44.78	no
435343	12/20/2019	001-251-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	19.98	no
435343	12/20/2019	001-350-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	33.07	no
435343	12/20/2019	419-111-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	14.46	no
435343	12/20/2019	413-111-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	13.09	no
435343	12/20/2019	001-250-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	5.51	no
435343	12/20/2019	001-364-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	15.16	no
435343	12/20/2019	001-470-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	9.64	no
435343	12/20/2019	001-471-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	9.65	no
435343	12/20/2019	001-480-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	9.64	no
435343	12/20/2019	412-100-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	15.15	no
435343	12/20/2019	413-352-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	36.51	no
435343	12/20/2019	413-353-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	14.47	no
435343	12/20/2019	419-371-4230-0000C	City Hall Shared Phone--11/30/19-12/29/19	51.67	no
435343	12/20/2019	413-352-4230-0000C	Trt Plt phone line-11/30/19-12/29/19	188.44	no
435343	12/20/2019	001-471-4230-0000C	Cult Cntr Elev Alrm 707-464-4582-11/30/19-12/29/19	66.61	no
435343	12/20/2019	413-352-4230-0000C	Treatment Plant Phone: 465-3054-11/30/19-12/29/19	441.95	no
435343	12/20/2019	001-230-4230-0000C	707-464-9113 monthly phone-11/30/19-12/29/19	35.08	no
435343	12/20/2019	413-353-4230-0000C	707-465-4191Lift Station Phone 12/01/19-12/31/19	30.66	no
435343	12/20/2019	419-371-4230-0000C	Water System phone 707-1014 -12/10/19-01/09/20	29.50	no
435343	12/20/2019	001-350-4230-0000C	707-464-9506 monthly phone- 11/30/19-12/29/19	140.75	no
435343	12/20/2019	413-120-4230-0000C	707-465-6208 monthly phone- 11/30/19-12/29/19	34.68	no
435343	12/20/2019	419-120-4230-0000C	707-465-6208 monthly phone- 11/30/19-12/29/19	34.68	no
435343	12/20/2019	508-508-4230-0000C	707-464-9565 monthly phone- 11/30/19-12/29/19	114.54	no
435343	12/20/2019	413-352-4230-0000C	707-464-7023 monthly phone- 11/30/19-12/29/19	69.36	no
435343	12/20/2019	001-471-4230-0000C	707-465-3914 monthly phone- 11/30/19-12/29/19	74.53	no
435343	12/20/2019	001-480-4230-0000C	707-464-6940 monthly phone- 11/30/19-12/29/19	62.12	no
435343	12/20/2019	413-120-4230-0000C	707-464-6517 monthly phone- 11/30/19-12/29/19	17.96	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
435343	12/20/2019	419-120-4230-0000	707-464-6517 monthly phone- 11/30/19-12/29/19	17.95	no
435343	12/20/2019	001-240-4230-0000	707-464-2133 monthly phone- 11/30/19-12/29/19	166.96	no
435343	12/20/2019	001-350-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	1.74	no
435343	12/20/2019	001-251-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	1.06	no
435343	12/20/2019	420-115-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	2.36	no
435343	12/20/2019	413-120-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	4.73	no
435343	12/20/2019	419-120-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	4.43	no
435343	12/20/2019	001-114-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	2.36	no
435343	12/20/2019	001-120-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	4.91	no
435343	12/20/2019	001-113-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	2.36	no
435343	12/20/2019	001-313-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.66	no
435343	12/20/2019	001-111-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.87	no
435343	12/20/2019	413-111-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.69	no
435343	12/20/2019	419-111-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.77	no
435343	12/20/2019	001-250-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.29	no
435343	12/20/2019	001-364-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.80	no
435343	12/20/2019	001-470-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.50	no
435343	12/20/2019	001-471-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.51	no
435343	12/20/2019	001-480-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.51	no
435343	12/20/2019	412-100-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.80	no
435343	12/20/2019	413-352-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	1.93	no
435343	12/20/2019	413-353-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.76	no
435343	12/20/2019	419-371-4230-0000	707 465-4405 downstairs fax- 11/30/19-12/29/19	2.73	no
435343	12/20/2019	001-120-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	4.85	no
435343	12/20/2019	001-111-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.86	no
435343	12/20/2019	001-313-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.65	no
435343	12/20/2019	001-113-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	2.33	no
435343	12/20/2019	001-114-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	2.33	no
435343	12/20/2019	001-350-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	1.73	no
435343	12/20/2019	419-120-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	4.38	no
435343	12/20/2019	001-251-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	1.04	no
435343	12/20/2019	413-120-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	4.67	no
435343	12/20/2019	420-115-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	2.33	no
435343	12/20/2019	419-111-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.76	no
435343	12/20/2019	413-111-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.68	no
435343	12/20/2019	001-250-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.29	no
435343	12/20/2019	001-364-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.79	no
435343	12/20/2019	001-470-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.50	no
435343	12/20/2019	001-471-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.50	no
435343	12/20/2019	001-480-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.50	no
435343	12/20/2019	412-100-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.79	no
435343	12/20/2019	413-352-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	1.90	no
435343	12/20/2019	413-353-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.76	no
435343	12/20/2019	419-371-4230-0000	707 465-1719 upstairs fax- 11/30/19-12/29/19	2.69	no
435344	12/20/2019	001-114-4530-0000	CalGovHR Trng: meals, 10/24-27/19 (FULL AMOUNT)	55.00	no
435345	12/20/2019	419-000-2110-0000	Refund Check	81.36	no
435346	12/20/2019	001-110-4530-0000	LOCC Conf: meals, 10/15-18/19 (REMAINDER)	8.25	no
435347	12/20/2019	001-240-4530-0000	Field School Trng: meals, 11/13-16/19 (REMAINDER)	53.37	no
435348	12/20/2019	419-371-4390-0000	12 - 3/4" combo check gate valves	804.31	no
435349	12/20/2019	419-000-2110-0000	Refund Check	100.00	no
435350	12/20/2019	001-000-2230-0000	CC Deposit Refund: 11/4/19 event	75.00	no
435351	12/20/2019	508-508-4390-0000	steel tube	95.46	no
435352	12/20/2019	419-000-2110-0000	Refund Check	148.99	no
435353	12/20/2019	419-000-2110-0000	Refund Check	250.00	no
435354	12/20/2019	152-485-4530-1721	CDBG training: meals, 11/12-13/19 (FULL AMOUNT)	99.00	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
435355	12/20/2019	419-000-2110-0000	Refund Check	164.37	no
435356	12/20/2019	419-000-2110-0000	Refund Check	155.17	no
435357	12/20/2019	419-000-2110-0000	Refund Check	78.74	no
435358	12/20/2019	508-508-4320-0000	Uniforms	13.81	no
435358	12/20/2019	001-120-4370-0000	janitorial supplies/services	9.88	no
435358	12/20/2019	508-508-4320-0000	Uniforms	13.81	no
435358	12/20/2019	413-351-4320-0000	Uniforms	10.83	no
435358	12/20/2019	413-351-4320-0000	Uniforms	13.81	no
435358	12/20/2019	001-120-4370-0000	janitorial supplies/services	9.88	no
435358	12/20/2019	001-120-4370-0000	janitorial supplies/services	9.88	no
435358	12/20/2019	413-353-4320-0000	Uniforms	23.29	no
435358	12/20/2019	413-353-4320-0000	Uniforms	23.29	no
435359	12/20/2019	508-508-4390-0000	argon cylinders	182.72	no
435359	12/20/2019	001-364-4390-1002	aluminum migs and tigs	42.09	no
435359	12/20/2019	508-508-4390-0000	poly armour and brake tube (NAPA)	6.94	no
435359	12/20/2019	508-508-4390-0000	polish; remover (NAPA)	168.48	no
435359	12/20/2019	419-371-4390-0000	flashlight (NAPA)	59.98	no
435359	12/20/2019	413-353-4390-0000	flashlight (NAPA)	59.99	no
435359	12/20/2019	001-364-4390-1002	flashlight (NAPA)	59.99	no
435360	12/20/2019	419-000-2110-0000	Refund Check	172.93	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	713.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,251.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,258.00	no
435361	12/20/2019	413-352-4470-0000	Local limits testing for sewer system. (28) aqueous, (2) soldis	1,124.00	no
435362	12/20/2019	001-000-2230-0000	CC Deposit Refund: 11/16/19 event	575.00	no
435363	12/20/2019	419-000-2110-0000	Refund Check	167.21	no
435364	12/20/2019	001-120-4310-0000	meter labels	19.37	no
435364	12/20/2019	413-120-4310-0000	meter labels	9.69	no
435364	12/20/2019	419-120-4310-0000	meter labels	9.69	no
435365	12/20/2019	413-351-4390-0000	ACS chemicals, reagents, equipment, and misc supplies	1,201.23	no
435366	12/20/2019	413-352-4470-0000	General external regulatory lab tests for sewer utilities	130.00	no
435366	12/20/2019	413-352-4470-0000	General external regulatory lab tests for sewer utilities	505.00	no
435368	12/20/2019	152-485-4409-1721	SWPP Storm Drain services: NOV 2019	139.90	no
435369	12/20/2019	001-240-4530-0000	Leadership Dev: meals, 12/11-14/19 (REMAINDER)	57.00	no
435370	12/20/2019	508-508-4390-0000	oil filter for #41	4.36	no
435370	12/20/2019	508-508-4390-6000	mini bulb for #94	5.60	no
435370	12/20/2019	508-508-4390-0000	Earned Back Credit: OCT 2019	-8.32	no
435370	12/20/2019	508-508-4390-0000	thermostat #8	13.50	no
435371	12/20/2019	413-352-4470-0000	Chronic Toxicity required under WWTP NPDES permit (Aug 2019)	1,090.46	no
435372	12/20/2019	419-000-2110-0000	Refund Check	164.37	no
435373	12/20/2019	001-120-4310-0000	file jackets and #10 envelopes for PR	127.38	no
435373	12/20/2019	412-120-4310-0000	file jackets and #10 envelopes for PR	4.25	no
435373	12/20/2019	413-120-4310-0000	file jackets and #10 envelopes for PR	21.08	no
435373	12/20/2019	419-120-4310-0000	file jackets and #10 envelopes for PR	22.18	no
435373	12/20/2019	413-351-4310-0000	hang folders; binder clips; hole punch; dry erase board; expo mk	235.57	no



Check Num	Check Da	Account	Description	Amount	Selected for Vo
435374	12/20/2019	419-000-2110-0000	Refund Check	73.01	no
435375	12/20/2019	001-000-2230-0000	CC Deposit Refund: 11/24/19 Event	75.00	no
435376	12/20/2019	001-364-4409-0000	Sidewalk grinding	7,500.00	no
435377	12/20/2019	419-000-2770-0000	FY 19-20 Safe Drinking Water Loan Payment	175,000.00	no
435378	12/20/2019	419-000-2110-0000	Refund Check	67.63	no
435379	12/20/2019	413-351-4685-0000	ELAP cert renewal and annual fees	7,373.00	no
435380	12/20/2019	413-000-2110-0000	Refund Check	201.26	no
435381	12/20/2019	001-364-4390-1002	limb and shape two large trees in Library parking lot	1,450.00	no
435382	12/20/2019	001-240-4530-0000	JACKSON AIR: Field School Trng: parking, R.Griffin, 11/13-16/19	40.00	no
435382	12/20/2019	001-240-4530-0000	HAMPTON INN: Leadership Course: hotel J.Owen, 11/6-9/19	354.09	no
435382	12/20/2019	001-120-4530-0000	HAMPTON: CalPERS Conf: hotel, L.Leaver 10/28-30/19	262.60	no
435382	12/20/2019	152-485-4530-1721	FAIRFIELD INN & SUITE:CDBG Training: hotel, B.Lacey, 11/12-13/19	100.80	no
435382	12/20/2019	412-100-4230-0000	DISH: cable service 10/25/19-11/24/19	755.34	no
435382	12/20/2019	001-240-4530-0000	FAIRFIELD INN: Field School Trng: hotel, R.Griffin, 11/13-16/19	316.92	no
435382	12/20/2019	001-240-4530-0000	HERTZ: Field School Trng: car, R.Griffin, 11/13-16/19	420.39	no
435382	12/20/2019	152-485-4530-1721	SPEEDWAY: CDBG Training: Gas B.Lacey, 11/12-13/19	36.36	no
435382	12/20/2019	152-485-4530-1721	CHEVRON: CDBG Training: Gas B.Lacey, 11/12-13/19	48.07	no
435382	12/20/2019	001-240-4530-0000	PATRIOT: Leadership Course: gas, J.Owen, 11/6-9/19	47.44	no
435382	12/20/2019	001-240-4530-0000	UNITED: Field School Trng: baggage check, R.Griffin, 11/13-16/19	140.00	no
435382	12/20/2019	001-240-4530-0000	7-ELEVEN/SPEEDWAY: Field School Trng: gas R.Griffin, 11/13-16/19	59.66	no
435382	12/20/2019	001-240-4530-0000	COLLEGE OF THE REDWOODS: James Wright Training	73.00	no
435382	12/20/2019	413-120-4530-0000	HAMPTON: CalPERS Conf: hotel, L.Leaver 10/28-30/19	262.59	no
435382	12/20/2019	001-240-4240-0000	MAIL ROOM: postage	19.55	no
435382	12/20/2019	419-120-4530-0000	HAMPTON: CalPERS Conf: hotel, L.Leaver 10/28-30/19	262.59	no
435382	12/20/2019	001-120-4550-0000	CSMFO: membership- L. Leaver	36.66	no
435382	12/20/2019	001-240-4430-0000	WALMART: padlock	12.84	no
435382	12/20/2019	001-240-4240-0000	MAILROOM: postage	12.60	no
435382	12/20/2019	413-120-4550-0000	CSMFO: membership- L. Leaver	36.67	no
435382	12/20/2019	419-120-4550-0000	CSMFO: membership- L. Leaver	36.67	no
435382	12/20/2019	001-240-4320-0000	GALLS: leather belt items	252.04	no
435382	12/20/2019	001-120-4550-0000	GFOA: financial foundations for thriving communities (book)	6.66	no
435382	12/20/2019	001-240-4530-0000	HERTZ: cancelled training for Votruba- refund to change name	-219.69	no
435382	12/20/2019	413-120-4550-0000	GFOA: financial foundations for thriving communities (book)	6.67	no
435382	12/20/2019	419-120-4550-0000	GFOA: financial foundations for thriving communities (book)	6.67	no
435383	12/20/2019	419-371-4390-0000	Replacement Ranney Collector well transmitter	738.48	no
435384	12/20/2019	001-000-1510-0000	reset postage	2,000.00	no
435385	12/20/2019	419-371-4230-0000	Water SCADA Cellular: 06/25/19-07/23/19	288.30	no
435385	12/20/2019	419-371-4230-0000	Water SCADA Cellular: 10/24/19-11/23/19	1,106.93	no
435386	12/20/2019	001-111-4530-0000	LOCC Conf: meals, 10/15-18/19 (REMAINDER)	2.75	no
435386	12/20/2019	413-111-4530-0000	LOCC Conf: meals, 10/15-18/19 (REMAINDER)	2.75	no
435386	12/20/2019	419-111-4530-0000	LOCC Conf: meals, 10/15-18/19 (REMAINDER)	2.75	no
435387	12/20/2019	419-000-2110-0000	Refund Check	113.65	no
435388	12/20/2019	419-371-4390-0000	first aide kit refill	34.13	no
435388	12/20/2019	413-353-4390-0000	first aide kit refill	34.13	no
435388	12/20/2019	001-470-4390-0000	first aide kit refill	34.13	no
435388	12/20/2019	001-364-4390-1002	first aide kit refill	34.13	no
435388	12/20/2019	506-506-4390-0000	first aide kit refill	34.13	no
435388	12/20/2019	508-508-4390-0000	first aide kit refill	34.14	no
				586,954.63	

Accounts Payable  
 12-7-19 to 12-27-19 Housing

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Check Num	Check Da	Account	Description	Amount	Selected for Vo
435290	12/13/2019	110-490-4310-00000	Forms and printing: envelopes	697.37	no
435328	12/20/2019	110-120-4310-00000	1099/1098 tax forms 2019	2.47	no
435329	12/20/2019	110-490-4230-00000	Internet Service - 11/27/19-12/26/19	3.28	no
435342	12/20/2019	110-120-4312-00000	Virtual Machine Hosts and Rack for Springbrook/Housing Pro/Domai	160.00	no
435342	12/20/2019	110-490-4312-00000	Virtual Machine Hosts and Rack for Springbrook/Housing Pro/Domai	2,500.00	no
435343	12/20/2019	110-490-4230-00000	707 465-4405 downstairs fax- 11/30/19-12/29/19	0.58	no
435343	12/20/2019	110-490-4230-00000	707-464-9216 montly phone- 11/30/19-12/29/19	140.75	no
435343	12/20/2019	110-490-4230-00000	707 465-1719 upstairs fax- 11/30/19-12/29/19	0.58	no
435343	12/20/2019	110-490-4230-00000	City Hall Shared Phone--11/30/19-12/29/19	11.03	no
435367	12/20/2019	110-490-4310-00000	office supplies: batteries and tape	62.24	no
435373	12/20/2019	110-120-4310-00000	file jackets and #10 envelopes for PR	9.98	no
435382	12/20/2019	110-490-4530-00000	AMERICAN AIR: HCV Financial Mgmt Trng: air, 1/27-31/19, L.Leaver	317.01	no
435382	12/20/2019	110-490-4530-00000	CONTOUR AIR: HCV Financial Mgmt Trng: air 1/27-31/19, L.Leaver	138.00	no
				4,043.29	

CITY OF CRESCENT CITY  
BI-WEEKLY PAYROLL REPORT

PAYROLL END DATE  
PAYROLL PAID DATE  
CHECK NUMBERS

December 21, 2019  
December 24, 2019  
CKS # 109987-109994

	Regular Pay	Overtime	Gross Pay	# Empl	Notes
Dept #110 City Council	1,409.84		1,409.84	5	
Dept #111 Admin/City Manager	10,849.07	554.56	11,403.63	3	
Dept #114 Human Resources	2,185.07	211.60	2,396.67	1	
Dept #120 Finance/Utility Billing	15,561.40		15,561.40	6	
Dept #230 Fire Department	7,005.96		7,005.96	2 + 2 part-time	
Dept #240 Police Department	31,466.61	7,909.06	39,375.67	12	
Dept #313 Planning			1,376.50	1 Part-time	
Dept #350 Public Works-All Depts	48,538.05	1,570.37	50,108.42	23+ 2 Part-time	
Dept #450 Recreation & Events			3,418.05	1 + 1 Part-time	
Dept #480 Swimming Pool Fund	8,326.49	9.94	8,336.43	1+15 Part-time	
Dept #490 Housing Authority	8,218.57		8,218.57	3 + 1 Part-time	
<b>TOTALS</b>	<b>133,561.06</b>	<b>10,255.53</b>	<b>148,611.14</b>	<b>59 + 22 Part-time</b>	

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

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## CITY COUNCIL AGENDA REPORT

**TO:** MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL  
**FROM:** ERIC WIER, CITY MANAGER  
**BY:** ROBIN PATCH, CITY CLERK/ADMINISTRATIVE ANALYST  
**DATE:** JANUARY 6, 2020  
**SUBJECT:** BORDER COAST REGIONAL AIRPORT AUTHORITY APPOINTMENT

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### 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

### BACKGROUND

The Third Amended Joint Powers Agreement of the Border Coast Regional Airport Authority (BCRAA) provides that the City of Crescent City is entitled to appoint one Commissioner and one Alternate Commissioner to the BCRAA Board of Commissioners. This appointment must be made by resolution of the City Council. At the December 16, 2019 regular meeting of the City Council the Mayor made the following appointments to BCRAA.

- Heidi Kime, Member
- Blake Inscore, Alternate

Adoption of the resolution confirms these appointments by resolution as required of the BCRAA JPA.

### ATTACHMENTS

1. Resolution No. 2020-01

  
CM

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**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**

WHEREAS, the Border Coast Regional Airport Authority (the Authority) is a public entity established under Government Code sections 6500, et. Seq, the "JPA Law"; and

WHEREAS, the Third Amended Joint Powers Agreement of the Authority provides that the City of Crescent City is entitled to appoint one Commissioner and one Alternate Commissioner, which appointments must be made by resolution of the City Council; and

WHEREAS, the Authority appointments run in four year terms, regardless of terms identified by member agencies; and

WHEREAS, the current term for the City appointee ends on October 3, 2018, with the new term lasting until October 3, 2021, thereby creating a need to provide an updated resolution; and

WHEREAS, the internal practice of the City Council is to review appointments to external bodies annually, with the Mayor making appointments that are subject to the power of the Council to override those appointments; and

WHEREAS, the current appointees are Heidi Kime (Member) and Blake Inscore (Alternate), and current City terms will last until December of 2020.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Crescent City hereby reaffirms its approval of the Mayor's appointments of the following individuals to serve on the Border Coast Regional Airport Authority Board of Commissioners:

- **Heidi Kime, Member**
- **Blake Inscore, Alternate**

**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City on this \_\_\_\_ day of January, 2020, by the following polled vote:

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

\_\_\_\_\_  
Blake Inscore, Mayor

ATTEST:

\_\_\_\_\_  
Robin Patch, City Clerk



## CITY COUNCIL AGENDA REPORT

**TO:** MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL  
**FROM:** ERIC WIER, CITY MANAGER *EW*  
**BY:** LINDA LEAVER, FINANCE DIRECTOR  
**DATE:** JANUARY 6, 2020  
**SUBJECT:** DEBT POLICY 2020

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### RECOMMENDATION

- Adopt Resolution 2020-02, A RESOLUTION OF THE CITY COUNCIL OF THE CRESCENT OF CITY APPROVING THE CITY OF CRESCENT CITY DEBT POLICY FOR 2020

### BACKGROUND

California Government Code Section 8855(i) requires any issuer of public debt to provide to the California Debt and Investment Advisory Commission (CDIAC), no later than 30 days prior to the sale of any debt issue, a report of the proposed debt issuance. Effective January 1, 2017, issuers must certify on this report that they have adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies. The local debt policies must include the following:

- The purposes for which debt proceeds may be used
- The types of debt that may be issued
- The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable
- Policy goals related to the issuer's planning goals and objectives
- The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use

The City Council last approved the Debt Policy in 2018. The policy should be reviewed and updated periodically.

### ITEM ANALYSIS

Staff is recommending two updates to the policy at this time:

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- Section 2.3 Interfund Borrowing: add clarification that short-term interfund borrowing (less than 12 months) will be at 0% interest. The previous policy stated that long-term borrowing would carry interest but did not clearly state that short-term does not.
- Section 2.4 Bank Loans and Lines of Credit: add clarification that one reason to use this type of financing is to cover cash flows while waiting for grant reimbursement or loan disbursements on a capital project. Also add clarification that the City would look first to financial institutions with which it already has a relationship. Under most circumstances, borrowing costs and availability will be more favorable when working with the City's day-to-day banking institution. If the terms offered by the City's bank are not favorable, the Finance Team would then look to other financial institutions.

### **FISCAL ANALYSIS**

Adopting a debt policy has no direct fiscal impact. Adoption of a debt policy in compliance with SB 1029 will ensure that the City can provide the required certification to CDIAC as part of its future reports related to debt issuance.

### **STRATEGIC PLAN ASSESSMENT**

This action is consistent with Strategic Plan Goal 3 to "Maintain responsible fiscal management and accountability."

### **ATTACHMENTS**

1. Resolution 2020-02
2. City of Crescent City Debt Policy

Staff review:

  
CM

  
Legal

**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**

**WHEREAS**, it is the policy of the City of Crescent City to adhere to sound financial practices;  
and

**WHEREAS**, a policy governing the appropriate use of debt is essential for the long-term  
financial health of the City; and

**WHEREAS**, it is the policy of the City of Crescent City to conform to all state and local statutes  
governing the use of public debt; and

**WHEREAS**, the adoption of a written debt policy is required by Senate Bill 1029 prior to the  
issuance of any new debt; and

**WHEREAS**, a debt policy should be reviewed on an annual basis.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City  
that the Debt Policy in Exhibit A attached hereto is approved as the Debt Policy of the City of  
Crescent City for 2020.

**PASSED AND ADOPTED** by the City Council of the City of Crescent City on this the 6th day  
of January 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Blake Inscore, Mayor

ATTEST:

\_\_\_\_\_  
Robin Patch, City Clerk



# City of Crescent City



## Debt Policy

January 6, 2020

377 J Street  
Crescent City, CA 95531  
[www.crescentcity.org](http://www.crescentcity.org)

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**1.0 Introduction**

This Debt Policy is intended to comply with Government Code Section 8855(i).

**1.1 Purpose**

The purpose of this Debt Policy is to establish guidelines for the issuance and management of the City’s debt. This Debt Policy confirms the commitment of the City Council, management, staff, and other decision makers to adhere to sound financial practices.

**1.2 Scope and Authority**

This Debt Policy shall guide the issuance and management of the City’s debt, including the selection and management of related financial and advisory services and products.

This Policy shall be reviewed annually and updated as needed. Any changes to the Policy are subject to City Council approval at a public meeting. Overall policy direction shall be provided by the City Council. The City Manager or his/her designee (typically the Director of Finance) shall be responsible for the implementation of the Policy, including day-to-day responsibility and authority for structuring, implementing, and managing the City’s debt and finance program.

The City Council is required to specifically authorize each debt financing at a public meeting, and such authorization may not be on the consent calendar. The City Council’s adoption of the City’s Annual Budget and/or Capital Improvement Plans does not, in and of itself, constitute authorization for debt issuance.

While adherence to this Policy is required in applicable circumstances, the City recognizes that changes in the capital markets, City programs, and other unforeseen circumstances may, from time to time, produce situations that are not covered by the Debt Policy or require exceptions to meet the City’s goals. In these cases, flexibility is appropriate, provided that specific authorization from the City Council is obtained. The City Council may authorize debt that is not consistent with this Policy without amending this Policy.

This Policy is applicable to all entities for which the City Council acts as legislative body, and the term “City” shall refer to each of these entities. This includes but is not limited to the City of Crescent City, the Housing Authority of Crescent City, the Crescent City Public Financing Authority, and the Successor Agency to the Redevelopment Agency of the City of Crescent City.

**1.3 Objectives**

When issuing new debt or refinancing existing debt, the City seeks to:

- Provide for the City’s infrastructure, capital project, and other financing needs
- Minimize debt service and issuance costs
- Maintain access to cost-effective borrowing
- Protect the City’s fiscal position and creditworthiness
- Ensure the City has the flexibility to respond to changes in priorities, revenue levels, and operating expenses
- Provide full and complete financial disclosure
- Ensure compliance with applicable state and federal laws

**1.4 Conflicts of Interest**

Elected officials, officers, and employees of the City involved in the debt management program shall not engage in any activity that could conflict, or appear to conflict, with the proper and lawful execution of this Policy.

**2.0 Methods of Funding**

The City is authorized to utilize the following methods of funding:

**2.1 Cash**

The City funds a significant portion of capital improvements and projects on a “pay-as-you-go” or cash basis. As part of this strategy, the City will first look for grant funding for capital projects.

**2.2 Grants**

The City actively pursues grant funding for projects, as outlined in the City’s Grant Management Policy.

**2.3 Interfund Borrowing**

The City may borrow internally from funds with surplus cash. This type of funding may be used to cover short-term cash flow imbalances (less than one year) without requiring City Council approval. Such short-term borrowing will be governed by Finance Department policies and will carry 0% interest. Long-term interfund borrowing (more than one year) shall require City Council approval. Such long-term interfund borrowing requires a repayment schedule with interest not lower than the Local Agency Investment Fund rate when the loan is approved, unless the City Council authorizes otherwise to meet City goals.

The purpose of interfund borrowing is to finance high-priority needs and to reduce the costs of interest, debt issuance, and administration.

**2.4 Bank Loans and Lines of Credit**

Financial institution credit is not typically used by the City but may be evaluated as an option when circumstances dictate. This type of financing is generally used for cash flow coverage, including but not limited to providing liquidity while the City is engaged in a capital improvement project and waiting for grant reimbursement or loan disbursement, or financial emergencies. The City will first negotiate with its existing financial institution(s); if the City's needs cannot be met through its existing financial institution(s), the City will then seek alternative financing.

**2.5 Other Loans and Leases**

The City may utilize other loan programs, including but not limited to State loans such as the Water Resource Control Board Revolving Fund Loan program and the U.S. Department of Agriculture loan program. The City may also enter into installment sale agreements, lease agreements, lease-purchase agreements, and may issue certificates of participation.

**2.6 Bonds**

The City may issue any bonds which are allowed under federal and state law, including but not limited to general obligation bonds, revenue bonds, assessment district bonds, tax increment financing bonds, and special tax bonds.

**2.7 Bond, Grant, and Tax and Revenue Anticipation Notes**

The City may issue short-term notes to provide interim financing in anticipation of bond issuance or the receipt of grant or tax and revenue funds.

**2.8 Conduit Financing**

The City may issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of the City. In such cases, the City will take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that issuance of such debt is consistent with this policy.

**2.9 Other**

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt on a case-by-case basis without amending this Debt Policy.

**3.0 Purposes for Which Debt May Be Issued**

The City recognizes that debt can provide an equitable means of financing projects for its customers and provide access to new capital needed for infrastructure and projects that meet City goals. The City will give due consideration to all available funding sources and utilize the most cost advantageous alternative available while limiting the City's risk exposure.

### **3.1 Long-Term Debt**

Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements, facilities, equipment, and land to be owned and operated by the City. Long-term debt financing may be appropriate in the following circumstances:

- The project to be financed is necessary to provide basic services
- The project to be financed will provide benefit to taxpayers and/or ratepayers over multiple years
- Debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring

The use of long-term debt is subject to the following conditions:

- Issuance of long-term debt must be approved by the City Council as described in Section 1.2 of this policy
- The City estimates that sufficient revenues will be available to service the debt through its maturity
- Total debt should not constitute an unreasonable burden on the City and its taxpayers and ratepayers
- Long-term debt financings will not be issued for current operating expenses or routine maintenance expenses

### **3.2 Short-Term Debt**

Short-term debt may be used to provide financing for short-lived capital projects, such as lease-purchase financing for equipment.

Although the City does not typically utilize lines of credit, this type of short-term debt is available and may be evaluated as a financing option. Lines of credit are typically used to provide financing for operational cash flows or emergencies.

Short-term interfund borrowing to cover cash flows is not intended to be governed by this Debt Policy and does not require City Council approval.

## **4.0 Relationship to Capital Improvement Plan and Budget**

The City is committed to long-term capital planning. New debt issues and refinancing of existing debt will be analyzed for compatibility with the City's capital improvement plan. The City will not use debt to fund operational expenses and routine maintenance. The City will seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its General Fund.

## **5.0 Policy Goals Related to Planning Goals and Objectives**

The City is committed to long-term financial planning, maintaining appropriate reserve levels, and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in this Policy and, in doing so, to implement policy decisions incorporated in the City's long-term financial plans and its annual operating budget.

It is a policy goal of the City to protect taxpayers, ratepayers, and constituents by utilizing conservative financing methods so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with all applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes assessments, rates, and charges.

When refinancing debt, the City's policy will be to realize, whenever possible, a minimum net present value savings equal to or greater than 3% of the refunded principal amount. This goal is subject to any overriding non-financial policy considerations, such as the removal of restrictive bond covenants.

## **6.0 Financing Team**

The Financing Team is the working group of City staff and outside consultants necessary to complete a particular debt issuance.

### **6.1 City Staff**

Typically, the Director of Finance, City Attorney, City Manager, and appropriate Department Head(s) form the City staff portion of the Financing Team. Other staff members may be appointed to the Financing Team by the City Manager.

### **6.2 Consultants**

The City may utilize the services of experienced professionals to assist in debt issuance and debt administrative processes. The consultants most commonly used for debt issuance are described below. From time to time, the City may determine that additional professional services are appropriate for a particular debt issuance.

#### **6.2.1 Financial Advisor**

Financial advisory services may include but are not limited to the following:

- Providing advice on the structuring, pricing, timing, terms and related matters for bond issues
- Assisting in review of all legal documents related to the City's bond issues



- Evaluation of risks and opportunities associated with debt issuance
- Monitoring market opportunities
- Evaluating proposals submitted to the City by investment banking firms
- Preparation of Requests for Proposals (RFP) for other financial services
- Advice, assistance, and preparation for presentations with rating agencies and investors

#### **6.2.2 Bond Counsel**

Bond counsel services may include but are not limited to the following:

- Rendering a legal opinion with respect to the authorization and valid issuance of debt obligations, including whether the interest paid on the debt is tax exempt under federal and State of California law
- Preparing all necessary legal documents in connection with authorization, sale, issuance, and delivery of bonds and other obligations
- Assisting in the preparation of preliminary and final official statements and offering memoranda
- Participating in discussions with potential investors, insurers, and credit rating agencies
- Providing continuing advice on the proper use and administration of bond proceeds under applicable laws and bond documents

#### **6.2.3 Disclosure Counsel**

Disclosure counsel services may include but are not limited to preparing official statements for a bond sale, providing advice on disclosure obligations, and preparing the continuing disclosure undertaking.

#### **6.2.4 Underwriter**

An underwriter is a broker-dealer who purchases a new issue of municipal securities from the issuer for resale in a primary offering.

#### **6.2.5 Trustee**

A trustee is a bank retained by the issuer as custodian of bond proceeds and the official representative of the bondholders. In many cases, the trustee also acts as the paying agent and is responsible for transmitting payments of interest and principal to the bondholders.

#### **6.2.6 Pricing Consultant**

A pricing consultant provides a fairness letter regarding the pricing of a new bond issue.

### **6.3 Selection of Consultants**

The City will select consultants on an as-needed basis for each particular bond issue or other financing under consideration. Generally, the City will issue a Request for Proposals (RFP) to select consultants. Consultants will be selected based on criteria including but not limited to professional qualifications, knowledge and experience, reputation, and fees.

#### **6.3.1 Conflict of Interest**

Any consultant proposals will be evaluated by the Financing Team for potential or perceived conflicts of interest.

#### **6.3.2 Compensation**

Many consultants may be compensated on an hourly or fixed-fee basis, or as a percentage of bonds sold. The City's preference will be hourly or fixed-fee basis unless compelling reasons exist for using a percentage of bonds basis. First, compensation based on the amount of bonds sold may not accurately reflect the amount of work involved in the bond issue. Second, this type of compensation could provide incentive to the consultant to advocate the issuance of bonds whether or not the issuance is in the City's best interests.

Underwriters are compensated by gross spread, also called underwriter's discount. Gross spread is a percentage of the amount of bonds sold and is expressed as a certain dollar amount per \$1,000 bond. In a competitive sale, gross spread will be reflected in the underwriter's bid. By selecting the most competitive overall bid, the City can have confidence that it is paying a fair price for underwriting services for the given market conditions. In a negotiated sale, gross spread is negotiated between the City and the underwriter(s).

### **7.0 Structure and Term**

The City will establish all terms and conditions relating to the issuance of debt, and will control, manage, and invest debt proceeds. The following restrictions will apply unless otherwise authorized by the City Council:

#### **7.1 Term**

Debt will be structured to be consistent with a fair allocation of costs to current and future users. Debt repayment should relate to the expected useful life of the project being financed and should coincide with the stream of benefits provided by the project.

Capital projects financed through debt issuance will typically be structured with a term not to exceed the expected useful life of the project. If the revenue source to repay the

debt is a tax measure, the term shall not extend beyond the expiration date of the tax measure.

In the event obligations are issued to refinance existing debt, the maximum maturity of the new debt shall not be longer than the maturity of the debt being refinanced, unless a longer term is approved by the City Council.

## **7.2 Repayment Structure**

In structuring a bond issue, the City will manage the amortization of the debt, and to the extent possible match its cash flow to the anticipated debt service payments. The City will generally utilize a level payment structure, unless valid reasons for an unlevel payment structure exist. Reasons for an unlevel payment structure may include

- Natural disaster or other extraordinary factors make payments on the debt in the early years prohibitive
- Unlevel payment structure is beneficial to the City's overall aggregate debt payment schedule
- Such structuring will allow debt service to more closely match project revenues

## **7.3 Interest Rate Structure**

To maintain a predictable debt service burden, the City will give preference to debt that carries a fixed interest rate. Variable rate debt may be considered to diversify the City's debt portfolio, reduce interest costs, provide interim funding for capital projects, and improve the match of assets to liabilities.

Should the City choose to issue variable rate debt, the following guidelines will apply:

- The City will first analyze the risks associated with variable rate debt products and the impact on the City's overall debt portfolio
- Annual debt service on variable rate debt will be budgeted at 1.5 times the prior year's actual debt service to ensure adequate funds are available should interest rates rise materially
- The City will maintain a conservative level of outstanding variable rate debt, not more than 20% of all outstanding debt

## **7.4 Call Option**

A call option gives the City the right to prepay or retire debt prior to its maturity date. Often the City will pay a higher interest rate as compensation to the buyer for the risk of having the bond called. Because the cost of call options can vary depending on market conditions, this option will be evaluated on a case-by-case basis.

## **7.5 Debt Limitations**

All long-term debt will be structured to comply with applicable statutory regulations, City policies, and existing debt covenants.

The City will maintain compliance with California Government Code Section 43605 limiting bonds payable from the proceeds of property tax to 15% of the assessed valuation of real and personal property in the City.

Annual debt service of all long-term debt paid from the General Fund will be restricted to no more than 5% of annual General Fund revenue.

Debt service coverage is defined as projected operating revenues in excess of operating expenses, less capital expenditures, depreciation, and amortization. Debt service coverage for an Enterprise Fund should be at least 1.2 times the annual debt service.

#### **7.6 Capitalized Interest**

Subject to federal and state law, interest may be capitalized from the date of issuance through the completion of construction.

#### **7.7 Investment of Bond Proceeds**

When bonds are issued, proceeds are typically deposited into accounts such as a construction fund, debt service fund, and debt service reserve fund. Monies deposited into these accounts are invested until needed.

Bond proceeds will be invested only as permitted by the applicable governing document of the bond issue. When placing such investments, the Finance Team's primary objectives will mirror the City's Investment Policy objectives which are, in order of priority, safety, liquidity, and yield. Particular attention will be paid to ensure there is sufficient liquidity to meet the underlying needs (i.e. construction funds or debt service reserve funds).

#### **7.8 Arbitrage Rebate Monitoring**

The Financing Team will comply with arbitrage rebate and monitoring requirements set forth by the U.S. Treasury Department. Arbitrage rebate analysis may be performed more frequently than once every five years as required, if the Financing Team deems it beneficial. If arbitrage liabilities are determined to exist, a reserve will be established for future remittance to the Internal Revenue Service.

### **8.0 Credit Enhancements**

Credit enhancement may be used to improve or establish a credit rating on a City debt obligation. The Financing Team will recommend the use of a credit enhancement if it reduces the overall cost of the proposed financing or otherwise furthers the City's overall objectives.

**8.1 Bond Insurance**

Under a bond insurance policy, the insurer agrees to pay principal and interest to investors should the City fail to do so.

**8.2 Debt Service Reserve Fund or Surety Bond**

Debt service reserve funds are held by the Trustee to make principal and interest payments to bondholders in the event that pledged revenues are insufficient to do so.

**8.3 Letters of Credit**

A Letter of Credit is an unconditional pledge of the bank's credit which is used to guarantee payment of principal and interest.

**9.0 Method of Issuance**

The City will determine the method of issuance on a case-by-case basis. The criteria for this determination will be net interest rate, financial structure, and market conditions.

**9.1 Competitive Sale**

In a competitive sale, interested underwriters or syndicates of underwriters submit sealed bids to purchase the bonds. Bids are awarded based on true interest cost, providing that other bidding requirements are satisfied. Competitive sales are recommended for simple financings, stable market, strong investor demand, and strong underlying credit rating.

**9.2 Negotiated Sale**

In a negotiated sale, the City selects an underwriter through a competitive process prior to the sale of bonds. The terms of the bond issuance are then negotiated directly with the underwriter. Negotiated sales are recommended for new or infrequent issuers, unusual financing terms, periods of market volatility, low investor demand, and weaker credit rating.

**9.3 Private Placement**

Private placement is a type of negotiated sale in which the bond issue is structured specifically for one purchaser. Private placement may be considered when it is demonstrated to result in cost savings or other advantages compared to other methods of issuance or access to the public market is unavailable in the timeframe required for the project.

**10.0 Disclosure Requirements**

The City acknowledges its disclosure responsibilities. The Director of Finance will be the disclosure coordinator for the City. When appropriate, the disclosure coordinator may also use the services of a professional consultant.

**10.1 Initial Disclosure**

Initial disclosure documents, particularly the Official Statement, will provide the potential investor with full and accurate information necessary to make prudent investment decisions. Information for City debt issuance typically includes the following:

- Description of City government
- Description of project being financed, various liabilities of the City, tax base, current debt burden, history of tax collection and bond repayment, future borrowing plans, and the source of funds for the proposed debt repayments
- Annual financial data and financial statements
- Specific bond data and bond holder risk factors

All primary disclosure documents which are a part of the bond offering documents (e.g. Preliminary Official Statement and Official Statement) will be approved by the Financing Team before being taken to the City Council for approval.

### **10.2 Ongoing Disclosure**

The City will meet ongoing disclosure requirements in a timely and comprehensive manner in accordance with SEC Rule 15c2-12 and California Government Code 8855(i).

The City is required to file annual reports for all debt issues with the Municipal Securities Rulemaking Board (MSRB) via the Electronic Municipal Market Access (EMMA) system. The City is also required to file notices of certain material events on EMMA.

The City is required to file annual debt reports with the California Debt and Investment Advisory Commission (CDIAC) for any issue of debt during the reporting period. The reporting period is defined as July 1<sup>st</sup> through June 30<sup>th</sup>, and annual reports are due within seven months (January 31<sup>st</sup>).

The disclosure coordinator will work with the Financing Team as appropriate to ensure that all reports are accurate and complete and filed timely.

### **11.0 Internal Controls**

The Director of Finance is responsible for establishing and maintaining internal controls over the proceeds of debt issuance and assets constructed or purchased with the proceeds of debt issuance. Such controls include

- Monitoring the use of bond proceeds and the use of bond-financed assets throughout the term of the bonds to ensure compliance with covenants and restrictions set forth in applicable City resolutions and tax certificates
- Recording and tracking bond-financed assets in accordance with the City's Capital Asset Policy
- Maintaining records identifying the assets or portions of assets that are financed or refinanced with proceeds of debt issuance

- Consulting with Bond Counsel or other professional experts in the review of any contracts or arrangements involving the use of bond-financed assets to ensure compliance with all covenants and restrictions set forth in applicable City resolutions and tax certificates
- Whenever reasonably possible, and for the purpose of ensuring that proceeds of debt will be used for its intended purpose, proceeds of debt will be held by a third-party trustee or fiscal agent and the City will submit written requisitions for such proceeds. The City will submit a requisition signed by the Director of Finance and the City Manager. If it is not reasonably possible for debt proceeds to be held by a third-party trustee or fiscal agent, the Director of Finance will ensure that written records are kept about the use of the debt proceeds through the final payment date of the debt.

**12.0 Market Relationships**

The City will actively provide requested information and maintain relationships with rating agencies, investors, and other market participants as needed. The City Manager and Director of Finance will be primarily responsible for maintaining relationships with rating agencies from whom the City requests and holds ratings.



## CITY COUNCIL AGENDA REPORT

**TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL**

**FROM: ERIC WIER, CITY MANAGER**

**BY: LINDA LEAVER, FINANCE DIRECTOR**

**DATE: JANUARY 6, 2020**

**SUBJECT: INTERFUND BORROWING POLICY FOR 2020**

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### **RECOMMENDATION**

- Adopt Resolution 2020-03, A RESOLUTION OF THE CITY COUNCIL OF THE CRESCENT OF CITY APPROVING THE CITY OF CRESCENT CITY INTERFUND BORROWING POLICY FOR 2020

### **BACKGROUND**

The City Council approves the City's Debt Policy by resolution. One item described in the Debt Policy is interfund borrowing (one City fund extending a short- or long-term loan to another City fund). Staff has drafted the attached Interfund Borrowing Policy to further clarify the purpose and requirements of this type of financing.

### **ITEM ANALYSIS**

Interfund borrowing may be long-term or short-term. Long-term borrowing would typically be used to finance a project. These loans must be approved by the City Council and include a repayment schedule, usually with interest.

Short-term borrowing is generally for two purposes: to cover end-of-year negative cash balances or to provide short-term cash flow coverage. At the end of each fiscal year, a fund may be in a negative cash position due to the timing of when revenues are received. It is the accounting practice for the General Fund to extend a short-term (one day) interfund loan to those funds to cover their negative cash balance. The interfund loan is then reversed for the beginning of the next fiscal year. These journal entries are reviewed by the City's independent auditor during each annual audit.

The other type of short-term borrowing would be for cash flow coverage. If a fund is implementing a project that requires considerable cash outlay up front, for example while waiting for grant reimbursement or loan proceeds to be received, the fund may experience cash flow difficulties until the funds are received. This policy would allow the Finance Director and City Manager to

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make short-term, no-interest loans from another fund with sufficient cash reserves. This would require a cash flow analysis to be performed and updated throughout the project, a determination that the fund making the loan will not experience adverse effects to its operations, and a quarterly report to the City Council on the status of the borrowing.

**FISCAL ANALYSIS**

Adopting an Interfund Borrowing Policy has no direct fiscal impact.

**STRATEGIC PLAN ASSESSMENT**

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

**ATTACHMENTS**

1. Resolution 2020-03
2. City of Crescent City Interfund Borrowing Policy

Staff review:

  
CM

  
Legal

**RESOLUTION NO. 2020-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
APPROVING THE CITY OF CRESCENT CITY INTERFUND BORROWING POLICY  
FOR 2020**

**WHEREAS**, it is the policy of the City of Crescent City to adhere to sound financial practices;  
and

**WHEREAS**, from time to time the City may deem it prudent to utilize interfund borrowing  
rather than third-party financing or debt issuance; and

**WHEREAS**, a policy governing the appropriate use of interfund borrowing is necessary for  
efficiency and transparency.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City  
that the Interfund Borrowing Policy for 2020 included as Exhibit A attached hereto is approved.

**PASSED AND ADOPTED** by the City Council of the City of Crescent City on this the 6th day  
of January 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Blake Inscore, Mayor

ATTEST:

\_\_\_\_\_  
Robin Patch, City Clerk



## City of Crescent City Interfund Borrowing Policy - 2020

### **Purpose**

It is the policy of the City of Crescent City to practice sound fiscal management. From time to time, the City may deem it prudent to utilize interfund borrowing to manage cash flows or to finance projects.

### **Long-Term Interfund Borrowing**

Long-term interfund borrowings (greater than 12 months) must be authorized by the City Council. Such borrowings require a payment schedule with interest not lower than the Local Agency Investment Fund (LAIF) rate when the borrowing is approved, unless the City Council authorizes otherwise to meet City goals. Refer to the City's Debt Policy for further information on long-term interfund borrowings.

### **Short-Term Interfund Borrowing**

Short-term interfund borrowings (less than 12 months) are not included in the City's Debt Policy. These borrowings will not include interest.

- End of year negative cash coverage  
Except for cash in certain restricted funds, the City consolidates cash and reserve balances from all funds to maximize investment earnings and to increase efficiency. At the end of each fiscal year, a fund may be in a negative cash position due to the timing of revenues and reimbursements. In keeping with accounting requirements, the General Fund extends a short-term interfund loan to funds with a negative cash balance at year-end. This loan is recorded as of June 30 and then reversed for the beginning of the following fiscal year. Such short-term borrowings are reviewed by the City's independent auditor during each fiscal year audit. These borrowings will not require any further approvals or reporting.
- Cash flow coverage  
From time to time, a fund may be engaged in a project that requires considerable outlay of cash prior to receiving funds (for example, a grant, reimbursement, or loan). The Finance Director will prepare an estimated cash flow projection for such projects and will update it periodically throughout the project. If projections indicate the fund will require additional cash flow coverage, the Finance Director will consult with the City Manager regarding the most appropriate method of providing liquidity. If another fund of the City has sufficient cash reserves to provide a short-term interfund borrowing without risk to its own operational needs, the Finance Director and City Manager may approve such borrowing. The City Council will receive quarterly reports on the status of these

***City of Crescent City***  
***Interfund Borrowing Policy - 2020***

borrowings. If no other City fund has sufficient cash reserves to provide the needed liquidity, the Finance Team will seek alternate financing as described in the City's Debt Policy.



## CITY COUNCIL AGENDA REPORT

**TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL**

**FROM: ERIC WIER, CITY MANAGER**

**BY: LINDA LEAVER, FINANCE DIRECTOR**

**DATE: JANUARY 6, 2020**

**SUBJECT: INVESTMENT POLICY 2020**

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### **RECOMMENDATION**

- Adopt Resolution 2020-04, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING THE CITY OF CRESCENT CITY INVESTMENT POLICY FOR 2020

### **BACKGROUND**

California Government Code Section 53646(a)(2) states that the treasurer or chief fiscal officer of a local agency may present an investment policy to the legislative body annually. Although the code does not specifically require such a policy, it is the recommendation of the California Debt and Investment Advisory Commission (CDIAC) and the Government Finance Officers Association (GFOA) to have an investment policy and to review it annually. Such review may be performed internally by staff, but the Council should also review and approve the policy on a regular basis.

California Government Code Section 53600.3 states that all local agency governing bodies that invest public funds (or those delegated the authority to invest on behalf of the governing body) are trustees subject to the "prudent investor standard." Under this standard, the trustee should act with care, skill, prudence, and diligence under the circumstances then prevailing. The trustee is required to take into consideration, among other things, "...the general conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

A written investment policy provides the foundation of a local agency's investment goals and priorities. The policy should describe the most prudent primary objectives for investment of public funds, which are defined in California Government Code Section 53600.5. The primary objective must be the safeguarding of funds. The secondary objective must be to meet the liquidity needs of the City. The last objective is to achieve a return on the funds.

The policy should also indicate the type of instruments eligible for purchase by a government entity, the investment process, and the management of the portfolio. Such a policy improves the quality of decisions and demonstrates a commitment to the fiduciary care of public funds, with emphasis on balancing safety of principal and liquidity with yield. Adherence to an investment policy signals to rating agencies, the capital markets and the public that a government's investments are well managed.

### **ITEM ANALYSIS**

The last time this policy was updated was in January 2018. Although there has not been a need for any significant changes to the policy since that time, it is prudent for the Council to review the policy periodically to ensure the policy is meeting the needs and goals of the City. The only proposed changes to the policy are to the "Authorized and Suitable Investments" table found on pages 4-5. Staff has clarified some of the investment categories based on the newest guidance from CDIAC, added a column for "Minimum Quality Requirements" for certain types of investments that are rated, and added a column referencing the appropriate CA Government Code section governing each type of investment.

### **FISCAL ANALYSIS**

Establishment of an investment policy does not have a direct fiscal impact. However, establishing sound financial policies and practices does have an indirect impact on the financial wellbeing of the organization.

### **STRATEGIC PLAN ASSESSMENT**

This action is consistent with Strategic Plan Goal 3 to "Maintain responsible fiscal management and accountability."

### **ATTACHMENTS**

- Resolution 2020-04
- City of Crescent City 2020 Investment Policy

Staff review:

  
CM

  
Legal

**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**

**WHEREAS**, it is the policy of the City of Crescent City to invest public funds in a manner that will provide (1) maximum safeguarding of principal, (2) liquidity to meet the daily cash flow demands of the City, and (3) return on investment; and

**WHEREAS**, it is the policy of the City of Crescent City to conform to all state and local statutes governing the investment of public funds; and

**WHEREAS**, a written investment policy is the single most important element in a public funds investment program; and

**WHEREAS**, an investment policy should be reviewed on an annual basis.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City that the Investment Policy in Exhibit A attached hereto is approved as the Investment Policy of the City of Crescent City for 2020.

**PASSED AND ADOPTED** by the City Council of the City of Crescent City on this the 6<sup>th</sup> day of January 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Blake Inscore, Mayor

ATTEST:

\_\_\_\_\_  
Robin Patch, City Clerk



## City of Crescent City Investment Policy - 2020

### **Purpose**

It is the policy of the City of Crescent City (“City”) to invest public funds in a manner which allows for maximum security, while at the same time providing the highest investment return to meet the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds. Investment of City monies not required for immediate expenditure will be made in accordance with the provisions of this investment policy.

### **Delegation of Authority**

In general, the California Government Code (including Sections 16429.1 and 53601 et seq.) governs investment of most local agency funds. Pursuant to the provisions of Government Code Sections 41001 through 41005, the City Treasurer has been assigned investment authority for the City. Crescent City Municipal Code Section 2.20.020(D) states the Director of Finance shall serve as the City Treasurer.

### **Scope**

This investment policy applies to the investment of surplus funds that are under the direct authority of the City Treasurer. These funds are accounted for in the City’s Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Enterprise Funds
- Capital Project Funds
- Internal Service Funds
- Any new fund created by the City Council, unless specifically exempted

Funds excluded from this policy:

- Proceeds of notes, bond issues, or similar financings are not governed by this Investment Policy but rather by their respective bond indentures or the State of California Government Code 53600, as applicable.
- Retirement/pension funds, deferred compensation funds, trust funds, and similar funds are not governed by this Investment Policy but rather by the policies and Federal or State statutes explicitly applicable to such funds.



### **Pooling of Funds**

Except for cash in certain restricted funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Bond proceeds are governed by the City's Debt Policy and the covenants of each particular bond issue and are not pooled with the City's other resources.

Investment income will be allocated to the various funds participating in the pool based on their respective participation and in accordance with generally accepted accounting standards.

### **Objectives**

The primary objectives, in priority order, of the City's investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. **Liquidity:** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating and capital requirements which might be reasonably anticipated.
3. **Yield:** Yield should become a consideration only after the basic requirements of safety and liquidity have been met. The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgeting and economic cycles, commensurate with the City's investment risk constraints and cash flow characteristics of the portfolio.

### **General Strategy**

The City Treasurer will adhere to the investment goal of holding investments to maturity, i.e. a passive investment strategy. This is the opposite of an active investment strategy in which there is active buying and selling of investments to achieve a certain benchmark objective.

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five years from the date of purchase.

Bond reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds and is allowable under the indentures of the bond issue.

**Standards of Care**

The standards of care applied to the City's investment activities shall be:

**Prudence:** The standard of prudence to be used by the City Treasurer and other individuals assigned to manage the investment portfolio shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. The "prudent investor rule" under California Government Code Section 53600.3 states that investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probably income to be derived

These individuals acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**Ethics and Conflict of Interests:** In addition to state and local statutes relating to conflicts of interest, all persons involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officers are required to file annual disclosure statements as required for "public officials who manage public investments" as defined and required by the Fair Political Practices Commission.

**Public Trust:** While managing the portfolio, the City Treasurer will avoid any transactions that might impair public confidence in the City.

**Prohibited Investments:** Government Code Section 53601.6 prohibits local agencies from investing in inverse floaters, range notes, or mortgage-derived, interest-only strips, and any security which could result in zero interest accrual if held to maturity. Investments not specifically approved by this policy are prohibited.

**Authorized and Suitable Investments:** The City Treasurer is empowered by statute to invest in the following types of securities. The City may invoke more strict standards for maximums allowed than those authorized by statute. Before investing in any investment vehicle other than the Local Agency Investment Fund (LAIF), the City Treasurer will present investment proposals to the City Council for their approval.

**City of Crescent City  
Investment Policy - 2020**

<b>Permitted Investments *</b>	<b>Maximum Specified % of Portfolio</b>	<b>Maximum Maturity</b>	<b>Minimum Quality Requirements</b>	<b>CA GOV Code Sections</b>
Local agency bonds	Unlimited	5 years	None	53601(a)
US Treasury obligations	Unlimited	5 years	None	53601(b)
State obligations, CA and others	Unlimited	5 years	None	53601(d)
CA local agency obligations	Unlimited	5 years	None	53601(e)
US agency obligations	Unlimited	5 years	None	53601(f)
Certificates of Deposit	50%	5 years	None	53630 et seq
Negotiable Certificates of Deposit	30%	5 years	None	53601(i)
Bankers' acceptances	40%	180 days	None	53601(g)
Commercial paper (non-pooled funds)	25%	180 days	Highest letter and number rating by an NRSRO	53601(h)(2)(c)
Investment Agreements	Specified by bond indenture	Specified by bond indenture		
Local Agency Investment Fund LAIF	Per State limit (currently \$50 million per account)	n/a	None	16429.1
Passbook Deposits	50%	1 year	"Satisfactory" or better rating by federal supervisory agency	
Repurchase Agreements	50%	1 year	None	53601(j)
Mutual Funds	20%	n/a	Highest ranking by at least two nationally recognized rating agencies unless exempt	53601(l)
Medium Term Notes	30%	5 years	"A" rating or its	53601(k)

			equivalent, or better	
Certain Asset-Backed Securities	20%	5 years	“AA” rating or its equivalent, or better	53601(o)

\*See glossary for definitions and further explanation of allowable investments.

**Diversification**

The City will diversify its investments by security type and institution. With the exception of the U.S. Treasury securities and authorized pools such as LAIF, no more than 50% of the City’s total investment portfolio shall be invested in a single security type or with a single financial institution. The investment portfolio shall include securities from at least three issuers. Maturities shall be staggered to reduce interest rate risk. In a diversified portfolio, occasional measured losses must be considered within the context of the overall portfolio’s investment return, provided that adequate diversification has been implemented.

**Collateralization**

Collateralization will be required on two types of investments: certificates of deposit and repurchase (and reverse repurchase) agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest.

All securities owned by the City will be held by an independent third party with whom the City has a current custodial agreement, except the collateral for time deposits in banks and savings and loans. Collateral for time deposits in banks and savings and loans is held by the Federal Home Loan Bank or an approved Agency of Depository. The collateral for time deposits in banks shall be held in the City’s name in the bank’s Trust Department, or alternately in the Federal Reserve Bank.

**Safekeeping and Custody**

All security transactions, including collateral for repurchase agreements, entered into by the City shall be conducted on a “delivery-versus-payment” (DVP) basis. Securities will be held by a third-party custodian designated by the City Treasurer and evidenced by safekeeping receipts.

**Internal Control**

The City Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies, procedures and applicable laws.

**Performance Standards**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs. The portfolio will be bench marked to the two-year Treasury

note. However, since return on investment is the least important objective of the Investment Portfolio, the benchmark will be used only as a reference tool.

### **Reporting**

The City Treasurer shall provide the City Council and City Manager with an investment report at least quarterly and within 30 days of the quarter end. The report shall include information about the investment of surplus funds and the investment of money under the management of contracted parties.

These reports will include, but not be limited to, the following information about the investment of surplus funds:

- Analysis of the status of the current investment portfolio
- Individual transactions executed over the last quarter
- Listing of individual securities held, including type, acquisition cost, book cost, and market value
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with Governmental Accounting Standards Board requirements)
- Average weighted return on investments as compared to applicable benchmarks
- Percentage of the portfolio which each type of investment represents
- A statement that the investment portfolio is in compliance with the investment policy and is meeting the investment policy objectives

### **GASB Statements 31 and 72**

The portfolio is to be marked to market annually. GFOA recommends that market values be obtained from a reputable and independent source and disclosed to the governing body at least quarterly in a written report. The independent source of pricing should not be one of the parties to the transaction being valued. This is also consistent with GASB Statement 31 and Statement 72, which require governmental entities to report investments and liabilities at fair value, and with the California Governmental Code, which also requires market values of investments be reported.

### **Investment Policy Adoption**

The City's Investment Policy will be reviewed annually by the City Council. It will be reviewed to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, relevance to current law and financial/economic trends. It will be adopted by resolution of the City Council on an annual basis.

**Glossary**

In addition to providing further explanation of allowable investments, the following definitions or glossary of terms are included to establish a common vocabulary between the City Treasurer, the City Council and the public:

**Bankers' Acceptance:** A short-term debt instrument issued by a firm that is guaranteed by a commercial bank as part of a commercial transaction.

**Certain Asset Backed Securities:** Eligible asset-backed securities include mortgage pass-through securities, collateralized mortgage obligations, mortgage-back or other pay-through bond or equipment lease-backed certificate of a maximum of five years maturity. Securities eligible for investment under this classification shall be issued by issuers have an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service and rated in a category of "AA" or its equivalent or better by a nationally recognized rating service. (Government Code Section 53601n).

**Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a certificate.

**Commercial Paper:** Commercial Paper is issued by leading industrial and financial firms to raise working capital. The maturities are from 3 to 180 days, usually sold on a discount basis. The City will only buy Commercial Paper issued by corporations with the highest possible credit rating. Investments in Commercial Paper may not exceed 25% of the City's surplus funds.

**Delivery versus Payment:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**Derivatives:** (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities). No securities that have the possibility of a negative coupon may be purchased. (Government Code Section 53601.6).

**Diversification:** Dividing investment funds among a variety of securities offering independent returns.

**Federal Home Loan Banks (FHLB):** Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district bank.

**Federal Reserve System:** The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

**Investment Agreements:** Connected primarily to the issuance of bonds, an Investment Agreement is a contract with an outside provider, who will provide a specified listing of investments (as allowed by the bond indenture) for a varying term of maturity, typically no longer than the maximum maturity of the bonds for debt service funds, or the construction period for the construction/acquisition fund. These are also known as Guaranteed Investment Contracts (GICs) and their variants, such as Forward Delivery Agreements (FDAs). Allowable contracts are also issued under other names (Government Code Section 5922).

**Local Agency Investment Fund Demand Deposits:** The Local Agency Investment Fund (LAIF) is a special fund in the State Treasury created by Assembly Bill 3107, passed in 1977. This law permits a local government official, with the consent of the governing body of that agency, to remit money in its treasury not required for its immediate need, to the State Treasurer for deposit in this special fund for the purpose of investment.

**Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

**Market Value:** The price at which a security is trading and could presumably be purchased or sold.

**Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.

**Medium Term Notes:** A Medium-Term Note is an obligation of a domestic corporation or depository institution having a rating of 'A' or better by a nationally recognized rating service. Notes may not have a maturity in excess of five years. Investments in medium term notes may not exceed 30% of the City's idle funds (Government Code Section 53601j).

**Mutual Funds:** Mutual Funds qualifying for City investment must restrict their portfolios to issues approved by the same state investment statute that defines investment alternatives for cities. In addition these Mutual Funds must adhere to Federal statutes regarding the size of the Mutual Fund and its safety, must attain the highest ranking of two of the three largest rating services or must retain an investment advisor registered with the Securities and Exchange Commission with not less than 5 years' experience investing assets of at least five million dollars. Investments in Mutual Funds may not exceed 20% of the City's idle funds. (Government Code Section 53601k).

**Negotiable Certificates of Deposit:** These Certificates of Deposit are issued by banks. They are not collateralized, that is, they are backed by the credit worthiness of the issuing institution rather than by specific pledged assets. They are issued payable to the bearer in denominations from \$1 to \$5 million with maturities of from 2 weeks to 5 years. They may be traded many times before maturity, with the price fluctuating with market conditions. The amount of the Certificate of Deposit may not exceed the issuing bank's shareholders' equity. (Government Code Section 53601h).

**Passbook Deposits:** These accounts pay a low rate of interest, compounded daily on their balances.

**Portfolio:** Collection of securities held by an investor.

**Rate of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**Repurchase Agreement (RP or REPO):** A repurchase agreement is the purchase of a security with the contractual obligation to sell such a security back at a future time at a fixed price. The predetermined price differential between the selling and buy back price constitutes the interest earnings. The repurchase agreement may have a life of only one day. A minimum investment of \$1 million is customarily required. The collateralization level for Repurchase Agreements shall be 102% of the market value of the principal and accrued interest. Repurchase agreements may only be made with primary dealers. (Government Code Section 53601i).

**Safekeeping:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**Securities of the United States Government, its Agencies and Instrumentalities:** These obligations can either be classified as "Treasuries" or "Agencies". U.S. Government securities have excellent liquidity.

Treasuries are securities, which represent direct obligations of the U.S. Treasury and can be of three types – bills, notes and bonds. They differ based on the term to maturity and the method of interest payment. Treasury securities are actual obligations of the U.S. Government and, as such, are backed by the "full faith and credit" of the Federal Government.

An agency security is an obligation of any one of several agencies or instrumentalities which administer selected lending programs of the U.S. Government. These agencies include the Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac), Government National Mortgage Association (GNMA or Ginnie Mae), Federal Land Bank and Federal Farm Credit Bank. Such securities are obligations of the agencies themselves, but there is also an implied



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guarantee by the U.S. Government. Obligations of these agencies are back by large pools of residential mortgage loans or agricultural real estate loans. (Government Code Sections 53601b,e).

Yield: The rate of annual income return on an investment, expressed as a percentage. Income Yield is obtained by dividing the current dollar income by the current market price for the security. Net Yield or Yield to Maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

# CITY COUNCIL AGENDA REPORT



**TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL**

**FROM: ERIC WIER, CITY MANAGER**

**BY: MARTHA D. RICE, CITY ATTORNEY**

**DATE: JANUARY 6, 2020**

**SUBJECT: CCEA MOU AMENDMENT REGARDING ON-CALL ASSIGNMENT**

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## **RECOMMENDATION**

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

## **BACKGROUND**

In September of this year, Jacobs Engineering took over the day-to-day operations and management of the City's wastewater treatment plant. This transfer out of city employees has reduced the number of employees available for on-call assignment for public works emergencies. Staff's strategy to deal with this shortfall is to cross-train additional public works employees to respond to the City's most common after hours emergencies and to expand the list of employees eligible for call-out assignment in the MOU with the Crescent City Employees Association. The City Manager has met with the CCEA and thereafter, its membership met and voted to approve the MOU Amendment.

## **ANALYSIS**

This Amendment to the MOU will allow for greater resources and flexibility in staffing the on-call assignment. Specifically, the amendment makes the following changes to the current on-call assignment provisions:

- Increases on-call assignment schedule from covering just weekends and holidays to seven days per week. In the past, if an emergency arose outside of work hours on a regular weekday, the City would request any available employees to respond, and certain employees have been extremely diligent about responding. However, no particular employee was required to be available on those days, which could result in a situation

where no one was available for a call-out. Requiring one employee to be available every day removes this potential risk.

- Removes wastewater treatment operators from the list of classifications eligible for on-call assignment and adds senior mechanic, parks maintenance worker, senior parks maintenance worker, and building & grounds maintenance work to the list. This allows all full-time public works employees to be cross-trained and available for call-out duty.
- Provides that repeated failures to timely respond to a call-out may result in removal from the on-call assignment eligibility list and discipline for neglect of assigned duty.

The job descriptions for the parks maintenance worker and the building & grounds maintenance worker positions have been updated to include cross-training in different areas of the public works department and for the employee to be available to work holidays and on-call as necessary.

### **FISCAL IMPACT**

- There will be a slight increase to call-out pay. The previous system (one call-out phone for the WWTP and one for public works, on weekends and holidays) required a total of 336 call-out coverage payments per year. The new system of one call-out phone (public works) every day will require 365 call-out coverage payments. Each call-out coverage pay is \$50 per day as compensation for carrying the call-out phone and remaining available for emergencies. (Responding to actual emergencies is paid at the appropriate overtime rate.) The increase is minimal (\$1,450) and will be spread across multiple funds and departments depending on where the specific employee is working. Staff anticipates the current budget can absorb this impact.

### **STRATEGIC PLAN ANALYSIS**

- This item supports the City's Strategic Plan Goal 3: Obtain the Highest Levels of Organization Excellence.

### **ATTACHMENTS**

- Resolution No. 2020-06, A Resolution of the City of Crescent City Approving an Amendment to the Memorandum of Understanding Between the City of Crescent City and the Crescent City Management Employees Association for the Period July 1, 2018 through June 30, 2020
- CCEA MOU Amendment

### **STAFF REVIEW**

City Manager: EW

City Attorney: MA

**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**

WHEREAS, California Government Code Section 36506 requires that the City Council fix by resolution or ordinance the compensation of all appointive officers and employees; and

WHEREAS, pursuant to the City Council's direction, the City's bargaining team has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable laws to reach agreement with the Crescent City Employees Association ("CCEA") upon a proposal to implement a seven day per week call-out program and amend that Memorandum of Understanding ("MOU") that covers the period July 1, 2018 through June 30, 2020, accordingly; and

WHEREAS, a majority of the bargaining unit members of the CCEA have voted in favor of the Amendment to the MOU; and

WHEREAS, said Amendment to the MOU has been recommend for approval by the City Manager and has been reviewed by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City, California that the attached Amendment to the Memorandum of Understanding Between the City of Crescent City and the Crescent City Employees Association for July 1, 2018 through June 30, 2020 dated December 24, 2019 (attached hereto) is hereby ratified and approved.

**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City on this 6<sup>th</sup> day of January, 2020, by the following polled vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Blake Inscore, Mayor

ATTEST:

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Robin Patch, City Clerk

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY  
OF CRESCENT CITY AND CRESCENT CITY EMPLOYEES ASSOCIATION FOR  
THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2020**

The parties hereto agree to amend 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 as set forth below. Deletions are in ~~strikeout~~ and additions are underlined. All other provisions of the above-referenced MOU remain in full force and effect. This Amendment will be effective upon ratification by the City Council.

**9.8 On-Call Assignment Pay.** The following eligible employees acknowledge and agree to provide on-call coverage on ~~weekends and holidays~~ weekends, holidays, after hours and other during scheduled off work periods. Coverage is to be provided on an equitable, rotating basis among eligible employees, as approved by the Department Head. Only full-time employees (permanent or temporary) that have been determined by the Department Head to have been properly trained to respond to the City's most common call out emergencies will be eligible for the on-call assignment. The following job classifications are eligible for On-Call Assignment Pay:

- Electrical Mechanical Operations Technician I, II
- Senior Electrical Mechanical Operations Technician
- Equipment Operator I, II
- Maintenance Worker I, II
- Senior Public Works Maintenance Worker
- Utility Mechanic
- ~~Wastewater Treatment Plant Operator I, II, III~~
- ~~Wastewater Treatment Plant Senior Operator~~
- Mechanic I, II
- Senior Mechanic
- Parks Maintenance Worker
- Senior Parks Maintenance Worker
- Building & Grounds Maintenance Worker

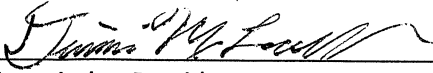
9.8.1. Eligible employees scheduled for on-call assignment will receive \$50.00 per day for which they are on-call. On-Call Assignment pay will be paid to an eligible employee in addition to Emergency Call Out pay for any actual call-out hours worked during a scheduled off work period.

9.8.2. Employees on on-call assignment are required to be accessible by telephone or pager, or other methods approved by the Department Head. Employees on on-call assignment must be available to acknowledge a call or page within ten (10) minutes and to respond to the on-call assignment within twenty (20) minutes. Repeated failures to timely respond to a call or a page while on on-call assignment may result in the employee being determined ineligible for on-call assignment and subject to discipline for neglect of assigned duty.

*Executed on the last date written below in Crescent City, California.*


**Approved by CCEA:**

Date: 12/24/19

  
\_\_\_\_\_  
Association President

**Agreed to and Recommended to Council:**

Date: 12/24/19

  
\_\_\_\_\_  
Eric Wier, City Manager

## SUCCESSOR AGENCY AGENDA REPORT

**TO:** SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY OF THE CITY OF CRESCENT CITY

**FROM:** LINDA LEAVER, CITY OF CRESCENT CITY FINANCE DIRECTOR

**DATE:** JANUARY 6, 2020

**SUBJECT:** RECOGNIZED OBLIGATION PAYMENT SCHEDULE PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(I) FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

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### RECOMMENDATION

- Consider and adopt Resolution SA2020-01, A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF CRESCENT CITY APPROVING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021, PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(L) AND (M)

### BACKGROUND

Pursuant to Health and Safety Code Section 34172, the Redevelopment Agency of the City of Crescent City (“Agency”) was dissolved as of February 1, 2012. The City of Crescent City (“RDA Successor Agency”) is the successor agency of the Agency, and pursuant to Health and Safety Code Section 34173(g), the RDA Successor Agency is now a separate legal entity from the City. The Oversight Board is responsible for approving the actions of the RDA Successor Agency pursuant to Health and Safety Code Section 34179, including the Recognized Obligation Payment Schedule (“ROPS”).

One of the responsibilities of the Successor Agency is to prepare a ROPS, which sets forth the nature, amount, and source(s) of payment of all “enforceable obligations” of the Agency (as defined by law) to be paid by the Successor Agency. This report is for the fiscal period July 1, 2020 through June 30, 2021.

This ROPS, once approved by the Successor Agency, must be submitted to the Oversight Board for approval. The approved ROPS is required to be submitted to the Department of Finance, California State Controller, and County Auditor-Controller by February 1, 2020.

### ANALYSIS

Attached is the ROPS for the period July 1, 2020 through June 30, 2021. It is organized into the following sections:

### Recognized Obligation Payment Schedule (ROPS 20-21) – Summary and Detail

This report shows the estimated amounts to be expended and the funding source for those amounts. The Successor Agency has two potential sources of funding to make payments on recognized obligations and to cover administrative costs:

- Reserve fund balance
- Redevelopment Property Tax Trust Fund (RPTTF)

Of these amounts, the Successor Agency is required to use reserve fund balance first and then may apply for RPTTF to cover any shortfall to make approved payments toward recognized obligations. RPTTF is collected by the County and distributed to taxing entities pursuant to Health and Safety Code Section 34183. The remaining amount (called the residual) is potentially available to fund Successor Agency obligations. However, the Successor Agency may only request up to 50% of the difference between the projected residual and the actual residual from the base year 2012-13.

The County has provided a projection of RPTTF and residual amounts for the current year, and these figures are used to calculate the 20-21 ROPS. If the actual current year amounts differ from the projection, the State Department of Finance will adjust the ROPS amount.

The proposed 20-21 ROPS estimates a maximum of \$87,172 to make recognized obligation payments. Of this amount, \$82,172 is estimated to be available from RPTTF residual to make loan payments and \$5,000 from RPTTF admin allowance to cover Successor Agency admin costs.

Under AB 1484 (adopted in 2012), the outstanding SERAF loan is required to be paid before the Water Fund loan. The remaining balance of the SERAF loan is \$35,100, which is proposed to be repaid with the 20-21 ROPS. The remaining residual amount of \$47,072 will be used to make the first payment on the Water Fund loan.

The Water Fund loan that was approved by the Department of Finance in 2015 is \$685,286. (This is not the full amount the RDA submitted for approval, but DOF denied \$518,433 and the City's General Fund took over that portion.) Interest has been calculated on the Water Fund approved amount (based on LAIF rates) for a total current balance of \$705,845. The total amount to be repaid each year will depend on the RPTTF residual, which fluctuates from year to year. The Successor Agency's consultant, Don Fraser, has estimated the loan will be paid off in FY 2028-29. Also under AB 1484, 20% of the Water Fund loan repayment must be paid into the Successor Housing Fund for affordable housing. Therefore, of the proposed \$47,072 payment on the Water Fund loan in FY 2020-21, \$37,658 would go to the Water Fund and \$9,414 would go to the Successor Housing Fund. The amount to be paid into the Successor Housing Fund will be treated as a loss to the Water Fund, as required under AB 1484.

### Cash Balance Report

Successor Agency Staff Report  
ROPS 20-21  
January 6, 2020

The Report of Cash Balances tracks Successor Agency cash flow and ending balances across several ROPS periods. This form provides transparency over the continual estimation and tax distribution true-up processes embedded in the State dissolution law.

**FISCAL IMPACT**

The ROPS 20-21 financial report would authorize the Successor Agency to request \$82,172 in RPTTF funds to make the final payment on the outstanding SERAF loan and begin payment on the Water Fund loan. This is in accordance with the purpose of the Successor Agency, which is to wind down the affairs of the former Redevelopment Agency and pay its enforceable obligations. In addition, the ROPS requests \$5,000 in admin RPTTF funds to pay for administrative costs, which are otherwise paid by the City's General Fund.

**ATTACHMENTS**

- Resolution No. SA2020-01
- ROPS 20-21
- Projected loan repayment schedule

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Staff Review

CM: EW      Legal: MAZ



**RESOLUTION NO. SA2020-01**

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF CRESCENT CITY, APPROVING AND ADOPTING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE COVERING THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021, PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177(l) AND (m)**

**WHEREAS**, pursuant to Health and Safety Code Section 34173(d), the City of Crescent City elected to become the successor agency to the Redevelopment Agency of the City of Crescent City (“Successor Agency”) by Resolution No. 2012-03 on January 17, 2012; and

**WHEREAS**, pursuant to Health and Safety Code Section 34173(g), the Successor Agency is now a separate legal entity from the City; and

**WHEREAS**, Health and Safety Code Section 34177(l) requires the Successor Agency to prepare a recognized obligation payment schedule (“ROPS”) before each fiscal year; and

**WHEREAS**, Health and Safety Code Section 34177(l)(2) requires the Successor Agency to submit the ROPS to the Successor Agency’s oversight board for its approval, and upon such approval, the Successor Agency is required to submit a copy of the approved ROPS (“Approved ROPS”) to the Del Norte County Auditor-Controller, the California State Controller, and the State of California Department of Finance, and post the Approved ROPS on the Successor Agency’s website; and

**WHEREAS**, Health and Safety Code Section 34177(m) requires that the Approved ROPS for the period July 1, 2020 through June 30, 2021 (“ROPS 20-21”) is required to be submitted to the Department of Finance, California State Controller and the County Auditor-Controller by February 1, 2020; and

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

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

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

**Section 2. CEQA Compliance.** The approval of the ROPS 20-21 through this Resolution does not commit the Successor Agency to any action that may have a significant effect on the environment. As a result, such action does not constitute a project subject to the requirements of the California Environmental Quality Act. The City Clerk is authorized and

directed to file a Notice of Exemption with the appropriate official of the County of Del Norte, California, within five (5) days following the date of adoption of this Resolution.

**Section 3. Approval of ROPS.** The Successor Agency hereby approves and adopts the ROPS 20-21, covering the period July 1, 2020 through June 30, 2021, in substantially the form attached to this Resolution as Exhibit A, as required by Health and Safety Code Section 34177.

**Section 4. Transmittal of ROPS.** The Finance Director, Linda Leaver, is hereby authorized and directed to take any action necessary to carry out the purposes of this Resolution and comply with applicable law regarding the ROPS 20-21, including submitting the ROPS 20-21 to the Successor Agency's oversight board for approval, and submission of the Approved ROPS to the Del Norte County Auditor-Controller, the California State Controller, and the State of California Department of Finance, and posting the Approved ROPS on the Successor Agency's website.

**Section 5. Effectiveness.** This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** at a special meeting of the Successor Agency to the former Redevelopment Agency of the City of Crescent City on the 6th day of January, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Blake Inscore, Chairperson

ATTEST:

\_\_\_\_\_  
Robin Patch, Secretary

**EXHIBIT A**

**RECOGNIZED OBLIGATION PAYMENT SCHEDULE**

**[Attached behind this page]**

**Recognized Obligation Payment Schedule (ROPS 20-21) - Summary  
Filed for the July 1, 2020 through June 30, 2021 Period**

**Successor Agency:** Crescent City

**County:** Del Norte

<b>Current Period Requested Funding for Enforceable Obligations (ROPS Detail)</b>	<b>20-21A Total (July - December)</b>	<b>20-21B Total (January - June)</b>	<b>ROPS 20-21 Total</b>
<b>A Enforceable Obligations Funded as Follows (B+C+D)</b>	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
<b>E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)</b>	\$ 84,672	\$ 2,500	\$ 87,172
F RPTTF	82,172	-	82,172
G Administrative RPTTF	2,500	2,500	5,000
<b>H Current Period Enforceable Obligations (A+E)</b>	\$ 84,672	\$ 2,500	\$ 87,172

**Certification of Oversight Board Chairman:**

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

\_\_\_\_\_  
Name Title

/s/ \_\_\_\_\_  
Signature Date

**Crescent City**  
**Recognized Obligation Payment Schedule (ROPS 20-21) - ROPS Detail**  
**July 1, 2020 through June 30, 2021**

A	B	C	D	E	F	G	H	I	J	K	ROPS 20-21A (Jul - Dec)					Q	ROPS 20-21B (Jan - Jun)					W		
											Fund Sources						20-21A Total	Fund Sources					20-21B Total	
											L	M	N	O	P			R	S	T	U			V
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 20-21 Total	Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF				
								\$840,945		\$87,172	\$-	\$-	\$-	\$82,172	\$2,500	\$84,672	\$-	\$-	\$-	\$-	\$2,500	\$2,500		
1	Water Fund Loan *	City/County Loan (Prior 06/28/11), Other	01/01/1996	06/30/2032	City of Crescent City Water Utility	Debt to fund non-housing projects	RDA 1 & 2	705,845	N	\$47,072	-	-	-	47,072	-	\$47,072	-	-	-	-	-	-	\$-	
5	SERAF 2010 repayment *	SERAF/ERAF	03/01/2010	06/30/2032	Crescent City RDA set-aside	repayment of SERAF payment borrowed	RDA 1 & 2	35,100	N	\$35,100	-	-	-	35,100	-	\$35,100	-	-	-	-	-	-	\$-	
7	Administrative allowance	Admin Costs	07/01/2016	06/30/2030	City of Crescent City	Administrative allowance	RDA 1&2	100,000	N	\$5,000	-	-	-	-	2,500	\$2,500	-	-	-	-	2,500	\$2,500		

**Crescent City**  
**Recognized Obligation Payment Schedule (ROPS 20-21) - Report of Cash Balances**  
**July 1, 2017 through June 30, 2018**  
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.

A	B	C	D	E	F	G	H
	<b>ROPS 17-18 Cash Balances (07/01/17 - 06/30/18)</b>	<b>Fund Sources</b>					<b>Comments</b>
		<b>Bond Proceeds</b>		<b>Reserve Balance</b>	<b>Other Funds</b>	<b>RPTTF</b>	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
1	<b>Beginning Available Cash Balance (Actual 07/01/17)</b> RPTTF amount should exclude "A" period distribution amount.			90,546	50,428		
2	<b>Revenue/Income (Actual 06/30/18)</b> RPTTF amount should tie to the ROPS 17-18 total distribution from the County Auditor-Controller			18,269			
3	<b>Expenditures for ROPS 17-18 Enforceable Obligations (Actual 06/30/18)</b>			45,443	11,738		
4	<b>Retention of Available Cash Balance (Actual 06/30/18)</b> RPTTF amount retained should only include the amounts distributed as reserve for future period(s)			63,372	38,690		Used for 2018-19 ROPS obligations
5	<b>ROPS 17-18 RPTTF Prior Period Adjustment</b> RPTTF amount should tie to the Agency's ROPS 17-18 PPA form submitted to the CAC			No entry required			
6	<b>Ending Actual Available Cash Balance (06/30/18)</b> C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$-	\$-	\$-	\$-	\$-	

**Crescent City**  
**Recognized Obligation Payment Schedule (ROPS 20-21) - Notes**  
**July 1, 2020 through June 30, 2021**

Item #	Notes/Comments
1	
5	
7	

Table 1  
 Crescent City Successor Agency  
 Project Area No. 1 and 2

**TAX INCREMENT AND CASH FLOW PROJECTIONS - AMOUNT FOR LOAN REPAYMENTS**

**2% AV Growth Scenario**

	Total (1) Tax Increment	Property Tax Admin Fees	Pass Through Payments	Net Revenue	Admin Costs	SERAF / City Loan	(2) Residual Revenue	Residual Base	Residual To Taxing Entities	(3) Residual For SERAF City Loan
2019 - 2020	\$1,225,455	\$101,422	\$517,354	\$606,679	5,000	23,098	578,581	414,239	496,410	82,171
2020 - 2021	1,256,091	103,958	530,288	621,846	5,000	82,171	534,675	414,239	474,457	60,218
2021 - 2022	1,287,494	106,556	543,545	637,392	5,000	60,218	572,174	414,239	493,207	78,968
2022 - 2023	1,319,681	109,220	557,134	653,327	5,000	78,968	569,359	414,239	491,799	77,560
2023 - 2024	1,352,673	111,951	571,062	669,660	5,000	77,560	587,100	414,239	500,669	86,430
2024 - 2025	1,386,490	114,750	585,339	686,402	5,000	86,430	594,971	414,239	504,605	90,366
2025 - 2026	1,421,152	117,618	599,972	703,562	5,000	90,366	608,196	414,239	511,217	96,978
2026 - 2027	1,456,681	120,559	614,971	721,151	5,000	96,978	619,172	414,239	516,706	102,467
2027 - 2028	1,493,098	123,573	630,346	739,179	5,000	102,467	631,713	414,239	522,976	108,737
2028 - 2029	1,530,425	126,662	646,104	757,659	5,000	87,606	665,053	414,239	539,646	0
<b>Totals</b>	<b>13,729,240</b>	<b>1,136,269</b>	<b>5,796,114</b>	<b>6,796,856</b>	<b>50,000</b>	<b>785,862</b>	<b>5,960,994</b>		<b>5,051,692</b>	<b>783,895</b>

(1) Based on 2019-20 estimated RPTTF. Assumes underlying growth of 2 percent per year.

(2) Residual revenue is the amount remaining after paying all obligations except SERAF and the Water Loans. The 2012-13 amount is the baseline for allocation of future distributions to the taxing entities and payment of SERAF and the the Water Fund loans.

(3) This is the amount that is available each year to first repay SERAF and then to repay the Water Loans. It represent 50% of the amount of residual revenue above the 2012-13 base line amount.



Table 2  
 Crescent City Successor Agency  
 Project Area No. 1 and 2

**PROJECTED REPAYMENT OF SERAF AND WATER FUND LOAN**

	Residual For SERAF City Loan	SERAF (1) Obligation \$236,371	Water Loan Balance (2)	Less: Payments	Principal Water Loan Balance	Accumulative Interest	Less: Payments	Interest Balance
2019 - 2020			\$685,286		685,286	20,559	0	20,559
2020 - 2021	60,218	35,100	685,286	47,072	638,214	25,345	0	25,345
2021 - 2022	78,968		638,214	60,218	577,996	29,680	0	29,680
2022 - 2023	77,560		577,996	78,968	499,028	33,423	0	33,423
2023 - 2024	86,430		499,028	77,560	421,468	36,584	0	36,584
2024 - 2025	90,366		421,468	86,430	335,038	39,097	0	39,097
2025 - 2026	96,978		335,038	90,366	244,672	40,932	0	40,932
2026 - 2027	102,467		244,672	96,978	147,693	42,039	0	42,039
2027 - 2028	108,737		147,693	102,467	45,227	42,379	0	42,379
2028 - 2029	125,407		45,227	45,227	(0)	42,379	42,379	(0)
<b>Totals</b>	<b>1,073,508</b>	<b>35,100</b>		<b>685,286</b>			<b>42,379</b>	

<b>Payment Applied to Water Loan (4)</b>	<b>727,665</b>
<b>Portion of Water Loan Paid to Housing Fund (4)</b>	<b>145,533</b>
<b>Net Water Loan Payment</b>	<b>582,132</b>

- (1) Per AB 1484, the SERAF loan must be repaid first.
- (2) This is the balance which DOF approved in their letter of 3/20/2015.
- (3) Simple interest at current LAIF rate of .75%.
- (4) Of the total payments under the Water Fund loan, 20% must be applied to the Housing Fund. The amount that goes to the Housing Fund is assumed to reflect a loss to the Water Fund. It represents the portion of the loan that is not repaid.



## CITY COUNCIL AGENDA REPORT

**TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL**

**FROM: ERIC WIER, CITY MANAGER**

**BY: LINDA LEAVER, DIRECTOR OF FINANCE  
MARTHA RICE, CITY ATTORNEY**

**DATE: JANUARY 6, 2020**

**SUBJECT: RESIDENTIAL WATER SERVICE DISCONTINUATION POLICY**

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### RECOMMENDATION

- Hear staff report
- Receive public comment
- Adopt Resolution 2020-05, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING A RESIDENTIAL WATER SERVICE DISCONTINUATION POLICY

### BACKGROUND

The City of Crescent City provides water service to approximately 4,600 accounts within city limits and the community services districts of Meadowbrook, Church Tree, and Bertsch-Ocean View. Rates are set by ordinance following a Prop 218 process. In accordance with the new SB 998 regulations, the City must make certain revisions to its process for discontinuing residential water service for nonpayment. At the December 2, 2019 Council meeting, the City Council adopted Ordinance No. 818, amending the Municipal Code so this process will be in a written policy to be adopted by Council resolution.

SB 998, also known as the Water Shutoff Protection Act, was approved by the Governor in September 2018. The Act declares that all Californians have the right to safe, accessible, and affordable water, and its intent is to minimize the number of Californians who lose access to water service due to inability to pay. SB 998 places several requirements on water systems that provide water to more than 200 service connections, and the new policies must go into effect by February 1, 2020. Per Council direction at the November 18, 2019 Council meeting, staff and the City Attorney have developed a draft policy for the Council's consideration.

### ITEM ANALYSIS

Under Municipal Code Section 13.12.150, water bills are due and payable when presented and become delinquent if not paid on or before the 20<sup>th</sup> day after the bill. Once the bill is delinquent,

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service may be shut off for nonpayment with ten days' notice provided in writing, or 31 days after the initial bill (CCMC Section 13.12.190). The City's long-standing practice has been to provide customers with additional time prior to shutting off service. In effect, if a bill has not been paid by the time the second month's bill is due, service is discontinued (52 days after the initial bill). Under SB 998, the City will not be allowed to discontinue service for nonpayment until the bill has been delinquent for at least 60 days (81 days after the initial bill).

Note that SB 998 regulates only residential water service and does not apply to non-residential accounts. Additionally, SB 998 applies only to discontinuation of residential water service for nonpayment and does not apply to service discontinuation for other reasons (such as fraud or misuse of City equipment or services).

There are several additional requirements in SB 998, which are summarized below. The full text of SB 998 is attached for reference.

- **Written policy:** The City must develop a written policy on discontinuation of residential water service for nonpayment. The policy must be made available in multiple languages: English, Spanish, Chinese, Tagalog, Vietnamese, and Korean, plus any other language spoken by at least 10% of the people within the service area. Staff recommends adding Hmong to the languages to be provided.
- **Alternative payment plans:** The policy must include information on alternative payment plans a customer may request in order to avoid water shutoff.
- **Notification:** Notice of shutoff must be provided by mail at least 7 business days prior to shutoff.
- **Medical need and financial need:** There are additional requirements prior to shutoff for customers who meet certain medical and financial criteria.
- **Dispute and appeal:** The City must establish a procedure for a customer to dispute a bill and to appeal the decision of the dispute.
- **Low-income customers:** There are additional requirements related to limiting reconnection fees and waiving interest charges for low-income customers.
- **Landlord-tenant relationship:** There are additional notification requirements for tenants receiving service where the resident is not the City's customer, but a landlord, property manager, or property owner is the customer, as well as an option for such a tenant to become the customer.
- **Annual report:** The City will need to report annually to the state board and post on the City's website the number of residential accounts shut off for nonpayment.

Staff and the City Attorney have developed the attached draft policy to comply with the requirements of SB 998 as well as relevant portions of the Public Utilities Code. Per Council direction, the alternative payment plans have been written to include a minimum monthly payment and a time limit of 2-12 months for customers with medical and financial need, and 2-4 months for all other customers. Reduction or forgiveness of a bill is not offered, as the City does not currently have a funding source to provide this option without passing the costs to other ratepayers. City staff will continue to explore possible state and/or private grant funding sources should they become available. In the meantime, City staff keeps a list of local resources for low-income customers to find other help that may be available to them.

### State Efforts: Low-Income Water Rate Assistance Program

In 2015, the legislature approved and the Governor signed Assembly Bill No. 401, the Low-Income Water Rate Assistance Act, which requires the State Water Resources Control Board to work with the State Board of Equalization and other relevant stakeholders to develop a plan for funding and implementing a Low-Income Water Rate Assistance Program. This plan was supposed to be developed no later than January 1, 2018. On January 3, 2019, the State Water Resources Control Board released a draft report on Options for Implementation of Statewide Low-Income Water Rate Assistance Program. Approximately 34% of California households are below 200% of the federal poverty level and would be eligible for assistance under the proposed program. The draft report proposes three tiers of benefits:

- Tier 1: 20% discount to all households that have incomes below 200% of the federal poverty level (FPL) in water systems where monthly water expenditures (at 12 CCF) are below \$90
- Tier 2: 35% discount to all households that have incomes below 200% of the FPL in water systems where monthly water expenditures (at 12 CCF) are between \$90 and \$120
- Tier 3: 50% discount to all households that have incomes below 200% of the FPL in water systems where monthly water costs (at 12 CCF) are above \$120

Funding for the program is recommended to be obtained through a “progressive” revenue source such as taxes on income, capital gains or property. This method is recommended so as to have minimal impact on low-income households.

The draft report discusses various options for benefit distribution including credits on electric or gas bills, distribution via CalFresh EBT cards, tax credits, water bill credits (City would then have to be reimbursed from the state the amount of the credits given). Credit via water bills was not favored as many low-income households (approximately 72%) pay for their utilities as part of rent and would not receive any benefit if the landlord is paying the water bill directly.

### Council Options

Council may adopt the policy as drafted or may direct staff to make changes and bring an updated policy back at the next Council meeting. In order to comply with the SB 998 timeline, the policy must be effective by February 1, 2020.

### Payment of Water Bill Only

A question was raised at the November 18, 2019 Council meeting regarding customers who receive both water and sewer service from the City but pay only the water portion of the bill. Although this circumstance has not arisen in the past, to the best of our knowledge, it is a possibility. If that were to happen, a customer could remain current on his/her water bill and receiving service but be delinquent on the sewer bill. Without discontinuing water service (which the City would not be able to do if a customer is current on his/her water bill), the City does not have a way to suspend sewer service. The City does have a process in place for placing delinquent sewer bills on the property owner’s tax bill in certain circumstances. The City Attorney is preparing an ordinance update to allow the City to use that process for this circumstance as well. That ordinance will be brought to a future Council meeting for discussion, and a plan will be developed to inform property owners. Since placing a delinquent sewer bill on the tax roll means the property owner must pay, there will be some potential difficulty when the delinquent sewer bill is caused by a tenant not

paying the sewer bill, not the property owner. The City Attorney and staff are working on ways to mitigate this impact.

### **FISCAL ANALYSIS**

There is no direct fiscal impact to adopting the policy.

The fiscal impact of complying with SB 998 will depend on the specifics of the policy and how it affects customer behaviors. In general, extending the amount of time customers continue to receive service before the service is shut off for nonpayment will result in higher delinquent amounts being due to the City. The longer those balances remain unpaid, the greater the risk the City will not collect the balances. This will mean a higher cost to the water system for uncollectable accounts. The exact amounts will not be known until the policy has been implemented and can be evaluated over time.

The City will incur costs to have the new policy and forms translated into the required languages. The cost for this service is not yet known. However, this year's budget has approximately \$4,000 available for this. Once the policy and forms are approved, staff will obtain a quote for the translations. If the cost is greater than the available budget, staff will return to the Council with a request for additional appropriations.

The cost of not implementing SB 998 is a fine of up to \$1000 per day.

### **STRATEGIC PLAN ASSESSMENT**


This action supports the following Strategic Plan goals:

- Goal 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors
- Goal 2(F)(5): Evaluate and update the City's Municipal Code to assure maximized efficiencies, clarity, and effectiveness
- Goal 3(B): Maintain responsible fiscal management and accountability
- Goal 3(E)(4): Investigate and review, updating as necessary, policy and procedures to reflect legal issues and regulatory changes

### **ATTACHMENTS**

1. Resolution 2020-05
2. Crescent City Residential Water Service Discontinuation Policy
3. SB 998

Staff review:



CM



Legal

**RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
ADOPTING A RESIDENTIAL WATER SERVICE DISCONTINUATION POLICY**

**WHEREAS**, California state law declares that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes; and

**WHEREAS**, the City of Crescent City provides residential water service to approximately XX households; and

**WHEREAS**, in 2018 the legislature passed, and the Governor signed Senate Bill No. 998 (SB 998), the goal of which is to limit the number of Californians who lose access to water service due to the inability to pay; and

**WHEREAS**, SB 998 declares that when there is a delinquent water bill, all Californians should be afforded fair treatment, which includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship; and

**WHEREAS**, SB 998 requires the City to adopt a written policy governing the discontinuation of residential water service that complies with the procedures set forth in SB 998; and

**WHEREAS**, the Residential Water Service Discontinuation Policy has been drafted by staff to comply with all requirements of SB 998 and applicable provisions of the Public Utilities Code.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City that the Residential Water Service Discontinuation Policy included in Exhibit A attached hereto is approved and adopted.

**PASSED AND ADOPTED**, and made effective the same day, by the City Council of the City of Crescent City on this the 6<sup>th</sup> day of January 2020, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Blake Inscore, Mayor

ATTEST:

\_\_\_\_\_  
Robin Patch, City Clerk

# Crescent City Residential Water Service Discontinuation Policy

City of Crescent City  
377 J Street  
Crescent City, CA 95531  
707-464-6517

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## **1.0 GENERAL PROVISIONS.**

- 1.01 EFFECTIVE DATE. This policy will be effective as of February 1, 2020.
- 1.02 ACCESSIBILITY. This policy and all notices issued pursuant to this policy must be made available in the following languages: English, Spanish, Chinese, Tagalog, Vietnamese, Korean and Hmong.
- 1.03 WEBSITE POSTING. This policy must be posted on the City's website.
- 1.04 CONTACT. Please call the City Water Department at 707-464-6517 to discuss payment options regarding delinquent accounts, how to dispute a bill, or any other questions regarding this policy.
- 1.05 ANNUAL REPORT. The City must report the number of annual discontinuations of residential service for inability to pay to the State Water Resources Control Board and post it on the City website.
- 1.06 ADMINISTRATION. This policy will be administered by the Finance Director.
- 1.06 DEFINITIONS. The following definitions apply to this Policy.
  - a. "Days" means calendar days unless otherwise specified.
  - b. "Finance Director" means the City's finance director or designee.
  - c. "Occupant" means an adult residing at a property that receives residential water service from the City.

## **2.0 DISPUTING A WATER BILL**

- 2.01 FILING A DISPUTE. If a water customer disputes the accuracy of the water bill received, then the customer may file a written dispute with the water department identifying the bill being disputed and the inaccuracy contained in the bill. The

dispute must be filed with the water department no later than 60 days after the due date printed on the bill in order to prevent service from being discontinued while the dispute is investigated.

- 2.02 **DECISION ON DISPUTE.** Upon receipt of the bill dispute, the water department will investigate the claim of inaccuracy and submit its findings to the Finance Director. The Finance Director will then review the customer's dispute and the water department's findings and either (i) uphold the bill or (ii) modify the bill to correct any inaccuracies. The Finance Director's decision must be issued within 15 days of the City's receipt of the water bill dispute. The customer will be notified in writing of the Finance Director's decision and that the customer has 10 days to enter into a payment agreement or to pay the original bill if upheld by the Finance Director, or the modified bill as determined by the Finance Director, or the City will discontinue water service.
- 2.03 **APPEAL TO CITY COUNCIL.** The water customer may appeal the decision of the Finance Director regarding the dispute to the City Council by submitting a written appeal to the City Clerk within 7 days of the date of mailing of the decision. The City Council will review the customer's dispute at the next appropriate Council meeting. The customer will be notified of the City Council's decision in writing, and the customer has 5 business days to enter into a payment agreement or to pay the original bill if upheld by the City Council, or the modified bill as determined by the City Council, or the City will discontinue water service. The City Council's decision is final.
- 2.04 **NO TERMINATION OF SERVICE PENDING DECISION.** The City may not discontinue a customer's water service for nonpayment of a bill that is being disputed pending the final outcome of the dispute.

### **3.0 RESIDENTIAL WATER SERVICE DISCONTINUATION PROCEDURE**

- 3.01 **DUE DATE AND LATE FEES.** Under Crescent City Municipal Code Section 13.12.150, water bills are due and payable when presented and become delinquent if not paid within 20 days after the invoice date. Late fees will be charged monthly on delinquent bills. The charge for late fees is set by City Council resolution in the City's Fee Schedule.
- 3.02 **60 DAYS DELINQUENT.** The City may not discontinue residential water service for nonpayment until payment has been delinquent for 60 days.
- 3.03 **7 DAYS' NOTICE.** At least 7 business days prior to discontinuation of residential service for nonpayment, the City must contact the customer named on the account by telephone or written notice.



3.03.1 TELEPHONE CONTACT. If the City contacts the customer by way of telephone, the City must offer to provide this policy in writing to the customer and offer to discuss potential alternative payment options to avoid water service interruption for nonpayment, as well as the process for disputing a water bill.

3.03.2 WRITTEN NOTICE. If the City contacts the customer in writing, the writing must include notice of the payment delinquency and impending discontinuation and is to be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which the residential service is provided, the notice must also be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice must include the following information:

- a. Customer's name and address
- b. Amount of the delinquency
- c. Date by which payment or arrangement for payment is required in order to avoid discontinuation of residential water service
- d. Description of process to apply for an extension of time to pay the delinquent charges
- e. Description of the procedure by which the customer may request a payment plan for the delinquent charges
- f. Description of the process to dispute a bill or charge

3.03.3 GOOD FAITH EFFORT. If the City is unable to make telephone contact with the customer or an adult occupying the residence by telephone, and the written notice is returned through the mail as undeliverable, then the City must make a good faith effort to visit the residence and leave in a conspicuous place notice of imminent discontinuation of water service for nonpayment and the City's policy for discontinuation of service.

3.03.4 NOTICE POSTED. If the City is unable to make telephone or personal contact with an adult residing at the premises, the City must give notice at least 48 hours prior to termination of service by posting a notice at the premises.

3.03 CONDITIONS PROHIBITING DISCONTINUATION OF RESIDENTIAL WATER SERVICE. The City must not discontinue water service if ALL of the following conditions are met:

- a. The customer, or tenant of the customer, submits to the City the certification of a primary care provider (as defined by WIC 14088(b)(1)(A)) that discontinuation of water service will be life threatening to, or pose a serious threat to the health and safety of a resident of the premises where water service is provided.

- b. The customer demonstrates that he or she is financially unable to pay for water services within the normal billing cycle. The customer will be deemed financially unable to pay for residential water service within the normal billing cycle if any member of the customer's household is a current recipient of CalWorks, CalFresh, general assistance, Medi-Cal, Supplemental Social Security / State Supplementary Payment Program, California Special Supplemental Nutrition Program for Women, Infants and Children ("WIC"), or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.
  - c. The customer is willing to enter into an alternative payment plan offered by the City with respect to all delinquent charges.
  
- 3.04 PAYMENT OPTIONS. The City must offer one or more payment options to customers meeting certain criteria.
  - a. If ALL of the above conditions in paragraph 3.03 are met, then the City must offer the customer one or more alternative payment options. See paragraph 4.01.
  - b. If a customer does not meet ALL of the conditions in paragraph 3.03 but asserts a financial inability to pay during the normal payment period, then the City must offer the customer one or more alternative payment options. See paragraph 4.02.
  
- 3.05 NO DISCONTINUATION DURING APPEAL. If an adult at the residence appeals the water bill or an adverse decision of the Finance Director regarding alternative payment plans, the City must not discontinue residential service while the appeal is pending.
  
- 3.06 NO DISCONTINUATION OR LATE FEES DURING PAYMENT PLAN. If a customer has entered into a payment plan, the City must not discontinue residential service so long as the customer is in compliance with the payment plan. The City must not charge additional late fees on the delinquent balance that is covered under the customer's payment plan while the customer is complying with the payment plan. Late fees will be charged on subsequent bills that become delinquent after the customer enters into a payment plan.
  
- 3.07 RESTORATION OF SERVICE. When water service is discontinued, the City must provide the customer with information on how to restore service. When a customer either (1) pays his or her delinquent balance in full or (2) enters into an approved alternative payment agreement with the City, the City will offer one or more of the following alternative payment options to customers who meet ALL of the conditions of paragraph 3.03. The City may choose which payment options to offer and the parameters of that payment option.

- a. EXTENSION OF TIME. Customers may be granted a 5-day extension of time to pay a delinquent bill.
- b. AMORTIZATION PAYMENT PLAN. Customers may be approved for a payment plan that amortizes the balance due over a period of 2 to 12 months. The amount to be amortized must include all delinquent amounts due on the account, and the customer must sign an amortization agreement.
  - i. MINIMUM PAYMENTS. Amortization payment plans must have a minimum monthly payment of \$20.00.
  - ii. LENGTH OF AMORTIZATION PAYMENT PLAN. Ordinarily, repayment should result in full repayment within 12 months. City may grant a longer repayment period, up to 12 months, if it finds it necessary to avoid undue hardship to the customer based upon the circumstances.
- c. PAYMENT PLAN REQUIRED PRIOR TO DISCONNECTION. Customers who wish to enter into an alternative payment option must make their request to the City prior to water service being disconnected.

4.02 PAYMENT OPTIONS FOR ALL OTHER CUSTOMERS. Customers who do not meet all of the criteria in all of the conditions of paragraph 3.03 and who assert a financial inability to pay in full during the normal payment period will be offered one or more of the following payment options. The City may choose which payment options to offer and the parameters of that payment option.

- a. DEFERRED OR REDUCED PAYMENTS. Customers may be granted a 5-day extension of time to pay a delinquent bill.
- b. AMORTIZATION PAYMENT PLAN. Customers may be approved for a payment plan that amortizes the balance due over a period of 2 to 4 months. The amount to be amortized must include all delinquent amounts due on the account, and the customer must sign an amortization agreement.
  - i. MINIMUM PAYMENTS. Amortization payment plans must have a minimum monthly payment of \$20.00.
  - ii. LENGTH OF AMORTIZATION PAYMENT PLAN. Ordinarily, repayment should result in full repayment within 4 months. City may grant a longer repayment period, up to 12 months, if it finds it necessary to avoid undue hardship to the customer based upon the circumstances.

- c. PAYMENT PLAN REQUIRED PRIOR TO DISCONNECTION. Customers who wish to enter into an alternative payment option in order to prevent discontinuation of service must make their request to the City prior to water service being disconnected.
- 4.04 REQUIREMENT TO PAY CURRENT BILLS. Customers participating in an alternative payment option for any delinquent bill must continue to pay all subsequent bills in full and on time. Failure to do so for 60 days or more will result in discontinuation of water service following a 5-day notice per paragraph 4.04.
- 4.05 5-DAY POSTING. Service may not be discontinued sooner than 5 business days after the City posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:
  - a. Customer fails to comply with an alternative payment plan agreement for delinquent charges for 60 days or more.
  - b. While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan, the customer does not pay his or her current residential service charges for 60 days or more.

## **5.0 SPECIAL PROVISIONS FOR RESIDENTIAL OCCUPANTS**

- 5.01 WRITTEN NOTICE. For residential occupants of a detached single-family dwelling, multiunit residential structure mobilehome park or permanent residential structure in a labor camp that receives individually metered service, and the owner is the customer of record, then the City shall make every good faith effort to inform the residential occupants, by written notice, when the account is in arrears that service will be terminated at least 10 days prior to termination. The written notice shall further inform the residential occupant that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.
- 5.02 AVAILABILITY OF SERVICE TO OCCUPANTS. City does not have to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law. If prior service for a period of time is a condition for establishing credit with the City water department, residence and proof of prompt payment of rent or other credit obligation shall be acceptable to the City for the same period of time is a satisfactory equivalent.
- 5.03 VERIFICATION. In the case of a detached single-family dwelling, in order to waive the amount due on the delinquent account, the City may require the occupant who becomes a customer to verify that the delinquent account customer of record

is or was the landlord, manager, or agent of the dwelling. Verification may include a lease or rental agreement, rent receipts, a government document indicating the occupant is renting the property, or information disclosed pursuant to Civil Code 1962.

## **6.0 ADDITIONAL PROVISIONS FOR LOW-INCOME CUSTOMERS**

- 6.01 A residential customer will be considered “low income” for purposes of this section if any member of the household is a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or if the customer declares that the household annual income is less than 200% of the federal poverty level.
- 6.02 For low-income customers, the City shall not set a reconnection fee during normal operating hours of greater than the amount allowed under the Water Shutoff Protection Act (\$50.00 currently, to be increased by CPI), not to exceed the City’s actual cost if less. For reconnection during nonoperational hours, the City shall not set a reconnection fee greater than the amount allowed under the Water Shutoff Protection Act (\$150.00 currently, to be increased by CPI), not to exceed the City’s actual cost if less.
- 6.03 The City shall waive interest charges on delinquent bills once every 12 months for low-income customers.

## **7.0 THIRD-PARTY NOTIFICATION AVAILABLE**

- 7.01 The City shall make available a third-party notification service for residential customers who are age 65 or older, or who are dependent adults as defined in paragraph (1) of subdivision (b) of Section 15610 of the Welfare and Institutions Code. Customers meeting this criteria may request this service of the City using a form provided by the City. The third party must consent in writing.
- 7.02 For customers meeting the criteria in 7.01 and who request to be enrolled in the program, the City shall attempt to notify a person designated by the customer to receive notification when the customer’s account is past due and subject to termination. The notification shall include information on what is required to prevent termination of service. The notification does not obligate the third party to pay the overdue charges, nor does it prevent or delay termination of service.

## **8.0 TERMINATION DATES AND TIMES.**

- 8.01 The City shall not terminate residential water service on Saturdays, Sundays, legal holidays, or any other day that City Hall is closed for business. In addition, on days

when service may be discontinued, such discontinuation must occur before noon so that the customer has an opportunity to request to reconnect service the same day.

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Date Published: 09/28/2018 09:00 PM

**Senate Bill No. 998**

## CHAPTER 891

An act to add Chapter 6 (commencing with Section 116900) to Part 12 of Division 104 of the Health and Safety Code, relating to water.

[ Approved by Governor September 28, 2018. Filed with Secretary of State September 28, 2018. ]

## LEGISLATIVE COUNSEL'S DIGEST

SB 998, Dodd. Discontinuation of residential water service: urban and community water systems.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes.

Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including water corporations. Existing law requires certain notice to be given before a water corporation, public utility district, municipal utility district, or a municipally owned or operated public utility furnishing water may terminate residential service for nonpayment of a delinquent account, as prescribed.

This bill would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The bill would require the policy to include certain components, be available on the system's Internet Web site, and be provided to customers in writing, upon request. The bill would provide for enforcement of these provisions, including making a violation of these provisions punishable by a civil penalty issued by the board in an amount not to exceed \$1,000 for each day in which the violation occurs, and would require the enforcement moneys collected by the board to be deposited in the Safe Drinking Water Account. The bill would prohibit an urban and community water system from discontinuing residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. The bill would require an urban and community water system to contact the customer named on the account and provide the customer with the urban and community water system's policy on discontinuation of residential service for nonpayment no less than 7 business days before discontinuation of residential service, as prescribed.

This bill would prohibit residential service from being discontinued under specified circumstances. The bill would require an urban and community water system that discontinues residential service to provide the customer with information on how to restore service. The bill would require an urban and community water system to waive interest charges on delinquent bills for, and would limit the amount of a reconnection of service fee imposed on, a residential customer who demonstrates, as prescribed, to the urban and community water system household income below 200% of the federal poverty line. The bill would require an urban and community water system

that furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit structure, mobilehome park, or permanent residential structure in a labor camp, and that the owner, manager, or operator of the dwelling, structure, or park is the customer of record, to make every good faith effort to inform the residential occupants by written notice that service will be terminated and that the residential occupants have the right to become customers, as specified. The bill would require an urban and community water system to report the number of annual discontinuations of residential service for inability to pay on its Internet Web site and to the board, and the bill would require the board to post on its Internet Web site the information reported. The bill would require an urban water supplier, as defined, or an urban and community water system regulated by the commission, to comply with the bill's provisions on and after February 1, 2020, and any other urban and community water system to comply with the bill's provisions on and after April 1, 2020. The bill would provide that the provisions of the bill are in addition to the provisions in existing law duplicative of the bill and that where the provisions are inconsistent, the provisions described in the bill apply.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

## THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

### **SECTION 1.** The Legislature finds and declares as follows:

(a) All Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the Water Code.

(b) It is the intent of the Legislature to minimize the number of Californians who lose access to water service due to inability to pay.

(c) Water service discontinuations threaten human health and well-being, and have disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.

(d) When there is a delinquent bill, all Californians, regardless of whether they pay a water bill directly, should be treated fairly, and fair treatment includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship.

(e) The loss of water service causes tremendous hardship and undue stress, including increased health risks to vulnerable populations.

(f) It is the intent of the Legislature that this act provide additional procedural protections and expand upon the procedural safeguards contained in the Public Utilities Code and Government Code as of January 1, 2018, relating to utility service disconnections.

**SEC. 2.** Chapter 6 (commencing with Section 116900) is added to Part 12 of Division 104 of the Health and Safety Code, to read:

#### **CHAPTER 6. Discontinuation of Residential Water Service**

**116900.** This chapter shall be known, and may be cited, as the Water Shutoff Protection Act.

**116902.** For the purposes of this chapter, the following definitions apply:

(a) "Board" means the State Water Resources Control Board.

(b) "Public water system" has the same meaning as defined in Section 116275.

(c) "Residential service" means water service to a residential connection that includes single-family residences, multifamily residences, mobilehomes, including, but not limited to, mobilehomes in mobilehome parks, or farmworker housing.

(d) "Urban and community water system" means a public water system that supplies water to more than 200 service connections.

(e) "Urban water supplier" has the same meaning as defined in Section 10617 of the Water Code.

**116904.** (a) An urban water supplier not regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020.



(b) An urban and community water system regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020. The urban and community water system regulated by the Public Utilities Commission shall file advice letters with the commission to conform with this chapter.

(c) An urban and community water system not described in subdivision (a) or (b) shall comply with this chapter on and after April 1, 2020.

**116906.** (a) An urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

(1) A plan for deferred or reduced payments.

(2) Alternative payment schedules.

(3) A formal mechanism for a customer to contest or appeal a bill.

(4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585 and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking Water Account established pursuant to Section 116590.

**116908.** (a) (1) (A) An urban and community water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential service for nonpayment, an urban and community water system shall contact the customer named on the account by telephone or written notice.

(B) When the urban and community water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the urban and community water system's policy on discontinuation of residential service for nonpayment. An urban and community water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the urban and community water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

(i) The customer's name and address.

(ii) The amount of the delinquency.

(iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.

(iv) A description of the process to apply for an extension of time to pay the delinquent charges.

(v) A description of the procedure to petition for bill review and appeal.

(vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section 116906.

(2) If the urban and community water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the urban and community water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the urban and community water system or any other administrative or legal body to which such an appeal may be lawfully taken, the urban and community water system shall not discontinue residential service while the appeal is pending.

**116910.** (a) An urban and community water system shall not discontinue residential service for nonpayment if all of the following conditions are met:

(1) The customer, or a tenant of the customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

(2) The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section 116906, with respect to all delinquent charges.

(b) (1) If the conditions listed in subdivision (a) are met, the urban and community water system shall offer the customer one or more of the following options:

(A) Amortization of the unpaid balance.

(B) Participation in an alternative payment schedule.

(C) A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.

(D) Temporary deferral of payment.

(2) The urban and community water system may choose which of the payment options described in paragraph (1) the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. An urban and community water system may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(3) Residential service may be discontinued no sooner than 5 business days after the urban and community water system posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

(A) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

(B) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

**116912.** An urban and community water system that discontinues residential service for nonpayment shall provide the customer with information on how to restore residential service.

**116914.** (a) For a residential customer who demonstrates to an urban and community water system household income below 200 percent of the federal poverty line, the urban and community water system shall do both of the following:

(1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, an urban and community water system shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

(2) Waive interest charges on delinquent bills once every 12 months.

(b) An urban and community water system shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

**116916.** (a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If an urban and community water system furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the urban and community water system shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

(c) The urban and community water system is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the urban and community water system's rules and tariffs. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the urban and community water system, or if there is a physical means legally available to the urban and community water system of selectively terminating service to those residential occupants who have not met the requirements of the urban and community water system's rules and tariffs, the urban and community water system shall make service available to those residential occupants who have met those requirements.

(d) If prior service for a period of time is a condition for establishing credit with the urban and community water system, residence and proof of prompt payment of rent or other credit obligation acceptable to the urban and community water system for that period of time is a satisfactory equivalent.

(e) Any residential occupant who becomes a customer of the urban and community water system pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the urban and community water system for those services during the preceding payment period.

(f) In the case of a detached single-family dwelling, the urban and community water system may do any of the following:

(1) Give notice of termination at least seven days prior to the proposed termination.

(2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

**116918.** An urban and community water system shall report the number of annual discontinuations of residential service for inability to pay on the urban and community water system's Internet Web site, if an Internet Web site exists, and to the board. The board shall post on its Internet Web site the information reported.

**116920.** (a) The Attorney General, at the request of the board or upon his or her own motion, may bring an action in state court to restrain by temporary or permanent injunction the use of any method, act, or practice declared in this chapter to be unlawful.

(b) For an urban and community water system regulated by the Public Utilities Commission, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by an urban and community water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

**116922.** All written notices required under this chapter shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the urban and community water system's service area.

**116924.** Where provisions of existing law are duplicative of this chapter, compliance with one shall be deemed compliance with the other. Where those provisions are inconsistent, the provisions of this chapter shall apply. Nothing in this chapter shall be construed to limit or restrict the procedural safeguards against the disconnection of residential water service existing as of December 31, 2018.

**116926.** This chapter does not apply to the termination of a service connection by an urban and community water system due to an unauthorized action of a customer.



## CITY COUNCIL AGENDA REPORT

**TO:** MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

**FROM:** ERIC WIER, CITY MANAGER

**BY:** SUNNY VALERO, HR ADMINISTRATOR

**DATE:** JANUARY 6, 2020

**SUBJECT:** POLICE DEPARTMENT SUPERVISORY NEEDS AND STAFFING PLAN

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### 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.

### 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, 2 Sergeants, 10 Officers, and 1 Records Specialist. With only 2 Sergeant positions authorized to supervise shifts, there are always 2 shifts without a supervisor on duty. Those two shifts 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.

## 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 and agreed upon by the CCPOA. 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 two police sergeants that provide direct supervision to police officers on two of the day shifts and the two night shifts are 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 as well as backfilling the existing officer positions would increase the Police Department personnel costs by approximately \$130,000 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 \$373,000 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 two open police officer positions that were vacated by Richard Griffin when he was promoted to the Chief of Police and by the recent departure of Officer Jim Wright. The CCPD will have a third vacancy after January 24, 2020 when Officer Gene Votruba retires. Staff proposes to fill one of the of the vacant officer positions immediately with a selected candidate from the recently completed recruitment, leaving two vacant positions 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 is to re-classify one (1) current officer vacancy to a sergeant. By initiating this first step in the staffing plan, it allows for a third sergeant to be added to the Police Department structure. When Officer Gene Votruba retires on January 24, it will provide another opportunity for City staff to

come to the City Council for implementation of the remainder of Phase 1 to re-classify this vacant officer position to a sergeant. This would provide a total of four (4) sergeants in the position control by decreasing two of the 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 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 sergeant (1.0 FTE) to a new total 3.0 FTE sergeants; and to close one officer (1.0 FTE) to a new total of 9.0 FTE officers.
- Human Resources will recruit immediately for the sergeant position.
- Interview candidates in the last week of January or early February.
- Potentially have an offer to a candidate the second week of February.
- New sergeant could be hired as soon as mid-February.
  
- At the February 3<sup>rd</sup> Council Meeting after Officer Votruba's retirement, staff will seek authorization from the Council to adjust the position control to includes another additional sergeant (1.0 FTE) to a new total 4.0 FTE sergeants; and to close one police officer (1.0 FTE) to a new total of 8.0 FTE officers.

- Staff will then be able to fill this position from eligibility list of the previous sergeant recruitment or recruit again.
- It is estimated that this fourth sergeant could be hired as soon as March 2020

### **FISCAL IMPACT**

Step 1, which is before the Council for action is to implement Phase 1A of the staffing plan, the adjustment of an additional sergeant (1.0 FTE) to a new total of 3.0 FTE sergeants; and to close one officer (1.0 FTE) to a new total of 9.0 FTE officers is estimated to have a maximum effect on the budget of \$22,740 per year.

Step 2, Full implementation of Phase 1 is anticipated to be taken before the Council on February 3<sup>rd</sup> includes another additional sergeant (1.0 FTE) to a new total 4.0 FTE sergeants; and to close one officer (1.0 FTE) to a new total of 8.0 FTE 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.

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, 2 sergeants, 10 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. 2020-07 updating the Position Control Schedule in the adopted Fiscal Year 2019-2020 Budget.
2. Proposed Position Control Update – 1/6/2020
3. Proposed Police Department Phased Staffing Plan

### **STAFF REVIEW**

  
CM

  
Legal



**RESOLUTION NO. 2020-07**

**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 17<sup>th</sup> 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 1A 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 6<sup>th</sup> day of January 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 01.06.20

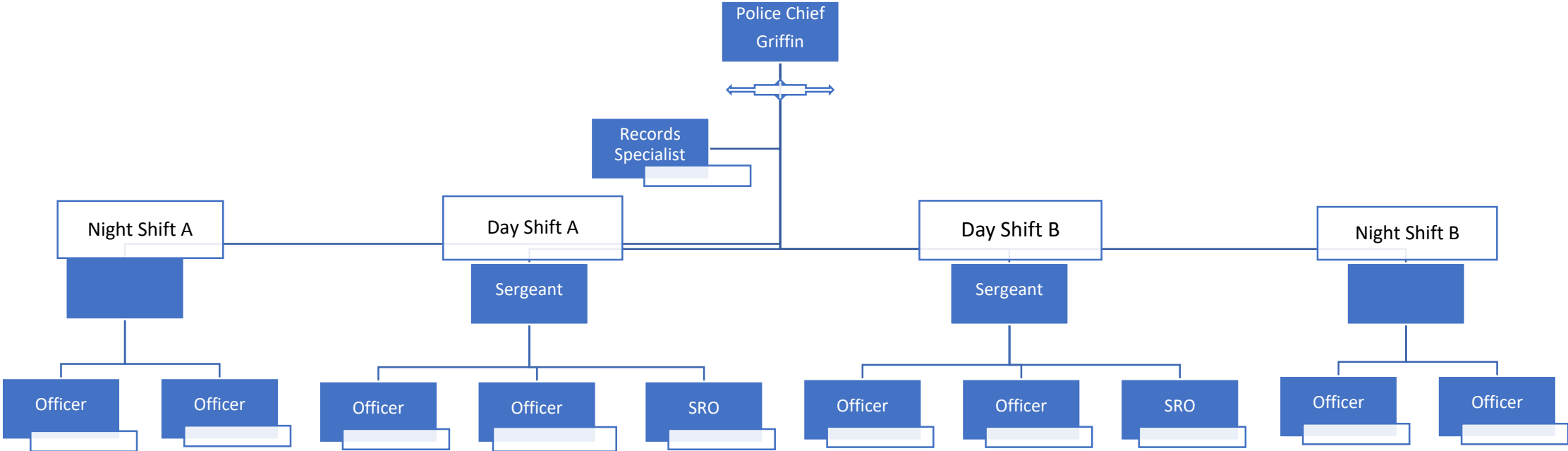
POSITION	Auth Pay Range - Proposed		Current Auth FTE	Change	Proposed FTE	Notes
	Min Annual \$	Max Annual \$				
<b>Administration</b>						
City Manager	104,506	133,536	1.00		1.00	
HR Administrator	46,761	56,800	1.00		1.00	
Information Systems Administrator	65,772	79,956	1.00		1.00	
<b>City Clerk</b>						
City Clerk / Administrative Analyst	60,133	73,099	1.00		1.00	
<b>Finance</b>						
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	
<b>Fire</b>						
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	
<b>Police</b>						
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	2.00	1.00	3.00	
Police Officer	42,853	63,585	10.00	-1.00	9.00	
Records Specialist	38,579	46,867	1.00		1.00	
<b>Planning, Building &amp; Code Enforcement</b>						
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	
<b>Recreation and Events</b>						
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	
<b>Public Works</b>						
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	
<b>Pool</b>						
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	
<b>Housing Authority</b>						
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	
<b>Totals</b>			<b>67.66</b>	<b>0.00</b>	<b>67.66</b>	

\* 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.

# Current Police Department Staffing

Currently two shifts without direct Supervision



Position Control: 14 FTE

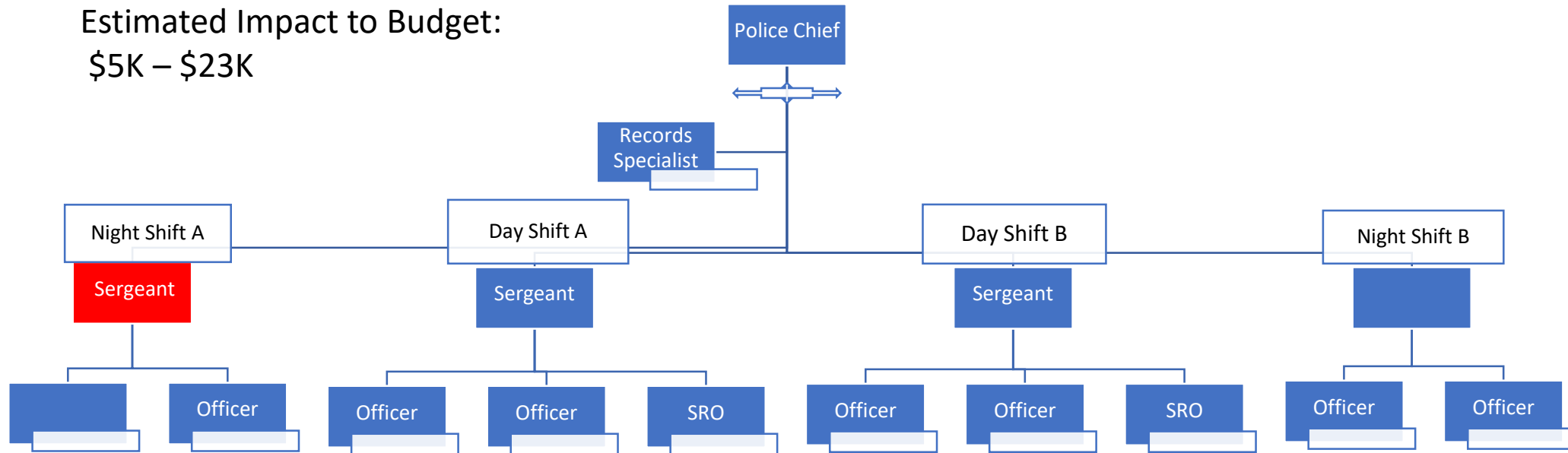
# Police Department Phased Staffing Plan

## Phase 1 A

### Phase 1

Fill (1) Sergeant Positions utilizing  
1 Vacant Officer Positions

Estimated Impact to Budget:  
\$5K – \$23K



Position Control: 14 FTE

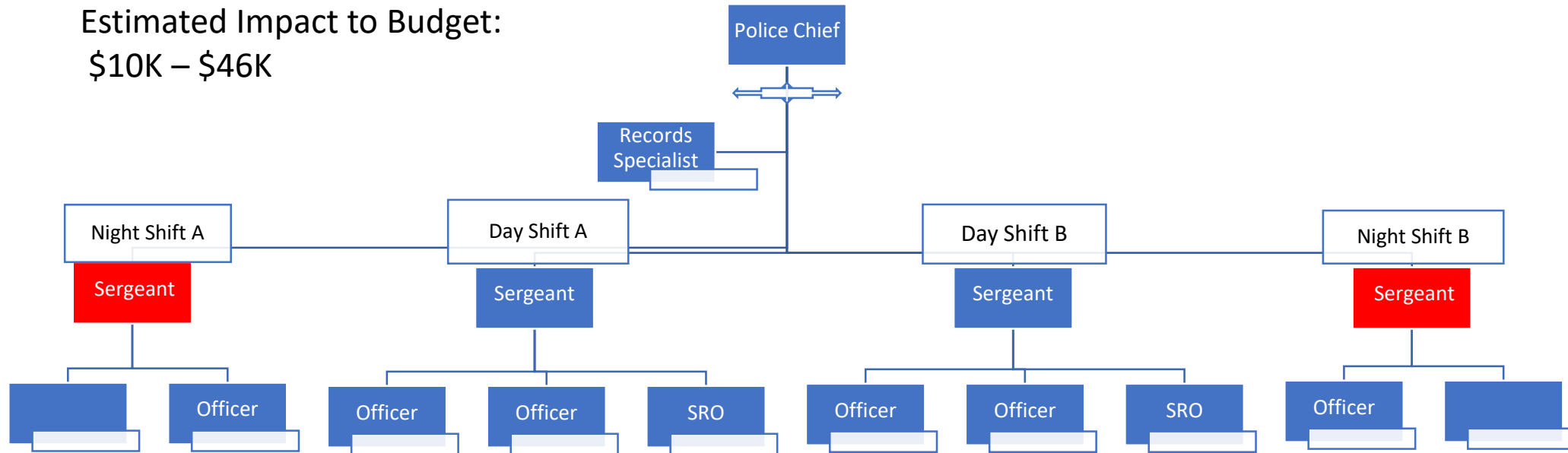
# Police Department Phased Staffing Plan

## Phase 1

### Phase 1

Fill (2) Sergeant Positions utilizing  
2 Vacant Officer Positions

Estimated Impact to Budget:  
\$10K – \$46K



Position Control: 14 FTE

# Police Department Phased Staffing Plan

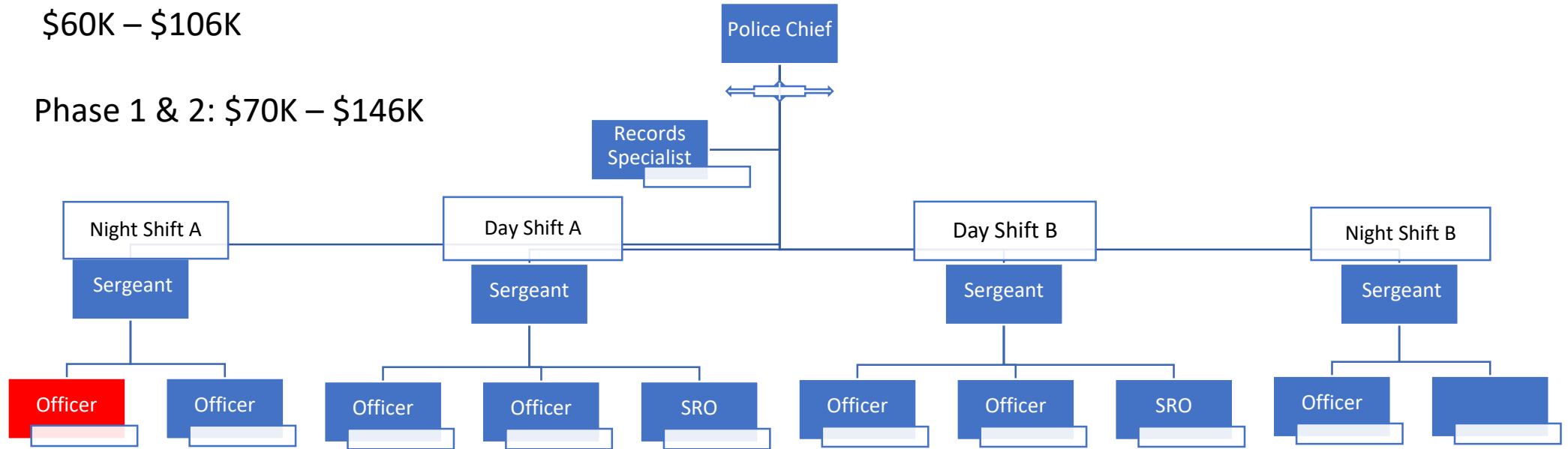
## Phase 2

### Phase 2

Fill (1) Officer Position

Estimated Impact to Budget:  
\$60K – \$106K

Phase 1 & 2: \$70K – \$146K



Position Control: 15 FTE

# Police Department Phased Staffing Plan

## Phase 3

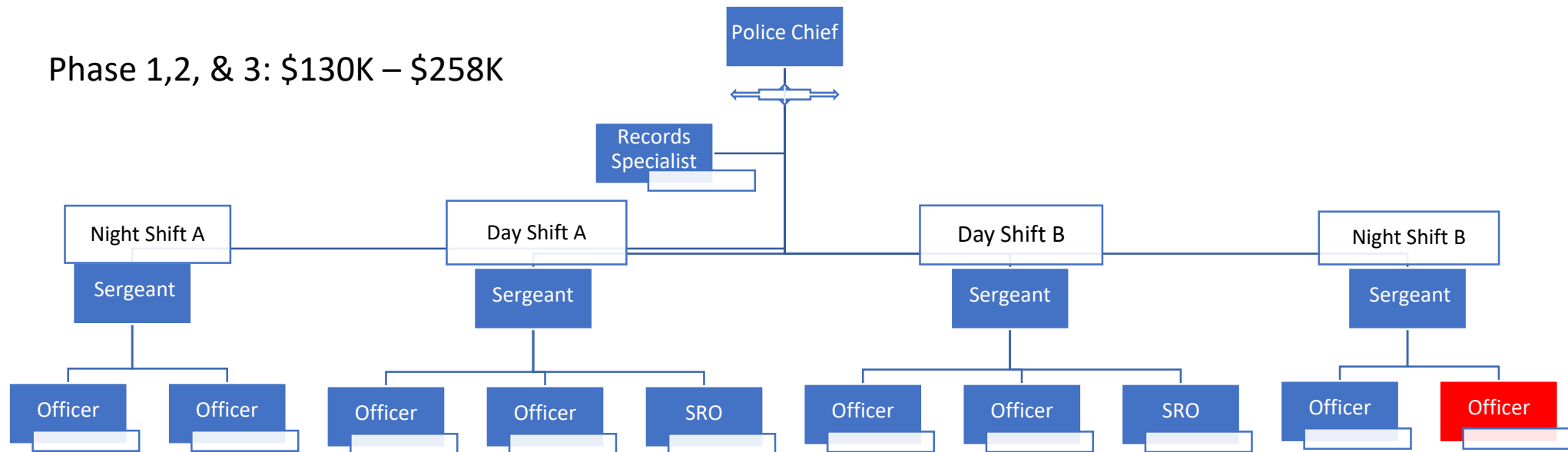
Fill another (1) Officer Position

Estimated Impact to Budget:

\$60K – \$106K

Phase 1,2, & 3: \$130K – \$258K

## Phase 3



Position Control: 16 FTE

# Police Department Phasing Staffing Plan

## Phase 4

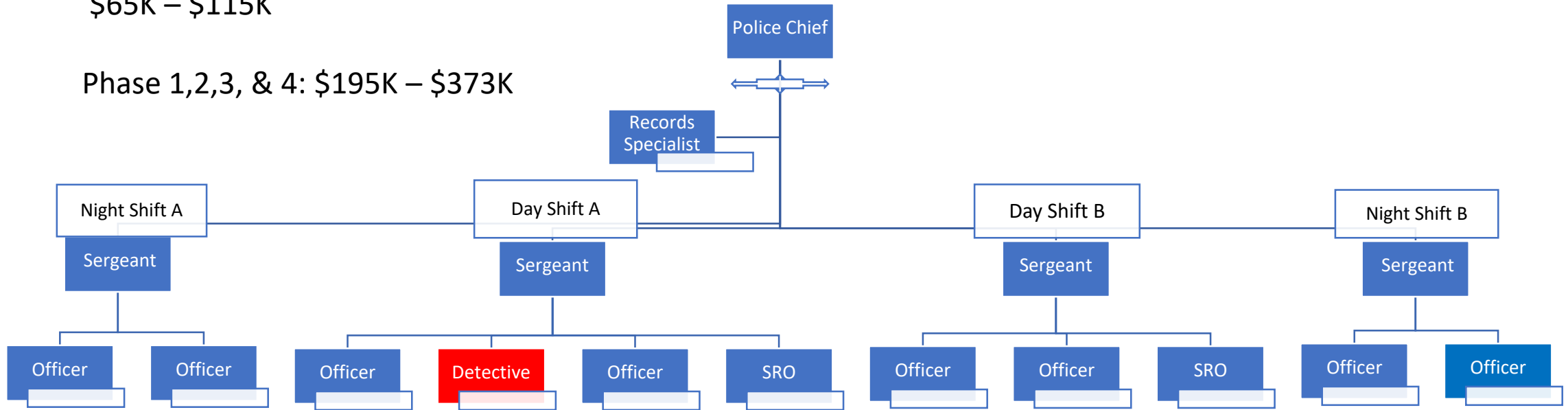
### Phase 4

Add (1) Detective Position

Estimated Impact to Budget:

\$65K – \$115K

Phase 1,2,3, & 4: \$195K – \$373K



Position Control: 17 FTE