

# CITY OF CRESCENT CITY

Mayor Blake Inscore  
Council Member Alex Fallman  
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime  
Council Member Jason Greenough

## AGENDA REGULAR CITY COUNCIL MEETING VIRTUAL VIA ZOOM

**MONDAY**

**JULY 20, 2020**

**6:00 P.M.**

Due to the current public health emergency resulting from COVID-19, the public may access and participate in the public meeting using one or more of the following three methods: (1) participate online via Zoom – details to join the meeting will be on both the City of Crescent City – City Hall Facebook page as well as the City of Crescent City website ([www.crescentcity.org](http://www.crescentcity.org)); (2) watch the meeting via livestream on YouTube (Channel: City of Crescent City, California) and submit comments via [publiccomment@crescentcity.org](mailto:publiccomment@crescentcity.org); or submit a written comment by filing it with the City Clerk at 377 J Street, Crescent City, California 95531 prior to 4:00 pm, July 20, 2020. If you require a special accommodation, please contact City Clerk Robin Patch at 464-7483 ext. 223.

*Due to lack of items to discuss, there will not be a closed session.*

### **OPEN SESSION**

Call to order  
Roll call  
Pledge of Allegiance

### **PUBLIC COMMENT PERIOD**

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

### **CEREMONIAL ITEMS – None**

### **CONSENT CALENDAR**

#### **1. Warrant Claims List**

- *Recommendation: Receive and file the warrant claims list for the period June 27, 2020 through July 10, 2020.*

## **2. Payroll Report**

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

## **3. Smart Water Meters**

- *Approve the purchase of 500 Sensus smart water meters from Ferguson*
- *Authorize the City Manager to sign a purchase agreement with Ferguson, Sensus FCC license application, a lease agreement with Spectrum, and any other documents needed to implement the water meter replacement project.*

## **4. Water Model and Capital Improvement Plan**

- *Recommendation: Authorize the City Manager to sign contract amendment, task order 6, with Stover Engineering to complete the Water Model and Capital Improvement Plan Project.*

## **5. Water Quality Lab Equipment Replacement**

- *Adopt Resolution No. 2020-57, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET*

## **6. CCPD Grant Acceptance - ABC Alcohol Policing Partnership**

- *Accept the ABC Alcohol in Policing Partnership Grant and contingent upon the City Attorney approval as to form authorize the City Manager to execute grant documents.*
- *Adopt Resolution No. 2020-58, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-2021 BUDGET*

## **7. Humboldt Area Foundation COVID-19 Regional Response Fund Grant**

- *Accept a Humboldt Area Foundation COVID-19 Regional Response Fund grant funding for purchase of EMS Coats for Crescent City Fire & Rescue*
- *Adopt Resolution No. 2020-59, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET OF THE CITY OF CRESCENT CITY*

## **REPORTS AND PRESENTATIONS**

### **8. City of Crescent City FY 2020/21 Budget Update**

## **PUBLIC HEARINGS**

### **9. Delinquent Sewer Only Accounts**

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Receive public comment*
- *Close public hearing*
- *City Council may revise, change, reduce, or modify any change, or may overrule any or all objections*
- *Adopt Resolution No. 2020-60, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF WITH ORDINARY PROPERTY TAXES*

## CONTINUING BUSINESS

### **10. November 2020 General Sales Tax Ballot Measure**

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Waive full reading, read by title only and introduce Ordinance No. 824, AN ORDINANCE OF THE CITY COUNCIL AND THE PEOPLE OF THE CITY OF CRESCENT CITY ADDING CHAPTER 3.30 TO TITLE 3 OF THE CRESCENT CITY MUNICIPAL CODE IMPOSING A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION*
- *Direct staff on recommended changes to the draft ballot measure resolution, including, but not limited to, the ballot measure question and the ad hoc committee for ballot arguments.*

## NEW BUSINESS

### **11. Sunset Circle Multi-Use Trail Project**

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Award the Sunset Circle Multi-Use Trail Projects to Tidewater Contractors, Inc., authorize the City Manager to sign an agreement with said contractor, sign all other documents required to comply with all funding source requirements, and authorize the City Manager to approve and sign change orders in an aggregate amount not to exceed available funds.*

### **12. Outdoor Dining Permits During COVID-19 Emergency**

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Adopt Resolution No. 2020-61, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING THE ISSUANCE OF OUTDOOR DINING PERMITS DURING THE COVID-19 DECLARED EMERGENCY*

### **13. CCPD Backpack Program**

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Give direction to staff to maintain a school backpack donation program*
- *Adopt Resolution No. 2020-62, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 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 Monday, August 3, 2020 at 6:00 p.m., via Zoom, Crescent City, CA 95531.

**POSTED:**

July 16, 2020

/s/ Robin Patch

City Clerk/Administrative Analyst

***Vision:***

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

***Mission:***

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

***Values:***

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

# Accounts Payable

## Checks by Date - Summary by Check Number

User: crawlings  
Printed: 7/14/2020 4:44 PM



REVIEWED  
crawlings , 16:50:11, 07/14/2020

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	PERS1	Public Emp Retirement Sys	07/02/2020	0.00	51,224.37
ACH	EDDTAX	State of California EDD TAX Auto Pay	06/29/2020	0.00	5,350.27
ACH	FITTAX	FIT Payroll Taxes Auto Pay	06/29/2020	0.00	21,366.26
ACH	PERS2	Public Emp Retirement Sys	06/29/2020	0.00	24,155.92
436499	EDDGarn	Employment Development Dept ATTN: W	06/29/2020	0.00	350.90
436500	CASTATE	CA State Disbursement Unit	06/29/2020	0.00	345.13
436501	WAMUTU	Crescent City Employees Association	06/29/2020	0.00	85.00
436502	CCPOLI	Crescent City Police Officer's Association	06/29/2020	0.00	550.00
436503	ICMARE	ICMA Retirement Trust-457	06/29/2020	0.00	1,434.23
436504	PARS	PARS, Public Agency Retirement	06/29/2020	0.00	300.00
436505	AMFAM	American Family Life	07/02/2020	0.00	2,459.77
436506	AMLIF	Ameritas Life Ins. Corp.	07/02/2020	0.00	4,769.28
436507	ARBA	Grentz TPA Insurance Administrators, Inc A	07/02/2020	0.00	1,152.00
436508	CLEA	California Law Enforcement Association	07/02/2020	0.00	269.50
436509	MYERSS	Myers-Stevens & Toohey Co Inc	07/02/2020	0.00	115.50
436510	STANDAI	Standard Insurance Company	07/02/2020	0.00	2,203.69
436511	VISION	Vision Service Plan	07/02/2020	0.00	1,105.05
436556	ALLENA	Andy Allen	07/02/2020	0.00	76.50
436557	ALVERNSA	Maria Alvernsa	07/02/2020	0.00	22.00
436558	AMARANTM	Mindy Amarante	07/02/2020	0.00	25.68
436559	ARIASB	Brianda Arias	07/02/2020	0.00	25.68
436560	UB*05091	BRANDON BANKS	07/02/2020	0.00	141.95
436561	BANKSMI	Michelle Banks	07/02/2020	0.00	30.68
436562	BAYONJUL	Julie Bayon	07/02/2020	0.00	337.67
436563	BEEMANM	Michael Beeman	07/02/2020	0.00	29.00
436564	BERTSC	Bertsch-Oceanview Csd	07/02/2020	0.00	15,934.79
436565	BIOBOT	Biobot Analytics, Inc.	07/02/2020	0.00	2,400.00
436566	ROBERTBL	Black, Rice & Luna LLP	07/02/2020	0.00	15,977.45
436567	BLUEST	Blue Star Gas Associates	07/02/2020	0.00	11.00
436568	BOLENAIM	Aimee Bolender	07/02/2020	0.00	266.25
436569	BRIGGEC	Cyndy Brigge	07/02/2020	0.00	25.68
436570	ZCAEQUA2	Cal Dept of Tax and Fee Admin- Sales Tax	07/02/2020	0.00	157.00
436571	ZCAEQUA1	Cal Dept of Tax and Fee Admin- Use Tax	07/02/2020	0.00	125.00
436572	ZCABUILD	California Building Standards Commission	07/02/2020	0.00	42.30
436573	CALLAS	Susan Calla	07/02/2020	0.00	266.25
436574	CHURCH	Churchtree Csd	07/02/2020	0.00	1,163.23
436575	CIPOLLA	Jim and Sandy Cipolla	07/02/2020	0.00	479.24
436576	CONDOND/	Dale Condon	07/02/2020	0.00	266.25
436577	COOKEC	Christine Cooke	07/02/2020	0.00	51.36
436578	CROMLYN	Lyndsie Cromwell	07/02/2020	0.00	29.00
436579	DNCOC2	D N Co Dept Inform Tech	07/02/2020	0.00	86.06
436580	DNCOFL	D N Co Flood Control Dist	07/02/2020	0.00	1,169.30
436581	DNCOUN	D N Co Unified School Dst	07/02/2020	0.00	131.72
436582	UB*05094	LINLEY DAVIS	07/02/2020	0.00	155.30
436583	DNCO	Del Norte County	07/02/2020	0.00	5,952.97
436584	MISSVS	Virginia Delatorre	07/02/2020	0.00	1,680.00
436585	ZCACONS	Dept Of Conservation	07/02/2020	0.00	144.35

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
436586	DILLARDD	Dianne Dillard	07/02/2020	0.00	50.00
436587	DURHAMA	Amy Durham	07/02/2020	0.00	54.68
436588	DURHAMC	Carol Durham	07/02/2020	0.00	29.00
436589	DUVERNAY	Helen Duvernay	07/02/2020	0.00	271.88
436590	ENGLUN	Englund Marine Supply Co.	07/02/2020	0.00	8.45
436591	ENOSSARA	Sara Enos	07/02/2020	0.00	34.00
436592	EVERTSH	Helen Everts	07/02/2020	0.00	30.68
436593	FOHTP	Pat Foht	07/02/2020	0.00	7.64
436594	FORSHT	Ryan Forsht	07/02/2020	0.00	54.68
436595	FREEMANB	Barbara Freeman	07/02/2020	0.00	25.00
436596	FRESWATE	Freshwater Environmental Services Inc	07/02/2020	0.00	1,235.00
436597	GARDNERR	Rachel Gardner	07/02/2020	0.00	51.36
436598	THILLR	Regina Goodgame-Thill	07/02/2020	0.00	166.19
436599	GRAING	Grainger	07/02/2020	0.00	263.47
436600	GRIFFITT	Terry Griffith	07/02/2020	0.00	29.00
436601	UB*05089	ANTHONY GROSSO	07/02/2020	0.00	194.46
436602	HABANLI	Lisa Haban	07/02/2020	0.00	10.00
436603	HANSENCA	Catrice Hansen	07/02/2020	0.00	22.00
436604	HARDY	Hardy Diagnostics	07/02/2020	0.00	124.80
436605	HARTMANF	Hilary Hartman	07/02/2020	0.00	25.68
436606	HAWKINSC	Chelsea Hawkins	07/02/2020	0.00	51.00
436607	USABLUEB	HD Supply Facilities Maintenance Ltd	07/02/2020	0.00	414.42
436608	UB*05093	ELIZABETH HORN	07/02/2020	0.00	112.89
436609	JACOBSMM	Mimi Jacobs	07/02/2020	0.00	17.34
436610	JOEHAMIL	Joe Hamilton Elementary School	07/02/2020	0.00	50.00
436611	KEEVILT	Teri and Bill Keevil	07/02/2020	0.00	592.50
436612	KOLLCLAI	Claire Koll	07/02/2020	0.00	268.84
436613	LACOAS	Laco Associates Consultng	07/02/2020	0.00	618.75
436614	LAMBSONM	Megan Lambson	07/02/2020	0.00	10.00
436615	INMOTIO	Ryan LaThorpe	07/02/2020	0.00	144.00
436616	LEWIST	Tamara Lewis	07/02/2020	0.00	29.00
436617	LINCOL	Lincoln Equipment Inc	07/02/2020	0.00	1,552.43
436618	LODOLINI	Pauline Lodolini	07/02/2020	0.00	17.38
436619	MARXA	Amanda Marx	07/02/2020	0.00	25.68
436620	MEYERSPO	Meyers Police K-9 Training, LLC	07/02/2020	0.00	300.00
436621	MILLERJ	Jane Miller	07/02/2020	0.00	233.62
436622	MISSIO	Mission Linen Supply	07/02/2020	0.00	47.93
436623	UB*05092	SANDRA MORRISON	07/02/2020	0.00	50.71
436624	101	National Auto Parts Warehouse	07/02/2020	0.00	541.06
436625	NEWTONH	Heather Newton	07/02/2020	0.00	29.00
436626	NICHOLSC	Frederic Andres Nichols	07/02/2020	0.00	1,600.00
436627	OREILLY	O'Reilly Auto Enterprises LLC	07/02/2020	0.00	25.35
436628	MENDES	Pacific Packaging & Supply Co Inc	07/02/2020	0.00	205.60
436629	PACPOW	PacifiCorp	07/02/2020	0.00	27,177.08
436630	PATTOND	Darren Patton	07/02/2020	0.00	29.00
436631	PEARSONA	Alex Pearson	07/02/2020	0.00	227.26
436632	PERRYL	Linda Perry	07/02/2020	0.00	239.62
436633	PETERSM	Melissa Peters	07/02/2020	0.00	46.08
436634	SUPERI	Petrusha Enterprises Inc	07/02/2020	0.00	25.50
436635	PETTAWAY	Marylou Pettaway	07/02/2020	0.00	313.10
436636	PGADESIG	PGAdesign Inc.	07/02/2020	0.00	2,940.00
436637	PITSNER	Jami Pitsner	07/02/2020	0.00	10.00
436638	UB*05090	SHALAKA POLLAKULATH	07/02/2020	0.00	191.91
436639	QUALITYC	Quality Code Publishing	07/02/2020	0.00	1,238.50
436640	DNDISP	Recology Del Norte	07/02/2020	0.00	761.61
436641	ROBERTSS	Susan Roberts	07/02/2020	0.00	266.25
436642	RODRIGDA	Daniel Rodriguez	07/02/2020	0.00	25.68

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
436643	ROSSSAND	Sandy Ross	07/02/2020	0.00	289.62
436644	SALONIUS	Barbara Saloni	07/02/2020	0.00	239.62
436645	SHERMAN	Molly Sherman	07/02/2020	0.00	29.00
436646	SHNCON	SHN Consulting Engineers & Geologists In	07/02/2020	0.00	16,610.25
436647	SIMMONSE	Emilie Simmons	07/02/2020	0.00	29.00
436648	SIMMONJO	Johanna Simmons	07/02/2020	0.00	798.75
436649	SMITHDIA	Diane Smith	07/02/2020	0.00	25.68
436650	SMITHJOA	Joanne Smith	07/02/2020	0.00	239.62
436651	SNOWSH	Sheryl Snow	07/02/2020	0.00	61.36
436652	STACKC	Carol Stack	07/02/2020	0.00	51.36
436653	STERLING	Erika Sterling	07/02/2020	0.00	54.68
436654	DNOFFI	Debra Stover	07/02/2020	0.00	258.07
436655	SUZUKIDO	Douglas Suzuki	07/02/2020	0.00	239.75
436656	TANNEYA	Amber Tanney	07/02/2020	0.00	35.68
436657	TAYLORJA	Jason Taylor	07/02/2020	0.00	22.00
436658	THOMASDU	Dustin Thomas	07/02/2020	0.00	29.00
436659	TIDEWA	Tidewater Contractors Inc	07/02/2020	0.00	436.45
436660	CALCARDS	US Bank Corporate Pmt Systems	07/02/2020	0.00	8,518.09
436661	VALENZUE	Serena Valenzuel	07/02/2020	0.00	25.68
436662	CACEHA	Wiecke and Associates	07/02/2020	0.00	1,686.97
436663	WILLIADI	Diane Williams	07/02/2020	0.00	239.62
436664	WITTERSA	Ann Witters	07/02/2020	0.00	25.00
436665	YACKAMOUI	Ston and Jerlyn Yackamouih	07/02/2020	0.00	479.25
436666	YANZ	Zhenguo Yan	07/02/2020	0.00	77.04
436667	CHARTEC	Charter Communications	07/02/2020	0.00	399.00
436668	GOLDSTAT	Golden State Risk Mgmt Auth	07/02/2020	0.00	531,944.69
436669	CAPITA	Timo Matti Kinnunen	07/02/2020	0.00	740.00
436670	MRSPLLC	MRSP, LLC	07/02/2020	0.00	7,623.00
436671	SUPERI	Petrusha Enterprises Inc	07/02/2020	0.00	51.00
436672	HITECHSE	Pinger Industries, Inc.	07/02/2020	0.00	2,138.73
436681	CRENNE	C Renner Petroleum Inc	07/09/2020	0.00	33.26
436682	ENOSFRAN	Francis Enos	07/09/2020	0.00	3,437.50
436683	GEORGE	George Petty Inc	07/09/2020	0.00	42.79
436684	GOLDBEAC	Gold Beach Lumber Yard, Inc.	07/09/2020	0.00	579.80
436685	RECALL	Iron Mountain	07/09/2020	0.00	82.60
436686	THRIFT	Malcolm Kelly Inc.	07/09/2020	0.00	211.39
436687	NCRCT	North Coast Rape Crisis Team	07/09/2020	0.00	12,798.07
436688	PLANWEST	Planwest Partners Inc.	07/09/2020	0.00	14,078.50
436689	CALCARDS	US Bank Corporate Pmt Systems	07/09/2020	0.00	2,079.61
436690	VERIZO3	Verizon Wireless Services LLC	07/09/2020	0.00	296.82
436691	UB*05104	ANITA BIDDLECOM	07/09/2020	0.00	250.00
436692	CHARTEC	Charter Communications	07/09/2020	0.00	527.18
436693	UB*05101	ANNA CURTIS	07/09/2020	0.00	231.06
436694	UB*05100	TERI DAVIS	07/09/2020	0.00	55.56
436695	UB*05098	TABITHA FRAIN	07/09/2020	0.00	205.80
436696	VERIZO2	Frontier California Inc	07/09/2020	0.00	1,063.71
436697	UB*05095	DAVID HAMPTON	07/09/2020	0.00	250.00
436698	HOOVEN	Hooven & Co	07/09/2020	0.00	5,535.00
436699	UB*05102	NEAL OILAR	07/09/2020	0.00	171.09
436700	UB*05103	PRESLYNN SHAW	07/09/2020	0.00	80.18
436701	UB*05099	STEP INC	07/09/2020	0.00	120.69
436702	UB*05097	MOEI THOR	07/09/2020	0.00	85.86
436703	UB*05096	CHRISTINA VAN DYKE	07/09/2020	0.00	17.07
Report Total (157 checks):				0.00	823,189.09

AP  
6-27-20 to 7-10-20 Council



User: crawlings  
Printed: 7/14/2020 4:41:26 PM

REVIEWED  
crawlings , 16:49:57, 07/14/2020

check number	check date	acct 1	description	amount	selected for void
0	6/29/2020	001-230-4121-00000	1959 Survivor Benefits for Fire Plan 6983 FY 20	34.80	False
0	6/29/2020	610-000-2187-00000	PR Batch 00022.06.2020 Survivor Benefit	18.08	False
0	6/29/2020	610-000-2187-00000	PR Batch 00002.06.2020 ER Contribution	7,535.42	False
0	6/29/2020	610-000-2187-00000	PR Batch 00002.06.2020 EE Contribution	6,132.44	False
0	6/29/2020	610-000-2187-00000	PR Batch 00002.06.2020 Service Credit Purchase	413.20	False
0	6/29/2020	610-000-2187-00000	PR Batch 00022.06.2020 ER Contribution	5,816.50	False
0	6/29/2020	610-000-2187-00000	PR Batch 00002.06.2020 Survivor Benefit	33.48	False
0	6/29/2020	610-000-2187-00000	PR Batch 00022.06.2020 EE Contribution	4,172.00	False
0	6/29/2020	610-000-2188-00000	PR Batch 00002.06.2020 Medicare Employer Portion	1,401.16	False
0	6/29/2020	610-000-2189-00000	PR Batch 00022.06.2020 Federal Income Tax	6,850.18	False
0	6/29/2020	610-000-2188-00000	PR Batch 00002.06.2020 Medicare Employee Portion	1,401.16	False
0	6/29/2020	610-000-2188-00000	PR Batch 00022.06.2020 Medicare Employee Portion	881.22	False
0	6/29/2020	610-000-2189-00000	PR Batch 00002.06.2020 Federal Income Tax	9,951.32	False
0	6/29/2020	610-000-2188-00000	PR Batch 00022.06.2020 Medicare Employer Portion	881.22	False
0	6/29/2020	610-000-2185-00000	PR Batch 00002.06.2020 State Income Tax	3,008.51	False
0	6/29/2020	610-000-2185-00000	PR Batch 00022.06.2020 State Income Tax	2,341.76	False
0	7/2/2020	001-111-4125-00000	Jul 20 Admin Fees	120.81	False
0	7/2/2020	630-111-4409-00000	Jul 20 Admin Fees-Retirees	31.43	False
0	7/2/2020	610-000-2173-00000	Jul 20 Premiums	44,744.13	False
0	7/2/2020	630-000-4125-00000	Jul 20 Premiums-Retirees	6,328.00	False
436499	6/29/2020	610-000-2170-00000	PR Batch 00002.06.2020 Wage Garn - EDD	350.90	False
436500	6/29/2020	610-000-2170-00000	PR Batch 00022.06.2020 Child Support-CA %	146.67	False
436500	6/29/2020	610-000-2170-00000	PR Batch 00002.06.2020 Child Support-CA	198.46	False
436501	6/29/2020	610-000-2184-00000	PR Batch 00002.06.2020 Misc EE Association Fund	70.00	False
436501	6/29/2020	610-000-2184-00000	PR Batch 00022.06.2020 Misc EE Association Fund	15.00	False
436502	6/29/2020	610-000-2181-00000	PR Batch 00022.06.2020 CCPOA Dues	550.00	False
436503	6/29/2020	610-000-2186-00000	Plan #306752	209.89	False
436503	6/29/2020	610-000-2186-00000	Plan #306752	40.64	False
436503	6/29/2020	610-000-2178-00000	Plan #300878	524.53	False
436503	6/29/2020	610-000-2178-00000	Plan #300878	146.32	False
436503	6/29/2020	610-000-2186-00000	Plan #306752	193.84	False
436503	6/29/2020	610-000-2178-00000	Plan #300878	275.00	False
436503	6/29/2020	610-000-2186-00000	Plan #306752	44.01	False



check number	check date	acct 1	description	amount	selected for void
436504	6/29/2020	630-111-4409-00000	Apr 20 Admin Fees	300.00	False
436505	7/2/2020	610-000-2174-00000	Jul 20 Premiums	2,459.77	False
436506	7/2/2020	610-000-2177-00000	Jul 20 Premiums	4,769.28	False
436507	7/2/2020	001-230-4125-00000	Jul - Dec 20 Voya Basic Life	1,152.00	False
436508	7/2/2020	610-000-2179-00000	Jul 20 Premiums	269.50	False
436509	7/2/2020	001-240-4125-00000	Jul 20 Premiums	115.50	False
436510	7/2/2020	610-000-2179-00000	Jul 20 Premiums	2,203.69	False
436511	7/2/2020	610-000-2175-00000	Jul 20 Premiums	1,105.05	False
436556	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 youth/ 1 star baby/tot lessons	76.50	False
436557	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial 2 youth lessons	22.00	False
436558	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 swim lessons youth	25.68	False
436559	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial youth swim lessons	25.68	False
436560	7/2/2020	419-000-2110-00000	Refund Check 106063-000, 1395 PACIFIC AVE	141.95	False
436561	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Easter Egg Hunt	5.00	False
436561	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth lesson	25.68	False
436562	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior & 1 adult annual pass	293.62	False
436562	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- locker rental	44.05	False
436563	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 preschool lesson	29.00	False
436564	7/2/2020	419-372-3821-41028	BOV Water Connection Admin Fee: May 2020	-36.00	False
436564	7/2/2020	419-372-3821-41028	BOV Water Maintenance: May 2020	6,975.22	False
436564	7/2/2020	419-000-2115-00000	BOV Water Connections: May 2020	1,440.00	False
436564	7/2/2020	419-372-3821-41028	BOV Water Maintenance: Apr 2020	7,555.57	False
436565	7/2/2020	413-352-4470-00000	COVID-19 testing in wastewater (2x per mo.): JUNE	2,400.00	False
436566	7/2/2020	001-130-4410-00000	LEGAL SERVICES: APR 2020 - CDBG	861.00	False
436566	7/2/2020	419-130-4410-00000	LEGAL SERVICES: APR 2020 - LABOR ISSUES	150.34	False
436566	7/2/2020	412-100-4410-00000	LEGAL SERVICES: APR 2020 - SHORELINE	61.50	False
436566	7/2/2020	413-130-4410-00000	LEGAL SERVICES: APR 2020 - LABOR ISSUES	150.33	False
436566	7/2/2020	001-130-4410-00000	LEGAL SERVICES: APR 2020 - GENERAL	5,104.50	False
436566	7/2/2020	413-130-4410-00000	LEGAL SERVICES: APR 2020 -AGENDA/CITY COUNCIL/STAFF MEETING	1,230.00	False
436566	7/2/2020	001-130-4410-00000	LEGAL SERVICES: APR 2020 -AGENDA/CITY COUNCIL/STAFF MEETING	1,230.00	False
436566	7/2/2020	419-130-4410-00000	LEGAL SERVICES: APR 2020 -AGENDA/CITY COUNCIL/STAFF MEETING	1,230.00	False
436566	7/2/2020	001-130-4310-00000	LEGAL SERVICES: APR 2020 - REIMB EXP	14.95	False
436566	7/2/2020	001-130-4410-00000	LEGAL SERVICES: APR 2020 - LABOR ISSUES	150.33	False
436566	7/2/2020	001-130-4410-00000	LEGAL SERVICES: MAY 2020- CDBG	61.50	False
436566	7/2/2020	001-130-4410-00000	LEGAL SERVICES: MAY 2020 - GENERAL	2,596.50	False
436566	7/2/2020	152-485-4410-1721A	LEGAL SERVICES: MAY 2020- CDBG	82.00	False
436566	7/2/2020	419-130-4410-00000	LEGAL SERVICES: MAY 2020 -AGENDA/CITY COUNCIL/STAFF MEETING	799.50	False
436566	7/2/2020	413-130-4410-00000	LEGAL SERVICES: MAY 2020 -LABOR ISSUES	34.17	False
436566	7/2/2020	001-130-4410-00000	LEGAL SERVICES: MAY 2020 -AGENDA/CITY COUNCIL/STAFF MEETING	799.50	False
436566	7/2/2020	001-130-4410-00000	LEGAL SERVICES: MAY 2020- CDBG	61.50	False
436566	7/2/2020	001-130-4410-00000	LEGAL SERVICES: MAY 2020 -LABOR ISSUES	34.17	False
436566	7/2/2020	419-130-4410-00000	LEGAL SERVICES: MAY 2020 -LABOR ISSUES	34.16	False
436566	7/2/2020	412-100-4410-00000	LEGAL SERVICES: MAY 2020 - SHORELINE	61.50	False

check number	check date	acct 1	description	amount	selected for void
436566	7/2/2020	413-130-4410-00000	LEGAL SERVICES: MAY 2020- SEWER	430.50	False
436566	7/2/2020	413-130-4410-00000	LEGAL SERVICES: MAY 2020 -AGENDA/CITY COUNCIL/STAFF MEETING	799.50	False
436567	7/2/2020	001-471-4220-00000	Propane for facilities: 5/15/20-6/30/20 (ACCT#02-0065468)	11.00	False
436568	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	266.25	False
436569	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth lesson	25.68	False
436570	7/2/2020	001-480-2122-00000	Sales Tax FY20	180.62	False
436570	7/2/2020	001-120-4400-00000	Sales Tax FY20	-23.62	False
436571	7/2/2020	001-000-2122-00000	JULER RICHARD E: pepperball bundle for pd TAX	75.00	False
436571	7/2/2020	508-000-2122-00000	EXTRACTOR CORP: 115 Volt Motor TAX	14.25	False
436571	7/2/2020	419-000-2122-00000	SLEEFs: gaiter neck protectors TAX	7.50	False
436571	7/2/2020	001-120-4400-00000	USE TAX 4-6/20 rounding overage	-0.48	False
436571	7/2/2020	413-000-2122-00000	SLEEFs: gaiter neck protectors TAX	7.50	False
436571	7/2/2020	001-000-2122-00000	TAK YUET: video webcam TAX	12.75	False
436571	7/2/2020	001-000-2122-00000	COASTAL CONSTRUCTION: sikaflex TAX	8.48	False
436572	7/2/2020	001-251-3312-00000	Admin Fees Collected FY20 4th Qtr	47.00	False
436572	7/2/2020	001-251-3312-00000	Admin Fees Collected FY20 4th Qtr (retainer)	-4.70	False
436573	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	266.25	False
436574	7/2/2020	419-372-3822-41029	Water Maintenance: May 2020	640.62	False
436574	7/2/2020	419-372-3822-41029	Water Maintenance: Apr 2020	522.61	False
436575	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 2 senior annual passes	479.24	False
436576	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	266.25	False
436577	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial lessons 2 youth	51.36	False
436578	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 preschool lesson	29.00	False
436579	7/2/2020	412-100-4390-00000	shoreline receipts	86.06	False
436580	7/2/2020	419-372-3823-41030	Water Maintenance: Apr 2020	571.60	False
436580	7/2/2020	419-372-3823-41030	Water Maintenance: May 2020	597.70	False
436581	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Rayden Slausky partial-1 youth les	25.68	False
436581	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Michael Simmons partial lessons	25.68	False
436581	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Elanna Simmons youth lessons	29.00	False
436581	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Ben Simmons partial 1 youth lesson	25.68	False
436581	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Nickoli Hall partial lesson	25.68	False
436582	7/2/2020	419-000-2110-00000	Refund Check 109339-000, 240 8TH ST #1	155.30	False
436583	7/2/2020	117-364-4789-00000	FY20 Gas Tax revenue sharing agreement- DEC 2019	2,032.00	False
436583	7/2/2020	001-000-4782-00000	FY20 property tax in-lieu VLF - revenue sharing- JAN 2020	1,047.90	False
436583	7/2/2020	115-364-4785-00000	FY20 Gas Tax revenue sharing agreement: FEB 2020	529.90	False
436583	7/2/2020	115-364-4787-00000	FY20 Gas Tax revenue sharing agreement- FEB 2020	527.13	False
436583	7/2/2020	117-364-4789-00000	FY20 Gas Tax revenue sharing agreement- JAN 2020	1,816.04	False
436584	7/2/2020	412-100-4450-00000	Cleaning service: 5/17/20-6/13/20- extra cleaning for COVID19	840.00	False
436584	7/2/2020	412-100-4450-00000	Cleaning service: 5/17/20-6/13/20	840.00	False
436585	7/2/2020	001-000-2140-00000	Seismic Fees Collected (Residential) FY20 4th Qtr	44.89	False
436585	7/2/2020	001-000-2150-00000	Seismic Fees Collected (Commercial) FY20 4th Qtr	99.46	False
436586	7/2/2020	001-480-3716-00000	REFUND: rental deposit due to COVID 19	50.00	False
436587	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth/1 preschool lessn	54.68	False

check number	check date	acct 1	description	amount	selected for void
436588	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial lessons 1 preschool	29.00	False
436589	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	236.62	False
436589	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- locker rental	35.26	False
436590	7/2/2020	413-356-4390-35022	SS all thread nc rod ft	8.45	False
436591	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Easter Egg Hunt	5.00	False
436591	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: swim lessons 1 preschool	29.00	False
436592	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Easter Egg Hunt	5.00	False
436592	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth lesson	25.68	False
436593	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- locker rental	7.64	False
436594	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth/1 preschool lessn	54.68	False
436595	7/2/2020	001-480-3716-00000	REFUND: rental fee due to COVID 19 Closure	25.00	False
436596	7/2/2020	413-353-4450-00000	Engineering support services (environmental)	1,235.00	False
436597	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial 2 youth lessons	51.36	False
436598	7/2/2020	413-351-4685-00000	REIMB: PBSP contract shipping	11.62	False
436598	7/2/2020	413-351-4550-00000	REIMB: CWEA Renewal	94.00	False
436598	7/2/2020	413-351-4240-00000	REIMB: PBSP contract shipping	20.00	False
436598	7/2/2020	413-351-4390-00000	REIMB: gloves	40.57	False
436599	7/2/2020	413-356-4390-35022	back panel	263.47	False
436600	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 preschool lesson	29.00	False
436601	7/2/2020	419-000-2110-00000	Refund Check 107537-000, 1220 INYO ST	194.46	False
436602	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Easter Egg Hunt x2	10.00	False
436603	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- Star Babies and Tots	22.00	False
436604	7/2/2020	413-351-4390-00000	Microbiological Testing: ATCC organisms, dehydrated media, steri	124.80	False
436605	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth lesson	25.68	False
436606	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 preschool/1 baby/tot	51.00	False
436607	7/2/2020	001-480-4390-00000	tube housing; motor service kit; pump tubes; gear case service k	414.42	False
436608	7/2/2020	419-000-2110-00000	Refund Check 106232-000, 634 MURPHY AVE	112.89	False
436609	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- locker rental	17.34	False
436610	7/2/2020	001-480-3716-00000	REFUND: Rental Deposits due to COVID-19 Closure	50.00	False
436611	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior & 1 adult annual pass	592.50	False
436612	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- locker rental	32.22	False
436612	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	236.62	False
436613	7/2/2020	913-352-4799-35206	Materials testing for the WWTP Improvement Project	618.75	False
436614	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Easter Egg Hunt x2	10.00	False
436615	7/2/2020	508-508-4390-00000	custom vinyl	144.00	False
436616	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 preschool lesson	29.00	False
436617	7/2/2020	001-480-4340-00000	chemicals; solutions; reagents	229.60	False
436617	7/2/2020	001-480-4390-00000	pool heater refractory kit	1,322.83	False
436618	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- locker rental	17.38	False
436619	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth lessons	25.68	False
436620	7/2/2020	001-240-4530-00000	Monthly maintenance fee for K9's: June 2020	300.00	False
436621	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	233.62	False
436622	7/2/2020	508-508-4320-00000	Uniforms	13.81	False

check number	check date	acct 1	description	amount	selected for void
436622	7/2/2020	413-353-4320-00000	Uniforms	23.29	False
436622	7/2/2020	413-351-4320-00000	Uniforms	10.83	False
436623	7/2/2020	419-000-2110-00000	Refund Check 006021-009, 991 KERN ST	50.71	False
436624	7/2/2020	001-240-4391-00000	oil (cases); vac tee	140.21	False
436624	7/2/2020	508-508-4390-00000	flare nut; stop dot #16	17.77	False
436624	7/2/2020	508-508-4390-00000	flare nut	6.72	False
436624	7/2/2020	508-508-4390-00000	steering shift tube #13	32.09	False
436624	7/2/2020	508-508-4390-60003	oil filter/ separator	52.97	False
436624	7/2/2020	508-508-4390-00000	oil (cases)	138.52	False
436624	7/2/2020	508-508-4390-60001	oil (cases)	152.78	False
436625	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial youth lesson 1 preschool	29.00	False
436626	7/2/2020	001-113-4409-00000	SB90 claims, 2nd installment	800.00	False
436626	7/2/2020	001-113-4409-00000	SB90 claims, 1st installment	800.00	False
436627	7/2/2020	508-508-4390-00000	heater valve #13	25.35	False
436628	7/2/2020	419-120-4370-00000	Janitorial Supplies- City-Wide	0.18	False
436628	7/2/2020	413-352-4370-00000	Janitorial Supplies- City-Wide	1.74	False
436628	7/2/2020	001-251-4370-00000	Janitorial Supplies- City-Wide	0.32	False
436628	7/2/2020	001-113-4370-00000	Janitorial Supplies- City-Wide	0.65	False
436628	7/2/2020	412-100-4370-00000	Janitorial Supplies- City-Wide	6.48	False
436628	7/2/2020	001-111-4370-00000	Janitorial Supplies- City-Wide	0.64	False
436628	7/2/2020	001-240-4370-00000	Janitorial Supplies- City-Wide	1.74	False
436628	7/2/2020	413-352-4370-00000	Janitorial Supplies- City-Wide	6.49	False
436628	7/2/2020	419-120-4370-00000	Janitorial Supplies- City-Wide	0.65	False
436628	7/2/2020	001-350-4370-00000	Janitorial Supplies- City-Wide	18.48	False
436628	7/2/2020	001-480-4370-00000	Janitorial Supplies- City-Wide	16.21	False
436628	7/2/2020	001-313-4370-00000	Janitorial Supplies- City-Wide	0.18	False
436628	7/2/2020	413-120-4370-00000	Janitorial Supplies- City-Wide	0.18	False
436628	7/2/2020	001-313-4370-00000	Janitorial Supplies- City-Wide	0.64	False
436628	7/2/2020	506-506-4370-00000	Janitorial Supplies- City-Wide	6.48	False
436628	7/2/2020	420-115-4370-00000	Janitorial Supplies- City-Wide	0.65	False
436628	7/2/2020	001-120-4370-00000	Janitorial Supplies- City-Wide	0.70	False
436628	7/2/2020	001-480-4370-00000	Janitorial Supplies- City-Wide	4.35	False
436628	7/2/2020	001-114-4370-00000	Janitorial Supplies- City-Wide	0.18	False
436628	7/2/2020	508-508-4370-00000	Janitorial Supplies- City-Wide	8.10	False
436628	7/2/2020	413-120-4370-00000	Janitorial Supplies- City-Wide	0.64	False
436628	7/2/2020	001-350-4370-00000	Janitorial Supplies- City-Wide	4.96	False
436628	7/2/2020	412-100-4370-00000	Janitorial Supplies- City-Wide	1.74	False
436628	7/2/2020	001-240-4370-00000	Janitorial Supplies- City-Wide	6.48	False
436628	7/2/2020	001-470-4370-00000	Janitorial Supplies- City-Wide	19.60	False
436628	7/2/2020	001-111-4370-00000	Janitorial Supplies- City-Wide	0.17	False
436628	7/2/2020	001-114-4370-00000	Janitorial Supplies- City-Wide	0.65	False
436628	7/2/2020	001-120-4370-00000	Janitorial Supplies- City-Wide	2.59	False
436628	7/2/2020	001-470-4370-00000	Janitorial Supplies- City-Wide	72.92	False

check number	check date	acct 1	description	amount	selected for void
436628	7/2/2020	506-506-4370-00000	Janitorial Supplies- City-Wide	1.74	False
436628	7/2/2020	001-113-4370-00000	Janitorial Supplies- City-Wide	0.18	False
436628	7/2/2020	508-508-4370-00000	Janitorial Supplies- City-Wide	2.17	False
436628	7/2/2020	420-115-4370-00000	Janitorial Supplies- City-Wide	0.18	False
436628	7/2/2020	001-471-4370-00000	Janitorial Supplies- City-Wide	6.48	False
436628	7/2/2020	001-251-4370-00000	Janitorial Supplies- City-Wide	0.09	False
436628	7/2/2020	001-471-4370-00000	Janitorial Supplies- City-Wide	1.74	False
436629	7/2/2020	001-114-4210-00000	Electricity FY20- 05/28/20-06/25/20	44.15	False
436629	7/2/2020	001-313-4210-00000	Electricity FY20- 05/28/20-06/25/20	12.23	False
436629	7/2/2020	419-371-4210-00000	Electricity FY20- 05/28/20-06/25/20	13,502.99	False
436629	7/2/2020	420-115-4210-00000	Electricity FY20- 05/28/20-06/25/20	44.15	False
436629	7/2/2020	001-364-4210-10023	Electricity FY20- 05/28/20-06/25/20	4,558.54	False
436629	7/2/2020	001-251-4210-00000	Electricity FY20- 05/28/20-06/25/20	19.70	False
436629	7/2/2020	001-480-4210-00000	Electricity FY20- 05/28/20-06/25/20	1,035.73	False
436629	7/2/2020	508-508-4210-00000	Electricity FY20- 05/28/20-06/25/20	902.61	False
436629	7/2/2020	001-250-4210-00000	Electricity FY20- 05/28/20-06/25/20	5.43	False
436629	7/2/2020	001-350-4210-00000	Electricity FY20- 05/28/20-06/25/20	32.61	False
436629	7/2/2020	413-120-4210-00000	Electricity FY20- 05/28/20-06/25/20	88.31	False
436629	7/2/2020	001-471-4210-00000	Electricity FY20- 05/28/20-06/25/20	1,409.19	False
436629	7/2/2020	413-353-4210-00000	Electricity FY20- 05/28/20-06/25/20	28.16	False
436629	7/2/2020	001-230-4210-00000	Electricity FY20- 05/28/20-06/25/20	397.62	False
436629	7/2/2020	413-111-4210-00000	Electricity FY20- 05/28/20-06/25/20	12.91	False
436629	7/2/2020	412-100-4210-00000	Electricity FY20- 05/28/20-06/25/20	2,531.23	False
436629	7/2/2020	001-240-4210-00000	Electricity FY20- 05/28/20-06/25/20	526.30	False
436629	7/2/2020	413-351-4210-00000	Electricity FY20- 05/28/20-06/25/20	593.91	False
436629	7/2/2020	419-111-4210-00000	Electricity FY20- 05/28/20-06/25/20	14.26	False
436629	7/2/2020	419-120-4210-00000	Electricity FY20- 05/28/20-06/25/20	82.87	False
436629	7/2/2020	413-353-4210-35019	Electricity FY20- 05/28/20-06/25/20	343.59	False
436629	7/2/2020	001-111-4210-00000	Electricity FY20- 05/28/20-06/25/20	16.30	False
436629	7/2/2020	001-120-4210-00000	Electricity FY20- 05/28/20-06/25/20	91.72	False
436629	7/2/2020	413-352-4210-00000	Electricity FY20- 05/28/20-06/25/20	36.00	False
436629	7/2/2020	001-113-4210-00000	Electricity FY20- 05/28/20-06/25/20	44.15	False
436629	7/2/2020	001-470-4210-00000	Electricity FY20- 05/28/20-06/25/20	599.94	False
436630	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 preschool lesson	29.00	False
436631	7/2/2020	001-240-4530-00000	CIVIL COURT: gas, meals, 3/10-12/20 (FULL AMOUNT)	227.26	False
436632	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	239.62	False
436633	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- locker rental	46.08	False
436634	7/2/2020	001-480-4450-00000	Alarm Monitoring at Pool: 6/1/20-6/30/20	25.50	False
436635	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- locker rental	46.85	False
436635	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: senior sale pass	266.25	False
436636	7/2/2020	001-470-4409-00000	Beachfront Park Master Plan Update: Apr 2020	2,940.00	False
436637	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Easter Egg Hunt x2	10.00	False
436638	7/2/2020	419-000-2110-00000	Refund Check 109081-000, 231 GRAND AVE	191.91	False

check number	check date	acct 1	description	amount	selected for void
436639	7/2/2020	001-113-4450-00000	Municode supplement	1,238.50	False
436640	7/2/2020	412-100-4225-00000	Refuse disposal: June 2020	761.61	False
436641	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	266.25	False
436642	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth lesson	25.68	False
436643	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	289.62	False
436644	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: senior sale pass	239.62	False
436645	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial lesson 1 preschool	29.00	False
436646	7/2/2020	919-371-4799-37107	PS&E for Amador Tank: May 2020	3,907.00	False
436646	7/2/2020	152-485-4409-1721a	Planning services: storm drain project: Apr 2020	6,248.75	False
436646	7/2/2020	901-364-4799-00111	Planning services: CDP for Sunset Circle: Apr 2020	135.00	False
436646	7/2/2020	001-313-4409-00000	Planning services: general - Apr 2020	6,319.50	False
436647	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 preschool lesson	29.00	False
436648	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 3 senior annual passes	798.75	False
436649	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth lesson	25.68	False
436650	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	239.62	False
436651	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 2 youth lessons	51.36	False
436651	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Easter Egg Hunt x2	10.00	False
436652	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial 2 youth swim lessons	51.36	False
436653	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth/ 1 preschool less	54.68	False
436654	7/2/2020	001-114-4310-00000	laminating pouches for COVID signs	16.09	False
436654	7/2/2020	419-371-4310-00000	postcards for annual water report	120.99	False
436654	7/2/2020	419-371-4310-00000	postcards for annual water report	120.99	False
436655	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 1 senior annual pass	239.75	False
436656	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: Easter Egg Hunt x2	10.00	False
436656	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth lesson	25.68	False
436657	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- baby/tot lesson	22.00	False
436658	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial lessons 1 preschool	29.00	False
436659	7/2/2020	001-364-4390-10025	concrete to patch - Wayfinding Signs	436.45	False
436660	7/2/2020	001-240-4530-00000	REGENCY INN: CIVIL COURT: lodging, A.Pearson, 3/10-12/20	198.46	False
436660	7/2/2020	420-115-4312-00000	STREAKWAVE: AirFiber wireless bridges	4,118.20	False
436660	7/2/2020	413-120-4400-00000	CALCARD: Late Charge	43.80	False
436660	7/2/2020	419-120-4400-00000	CALCARD: Late Charge	43.80	False
436660	7/2/2020	420-115-4530-00000	KNOWBE4: phishing training renewal	690.80	False
436660	7/2/2020	001-120-4400-00000	CALCARD: Late Charge	43.81	False
436660	7/2/2020	420-115-4390-00000	AMAZON: iPhone Case; adapter	16.06	False
436660	7/2/2020	420-115-4390-00000	PAYPAL BACKUP WORKS: data external docking station	209.33	False
436660	7/2/2020	420-115-4450-00000	FUTUREQUEST: monthly service	33.95	False
436660	7/2/2020	420-115-4312-00000	AMAZON: connectors; blades; cable ties; webcams	224.19	False
436660	7/2/2020	420-115-4312-00000	AMAZON: hard drives	440.72	False
436660	7/2/2020	420-115-4450-00000	SPAMHERO: monthly service	10.00	False
436660	7/2/2020	420-115-4390-00000	AMAZON: electronic flush cutter	57.45	False
436660	7/2/2020	420-115-4312-00000	ZOOM.US: standard biz monthly/webinar monthly	259.89	False
436661	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 1 youth lesson	25.68	False

check number	check date	acct 1	description	amount	selected for void
436662	7/2/2020	508-508-4390-00000	white caulking	13.52	False
436662	7/2/2020	413-356-4390-35022	strap hanger galv	2.31	False
436662	7/2/2020	412-100-4390-00000	garden sprayer; gas can; water	54.69	False
436662	7/2/2020	413-356-4390-35022	primer; pvc cement; flat washer; tapcon	40.59	False
436662	7/2/2020	413-356-4390-35020	screws/nuts/bolts; hex nut; rod threaded	24.30	False
436662	7/2/2020	419-372-4390-00000	stop drill 7pc	9.66	False
436662	7/2/2020	413-351-4390-00000	cover switch; screws/nuts/bolts	1.99	False
436662	7/2/2020	413-353-4390-00000	screws/nuts/bolts; bolt eye; quick link	8.45	False
436662	7/2/2020	001-480-4390-00000	screws/nuts/bolts	3.07	False
436662	7/2/2020	001-470-4390-00000	miracle grow	12.57	False
436662	7/2/2020	413-356-4390-35020	bolt eye; quick link; screws/nuts/bolts	48.84	False
436662	7/2/2020	419-372-4390-00000	trans fluid; key schlage; rags	20.87	False
436662	7/2/2020	001-471-4390-00000	sand disc vents; sharpie - for visitor center	16.78	False
436662	7/2/2020	001-471-4390-00000	pro angle; hook; varnish; lumber - for visitor center	34.12	False
436662	7/2/2020	001-471-4390-00000	screws/nuts/bolts; - for visitor center	2.32	False
436662	7/2/2020	413-356-4390-35022	screws/nuts/bolts; quick links	35.32	False
436662	7/2/2020	413-353-4390-00000	screws/nuts/bolts	9.89	False
436662	7/2/2020	413-356-4390-35022	bit drill percusn; screws/nuts/bolts	22.61	False
436662	7/2/2020	001-471-4390-00000	screws/nuts/bolts - for visitor center	1.94	False
436662	7/2/2020	001-471-4390-00000	cut rope or chain - for visitor center	13.38	False
436662	7/2/2020	001-471-4390-00000	acrylic sheets - for visitor center	257.98	False
436662	7/2/2020	412-100-4390-00000	adapter duplex white	4.83	False
436662	7/2/2020	001-471-4390-00000	gasket	3.86	False
436662	7/2/2020	506-506-4390-00000	plexi glass for City Hall	72.29	False
436662	7/2/2020	413-353-4390-00000	bandsaw blade	22.24	False
436662	7/2/2020	413-353-4390-00000	blade	9.68	False
436662	7/2/2020	412-100-4390-00000	stain 5 gal; enamel	423.55	False
436662	7/2/2020	412-100-4390-00000	dawn; vinegar	14.09	False
436662	7/2/2020	413-356-4390-35022	screws/nuts/bolts	16.02	False
436662	7/2/2020	412-100-4390-00000	wall plate; receptacle wall plate	5.53	False
436662	7/2/2020	506-506-4390-00000	paint for carpenter shop	380.46	False
436662	7/2/2020	152-485-4799-1703i	PVC pipe	45.14	False
436662	7/2/2020	412-100-4390-00000	wall plates; switches; cleaners	54.08	False
436663	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: senior sale pass	239.62	False
436664	7/2/2020	001-480-3716-00000	REFUND: Rental Deposit due to COVID 19 closure	25.00	False
436665	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: 2 senior annual passes	479.25	False
436666	7/2/2020	001-480-3716-00000	POOL CLOSURE COVID-19 REFUND: partial- 3 youth lessons	77.04	False
436667	7/2/2020	420-115-4230-00000	Fiber Internet DIA @ 520 I St- 06/21/20-07/20/20	399.00	False
436668	7/2/2020	620-620-4440-00000	FY21 Liability & Auto	289,445.69	False
436668	7/2/2020	610-000-2183-00000	FY21 Worker's Compensation	242,499.00	False
436669	7/2/2020	001-350-4450-00000	Copier Maintenance (at yard): 7/1/20-6/30/21	600.00	False
436669	7/2/2020	420-115-4450-00000	Copier Maintenance: July 2020	140.00	False
436670	7/2/2020	419-120-4409-00000	Meter reading program- FY21	7,623.00	False

check number	check date	acct 1	description	amount	selected for void
436671	7/2/2020	001-480-4450-00000	Alarm Monitoring at Pool: 7/1/20-8/31/20	51.00	False
436672	7/2/2020	001-240-4450-00000	Alarm Monitoring @ PD: Jul-Sep 2020	92.97	False
436672	7/2/2020	506-506-4230-00000	Alarm Monitoring @ City Hall: Jul 2020 -Jun 2021	294.00	False
436672	7/2/2020	506-506-4230-00000	Fire Alarm Monitoring @ City Hall: Jul 2020 -Jun 2021	336.00	False
436672	7/2/2020	506-506-4230-00000	Fire Alarm Monitoring @ Corp Yard: Jul 2020 -Jun 2021	336.00	False
436672	7/2/2020	506-506-4230-00000	Alarm Monitoring @ Corp Yard: Jul 2020 -Jun 2021	371.88	False
436681	7/9/2020	001-230-4330-00000	FUEL	33.26	False
436682	7/9/2020	001-230-4450-00000	Pump testing (10 units)	3,437.50	False
436683	7/9/2020	508-508-4390-00000	Def Fluid	42.79	False
436684	7/9/2020	412-100-4390-00000	Floorjack for Shoreline	579.80	False
436685	7/9/2020	001-113-4450-00000	Document Shredding Service 5/27/20-6/23/20	82.60	False
436686	7/9/2020	412-100-4390-00000	Galvanized pipes and fittings	40.46	False
436686	7/9/2020	412-100-4390-00000	Urinal Auger	41.93	False
436686	7/9/2020	412-100-4390-00000	Back Spud	129.00	False
436687	7/9/2020	152-485-4796-1705G	Sexual Assault Services: 1/1/20-3/31/20	12,798.07	False
436688	7/9/2020	001-230-4451-00000	12/1/19-3/31/20- Phase 2 Funding Measure/Polling	14,078.50	False
436689	7/9/2020	001-113-4550-00000	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS:ANNUAL MEMBERSHIP	170.00	False
436689	7/9/2020	001-480-4530-00000	STARFISH AQUATICS INSTITUTE: Training membership	169.00	False
436689	7/9/2020	413-352-4470-00000	BIOBOT ANALYTICS, INC.: 4 Sampling Kits	480.00	False
436689	7/9/2020	508-508-4390-60003	STROBES N MORE: Fire Truck Lights	172.58	False
436689	7/9/2020	001-480-4310-00000	DEL NORTE OFFICE SUPPLY: 5 Compartment Magazine/Literature File	16.76	False
436689	7/9/2020	001-480-4390-00000	POOL SUPPLY 4 LESS: pool pump	627.41	False
436689	7/9/2020	001-480-4340-00000	WILD WEST POOL SUPPLY: 50 lb. bag of Sodium Bicarbonate	113.86	False
436689	7/9/2020	001-230-4390-00000	Sleefts: Face masks and Neck Gaiter	330.00	False
436690	7/9/2020	419-371-4230-00000	Water SCADA Cellular 5/24/20-6/23/20	296.82	False
436691	7/9/2020	419-000-2110-00000	Refund Check 109448-000, 1636 GAINARD ST	250.00	False
436692	7/9/2020	412-100-4230-00000	Internet Service - 7/1/20-7/31/20	152.22	False
436692	7/9/2020	419-371-4230-00000	broadband for security 6/25/20-7/24/20	84.99	False
436692	7/9/2020	419-371-4230-00000	broadband for security 6/26/20-7/25/20	84.99	False
436692	7/9/2020	001-471-4230-00000	Internet Service - 6/27/20-7/26/20	2.87	False
436692	7/9/2020	413-352-4230-00000	Internet Service - 6/27/20-7/26/20	10.87	False
436692	7/9/2020	413-353-4230-00000	Internet Service - 6/27/20-7/26/20	4.30	False
436692	7/9/2020	413-120-4230-00000	Internet Service - 6/27/20-7/26/20	26.65	False
436692	7/9/2020	419-371-4230-00000	Internet Service - 6/27/20-7/26/20	15.37	False
436692	7/9/2020	001-120-4230-00000	Internet Service - 6/27/20-7/26/20	27.67	False
436692	7/9/2020	001-250-4230-00000	Internet Service - 6/27/20-7/26/20	1.64	False
436692	7/9/2020	001-111-4230-00000	Internet Service - 6/27/20-7/26/20	4.92	False
436692	7/9/2020	412-100-4230-00000	Internet Service - 6/27/20-7/26/20	4.51	False
436692	7/9/2020	419-111-4230-00000	Internet Service- 6/27/20-7/26/20	4.31	False
436692	7/9/2020	001-350-4230-00000	Internet Service - 6/27/20-7/26/20	9.84	False
436692	7/9/2020	001-114-4230-00000	Internet Service 6/27/20-7/26/20	13.33	False
436692	7/9/2020	001-251-4230-00000	Internet Service - 6/27/20-7/26/20	5.94	False
436692	7/9/2020	001-313-4230-00000	Internet Service - 6/27/20-7/26/20	3.69	False



check number	check date	acct 1	description	amount	selected for void
436692	7/9/2020	001-113-4230-00000	Internet Service 6/27/20-7/26/20	13.32	False
436692	7/9/2020	420-115-4230-00000	Internet Service - 6/27/20-7/26/20	13.32	False
436692	7/9/2020	419-120-4230-00000	Internet Service - 6/27/20-7/26/20	25.01	False
436692	7/9/2020	413-111-4230-00000	Internet Service- 6/27/20-7/26/20	3.89	False
436692	7/9/2020	001-470-4230-00000	Internet Service -6/27/20-7/26/20	2.87	False
436692	7/9/2020	001-364-4230-00000	Internet Service - 6/27/20-7/26/20	4.51	False
436692	7/9/2020	001-480-4230-00000	Internet Service -6/27/20-7/26/20	2.87	False
436693	7/9/2020	419-000-2110-00000	Refund Check 109881-000, 143 W 8TH ST	231.06	False
436694	7/9/2020	419-000-2110-00000	Refund Check 101242-000, 832.5 A ST	55.56	False
436695	7/9/2020	419-000-2110-00000	Refund Check 108017-000, 1056 6TH ST	205.80	False
436696	7/9/2020	413-353-4230-00000	707-465-4191Lift Station Phone 7/1/20--7/31/20	29.51	False
436696	7/9/2020	001-111-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.85	False
436696	7/9/2020	001-364-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.78	False
436696	7/9/2020	413-352-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	1.86	False
436696	7/9/2020	420-115-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	2.29	False
436696	7/9/2020	001-313-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.63	False
436696	7/9/2020	419-371-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	2.64	False
436696	7/9/2020	001-113-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	2.29	False
436696	7/9/2020	001-114-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	2.29	False
436696	7/9/2020	413-353-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.74	False
436696	7/9/2020	001-251-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	1.02	False
436696	7/9/2020	413-120-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	4.57	False
436696	7/9/2020	412-100-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.78	False
436696	7/9/2020	419-120-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	4.30	False
436696	7/9/2020	001-120-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	4.75	False
436696	7/9/2020	001-480-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.49	False
436696	7/9/2020	419-111-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.74	False
436696	7/9/2020	001-470-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.50	False
436696	7/9/2020	001-350-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	1.69	False
436696	7/9/2020	001-471-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.49	False
436696	7/9/2020	001-250-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.28	False
436696	7/9/2020	413-111-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.66	False
436696	7/9/2020	413-120-4230-00000	707-465-6208 monthly phone 6/30/20-7/29/20	34.17	False
436696	7/9/2020	419-120-4230-00000	707-465-6208 monthly phone 6/30/20-7/29/20	34.17	False
436696	7/9/2020	001-350-4230-00000	707-464-9506 monthly phone 6/30/20-7/29/20	138.76	False
436696	7/9/2020	508-508-4230-00000	707-464-9565 monthly phone 6/30/20-7/29/20	112.87	False
436696	7/9/2020	001-250-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.28	False
436696	7/9/2020	001-120-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	4.75	False
436696	7/9/2020	419-111-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.73	False
436696	7/9/2020	413-352-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	1.87	False
436696	7/9/2020	413-353-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.74	False
436696	7/9/2020	001-471-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.49	False
436696	7/9/2020	001-113-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	2.29	False

check number	check date	acct 1	description	amount	selected for void
436696	7/9/2020	001-470-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.50	False
436696	7/9/2020	413-111-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.67	False
436696	7/9/2020	001-350-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	1.69	False
436696	7/9/2020	419-371-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	2.64	False
436696	7/9/2020	413-120-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	4.58	False
436696	7/9/2020	001-313-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.63	False
436696	7/9/2020	001-364-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.77	False
436696	7/9/2020	001-480-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.49	False
436696	7/9/2020	419-120-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	4.29	False
436696	7/9/2020	420-115-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	2.29	False
436696	7/9/2020	001-251-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	1.02	False
436696	7/9/2020	001-114-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	2.29	False
436696	7/9/2020	001-111-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.85	False
436696	7/9/2020	412-100-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.77	False
436696	7/9/2020	001-471-4230-00000	707-465-3914 monthly phone 6/30/20-7/29/20	73.48	False
436696	7/9/2020	001-480-4230-00000	707-464-6940 monthly phone 6/30/20-7/29/20	61.09	False
436696	7/9/2020	413-352-4230-00000	707-464-7023 monthly phone 6/30/20-7/29/20	68.34	False
436696	7/9/2020	419-120-4230-00000	707-464-6517 monthly phone 6/30/20-7/29/20	17.60	False
436696	7/9/2020	413-120-4230-00000	707-464-6517 monthly phone 6/30/20-7/29/20	17.60	False
436696	7/9/2020	001-240-4230-00000	707-464-2133 monthly phone 6/30/20-7/29/20	164.65	False
436696	7/9/2020	419-371-4230-00000	707-001-0001 SCADA telemetry link 6/25/20-7/24/20	42.72	False
436696	7/9/2020	413-353-4230-00000	Lift Station Phone PL0-0009 - 6/25/20-7/24/20	59.59	False
436697	7/9/2020	419-000-2110-00000	Refund Check 109557-000, 668 LAUFF AVE	250.00	False
436698	7/9/2020	913-000-2112-00000	WWTP Drainage Facility Imp Proj (per. ending 4/30/20) Ret. pmt.	5,535.00	False
436699	7/9/2020	419-000-2110-00000	Refund Check 107273-000, 890 6TH ST #3	171.09	False
436700	7/9/2020	419-000-2110-00000	Refund Check 108807-000, 535 B ST	80.18	False
436701	7/9/2020	419-000-2110-00000	Refund Check 108202-000, 875 5TH ST	120.69	False
436702	7/9/2020	419-000-2110-00000	Refund Check 109679-000, 755 E ST #1	85.86	False
436703	7/9/2020	419-000-2110-00000	Refund Check 108727-001, 750 BUTTE ST	17.07	False
				<hr/> <hr/>	
				819,999.70	
				<hr/> <hr/>	

# AP

## 6-27-20 to 7-10-20 Housing



User: crawlings  
 Printed: 7/14/2020 4:42:27 PM

REVIEWED  
 crawlings , 16:49:45, 07/14/2020

check number	check date	acct 1	description	amount	selected for void
436628	7/2/2020	110-490-4370-00000	Janitorial Supplies- City-Wide	1.74	False
436628	7/2/2020	110-490-4370-00000	Janitorial Supplies- City-Wide	6.49	False
436629	7/2/2020	110-490-4210-00000	Electricity FY20- 05/28/20-06/25/20	202.48	False
436660	7/2/2020	110-490-4312-00000	STREAKWAVE: AirFiber wireless bridges	2,127.63	False
436672	7/2/2020	110-490-4230-00000	Fire Alarm Monitoring @ Housing Auth: Jul 2020 -Jun 2021	336.00	False
436672	7/2/2020	110-490-4230-00000	Cellular Alarm Monitoring @ Housing Auth: Jul 2020 -Jun 2021	371.88	False
436692	7/9/2020	110-490-4230-00000	Internet Service -6/27/20-7/26/20	3.28	False
436696	7/9/2020	110-490-4230-00000	707 465-4405 downstairs fax 6/30/20-7/29/20	0.56	False
436696	7/9/2020	110-490-4230-00000	707 465-1719 upstairs fax 6/30/20-7/29/20	0.57	False
436696	7/9/2020	110-490-4230-00000	707-464-9216 montly phone 6/30/20-7/29/20	138.76	False
				<hr/> <hr/>	
				3,189.39	
				<hr/> <hr/>	

CITY OF CRESCENT CITY  
BI-WEEKLY PAYROLL REPORT

PAYROLL END DATE  
PAYROLL PAID DATE  
CHECK NUMBERS

July 4, 2020  
July 10, 2020  
110148-110150

*Dobx*

	Regular Pay	Overtime	Gross Pay	# Empl	Notes
Dept #110 City Council	2,109.84		2,109.84	5	
Dept #111 Admin/City Manager	11,211.75	330.04	11,541.79	3	
Dept #114 Human Resources	2,185.02	102.42	2,287.44	1	
Dept #120 Finance/Utility Billing	15,384.90		15,384.90	6	
Dept #230 Fire Department	6,445.97		6,445.97	2 + 2 part-time	
Dept #240 Police Department	32,313.83	4,758.82	37,072.65	12	
Dept #313 Planning			1,376.51	1 Part-time	
Dept #350 Public Works-All Depts	55,024.66	1,450.86	56,475.52	23+ 5 Part-time	
Dept #450 Recreation & Events			3,620.73	1 + 1 Part-time	
Dept #480 Swimming Pool Fund	1,591.44		1,591.44	1+17 Part-time	
Dept #490 Housing Authority	8,428.04		8,428.04	3 + 1 Part-time	
<b>TOTALS</b>	<b>134,695.45</b>	<b>6,642.14</b>	<b>146,334.83</b>	<b>59 + 29 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.



## CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

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

**DATE: JULY 20, 2020**

**SUBJECT: SMART WATER METERS**

---

### **RECOMMENDATION**

- Approve the purchase of 500 Sensus smart water meters from Ferguson
- Authorize the City Manager to sign a purchase agreement with Ferguson, a Sensus FCC license application, a lease agreement with Spectrum, and any other documents needed to implement the water meter replacement project.

### **BACKGROUND**

Many of the City's water meters are at the end or past their expected life and are no longer reading correctly. This was confirmed by the water meter audit conducted earlier this year. Staff presented the results of the water meter audit at this year's budget meeting. Some meters are under reporting by nearly 30 percent, which results in the Water Fund under-billing those accounts. In order to address this issue, new meters must be installed.

The City is also continuing to leverage technology to lower operating costs by migrating toward fully automated meter reading. The purchase of the new meters and associated meter reading equipment will help to ensure that the City is paid for more of the water delivered and will also reduce the amount of time it takes to read the meters. Currently, all of the City's (over 4000) water meters must be read manually every month. This takes nearly all of the hours of one full-time maintenance worker and is physically demanding with potential for back and knee injuries. The end goal is to have a fully automated meter reading system in the future.

At the outset, 500 meters will be upgraded so that they can be read quickly by simply driving near them. As more meters are replaced, the plan is to move to a fully automated reading system that will provide customers with real-time data and alert them of potential water leaks. These first 500 meters will be a great start to this multi-year project.

### **ITEM ANALYSIS**

Ferguson is the sole authorized distributor of Sensus meters in our region. Sensus was previously selected as the preferred water meter by the City and this effort will upgrade existing meters and begin adding new meters. In order to maintain efficiency throughout the water system, staff recommends continuing with the same manufacturer. Therefore, this is a “sole source” purchase, justified by the fact that there is no other vendor able to provide these meters.

Since the meters are being upgraded / replaced with remote read capability that uses radio telemetry capability, the City will need to apply for an FCC license and enter a lease agreement with Spectrum.

Staff is requesting Council to authorize the City Manager to sign the agreements attached, and to purchase the needed equipment to begin the water meter replacement and upgrade project.

### **FISCAL ANALYSIS**

The fiscal year 2020-21 budget sets aside \$170,000 for this project. The equipment and meters are estimated at \$150,600. The remaining funds are for fittings, boxes, and other appurtenances that will be purchased separately.

### **STRATEGIC PLAN ASSESSMENT**

This action supports Goal 1, provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs. This action also supports Goal 3, seek methods to create efficiencies and add additional value without compromising safety or performance.

### **ATTACHMENTS**

1. Sensus FCC License Application
2. Spectrum Lease Agreement

Staff review:

  
\_\_\_\_\_  
CM

**Erik Ongstad**  
North America Water  
Senior Account Development Manager

T: 206.331.1228  
800.638.3748  
erik.ongstad@xylem.com  
www.sensus.com



October 9, 2019

Jon Olson  
Public Works Director  
City of Crescent City

This document is validation that Sensus a Xylem brand – Raleigh, NC recognizes Ferguson Enterprises as the only authorized full line Authorized Water Distributor for the state of Washington, Oregon, Idaho, Alaska, Northern California (Del Norte, Siskiyou, Modoc, Humboldt, and Trinity counties).

Product lines included, but not limited to: FlexNet, iPerl, ally, SR11, AccuStream, all versions of OMNI, accuMag, and SmartPoints.

Please feel free to call me with any questions.

Respectfully yours,

A handwritten signature in black ink that reads "Erik E. Ongstad".

Erik Ongstad  
Senior Account Development Manager





## INFORMATION NEEDED FOR FCC LICENSE APPLICATION

### CUSTOMER INFORMATION:

Name of Applicant:

City of Crescent City

Mailing Address:

377 J Street

Crescent City, CA 95531

---

Person to Contact Regarding Application: Jon Olson

Telephone Number of Contact: 707-951-3275

Fax Number: \_\_\_\_\_

E-Mail Address: jolson@crescentcity.org

\*\* Federal Tax ID # (9 digits – required for FCC): 94-6000552

Are You a Government Entity (Check one)? YES  NO

If NO, specify: **Non-Profit or Profit**

\*\*If the organization is not a gov't entity but is Non-Profit, an IRS form 501c must be included with this application.

### CENTRAL LOCATION OF SERVICE AREA:

Street Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(If Known) Latitude: \_\_\_\_\_

Longitude: \_\_\_\_\_

\*\* Radius of Operation from Central Location (REQUIRED): \_\_\_\_\_ miles

**NOTE:** This form is to be completed in its entirety and returned to the FCC Coordinator at Sensus USA, Inc, 450 N. Gallatin Ave Uniontown, PA 15401. FAX: 1-800-888-2403. An application for an FCC license will be filed in your name as Applicant by Sensus USA, Inc. By signing below, you are authorizing and granting a Power of Attorney to Sensus USA, Inc. to electronically file and electronically sign your FCC application.

Signature / Date: \_\_\_\_\_

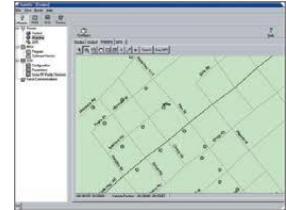
Printed Name and Position: \_\_\_\_\_



# Crescent City, Ca - AMR Package Includes

## Sensus VGB Drive-By System

- (1) Laptop
- (1) GPS
- (1) VGB Receiver
- (1) AutoVU Software
- (1) Mapping Software
- (1) Rolling hard case
- (1) 6501 – HDD
- (1) Docking Unit
- (1) Command Link



With this drive-by system, you will experience your reading range up to 1 mile away, making for very quick reading. This will also pick up any alarms such as leak detection or high use.

## Sensus FlexNet Radio

(500) Single Port Radios

20yr Radio Warranty – Full 15yr bumper to bumper – 5yr prorated

Primary Use FCC licensed Frequency

Powerful 2 watts of power

Firmware upgradable



## Sensus iPERL Meter

(100) 5/8x3/4"

20yr Warranty – Full 15yr bumper to bumper – 5yr prorated

20yr New Meter Accuracy Warranty

SMART Meter

Data Logger



## Sensus SMART Register

(400) 5/8x3/4" SMART Registers

20yr Warranty

SMART Register – Leak Alarm

120 Day Data Logger



## Ferguson Support

1<sup>st</sup> Year annual support

Springbrook Integration

UB and Operations Training

Access to Sensus Remote Support

Access to Ferguson Onsite and Remote Support



## Important Reminder:

All meters/registers and radios will be ready to migrate to AMI in future phases! Nothing to change in the field!!

## **Phase 1 Special Package Offer**

**500 - Single Port Radio - \$80,000**

**100 - 5/8x3/4" iPERL - \$14,700**

**400 – ER+ 5/8x3/4" Smart Registers - \$30,000**

**Complete AMR Reading Drive-by Package \$12,000 – (\$42,000 Value)**

- 1 Laptop**
- 1 GPS**
- 1 VGB Receiver**
- 1 AutoVU Software**
- 1 Mapping Software**
- 1 Rolling hard case**
  - 1 6501 – HDD**
  - 1 Docking Unit**
  - 1 Command Link**

**Install and Training - \$1,000 – (\$1,500 standard install and training fee)**

**1<sup>st</sup> Year Annual Support - \$2,600**

**Complete Sensus Proposed Package Standard Price - \$140,300 (+ca tax)**

### ***Package savings of \$30,500***

This special package offer has been created and approved strictly for the City of Crescent City. With that, we ask that you please not share these very special prices. Let me know any immediate questions that you have for me.

Pat Hart

AMI Specialist

Ferguson Meter & Automation Group

[Pat.Hart@Ferguson.com](mailto:Pat.Hart@Ferguson.com) -541.221.4332

**FCC Notification for Spectrum Manager Lease  
Ownership Disclosure Information  
and  
Spectrum Lease Agreement  
(“Agreement”)**

This Agreement contains two parts: Part (1) is The FCC Notification for Spectrum Manager Lease, to be filed with the FCC by Sensus on behalf of the Customer, coupled with Ownership Disclosure Information required for the FCC lease and Part (2) is a Spectrum Lease Agreement between Sensus as Lessor and Customer as Lessee. Together, these two parts create the Agreement.

The number of pages in this Agreement is indicated below, and Customer represents that it has received, reviewed, and completed the entire Agreement. By their signatures below, the parties agree to the terms and conditions set forth in this Agreement. The parties have caused this Agreement to be executed by their duly authorized representatives as of the day and year written below.

<b>Sensus USA Inc. &amp; Sensus Spectrum, LLC (together, “Sensus”)</b>	<b>Customer: City of Crescent City</b>
<b>Sensus USA Inc.</b> Signature: _____ Name: <u>David M. Alban</u> Title: <u>Associate General Counsel</u> Date: _____	Signature: _____ Name: <u>Eric Wier</u> Title: <u>City Manager</u> Date: _____
<b>Sensus Spectrum, LLC</b> Signature: _____ Name: <u>David M. Alban</u> Title: <u>Associate General Counsel</u> Date: _____	Customer contact person for FCC filings: Name: <u>Eric Wier</u> Phone: <u>707-464-7483</u> Email: <u>ewier@crescentcity.org</u> Customer FRN: _____ Customer Tax ID: <u>94-6000552</u>



**Part 1: Notification for Spectrum Manager Lease**

In order for Sensus to apply to the FCC on the Customer's behalf for a spectrum manager lease, Customer must complete the information below in boxes one (1) through ten (10) and certify via authorized signature. Customer's signature will indicate that Customer authorizes Sensus to file the spectrum manager lease notification on FCC Form 608 with the Customer as spectrum Lessee, and if Customer does not already have one, ownership disclosure information on FCC Form 602.

**Customer / Lessee Information**

<b>1</b>	<b>Customer/Lessee Name:</b> City of Crescent City		
	<b>Attention To:</b> Eric Wier	<b>Name of Real Party in Interest:</b>	
	<b>Street Address:</b> 377 J Street		<b>City:</b> Crescent City
	<b>State:</b> CA	<b>Zip:</b> 95531	<b>Phone:</b> 707-464-7483
	<b>Fax:</b>	<b>Email:</b> ewier@crescentcity.org	

Is Customer contact information same as above?  Yes  No (If No, complete box 2 below)

**Additional Customer/Lessee Contact Information**

<b>2</b>	<b>Company Name:</b>		
	<b>Attention To:</b>		
	<b>Street Address:</b>		<b>City:</b>
	<b>State:</b>	<b>Zip:</b>	<b>Phone:</b>
	<b>Fax:</b>	<b>Email:</b>	

<b>3</b>	Customer/Lessee is a(n) (Select one): <input type="checkbox"/> Individual   <input type="checkbox"/> Unincorporated Association   <input type="checkbox"/> Trust <input checked="" type="checkbox"/> Government Entity   <input type="checkbox"/> Corporation   <input type="checkbox"/> Limited Liability Company   <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership   <input type="checkbox"/> Limited Liability Partnership   <input type="checkbox"/> Consortium   <input type="checkbox"/> Other _____
----------	--

<b>4</b>	<b>FCC Form 602:</b> FCC File Number of Customer's Form 602 Ownership Information: _____. If Customer has not filed a Form 602, Sensus will file one for Customer. Please complete questions 5, 6, and 7 below if Customer does <u>not</u> have a Form 602 on file. Customer must complete items 8, 9 and 10 irrespective of whether Customer has an ownership report on file.
----------	---

<b>5</b>	<b>Customer Tax ID:</b> 94-6000552
----------	------------------------------------

<b>6</b>	<b>Individual Contact For FCC Matters</b>
	Please designate one individual (the Director of Public Works or similar person) who is responsible to the FCC for the operation of the FlexNet radio system.
	<b>Name</b> Jon Olson
	<b>Title:</b> Public Works Director
	<b>Email:</b> jolson@crescentcity.org <span style="float:right;"><b>Phone:</b> 707-951-3275</span>

**Ownership Disclosure Information**

7

Customer/Lessee to list the names of the Mayor and all Council Members below, as well as verify citizenship and ownership interests in any entity regulated by the FCC. Such ownership must be disclosed where a mayor/council member owns 10% or more, directly or indirectly, or has operating control of any entity subject to FCC regulation. If any answer to Ownership question is Yes, or any answer to Citizenship question is No, provide an attachment with further explanation.

	US Citizen?	Ownership Disclosure?
Mayor:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Member:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Member:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Member:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Member:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Member:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Member:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Member:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Member:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council Member:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

8

**Alien Ownership Questions (if the answer is Yes, provide an attachment explaining the circumstances)**

1) Is the Customer/Lessee a foreign government or the representative of any foreign government?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	---

9

**Basic Qualification Information**

1) Has the Customer or any party to this application had any FCC station authorization, license, or construction permit revoked or had any application for an initial, modification or renewal of FCC station authorization, license or construction permit denied by the Commission?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2) Has the Customer or any party to this filing, or any party directly or indirectly controlling the Customer or any party to this filing ever been convicted of a felony by any state or federal court?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3) Has any court finally adjudged the Customer or any party directly or indirectly controlling the Customer guilty of unlawfully monopolizing or attempting to unlawfully monopolize radio communication, directly or indirectly, through control of manufacture or sale of radio apparatus, exclusive traffic arrangement, or any other means or unfair methods of competition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

10

**Customer/Lessee Certification Statements**

1) The Customer/Lessee agrees that the Lease is not a sale or transfer of the license itself.	<input checked="" type="checkbox"/> Yes
2) The Customer/Lessee acknowledges that it is required to comply with the Commission's Rules and Regulations and other applicable law at all times, and if the Customer/Lessee fails to so comply, the Lease may be revoked, cancelled, or terminated by either the Licensee or the Commission.	<input checked="" type="checkbox"/> Yes
3) The Customer/Lessee certifies that neither it nor any other party to the Application/Notification is subject to a denial of Federal benefits pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C § 862, because of a conviction for possession or distribution of a controlled substance (See Section 1.2002(b) of the rules, 47 CFR § 1.2002(b), for the definition of "party to the application" as used in this certification.)	<input checked="" type="checkbox"/> Yes
4) The Customer/Lessee hereby accepts Commission oversight and enforcement consistent with the license and lease authorization. The Lessee acknowledges that it must cooperate fully with any investigation or inquiry conducted either by the Commission or the Licensee, allow the Commission or the Licensee to conduct on-site inspections of transmission facilities, and suspend operations at the direction of the Commission or the Licensee and to the extent that such suspension of operation would be consistent with applicable Commission policies.	<input checked="" type="checkbox"/> Yes

5) The Customer/Lessee acknowledges that in the event an authorization held by a Licensee that it has association with it a spectrum leasing arrangement that is the subject of this filing is revoked, cancelled, terminated, or otherwise ceases to be in effect, the Customer/Lessee will have no continuing authority to use the leased spectrum and will be required to terminate its operations no later than the date on which the Licensee ceases to have any authority to operate under the license, unless otherwise authorized by the Commission.	<input checked="" type="checkbox"/> Yes
6) The Customer/Lessee agrees the Lease shall not be assigned to any entity that is not eligible or qualified to enter into a spectrum leasing arrangement under the Commission's Rules and Regulations.	<input checked="" type="checkbox"/> Yes
7) The Customer/Lessee waives any claim to the use of any particular frequency or of the electromagnetic spectrum as against the regulatory power of the United States because of the previous use of the same, whether by spectrum lease or otherwise.	<input checked="" type="checkbox"/> Yes
8) The Customer/Lessee certifies that it is not in default on any payment for Commission licenses and that it is not delinquent on any non-tax debt owed to any federal agency.	<input checked="" type="checkbox"/> Yes

The Customer/Lessee certifies that all of its statements made in this Application/Notification and in the schedules, exhibits, attachments, or documents incorporated by reference are material, are part of this Application/Notification, and are true, complete, correct, and made in good faith. The Customer/Lessee shall notify Sensus in writing in the event any information supplied on this form changes.

**Type or Printed Name of Party Authorized to Sign**

First Name: Eric	MI:	Last Name: Wier	Suffix:
Title: City Manager		Customer Name: City of Crescent City	
Signature:			Date:
<b>FAILURE TO SIGN THIS APPLICATION MAY RESULT IN DISMISSAL OF THE APPLICATION AND FORFEITURE OF ANY FEES PAID.</b>			
<b>WILLFUL FALSE STATEMENTS MADE ON THIS FORM OR ANY ATTACHMENTS ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. Code, Title 18, Section 1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. Code, Title 47, Section 312(a)(1)) AND/OR FORFEITURE (U.S. Code Title 47, Section 503).</b>			

## Part 2: SPECTRUM LEASE AGREEMENT

### Background

- A. Customer has bought or will buy or use FlexNet equipment manufactured by Sensus;
- B. Sensus is leasing spectrum to Customer to operate the FlexNet equipment;
- C. The spectrum that Sensus is leasing is authorized by Sensus' FCC License(s); and
- D. Sensus is leasing spectrum to Customer in the area where FlexNet equipment will be operated (the "Service Area").

### Agreement

- A. **Spectrum Lease.** Sensus hereby grants to Customer and Customer accepts a spectrum manager lease ("Lease") over the frequencies of the FCC License and solely within Customer's Service Area. (The frequencies of the FCC License within Customer's geographic Service Area are called the "Leased Spectrum"). Customer shall pay the ongoing fees to either Sensus or Sensus' authorized distributor for the use of the Leased Spectrum, as directed by Sensus.
- B. **FCC Forms.** At the Federal Communications Commission (FCC), Sensus will; (1) obtain an FCC Registration Number (FRN) for Customer; (2) submit on behalf of Customer the FCC Form 602 Ownership Disclosure Information if Customer has not already done so; and (3) file a FCC Form 608, notification/application for long-term spectrum manager lease. This Lease becomes effective when the FCC accepts the FCC Form 608.
- C. **Lease Application.** In order to complete the FCC lease application, Customer will:
  - i. Complete and sign the representations in Part 1 of this Agreement such that Customer demonstrates it qualifies for a spectrum lease under FCC rules. Customer's signature will indicate that Customer authorizes Sensus to; (1) obtain an FRN on behalf of Customer; (2) submit the FCC Form 602 Ownership Disclosure Information on behalf of Customer if Customer has not already done so; and (3) file the spectrum manager lease notification on FCC Form 608 with the Customer as spectrum lessee.
  - ii. Give Sensus the coordinates of the boundaries of Customer's Service Area or, alternatively, approve Sensus' estimation of the same.
  - iii. If Customer has not already done so; Customer hereby authorizes Sensus to apply on Customer's behalf and obtain for Customer a Federal Registration Number (FRN, the FCC's unique identifier for each licensee) and shall supply Sensus with Customer's Taxpayer Identification Number (TIN).
  - iv. Provide any other information or other cooperation reasonably necessary for the Parties to perform as set forth herein.
- D. **Permitted Use of Spectrum Lease.** Customer may transmit or receive over the Leased Spectrum only in the Service Area and only using FlexNet equipment manufactured by Sensus and used in accordance with Sensus' specifications. Customer may use the Leased Spectrum only to read and direct meters in support of Customer's primary utility business or any other operation approved by Sensus in writing. Without limiting the foregoing, Customer is prohibited from reselling, subleasing or sublicensing the Leased Spectrum or from transmitting voice communications over the Leased Spectrum.
- E. **Term of Spectrum Lease.** Unless terminated earlier (because for example Customer stopped using the FlexNet equipment), this Lease will have the same term as the FCC license. If Customer is operating in compliance with this Agreement and Customer's underlying agreement with Sensus and is current on any payments owed to Sensus, when the FCC License renews, the Parties will apply to the FCC to renew this Lease.
- F. **Termination of Spectrum Lease.** The Lease will terminate: (a) two months after Customer stops transmitting with FlexNet equipment manufactured by Sensus; (b) upon termination, revocation or expiration of the FCC License; or (c) upon Customer's breach of this Agreement.
- G. **FCC Compliance.** The following FCC requirements apply
  - i. Pursuant to 47 CFR 1.9040(a);
    - (a) Customer must comply at all times with applicable FCC rules. This Agreement may be revoked by Sensus or the FCC if Customer fails to so comply;
    - (b) If the FCC License is terminated, Customer has no continuing right to use the Leased Spectrum unless otherwise authorized by the FCC;
    - (c) This Agreement is not an assignment, sale or other transfer of the FCC License;
    - (d) This Agreement may not be assigned except upon written consent of Sensus, which consent may be withheld in its discretion; and
    - (e) In any event, Sensus will not consent to an assignment that does not satisfy FCC rules.
  - ii. Referencing 47 CFR 1.9010, Sensus retains *de jure* and *de facto* control over the applicable radio facilities, including that,



- (a) Sensus will be responsible for Customer's compliance with FCC policies and rules. Sensus represents and warrants that it has engineered the FlexNet equipment and accompanying software and other programs to comply with FCC rules. Customer will operate the FlexNet equipment subject to Sensus' supervision and control and solely in accordance with Sensus' specifications. Sensus retains the right to inspect Customer's radio operations hereunder and to terminate this Agreement or take any other necessary steps to resolve a violation of FCC rules, including to order Customer to cease transmission. Sensus will act as spectrum manager in assigning spectrum under the FCC License so as to avoid any harmful interference or other violation of FCC rules. Sensus will be responsible for resolving any interference complaints or other FCC rule violations that may arise; and
  - (b) Sensus will file any necessary FCC forms or applications and Customer agrees reasonably to assist Sensus with such filing by providing any necessary information or other cooperation. Sensus will otherwise interact with the FCC with respect to this Agreement, the FCC License or FlexNet equipment.
  - iii. Customer must continue operations on the spectrum during the Term of this Agreement. If Customer stops operations for any period of time, Customer must notify Sensus by sending an email to [legal@xyleminc.com](mailto:legal@xyleminc.com). Customer may not pause or discontinue operations for more than 180 days.
- H. **Interference.** Customer agrees to report to Sensus promptly, and in no event later than 72 hours afterward, any incident related to the Leased Spectrum, including where Customer experiences harmful interference, receives a complaint or other notice of having caused harmful interference, or receives any type of communication from the FCC or other government agency regarding radio transmission.
- I. **Limitation of Liability.** Each parties' liability in any and all causes of action arising under, out of or in relation to this Agreement, its negotiation, performance, breach or termination (collectively, "Causes of Action") shall be limited to direct damages. Neither party shall be liable for any indirect, incidental, special or consequential damages. This is so whether the Causes of Action are in tort, including, without limitation, negligence or strict liability, in contract, under statute or otherwise. The limitations on liability set forth in this Agreement are fundamental inducements to both parties to enter into this Agreement. They apply unconditionally and in all respects. They are to be interpreted broadly so as to give the maximum protection permitted under law.

*[Rest of this page intentionally left blank.]*

###



## CITY COUNCIL AGENDA REPORT

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

**FROM:** ERIC WIER, CITY MANAGER

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

**DATE:** JULY 20, 2020

**SUBJECT:** WATER MODEL & CAPITAL IMPROVEMENT PLAN

---

### RECOMMENDATION

- Authorize City manager to sign contract amendment, task order 6, with Stover Engineering to complete the water model and capital improvement plan project

### BACKGROUND

Staff issued a request for qualifications (RFQ) on December 5, 2018 for Engineering Support Services to assist the City in development and completion of essential Capital Improvement Projects (CIP) and other tasks. Council approved contracts with five engineering and engineering support teams to assist with capital improvement projects, special projects, and projects to implement new and existing regulatory requirements.

The first of the City's water system was constructed in 1958. Over the years the system has been expanded upon. The last water system master plan was completed in 1992. There have been several additions since this time and staff feels this is important to look at the water system as a whole with the new additions. This project will allow staff to make good informed decisions to prioritize projects for the water system.

Staff issued a short format RFQ to the previously selected firms on July 24<sup>th</sup>, 2019 for the development of a water system model to inform staff on decisions about replacement of pumps at the Ranney pumping station and other capital upgrades to the water system. Stover Engineering, in conjunction with Kennedy/Jenks, was selected as the most qualified to complete the requested services. The level of effort required to complete the scope of professional services was greater than the budget in FY 2019-20. A static water model of the prioritized water system components was completed. Although the static water model gives great information about the system, it does not show the full picture. The remaining scope would include all water system components and be updated into a

dynamic model. A dynamic model will give a better representation of the water system as a whole. Therefore, a reduced scale project was completed in FY 2019-20 to begin the process, and the budget of \$100,000 to fully complete the project was authorized by the Council in the FY 2020-21 budget. Staff requests authorization of the amendment to the original task order to complete the full scope in FY 2020-21.

This project is anticipated to be completed June 30, 2021.

### **FISCAL ANALYSIS**

The Fiscal Year 2020-21 budget set aside \$100,000 in the Water Fund for this project. Stover's proposed total project fee is \$98,000 which is within the approved budget.

### **STRATEGIC PLAN ASSESSMENT**

This action supports Goal 1, provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs. This action also supports Goal 3, seek methods to create efficiencies and add additional value without compromising safety or performance.

### **ATTACHMENTS**

1. Stover Engineering Amendment to Task Order 6
2. KJ's Scope of Professional Services

Staff review:

  
\_\_\_\_\_  
CM

Amendment to Task Order 6

CLIENT: City of Crescent City

ORIGINAL TASK ORDER DATE: 28 January 2020

JOB NUMBER: 4594.06

**ADDITIONAL/MODIFIED SERVICES TO BE PERFORMED:**

Consultant shall perform the following additional services:

Stover Engineering in association with Kennedy/Jenks Consultants, Inc. (Consultant), will provide the scope of services described below for Amendment 1 to Task Order 6 which consists of the development of an all-pipe hydraulic model of the distribution system and a hydraulic analysis for the City of Crescent City (Client or City). The goal of this effort is to provide the City with capital improvement recommendations to address based on a hydraulic analysis of the distribution system. This work follows on the schematic hydraulic modeling work Consultant conducted under the original scope and fee estimate of Task Order 6. The below task numbers are separate from the task numbers assigned in the original Task Order 6.

**Task 1 – Project Management and Quality Control**

Provide coordination with consultant team, prepare monthly invoices, produce project schedule, and conduct internal Quality Control reviews of all deliverables. Project coordination will include monthly communication with Client to discuss status of project scope, schedule, and budget.

**Task 1 Assumptions:**

- Budgeting for this task assumes a project duration of 9 months.
- No site visits by Kennedy Jenks staff are included in this scope of work.

**Task 1 Deliverables:**

- Monthly invoices and project update phone calls.

**Task 2 – Model Update**

Based on the work completed under Task Order 6, Consultant has a working schematic hydraulic model of the distribution system capable of extended period simulation (EPS). The current model includes the system's reservoirs, pump stations, PRV, and supply transmission mains. The model will be updated to be an all-pipe hydraulic model that simulates the entire system, including distribution pipelines. The model development will consist of the following subtasks:

**2.1 – Water Meter Geocoding and Demand Allocation**

This subtask includes geocoding of water meters and allocation of water demands using billing records for the past 12 months. The major steps to perform this subtask include:

- Aggregating monthly/bi-monthly usage records into annual demands (per account)
- Geocoding of water meters using the account billing address field
- Allocating average annual water demands to model nodes using GIS routines

## **2.2 – Pipeline and Facility Attribute Assignment**

This subtask consists of the following activities:

- Elevation assignment to new model nodes (pipeline endpoints) using ground surface elevations from a City's elevation source (if available) or from Google Earth.
- Pipeline C factor (roughness) assignment based on diameters, age and material.

Based on Consultant's preliminary review of the City's water system GIS database, approximately 33 percent of the City's pipelines do not have an assigned diameter and pipeline material. In addition, pipeline age is not available in the GIS database. It is assumed that the City will provide Consultant with the missing data.

### **Task 2 Assumptions:**

- For subtask 2.1, it is assumed that City staff will help locate meters that cannot be readily located by account address and provide needed data in Excel format.
- The City will provide missing pipeline diameter, material and age data in Excel or GIS format. Consultant has budgeted 24 hours of professional time for subtask 2.2 (Pipeline and Facility Attribute Assignment). Budgeted effort assumes Consultant will not be required to review record drawings to collect pipeline data.

### **Task 2 Deliverables:**

- Updated hydraulic model files

## **Task 3 – Extended Period Model Calibration**

This task includes activities related to calibrating the model against the system's hydraulic parameters (levels, flows, pressures) over an extended period using data from the City's SCADA system.

### **3.1 – Calibration Plan Development**

This subtask includes development of a Calibration Plan for review, commenting and approval by the City. The Calibration Plan will identify a two-week data collection period. Upon review of available SCADA points, the required SCADA records will be identified.

For scoping purposes, Consultant has assumed the required SCADA data are available at 30-minute intervals without randomly missing timesteps. If the required SCADA data are not available, installation of temporary pressure loggers and/or flow meters may be needed for data collection. Based on a review of available SCADA data, additional data collection may be needed for the following parameters:

- Elk Valley pump station flow and pressure
- Church Tree pump station flow and pressure
- Church Tree tank level
- BOV tank level
- PRV flow and pressure

### **3.2 – Diurnal Pattern Development**

This subtask includes estimating the system's hourly water demands and developing a 24-hour systemwide diurnal pattern using the collected SCADA data. The diurnal pattern will be assigned to demand nodes in the model.

### **3.3 – EPS Model Calibration**

This subtask includes the following activities:

- Average demands in the model will be scaled to match those of the calibration period
- Control statement will be developed for pumps based on downstream tank levels
- The final calibration step is to adjust the initial C factors for groups of pipelines with similar characteristics, until tank water level predictions are within 3 to 6 ft and pressures are within 2 to 4 psi of those recorded in the field (per AWWA Manual M32).
- The calibration results for tank levels and pump station flows, discharge and suction pressures will be documented in a series of graphs in which model results are compared with SCADA data over the 24-hour calibration period.

### **3.4 – Static State (Fire Flow) Calibration [Optional Task not Included at this Time]**

A static calibration using fire flow test data is not included in this scope of work for model calibration. However, this effort can be provided if requested by the City. This type of calibration is typically used to refine pipeline C-factors, especially for older unlined metallic pipelines that may have significant operational issues. The City may choose to perform this type of calibration at a later time, especially in areas where the City suspects there may be pipeline operational issues.

#### ***Task 3 Assumptions:***

- City will provide data required as presented in the Model Calibration Plan.
- City will provide temporary pressure loggers and/or flow meters if needed for model calibration.

#### ***Task 3 Deliverables:***

- Draft and final Model Calibration Plan provided in electronic format (Microsoft Word and Adobe Acrobat)
- Calibrated hydraulic model files meeting AWWA Manual M32.
- Calibration results in graphical format
- Conduct a 1-hour review meeting via phone to present calibration results.

### **Task 4 – System Hydraulic Evaluation**

This task includes activities related to development of the system planning and evaluation criteria, and hydraulic modeling and desktop evaluations of the distribution system.

#### **4.1 – Criteria Development**

Prior to system evaluation, Consultant will prepare the preliminary list of criteria to evaluate the hydraulic capacity of the existing system. The criteria will establish limits for pipeline velocities and headloss, system pressures, and supply and storage capacities. The criteria will be based on inputs from the City and other typical criteria used in similar systems. The draft list will be submitted to the City for review and concurrence.

#### **4.2 – Modeling Evaluations**

Consultant will use the hydraulic model to evaluate the water distribution system under existing average day, maximum day and maximum day plus fire flow conditions comparing system performance with the criteria developed in Task 4.1.

Once the modeling analyses are complete, the system deficiencies under various demand condition will be identified and GIS-based system maps will be prepared to present the deficiencies and the recommended improvements to alleviate them.

In addition, the following system optimization scenario will be analyzed:

- Meadowbrook pump station/PRV optimization – provide facility requirements to meet operational and fire flow requirements to Meadowbrook area

#### **4.3 – Desktop Evaluation of Supply and Storage Capacities**

Water balance calculations will be performed to evaluate the supply and storage capacities under existing maximum day demand conditions to determine if existing storage values meet criteria developed in Task 4.1.

##### ***Task 4 Assumptions:***

- System performance will be evaluated for current conditions only. Evaluation does not include future demands or service areas.

##### ***Task 4 Deliverables:***

- Draft system planning and evaluation criteria (tabulated) in electronic format (Microsoft Word and Adobe Acrobat)
- System maps showing deficiencies and recommended improvements in electronic format (Adobe Acrobat).
- Supply and storage capacity evaluation results (tabulated)
- Conduct a 1-hour review meeting via phone to present identified system deficiencies and recommended improvements.

#### **Task 5 – Capital Improvement Plan Development**

Consultant will provide a Capital Improvement Plan (CIP) to address deficiencies identified in the system hydraulic evaluation. The CIP will include project IDs, names, descriptions, locations, justification, deficiency type, and planning level estimates of project costs.

Projects will be color coded on system maps for illustration and prioritized according to need and anticipated schedule.

##### ***Task 5 Deliverables:***

- Draft Capital Improvement Plan (tables and maps) in electronic format.
- Conduct a 1-hour review meeting via phone to present the draft Capital Improvement Plan.

#### **Task 6 – Existing System Evaluation Report**

Consultant will provide an Existing System Evaluation Report summarizing and documenting the work performed under this project. The report will include an Executive Summary and is expected to include the following sections:

Section 1	Introduction
Section 2	Existing System Description
Section 3	Demands and Supplies
Section 4	Hydraulic Model Development

Section 5 System Hydraulic Evaluation

Section 6 Capital Improvement Plan

The draft report will be submitted electronically in MS Word and PDF format for City review and commenting. The final report will be prepared after incorporating the City's comments.

**Task 6 Deliverables:**

- Draft and final copies of the Existing System Evaluation Report in electronic format. Draft will be provided in both Microsoft Word and Adobe Acrobat. The final report will be provided in Adobe Acrobat only.
- Five hard copies of the final report.

**CHANGE IN COMPENSATION:**

Where Consultant has provided Client with a breakdown of the total compensation into tasks and/or subtasks, such breakdowns are estimates only. Consultant may re-allocate compensation between tasks and/or subtasks, provided total compensation is not exceeded without the approval of City.

Consultant proposes that compensation for our services be on a time and expense reimbursement basis in accordance with the schedule of charges in Task Order 6. Payments shall be made monthly based on invoices which describe services and list actual costs and expenses.

Client agrees to additionally compensate Consultant as follows:

Time and materials not to exceed \$98,000 without the express written authorization of the Client. This budget is based on the attached estimated level of effort breakdown.

This Amendment shall be made to the original Task Order made between Client and Stover Engineering (Consultant) on the Date and Project Number referenced above. All other conditions and provisions of the Task Order shall remain in full force and effect.

**APPROVED**

CLIENT:

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

CONSULTANT:

BY:  \_\_\_\_\_

NAME: WARD L. STOVER

TITLE: PRINCIPAL

DATE: 7-8-20

[End of Amendment]



July 2, 2020

Mr. Ward Stover  
Stover Engineering  
711 H Street  
Crescent City, CA 95531

Subject: Proposal for Professional Services: Task Order 4  
Water Distribution Modeling & Capital Planning  
K/J Proposal: P20019

Dear Ward:

We are pleased to submit this Task Order 4 proposal for providing professional services associated with the Master Services Agreement for Engineering/Professional Services (MSA) dated 21 February 2019.

### **Scope of Services**

Kennedy/Jenks Consultants, Inc. (Kennedy Jenks) will provide the scope of services described below for Task Order 4 which consists of the development of an all-pipe hydraulic model of the distribution system and a hydraulic analysis for the City of Crescent City (City). The goal of this effort is to provide the City with capital improvement recommendations to address based on a hydraulic analysis of the distribution system. This work follows on the schematic hydraulic modeling work Kennedy Jenks conducted under Task Order 3.

### **Task 1 – Project Management and Quality Control**

Provide coordination with Stover Engineering, City of Crescent City (City) and consultant team, prepare monthly invoices, produce project schedule, and conduct internal Quality Control reviews of all deliverables. Project coordination will include monthly communication with Stover Engineering to discuss status of project scope, schedule, and budget.

#### ***Task 1 Assumptions:***

- Budgeting for this task assumes a project duration of 9 months.
- No site visits by Kennedy Jenks staff are included in this scope of work.

#### ***Task 1 Deliverables:***

- Monthly invoices and project update phone calls.

Mr. Ward Stover  
Stover Engineering  
July 2, 2020  
Page 2

## **Task 2 – Model Update**

Based on the work completed under Task Order 3, Kennedy Jenks has a working schematic hydraulic model of the distribution system capable of extended period simulation (EPS). The current model includes the system's reservoirs, pump stations, PRV, and supply transmission mains. The model will be updated to be an all-pipe hydraulic model that simulates the entire system, including distribution pipelines. The model development will consist of the following subtasks:

### **2.1 – Water Meter Geocoding and Demand Allocation**

This subtask includes geocoding of water meters and allocation of water demands using billing records for the past 12 months. The major steps to perform this subtask include:

- Aggregating monthly/bi-monthly usage records into annual demands (per account)
- Geocoding of water meters using the account billing address field
- Allocating average annual water demands to model nodes using GIS routines

### **2.2 – Pipeline and Facility Attribute Assignment**

This subtask consists of the following activities:

- Elevation assignment to new model nodes (pipeline endpoints) using ground surface elevations from a City's elevation source (if available) or from Google Earth.
- Pipeline C factor (roughness) assignment based on diameters, age and material.

Based on Kennedy Jenks' preliminary review of the City's water system GIS database, approximately 33 percent of the City's pipelines do not have an assigned diameter and pipeline material. In addition, pipeline age is not available in the GIS database. It is assumed that the City will provide Kennedy Jenks with the missing data.

#### ***Task 2 Assumptions:***

- For subtask 2.1, it is assumed that City staff will help locate meters that cannot be readily located by account address and provide needed data in Excel format.
- The City will provide missing pipeline diameter, material and age data in Excel or GIS format. Kennedy Jenks has budgeted 24 hours of professional time for subtask 2.2 (Pipeline and Facility Attribute Assignment). Budgeted effort assumes Kennedy Jenks will not be required to review record drawings to collect pipeline data.

#### ***Task 2 Deliverables:***

- Updated hydraulic model files

### **Task 3 – Extended Period Model Calibration**

This task includes activities related to calibrating the model against the system's hydraulic parameters (levels, flows, pressures) over an extended period using data from the City's SCADA system.

#### **3.1 – Calibration Plan Development**

This subtask includes development of a Calibration Plan for review, commenting and approval by the City. The Calibration Plan will identify a two-week data collection period. Upon review of available SCADA points, the required SCADA records will be identified.

For scoping purposes, Kennedy Jenks has assumed the required SCADA data are available at 30- minute intervals without randomly missing timesteps. If the required SCADA data are not available, installation of temporary pressure loggers and/or flow meters may be needed for data collection. Based on a review of available SCADA data, additional data collection may be needed for the following parameters:

- Elk Valley pump station flow and pressure
- Church Tree pump station flow and pressure
- Church Tree tank level
- BOV tank level
- PRV flow and pressure

#### **3.2 – Diurnal Pattern Development**

This subtask includes estimating the system's hourly water demands and developing a 24- hour systemwide diurnal pattern using the collected SCADA data. The diurnal pattern will be assigned to demand nodes in the model.

#### **3.3 – EPS Model Calibration**

This subtask includes the following activities:

- Average demands in the model will be scaled to match those of the calibration period
- Control statement will be developed for pumps based on downstream tank levels
- The final calibration step is to adjust the initial C factors for groups of pipelines with similar characteristics, until tank water level predictions are within 3 to 6 ft and pressures are within 2 to 4 psi of those recorded in the field (per AWWA Manual M32).
- The calibration results for tank levels and pump station flows, discharge and suction pressures will be documented in a series of graphs in which model results are compared with SCADA data over the 24-hour calibration period.

### **3.4 – Static State (Fire Flow) Calibration [Optional Task]**

A static calibration using fire flow test data is not included this scope of work for model calibration. However, this effort can be provided if requested by the City. This type of calibration is typically used to refine pipeline C-factors, especially for older unlined metallic pipelines that may have significant operational issues. The City may choose to perform this type of calibration at a later time, especially in areas where the City suspects there may be pipeline operational issues.

#### ***Task 3 Assumptions:***

- City will provide data required as presented in the Model Calibration Plan.
- City will provide temporary pressure loggers and/or flow meters if needed for model calibration.

#### ***Task 3 Deliverables:***

- Draft and final Model Calibration Plan provided in electronic format (Microsoft Word and Adobe Acrobat)
- Calibrated hydraulic model files meeting AWWA Manual M32.
- Calibration results in graphical format
- Conduct a 1-hour review meeting via phone to present calibration results.

### **Task 4 – System Hydraulic Evaluation**

This task includes activities related to development of the system planning and evaluation criteria, and hydraulic modeling and desktop evaluations of the distribution system.

#### **4.1 – Criteria Development**

Prior to system evaluation, Kennedy Jenks will prepare the preliminary list of criteria to evaluate the hydraulic capacity of the existing system. The criteria will establish limits for pipeline velocities and headloss, system pressures, and supply and storage capacities. The criteria will be based on inputs from the City and other typical criteria used in similar systems. The draft list will be submitted to the City for review and concurrence.

#### **4.2 – Modeling Evaluations**

Kennedy Jenks will use the hydraulic model to evaluate the water distribution system under existing average day, maximum day and maximum day plus fire flow conditions comparing system performance with the criteria developed in Task 4.1.

Mr. Ward Stover  
Stover Engineering  
July 2, 2020  
Page 5

Once the modeling analyses are complete, the system deficiencies under various demand condition will be identified and GIS-based system maps will be prepared to present the deficiencies and the recommended improvements to alleviate them.

In addition, the following system optimization scenario will be analyzed:

- Meadowbrook pump station/PRV optimization – provide facility requirements to meet operational and fire flow requirements to Meadowbrook area

### **4.3 – Desktop Evaluation of Supply and Storage Capacities**

Water balance calculations will be performed to evaluate the supply and storage capacities under existing maximum day demand conditions to determine if existing storage values meet criteria developed in Task 4.1.

#### ***Task 4 Assumptions:***

- System performance will be evaluated for current conditions only. Evaluation does not include future demands or service areas.

#### ***Task 4 Deliverables:***

- Draft system planning and evaluation criteria (tabulated) in electronic format (Microsoft Word and Adobe Acrobat)
- System maps showing deficiencies and recommended improvements in electronic format (Adobe Acrobat).
- Supply and storage capacity evaluation results (tabulated)
- Conduct a 1-hour review meeting via phone to present identified system deficiencies and recommended improvements.

### **Task 5 – Capital Improvement Plan Development**

Kennedy Jenks will provide a Capital Improvement Plan (CIP) to address deficiencies identified in the system hydraulic evaluation. The CIP will include project IDs, names, descriptions, locations, justification, deficiency type, and planning level estimates of project costs.

Projects will be color coded on system maps for illustration and prioritized according to need and anticipated schedule.

#### ***Task 5 Deliverables:***

- Draft Capital Improvement Plan (tables and maps) in electronic format.
- Conduct a 1-hour review meeting via phone to present the draft Capital Improvement Plan.

## **Task 6 – Existing System Evaluation Report**

Kennedy Jenks will provide an Existing System Evaluation Report summarizing and documenting the work performed under this project. The report will include an Executive Summary and is expected to include the following sections:

- Section 1      Introduction
- Section 2      Existing System Description
- Section 3      Demands and Supplies
- Section 4      Hydraulic Model Development
- Section 5      System Hydraulic Evaluation
- Section 6      Capital Improvement Plan

The draft report will be submitted electronically in MS Word and PDF format for City review and commenting. The final report will be prepared after incorporating the City's comments.

### ***Task 6 Deliverables:***

- Draft and final copies of the Existing System Evaluation Report in electronic format. Draft will be provided in both Microsoft Word and Adobe Acrobat. The final report will be provided in Adobe Acrobat only.
- Five hard copies of the final report.

## **Basis of Compensation**

Kennedy Jenks proposes that compensation for our services be on a time and expense reimbursement basis in accordance with the enclosed Schedule of Charges dated July 2, 2020. Payments shall be made monthly based on invoices which describe services and list actual costs and expenses.

We propose a budget of \$93,400 for this scope of work which will not be exceeded without authorization. This budget is based on the attached estimated work breakdown:

Mr. Ward Stover  
Stover Engineering  
July 2, 2020  
Page 7

Where Kennedy Jenks has provided Stover Engineering with a breakdown of the total compensation into tasks and/or subtasks, such breakdowns are estimates only. Kennedy Jenks may re-allocate compensation between tasks and/or subtasks, provided total compensation is not exceeded without the approval of Stover Engineering.

**Terms and Conditions**

Please refer to the Standard Conditions dated January 1, 2017 in the MSA dated 21 February 2019 for Terms and Conditions for this Task Order 4.

This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter.

If this proposal meets with your approval, please sign where noted below and return a copy to our office to serve as our authorization.

Thank you for considering us for this work. We look forward to working with you.

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.

Charles L. Wright Jr.  
Project Manager

**AUTHORIZATION:**

STOVER ENGINEERING

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosure



## CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

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

**DATE: JULY 20, 2020**

**SUBJECT: WATER QUALITY LAB EQUIPMENT REPLACEMENT**

---

### **RECOMMENDATION**

- Adopt Resolution 2020-57, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET

### **BACKGROUND**

As discussed at the budget workshop, some of the equipment in the lab is obsolete and last year's State Water Resources Control Board audit concluded equipment replacement is needed to maintain lab certification. These purchases were included in the FY 19-20 budget and were ordered in June. However, due to COVID-19 shipping delays, the equipment was not received by June 30 and therefore must be expensed in the FY 20-21 budget.

### **ITEM ANALYSIS**

The items purchased for the lab include:

HACH DR6000 Spectrophotometer with shipping - \$9,000.00  
Market Forge Autoclave with shipping - \$14,000.00  
Market Forge stand - \$1,000.00

These items are needed in order to maintain the Water Quality Lab's certifications.

5



**FISCAL ANALYSIS**

The FY 2020-2021 budget amendment is for a total of \$24,000. This expenditure will cover the costs of the needed equipment replacement. These costs will be an expense from the Sewer Fund.

**STRATEGIC PLAN ASSESSMENT**

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

**ATTACHMENTS**

1. Resolution 2020-57, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET

Staff review:

  
\_\_\_\_\_  
CM

**RESOLUTION NO. 2020-57**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING  
THE FISCAL YEAR 2020-21 BUDGET  
OF THE CITY OF CRESCENT CITY**

**WHEREAS**, the budget for the fiscal year beginning July 1, 2020, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 22<sup>nd</sup> day of June 2020; and

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

**WHEREAS**, the City's Water Quality Lab is in need of equipment replacements in order to maintain certification and continue to provide services to both the City's Water and Sewer Funds and to non-City customers; and

**WHEREAS**, these purchases were included in the Fiscal Year 2019-20 budget, but the equipment was not received by June 30; and

**WHEREAS**, the fulfillment of these priorities requires an amendment to the City's adopted budget.

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

That the Fiscal Year 2020-21 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

	Revenue Increase (Decrease)	Expense Increase (Decrease)
Sewer Fund		\$24,000

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

AYES:

NOES:

ABSTAIN:

ABSENT:

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

ATTEST:

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

# CITY COUNCIL AGENDA REPORT



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

**FROM: ERIC WIER, CITY MANAGER**

**BY: RICHARD GRIFFIN, CHIEF OF POLICE**

**DATE: JULY 20, 2020**

**SUBJECT: CCPD GRANT ACCEPTANCE – ABC ALCOHOL POLICING PARTNERSHIP**

---

## **RECOMMENDATION**

- Accept the ABC Alcohol in Policing Partnership Grant and contingent upon the City Attorney approval as to form authorize the City Manager to execute grant documents
- Adopt Resolution 2020-58, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-2021 BUDGET

## **BACKGROUND**

On Feb 18, 2020, the City Council gave direction to Chief Griffin to apply for a grant from the California Department of Alcoholic Beverage Control in the amount of up to \$25,000. The California Department of Alcoholic Beverage Control was offering grant funding for up to \$100,000 per agency, effective July 1, 2020. The grant proposal deadline was March 31, 2020.

## **ANALYSIS**

The Crescent City Police Department applied for the grant in the total amount of \$23,073.54. This included \$2500 for equipment, \$2500 for operating expenses, \$2500 for Travel and Registration expense for a required grant conference, and \$15,573.54 for overtime costs associated with the grant projects. On June 9<sup>th</sup> Chief Griffin was notified by ABC that the Crescent City Police Department was selected to receive funding for the 2020/2021 Alcohol in Policing Partnership grant in the amount of \$20,574. This amount reflected the travel budget being eliminated due to the cancellation of the annual grant conference.

**FINANCIAL IMPACT**

If approved, the proposed ABC funding would be \$20,574 in grant revenue added to the CCPD budget. Up to \$2500 of this money can be used for equipment, \$2500 for operating expenses, and the rest would go towards overtime costs.

**STRATEGIC PLAN ANALYSIS**

Acquiring grant funding through these sources meets the goals and objectives of Goal 1 "Support quality services and community safety to enhance the lives of our citizens and visitors", Subsection C. "Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States"

**Attachments**

- Resolution 2020-58

CM: EW

**RESOLUTION NO. 2020-58**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING  
THE FISCAL YEAR 2020-21 BUDGET OF THE CITY OF CRESCENT CITY**

**WHEREAS**, the budget for the fiscal year beginning July 1, 2020, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 22<sup>nd</sup> day of June 2020; and

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

**WHEREAS**, the Chief of Police has secured grant funding to support the Alcohol Policing Partnership Program with the Department of Alcoholic Beverage Control; and

**WHEREAS**, the maintenance of the grant funds requires an amendment to the adopted budget.

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

That the Fiscal Year 2020-21 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

Fund	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	\$20,574	\$20,574

**APPROVED and ADOPTED** and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 6<sup>th</sup> day of July 2020, by the following polled vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

# CITY COUNCIL AGENDA REPORT



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

**FROM: ERIC WIER, CITY MANAGER**

**BY: BILL GILLESPIE, FIRE CHIEF**

**DATE: JULY 20, 2020**

**SUBJECT: HUMBOLDT AREA FOUNDATION COVID-19 REGIONAL RESPONSE FUND GRANT**

---

## **RECOMMENDATION**

- Accept a Humboldt Area Foundation COVID-19 Regional Response Fund grant funding for purchase of EMS Coats for Crescent City Fire & Rescue
- Adopt Resolution 2020-59, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET OF THE CITY OF CRESCENT CITY

## **BACKGROUND**

Crescent City Fire & Rescue (CCFR) provides all risk fire, medical, and rescue response to the City of Crescent City and the greater Crescent City area. The primary incident type is medical aid response for life threatening emergencies; these make up approximately 70% of annual call volume. In 2019 CCFR responded to almost 2,000 calls for service. Our volunteer fire department serves approximately 19,500 residents and thousands of tourists throughout the year. We also respond for mutual and automatic aid fire, rescue and extrication incident requests to all neighboring fire departments within Del Norte County, as well as into Southern Oregon.

Our department, like all other fire departments, has had to adapt to significant changes due to the current COVID-19 pandemic as we work to continue effective response for our community, and provide personal protective equipment to our volunteers to keep them safe while continuing to serve our community members. Currently, financial constraints are impacting CCFR and its parent agencies, the City of Crescent City and Crescent Fire Protection District. The final quarter of fiscal year 2019-2020 brought a budget reduction, and fiscal year 2020-2021 has already started with an operating budget reduction. These reductions push our department to have to look toward outside sources to help outfit our personnel with adequate safety equipment to continue to safely serve our community in the challenging landscape of the COVID-19 pandemic.

7

Our department has always utilized either wildland protective equipment or structural turnouts while on medical aid calls. Unfortunately, there have also been many calls where our department members have responded in plain clothes because they were near the call location, affording them little protection outside of gloves, N95 mask, and glasses. If they contaminate their clothing, wildland or structural protective equipment, they are out of service, as the garments would need to be washed. This has happened several times through the COVID-19 pandemic as we have responded to suspected and known COVID-19 locations. Additionally, only the structural fire turnout coats are built with an inner barrier that can protect from bloodborne pathogens and bodily fluids. The current COVID-19 pandemic situation makes it critical to outfit our members with a dedicated EMS jacket for medical calls, protecting them from bodily fluids and bloodborne pathogens, and giving them a primary protective garment. It also reduces the times when our members must wear structural turnouts into a person's home that could hold contaminants from a recent fire. EMS coats with a bloodborne pathogen barrier layer would also provide a layer that would be effective for COVID-19 protection for first responders, especially coupled with N95 masks, glasses, and gloves.

### **ITEM ANALYSIS**

Crescent City Fire & Rescue learned of the Humboldt Area Foundation's COVID-19 Regional Response Fund grant program. The grant program supports urgent community needs for nonprofits, charitable organizations and public agencies meeting the immediate needs of residents in Humboldt, Del Norte, Trinity, and Curry counties. The fund's priority is vulnerable communities and the organizations that support them. This includes first responders and healthcare providers. The fund has granted in excess of \$196,000 as of July 9, 2020.

A grant request letter was submitted on July 9, 2020 to the Humboldt Area Foundation's COVID-19 Regional Response Fund grant program requesting funding in the amount of \$13,800 to purchase 50 EMS coats for our firefighters to use on medical aid responses. These protective coats provide firefighters with their first true EMS jacket meeting NFPA compliance for EMS garments, providing a bloodborne pathogen protective layer, NFPA compliant reflective striping for visibility at night, and includes a liner for additional warmth during low temperature times commonly encountered on the coast.

On July 13, 2020 we were notified by the Humboldt Area Foundation that Crescent City Fire & Rescue's grant request had been approved and would be supported for the total request of \$13,800 to purchase EMS coats to outfit our fire department members. The jackets will enhance our members' safety now and in the future, and especially as we work to keep our members safe and healthy during the response to the COVID-19 pandemic. With a potential COVID-19 surge forecasted to begin this month, the EMS jackets are vital to our safety and our service to the community.

### **FISCAL ANALYSIS**

Approval of the COVID-19 Regional Response Fund grant award of \$13,800 will cause no adverse impact to the General Fund budget for the City. The grant award is provided

**HUMBOLDT AREA FOUNDATION COVID-19 REGIONAL RESPONSE FUND GRANT**

JULY 20, 2020

by Humboldt Area Foundation in check form in advance, rather than being a reimbursement grant as many other grants are, and there is no grant match required. The funding will be utilized to purchase NFPA compliant EMS coats with bloodborne pathogen liner to outfit the members of the fire department. With Council approval of the grant, the fiscal year 2020-2021 General Fund budget will see a revenue increase of \$13,800 upon receipt of award from the grant program, and a corresponding expenditure increase of \$13,800 when the EMS coats are purchased.

	Revenue (Decrease)	Increase	Expenditure (Decrease)	Increase
General Fund	\$13,800		\$13,800	

**STRATEGIC PLAN ASSESSMENT**

This action supports Strategic Plan Goal 1, "Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors," and Goal 1C, "Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States."

**ATTACHMENTS**

1. Resolution No. 2020-59, A Resolution of the City Council of the City of Crescent City Amending the Fiscal Year 2020-21 Budget of the City of Crescent City

STAFF REVIEW:

  
CM



**RESOLUTION NO. 2020-59**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING  
THE FISCAL YEAR 2020-21 BUDGET OF THE CITY OF CRESCENT CITY**

**WHEREAS**, the budget for the fiscal year beginning July 1, 2020, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 22<sup>nd</sup> day of June 2020; and

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

**WHEREAS**, the City is currently facing a severe revenue shortfall due to the economic impacts of COVID-19; and

**WHEREAS**, the City has pursued and secured grant funding through the Humboldt Area Foundation COVID-19 Regional Response Fund to purchase EMS coats to provide Fire Department personnel with additional personal protective equipment to protect them from exposure to COVID-19 as well as bloodborne pathogens; and

**WHEREAS**, in order to fulfill these priorities, a budget amendment is necessary.

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

That the Fiscal Year 2020-21 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	\$13,800	\$13,800

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

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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

CITY OF CRESCENT CITY  
FY 2020/21  
BUDGET UPDATE



# CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

**BY: LINDA LEAVER, FINANCE DIRECTOR**

**DATE: JULY 20, 2020**

**SUBJECT: DELINQUENT SEWER-ONLY ACCOUNTS**

---

## **RECOMMENDATION**

- Open public hearing
  - Hear staff report
  - Receive public comments
- Close public hearing
- City Council may revise, change, reduce, or modify any charge, or may overrule any or all objections
- Adopt Resolution 2020-60, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF WITH ORDINARY PROPERTY TAXES

## **BACKGROUND**

When the City provides sewer service to parcels of property where the property owner is responsible for the charges and such charges subsequently become delinquent, Section 5473 of the Health and Safety Code and Chapter 13.13 of the Crescent City Municipal Code provide:

1. That a written report be prepared describing the parcel where the service was rendered and stating the amount of delinquency.
2. That each property owner be notified of the time and place when a public hearing will be held to hear any and all objections and protests regarding the report as prepared. (Notice was mailed to affected property owners on July 9, 2020 and the notice of public hearing was published in the Triplicate on July 10, 2020.)
3. That upon Council approval, the report is to be filed with the County Auditor for collection as a special assessment upon the current tax roll. The deadline for filing the report of sewer delinquencies with the County of Del Norte is July 31, 2020.

9

### **ITEM ANALYSIS**

The attached report lists accounts with delinquent sewer charges, meaning the property owner owes at least two months of sewer charges. For customers with both water and sewer service provided by the City, delinquent accounts are normally handled by suspending water service. (However, due to the current health emergency, no accounts are being turned off for nonpayment at this time.) In the case of the attached accounts, the customer receives only sewer service from the City and therefore disconnection of water service is not an option. For these accounts (referred to as “Sewer Only” accounts), delinquent balances are placed on the property tax roll of the property owner once per year.

The affected property owners were mailed a notice on July 9, 2020 and a notice of this hearing was published in the Triplicate on July 10, 2020. The property owners who received notice are attached to this report. The mailed notice informed the affected property owners that they may pay the delinquent balance by 12:00 pm on the date of the public hearing in order to have their account removed from the list. Staff will provide an updated report at the public hearing to remove the names of any property owners who have paid their past due balances. Property owners also have the right to attend the public hearing and make an objection to the City Council. The Council may change or reduce any of the attached charges or may overrule any or all objections.

Upon approval of the Council, the list of delinquent sewer charges will be sent to the County auditor to be added to the FY 2020-21 property tax roll.

### **FISCAL ANALYSIS**

The attached report shows those parcels of property which have delinquent sewer charges as of July 9, 2020. The total amount due to the City’s Sewer Fund is \$22,676.34, which if not collected will result in a loss of revenue. The amount to be included on the 2020-21 tax roll will include the delinquent sewer charges plus a 6% administrative fee.

### **STRATEGIC PLAN ASSESSMENT**

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

### **ATTACHMENTS**

- Resolution 2020-60
- Delinquent sewer accounts list as of July 9, 2020

Staff review: CM: EW

**RESOLUTION NO. 2020-60**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN  
PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF WITH  
ORDINARY PROPERTY TAXES**

**WHEREAS**, the City Council finds it to be in the public interest to collect certain delinquent sewer-only service charges upon the 2020-21 tax rolls as authorized pursuant to Section 5473 of the Health and Safety Code and Section 13.13 of the Crescent City Municipal Code; and

**WHEREAS**, the required public hearing has been held and those property owners affected by the assessment were notified of said public hearing in order for the City Council to consider their comments and act upon same.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City that staff is hereby directed to file the attached report with the Auditor of the County of Del Norte for collection thereof at the same time and in the same manner as ordinary property taxes are collected.

**APPROVED and ADOPTED** and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 20<sup>th</sup> day of July 2020, by the following polled vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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



City of Crescent City- Delinquent Sewer Accounts as of 7/9/20  
For Council Meeting 7/20/20

Cust No	Name	Site Adress	APN	Balance	6% Admin Fee	Amount to Tx Roll
005449-001	MICHAEL & PHYLLIS RICKNER TRUST	311 NATIONAL BLVD	115214010000	153.40	9.20	162.60
005549-000	LUU & LAVINA ROGERS	2106 STATE ST	115234003000	189.42	11.36	200.78
005549-002	LUU & LAVINA ROGERS	1820 WILDWOOD LN	116171014000	189.42	11.36	200.78
005557-000	FRANK GONZALEZ	554 DARBY ST	115143003000	790.68	47.44	838.12
005611-000	SHARON HINDS	365 HUMBOLDT RD	115152019000	790.68	47.44	838.12
005615-000	SARAH LUERRA	308 OLIVE ST	115245027000	626.68	37.60	664.28
005658-000	RUBY EDGMON	321 DARBY ST	115150001000	252.56	15.14	267.70
006077-001	LEANNE HERN	1330 BURTSHELL ST	117041007000	126.28	7.58	133.86
007250-000	JAMES A. & TINA S. WORLEY	727 LAKE ST	120136004000	790.68	47.44	838.12
007276-000	DOUGLAS OLSEN	1345 DOUGLAS ST	117084007000	252.56	15.14	267.70
007282-000	PHYLLIS COPE	555 E COOLIDGE AVE	117093001000	516.12	30.96	547.08
007298-000	LARRY J. & KAREN C. PEDERSEN	1591 OREGON ST	116154015000	790.68	47.44	838.12
007353-000	MICHAEL EHRHARDT	1875 WILDWOOD LN	116171004000	790.68	47.44	838.12
007381-000	MARVIN & MARY WEBBERLEY	150 MADISON AVE	116171039000	379.68	22.78	402.46
007400-000	ERIC COSTELLO	1335 JORDAN ST	117082008000	401.98	24.12	426.10
007413-000	SEPAHMANSOUR FAMILY LP	1010 BUTTE ST	120700001000	2,020.48	121.22	2,141.70

007438-000	DONALD STORIE	277 ADAMS AVE	116160065000	189.42	11.36	200.78
007477-000	MARIA HERNANDEZ	1379 JORDAN ST	117082002000	790.68	47.44	838.12
007478-000	KURT IVISON	1360 HARROLD ST	117082021000	163.14	9.78	172.92
007482-000	DEBRA SCHUMACK	1303 HARROLD ST	117083012000	790.68	47.44	838.12
007519-000	CAROLINA AITKEN	1437 HARROLD ST A & B	117052005000	1,551.75	93.11	1,644.86
007533-000	TUAN & LESLEY FIELD	140 VICTORIA LN	116172043000	790.68	47.44	838.12
007536-000	MARY DORMAN, 2004 TRUST	145 VICTORIA LN	116172040000	447.48	26.84	474.32
007537-000	JOSE GONZALEZ	165 VICTORIA LN	116172038000	189.42	11.36	200.78
100170-000	ADAN & MARIA CASTILLO, ETAL	1392 DOUGLAS ST	117083002000	378.84	22.72	401.56
100876-000	LUU & LAVINA ROGERS TRUST	1384 MURPHY AVE	120123004000	126.28	7.58	133.86
100950-000	JIMMIE PATCHEN	1800 WILDWOOD LN	116171019000	126.28	7.58	133.86
101536-000	BARBARA JESION	1718 NORTHCREST DR	116172045000	189.42	11.36	200.78
101749-000	CARMEN NAVA, ETAL	1319 JORDAN ST	117082012000	126.28	7.58	133.86
102368-001	JAMES W & TORY L EAGLES	120 VICTORIA LN	116172034000	189.42	11.36	200.78
104109-002	WILLIAM & CAROLINE MICHAEL	1334 DOUGLAS ST	117083009000	126.28	7.58	133.86
104163-000	ALLEN ORTON JR	300 E WASHINGTON BLVD	116154013000	1,555.71	49.07	1,604.78
104164-000	RICHARD APPEL	1724 WILDWOOD LN	116172014000	790.68	47.44	838.12
105058-000	TIMOTHY SANDERSON	120 GEORGETOWN PL	116300028000	790.68	47.44	838.12

105580-000	BRYAN SUSA	1317 BURTSHELL PL	117041011000	627.68	37.66	665.34
105821-000	LONIE FIREBAUGH	1395 DOUGLAS ST	117084001000	790.68	47.44	838.12
106152-000	KYLE INGRAM	325 HUMBOLDT RD	115151001000	344.76	20.68	365.44
108605-000	ANGELA ADLER	221 E MADISON AVE	116172050000	194.06	11.64	205.70
108708-000	KRISTI CARTER	1297 HARROLD ST/609 E. COOLIDGE AVE	117094001000	1,551.75	93.11	1,644.86
109097-000	THAO YANG	180 W MADISON AVE	116171034000	315.70	18.94	334.64
109346-000	JAMES BAKER	2443 HODGE AVE	115153005000	126.28	7.58	133.86
110076-000	MARY JOHNSTON	1140 MURPHY AVE	120121005000	350.33	21.01	371.34

Total: 22,676.34 1316.20 23,992.54

Total Accounts: 42





## CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

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

**DATE: JULY 20, 2020**

**SUBJECT: NOVEMBER 2020 GENERAL SALES TAX BALLOT MEASURE**

---

### **RECOMMENDATION**

- Hear staff report
- Receive public comment
- Waive full reading, read by title only and introduce Ordinance No. 824, AN ORDINANCE OF THE CITY COUNCIL AND THE PEOPLE OF THE CITY OF CRESCENT CITY ADDING CHAPTER 3.30 TO TITLE 3 OF THE CRESCENT CITY MUNICIPAL CODE IMPOSING A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
- Direct staff on recommended changes to the draft ballot measure resolution, including, but not limited to, the ballot measure question and the ad hoc committee for ballot arguments.

### **BACKGROUND**

On November 21, 2019, the City Council of the City of Crescent City and the Crescent Fire Protection District Board jointly approved the Ten-year Financial Master Plan for Crescent City Fire & Rescue. The plan identified the historic, current, and future service delivery costs and available funding necessary to maintain and improve the level of community-based fire and rescue services into the future. The plan identified service delivery costs individually for each parent agency, the City of Crescent City and the Crescent Fire Protection District, respectively, including capital improvement needs, governance, operational, and administrative needs. Additionally, identification of revenue sufficiency and recommendations for revenue generation was provided. Some recommendations were able to move forward as they are presently funded in the current budget, such as the Fire Chief recruitment. Other recommendations within the plan are dependent upon increased revenue and will not be implemented until such time as sufficient revenue is secured. With the approval of the plan, Phase 1 was completed.

Based on the funding needs and recommendations identified in the 10-year Financial Master Plan (Phase 1), Phase 2 of the plan aims at implementing new revenue measures for CCFR's parent agencies. The City has historically supported fire service through its General Fund but will need to secure additional funding to implement the master plan. The most common sources of funding would be either a special assessment or sales tax measure. To assist with this effort, Planwest Partners assembled a team with experience in public opinion research to specifically address community priorities, including ballot and revenue measure feasibility. On December 16, 2019, the Council authorized an amendment to the existing agreement and budget adjustment in the amount of \$25,614 to complete this scope of work referred to as Phase 2A. The scope of Phase 2A was to poll City voters to assess the feasibility of a November 2020 ballot measure to increase revenue through a local sales tax. Based on the results of the polling, City staff and Planwest Partners would work together to determine whether a ballot measure would be supported by the community. If the community was supportive, staff would bring another amendment to the City Council to continue working with Planwest Partners to engage in community education and outreach in conjunction with a revenue measure to be placed on the November 2020 ballot.

In addition to the needs of the Fire Department, the City worked with the Crescent City Police Officers Association to develop a long-term staffing plan to provide for a sergeant assigned to every shift, additional patrol officers to ensure adequate coverage, and a detective position. The City Council approved the phased staffing plan at the January 6, 2020 meeting. The initial phase of adding two sergeant positions has been completed, but the remaining phases cannot be implemented until additional funding is secured.

In January of 2020, City staff was contacted by the County of Del Norte's Chief Administrative Officer (CAO), inquiring about the City's efforts. He stated the County also has the need for a general tax measure, which would focus primarily on public safety needs as well as other general fund needs. The CAO proposed a joint polling effort to assess the community's support for a County-wide tax measure. On March 2, 2020 the City Council approved an agreement authorizing this joint effort with Del Norte County.

The timing of the community polling was originally scheduled to be completed by the end of April. However, the COVID-19 public health emergency delayed the project.

The public health emergency also forced the City to close the municipal swimming pool due to the Governor's executive order in March (Order No. N-33-20). However, as the emergency has progressed, it is clear that the health emergency is also creating a fiscal emergency. The City's General Fund relies heavily on sales tax and TOT to provide essential services, including approximately \$400,000 in operational costs for the municipal pool. These revenues are expected to be significantly impacted by the health emergency and recession. As a result, the City Council voted to keep the swimming pool closed until revenues are able to support reopening. This closure has already impacted the safety and wellness of the community due to the cancellation of all summer swimming

lessons, physical therapy and aquatic exercise for elderly and disabled community members.

In addition to the current financial impact, the Fred Endert Municipal Swimming Pool 10-Year Operations Master Plan in 2019 identified critical improvements and repairs to the facility that are needed but have not been able to be budgeted due to the limited resources in the General Fund. If these recommendations are not addressed within the coming years, it is foreseeable that there would need to be additional closures to offset operational costs or due to mechanical failure. Prolonged closure due either economic impact of the pandemic or repairs results in the inability for the pool to offer therapeutic services, critical water safety trainings for maritime workers, annual District wide 4<sup>th</sup> grade swimming lessons and water safety lessons.

In addition, the City's streets have been in need of repair for many years without sufficient revenues to do so. SB1 was approved by voters in 2016 to increase the revenues available for streets and roads. These funds have helped the City move several projects forward, including the design of the Front Street and C Street storm drain project currently underway, crack seal of several areas, and initial survey work to prepare for a repair on K Street. Portions of SB1 funding (called RMRA) can only be used on designated Council approved projects. Currently because Crescent City has a relatively small population of City residents, we only have approximately \$100,000 per year of RMRA funds to fund projects and the City street maintenance needs are much greater than this funding can support. A simple pavement overlay of a City block including the required pedestrian ADA (Americans with Disabilities Act) improvements has an estimated average cost of over \$200,000. The City has over 400 blocks of pavement to maintain. Thus, the City has had to strategically utilize this funding to attempt leveraging other grant funding sources to complete larger road maintenance projects. Simply put SB1 funding is not enough and additional revenues would allow the City to greatly expand its repair and maintenance efforts.

A general sales tax (technically called a Transactions and Use Tax) would provide additional revenue for the City's General Fund, which supports all of these services and more.

Planwest Partners's subconsultant, Godbe Research, completed the community polling in early June and reported the results to the City Council at a public meeting held on June 24, 2020. The polling results showed slightly more favorable community support for an independent City measure over a County-wide measure. The polling results combined with the uncertainties and the complications of a revenue-sharing agreement, led the Council to direct staff to begin the process to place a City-only general sales tax measure on the November 2020 ballot.

## **ITEM ANALYSIS**

As presented at the June 24<sup>th</sup> special meeting and directed by Council, the proposed ballot measure would be a 1.0% sales tax on all items subject to state sales tax within the City limits. It is important to note that items such as groceries and prescriptions are *not* subject to state sales tax and, therefore, would not have any additional cost imposed by this tax.

The proposed measure is expected to generate approximately \$1.3 million annually in additional General Fund revenue. This measure will be used to support essential General Fund services including, but not limited to:

- Implementation of the Crescent City Fire and Rescue Master Plan, creating a sustainable fire department
- Implementation of the police department staffing plan to ensure proper supervisory staffing and patrol officers on every shift.
- Additional revenue to reestablish sustainable operational services of the Fred Endert Municipal Pool, which provides the community with critical water-related health and safety services (swimming lessons, exercise, recreation, physical therapy)
- Local street maintenance – fixing potholes, resurfacing streets, installing and repairing sidewalks

If the measure is passed by the voters, the tax will be paid by all users of essential City services, not just City residents. Because this community is economically dependent upon tourism, we have to have the infrastructure to support a higher level of activity than is generated solely by City residents. City emergency response services (police and fire) serve all who live in and visit our town. In addition, City streets and sidewalks are used and enjoyed (when they are in good repair) by City residents, visitors, and tourists alike.

Another key element of the measure is transparency. The draft ordinance includes independent annual audits of tax revenues and expenditures as well as a citizen's oversight committee. The proposed language in the ordinance is as follows:

### **3.30.140 Oversight Committee.**

*A seven-member oversight committee will be created and meet annually to review and publicly report on the expenditure of revenues generated by the tax imposed by this Ordinance. The committee will include the City Manager or designee, the City Finance Director or designee, and five residents of the City. Resident members of the committee will be appointed to two-year terms by the Mayor and confirmed by the City Council. The City Manager and City Finance Director will serve as non-voting members of the committee.*

### **3.30.150 Independent Annual Audit.**

*The proceeds of the tax imposed by this Ordinance, as well as the expenditures thereof, will be audited annually by an independent accounting firm.*

As stated in the presentation by Godbe Research, the City residents polled are in support of this ballot measure. However, Godbe Research strongly recommended hiring additional ballot measure support to be able to inform the community of the measure and what it means to them. On July 14, the City Council approved Amendment No. 3 to the Planwest Partners, Inc. professional services agreement for Phase 2B, which is for the recommended ballot measure support. The scope of work generally includes tasks to build consensus within the community and a strong, transparent measure. To effectively accomplish this goal, Planwest Partners is teaming with TBWBH Props and Measures, a strategy and communications consulting firm specializing in developing revenue measures for the ballot and implementing informational communication strategies. They have been a part of passing over 430 successful bond and tax measures in California and have an over 90% success rate.

As directed at the Special City Council Meeting of July 14, 2020, staff is now bringing forward the implementing ordinance for introduction.

The schedule to place this measure on the November ballot is as follows:

- 7/20/20 – Introduce proposed ballot measure ordinance
- 8/3/20 – Adopt a resolution to place the measure on the November 2020 ballot
- 8/7/20 – Submit ballot measure documents to the County Elections Clerk

The second consideration before the Council is the contents of the ballot measure resolution, specifically the ballot measure question and the Council's chosen method of placing arguments in favor of the measure and in rebuttal to arguments against the measure. The draft resolution proposes that Mayor appoint an ad hoc committee for this purpose. The direction received this evening will be incorporated into the resolution to be presented for adoption on August 3rd.

### **FISCAL ANALYSIS**

There will be election costs for the ballot measure. These costs are estimated to be an additional \$5,000 - \$6,000 and will be brought before the Council for budget amendment approval on August 3rd when the Council is scheduled to take action to place the measure on the ballot via resolution.

### **STRATEGIC PLAN ASSESSMENT**

This action supports Strategic Plan Goal 1, "Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors," and Goal 1C, "Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States."

**ATTACHMENTS**

1. Ordinance No. 824 (Transactions and Use Tax Ordinance)
2. Draft Resolution, A Resolution Placing City General Sales Tax Measure on the November 2020 Ballot

Staff review:

  
\_\_\_\_\_  
CM

## ORDINANCE NO. 824

### AN ORDINANCE OF THE CITY COUNCIL AND THE PEOPLE OF THE CITY OF CRESCENT CITY ADDING CHAPTER 3.30 TO TITLE 3 OF THE CRESCENT CITY MUNICIPAL CODE IMPOSING A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

NOW, THEREFORE, the City Council and the People of the City of Crescent City, State of California, do ordain as follows:

#### **SECTION 1**

The Crescent City Municipal Code is amended by adding Chapter 3.30, Transactions and Use Tax, to Title 3, Revenue and Finance, as follows:

#### **TITLE 3 – REVENUE AND FINANCE**

#### **CHAPTER 3.30 – TRANSACTIONS AND USE TAX**

##### **3.30.010 Title.**

This chapter will be known as the “Crescent City Transactions and Use Tax Ordinance” and referred to herein as “this Ordinance.”

##### **3.30.020 Operative Date.**

"Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this Ordinance, the date of such adoption being as set forth below.

##### **3.30.030 Purpose.**

This Ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

- A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

- B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.
- C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.
- D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this Ordinance.

#### **3.30.040 Contract with State.**

Prior to the operative date, the City must contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the City has not contracted with the California Department of Tax and Fee Administration prior to the operative date, it must nevertheless so contract and in such a case the operative date will be the first day of the first calendar quarter following the execution of such a contract.

#### **3.30.050 Transactions Tax Rate.**

For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of 1.0% of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this Ordinance.

#### **3.30.060 Place of Sale.**

For the purposes of this Ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the



retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated will be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

### **3.30.070 Use Tax Rate.**

An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this Ordinance for storage, use or other consumption in said territory at the rate of 1.0% of the sales price of the property. The sales price includes delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

### **3.30.080 Adoption of Provisions of State Law.**

Except as otherwise provided in this Ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this Ordinance as though fully set forth herein.

### **3.30.090 Limitations on Adoption of State Law and Collection of Use Taxes.**

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

- A. Wherever the State of California is named or referred to as the taxing agency, the name of this City is to be substituted therefor. However, the substitution will not be made when:
  1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California;
  2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration,

in performing the functions incident to the administration or operation of this Ordinance.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

- a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

- b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

B. The word "City" is to be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

1. "A retailer engaged in business in the District" also includes any retailer that, in the preceding calendar year or the current calendar year, has total combined sales of tangible personal property in this state or for delivery in the State by the retailer and all persons related to the retailer that exceeds five hundred thousand dollars (\$500,000). For purposes of this section, a person is related to another person if both persons are related to each other pursuant to Section 267(b) of Title 26 of the United States Code and the regulations thereunder.

### **3.30.100 Permit Not Required.**

If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, then an additional transactor's permit is not required by this Ordinance.

### 3.30.110 Exemptions and Exclusions.

- A. There will be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.
  
- B. There are exempted from the computation of the amount of transactions tax the gross receipts from:
  - 1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.
  
  - 2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City will be satisfied:
    - a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and
  
    - b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
  
  - 3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this Ordinance.
  5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property will be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
- C. There are exempted from the use tax imposed by this Ordinance, the storage, use or other consumption in this City of tangible personal property:
1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.
  2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.
  3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.
  4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this Ordinance.
  5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the City will not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.
  7. "A retailer engaged in business in the City" also includes any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer will be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.
- D. Any person subject to use tax under this Ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

### **3.30.120 Amendments.**

All amendments subsequent to the effective date of this Ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, will automatically become a part of this Ordinance, provided however, that no such amendment will operate so as to affect the rate of tax imposed by this Ordinance.

### **3.30.130 Enjoining of Collection Forbidden.**

No injunction or writ of mandate or other legal or equitable process may issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this Ordinance, or Part 1.6

of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

### **3.30.140 Oversight Committee.**

A seven-member oversight committee will be created and meet annually to review and publicly report on the expenditure of revenues generated by the tax imposed by this Ordinance. The committee will include the City Manager or designee, the City Finance Director or designee, and five residents of the City. Resident members of the committee will be appointed to two-year terms by the Mayor and confirmed by the City Council. The City Manager and City Finance Director will serve as non-voting members of the committee.

### **3.30.150 Independent Annual Audit.**

The proceeds of the tax imposed by this Ordinance, as well as the expenditures thereof, will be audited annually by an independent accounting firm.

### **3.30.160 Severability.**

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid by a court of competent jurisdiction, then the remainder of the Ordinance and the application of such provision to other persons or circumstances will not be affected thereby.

### **3.30.170 Effective Date.**

This Ordinance relates to the levying and collecting of the City transactions and use tax and will take effect immediately upon its approval by the voters.

**3.30.180 Termination Date.** The authority to levy the tax imposed by this Ordinance will expire upon repeal by the voters of the City of Crescent City.

**SECTION 2**

This Ordinance will be effective only if a majority of votes cast on the measure at an election to be called for such purpose vote to approve the Ordinance. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance upon certification by the City Council of the results of the election approving this Ordinance.

**INTRODUCED** at a regular meeting of the City Council of the City of Crescent City held on the \_\_\_\_\_ day of July, 2020 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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

**PASSED and ADOPTED** by the People of the City of Crescent City on the \_\_\_\_\_ day of November, 2020.

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

ATTEST:

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

**DRAFT**

**DRAFT**

**DRAFT**

**RESOLUTION NO. 2020-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 3, 2020 TO PRESENT  
TO VOTERS A MEASURE TO LEVY A GENERAL TRANSACTIONS AND USE TAX  
OF ONE PERCENT AND REQUESTING THE DEL NORTE COUNTY BOARD OF  
SUPERVISORS TO ALLOW THE ELECTION TO BE CONSOLIDATED WITH THE  
STATEWIDE GENERAL ELECTION OF THAT SAME DATE**

**WHEREAS**, on November 6, 1996, the voters of the State of California approved Proposition 218 (California Constitution, articles XIII C and XIII D), an amendment to the California Constitution requiring that all general taxes which are imposed, extended or increased must be approved by a majority vote of the electorate; and

**WHEREAS**, California Revenue and Taxation Code Section 7285.9 authorizes the City of Crescent City (the “City”) to levy a one percent general transactions and use tax by ordinance following approval by two-thirds of the City Council and a simple majority of the qualified electors of the City voting in an election on the issue; and

**WHEREAS**, the levying of a transactions and use tax of one percent would not cause the overall transactions and use tax in the City to exceed two percent in accordance with California Revenue and Taxation Code Section 7251.1; and

**WHEREAS**, the City is dedicated to providing high quality public safety services, promoting economic development and resiliency, and maintaining local streets and sidewalks; and

**WHEREAS**, the City Council desires to place a local funding measure on the ballot to provide a stable source of revenue to maintain the City’s infrastructure and services; and

**WHEREAS**, many recipients and potential recipients of the City’s services are non-resident employees, travelers, and visitors who are consumers of good and services in Crescent City, but not property owners in Crescent City; and

**WHEREAS**, in order to ensure the City’s fiscal stability, an additional revenue source is required that spreads the cost of municipal infrastructure and services more equitably across the population it serves; and

**WHEREAS**, an additional source of local funding is needed to ensure the City maintains the level of service currently provided by the fire department and that we have enough police to respond quickly to keep our community safe; and



**DRAFT**

**DRAFT**

**DRAFT**

**WHEREAS**, an additional source of local funding would also maintain streets and repair potholes; and

**WHEREAS**, an additional source of local funding would also support the Fred Endert Municipal Pool; and

**WHEREAS**, California Elections Code Section 9222 authorizes the City Council to submit to the voters a proposition of for the enactment of any ordinance at an election held not less than 88 days after the date of the order of the election; and

**WHEREAS**, the November 3, 2020 election (“Election”) is a regularly scheduled general election for members of the City Council; and

**WHEREAS**, the City Council wishes to call the Election and place a general transactions and use tax measure on the ballot.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City, California, as follows:

1. **Findings.** The City Council finds that the preceding recitals are true and correct.
2. **Call for General Municipal Election.** Pursuant to the laws of the State of California applicable to general law cities, the City Council of the City of Crescent City hereby calls and orders to be held in the City of Crescent City, California a general municipal election to be held on November 3, 2020 for the purpose of presenting voters with a proposed transactions and use (sales) tax measure in order to fund general municipal infrastructure and services. If approved the tax would be administered by the California Department of Tax and Fee Administration.
3. **Submission of Measure.** Pursuant to Revenue & Taxation Code Section 7285.9, Election Code Section 9222 and Government Code Section 53724, the City Council hereby orders the following question regarding the adoption of a local general transactions and use (sales) tax ordinance to be submitted to the voters at the general municipal election called for November 3, 2020:

<b>ESSENTIAL CITY SERVICES MEASURE</b>	YES _____
To support essential local city services including: repairing potholes and maintaining streets/sidewalks; maintaining and improving police and fire emergency response, training and equipment; preparing and responding to natural disasters and health emergencies; supporting	NO _____

<p>municipal pool operations; and providing other general city services and infrastructure;  shall an ordinance levying a one percent sales tax, providing \$1,300,000 annually, until ended by voters, with citizen oversight, independent audits, and all funds used locally, be adopted?</p>	
---	--

4. **Voter Approval.** This measure requires the approval of the majority (50% + 1) of votes cast.
  
5. **Ordinance.** The Ordinance being submitted to the voters pursuant to Section 3 of this Resolution is Crescent City Ordinance No. \_\_\_\_\_, a copy of which is attached hereto as Exhibit “A” and incorporated herein by reference.
  
6. **Full Text of the Measure.** The full text of Ordinance No. \_\_\_\_\_, enacting a one percent transactions and use (sales) tax to fund Crescent City essential services will be available at no cost, from the City Clerk’s office or on the City’s website: [www.crescentcity.org](http://www.crescentcity.org). A statement about how to obtain the full text of the Ordinance will be included in the Voter Information Pamphlet below the Impartial Analysis.
  
7. **Conduct of Election.** In all particulars not recited in this Resolution, the election is to be held and conducted as provided by law for holding municipal elections. The Clerk of the County of Del Norte, State of California, is hereby requested to perform all acts necessary to ensure the election is conducted in conformance with this Resolution and the California Elections Code.
  
8. **Impartial Analysis.** Pursuant to California Elections Code Section 9280, the City Council hereby authorizes, instructs, and directs City Attorney to prepare an impartial analysis of the measure, not to exceed 500 words in length, showing the effect of the measure on the existing law and the operation of the measure, and transmit such impartial analysis to the City Clerk within ten (10) days following the adoption of this Resolution.
  
9. **Consolidation.** The City Council hereby requests the Board of Supervisors of the County of Del Norte to consolidate the Election with the statewide general election to be held on November 3, 2020. The cost of including the measure and consolidating the election with November 3, 2020 General Election is to be paid by the City per Government Code Section 53724(d) and the Election Cost Allocation Plan attached hereto as Exhibit “B” and incorporated herein by reference.
  
10. **Notice of Election.** In accordance with Elections Code Section 12111, the City Clerk is hereby authorized and directed to cause notice of the measure to be published once in The Triplicate, a newspaper of general circulation in the of Crescent City.

**11. Ballot Arguments.** Arguments for and against the Measure may be submitted to the City Clerk in accordance with Elections Code Sections 9280, et seq. Arguments in favor of or against the Measure are limited to 300 words and must be filed with the City Clerk on or before August 11, 2020. Rebuttal arguments are limited to 250 words and must be filed with the City Clerk on or before August 18, 2020.

**12. Ad Hoc Committee.** The Mayor may appoint, and the Council confirm the appointment, of two members of the City Council to an ad hoc committee for the purpose of drafting an argument in favor of the Measure and a rebuttal to the selected argument against the Measure.

**13. Certification and Filing with County.** The City Clerk is hereby directed to file with the Board of Supervisors and the County Clerk of Del Norte County certified copies of this Resolution.

**14. CEQA Findings.** The City Council hereby finds and determines that the Measure relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is not a project within the meaning of the California Environmental Quality Act (“CEQA”) and the State CEQA Guidelines, section 15378(b)(5).

**15. Severability.** The provisions of this Resolution are severable and if any provision of this Resolution is held invalid, that provision is to be severed from the Resolution and the remainder of this Resolution is to continue in full force and effect, and will not be affected by such invalidity.

**APPROVED and ADOPTED** at a regular meeting of the City Council of the City of Crescent City held on the 3rd day of August, 2020, by the following polled vote, which is no less than a two-thirds vote of all members of the Council as required by Revenue and Taxation Code Section 7285.9:

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

ATTEST:

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

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

# CITY COUNCIL AGENDA REPORT



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

**FROM: ERIC WIER, CITY MANAGER**

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

**DATE: JULY 20, 2020**

**SUBJECT: SUNSET CIRCLE MULTI-USE TRAIL PROJECT**

---

## **RECOMMENDATION**

- Hear staff report
- Receive comment
- Award the Sunset Circle Multi-Use Trail Project to Tidewater Contractors Inc., authorize the City Manager to sign an agreement with said contractor, sign all other documents required to comply with all funding source requirements, and authorize the City Manager to approve and sign change orders in an aggregate amount not to exceed available funds.

## **BACKGROUND**

The Sunset Circle Multi-Use Trail project will create a shared-use path that completes an existing network of bicycle and pedestrian trails that parallel Highway 101 in Crescent City, CA. The trail will run adjacent to Sunset Circle and connect the existing North Harbor trail along Beachfront Part to the Promenade Trail at the Harbor.

### Timeline:

2016 Active Transportation Grant Application  
2018 (APR) Agreement with Stover Engineering for Design of Trail and Right-of-way acquisition (ROW)  
2018 (SEP) Negotiate new trail alignment to minimize ROW  
2018 (NOV) Receive funds for design of realignment of trail  
2018 (DEC) Authorize contract amendment with Stover to redesign for new alignment  
2019 (JAN- SEP) Re-design of trail project and ROW  
2019 (SEP) – 2020 (FEB) finalize ROW acquisition and partial re-design

On March 2, 2019 the City Council authorized staff to advertise and receive bids for the Sunset Circle Multi-Use Trail Project. The Council authorized the contract as to form at that time. The Contract is currently available on the City's website under the Bid Opportunity page.

Staff previously informed Council of the potential budget shortfall for the construction project. Staff worked with the California Coastal Conservancy to help close the gap in

funding, obtaining a \$150,000 grant. The California Transportation Commission approved the City's request for construction allocation at the May 13<sup>th</sup> Meeting. Bids were advertised on June 1<sup>st</sup>. Bids were received and opened on July 7<sup>th</sup>, 2020 at 2:00 pm.

**ITEM ANALYSIS**

There were no alternatives included in this bid. The project award must be made to the low bidder.

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

<b><u>Bidder</u></b>	<b><u>Base Bid Amount</u></b>
Tidewater Contractors Inc.	\$ 596,009.00
GR Sundberg Inc.	\$ 618,983.60
Hemmingsen Contractors Inc.	\$ 638,191.00

Tidewater Contractors Inc. is the low bidder. Staff is recommending Council authorize the City Manager to sign an agreement with Tidewater Contractors Inc.

If approved the estimated construction schedule is as follows:

Council Authorizes Award of Contract	July 20, 2020
Notice of award	July 21, 2020
Notice to Proceed	August 17, 2020
Construction Complete	October of 2020

This project must be completed within 36 months after award of the contract. Staff foresees no issues in completing the project within the allotted timeframe as the contract only allows three months.

Current funding covers the low bidder's bid to construct the Project. The contingency is very slim.

**FISCAL ANALYSIS**

This project is funded by the Active Transportation Program (ATP), Del Norte Local Transportation Commission (DNLTC) and the Coastal Conservancy (CC). The following table shows a breakdown of funds by each respective funding source for the construction of this project:

ATP Funds	\$ 375,040.00
DNLTC Funds	\$ 93,760.00
Coastal Conservancy	\$ 150,000.00
<b>Total</b>	<b>\$ 618,800.00</b>

Labor compliance for this project is contracted out to Contractor Compliance and Monitoring Inc. The following table shows a breakdown in project costs:

Tidewater Bid	\$ 596,009.00
Labor Compliance	\$ 4,275.00
Contingency	\$ 18,516.00

The contingency for this project is \$18,516 which is 3% of the total project. In the event of change orders exceeding the available funds staff would seek additional funding sources.

### **STRATEGIC PLAN ASSESSMENT**

This project was listed as a priority project in meeting the goals and objectives of Goal 1 "Support quality services and community safety to enhance the lives of our citizens and visitors". Active transportation policies also align with health in all policies objectives.

### **ATTACHMENTS**

1. Bid Result Tabulation July 7<sup>th</sup>, 2020

Staff review:

EW  
CM

# SUNSET CIRCLE MULTI-USE TRAIL PROJECT

TIDEWATER CONTRACTORS  
INC

GR SUNBERG

HEMMINGSSEN

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Mobilization	LS	1	\$ 75,000.00	\$ 75,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
2	Construction Signs	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 2,800.00	\$ 2,800.00	\$ 4,000.00	\$ 4,000.00
3	Traffic Control	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 31,000.00	\$ 31,000.00	\$ 4,000.00	\$ 4,000.00
4	Water Pollution Control	LS	1	\$ 500.00	\$ 500.00	\$ 7,555.00	\$ 7,555.00	\$ 11,000.00	\$ 11,000.00
5	Sheeting Shoring Bracing	LS	1	\$ 500.00	\$ 500.00	\$ 3,500.00	\$ 3,500.00	\$ 100.00	\$ 100.00
6	Remove Concrete and HMA	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 34,300.00	\$ 34,300.00	\$ 28,000.00	\$ 28,000.00
7	Trench Drain	LF	33	\$ 350.00	\$ 11,550.00	\$ 275.00	\$ 9,075.00	\$ 300.00	\$ 9,900.00
8	Trail Excavation	CY	741	\$ 50.00	\$ 37,050.00	\$ 38.00	\$ 28,158.00	\$ 95.00	\$ 70,395.00
9	Class II Agg Base	TON	1,069	\$ 50.00	\$ 53,450.00	\$ 48.00	\$ 51,312.00	\$ 44.00	\$ 47,036.00
10	Hot Mix Asphalt Paving	TON	451	\$ 150.00	\$ 67,650.00	\$ 228.00	\$ 102,828.00	\$ 150.00	\$ 67,650.00
11	Concrete Curb	LF	835	\$ 17.00	\$ 14,195.00	\$ 19.00	\$ 15,865.00	\$ 18.00	\$ 15,030.00
12	Split Rail Fence (Concrete)	LF	1,080	\$ 70.00	\$ 75,600.00	\$ 95.00	\$ 102,600.00	\$ 75.00	\$ 81,000.00
13	Detectable Warning Surface	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	\$ 1,100.00	\$ 4,000.00	\$ 4,000.00
14A	Striping and Markings	LS	1	\$ 35,000.00	\$ 35,000.00	\$ 24,500.00	\$ 24,500.00	\$ 28,000.00	\$ 28,000.00
14	4" Thermoplastic Striping	LF	2,476		\$ -		\$ -		\$ -
15	6" Thermoplastic Striping	LF	184		\$ -		\$ -		\$ -
16	Thermoplastic Marking (Arrow/Stop)	SF	294		\$ -		\$ -		\$ -
17	Four Inch Trail Striping	LF			\$ -		\$ -		\$ -
18	Trail Marking	EA			\$ -		\$ -		\$ -
19	Roadside Sign	EA	41	\$ 650.00	\$ 26,650.00	\$ 430.00	\$ 17,630.00	\$ 420.00	\$ 17,220.00
20	Adjust Utility Manhole/Box to Grade	EA	8	\$ 1,000.00	\$ 8,000.00	\$ 860.00	\$ 6,880.00	\$ 600.00	\$ 4,800.00
21	Trail Lights	EA	14	\$ 4,500.00	\$ 63,000.00	\$ 1,424.00	\$ 19,936.00	\$ 5,400.00	\$ 75,600.00
22	Metered Service Pedestal Box	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 6,260.75	\$ 6,260.75	\$ 13,500.00	\$ 13,500.00
23	Pre-cast Junction Boxes	EA	20	\$ 600.00	\$ 12,000.00	\$ 210.08	\$ 4,201.60	\$ 700.00	\$ 14,000.00
24	Electrical Conduit in Trench	LF	1,274	\$ 36.00	\$ 45,864.00	\$ 18.35	\$ 23,377.90	\$ 40.00	\$ 50,960.00
25	Quality Control	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 8,400.00	\$ 8,400.00	\$ 2,500.00	\$ 2,500.00
26	Testing Lab Services	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 13,836.00	\$ 13,836.00	\$ 8,500.00	\$ 8,500.00
27	Streetlights (Tall)	LS	1	\$ 17,000.00	\$ 17,000.00	\$ 43,868.35	\$ 43,868.35	\$ 21,000.00	\$ 21,000.00
Total (Items 1 - 28)					\$ 596,009.00		\$ 618,983.60		\$ 638,191.00

**NOTES:**

1 TIDEWATER

- A. Bid proposal signed and dated
- B. Corect bid form was utilized
- C. All addenda are acknowledged
- D. Bidders bond was included. Power of attorney is included
- E. No bid irregularity found
- F. List of proposed sub-contractors is included

Bid is complete in accordance with the specifications

2 GR SUNBERG

- A. Bid proposal signed and dated
- B. Corect bid form was utilized
- C. All addenda are acknowledged
- D. Bidders bond was included. Power of attorney is included
- E. No bid irregularity found
- F. List of proposed sub-contractors is included

Bid is complete in accordance with the specifications

3 HEMMINGSEN CONTRACTING

- A. Bid proposal signed and dated
- B. Corect bid form was utilized
- C. All addenda are acknowledged
- D. Bidders bond was included. Power of attorney is included
- E. No bid irregularity found
- F. List of proposed sub-contractors is included

Bid is complete in accordance with the specifications





## CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

**BY: JON OLSON, PUBLIC WORKS DIRECTOR**

**DATE: JULY 20, 2020**

**SUBJECT: OUTDOOR DINING PERMITS DURING COVID-19 EMERGENCY**

---

### **RECOMMENDATION**

- Hear staff report
- Receive public comment
- Adopt Resolution No. 2020-61, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING THE ISSUANCE OF OUTDOOR DINING PERMITS DURING THE COVID-19 DECLARED EMERGENCY

### **BACKGROUND**

The Nation and State of California have been living under a declared public health emergency since March of this year due to the COVID-19 pandemic. Governor Newsom has issued a series of executive orders during the course of the public health emergency. This resulted in the shutdown of large sectors of the economy as part of an effort to slow the spread of the virus (known as “shelter in place”). Governor Newsom recently ordered that dining facilities close their doors once again to indoor dining, but outdoor dining is permitted so long as proper precautionary measures are taken. There are public spaces adjacent to some dining facilities that could be temporarily utilized for outdoor dining. Some dining facilities have requested to utilize their private parking areas for outdoor dining. It is in the economic interest of the entire community that dining facilities remain open to the extent feasible. Staff is seeking City Council approval of the issuance of permits for this purpose.

### **ITEM ANALYSIS**

Council has directed staff to come up with creative solutions to help support the local economy and businesses during this emergency. Staff’s opinion is that this is a simple

and safe way to assist businesses with continuing to provide goods and services to the community.

### **FISCAL ANALYSIS**

The only anticipated cost would be staff time to review the application and site plan. There is currently no fee established for the issuance of outdoor dining permits. If Council desires one to be adopted, a public hearing will need to be scheduled to update the City's fee schedule. . Alternatively, Council could waive any fees for COVID related outdoor dining permits, which is staff's recommendation.

### **STRATEGIC PLAN ASSESSMENT**

This project was listed as a priority project in meeting the goals and objectives of Goal 1 "Support quality services and community safety to enhance the lives of our citizens and visitors", and Goal 2 "Promote a thriving local economy."

### **ATTACHMENTS**

1. Resolution No. 2020-61, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING THE ISSUANCE OF OUTDOOR DINING PERMITS DURING THE COVID-19 EMERGENCY
2. Outdoor Dining Encroachment Permit and Agreement
3. Outdoor Dining Permit and Agreement

Staff review:

  
\_\_\_\_\_  
CM

**RESOLUTION NO. 2020-61**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
APPROVING THE ISSUANCE OF OUTDOOR DINING PERMITS  
DURING THE COVID-19 EMERGENCY**

**WHEREAS**, the nation and State of California have been living under a declared public health emergency since March of this year due to the COVID-19 pandemic; and

**WHEREAS**, Governor Newsom has issued a series of executive orders during the course of the public health emergency that have resulted in the shutdown of large sectors of the economy as part of an effort to slow the spread of the virus (known as “shelter in place”); and

**WHEREAS**, Governor Newsom recently ordered that dining facilities close their doors once again to indoor dining; and

**WHEREAS**, outdoor dining is permitted so long as proper precautionary measures are taken; and

**WHEREAS**, there are public spaces adjacent to some dining facilities that could be temporarily utilized for outdoor dining; and

**WHEREAS**, some dining facilities have requested to utilize their private parking areas for outdoor dining; and

**WHEREAS**, it is in the economic interest of the entire community that dining facilities remain open to the extent feasible; and

**WHEREAS**, the City Council must approve the issuance of permits for this purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City that so long as the State of California is under a public health emergency and dining facilities are forced to either close indoor dining completely or to diminish indoor dining capacity:

1. Outdoor dining encroachment permits for the use of public spaces (public property or public right of way) may be issued in the form attached hereto (Exhibit A) by the City Manager or his designee; and
2. Outdoor dining permits for private parking areas may be issued in the form attached hereto (Exhibit B) by the City Manager or his designee.

**APPROVED and ADOPTED** and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 20<sup>th</sup> day of July 2020, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Blake Inscore, Mayor

ATTEST:

---

Robin Patch, City Clerk



**CITY OF CRESCENT CITY**  
377 J Street  
Crescent City, CA 95531  
(707) 464-7483  
www.crescentcity.org

Permit No. \_\_\_\_\_

Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Outdoor Dining Encroachment Permit and Agreement

APPLICANT NAME(S): \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**In consideration of granting this application, the applicant(s) hereby agree(s) to the following terms:**

- 1. COMPLIANCE WITH LAW.** Applicant will comply with applicable Americans with Disabilities Act (ADA) requirements, state and local public health orders and regulations, and all other laws applicable to the conduct of its business.
- 2. HOLD HARMLESS.** Applicant will indemnify, defend and save the City of Crescent City, its authorized agents, officers, representatives and employees, harmless from and against any and all penalties, liabilities or loss resulting from claims or court action and arising out of any accident, loss or damage to persons or property happening or occurring as a proximate result of any activity performed under the permit granted pursuant to this application.
- 3. TEMPORARY.** Applicant will place and maintain only temporary dining facilities on public property or in the public right of way. No permanent fixtures or attachment of fixtures to public property or within the public right of way is allowed.
- 4. REVOCABLE.** This encroachment permit is being issued in an effort to provide dining facilities with additional seating area to serve customers. This permit to use public property or the public right of way may be revoked at any time due to applicant failure to comply with applicable laws or the terms of this permit, failure to maintain safe operations, the end of public health orders that reduce the customer capacity of dining establishments, or for public convenience.
- 5. DAMAGE.** Applicant accepts responsibility for the repair of any physical damage to City facilities resulting from applicant's activities in the public right of way.
- 6. SITE PLAN.** Applicant will abide by its submitted and approved site plan.
- 7. INSURANCE.** Applicant will maintain a policy of Commercial General Liability with a minimum policy limit of one million dollars per occurrence for bodily injury and property damage or City-approved equivalent, with the City named as additional insured. The undersigned applicant and/or contractor states that they have read and agrees to meet all the conditions on this application, including provisions of required liability insurance or a City Attorney approved equivalent, and acknowledges that this application will be made a part of the encroachment permit.

**8. REQUIRED DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION:**

- Site Plan – a simple sketch drawing of the area to be used and proposed layout of tables, etc.
- Certificate of Insurance – demonstrating the insurance requirements are met

**I hereby warrant and represent to the City that I am authorized to execute this permit application on behalf of the permittee and bind the permittee to the agreements contained herein and any conditions of the permit.**

Authorized Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

<i>For official use only</i>	
Site Plan Approved _____	<i>(initial and attach)</i>
Certificate of Insurance Approved _____	<i>(initial and attach)</i>
Permit Approved: _____	Date: _____
<i>Signature</i>	



**CITY OF CRESCENT CITY**  
 377 J Street  
 Crescent City, CA 95531  
 (707) 464-7483  
 www.crescentcity.org

Permit No. \_\_\_\_\_

Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Outdoor Dining Permit and Agreement

APPLICANT NAME(S): \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**In consideration of granting this application, the applicant(s) hereby agree(s) to the following terms:**

1. **COMPLIANCE WITH LAW.** Applicant will comply with applicable Americans with Disabilities Act (ADA) requirements, state and local public health orders and regulations, and all other laws applicable to the conduct of its business.
2. **HOLD HARMLESS.** Applicant will indemnify, defend and save the City of Crescent City, its authorized agents, officers, representatives and employees, harmless from and against any and all penalties, liabilities or loss resulting from claims or court action and arising out of any accident, loss or damage to persons or property happening or occurring as a proximate result of any activity performed under the permit granted pursuant to this application.
3. **REVOCABLE.** This permit is being issued in an effort to provide dining facilities with additional seating area to serve customers. This permit to use parking areas for outdoor dining may be revoked at any time due to applicant's failure to comply with applicable laws or the terms of this permit, failure to maintain safe operations, the end of public health orders that reduce the customer capacity of dining establishments, or for public convenience.
4. **SITE PLAN.** Applicant will abide by its submitted and approved site plan.

**I hereby warrant and represent to the City that I am authorized to execute this permit application on behalf of the permittee and bind the permittee to the agreements contained herein and any conditions of the permit.**

Authorized Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

<b><i>For official use only</i></b>	
Site Plan Approved _____ <i>(initial and attach)</i>	
Permit Approved: _____ <i>Signature</i>	Date: _____



## CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

**BY: RICHARD GRIFFIN, CHIEF OF POLICE**

**DATE: JULY 20, 2020**

**SUBJECT: CCPD BACKPACK PROGRAM**

---

### **RECOMMENDATION**

- Hear staff report
- Receive public comment
- Give direction to staff to maintain a school backpack donation program
- Adopt Resolution 2020-62, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET

### **BACKGROUND**

Officer Magnolia Valero recently presented an idea to supply local children with backpacks filled with school supplies to help start out their school year. With the current COVID-19 pandemic we still do not know if there will be in person classes taking place, but we do know that students will need school supplies.

After speaking with Del Norte School District Superintendent Jeff Harris about the idea, the Crescent City Police Department decided to focus on providing a minimum of 30 backpacks to children who attend Joe Hamilton Elementary. The target price for the backpacks and supplies would be \$30 each. In total the initial goal would be completed with less than \$1000 in donations. Chief Richard Griffin has committed to donating the first five backpacks for a \$150 donation. City Manager Eric Wier has also committed to donating five backpacks for a \$150 donation as well. The remaining donations would be sought out by Officer Valero by going to local businesses and citizen outreach.

The backpacks would be stocked with supplies needed by third graders: washable markers, colored pencils, crayons, glue sticks, scissors, #2 wood pencils, lined notebook paper, pocket folders, binders, facial tissue, antibacterial wipes, a bottle of hand sanitizer, dry erase markers, multicolored highlighters, composition notebooks, copy paper, and sandwich baggies.



Officer Valero would be working with school staff to ensure that the supplies in the backpacks would meet the requirements for the children. Once the backpacks are assembled, they would be delivered to school officials at Joe Hamilton so they could be given out to children in need of supplies.

To maintain this program, Chief Griffin would be seeking a new budget line for a Backpacks for School Kids Donation Program. This would allow for donations throughout the year that would be specifically directed to purchase new school supplies annually.

### **ANALYSIS**

In securing the initial donation total of \$300, a total of 10 backpacks can be purchased and filled with supplies immediately. An ongoing budget line for donations would allow for the program to continue.

### **FISCAL IMPACT**

There will be no net fiscal impact to the City of Crescent City for this Backpacks for School Kids Donation Program. It would be operated completely under donations and not from public funds. A budget amendment is attached that would allow the receipt of donations and a corresponding expenditure.

### **ATTACHMENTS**

- Resolution 2020-62

CM: EW

**RESOLUTION NO. 2020-62**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET OF THE CITY OF CRESCENT CITY**

**WHEREAS**, the budget for the fiscal year beginning July 1, 2020, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 22<sup>nd</sup> day of June 2020; and

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

**WHEREAS**, the Crescent City Police Department desires to initiate a Backpack for School Kids Donation Program by soliciting donations from community members and local businesses to purchase backpacks filled with school supplies for local children; and

**WHEREAS**, the City Council supports this community endeavor and the building of positive relationships between police officers and local youth; and

**WHEREAS**, in order to fulfill these priorities, a budget amendment is necessary.

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

That the Fiscal Year 2020-21 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	\$1,000	\$1,000

**APPROVED and ADOPTED** and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 20<sup>th</sup> day of July 2020, by the following polled vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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

ATTEST:

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