

CITY OF CRESCENT CITY

Mayor Blake Inscore
Council Member Alex Fallman

Mayor Pro Tem Heidi Kime
Council Member Jason Greenough
Council Member Isaiah Wright

AGENDA SPECIAL CITY COUNCIL MEETING VIRTUAL VIA ZOOM MEETINGS

MONDAY

JUNE 22, 2020

6:00 P.M.

Due to the current public health emergency resulting from COVID-19, the public may access and participate in the public meeting using one or more of the following three methods: (1) participate online via Zoom – details to join the meeting will be on both the City of Crescent City – City Hall Facebook page as well as the City of Crescent City website (www.crescentcity.org); (2) watch the meeting via livestream on YouTube (Channel: City of Crescent City, California) and submit comments via publiccomment@crescentcity.org; or submit a written comment by filing it with the City Clerk at 377 J Street, Crescent City, California 95531 prior to 4:00 pm, June 15, 2020. If you require a special accommodation, please contact City Clerk Robin Patch at 464-7483 ext. 223.

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

PUBLIC HEARINGS

1. Fiscal Year 2020/21 Budget and Appropriations Limit

- Recommendation: Open public hearing
- Receive staff report
- Take public comment
- Close public hearing

- *Adopt Resolution No. 2020-48, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE ANNUAL BUDGET FOR THE 2020-21 FISCAL YEAR*
- *Adopt Resolution No. 2020-49, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SELECTING THE ANNUAL ADJUSTMENT FACTORS FOR THE CALCULATION OF THE 2020-21 APPROPRIATIONS LIMIT FOR THE CITY OF CRESCENT CITY*

CONSENT CALENDAR

2. Council Meeting Minutes

- *Recommendation: Approve the June 8, 2020 special meeting minutes of the City Council.*

3. Standard Volunteer RV Park Camp Host Agreement and Volunteer RV Park Camp Host Eligibility Criteria

- *Recommendation: Approve Resolution No. 2020-47 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING A STANDARD VOLUNTEER RV PARK CAMP HOST AGREEMENT AND VOLUNTEER RV PARK CAMP HOST ELIGIBILITY CRITERIA*

4. Caltrans ADA Project Agreements

- *Recommendation: Ratify agreements with Caltrans to Relocate City utilities, a fire hydrant and streetlight pole in conflict with Caltrans ADA Improvement Project.*
- *Adopt Resolution 2020-50, 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*
- *Authorize the City Manager to sign agreements with Hemmingsen Contracting Co, Inc. to relocate a fire hydrant and streetlight for Caltrans's ADA Project.*

5. Budget-to-Actual Financial Report for May 2020

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

6. Local Early Action Planning Grant (LEAP)

- *Recommendation: Adopt Resolution No. 2020-51, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT PLANNING SUPPORT GRANT PROGRAM FUNDS.*

7. Agreement with California Department of Corrections and Rehabilitation for Water Lab Testing Services

- *Recommendation: Ratify an agreement with California Department of Corrections and Rehabilitation for the City to provide laboratory water testing services for Pelican Bay State Prison from July 1, 2020 to June 30, 2023.*

8. Temporary Assignment of Shoreline RV Park Resident Camp Host to the Public Works Maintenance Manager and Amending the Fiscal Year 2020-21 Budget

- *Recommendation: Adopt Resolution No. 2020-52, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE TEMPORARY ASSIGNMENT OF SHORELINE RV PARK RESIDENT CAMP HOST TO PUBLIC WORKS MAINTENANCE MANAGER AND AMENDING THE FISCAL YEAR 2020-21 BUDGET.*

REPORTS AND PRESENTATIONS - None

CONTINUING BUSINESS - None

NEW BUSINESS

9. COVID-19 Pool Closure Refunds for Annual Passes and Punch Pass Extensions

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Provide direction to City staff regarding proposed refunds for annual passes and extension of punch pass cards.*

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, July 6, 2020 at 6:00 p.m. via Zoom, Crescent City, CA 95531.

POSTED:

June 18, 2020

/s/ Robin Patch

City Clerk/Administrative Analyst

Vision:

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

Mission:

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

Values:

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



CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: JUNE 22, 2020

SUBJECT: FISCAL YEAR 2020-21 BUDGET AND APPROPRIATIONS LIMIT

RECOMMENDATION

- Open public hearing
- Receive staff report
- Take public comment
- Close public hearing
- Adopt Resolution No. 2020-48, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE ANNUAL BUDGET FOR THE 2020-21 FISCAL YEAR
- Adopt Resolution No. 2020-49, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SELECTING THE ANNUAL ADJUSTMENT FACTORS FOR THE CALCULATION OF THE 2020-21 APPROPRIATIONS LIMIT FOR THE CITY OF CRESCENT CITY

BACKGROUND

The City Council held a public workshop June 8-9, 2020 to discuss the Fiscal Year 2020-21 budget. City Manager Eric Wier and Finance Director Linda Leaver presented the proposed budget and City staff were present to provide additional information. This year's budget is particularly challenging due to the COVID-19 emergency, as well as its potential impacts on City revenues. Staff discussed various revenue projections and cash flow scenarios and discussed the high level of uncertainty for the upcoming fiscal year. We have no way to accurately predict how long the health emergency will last or how long economic recovery will take. With this level of uncertainty, Council has directed staff to adopt a budget with conservative revenue estimates and expenses reduced as much as possible. Even with reduced expenses, most fund balances are projected to decrease over the year. In the case of the General Fund, the projected decrease in fund balance is

severe. It is expected that staff will return to Council with updates frequently this year and the budget will be modified several times.

ANALYSIS

As discussed in the workshop, the process of creating the proposed budget typically begins as soon as the mid-year budget review for the current fiscal year is completed and adopted. The City Manager, Finance Director, Department Heads, and Managers review current trends and forecast the next year's revenues and expense requirements in detail. Once the initial estimates are received, the Finance Director compiles all departments and funds and presents an overview to the City Manager. Typically, requests for expenses outpace revenues, and the Finance Director and City Manager meet with each department to make adjustments. It may take several rounds of adjustments before resulting in a proposed budget that the City Manager and Finance Director present to the Council and the public in a workshop. This year, the process was complicated by the uncertainties surrounding COVID-19 and the economic recession. The proposed budget represents only a starting place for the upcoming fiscal year and will be modified several times throughout the year as we receive new information and attempt to align expenses with revenues.

The City uses conservative budgeting techniques for both revenues and expenses. All planned expenses are budgeted as well as all authorized positions. Vacancies, deferred projects, and any costs that come in lower than estimated will result in actual expenses lower than budgeted amounts. These differences are reported to the Council monthly.

A brief summary of each major fund is provided below. More detail on each fund, including all minor funds, is included in the attached proposed budget document.

General Fund

The General Fund contains all governmental services that are not accounted for in other funds. These include administration, building inspection, code enforcement, community support, cultural center, fire, parks, planning, police, swimming pool, public works admin, and streets. These services are largely funded through tax revenues (the majority of which come from Sales Tax and TOT). Some services are partially or fully funded through charges for service and cost recoveries (for example, the Fire Department receives funding through an agreement with the Crescent Fire Protection District).

Sales Tax and TOT are both anticipated to be heavily impacted by the COVID-19 emergency, with the TOT impact being the most severe. This anticipated shortfall in revenue has required the City to greatly reduce planned expenses in the General Fund, with the most significant impact to the swimming pool. In order to maintain other essential services, the pool is budgeted to remain closed for the fiscal year. However, staff will be monitoring General Fund revenues closely and providing updates to the Council, with the intention that the pool will be reopened as soon as the General Fund revenues allow. Other departments are budgeted to remain open but with significantly reduced budgets. These will also be addressed on a case by case basis depending on revenues. On the other hand, if revenue projections do not improve, additional cuts will be required.

Even these drastic budget cuts do not provide a balanced budget, and the General Fund reserve will decrease significantly. The General Fund is proposed with a budget deficit of \$791,555. This is due to the severe revenue shortfall that is currently anticipated. As presented in the budget workshop, staff anticipates the “Budget to Actual” savings to be approximately \$300,000, resulting in a projected deficit of \$491,555. However actual results could vary and as such the Council should be aware the proposed budget authorizes expenditures that could result in a total budget deficit as stated above of \$791,555. Again, staff will be returning to Council throughout the year to update projections and make budgetary changes as needed. If revenue projections do not improve, additional cuts will be recommended to ensure the General Fund is sustainable.

General Fund	FY 2020-21 Proposed
Revenues	4,810,096
Operating Expenditures	(5,601,651)
Net	(791,555)

The General Fund is projected to have a fund balance of \$1,095,610 at the end of the current fiscal year (19.6% of next year’s proposed expenditures). This projection is based on year-to-date revenues and expenditures (including the interfund loan from the Water Fund for the Pebble Beach bank stabilization project) and uses a conservative approach to project the remainder of the fiscal year. Actual results will not be fully known until the fiscal year is closed and audited. If the fund balance is \$1,095,610 after the current fiscal year and the proposed budget is adopted, the budgeted fund balance for the end of Fiscal Year 2020-21 would be \$304,055 which is 5.4% of the proposed General Fund expenditures. The City has a policy of maintaining a 25% reserve in the General Fund, which would be \$1,400,413. The projected fund balance is well below the targeted reserve and is not a sustainable fund balance. Staff will be working with Council throughout the year to update projections and make additional changes as necessary to maintain the General Fund. As the COVID-19 emergency resolves and the economy recovers, the City will need to focus on rebuilding the General Fund reserve.

Housing Authority

The Housing Authority is 100% funded by Housing and Urban Development (HUD) and assists low-income individuals and families throughout Del Norte County with housing vouchers. We are currently providing assistance to an average of 564 families per month.

Revenues for the Housing Authority are determined on a calendar basis by Congress. The projection for FY 2020-21 revenues is approximately 2% higher than the current year budget, while expenditures are approximately 4% higher than the current year budget. The increase in expenditures is due to spending the remaining amount of COVID-19 funding that was received in the current fiscal year but will largely be spent next year. The current year is projected to close with a fund balance of \$388,048. The proposed budget for FY 2020-21 would close with a fund balance of \$303,852.

Housing Authority	FY 2020-21 Proposed
Revenues	3,799,743
Operating Expenditures	(3,883,939)
Net	(84,196)

RV Park

The Shoreline RV Park is an enterprise fund. There are 94 total spaces, with an average occupancy rate of 45% (higher in the summer months, lower in the winter). However, due to COVID-19, staff is currently projecting revenues at 50% of normal. Many of the expenses for running the park do not necessarily decrease with lower occupancy (although utilities expenses are projected to decrease), resulting in a budgeted deficit of \$116,943.

Working capital for the current year is projected to be \$137,122, and the proposed budget would result in working capital at the end of FY 2020-21 of only \$20,179. When more is known about economic recovery, staff will update Council and recommend changes as necessary.

RV Park	FY 2020-21 Proposed
Revenues	189,800
Operating Expenses	(306,743)
Net	(116,943)

Sewer

The Sewer Fund service revenues for FY 2020-21 are projected to decrease by 20% due to business closures caused by COVID-19. Operating expenses have been reduced to slightly less than the current year's budget. The debt service payment will increase by \$100,000 to \$1,600,000. The proposed budget includes \$450,000 to be transferred to the Sewer CIP Fund to provide resources for capital projects that will be planned with Jacobs Engineering, as well as an estimated carry-over of the current year's unused CIP of \$470,000.

The overall impact to the Sewer Fund is a net decrease of \$1,861,511, which will be funded out of existing reserves. Working capital at the end of the current fiscal year (including both the operating fund and the CIP fund) is projected to be \$5,935,021. If the proposed budget is adopted and fully expended, the working capital balance at the end of FY 2020-21 would be \$4,073,510.

Sewer	FY 2020-21 Proposed
Revenues (net of transfers)	4,113,149
Operating Expenses (net of transfers)	(3,454,660)
New Transfers to CIP Fund	(450,000)
Estimated Carry-over of Current CIP	(470,000)
Debt Service	(1,600,000)
Net	(1,861,511)

Water

Service revenues for the Water Fund are projected to decrease 20% due to closures caused by COVID-19. Operating expenses are projected to increase approximately 5%, which includes a reduction to regular budgets but the inclusion of two important projects. The City will complete the first phase of meter replacements for \$170,000, which will allow us to increase billing accuracy and efficiency and begin to move toward remote meter reading. The City will also complete a dynamic model of the water system for \$100,000, which will help us make plans for future capital improvement needs. The budget also includes an estimated carry-over of the current year's CIP of \$554,500.

The overall impact to the Water Fund is a net decrease of \$729,938 which will be funded out of existing reserves. Working capital at the end of the current fiscal year (including both the operating fund and CIP fund) is projected to be \$2,376,413. The proposed budget will result in a working capital balance of \$1,646,475 at the end of FY 2020-21.

Water	FY 2020-21 Proposed
Revenues (net of transfers)	2,435,687
Operating Expenses (net of transfers)	(2,261,125)
Estimated Carry-over of Current CIP	(554,500)
Debt Service	(350,000)
Net	(729,938)

Carry-over Budgeting

Staff has included language in the budget resolution to allow certain budgeted items to be carried over from year to year. These include capital projects, special projects, and grant projects that span multiple years. The estimated amount remaining of these multi-year projects is included in the proposed budget. When the current fiscal year accounting is closed out and the final amounts are known, staff will need to bring a budget amendment back to Council to update these project balances. The carry-over budget will allow these projects to continue moving forward until they are completed.

Position Control

There are a few changes proposed for position control.

- Adjustments/corrections to reflect current staffing
 - The position of Community Development Director has been vacant for over a year, and the City is in the process of implementing organizational changes which include the removal of this position. In its place, the current Public Works Director position will be transitioned to City Engineer/Community Development Director, and the Public Works Maintenance Manager position will be transitioned to a Public Works Operations Director. These changes will be brought back to the Council for authorization at a future meeting.
 - The Building Inspector/Code Enforcement position was previously authorized as 1.0 FTE. However, the position has been filled part-time for several years and is planned to continue.
- Remove all positions at the swimming pool with the exception of the Relief Supervisor. The pool is not currently budgeted to reopen, and we do not yet have a firm date on reopening. The current Relief Supervisor will be allocated to the Housing Authority (to provide additional assistance funded with the COVID-19 allocation) and to the Water and Sewer Funds to assist with archives.
- Remove vacant Recreation Lead position. This position is closed until the City has a need for event planning.
- Remove one part-time RV Park Attendant. The City will have only one paid attendant until revenues improve.
- Remove part-time Deputy Fire Chief. The former Deputy Fire Chief has retired from his regular position with the Arcata Fire Department and therefore cannot have a regular paid position with Crescent City due to retirement rules. The Fire Department Master Plan included eliminating this position.
- Separate grant-funded Police Officer position. This will clearly identify the position as grant-funded, limited term.

GANN Appropriations Limit

In 1979, the voters of California approved Proposition 4, commonly known as the Gann Limit ("Limit" or "Appropriations Limit"), to limit the growth of government taxation and spending. This proposition created Article XIIB of the Constitution, which provides a formula for calculating these limits. In 1990, the voters adopted Proposition 111, which revises the formulas for calculating adjustments to the limit.

The limit is based on actual appropriations during the base year and increases each year using specified growth factors. The appropriations limit does not apply to all City revenues, but only to those revenues defined as "proceeds of taxes" with certain exceptions for voter-approved debt, qualified capital outlay, and the costs of complying with court orders and federal mandates. During any fiscal year, a government entity may not appropriate (spend) any proceeds of taxes that are received in excess of the entity's limit. If the entity receives proceeds of taxes in excess of the limit, it may carry those funds

into the subsequent year for use. Any excess remaining after the second year must be returned to the taxpayers by reducing tax rates or fees. Alternatively, a majority of voters may approve an override to increase the appropriations limit for a maximum of four years.

In accordance with Proposition 111, the Council must adopt the Appropriations Limit each year as part of the annual budget process. The annual change in the limit is determined by two factors: (1) change in population and (2) change in cost of living (inflation).

Population factor: The population figures are provided to the City each year by the State Department of Finance. The City may choose to use either the population growth figure for the City's population or the growth figure for the County's population. For FY 2020-21, the City population factor is 0.62% and the County factor is 0.58%. Staff recommends using the City factor.

Inflation factor: The City may use the California per Capita Income figure (provided by the State Department of Finance) or the percentage change in the local assessment roll from the preceding year due to the addition of local non-residential construction in the City. The City has used the California per Capita Income figure in previous years, and staff continues to recommend this action. This year's per capita income factor is 3.73%.

The total calculated appropriations limit for FY 2020-21, using the recommended factors, is \$30,659,862 which is an increase of \$1,284,616 over the FY 2019-20 limit. All budgeted proceeds of taxes for FY 2020-21 are under the allowable limits. Only the General Fund includes budgeted revenues properly classified as proceeds of taxes, although the other types of funds are also presented consistent with previous years.

APPROPRIATIONS LIMIT: Fiscal Year 2020-21				
			% Change over prior year	
A.	Price Factor			
	Per capita personal income	2020-21	3.73	
	Population Factor			
	City	2020-21	0.62	
	County	2020-21	0.58	
B.	Calculation			
	Per capita personal income	ratio	1.0373	
	Population	ratio	1.0062	
	Calculation of factor for FY 2020-21	A times B	1.0437	
		2019-20	2020-21	2020-21
		Limit	Limit	Appropriations Subject to Limit
				Under (Over) Limit
	General Fund	5,763,625	6,015,675	3,084,599
	Special Revenue Funds	5,629,065	5,875,231	-
	Enterprise Funds	14,400,347	15,030,092	-
	Internal Service Funds	1,658,824	1,731,366	-
	Public Financing Authority	1,407,567	1,469,121	-
	Fiduciary Funds	515,818	538,376	-
		29,375,245	30,659,862	3,084,599
				27,575,263

FISCAL ANALYSIS

The effects of the proposed budget on each of the City's five major funds is discussed above. Below is a chart summarizing the proposed budget for each City fund (not including fiduciary funds). The projected ending fund balance / working capital is calculated as the projected ending fund balance for the current fiscal year plus the net impact of the proposed budget for FY 2020-21.

This chart is also included with additional details in the attached budget document.

		Proposed	Proposed	Proposed	Proposed
		Revenues	Expenditures	Net Activity	Working Capital or Fund Balance *
		FY 2020-21	FY 2020-21	FY 2020-21	@ 6/30/21
General Fund					
001	General Fund	4,810,096	(5,601,651)	(791,555)	304,055
Special Revenue Funds					
103	CDBG General Alloc 2010-2012	-	-	-	-
104	CDBG Program Income (PI)	7,800	(35,000)	(27,200)	7,800
106	Rehab and Sidewalk Loans	100	-	100	89,632
107	2003/04 CDBG Loan Program	-	(7,800)	(7,800)	13,420
150	CDBG 14-CDBG-9880	-	-	-	-
151	CDBG 16-CDBG-11136	-	-	-	-
152	CDBG 17-CDBG	4,529,504	(4,472,918)	56,586	-
110	Housing Authority	3,799,743	(3,883,939)	(84,196)	303,852
115	Gas Tax	179,186	(179,186)	-	17,366
116	Successor Housing	-	-	-	405,624
117	RMRA	131,358	(131,331)	27	16,897
Enterprise Funds					
412	RV Park	189,800	(306,743)	(116,943)	20,179
413	Sewer	4,113,149	(5,504,660)	(1,391,511)	3,837,330
913	Sewer CIP	450,000	(920,000)	(470,000)	236,180
419	Water	2,435,687	(2,611,125)	(175,438)	1,659,401
919	Water CIP	-	(554,500)	(554,500)	(12,926)
Internal Service Funds					
420	Info Tech Services	243,715	(243,715)	-	-
506	Building Services	148,140	(148,140)	-	100
508	Equipment Services	330,426	(330,426)	-	80,772
620	Insurance Reserve	289,446	(304,046)	(14,600)	121,103
630	OPEB	164,694	(164,694)	-	-
Capital Project & Acquisition Funds					
901	Capital Improvement Projects	1,212,920	(1,730,284)	(517,364)	90,993
902	Beachfront Park	-	-	-	442
930	Fire Vehicle Replacement	-	-	-	53,457
940	Police Vehicle Replacement	-	-	-	17,879

STRATEGIC PLAN ANALYSIS

This report is consistent with the Strategic Plan Goal of “Maintaining a balanced budget while executing strong fiscal management, optimized staffing levels, and through maximizing services with available resources.”

ATTACHMENTS

- Resolution No. 2020-48, Adopting the Annual Budget for the 2020-21 Fiscal Year
- Resolution No. 2020-49, Appropriations Limit for the City of Crescent City
- Fiscal Year 2020-21 proposed budget
- Appropriations limit factors from State Department of Finance

Staff Review

CM: EW

RESOLUTION NO. 2020-48

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
ADOPTING THE ANNUAL BUDGET, INCLUDING ANY ATTACHMENTS AND/OR
APPENDICES, FOR THE 2020-21 FISCAL YEAR**

WHEREAS, the budget for the fiscal year beginning July 1, 2020 as submitted by the City Manager has been reviewed by the City Council and a public hearing held thereon on the 22nd day of June 2020;

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

1. That the Fiscal Year 2020-21 City of Crescent City Annual Budget, as further considered by this Council, is hereby appropriated for the purposes stated herein and in the amounts identified below:

General Fund	5,601,651
Special Revenue Funds	8,710,174
Enterprise Funds (including Enterprise CIP)	9,897,028
Internal Service Funds	1,191,021
General CIP Funds	1,730,284
Fiduciary Funds	120,615
Total	27,250,773

2. That the appropriated amounts do not include depreciation;
3. That the appropriated amounts do include transfers between funds;
4. That the unused appropriations at the end of Fiscal Year 2019-20 for capital projects, special projects, and grant projects that are unfinished and continuing into Fiscal Year 2020-21 shall be carried forward and become part of the Fiscal Year 2020-21 budget;
5. That during the Fiscal Year 2020-21, the annual budget may be amended by budget modification action when such amendments do not exceed the Appropriations Limit as calculated and set forth pursuant to Article XIII B of the Constitution of the State of California;
6. That during the Fiscal Year 2020-21, the General Fund and other such previously authorized funds are hereby established in said budget, provided however, that additional funds, as deemed necessary may be established by appropriate action;
7. That the Position Control included in the attached budget document is hereby approved;

8. That pursuant to the provisions of Section 2.08.050 of the Crescent City Municipal Code, the City Manager shall administer said budget in accordance with the appropriate provisions of the ordinances and resolutions of the City;
9. That during the Fiscal Year 2020-21, the City Manager may authorize budget transfers between various expense categories within the same fund and department;
10. That the Finance Director/Treasurer is hereby authorized to execute interfund transfers during the course of the fiscal year in accordance with the listing of interfund transfers set forth in said budget;
11. That a true and correct copy of the Fiscal Year 2020-21 Annual Budget shall be filed in the office of the City Clerk.

APPROVED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City at a special meeting thereof held on the 22nd day of June 2020, by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

RESOLUTION NO. 2020-49

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
SELECTING THE ANNUAL ADJUSTMENT FACTORS FOR THE CALCULATION OF
THE 2020-21 APPROPRIATIONS LIMIT FOR THE CITY OF CRESCENT CITY**

WHEREAS, Article XIII B of the California Constitution does specify that the Appropriations Limit for cities may increase annually if selection of the adjustment factors for calculation thereof has been made; and

WHEREAS, the net change in the total county population or the net change in the total city population may be selected for the population adjustment factor; and

WHEREAS, the change in California per capita personal income or the change in the local assessment roll due to local non-residential construction may be selected for the inflationary adjustment factor.

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

1. The net change in total city population and the change in California per capita personal income are hereby selected as the annual adjustment factors for calculation of the 2020-21 Appropriations Limit for Crescent City, California.
2. The annual appropriations limit for fiscal year 2020-21 is \$30,659,862.

BE IT FURTHER RESOLVED, that in the absence of the data necessary to calculate the increase in the non-residential assessed valuation, the fiscal year 2020-21 Appropriations Limit for Crescent City is hereby adopted on a provisional basis using the alternative factor of per capita income for the inflationary adjustment and may need to be adjusted once the assessment data is available.

APPROVED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City at a special meeting thereof held on the 22nd day of June 2020, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk



***City of Crescent City
Proposed Budget
Fiscal Year 2020-21***

Public Hearing: June 22, 2020



City of Crescent City FY 2020-21 Annual Budget

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**City of Crescent City
FY 2020-21 Annual Budget**

Blake Inscore

Heidi Kime

Alex Fallman

Jason Greenough

Isaiah Wright

Mayor

Mayor Pro Tem

Council Member

Council Member

Council Member

**City of Crescent City FY 2020-21 Budget
Fund Summaries**

	Audited Working Capital or Fund Balance * @ 6/30/19	Budgeted Net Activity FY 2019-20	Budgeted Working Capital or Fund Balance * @ 6/30/20	Projected ** Net Activity FY 2019-20	Projected Working Capital or Fund Balance * @ 6/30/20	Proposed Revenues FY 2020-21	Proposed Expenditures FY 2020-21	Proposed Net Activity FY 2020-21	Proposed Working Capital or Fund Balance * @ 6/30/21
General Fund									
001 General Fund	2,598,700	(1,010,496)	1,588,204	(1,503,090)	1,095,610	4,810,096	(5,601,651)	(791,555)	304,055
Special Revenue Funds									
103 CDBG General Alloc 2010-2012	108	-	108	(108)	-	-	-	-	-
104 CDBG Program Income (PI)	34,059	-	34,059	941	35,000	7,800	(35,000)	(27,200)	7,800
106 Rehab and Sidewalk Loans	89,432	100	89,532	100	89,532	100	-	100	89,632
107 2003/04 CDBG Loan Program	56,220	(35,000)	21,220	(35,000)	21,220	-	(7,800)	(7,800)	13,420
150 CDBG 14-CDBG-9880	14	(15)	(1)	(14)	-	-	-	-	-
151 CDBG 16-CDBG-11136	(182,920)	182,921	1	182,920	-	-	-	-	-
152 CDBG 17-CDBG	(69,476)	69,476	-	12,890	(56,586)	4,529,504	(4,472,918)	56,586	-
110 Housing Authority	132,719	(9,555)	123,164	255,329	388,048	3,799,743	(3,883,939)	(84,196)	303,852
115 Gas Tax	17,366	882	18,248	-	17,366	179,186	(179,186)	-	17,366
116 Successor Housing	401,624	-	401,624	4,000	405,624	-	-	-	405,624
117 RMRA	25,108	(8,238)	16,870	(8,238)	16,870	131,358	(131,331)	27	16,897
Enterprise Funds									
412 RV Park	157,997	11,388	169,385	(20,875)	137,122	189,800	(306,743)	(116,943)	20,179
413 Sewer	6,149,561	(1,028,115)	5,121,446	(920,720)	5,228,841	4,113,149	(5,504,660)	(1,391,511)	3,837,330
913 Sewer CIP	156,180	(130,267)	25,913	550,000	706,180	450,000	(920,000)	(470,000)	236,180
419 Water	2,290,083	36,710	2,326,793	(455,244)	1,834,839	2,435,687	(2,611,125)	(175,438)	1,659,401
919 Water CIP	290,541	(289,506)	1,035	251,033	541,574	-	(554,500)	(554,500)	(12,926)
Internal Service Funds									
420 Info Tech Services	-	-	-	-	-	243,715	(243,715)	-	-
506 Building Services	100	-	100	-	100	148,140	(148,140)	-	100
508 Equipment Services	80,772	-	80,772	-	80,772	330,426	(330,426)	-	80,772
620 Insurance Reserve	104,939	(27,500)	77,439	30,764	135,703	289,446	(304,046)	(14,600)	121,103
630 OPEB	-	-	-	-	-	164,694	(164,694)	-	-
Capital Project & Acquisition Funds									
901 Capital Improvement Projects	50,501	(4,049)	46,452	557,856	608,357	1,212,920	(1,730,284)	(517,364)	90,993
902 Beachfront Park	1,392	(950)	442	(950)	442	-	-	-	442
930 Fire Vehicle Replacement	53,457	-	53,457	-	53,457	-	-	-	53,457
940 Police Vehicle Replacement	17,879	-	17,879	-	17,879	-	-	-	17,879

* General Fund, Special Revenue, and General Capital Funds show Fund Balance. Enterprise Funds and Internal Service Funds show Working Capital.

	Audited Fund Balance @ 6/30/19	Budgeted Net Activity FY 2019-20	Budgeted Fund Balance @ 6/30/20	Projected ** Net Activity FY 2019-20	Projected Fund Balance @ 6/30/20	Proposed Revenues FY 2020-21	Proposed Expenditures FY 2020-21	Proposed Net Activity FY 2020-21	Projected Fund Balance @ 6/30/21
Fiduciary Funds									
991 Successor Agency	(598,838)	-	(598,838)	-	(598,838)	21,396	(5,000)	16,396	(582,442)
992 PARS Trust Fund	607,052	-	607,052	-	607,052	164,994	(115,615)	49,379	656,431

** Projected activity is an estimate only, based on year-to-date experience. Actual results will not be known until the fiscal year ends and the audit is complete.

General Fund

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: n/a General Fund - All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	3,493,606	3,678,712	3,775,287	3,770,905	3,023,484	(747,421)	-19.8%
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	346,627	360,926	351,552	346,266	346,266	-	0.0%
Fines & Penalties	5,738	9,794	5,679	8,100	9,900	1,800	22.2%
Other Operating Sources	90,550	214,314	70,635	195,906	96,476	(99,430)	-50.8%
Operating Grants/Contributions	410,537	289,941	431,297	548,669	489,692	(58,977)	-10.7%
Charges for Services	492,095	597,623	775,003	754,553	410,222	(344,331)	-45.6%
Subtotal	4,839,153	5,151,310	5,409,453	5,624,399	4,376,040	(1,248,359)	-22.2%
Financing Sources							
Interest Income	8,226	20,922	63,872	50,333	25,167	(25,166)	-50.0%
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	8,226	20,922	63,872	50,333	25,167	(25,166)	-50.0%
Capital Sources							
Capital Leases/Rentals	27,549	26,313	30,513	28,029	28,029	-	0.0%
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	27,549	26,313	30,513	28,029	28,029	-	0.0%
Internal Sources							
Interfund Transfers In	206,164	217,207	138,053	246,500	178,014	(68,486)	-27.8%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	145,900	129,313	153,371	200,782	202,846	2,064	1.0%
Subtotal	352,064	346,520	291,424	447,282	380,860	(66,422)	-14.9%
TOTAL SOURCES	5,226,992	5,545,065	5,795,262	6,150,043	4,810,096	(1,339,947)	-21.8%
Operating Uses							
Wages & Salaries	1,802,202	1,915,606	2,131,450	2,232,477	2,057,582	(174,895)	-7.8%
Employee Benefits	1,187,453	1,269,460	1,346,450	1,484,974	1,563,490	78,516	5.3%
Utilities & Telephone	269,517	280,604	319,721	323,850	234,783	(89,067)	-27.5%
Materials & Supplies	283,735	394,285	421,896	664,688	325,064	(339,624)	-51.1%
Contracts & Services	712,487	562,897	484,289	973,839	723,738	(250,101)	-25.7%
Employee Support	90,750	90,672	70,710	91,016	41,442	(49,574)	-54.5%
Grants/Contributions to Others	148,165	153,863	151,769	148,000	133,000	(15,000)	-10.1%
Other Operating Uses	146,594	175,265	213,250	177,600	165,556	(12,044)	-6.8%
Subtotal	4,640,903	4,842,652	5,139,535	6,096,444	5,244,655	(851,789)	-14.0%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	13,230	13,230	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	13,230	13,230	n/a
Internal Uses							
Interfund Transfers Out	44,000	228,423	2,958	656,738	-	(656,738)	-100.0%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	268,337	288,697	300,037	407,357	343,766	(63,591)	-15.6%
Subtotal	312,337	517,120	302,995	1,064,095	343,766	(720,329)	-67.7%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	4,953,240	5,359,772	5,442,530	7,160,539	5,601,651	(1,558,888)	-21.8%
SURPLUS (DEFICIT)	273,752	185,293	352,732	(1,010,496)	(791,555)	218,941	-21.7%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 000 Non-Departmental

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	3,493,606	3,678,712	3,775,287	3,770,905	3,023,484	(747,421)	-19.8%
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	286,981	290,135	282,917	280,616	280,616	-	0.0%
Fines & Penalties	1,436	1,004	906	1,000	1,000	-	0.0%
Other Operating Sources	17,688	11,766	8,760	10,150	10,150	-	0.0%
Operating Grants/Contributions	-	-	584	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	3,799,711	3,981,617	4,068,454	4,062,671	3,315,250	(747,421)	-18.4%
Financing Sources							
Interest Income	8,226	20,922	63,872	50,333	25,167	(25,166)	-50.0%
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	8,226	20,922	63,872	50,333	25,167	(25,166)	-50.0%
Capital Sources							
Capital Leases/Rentals	27,549	26,313	30,513	28,029	28,029	-	0.0%
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	27,549	26,313	30,513	28,029	28,029	-	0.0%
Internal Sources							
Interfund Transfers In	-	-	-	35,000	-	(35,000)	-100.0%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	35,000	-	(35,000)	-100.0%
TOTAL SOURCES	3,835,486	4,028,852	4,162,839	4,176,033	3,368,446	(807,587)	-19.3%
Operating Uses							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	139,076	166,524	205,644	167,908	163,664	(4,244)	-2.5%
Subtotal	139,076	166,524	205,644	167,908	163,664	(4,244)	-2.5%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	13,230	13,230	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	13,230	13,230	n/a
Internal Uses							
Interfund Transfers Out	-	150,809	-	651,738	-	(651,738)	-100.0%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	150,809	-	651,738	-	(651,738)	-100.0%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	139,076	317,333	205,644	819,646	176,894	(642,752)	-78.4%
SURPLUS (DEFICIT)	3,696,410	3,711,519	3,957,195	3,356,387	3,191,552	(164,835)	-4.9%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 110 City Council

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	62,185	60,284	58,001	70,360	64,596	(5,764)	-8.2%
Subtotal	62,185	60,284	58,001	70,360	64,596	(5,764)	-8.2%
TOTAL SOURCES	62,185	60,284	58,001	70,360	64,596	(5,764)	-8.2%
Operating Uses							
Wages & Salaries	38,630	36,656	37,267	37,360	36,655	(705)	-1.9%
Employee Benefits	42,472	38,722	38,591	39,415	54,444	15,029	38.1%
Utilities & Telephone	-	-	2,553	2,645	2,645	-	0.0%
Materials & Supplies	163	5,615	507	2,050	1,250	(800)	-39.0%
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	10,113	7,659	6,375	4,500	-	(4,500)	-100.0%
Grants/Contributions to Others	73	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	91,451	88,652	85,293	85,970	94,994	9,024	10.5%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	5,100	5,384	4,787	5,000	4,621	(379)	-7.6%
Subtotal	5,100	5,384	4,787	5,000	4,621	(379)	-7.6%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	96,551	94,036	90,080	90,970	99,615	8,645	9.5%
SURPLUS (DEFICIT)	(34,366)	(33,752)	(32,079)	(20,610)	(35,019)	(14,409)	69.9%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 111 City Manager

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	1,000	40,000	30,000	(10,000)	-25.0%
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	1,000	40,000	30,000	(10,000)	-25.0%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	-	-	1,000	40,000	30,000	(10,000)	-25.0%
Operating Uses							
Wages & Salaries	30,851	20,506	24,188	37,586	39,579	1,993	5.3%
Employee Benefits	14,130	12,103	16,560	21,435	22,041	606	2.8%
Utilities & Telephone	1,872	2,546	5,167	1,105	1,105	-	0.0%
Materials & Supplies	706	2,377	339	431	431	-	0.0%
Contracts & Services	6,169	6,470	4,071	88,013	31,085	(56,928)	-64.7%
Employee Support	6,865	6,756	2,658	3,106	1,951	(1,155)	-37.2%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	60,593	50,758	52,983	151,676	96,192	(55,484)	-36.6%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	5,000	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	3,731	4,041	4,492	6,784	6,121	(663)	-9.8%
Subtotal	8,731	4,041	4,492	6,784	6,121	(663)	-9.8%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	69,324	54,799	57,475	158,460	102,313	(56,147)	-35.4%
SURPLUS (DEFICIT)	(69,324)	(54,799)	(56,475)	(118,460)	(72,313)	46,147	-39.0%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 112 Community Support

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	2,500	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	2,500	-	-	-	-	n/a
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	-	2,500	-	-	-	-	n/a
Operating Uses							
Wages & Salaries	3,243	2,570	2,634	4,295	4,153	(142)	-3.3%
Employee Benefits	2,183	2,000	2,130	2,940	3,214	274	9.3%
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	2,388	5,317	4,188	7,650	500	(7,150)	-93.5%
Contracts & Services	8	14	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	93,000	94,000	92,000	88,000	73,000	(15,000)	-17.0%
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	100,822	103,901	100,952	102,885	80,867	(22,018)	-21.4%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	268	238	226	389	374	(15)	-3.9%
Subtotal	268	238	226	389	374	(15)	-3.9%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	101,090	104,139	101,178	103,274	81,241	(22,033)	-21.3%
SURPLUS (DEFICIT)	(101,090)	(101,639)	(101,178)	(103,274)	(81,241)	22,033	-21.3%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 113 City Clerk

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	10,646	167	6,728	8,289	-	(8,289)	-100.0%
Operating Grants/Contributions	6,198	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	16,844	167	6,728	8,289	-	(8,289)	-100.0%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	83,715	69,029	95,370	94,187	104,041	9,854	10.5%
Subtotal	83,715	69,029	95,370	94,187	104,041	9,854	10.5%
TOTAL SOURCES	100,559	69,196	102,098	102,476	104,041	1,565	1.5%
Operating Uses							
Wages & Salaries	57,004	59,004	66,719	72,003	74,068	2,065	2.9%
Employee Benefits	29,030	19,757	45,551	44,287	47,680	3,393	7.7%
Utilities & Telephone	1,380	1,728	2,375	2,449	2,449	-	0.0%
Materials & Supplies	994	1,805	1,718	1,960	2,960	1,000	51.0%
Contracts & Services	36,638	15,451	20,778	25,750	25,570	(180)	-0.7%
Employee Support	3,992	4,287	3,108	350	275	(75)	-21.4%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	129,038	102,032	140,249	146,799	153,002	6,203	4.2%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	3,591	4,143	5,073	6,354	6,176	(178)	-2.8%
Subtotal	3,591	4,143	5,073	6,354	6,176	(178)	-2.8%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	132,629	106,175	145,322	153,153	159,178	6,025	3.9%
SURPLUS (DEFICIT)	(32,070)	(36,979)	(43,224)	(50,677)	(55,137)	(4,460)	8.8%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 114 Human Resources and Safety

* Prior to FY 2019-20, HR costs were charged directly to all major funds. Beginning in FY 2019-20, HR includes Safety and is allocated as an ISF.

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	5,000	-	(5,000)	-100.0%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	36,235	34,209	(2,026)	-5.6%
Subtotal	-	-	-	41,235	34,209	(7,026)	-17.0%
TOTAL SOURCES	-	-	-	41,235	34,209	(7,026)	-17.0%
Operating Uses							
Wages & Salaries	5,521	11,929	33,453	58,804	60,673	1,869	3.2%
Employee Benefits	2,591	6,613	16,140	39,351	40,134	783	2.0%
Utilities & Telephone	1,380	1,728	2,376	3,794	3,794	-	0.0%
Materials & Supplies	516	455	386	9,327	1,927	(7,400)	-79.3%
Contracts & Services	262	-	44	-	-	-	n/a
Employee Support	1,250	2,306	831	6,735	710	(6,025)	-89.5%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	11,520	23,031	53,230	118,011	107,238	(10,773)	-9.1%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	491	713	2,212	5,298	5,113	(185)	-3.5%
Subtotal	491	713	2,212	5,298	5,113	(185)	-3.5%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	12,011	23,744	55,442	123,309	112,351	(10,958)	-8.9%
SURPLUS (DEFICIT)	(12,011)	(23,744)	(55,442)	(82,074)	(78,142)	3,932	-4.8%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 120 Finance

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	(100)	800	2,100	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	(100)	800	2,100	-	-	-	n/a
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	(100)	800	2,100	-	-	-	n/a
Operating Uses							
Wages & Salaries	51,648	60,815	101,505	121,929	115,949	(5,980)	-4.9%
Employee Benefits	27,765	32,458	65,303	76,555	76,146	(409)	-0.5%
Utilities & Telephone	5,458	6,835	7,452	5,305	4,396	(909)	-17.1%
Materials & Supplies	5,211	6,334	6,256	13,241	5,057	(8,184)	-61.8%
Contracts & Services	21,965	21,008	19,286	27,788	24,913	(2,875)	-10.3%
Employee Support	1,573	4,774	1,920	2,041	235	(1,806)	-88.5%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	113,620	132,224	201,722	246,859	226,696	(20,163)	-8.2%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	3,689	4,213	7,804	10,455	9,744	(711)	-6.8%
Subtotal	3,689	4,213	7,804	10,455	9,744	(711)	-6.8%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	117,309	136,437	209,526	257,314	236,440	(20,874)	-8.1%
SURPLUS (DEFICIT)	(117,409)	(135,637)	(207,426)	(257,314)	(236,440)	20,874	-8.1%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 130 City Attorney

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	968	1,632	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	968	1,632	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	968	1,632	-	-	-	-	n/a
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	43	470	50	400	200	(200)	-50.0%
Contracts & Services	58,623	69,851	61,038	60,423	56,257	(4,166)	-6.9%
Employee Support	3,088	2,759	3,800	5,600	500	(5,100)	-91.1%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	61,754	73,080	64,888	66,423	56,957	(9,466)	-14.3%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	61,754	73,080	64,888	66,423	56,957	(9,466)	-14.3%
SURPLUS (DEFICIT)	(60,786)	(71,448)	(64,888)	(66,423)	(56,957)	9,466	-14.3%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 230 Fire

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	12,321	23	37	17,118	-	(17,118)	-100.0%
Operating Grants/Contributions	-	26,467	22,918	20,000	-	(20,000)	-100.0%
Charges for Services	239,761	311,676	540,967	445,868	364,522	(81,346)	-18.2%
Subtotal	252,082	338,166	563,922	482,986	364,522	(118,464)	-24.5%
<u>Financing Sources</u>							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	14,000	14,000	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	14,000	14,000	n/a
TOTAL SOURCES	252,082	338,166	563,922	482,986	378,522	(104,464)	-21.6%
<u>Operating Uses</u>							
Wages & Salaries	142,134	189,086	195,867	184,706	178,173	(6,533)	-3.5%
Employee Benefits	207,623	209,739	284,509	284,493	284,915	422	0.1%
Utilities & Telephone	8,469	10,275	14,812	11,710	13,090	1,380	11.8%
Materials & Supplies	74,684	109,477	107,578	115,850	87,050	(28,800)	-24.9%
Contracts & Services	28,037	38,507	56,360	77,524	79,104	1,580	2.0%
Employee Support	34,208	19,565	14,453	11,943	9,085	(2,858)	-23.9%
Grants/Contributions to Others	20,000	20,000	20,000	20,000	20,000	-	0.0%
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	515,155	596,649	693,579	706,226	671,417	(34,809)	-4.9%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	33,160	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	44,792	48,572	52,202	71,627	59,461	(12,166)	-17.0%
Subtotal	44,792	81,732	52,202	71,627	59,461	(12,166)	-17.0%
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	559,947	678,381	745,781	777,853	730,878	(46,975)	-6.0%
SURPLUS (DEFICIT)	(307,865)	(340,215)	(181,859)	(294,867)	(352,356)	(57,489)	19.5%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 240 Police

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	4,402	6,490	2,673	5,100	6,900	1,800	35.3%
Other Operating Sources	32,025	29,045	18,615	83,049	79,826	(3,223)	-3.9%
Operating Grants/Contributions	213,696	245,542	164,213	292,369	266,692	(25,677)	-8.8%
Charges for Services	1,544	1,251	2,592	3,500	1,700	(1,800)	-51.4%
Subtotal	251,667	282,328	188,093	384,018	355,118	(28,900)	-7.5%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	6,500	-	(6,500)	-100.0%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	6,500	-	(6,500)	-100.0%
TOTAL SOURCES	251,667	282,328	188,093	390,518	355,118	(35,400)	-9.1%
Operating Uses							
Wages & Salaries	795,622	891,639	1,003,573	1,076,713	1,108,749	32,036	3.0%
Employee Benefits	531,425	630,262	544,615	621,659	727,106	105,447	17.0%
Utilities & Telephone	16,539	18,153	17,476	17,695	20,595	2,900	16.4%
Materials & Supplies	95,628	112,968	96,997	268,247	127,727	(140,520)	-52.4%
Contracts & Services	117,146	105,770	149,756	198,976	191,607	(7,369)	-3.7%
Employee Support	17,479	30,137	24,052	40,053	25,536	(14,517)	-36.2%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	1,573,839	1,788,929	1,836,469	2,223,343	2,201,320	(22,023)	-1.0%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	39,000	44,454	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	81,892	90,686	89,118	129,152	116,403	(12,749)	-9.9%
Subtotal	120,892	135,140	89,118	129,152	116,403	(12,749)	-9.9%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	1,694,731	1,924,069	1,925,587	2,352,495	2,317,723	(34,772)	-1.5%
SURPLUS (DEFICIT)	(1,443,064)	(1,641,741)	(1,737,494)	(1,961,977)	(1,962,605)	(628)	0.0%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 250 Code Enforcement

* FY 2014-15 through FY 2018-19, Code Enforcement was included in Dept. 251. Beginning FY 2019-20, Code Enforcement is a separate department.

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	1,000	1,000	-	0.0%
Other Operating Sources	-	-	-	50,000	-	(50,000)	-100.0%
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	51,000	1,000	(50,000)	-98.0%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	-	-	-	51,000	1,000	(50,000)	-98.0%
Operating Uses							
Wages & Salaries	-	-	-	7,340	8,955	1,615	22.0%
Employee Benefits	-	-	-	3,108	4,248	1,140	36.7%
Utilities & Telephone	-	-	-	539	536	(3)	-0.6%
Materials & Supplies	-	-	-	1,212	212	(1,000)	-82.5%
Contracts & Services	-	-	-	5,000	-	(5,000)	-100.0%
Employee Support	-	-	-	600	600	-	0.0%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	17,799	14,551	(3,248)	-18.2%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	564	670	106	18.8%
Subtotal	-	-	-	564	670	106	18.8%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	-	-	-	18,363	15,221	(3,142)	-17.1%
SURPLUS (DEFICIT)	-	-	-	32,637	(14,221)	(46,858)	-143.6%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 251 Building Inspection

* FY 2014-15 through FY 2018-19, Code Enforcement was included in Dept. 251. Beginning FY 2019-20, Code Enforcement is a separate department.

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	59,276	70,489	68,035	65,200	65,200	-	0.0%
Fines & Penalties	-	1,500	-	1,000	1,000	-	0.0%
Other Operating Sources	4,645	150,555	26,951	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	13,573	25,213	19,376	30,000	30,000	-	0.0%
Subtotal	77,494	247,757	114,362	96,200	96,200	-	0.0%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	77,494	247,757	114,362	96,200	96,200	-	0.0%
Operating Uses							
Wages & Salaries	71,220	44,167	43,122	28,121	28,107	(14)	0.0%
Employee Benefits	37,335	24,935	21,001	11,170	11,539	369	3.3%
Utilities & Telephone	680	851	1,160	790	790	-	0.0%
Materials & Supplies	1,500	219	362	1,700	1,700	-	0.0%
Contracts & Services	70,900	96,341	12,076	11,000	3,500	(7,500)	-68.2%
Employee Support	4,689	3,393	2,591	5,500	1,000	(4,500)	-81.8%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	186,324	169,906	80,312	58,281	46,636	(11,645)	-20.0%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	4,832	3,805	3,218	2,192	2,010	(182)	-8.3%
Subtotal	4,832	3,805	3,218	2,192	2,010	(182)	-8.3%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	191,156	173,711	83,530	60,473	48,646	(11,827)	-19.6%
SURPLUS (DEFICIT)	(113,662)	74,046	30,832	35,727	47,554	11,827	33.1%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 313 Planning

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	370	302	600	450	450	-	0.0%
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	40,000	160,000	120,000	300.0%
Charges for Services	5,525	3,464	3,573	3,000	3,000	-	0.0%
Subtotal	5,895	3,766	4,173	43,450	163,450	120,000	276.2%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	5,895	3,766	4,173	43,450	163,450	120,000	276.2%
Operating Uses							
Wages & Salaries	40,754	38,978	35,740	17,291	19,435	2,144	12.4%
Employee Benefits	26,086	24,961	23,281	10,900	11,262	362	3.3%
Utilities & Telephone	1,380	1,728	2,018	918	1,918	1,000	108.9%
Materials & Supplies	354	347	433	1,400	1,900	500	35.7%
Contracts & Services	1,532	2,867	14,368	150,200	225,700	75,500	50.3%
Employee Support	2,489	1,942	2,758	6,500	500	(6,000)	-92.3%
Grants/Contributions to Others	35,092	39,863	39,769	40,000	40,000	-	0.0%
Other Operating Uses	1,500	1,450	1,275	1,600	1,600	-	0.0%
Subtotal	109,187	112,136	119,642	228,809	302,315	73,506	32.1%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	5,000	-	(5,000)	-100.0%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	2,917	2,734	3,136	1,649	1,557	(92)	-5.6%
Subtotal	2,917	2,734	3,136	6,649	1,557	(5,092)	-76.6%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	112,104	114,870	122,778	235,458	303,872	68,414	29.1%
SURPLUS (DEFICIT)	(106,209)	(111,104)	(118,605)	(192,008)	(140,422)	51,586	-26.9%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 350 Public Works - Admin

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	1,938	2,785	1,808	1,500	1,500	-	0.0%
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	1,938	2,785	1,808	1,500	1,500	-	0.0%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	1,000	-	(1,000)	-100.0%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	1,000	-	(1,000)	-100.0%
TOTAL SOURCES	1,938	2,785	1,808	2,500	1,500	(1,000)	-40.0%
Operating Uses							
Wages & Salaries	61,274	63,054	75,941	48,524	48,701	177	0.4%
Employee Benefits	40,058	41,501	50,414	28,780	29,263	483	1.7%
Utilities & Telephone	8,114	9,468	9,631	5,655	5,750	95	1.7%
Materials & Supplies	6,883	5,459	8,408	6,500	4,500	(2,000)	-30.8%
Contracts & Services	5,523	5,042	5,954	6,115	7,052	937	15.3%
Employee Support	2,310	2,246	2,956	1,467	1,050	(417)	-28.4%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	124,162	126,770	153,304	97,041	96,316	(725)	-0.7%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	5,577	5,535	6,411	4,501	3,955	(546)	-12.1%
Subtotal	5,577	5,535	6,411	4,501	3,955	(546)	-12.1%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	129,739	132,305	159,715	101,542	100,271	(1,271)	-1.3%
SURPLUS (DEFICIT)	(127,801)	(129,520)	(157,907)	(99,042)	(98,771)	271	-0.3%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 364 Public Works - Streets

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	7,561	-	17,000	5,000	(12,000)	-70.6%
Operating Grants/Contributions	188,936	5,278	225,382	28,700	-	(28,700)	-100.0%
Charges for Services	10,611	6,584	8,176	5,000	5,000	-	0.0%
Subtotal	199,547	19,423	233,558	50,700	10,000	(40,700)	-80.3%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	131,745	142,789	138,053	194,000	164,014	(29,986)	-15.5%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	131,745	142,789	138,053	194,000	164,014	(29,986)	-15.5%
TOTAL SOURCES	331,292	162,212	371,611	244,700	174,014	(70,686)	-28.9%
Operating Uses							
Wages & Salaries	140,161	126,295	120,052	143,919	150,272	6,353	4.4%
Employee Benefits	77,365	82,474	72,711	89,295	100,861	11,566	13.0%
Utilities & Telephone	78,307	73,999	76,905	80,330	85,350	5,020	6.2%
Materials & Supplies	38,916	54,887	63,017	108,190	31,150	(77,040)	-71.2%
Contracts & Services	317,076	130,257	39,036	50,700	4,000	(46,700)	-92.1%
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	651,825	467,912	371,721	472,434	371,633	(100,801)	-21.3%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	54,706	58,696	57,347	77,625	68,414	(9,211)	-11.9%
Subtotal	54,706	58,696	57,347	77,625	68,414	(9,211)	-11.9%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	706,531	526,608	429,068	550,059	440,047	(110,012)	-20.0%
SURPLUS (DEFICIT)	(375,239)	(364,396)	(57,457)	(305,359)	(266,033)	39,326	-12.9%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 470 Public Works - Parks

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	1,500	9,904	-	122,600	33,000	(89,600)	-73.1%
Charges for Services	1,704	1,303	1,649	1,000	1,000	-	0.0%
Subtotal	3,204	11,207	1,649	123,600	34,000	(89,600)	-72.5%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	5,000	-	(5,000)	-100.0%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	5,000	-	(5,000)	-100.0%
TOTAL SOURCES	3,204	11,207	1,649	128,600	34,000	(94,600)	-73.6%
Operating Uses							
Wages & Salaries	105,100	94,441	110,103	138,819	126,693	(12,126)	-8.7%
Employee Benefits	55,899	52,744	67,941	84,998	73,277	(11,721)	-13.8%
Utilities & Telephone	19,542	15,557	14,904	45,212	46,212	1,000	2.2%
Materials & Supplies	32,189	52,456	53,218	55,185	41,000	(14,185)	-25.7%
Contracts & Services	34,245	31,641	21,299	140,400	59,700	(80,700)	-57.5%
Employee Support	-	-	-	800	-	(800)	-100.0%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	246,975	246,839	267,465	465,414	346,882	(118,532)	-25.5%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	2,958	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	42,149	45,764	46,242	62,977	52,310	(10,667)	-16.9%
Subtotal	42,149	45,764	49,200	62,977	52,310	(10,667)	-16.9%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	289,124	292,603	316,665	528,391	399,192	(129,199)	-24.5%
SURPLUS (DEFICIT)	(285,920)	(281,396)	(315,016)	(399,791)	(365,192)	34,599	-8.7%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 471 Cultural Center

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	724	108	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	12,420	20,862	12,068	15,000	5,000	(10,000)	-66.7%
Subtotal	13,144	20,970	12,068	15,000	5,000	(10,000)	-66.7%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	13,144	20,970	12,068	15,000	5,000	(10,000)	-66.7%
Operating Uses							
Wages & Salaries	7,524	3,410	6,070	27,000	28,341	1,341	5.0%
Employee Benefits	4,815	942	2,768	18,098	18,995	897	5.0%
Utilities & Telephone	19,609	24,317	26,889	29,300	28,750	(550)	-1.9%
Materials & Supplies	5,566	6,526	7,749	28,335	6,500	(21,835)	-77.1%
Contracts & Services	8,455	35,074	7,162	95,600	8,700	(86,900)	-90.9%
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	45,969	70,269	50,638	198,333	91,286	(107,047)	-54.0%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	675	219	421	2,812	2,401	(411)	-14.6%
Subtotal	675	219	421	2,812	2,401	(411)	-14.6%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	46,644	70,488	51,059	201,145	93,687	(107,458)	-53.4%
SURPLUS (DEFICIT)	(33,500)	(49,518)	(38,991)	(186,145)	(88,687)	97,458	-52.4%

City of Crescent City FY 2020-21 Budget

Fund: 001 General Fund
 Dept: 480 Fred Endert Municipal Swimming Pool

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	9,595	10,672	7,736	8,800	-	(8,800)	-100.0%
Operating Grants/Contributions	207	250	17,200	5,000	-	(5,000)	-100.0%
Charges for Services	206,957	227,270	186,602	251,185	-	(251,185)	-100.0%
Subtotal	216,759	238,192	211,538	264,985	-	(264,985)	-100.0%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	74,419	74,418	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	74,419	74,418	-	-	-	-	n/a
TOTAL SOURCES	291,178	312,610	211,538	264,985	-	(264,985)	-100.0%
Operating Uses							
Wages & Salaries	251,516	273,056	275,216	228,067	29,079	(198,988)	-87.2%
Employee Benefits	88,676	90,249	94,935	108,490	58,365	(50,125)	-46.2%
Utilities & Telephone	106,787	113,419	136,003	116,403	17,403	(99,000)	-85.0%
Materials & Supplies	17,994	29,573	70,690	43,010	11,000	(32,010)	-74.4%
Contracts & Services	5,908	4,604	73,061	36,350	6,550	(29,800)	-82.0%
Employee Support	2,694	4,848	5,208	1,821	-	(1,821)	-100.0%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	6,018	7,291	6,331	8,092	292	(7,800)	-96.4%
Subtotal	479,593	523,040	661,444	542,233	122,689	(419,544)	-77.4%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	13,927	13,954	17,348	19,978	4,436	(15,542)	-77.8%
Subtotal	13,927	13,954	17,348	19,978	4,436	(15,542)	-77.8%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	493,520	536,994	678,792	562,211	127,125	(435,086)	-77.4%
SURPLUS (DEFICIT)	(202,342)	(224,384)	(467,254)	(297,226)	(127,125)	170,101	-57.2%

Special Revenue Funds

City of Crescent City FY 2020-21 Budget

Fund: 104
 Dept: 485

CDBG Program Income
 CDBG

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	1	2	4	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	1	2	4	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	49,400	6,125	34,053	35,000	7,800	(27,200)	-77.7%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	49,400	6,125	34,053	35,000	7,800	(27,200)	-77.7%
TOTAL SOURCES	49,401	6,127	34,057	35,000	7,800	(27,200)	-77.7%
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	2,726	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	2,726	-	-	-	-	-	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	65,070	-	6,125	35,000	35,000	-	0.0%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	65,070	-	6,125	35,000	35,000	-	0.0%
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	67,796	-	6,125	35,000	35,000	-	0.0%
SURPLUS (DEFICIT)	(18,395)	6,127	27,932	-	(27,200)	(27,200)	n/a

City of Crescent City FY 2020-21 Budget

Fund: 106
 Dept: n/a

Rehab & Sidewalk Loan Fund
 Rehab & Sidewalk Loan Fund - All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	1,595	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	1,595	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	133	240	452	100	100	-	0.0%
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	133	240	452	100	100	-	0.0%
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	1,728	240	452	100	100	-	0.0%
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	-	-	-	-	-	-	n/a
SURPLUS (DEFICIT)	1,728	240	452	100	100	-	0.0%

City of Crescent City FY 2020-21 Budget

Fund: 107 CDBG Loan Fund
 Dept: 485 CDBG

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	900	993	44,833	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	900	993	44,833	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	2	14	163	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	2	14	163	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	902	1,007	44,996	-	-	-	n/a
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	49,400	6,125	34,053	35,000	7,800	(27,200)	-77.7%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	49,400	6,125	34,053	35,000	7,800	(27,200)	-77.7%
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
	-	-	-	-	-	-	n/a
TOTAL USES	49,400	6,125	34,053	35,000	7,800	(27,200)	-77.7%
SURPLUS (DEFICIT)	(48,498)	(5,118)	10,943	(35,000)	(7,800)	27,200	-77.7%

City of Crescent City FY 2020-21 Budget

Fund: 150 14-CDBG-9880 Fund
 Dept: 485 CDBG

* Grant closed out in FY18

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	359,955	309,999	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	359,955	309,999	-	-	-	-	n/a
Financing Sources							
Interest Income	-	14	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	14	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	46,675	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	46,675	-	-	-	-	-	n/a
TOTAL SOURCES	406,630	310,013	-	-	-	-	n/a
Operating Uses							
Wages & Salaries	11,039	11,725	-	-	-	-	n/a
Employee Benefits	3,954	2,922	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	316	82	-	-	-	-	n/a
Contracts & Services	27,669	16,616	-	-	-	-	n/a
Employee Support	1,590	395	-	-	-	-	n/a
Grants/Contributions to Others	176,339	49,897	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	220,907	81,637	-	-	-	-	n/a
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	223,769	108,986	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	223,769	108,986	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	3,483	-	15	-	(15)	-100.0%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	3,483	-	15	-	(15)	-100.0%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
	-	-	-	-	-	-	n/a
TOTAL USES	444,676	194,106	-	15	-	(15)	-100.0%
SURPLUS (DEFICIT)	(38,046)	115,907	-	(15)	-	15	-100.0%

City of Crescent City FY 2020-21 Budget

Fund: 151 16-CDBG-11136 Fund
 Dept: 485 CDBG

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	220,084	151,679	335,737	-	(335,737)	-100.0%
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	220,084	151,679	335,737	-	(335,737)	-100.0%
<u>Financing Sources</u>							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	5,000	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	5,000	-	-	-	-	-	n/a
TOTAL SOURCES	5,000	220,084	151,679	335,737	-	(335,737)	-100.0%
<u>Operating Uses</u>							
Wages & Salaries	-	9,632	8,777	-	-	-	n/a
Employee Benefits	-	3,400	3,071	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	527	249	-	-	-	n/a
Contracts & Services	-	58,234	8,924	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	2,036	42,940	273,056	152,816	-	(152,816)	-100.0%
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	2,036	114,733	294,077	152,816	-	(152,816)	-100.0%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	74,419	74,418	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	74,419	74,418	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
	-	-	-	-	-	-	n/a
TOTAL USES	76,455	189,151	294,077	152,816	-	(152,816)	-100.0%
SURPLUS (DEFICIT)	(71,455)	30,933	(142,398)	182,921	-	(182,921)	-100.0%

City of Crescent City FY 2020-21 Budget

Fund: 152 17-CDBG-12092 Fund
 Dept: 485 CDBG

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	5,000,000	4,529,504	(470,496)	-9.4%
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	5,000,000	4,529,504	(470,496)	-9.4%
<u>Financing Sources</u>							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	5,000	-	(5,000)	-100.0%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	5,000	-	(5,000)	-100.0%
TOTAL SOURCES	-	-	-	5,005,000	4,529,504	(475,496)	-9.5%
<u>Operating Uses</u>							
Wages & Salaries	-	-	11,496	92,461	32,531	(59,930)	-64.8%
Employee Benefits	-	-	3,962	36,000	14,606	(21,394)	-59.4%
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	125	38,775	1,150	(37,625)	-97.0%
Contracts & Services	-	-	25,316	482,108	294,409	(187,699)	-38.9%
Employee Support	-	-	1,998	1,502	-	(1,502)	-100.0%
Grants/Contributions to Others	-	-	26,579	194,555	87,108	(107,447)	-55.2%
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	69,476	845,401	429,804	(415,597)	-49.2%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	4,090,123	4,043,114	(47,009)	-1.1%
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	4,090,123	4,043,114	(47,009)	-1.1%
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
	-	-	-	-	-	-	n/a
TOTAL USES	-	-	69,476	4,935,524	4,472,918	(462,606)	-9.4%
SURPLUS (DEFICIT)	-	-	(69,476)	69,476	56,586	(12,890)	-18.6%

City of Crescent City FY 2020-21 Budget

Fund: 110
Dept: n/a

Housing Authority
Housing Authority - All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	24,612	29,419	26,379	25,548	29,548	4,000	15.7%
Operating Grants/Contributions	3,482,369	3,402,910	3,469,488	3,694,112	3,769,481	75,369	2.0%
Charges for Services	942	-	197	574	574	-	0.0%
Subtotal	3,507,923	3,432,329	3,496,064	3,720,234	3,799,603	79,369	2.1%
<u>Financing Sources</u>							
Interest Income	324	297	1,330	140	140	-	0.0%
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	324	297	1,330	140	140	-	0.0%
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	3,508,247	3,432,626	3,497,394	3,720,374	3,799,743	79,369	2.1%
<u>Operating Uses</u>							
Wages & Salaries	253,706	232,191	219,158	246,499	266,174	19,675	8.0%
Employee Benefits	134,387	124,790	133,634	149,563	161,294	11,731	7.8%
Utilities & Telephone	6,864	6,416	7,447	8,254	19,312	11,058	134.0%
Materials & Supplies	11,912	13,617	17,662	28,744	57,926	29,182	101.5%
Contracts & Services	17,564	21,166	19,441	31,561	57,374	25,813	81.8%
Employee Support	4,870	2,448	4,696	8,650	10,220	1,570	18.2%
Grants/Contributions to Others	2,930,145	3,091,959	3,110,354	3,237,500	3,291,437	53,937	1.7%
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	3,359,448	3,492,587	3,512,392	3,710,771	3,863,737	152,966	4.1%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	10,821	11,693	10,964	19,158	20,202	1,044	5.4%
Subtotal	10,821	11,693	10,964	19,158	20,202	1,044	5.4%
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
	-	-	-	-	-	-	n/a
TOTAL USES	3,370,269	3,504,280	3,523,356	3,729,929	3,883,939	154,010	4.1%
SURPLUS (DEFICIT)	137,978	(71,654)	(25,962)	(9,555)	(84,196)	(74,641)	781.2%

City of Crescent City FY 2020-21 Budget

Fund: 115 Gas Tax Fund
 Dept: 364 Streets

	FY 2016-17 Actual	FY 2017-18 Budget	FY 2018-19 Actual	FY 2019-20 Proposed	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	144,172	159,842	155,044	192,405	179,186	(13,219)	-6.9%
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	144,172	159,842	155,044	192,405	179,186	(13,219)	-6.9%
<u>Financing Sources</u>							
Interest Income	122	273	456	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	122	273	456	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	144,294	160,115	155,500	192,405	179,186	(13,219)	-6.9%
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	13,718	16,134	17,449	17,496	15,172	(2,324)	-13.3%
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	13,718	16,134	17,449	17,496	15,172	(2,324)	-13.3%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	131,745	147,949	138,053	174,000	164,014	(9,986)	-5.7%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	131,745	147,949	138,053	174,000	164,014	(9,986)	-5.7%
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	145,463	164,083	155,502	191,496	179,186	(12,310)	-6.4%
SURPLUS (DEFICIT)	(1,169)	(3,968)	(2)	909	-	(909)	-100.0%

City of Crescent City FY 2020-21 Budget

Fund: 116
 Dept: 111

Successor Housing
 Administration

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	-	-	-	-	-	-	n/a
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	-	-	-	-	-	-	n/a
SURPLUS (DEFICIT)	-	-	-	-	-	-	n/a

City of Crescent City FY 2020-21 Budget

Fund: 117
 Dept: 364

Road Maintenance & Rehabilitation Account
 Streets

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	44,785	140,159	140,808	131,358	(9,450)	-6.7%
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	44,785	140,159	140,808	131,358	(9,450)	-6.7%
<u>Financing Sources</u>							
Interest Income	-	-	808	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	808	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	-	44,785	140,967	140,808	131,358	(9,450)	-6.7%
<u>Operating Uses</u>							
Wages & Salaries	-	7,295	-	-	-	-	n/a
Employee Benefits	-	1,933	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	27,776	92,188	125,109	109,000	(16,109)	-12.9%
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	7,782	23,671	23,937	22,331	(1,606)	-6.7%
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	44,786	115,859	149,046	131,331	(17,715)	-11.9%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	-	44,786	115,859	149,046	131,331	(17,715)	-11.9%
SURPLUS (DEFICIT)	-	(1)	25,108	(8,238)	27	8,265	-100.3%

Enterprise Funds

City of Crescent City FY 2020-21 Budget

Fund: 412 RV Park Fund
 Dept: n/a RV Park Fund - All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-09 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	7,229	6,580	4,184	5,000	2,500	(2,500)	-50.0%
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	313,370	378,774	362,612	365,000	182,500	(182,500)	-50.0%
Subtotal	320,599	385,354	366,796	370,000	185,000	(185,000)	-50.0%
Financing Sources							
Interest Income	722	2,573	8,194	4,800	4,800	-	0.0%
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	722	2,573	8,194	4,800	4,800	-	0.0%
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	321,321	387,927	374,990	374,800	189,800	(185,000)	-49.4%
Operating Uses							
Wages & Salaries	55,600	53,148	43,024	81,224	73,249	(7,975)	-9.8%
Employee Benefits	29,010	32,051	28,712	34,601	40,076	5,475	15.8%
Utilities & Telephone	78,814	84,662	85,160	108,315	80,015	(28,300)	-26.1%
Materials & Supplies	5,158	4,444	20,968	45,848	13,225	(32,623)	-71.2%
Contracts & Services	27,379	27,567	33,694	63,850	50,521	(13,329)	-20.9%
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	1,198	973	973	1,000	1,000	-	0.0%
Subtotal	197,159	202,845	212,531	334,838	258,086	(76,752)	-22.9%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	15,198	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	15,198	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	230,000	-	-	-	n/a
Debt Interest Paid	-	-	5,175	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	235,175	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	35,388	36,617	40,694	51,363	48,657	(2,706)	-5.3%
Subtotal	35,388	36,617	40,694	51,363	48,657	(2,706)	-5.3%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	247,745	239,462	488,400	386,201	306,743	(79,458)	-20.6%
SURPLUS (DEFICIT)	73,576	148,465	(113,410)	(11,401)	(116,943)	(105,542)	925.7%

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 413 / 913
 Dept: n/a

Sewer Fund and Sewer CIP Fund
 Sewer Fund - All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	36,923	22,465	43,459	15,431	25,431	10,000	64.8%
Operating Grants/Contributions	-	-	3,995	-	-	-	n/a
Charges for Services	4,596,024	4,595,012	4,714,073	4,789,887	3,959,372	(830,515)	-17.3%
Subtotal	4,632,947	4,617,477	4,761,527	4,805,318	3,984,803	(820,515)	-17.1%
Financing Sources							
Interest Income	21,474	53,799	142,383	89,136	89,618	482	0.5%
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	21,474	53,799	142,383	89,136	89,618	482	0.5%
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	314,498	394,997	566,808	58,092	38,728	(19,364)	-33.3%
Gain on Sale of Assets	(7,373)	-	-	-	-	-	n/a
Subtotal	307,125	394,997	566,808	58,092	38,728	(19,364)	-33.3%
Internal Sources							
Interfund Transfers In	150,000	110,244	65,752	1,000,000	450,000	(550,000)	-55.0%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	150,000	110,244	65,752	1,000,000	450,000	(550,000)	-55.0%
TOTAL SOURCES	5,111,546	5,176,517	5,536,470	5,952,546	4,563,149	(1,389,397)	-23.3%
Operating Uses							
Wages & Salaries	920,971	926,887	900,997	567,483	565,810	(1,673)	-0.3%
Employee Benefits	535,386	683,894	557,647	428,668	438,053	9,385	2.2%
Utilities & Telephone	402,745	423,117	403,418	141,219	46,025	(95,194)	-67.4%
Materials & Supplies	253,880	357,954	221,612	245,981	137,882	(108,099)	-43.9%
Contracts & Services	162,041	189,678	197,456	1,649,941	1,793,566	143,625	8.7%
Employee Support	11,544	22,316	13,592	16,063	14,336	(1,727)	-10.8%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	48,243	49,824	51,143	74,593	75,350	757	1.0%
Subtotal	2,334,810	2,653,670	2,345,865	3,123,948	3,071,022	(52,926)	-1.7%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	30,000	-	-	-	-	n/a
Capital Improvements	202,582	106,761	93,432	1,130,267	920,000	(210,267)	-18.6%
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	202,582	136,761	93,432	1,130,267	920,000	(210,267)	-18.6%
Financing Uses							
Debt Principal Repaid	1,200,000	1,300,000	1,400,000	1,500,000	1,600,000	100,000	6.7%
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	220,000	-	-	-	-	-	n/a
Subtotal	1,420,000	1,300,000	1,400,000	1,500,000	1,600,000	100,000	6.7%
Internal Uses							
Interfund Transfers Out	150,000	106,762	65,752	1,000,000	450,000	(550,000)	-55.0%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	284,383	293,961	323,430	356,714	383,638	26,924	7.5%
Subtotal	434,383	400,723	389,182	1,356,714	833,638	(523,076)	-38.6%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	4,391,775	4,491,154	4,228,479	7,110,929	6,424,660	(686,269)	-9.7%
SURPLUS (DEFICIT)	719,771	685,363	1,307,991	(1,158,383)	(1,861,511)	(703,128)	60.7%

Interfund Transfers between the Sewer Enterprise and Sewer CIP Funds are shown for transparency, but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 413 Sewer Fund
 Dept: 111/120/130 City Manager, Finance, City Attorney

* Prior to FY 19-20, Admin included Human Resources as Dept. 114. Beginning FY 19-20, HR is billed as an ISF to each operational department.

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	-	-	-	-	-	-	n/a
Operating Uses							
Wages & Salaries	191,369	184,971	172,811	159,967	159,539	(428)	-0.3%
Employee Benefits	91,297	98,467	101,494	98,496	123,821	25,325	25.7%
Utilities & Telephone	1,888	2,285	3,374	4,000	4,405	405	10.1%
Materials & Supplies	13,280	15,911	14,266	25,382	14,612	(10,770)	-42.4%
Contracts & Services	41,455	44,643	70,687	81,570	69,253	(12,317)	-15.1%
Employee Support	1,505	2,268	4,652	5,813	2,186	(3,627)	-62.4%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	1,015	970	907	998	1,000	2	0.2%
Subtotal	341,809	349,515	368,191	376,226	374,816	(1,410)	-0.4%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	41,784	44,313	48,560	48,928	90,146	41,218	84.2%
Subtotal	41,784	44,313	48,560	48,928	90,146	41,218	84.2%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	383,593	393,828	416,751	425,154	464,962	39,808	9.4%
SURPLUS (DEFICIT)	(383,593)	(393,828)	(416,751)	(425,154)	(464,962)	(39,808)	9.4%

Interfund Transfers between the Sewer Enterprise and Sewer CIP Funds are shown for transparency but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 413 Sewer Fund
 Dept: 351 Lab

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	106,320	94,933	108,839	114,000	114,000	-	0.0%
Subtotal	106,320	94,933	108,839	114,000	114,000	-	0.0%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	106,320	94,933	108,839	114,000	114,000	-	0.0%
Operating Uses							
Wages & Salaries	128,195	124,186	148,939	123,238	146,494	23,256	18.9%
Employee Benefits	69,373	51,158	63,442	82,753	114,512	31,759	38.4%
Utilities & Telephone	15,152	15,451	16,313	15,439	15,550	111	0.7%
Materials & Supplies	28,281	39,078	44,014	70,120	47,320	(22,800)	-32.5%
Contracts & Services	17,782	8,970	10,245	21,800	47,050	25,250	115.8%
Employee Support	5,696	1,738	2,726	3,000	4,500	1,500	50.0%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	8,334	10,322	10,534	15,945	16,700	755	4.7%
Subtotal	272,813	250,903	296,213	332,295	392,126	59,831	18.0%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	8,236	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	8,236	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	34,939	25,902	36,754	43,958	83,117	39,159	89.1%
Subtotal	34,939	25,902	36,754	43,958	83,117	39,159	89.1%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	315,988	276,805	332,967	376,253	475,243	98,990	26.3%
SURPLUS (DEFICIT)	(209,668)	(181,872)	(224,128)	(262,253)	(361,243)	(98,990)	37.7%

Interfund Transfers between the Sewer Enterprise and Sewer CIP Funds are shown for transparency but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 413 Sewer Fund
 Dept: 352 WWTP Operations

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	-	-	-	-	-	-	n/a
Operating Uses							
Wages & Salaries	294,183	302,931	276,128	82,426	30,296	(52,130)	-63.2%
Employee Benefits	212,636	352,985	222,090	94,832	25,734	(69,098)	-72.9%
Utilities & Telephone	376,803	396,261	373,708	111,510	15,000	(96,510)	-86.5%
Materials & Supplies	113,211	103,336	101,509	48,042	600	(47,442)	-98.8%
Contracts & Services	38,316	42,824	71,733	1,463,471	1,599,813	136,342	9.3%
Employee Support	3,255	16,681	5,156	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	36,428	36,444	37,153	53,800	53,800	-	0.0%
Subtotal	1,074,832	1,251,462	1,087,477	1,854,081	1,725,243	(128,838)	-6.9%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	1,200,000	1,300,000	1,400,000	1,500,000	1,600,000	100,000	6.7%
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	220,000	-	-	-	-	-	n/a
Subtotal	1,420,000	1,300,000	1,400,000	1,500,000	1,600,000	100,000	6.7%
Internal Uses							
Interfund Transfers Out	-	96,763	65,752	950,000	450,000	(500,000)	-52.6%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	127,715	141,808	148,350	91,295	24,498	(66,797)	-73.2%
Subtotal	127,715	238,571	214,102	1,041,295	474,498	(566,797)	-54.4%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	2,622,547	2,790,033	2,701,579	4,395,376	3,799,741	(595,635)	-13.6%
SURPLUS (DEFICIT)	(2,622,547)	(2,790,033)	(2,701,579)	(4,395,376)	(3,799,741)	595,635	-13.6%

Interfund Transfers between the Sewer Enterprise and Sewer CIP Funds are shown for transparency but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 413 Sewer Fund
 Dept: 353 Collection System

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	36,923	22,465	43,459	15,431	25,431	10,000	64.8%
Operating Grants/Contributions	-	-	3,995	-	-	-	n/a
Charges for Services	4,387,104	4,457,684	4,530,738	4,539,306	3,631,445	(907,861)	-20.0%
Subtotal	4,424,027	4,480,149	4,578,192	4,554,737	3,656,876	(897,861)	-19.7%
Financing Sources							
Interest Income	21,071	52,011	138,736	89,136	89,618	482	0.5%
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	21,071	52,011	138,736	89,136	89,618	482	0.5%
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	314,498	394,997	566,808	58,092	38,728	(19,364)	-33.3%
Gain on Sale of Assets	(7,373)	-	-	-	-	-	n/a
Subtotal	307,125	394,997	566,808	58,092	38,728	(19,364)	-33.3%
Internal Sources							
Interfund Transfers In	-	3,483	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	3,483	-	-	-	-	n/a
TOTAL SOURCES	4,752,223	4,930,640	5,283,736	4,701,965	3,785,222	(916,743)	-19.5%
Operating Uses							
Wages & Salaries	119,612	144,459	105,896	88,879	94,726	5,847	6.6%
Employee Benefits	66,125	83,374	62,556	54,771	76,738	21,967	40.1%
Utilities & Telephone	8,902	9,120	10,019	10,270	11,070	800	7.8%
Materials & Supplies	31,674	15,375	17,140	43,800	20,850	(22,950)	-52.4%
Contracts & Services	2,853	2,680	912	19,100	20,050	950	5.0%
Employee Support	737	1,203	423	2,250	2,650	400	17.8%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	2,088	2,088	2,286	3,400	3,400	-	0.0%
Subtotal	231,991	258,299	199,232	222,470	229,484	7,014	3.2%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	30,000	-	-	-	-	n/a
Capital Improvements	109,106	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	109,106	30,000	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	150,000	-	-	50,000	-	(50,000)	-100.0%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	25,479	30,561	27,473	94,754	111,997	17,243	18.2%
Subtotal	175,479	30,561	27,473	144,754	111,997	(32,757)	-22.6%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	516,576	318,860	226,705	367,224	341,481	(25,743)	-7.0%
SURPLUS (DEFICIT)	4,235,647	4,611,780	5,057,031	4,334,741	3,443,741	(891,000)	-20.6%

Interfund Transfers between the Sewer Enterprise and Sewer CIP Funds are shown for transparency but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 413 Sewer Fund
 Dept: 356 County Community Service Area

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	102,600	42,395	74,496	136,581	213,927	77,346	56.6%
Subtotal	102,600	42,395	74,496	136,581	213,927	77,346	56.6%
<u>Financing Sources</u>							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	102,600	42,395	74,496	136,581	213,927	77,346	56.6%
<u>Operating Uses</u>							
Wages & Salaries	35,497	14,406	25,309	48,525	75,661	27,136	55.9%
Employee Benefits	15,891	12,938	12,638	31,998	57,862	25,864	80.8%
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	8,122	7,133	7,689	12,000	13,000	1,000	8.3%
Contracts & Services	22,149	8,321	27,461	26,000	25,000	(1,000)	-3.8%
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	378	-	263	450	450	-	0.0%
Subtotal	82,037	42,798	73,360	118,973	171,973	53,000	44.5%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	17,023	12,791	10,860	17,608	42,520	24,912	141.5%
Subtotal	17,023	12,791	10,860	17,608	42,520	24,912	141.5%
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	99,060	55,589	84,220	136,581	214,493	77,912	57.0%
SURPLUS (DEFICIT)	3,540	(13,194)	(9,724)	-	(566)	(566)	n/a

Interfund Transfers between the Sewer Enterprise and Sewer CIP Funds are shown for transparency but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 413
 Dept: 357

Sewer Fund
 WWTP Maintenance

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	-	-	-	-	-	-	n/a
<u>Operating Uses</u>							
Wages & Salaries	152,115	155,934	171,914	64,448	59,094	(5,354)	-8.3%
Employee Benefits	80,064	84,972	95,427	65,818	39,386	(26,432)	-40.2%
Utilities & Telephone	-	-	4	-	-	-	n/a
Materials & Supplies	59,312	177,121	36,994	46,637	41,500	(5,137)	-11.0%
Contracts & Services	39,486	82,240	16,418	38,000	32,400	(5,600)	-14.7%
Employee Support	351	426	635	5,000	5,000	-	0.0%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	331,328	500,693	321,392	219,903	177,380	(42,523)	-19.3%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	9,999	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	37,443	38,586	51,433	60,171	31,360	(28,811)	-47.9%
Subtotal	37,443	48,585	51,433	60,171	31,360	(28,811)	-47.9%
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	368,771	549,278	372,825	280,074	208,740	(71,334)	-25.5%
SURPLUS (DEFICIT)	(368,771)	(549,278)	(372,825)	(280,074)	(208,740)	71,334	-25.5%

Interfund Transfers between the Sewer Enterprise and Sewer CIP Funds are shown for transparency but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 913 Sewer CIP Fund
 Dept: n/a Sewer CIP Fund - All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	403	1,788	3,647	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	403	1,788	3,647	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	150,000	106,761	65,752	1,000,000	450,000	(550,000)	-55.0%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	150,000	106,761	65,752	1,000,000	450,000	(550,000)	-55.0%
TOTAL SOURCES	150,403	108,549	69,399	1,000,000	450,000	(550,000)	-55.0%
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	85,240	106,761	93,432	1,130,267	920,000	(210,267)	-18.6%
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	85,240	106,761	93,432	1,130,267	920,000	(210,267)	-18.6%
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	85,240	106,761	93,432	1,130,267	920,000	(210,267)	-18.6%
SURPLUS (DEFICIT)	65,163	1,788	(24,033)	(130,267)	(470,000)	(339,733)	260.8%

Interfund Transfers between the Sewer Enterprise and Sewer CIP Funds are shown for transparency but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 419 / 919
 Dept: n/a

Water Fund and Water CIP Fund
 Water Fund - All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2018-19 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	27,157	23,287	11,774	15,080	25,080	10,000	66.3%
Operating Grants/Contributions	-	-	1,167	-	-	-	n/a
Charges for Services	2,536,435	2,751,798	2,870,210	2,867,413	2,300,190	(567,223)	-19.8%
Subtotal	2,563,592	2,775,085	2,883,151	2,882,493	2,325,270	(557,223)	-19.3%
Financing Sources							
Interest Income	5,290	20,538	65,884	44,918	58,148	13,230	29.5%
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	5,290	20,538	65,884	44,918	58,148	13,230	29.5%
Capital Sources							
Capital Leases/Rentals	20,288	21,286	19,512	19,869	19,869	-	0.0%
Capital Grants/Contributions	58,427	452,904	75,840	32,400	32,400	-	0.0%
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	78,715	474,190	95,352	52,269	52,269	-	0.0%
Internal Sources							
Interfund Transfers In	109,945	87,935	656,914	442,000	-	(442,000)	-100.0%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	109,945	87,935	656,914	442,000	-	(442,000)	-100.0%
TOTAL SOURCES	2,757,542	3,357,748	3,701,301	3,421,680	2,435,687	(985,993)	-28.8%
Operating Uses							
Wages & Salaries	526,515	539,509	534,209	571,149	594,187	23,038	4.0%
Employee Benefits	322,313	431,611	362,146	361,778	382,423	20,645	5.7%
Utilities & Telephone	195,067	215,533	221,637	246,392	247,750	1,358	0.6%
Materials & Supplies	112,807	107,284	131,160	205,376	279,512	74,136	36.1%
Contracts & Services	179,659	123,895	173,681	269,943	316,048	46,105	17.1%
Employee Support	11,729	8,222	7,879	14,713	8,086	(6,627)	-45.0%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	22,434	16,187	12,191	15,388	15,800	412	2.7%
Subtotal	1,370,524	1,442,241	1,442,903	1,684,739	1,843,806	159,067	9.4%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	169,930	559,380	360,115	731,506	554,500	(177,006)	-24.2%
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	169,930	559,380	360,115	731,506	554,500	(177,006)	-24.2%
Financing Uses							
Debt Principal Repaid	350,000	350,000	350,000	350,000	350,000	-	0.0%
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	350,000	350,000	350,000	350,000	350,000	-	0.0%
Internal Uses							
Interfund Transfers Out	109,945	87,935	656,914	442,000	-	(442,000)	-100.0%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	311,340	322,898	351,872	466,132	417,319	(48,813)	-10.5%
Subtotal	421,285	410,833	1,008,786	908,132	417,319	(490,813)	-54.0%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	2,311,739	2,762,454	3,161,804	3,674,377	3,165,625	(508,752)	-13.8%
SURPLUS (DEFICIT)	445,803	595,294	539,497	(252,697)	(729,938)	(477,241)	188.9%

Interfund Transfers between the Water Enterprise and Water CIP Funds are shown for transparency, but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 419 Water Fund
 Dept: 111/120/130 City Manager, Finance, City Attorney

* Prior to FY 19-20, Admin included Human Resources as Dept. 114. Beginning FY 19-20, HR is billed as an ISF to each operational department.

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Proposed	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	-	-	-	-	-	-	n/a
Operating Uses							
Wages & Salaries	192,604	184,587	163,047	164,021	163,963	(58)	0.0%
Employee Benefits	91,297	98,468	93,294	102,050	105,682	3,632	3.6%
Utilities & Telephone	1,888	2,365	4,253	4,908	5,266	358	7.3%
Materials & Supplies	13,274	17,826	13,967	24,882	14,612	(10,270)	-41.3%
Contracts & Services	50,895	41,448	59,536	74,461	69,883	(4,578)	-6.1%
Employee Support	1,505	2,268	4,902	5,813	2,186	(3,627)	-62.4%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	351,463	346,962	338,999	376,135	361,592	(14,543)	-3.9%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	78,100	77,396	81,636	100,237	88,446	(11,791)	-11.8%
Subtotal	78,100	77,396	81,636	100,237	88,446	(11,791)	-11.8%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	429,563	424,358	420,635	476,372	450,038	(26,334)	-5.5%
SURPLUS (DEFICIT)	(429,563)	(424,358)	(420,635)	(476,372)	(450,038)	26,334	-5.5%

Interfund Transfers between the Water Enterprise and Water CIP Funds are shown for transparency, but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 419 Water Fund
 Dept: 371 Water Operations

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	27,157	23,287	11,774	15,080	25,080	10,000	66.3%
Operating Grants/Contributions	-	-	1,167	-	-	-	n/a
Charges for Services	2,533,132	2,748,867	2,866,639	2,864,113	2,296,890	(567,223)	-19.8%
Subtotal	2,560,289	2,772,154	2,879,580	2,879,193	2,321,970	(557,223)	-19.4%
Financing Sources							
Interest Income	4,937	20,431	65,772	44,918	58,148	13,230	29.5%
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	4,937	20,431	65,772	44,918	58,148	13,230	29.5%
Capital Sources							
Capital Leases/Rentals	20,288	21,286	19,512	19,869	19,869	-	0.0%
Capital Grants/Contributions	38,100	64,980	75,840	32,400	32,400	-	0.0%
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	58,388	86,266	95,352	52,269	52,269	-	0.0%
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	2,623,614	2,878,851	3,040,704	2,976,380	2,432,387	(543,993)	-18.3%
Operating Uses							
Wages & Salaries	323,438	340,305	354,239	393,505	418,923	25,418	6.5%
Employee Benefits	224,501	323,832	257,910	251,494	269,378	17,884	7.1%
Utilities & Telephone	193,179	213,168	217,384	241,484	242,484	1,000	0.4%
Materials & Supplies	99,038	88,623	116,806	170,494	254,900	84,406	49.5%
Contracts & Services	127,586	81,316	112,986	192,682	243,365	50,683	26.3%
Employee Support	10,224	5,954	2,977	8,900	5,900	(3,000)	-33.7%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	22,056	16,187	11,797	13,488	13,600	112	0.8%
Subtotal	1,000,022	1,069,385	1,074,099	1,272,047	1,448,550	176,503	13.9%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	350,000	350,000	350,000	350,000	350,000	-	0.0%
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	350,000	350,000	350,000	350,000	350,000	-	0.0%
Internal Uses							
Interfund Transfers Out	109,945	87,935	656,914	442,000	-	(442,000)	-100.0%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	229,020	240,855	264,759	358,995	322,753	(36,242)	-10.1%
Subtotal	338,965	328,790	921,673	800,995	322,753	(478,242)	-59.7%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	1,688,987	1,748,175	2,345,772	2,423,042	2,121,303	(301,739)	-12.5%
SURPLUS (DEFICIT)	934,627	1,130,676	694,932	553,338	311,084	(242,254)	-43.8%

Interfund Transfers between the Water Enterprise and Water CIP Funds are shown for transparency, but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 419 Water Fund
 Dept: 372 Community Service Districts

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	3,303	2,931	3,571	3,300	3,300	-	0.0%
Subtotal	3,303	2,931	3,571	3,300	3,300	-	0.0%
Financing Sources							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	3,303	2,931	3,571	3,300	3,300	-	0.0%
Operating Uses							
Wages & Salaries	10,473	14,617	16,923	13,623	11,301	(2,322)	-17.0%
Employee Benefits	6,515	9,311	10,942	8,234	7,363	(871)	-10.6%
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	495	835	387	10,000	10,000	-	0.0%
Contracts & Services	1,178	1,131	1,159	2,800	2,800	-	0.0%
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	378	-	394	1,900	2,200	300	15.8%
Subtotal	19,039	25,894	29,805	36,557	33,664	(2,893)	-7.9%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	4,220	4,647	5,477	6,900	6,120	(780)	-11.3%
Subtotal	4,220	4,647	5,477	6,900	6,120	(780)	-11.3%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	23,259	30,541	35,282	43,457	39,784	(3,673)	-8.5%
SURPLUS (DEFICIT)	(19,956)	(27,610)	(31,711)	(40,157)	(36,484)	3,673	-9.1%

Interfund Transfers between the Water Enterprise and Water CIP Funds are shown for transparency, but should be netted for analysis purposes

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 919
 Dept: n/a

Water CIP Fund
 Water CIP Fund - All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	353	107	112	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	353	107	112	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	20,327	387,924	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	20,327	387,924	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	109,945	87,935	656,914	442,000	-	(442,000)	-100.0%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	109,945	87,935	656,914	442,000	-	(442,000)	-100.0%
TOTAL SOURCES	130,625	475,966	657,026	442,000	-	(442,000)	-100.0%
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	169,930	559,380	360,115	731,506	554,500	(177,006)	-24.2%
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	169,930	559,380	360,115	731,506	554,500	(177,006)	-24.2%
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	169,930	559,380	360,115	731,506	554,500	(177,006)	-24.2%
SURPLUS (DEFICIT)	(39,305)	(83,414)	296,911	(289,506)	(554,500)	(264,994)	91.5%

Interfund Transfers between the Water Enterprise and Water CIP Funds are shown for transparency, but should be netted for analysis purposes

Depreciation expense is not included

Internal Service Funds

City of Crescent City FY 2020-21 Budget

Fund: 420
 Dept: 115

Information Technology Fund
 Information Technology

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	167,824	192,284	199,852	264,341	243,715	(20,626)	-7.8%
Subtotal	167,824	192,284	199,852	264,341	243,715	(20,626)	-7.8%
TOTAL SOURCES	167,824	192,284	199,852	264,341	243,715	(20,626)	-7.8%
<u>Operating Uses</u>							
Wages & Salaries	80,170	84,270	86,206	88,131	93,797	5,666	6.4%
Employee Benefits	49,334	54,734	59,667	53,682	57,273	3,591	6.7%
Utilities & Telephone	2,100	2,982	4,205	7,729	8,329	600	7.8%
Materials & Supplies	8,720	9,237	12,749	51,690	12,190	(39,500)	-76.4%
Contracts & Services	24,454	38,743	32,040	58,385	67,251	8,866	15.2%
Employee Support	3,045	2,320	4,986	4,725	4,875	150	3.2%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	167,823	192,286	199,853	264,342	243,715	(20,627)	-7.8%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	167,823	192,286	199,853	264,342	243,715	(20,627)	-7.8%
SURPLUS (DEFICIT)	1	(2)	(1)	(1)	-	1	-100.0%

City of Crescent City FY 2020-21 Budget

Fund: 506 Building Maintenance Fund
 Dept: 506 Building Maintenance

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	-	-	-	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	155,799	125,427	149,579	194,816	148,140	(46,676)	-24.0%
Subtotal	155,799	125,427	149,579	194,816	148,140	(46,676)	-24.0%
TOTAL SOURCES	155,799	125,427	149,579	194,816	148,140	(46,676)	-24.0%
<u>Operating Uses</u>							
Wages & Salaries	51,820	36,693	77,464	79,934	87,027	7,093	8.9%
Employee Benefits	23,121	11,290	46,073	50,854	48,885	(1,969)	-3.9%
Utilities & Telephone	1,809	3,633	4,228	5,428	5,428	-	0.0%
Materials & Supplies	36,445	26,674	17,513	11,700	4,300	(7,400)	-63.2%
Contracts & Services	27,574	47,035	4,303	46,900	2,500	(44,400)	-94.7%
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	140,769	125,325	149,581	194,816	148,140	(46,676)	-24.0%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	15,000	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	15,000	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	155,769	125,325	149,581	194,816	148,140	(46,676)	-24.0%
SURPLUS (DEFICIT)	30	102	(2)	-	-	-	n/a

City of Crescent City FY 2020-21 Budget

Fund: 508 Equipment Fund
 Dept: 508 Equipment

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	12,992	11,362	7,202	14,500	8,741	(5,759)	-39.7%
Subtotal	12,992	11,362	7,202	14,500	8,741	(5,759)	-39.7%
Financing Sources							
Interest Income	257	577	1,174	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	257	577	1,174	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	269,134	290,786	285,417	378,435	321,685	(56,750)	-15.0%
Subtotal	269,134	290,786	285,417	378,435	321,685	(56,750)	-15.0%
TOTAL SOURCES	282,383	302,725	293,793	392,935	330,426	(62,509)	-15.9%
Operating Uses							
Wages & Salaries	107,420	117,768	97,525	121,342	125,591	4,249	3.5%
Employee Benefits	64,153	67,568	73,136	72,577	83,319	10,742	14.8%
Utilities & Telephone	14,900	14,179	14,421	13,191	15,891	2,700	20.5%
Materials & Supplies	75,777	92,583	101,807	105,300	104,300	(1,000)	-0.9%
Contracts & Services	9,819	1,214	2,367	4,025	1,325	(2,700)	-67.1%
Employee Support	1,530	1,783	1,767	3,500	-	(3,500)	-100.0%
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	273,599	295,095	291,023	319,935	330,426	10,491	3.3%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	73,000	-	(73,000)	-100.0%
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	73,000	-	(73,000)	-100.0%
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	273,599	295,095	291,023	392,935	330,426	(62,509)	-15.9%
SURPLUS (DEFICIT)	8,784	7,630	2,770	-	-	-	n/a

Depreciation expense is not included

City of Crescent City FY 2020-21 Budget

Fund: 620 Insurance Services Fund
 Dept: 620 Insurance

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	56,171	65,269	58,343	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	56,171	65,269	58,343	-	-	-	n/a
Financing Sources							
Interest Income	-	-	542	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	542	-	-	-	n/a
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	169,634	216,056	238,779	249,239	289,446	40,207	16.1%
Subtotal	169,634	216,056	238,779	249,239	289,446	40,207	16.1%
TOTAL SOURCES	225,805	281,325	297,664	249,239	289,446	40,207	16.1%
Operating Uses							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	219,656	241,525	238,779	249,239	289,446	40,207	16.1%
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	219,656	241,525	238,779	249,239	289,446	40,207	16.1%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Uses							
Interfund Transfers Out	-	-	-	27,500	14,600	(12,900)	-46.9%
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	27,500	14,600	(12,900)	-46.9%
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	219,656	241,525	238,779	276,739	304,046	27,307	9.9%
SURPLUS (DEFICIT)	6,149	39,800	58,885	(27,500)	(14,600)	12,900	-46.9%

City of Crescent City FY 2020-21 Budget

Fund: 630
 Dept: 111

Other Post Employment Benefits Trust
 Administration

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	-	-	473	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	-	473	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	177,592	183,038	159,638	164,694	164,694	-	0.0%
Subtotal	177,592	183,038	159,638	164,694	164,694	-	0.0%
TOTAL SOURCES	177,592	183,038	160,111	164,694	164,694	-	0.0%
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	173,992	179,438	156,511	161,094	161,094	-	0.0%
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	3,600	3,600	3,600	3,600	3,600	-	0.0%
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	177,592	183,038	160,111	164,694	164,694	-	0.0%
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	177,592	183,038	160,111	164,694	164,694	-	0.0%
SURPLUS (DEFICIT)	-	-	-	-	-	-	n/a

*General
Capital Improvements
And Safety Vehicle Replacements*

City of Crescent City FY 2020-21 Budget

Fund: 901 Capital Improvement Projects (CIP) Fund
 Dept: n/a CIP Fund - All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	-	547	224	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	-	547	224	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	580,685	216,255	225,633	858,633	1,177,920	319,287	37.2%
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	580,685	216,255	225,633	858,633	1,177,920	319,287	37.2%
<u>Internal Sources</u>							
Interfund Transfers In	-	150,809	-	651,738	35,000	(616,738)	-94.6%
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	150,809	-	651,738	35,000	(616,738)	-94.6%
TOTAL SOURCES	580,685	367,611	225,857	1,510,371	1,212,920	(297,451)	-19.7%
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	1,195,422	503,277	76,403	937,682	1,730,284	792,602	84.5%
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	1,195,422	503,277	76,403	937,682	1,730,284	792,602	84.5%
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	18,395	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	18,395	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	1,195,422	521,672	76,403	937,682	1,730,284	792,602	84.5%
SURPLUS (DEFICIT)	(614,737)	(154,061)	149,454	572,689	(517,364)	(1,090,053)	-190.3%

City of Crescent City FY 2020-21 Budget

Fund: 902
 Dept: n/a

Beachfront Park CIP
 Beachfront Park CIP Fund - All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	70	27	19	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	70	27	19	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	66	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	66	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	18,395	9,083	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	18,395	9,083	-	-	-	n/a
TOTAL SOURCES	136	18,422	9,102	-	-	-	n/a
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	1,600	31,532	4,650	950	-	(950)	-100.0%
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	1,600	31,532	4,650	950	-	(950)	-100.0%
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	1,600	31,532	4,650	950	-	(950)	-100.0%
SURPLUS (DEFICIT)	(1,464)	(13,110)	4,452	(950)	-	950	-100.0%

City of Crescent City FY 2020-21 Budget

Fund: 930
 Dept: 230

Fire Vehicle Replacement Fund
 Fire

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	205	427	1,009	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	205	427	1,009	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	16,455	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	16,455	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	33,160	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	33,160	-	-	-	-	n/a
TOTAL SOURCES	205	33,587	17,464	-	-	-	n/a
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	33,160	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	33,160	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	-	-	33,160	-	-	-	n/a
SURPLUS (DEFICIT)	205	33,587	(15,696)	-	-	-	n/a

City of Crescent City FY 2020-21 Budget

Fund: 940
 Dept: 240

Police Vehicle Replacement Fund
 Police

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Sources</u>							
Interest Income	438	260	376	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	438	260	376	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	40,863	38,790	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	40,863	38,790	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	39,000	44,454	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	39,000	44,454	-	-	-	-	n/a
TOTAL SOURCES	80,301	83,504	376	-	-	-	n/a
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	-	-	-	-	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	-	-	-	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	168,701	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	168,701	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	-	168,701	-	-	-	-	n/a
SURPLUS (DEFICIT)	80,301	(85,197)	376	-	-	-	n/a

Fiduciary Funds

City of Crescent City FY 2020-21 Budget

Fund: 991
 Dept: 111

RDA Successor Agency
 Administration

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
Operating Sources							
Taxes	-	-	19,263	28,098	21,396	(6,702)	-23.9%
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	-	-	-	-	-	-	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	-	-	19,263	28,098	21,396	(6,702)	-23.9%
Financing Sources							
Interest Income	4,166	4,523	4,437	4,245	-	(4,245)	-100.0%
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	4,166	4,523	4,437	4,245	-	(4,245)	-100.0%
Capital Sources							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Internal Sources							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	4,166	4,523	23,700	32,343	21,396	(10,947)	-33.8%
Operating Uses							
Wages & Salaries	-	-	-	1,125	1,078	(47)	-4.2%
Employee Benefits	-	-	-	571	467	(104)	-18.2%
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	-	3,304	3,455	151	4.6%
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	5,000	5,000	-	0.0%
Capital Uses							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Financing Uses							
Debt Principal Repaid	70,000	57,181	103,056	41,334	16,396	(24,938)	-60.3%
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	70,000	57,181	103,056	41,334	16,396	(24,938)	-60.3%
Internal Uses							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
Extraordinary Items							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	70,000	57,181	103,056	46,334	21,396	(24,938)	-53.8%
SURPLUS (DEFICIT)	(65,834)	(52,658)	(79,356)	(13,991)	-	13,991	-100.0%

City of Crescent City FY 2020-21 Budget

Fund: 992 OPEB Trust Fund
 Dept: n/a All Cost Centers Combined

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budget	FY 2020-21 Proposed	Var \$	Var %
<u>Operating Sources</u>							
Taxes	-	-	-	-	-	-	n/a
Special Assessments	-	-	-	-	-	-	n/a
Licenses & Permits	-	-	-	-	-	-	n/a
Fines & Penalties	-	-	-	-	-	-	n/a
Other Operating Sources	38,944	56,133	216,531	-	164,994	164,994	n/a
Operating Grants/Contributions	-	-	-	-	-	-	n/a
Charges for Services	-	-	-	-	-	-	n/a
Subtotal	38,944	56,133	216,531	-	164,994	164,994	n/a
<u>Financing Sources</u>							
Interest Income	39,563	32,041	35,535	-	-	-	n/a
Debt Proceeds	-	-	-	-	-	-	n/a
Other Financing Sources	-	-	-	-	-	-	n/a
Subtotal	39,563	32,041	35,535	-	-	-	n/a
<u>Capital Sources</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Grants/Contributions	-	-	-	-	-	-	n/a
Gain on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Sources</u>							
Interfund Transfers In	-	-	-	-	-	-	n/a
Interfund Loans In	-	-	-	-	-	-	n/a
Interfund Services Provided	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL SOURCES	78,507	88,174	252,066	-	164,994	164,994	n/a
<u>Operating Uses</u>							
Wages & Salaries	-	-	-	-	-	-	n/a
Employee Benefits	-	-	96,190	-	109,715	109,715	n/a
Utilities & Telephone	-	-	-	-	-	-	n/a
Materials & Supplies	-	-	-	-	-	-	n/a
Contracts & Services	-	-	5,443	-	5,900	5,900	n/a
Employee Support	-	-	-	-	-	-	n/a
Grants/Contributions to Others	-	-	-	-	-	-	n/a
Other Operating Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	101,633	-	115,615	115,615	n/a
<u>Capital Uses</u>							
Capital Leases/Rentals	-	-	-	-	-	-	n/a
Capital Equipment	-	-	-	-	-	-	n/a
Capital Improvements	-	-	-	-	-	-	n/a
Loss on Sale of Assets	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Financing Uses</u>							
Debt Principal Repaid	-	-	-	-	-	-	n/a
Debt Interest Paid	-	-	-	-	-	-	n/a
Other Financing Uses	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Internal Uses</u>							
Interfund Transfers Out	-	-	-	-	-	-	n/a
Interfund Loans Out	-	-	-	-	-	-	n/a
Interfund Services Used	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
<u>Extraordinary Items</u>							
Extraordinary Item	-	-	-	-	-	-	n/a
Subtotal	-	-	-	-	-	-	n/a
TOTAL USES	-	-	101,633	-	115,615	115,615	n/a
SURPLUS (DEFICIT)	78,507	88,174	150,433	-	49,379	49,379	n/a

Cost Allocations

**City of Crescent City
City Council and City Clerk
FY20-21 Allocation**

Fund	Dept	Project	Cost Center	Budgeted		Fund Share	Allocation
				Wages & Benefits	Dept %		
001	110		Council	91,100	2.5%		1,997
001	111		Administration	61,620	1.7%		1,350
001	112		Community Support	7,367	0.2%		161
001	113		City Clerk	121,748	3.4%		2,668
001	114		Human Resources	100,806	2.8%		2,209
001	120		Finance	192,095	5.3%		4,210
001	230		Fire	463,088	12.8%		10,149
001	240		Police	1,835,853	50.7%		40,234
001	250		Code Enforcement	13,202	0.4%		289
001	251		Building Inspection	39,645	1.1%		869
001	313		Planning	30,696	0.8%		673
001	350		Public Works Admin	77,963	2.2%		1,709
001	364		Streets				
001	364	10023	Street Lights				
001	364	10024	Street Sweeping				
001	364	10025	Street Maintenance	251,131	6.9%		5,504
001	470		Parks	199,969	5.5%		4,382
001	471		Cultural Center	47,335	1.3%		1,037
001	480		Pool	87,444	2.4%		1,916
General Fund Total				3,621,062		32.0%	79,359

110			Housing Authority	427,467		0.0%	-
412			RV Park	113,324		4.0%	9,920

413	111		Administration	67,243	6.7%		5,316
413	120		Finance	216,118	21.5%		17,085
413	351		Sewer Lab	261,006	26.0%		20,633
413	352		WWTP Operations	56,030	5.6%		4,429
413	353		Collection System	171,464	17.1%		13,555
413	353	35019	City Lift Stations				
413	356	35020	Oregon Lift Station				
413	356	35022	CSA Lift Stations	133,523	13.3%		10,555
413	357		WWTP Maintenance	98,480	9.8%		7,785
Sewer Fund Total				1,003,864		32.0%	79,359

419	111		Administration	68,301	7.0%		5,550
419	120		Finance	201,345	20.6%		16,361
419	371		Water Operations & Maint.	688,302	70.5%		55,931
419	372	41028	Bertsch Oceanview	6,221	0.6%		506
419	372	41029	Churchtree	6,221	0.6%		506
419	372	41030	Meadowbrook	6,221	0.6%		506
Water Fund Total				976,611		32.0%	79,359

City Council Expenses	99,615
Less ISF	(4,621)
City Clerk Expenses	159,178
Less ISF	(6,176)
Less Reimbursed Expenses	
Total Expenses to Allocate	247,996
Less General Fund Share	79,359
Total to Allocate to Other Funds	168,637

**City of Crescent City
Information Technology
FY20-21 Allocation**

Fund	Dept	Project	Cost Center	Budgeted		Fund Share	Allocation
				Wages & Benefits	Dept %		
001	110		Council	91,100	2.5%		1,655
001	111		Administration	61,620	1.7%		1,120
001	112		Community Support	7,367	0.2%		134
001	113		City Clerk	121,748	3.4%		2,212
001	114		Human Resources	100,806	2.8%		1,832
001	120		Finance	192,095	5.3%		3,491
001	230		Fire	463,088	12.8%		8,415
001	240		Police	1,835,853	50.7%		33,362
001	250		Code Enforcement	13,202	0.4%		240
001	251		Building Inspection	39,645	1.1%		720
001	313		Planning	30,696	0.8%		558
001	350		Public Works Admin	77,963	2.2%		1,417
001	364		Streets				
001	364	10023	Street Lights				
001	364	10024	Street Sweeping				
001	364	10025	Street Maintenance	251,131	6.9%		4,564
001	470		Parks	199,969	5.5%		3,634
001	471		Cultural Center	47,335	1.3%		860
001	480		Pool	87,444	2.4%		1,589
General Fund Total				3,621,062		27.0%	65,803
110			Housing Authority	427,467		2.0%	4,874
412			RV Park	113,324		5.0%	12,186
413	111		Administration	67,243	6.7%		5,387
413	120		Finance	216,118	21.5%		17,315
413	351		Sewer Lab	261,006	26.0%		20,911
413	352		WWTP Operations	56,030	5.6%		4,489
413	353		Collection System	171,464	17.1%		13,737
413	353	35019	City Lift Stations				
413	356	35020	Oregon Lift Station				
413	356	35022	CSA Lift Stations	133,523	13.3%		10,697
413	357		Major Maintenance	98,480	9.8%		7,890
Sewer Fund Total				1,003,864		33.0%	80,426
419	111		Administration	68,301	7.0%		5,625
419	120		Finance	201,345	20.6%		16,581
419	371		Water Operations & Maint.	688,302	70.5%		56,683
419	372	41028	Bertsch Oceanview	6,221	0.6%		512
419	372	41029	Churchtree	6,221	0.6%		512
419	372	41030	Meadowbrook	6,221	0.6%		512
Water Fund Total				976,611		33.0%	80,426

ISF Expenses

243,714

**City of Crescent City
Equipment
FY20-21 Allocation**

Fund	Dept	Project	Cost Center	Units	%	Base Allocation	Fuel Allocation	Parts Allocation	Total Allocation
001	110		Council	-	0.0%	-	-	-	-
001	111		Administration	0.90	0.8%	1,904	565	526	2,995
001	112		Community Support	-	0.0%	-	-	-	-
001	113		City Clerk	-	0.0%	-	-	-	-
001	114		Human Resources	-	0.0%	-	-	-	-
001	120		Finance	-	0.0%	-	-	-	-
001	230		Fire	17.00	15.7%	35,970	-	-	35,970
001	240		Police	11.00	10.2%	23,275	-	-	23,275
001	250		Code Enforcement	-	0.0%	-	-	-	-
001	251		Building Inspection	-	0.0%	-	-	-	-
001	313		Planning	-	0.0%	-	-	-	-
001	350		Public Works Admin	-	0.0%	-	-	-	-
001	364		Streets	-	0.0%	-	-	-	-
001	364	10023	Street Lights	-	0.0%	-	-	-	-
001	364	10024	Street Sweeping	-	0.0%	-	-	-	-
001	364	10025	Street Maintenance	16.73	15.5%	35,399	10,509	9,773	55,681
001	470		Parks	12.70	11.7%	26,872	7,977	7,419	42,268
001	471		Cultural Center	-	0.0%	-	-	-	-
001	480		Pool	-	0.0%	-	-	-	-
General Fund Total				58.33		123,419	19,052	17,718	160,188

110			Housing Authority	0.50	0.5%	1,058	-	-	1,058
412			RV Park	0.80	0.7%	1,693	503	467	2,663

413	111		Administration	-	0.0%	-	-	-	-
413	114		Human Resources	-	0.0%	-	-	-	-
413	120		Finance	-	0.0%	-	-	-	-
413	351		Sewer Lab	-	0.0%	-	-	-	-
413	352		WWTP Operations	2.00	1.9%	4,232	1,256	1,168	6,656
413	353		Collection System	17.33	16.0%	36,668	10,886	10,124	57,677
413	353	35019	City Lift Stations	-	0.0%	-	-	-	-
413	356	35020	Oregon Lift Station	-	0.0%	-	-	-	-
413	356	35022	CSA Lift Stations	-	0.0%	-	-	-	-
413	357		Major Maintenance	-	0.0%	-	-	-	-
Sewer Fund Total				19.33		40,900	12,142	11,292	64,334

419	111		Administration	-	0.0%	-	-	-	-
419	114		Human Resources	-	0.0%	-	-	-	-
419	120		Finance	-	0.0%	-	-	-	-
419	371		Water Operations & Maint.	29.14	27.0%	61,657	18,304	17,023	96,983
419	372	41028	Bertsch Oceanview	-	0.0%	-	-	-	-
419	372	41029	Churchtree	-	0.0%	-	-	-	-
419	372	41030	Meadowbrook	-	0.0%	-	-	-	-
Water Fund Total				29.14		61,657	18,304	17,023	96,983

Total Units 108.10

Total Fund Expenses	330,426
CFPD Parts	4,000
SRFPD Parts	1,200
ISF to allocate	325,226
Fuel	50,000
Parts	46,500
Other	228,726
	325,226

**City of Crescent City
Insurance
FY20-21 Allocation**

Fund	Dept	Project	Cost Center	Budgeted Wages & Benefits	Dept %	Fund Share	Allocation
001	110		Council	91,100	2.5%		1,966
001	111		Administration	61,620	1.7%		1,330
001	112		Community Support	7,367	0.2%		159
001	113		City Clerk	121,748	3.4%		2,628
001	114		Human Resources	100,806	2.8%		2,176
001	120		Finance	192,095	5.3%		4,146
001	230		Fire	463,088	12.8%		9,994
001	240		Police	1,835,853	50.7%		39,622
001	250		Code Enforcement	13,202	0.4%		285
001	251		Building Inspection	39,645	1.1%		856
001	313		Planning	30,696	0.8%		662
001	350		Public Works Admin	77,963	2.2%		1,683
001	364		Streets				
001	364	10023	Street Lights				
001	364	10024	Street Sweeping				
001	364	10025	Street Maintenance	251,131	6.9%		5,420
001	470		Parks	199,969	5.5%		4,316
001	471		Cultural Center	47,335	1.3%		1,022
001	480		Pool	87,444	2.4%		1,887
General Fund Total				3,621,062		27.0%	78,150
110			Housing Authority	427,467		2.0%	5,789
412			RV Park	113,324		5.0%	14,472
413	111		Administration	67,243	6.7%		6,398
413	120		Finance	216,118	21.5%		20,564
413	351		Sewer Lab	261,006	26.0%		24,835
413	352		WWTP Operations	56,030	5.6%		5,331
413	353		Collection System	171,464	17.1%		16,315
413	353	35019	City Lift Stations				
413	356	35020	Oregon Lift Station				
413	356	35022	CSA Lift Stations	133,523	13.3%		12,705
413	357		Major Maintenance	98,480	9.8%		9,370
Sewer Fund Total				1,003,864		33.0%	95,517
419	111		Administration	68,301	7.0%		6,680
419	120		Finance	201,345	20.6%		19,693
419	371		Water Operations & Maint.	688,302	70.5%		67,319
419	372	41028	Bertsch Oceanview	6,221	0.6%		608
419	372	41029	Churchtree	6,221	0.6%		608
419	372	41030	Meadowbrook	6,221	0.6%		608
Water Fund Total				976,611		33.0%	95,517

ISF Expenses 289,446

City of Crescent City
Human Resources & Safety
FY20-21 Allocation

Fund	Dept	Project	Cost Center	Budgeted		Fund Share	Allocation
				Wages & Benefits	Dept %		
001	110		Council	91,100	2.5%		1,722
001	111		Administration	61,620	1.7%		1,165
001	112		Community Support	7,367	0.2%		139
001	113		City Clerk	121,748	3.4%		2,301
001	114		Human Resources	100,806	2.8%		1,905
001	120		Finance	192,095	5.3%		3,631
001	230		Fire	463,088	12.8%		8,753
001	240		Police	1,835,853	50.7%		34,698
001	250		Code Enforcement	13,202	0.4%		250
001	251		Building Inspection	39,645	1.1%		749
001	313		Planning	30,696	0.8%		580
001	350		Public Works Admin	77,963	2.2%		1,474
001	364		Streets				
001	364	10023	Street Lights				
001	364	10024	Street Sweeping				
001	364	10025	Street Maintenance	251,131	6.9%		4,746
001	470		Parks	199,969	5.5%		3,779
001	471		Cultural Center	47,335	1.3%		895
001	480		Pool	87,444	2.4%		1,653
General Fund Total				3,621,062		63.8%	68,440

110 Housing Authority 427,467 6.6% 7,122

412 RV Park 113,324 1.9% 2,077

413	111		Administration	67,243	6.7%		969
413	120		Finance	216,118	21.5%		3,115
413	351		Sewer Lab	261,006	26.0%		3,762
413	352		WWTP Operations	56,030	5.6%		808
413	353		Collection System	171,464	17.1%		2,471
413	353	35019	City Lift Stations				
413	356	35020	Oregon Lift Station				
413	356	35022	CSA Lift Stations	133,523	13.3%		1,925
413	357		Major Maintenance	98,480	9.8%		1,419
Sewer Fund Total				1,003,864		13.5%	14,469

419	111		Administration	68,301	7.0%		1,058
419	120		Finance	201,345	20.6%		3,119
419	371		Water Operations & Maint.	688,302	70.5%		10,664
419	372	41028	Bertsch Oceanview	6,221	0.6%		96
419	372	41029	Churchtree	6,221	0.6%		96
419	372	41030	Meadowbrook	6,221	0.6%		96
Water Fund Total				976,611		14.1%	15,131

HR Expenses	112,315
Less ISF	(5,077)
Less Reimbursed Expenses	
Total Expenses to Allocate	107,238
Less General Fund Share	68,440
Total to Allocate to Other Funds	38,798

City of Crescent City FY 2020-21 Budget

Fund	To/From	Purpose	Transfers In	Transfers Out
General Fund				
001	General Fund			
	Transfer in from Gas Tax Fund	To reimburse General Fund for street maintenance	164,014	
	Transfer in from Insurance Fund	To reimburse General Fund for safety expenditures	14,600	
	Transfer in from other funds for Administrative Services	To reimburse General Fund for a portion of City Council, City Clerk, and HR costs	207,437	
	Transfer out to Internal Service Funds	To cover Internal Service Fund costs		343,766
Special Revenue Funds				
104	CDBG Program Income			
	Transfer in from CDBG Rehab Loan Fund	To transfer program income earned in current year	7,800	
	Transfer out to General CIP Fund	To transfer prior year defederalized program income		35,000
107	CDBG Loan Fund			
	Transfer out to CDBG Program Income Fund	To transfer program income earned in current year		7,800
110	Housing			
	Transfer out to General Fund	To reimburse General Fund for a portion of HR costs		7,122
	Transfer out to Internal Service Funds	To cover Internal Service Fund costs		13,080
115	Gas Tax			
	Transfer out to General Fund	To reimburse General Fund for street maintenance		164,014
Enterprise Funds				
412	RV Park			
	Transfer out to General Fund	To reimburse General Fund for a portion of City Council, City Clerk, and HR costs		11,997
	Transfer out to Internal Service Funds	To cover Internal Service Fund costs		36,660
413	Sewer			
	Transfer out to General Fund	To reimburse General Fund for a portion of City Council, City Clerk, and HR costs		93,828
	Transfer out to Internal Service Funds	To cover Internal Service Fund costs		290,191
	Transfer out to Sewer CIP Fund	To cover CIP costs		450,000
419	Water			
	Transfer out to General Fund	To reimburse General Fund for a portion of City Council, City Clerk, and HR costs		94,490
	Transfer out to Internal Service Funds	To cover Internal Service Fund costs		322,829
Internal Service Funds				
420	Info Tech Services			
	Transfer in from various funds	To cover Information/Technology services	243,715	
506	Building Services			
	Transfer in from various funds	To cover building services	148,140	
508	Equipment Services			
	Transfer in from various funds	To cover equipment services	325,226	
620	Insurance Services			
	Transfer in from various funds	To cover insurance services	289,446	
	Transfer out to General Fund	To cover safety expenditures		14,600
Capital Improvement Funds				
901	General CIP Fund			
	Transfer in from CDBG Program Income Fund	To transfer defederalized program income	35,000	
913	Sewer CIP Fund			
	Transfer in from Sewer Fund	To cover CIP costs	450,000	
TOTAL			1,885,378	1,885,377

Position Control

**City of Crescent City
Position Control
Authorized Positions & Pay Ranges Effective 07.01.20**

POSITION	Auth Pay Range - Current		Auth Pay Range - Proposed		Current Auth FTE	Change	Proposed FTE	Notes
	Min Annual	Max Annual	Min Annual	Max Annual				
Administration								
City Manager	104,506	133,536	104,506	133,536	1.00		1.00	
HR Administrator	46,755	56,810	46,755	56,810	1.00		1.00	
Information Systems Administrator	65,765	79,957	65,765	79,957	1.00		1.00	
City Clerk								
City Clerk / Administrative Analyst	60,133	73,092	60,133	73,092	1.00		1.00	
Finance								
Director of Finance	83,943	105,260	83,943	105,260	1.00		1.00	
Accountant	57,228	69,572	57,228	69,572	1.00		1.00	
Payroll Administrator	46,755	56,810	46,755	56,810	1.00		1.00	
Account Clerks					3.00		3.00	
Account Clerk III Y-rated	44,225	53,752	44,225	53,752				
Account Clerk III	40,507	49,241	40,507	49,241				
Account Clerk II	35,798	43,521	35,798	43,521				
Account Clerk I Y-rated	32,960	40,044	32,960	40,044				
Account Clerk I	32,432	39,406	32,432	39,406				
Fire								
Fire Chief	89,272	111,919	89,272	111,919	1.00		1.00	
Deputy Fire Chief	74,818	90,938			0.50	-0.50	0.00	Remove
Fire House Maintenance Worker	36,171	43,971	36,171	43,971	0.50	-0.02	0.48	Correction
Administrative Assistant	39,538	48,031	39,538	48,031	1.00		1.00	
Police								
Chief of Police	89,272	111,919	89,272	111,919	1.00		1.00	
Lieutenant	83,681	96,556	83,681	96,556	0.00		0.00	
Sergeant	66,937	83,018	66,937	83,018	4.00		4.00	
Police Officer	44,224	65,620	44,224	65,620	8.00	-1.00	7.00	
Police Officer - Limited Term	44,224	65,620	44,224	65,620	0.00	1.00	1.00	Separate grant-funded position
Police Recruit	37,477	37,477	37,477	37,477	0.00		0.00	
Records Specialist	38,570	46,865	38,570	46,865	1.00		1.00	
Planning, Building & Code Enforcement								
Community Development Director	83,943	105,260			1.00	-1.00	0.00	Correction
City Planner and Economic Development Specialist	57,228	69,575	57,228	69,575	0.00		0.00	
Planning and Economic Development Technician	44,518	54,109	44,518	54,109	0.00		0.00	
Building Inspector & Code Enforcement Officer *	49,087	59,649	49,087	59,649	1.00	-0.54	0.46	Correction
Office Technician **	33,246	40,418	33,246	40,418	1.00		1.00	
Recreation and Events								
Recreation and Events Director	65,765	79,957	65,765	79,957	1.00		1.00	
Recreation Lead	25,480	28,600			0.48	-0.48	0.00	Remove
Campground Attendant	32,427	39,416	32,427	39,416	0.98	-0.52	0.46	Reduce to 1 part-time
Public Works								
Director of Public Works	89,272	111,919	89,272	111,919	1.00		1.00	
Engineering Project Manager	57,228	69,572	57,228	69,572	1.00		1.00	
Engineering Technician Y-rated	48,625	59,099	48,625	59,099	1.00		1.00	
Engineering Technician	43,851	53,312	43,851	53,312	0.00		0.00	
Public Works Maintenance Manager	69,063	83,947	69,063	83,947	1.00		1.00	
Public Works Parks / Buildings / Maintenance Workers & Equipment Operators					12.00		12.00	
Maintenance Workers								
Senior Public Works Maintenance Worker	46,513	56,546	46,513	56,546				
Maintenance Worker II	38,262	46,513	38,262	46,513				
Maintenance Worker I	34,720	42,201	34,720	42,201				
Equipment Operators								
Equipment Operator II	42,201	51,288	42,201	51,288				
Equipment Operator I	36,436	44,291	36,436	44,291				
Buildings & Parks Maintenance Workers								
Senior Bldgs & Parks Maintenance Worker	38,262	46,513	38,262	46,513				
Buildings Maintenance Worker	33,048	40,176	33,048	40,176				
Parks Maintenance Worker	31,486	38,262	31,486	38,262				
EMOT					2.00		2.00	
Senior Electrical Mechanical Operations Technician	62,333	75,776	62,333	75,776				
Electrical Mechanical Operations Technician II	53,840	65,457	53,840	65,457				
Electrical Mechanical Operations Technician I	46,513	56,546	46,513	56,546				
Utility Mechanic	38,262	46,513	38,262	46,513	1.00		1.00	
Laboratory Director	60,133	73,092	60,133	73,092	1.00		1.00	
Laboratory Assistant / Tech					2.00		2.00	
Laboratory Technician II	48,845	59,363	48,845	59,363				
Laboratory Technician I	40,176	48,845	40,176	48,845				
Laboratory Assistant	33,048	40,176	33,048	40,176				
Fleet Mechanics					2.00		2.00	
Senior Mechanic	51,288	62,333	51,288	62,333				
Mechanic II	42,201	51,288	42,201	51,288				
Mechanic I	34,720	42,201	34,720	42,201				
Pool								
Aquatics Supervisor	40,186	48,630			1.00	-1.00	0.00	Remove
Relief Supervisor/Lesson Coordinator	34,029	41,377	34,029	41,377	1.00		1.00	
Lifeguard - Designated Head Lifeguard (Seasonal FT)	28,600	33,280			0.50	-0.50	0.00	Remove
Lifeguard - Part-Time	27,560	33,280			4.50	-4.50	0.00	Remove
Aquatic Specialty Program Instructor	30,680	34,840			0.37	-0.37	0.00	Remove
Water Safety Aide	28,080	30,160			0.20	-0.20	0.00	Remove
Housing Authority								
Housing Authority Director	83,943	105,260	83,943	105,260	1.00		1.00	
Housing Authority Inspector	38,262	46,513	38,262	46,513	0.00		0.00	
Tenant Services Technician	39,362	47,833	39,362	47,833	2.00		2.00	
Clerk Typist	27,965	33,994	27,965	33,994	0.63		0.63	
Totals					67.66	-9.63	58.03	

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

** 1.0 FTE split between Planning and Public Works

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

APPROPRIATIONS LIMIT: Fiscal Year 2020-21

			% Change over prior year
A.	Price Factor		
	Per capita personal income	2020-21	3.73
	Population Factor		
	City	2020-21	0.62
	County	2020-21	0.58
B.	Calculation		
	Per capita personal income	ratio	1.0373
	Population	ratio	1.0062
	Calculation of factor for FY 2020-21	A times B	1.0437

	2019-20	2020-21	2020-21	2020-21	2020-21	2020-21
	Limit	Limit	Proceeds of Taxes	Exclusions	Appropriations Subject to Limit	Under (Over) Limit
General Fund	5,763,625	6,015,675	3,084,599	-	3,084,599	2,931,076
Special Revenue Funds	5,629,065	5,875,231	-	-	-	5,875,231
Enterprise Funds	14,400,347	15,030,092	-	-	-	15,030,092
Internal Service Funds	1,658,824	1,731,366	-	-	-	1,731,366
Public Financing Authority	1,407,567	1,469,121	-	-	-	1,469,121
Fiduciary Funds	515,818	538,376	-	-	-	538,376
	29,375,245	30,659,862	3,084,599	-	3,084,599	27,575,263



May 2020

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER
Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

2020-21:

Per Capita Cost of Living Change = 3.73 percent
Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio: $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21: $1.0373 \times 1.0022 = 1.0396$

Fiscal Year 2020-21

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2019-2020	1-1-19	1-1-20	1-1-2020
Del Norte				
Crescent City	0.62	4,050	4,075	6,673
Unincorporated	0.57	20,441	20,558	20,625
County Total	0.58	24,491	24,633	27,298

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



CITY OF CRESCENT CITY

Mayor Blake Inscore
Council Member Alex Fallman
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime
Council Member Jason Greenough

MINUTES
BUDGET WORKSHOP
VIRTUAL VIA ZOOM MEETINGS

MONDAY JUNE 8-9, 2020 5:30 P.M.

WORKSHOP

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

Roll call Council Members present: Council Member Fallman, Council Member Greenough, Council Member Wright, Mayor Pro Tem Kime and Mayor Inscore
Staff present: City Manager Eric Wier, Fire Chief Bill Gillespie, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Recreation and Events Coordinator Director Holly Wendt, Public Works Director/City Engineer Jon Olson, Finance Director Linda Leaver, Housing Authority Executive Director Megan Miller, Police Chief Richard Griffin, Human Resources Administrator Sunny Valero, Interim Lab Director Regina Thill, Information Services Administrator Fritz Ludemann, and Public Works Manager Jason Wylie

Pledge of Allegiance led by Mayor Inscore

PUBLIC COMMENT PERIOD

Linda Sutter: spoke in opposition to the World Refugee Day Proclamation for its inclusion of the Sister City relationship.

Lynn Szabo: spoke in support of the City moving forward with the Tobacco Free Multi-Housing Unit Ordinance.

Angela Davis: read a statement from Tobacco Free Del Norte Coalition in support of the Tobacco Free Multi-Housing Unit Ordinance and there being funding available to help with enforcement.

CEREMONIAL ITEMS

1. World Refugee Day Proclamation

Mayor Inscore read the proclamation aloud. Khou Vue and Houawa Mua spoke as representatives of our Hmong community. Thanked the City Council for recognizing the community in the proclamation and they are proud of being members of the community. Houawa

Mua spoke as being born in a refugee camp and is thankful for being here and the recognition of this day.

2. National Cancer Survivors Day Proclamation

Mayor Inscore read the proclamation aloud.

CONSENT CALENDAR

3. Amended Agreement for Camp Host Soltesz

- *Approve amended agreement for Camp Host Soltesz at Shoreline RV Park to include Camp Host Wasgatt*

On a motion by Council Member Greenough, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved the amended agreement for Camp Host Soltesz at Shoreline RV Park to include Camp Host Wasgatt.

NEW BUSINESS

4. FY 2020/2021 Proposed Budget of the City of Crescent City

- *Recommendation: Receive budget workshop presentation from City Manager; provide direction regarding FY 2020-21 budget; take action as necessary and appropriate.*

City Manager Wier reported outlined what City services are given as well as staffing and a detailed list of all the accomplishments the City has done since the last Workshop. He gave an overview of all of the in-process projects such as new City website, Storm Drain project for C St. and Front St., Sunset Circle multi-use trail, sewer lift station improvements, RV Park office improvements, RV Park website and online registration, electrical repairs at the Corp Yard, Go for the Gold regional marketing, Economic Strategic Development Action Plan, and the re-branding of Shoreline RV Park. All of these projects were occurring and then the worldwide pandemic COVID-19 happened and changed the financial landscape for the City. Finance Director Leaver reported to the Council on the funds that will see decreased budgets; General Fund (GF), Sewer Fund, Water Fund and RV Park Fund. The Housing Authority Fund is federally funded and has been given additional resources by HUD to deal with the impacts of COVID-19. For the City budget, all optional travel and training has been removed, most parts and supplies budgets have been reduced to a minimum as well as contract services, capital expenditures impacting the GF have been removed, unless they were grant funded. Regarding Pers Unfunded Liability, there is no forecast yet of impact on unfunded liability. There have been no additional payments budgeted, and Director Leaver recommends switching to the monthly payments instead of lump sum payments. She went over the revenue trends and a graph with the pre-COVID General Fund Revenue and one that shows the COVID impacts. The assumptions for revenues are for TOT during January-March, 70% of normal, April-June 10% of normal, July-September 25% of normal, October-December 50% of normal, January-March 2021 75% of normal, April-June 2021 100% of normal. Regarding sales tax, current year FY 19/20 to be 9.5% below last year. FY 20/21 to be 1.5% below current year (10.9% below last year). The current emergency is not expected to significantly affect property values and if they are, the City's revenue won't be impacted immediately. FY 20-21 includes a 2% growth where 2-3% is typical. Regarding Gas Tax, there is a projected decrease 6-7% from FY 19/20 original budget based on the Governor's May budget revision. Regarding User Charges, some are based on agreements for sharing expense (for example, the Fire District), revenue is based on budgeted expense. Recreation is projected 1/3 to 1/2 of normal.

Sales tax is estimated by experienced consultants based on analysis of trends specific to our jurisdiction, however, City's actual sales tax revenue is not known until 2 months after the sale is made. TOT is collected quarterly so July – September is not reported to the City until October

31st. City Manager Wier went over budgeting expenses. With so much uncertainty for revenues, how do we plan next year's programs and services? Principles for budgeting in uncertain times: preserve cash flow as much as possible, review every expense line, identify which services are the highest priority, defer maintenance and CIP if possible and maintain flexibility. City staff has done a "bare bones" budget and cut special projects, almost all travel and training (except for mandatory training, such as for police officers), vehicle purchases, Sister City expenses, marketing, parts and supplies to the bare bones minimum, and contract services. What is not included in this year's budget are the implementation of the Fire Department Master Plan (except for the reallocation of staff, the Deputy Fire Chief position has been removed), flower baskets for downtown, ordinance updates, code enforcement legal services (except for CDBG), the new downtown restroom (costs include connection fees, utilities and janitorial service), a second K9 for CCPD, and the energy audit implementation. What is included in the budget: Chamber of Commerce/Visitor's Bureau \$72k, Wonderbus \$1k (for maintenance of the bus), streetlights \$10k and holiday decorations \$500. For step 1 budget cuts, we were able to cut \$1.2 million which leaves minimal budget in many areas. Our revenue is a little under \$5million, the results of the step 1 budget cuts were not enough, as there is a budget shortfall of \$1.2 million. Departments and the City Manager have identified and removed expenses; if this budget was adopted and 100% spent, the fund balance would go into the negative \$100k. If there was a budget-to-actual variance of \$300k (6%), the fund balance would be \$200k. Director Leaver explained the difference between fund balance and cash; your assets minus your liabilities is your fund balance. General Fund cash flow: adding a liability decreases fund balance but does not affect cash balance. Cash balance is affected both the amount and the timing of revenues and expenses. What is next if step one isn't enough, then you reduce expenses such as reduce services, reduce personnel costs, and do an energy audit. All of these things take time.

Mayor Inscore indicated that after action was taken on the consent calendar and public comment was closed, Linda Sutter had raised her hand to give public comment. Mayor Inscore appealed to her to give her comment at this point, however she was no longer present for the meeting. The item Ms. Sutter wanted to comment on was the Amended Agreement for Camp Host.

Anna Gordon: asked to comment on the pool. *Mayor Inscore stated that the comment can be given during the time the pool is being discussed.*

Mayor Inscore asked City Attorney Rice if this item would need to come back to the Council for approval. Mayor Inscore allowed the item to stand as presented and it will come back to the Council next week just for the opportunity to hear public comment in the case that it may change their decision; however Council action taken stands.

Council Member Greenough stated that we will need to be fiscally prudent. The employees are the life blood of the City. City Manager Wier stated that the City has limited options for increasing revenue and they take time. Overall economic growth will come from supporting our local businesses. We will also see funding from the federal and state government, a tax measure or assessment, and an increase in charges for services. A general tax measure can provide funding for fire, police, sheriff, streets, and more. City Manager Wier went over what the Economic Resiliency Task Force is doing for local businesses that will ultimately benefit the City's budget. CDBG is offering business assistance as well. Director Leaver gave options: Option 1 – assume revenues will come in higher and continue to spend. If you are wrong (and revenues are low) you'll have to make more drastic cuts to change course. Option 2 – assume revenues will come in low and cut everything. If you are wrong (and revenues are higher) you will have cut services that didn't need to be cut and may be difficult or expensive to bring back. Option 3 – assume revenues will come in low, make strategic cuts, and be willing to evaluate frequently and make additional cuts if needed. City goals are to survive the economic emergency, maintain essential services to the community, position for recovery, rebuild reserves, and encourage future growth.

What to do right now: maintain cash to pay ongoing expenses with the goal to keep a 30-45-day reserve for expenses. Revenues are extremely uncertain, so try to save as much as we can and cut expenses with an across the board approach, every department to cut expenses by some percentage. This does not distinguish between different kind of services and programs and it treats everything the same. Do a targeted approach in cuts by prioritizing services, offering more flexibility, plan for recovery, and require all departments to work together. City Manager Wier stated that everything we can cut has been cut from the budget, therefore it leaves the question, where to cut? The recommended priorities are public safety, programs and services that position the City for recovery and cuts that can be reinstated. The options that exist for targeted cuts are to eliminate seasonal positions, there are 3 part time in the parks, one seasonal in Recreation Lead (vacant). If all were cut, we would save \$40k a year, however what is needed is to cut several \$100k. The seasonal workers mow, maintain parking lots, water flower baskets, and clean the public bathrooms. Another option for savings is to institute furloughs; most employees are allocated to multiple funds (GF, water, sewer, etc) and a 5% furlough for all non-safety employees for one year would save the GF approximately \$50k. Public safety is 100% GF therefore a 5% furlough for safety employees for one year would save the GF approximately \$60k. At this point in the meeting, City Manager Wier asked for Mayor Pro Tem Kime to recuse herself as the discussion of the Pool was to be had and would have a direct impact on her particular business. *Mayor Pro Tem Kime recused herself at 7:10 p.m. by turning off her microphone and turning off her camera.* City Manager explained the status of the pool, as presently it has been closed since March due to the public health emergency. All part time employees are receiving or eligible for unemployment and if we reopen and have to close again, they will have to go back on unemployment, therefore if we open, we need to do so when we can stay open. Therefore when a public health situation allows for the pool to reopen, services and programs will be limited due to social distancing requirements which that will impact revenue. City Manager Wier went over the revenue/expenses for the Pool; what is projected in FY 19/20 showed a \$408,107 deficit which the unemployment plays a role in that. Keeping the pool closed would save the General Fund approximately \$370k per year. To reopen, there is a need to have time to prepare and recruit/train staff. Director Leaver went over the Cash Flow model which showed what the GF would look like if the pool was kept open and what it would look like if it remained closed, if the seasonal positions were closed and if there were non-safety furloughs and safety furloughs; additionally showed the TOT impact as well as the projected TOT. By keeping the pool closed, it drastically effects the GF and keeps us above the 30-day reserve and most of the time above the 45-day reserve. Director Leaver said that since we don't know the actual numbers for TOT, staff will be keeping in touch with the local hotels to see what their occupancy has been looking like and that will allow us to determine if the pool will be able to be opened after a few months. City Manager Wier stated that if we have a second wave of COVID in November, and the TOT for January – April has drastically been reduced, keeping the pool open would not be feasible, economically. City Manager Wier stated that the Council needs to sincerely consider this.

The following citizens addressed the Council on the matter of the pool:

Anna Gordon: the public views the pool as recreation, there are a lot of health benefits to use the pool. Is hoping the pool can be opened when it is not a drain on our resources.

Douglas Suzuki: what about annual passes? *Mayor Inscore refunds will be issued.*

Gina Zottola: all of the numbers make sense, but not for a health aspect. doesn't want to see the pool closed more than six months.

Brad Kime: as owner of Pacific Northwest Physical Therapy, he is considering buying his own pool because these things keep happening and it is affecting his patients being able to rehabilitate.

Barbara Saloni: asked how many people the City has talked to about the financial chart shown tonight?

Matthew Blundell: public safety should include children in our area as learning to swim saves lives.

Tracy (no last name given): the pool is an incredible asset and especially teaching children how to swim. Feels retraining staff won't take as long as it used to.

Linda Sutter: there may be grant funding thru the YMCA by turning the pool into a YMCA.

Jeanine Celayeta: why close the pool if it gives revenue. *Mayor Inscore stated that the pool has always run at a deficit, is not a revenue generator for the City.*

Council Member Greenough asked what the expenses vs. revenue was since the shut down; Mayor Inscore clarified to ask what the operational cost is for maintaining the pool while it is closed? Director Leaver said there has been no revenue since the pool has been closed and we may refund passes already purchased. So far, the expenses for the pool have not been far below normal, with the lifeguards' unemployment having to be budgeted for. The utilities have been a small amount lower, but that's because it's not been completely closed and we are still cleaning, etc. City Manager Wier stated that the Housing Authority has additional funds therefore the one pool employee can be moved over there for a time being that will be a savings for the pool. Council Member Greenough asked about the County funding a portion of the pool; City Manager Wier stated that the usage of the pool by County residents is proportional to the City's residents. The County has had some funding challenges as well, but we can approach them again about partnering with the City to fund the pool which can be done with Council's direction. City Manager Wier also suggested the County residents to appeal to the Board of Supervisors to assist in getting that voice heard. Mayor Inscore appealed to the public that the Council is very aware of how the community feels about the pool. This is not a decision being made without regard to people. He wanted to make sure people understood that this effects his family as well as his wife uses the pool 6 days a week. The Council has shown by their actions that the pool is a very important asset by the making sure the public was involved in the Pool Master Plan. There are many things that need to be evaluated such as fees to use the pool and if they are sufficient enough, to are there available partnerships to help fund the pool. Every possible option has to be considered, but we have to address the immediate concern, so we don't overextend ourselves which ultimately effects essential services. The pool is a critical asset, but it is not essential, the police and fire departments are essential. Mayor Inscore stated he would not advocate opening the pool to furlough a police officer or two, we need to double our efforts on collaborating with other agencies. With the uncertainties of TOT, it would not be prudent to open the pool until after the end of this quarter, the earliest being November 1st. If we know by August that everyone is running at 75% occupancy, then we can consider reopening the pool. Asks staff to start outreach with the hotels now; closing through September is a feasible decision. City Manager Wier stated that he couldn't agree more with the Council. Doing outreach early and often to the hotels is very important. Through the Pool Master Plan Workshop, there have been valuable relationships with community members. Council Member Greenough stated that he is interested in Linda Sutter's comment on the YMCA running the pool and what that would do to the budget? City Manager Wier stated staff will research and will return to the Council with an answer. Council Member Fallman stated that he is confident staff will find revenue options for the pool including revenue sharing with the County and School District; closing the pool makes fiscal and health sense. Feels November 1st is the earliest time we can reopen. Council Member Greenough agreed keeping it closed until September or October, likes the polling of hotels. Hopes that going into the next stage will help increase TOT. Council Member Wright agrees with fellow Council Members, we have to do what is best. Recreation and Events Coordinator Director Wendt said that she has a template to move forward with a stakeholder's group that was put on hold due to COVID. Would like permission to

move forward. Thanked the pool patrons for advocating for all pool patrons. City Manager Wier asked if the Council was going to take action to close the pool for the quarter, for it will have a large deficit and will be a severely endangered cash flow. Director Leaver stated that since we know we intend to bring the budget back every quarter, we still need to adopt a budget for the entire year. We can either adopt a budget that assumes the pool is closed through October and know that we may need to extend that closure; adopt the budget knowing the pool will be closed for the full year and adopt a new budget with the pool open at that time. Mayor Inscore stated that if the budget is adopted with the pool being closed all year, he wants to ensure that staff will bring it back with information from hoteliers and have the possibility of reopening it sooner. Director Leaver said this is similar to when we apply for a grant, we don't budget for the expense until we have the revenue. It is also, on a staff level, our goal is to get the pool open as soon as we reasonably can. City Manager Wier stated that in moving forward, staff will start reaching out to hotels and will report back to the Council.

Jeanine Celayeta: said in her opinion, hotels have been open so the revenue may be better than what is anticipated.

Council was in consensus to direct staff to not have a plan to open the pool at least for the first quarter, to do outreach for potential revenue and to hotels/BnBs for TOT projection, and we don't budget for the pool to be open this year with the understanding outreach will occur and will come back with updates each meeting with changes as necessary.

Mayor Inscore called a 10-minute recess at 8:28 p.m.

Mayor Inscore reconvened the meeting at 8:38 p.m.

City Manager Wier gave the recommendation to adopt a 12-month budget now, understanding that revenues are uncertain, adopting a budget that assumes revenues are low. It is impossible to reduce expense to match the low revenue assumptions without significantly reducing or eliminating services. This plan will still significantly reduce the projected fund balance and cash but can be changed as needed. It is the recommendation of staff to budget for seasonal parks positions to finish this season through September but not come back to next season (April). Regarding the Recreation Lead position, it is recommended to bring this position back for consideration when events resume. Council Member Greenough agrees with the seasonal employees decision. Mayor Inscore stated that if the seasonal employees are let go now, maintaining the workload needs to happen, therefore keeping them through the season is the right decision.

The Council was in consensus to keep seasonal workers through the end of the season.

City Manager Wier advised the Council that furloughs are not recommended at this time. Mayor Inscore stated that this would not mean layoffs, it would be a reduction of the hours worked in the week. Council Member Greenough said if we were going to do that, that the Employee Associations would be offered that time back on the books for taking time off. Also stated that if we as a Council are going to ask employees to take a furlough, the Council should also sacrifice their stipends. Council Member Wright agrees with suspending our stipends if we are asking employees to furlough. Mayor Inscore is not in favor of furloughing employees with so many uncertainties out there. The employees have come to the table doing their part for this budget. Agrees that we should never ask employees to do what we wouldn't do – we should bear a proportional share as well.

The Council was in consensus to not have employee furloughs.

City Manager Wier wanted to address flower baskets, it's not a huge amount, (\$10k) however it is big enough to warrant discussion. Other things to discuss are the Tobacco Free Multi Housing Unit Ordinance (\$10k expense), RV Use as a Residence, Code Enforcement legal services (to come back to the Council on a case by case basis, new downtown restroom (\$13k connection fees, annual cost water/sewer monthly and cleaning is \$4800 for the year), a second K9, and energy audit implementation. Mayor Inscore stated that he couldn't see us doing the Fire Department Master Plan at this time. Regarding the downtown restroom, it's a one-time expense and we have community partners – it wouldn't be a good look to not move forward with it. Doesn't see us doing anything with the code enforcement legal services. We should do outreach on funding for the Tobacco Free Multiunit Housing. Council Member Greenough feels we should hold off on all ordinances and asked what is the cost of the energy audit; City Manager Wier stated that it unknown at this time, proposals were just received today. Director Leaver stated that whatever CIP the Council does, the annual payment should be covered by the energy savings. In order to get a loan, issue bonds, whatever it may be, there are costs in order to do that. The City would need to hire a municipal advisor, potentially hire a bond counsel, and there are bond issuance costs, so the Council is aware. Council Member Greenough asked why a bond would be necessary for that project; Director Leaver said it is unknown what the project will actually be at this point. If we were doing a major infrastructure project that we cannot afford ourselves, we would need to debt finance it and issuing bonds is one way to do that. Whatever process we chose, there would costs associated with setting it up, such as legal fees. City Manager Wier stated that some research will need to be done first and then brought back to the Council as there are a lot of variables. Council Member Greenough asked if staff had the time to do the research; City Manager Wier stated it is the anticipation that research will be conducted by the consultants. Council Member Greenough stated he does not agree with doing the downtown restrooms right now as costs are being cut, that everyone knows all budgets are stressed people would understand. Our partners wouldn't take it as an insult if we paused it until we see what the projections are for the budget before we commit to it. Mayor Inscore stated that some opportunities never come back around. Mayor Pro Tem Kime said it has been over a decade that the bathrooms downtown have been determined to be a need. We are paying ourselves for the connection fees and there is some maintenance, but the downtown needs this. The partnerships are incredibly valuable and it's time to get it done. Council Member Fallman stated that everything, except bathrooms downtown, he is ok with not including in the budget. Wants the bathrooms to move forward. As far as the energy audit, he would be fine with us not doing that right now. Mayor Inscore said that the City needs to explore what we have received for the energy audits before not moving forward with it. City Manager Wier stated that there are no upfront costs, the initial assessment won't cost anything and is in the RFP for the consultant to do. The Council was in consensus to move forward in support of the downtown bathrooms project. Mayor Inscore stated for all ordinances to be postponed until we can find other revenue sources. He stated support for the flower baskets downtown because it helps in the overall look. Council Member Fallman agreed, especially since we aren't having a 4th of July, it boosts morale.

The following citizen addressed the Council:

Shelly Brantley: smoke free multi housing grants are available

Mayor Inscore asked for staff to continue outreach for funding sources.

The Council was in unanimous consensus to add flower baskets to the budget for the full \$7k and for the downtown bathroom project to commence.

The Council was in unanimous consensus for the Sister City budget to come back before the Council on a case by case basis.

City Manager Wier stated that there are other items to consider that are not in this budget that can be addressed at a later time, for what else could we do to reduce expenses if we need to. Such as to sell one of the City Hall buildings; consider layoffs, or to reduce services or contract out services. It is important to remember, however, that some cuts could end up costing the City more in the long run, or it would limit our future opportunities.

Due to the late hour, the amount of budget items to discuss, and lack of public members present, Mayor Inscore entertained a motion to continue the meeting until tomorrow at 6:00 p.m.

On a motion by Council Member Greenough, seconded by Council Member Wright, and carried unanimously, the City Council of the City of Crescent City continued the Budget Workshop at 9:45 p.m. to tomorrow, June 9, 2020 at 6:00 p.m.

CITY COUNCIL ITEMS

- **Legislative Matters –**
 - **CARES Act funding request letter**
 - There was consensus to send the letter.
- **City Manager Report and City Council Directives - None**
- **Reports, Concerns, Referrals, Council travel and training reports – None**

June 9, 2020 - Continuation of Budget Workshop:

Due to lack of a quorum, Mayor Inscore will call the meeting to order once a quorum is established.

Mayor Inscore called the meeting to order at 6:06 p.m.

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

Council Members absent: Council Member Isaiah Wright and Mayor Pro Tem Heidi Kime

Staff Members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Public Works Manager Jason Wylie, Public Works Director/City Engineer Jon Olson, Human Resources Administrator Sunny Valero, Housing Authority Executive Director Megan Miller, Finance Director Linda Leaver, Recreation and Events Coordinator Director Holly Wendt, Fire Chief Bill Gillespie, and Information Services Administrator Fritz Ludemann

Shoreline RV Park

City Manager Wier reported to the Council the progress Shoreline RV has seen within the last year. Currently, the name and branding are being worked on, the new proposed name is Lighthouse Shores RV Park. COVID 19 has affected the RV Park more than other funds in the City as it relies on tourism and short-term stays. The RV Park has the following needs: office furniture, office repairs, office roof, advertising, apartment remodel, pave main entry road, a second camp attendant, and reduced utilities, all of these things are not recommended for this budget. The RV Fund assumptions are that operating revenues have decreased 50% for one year and will take 2 years to recover (3% growth annually). Finance Director Leaver presented a chart on what it would look like if we saw a 50% revenue decrease. The expenses can be decreased some, but not enough to match the drop in revenue. She also showed a graph at what it would look like to have 65% revenue and 80% revenue. If we miss out on the summer season, we cannot recover and will see the 50% revenue decrease. City Manager Wier stated the earlier

we can open, the better. The recommendation for the RV Park is for the initial budget to assume 50% revenue, decreased utilities, no extra expenses and to update the Council at least quarterly, if not more often. Projections will depend largely on travel. Council Member Fallman stated he appreciates working on the online exposure and advertising. Council Member Greenough thanked staff for the cuts to the budget that they had to make. Feels we will be able to put most back in once we are able to open up. Mayor Inscore is concerned with advertising – if we want as much economic recovery as possible, this is where we need to put the money. Recreation Director Wendt stated she feels it will be possible to move forward with Lighthouse Shores, the park's phone has been ringing off the hook with people who want to come stay. The new fee schedule will create more revenue coming in. Council Member Greenough asked how far out that reservations have been cancelled; Director Wendt stated that Dr. Rehwaldt suggested every two weeks to call those who have booked to let them know the current status. The best time for revenue is during the summer with short-term stays. The Council was in consensus to move forward with advertising the Park, \$3,500 for advertising.

There were no public comments.

Sewer Fund

Director Leaver reported to the Council the working capital and where it may end up at the end of this FY. It is projected for June 30, 2020 to be \$5,935,020 for working capital. The Sewer Fund assumptions are that operating revenues decrease 20% and then take 2 years to recover, the operating expenses are reduced, and CIP budgeted, but most will be delayed until at least January to ensure adequate cash flow and staff time. Not included in this budget is \$30k for a lab feasibility study/analysis, \$35k for a rate study, \$10k muni advisor if debt is considered, \$18k spectrometer for the lab, \$26,750 parts and supplies (routine), \$30k to complete some additional projects, \$25k building maintenance stain which can wait a year, and \$10k for additional SCADA support. What is included in the budget is a carry over from current budget - \$470k mem pulse, new CIP \$450k estimate for improvements based on a list from Jacobs, specific projects still under discussion with Jacobs (determine highest priorities staff capacity to design/implement), a design will move forward, but CIP will largely be on hold until the second half of the year to preserve cash flow and to allow staff to complete the other projects already in progress. Director Leaver presented a graph which showed the Sewer Fund projection for the next 5 years. City Manager Wier stated that a rate study will need to be done to keep the downward trend in the working capital from continuing. The Sewer Fund strategy is to get on the same page with Jacobs to update a long-term CIP plan, analysis of the best options for the Lab, and to do a rate study. There is an option to possibly have Jacobs also run the Lab. The recommendation is to assume a 20% revenue decrease, include CIP but defer most until second half of the year, additional items to be discussed as necessary, and to update the Council regularly. Council Member Fallman asked if the lab feasibility study is the one item that staff recommends being in this budget? City Manager Wier stated that yes, it is the one piece that we need to get straightened out soon. Director Leaver stated that if an RFP is done to have a consultant help, the estimate would be \$30k, this would allow for two steps of the strategy to be done. Jacobs in under contract and will provide the first step. Council Member Greenough will the study show how to save money or revenue creation? Director Leaver stated that both the expense and options on how to increase revenue. City Manager Wier gave examples of services the Lab could do that would generate revenue. Council Member Greenough asked to confirm that the parts and supplies aren't necessary pieces, City Manager Wier stated that Jacobs is given a budget to do routine maintenance and this is not a part of the parts and supplies that are not included in this budget. Mayor Inscore stated that we've never been able to look at revenue generating for the Lab because we've not had someone to help us evaluate the potential revenue sources and operational efficiencies. *Council Member Wright joined the meeting already in progress at 6:48 p.m.*

There were no public comments.

Water Fund

Director Leaver presented a graph that outlined the Water Fund Working Capital for FY 2020 Budgeted \$2,327,828 and FY 2020 Projected \$2,376,413. Water Fund assumptions are that operating revenues decrease 20% and then take 2 years to recover, operating expenses are reduced, and CIP has been budgeted as well as two other projects. What is not included: rate study \$35k, muni advisor (if debt financing is considered) \$10k, operations parts and supplies (routine) \$40k, and additional projects for \$50k. What is included in this budget carry over from current CIP budget: elevated tank removal, ranney pumps, Front Street Water main and Amador Tank Project design. New projects – dynamic water model (last updated in 1992) for \$100k and water meter project phase 1 \$170k (this will be a multi-year project to replace water meters). Public Works Director Olson reported to the Council the opportunity the City has to replace the water meters. After some testing, it was shown that some of the meters were in such bad condition, no reading could be done, the others that were tested showed that the inaccurate calculation of water usage, underreporting. This multi-year project would allow us to get to automated water reading eventually. There will be 400 converted meters to automated and 100 new automated meters. City Manager Wier stated that currently we have 4,000 meters, so this will be a project that will be done over a series of years to finish. Automation will allow for meters to be read in one day instead of over a stretch of time. Council Member Greenough how will these be replaced, block by block? Director Olson stated Phase 1 has 400 to be upgraded to automated, for the 100 new ones, we are going to the 30-40 year old meters that are grossly underreporting water usage will be targeted first for replacement. Mayor Inscore asked what the cost was per meter? Director Leaver said in the first year it's different, because we are planning on getting 100 of the new meters and to retrofit 400. Moving forward, its 500 new meters per year which is roughly \$210k per year for an additional four years to get them done. Mayor Inscore asked if this will take 7-8 years to complete; Director Olson concurred. Council Member Wright asked how much a regular meter costs; Public Works Manager Wylie answered \$50 without remote head meters, then \$50 for a remote read to add to it. Mayor Inscore asked why we are spending \$400 per meter when we can buy a brand new one for \$50 and put a \$50 head on it for autoread? Public Works Manager Wylie stated that some of that cost is that the meter boxes need to be changed out or do concrete work and replumbing costs a lot more to change out. Mayor Inscore clarified the \$400 is for all of the work in addition to the replacement of the meter. Director Olson stated that there is the option to have auto-reporting as well that sends an email to the user for any water leaks. Director Leaver gave a Water Fund projection for the next 5 years. Working Capital has increased over the years, we will see a dip in 2021, however it will climb up after that. The recommendation for the Water Fund assume 20% revenue decrease, include rolled over CIP, and for additional items to be discussed as needed. For discussion, a rate study in the future \$35k, muni advisor (if debt financing is considered) \$10k, routine parts and supplies \$40k, and additional projects in general \$50k. Council Member Greenough stated that it makes sense that the meters will cost as new technology comes with those expenses. Mayor Inscore agrees with Council Member Greenough, stated he feels anything we can do to accelerate this within budgetary confinements is a good move, does not want to see it take 7-8 years if possible. Council Member Greenough asked how many we can replace in a year; Public Works Manager Wylie stated that putting a number on it is difficult because all situations are different. He explained how taxing doing meter reading is. City Manager Wier stated that we can come back to the Council with an update as necessary. Council Member Greenough asked what the lifespan of the new meters was; Director Olson answered that he does not have direct number; the accuracy is maintained at 95% for 10 years. Manager Wylie explained the warranty on the registered and what is plan was for installation. Mayor Inscore stated that going to this system will have the potential to prevent injury for employees. Stated this is something that could help with RMAP funds being received again. City Manager Wier stated that these funds go to the GF; Director

Leaver explained how GSRMA has indicated they'd like to see the funds spent, however, said it would be up to the Council on where the funds to go.

There were no public comments.

Staff recommendation is to add the Dynamic water model for \$100k and Water Meter Project Phase 1 \$170k.

The Council was in consensus to add those two projects to the budget.

Housing Authority Fund

City Manager Wier stated that this fund will be receiving additional funds from the federal government. The Housing Authority is doing very well and receive the highest accreditation every year. They received the Housing Choice Voucher Program of the Year and the HUD-VASH Program of the Year. The HA received COVID funding; HUD provided additional \$93,514 in May 2020 for COVID related expenses, the unspent amount becomes part of the fund balance by 6/30/20, must be spent by 12/31/20 (or return to HUD). The planned uses for the funding are to renovate the lobby to allow social distancing, outdoor seating/waiting area, additional IT supplies and equipment, additional staffing (from Pool staff), and \$26k still to be allocated. The Housing Authority Fund is stable, the expenses meet the revenues. Executive Director Miller stated that the \$93k was for administrative expenses only. She is looking forward to having Sara Enos from the pool to help with the landlord outreach, is a really good fit. Mayor Inscore spoke of his appreciation for the work the staff at the HA are doing for the community. Council Member Greenough asked what the outcome expected is for the landlord outreach; Director Miller stated that it allows for more owner participation and making the whole thing better.

There were no public comments.

Council Member Greenough asked what the possible reimbursement for COVID activities; Director Leaver it is uncertain, the last time I looked at running total of expenses a week ago we were already at \$70k, that includes all staff time being spent on it. For the reimbursement piece, FEMA will reimburse 75%, but they are used to getting claims for PPE, rebuilding, and cleanup costs. As far as the costs we experience, they are expenses for the consultants for economic resiliency and we don't know how those will be considered for reimbursement. We are submitting everything and see what they say. Mayor Inscore reported on his discussions with Assembly Member Wood and how he's working to get funding to cities. He further reported that he has asked Dr. Rehwaldt to join us at our Council meeting Monday night on the new directions for the next steps for reopening.

ADJOURNMENT

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 7:46 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, June 15, 2020 at 6:00 p.m. via Zoom meetings, Crescent City, CA 95531.

ATTEST:

Robin Patch
City Clerk/Administrative Analyst



CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: HOLLY WENDT, DIRECTOR OF RECREATION

DATE: JUNE 22, 2020

SUBJECT: STANDARD VOLUNTEER RV PARK CAMP HOST AGREEMENT AND VOLUNTEER RV PARK CAMP HOST ELIGIBILITY CRITERIA

RECOMMENDATION

- Approve Resolution No. 2020-47, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING A STANDARD VOLUNTEER RV PARK CAMP HOST AGREEMENT AND VOLUNTEER RV PARK CAMP HOST ELIGIBILITY CRITERIA

BACKGROUND/DISCUSSION

Since Mr. Taylor's (former City Community Development Director) sudden retirement last year and the passing of a longtime contract camp host, City staff have used creative measures to keep the RV Park open 7 days a week, including developing a Camp Host Agreement and Volunteer Camp Host Eligibility Criteria that meet the needs of Shoreline RV Park.

City staff have been successful finding qualified candidates for the volunteer position as camp host at Shoreline RV Park. The City utilizes a combination of one paid part-time camp attendant and volunteer camp hosts to keep the park operational and successful. Camp hosts provide additional necessary assistance to patrons during the after hours and assist in the office to ensure the RV park can be open 7 days a week.

Responsibilities of volunteer camp hosts include the following:

- Logging in guests
- Collecting fees for space rentals,
- Locking and unlocking facilities as necessary,
- Reporting incidents to City Staff or Police Department as appropriate,

- Notifying City staff of damages or need for repairs
- Cleaning restrooms and showers and stocking them with toilet paper and hand soap
- Cleaning and maintaining laundry room
- Mowing grass and removing litter from RV sites
- Emptying trash receptacles
- Performing routine maintenance

However, finding and securing competent hosts in a timely fashion continues to be a challenge when camp hosts have personal/health emergencies and need to leave their position earlier than planned. All camp hosts must complete an interview process, pass a drug test, pass a fingerprint background check and have a current driver's license and insured recreational vehicle in good working condition. This process can take from 3 weeks to well over a month. Once a potential camp host has met these eligibility requirements, the camp host volunteer agreement is brought to City Council for approval.

The City has engaged several camp hosts over the past year and utilized virtually the same agreement for each of them. City staff is asking City Council to adopt a standard agreement, volunteer eligibility criteria, and giving the authority to the City Manager to sign those agreements to avoid the unnecessary delay in bringing volunteer camp host agreements to the Council for approval.

FISCAL ANALYSIS

This process would reduce staff hours necessary to secure future camp hosts.

ATTACHMENTS

1. Resolution No. 2020-47
2. Shoreline RV Campground Fee Schedule for 2020



CM

RESOLUTION NO. 2020-47

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
APPROVING A STANDARD VOLUNTEER RV PARK CAMP HOST AGREEMENT
AND VOLUNTEER RV PARK CAMP HOST ELIGIBILITY CRITERIA**

WHEREAS, the City of Crescent City owns and operates the Shoreline RV Park located at 900 Sunset Circle; and

WHEREAS, the City utilizes a combination of paid staff and volunteer camp hosts to keep the park operational and successful; and

WHEREAS, the City has engaged several camp hosts over the past year and utilized virtually the same agreement for each of them; and

WHEREAS, to avoid the unnecessary delay in bringing volunteer camp host agreements to the Council for approval, by this Resolution, the City Council is adopting a standard agreement, volunteer eligibility criteria, and giving the authority to the City Manager to sign those agreements.

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

1. The RV Park Volunteer Camp Host Agreement attached hereto as Exhibit A is hereby approved as the standard agreement.
2. Applicants for volunteer camp hosts will be interviewed by one or more staff persons, such as, City Manager, Human Resources Administrator, and Recreation Director. If the applicant is deemed a good fit for the position, then he or she will be processed for approval.
3. Volunteer camp hosts recommended by staff after an interview must meet following criteria to be eligible to volunteer: (1) pass a drug test; (2) pass a fingerprint background check; (3) have a current driver's license and insured recreational vehicle in good working condition.
4. The City Manager is authorized to sign on behalf of the City of Crescent City all RV Park Volunteer Camp Host Agreements upon the volunteer's successful demonstration that he or she meets the eligibility criteria as set forth herein.

APPROVED and ADOPTED and made effective the same day at a meeting of the City Council of the City of Crescent City held on the 22nd day of June 2020, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

Resolution No. 2020-47
Exhibit A: Standard Agreement

RV PARK VOLUNTEER CAMP HOST AGREEMENT
SHORELINE R.V. PARK

THIS AGREEMENT is entered by and between the City of Crescent City ("City"), a California municipal corporation, and _____ ("Camp Host") to serve as a volunteer camp host at Shoreline R.V. Park, owned and operated by the City, and located at 900 Sunset Circle, Crescent City, California.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. DUTIES AND RESPONSIBILITIES

1.01 Duties & Responsibilities of Camp Host.

- (a) Camp Host will provide basic Camp Host services including: registering guests, collecting fees for space rentals, taking reservations, locking and unlocking facilities as necessary, notify City staff of any damages or need for repairs, and reporting any incidents to City staff or the Police Department as appropriate.
- (b) Camp Host will provide basic maintenance duties including: keeping restrooms and laundry rooms stocked and tidy; collecting litter from RV sites and tent area; empty trash receptacles on a regular basis before they overflow.
- (c) Camp Host will provide approximately 16-24 volunteer hours per week. Hours and days will be as determined by the City Manager.
- (d) Camp Host will work in coordination with the other camp host(s). Any disputes or disagreements must be brought to the attention of the City Manager or his designee for resolution.

1.02 Duties & Responsibilities of City.

- (a) City will provide Camp Host with one free campsite at Shoreline R.V. Park, including water, sewer, electricity, WIFI and cable services.
- (b) City will promptly respond to questions, concerns, complaints from Camp Host.
- (c) In the event that Camp Host provides 40 hours or more of volunteer service in one calendar week, the City will provide a complimentary R.V. space for one week to the Camp Host to be used at the time of his or her choosing within 12 months.

1.03 Volunteer. Camp Host is performing the services under this Agreement as a volunteer and not as an employee of City. Camp Host is not eligible to receive any of the rights or benefits available to City employees. Camp Host will be free from the direction and control of City over the means and manner of performing services under this Agreement, subject only to the right of City to specify the desired results. Camp Host will be solely responsible for payment of all taxes and fees due as required by law or other agreement. Camp Host will provide City with a W-9 prior to commencing services.

1.04 Civic Purpose. Camp Host is volunteering their services to the City in furtherance of a civic purpose. Camp Host will be interacting with visitors to the community by registering them, answering questions, providing information about places to visit, shop, eat and explore.

ARTICLE 2. TERM OF AGREEMENT

2.01 Term. This Agreement is for a term of six (6) months (measured from the Commencement Date). This Agreement may be renewed for another term of six (6) months upon written agreement by both parties.

2.02 Commencement of Services. Camp Host's services under this Agreement will commence on _____ ("Commencement Date").

2.03 Termination of Services. Camp Host may terminate his or her services under this Agreement upon written notice to City. City requests as much advance notice as possible to coordinate the next volunteer. City may terminate Camp Host's volunteer services for any reason or for City's convenience upon 14 days' written notice of termination. City may terminate Camp Host's services upon 72 hours' notice if Camp Host engages in behavior that reflects poorly upon the City or which would constitute employee misconduct. Camp Host's tenancy at the R.V. Park will automatically terminate upon the expiration of the term or earlier termination of this Agreement.

ARTICLE 3. GENERAL PROVISIONS

3.01 Workers' Compensation. Camp Host will be covered by City's policy of workers' compensation for injuries suffered while performing volunteer services. Workers' compensation will be Camp Host's sole remedy in the event of injury or illness suffered while providing volunteer services under this Agreement.

3.02 Assignment Prohibited. This Agreement is for the personal services of Camp Host. Camp Host may not assign this Agreement or any part hereof to any other person or entity. Any attempt at any such unauthorized assignment will be void and without legal effect.

3.03 Modification. Any modification of this Agreement will be effective only if it is in writing and signed by both parties.

3.04 Severability. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement will nevertheless continue in full force without being impaired or invalidated in any way.

3.05 Entire Agreement. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof and there are no other promised representations or warranties affecting it. This Agreement supersedes any and all other agreements, either oral or in writing, between City and Camp Host with respect to this subject.

Executed on _____, 20_____, at Crescent City, California.

CITY OF CRESCENT CITY

CAMP HOST

By: Eric Wier, City Manager

Name:

ATTEST:

Robin Patch, City Clerk

WELCOME TO SHORELINE RV PARK

900 Sunset Circle, Crescent City, CA 95531

(707)464-2473

2020 Fee Schedule

RV Sites:	Sites	Nightly (w/TOT Tax)	Weekly	Monthly Application Required
One (1) RV per site RV & Towing Vehicle Boat/Trailer allowed Two (2) adults per site Two (2) children Max 8 Adults	Base Rate	\$45.00 (\$49.50)	\$225.00	\$500.00
	Premium Bay Units (12-28 & 84-94)	\$50.00 (\$55.00)	\$280.00	\$550.00 (Oct-April Only)
	Tents Sites	\$30.00 (\$33.00)	\$170.00	Not Available
	Extra Vehicles	\$7.00 per vehicle/day	\$20 per vehicle	\$40 per vehicle
	Additional guests	\$3.00 per person/day	\$20 per person	\$40 per person
	Pets	\$1.00 per pet/day	\$5 per pet	\$15 per pet
		Holding Tank Dump	-	\$10.00
	Water Tank Fill	-	\$6.00	

Policies

- All guests will be required to provide photo ID, proof of ownership and pay in full at check-in. **No refunds or credits.**
- All RV's must be licensed, insured and in operating condition throughout duration of stay in park.
- Storage of unoccupied units is not allowed.
- Maximum length of stay permitted is six (6) months during any one-year period. This policy is retroactive.
- Reservations can be made six (6) months in advance from the current date. Rates are subject to change.

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: JUNE 22, 2020

SUBJECT: CALTRANS ADA PROJECT AGREEMENTS

RECOMMENDATION

- Ratify agreements with Caltrans to relocate City utilities, a fire hydrant and streetlight pole in conflict with Caltrans ADA Improvement Project.
- Adopt Resolution 2020-50, 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
- Authorize the City Manager to sign agreements with Hemmingsen Contracting Co, Inc. to relocate a fire hydrant and streetlight for Caltrans's ADA Project.

BACKGROUND

Over the past several years Caltrans has been in the development of a non-motorized improvement project to improve safety from 0.2 miles south of Elk Valley Road to 0.1 mile north of Wilson Avenue/Burtschell Street. This project will infill sidewalk gaps, widen sidewalks, stripe shoulder, replace driveways and curb ramps to meet current ADA standards, modify crosswalk and pedestrian median island, install rock blanket and add midblock pedestrian crossing. This project covers a large area and there are multiple locations where proposed improvements conflict with City Utilities. Most of the conflicts are simple in nature to remedy, such as raise valve box covers to grade. Two of the conflicts are more complicated and Caltrans asked the City to take the lead for those items. These items include relocating a fire hydrant and a streetlight pole as separate agreements.

ITEM ANALYSIS

The City will coordinate and hire a contractor to complete the utility relocates. Caltrans will reimburse the City for costs incurred. Caltrans is anticipating their ADA Project to kick off in November of this year. The fire hydrant and streetlight relocate work will need to be completed prior to Caltrans’s project beginning. Staff foresees no issues in completing the relocation work in the timeframe given.

FISCAL ANALYSIS

The agreement between the City and Caltrans to relocate a streetlight pole is \$21,544.00 (of which \$18,744 will be paid to the contractor, and the remainder will cover City staff time) and the agreement to relocate the fire hydrant is \$31,946.70 (of which \$29,147 will be paid to the contractor, and the remainder will cover City staff time). Both agreements include reimbursement of staff time to facilitate these projects. Staff time was already included in the City budget, but the amounts paid to the contractor will need to be added to the budget. The revenue will offset both the contractor costs and the staff time (which was already budgeted), providing a slight net revenue to the City for completing this project.

STRATEGIC PLAN ASSESSMENT


This item meets the goals and objectives of Goal 1 “Support quality services and community safety to enhance the lives of our citizens and visitors” Objectives:

- A. Enhance collaboration with other agencies and the community to better aid the public.
- D. Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs.

ATTACHMENTS

1. Resolution 2020-50
2. Utility Agreement No. 01-UT-2282-1
3. Utility Agreement No. 01-UT-2300
4. Small Public Works Contract to Relocate a Fire Hydrant
5. Small Public Works Contract to Relocate a Streetlight

Staff review:


 CM

RESOLUTION NO. 2020-50

**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, 2019, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 22nd day of June 2020; and

WHEREAS, the City Council adopted said budget; and

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

WHEREAS, a fire hydrant and streetlight pole are in conflict with Caltrans upcoming ADA Project; and

WHEREAS, Caltrans will reimburse the City to complete the relocation of a fire hydrant and streetlight pole in conflict with Caltrans ADA Project;

WHEREAS, fulfillment of these priorities requires an amendment to the City's Fiscal Year 2020-21 budget.

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

1. 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	Expenditure Increase
General Fund	\$53,491	\$47,891

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on this 22nd day of June, 2020, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

UTILITY AGREEMENT

RW 13-5 (REV 12/2016)

DISTRICT	COUNTY	ROUTE	POST MILE	EA	PROJECT ID
01	DN	101	25.6/27.4	01-0C6601	0113000023
FEDERAL AID NUMBER		OWNER'S FILE NUMBER			
N/A		N/A			
FEDERAL PARTICIPATION/FEDERALLY ELIGIBLE/NEPA DOCUMENT					
On the Project <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		On the Utilities <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Owner Payee Data No. <u>VC 0000020677 AD 001</u>			or Form STD 204 is attached. <input type="checkbox"/>		
UTILITY AGREEMENT NO. <u>01-UT-2282-1</u> DATE <u>5/29/20</u>					

The State of California, acting by and through the Department of Transportation, hereinafter called "STATE" proposes ADA improvements in Del Norte County in and near Crescent City from 0.4 mile south of Elk Valley Rd. to 0.2 mile north of Wilson Ave, and Burtshell St, and

NAME: CITY OF CRESCENT CITY

ADDRESS: 377 J Street, Crescent City, CA 95531

hereinafter called "OWNER," owns and maintains water facilities within the limits of STATE's project which require relocation to accommodate STATE's project.

It is hereby mutually agreed that:

I. WORK TO BE DONE

In accordance with Notice to Owner No. 01-2282-1 dated May 18, 2020, OWNER shall relocate water facilities as shown on OWNER's plan, which was received on April 27, 2020, and as shown on STATE's contract plans, a copy of which is on file in the District Office of the Department of Transportation at 1656 Union Street, Eureka, CA 95501. Deviations from the OWNER's plan described above initiated by either the STATE or the OWNER, shall be agreed upon by both parties hereto under a Revised Notice to Owner. Such Revised Notices to Owner, approved by the STATE and agreed to/acknowledged by the OWNER, will constitute an approved revision of the OWNER's plan described above and are hereby made a part hereof. No work under said deviation shall commence prior to written execution by the OWNER of the Revised Notice to Owner. Changes in the scope of the work will require an amendment to this Agreement in addition to the Revised Notice to Owner.

II. LIABILITY FOR WORK

Existing facilities are located in their current position pursuant to rights superior to those of the STATE and will be relocated at STATE expense.

\$31,946.70 State Expense**III. PERFORMANCE OF WORK**

OWNER agrees to perform the herein described work with its own forces or to cause the herein described work to be performed by the OWNER's contractor, employed by written contract on a continuing basis to perform work of this type, and to provide and furnish all necessary labor, materials, tools, and equipment required therefore, and to prosecute said work diligently to completion.

Use of out-of-state personnel, (or personnel requiring lodging and meal per diem expenses) will not be allowed without prior written authorization by state's representative. Requests for such authorization must be contained in OWNER's estimate of actual and necessary relocation costs. Accounting Form FA 1301 is to be completed and submitted for all

UTILITY AGREEMENT (Cont.)

RW 13-05 (REV 12/2016)

UTILITY AGREEMENT NO. 01-UT-2282-1

non-State personnel travel per diem. OWNER shall include an explanation why local employee or contract labor is not considered adequate for the relocation work proposed. Per diem expenses shall not exceed the per diem expense amounts allowed under the State's Department of Personnel Administration travel expense guidelines.

IV. PAYMENT FOR WORK

The STATE shall pay its share of the actual and necessary cost of the herein described work within 45 days after receipt of OWNER's itemized bill, signed by a responsible official of OWNER's organization and prepared on OWNER's letterhead, compiled on the basis of the actual and necessary cost and expense incurred and charged or allocated to said work in accordance with the uniform system of accounts prescribed for OWNER by the California Public Utilities Commission, Federal Energy Regulatory Commission or Federal Communications Commission, whichever is applicable.

It is understood and agreed that the STATE will not pay for any betterment or increase in capacity of OWNER's facilities in the new location and that OWNER shall give credit to the STATE for the "used life" or accumulated depreciation of the replaced facilities and for the salvage value of any material or parts salvaged and retained or sold by OWNER.

Not more frequently than once a month, but at least quarterly, OWNER will prepare and submit itemized progress bills for costs incurred not to exceed OWNER's recorded costs as of the billing date less estimated credits applicable to completed work. Payment of progress bills not to exceed the amount of this Agreement may be made under the terms of this Agreement. Payment of progress bills which exceed the amount of this Agreement may be made after receipt and approval by STATE of documentation supporting the cost increase and after an Amendment to this Agreement has been executed by the parties to this Agreement.

The OWNER shall submit a final bill to the STATE within 360 days after the completion of the work described in Section I above. If the STATE has not received a final bill within 360 days after notification of completion of OWNER's work described in Section I of this Agreement, and STATE has delivered to OWNER fully executed Director's Deeds, Consents to Common Use or Joint Use Agreements as required for OWNER's facilities, STATE will provide written notification to OWNER of its intent to close its file within 30 days and OWNER hereby acknowledges, to the extent allowed by law, that all remaining costs will be deemed to have been abandoned. If the STATE processes a final bill for payment more than 360 days after notification of completion of OWNER's work, payment of the late bill may be subject to allocation and/or approval by the California Transportation Commission.

The final billing shall be in the form of an itemized statement of the total costs charged to the project, less the credits provided for in this Agreement, and less any amounts covered by progress billings. However, the STATE shall not pay final bills which exceed the estimated cost of this Agreement without documentation of the reason for the increase of said cost from the OWNER and approval of documentation by STATE. Except, if the final bill exceeds the OWNER's estimated costs solely as the result of a revised Notice to Owner as provided for in Section I, a copy of said revised Notice to Owner shall suffice as documentation. In either case, payment of the amount over the estimated cost of this Agreement may be subject to allocation and/or approval by the California Transportation Commission.

In any event if the final bill exceeds 125% of the estimated cost of this Agreement, an Amended Agreement shall be executed by the parties to this Agreement prior to the payment of the OWNER'S final bill. Any and all increases in costs that are the direct result of deviations from the work described in Section I of this Agreement, shall have the prior concurrence of STATE.

Detailed records from which the billing is compiled shall be retained by the OWNER for a period of three years from the date of final payment and will be available for audit by State and/or Federal auditors. In performing work under this Agreement, OWNER agrees to comply with the Uniform System of Accounts for Public Utilities found at 18 CFR, Parts 101,201, et.al., to the extent they are applicable to OWNER doing work on the project that is the subject of this agreement, the contract cost principles and procedures as set forth in 48 CFR Chapter 1, Part 31, et seq., 23 CFR, Chapter 1, Part

UTILITY AGREEMENT NO. 01-UT-2282-1

645 and 2 CFR, Part 200, et al. If a subsequent State and/or Federal audit determines payments to be unallowable, OWNER agrees to reimburse AGENCY upon receipt of AGENCY billing. If OWNER is subject to repayment due to failure by State/Local Public Agency (LPA) to comply with applicable laws, regulations, and ordinances, then State/LPA will ensure that OWNER is compensated for actual cost in performing work under this agreement.

V. GENERAL CONDITIONS

All costs accrued by OWNER as a result of STATE's request to review, study and prepare relocation plans and estimates for the project associated with this Agreement may be billed pursuant to the terms and conditions of this Agreement.

If STATE's project, which precipitated this Agreement, is canceled or modified so as to eliminate the necessity of work by OWNER, STATE will notify OWNER in writing and STATE reserves the right to terminate this Agreement by Amendment. The Amendment shall provide mutually acceptable terms and conditions for terminating the Agreement.

All obligations of STATE under the terms of this Agreement are subject to the passage of the annual Budget Act by the State Legislature and the allocation of those funds by the California Transportation Commission.

OWNER shall submit a Notice of Completion to the STATE within 30 days of the completion of the work described herein.

It is understood that said highway is a Federal aid highway and accordingly, 23 CFR, Chapter 1, Part 645 is hereby incorporated into this Agreement.

In addition, the provisions of 23 CFR 635.410, Buy America, are also incorporated into this agreement. The Buy America requirements are further specified in Moving Ahead for Progress in the 21st Century (MAP-21), section 1518; 23 CFR 635.410 requires that all manufacturing processes have occurred in the United States for steel and iron products (including the application of coatings) installed on a project receiving funding from the FHWA.

OWNER understands and acknowledges that this project is subject to the requirements of the BA law (23 U.S.C., Section 313) and applicable regulations, including 23 CFR 635.410 and FHWA guidance. OWNER hereby certifies that in the performance of this Agreement, for products where BA requirements apply, it shall use only such products for which it has received a certification from its supplier, or provider of construction services that procures the product certifying BA compliance. This does not include products for which waivers have been granted under 23 CFR 635.410 or the applicable provisions or excluded material cited in the Department's guidelines for the implementation of BA requirements for utility relocations issued on December 3, 2013.

If, in connection with OWNER's performance of the Work hereunder, STATE provides to OWNER any materials that are subject to the Buy America Rule, STATE acknowledges and agrees that STATE shall be solely responsible for satisfying any and all requirements relative to the Buy America Rule concerning the materials thus provided (including, but not limited to, ensuring and certifying that said materials comply with the requirements of the Buy America Rule).

UTILITY AGREEMENT NO.
01-UT-2282-1

STATE further acknowledges that OWNER, in complying with the Buy America Rule, is expressly relying upon the instructions and guidance (collectively, "Guidance") issued by Caltrans and its representatives concerning the Buy America Rule requirements for utility relocations within the State of California. Notwithstanding any provision herein to the contrary, OWNER shall not be deemed in breach of this Agreement for any violations of the Buy America Rule if OWNER's actions are in compliance with the Guidance.

IN WITNESS WHEREOF, the above parties have executed this Agreement the day and year above written.

STATE:

OWNER:

By Tauni Melvin 5/19/2020

TAUNI MELVIN
District Utility Coordinator
Redding/Eureka

By [Signature] 5/29/20

Eric Wren
City of Crescent City
City Manager

APPROVAL RECOMMENDED:

By Dan Kaiser 5/18/20

DAN KAISER
Associate Right of Way Agent
District 1- Eureka, Ca

THIS AGREEMENT SHALL NOT BE EXECUTED BY THE STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION UNTIL FUNDS ARE CERTIFIED.

0C660

UTILITY AGREEMENT NO.
01-UT-2282-1

CT DOCUMENT	EVENT TYPE	DEPT	UNIT	PROJECT ID	PHASE	REPORTING	OBJ CODE (N)	BFY	AMOUNT
	C401	2660	0409	01 1300 0023	9	9	054 N	20	\$31,946.70
	C401	2660				9			
	C401	2660				9			

PROJECT ID FUNDING VERIFIED:	REVIEW/REQUEST FUNDING:
Sign: <i>Angela Jorgensen</i> 5/18/20	Sign: <i>Dan Kaiser</i> 5/18/20
Print: ANGELA JORGENSEN Date R/W Planning and Management	Print: DAN KAISER Date R/W Utility Coordinator

THE ESTIMATED COST TO STATE FOR ITS SHARE OF THE ABOVE-DESCRIBED WORK IS \$ 31,946.70

CERTIFICATION OF FUNDS				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure shown here.				
<i>Angela Jorgensen</i> 5/18/20				Date
R/W Planning and Management				
ITEM	CHAP	STAT	FY	AMOUNT
2660-303-0042-20.20	23	2019	20	31,946.70

FUND TYPE	PROJECT ID	AMOUNT
Design Funds		
Construction Funds		
RW Funds	0113000023	\$31,946.70

Distribution: 2 originals to R/W Accounting
1 original to Utility Owner
1 original to Utility File

UTILITY AGREEMENT

RW 13-5 (REV 12/2016)

DISTRICT	COUNTY	ROUTE	POST MILE	EA	PROJECT ID
01	DN	101	25.6/27.4	01-0C6601	0113000023
FEDERAL AID NUMBER		OWNER'S FILE NUMBER			
N/A		N/A			
FEDERAL PARTICIPATION/FEDERALLY ELIGIBLE/NEPA DOCUMENT					
On the Project		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	On the Utilities	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Owner Payee Data No. <u>VC 0000020677 AD 001</u> or Form STD 204 is attached. <input type="checkbox"/>					

UTILITY AGREEMENT NO. 01-UT-2300 DATE: 6/1/2020

The State of California, acting by and through the Department of Transportation, hereinafter called "STATE" proposes ADA improvements in Del Norte County in and near Crescent City from 0.4 mile south of Elk Valley Rd. to 0.2 mile north of Wilson Ave, and Burtschell St, and

NAME: CITY OF CRESCENT CITY

ADDRESS: 377 J Street, Crescent City, CA 95531

hereinafter called "OWNER," owns and maintains street lighting facilities within the limits of STATE's project which require relocation to accommodate STATE's project.

It is hereby mutually agreed that:

I. WORK TO BE DONE

In accordance with Notice to Owner No. 01-2300 dated May 18, 2020, OWNER shall relocate street light facilities as shown on OWNER's plan, which was received on April 27, 2020, and as shown on STATE's contract plans, a copy of which is on file in the District Office of the Department of Transportation at 1656 Union Street, Eureka, CA 95501. Deviations from the OWNER's plan described above initiated by either the STATE or the OWNER, shall be agreed upon by both parties hereto under a Revised Notice to Owner. Such Revised Notices to Owner, approved by the STATE and agreed to/acknowledged by the OWNER, will constitute an approved revision of the OWNER's plan described above and are hereby made a part hereof. No work under said deviation shall commence prior to written execution by the OWNER of the Revised Notice to Owner. Changes in the scope of the work will require an amendment to this Agreement in addition to the Revised Notice to Owner.

II. LIABILITY FOR WORK

The existing facilities are lawfully maintained in their present location and qualify for relocation at STATE expense under the provisions of Section (702) (703) of the Streets and Highway Code.

\$21,544.00 @ 100% State Expense**III. PERFORMANCE OF WORK**

OWNER agrees to perform the herein described work with its own forces or to cause the herein described work to be performed by the OWNER's contractor, employed by written contract on a continuing basis to perform work of this type, and to provide and furnish all necessary labor, materials, tools, and equipment required therefore, and to prosecute said work diligently to completion.

Use of out-of-state personnel, (or personnel requiring lodging and meal per diem expenses) will not be allowed without prior written authorization by state's representative. Requests for such authorization must be contained in OWNER's estimate of actual and necessary relocation costs. Accounting Form FA 1301 is to be completed and submitted for all

UTILITY AGREEMENT (Cont.)

RW 13-05 (REV 12/2016)

UTILITY AGREEMENT NO. 01-UT-2300

non-State personnel travel per diem. OWNER shall include an explanation why local employee or contract labor is not considered adequate for the relocation work proposed. Per diem expenses shall not exceed the per diem expense amounts allowed under the State's Department of Personnel Administration travel expense guidelines.

IV. PAYMENT FOR WORK

The STATE shall pay its share of the actual and necessary cost of the herein described work within 45 days after receipt of OWNER's itemized bill, signed by a responsible official of OWNER's organization and prepared on OWNER's letterhead, compiled on the basis of the actual and necessary cost and expense incurred and charged or allocated to said work in accordance with the uniform system of accounts prescribed for OWNER by the California Public Utilities Commission, Federal Energy Regulatory Commission or Federal Communications Commission, whichever is applicable.

It is understood and agreed that the STATE will not pay for any betterment or increase in capacity of OWNER's facilities in the new location and that OWNER shall give credit to the STATE for the "used life" or accumulated depreciation of the replaced facilities and for the salvage value of any material or parts salvaged and retained or sold by OWNER.

Not more frequently than once a month, but at least quarterly, OWNER will prepare and submit itemized progress bills for costs incurred not to exceed OWNER's recorded costs as of the billing date less estimated credits applicable to completed work. Payment of progress bills not to exceed the amount of this Agreement may be made under the terms of this Agreement. Payment of progress bills which exceed the amount of this Agreement may be made after receipt and approval by STATE of documentation supporting the cost increase and after an Amendment to this Agreement has been executed by the parties to this Agreement.

The OWNER shall submit a final bill to the STATE within 360 days after the completion of the work described in Section I above. If the STATE has not received a final bill within 360 days after notification of completion of OWNER's work described in Section I of this Agreement, and STATE has delivered to OWNER fully executed Director's Deeds, Consents to Common Use or Joint Use Agreements as required for OWNER's facilities, STATE will provide written notification to OWNER of its intent to close its file within 30 days and OWNER hereby acknowledges, to the extent allowed by law, that all remaining costs will be deemed to have been abandoned. If the STATE processes a final bill for payment more than 360 days after notification of completion of OWNER's work, payment of the late bill may be subject to allocation and/or approval by the California Transportation Commission.

The final billing shall be in the form of an itemized statement of the total costs charged to the project, less the credits provided for in this Agreement, and less any amounts covered by progress billings. However, the STATE shall not pay final bills which exceed the estimated cost of this Agreement without documentation of the reason for the increase of said cost from the OWNER and approval of documentation by STATE. Except, if the final bill exceeds the OWNER's estimated costs solely as the result of a revised Notice to Owner as provided for in Section I, a copy of said revised Notice to Owner shall suffice as documentation. In either case, payment of the amount over the estimated cost of this Agreement may be subject to allocation and/or approval by the California Transportation Commission.

In any event if the final bill exceeds 125% of the estimated cost of this Agreement, an Amended Agreement shall be executed by the parties to this Agreement prior to the payment of the OWNER'S final bill. Any and all increases in costs that are the direct result of deviations from the work described in Section I of this Agreement, shall have the prior concurrence of STATE.

Detailed records from which the billing is compiled shall be retained by the OWNER for a period of three years from the date of final payment and will be available for audit by State and/or Federal auditors. In performing work under this Agreement, OWNER agrees to comply with the Uniform System of Accounts for Public Utilities found at 18 CFR, Parts 101,201, et.al., to the extent they are applicable to OWNER doing work on the project that is the subject of this agreement, the contract cost principles and procedures as set forth in 48 CFR Chapter 1, Part 31, et seq., 23 CFR, Chapter 1, Part

UTILITY AGREEMENT (Cont.)

RW 13-05 (REV 12/2016)

UTILITY AGREEMENT NO. 01-UT-2300

645 and 2 CFR, Part 200, et al. If a subsequent State and/or Federal audit determines payments to be unallowable, OWNER agrees to reimburse AGENCY upon receipt of AGENCY billing. If OWNER is subject to repayment due to failure by State/Local Public Agency (LPA) to comply with applicable laws, regulations, and ordinances, then State/LPA will ensure that OWNER is compensated for actual cost in performing work under this agreement.

V. GENERAL CONDITIONS

All costs accrued by OWNER as a result of STATE's request to review, study and prepare relocation plans and estimates for the project associated with this Agreement may be billed pursuant to the terms and conditions of this Agreement.

If STATE's project, which precipitated this Agreement, is canceled or modified so as to eliminate the necessity of work by OWNER, STATE will notify OWNER in writing and STATE reserves the right to terminate this Agreement by Amendment. The Amendment shall provide mutually acceptable terms and conditions for terminating the Agreement.

All obligations of STATE under the terms of this Agreement are subject to the passage of the annual Budget Act by the State Legislature and the allocation of those funds by the California Transportation Commission.

OWNER shall submit a Notice of Completion to the STATE within 30 days of the completion of the work described herein.

It is understood that said highway is a Federal aid highway and accordingly, 23 CFR, Chapter 1, Part 645 is hereby incorporated into this Agreement.

In addition, the provisions of 23 CFR 635.410, Buy America, are also incorporated into this agreement. The Buy America requirements are further specified in Moving Ahead for Progress in the 21st Century (MAP-21), section 1518; 23 CFR 635.410 requires that all manufacturing processes have occurred in the United States for steel and iron products (including the application of coatings) installed on a project receiving funding from the FHWA.

OWNER understands and acknowledges that this project is subject to the requirements of the BA law (23 U.S.C., Section 313) and applicable regulations, including 23 CFR 635.410 and FHWA guidance. OWNER hereby certifies that in the performance of this Agreement, for products where BA requirements apply, it shall use only such products for which it has received a certification from its supplier, or provider of construction services that procures the product certifying BA compliance. This does not include products for which waivers have been granted under 23 CFR 635.410 or the applicable provisions or excluded material cited in the Department's guidelines for the implementation of BA requirements for utility relocations issued on December 3, 2013.

If, in connection with OWNER's performance of the Work hereunder, STATE provides to OWNER any materials that are subject to the Buy America Rule, STATE acknowledges and agrees that STATE shall be solely responsible for satisfying any and all requirements relative to the Buy America Rule concerning the materials thus provided (including, but not limited to, ensuring and certifying that said materials comply with the requirements of the Buy America Rule).

UTILITY AGREEMENT NO.
01-UT-2300

STATE further acknowledges that OWNER, in complying with the Buy America Rule, is expressly relying upon the instructions and guidance (collectively, "Guidance") issued by Caltrans and its representatives concerning the Buy America Rule requirements for utility relocations within the State of California. Notwithstanding any provision herein to the contrary, OWNER shall not be deemed in breach of this Agreement for any violations of the Buy America Rule if OWNER's actions are in compliance with the Guidance.

IN WITNESS WHEREOF, the above parties have executed this Agreement the day and year above written.

STATE:

OWNER:

By Tawni Melvin 6/11/2020
TAUNI MELVIN Date
District Utility Coordinator
Redding/Eureka

By [Signature] 5/29/20
Date
Earl Wierz
City of Crescent City
City Manager

APPROVAL RECOMMENDED:

By Dan Kaiser 5/19/20
DAN KAISER Date
Associate Right of Way Agent
District 1- Eureka, Ca

THIS AGREEMENT SHALL NOT BE EXECUTED BY THE STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION UNTIL FUNDS ARE CERTIFIED.

UTILITY AGREEMENT NO. 01-UT-2300

CT DOCUMENT	EVENT TYPE	DEPT	UNIT	PROJECT ID	PHASE	REPORTING	OBI CODE (N)	BFY	AMOUNT
	C401	2660	0409	01 1300 0023	9	9	054 N	20	\$21,544.00
	C401	2660				9			
	C401	2660				9			

PROJECT ID FUNDING VERIFIED: Sign> <i>Angela Jorgensen</i> 5/19/20 Print> ANGELA JORGENSEN Date R/W Planning and Management	REVIEW/REQUEST FUNDING: Sign> <i>Dan Kaiser</i> 5/19/20 Print> DAN KAISER Date R/W Utility Coordinator
--	---

THE ESTIMATED COST TO STATE FOR ITS SHARE OF THE ABOVE-DESCRIBED WORK IS \$ 21,544.00

CERTIFICATION OF FUNDS				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure shown here.				
<i>Angela Jorgensen</i> 5/19/20 R/W Planning and Management Date				
ITEM	CHAP	STAT	FY	AMOUNT
2660-302-0042-20.20	23	2019	20	21544. ⁰⁰

FUND TYPE	PROJECT ID	AMOUNT
Design Funds		
Construction Funds		
RW Funds	0113000023	\$21,544.00

Distribution: 2 originals to R/W Accounting
 1 original to Utility Owner
 1 original to Utility File



CITY OF CRESCENT CITY AGREEMENT FOR SMALL PUBLIC WORKS PROJECT

This Agreement is entered into by and between the City of Crescent City, a California municipal corporation, and Contractor identified below, for the construction of a small public works project.

1. IDENTIFICATION OF PARTIES.

- a. City: City of Crescent City
Attn: City Manager
377 J Street
Crescent City, CA 95531
707-464-7483
- b. Contractor: Hemmingsen Contracting Co, Inc
PO Box 215
Crescent City, CA 95531
707-464-5225

2. **PROJECT DESCRIPTION.** The "Project" to be completed under this Agreement is for relocating a fire hydrant relocate. City has provided plans and specifications for the Project to Contractor, which are attached hereto as "**Exhibit A**" and incorporated herein by this reference. All work is to be completed in a workmanlike manner according to standard industry practices. The Project includes the following work:
- a. – demolition of sidewalk and curb and gutter at existing hydrant and for installation of new hydrant per plan details
 - b. – removal of asphalt necessary to install new gate valve
 - c. – placing a cap and thrust block on the existing 6-inch lateral
 - d. – install new tap saddle, 6" gate valve, fittings to get under storm drainpipe and hydrant.
 - e. – pour back removed concrete at new hydrant location
 - f. – installation of asphalt patch back at valve and new curb and gutter
3. **COMPENSATION.** The total compensation City will pay Contractor for construction and completion of the Project is not to exceed twenty-nine thousand one hundred forty seven Dollars (\$29,147.00) ("Contract Price") as detailed on the cost sheet attached hereto as "**Exhibit B**" and incorporated herein by this reference.
4. **PREVAILING WAGE.** Contractor is required to pay prevailing wages on this Project as determined by the Department of Industrial Relations.
5. **DIR REGISTRATION.** If the Project is for construction work and exceeds \$25,000 or is for maintenance work and exceeds \$15,000, Contractor represents and warrants that Contractor is registered with the Department of Industrial Relations.

6. **SCHEDULE.** The Project is to be commenced as directed by the City Engineer. The work will begin with a pre-construction meeting between Contractor and the City's Public Works Director / City Engineer.
7. **PAYMENT TERMS.** The Contractor will be paid upon completion of the Project. Contractor is responsible to provide and pay for all costs associated with the prosecution of the Project, including, but not limited to: (i) labor, materials, equipment, tools, permits, and licenses necessary for the proper execution and completion of the work; (ii) required sales, consumer, and use taxes; and (iii) the cost of insurance premiums required by this Agreement.
8. **CHANGES IN WORK.** If City directs any modification or addition to the work covered by this Agreement, this Agreement will be adjusted accordingly. Modification or addition to the work will be effective when both City and Contractor have signed a Change Order. Contractor must promptly notify City of any unknown physical conditions that differ materially from those ordinarily encountered and recognized as inherent in work of the character provided in this Agreement. City as "extra work" agrees to pay for any expenses due to such conditions.
9. **CONTRACTOR'S REPRESENTATIONS.** Contractor represents that Contractor has familiarized itself with the work site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, or performance of the work. Contractor represents that it is duly licensed to perform the work as required by state and local laws and regulations.
10. **DELAYS.** Contractor agrees to start and diligently perform the work through to completion, but shall not be responsible for delay for any of the following reasons: acts of neglect or omission of City, its elected and appointed officials, employees or agents, acts of God, inclement weather, strikes, lockouts, boycotts, or other labor unrest, extra work ordered by City, delays caused by inspection or changes ordered by authorized governmental bodies, or for other causes beyond the reasonable control of Contractor. Contractor must notify City of any anticipated delays.
11. **PERSONNEL.** Contractor will provide competent, suitable personnel to perform the work under this Agreement and at all times must maintain good discipline and order at the Project location.
12. **SAFETY.** Contractor is responsible for initiating, maintaining and supervising all safety precautions in connection with the work. Contractor must comply with all applicable laws and regulations relating to the safety of persons or property. Interruptions to the flow of vehicular traffic must be kept to a minimum.
13. **BOND REQUIREMENTS.** Contractor is required to provide the following bonds for the Project (check all that apply):
 - None. No bonds are required as part of this Agreement.

Payment Bond in the amount of 100% of the Contract Price. (Required for Projects with a Contract Price of more than \$25,000.)

Performance Bond in the amount of 100% of the Contract Price. (Discretionary.)

14. INSURANCE REQUIREMENTS. Contractor must maintain insurance policies with the following coverages and minimum amounts for the duration of this Agreement:

	Coverage Type	Minimum Limits
a.	Commercial General Liability (CGL) ISO Form CG 00 01, including products completed operations, covering bodily injury, personal injury, and property damage.	\$1 million per occurrence; \$2 million aggregate
b.	Automobile Liability ISO Form CA 0001 covering Code 1 – any auto, property damage and bodily injury	\$1 million per accident
c.	Workers' Compensation	Statutory Limits
d.	Employer's Liability - for bodily injury or disease	\$1 million per accident

15. INDEPENDENT CONTRACTOR. Contractor is operating as an independent contractor and not as an employee of City. Neither Contractor nor any of its employees are eligible to receive any of the rights or benefits otherwise available to City's employees. Contractor is free from the direction and control of City over the means and manner of performing services under this Agreement, subject only to the right of City to specify the desired results. Contractor is solely responsible for payment of all taxes, fees, and salaries due its employees as required by law or other agreement.

16. ASBESTOS AND HAZARDOUS WASTE. If Contractor encounters asbestos or other hazardous materials, Contractor must immediately stop work and allow City to obtain a duly qualified asbestos and/or hazardous materials Contractor to perform the necessary work. If Contractor is qualified to remove asbestos or other hazardous materials, City may engage Contractor to do the work. Said work will be treated as extra work under this Agreement.

17. GENERAL PROVISIONS.

a. **INDEMNIFICATION.** Contractor agrees to indemnify and hold harmless City, its elected and appointed officials, employees and agents against any loss, liability, cost, expense, or damages of any kind whatsoever (including reasonably attorney's fees) that arise out of or result from the performance of work under this Agreement but only to the extent caused in whole or in part by the acts or omissions, negligent or otherwise, of Contractor, its employees, agents or subcontractors.

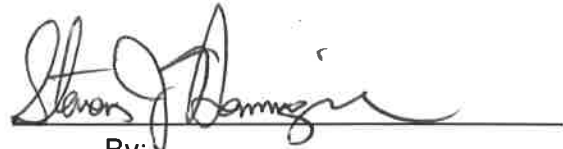
- b. **COMPLIANCE WITH LAWS.** Contractor is required to comply with all state, county and local laws, ordinances and regulations in the performance of work under this Agreement.
- c. **ASSIGNMENT.** Contractor may not assign any right or delegate any obligation hereunder without the written consent of City. Any purported assignment or delegation without such consent will be void and unenforceable and constitute a material breach of this Agreement.
- d. **SUCCESSORS AND ASSIGNS.** This Agreement is binding upon and insures to the benefit of the parties and their respective successors and permitted assigns.
- e. **GOVERNING LAW.** This Agreement is to be construed and interpreted in accordance with the laws of the State of California.
- f. **Buy America.** Contractor understands and acknowledges that this project is subject to the requirements of the Buy America (BA). The BA requirements are further specified in Moving Ahead for Progress in the 21st Century (MAP-21), section 1518; 23 CFR 635.410 requires that all manufacturing processes have occurred in the United States for steel and iron products (including the application of coatings) installed on a project receiving funding from the FHWA.

IN WITNESS WHEREOF, City and Contractor have caused this Agreement to be executed this ____ day of _____, 20____ at Crescent City, California.

CITY OF CRESCENT CITY:

CONTRACTOR:

By: Eric Wier, City Manager



By: Steven J. Henningsen

Its: President
6-15-20

EXHIBIT A

Hemmingsen Contracting Co. Inc.

P.O.Box 215

Crescent City, Ca. 95531

707-464-5225 Fax 707-464-3659

CA. Lic.# 957852

Proposal submitted City of Crescent City
to: Attn: Jon Olson

Phone: 464-9506

April 21, 2020

Street: 377 J Street

Job Name: Hwy 101 Relocate Hydrant & Light Pole

City/State: Crescent City, CA 95531

Job Location: Crescent City, CA

Relocate (1) Fire Hydrant & (1) Light Pole

Per "Utility Conflict Map" from Caltrans "0C660 PM 25.6 - 27.3" drawings and City Detail Sheet C 2.0.

Pricing does not include cost of Caltrans Encroachment permit.

Firehydrant to be relocated is at the SW corner of Hwy 101 and Wilson Avenue.

Scope of work includes demolition of sidewalk and curb & gutter at existing hydrant, and for installation of new hydrant per plan details. Includes removal of asphalt necessary to install new gate valve. Includes placing a cap and thrust block on the existing 6 inch lateral. Install new tap saddle, 6" gate valve, fittings to get under Storm Drain pipe, and hydrant. Pour back removed concrete at new hydrant location. Excludes concrete replacement at removal location (to be covered under Caltrans Contract). Includes asphalt patch back at valve and at new curb & gutter.

~~**Light pole relocation** is at the NE corner of M Street (101 N bound) and 6th Street.~~

~~Scope of work includes demolition of sidewalk and light pole base (to 12" below finished grade) at existing pole location. Pole to be removed and stored at City yard. Install electrical junction box at this location. Pour foundation with rebar cage and anchor bolts. Pour sidewalk panels at new pole location. Run wires and re-set pole. Power up light pole. Excludes placing concrete sidewalk panels at existing/pull box location as this location (to be covered under Caltrans Contract).~~

None of the other work shown on the project drawings is included in this Scope of Work or pricing.

Pricing includes traffic control with lane closures, arrow boards, and all necessary signage.

Labor wages shall be California State prevailing wages. Certified payroll to be performed weekly and input on the DIR website. Hemmingsen DIR # is 1000015645.

Pricing for the above work is \$ 47,860.00.

David Yeager

Authorized Signature



Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be withdrawn by us

if not accepted within 60 days

Signature _____

Signature _____

EXHIBIT B

City of Crescent City

May 7, 2020

Relocate Fire Hydrant and Light Pole
Caltrans Project # 01-0C660 PM 25.6 - 27.3

Relocate Fire Hydrant	7 days
Materials	\$ 9,454.50
Labor	\$ 13,927.10
Equipment	\$ 1,760.55
Trucking	\$ 1,699.50
Mobe	\$ -
Traffic	\$ 2,305.05
Relocate Hydrant Pricing Summary	\$ 29,146.70

Relocate Light Pole	6 days
Materials	\$ 924.00
Labor	\$ 10,139.80
Equipment	\$ 2,686.20
Trucking	\$ 517.00
Mobe	\$ -
Traffic	\$ 4,477.00
Relocate Light Pole Pricing Summary	\$ 18,744.00

~~Total Breakdown Summary \$ 47,890.70~~

Quoted Bid Price per Proposal dated April 21, 2020 ~~\$ 47,860.00~~



**CITY OF CRESCENT CITY
AGREEMENT FOR
SMALL PUBLIC WORKS PROJECT**

This Agreement is entered into by and between the City of Crescent City, a California municipal corporation, and Contractor identified below, for the construction of a small public works project.

1. IDENTIFICATION OF PARTIES.

- a. City: City of Crescent City
Attn: City Manager
377 J Street
Crescent City, CA 95531
707-464-7483
- b. Contractor: Hemmingsen Contracting Co, Inc
PO Box 215
Crescent City, CA 95531
707-464-5225

2. PROJECT DESCRIPTION. The "Project" to be completed under this Agreement is for relocating a streetlight pole. City has provided plans and specifications for the Project to Contractor, which are attached hereto as "**Exhibit A**" and incorporated herein by this reference. All work is to be completed in a workmanlike manner according to standard industry practices. The Project includes the following work:

- a. – demolition of sidewalk and light pole base at existing pole location
- b. – install electrical junction box
- c. – pour foundation with rebar cage and anchor bolts
- d. – pour sidewalk panels at new pole location
- e. – run wires and re-set pole
- f. – power up light pole

3. COMPENSATION. The total compensation City will pay Contractor for construction and completion of the Project is not to exceed eighteen thousand seven hundred and forty-four Dollars (\$18,744.00) ("Contract Price") as detailed on the cost sheet attached hereto as "**Exhibit B**" and incorporated herein by this reference.

4. PREVAILING WAGE. Contractor is required to pay prevailing wages on this Project as determined by the Department of Industrial Relations.

5. DIR REGISTRATION. If the Project is for construction work and exceeds \$25,000 or is for maintenance work and exceeds \$15,000, Contractor represents and warrants that Contractor is registered with the Department of Industrial Relations.

6. **SCHEDULE.** The Project is to be commenced as directed by the City Engineer. The work will begin with a pre-construction meeting between Contractor and the City's Public Works Director / City Engineer.
7. **PAYMENT TERMS.** The Contractor will be paid upon completion of the Project. Contractor is responsible to provide and pay for all costs associated with the prosecution of the Project, including, but not limited to: (i) labor, materials, equipment, tools, permits, and licenses necessary for the proper execution and completion of the work; (ii) required sales, consumer, and use taxes; and (iii) the cost of insurance premiums required by this Agreement.
8. **CHANGES IN WORK.** If City directs any modification or addition to the work covered by this Agreement, this Agreement will be adjusted accordingly. Modification or addition to the work will be effective when both City and Contractor have signed a Change Order. Contractor must promptly notify City of any unknown physical conditions that differ materially from those ordinarily encountered and recognized as inherent in work of the character provided in this Agreement. City as "extra work" agrees to pay for any expenses due to such conditions.
9. **CONTRACTOR'S REPRESENTATIONS.** Contractor represents that Contractor has familiarized itself with the work site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, or performance of the work. Contractor represents that it is duly licensed to perform the work as required by state and local laws and regulations.
10. **DELAYS.** Contractor agrees to start and diligently perform the work through to completion, but shall not be responsible for delay for any of the following reasons: acts of neglect or omission of City, its elected and appointed officials, employees or agents, acts of God, inclement weather, strikes, lockouts, boycotts, or other labor unrest, extra work ordered by City, delays caused by inspection or changes ordered by authorized governmental bodies, or for other causes beyond the reasonable control of Contractor. Contractor must notify City of any anticipated delays.
11. **PERSONNEL.** Contractor will provide competent, suitable personnel to perform the work under this Agreement and at all times must maintain good discipline and order at the Project location.
12. **SAFETY.** Contractor is responsible for initiating, maintaining and supervising all safety precautions in connection with the work. Contractor must comply with all applicable laws and regulations relating to the safety of persons or property. Interruptions to the flow of vehicular traffic must be kept to a minimum.
13. **BOND REQUIREMENTS.** Contractor is required to provide the following bonds for the Project (check all that apply):
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Performance Bond in the amount of 100% of the Contract Price. (Discretionary.)

14. INSURANCE REQUIREMENTS. Contractor must maintain insurance policies with the following coverages and minimum amounts for the duration of this Agreement:

	Coverage Type	Minimum Limits
a.	Commercial General Liability (CGL) ISO Form CG 00 01, including products completed operations, covering bodily injury, personal injury, and property damage.	\$1 million per occurrence; \$2 million aggregate
b.	Automobile Liability ISO Form CA 0001 covering Code 1 – any auto, property damage and bodily injury	\$1 million per accident
c.	Workers' Compensation	Statutory Limits
d.	Employer's Liability - for bodily injury or disease	\$1 million per accident

15. INDEPENDENT CONTRACTOR. Contractor is operating as an independent contractor and not as an employee of City. Neither Contractor nor any of its employees are eligible to receive any of the rights or benefits otherwise available to City's employees. Contractor is free from the direction and control of City over the means and manner of performing services under this Agreement, subject only to the right of City to specify the desired results. Contractor is solely responsible for payment of all taxes, fees, and salaries due its employees as required by law or other agreement.

16. ASBESTOS AND HAZARDOUS WASTE. If Contractor encounters asbestos or other hazardous materials, Contractor must immediately stop work and allow City to obtain a duly qualified asbestos and/or hazardous materials Contractor to perform the necessary work. If Contractor is qualified to remove asbestos or other hazardous materials, City may engage Contractor to do the work. Said work will be treated as extra work under this Agreement.

17. GENERAL PROVISIONS.

a. **INDEMNIFICATION.** Contractor agrees to indemnify and hold harmless City, its elected and appointed officials, employees and agents against any loss, liability, cost, expense, or damages of any kind whatsoever (including reasonably attorney's fees) that arise out of or result from the performance of work under this Agreement but only to the extent caused in whole or in part by the acts or omissions, negligent or otherwise, of Contractor, its employees, agents or subcontractors.


- b. **COMPLIANCE WITH LAWS.** Contractor is required to comply with all state, county and local laws, ordinances and regulations in the performance of work under this Agreement.
- c. **ASSIGNMENT.** Contractor may not assign any right or delegate any obligation hereunder without the written consent of City. Any purported assignment or delegation without such consent will be void and unenforceable and constitute a material breach of this Agreement.
- d. **SUCCESSORS AND ASSIGNS.** This Agreement is binding upon and insures to the benefit of the parties and their respective successors and permitted assigns.
- e. **GOVERNING LAW.** This Agreement is to be construed and interpreted in accordance with the laws of the State of California.
- f. **Buy America.** Contractor understands and acknowledges that this project is subject to the requirements of the Buy America (BA). The BA requirements are further specified in Moving Ahead for Progress in the 21st Century (MAP-21), section 1518; 23 CFR 635.410 requires that all manufacturing processes have occurred in the United States for steel and iron products (including the application of coatings) installed on a project receiving funding from the FHWA.

IN WITNESS WHEREOF, City and Contractor have caused this Agreement to be executed this ____ day of _____, 20____ at Crescent City, California.

CITY OF CRESCENT CITY:

CONTRACTOR:

By: Eric Wier, City Manager



By: Steven J. Hemminger
Its: President
6-15-20

EXHIBIT A

Hemmingsen Contracting Co. Inc.

P.O.Box 215

Crescent City, Ca. 95531

707-464-5225 Fax 707-464-3659

CA. Lic.# 957852

Proposal submitted City of Crescent City
to: Attn: Jon Olson

Phone: 464-9506

April 21, 2020

Street: 377 J Street

Job Name: Hwy 101 Relocate Hydrant & Light Pole

City/State: Crescent City, CA 95531

Job Location: Crescent City, CA

Relocate (1) Fire Hydrant & (1) Light Pole

Per "Utility Conflict Map" from Caltrans "0C660 PM 25.6 - 27.3" drawings and City Detail Sheet C 2.0.

Pricing does not include cost of Caltrans Encroachment permit.

~~Firehydrant to be relocated is at the SW corner of Hwy 101 and Wilson Avenue.~~

~~Scope of work includes demolition of sidewalk and curb & gutter at existing hydrant, and for installation of new hydrant per plan details. Includes removal of asphalt necessary to install new gate valve. Includes placing a cap and thrust block on the existing 6 inch lateral. Install new tap saddle, 6" gate valve, fittings to get under Storm Drain pipe, and hydrant. Pour back removed concrete at new hydrant location. Excludes concrete replacement at removal location (to be covered under Caltrans Contract). Includes asphalt patch back at valve and at new curb & gutter.~~

Light pole relocation is at the NE corner of M Street (101 N bound) and 6th Street.

Scope of work includes demolition of sidewalk and light pole base (to 12" below finished grade) at existing pole location. Pole to be removed and stored at City yard. Install electrical junction box at this location. Pour foundation with rebar cage and anchor bolts. Pour sidewalk panels at new pole location. Run wires and re-set pole. Power up light pole. Excludes placing concrete sidewalk panels at existing/pull box location as this location (to be covered under Caltrans Contract).

None of the other work shown on the project drawings is included in this Scope of Work or pricing.

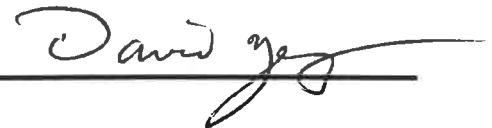
Pricing includes traffic control with lane closures, arrow boards, and all necessary signage.

Labor wages shall be California State prevailing wages. Certified payroll to be performed weekly and input on the DIR website. Hemmingsen DIR # is 1000015645.

Pricing for the above work is \$ 47,860.00.

David Yeager

Authorized Signature



Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be withdrawn by us

if not accepted within 60 days

Signature _____

Signature _____

EXHIBIT B

City of Crescent City

May 7, 2020

Relocate Fire Hydrant and Light Pole
Caltrans Project # 01-0C660 PM 25.6 - 27.3

Relocate Fire Hydrant	7 days
Materials	\$ 9,454.50
Labor	\$ 13,927.10
Equipment	\$ 1,760.55
Trucking	\$ 1,699.50
Mobe	\$ -
Traffic	\$ 2,305.05
Relocate Hydrant Pricing Summary	\$ 29,146.70

Relocate Light Pole	6 days
Materials	\$ 924.00
Labor	\$ 10,139.80
Equipment	\$ 2,686.20
Trucking	\$ 517.00
Mobe	\$ -
Traffic	\$ 4,477.00
Relocate Light Pole Pricing Summary	\$ 18,744.00

~~Total Breakdown Summary \$ 47,890.70~~

Quoted Bid Price per Proposal dated April 21, 2020 ~~\$ 47,860.00~~

CITY COUNCIL AGENDA REPORT



TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: JUNE 22, 2020

SUBJECT: BUDGET-TO-ACTUAL FINANCIAL REPORT FOR MAY 2020

RECOMMENDATION

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

BACKGROUND

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

ITEM ANALYSIS

As of May 31, 2020, we are 92% of the way through the fiscal year, with 8% of the year remaining. If revenues were received and expenditures made evenly throughout the year, there would be 8% of each budget line remaining. However, revenues and expenditures are not even throughout the year for many reasons. Many revenues are not received evenly throughout the year (particularly tax revenues and grant reimbursements), most expenses are not recorded until the invoice is received in the following month, and budgets may include large projects that have not yet been completed. In addition, many revenues and invoices received in the first few months of the fiscal year are accrued back to the prior fiscal year, and current year revenues will continue to be received for some time after the fiscal year ends.

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

5

Note: The City Council has authorized adjustments to the General Fund budgeted expenditures due to the COVID-19 emergency and its economic impact. Current year revenues in the General Fund, RV Park Fund, Sewer Fund, and Water Fund cannot be accurately predicted at this time but are projected to be significantly under budget. Actual revenues for this fiscal year will continue to be received for two months after June 30. City staff continues to monitor revenues and expenses closely, to provide updates and recommended adjustments to the Council as needed.

- **General Fund**

General Fund revenues show that 27% of the budgeted amount is yet to be received. This is dependent on the timing of when certain revenues are received. For example, most taxes, third party billings, and grant reimbursements are recorded quarterly. In addition, many revenues received in July and August were accrued back to Fiscal Year 2018-19, and current fiscal year revenues will continue to be received through August 2020. General Fund actual expenditures show that 24% of the budgeted amount is yet to be expended. General Fund revenues, particularly sales tax and TOT, are anticipated to be significantly impacted by the emergency. In addition, the swimming pool is closed and expects to issue refunds, and the City is temporarily not charging late fees on most charges. It is not yet known whether the state and/or federal government will provide relief for cities and counties experiencing significant revenue shortfalls due to the emergency.

- **Housing Authority Fund**

The Housing Authority is funded by monthly disbursements from the federal government. At this point, actual revenues show 3% remaining to be collected (variance is primarily due to additional revenue allocated by HUD to deal with COVID-19) and actual expenditures have remaining amounts of 10%. The Housing Authority is anticipated to experience increased housing assistance expenses as a result of the emergency, as assisted families who suffer a decrease in household income will rely more heavily on the Housing Authority. These expenses are expected to be offset by increased revenue from HUD.

- **Shoreline RV Park Fund**

Revenues collected by the Shoreline Recreational Vehicle Park (RV Park) show 17% remaining to be collected. RV Park revenues are highly seasonal, and most rental revenues are typically received in the summer months. Actual expenses in the RV Park show 35% of the budget left to be expended. Short-term stays were banned in Del Norte County beginning in March, and the ban was lifted in mid-June. The lost revenue from March to June will impact the fund's available working capital. The City is making efforts to reduce expenses as well.

- **Sewer Fund**

The Sewer Fund earns revenue primarily from charges to the users of its services. Actual revenues show 9% of the total revenue budget remaining to be collected. Operational expenses (not including debt service or capital improvements) show

23% of the budget remaining to be expended. The emergency will have an impact on the Sewer Fund as businesses are temporarily or permanently closed, and those that remain open are likely to see reduced hours and usage for the duration of the emergency. Customers are billed the month following service, so the impact of business closures (most of which went into effect in the latter half of March) will not be seen immediately. All water/sewer accounts were billed using estimated usage in April and May, and adjustments will be made to each account in June to correct for any over or under-billing. In addition, the City has temporarily paused any disconnection for nonpayment and any late fees.

- **Water Fund**

The Water Fund earns revenue primarily from charges for service. Actual revenues show 8% of the budget remaining to be collected and 21% of budgeted operational expenses (not including debt service or capital improvements) remaining to be expended. The emergency will have an impact on the Water Fund as businesses are temporarily or permanently closed, and those that remain open are likely to see reduced hours and usage for the duration of the emergency. Customers are billed the month following service, so the impact of business closures (most of which went into effect in the latter half of March) will not be seen immediately. All water/sewer accounts were billed using estimated usage in April and May, and adjustments will be made to each account in June to correct for any over or under-billing. In addition, the City has temporarily paused any disconnection for nonpayment and any late fees.

- **Summary**

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

	Budget	Actual	Remaining \$	Remaining %
General Fund				
Revenue	6,158,043	4,488,345	1,669,698	27%
Expense	6,508,801	4,973,618	1,535,183	24%
Net	(350,758)	(485,273)		
Housing Fund				
Revenue	3,720,374	3,608,009	112,365	3%
Expense	3,729,929	3,354,631	375,298	10%
Net	(9,555)	253,378		
RV Park Fund				
Revenue	374,800	309,524	65,276	17%
Expense	386,201	249,120	137,081	35%
Net	(11,401)	60,404		
Sewer Fund				
Revenue	4,952,546	4,482,167	470,379	9%
Operating Expense	3,480,661	2,697,444	783,217	23%
Debt Service	1,500,000	1,500,000	-	0%
Transfer to CIP	1,000,000	1,000,000	-	0%
Net	(1,028,115)	(715,277)		
Water Fund				
Revenue	2,979,680	2,740,236	239,444	8%
Operating Expense	2,150,970	1,691,855	459,115	21%
Debt Service	350,000	175,000	175,000	50%
Transfer to CIP	442,000	275,000	167,000	38%
Net	36,710	598,381		

• **Long-term Liabilities**

The City's long-term liability balances are included in the table below. Net Pension Liability, Net OPEB Liability, and Compensated Absences are updated annually during the audit process. These amounts below are from the most recent audit (June 30, 2019). The Sewer Fund and Water Fund loan balances are updated when payments are made (in July for the Sewer Fund loan, and in December and June for the Water Fund loan). These do not include interfund balances (amounts owed from one City fund to another).

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

FISCAL ANALYSIS

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

STRATEGIC PLAN ASSESSMENT

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

ATTACHMENTS

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

Staff review:


CM

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

% of Year Remaining: 8%

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances		
				\$ Remaining	% Remaining		\$ Remaining	% Remaining	
Non-Departmental Revenue									
Tax Revenue	1	3,770,905	2,866,803	904,102	24%	-	904,102	24%	
Licenses & Permits	1	280,616	262,107	18,509	7%	-	18,509	7%	
Interest Income	1	50,333	48,617	1,716	3%	-	1,716	3%	
Lease-Rental Income		28,029	26,756	1,273	5%	-	1,273	5%	
Other Revenue		11,150	29,846	(18,696)	-168%	-	(18,696)	-168%	
Transfers In		35,000	34,059	941	3%	-	941	3%	
Departmental Revenue									
City Council	2	70,360	49,292	21,068	30%	-	21,068	30%	
City Manager	3	40,000	40,000	-	0%	-	-	0%	
Community Support		-	354	(354)	-	-	(354)	-	
City Clerk	2	102,476	87,723	14,753	14%	-	14,753	14%	
Human Resources	2	41,235	34,185	7,050	17%	-	7,050	17%	
Finance		-	(1,100)	1,100	-	-	1,100	-	
Fire	1	490,986	317,906	173,080	35%	-	173,080	35%	
Police	1,4	390,518	184,732	205,786	53%	-	205,786	53%	
Code Enforcement	5	51,000	450	50,550	99%	-	50,550	99%	
Building Inspection		96,200	111,693	(15,493)	-16%	-	(15,493)	-16%	
Planning	6	43,450	41,631	1,819	4%	-	1,819	4%	
Public Works Admin		2,500	690	1,810	72%	-	1,810	72%	
Streets	7	244,700	150,892	93,808	38%	-	93,808	38%	
Parks	8,9,10,11	128,600	35,427	93,173	72%	-	93,173	72%	
Cultural Center	8	15,000	10,914	4,086	27%	-	4,086	27%	
Swimming Pool	9	264,985	155,369	109,616	41%	-	109,616	41%	
General Fund Revenue Total		6,158,043	4,488,345	1,669,698	27%	-	1,669,698	27%	
Non-Departmental Expenditures									
City Council	12	167,908	60,384	107,524	64%	107,525	(1)	0%	
City Manager	3	90,970	78,584	12,386	14%	16	12,370	14%	
Community Support	13	158,460	63,062	95,398	60%	846	94,552	60%	
City Clerk		103,274	82,883	20,391	20%	18,000	2,391	2%	
City Clerk		153,153	127,415	25,738	17%	6,532	19,206	13%	
Human Resources		123,309	104,638	18,671	15%	2,105	16,566	13%	
Finance		257,314	214,649	42,665	17%	13,428	29,237	11%	
City Attorney	14	66,423	48,764	17,659	27%	400	17,259	26%	
Fire		777,853	564,209	213,644	27%	55,425	158,219	20%	
Police	4	2,352,495	1,949,636	402,859	17%	33,129	369,730	16%	
Code Enforcement	15	18,363	10,759	7,604	41%	65	7,539	41%	
Building Inspection		60,473	44,118	16,355	27%	53	16,302	27%	
Planning	6	235,458	159,191	76,267	32%	3,863	72,404	31%	
Public Works Admin		101,542	82,076	19,466	19%	2,696	16,770	17%	
Streets	7,16	550,059	443,443	106,616	19%	39,182	67,434	12%	
Parks	10,11,17	528,391	324,161	204,230	39%	7,090	197,140	37%	
Cultural Center	18	201,145	185,005	16,140	8%	461	15,679	8%	
Swimming Pool	9	562,211	430,641	131,570	23%	46,996	84,574	15%	

General Fund Expenditure Total	6,508,801	4,973,618	1,535,183	24%	337,812	1,197,371	18%
NET OPERATING RESULTS	(350,758)	(485,273)					

GENERAL FUND NOTES:

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

**Beachfront Park CIP
As of May 31, 2020**

Project	Bucket	Donations, Grants, Transfers, and Interest Earnings						Total
		FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY 19-20	
Interest Earnings - unallocated		-	17	70	27	19	21	155
Amphitheater and Concessions	BFP01	-	-	-	-	-	-	-
Artistic Improvements	BFP02	-	-	-	-	-	-	-
Beach & Beach Access Improvements	BFP03	5,600	-	-	-	-	-	5,600
Bus Stop	BFP04	-	-	-	-	-	-	-
Disc Golf	BFP05	-	-	-	-	-	-	-
Dog Park	BFP06	1,053	4,601	-	18,395	9,083	-	33,132
Game Center	BFP07	-	-	-	-	-	-	-
General	BFP08	-	-	66	-	-	-	66
Howe Park East	BFP09	-	233	-	-	-	-	233
Pedestrian Access Improvements	BFP10	-	-	-	-	-	-	-
Playing Fields	BFP11	-	-	-	-	-	-	-
Street and Parking Improvements	BFP12	-	-	-	-	-	-	-
Trees and Beautification	BFP13	-	-	-	-	-	-	-
Town Square and Plaza	BFP14	-	-	-	-	-	-	-
Point of Honor	BFP15	-	-	-	-	-	-	-
		6,653	4,851	136	18,422	9,102	21	39,186

Project	Bucket	Expenditures						Total
		FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY 19-20	
Interest Earnings - unallocated		-	-	-	-	-	-	-
Amphitheater and Concessions	BFP01	-	-	-	-	-	-	-
Artistic Improvements	BFP02	-	-	-	-	-	-	-
Beach & Beach Access Improvements	BFP03	-	-	-	-	4,650	353	5,003
Bus Stop	BFP04	-	-	-	-	-	-	-
Disc Golf	BFP05	-	-	-	-	-	-	-
Dog Park	BFP06	-	-	1,600	31,532	-	-	33,132
Game Center	BFP07	-	-	-	-	-	-	-
General	BFP08	-	-	-	-	-	-	-
Howe Park East	BFP09	-	-	-	-	-	-	-
Pedestrian Access Improvements	BFP10	-	-	-	-	-	-	-
Playing Fields	BFP11	-	-	-	-	-	-	-
Street and Parking Improvements	BFP12	-	-	-	-	-	-	-
Trees and Beautification	BFP13	-	-	-	-	-	-	-
Town Square and Plaza	BFP14	-	-	-	-	-	-	-
Point of Honor	BFP15	-	-	-	-	-	-	-
		-	-	1,600	31,532	4,650	353	38,135

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

% of Year Remaining: **8%**

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances		
				\$ Remaining	% Remaining		\$ Remaining	% Remaining	
Revenue									
Interest	1	140	799	(659)	-471%	-	(659)	-471%	
Recovery-Admin Fee 50%	2	10,500	11,297	(797)	-8%	-	(797)	-8%	
Recovery-HAP 50%	2	10,500	11,297	(797)	-8%	-	(797)	-8%	
HUD Admin Revenue		456,612	546,641	(90,029)	-20%	-	(90,029)	-20%	
HUD Housing Assistance		3,237,500	3,028,114	209,386	6%	-	209,386	6%	
HAP Owner Reimbursement	3	-	1,090	(1,090)		-	(1,090)		
Port In - HAP	3	4,548	7,677	(3,129)	-69%	-	(3,129)	-69%	
Port In - Admin	3	574	688	(114)	-20%	-	(114)	-20%	
Other Revenue		-	406	(406)		-	(406)		
Revenue Total		3,720,374	3,608,009	112,365	3%	-	112,365	3%	
Expense									
Housing Assistance Payments		3,237,500	2,933,140	304,360	9%	-	304,360	9%	
Personnel									
Housing		374,959	331,878	43,081	11%	-	43,081	11%	
City Manager		4,074	3,371	703	17%	-	703	17%	
Finance		17,029	14,570	2,459	14%	-	2,459	14%	
City Attorney	4	500	62	439	88%	-	439	88%	
Utilities and telephone		8,254	7,191	1,063	13%	1,024	39	0%	
Materials and supplies		26,791	15,823	10,968	41%	3,374	7,594	28%	
Contracts and services		33,014	27,188	5,826	18%	1,114	4,712	14%	
Employee Support		8,650	5,694	2,956	34%	28	2,928	34%	
Interest remitted to HUD	5	-	-	-		-	-		
ISF Allocations		19,158	15,714	3,444	18%	-	3,444	18%	
Expense Total		3,729,929	3,354,631	375,298	10%	5,540	369,758	10%	
NET OPERATING RESULTS		(9,555)	253,378						

NOTES:

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

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

% of Year Remaining: 8%

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances		
				\$ Remaining	% Remaining		\$ Remaining	% Remaining	
Revenue									
Interest	1	4,800	4,706	94	2%	-	94	2%	
Misc sales		5,000	5,534	(534)	-11%	-	(534)	-11%	
Rental revenue non-TOT	2	90,000	81,966	8,034	9%	-	8,034	9%	
Rental revenue - subject to TOT	2	275,000	217,318	57,682	21%	-	57,682	21%	
Other revenue		-	-	-		-	-		
Revenue Total		374,800	309,524	65,276	17%	-	65,276	17%	
Expense									
Personnel									
RV Park		89,479	70,250	19,229	21%	-	19,229	21%	
City Manager		10,184	8,346	1,838	18%	-	1,838	18%	
Finance		16,162	12,078	4,084	25%	-	4,084	25%	
Utilities and telephone		108,315	80,995	27,320	25%	15,936	11,384	11%	
Materials and supplies		45,368	12,523	32,845	72%	7,258	25,587	56%	
Contracts and services		64,330	21,561	42,769	66%	6,581	36,188	56%	
Other operating uses		1,000	973	27	3%	-	27	3%	
ISF Allocations		51,363	42,394	8,969	17%	-	8,969	17%	
Expense Total		386,201	249,120	137,081	35%	29,775	107,306	28%	
Debt Service		-	-	-		-	-		
CIP		-	-	-		-	-		
Total Expenditures		386,201	249,120						
NET OPERATING RESULTS		(11,401)	60,404						

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

NOTES:

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

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

% of Year Remaining: **8%**

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances	
				\$ Remaining	% Remaining		\$ Remaining	% Remaining
Revenue								
Interest	1	89,136	118,258	(29,122)	-33%	-	(29,122)	-33%
Other Income	2	15,431	32,319	(16,888)	-109%	-	(16,888)	-109%
Charges for services		4,539,306	4,070,442	468,864	10%	-	468,864	10%
Sewer connections	3	58,092	144,834	(86,742)	-149%	-	(86,742)	-149%
Sewer lab	4	114,000	71,983	42,017	37%	-	42,017	37%
County collection systems	5	136,581	44,331	92,250	68%	-	92,250	68%
Revenue Total		4,952,546	4,482,167	470,379	9%	-	470,379	9%
Expense								
City Manager		80,507	63,239	17,268	21%	143	17,125	21%
Finance		317,360	259,325	58,035	18%	4,697	53,338	17%
City Attorney	6	27,288	12,589	14,699	54%	-	14,699	54%
Sewer lab		376,253	254,379	121,874	32%	30,616	91,258	24%
WWTP operations	7	1,945,374	1,626,062	319,312	16%	11,718	307,594	16%
City collection systems		317,224	222,487	94,737	30%	12,853	81,884	26%
County collection systems		136,581	61,002	75,579	55%	7,553	68,026	50%
WWTP maintenance		280,074	198,361	81,713	29%	231	81,482	29%
Operating Expense Total		3,480,661	2,697,444	783,217	23%	67,811	715,406	21%
Debt service	8	1,500,000	1,500,000					
Transfers to CIP fund	9	1,000,000	1,000,000					
Total		5,980,661	5,197,444					
Net		(1,028,115)	(715,277)					

NOTES:

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

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

% of Year Remaining: **8%**

Description	Notes	Budget	Actual	Remaining before Encumbrances		Encumbrances	Remaining after Encumbrances		
				\$ Remaining	% Remaining		\$ Remaining	% Remaining	
Revenue									
Interest	1	44,918	54,101	(9,183)	-20%	-	(9,183)	-20%	
Rental revenue	2	19,869	19,512	357	2%	-	357	2%	
Other revenue	3	15,080	978	14,102	94%	-	14,102	94%	
Charges for services		2,844,113	2,593,682	250,431	9%	-	250,431	9%	
Water connections	4	52,400	69,838	(17,438)	-33%	-	(17,438)	-33%	
Water CSD admin revenue		3,300	2,125	1,175	36%	-	1,175	36%	
Revenue Total		2,979,680	2,740,236	239,444	8%	-	239,444	8%	
Expense									
City Manager		101,610	80,536	21,074	21%	124	20,950	21%	
Finance		352,573	293,220	59,353	17%	5,523	53,830	15%	
City Attorney	5	22,288	12,310	9,978	45%	-	9,978	45%	
Water operations		1,631,042	1,276,909	354,133	22%	95,449	258,684	16%	
Water CSD		43,457	28,880	14,577	34%	-	14,577	34%	
Expense Total		2,150,970	1,691,855	459,115	21%	101,096	358,019	17%	
Debt service	6	350,000	175,000						
Transfers to CIP fund	7	442,000	275,000						
Total Expenditures		2,942,970	2,141,855						
Net Operating Results		36,710	598,381						

NOTES:

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

CITY COUNCIL AGENDA REPORT



TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: JON OLSON, PUBLIC WORKS DIRECTOR

DATE: JUNE 22, 2020

SUBJECT: LOCAL EARLY ACTION PLANNING GRANT (LEAP)

RECOMMENDATION

- Adopt Resolution 2020-51, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT PLANNING SUPPORT GRANT PROGRAM FUNDS.

BACKGROUND

The Department of Housing and Community Development (HCD) has made available grant funds for Local Early Action Planning (LEAP) pursuant to Health and Safety Code Section 50515, et seq. LEAP provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production and facilitate compliance in implementing the sixth cycle of the regional housing need assessment.

ITEM ANALYSIS

Staff intends to use LEAP funding for up to four projects summarized as:

Project One: Muni Code Update: Accessory Dwelling Units

The first project is to update existing municipal code sections with regards to accessory dwelling units (ADU) to meet the requirements of Government Code Section 65852.2. This update will increase the opportunity for single family and multifamily zoned parcels to increase the units on those parcels, resulting in an increase in density and the number of total housing units in Crescent City.

Project Two: Zoning Updates to Implement Housing Element

The second project will complement SB2 funding in that it will update the Crescent City Municipal Code to implement the updated Housing Element.

6

Project Three: Establish Pre-approved Architectural and Site Plans for Multi-family Housing and Accessory Dwelling Units

The third project will streamline the development process for multifamily housing and ADUs by providing pre-approved plans to developers; thereby facilitating an increase in available units within Crescent City.

Project Four: Upzoning Areas with Accessibility to Transit.

The fourth project will identify suitable areas within Crescent City that are in close proximity to public transit and upzone them to allow for mixed use land use. This will facilitate an increase in density and accessibility to public transit within Crescent City.

The proposed planning priorities applied for in the LEAP application are flexible, in that the City has the ability to, at its discretion, allocate funds to each project as necessary. Although all four projects are included within the application, the City is not required to complete all four projects if it becomes unfeasible to do so. The funds are given on a reimbursement basis.

FISCAL ANALYSIS

The City is eligible and is requesting to receive up to \$65,000 from the LEAP state grant program. The LEAP grant funds may be invoiced 90 days after HCD awards the grant. However, eligible costs accruing during this time can also be counted as billable expenses. The LEAP grant funds and planning priorities must be spent and executed by September 1st, 2023.

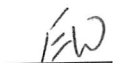
STRATEGIC PLAN ASSESSMENT

This action supports the goals and objectives of Goal 1 “Support quality services and community safety to enhance the lives of our citizens and visitors”. Objective E “Target economic development improvements that provide additional benefit by enhancing the quality of life for residents.” Goal 2 “Promote a thriving local economy” Objective F “plan and prepare for the growth and future needs of the Crescent City community by evaluating and updating the City’s Municipal Code to assure maximized efficiencies, clarity, and effectiveness.

ATTACHMENTS

1. Resolution 2020-51

Staff review:



CM

RESOLUTION NO. 2020-51

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL GOVERNMENT
PLANNING SUPPORT GRANT PROGRAM FUNDS**

WHEREAS, pursuant to Health and Safety Code Section 50515, et. seq, the Department of Housing and Community Development (“Department”) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the City Council of Crescent City desires to submit a LEAP grant application package (“Application”), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of \$119,040,000 for assistance to all California Jurisdictions.

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

1. The City Manager is hereby authorized and directed to apply for and submit to the Department the Application.
2. In connection with the LEAP grant, if the Application is approved by the Department, the City Manager of the City of Crescent City is authorized to enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of \$65,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant’s obligations related thereto, and all amendments thereto.
3. The City of Crescent City, as Applicant, will be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on this 22nd day of June, 2020, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

CITY COUNCIL AGENDA REPORT



TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: JON OLSON, PUBLIC WORKS DIRECTOR

DATE: JUNE 22, 2020

SUBJECT: AGREEMENT WITH CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION FOR WATER LAB TESTING SERVICES

RECOMMENDATION

- Ratify an agreement with California Department of Corrections and Rehabilitation for the City to provide laboratory water testing services for Pelican Bay State Prison from July 1, 2020 to June 30, 2023

BACKGROUND

The City of Crescent City Laboratory has been performing water testing services for Pelican Bay State Prison for many years under contract. Providing water testing services is an important goal of supporting the community, public health and safety. This service also provides additional revenue to the lab. As part of the agreement City staff will coordinate pick up of the requested samples from the Prison. This will be done in conjunction with our routine water sampling at the Crescent City Water facilities in the same vicinity.

FISCAL IMPACT

The testing fee charge associated with this work is estimated to recover all City costs including sample pick up, reagents, and laboratory costs. If approved, the total fiscal impact each fiscal year is expected to be \$4,959.74 per year for the three years totaling \$14,879.22 in additional revenue to the Sewer Fund.

ATTACHMENTS

1. California Department of Corrections Agreement C5609635

Staff review:


CM

7

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER C5609635	PURCHASING AUTHORITY NUMBER (if Applicable)
-------------------------------------	---

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

CONTRACTOR NAME
CITY OF CRESCENT CITY

2. The term of this Agreement is:

START DATE
July 1, 2020

THROUGH END DATE
June 30, 2023

3. The maximum amount of this Agreement is:

\$14,879.22 (Fourteen Thousand Eight Hundred Seventy Nine and Twenty Two Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

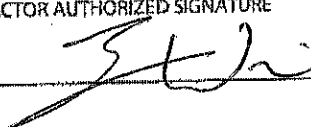
Exhibits	Title	Pages
Exhibit A	Scope of Work	5
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit B-1	Rate Sheet	1
Exhibit C *	General Terms and Conditions (GTC)	04/2017
Exhibit D	CDCR Special Terms and Conditions	13
Exhibit E	Prison Rape Elimination Policy - Volunteer/Contractor Information Sheet	2

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)
City of Crescent City

CONTRACTOR BUSINESS ADDRESS 377 J Street (707) 464-7483	CITY Crescent City	STATE CA	ZIP 95531
PRINTED NAME OF PERSON SIGNING Eric Wier	TITLE Interim City Manager		
CONTRACTOR AUTHORIZED SIGNATURE 	DATE SIGNED 6/18/20		

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER C5609635	PURCHASING AUTHORITY NUMBER (If Applicable)
-------------------------------------	---

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Department of Corrections and Rehabilitation

CONTRACTING AGENCY ADDRESS

9838 Old Placerville Road, Suite B-2

CITY

Sacramento

STATE

CA

ZIP

95827

PRINTED NAME OF PERSON SIGNING

Shelley Dato

TITLE

Manager, Master Contracts Unit

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

WATER TESTING SERVICES

1. INTRODUCTION

This is an Agreement in which the Contractor shall perform Total Coliform Analysis Service. The Contractor will be compensated for the services in accordance with the Exhibit B-1, Rate Sheet; which shall include all labor, and per diem, non-consumable supplies, transportation, equipment, sales tax, recycling fee, disposal fee, freight charges and every other item of expense necessary to provide the services for the California Department of Corrections and Rehabilitation (CDCR), Pelican Bay State Prison (PBSP) located at 5905 Lake Earl Drive, Crescent City, CA 95531.

2. CONTRACTOR RESPONSIBILITIES

The Contractor shall be responsible for pick-up of samples from PBSP and document actual custody until analytical services has been conducted and the Institution Contract Liaison or designee releases it for disposal. All pick-ups shall be made by the Contractor of the courier service designated by the Contractor

Samples are to be performed one (1) day per week for routine mandatory testing.

The Institution Contract Liaison or designee will be notified of any additions or corrections to the Contractor's list of prospective employees at least five (5) working days before the employee's start date.

3. ANALYTICAL EQUIPMENT AND SUPPLIES

The Contractor shall supply enough sterile sample collection containers and packaging supplies for each draw with the exception that these containers will be returned at least once a week by the Contractor. The Contractor shall provide such supplies at no additional cost to the State.

4. DOCUMENTATION AND CHAIN OF CUSTODY

The Contractor shall provide and use labels and provide chain of custody forms as standard procedure. The labels and forms shall provide and identify space for entry of the following information:

Labels

- 1) Institution name, city and county
- 2) Sample identification number
- 3) Time and date sample was taken
- 4) Preservative(s) used

Chain of Custody Form

- 1) Institution name, city and county, Agreement number
- 2) Sampler name and telephone number
- 3) Sample identification number
- 4) Time and date sample was taken
- 5) Number and type of container
- 6) Preservative(s) used
- 7) Type of sample
- 8) Analysis required
- 9) Remark space for additional information
- 10) Time and date sample relinquished and received
- 11) Space for relinquishing and receiving person's signature
- 12) Space to print name of signing person

The Contractor shall institute procedural safeguards to ensure exclusive custody and safekeeping of all samples, and designate individuals responsible for custody of such samples.

The Contractor shall designate one (1) full-time employee as sample custodian and one (1) or more employee(s) as alternate sample custodian(s) to ensure that at least one (1) such custodian shall be available to receive samples **from the Institution and/or courier service** at all times during the Contractor's normal business hours.

The Contractor shall maintain an area for storage of samples; which, in addition to requirements imposed by other provisions of these specifications, shall be secured from access by any person other than a designated custodian.

From the time of submittal to a custodian, samples shall at all times, remain in the actual or constructive custody of a designated custodian or analyst until released for disposal pursuant to the direction of the appropriate Institution Contract Liaison or designee.

- **Actual custody** shall mean personal and constant control and surveillance over the sample when it is being transported to or from the secured area specified above and during the actual time that analytical services are being performed on the sample.
- **Constructive custody** shall mean those times when the sample is stored in the secured area specified above.

The Contractor shall custody tag all samples identifying, by signature, the custodian or analyst having custody of the sample and the location of the sample during the entire period from the time the sample is submitted to the Contractor until the appropriate Institution Contract Liaison or designee releases it for disposal.

The Contractor shall ensure that all documentation specified in these requirements shall not become separated from the sample until disposition of such documentation is directed by the appropriate Institution Contract Liaison or designee.

The Contractor shall be responsible for disposal of all samples when the analyses are completed. No sample shall be disposed of until verbal release is obtained from the appropriate Institution Contract Liaison or designee.

5. LABORATORY PROCEDURES

The Contractor and any subcontractors performing analyses shall be certified by the California State Water Resources Control Board Environmental Laboratory Accreditation Program (CA-SWRCB-ELAP) to perform required tests. Analyses and determinations must be performed by qualified personnel in conformance with the United States Environmental Protection Agency (USEPA) approved test procedures described in the current Code of Federal, State, City and County Regulations. The Contractor is responsible for compliance with all applicable laws, codes, rules and regulations in connection with work performed under this agreement.

Any analysis not performed in whole or in part in accordance with the provisions and requirements specified above, or with any approved alternate test procedure, shall be rejected in its entirety and no payment shall be made therefore or for the results thereof. Re-sampling and re-testing shall be conducted at the expense of the Contractor.

6. REPORTS

Analytical reports shall include, but not limited to, the following information:

- Institution name and address
- Agreement Number
- Sample description
- Analysis request
- Quality Control report
- Detection limit
- Holding time (date sample received to date sample is analyzed)
- Analysis results
- Result(s) Delivery/Format

7. TIME FRAMES

The Contractor's laboratory shall provide analysis of all samples within time frames required by approved testing procedures. The Contractor shall furnish one (1) complete copy of the written analytical results by email to the Institution Contract Liaison and designee Rosalinda Kuzmicz at Rosalinda.kuzmicz@cdcr.ca.gov or Kevin Day at kevin.day@cdcr.ca.gov within seven (7) days of sample submission. The Contractor shall furnish one (1) hard copy of the written analytical results in a sealed envelope by way of the United States Postal Service or a Courier to the Institution Contract Liaison or designee, within ten (10) calendar days of the end of each month of submittal.

Analyses shall be performed within the USEPA required holding time. Holding time (date sample received to the date sample is analyzed) must be included on analyses result report.

8. CONTRACTOR'S FAILURE TO PROVIDE SERVICES

The Contractor shall not be entitled to, nor shall receive payment for performance of any analysis or for furnishing the results thereof where the time frames specified above are not met.

In the event the Contractor is unable to provide the requested service(s), and PBSP must contract with another contractor, the State reserves the right to assess a nonresponsive charge against the Contractor equal to the difference between its rates and the rates charged by the actual provider each time the Contractor fails to provide the requested service(s). Charges assessed against the Contractor may not exceed a maximum amount of five hundred dollars (\$500.00) for each failure to provide the requested service(s). CDCR shall deduct these charges from the current or future invoices due the Contractor.

9. HOURS OF OPERATION

The Contractor shall pickup and/or receive routine samples, as scheduled by the Institution Contract Liaison or designee, during regular business hours, Monday through Friday, excluding State holidays. If a regularly scheduled pickup falls on a State holiday, pick up services shall be provided the next regular business day. In the case of emergency, sampling required by PBSP or a regulatory agency, testing arrangements shall be available seven (7) days per week, 7:00 a.m. to 4:00 p.m., as scheduled by the Institution Contract Liaison or designee.

10. CALL BACK SERVICES

Should the Contractor fail to provide any of the specified services in the prescribed manner, the State may require the Contractor to provide services within four (4) hours, unless otherwise specified, at no additional cost to the State.

11. CDCR CONTACT INFORMATION

Should questions or problems arise during the term of this agreement, the Contractor should contact the following offices:

Billing/Payment Issues:

ASB-Sacramento
Phone Number: (916) 255-5443
FAX Number: (916) 255-2103
SacAPHelp@cdcr.ca.gov

Scope of Service/Performance Issues:

Pelican Bay State Prison, Plant Operations Department
Phone Number: (707) 465-1000, Ext. 7370
FAX Number: (707) 465-9012

General Contract Issues:

Office of Business Services
Phone Number: (916) 255-5624
FAX Number: (916) 255-6187

Water Testing Services

1. Invoicing and Payment

- a. For services satisfactorily rendered, and upon receipt and approval of Contractor's invoices, the State agrees to compensate the Contractor in accordance with the rates specified herein on Exhibit B-1 Rate Sheet, and made a part of this Agreement. Exhibit B-1 Rate Sheet shall remain in force for the stated term of this Agreement and shall include every item of expense, direct and indirect, including taxes incidental to the specified rates.
- b. Invoices shall include the Agreement Number, Purchase Order Number and shall be submitted in triplicate not more frequently than monthly in arrears to the address provided below.
- c. The Contractor also has the option to submit their invoices electronically to the appropriate email address listed below. The Contractor must use the name on the Agreement and the Agreement Number on the subject line of the email. The email must include an attached PDF file of the invoice, in accordance with the information above, and must reference the institution acronym and invoice number. Separate emails shall be sent for contracts with more than one participating institution, facility, office and/or site with the invoice information as stated above.

1) To submit invoices by mail for Institutions, DJJ Facilities, DJJ Headquarters, and Board of Parole Hearing contracts:

California Department of Corrections and Rehabilitation (CDCR)
ASB - Sacramento
Attention: **Accounts Payable B**
P.O. Box 187016
Sacramento, CA 95818-7016

For electronic submission, send invoices to:
Institutionnonmedcontractinvoices@cdcr.ca.gov

2. Budget Contingency Clause

- a. It is mutually agreed that if the California State Budget Act for the current fiscal year and/or any subsequent fiscal years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor, or to furnish any other considerations under this Agreement, and Contractor shall not be obligated to perform any provisions of this Agreement.
- b. If funding for the purposes of this program is reduced or deleted for any fiscal year by the California State Budget Act, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927. Payment to small/micro businesses shall be made in accordance with and within the time specified in Chapter 4.5, Government Code 927 et seq.

4. Subcontractors

Nothing contained in this Agreement, or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of Contractor's responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

5. Advanced Payment for Non-Profit Organizations

Pursuant to Government Code Section (GC) 11019, upon review and approval of CDCR, the Contractor may request an advance payment for the fiscal year(s) covered by this agreement, which shall not exceed twenty five percent (25%) of the annual budget for each fiscal year. The CDCR will review and determine the need for an advance payment using the criteria contained in the department's procedures for advance payments to Community-Based, Private, Non-Profit Organizations, CDCR shall recover one-twelfth (1/12) of the advance payment each month by the reduction of monthly invoices submitted for payment by the Contractor in accordance with the project budget amount for each fiscal year of the agreement.

6. City/County Rate Increase

It is understood that the city/county may regulate some or all of the Contractor's rates for services. In the event the city/county increases the rates that directly affect the services provided in this Agreement, the Contractor may, once during the term of the Agreement, request from the State an increase in the rates stated in this Agreement. The Contractor must submit a written request to the State with a copy of the resolution from the city/county listing the prior rates and new rates and effective date of the new rates.

WATER TESTING SERVICE

Any quantities listed on Exhibit B-1 are CDCR's estimates only. The State does not expressly or by implication agree that the actual amount of work will correspond therewith and reserves the right to omit portions of the work as may be deemed necessary or advisable by the State.

A. Peblican Bay State Prison (PBSP)

ANALYSIS	ESTIMATED NUMBER OF TESTS	X	Cost Per Test	=	Total
TOTAL COLIFORM 1X10 (1 SET OF 10 TUBES)	222	X	\$ 61.51	=	\$ 13,655.22
PRESENCE / ABSENSE FOR POTABLE WATER	36	X	\$ 34.00	=	\$ 1,224.00
TOTAL					\$ 14,879.22

TOTAL AGREEMENT AMOUNT FOR 36 MONTHS	\$ 14,879.22
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Water Testing Services

1. Contract Disputes with Public Entities (Supersedes provision number 6, Disputes, of Exhibit C)

As a condition precedent to Contractor's right to institute and pursue litigation or other legally available dispute resolution process, if any, Contractor agrees that all disputes and/or claims of Contractor arising under or related to the Agreement shall be resolved pursuant to the following processes. Contractor's failure to comply with said dispute resolution procedures shall constitute a failure to exhaust administrative remedies.

Pending the final resolution of any such disputes and/or claims, Contractor agrees to diligently proceed with the performance of the Agreement, including the delivering of goods or providing of services. Contractor's failure to diligently proceed shall constitute a material breach of the Agreement.

The Agreement shall be interpreted, administered, and enforced according to the laws of the State of California. The parties agree that any suit brought hereunder shall have venue in Sacramento, California, the parties hereby waiving any claim or defense that such venue is not convenient or proper.

A county, city, district or other local public body, state board or state commission, another state or federal agency, or joint-powers authority shall resolve a dispute with CDCR, if any, through a meeting of representatives from the entities affected. If the dispute cannot be resolved to the satisfaction of the parties, each entity may thereafter pursue its right to institute litigation or other dispute resolution process, if any, available under the laws of the State of California.

2. Confidentiality of Data

All financial, statistical, personal, technical and other data and information relating to State's operation, which are designated confidential by the State and made available to carry out this Agreement, or which become available to the Contractor in order to carry out this Agreement, shall be protected by the Contractor from unauthorized use and disclosure.

If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used with the written consent of the State. The Contractor shall not be required under the provisions of this paragraph to keep confidential any data already rightfully in the Contractor's possession that is independently developed by the Contractor outside the scope of the Agreement or is rightfully obtained from third parties.

No reports, information, inventions, improvements, discoveries, or data obtained, repaired, assembled, or developed by the Contractor pursuant to this Agreement shall be released, published, or made available to any person (except to the State) without prior written approval from the State.

Contractor by acceptance of this Agreement is subject to all of the requirements of California Government Code Section 11019.9 and California Civil Code Sections 1798, et seq., regarding the collection, maintenance, and disclosure of personal and confidential information about individuals.

3. Accounting Principles

The Contractor will adhere to generally accepted accounting principles as outlined by the American Institute of Certified Public Accountants. Dual compensation is not allowed; a contractor cannot receive simultaneous compensation from two or more funding sources for the same services performed even though both funding sources could benefit.

4. Taxes

Unless required by law, the State of California is exempt from federal excise taxes.

5. Right to Terminate (Supersedes provision number 7, Termination for Cause, of Exhibit C)

The parties hereto agree that either party may cancel this Agreement by giving the other party written notice thirty (30) days in advance of the effective date of such cancellation. In the event of such termination, the State agrees to pay Contractor for actual services rendered up to and including the date of termination.

The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

6. Contract Suspension

Notwithstanding any other provisions of this Agreement, pursuant to a Governor's Executive Order or equivalent directive, such as a court order or an order from a federal or state regulatory agency, mandating the suspension of state contracts, the State may issue a Suspension of Work Notice. The Notice shall identify the specific Executive Order or directive and the Agreement number(s) subject to suspension. Unless specifically stated otherwise, all performance under the Agreement(s) must stop immediately upon receipt of the Notice. During the period of contract suspension, Contractor is not entitled to any payment for the suspended work. Once the order suspending state contracts has been lifted, a formal letter from the Department will be issued to the Contractor to resume work.

7. Extension of Term

If it is determined to be in the best interest of the State, this Agreement may be amended to extend the term at the rates agreed upon by CDCR and the Contractor.

8. Contractor Employee Misconduct

During the performance of this Agreement, it shall be the responsibility of the Contractor whenever there is an incident of use of force or allegation(s) of employee misconduct associated with and directly impacting inmate and/or parolee rights, to immediately notify the CDCR of the incident(s), to cause an investigation to be conducted, and to provide CDCR with all relevant information pertaining to the incident(s). All relevant information includes, but is not limited to: a) investigative reports; b) access to inmates/parolees and the associated staff; c) access to employee personnel records; d) that information reasonably necessary to

assure CDCR that inmates and/or parolees are not or have not been deprived of any legal rights as required by law, regulation, policy and procedures; and e) written evidence that the Contractor has taken such remedial action, in the event of unnecessary or excessive force, or employee misconduct with inmates and/or parolees, as will assure against a repetition of incident(s) or retaliation. To the extent that the information provided by the Contractor fails to so assure CDCR, CDCR may require that any implicated Contractor staff be denied access to and the supervision of CDCR inmates and/or parolees at the facility and access to inmate and/or parolee records. Notwithstanding the foregoing, and without waiving any obligation of the Contractor, CDCR retains the power to conduct an independent investigation of any incident(s). Furthermore, it is the responsibility of the Contractor to include the foregoing terms within any and all subcontracts, requiring that subcontractor(s) agree to the jurisdiction of CDCR to conduct an investigation of their facility and staff, including review of subcontractor employee personnel records, as a condition of the Agreement.

9. Subcontracting

Services provided are to be performed primarily with the staff of the public entity or, in the case of educational institutions, auxiliaries or foundations, by the faculty, staff or students associated with the particular institution. Agreements are not to be used by state agencies to circumvent the competitive bidding requirements of Public Contract Code Section 10340.

If more than twenty-five (25) percent of the total contract amount or \$50,000.00, whichever is less, is subcontracted, non-competitive bid approval must be obtained from the Secretary of CDCR and the Department of General Services prior to the commencement of services, unless the subcontract was competitively bid or the subcontractor(s) also qualifies as a state agency, governmental agency, or joint power.

10. Subcontractor/Consultant Information

Contractor is required to identify all subcontractors and consultants who will perform labor or render services in the performance of this Agreement. Additionally, the Contractor shall notify the Department of Corrections and Rehabilitation, Office of Business Services, in writing, within ten (10) working days, of any changes to the subcontractor and/or consultant information.

11. Liability for Nonconforming Work

The Contractor will be fully responsible for ensuring that the completed work conforms to the agreed upon terms. If nonconformity is discovered prior to the Contractor's deadline, the Contractor will be given a reasonable opportunity to cure the nonconformity. If the nonconformity is discovered after the deadline for the completion of the project, CDCR, in its sole discretion, may use any reasonable means to cure the nonconformity. The Contractor shall be responsible for reimbursing CDCR for any additional expenses incurred to cure such defects.

12. Temporary Nonperformance

If, because of mechanical failure or for any other reason, the Contractor shall be temporarily unable to perform the work as required, the State, during the period of the Contractor's inability to perform, reserves the right to accomplish the work by other means and shall be reimbursed by the Contractor for any additional costs above the Agreement price.

13. Contract Violations

The Contractor acknowledges that any violation of Chapter 2, or any other chaptered provision of the Public Contract Code (PCC), is subject to the remedies and penalties contained in PCC Sections 10420 through 10425.

14. Employment of Ex-Offenders

Contractor cannot and will not either directly, or on a subcontract basis, employ in connection with this Agreement:

- a. Ex-Offenders on active parole or probation, who have been on active parole or probation during the last three years preceding their employment;
 1. Contractor shall only employ ex-offenders who can provide written evidence of having satisfactorily completed parole or probation, and who have remained off parole or probation, and have had no arrests or convictions within the past three years.
- b. Ex-offenders convicted of drug trafficking in a prison/jail; escape or aiding/abetting escape; battery on a Peace Officer or Public Official; arson offenses; or, any violations of Penal Code Sections 4570-4574 (unauthorized Communications with Prisons and Prisoners Offenses).
- c. Ex-Offenders are required to register as a sex offender pursuant to Penal Code Section 290.
- d. Any ex-offender who has an offense history involving a "violent felony" as defined in subparagraph (c) of Penal Code Section 667.5; or
- e. Any ex-offender in a position which provides direct supervision of parolees.

An ex-offender whose assigned duties involve administrative or policy decision-making, accounting, procurement, cashiering, auditing, or any other business-related administrative function shall be fully bonded to cover any potential loss to the State or contractor. Evidence of such bond shall be supplied to CDCR prior to employment of the ex-offender.

15. Conflict of Interest

The Contractor and their employees shall abide by the provisions of Government Code (GC) Sections 1090, 81000 et seq., 82000 et seq., 87100 et seq., and 87300 et seq., Public Contract Code (PCC) Sections 10335 et seq. and 10410 et seq., California Code of Regulations (CCR), Title 2, Section 18700 et seq. and Title 15, Section 3409, and the Department Operations Manual (DOM) Section 31100 et seq. regarding conflicts of interest.

a. Contractors and Their Employees

Consultant contractors shall file a Statement of Economic Interests, Fair Political Practices Commission (FPPC) Form 700 prior to commencing services under the Agreement, annually during the life of the Agreement, and within thirty (30) days after the expiration of the Agreement. Other service contractors and/or certain of their employees may be required to file a Form 700 if so requested by the CDCR or whenever it appears that a conflict of interest may be at issue. Generally, service contractors (other than consultant contractors required to file as above) and their employees shall be required to file an FPPC

Form 700 if one of the following exists:

- (1) The Agreement service has been identified by the CDCR as one where there is a greater likelihood that a conflict of interest may occur;
- (2) The Contractor and/or Contractor's employee(s), pursuant to the Agreement, makes or influences a governmental decision; or
- (3) The Contractor and/or Contractor's employee(s) serves in a staff capacity with the CDCR and in that capacity participates in making a governmental decision or performs the same or substantially all the same duties for the CDCR that would otherwise be performed by an individual holding a position specified in the CDCR's Conflict of Interest Code.

b. Current State Employees

- (1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- (2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.
- (3) In addition to the above, CDCR officials and employees shall also avoid actions resulting in or creating an appearance of:
 - (a) Using an official position for private gain;
 - (b) Giving preferential treatment to any particular person;
 - (c) Losing independence or impartiality;
 - (d) Making a decision outside of official channels; and
 - (e) Affecting adversely the confidence of the public or local officials in the integrity of the program.
- (4) Officers and employees of the Department must not solicit, accept or receive, directly or indirectly, any fee, commission, gratuity or gift from any person or business organization doing or seeking to do business with the State.

c. Former State Employees

- (1) For the two year (2-year) period from the date he or she left state employment, no former state officer or employee may enter into an Agreement in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the Agreement while employed in any capacity by any state agency.
- (2) For the twelve-month (12-month) period from the date he or she left state employment, no former state officer or employee may enter into an Agreement with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed Agreement within the 12-month period prior to his or her leaving state service.

In addition to the above, the Contractor shall avoid any conflict of interest whatsoever with respect to any financial dealings, employment services, or opportunities offered to inmates or parolees. The Contractor shall not itself employ or offer to employ inmates or parolees either directly or indirectly through an affiliated company, person or business unless specifically authorized in writing by CDCR. In addition, the Contractor shall not (either directly, or indirectly through an affiliated company, person or business) engage in financial dealings with inmates or parolees, except to the extent that such financial dealings create no actual or potential conflict of interest, are available on the same terms to the general public, and have been approved in advance in writing by CDCR. For the purposes of this paragraph, "affiliated company, person or business" means any company, business, corporation, nonprofit

corporation, partnership, limited partnership, sole proprietorship, or other person or business entity of any kind which has any ownership or control interest whatsoever in the Contractor, or which is wholly or partially owned (more than 5% ownership) or controlled (any percentage) by the Contractor or by the Contractor's owners, officers, principals, directors and/or shareholders, either directly or indirectly. "Affiliated companies, persons or businesses" include, but are not limited to, subsidiary, parent, or sister companies or corporations, and any company, corporation, nonprofit corporation, partnership, limited partnership, sole proprietorship, or other person or business entity of any kind that is wholly or partially owned or controlled, either directly or indirectly, by the Contractor or by the Contractor's owners, officers, principals, directors and/or shareholders.

The Contractor shall have a continuing duty to disclose to the State, in writing, all interests and activities that create an actual or potential conflict of interest in performance of the Agreement.

The Contractor shall have a continuing duty to keep the State timely and fully apprised in writing of any material changes in the Contractor's business structure and/or status. This includes any changes in business form, such as a change from sole proprietorship or partnership into a corporation or vice-versa; any changes in company ownership; any dissolution of the business; any change of the name of the business; any filing in bankruptcy; any revocation of corporate status by the Secretary of State; and any other material changes in the Contractor's business status or structure that could affect the performance of the Contractor's duties under the Agreement.

If the Contractor violates any provision of the above paragraphs, such action by the Contractor shall render this Agreement void.

Members of boards and commissions are exempt from this section if they do not receive payment other than payment for each meeting of the board or commission, payment for preparatory time and payment for per diem.

16. Travel

Contractor's rates shall include all travel expenses required to perform services in accordance with this contract.

17. Notification of Personnel Changes

Contractor must notify the State, in writing, of any changes of those personnel allowed access to State premises for the purpose of providing services under this Agreement. In addition, Contractor must recover and return any State-issued identification card provided to Contractor's employee(s) upon their departure or termination.

18. Security Clearance/Fingerprinting

The State reserves the right to conduct fingerprinting and/or security clearance—through the Department of Justice, Bureau of Criminal Identification and Information (BCII)—prior to award and at any time during the term of the Agreement, in order to permit Contractor (and/or Contractor employee) access to State premises. The State further reserves the right to terminate the Agreement should a threat to security be determined.

19. Computer Software

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.

20. Expendable Equipment

Expendable equipment is defined as expendable items which change with use and have a unit acquisition cost of less than \$5,000 per unit (i.e. fax machines, computers, printers, etc.). Title to any expendable equipment purchased or built with State funds as part of this agreement will vest in the State. The Contractor must retain a listing of expendable equipment purchases that are considered "theft-sensitive" items, such as cameras, calculators, two-way radios, computer equipment, etc., for audit purposes. Upon completion or termination of the agreement, Contractors are required to leave all expendable equipment for use by subsequent contractors or for the State to dispose of accordingly. The State may authorize the continued use of such equipment for work to be performed under a different agreement.

The cost of expendable equipment purchased should be comparable to the prevailing price for similar items in the surrounding area.

21. Electronic Waste Recycling

The Contractor certifies that it complies with the requirements of the Electronic Waste Recycling Act of 2003, Chapter 8.5, Part 3 of Division 30, commencing with Section 42460 of the Public Resources Code, relating to hazardous and solid waste. Contractor shall maintain documentation and provide reasonable access to its records and documents that evidence compliance.

22. Liability for Loss and Damages

Any damages by the Contractor to the State's facility including equipment, furniture, materials or other State property, will be repaired or replaced by the Contractor to the satisfaction of the State at no cost to the State. The State may, at its option, repair any such damage and deduct the cost thereof from any sum due Contractor under this Agreement.

23. Disclosure

Neither the State nor any State employee will be liable to the Contractor or its staff for injuries inflicted by inmates or parolees of the State. The State agrees to disclose to the Contractor any statement(s) known made by any inmate or parolee which indicate violence may result in any specific situation, and the same responsibility will be shared by the Contractor in disclosing such statement(s) to the State.

24. Additional Disclosure

Neither the State nor any State employee will be liable to the Contractor or its staff for any injuries caused by exposure to any blood borne pathogens, aerosol transmissible diseases, or communicable diseases. Contractor agrees that it shall comply fully with all applicable Cal/OSHA regulations concerning protection of the Contractor's employees from diseases; including Title 8, California Code of Regulations section 5193 (Blood Borne Pathogens), and Title 8, section 5199 (Aerosol Transmissible Diseases). Contractor agrees to indemnify,

defend, and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any of the Contractor's employees arising out of exposure to any blood borne pathogen, aerosol transmissible disease, or communicable disease during the Contractor's performance of the Agreement.

25. Workers' Compensation

Contractor hereby represents and warrants that Contractor is currently and shall, for the duration of this agreement, carry workers' compensation insurance, at Contractor's expense, or that it is self-insured through a policy acceptable to CDCR, for all of its employees who will be engaged in the performance of this agreement. Such coverage will be a condition of CDCR's obligation to pay for services provided under this agreement.

Prior to approval of this agreement and before performing any work, Contractor shall furnish to the State evidence of valid workers' compensation coverage. Contractor agrees that the workers' compensation insurance shall be in effect at all times during the term of this agreement. In the event said insurance coverage expires or is canceled at any time during the term of this agreement, Contractor agrees to give at least thirty (30) days prior notice to CDCR before said expiration date or immediate notice of cancellation. Evidence of coverage shall not be for less than the remainder of the term of the agreement or for a period of not less than one year. The State reserves the right to verify the Contractor's evidence of coverage. In the event the Contractor fails to keep workers' compensation insurance coverage in effect at all times, the State reserves the right to terminate this agreement and seek any other remedies afforded by the laws of this State.

Contractor also agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all of Contractor's workers' compensation claims and losses by Contractor's officers, agents and employees related to the performance of this agreement.

26. Insurance Requirements

Insurance as required herein shall be a condition of the State's obligation to pay for services provided under this Agreement. Prior to approval of this Agreement and before performing any work, Contractor and any subcontractor shall furnish to the State evidence of valid coverage. The following shall be considered evidence of coverage: A certificate of insurance, a "true and certified" copy of the policy, or any other proof of coverage issued by Contractor's insurance carrier. Binders are not acceptable as evidence of coverage. Providing evidence of coverage to the State conveys no rights or privileges to the State, nor does it insure any State employee or insure any premises owned, leased, used by or otherwise or under the control of the State. It does, however, serve to provide the State with proof that the Contractor and any subcontractors are insured at the minimum levels required by the State of California.

Contractor agrees that any liability insurance required in the performance of this Agreement shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires or is canceled during the term of this Agreement, Contractor shall provide the State within five (5) business days of receipt by contractor a copy of any notice of cancellation or non-renewal of insurance required by the contract. Evidence of coverage required in the performance of this Agreement shall not be for less than the remainder of the term of this Agreement or for a period of not less than one year. The State and the Department of General Services (DGS) reserve the right to verify the Contractor's evidence of coverage; evidence of coverage is subject to the approval of the DGS. In the event the Contractor fails to keep insurance coverage as required herein in effect at all times, the State reserves the

right to terminate this Agreement and to seek any other remedies afforded by the laws of the State of California.

Contractor hereby represents and warrants they (and any subcontractors) are currently and shall for the duration of this Agreement be insured. Contractor shall provide proof of self-insurance against:

Commercial General Liability - \$1,000,000.00

27. Tuberculosis (TB) Testing

In the event that the services required under this Agreement will be performed within a CDCR institution/parole office/community-based program, Contractors and their employees who are assigned to work with, near, or around inmates/parolees shall be required to be examined and tested or medically evaluated by a licensed healthcare provider for TB in an infectious or contagious stage prior to the performance of contracted duties, and at least once a year thereafter (within 12 months of their initial or previous TB test under this contract), or more often as directed by CDCR.

Contractors and their employees who have any contact (physical or nonphysical) with inmates/parolees, shall be required to furnish to the CDCR Program/Institution Contract Manager, at no cost to CDCR, a documented Tuberculosis (TB) evaluation/test for TB infection (Tuberculin Skin Test (TST) or a blood test Interferon Gamma Release Assay (IGRA) completed within (30) thirty days of the start date of the services and be certified to be free of TB in an infectious or contagious stage by a licensed healthcare provider prior to assuming their contracted duties and annually thereafter.

The following provisions apply to services provided on departmental and/or institution grounds:

28. Blood borne Pathogens

Provider shall adhere to California Division of Occupational Safety and Health (CAL-OSHA) regulations and guidelines pertaining to blood borne pathogens.

29. Primary Laws, Rules, and Regulations Regarding Conduct and Association with State Prison Inmates and Division of Juvenile Justice Wards

Individuals who are not employees of the California Department of Corrections and Rehabilitation (CDCR), but who are working in and around inmates who are incarcerated, or wards who are housed within California's institutions/facilities or camps, are to be apprised of the laws, rules and regulations governing conduct in associating with prison inmates or wards. The following is a summation of pertinent information when non-departmental employees come in contact with prison inmates or wards.

By signing this contract, the Contractor agrees that if the provisions of the contract require the Contractor to enter an institution/facility or camp, the Contractor and any employee(s) and/or subcontractor(s) shall be made aware of and shall abide by the following laws, rules and regulations governing conduct in associating with prison inmates or wards:

- a. Persons who are not employed by CDCR, but are engaged in work at any institution/facility or camp must observe and abide by all laws, rules and regulations governing the conduct

of their behavior in associating with prison inmates or wards. Failure to comply with these guidelines may lead to expulsion from CDCR institutions/facilities or camps.

SOURCE: California Penal Code (PC) Sections 5054 and 5058; California Code of Regulations (CCR), Title 15, Sections 3285 and 3415, and California Welfare and Institutions Code (WIC) Section 1712.

- b. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, wards, visitors, and employees shall be made aware of this.

SOURCE: PC Sections 5054 and 5058; CCR, Title 15, Section 3304 and 4603; WIC Section 1712.

- c. All persons entering onto institution/facility or camp grounds consent to search of their person, property or vehicle at any time. Refusal by individuals to submit to a search of their person, property, or vehicle may be cause for denial of access to the premises.

SOURCE: PC Sections 2601, 5054 and 5058; CCR, Title 15, Sections 3173, 3177, 3288, 4696, and 4697; WIC 1712.

- d. Persons normally permitted to enter an institution/facility or camp may be barred, for cause, by the CDCR Director, Warden, and/or Regional Parole Administrator.

SOURCE: PC Sections 5054 and 5058; CCR, Title 15, Section 3176 (a) and 4696; WIC Section 1712.

- e. It is illegal for an individual who has been previously convicted of a felony offense to enter into CDCR adult institutions/facilities or camps, or youth institutions/facilities or camps in the nighttime, without the prior approval of the Warden or officer in charge. It is also illegal for an individual to enter onto these premises for unauthorized purposes or to refuse to leave said premises when requested to do so. Failure to comply with this provision could lead to prosecution.

SOURCE: PC Sections 602, 4570.5 and 4571; CCR, Title 15, Sections 3173 and 3289; WIC Section 1001.7.

- f. Encouraging and/or assisting prison inmates to escape, is a crime. It is illegal to bring firearms, deadly weapons, explosives, tear gas, drugs or drug paraphernalia on CDCR institutions/facilities or camp premises. It is illegal to give prison inmates or wards firearms, explosives, alcoholic beverages, narcotics, or any drug or drug paraphernalia, including cocaine or marijuana. It is illegal to give wards sex oriented objects or devices, and written materials and pictures whose sale is prohibited to minors.

SOURCE: PC Sections 2772, 2790, 4533, 4535, 4550, 4573, 4573.5, 4573.6 and 4574; WIC Section 1152, CRR, Title 15, sections 4681 and 4710; WIC Section 1001.5.

- g. It is illegal to give or take letters from inmates or wards without the authorization of the Warden or officer in charge. It is also illegal to give or receive any type of gift and/or gratuities from prison inmates or wards.

SOURCE: PC Sections 2540, 2541 and 4570; CCR, Title 15, Sections 3010, 3399, 3401, 3424, 3425 and 4045; WIC Section 1712.

- h. In an emergency situation the visiting program and other program activities may be suspended.

SOURCE: PC Section 2601; CCR, Title 15, Section 3383, 4002.5 and 4696.

- i. For security reasons, visitors must not wear clothing that in any way resembles state issued prison inmate or ward clothing (blue denim shirts, blue denim pants).

SOURCE: CCR, Title 15, Section 3174 (b) (1) and 4696.

- j. Interviews with SPECIFIC INMATES are not permitted. Conspiring with an inmate to circumvent policy and/or regulations constitutes a rule violation that may result in appropriate legal action. Interviews with individual wards are permitted with written consent of each ward if he is 18 years of age or older, or with written consent of a parent, legal guardian, or committing court, if 17 years of age or younger.

SOURCE: CCR, Title 15, Sections 3261.5, 3315 (a) (3) (X), and 3177 and 4700(a)(1).

30. Clothing Restrictions

While on institution grounds, Contractor and all its agents, employees, and/or representatives shall be professionally and appropriately dressed in clothing distinct from that worn by inmates at the institution. Specifically, blue denim pants and blue chambray shirts, orange/red/yellow/white/chartreuse jumpsuits and/or yellow rainwear shall not be worn onto institution grounds, as this is inmate attire. Contractor should contact the institution regarding clothing restrictions prior to requiring access to the institution to assure the Contractor and their employees are in compliance.

31. Tobacco-Free Environment

Pursuant to Penal Code Section 5030.1, the use of tobacco products by any person on the grounds of any institution or facility under the jurisdiction of the Department of Corrections and Rehabilitation is prohibited.

32. Prison Rape Elimination Policy

CDCR maintains a zero tolerance for sexual misconduct in its institutions, community correctional facilities, conservation camps and for all offenders under its jurisdiction. All sexual misconduct is strictly prohibited.

CDCR is committed to providing a safe, humane, secure environment, free from sexual misconduct. This will be accomplished by maintaining a program to ensure education/prevention, detection, response, investigation and tracking of sexual misconduct and to address successful community re-entry of the victim.

All Contractors and their employees are expected to ensure compliance with this policy as described in Department Operations Manual, Chapter 5, Article 44.

If you are providing services for the confinement of our inmates, you and your staff are

required to adopt and comply with the PREA standards, 28 Code of Federal Regulations (CFR) Part 115 and with CDCR's Department Operations Manual, Chapter 5, Article 44, including updates to this policy. This will include CDCR staff and outside audit personnel (who also conduct PREA audits of state prisons) conducting audits to ensure compliance with the standards.

As a Contractor with CDCR, you shall not assign an employee to a CDCR facility or assign an employee to duties if that employee will have contact with CDCR inmates, if that employee has 1) engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); 2) been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or 3) has been civilly or administratively adjudicated to have engaged in the activity described in this section.

The Contractor shall conduct a criminal background records check for each contract employee who will have contact with CDCR inmates and retain the results for audit purposes. By signing this contract the Contractor agrees to ensure that all of the mandates of this Section 5: Prison Rape Elimination Policy are complied with. Material omissions, by the contract employee, regarding such misconduct or the provision of materially false information, shall be grounds for removal from institutional grounds.

Contract employees, who have contact with inmates, shall be provided training via the Exhibit titled; "PRISON RAPE ELIMINATION POLICY, Volunteer/Contractor Informational Sheet" to learn their responsibilities under the agency's sexual abuse and sexual harassment prevention, detection, and response policies and procedures. A copy of this signed informational sheet will be provided to the institution before a contract employee may have contact with inmates.

Any contract employee who appears to have engaged in sexual misconduct of an inmate shall be prohibited from contact with inmates and shall be subject to administrative and/or criminal investigation. Referral shall be made to the District Attorney unless the activity was clearly not criminal. Reportable information shall be sent to relevant licensing bodies.

33. Security Regulations

- a. Unless otherwise directed by the entrance gate officer and/or Contract Manager, the Contractor, Contractor's employees and subcontractors shall enter the institution through the main entrance gate and park private and nonessential vehicles in the designated visitor's parking lot. Contractor, Contractor's employees and subcontractors shall remove the keys from the ignition when outside the vehicle and all unattended vehicles shall be locked and secured while on institution grounds.
- b. Any State- and Contractor-owned equipment used by the Contractor for the provision of contract services, shall be rendered temporarily inoperative by the Contractor when not in use, by locking or other means unless specified otherwise.
- c. In order to maintain institution safety and security, periodic fire prevention inspections and site searches may become necessary and Contractor must furnish keys to institutional authorities to access all locked areas on the worksite. The State shall in no way be responsible for Contractor's loss due to fire.

- d. Due to security procedures, the Contractor, Contractor's employees and subcontractors may be delayed at the institution vehicle/pedestrian gates and sally ports. Any loss of time checking in and out of the institution gates and sally ports shall be borne by the Contractor.
- e. Contractor, Contractor's employees and subcontractors shall observe all security rules and regulations and comply with all instructions given by institutional authorities.
- f. Electronic and communicative devices such as pagers, cell phones and cameras/microcameras are not permitted on institution grounds.
- g. Contractor, Contractor's employees and subcontractors shall not cause undue interference with the operations of the institution.
- h. No picketing is allowed on State property.

34. Gate Clearance

Contractor and Contractor's employee(s) and/or subcontractor(s) must be cleared prior to providing services. The Contractor will be required to complete a Request for Gate Clearance for all persons entering the facility a minimum of ten (10) working days prior to commencement of service. The Request for Gate Clearance must include the person's name, social security number, valid state driver's license number or state identification card number and date of birth. Information shall be submitted to the Contract Liaison or his/her designee. CDCR uses the Request for Gate Clearance to run a California Law Enforcement Telecommunications System (CLETS) check. The check will include Department of Motor Vehicles check, Wants and Warrants check, and Criminal History check.

Gate clearance may be denied for the following reasons: Individual's presence in the institution presents a serious threat to security, individual has been charged with a serious crime committed on institution property, inadequate information is available to establish positive identity of prospective individual, and/or individual has deliberately falsified his/her identity.

All persons entering the facilities must have a valid state driver's license or photo identification card on their person.

WATER TESTING SERVICE

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION PRISON RAPE ELIMINATION POLICY Volunteer/Contractor Informational Sheet

The Prison Rape Elimination Policy for the California Department of Corrections and Rehabilitation (CDCR) is explained on this informational sheet. As a volunteer or private contractor who has contact with CDCR offenders, it is your responsibility to do what you can, within the parameters of your current assignment, to reduce incidents of sexual violence, staff sexual misconduct, and sexual harassment and to report information appropriately when they are reported to you or when you observe such an incident.

Historical Information

Both the Congress and State Legislature passed laws, the Federal Prison Rape Elimination Act (PREA) of 2003, the Sexual Abuse in Detention Elimination Act, Chapter 303, Statutes of 2005, and most recently the United States, Department of Justice Final Rule; National Standards of 2012 to help prevent, detect and respond to sexual violence, staff sexual misconduct and sexual harassment behind bars. It is important that we, as professionals, understand all aspects of these laws and our responsibilities to help prevent, detect, and respond to instances by offenders and staff.

The CDCR policy is found in Department Operations Manual (DOM), Chapter 5, Article 44. PREA addresses five types of sexual offenses. Sexual violence committed by offenders will encompass: Abusive Sexual Contact, Nonconsensual Sex Acts, or Sexual Harassment by an Offender (towards an offender). The two remaining types of sexual offenses covered by PREA are Staff Sexual Misconduct and Staff Sexual Harassment (towards an offender).

CDCR's policy provides for the following:

- CDCR is committed to continuing to provide a safe, humane, secure environment, free from offender on offender sexual violence, staff sexual misconduct, and sexual harassment.
- CDCR maintains zero tolerance for sexual violence, staff sexual misconduct, and sexual harassment in its institutions, community correctional facilities, conservation camps, and for all offenders under its jurisdiction.
- All sexual violence, staff sexual misconduct, and sexual harassment is strictly prohibited.
- This policy applies to all offenders and persons employed by the CDCR, including volunteers and independent contractors assigned to an institution, community correctional facility, conservation camp, or parole.

Retaliatory measures against employees or offenders who report incidents of sexual violence, staff sexual misconduct, or sexual harassment as well as retaliatory measures taken against those who cooperate with investigations shall not be tolerated and shall result in disciplinary action and/or criminal prosecution.

Retaliatory measures include, but are not limited to:

- Coercion.
- Threats of punishment.
- Any other activities intended to discourage or prevent staff or offenders from reporting incident(s).

Professional Behavior

Staff, including volunteers and private contractors are expected to act in a professional manner while on the grounds of a CDCR institution and while interacting with other staff and offenders. Key elements of professional behavior include:

- Treating everyone, staff and offenders alike, with respect
- Speaking without judging, blaming, or being demeaning
- Listening to others with an objective ear and trying to understand their point of view
- Avoiding gossip, name calling, and what may be perceived as offensive or “off-color” humor
- Taking responsibility for your own behavior

Preventative Measures

You can help reduce sexual violence, staff sexual misconduct, and sexual harassment by taking various actions during the performance of your duties as a volunteer or private contractor.

The following are ways in which you can help:

- Know and enforce the rules regarding the sexual conduct of offenders.
- Be professional at all times.
- Make it clear that sexual activity is not acceptable.
- Treat any suggestion or allegation of sexual violence, staff sexual misconduct, and sexual harassment as serious.
- Follow appropriate reporting procedures and assure that the alleged victim is separated from the alleged predator.
- Never advise an offender to use force to repel sexual advances.

Detection

All staff, including volunteers and private contractors, is responsible for reporting immediately and confidentially to the appropriate supervisor any information that indicates an offender is being, or has been, the victim of sexual violence, staff sexual misconduct, or sexual harassment.

After immediately reporting to the appropriate supervisor, you are required to document the information you reported. You will be instructed by the supervisor regarding the appropriate form to be used for documentation.

You will take necessary action (i.e., give direction or press your alarm) to prevent further harm to the victim.

I have read the information above and understand my responsibility to immediately report any information that indicates an offender is being, or has been, the victim of sexual violence, staff sexual misconduct, or sexual harassment.

Volunteer/Contractor Name (Printed)

Date Signed

Signature of Volunteer/Contractor

Current Assignment within Institution

Contact Telephone Number

Supervisor in Current Assignment



CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: SUNNY VALERO, HUMAN RESOURCES ADMINISTRATOR
HOLLY WENDT, RECREATION DIRECTOR

DATE: JUNE 22, 2020

SUBJECT: TEMPORARY ASSIGNMENT OF SHORELINE RV PARK RESIDENT CAMP HOST TO THE PUBLIC WORKS MAINTENANCE MANAGER AND AMENDING THE FISCAL YEAR 2020-21 BUDGET

RECOMMENDATION

- Adopt Resolution 2020-52, A RESOLUTION TO THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE TEMPORARY ASSIGNMENT OF SHORELINE RV PARK RESIDENT CAMP HOST TO PUBLIC WORKS MAINTENANCE MANAGER AND AMENDING THE FISCAL YEAR 2020-21 BUDGET.

BACKGROUND/ANALYSIS

Beginning in March 2020, COVID-19 has caused many disruptions in City operations, including those of Shoreline RV Park. Shoreline RV Park received authorization to re-open from Public Health Officer Dr. Warren Rehwaldt and re-opened to the public on June 12, 2020. Due to the availability of camp hosts at this current time, the City is in need of consistent on-site assistance at the RV Park through the summer season. The RV Park is already fully booked for the upcoming Fourth of July weekend.

Public Works Maintenance Manager Jason Wylie has indicated a willingness to serve in this capacity and Shoreline RV Park has a vacant 1200 square foot apartment that may be utilized by the resident camp host.

During the term of this temporary assignment and for the mutual benefit and convenience of both the City of Crescent City and Jason Wylie, Wylie will have the exclusive use of the apartment located at Shoreline RV Park for residential purposes.

Mr. Wylie's responsibilities as an onsite resident camp host would be the following:

- Assisting and registering guests,
- Collecting fees for space rentals and taking reservations,
- Locking and unlocking facilities as necessary,

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- Reporting incidents to City staff or Police Department as appropriate,
- Notifying City staff of damages or need for repairs
- Cleaning restrooms and showers and stocking them with toilet paper and hand soap
- Cleaning and maintaining laundry room
- Mowing grass and removing litter from RV sites
- Emptying trash receptacles
- Performing routine maintenance

This will be a temporary resident camp host position and will not impact Mr. Wylie's current position as Public Works Maintenance Manager. Mr. Wylie will perform duties at Shoreline RV Park some evenings and weekends. Having an onsite resident camp host will provide much needed coverage and be a consistent presence at Shoreline.

FISCAL ANALYSIS

This is a temporary resident onsite position. The market value of the apartment is determined to be \$1050 per month. This will be accounted for in the Shoreline RV Park Enterprise Fund as an expense of \$1050 (housing allowance paid to Mr. Wylie as income) offset by revenue of \$1050 (rent for apartment paid by Mr. Wylie to Shoreline) resulting in a net zero impact to the budget.

For administrative convenience, the housing allowance will be paid to Wylie on the first paycheck of July, August, and September, unless this arrangement is terminated earlier. Such allowance is a taxable benefit. Wylie will remit rent in the amount of \$1050 per month to Shoreline RV Park in July, August, and September, unless this arrangement is terminated earlier.

The Fiscal Year 2020-21 budget would be amended in the following amounts:

	Revenue Increase	Expense Increase
RV Park Fund	\$3,150	\$3,150

ATTACHMENTS

1. Resolution 2020-52


 CM

RESOLUTION NO. 2020-52

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
AUTHORIZING THE TEMPORARY ASSIGNMENT OF SHORELINE RV PARK
RESIDENT CAMP HOST TO PUBLIC WORKS MAINTENANCE MANAGER AND
AMENDING THE FISCAL YEAR 2020-21 BUDGET**

WHEREAS, the City owns and operates the Shoreline RV Park located at 900 Sunset Circle in Crescent City; and

WHEREAS, due to the disruptions the COVID-19 pandemic has had on operations and the availability of camp host volunteers, the City is in need of consistent onsite assistance at the RV Park through the summer season; and

WHEREAS, Jason Wylie currently serves in the position of Public Works Maintenance Manager and has indicated a willingness to serve in this capacity; and

WHEREAS, Shoreline RV Park has a vacant 1200 square foot apartment that may be utilized by a resident camp host.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City that:

1. The City Manager is authorized to temporarily assign Jason Wylie, Public Works Maintenance Manager, to serve as onsite resident camp host for Shoreline RV Park. This assignment may begin June 23, 2020 and will terminate on or before September 30, 2020, as determined by the City Manager.
2. The onsite resident camp host is required to perform camp host duties three to four nights per week as scheduled by the City Manager or his designee. Camp host duties include: (1) answering the Shoreline RV Park phone; (2) assisting guests by registering guests, collecting fees for space rentals, taking reservations, locking and unlocking facilities as necessary, taking note of any damages or need for repairs, and reporting any incidents or suspicious activity to the Police Department; and (3) performing basic maintenance duties such as keeping restrooms and laundry room stacked and tidy, collecting litter from RV Sites and tent area, and emptying trash recycles on a regular basis.
3. During the term of this temporary assignment and for the mutual benefit and convenience of both City and Wylie, Wylie will have the exclusive use of the apartment located at Shoreline RV Park for residential purposes. This arrangement will allow Wylie to maintain a consistent presence at Shoreline RV Park.

4. The market value of the apartment is determined to be \$1050 per month. This will be accounted for in the Shoreline RV Park Enterprise Fund as an expense of \$1050 (housing allowance as income) offset by revenue of \$1050 (rent for apartment), resulting in a net zero change to the budget. For administrative convenience, the housing allowance will be paid to Wylie on the first paycheck of July, August, and September, unless this arrangement is terminated earlier. Such allowance is a taxable benefit. Wylie will remit rent in the amount of \$1050 per month to Shoreline RV Park in July, August, and September, unless this arrangement is terminated earlier.

5. The Fiscal Year 2020-21 budget is hereby amended in the following amounts:

	Revenue Increase	Expense Increase
RV Park Fund	\$3,150	\$3,150

PASSED AND ADOPTED by the City Council of the City of Crescent City at a special meeting thereof held on the 22nd day of June, 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: HOLLY WENDT, RECREATION DIRECTOR
LINDA LEAVER, FINANCE DIRECTOR

DATE: JUNE 22, 2020

SUBJECT: COVID-19 POOL CLOSURE REFUNDS FOR ANNUAL PASSES AND PUNCH PASS EXTENSIONS

RECOMMENDATION

- Hear staff report
- Receive public comment
- Provide direction to City staff regarding proposed refunds for annual passes and extension of punch pass cards

BACKGROUND

Due to the COVID-19 global pandemic we are currently facing, the City Council declared a local health emergency on March 16, 2020. For the health and safety of the community, Fred Endert Municipal Pool was closed to the public at that time.

On June 15th, City Council held a public workshop for the 2020-21 Fiscal Year Budget and directed staff to include the closure of the Fred Endert Pool through at least the first fiscal quarter (July through September) due to ongoing COVID-19 safety measures and a severe budget shortfall for the 2020-21 fiscal year. City staff reported the cost savings of keeping the pool closed would be approximately \$30,000 per month. Council and staff will be monitoring the financial impacts of COVID-19 throughout the upcoming year as well as seeking community partnerships and/or grants to determine when the City will have the financial resources to reopen the pool. However, at this point it is not possible to set a firm date for the pool to reopen. Therefore, it is necessary to address requests for refunds and extensions of pre-paid passes, lessons, and rentals.

ANALYSIS

City staff recommendation is to refund all the annual passes and locker rentals at 75% of purchase price, since the bulk of passes were purchased in December and were available for use for 3 months before the pool closed. Those few passes and locker rentals that were purchased outside the December window will be refunded the amount equivalent to the loss of use. Refunding these items would allow staff to be able to offer new annual passes and locker rental agreements once the pool is re-opened. Staff believes this strategy is the most equitable solution for the patrons who purchased annual passes.

Reimbursement for punch pass owners requires a different model due to the nature of the punch cards. Cards are purchased for a set number of uses that must be used within 12 months of purchase. Any punches not used by the expiration date are voided. Each punch card that is currently outstanding has a different number of punches remaining as well as a unique expiration date. For example, a patron may have purchased a 50-punch pass and have 45 punches remaining, and yet the pass was scheduled to expire a week after the pool closed in March. In that case, a simple refund of 45 punches is not equitable, as the patron had 11 months to use their passes. In order to ease the administrative burden of calculating a fair refund for each punch pass based on both unused punches and amount of time remaining on the card, staff is recommending extending the expiration date for all current valid punch pass holders to allow them use of their remaining visits once the pool re-opens. These extensions would be equal to the amount of time between the March 16th closure and the re-opening date, with a maximum of the amount of unexpired time on the card at the date of closure. For example, if a punch pass was set to expire in April, the extension for that particular pass is only equivalent to the balance of time remaining prior to closure which would be one month after the re-opening of the pool.

Staff recommends lessons, special events fees and rentals to be refunded rather than offering pool credit and/or rescheduling lessons for an unknown future date.

FISCAL ANALYSIS

The fiscal impact for the proposed refunds would be:

Locker rentals	\$	938.50
Lessons		461.00
Egg hunt		155.00
Annual passes		<u>19,920.00</u>
Total:		\$ 21,474.50

The amount refunded to customers will be a reduction in pool revenue for the Fiscal Year 2019-20.

Punch Pass cards total a value \$26,458.90 of deferred services for patrons once the pool is opened.

ATTACHMENTS

None



CM