

(707) 668-5655

Fax: (707) 668-5916

www.bluelake.ca.gov



CITY OF BLUE LAKE

CALIFORNIA

111 Greenwood Road

P.O. Box 458

Blue Lake City Council Agenda

Tuesday, May 23, 2023 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store-111 Greenwood Road, Blue Lake California

Unless Otherwise Noted, All Items on the Agenda are Subject to Action.

Public Input can be given to the Council by emailing citymanager@bluelake.ca.gov until 4:30 p.m. on Tuesday May 23, 2023. Public Input may be facilitated by Zoom at the following meeting link:

<https://us02web.zoom.us/j/83257282478?pwd=YXQvM0tGemlCVnZUTGJzRW16cUN5QT09>

Meeting ID: 832 5728 2478

Passcode: 340063

1. **Pledge of Allegiance and Establish a Quorum of the Council**
2. **Approve Agenda**
3. **Public Comment** – *The Public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Council may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*
4. **City Council Meeting Video Recording Update-Discussion/Direction**
5. **Memorandum of Understanding with Redwood Coast Energy Authority-Action**
6. **City of Blue Lake Commission Appointments-Discussion/Action**
7. **City Engineering and Planning Services Contract-Action**
8. **City of Blue Lake Building Official Contract-Action**
9. **Resolution Number 1217 Clean California Grant Authorization-Action**
10. **Resolution Number 1218-FDAC EBA Agreement-Action**
11. **Resolution Number 1219 State of California Recreation Grant Authorization-Action**
12. **City of Blue Lake Website Review Ad-Hoc Committee Update-Discussion/Direction**
13. **Public Noticing Protocol-Discussion**
14. **McClure Family Trust-Water Tank Easement-Discussion**
15. **Animal Control Update-Discussion**
16. **Consent Agenda:**
 - a. April 25, 2023, Meeting Minutes
 - b. Warrants and Disbursements
17. **Reports of Council and Staff**
 - a. City Manager Report
 - b. Quarterly Financial Report
18. **Future Agenda Items**
19. **Adjourn**

A request for disability-related modification or accommodation, including auxiliary aid or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, by contacting City Manager Amanda Mager, 668-5655, at least 24 hours prior to the commencement of the meeting.



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AGENDA REPORT

Item #: 4

Date: May 23, 2023

Item Subject: City Council Video Recording Update/Discussion

Submitted By: Mandy Mager, City Manager

General Information:

The City Council has directed staff to research options for recording and managing Council video recordings. Staff have reached out to various cities to request information on their systems, as well as to Access Humboldt, the City’s partner agency, to recommend a system that will provide an enhanced/professional option.

Access Humboldt has made a site visit to review the Council Chambers for recording options, including camera type and placement and microphone/sound options. Access Humboldt is preparing an equipment recommendation for the City’s consideration, along with a recommendation on the most efficient and effective method of transmitting the recordings.

Once the information is received, staff is prepared to initiate the equipment purchase.

Background Material Provided: N/A

Fiscal Impact: Funding for this project can come from COVID funding.

Recommended Action: No action; update and discussion only.

Review Information:			
City Manager Review: <input checked="" type="checkbox"/>	Legal Review:	Planner Review:	Engineer:
Comments:			



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AGENDA REPORT

Item #: 5
Date: May 23, 2023
Item Subject: Memorandum of Understanding with Redwood Coast Energy Authority
Submitted By: Mandy Mager, City Manager

General Information:

The City of Blue Lake partners with Redwood Coast Energy Authority to evaluate energy options and solutions for our community. The City is a member agency of RCEA and, as such, we rely on RCEA to provide guidance on various levels of project investigation and development.

As the City continues to explore energy options for our community, the City has been approached by RCEA to consider options for battery storage projects in the City. City staff is requesting Council's authorization to work with RCEA on energy storage and provision projects through the execution of the attached Memorandum of Understanding.

Background Material Provided: Draft MOU

Fiscal Impact: N/A

Recommended Action: Authorize the Mayor to execute the Memorandum of Understanding.

Review Information:

City Manager Review: Legal Review: X Planner Review: Engineer:

Comments:

DRAFT

**MEMORANDUM OF UNDERSTANDING BETWEEN
REDWOOD COAST ENERGY AUTHORITY
AND
CITY OF BLUE LAKE
TO COLLABORATE ON DEVELOPMENT OF ENERGY STORAGE**

This Memorandum of Understanding (MOU) is entered into on the date of the last party signing below by and among Redwood Coast Energy Authority (“RCEA”) and City of Blue Lake, each individually a “Party” and collectively the “Parties”.

1. The Parties:

- a. RCEA is a California Joint Powers Authority and Community Choice Aggregator serving Humboldt County, whose members include the County of Humboldt, the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad, and the Humboldt Bay Municipal Water District.
- b. City of Blue Lake is a municipal corporation located in Humboldt County, California.

2. Background:

- a. The City of Blue Lake owns property located at 200 Taylor Way, Blue Lake that it has leased since the 1980’s for the operation of a biomass power facility. The lease expires in 2025 and the City of Blue Lake has formally begun planning efforts to redevelop the property upon expiration of the lease. RCEA and City of Blue Lake share a common interest in potential development of an energy storage project (“Project”) on this property (“Proposed Project Site”).
- b. The Proposed Project Site includes an existing electric utility interconnection with capacity in excess of 11 MW, an asset of great value in developing a clean energy project on the site and making this an attractive site for such use compared with other locations lacking such an existing interconnection.
- c. RCEA and the City of Blue Lake recognize that battery energy storage at a scale feasible using the existing utility interconnection would occupy a small portion of the Proposed Project Site and would be compatible with and potentially complementary to other revenue-generating plans the City of Blue Lake is developing for the remainder of the site.
- d. A similar repurposing of a biomass plant site for energy storage is currently underway on a portion of a site also located in Humboldt County. RCEA is in contract with the developer of that project to procure resource adequacy (aka generation capacity) from the storage project, thereby demonstrating the technical, economic, and regulatory feasibility of such plant repurposing in the local community setting.

DRAFT

- e. RCEA is interested in similarly procuring power products from an energy storage project at the Proposed Project Site as part of RCEA's portfolio for serving Humboldt County electric customers in its role as a Community Choice Aggregator.
- f. City of Blue Lake is interested in potential ancillary benefits of the proposed Project, such as installation of public electric vehicle charging stations and other features that could be complementary to City of Blue Lake's development plans for the remainder of the site.
- g. RCEA's RePower Humboldt Strategic Plan, updated in 2019, calls for RCEA to "implement a community solar and storage program" (strategy 2.4.3) and to "develop transportation electrification infrastructure" (strategy 3.3.1), strategies that could be advanced by the implementation of the proposed Project.

3. Purpose:

The purpose of this MOU is to collaborate on opportunities to develop the proposed Project. Collaboration may include issuance of a joint solicitation seeking a developer and operator of the Project, with City of Blue Lake acting as site host and RCEA acting as purchaser of the Project's energy products. Alternatively, pending analysis of costs and benefits, RCEA may elect to own and operate the Project itself, potentially taking advantage of federal incentives newly available to public agencies, such as the Inflation Reduction Act.

4. Anticipated Areas of Cooperation:

The anticipated areas of cooperation under this MOU are the following:

- a. To jointly investigate possible pathways to development of the Project and determine the pathway most feasible and most beneficial to the Parties.
- b. To collaborate on issuance of a joint solicitation for Project development, evaluation of offers received, and development, approval, and implementation of resulting agreements with the selected developer.
- c. To collaborate between the Parties and with the selected developer on Project development, including community engagement and facilitation of the selected developer's project land use permitting process.
- d. To alternatively plan for development of the Project with RCEA as owner and operator, should this be deemed by both Parties to be the preferred pathway.
- e. To collaborate on addressing any community or stakeholder concerns that may arise during planning, development, operation, and eventual decommissioning of the Project.

5. Term:

This MOU will commence upon its execution by both Parties and will terminate upon notice from one Party to the other of its desire to so terminate the MOU. The date of such termination shall be as stated in said notice.

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6. Amendment:

RCEA and City of Blue Lake expect the areas of cooperation to evolve and grow as the Project is planned and implemented. If necessary, Parties may amend this agreement through a written amendment to this MOU.

7. Indemnity:

Each of the Parties to this MOU is a public entity. Pursuant to Government Code Section 895.4, each Party shall indemnify, defend and hold each of the other Parties, and their respective officers, agents and employees harmless from and against any liability and expenses, including defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of property, any legal fees and any claims for damages attributable only to performance of the responsibilities as set forth in this MOU by the indemnifying party or its officers, agents, employees, contractors and subcontractors under this MOU, except to the extent caused by the negligence or willful misconduct of an indemnified party.

8. No Joint-Venture:

This MOU does not establish a joint venture, partnership, or business unit of any kind between the Parties, nor does it necessarily create a financial obligation on behalf of any Party. Moreover, this MOU does not obligate or commit either Party to the Project or to any specific activity at the Proposed Project Site.

IN WITNESS WHEREOF, each Party has caused this MOU to be duly signed and delivered, effective as of the date of the last Party signing.

REDWOOD COAST ENERGY AUTHORITY:

Matthew Marshall, Executive Director

Date: _____

CITY OF BLUE LAKE:

Adelene Jones, Mayor

Date: _____



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AGENDA REPORT

Item #: 6

Date: May 23, 2023

Item Subject: City of Blue Lake Commissioner Appointments

Submitted By: Mandy Mager, City Manager

General Information:

The City of Blue Lake currently has openings on the Parks and Recreation Commission, the Economic Development Commission and the Arts and Heritage Commission. The City has been advertising the vacancies and has received applications from the following individuals:

1. Charis Bowman-Arts and Heritage Commission
2. James Brown-Parks and Recreation Commission
3. Jaiden Clark-Parks and Recreation Commission

Staff recommends appointing the applicants to the available seats.

Background Material Provided: Commission Applications

Fiscal Impact: N/A

Recommended Action: Appoint the applicants to the seats applied for.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:



CITY OF BLUE LAKE

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Arts and Heritage Commission Application

Name: <i>Charis Bowman</i>	
Residence Address:	
Primary Phone No.:	Alternate Phone No.: <i>668 5766</i>
Email Address: <i>_____@gmail.com</i>	
Educational Background (Last Year Completed): <i>BA. HSU '95</i>	
Length of Time Living/Working in Blue Lake: <i>24 yrs.</i>	
Present Employer: <i>city of Blue Lake, self employed</i>	
Job Title: <i>Event/Skate Coordinator</i>	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

On a separate piece of paper, please provide detailed answers to the following questions:

1. What community organizations are you currently involved with?
Fraser Hall / Blue Lake Roller Rink
2. What unique skills or qualifications do you bring to the position?
Artist, Event Coordinator
3. What do you view as the main goal/purpose of the Arts and Heritage Commission?
Set a vision for town in Arts & Culture
4. What contribution(s) can you make to the goal/purpose of the Arts and Heritage Commission?
Idea Enthusiast. Active Motivator



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City of Blue Lake Commission Application

Commission That You Are Applying For: <i>Parks & Rec</i>	
Name: <i>James Brown</i>	
Residence Address: <i>.....</i>	
Primary Phone No.: <i>.....</i>	Alternate Phone No.:
Email Address: <i>.....@hotmail.com</i>	
Educational Background (Last Year Completed): <i>14</i>	
Length of Time Living/Working in Blue Lake: <i>6</i>	
Present Employer: <i>Paradise Cay Publications</i>	
Job Title: <i>General Manager</i>	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

On a separate piece of paper, please provide detailed answers to the following questions:

- 1. What community organizations are you currently involved with?*
- 2. What unique skills or qualifications do you bring to the position?*
- 3. What do you view as the main goal/purpose of the Commission?*
- 4. What contribution(s) can you make to the goal/purpose of the Commission?*

1. What community organizations are you currently involved with?
I'm not currently involved in any community organizations.

2. What unique skills or qualifications do you bring to the position?
I have experience in organizing and organizing a variety of events.

3. What do you view as the main goal/purpose of the Commission?
Promote and assist in community base recreational activities.

4. What contribution(s) can you make to the goal/purpose of the Commission?
Provide experience and willingness to achieve recreational opportunities for Blue Lake.

CITY OF BLUE LAKE

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MAY 19 2023

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City of Blue Lake Commission Application

Commission That You Are Applying For: Parks and Rec	
Name: Jaiden Clark	
Residence Address:	
Primary Phone No.:	Alternate Phone No.:
Email Address: jaiden@	
Educational Background (Last Year Completed): BA from HSU 2021	
Length of Time Living/Working in Blue Lake: 1 year-working	
Present Employer: Dell'Arte International	
Job Title: Technical Director	
Position Applying for:	<u>Commissioner</u> : Advisory Member:

On a separate piece of paper, please provide detailed answers to the following questions:

1. What community organizations are you currently involved with?

I am primarily involved with Dell'Arte, and as an organization we

are making a push toward being more of an asset to the community of Blue Lake. Now that we are making our yard more accessible to the public, it feels right to be involved in planning city park events!

2. What unique skills or qualifications do you bring to the position?

As a theater professional I have a lot of experience with public events as well as a pretty firm knowledge and understanding of event insurance and liability. I also run my own art business and table at art markets around Humboldt and have developed a comfortable knowledge of how to facilitate them.

3. What do you view as the main goal/purpose of the Commission?

I see the Parks and Rec commission as the department that really has the power to build strong and healthy relationships between residents in our small community. It keeps the town and community lively and provides events to help bolster local business by bringing in folks from all over the county.

4. What contribution(s) can you make to the goal/purpose of the Commission?

At the very least, I can offer access and planning coordination to an additional park space in the heart of downtown in a prime location to highlight some other local businesses. I can offer a fresh perspective and some insight into how other neighboring

cities are running their town-wide events. And I can offer collaboration with many of our local theater and entertainment professionals.



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AGENDA REPORT

Item #: 7

Date: May 23, 2023

Item Subject: City of Blue Lake Planning & Engineering Services Contract

Submitted By: Mandy Mager, City Manager

General Information:

The City of Blue Lake has gone out to bid for planning and engineering services; the City contracts for these services and routinely goes out through a formal process to ensure that the City is receiving competitive rates and services.

The City has received two proposals for services; one proposal is an all-inclusive proposal that includes planning, engineering and survey services and the other proposal is limited in service provisions. City staff has evaluated the proposals and is recommending that the Council direct the City Manager to negotiate a final contract for City Planning and Engineering services with SHN Consulting Engineers.

SHN has provided planning and engineering services to the City of Blue Lake for a number of years; they have a fully qualified suite of professionals and professional services that meet the needs of the City. Their staff is intimately familiar with the City's needs and they are currently representing the City in the capacity of City Engineer and City Planner.

Staff recommends accepting the second proposal for on-call services that go beyond the capacity or availability of SHN. This offers the opportunity for the City to utilize the services without going out to bid, when the need arises; this is especially beneficial in the instance when SHN may have a conflict or requires additional capacity to complete a project.

Background Material Provided: Engineering & Planning Proposals

Fiscal Impact: N/A

Recommended Action: Direct the City Manager to negotiate a contract for services with SHN Consulting Engineers

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:



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AGENDA REPORT

Item #: 8

Date: May 23, 2023

Item Subject: City of Blue Lake Building Official

Submitted By: Mandy Mager, City Manager

General Information:

The City of Blue Lake has solicited proposals for Building Official services; our current Building Official is retiring from service with the City. The City has received one proposal for services and staff is recommending that Council authorize the City Manager to negotiate an employment agreement with the applicant.

The applicant, Daniel Dimick, is a professional contractor, with experience in the construction fields and in the drafting profession. The current Building Official has recommended Mr. Dimick for the position and has agreed to provide support services in order to effectively and efficiently transitions duties and projects.

The Building Official works one day per week for the City; funding for the position comes from the general fund and is supported by permit fees. The City of Blue Lake and the City of Trinidad have routinely partnered to attract Building Official services; as each entity has limited needs for services, we have found that combining our respective needs has increased interest in the position(s). To that end, the City of Blue Lake and Trinidad partnered on the release of the proposal and share costs associated with code book purchases and professional membership requirements.

Background Material Provided: RFQ-Building Official Services.

Fiscal Impact: N/A

Recommended Action: Direct the City Manager to negotiate an employment agreement with Daniel Dimick for Building Official services.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:



CITY OF BLUE LAKE & CITY OF TRINIDAD

REQUEST FOR QUALIFICATIONS (RFQ)

BUILDING OFFICIAL SERVICES

Request Release Date: April 24, 2023

Request Closing Date: May 12, 2023

Request Contact Person: Amanda Mager, City Manager
City of Blue Lake
Phone: (707) 668-5655
Fax: (707) 668-5916
Email: citymanager@bluelake.ca.gov

INTRODUCTION:

The Cities of Blue Lake and Trinidad are soliciting proposals from qualified individuals and/or firms to conduct building inspection services, including, but not limited to plan review, residential and commercial inspections, permitting and maintenance of inspection reports and records.

The building inspector will serve as the Building Official for each entity, and will work closely with the City Managers, Engineers, Planners and the Public Works Departments, to review development plans and project submittals.

The Cities of Blue Lake and Trinidad have historically shared the services of the Building Official and desire to continue this relationship. Each entity is responsible for contracting with the official and negotiating hours of service, pay rates, reimbursements, benefits, etc...

CURRENT PRACTICE:

Currently, the Building Official conducts office hours one day a week per City. The Official conducts regular inspections and consultations during these hours. Special inspections are arranged on a project-by-project basis.

Property owners and developers drop off permit applications and plans at City Hall during regular business hours. Fees are collected by the Building Official and made payable to the respective City. The Building Official bills each City monthly for time and mileage in accordance with the rates in the respective contracts.



The Building Official is provided with the necessary office equipment to conduct regular business, including office space, a computer, office supplies, code books, and access to printers, scanners and a fax machine.

SCOPE OF SERVICES & DUTIES:

- Process building permit applications, calculate permit fees and issue permits.
- Review building plans, issue permits and conduct all necessary and required building, electrical, plumbing, and HVAC inspections on residential and commercial construction sites within the City(s).
- Review development and building plans to determine level of review; if it's determined by the Building Official that a higher level of review and inspection must take place, the Building Official will contact outside, qualified firms to provide the necessary services.
- Conduct all necessary inspections on permitted activities such as, but not limited to, decks, accessory buildings, driveways and residential and commercial alterations and additions.
- Hold regular office hours at City Hall, or designated work location.
- Respond to inquiries from property owners and contractors in a timely manner.
- Provide monthly permit activity as requested.
- Attend meetings as requested.
- As requested by the City(s), conduct property maintenance inspections and recommend corrective actions.
- Other duties as necessary and reasonable.

GENERAL PROPOSAL REQUIREMENTS:

- The individual/company name, address and specific building inspection service experience.
- Name, phone number and address of primary contact related to the proposal.
- A description of the individual/company's capabilities and qualifications in the form of a detailed resume.
- Copies of relevant license(s), trainings, and/or certifications.
- Description of services to be provided.
- Compensation rate(s) proposed (hourly and mileage reimbursement).
- Three or more professional references, including contact names and phone numbers.
- Any additional information that is pertinent to the RFQ.



POINT-OF-CONTACT:

The City of Blue Lake requires that Respondents restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing via email to:

City of Blue Lake
Attention: Amanda Mager-City Manager
RFQ-Building Official Services
citymanager@bluelake.ca.gov

OTHER TERMS AND CONDITIONS:

The City(s) reserves the right to reject any or all responses. The City(s) reserves the right to waive any variances from the original Request for Qualifications specifications in cases where the variances are considered to be, in the sole discretion of the City(s), in the best interests of the City(s).

All proposals submitted in response to this RFQ shall become the property of the City. The City retains the right to use any or all of the information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contract(s) shall be awarded to the applicant(s) determined to be the best qualified to meet the City's needs, with a mutually agreeable start date.

SUBMITTAL

Please provide three copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope clearly marked on the outside of the envelope, "City of Blue Lake and City of Trinidad-**Building Official Services**" and addressed to:

City of Blue Lake
Attention: Amanda Mager, City Manager
111 Greenwood Road
PO Box 458
Blue Lake, CA 95525

SUBMISSION DEADLINE:

All proposals must be received no later than 4:00 p.m. on May 12, 2023

Daniel L. Dimick

4-18-2023

Home:

Arcata, Ca. 95521

Office: West End Builders Inc.

5075 Ericson Way
Arcata, Ca. 95521

Education: Sonoma Valley High School, 1979

Relevant work experience:

Apprentice / journeyman land surveyor (1980-1986)

John Bonnoitt and Assoc. , Sonoma, Ca.
Thomas Tucker Surveying , Calistoga, Ca.
Curtis & Turk Engineering , Healdsburg, ca.

Carpenter (1986-1993)

Kevin Jackamay Construction, McKinleyville, Ca.
Kramer Properties, Eureka, Ca.
Denis Cosby Construction, Arcata, Ca.

Class B licensed building contractor

Cosby Building & Design Inc. , CEO (1993-1997)
West End Builders Inc. , CEO (1997- current)

Drafting & Design

In house, various local contractors, private individuals (1995 – current)

I have been a building contractor based in Arcata for the last 30 years. I have specialized in the construction of single family homes in the Arcata, Eureka, McKinleyville area. In this time frame I have been the general contractor of approximately 150 homes. Most of which I have designed, drafted construction drawings, and developed specifications. I have overseen all of the construction process. From initial design concept to completion.



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AGENDA REPORT

Item #: 9
Date: May 23, 2023
Item Subject: Resolution Number 1217-Clean California Local Grant Program
Submitted By: Mandy Mager, City Manager

General Information:

City staff is requesting authorization, through Resolution number 1217, to apply for funding through the Clean California Local Grant Program (CCLGP), for funding to support the completion of the Blue Lake Bike Park, along with various trail amenities and enhancement features.

The CCLGP funds projects that enhance and/or create recreation spaces, with an emphasis on projects that transition under-utilized, and/or impacted sites into features that provide a range of community benefit. The Blue Lake Bike Park meets the threshold requirements of the funding source and the City qualifies under the disadvantaged communities profile.

Background Material Provided: Resolution Number 1217

Fiscal Impact: N/A

Recommended Action: Authorize Resolution Number 1217

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

RESOLUTION NUMBER 1217

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE AUTHORIZING THE CITY MANAGER TO SUBMIT A FUNDING REQUEST TO THE CALIFORNIA DEPARTMENT OF TRANSPORTATION'S CLEAN CALIFORNIA GRANT PROGRAM AND AUTHORIZE THE CITY MANAGER TO EXECUTE AGREEMENTS, INCLUDING DEED RESTRICTIONS, WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION IF AWARDED.

WHEREAS, the City of Blue Lake is eligible to receive State funding for certain transportation related work through the California Department of Transportation;

WHEREAS, the City of Blue Lake desires to submit a funding application to the California Department of Transportation Clean California Local Grant Program to support the construction of the Blue Lake Bike Park,

WHEREAS, a Restricted Grant Agreement is required to be executed with the California Department of Transportation before such funds can be claimed through the Clean California Local Grant Program;

WHEREAS, the City of Blue Lake wishes to delegate authorization to submit the application and to execute these agreements and any amendments thereto to the City Manager,

NOW THEREFORE BE IT RESOLVED THAT:

The City Council of the City of Blue Lake, authorizes the City Manager to submit a funding request to the State of California Clean California Local Grant Program and further authorizes the City Manager to execute contract agreements, deed restrictions and amendments as necessary to fulfill the terms and objectives of any grant award(s).

PASSED AND ADOPTED at a regular meeting of the *City of Blue Lake* this ____th day of May, 2023 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Angela Shull, Mayor Pro Tem

Adelene Jones, Mayor

CERTIFICATE OF THE ATTESTING OFFICER

The undersigned, Officer of the City of Blue Lake does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of the City of Blue Lake, County of Humboldt, which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

ATTEST: _____
Signature of Attesting Officer
Angela Shull, Mayor Pro Tem



CITY OF BLUE LAKE

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AGENDA REPORT

Item #: 10

Date: May 23, 2023

Item Subject: Resolution Number 1218/-Amended and Restated Joint Powers Agreement of Fire Risk Management Services; formerly FDAC Employee Benefits Authority

Submitted By: Mandy Mager, City Manager

General Information:

The City of Blue Lake is a member agency of the Fire Districts Association of California Employment Benefits Association (FDAC EBA); FDAC EBA is the City's employee health benefit provider.

FDAC EBA will consolidate with Fire Agencies Self Insurance Systems (FASIS) in July and will form Fire Risk Management Services (FRM). As a member agency of FDAC EBA, the City is required to execute the amended and restated Joint Powers Agreement, in order to maintain our membership.

Resolution Number 1218 authorizes the City Manager to execute the amended and restated JPA.

Background Material Provided: Resolution Number 1218

Fiscal Impact: N/A

Recommended Action: Authorize Resolution Number 1218

Review Information:			
City Manager Review: <input checked="" type="checkbox"/>	Legal Review:	Planner Review:	Engineer:
Comments:			



TO: FDAC EBA Member Districts
FROM: Carmen Berry, FDAC EBA Executive Director
DATE: March 2, 2023
SUBJECT: **AMENDED AND RESTATED JOINT POWERS AGREEMENT OF FIRE RISK MANAGEMENT SERVICES** (*formerly FDAC Employee Benefits Authority*)

The Fire Districts Association of California Employment Benefits Association (FDAC EBA) and Fire Agencies Self Insurance System (FASIS) will consolidate, effective July 1, 2023, to form Fire Risk Management Services (FRMS). FRMS is a multi-line risk pool providing eligible fire districts and public agencies that provide emergency services employee benefits coverage and workers' compensation to eligible fire districts in California.

The FDAC EBA and FASIS Consolidation Advisory Committee has met regularly over the past twelve months to work toward streamlining the financial and administrative services via a consolidation of the two programs. At the Special Board of Directors Meeting on February 22, 2023, the FASIS and FDAC EBA Boards unanimously approved the FRMS Amended and Restated Joint Powers Agreement (JPA), effective July 1, 2023.

In accordance with the Joint Powers Agreement: Creating the FDAC Fire Benefits Authority, Article 14:

"This Joint Powers Agreement may be amended by an amendment in writing signed by two-thirds of the Agencies then parties to this Agreement."

Attached is the Amended and Restated Joint Powers Agreement of the Fire Risk Management Services. The Agreement requires approval under Section 31: Execution in Counterparts and must be received in our office **no later than June 20, 2023**. Signatories to the Agreement will require approval from their respective governing bodies. To aid in this endeavor, attached are sample resolutions for use by either 1) members of FDAC EBA only; or 2) members of both FASIS and FDAC EBA. The sample resolutions allow for approval of the Agreement and authorize the designated executive officer to execute, thus enabling participation in FRMS, effective July 1, 2023.

Upon approval from your district's governing body, the Agreement under Section 31 (page 20) must be executed using one of the following options:

1. Original Signature: print Section 31 (page 20) of the Agreement, sign and return via USPS.
2. Electronic Signature - Email: print Section 31 (page 20) of the Agreement, sign, scan, and return via email.
3. Electronic Signature - Acrobat Sign: electronically access the Agreement, sign, and submit.

When utilizing options #1 or #2 above, please submit the executed Agreement via USPS, email, or fax to:

Melissa Feltz, FDAC EBA Coordinator
c/o SMA
808 R Street, Suite 209
Sacramento, CA 95811
FAX: (916) 231-2141
mfeltz@firebenefits.org

Your attention to this important matter is appreciated. If you have any questions or require additional information, please contact Melissa Feltz at (916) 231-2143 or mfeltz@firebenefits.org.

Attachments:

1. Amended and Restated Joint Powers Agreement of Fire Risk Management Services
2. Sample Resolution Authorizing Participation in Fire Risk Management Services – FASIS
3. Sample Resolution Authorizing Participation in Fire Risk Management Services – FASIS & FDAC EBA

Resolution Number 1218

RESOLUTION OF THE CITY OF BLUE LAKE AUTHORIZING PARTICIPATION IN AND APPROVING THE AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT OF THE FIRE RISK MANAGEMENT SERVICES JOINT POWERS AUTHORITY

WHEREAS, the Fire Agencies Self Insurance System (FASIS) was formed in 1984 for the purpose of jointly funding losses and providing risk management services to reduce such losses by and among California fire protection and community services districts; and

WHEREAS, the FDAC Employment Benefits Authority (FDAC EBA) was formed in 2005 to establish, operate, manage, and administer health and welfare benefit programs for the benefit of the existing and retired officers, employees and members of the legislative body of the California public agencies who are members of FDAC EBA; and

WHEREAS, following the exploration and in-depth analysis of a strategic partnership, the Board of Directors of FASIS and FDAC EBA directed the merger of the two programs, effective July 1, 2023, to provide comprehensive and cost-effective coverage programs through a responsive risk pool for fire service agencies; and

WHEREAS, FASIS and FDAC EBA have agreed that FASIS will change its name to Fire Risk Management Services (FRMS) and adopt an amended and restated joint exercise of powers agreement, and that FDAC EBA will assign its rights and liabilities to FRMS and adopt the same agreement as its own; and

WHEREAS, the amended and restated agreement allows FRMS to operate the programs previously operated by both FDAC EBA and FASIS, and admit members that would have been eligible to join either FDAC EBA or FASIS in the past; and

WHEREAS, the City of Blue Lake is currently a member of FDAC EBA, and the City Council of the City of Blue Lake finds it in the best interest of the City of Blue Lake to continue participating in and obtaining coverage and risk management services from FRMS; and

WHEREAS, FRMS requires the City of Blue Lake to pass a resolution expressing the desire and commitment of the City of Blue Lake to approve the amended and restated joint exercise of powers agreement of FRMS and continue participation in FRMS, which requires a new three-year minimum participation period.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Blue Lake approves the Amended and Restated Joint Exercise of Powers Agreement for FRMS, as presented; and

BE IT FURTHER RESOLVED that the City Council authorizes the City Manager to sign the Amended and Restated Joint Exercise of Powers Agreement that shall enable the City of Blue Lake to

continue participating in the joint self-insurance and risk management programs provided by FRMS.

THIS RESOLUTION DULY PASSED this _____ day of _____, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk-Amanda Mager

Mayor-Adelene Jones



CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road,
Phone 707.668.5655

Blue Lake, CA 95525
Fax 707.668.5916

AGENDA REPORT

Item #: 11

Date: May 23, 2023

Item Subject: Resolution Number 1219-Authorization to submit a funding application to the State of California’s Recreational Trails Program and authorize the City Manager to execute all required grant agreements and amendments.

Submitted By: Mandy Mager, City Manager

General Information:

The State of California’s Department of Parks and Recreation has issued a Notice of Funding Availability for the development of recreation trails and features. The City of Blue Lake is a qualified applicant and staff is requesting authorization, through Resolution Number 1219, to submit an application.

Staff anticipates submitting an application to support the development of the Blue Lake Bike Park, including funding to support trail connectivity and amenity improvements.

Background Material Provided: Resolution Number 1219

Fiscal Impact: N/A

Recommended Action: Authorize Resolution Number 1218

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

RESOLUTION NUMBER 1219

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE; LOCATED IN HUMBOLDT COUNTY; APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE STATE OF CALIFORNIA'S RECREATIONAL TRAILS PROGRAM

WHEREAS, the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" provides funds to the State of California for Grants to federal, state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trail Projects; and

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing Project Application under the program; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of Application(s) before submission of said Application(s) to the State; and

WHEREAS, the Applicant will enter into a Contract with the State of California to complete the Project(s);

NOW, THEREFORE, BE IT RESOLVED that the Blue Lake City Council hereby:

1. Approves the filing of an Application for the Recreational Trails Program; and
2. Certifies that the Project is consistent with the Applicant's general plan or the equivalent planning document; and
3. Certifies that said Applicant has or will have available prior to commencement of any work on the Project(s) included in this Application, sufficient funds to operate and maintain the Project(s); and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and
5. Appoints the City Manager and Parks & Recreation Director as agents to conduct all negotiations, execute and submit all documents, including, but not limited to Applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the Project.
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and Adopted this ____ day of _____, 2023.

I, the undersigned, hereby certify that the foregoing Resolution Number 1219 was duly adopted by the City Council of the City of Blue Lake following a roll call vote:

Ayes:

Noes:

Absent:

Abstain:

City Clerk-Amanda Mager

Mayor-Adelene Jones



CITY OF BLUE LAKE

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AGENDA REPORT

Item #: 12
Date: May 23, 2023
Item Subject: City of Blue Lake Website Ad-Hoc Committee Update
Submitted By: Mandy Mager, City Manager

General Information:

The City Council has established an Ad-Hoc Committee to review the City's website and bring back ideas and options for updating the site and the site content; the Ad-Hoc includes Mayor Jones and Councilmember Scafani.

Background Material Provided: N/A

Fiscal Impact: N/A

Recommended Action: Update/Discussion/Direction

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:



CITY OF BLUE LAKE

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AGENDA REPORT

Item #: 13

Date: May 23, 2023

Item Subject: Public Noticing Process

Submitted By: Elise Scafani, Councilmember

General Information:

- Paper notifications will be posted in 3 places: Grange, Post Office and city hall bulletin boards.
 - These notices will also appear on the city website in the appropriate location.
 - 72 hour minimum notice requirement will be strictly observed.
 - The city government FB page will be used to announce when all legal notices have been posted.
 - All council members and commissioners will be notified if a meeting has been cancelled by email and if within 24 hours of the scheduled meeting by phone/text as well if desired by the individual council/commission member.
- Consider making the preceding Friday the posting day for all meetings occurring the following week to simplify the process and give more notice to all.
 - Consider posting all agenda packets along with the agenda.

Background Material Provided: N/A

Fiscal Impact: N/A

Recommended Action: Discussion

Review Information:

City Manager Review:	Legal Review:	Planner Review:	Engineer:
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Comments: This item was not reviewed by the City Manager or City Attorney for consistency with applicable rules, laws, and/or legal mandates.



CITY OF BLUE LAKE

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AGENDA REPORT

Item #: 14
Date: May 23, 2023
Item Subject: McClure Family Trust-Water Tank Easement
Submitted By: Elise Scafani, Councilmember

General Information:

McClure lease agreement, discussion, history, etc.-
Erin McClure can be available to give history an answer questions.

Background Material Provided: N/A

Fiscal Impact: N/A

Recommended Action: Discussion

Review Information:

City Manager Review:

Legal Review:

Planner Review:

Engineer:

Comments:



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AGENDA REPORT

Item #: 15
Date: May 23, 2023
Item Subject: Animal Control Update
Submitted By: Elise Scafani, Councilmember

General Information:

I will have a summary of my conversations with HCSO at the meeting. More time is needed to compile this information.

Background Material Provided: N/A

Fiscal Impact: N/A

Recommended Action: Discussion

Review Information:

City Manager Review:

Legal Review:

Planner Review:

Engineer:

Comments:

City of Blue Lake

Council Meeting

May 23, 2023

Consent Agenda

- a. Meeting Minutes-April 25, 2023
- b. Warrants and Disbursements



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www.bluelake.ca.gov



CITY OF BLUE LAKE

CALIFORNIA

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P.O. Box 458

Blue Lake, CA 95525

Blue Lake City Council Minutes

Tuesday, April 25th, 2023 ~ 6:30 p.m. ~ Regular Council Meeting
Skinner Store Building-111 Greenwood Road, Blue Lake-Behind City Hall

Unless Otherwise Noted, All Items on the Agenda are Subject to Action.

Meeting Called to Order at 6:30PM

1. Pledge of Allegiance and Establish a Quorum of the Council

Council Members Present:

Adelene Jones, Mayor
Elizabeth Mackay
Angela Shull, Mayor Pro-Tem
Elise Scafani

Council Members Absent:

Christopher Edgar

Staff Present:

Amanda Mager, City Manager/City Clerk
Emily Wood, Director of Parks & Recreation
Anali Gonzalez, Administrative Assistant

Public Present:

Melissa Combs
Erin McClure
Scott Frazer
Beckie Thornton
Justin Noyb
Lisa Hoover
Lin Glen
Julie Christie
Mike Wilson - County Supervisor
Angela Dare
Winona Pitts
Hailey Crews
J. Hudson

2. Approve Agenda

Motion: To Approve the Agenda as presented

Motion by: Councilmember Mackay, **Second:** Councilmember Shull

There were no comments from the Council or public.

Vote: Ayes: Jones, Mackay, Shull, Scafani **Nays:** None **Abstain:** None

Motion Summary: Motion Passed

3. **Public Comment** – *The Public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Council may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*

Julie Christie – Is the proposed housing element consistent with the General Plan; when was it put out to the public and will it be made available to the public; will the HCD letter be available for public review and who is the City's HCD reviewer? Senior housing should be prioritized; stands by senior housing over artist housing.

Lisa Hoover – The draft housing element is on the City's website; they want comments in seven days; given that there are significant revisions to the draft element that includes up-zoning parcels and is a significant change to what was presented in 2022, I would like to ask the Council to ask the Planning Commission to have a meeting to focus on the plan. Garry Rees did an amazing job; but I don't understand it; it's up-zoning of parcels in our town.

Humboldt County Supervisor Mike Wilson – Supervisor Wilson introduces himself to the Council and the audience; was contacted by Councilmember Scafani to have a meeting; would like Council and the community to know that he is in regular contact with the City Manager regarding a host of issues and would like to thank the City Manager for keeping in contact. Supervisor Wilson is easy to contact and is happy to meet and talk about issues.

Scott Frazer -Quickly reviewed the housing element; agrees with Lisa Hoover's request for a meeting to discuss the element; requesting a 30 day extension of the public comment period.

Erin McClure -I support Lisa Hoover's request; but I'm here to talk about the City's water tank; the City tank is located on my family's property; the lease is expired and the City needs to put together a lease agreement proposal.

Council Comment:

Councilmember Scafani: Can the Council discuss the housing element tonight since the public comment period is expiring?

City Manager Mager: The Council cannot discuss items that are not on the agenda, as per the Brown Act, unless specific findings can be made. This request would not meet the threshold requirements. The Housing Element update is a Planning Commission item and it is moving through a specific process as mandated by the State.

Angela Dare - States there was not enough time for the community to do anything with the information they're given; states that seven days is not enough and she agrees with Lisa Hoover. Would like longer discussion.

Public Comment Closed.

4. City Council Meeting Video Recording Update – Discussion/Direction

Mayor Jones introduces the item; City Manager Mager presents an update, including an update from Access Humboldt regarding technology capabilities and their ability to evaluate the facility and make a recommendation to the City for implementation. City Manager Mager will continue to work with Access Humboldt and will bring back a proposal for Council consideration in the near future.

Councilmember Mackay: Is the recording process that Justin is managing working?

Justin Noyb: It's working for now, but I need to invest more money to increase the quality.

Councilmember Scafani: Thanks Justin for his volunteer work; and agrees that the quality could be improved and the City should invest in the technology.

Public Comment:

Angela Dare: Would like all of the City's meetings recorded; would like to be able to watch all of the meetings and increase participation.

Lin Glen: I'm happy to hear that staff and Council are talking about this; I agree that all meetings should be recorded.

Julie Christie: Thanks Justin for his work recording the meetings and would like all meetings to be recorded.

Councilmember Scafani: Would like to know if Justin's YouTube Channel can be posted on the City Website?

Justin Noyb: His channel is open to the public and it could be posted to the City's website.

Councilmember Mackay: Is there anything on your YouTube channel that's not City related?

Justin Noyb: States there is only one "Welcome Video" that he uploaded that is Blue Lake related and the rest of the videos are recordings.

Councilmember Scafani: I would like to link Justin's YouTube channel to the City's website.

Mayor Pro-Tem Shull: Would it be appropriate to get feedback from the City Attorney before taking action in regards to this matter?

City Manager Mager: I would caution the Council in linking this channel to the City's webpage; this channel is outside the control of the City and this presents a liability to the City in the event that content is compromised.

Mayor Pro-Tem Shull: I have concerns as well; can we direct staff to move forward if the attorney reviews the request and states that it's okay?

Councilmember Scafani: I would like this to have a timeframe of 10 days to implement.

Council Direction: Direct staff to move forward with Access Humboldt work and pending approval from the City Attorney; staff will share relevant YouTube links for City meetings to the City website.

5. Blue Lake Parks & Recreation Fee Schedule – Discussion/Action

Mayor Jones introduces the item and reads the agenda report

Mayor Jones: Do these fee increases reflect rising costs for staff wages, including the increase to the minimum wage?

City Manager Mager: Provides an overview of the City’s fees and the considerations that were made when evaluating increases; including wages, maintenance and improvements, facility impacts and public accessibility and equity in affordability.

Councilmember Mackay: The 10 punch pass option is a brilliant idea; questions the cost of table rentals.

City Manager Mager: The table rentals are an up-sell item; we are maintaining an affordable entry cost for patrons, but have to capture revenue through other rentals and purchases, including concessions, table rentals and merchandise.

Mayor Jones: States that skate night has been “wonderful” and is happy to see the rink full of people.

Mayor Pro-Tem Shull: I showed the car show fee proposal to my father; he has a car that he shows, and he stated that the fees were very reasonable.

Public Comment:

Julie Christie - Are we limiting the horse arena rental to one day per weekend? States she is concerned that non-profit organizations won’t be able to rent the arena for two days for horse shows, training clinics, etc.

City Manager Mager - Explains that this clause relates to non-equestrian related events that would be taking the arena away from its intended use. States that events that are outside of the arena’s intended use would be evaluated on a case-by-case basis for appropriateness, and that equestrian events can be facilitated for multiple days.

Mayor Jones – Language should be added to the rental application stating that rentals will be evaluated on a case-by-case basis.

Motion: To approve the Fee Schedule with amended Horse Arena rental language clarifying that non-equestrian events will be evaluated on a case-by-case basis

Motion by: Councilmember Scafani, **Second:** Councilmember Mackay

There were no comments from the Council

Vote: Ayes: Jones, Mackay, Shull, Scafani **Nays:** None **Abstain:** None

Motion Summary: Motion Passed

Lin Glenn - Supports having the Medieval Festival in Blue Lake.

6. Animal Ordinance Update - Discussion

Mayor Jones introduces the item and reads the agenda report.

City Manager Mager: Provides an update on her contact with Humboldt County Animal Control; they agreed that a tiered contact system could be easily implemented in the event that the City

Manager cannot be immediately reached. This would not require any changes to the ordinance and can be implemented immediately. The City has several communication options for after-hours emergencies and these will be made available to animal control. States that Animal Control triages calls on their end and that is out of the City's control. If there is a threat to life and/or property, animal control already has authorization to respond without the City's authorization. Humboldt County Animal Control is currently looking at possible revisions to their protocol based upon recent events in other communities; they will provide updates to the City as more information is available.

Mayor Pro-Tem Shull: Is there a timeframe for Andra to respond?

Councilmember Scafani: Is there language in the ordinance that defines the County's response? I agree that communication is good, but I want to address the community having direct access to animal control without the City's approval.

City Manager Mager: Animal Control responds to calls at their discretion; this is based upon the type of call that they receive. There is a process for determining whether a dog is declared "vicious." It's outlined in the municipal code and is very specific regarding findings and determinations. This is a law enforcement issue and the HCSO is the City's enforcement agency.

Councilmember Scafani: Would like to see the policy more clearly defined in incidences where an attack has already taken place.

Winona Pitts: States that the dog who attacked her dog has been roaming since March 26th and the City has not taken proper action to declare Otis a vicious dog; nor has Animal Control or the Humboldt County Sheriff's Office. She feels terrified knowing that the dog [Otis] is roaming and found it very traumatic to find her dog mauled by Otis. Wants the City to provide her support.

Mayor Pro-Tem Shull: Does the City follow the City or County Ordinance?

City Manager Mager: The City follows the City's ordinance which mirrors the County. Because it is a law enforcement issue findings have to be made and a process followed for declaring a dog vicious.

Kahish: Is there a place to look up the City ordinances?

Lin Glen: I'm looking at the City's ordinance; I'm not sure what the staff is looking at; the Sheriff upholds the City's ordinance and the Council has the authority to update the ordinance. The Public Safety Commission could review the ordinance.

Julie Christie: Recommends installing signage on City property to decrease liability.

Jean Lynch: Suggests Council looks at the possibility of creating a leash law.

Matt Watts: Agrees with Winona in regards to the dog ordinance law and states there is a time and place for leashes.

Beckie Thorton: Agrees with leash law.

Angela Dare: Agrees with leash law. States that her dog was approached by three unleashed dogs on the levee trail.

Councilmember Scafani: Thinks there should be a "warning process" for incidences where owners of unruly dogs are warned with a written notice. States there could be an update to the Ordinance to back up the warning process.

Mayor Jones: Suggests this issue be brought to the Public Safety Commission; the commission can review the ordinance and look at options for a leash law.

City Manager Mager: States she can add it to the Public Safety Commission agenda for their meeting on Monday Night, May 1st at 7pm.

7. City of Blue Lake Website Review – Ad Hoc Committee Update - Discussion/Direction

Mayor Jones introduced the item and reads the agenda report.

Mayor Jones: The ad-hoc committee conducted two meetings; one between the committee and one with the interested community members. They discussed contracting with a Webmaster to get additional work done on the website. They discussed a City-wide event calendar, consolidation of Parks & Recreation pages, user interface and accessibility, removing redundant information, online water bill pay and service sign up, and a variety of other ideas.

Councilmember Scafani: States that the Ad-Hoc Committee would like to meet with the web designer, Andy Linde, to see what is possible for the City's website.

Winona Pitts: Enjoyed the Ad Hoc Committee meeting.

Jean Lynch: Was the cost discussed?

Councilmember Scafani: There was two different packages offered by Andy Linde that depends on the services required; he can create a custom package to fit our needs, including monthly touchups, and larger updates. States that those at the meeting agreed \$45/hour was reasonable for his services.

Beckie Thorton: Feels the meeting was productive and went well.

Lisa Hoover: Appreciated the meeting.

Mayor Jones: The Ad-Hoc Committee will meet with Andy Linde at Skinner Store to have a better look at the website.

Motion: To authorize the expenditure of \$1200.00 to update the City's website and authorize Redwood Curtain Design to complete the work.

Motion by: Councilmember Scafani , **Second:** Councilmember Shull

There were no comments from the Council

Public Comment: None

Vote: Ayes: Jones, Mackay, Shull, Scafani **Nays:** None **Abstain:** None

Motion Summary: Motion Passed

8. Commercial Property Vacancy Tax - Discussion

Mayor Jones introduces the item and reads the agenda report. City Manager Mager provides an overview of the item; the item was requested by Councilmember Mackay to begin conversations at the Council level regarding under-utilized and/or vacant properties in the historic down town.

Councilmember Scafani: Have buildings been identified that would be subject to this vacancy tax?

Councilmember Mackay: Not necessarily; but there are several buildings, including the Emporium, Stardough's, the belting shop and Joan Schirle's building that could be considered. The vacancy tax could be used to incentivize investment into the properties.

Mayor Pro-Tem Shull: The vacancy tax would be collected and then reinvested into the property?

City Manager Mager: Explains how other communities utilize the tax as a mechanism to invest money into vacant properties.

Mayor Jones: Would these taxes be paid by the property owner?

Councilmember Scafani: This seems punitive to only a few property owners.

City Manager Mager: Cities across the nation are looking at ways to incentivize invest in downtown properties and historical districts. With the downturn in investment in large developments like shopping malls, cities are seeing renewed interest in downtowns that support small businesses and live/work environments. A vacancy tax is one way that cities are collecting revenue to reinvest in their downtowns. Vacant buildings detract from commerce and they bring down surrounding property values; in Blue Lake, the historical downtown is small and there is a large percentage of unoccupied, or vacant buildings. This makes it difficult for other small businesses to succeed and limits investment opportunities.

Councilmember Mackay: States she liked what Redding did to their indoor mall; they knocked it down and transformed it into a pedestrian friendly downtown district.

Mayor Jones: I know that this is a concern and that it impacts the City; it's a hard climate for business; I'm not sure that a tax is appropriate as it feels punitive.

Councilmember Scafani: Before punitive attacks are put in place, vacant property owners should work with City Staff to move towards common goals.

City Manager Mager: A vacancy tax may not be the best fit for Blue Lake, but a discussion has to be had to determine options for activating spaces and increasing business in the downtown.

Public Comment:

Julie Christie: I concur to stay away from a tax, but help people to find resources; continue to communicate in a positive way.

Jean Lynch: To increase a tax, there needs to be a vote.

Hailey Crews: Thinks there should be positive energy pushed towards businesses and states that Stardoughs need's help; there are structural issues and the family would consider a longer term lease if the property can be renovated. Feels a tax would severely dishearten businesses who are not open.

Matt Watts: When I saw the Emporium Building I was excited; now it looks like it needs to be condemned; it shouldn't be inhabited, but people are living there; it's not safe; it looks like it will fall down in an earthquake. I don't know how anyone could afford to fix it up.

Beckie Thornton: Doesn't feel a tax would be appropriate and feels it's hard to survive in Blue Lake without a good business plan.

J. Hudson: We opened Stardoughs because the community wanted a place to eat; it was always in the red; my dad had to work everyday at the restaurant to keep it open; the building needs a lot of maintenance and repairs.

Councilmember Scafani: States that most business owners are barely scraping by and can only afford to be open limited hours; a vibrant business community is "pie in the sky."

Mayor Jones: I feel that the overall consensus is that the tax is not supported at this time.

No action/direction taken by Council.

9. City of Blue Lake Water Deposit Policy – Update/Discussion

Mayor Jones introduced the item and reads the staff report.

City Manager Mager provides an overview of the item and the staff's recommendation. Staff is recommending that the water deposit would be refunded to the account holder if they have made their payments on time and in-full for a period of 24 months.

Councilmember Mackay: Is 24 months long enough; if there are problems, it could be brought back for reconsideration.

City Manager Mager: Addresses concern, including concerns regarding tenant turnover and the City's ability to collect when tenants move. Feels that 24 months is a manageable amount of time and if there is a problem it can be reconsidered.

Public Comment:

Scott Frazer: I asked that this item be placed on the agenda; I support this change and would like it to be brought back to Council next month for adoption.

Council directs staff to bring the item back at a future date for adoption.

10. City Council Board/Commission Primary and Alternate Designation

Mayor Jones introduces the item and reads the staff report.

Motion: To appoint Mayor Pro-Tem Shull to the primary delegate position on the Redwood Region Economic Development Corporation Board

Motion by: Councilmember Scafani , **Second:** Councilmember Mackay

There were no comments from the Council

Public Comment: None

Vote: Ayes: Jones, Mackay, Shull, Scafani **Nays:** None **Abstain:** None

Motion Summary: Motion Passed

11. Consent Agenda:

- a. March 28, 2023 Meeting Minutes
- b. Warrants and Disbursements
- c. Caretaker Lease – Amendment No. 6

Mayor Jones introduces the item; Councilmember Scafani pulls item a (March 28, 2023 minutes) and item c (Caretaker Lease).

Motion: To approve Item b-Warrants and Disbursements on the Consent Agenda

Motion by: Councilmember Shull , **Second:** Councilmember Mackay

There were no comments from the Council

Public Comment: None

Vote: Ayes: Jones, Mackay, Shull, Scafani **Nays:** None **Abstain:** None

Motion Summary: Motion Passed

March Meeting Minutes Discussion: Changes noted to correct the designation of primary and alternate.

Motion: To approve the March 28, 2023 minutes with changes made to Page 8 (change Mackay to Shull and Edgar to the alternate)

Motion by: Councilmember Shull , **Second:** Councilmember Mackay

There were no comments from the Council

Public Comment: None

Vote: Ayes: Jones, Mackay, Shull, Scafani **Nays:** None **Abstain:** None

Motion Summary: Motion Passed

Caretaker Lease Discussion: Councilmember Scafani requests clarification on the tenancy details, including lease amount and longevity of tenancy.

Motion: To approve Item C-Caretaker Lease Amendment as presented.

Motion by: Councilmember Mackay , **Second:** Councilmember Scafani

There were no comments from the Council

Public Comment: None

Vote: Ayes: Jones, Mackay, Shull, Scafani **Nays:** None **Abstain:** None

Motion Summary: Motion Passed

12. Reports of Council and Staff

Councilmember Scafani: Attended Parks & Recreation meeting; the commission worked on the fee schedule; RCEA meeting is coming up.

Mayor Jones: Attended HCAOG Meeting. Declared May as Bike Month. Attended League of Women Voters Luncheon

Mayor Pro-Tem Shull: Was unable to attend the Chamber of Commerce meeting; attended the RREDC Board Meeting, approved the 2024 budget; currently servicing 60 loans; an update on the Core Hub offshore wind project was provided.

Councilmember Mackay: Attended the Small Business Round Table Meeting and the Economic Development Commission Meeting. There will be a Low & Slow Fun Run on May 21st. Discussion items included ways to beautify the downtown; the Arts and Heritage Commission Meeting was cancelled.

City Manager Report: The City Manager provides an overview of current projects, including the housing element update, Parks and Recreation activities and several projects that are making their way through the review process to go before the Planning Commission.

Councilmember Scafani: Why does the City have a RFQ out for engineering and planning services?

City Manager Mager: Explains that the City is required to solicit proposals for services every 3-5 years; this ensures that the City is receiving competitive services and competitive pricing.

Councilmember Scafani: Would like to know if the meeting with City Manager Mager and County Supervisors are regularly scheduled and happen frequently.

City Manager Mager: The City regularly meets with local and regional representatives, including County officials and staff. The City collaborates on various levels with agencies, cities and others and these meetings are a function of the City Manager's job duties.

Council Correspondence: Mayor Jones and the City Manager received correspondence from FEMA.

13. Future Agenda Items:

- Public Noticing Procedures - Council Member Scafani
- McClure Water Rights Issue - Council Member Scafani
- Budget Review - Council Member Scafani - Requests more information/budget training from Accountant.

14. Adjourn

Meeting Adjourned at 9:15PM

Motion: To adjourn at 9:15PM

Motion by: Councilmember Mackay , **Second:** Mayor Pro-Tem Shull

There were no comments from the Council or public.

Vote: Ayes: Jones, Mackay, Shull, Scafani **Nays:** None **Abstain:** None

Motion Summary: Motion Passed

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 4/1/2023 Through 4/30/2023

Check Number	Check Date	Payee	Check Description	Check Amount
2318	4/4/2023	Callie Palmer	Deposit Refund #10137001 Palmer	84.57
2319	4/4/2023	Mercy's Haven	Deposit Refund #10196001 Mercy's Haven	89.09
2320	4/4/2023	Matthew Magers	Deposit Refund #20211101 Magers	66.57
2321	4/4/2023	Lisa Richardson	Deposit Refund #20218001 Richardson	61.68
2322	4/4/2023	Aubrey Owens	Deposit Refund #20263001 Owens	149.68
2323	4/4/2023	Tyler Moore	Deposit Refund #30451401 Moore	118.02
2324	4/4/2023	Brianna Asuncion	Deposit Refund #40540001 Asuncion	19.41
2325	4/4/2023	Clairese Mayo	Deposit Refund #60701001 Mayo	114.24
2326	4/4/2023	City of Blue Lake	Utilities paid from Deposits 4/1/23 Billing	663.24
10672	4/7/2023	Harold D. Burris	Employee: burrish; Pay Date: 4/7/2023	1,613.00
10673	4/7/2023	Michael D. Downard	Employee: downardm; Pay Date: 4/7/2023	838.04
10674	4/7/2023	Anali E. Gonzalez	Employee: gonzaleza; Pay Date: 4/7/2023	1,646.90
10675	4/7/2023	Vicki L. Hutton	Employee: huttonv; Pay Date: 4/7/2023	1,514.49
10676	4/7/2023	Francesca I. Messina	Employee: messinaf; Pay Date: 4/7/2023	89.83
230407A01	4/7/2023	Christopher A. Ball	Employee: ballc; Pay Date: 4/7/2023	685.04
230407A02	4/7/2023	Glenn R. Bernald	Employee: bernaldg; Pay Date: 4/7/2023	1,835.19
230407A03	4/7/2023	Charis A. Bowman	Employee: bowmanc; Pay Date: 4/7/2023	659.54
230407A04	4/7/2023	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 4/7/2023	582.47
230407A05	4/7/2023	Skyler A. Coke	Employee: cokes; Pay Date: 4/7/2023	849.32
230407A06	4/7/2023	Melissa M. Combs	Employee: combsm; Pay Date: 4/7/2023	484.69
230407A07	4/7/2023	Grace E. Daverson	Employee: daversong; Pay Date: 4/7/2023	362.75
230407A08	4/7/2023	Stella M. Drobniak-Sochovka	Employee: drobnicks; Pay Date: 4/7/2023	269.47
230407A09	4/7/2023	Irene O. Erickson	Employee: ericksoni; Pay Date: 4/7/2023	74.85
230407A10	4/7/2023	Adeline L. Esh	Employee: esha; Pay Date: 4/7/2023	183.39
230407A11	4/7/2023	Lisa M. Honzik	Employee: honziki; Pay Date: 4/7/2023	60.32
230407A12	4/7/2023	Kanoa K. Jones	Employee: jonesk; Pay Date: 4/7/2023	224.56
230407A13	4/7/2023	Amanda L. Mager	Employee: magera; Pay Date: 4/7/2023	1,882.54
230407A14	4/7/2023	Aislin N. McKinney	Employee: mckinneya; Pay Date: 4/7/2023	269.47
230407A15	4/7/2023	Jacob P. Meng	Employee: mengj; Pay Date: 4/7/2023	1,031.74
230407A16	4/7/2023	Caurissa R. Moore	Employee: moorec; Pay Date: 4/7/2023	160.94
230407A17	4/7/2023	Ross A. Nash	Employee: nashr; Pay Date: 4/7/2023	751.16
230407A18	4/7/2023	Quinn Sousa	Employee: sousaq; Pay Date: 4/7/2023	321.87
230407A19	4/7/2023	Emily P. Wood	Employee: woodc; Pay Date: 4/7/2023	1,404.94
10677	4/14/2023	Aflac	3/25/23 Inv#193527	229.56
10678	4/14/2023	Advanced Security Systems	4/3/23 Inv# 641709	342.75
10679	4/14/2023	Access Humboldt	3/31/23 Inv#1959	112.50
10684	4/14/2023	AT&T	2-3/20/23 Invoice	68.08
10685	4/14/2023	AT&T	4-4/4/23 cal net 3 bills	283.56
10686	4/14/2023	Blue Lake Garbage Co.	3/15/23 Inv# 3GWCLNUP-Greenwaste	1,098.10
10687	4/14/2023	B & B Portable Toilet Co.	4/1/23 157736 & 157737	165.22
10688	4/14/2023	United Indian Health Services	dental payment 3/14/23 - Mager	254.40
10689	4/14/2023	Department of Justice	3/2/23 Inv#641979	143.00
10690	4/14/2023	CA State Disbursement Unit	4/7/23 PR deduction	92.30
10691	4/14/2023	CIRA	4/1/23 Inv#1713 Jul-Sep 2022 WC	3,172.42
10692	4/14/2023	Coastal Business Systems Inc.	4/21/23 Inv# 33744946	514.51
10693	4/14/2023	G.L.J. Construction	3/8/23 Inv# 3045	408.47
10694	4/14/2023	Humboldt Co. Sheriff's Office	April 2023 animal shelter services	670.00
10695	4/14/2023	Hensel's Ace Hardware	3/31/23 statement	55.13
10696	4/14/2023	Humb. Bay Municipal Water Dist	Billing period: March 1-31 2023	16,052.22
10698	4/14/2023	D & R Janitorial Service	3/31/23 statement	295.00
10699	4/14/2023	Industrial Electric Service Co	3/31/23 statement	512.70
10700	4/14/2023	Intedata Systems	3/31/23 statement	75.00
10701	4/14/2023	Jackson & Eklund	3/29/23 Inv#438586	3,822.00
10702	4/14/2023	Jackson & Eklund	4/6/23 Inv# 438786	1,603.00
10703	4/14/2023	LWVHC	30TH annual-luncheon-Jones	65.00
10704	4/14/2023	The Mill Yard	3/31/23 statement	27.98

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 4/1/2023 Through 4/30/2023

Check Number	Check Date	Payee	Check Description	Check Amount
10705	4/14/2023	Mendes Supply Company	4/1/23 statement	826.31
10706	4/14/2023	The Mitchell Law Firm, LLP	3/31/23 Inv#s 52046 & 52122	814.00
10707	4/14/2023	National Band and Tag Co.	3/24/23 Inv# 209993	85.61
10709	4/14/2023	The North Coast Journal	3/30/23 Inv# 2023-111130	136.00
10710	4/14/2023	North Coast Laboratories LTD.	3/31/23 statement	1,015.00
10711	4/14/2023	North Coast Floor & Tile	4/1/23 statement	34,198.00
10712	4/14/2023	Optimum	Billing period: 4/1/23-4/30/23	431.56
10713	4/14/2023	Pierson Building Center	3/31/23 statement	102.24
10714	4/14/2023	Arcata Stationers	4/1/23 statement	259.49
10715	4/14/2023	Pacific Gas and Electric	3/31/23 statement	9,853.08
10716	4/14/2023	SHN Consulting	3/21/23 Inv# 116694 Truck route	3,149.94
10719	4/14/2023	Verizon Wireless	bill summary Feb 22-Mar 21	320.94
10720	4/14/2023	Emily P. Wood	3/23/23 supplies reimb- Wood	221.88
10721	4/14/2023	City of Blue Lake	W/S payment 4/1/23	1,548.04
10074	4/18/2023	Patricia S. Charley, Trustee	McClure-right of way- agreement	(50.00)
10514	4/18/2023	Patricia S. Charley, Trustee	McClure-Right of Way-Agreement	(50.00)
9500	4/18/2023	Patricia S. Charley, Trustee	McClure-Right of Way-agreement	(50.00)
10722	4/21/2023	Harold D. Burriss	Employee: burrish; Pay Date: 4/21/2023	1,703.05
10723	4/21/2023	Michael D. Downard	Employee: downardm; Pay Date: 4/21/2023	809.76
10724	4/21/2023	Anali E. Gonzalez	Employee: gonzaleza; Pay Date: 4/21/2023	1,646.90
10725	4/21/2023	Kierlyn V. Guynup	Employee: guynupk; Pay Date: 4/21/2023	533.28
10726	4/21/2023	Vicki L. Hutton	Employee: huttonv; Pay Date: 4/21/2023	1,650.46
10727	4/21/2023	Halla G. Kramer	Employee: kramerh; Pay Date: 4/21/2023	381.75
230421A01	4/21/2023	Christopher A. Ball	Employee: ballc; Pay Date: 4/21/2023	584.26
230421A02	4/21/2023	Glenn R. Bernald	Employee: bernaldg; Pay Date: 4/21/2023	1,952.43
230421A03	4/21/2023	Charis A. Bowman	Employee: bowmanc; Pay Date: 4/21/2023	461.68
230421A04	4/21/2023	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 4/21/2023	184.67
230421A05	4/21/2023	Skyler A. Coke	Employee: cokes; Pay Date: 4/21/2023	931.66
230421A06	4/21/2023	Melissa M. Combs	Employee: combsm; Pay Date: 4/21/2023	618.85
230421A07	4/21/2023	Grace E. Daverson	Employee: daversong; Pay Date: 4/21/2023	656.54
230421A08	4/21/2023	Stella M. Drobniak-Sochovka	Employee: drobniaks; Pay Date: 4/21/2023	233.01
230421A09	4/21/2023	Irene O. Erickson	Employee: ericksoni; Pay Date: 4/21/2023	217.07
230421A10	4/21/2023	Adeline L. Esh	Employee: esha; Pay Date: 4/21/2023	37.43
230421A11	4/21/2023	Lisa M. Honzik	Employee: honziki; Pay Date: 4/21/2023	40.21
230421A12	4/21/2023	Kanoa K. Jones	Employee: jonesk; Pay Date: 4/21/2023	586.61
230421A13	4/21/2023	Amanda L. Mager	Employee: magera; Pay Date: 4/21/2023	1,964.37
230421A14	4/21/2023	Aislin N. McKinney	Employee: mckinneya; Pay Date: 4/21/2023	157.19
230421A15	4/21/2023	Jacob P. Meng	Employee: mengj; Pay Date: 4/21/2023	1,031.74
230421A16	4/21/2023	Caurissa R. Moore	Employee: moorec; Pay Date: 4/21/2023	44.91
230421A17	4/21/2023	Ross A. Nash	Employee: nashr; Pay Date: 4/21/2023	734.24
230421A18	4/21/2023	Quinn Sousa	Employee: sousaq; Pay Date: 4/21/2023	526.95
230421A19	4/21/2023	Emily P. Wood	Employee: woode; Pay Date: 4/21/2023	1,404.94
10728	4/24/2023	US Bank Corp. Payment Systems	03/22/2023 Statement	8,486.26
10729	4/24/2023	Erin McClure	McClure Right of Way 2022 & 1/2/23	150.00
10730	4/24/2023	Redwood Petroleum	4/4/23 Inv# 129 (Mar 2023)	958.69
10731	4/24/2023	Jay D. Collins	3/30/23 skate DJ invoice	300.00
10732	4/24/2023	Elise G. Scafari	Mar 2023 council stipend	50.00
10733	4/24/2023	Christopher B. Edgar	Mar 2023 council stipend	50.00
10734	4/24/2023	Angela Shull	Mar 2023 council stipend	50.00
10735	4/24/2023	Elizabeth Mackay	Mar 2023 council stipend	50.00
10736	4/24/2023	Adelene Jones	Mar 2023 council stipend	50.00
10737	4/24/2023	National Rural Water Assoc.	SCADA loan pmt due 5/1/23	965.00
10738	4/24/2023	RREDC	Town Square loan pmt due 5/1/23	1,236.87
10739	4/24/2023	Charis Bowman	mileage reimb. 3/23/23-4/1/23 Bowman	82.53
10740	4/24/2023	Alliant Insurance Services	Alliant qtrly special event ins. Jan-Mar 2023	255.00
10741	4/24/2023	Terminix International	3/15/23 #'s 431709986 & 431715208	161.80

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 4/1/2023 Through 4/30/2023

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Check Description</u>	<u>Check Amount</u>
10742	4/24/2023	United Indian Health Services	Dental payment 3/27/23 Mager	78.00
10743	4/24/2023	G.L.J. Construction	4/11/23 inv #3062	342.02
10744	4/24/2023	Thomas Home Center	3/31/23 statement	13.57
10745	4/24/2023	Court-Ordered Debt Collections	WO 4/7/23 & 4/21/23 paydates	93.56
10746	4/24/2023	CA State Disbursement Unit	4/21/23 Payroll deduction	92.30
10747	4/24/2023	The Mitchell Law Firm, LLP	3/31/23 Inv#52122	925.00
10751	4/24/2023	Charis Bowman	4/18/23 2-Supplies reimb. - Bowman	264.91
10752	4/24/2023	Tony Gosselin & Sons Tire	3/16/23 Inv#'s 107750 & 107752	1,539.86
Report Total				137,327.33



City of Blue Lake

City Manager Report

May 2023

Economic Development

Commercial Kitchen Development: Work continues on the upgrade of City facilities to increase food production opportunities in the park. The kitchen in Prasch Hall has been updated to include new electrical, and new FRP paneling. The City is in the process of finalizing the plumbing, which will include the installation of new sinks, hot water heater and grease interceptor.

The City has received funding from USDA for the purchase of the commercial appliances; the City has received a commercial refrigerator, freezer, gas range, convection oven, commercial hood and stainless steel tables. Once the plumbing is complete, the City will move in the commercial appliances. Opportunities exist to increase food production and to develop regular food service as part of the offerings at Prasch Hall.-On-Going

We continue to pursue options under SB 972, the Street Food Vendor Bill, which allows a local jurisdiction to permit non-conforming kitchens if they can be shown to have the capacity to safely prepare foods for resale purposes. The bill is specifically written to address smaller scale producers that cannot obtain full permit status under the onerous retail food code. This option would greatly expand food production opportunities in Blue Lake and would allow facilities like the Prasch Hall kitchen and the Mad River Grange kitchen to be permitted. The City continues to advocate for local food production in our community.-On-Going

RV Park and Campground: The RV Park and Campground development project is in its final stages of refinement. The project has been presented to all of the City commissions, as well as to our local and regional tourism and economic development partners and agencies. The City has received positive and constructive feedback and Storyland Studios is finalizing the final report, which will be used to seek investment opportunities. The report is being reviewed by local investment corporations to determine feasibility and consistency with local market conditions. The City has received positive feedback regarding the financial proformas and the overall scope and vision of the project.

The City has been granted an extension on the grant funding in order to expend remaining grant dollars. As a result of the work done under the RV park project, the City has gained various levels of interest in developing businesses in the Powers Creek District. The goal of the EDA project was to determine the viability of recreation centric development for economic purposes in Blue Lake; the funding has proven to be a catalyst for development interest. As part of the funding, the City has completed a historical analysis of the corporation yards maintenance building; this was necessary to establish that the building is not a historical structure, in the sense that it is elevated to a special classification status.

The City has been contacted by a local business that is interested in purchasing the City's corporation yard. City staff will be bringing a negotiating agreement to Council in July for consideration. The City had previously started conversations with Dan and Lacey Comer regarding the development of the corporation yard; due to recent investment opportunities, the Comers have entered into a purchase agreement for the Dell'Arte property that houses Mad River Brewery and other local

businesses. We're very excited to have the Comers as property owners in Blue Lake and our conversations are continuing regarding recreation and economic development opportunities. The party interested in the corporation yard is also proposing a mixed-use development, that includes retail/commercial and residential development.

Parks and Recreation

- State Park Per Capita Grant-\$177,000: Staff is wrapping up the major renovation activities under the park per capita funding; work is still outstanding on the roof replacement for Prasch Hall. Staff is in the process of submitting reimbursement requests to the State; work on the roof is projected for the Fall of 2023.
- Town Square Grant: The City is working with the State to finalize the loan payoff for the Town Square property purchase; final documents have been sent to the State and we have been notified that we can now make the request for the loan payoff. Staff anticipates submitting this request at the end of May.
- We are working with SHN Engineering on the final design and layout of the park; this includes engineered drawings for the electrical, lighting, water/wastewater/irrigation and more. The final bid packet is almost complete and we anticipate releasing the project out to bid during the month of May. The Arts and Heritage Commission has developed an Ad Hoc Committee to work with the design team; the A & H Commission has reviewed concepts for art installations and options for developing the water feature. The A & H Commission will work with the contractor and the City once final bids are received and budget allocations are quantified.-On-Going
- Skate Program: The skate program is in full operation and we have seen increased revenues due to increased attendance and the addition of a higher level concession

	<p>and merchandise center. The party room has been renovated and is now fully open for use. City staff is working on final improvement details, including the addition of acoustical panels, the purchase of new skates, stage renovations and final renovations to the party room, that will include the final installation of the merchandising centers and the commercial kitchen.</p> <ul style="list-style-type: none"> • In looking at diversifying the use of Prasch Hall, staff is recommending the installation of acoustical tiles to support opportunities to utilize the facility for music events. We are also recommending improvements to the lighting system and the stage to accommodate movie nights and other special events. These improvements will allow the hall to be used at a higher capacity during all seasons. • Blue Lake Bike Park: City staff are pursuing multiple grant sources to support the full scale development of the Blue Lake Bike Park. Staff anticipates starting work on the bike park in June.
<p>City Infrastructure</p>	<ul style="list-style-type: none"> • Wastewater Treatment Plant Power Project: The project is complete and operational. • We have several projects taking place at the treatment plant and in support of City's stormwater system. Work continues on upgrades to the treatment plant, including the installation of a new grinder. We have several grants pending that would fund improvements to the system and the City and our engineering team continue to seek resources to alleviate system failures and capital outlay. Recent conversations with our local USDA representatives have identified funding opportunities that the City can pursue to meet the needs identified in the City's capital improvement plan-On-Going

	<ul style="list-style-type: none"> • Water Tank Replacement: Grant application submitted to CalOES/FEMA-Preliminary Funding Approval; waiting to hear back on funding timeframe. • Sanitary Sewer Survey: Funding awarded; waiting on funding timeframe • ADA Library Project: The project was released for bid and two bids were received. The City Engineer is reviewing the proposals and will be making a recommendation for award in upcoming weeks-On-going • Gas Line Replacement Project: PG&E has completed the gas line replacement project. A contract has been awarded to Mercer Fraser to complete the paving and restoration work. Paving will start the last week of May, depending upon weather schedules. The City has requested that the parade route be the first area paved to ensure that it is ready for Annie & Mary Day.
<p>Policy Updates and Studies</p>	<p><u>Housing Element Update</u>: Staff have submitted the draft housing element to the State for comment and have presented the draft to the Planning Commission and the public. We are working closely with HCD to reach compliance and anticipate reaching compliance by June-On-Going</p> <p><u>Truck Route Study and Design</u>: Work continues on the truck route project; the City has a draft plan that is being used to conduct environmental and cultural studies. The City's project has been approved for funding by the CTC; it is anticipated that the City will receive funding in the amount of \$1.6 million to make much needed safety improvements to Greenwood. The City will continue to pursue funding for additional improvements to the truck route as the design progresses-On-going</p>

City of Blue Lake Staff Report

To: Honorable Mayor and City Council
From: Jackson & Eklund Accounting, Contract Accountant
Through: Amanda Mager, City Manager/Finance Director
Date: 5/19/23
Subject: Unaudited Financial Report 7/01/2022 to 3/31/2023

Attached are the following unaudited financial reports:

- Revenues and Expenditures by Fund - shows the financial results of operations for the period 7/01/2022 to 3/31/2023 and reflects actual year-to-date revenues and expenses/expenditures (including transfers-in/out from fund balance) in comparison to total budgeted amounts for the fiscal year. Additionally, the actual year-to-date as a percentage of the total fiscal year budget is presented.
- Cash Balance by Fund - shows the cash balance by fund and the change from 9/30/2022 to 3/31/2023.

The **budget-to-date percentage** through 3/31/2023 is **75%**.

Financial Highlights

General Fund (Fund 10 only)

General Government:

- Revenues/transfers-in exceeded expenditures/transfers-out by \$168,893.
- Revenues/transfers-in are at 63% of the total budgeted revenues/transfer-in for the fiscal year.
- Expenditures/transfers-out are at 53% of the total budgeted expenditures/transfers-out for the fiscal year.
- Expenditures for general government departments are all within expected budget parameters to date (75% of total fiscal year budget), except for the following departments which are over the budget-to-date as follows:
 - Law Enforcement - \$2,002 or 32.6%;
 - Capital Expenditures – \$28,111 or 865.0%.

Parks & Recreation:

- Expenditures/transfers-out exceeded revenues/transfers-in by \$91,712.
- Revenues/transfers-in are at 92% of the total budgeted revenues/transfer-in for the fiscal year.
- Expenditures/transfers-out are at 97% of the total budgeted expenditures/transfers-out for the fiscal year.

City of Blue Lake Staff Report

Parks & Recreation, Continued:

- Expenditures for Parks & Recreation are all outside the expected budget parameters to date (75% of total fiscal year budget) as follows:
 - Facilities & Grounds - \$9,295 or 11.1%;
 - Recreation - \$41,697 or 44.6%.

Total general fund cash increased by \$199,048 from \$728,021 at 9/30/2022 to \$927,069 at 3/31/2023.

Water Operating Fund (Fund 60 only)

- Expenses exceeded revenues (excluding depreciation) by \$7,298.
- Expenses exceeded revenues (including depreciation) by \$35,234.
- Revenues are at 77% of total budgeted revenues for the fiscal year.
- Expenses (excluding depreciation) are at 59% of total budgeted expenses for the fiscal year while expenses (including depreciation) are at 64% of total budgeted expenses for the fiscal year.
- Cash decreased by \$50,270 from \$891,106 at 9/30/2022 to \$840,836 at 3/31/2023.

Sewer Operating Fund (Fund 70 only)

- Expenses exceeded revenues/transfers-in (excluding depreciation) by \$64,314.
- Expenses exceeded revenues/transfers-in (including depreciation) by \$129,375.
- Revenues/transfers-in are at 60% of total budgeted revenues for the fiscal year.
- Expenses (excluding depreciation) are at 69% of total budgeted expenses for the fiscal year while expenses (including depreciation) are at 83% of the total budgeted expenses for the fiscal year.
- Cash decreased by \$2,906 from \$2,906 at 9/30/2022 to \$0 at 3/31/2023.

Overall Cash Balance (all funds)

Overall, the City's cash balance increased \$133,503 from \$4,143,978 at 9/30/2022 to \$4,277,481 at 3/31/2023. The 3/31/2023 cash balance was comprised of the following: Checking - \$268,350, Public Funds Savings - \$6,991, LAIF - \$3,929,274, Utility Deposits - \$70,136, Petty Cash and Change Funds - \$2,730.

CITY OF BLUE LAKE

FINANCIAL REPORT

7/01/2022 – 3/31/2023

(Unaudited Numbers)

**City of Blue Lake
Financial Report
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City of Blue Lake
Statement of Revenues and Expenditures - Actual to Budget
10 - General Fund
From 7/1/2022 Through 3/31/2023

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<u>GENERAL GOVERNMENT</u>				
REVENUES & TRANSFERS				
Taxes	191,070	169,411	21,659	112.78%
Licenses, Permits & Fees	46,938	73,484	(26,546)	63.88%
Rents - Resource Center	2,590	5,180	(2,590)	50.00%
State Revenues	176,097	407,116	(231,019)	43.25%
County Revenues	0	13,000	(13,000)	0.00%
Charges for Services	22,668	18,770	3,898	120.77%
Other Revenues	15,237	7,374	7,863	206.63%
Interest	6,794	2,960	3,834	229.53%
Transfers In	47,809	114,444	(66,635)	41.78%
Total REVENUES & TRANSFERS	509,203	811,739	(302,536)	62.73%
EXPENDITURES & TRANSFERS				
Mayor, Council and City Clerk	2,159	3,620	(1,461)	59.64%
Legal	4,832	10,640	(5,808)	45.41%
General Government	152,832	225,068	(72,236)	67.90%
Planning	60,457	251,797	(191,340)	24.01%
Building	19,609	28,413	(8,804)	69.01%
Law Enforcement	8,230	8,278	(48)	99.42%
Animal Control	6,030	8,009	(1,979)	75.29%
Public Works - Streets	54,800	107,993	(53,193)	50.74%
Capital Outlay	31,361	4,333	27,028	723.77%
Total EXPENDITURES & TRANSFERS	340,310	648,151	(307,841)	52.50%
TOTAL GENERAL GOVERNMENT	168,893	163,588	5,305	103.24%
<u>PARKS & RECREATION</u>				
REVENUES & TRANSFERS				
Facility Rents	10,152	23,420	(13,268)	43.35%
Recreation Fees & Donations	126,430	125,750	680	100.54%
Total REVENUES & TRANSFERS	136,582	149,170	(12,588)	91.56%
EXPENDITURES & TRANSFERS				
Facilities & Grounds	93,114	111,759	(18,645)	83.32%
Recreation	135,180	124,644	10,536	108.45%
Total EXPENDITURES & TRANSFERS	228,294	236,403	(8,109)	96.57%
TOTAL PARKS & RECREATION	(91,712)	(87,233)	(4,479)	105.13%
TOTAL GENERAL FUND	77,181	76,355	826	101.08%

City of Blue Lake
Statement of Revenues and Expenditures
36 - Powers Creek District Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Rents	21,567	33,250	(11,683)	64.86%
State Revenues	0	185,000	(185,000)	0.00%
Interest	472	300	172	157.24%
Total REVENUES & TRANSFERS	<u>22,038</u>	<u>218,550</u>	<u>(196,512)</u>	<u>10.08%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	10,778	7,216	3,562	149.36%
Contracted Professional Services	5,265	7,000	(1,736)	75.20%
Other Contracted Services	5,240	600	4,640	873.28%
Interest Expense	8,180	5,000	3,180	163.60%
Other Expenses	1,615	3,597	(1,982)	44.90%
Repairs & Maintenance	267	12,000	(11,733)	2.22%
Supplies	0	903	(903)	0.00%
Capital Expenditures	11,787	0	11,787	0.00%
Debt Principal Repayment	2,952	193,605	(190,653)	1.52%
Total EXPENDITURES & TRANSFERS	<u>46,083</u>	<u>229,921</u>	<u>(183,838)</u>	<u>20.04%</u>
TOTAL	<u><u>(24,044)</u></u>	<u><u>(11,371)</u></u>	<u><u>(12,673)</u></u>	<u><u>211.45%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
38 - CDBG Non-Program Income Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2022-23 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Other Revenues	2,000	2,400	(400)	83.33%
Interest	396	156	240	253.62%
Transfers In	0	16,934	(16,934)	0.00%
Total REVENUES & TRANSFERS	<u>2,396</u>	<u>19,490</u>	<u>(17,094)</u>	<u>12.29%</u>
TOTAL	<u>2,396</u>	<u>19,490</u>	<u>(17,094)</u>	<u>12.29%</u>

City of Blue Lake
Statement of Revenues and Expenditures
25 - Highway Users Tax Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Taxes	40,932	68,931	(27,999)	59.38%
Interest	273	99	174	275.44%
Total REVENUES & TRANSFERS	<u>41,205</u>	<u>69,030</u>	<u>(27,825)</u>	<u>59.69%</u>
EXPENDITURES & TRANSFERS				
Transfers Out	31,070	69,030	(37,960)	45.00%
Total EXPENDITURES & TRANSFERS	<u>31,070</u>	<u>69,030</u>	<u>(37,960)</u>	<u>45.01%</u>
TOTAL	<u><u>10,135</u></u>	<u><u>0</u></u>	<u><u>10,135</u></u>	<u><u>0.00%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
30 - TDA Street Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Taxes	0	28,098	(28,098)	0.00%
Interest	0	10	(10)	0.80%
Total REVENUES & TRANSFERS	<u>0</u>	<u>28,108</u>	<u>(28,108)</u>	<u>0.00%</u>
EXPENDITURES & TRANSFERS				
Transfers Out	0	28,108	(28,108)	0.00%
Total EXPENDITURES & TRANSFERS	<u>0</u>	<u>28,108</u>	<u>(28,108)</u>	<u>0.00%</u>
TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
34 - Regional Surface Transportation Program Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
State Revenues	22,183	10,954	11,229	202.51%
Interest	61	0	61	0.00%
Total REVENUES & TRANSFERS	<u>22,244</u>	<u>10,954</u>	<u>11,290</u>	<u>203.07%</u>
EXPENDITURES & TRANSFERS				
Transfers Out	16,739	10,954	5,785	152.80%
Total EXPENDITURES & TRANSFERS	<u>16,739</u>	<u>10,954</u>	<u>5,785</u>	<u>152.81%</u>
TOTAL	<u><u>5,505</u></u>	<u><u>0</u></u>	<u><u>5,505</u></u>	<u><u>0.00%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
11 - Recreation Economic Analysis Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Federal Revenues	100,790	0	100,790	0.00%
State Revenues	<u>0</u>	<u>145,000</u>	<u>(145,000)</u>	<u>0.00%</u>
Total REVENUES & TRANSFERS	<u>100,790</u>	<u>145,000</u>	<u>(44,210)</u>	<u>69.51%</u>
EXPENDITURES & TRANSFERS				
Contracted Professional Services	114,710	142,953	(28,243)	80.24%
Other Expenses	<u>0</u>	<u>2,047</u>	<u>(2,047)</u>	<u>0.00%</u>
Total EXPENDITURES & TRANSFERS	<u>114,710</u>	<u>145,000</u>	<u>(30,290)</u>	<u>79.11%</u>
TOTAL	<u>(13,920)</u>	<u>0</u>	<u>(13,920)</u>	<u>0.00%</u>

City of Blue Lake
Statement of Revenues and Expenditures
12 - American Rescue Plan - Covid Relief Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Federal Revenues	148,915	168,915	(20,000)	88.15%
Total REVENUES & TRANSFERS	<u>148,915</u>	<u>168,915</u>	<u>(20,000)</u>	<u>88.16%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	44,610	148,915	(104,305)	29.95%
Other Contracted Services	7,606	0	7,606	0.00%
Other Expenses	90	0	90	0.00%
Supplies	17,226	0	17,226	0.00%
Capital Expenditures	0	20,000	(20,000)	0.00%
Total EXPENDITURES & TRANSFERS	<u>69,532</u>	<u>168,915</u>	<u>(99,383)</u>	<u>41.16%</u>
TOTAL	<u>79,383</u>	<u>0</u>	<u>79,383</u>	<u>0.00%</u>

City of Blue Lake
Statement of Revenues and Expenditures
13 - State Park Per Capita Program Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
State Revenues	0	168,178	(168,178)	0.00%
Total REVENUES & TRANSFERS	<u>0</u>	<u>168,178</u>	<u>(168,178)</u>	<u>0.00%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	40,107	0	40,107	0.00%
Capital Expenditures	55,109	168,178	(113,069)	32.76%
Total EXPENDITURES & TRANSFERS	<u>95,216</u>	<u>168,178</u>	<u>(72,962)</u>	<u>56.62%</u>
TOTAL	<u>(95,216)</u>	<u>0</u>	<u>(95,216)</u>	<u>0.00%</u>

City of Blue Lake
Statement of Revenues and Expenditures
31 - TDA Purchased Transportation Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2022-23 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Taxes	0	32,375	(32,375)	0.00%
Total REVENUES & TRANSFERS	<u>0</u>	<u>32,375</u>	<u>(32,375)</u>	<u>0.00%</u>
EXPENDITURES & TRANSFERS				
Transit Services	21,375	32,375	(11,000)	66.02%
Total EXPENDITURES & TRANSFERS	<u>21,375</u>	<u>32,375</u>	<u>(11,000)</u>	<u>66.02%</u>
TOTAL	<u>(21,375)</u>	<u>0</u>	<u>(21,375)</u>	<u>0.00%</u>

City of Blue Lake
Statement of Revenues and Expenditures
32 - AB-939 Solid Waste/Recycling Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
State Revenues	24,722	32,748	(8,026)	75.49%
Interest	214	56	158	381.51%
Total REVENUES & TRANSFERS	<u>24,936</u>	<u>32,804</u>	<u>(7,868)</u>	<u>76.02%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	12,754	12,344	410	103.31%
Other Contracted Services	1,808	1,650	158	109.55%
Other Expenses	1,949	4,457	(2,508)	43.72%
Repairs & Maintenance	3,465	0	3,465	0.00%
Supplies	0	6,500	(6,500)	0.00%
Total EXPENDITURES & TRANSFERS	<u>19,976</u>	<u>24,951</u>	<u>(4,975)</u>	<u>80.06%</u>
TOTAL	<u>4,960</u>	<u>7,853</u>	<u>(2,893)</u>	<u>63.16%</u>

City of Blue Lake
Statement of Revenues and Expenditures
33 - Supplemental Law Enforcement Services Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
State Revenues	130,466	146,450	(15,984)	89.08%
Interest	13	50	(37)	25.42%
Total REVENUES & TRANSFERS	<u>130,479</u>	<u>146,500</u>	<u>(16,021)</u>	<u>89.06%</u>
EXPENDITURES & TRANSFERS				
Other Contracted Services	109,838	146,523	(36,686)	74.96%
Total EXPENDITURES & TRANSFERS	<u>109,838</u>	<u>146,523</u>	<u>(36,686)</u>	<u>74.96%</u>
TOTAL	<u>20,641</u>	<u>(23)</u>	<u>20,664</u>	<u>(89,745.30)%</u>

City of Blue Lake
Statement of Revenues and Expenditures
42 - CDBG Program Income-Holding Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Loan Repayments	15,809	15,600	209	101.34%
Interest	768	3,543	(2,775)	21.67%
Total REVENUES & TRANSFERS	<u>16,577</u>	<u>19,143</u>	<u>(2,566)</u>	<u>86.60%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	137	1,909	(1,772)	7.16%
Other Contracted Services	60	150	(90)	40.00%
Other Expenses	0	150	(150)	0.00%
Transfers Out	0	16,934	(16,934)	0.00%
Total EXPENDITURES & TRANSFERS	<u>197</u>	<u>19,143</u>	<u>(18,946)</u>	<u>1.03%</u>
TOTAL	<u><u>16,381</u></u>	<u><u>0</u></u>	<u><u>16,381</u></u>	<u><u>0.00%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
44 - CDBG Program Income-Revolving Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Interest	3,057	500	2,557	611.44%
Total REVENUES & TRANSFERS	<u>3,057</u>	<u>500</u>	<u>2,557</u>	<u>611.44%</u>
EXPENDITURES & TRANSFERS				
Contracted Professional Services	11,014	0	11,014	0.00%
Capital Expenditures	0	185,000	(185,000)	0.00%
Total EXPENDITURES & TRANSFERS	<u>11,014</u>	<u>185,000</u>	<u>(173,986)</u>	<u>5.95%</u>
TOTAL	<u><u>(7,957)</u></u>	<u><u>(184,500)</u></u>	<u><u>176,543</u></u>	<u><u>4.31%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
60 - Water Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Current Service Charges	348,449	455,555	(107,106)	76.48%
Other Revenues	6,551	10,715	(4,164)	61.14%
Interest	<u>6,725</u>	<u>3,191</u>	<u>3,534</u>	<u>210.74%</u>
Total REVENUES & TRANSFERS	<u>361,725</u>	<u>469,461</u>	<u>(107,736)</u>	<u>77.05%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	158,406	279,266	(120,860)	56.72%
Contracted Professional Services	35,705	28,670	7,035	124.53%
Other Contracted Services	6,310	13,680	(7,370)	46.12%
Insurance	10,919	13,962	(3,043)	78.20%
Interest Expense	727	1,269	(542)	57.25%
Other Expenses	9,123	19,753	(10,630)	46.18%
Repairs & Maintenance	887	36,860	(35,973)	2.40%
Supplies	5,558	13,815	(8,257)	40.23%
Utilities	141,388	214,566	(73,178)	65.89%
Depreciation	<u>27,936</u>	<u>0</u>	<u>27,936</u>	<u>0.00%</u>
Total EXPENDITURES & TRANSFERS	<u>396,959</u>	<u>621,841</u>	<u>(224,882)</u>	<u>63.84%</u>
TOTAL	<u>(35,234)</u>	<u>(152,380)</u>	<u>117,146</u>	<u>23.12%</u>

City of Blue Lake
Statement of Revenues and Expenditures
61 - Water Connection Fee Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2022-23 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Interest	1,614	665	949	242.74%
Connection Fees	<u>2,743</u>	<u>10,000</u>	<u>(7,257)</u>	<u>27.43%</u>
Total REVENUES & TRANSFERS	<u>4,358</u>	<u>10,665</u>	<u>(6,307)</u>	<u>40.86%</u>
TOTAL	<u><u>4,358</u></u>	<u><u>10,665</u></u>	<u><u>(6,307)</u></u>	<u><u>40.85%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
62 - Water Capital Reserve Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2022-23 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Interest	<u>109</u>	<u>45</u>	<u>64</u>	<u>242.82%</u>
Total REVENUES & TRANSFERS	<u>109</u>	<u>45</u>	<u>64</u>	<u>242.82%</u>
TOTAL	<u>109</u>	<u>45</u>	<u>64</u>	<u>242.82%</u>

City of Blue Lake
Statement of Revenues and Expenditures
64 - Turbidity Reduction Facility Reserve Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2022-23 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Turbidity Reduction Fees	7,801	10,492	(2,691)	74.35%
Total REVENUES & TRANSFERS	<u>7,801</u>	<u>10,492</u>	<u>(2,691)</u>	<u>74.35%</u>
EXPENDITURES & TRANSFERS				
Other Expenses	16	0	16	0.00%
Turbidity Reduction Costs	8,661	13,110	(4,449)	66.06%
Total EXPENDITURES & TRANSFERS	<u>8,677</u>	<u>13,110</u>	<u>(4,433)</u>	<u>66.19%</u>
TOTAL	<u><u>(876)</u></u>	<u><u>(2,618)</u></u>	<u><u>1,742</u></u>	<u><u>33.47%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
70 - Sewer Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	Actual YTD	FY 2022-23 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Current Service Charges	262,370	336,953	(74,583)	77.86%
Other Revenues	6,551	10,715	(4,164)	61.14%
Interest	268	413	(145)	64.96%
Transfers In	0	104,333	(104,333)	0.00%
Total REVENUES & TRANSFERS	<u>269,190</u>	<u>452,414</u>	<u>(183,224)</u>	<u>59.50%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	170,683	286,559	(115,876)	59.56%
Contracted Professional Services	51,439	46,815	4,624	109.87%
Other Contracted Services	16,499	28,465	(11,966)	57.96%
Insurance	12,063	15,534	(3,471)	77.65%
Other Expenses	35,199	36,167	(968)	97.32%
Repairs & Maintenance	1,850	4,085	(2,235)	45.29%
Supplies	7,803	15,604	(7,801)	50.00%
Utilities	37,967	47,926	(9,959)	79.21%
Depreciation	65,061	0	65,061	0.00%
Total EXPENDITURES & TRANSFERS	<u>398,565</u>	<u>481,155</u>	<u>(82,590)</u>	<u>82.84%</u>
TOTAL	<u>(129,375)</u>	<u>(28,741)</u>	<u>(100,634)</u>	<u>450.14%</u>

City of Blue Lake
Statement of Revenues and Expenditures
71 - Sewer Connection Fee Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2022-23 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Interest	2,448	994	1,454	246.24%
Connection Fees	<u>15,485</u>	<u>10,000</u>	<u>5,485</u>	<u>154.84%</u>
Total REVENUES & TRANSFERS	<u>17,932</u>	<u>10,994</u>	<u>6,938</u>	<u>163.11%</u>
TOTAL	<u><u>17,932</u></u>	<u><u>10,994</u></u>	<u><u>6,938</u></u>	<u><u>163.11%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
72 - Sewer Capital Reserve Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2022-23 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Interest	10,712	4,096	6,616	261.52%
Capital Reserve Fee	<u>89,943</u>	<u>119,210</u>	<u>(29,267)</u>	<u>75.44%</u>
Total REVENUES & TRANSFERS	<u>100,655</u>	<u>123,306</u>	<u>(22,651)</u>	<u>81.63%</u>
EXPENDITURES & TRANSFERS				
Other Expenses	176	500	(324)	35.16%
Transfers Out	<u>0</u>	<u>100,000</u>	<u>(100,000)</u>	<u>0.00%</u>
Total EXPENDITURES & TRANSFERS	<u>176</u>	<u>100,500</u>	<u>(100,324)</u>	<u>0.17%</u>
TOTAL	<u><u>100,479</u></u>	<u><u>22,806</u></u>	<u><u>77,673</u></u>	<u><u>440.58%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
80 - Dental/Vision Trust Fund
From 7/1/2022 Through 3/31/2023
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2022-23 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Dental/Vision Charges to Operations	5,460	7,467	(2,007)	73.12%
Interest	296	118	178	251.06%
Total REVENUES & TRANSFERS	<u>5,756</u>	<u>7,585</u>	<u>(1,829)</u>	<u>75.89%</u>
EXPENDITURES & TRANSFERS				
Dental/Vision Claims	5,410	3,940	1,470	137.31%
Total EXPENDITURES & TRANSFERS	<u>5,410</u>	<u>3,940</u>	<u>1,470</u>	<u>137.32%</u>
TOTAL	<u><u>346</u></u>	<u><u>3,645</u></u>	<u><u>(3,299)</u></u>	<u><u>9.49%</u></u>

CITY OF BLUE LAKE
Cash Balance by Fund
3/31/2023

	<u>Balance</u> <u>3/31/2023</u>	<u>Balance</u> <u>9/30/2022</u>	<u>Increase</u> <u>(Decrease)</u>	
General Funds				
10	General Fund (Net of Special Revenue or Capital Project Fund Deficits)	832,564	615,118	217,446
36	Powers Creek District Fund	44,134	64,127	(19,993)
38	CDBG Non-Program Income Fund	50,371	48,776	1,595
Total		<u>927,069</u>	<u>728,021</u>	<u>199,048</u>
Gas Tax and Street Funds				
25	Highway User Tax Fund	41,061	29,335	11,726
30	TDA Street Fund	11	11	-
34	Regional Surface Transportation Program Fund	5,505	-	5,505
Total		<u>46,577</u>	<u>29,346</u>	<u>17,231</u>
Special Revenue Funds				
11	Recreation Economic Analysis Fund	-	-	-
12	American Rescue Plan COVID Relief Fund	123,704	185,836	(62,132)
13	State Park Per Capita Program Fund	-	-	-
31	TDA Purchased Transportation Fund	-	-	-
32	AB-939 Solid Waste/Recycling Fund	23,938	16,639	7,299
33	Supplemental Law Enforcement Services Fund	-	-	-
Total		<u>147,642</u>	<u>202,475</u>	<u>(54,833)</u>
CDBG Funds				
42	CDBG Program Income Holding Fund	16,380	5,506	10,874
44	CDBG Program Income Revolving Fund	396,522	404,276	(7,754)
Total		<u>412,902</u>	<u>409,782</u>	<u>3,120</u>
Water Funds				
60	Water Fund (Net of Turbidity Reduction Facility Reserve Fund Deficit)	840,836	891,106	(50,270)
61	Water Connection Fee Fund	202,205	197,847	4,358
62	Water Capital Reserve Fund	13,615	13,506	109
64	Turbidity Reduction Facility Reserve Fund	-	-	-
Total		<u>1,056,656</u>	<u>1,102,459</u>	<u>(45,803)</u>
Sewer Funds				
70	Sewer Fund	-	2,906	(2,906)
71	Sewer Connection Fee Fund	314,148	296,216	17,932
72	Sewer Capital Reserve Fund (Net of Sewer Fund Deficit)	1,315,715	1,316,466	(751)
Total		<u>1,629,863</u>	<u>1,615,588</u>	<u>14,275</u>
Trust Funds				
80	Dental/Vision Trust Fund	36,772	36,307	465
82	Self-Insured Retention Reserve Fund	20,000	20,000	-
Total		<u>56,772</u>	<u>56,307</u>	<u>465</u>
Total Cash Balance		<u><u>4,277,481</u></u>	<u><u>4,143,978</u></u>	<u><u>133,503</u></u>