



# CITY OF BLUE LAKE

Post Office Box 458  
Phone 707.668.5655

111 Greenwood Road

Blue Lake, CA 95525  
Fax 707.668.5916

## AGENDA REPORT

**Item #:** 4

**Date:** January 23, 2024

**Item Subject:** Blue Lake Community Emergency Response Team (CERT) Annual Presentation

**Submitted By:** Mandy Mager, City Manager

**General Information:** The Blue Lake CERT will present their annual report to the Council; the CERT is an active and engaged organization that provides emergency support services to the City of Blue Lake and surrounding areas.

The CERT serves under the City of Blue Lake and is managed by the Blue Lake Volunteer Fire District.

**Background Material Provided:** N/A

**Fiscal Impact:** N/A

**Recommended Action:** Presentation Only.

<b>Agenda Item Review Information:</b>	
City Manager Review: <input checked="" type="checkbox"/>	Legal Review: <input type="checkbox"/> Planner Review: <input type="checkbox"/> Engineer Review: <input type="checkbox"/>
Comments:	
<b>After Action Information:</b>	
Date Action Taken:	Notes:
Action Taken: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/> Tabled: <input type="checkbox"/> Other: <input type="checkbox"/>
Council Vote: Jones: <input type="checkbox"/>	Shull: <input type="checkbox"/> Mackay: <input type="checkbox"/> Edgar: <input type="checkbox"/> Scafani: <input type="checkbox"/>



Anali Gonzalez &lt;adminasst@bluelake.ca.gov&gt;

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**CERT Annual Report**

1 message

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**rzkm@suddenlink.net** <rzkm@suddenlink.net>  
To: cityclerk@bluelake.ca.gov  
Cc: Mandy Mager <citymanager@bluelake.ca.gov>

Wed, Jan 17, 2024 at 2:38 PM

Hello Anali,


I had left a message for Mandy requesting time on the Agenda to present the CERT annual report. I wanted to confirm that will be possible this meeting, and submit the attached report for the packet if so. I plan to attend the meeting and would imagine the report would take ten minutes or less. If the agenda is too full, no problem, just please let me know and we'll do it next month.

Thank you.

Kit Mann

BL CERT Team Leader

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 **Annual Report to Council 2024.1.17.docx**  
18K

## **Community Emergency Response Teams**

The purpose of a Community Emergency Response Team (CERT) is to provide support to first responders in the event of a large disaster or emergency. The CERT concept was originally developed by the Los Angeles City Fire Department in 1987 after the disastrous Northridge earthquake. The Federal Emergency Management Agency (FEMA) adopted and expanded the program and now makes standardized trainings available nationwide.

The basic CERT training is 23 hours and includes concepts and hands-on practice components in disaster preparedness and response skills such as rapid hazard and damage assessments, basic fire and utilities safety, light search and rescue, team organization, and disaster medical operations. CERTs can also support their communities during non-emergency events by activities such as providing traffic control for community events, staffing charging or warming stations, and other activities. CERT does not initiate actions independently – it is activated or called out by that team’s sponsoring agency; in Blue Lake, the City or the BLVFD.

There are about 12 teams in Humboldt County. In Blue Lake’s sphere, Arcata and McKinleyville have large, well-organized teams. In addition, the BL Rancheria’s Resiliency Training and Innovation Center provides several relevant trainings every year, which BL CERT members can attend. The Humboldt CERT Coalition (HCC) is an organization of all the CERTs in the County and also coordinates both full CERT trainings and refresher courses. HCC meets bimonthly and the BL CERT Team Leader attends. The HCC is now incorporated as a 501c3 non-profit and can apply for grants to benefit all the teams.

### **CERT in Blue Lake**

The Blue Lake CERT was started in 2012. Currently, there are ten active members and a few trained but inactive members. Each member has a CERT backpack with disaster response tools. Our team also maintains a cache of equipment and tools for light search and rescue, medical triage, first aid, victim transport and comfort (blankets), power supply (two small generators), food service, etc.

The Blue Lake CERT is sponsored by the City of Blue Lake and is supervised by the Fire Chief. The team includes a BLVFD liaison. CERT members are also sworn Disaster Service Workers and registered Blue Lake City volunteers. We meet approximately bi-monthly and individual members also attend ancillary trainings when possible.

The most important need for BL CERT is recruitment of additional and younger members.

### **Main Activities in 2023**

At least some members attended each of these trainings:

- First Aid/CPR/AED/Stop the Bleed (BL CERT, Brian Brown)

- Traffic and Crowd Management (HCC)

- Earthquake Tabletop Exercise (Arcata CERT, HCC)

- Shakeout Communications Exercise (County OES)

Annie and Mary Day traffic management

### **For Discussion**

City sponsorship of a CERT training (Trinidad example)



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## AGENDA REPORT

**Item #:** 5

**Date:** January 23, 2024

**Item Subject:** Introduce and Conduct the First Reading of an Ordinance of the City Council of the City of Blue Lake Adding Section 6.04.035 to Chapter 6.04 of Title 6 of the Blue Lake Municipal Code to Adopt Dog Leash Regulations and Determining the Ordinance to be Exempt from CEQA

**Submitted By:** Mandy Mager, City Manager

**General Information:** The City Council has directed staff to amend Chapter 6.04 of Title 6 of the City's Municipal Code to add regulations requiring that all dogs be leashed on public property. The City Attorney has prepared Section 6.40.035 which amends Title 6 Chapter 6.04.

As this item amends the City Municipal Code, it must be adopted through the ordinance adoption process; this requires a first and second reading prior to adoption at a regularly scheduled Council meeting. The City Council can introduce and conduct the first reading at the January 23<sup>rd</sup> meeting, with the second reading and adoption scheduled for the February Council meeting.

**Background Material Provided:** Section 6.04.035

**Fiscal Impact:** N/A.

**Recommended Action:** Introduce and conduct first reading of Section 6.04.035

<b>Agenda Item Review Information:</b>									
City Manager Review:	<input checked="" type="checkbox"/>	Legal Review:	<input checked="" type="checkbox"/>	Planner Review:	<input type="checkbox"/>	Engineer Review:	<input type="checkbox"/>		
Comments:									
<b>After Action Information:</b>									
Date Action Taken:				Notes:					
Action Taken: Approved:	<input type="checkbox"/>	Denied:	<input type="checkbox"/>	Tabled:	<input type="checkbox"/>	Other:	<input type="checkbox"/>		
Council Vote: Jones:	<input type="checkbox"/>	Shull:	<input type="checkbox"/>	Mackay:	<input type="checkbox"/>	Edgar:	<input type="checkbox"/>	Scafani:	<input type="checkbox"/>

**ORDINANCE NO. 2024-XXX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE  
ADDING SECTION 6.04.035 TO CHAPTER 6.04 OF TITLE 6 OF THE BLUE LAKE  
MUNICIPAL CODE TO ADOPT DOG LEASH REGULATIONS AND DETERMINING  
THE ORDINANCE TO BE EXEMPT FROM CEQA**

**WHEREAS**, the City of Blue Lake, California (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

**WHEREAS**, pursuant to its broad police powers, the City may provide regulations to prevent dogs from being in the City unsecured by kennel, fencing, leash, or any other containment measure so to roam free; and

**WHEREAS**, by way of this Ordinance No. 2024-XXX, the City Council desires to add Section 6.04.035 to Chapter 6.04 of Title 6 of Blue Lake Municipal Code; and

**WHEREAS**, adoption of this Ordinance is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3), the “General Rule”, which states that a project is exempt from CEQA where it can be seen with certainty that there is no possibility that the project would have a significant effect on the environment; and

**WHEREAS**, the City Council has considered the staff report, supporting documents, public comment, and all appropriate information that has been submitted with this Ordinance; and

**WHEREAS**, all legal prerequisites to the adoption of the Ordinance have occurred.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BLUE LAKE DOES  
ORDAIN AS FOLLOWS:**

**SECTION 1. Recitals.** The above recitals are each incorporated by reference and adopted as findings by the City Council.

**SECTION 2. CEQA.** Adoption of this Ordinance is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3), the “General Rule”, which states that a project is exempt from CEQA where it can be seen with certainty that there is no possibility that the project would have a significant effect on the environment. The City Council hereby directs staff to prepare, execute, and file with the Humboldt County Clerk a notice of exemption within five (5) working days of the adoption of this Ordinance.

**SECTION 3. Findings.**

- A.** Article XI, Section 7 of the California Constitution authorizes the City to enact and enforce ordinances regulating conditions that may be public nuisances or health hazards, or that promote social, economic, or aesthetic considerations;

- B. It is in the public interest for the City to take appropriate actions to protect citizens and their property from conditions that threaten public health, safety, and welfare; and
- C. It is in the public interest to make sure dogs are secured within the City to reduce instances of dog attacks and property damage by, among other things, imposing penalties on persons responsible for allowing dogs within their control to be unsecured within the City.

**SECTION 4. Municipal Code Amendment.** Section 6.04.035 is hereby added to Chapter 6.04 of Title 6--Animals--of the Blue Lake Municipal Code in the form and substance set forth in **Exhibit "A"**, attached hereto and incorporated herein by reference. Without modifying the substance, following approval of this Ordinance, the City Clerk shall cause the Blue Lake Municipal Code amendments to be consistent in form and style with Title 6 of the Blue Lake Municipal Code.

**SECTION 5. Effective Date.** The effective date of this ordinance is thirty (30) days after its adoption by the City Council.

**SECTION 6. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this resolution are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

**INTRODUCED and FIRST READING CONDUCTED** at a regular meeting of the City Council of the City of Blue Lake, California, on this \_\_\_\_ day of \_\_\_\_\_, 2024 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Adelene Jones, Mayor

ATTEST:

\_\_\_\_\_  
Anali Gonzalez, City Clerk

**SECOND READING CONDUCTED, PASSED, and ADOPTED** at a regular meeting of the City Council of the City of Blue Lake, California, on this \_\_\_\_ day of \_\_\_\_\_, 2024 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Adelene Jones, Mayor

ATTEST:

\_\_\_\_\_  
Amanda Mager, City Clerk

**Exhibit "A"**

**Title 6 Animals**

**Chapter 6.04 Dog Licensing and Regulations**

**6.04.035 Dogs Must be Secured By Leash.**

A. It shall be unlawful for any owner of, or person in charge of or in control of, any dog to suffer or permit a dog to be in the City unless such dog is securely enclosed in a pen, a fenced yard, or other enclosure, or securely tethered, or on a leash.

B. No person having the control or care of any dog shall suffer or permit such dog to enter or remain in a public park or recreation area unless it is led by a leash of suitable strength not more than six feet in length. However, nothing in this section shall prevent a dog from being used without a leash to lawfully hunt wild birds or game or to herd, guard, gather, or otherwise work domestic animals or fowls in or upon a public place or premises so long as such dog is under the charge and control of a person competent to keep such dog under effective charge and control and so long as such dog does not wrongfully harm or damage or threaten to harm or damage any person or public or private property. In addition, nothing in this chapter shall prevent a dog from running without a leash in any area designated as a dog run or park by the City so long as such dog is under the charge and control of a person competent to keep such dog under effective charge and control and so long as such dog does not wrongfully harm or damage or threaten to harm or damage any person or public or private property.

C. This section shall not apply to any official Law Enforcement Dogs on patrol.





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## AGENDA REPORT

**Item #:** 10

**Date:** January 23, 2024

**Item Subject:** Greenwood Road Lateral Replacement Project and Budget Amendment

**Submitted By:** Mandy Mager, City Manager

**General Information:** The City of Blue Lake has received funding in the amount of \$1.6 million to construct improvements to Greenwood Road. Improvements will include new sidewalks, raised crosswalks, paving, landscape features and other traffic calming improvements.

The City continues to experience failures of aging water/wastewater infrastructure, and in order to maximize the longevity and benefit of the Greenwood Road improvement project, City staff is recommending replacing the water laterals along Greenwood prior to the improvement project taking place.

The replacement of the laterals has been identified as a high priority project through the City's CIP, and staff is proposing to utilize funds from Fund 60 (Water) and Fund 70 (Wastewater) to make the improvements. Staff is also pursuing grant funding to support this project, but as the Greenwood project is set for a summer construction schedule, staff is asking for authorization to move forward with the lateral project.

As this project was not included in the Fiscal Year 2023/2024 budget, the expenditure will require a budget amendment. The project is estimated to cost up to \$443,000.00; staff proposes that Council authorize the expenditure and direct the City Manager to proceed with the preparation of plans, specs and bid documents, release the project out to bid and proceed with awarding the project to the lowest qualified bidder. SHN, the City's contract engineering firm, will prepare the documents and manage the inspections and project management activities.

**Background Material Provided:** Engineers report and cost estimate

**Fiscal Impact:** Reduce the fund balance from Fund 60 by \$266,00.00 and Fund 70 by \$177,000.00

**Recommended Action:** To amend the FY 23/24 budget to allow the expenditure of \$266,000 from Fund 60 and \$177,000 from Fund 70, and to authorize the City engineer to prepare the plans and specifications and bid documents for lateral replacement project and authorize the City Manager to release the project out to bid and to award the bid to the lowest qualified bidder. The City engineer will provide construction management and inspection services as necessary.

<b>Agenda Item Review Information:</b>			
City Manager Review:	<input checked="" type="checkbox"/>	Accountant Review:	<input checked="" type="checkbox"/>
Planner Review:	<input type="checkbox"/>	Engineer Review:	<input checked="" type="checkbox"/>
Comments:			
<b>After Action Information:</b>			

Date Action Taken:	Notes:			
Action Taken: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Council Vote: Jones: <input type="checkbox"/>	Shull: <input type="checkbox"/>	Mackay: <input type="checkbox"/>	Edgar: <input type="checkbox"/>	Scafani: <input type="checkbox"/>

City of Blue Lake  
Fund Balance  
12.31.23

Fund	Fund Balance at 12.31.23
Water Operating Fund (Fd 60)	534,376
Water Capital Reserve Fund (Fd 62)	13,743
Sewer Capital Reserve Fund (Fd 72)	1,417,064

City of Blue Lake  
Fund Balance  
12.31.23

Fund	Fund Balance at 12.31.23
Water Operating Fund (Fd 60)	534,376
Water Capital Reserve Fund (Fd 62)	13,743
Sewer Capital Reserve Fund (Fd 72)	1,417,064



Reference: 023003.800

December 21, 2023

Amanda Mager, City Manager  
City of Blue Lake  
111 Greenwood Ave  
Blue Lake, CA 95525

**Subject: Proposal to Provide Civil Design Services and Construction Management Services for the Greenwood Water Service Replacement Project**

Dear Amanda:

This letter presents our scope and fee estimate for engineering design, bid assistance, and construction support services for the Greenwood Water Service Replacement Project. Based on discussion with the City of Blue Lake (City), we are assuming there are 19 water services needing replacement (from the existing water meters up to and including the corporation stops at the City's water main), 2 existing dwarf fire hydrants to be abandoned, and 1 existing fire hydrant to be relocated. To assist with securing funding, we have also included a preliminary total project cost estimate including construction.

## Scope of Work

### Task 1—Construction Documents

SHN will prepare engineering design plans and technical specifications signed and stamped by a California Professional Engineer. The plans will consist of all necessary drawings and details needed to construct the project. Technical specifications are expected to be included on the plans and not as separate documents.

SHN will prepare an updated opinion of probable construction cost (OPCC) for the project.

#### Deliverables:

- 60% draft plans
- 100% final signed and stamped plans
- Engineer's opinion of probable construction cost

#### Assumptions:

- No major changes will be made to the project other than what is listed above.
- SHN will participate in one project review meeting with the City of Blue Lake. SHN assumes that this review will be a web meeting.



**Exclusions:**

- Multiple rounds of revisions to plans past 60% and 100% levels
- Land survey
- Design of any portion of the City's water main, storm drains, or sewer mains or laterals.
- Preparation of a traffic control plan: It is our assumption that the contractor will be responsible for this.
- Preparation of a stormwater pollution prevention plan (SWPPP): It is our assumption that a SWPPP will not be required.
- Design of low impact development (LID) features
- Design of a temporary water supply system: It is our assumption that the contractor will be responsible for this.

## **Task 2—Bid Assistance**

SHN will provide assistance with soliciting competitive bids from construction contractors for construction of the project. Bid assistance will include preparation of "front end" bid documents including:

- Invitation for bids
- Instructions to bidders
- Bid and contract forms
- Construction contract
- General conditions
- Special conditions

SHN will publish the bid documents and distribute them to public exchanges, including the Humboldt Builders Exchange. SHN will respond to questions received during the open-bid period by preparing bid addenda and distributing addenda to plan holders through the exchange above.

SHN will host a pre-bid meeting on site during the open-bid period to make prospective bidders familiar with the project and any special requirements of which prospective bidders should be aware. SHN will prepare a pre-bid meeting agenda, lead the meeting, and document meeting attendees and questions.

Bids will be received by the City at the City office in Blue Lake. The City will be responsible for publicly opening the bids on the date and time specified in the bid documents. SHN will review bids and prepare a bid summary indicating whether bids are responsive to all bid requirements and will provide a recommendation for award to the lowest responsive bidder.

**Deliverables:**

- Final bid documents
- Pre-bid meeting agenda, attendees list, questions, and addenda
- Bid summary and award recommendation



**Assumptions:**

- The City will receive and open sealed bids at the City's office in Blue Lake.

**Exclusions:**

- Multiple bid packages
- More than one public bid
- Dispute resolution regarding the bid process

## **Task 3—Construction Management and Material Testing**

### **Task 3A: Construction Administration**

The construction administration covers the non-field work required prior to, during, and after construction has finished. Items of work under this task include:

- Preconstruction meeting
- Submittal reviews
- Change order preparation
- Extra work reports
- Weekly meetings
- Respond to requests for information (RFIs)
- Contractor pay request review
- Weekly record of working days
- Project closeout and punch list
- Redline markups of project plans detailing as-built information
- Resolution of outstanding changes/claims

### **Task 3B: Construction Inspection and Material Testing**

This task includes the job site efforts during construction. Based on the project scope, we expect that construction of this project will be completed within 30 working days. Our efforts for this task assume full-time, onsite construction inspections to verify compliance with the project plans and specifications. SHN will coordinate with the contractor regarding planned work for each day and anticipation of next steps to keep the project moving efficiently. Items of work under this task include:

- Onsite inspection services
- Daily field reports documenting contractor's work items, workers onsite, equipment, and weather
- Photo documentation—before, during, and after photos to be uploaded to City transfer system for the City to download
- Verification of contractor's conformance to plans and specifications
- Compaction Testing of aggregate base backfill
- Creation of one compaction curve



- Coordination with city staff for shutdowns, flushing, and disinfection if required
- Observation of disinfection and testing of the temporary water supply system

**Deliverables:**

- Responses to Contractor submittals
- Responses to Contractor requests for information
- Responses to Contractor requests for contract change orders
- Responses to Contractor requests for payment
- Daily field reports
- Construction meeting agendas and notes
- Final construction punch list
- Redline markups of project plans detailing as-built information

**Assumptions:**

- Onsite construction inspection and material testing services are subject to prevailing wage requirements.
- The construction will be completed within 30 working days, and all inspection and material testing will occur during first shift (daytime working hours, 8 am to 5 pm) Monday through Friday (no prevailing wage overtime or double time)

**Exclusions:**

- Labor compliance support
- Construction staking
- Dispute resolution

## General Assumptions

The scope and fee presented in this proposal are based on the following assumptions:

1. The project scope includes 19 water services to be replaced (from the existing meters up to and including the existing corporation stop), 2 dwarf hydrants to be abandoned, and 1 fire hydrant to be relocated.
2. Construction permits and environmental documentation are not included.
3. Design will be completed in early 2024, and construction will be completed by the end of 2024.
4. SHN will not be responsible for any services not specifically listed under the scope of work presented above.





## Schedule

SHN expects our efforts to progress in accordance with the following general schedule:

- Submit 100% final stamped plans, specifications, and cost opinion within 10 weeks after an executed agreement has been received.
- Final bid documents will be completed within 2 weeks after the final plans and specifications have been approved by the City.
- Public bid solicitation will be advertised within 1 week of completing the final bid documents.
- The public bid solicitation period is anticipated to be open for 4 weeks.
- Bid summary and award recommendation will be completed within 1 week of the bid opening.
- Construction is anticipated to begin in 2024 and will be complete by the end of the year.
- Project closeout and record drawings will be completed within 2 months after final construction acceptance.

## Fee

Compensation for services described herein will be on a time and expenses basis. The table below provides an anticipated budget breakdown by task. SHN shall be free to adjust budgets between these tasks as needed, as long as the total fee is not exceeded. This total fee will not be exceeded without prior authorization.

Task 1. Construction Documents .....	\$33,500
Task 2. Bid Assistance .....	\$11,000
Task 3. Construction Management and Material Testing .....	\$68,900
<b>Total Fee .....</b>	<b>\$113,400</b>

## Preliminary Project Cost Estimate

To assist with securing funding, a preliminary opinion of total project cost is provided. Note that the opinion is prior to evaluating current and projected aeration requirements and is, therefore, limited to best available information and professional judgement. The opinion of probable cost will be updated with the basis of design task.

Construction (with 30% Contingency).....	\$317,000
Engineering Services .....	\$113,400
Administration and Legal .....	\$13,000
<b>Estimated Total Project Cost .....</b>	<b>\$443,400</b>



Amanda Mager  
**Greenwood Water Service Replacement Project**  
December 21, 2023  
Page 6

Thank you for providing SHN with the opportunity to assist with this project. We look forward to receiving your notice to proceed. If you have any questions or comments regarding the information provided, please call me at (707) 441-8855.

Sincerely,

**SHN**



Jordan Ludtke, PE  
Project Manager

JBL:ame

Attachment 1: Engineer's Preliminary Opinion of Probable Project Cost



**Engineer's  
Preliminary Opinion  
of Probable Project  
Cost**

**1**



Date: December 21, 2023  
Reference: 023003.800

Name: Jordan Ludtke, PE  
Checked by:

**ENGINEER'S PRELIMINARY OPINION OF PROBABLE PROJECT COST**  
**Greenwood Avenue Water Service Replacement Project**  
**Blue Lake, California**

Item	Description	Units	Quantity	Unit Cost	Total Cost
1	Mobilization/Demobilization (10%)	LS	1	\$22,500	\$22,500
2	Water Pollution Control	LS	1	\$10,000	\$10,000
3	Traffic Control	LS	1	\$25,000	\$25,000
4	Potholing Corp Stops	EA	19	\$1,000	\$19,000
5	Temporary Water System	LS	1	\$25,000	\$25,000
6	Replace Water Service	EA	19	\$7,500	\$142,500
7	Abandon Fire Service and Remove Hydrant	EA	2	\$7,500	\$15,000
8	Relocate Fire Service	EA	1	\$22,000	\$22,000
Subtotal:					\$244,000
Contingency (30%):					\$73,000
<b>Total Construction:</b>					<b>\$317,000</b>
Design:					\$33,500
Bid Assistance:					\$11,000
Construction Services:					\$68,900
Administration and Legal (4%):					\$13,000
<b>Total Project:</b>					<b>\$443,400</b>



# CITY OF BLUE LAKE

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## AGENDA REPORT

Item #: 7

Date: January 23, 2024

Item Subject: Resolution No. 1226: A Resolution of the City Council of the City of Blue Lake Declaring Assessor Parcel Numbers 025-201-009, 025-2001-019 and 025-201-023 as Surplus Lands and Directing the City Manager to Notice the Lands as per the Requirements of the Surplus Lands Act.

Submitted By: Mandy Mager, City Manager

**General Information:** The City is required to notice the availability of City owned property for housing development per the State of California's Surplus Lands Act. The City currently owns three parcels that meet this noticing criteria.

Resolution Number 1226 declares the property surplus and staff is requesting authorization to proceed with the required noticing per the requirements of the act.

**Background Material Provided:** Resolution Number 1226 and parcel map identifying the surplus properties.

**Fiscal Impact:** Failure to comply with the Surplus Lands Act impacts the City's ability to develop properties or to pursue lease and/or sale options.

**Recommended Action:** Adopt Resolution Number 1226 as presented and direct the City Manager to make the appropriate noticing.

<b>Agenda Item Review Information:</b>				
City Manager Review: <input checked="" type="checkbox"/>	Legal Review: <input type="checkbox"/>	Planner Review: <input type="checkbox"/>	Engineer Review: <input type="checkbox"/>	
Comments:				
<b>After Action Information:</b>				
Date Action Taken:		Notes:		
Action Taken: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Council Vote: Jones: <input type="checkbox"/>	Shull: <input type="checkbox"/>	Mackay: <input type="checkbox"/>	Edgar: <input type="checkbox"/>	Scafani: <input type="checkbox"/>

**RESOLUTION NO. 1226**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE  
DECLARING CITY-OWNED PROPERTY LOCATED WITHIN THE CITY AND  
KNOWN AS ASSESSOR PARCEL NUMBERS 025-201-009, 025-201-019, AND 025-201-  
023, AS SURPLUS LAND AND DIRECTING THE CITY MANAGER TO FOLLOW  
THE PROCEDURES SET FORTH IN THE SURPLUS LAND ACT, CALIFORNIA  
GOVERNMENT CODE SECTION 54220, ET SEQ., AS AMENDED BY AB 1486, FOR  
THE SALE, AND/OR LEASE OF SURPLUS LAND**

**WHEREAS**, the City of Blue Lake (“City”) owns that certain real property in fee simple located adjacent to Taylor Way in the City of Blue Lake, State of California known as Assessor Parcel Numbers 025-201-009, 025-201-019, and 025-201-023, (“Property”), which consists of approximately 2.8 acres and is zoned Opportunity; and

**WHEREAS**, Assembly Bill 1486 went into effect on January 1, 2020 (“AB 1486”), and expanded the Surplus Land Act requirements for local agencies prior to the disposition and disposal of any “surplus land”; and

**WHEREAS**, the Property is currently not listed for sale; and,

**WHEREAS**, the City Council finds that the mission of the City and implementation of the City’s General Plan may be further advanced with the sale or lease of the Property;

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the Blue Lake City Council of the City of Blue Lake, State of California, as follows:

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

Section 2. The City Council hereby finds the following:

A. The current use of the property does not meet the exemption findings identified under the Surplus Land Act, and is thus determined to be surplus land; and

B. The sale or lease of the Property may further the implementation of the City’s General Plan and may advance the mission of the City.

The City Council therefore finds and declares that the Property is surplus land, as defined in California Government Code section 54221, based on the true and correct written findings found in this Resolution and incorporated herein by this reference.

Section 3. The City Council hereby authorizes the City Manager to send written notices of availability of the Property for sale, or lease, to any beneficially interested person or entity, to bring terms of a proposed sale or lease of the Property to the City Council, or it’s designated negotiating team, and to otherwise follow the procedures of the Surplus Land Act,

California Government Code section 54220, *et seq.*, as amended on January 1, 2020, as applicable to a proposed sale, or lease of the Property.

Section 4. Any proposed agreement for the sale or lease of the Property shall be subject to the approval of the City Council.

Section 5. The sale or lease of the Property as surplus is exempt from environmental review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15312 (Surplus Government Property Sales). However, if development was proposed on the Property by a subsequent buyer, or lessee, then that development would be reviewed under CEQA.

Section 6. This Resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall attest to and certify the vote adopting this Resolution.

PASSED AND ADOPTED by the City Council of the City of Blue Lake, State of California this \_\_\_ day of January 2024, by the following vote:

Ayes:

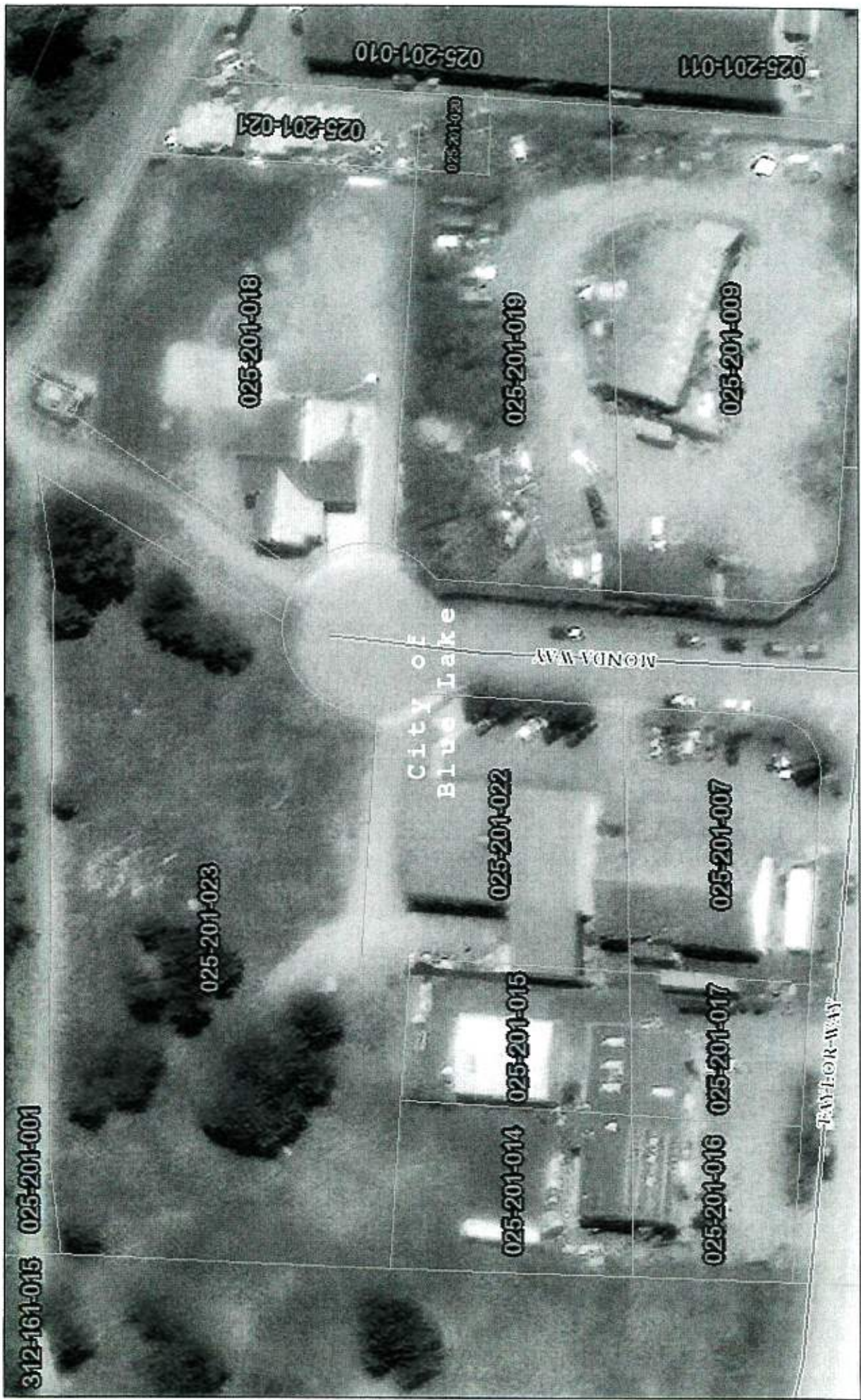
Nays:

Abstention:

Absent:

\_\_\_\_\_  
Adelene Jones-Mayor

\_\_\_\_\_  
Anali Gonzalez, City Clerk



**Humboldt County WebGIS**

Humboldt County Planning and Building Department

1/18/2024, 4:04:29 PM Web AppBuilder 2.0 for ArcGIS

Map Disclaimer:  
While every effort has been made to assure the accuracy of this information, it should be understood that it does not have the force & effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence.

Highways and Roads: — Private or Unclassified — Intermittent  
 Principal Arterials — Major River or Stream — Subsurface  
 Minor Arterials — City Boundary  
 Major Collectors — Counties  
 Minor Collectors — Parcels  
 Local Roads — Parcels (no APN labels)

Blue Line Streams: — Perennial 1-3  
 — Perennial >4

Sources: Humboldt County GIS  
 Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community  
 Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Scale: 0 0.0075 0.015 0.03 mi  
 0 0.0075 0.015 0.03 mi  
 1 in = 94 ft  
 RF = 1:1,128





## Surplus Land Act Frequently Asked Questions (FAQs)

*This document provides answers to frequently asked questions about the Surplus Land Act (SLA) (Government Code sections 54220-54234) and the responsibilities of local agencies under the SLA. The Department of Housing and Community Development (HCD) reserves the right to update this document as needed in response to new facts, issues, or laws.*

### General Questions

#### 1. What is the Surplus Land Act (SLA)?

The SLA is a "right of first refusal" law that requires all local agencies to offer surplus land for sale or lease to affordable home developers and certain other entities before selling or leasing the land to any other individual or entity.

#### 2. When do I have to follow the SLA?

Any time a local agency disposes of land, it must follow the SLA unless the land qualifies as exempt surplus land. Dispositions include both sales and leases (unless the lease is less than five years or where no demolition or development will occur during the term of the lease).

#### 3. Is land ever exempt from the SLA?

Yes. There are many exemptions in the SLA. Most, but not all, are found in Government Code section 54221, subdivision (f)(1). Exemptions to the SLA can be generally summarized in the following four categories:

1. Those where the pre-AB 1486 version of the SLA applies because the local agency took action to dispose of the land prior to September 30, 2019 ("Grandfathering" exemptions) These dispositions are exempt from the current version of the SLA subject to the SLA as it existed on December 31, 2019.
2. Those where the disposition can be streamlined because the proposed development on the surplus land includes a certain percentage of affordable units (Affordable Housing exemptions)
3. Land that is disposed of or restricted for another public use under certain conditions (Public Use exemptions)
4. Land that is not suitable for housing because of size or other factors (Unsuitable Parcel exemptions)

#### 4. What is a disposition?

A disposition occurs when a local agency declares land to be surplus or exempt surplus and then sells or leases the land. All dispositions of surplus land must be approved by HCD before the sale or lease can be finalized. (Gov. Code, § 54230.5, subd. (b)(1).)



## 5. When do I need to contact HCD regarding a standard surplus land disposition?

The SLA requires local agencies to contact HCD twice.

First, when a local agency declares land surplus and issues a Notice of Availability (NOA), the local agency must send the NOA to HCD. (Gov. Code, § 54222, subd. (a)(1).) Second, the local agency must contact HCD again once at least 60 days have passed after the issuance of an NOA and any required 90-day good faith negotiations have concluded. At that time, the local agency must provide HCD with disposition documents that include the following: a copy of the Resolution declaring the land surplus, a copy of the NOA, a copy of the draft affordability covenant, proof of NOA delivery to all required entities per Government Code section 54222 (see Noticing Requirements below), and a description of any negotiations that have taken place. (Gov. Code, § 54230.5, subd. (b)(1).)

## 6. How do I contact HCD with questions about the SLA?

All correspondence with HCD should be submitted via [the Surplus Lands Portal](#).

# Dispositions

## 1. Are leases subject to the SLA?

Yes. Leases are subject to the SLA in most cases. The only exceptions are leases that are less than five (5) years or where no demolition or redevelopment will occur (SLA Guidelines section 102(h)(1)).

## 2. Are easements subject to the SLA?

No. In almost all cases, easements are not subject to the SLA. However, if a purported easement substantively resembles a sale or lease, then we recommend you discuss with HCD.

## 3. When are affordability restrictions required?

All dispositions of surplus land require an affordability covenant. Every sale or lease of land that takes place under the SLA requires that an affordability covenant be recorded against the land. Land sold or leased to an affordable housing developer or local public entity that responded to the Notice of Availability (NOA) within 60 days following the issuance of an NOA must include an affordability covenant requiring at least 25% of the total units developed to be affordable to lower income households. (Gov. Code, § 54222.5.) In addition, a 15% affordability covenant is required on land sold or leased after no entity responds to the NOA during the 60-day period or after price or terms cannot be reached during the 90-day good faith negotiation period. (Gov. Code, §§ 54233, 54233.5.)

An affordability covenant should also be recorded for exempt surplus land dispositions that are put out to open, competitive bid by a local agency for affordable housing development



pursuant to Government Code section 54221, subdivision (f)(1)(F)(i) or mixed-use development pursuant subdivision (f)(1)(F)(ii). For dispositions of exempt surplus land pursuant to subdivision 54221(f)(1)(A), local agencies must record a regulatory agreement establishing the minimum affordability requirements.

#### 4. Are dispositions for exempt surplus land the same as dispositions for surplus land?

No. The exempt surplus land disposition process requires much less documentation. To dispose of “exempt surplus” land, a local agency must submit a resolution with written findings supporting the exemption to HCD for review (SLA Guidelines section 400(e)(1)). After HCD reviews the resolution and written findings and concurs that the land qualifies as exempt surplus land, the local agency is free to sell or lease the land (SLA Guidelines section 400(e)).

HCD staff will also review a draft resolution and provide feedback as to whether the resolution addresses the requirements of “exempt surplus” land before the local agency presents it to its governing body. However, HCD review of a draft resolution is optional (SLA Guidelines section 400(e)(2)).

Greater details on exemptions are available in our Guide to Exemptions.

#### 5. Are properties in a Long-Range Property Management Plan subject to the SLA?

Yes. All locally owned land, including land that has been designated in Long-Range Property Management Plans (LRPMP) approved by the Department of Finance (DOF) or the Community Redevelopment Property Trust, is subject to the SLA. (Gov. Code, § 54221, subd. (b)(2).) When disposing of surplus land in an LRPMP, HCD requests that the local agency includes two additional documents in its disposition paperwork: a copy of the LRPMP and the letter from the DOF approving the LRPMP.

#### 6. What if there was an exclusive negotiating agreement (ENA) or legally binding agreement to dispose of the land prior to September 30, 2019?

Land is subject to the version of the SLA that existed on December 31, 2019 so long as the local agency entered into an exclusive negotiating agreement (ENA) or other legally binding agreement to dispose of land on or before September 30, 2019, and the disposition of the land is completed by December 31, 2022, to the party that entered into the ENA or other legally binding agreement or its successor or assign. (Gov. Code, § 54234, subd. (a)(1).)

#### 7. If a local agency leases agency-owned land that requires tenant improvements and repair work, would that be considered a “disposition of surplus land”?

No. For the purposes of the SLA Guidelines, the term “disposition” excludes short-term leases for a term of less than five years, as well as leases where no demolition or development will



occur. A lease that allows tenant improvements and minor maintenance would not be considered a disposition of surplus land (SLA Guidelines section 102(h)).

## **Determining How the SLA May Apply to a Local Agency's Proposed Disposition of Land**

*Before a local agency considers selling or leasing locally owned land, it should consider if the land is surplus, exempt surplus, or not otherwise subject to the SLA. This section addresses frequently asked questions regarding those considerations.*

1. Our local agency is proposing to dispose of land for economic development purposes. We received grant funding from state or federal sources which prohibit us from developing housing on the land. Does this qualify the land for an exemption?

Yes, if grant funding from another agency restricts the development from pursuing any residential uses, then the land may qualify for the exemption in Government Code section 54221(f), subdivision (1)(G). HCD recommends that the local agency contact HCD via the [Surplus Lands Portal](#) to confirm that the grant does in fact prohibit housing development before declaring the land "exempt surplus land" under Government Code section 54221(f), subdivision (1)(G).

2. Our city has surplus land in a commercial district. The development of housing would be subject to a conditional use permit. Would this exempt the land from the SLA?

No, the city must abide by the SLA process of notifying all mandatory parties and negotiating in good faith with any interested parties proposing to develop affordable housing on the land. (Gov. Code, § 54223, subd. (b).)

3. For affordable housing exemptions using the no-bid affordable housing exemption (Gov. Code, § 54221, subd. (f)(1)(A)), does the city or county still have to declare the land as "exempt surplus" through an act of its governing board?

Yes. All surplus land and exempt surplus land must be declared as such. (Gov. Code, § 54221, subd. (b)(1).)

4. Our agency is proposing to dispose of land that is not currently zoned for residential use. Can we declare it exempt surplus land for this reason?

The land can only use the exemption in Government Code section 54221(f), subdivision (1)(G) if the restriction prohibiting housing is imposed by another agency. If the agency that owns the



land is a city or county that zoned the land for non-residential use, that designation cannot be used to qualify the land for this exemption.

## **Noticing Requirements for Land Disposed of as Surplus Land**

### **1. When must a local agency send out a Notice of Availability (NOA)?**

A local agency must send out a Notice of Availability (NOA) before selling or leasing surplus land or participating in negotiations to sell or lease surplus land. (Gov. Code, § 54222.) A local agency must give entities that are interested in purchasing or leasing the surplus land at least 60 days from the date the agency sends the NOA to notify the agency of its interest. (Gov. Code, § 54222, subd. (e).)

### **2. Who does a local agency disposing of surplus land need to notify that surplus land is being made available?**

The following entities must be notified (Gov. Code, § 54222):

- If the NOA is for developing low- and moderate-income housing, the local agency must notify:
  - HCD
  - Any local public entity within whose jurisdiction the surplus land is located. Local public entities include: any county, city, city and county, the duly constituted governing body of an Indian reservation or rancheria, tribally designated housing entity as defined in Section 4103 of Title 25 of the United States Code and Section 50104.6.5, redevelopment agency organized pursuant to Part 1 (commencing with Section 33000) of Division 24, or housing authority organized pursuant to Part 2 (commencing with Section 34200) of Division 24 of the Health and Safety Code, and also includes any state agency, public district, or other political subdivision of the state, and any instrumentality thereof, that is authorized to engage in or assist in the development or operation of housing for persons and families of low or moderate income. "Local public entity" also includes two or more local public entities acting jointly.
  - CalHFA-certified Housing Sponsors who have notified HCD of their interest in developing affordable housing on surplus land. (Gov. Code, § 54222, subd. (a)(1).) A link to the full list of developers can be found on the [Public Lands for Affordable Housing Development page](#) on HCD's website. Those entities with an "X" in column C of the table are CalHFA-certified Housing Sponsors that are required to receive NOAs.
- If the NOA is for open space purposes, the local agency must notify: the State Resources Agency, any regional park authority having jurisdiction where the land is located, and the park or recreation department of the city and/or county in which the land is located. (Gov. Code, § 54222, subd. (b).)
- If the land is suitable for school facilities construction or for use by a school district for open-space purposes, the local agency must notify the school district in which the land is located. (Gov. Code, § 54222, subd. (c).)



- If the land is located in a transit village or infill opportunity zone, the local agency must notify the county, city, city and county, successor agency to a former redevelopment agency, public transportation agency, or housing authority within whose jurisdiction the surplus land is located. (Gov. Code, § 54222, subd. (d).)

**3. Does a local agency disposing of surplus land need to send the NOA to mandatory parties via email or certified mail?**

Noticing via email where a local agency sends one email and "Bcc" all the required entities is acceptable. (Gov. Code, § 54222, subd. (a)(1).) Certified mail is also acceptable.

**4. Are we required to notify all entities that have notified HCD of their interest in surplus land prior to disposing of surplus land?**

No, only the housing sponsors certified by the California Housing Finance Agency (CalHFA) must be notified from that list. (Gov. Code, § 54222, subd. (a)(1).) However, the local agency may notify any other housing developers in addition to the CalHFA-certified housing sponsors. Remember that the CalHFA list is being continually updated. Please check the HCD website to ensure you notice the up-to-date list.

Please be reminded that the local agency disposing the land must also notify other local public entities (LPEs) within whose jurisdiction the surplus land being disposed of is located. (Gov. Code, § 54222, subd. (a)(1).) The LPEs required to be noticed vary based on the location of the land and do not appear on HCD's list. It is the local agency's responsibility to determine all LPEs that must be sent an NOA.

**5. If, at the conclusion of the 60-day noticing period, no qualified party submitted a Notice of Interest (NOI) for the surplus land we are disposing, do we have any other obligations under the SLA?**

Yes, the local agency must record a deed restriction requiring that, in the event 10 or more residential units are developed on the land, 15 percent of the units be set aside as affordable housing. A sample deed restriction can be found [here](#). The agency must also submit a copy of this deed restriction along with a summary of the disposition to HCD for review using the form [here](#). The local agency must wait for a letter from HCD before agreeing to terms to sell or lease the land. (Gov. Code, §§ 54230.5, 54233, 54233.5.)

**Noticing Requirements for Land Disposed of as Exempt Surplus Land**

1. Who does a local agency need to notify when disposing of exempt surplus land pursuant to one of the competitive bid affordable housing exemptions (Gov. Code, § 54221, subd. (f)(1)(F)(i-ii))?



If exempt surplus land is disposed of through an open, competitive bid pursuant to one of the affordable housing exemptions in Government Code section 54221, subdivisions (f)(1)(F)(i-ii), the following entities in Government Code section 54222, subdivision (a), must be notified and invited to participate:

- HCD
- Any local public entity within whose jurisdiction the surplus land is located
- CalHFA-certified Housing Sponsors who have notified HCD of their interest in developing affordable housing on surplus land. A link to the full list of developers can be found on the [Public Lands for Affordable Housing Development page](#) on HCD's website. Those entities with an "X" in column C of the table are CalHFA-certified Housing Sponsors that are required to receive NOAs.

**2. Who does a local agency need to notify when disposing of land that is located within a coastal zone, adjacent to a historical unit of the State Parks System, listed on or eligible for the National Register of Historic Places, or within the Lake Tahoe region?**

Unless land was granted by the state in trust to a local agency pursuant to Government Code section 54221, subdivision (f)(1)(H), land that is located within a coastal zone, adjacent to a historical unit of the State Parks System, listed on or eligible for the National Register of Historic Places, or within the Lake Tahoe region is not exempt surplus land and the local agency must send a notice of availability for open space purposes to the following entities in Government Code section 54222, subdivision (b):

- The State Resources Agency
- Any regional park authority having jurisdiction where the land is located
- The park or recreation department of the city and/or county where the land is located

**Good Faith Negotiating Period and Coming to Terms**

**1. If one or more qualified parties submitted an NOI for the surplus land we are disposing of, but we were unable to come to terms with any of them at the conclusion of the 90-day good faith negotiation period, do we have any other obligations under the SLA?**

Yes. If after engaging in good faith negotiations for at least 90 days to dispose of the land for a housing development that includes at least 25 percent affordable units, the local agency cannot agree on price and terms, the agency must record a deed restriction requiring that, in the event 10 or more residential units are developed on the land, 15 percent of the units be set aside as affordable housing. A sample deed restriction can be found [here](#). The agency must also submit a copy of this deed restriction along with a summary of the disposition to HCD for review using the form [here](#). The local agency must wait for a letter from HCD before agreeing to terms to sell or lease the land. (Gov. Code, §§ 54230.5, 54233, 54233.5, 54230.5.)



2. Does the SLA require the disposing agency to sell or lease its surplus land at or below fair market value?

No, local agencies may sell or lease surplus land at fair market value or below fair market value. However, local agencies are not required to sell or lease land below fair market value. (Gov. Code, § 54226.)





# CITY OF BLUE LAKE

Post Office Box 458  
Phone 707.668.5655

111 Greenwood Road

Blue Lake, CA 95525  
Fax 707.668.5916

## AGENDA REPORT

**Item #:** 8

**Date:** January 23, 2024

**Item Subject:** Sheriff Contract Update

**Submitted By:** Mandy Mager, City Manager

**General Information:** The Council ad-hoc committee and the City Manager met with representatives of the Sheriff's Office, to discuss the proposed law enforcement increases and to discuss options and opportunities to reduce cost impacts to the City.

The Sheriff's Office provided budgetary information for the City to review and provided a cost allocation methodology presentation. The costs were further analyzed by the group and recommendations for further reduction were discussed. The group has agreed to continue discussion and to work on a proposal to pursue additional funding streams.

The meeting was highly productive and it is anticipated that future meetings will provide additional opportunities for collaboration. This is an on-going process and the City appreciates the opportunity to continue to work with the Sheriff's Office in this manner.

**Background Material Provided:** N/A

**Fiscal Impact:** N/A at this time.

**Recommended Action:** No action; information only.

<b>Agenda Item Review Information:</b>	
City Manager Review: <input checked="" type="checkbox"/>	Accountant Review: <input type="checkbox"/> Planner Review: <input type="checkbox"/> Engineer Review: <input type="checkbox"/>
Comments:	
<b>After Action Information:</b>	
Date Action Taken:	Notes:
Action Taken: Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/> Tabled: <input type="checkbox"/> Other: <input type="checkbox"/>
Council Vote: Jones: <input type="checkbox"/>	Shull: <input type="checkbox"/> Mackay: <input type="checkbox"/> Edgar: <input type="checkbox"/> Scafani: <input type="checkbox"/>



LEAGUE OF  
**CALIFORNIA  
CITIES**

◆ Redwood Empire Division

**2024 Division Meeting Schedule**

**March 8, 2024**

**Hosted by City of Willits**

Legislative Committee Meeting: 1 p.m. – 2:30 p.m.  
General Membership Meeting: 3 p.m. – 5:00 p.m.  
Reception/Tour and Dinner to Follow

**May 3, 2024**

**Hosted by City of Rio Dell**

Legislative Committee Meeting: 1 p.m. – 2:30 p.m.  
General Membership Meeting: 3 p.m. – 5:00 p.m.  
Reception/Tour and Dinner to Follow

**September 13, 2024**

**Hosted by City of Eureka**

General Membership Meeting: 3 p.m. – 5:00 p.m.  
Reception/Tour and Dinner to Follow

**October 16, 2024**

**Cal Cities Annual Conference, Long Beach**

Division Officer Installation Meeting and Lunch  
11:30 a.m. – 1 p.m.



## Issues and Priorities for the Legislature and Administration in 2024

### Housing and Land Use

- 6<sup>th</sup> cycle RHNA implementation, reforms, and appeals
- 6<sup>th</sup> cycle RHNA noncertified cities
- Redevelopment 2.0: affordable housing and infrastructure
- Mandatory state densities/height located near transit
- Regulations in fire-prone, drought, and coastal areas
- General Plan and Sustainable Communities Strategies (SCS) conformity
- Reductions of local development fees
- Penalties for lack of housing production
- Promoting regional solutions
- SB 9 lawsuit
- Possible RHNA lawsuit
- Homeowner's insurance: Industry pullout of California market

### Homelessness

- Implementing the Community Assistance, Recovery, and Empowerment (CARE) Court Program
- Improving California's behavioral health system to address the needs of unhoused residents
- City/county/state responsibilities for addressing homelessness
- Housing affordability and homelessness specifically among California's older adults
- Passing Prop 1 - reforms to the Mental Health Services Act and \$6.3 billion bond

### Economic Development and Post-Redevelopment Tools

- Restoring robust tax increment tool
- State Funding for Community Revitalization and Investment

- Authorities (CRIA) and Enhanced Infrastructure Financing Districts (EIFD)
- Improving hiring tax credit

### Revenue and Taxation

- Unfunded mandates
- Reforming Gann Limit
- Zolly v. Oakland (franchise fees)
- Prop. 218 fees (Plata v. San Jose)
- Allocating online/remote sales tax revenues/Bradley Burns sales tax
- Reforming tax rebate agreements
- Insufficient VLF/ERAF
- Card rooms oversight and revenues
- Property tax abatement proposals
- Annexation and incorporation reform
- Short-term rentals (STR) statewide TOT

### Environment

- Emergency and disaster preparedness
- Addressing climate change
- Organic waste diversion regulation implementation and costs
- Implementing single-use plastics laws (SB 54)
- Bottle bill reform (CRY cans)
- Energy availability, reliability, and resiliency
- Building decarbonization
- Funding for local climate initiatives
- Addressing sea level rise
- Intersection between housing, land use, and reducing greenhouse gas emissions (SB 375 2.0)

### Water

- Drought impacts, mandates, conservation, and adaptation
- Strengthening water grid capacity
- Colorado River and Central Valley River flows (urban, agricultural, environmental uses)

- Continued ground water statutory and regulatory implementation

#### **Community Services**

- Community disaster resiliency and preparedness
- Increased access to senior resources
- Increased access and funding for parks and open spaces
- Childcare availability
- Increased resources for libraries

#### **Public Safety**

- Law enforcement recruitment and retention
- Public safety officials suicide prevention resources
- Bail/pre-trial reform
- Improved illegal firework regulation
- Organized retail theft
- Prop. 47 reform

#### **Cannabis**

- State oversight and regulations
- Addressing illicit cannabis operations and impacts on environment and public safety
- Exploring incentives for local participation in the regulated market
- Continued transition from provisional to annual licensing
- Medicinal cannabis delivery compliance

#### **Labor and Human Resources**

- Pension and other post-employment benefits (OPEB) sustainability and reform
- City workforce development and employee retention
- CalPERS regulations for retired annuitants
- CalPERS Risk Mitigation Policy changes
- Workers' compensation and presumptions expansion
- Unemployment insurance implications

- Public sector collective bargaining

#### **Governance, Transparency, and Elections**

- Brown Act modernization
- Election and voting reforms
- California Public Records Act reform
- Expansion of mandated local elected training
- Cybersecurity
- California Voters Rights Act litigation
- Striking workers/unemployment insurance

#### **Transportation and Public Works**

- Protecting, enhancing, and leveraging transportation and infrastructure funding
- Developing more sustainable revenues for local transportation projects
- Shift from gas tax to road charge
- Advanced Clean Fleet rulemaking impacts
- Proliferation of electric vehicle and related infrastructure and funding needs
- Autonomous vehicles deployment
- Regulating rideshare services
- Expanded drone use
- New technology impacts (i.e., air taxis)
- Expanded micro-mobility services
- Increasing broadband deployment
- Seismic retrofitting

Jan 12, 2024

Blue Lake Proposal

I would like to make the following proposal and ask that it be placed on the City Council agenda:  
Blue Lake Water/Sewer deposits be returned to users upon one year's good payment history

As an example: McKinleyville Water District returns deposits to users in full provided they've had no delinquent bills for 12 consecutive months. The Water District says they have no problem maintaining an adequate balance in their deposit account in the event some users fail to pay their bills. If service is cut off due to delinquency, the district requires a new deposit of at least twice that of the original one in order to re-establish service. This framework, since it is successful, can be used as a model for Blue Lake.

I understand that Blue Lake has a separate account containing all of the water deposits. I would assume records indicate from whom and on what date deposits were collected and payment history for each user. Determining who should be refunded their deposit cannot be that difficult.

I can be contacted at the following number. Cell #707-382-5361

Thank you,  
Linda Prince  
121 F Street

*Linda Prince*

(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, CA 95525

## Blue Lake City Council Minutes

Tuesday, October 24, 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 6:30 PM**

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

##### **Council Members Present:** ~~(6)~~

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

##### **Staff Present:**

Amanda Mager, City Manager/City Clerk  
Anali Gonzalez, Administrative Assistant  
Tonie Quigley, Office Assistant

##### **Public Present:**

Darcy Lima  
Erin McClure  
Kent Sawatzky  
Tina Catalina  
Jason  
Mardi Granger  
Lisa Hoover  
Angela Dare  
Julie Chistie  
Beckie Thornton  
Kat and Erica  
Jean Lynch  
Marlene

#### **2. Pledge of Allegiance and establish a quorum of the Council.**

### 3. Approve Agenda

Mayor Jones would like to postpone item #4 Resolution honoring the contributions of community advocate and Blue Lake Planning Commissioner Earl Eddy to November 28, 2023 to accommodate family members of Earl Eddy.

Councilmember Scafani: Requests to move agenda item #9 to #4.

Councilmember Mackay: Requests to move agenda #7 subsequent to agenda item #9.

Councilmember Shull: Clarifies the order of agenda items.

**Motion**: To Approve agenda postponing number four and adding nine where number four was.

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

**Public Comment**:

**Vote**: **Ayes**: Jones, Mackay, Scafani, Shull **Nays**: None **Absent**: Edgar

**Motion Summary**: Motion Passed

4. **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.*

**Mayor Jones presents the public comment:**

Mardi Granger: Suggests Council meetings be broken up into two meetings a month to avoid 4 hour long meetings.

Reed Burman: States he is a student board member of Humboldt Association of Tennis 501c3 and is looking forward to working with the City of Blue Lake. Expresses gratitude for tennis court and parks surrounding Blue Lake.

Becky Thornton: States she agrees with Mardi Granger's comment.

Julie Christie: Expresses gratitude for zoom and requests screen share for presenters. Provides suggestions on how to break up Council meetings. Comments on manager report.

Erin McClure: Expresses gratitude for the Sherrif. Comments on expired water tank lease and requests a lease appraisal.

Public comment closed

### 4. **Humboldt County Sheriff law Enforcement Contract Presentation:**

Mayor Jones introduces and reads agenda item. Sheriff Honsal and Captain Quennel will be in attendance to answer any questions regarding the proposed increase to the City's contract for law enforcement services.

Sherrif Honsol: Presentation from Sherrif Honsal on the proposed increases to the City's contract for law enforcement.

Mayor Jones: Asks about contract with Trinidad and private security service.

Sheriff Honsal: States the private security service at Trinidad is a service they do on their own.

Councilmember Mackay: States the City of Blue Lake is one square mile; seeks clarification on whether sheriff will respond to calls from City without a contract.

Sheriff Honsol: Explains his legal obligations and what calls he would respond to.

Councilmember Mackay: Asks if the City of Blue Lake didn't have a contract with the HCSO, would

they be legally obligated to respond to calls.

Sheriff Honsal: Comments on the type of calls he would and would not respond to.

Councilmember Shull: Seeks clarification on the contract details and what is included in the one square mile of Blue Lake. Asks about the call volume for the City of Blue Lake as opposed to Glendale and the Rancheria.

Sherrif Honsal: Explains that the City's call data includes a sphere of influence that includes the Rancheria.

Councilmember Mackay: Comments that Liscom Hill has been referred to as part of Blue Lake.

Sheriff Honsal: Explains the sphere covers parts that are not part of Blue Lake.

City Manager Mager: States the sphere covers large areas that are not within the City limits; including Redwood Creek, and Glendale.

Sheriff Honsal: States he will forward a picture of the sphere to the City Manager.

Councilmember Shull: States concern that calls outside City limits are attributed to Blue Lake.

Captain Quenell: States that the contract increase is not based on call volume and is based on population.

Sheriff Honsal: Comments on cost for Blue Lake to have their own law enforcement department.

Councilmember Shull: Clarifies call volume is not attributed to cost increase of contract.

Mayor Jones: Comments on Rancheria's calls being attributed to Blue Lake.

Councilmemeber Scafani: Seeks clarification on how the Sheriff dept receives tax dollars from the County.

Sheriff Honsal: States the HCSO receives sales tax revenue and property tax dollars to support their budget; Blue Lake does pay into these taxes.

City Manager Mager: Comments on Measure Z; states the citizens of Blue Lake also pay Measure Z sales tax that goes back to support law enforcement services and a portion of our property taxes also goes to law enforcement. The City is paying \$145,000 per year for basic call response service and no dedicated patrol.

Public comment:

Peter Dagget: Comments on the Sheriff cost calculations for current contract and how the evaluation was determined.

Sheriff Honsal: States he provided numbers to Mandy Mager. Explains the numbers used for the calculation of costs.

Joshua: Asks about response time to calls and crime activity compared to other cities.

Sherriff Honsal: Comments response time to calls vary depending on location of deputies and lack of resources. States the issue at hand isn't about proximity or calls for service but instead the HCSO taking on law enforcement duties in the City of Blue Lake that he is not obligated to do. States if the City is dissatisfied with service the City is welcome to look elsewhere for law enforcement services. Believes the cost of the contract is a fair amount.

Lori Ponte: Thanks Council for the Sheriff presentation. States she works in health care and asks Council to consider the increased cost of contracts and emphasizes public safety for the City of Blue Lake.

Kent Sawatzky: States the citizen's of Blue Lake are concerned about public safety.



Dennis Whitcomb: Comments on crime prevention and options to participate in programs to deter crime.

Julie Christie: Comments on ways to facilitate expenditures with community events.

Sheriff Honsal: States his willingness to come to an agreement with the City of Blue Lake.

#### 5. **Humboldt County Association of Governments Transit Needs Public Hearing**

Mayor Jones presents and reads agenda item; Mayor Jones opens the public hearing.

Sandra Bennet: Shared her experience using the bus transit system and expresses frustration with the new bus schedule in Blue Lake.

Linda Smith: States she works at Murphy's Market and typically uses a bus for transportation three times a week.

Julie Christie: Expresses gratitude towards the Mayor for advocating for the City of Blue Lake in the HCAOG meeting.

Kent Sawatzky: Thanks the Rancheria for many years of transportation services.

Dayna: States the transit from the county is inadequate and not timely on bus routes. States the community depends on the transit system.

Closed public hearing.

Councilmember Shull: Asks HCAOG representative Stephen Luther if there is an alternative method to take the survey instead of using the QR code on the flyer.

Stephen Luther: Provides details on how to access the survey on HCAOG website.

Councilmember Scafani: Requests clarification on information gathered from surveys and how the information is processed.

Stephen Luther: Explains the process of how information received from surveys is utilized.

#### 6. **Fiscal Year 2021-2022 Audit Presentation**

Mayor Jones introduces and reads agenda report.

Brett Jones, Auditor, presents the 2021-2022 Audit.

Mayor Jones: Asks why the FY 2021-2022 audit was not done in a timely manner.

Brett Jones: States the audit is extensive and time consuming, and with a small staff it can take more time.

Councilmember Scafani: Seeks clarification on the dates in the audit report.

Brett Jones: Clarifies dates.

Councilmember Scafani: Asks when the auditors portion of the audit was completed.

Brett Jones: Sent his portion of the audit in June 2023.

Public comment:

Julie Christie: Comments on difficulties encountered during the audit.

**Motion:** to accept the Fiscal year 2021-2022 audit.

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

**Public Comment:** None

**Vote:** Ayes: Jones, Mackay, Scafani, Nays: None Absent: Edgar

**Motion Summary:** Motion Passed

## 7. **Humboldt 350-Biomass Presentation**

Mayor Jones introduces item and reads agenda report.

City Manager Mager: RCEA representative Mathew Marshall is not available due to illness in the family.

Wendy Ring presents Humboldt 350-Biomass presentation.

**Mayor Jones-** States public comment is open

**Peter-** Comments on the presentation and the way that Council is making decisions; comments on global warming.

Julie Christie- Comments on composting and the impacts to Rio Dell from the biomass plant.

Kent Sawatzky- Supports Julie Christie's comments.

Martha Waland- Represents Humboldt 350; reads a statement and asks RCEA to terminate their contract with the Scotia biomass plant.

Kent Sawatzky- Comments on Schmidbauer and biomass.

Public comment ended and back to Council.

Councilmember Mackay- Asks about Scotia's operation prior to RCEA purchasing power from them.

Councilmember Scafani- States a tour of the plant is scheduled at a future date. RCEA has a MOU with the City of Blue Lake and is hopeful wonderful things will happen here in Blue Lake.

## 8. **Appoint Real Property Negotiators:**

Mayor introduces and reads agenda item.

City Manager Mager- Provides background on Eisner's and the potential negotiations of City-Owned Assessor Parcel Number (s): 025-201-019 and 025-201-009.

Councilmember Shull: Asks where the City corp yard will be located?

City Manager Mager- States the City's options for a City Corp yard and reducing the size of the current corp yard.

Mayor Jones- States her position on leasing a property versus selling the property. Regardless of her standpoint she is excited to hear of a potential retail space and a possible market.

Councilmember Shull- Have the Eisner's presented any ideas of what they would develop in the parcels.

Councilmember Scafani- Asks for the postponement of item #8 as the Eisners are not present.

**Motion:** to postpone agenda item #8 until November meeting.

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

**Public Comment:**

David Glenn- Encourages Council to participate in negotiations

Lori Ponte- Supports David Glen's comment on a Council member participating in negotiations with the Eisner's. Has questions regarding Storyland.

Julie Christie- Thanks the public for participating in the Council meeting. Comments on the industrial park and lease agreements.

Kent Sawatzky- States he has done his research on the parcel and the public is requesting a Council member participate in negotiations. States the City of Blue Lake is dying and does not understand the interest in the Corp yard. States his position on the Danco project.

**Vote: Ayes:** Mackay, Scafani, Shull **Nays:** Jones **Absent:** Edgar

**Motion Summary:** Motion Passed

#### 9. **Humboldt Transit Authority Transit Contract Authorization.**

Mayor Jones introduces and reads agenda item.

The City Manager provides background on Humboldt Transit Authority contract and the needs of the community.

Mayor Jones- Expresses concern for the 24 high school students traveling from the eastbound route.

Councilmember Scafani- Comments that the current bus schedule has a mid-day gap that provides limited transportation to Blue Lake community members.

City Manager- Explains the lack of transit options and limited funding. The City has received minimal comments on the transit issue.

Councilmember Scafani- Suggests contracting with Humboldt Transit Authority for a trial period until a final decision is made.

City Manager- Explains she does not believe Humboldt Transit would be willing to contract for a short amount of time.

Mayor Jones- Comments on advocating for the City of Blue Lake at the last HCAOG meeting.

Councilmember Scafani- Clarifies how much City Manager is asking for.

City Manager: States she believes closer to 17k.

Mayor Jones- The system has never been perfect.

Opened Public Comment

Erica- Expresses that the current bus schedule is inadequate to arrive to work in a timely manner and bus drivers do not follow the schedule.

Julie Christie- Comments on possible solutions for the transit system.

Kent Sawatzky- States the City has a systemic problem.

Dayna- Asks the cost of the City purchasing a bus.

Public Comment Ends.

Councilmember Mackay: Inquires what routes are included in the contract and times.

**Motion:** to authorize the City Manager to negotiate a contract with Humboldt Transit Authority for a maximum contract amount of \$17,000.00.

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

**Vote: Ayes:** Jones, Mackay, Scafani, Shull **Nays:** **Absent:** Edgar

**Motion Summary:** Motion Passed

#### 10. **Arts and Heritage Commission**

Mayor Jones introduces the item and reads the agenda report.

**Public Comment:**

Lori Ponte- Why is the Arts and Heritage commission reducing the number of commissioners?

City Manager Mager- Explains why several Arts and Heritages commissioners resigned from their positions.

Lori Ponte- Asks if all commissioners' are like-minded people.

Councilmember Scafani- States she believes Arts and Heritage commissioners did not have a clear understanding of their role in the Arts and Heritage commission.

Mayor Jones- States Resolution No. 1202 explains commissioner's role in detail.

Julie Christie- Comments on reducing the number of commissioners.

Kent Sawatzky- Supports reducing the number of commissioners on the Arts and Heritage commission.

**Motion:** To reduce the number of commissioners on the Arts and Heritage commission from seven to five.

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

**Vote:** Ayes: Mackay, Scafani, Shull, Jones Nays: Absent: Edgar

**Motion Summary:** Motion Passed

**11. Council Liaison Designation and Reallocation of Assignments**

Councilmember Shull: has suggested this item be postponed until the next Council meeting in November.

Councilmember Mackay: Primary is responsible for contacting alternate when Council member is unavailable to attend meetings.

**Motion:** To postpone agenda item to November meeting.

**Motion by:** Councilmember Mackay

**Second:** Councilmember Shull

**Public comment:** None

**Vote:** Ayes: Mackay, Scafani, Shull, Jones Nays: Absent: Edgar

**Motion Summary:** Motion Passed

**12. City Council agenda Review Committee Designee(s)**

Mayor introduces the item and reads the agenda report.

Mayor Jones: states her approval of the agenda review committee.

Elise Scafani is also in favor and would like to be a designee.

Public comment-

Lori Ponte- questions the responsibilities of the agenda review committee.

Lisa Hoover- Comments on municipal code and her standpoint on the agenda review committee.

City Manager- Explains the process of agenda review in our municipal code and the intention of the committee for agenda preparations; removes burden on staff and places partial responsibility on Council to set the agenda.

Julie Christie- Comments on her standpoint for the agenda review committee.

Kent Sawatzky- Comments on his experience requesting to add items to agendas.

Erica- Seeks clarification on the agenda preparation and agenda review committee.

**Motion:** To appoint Elsie Scafani and Adelene Jones to the agenda setting committee.

**Motion made by:** Councilmember Mackay

**Second by:** Councilmember Shull

**Vote:** Ayes: Mackay, Scafani, Shull, Jones **Nays:** **Absent:** Edgar

**Motion Summary:** Motion Passed

### 13. Council Correspondence:

Mayor reads Council correspondence.

### 14. Consent Agenda:

Councilmember Scafani would like to pull Warrants and Disbursements and August meeting minutes.

**Motion:** To approve the financial statements and accountant report.

**Motion made by:** Councilmember Mackay

**Second by:** Councilmember Shull

**Vote:** Ayes: Mackay, Scafani, Shull, Jones **Nays:** **Absent:** Edgar

**Motion Summary:** Motion Passed

### 15. Warrants and Disbursements

Councilmember Scafani: Questions various expenditures on the Warrants and Disbursements report.

City Manager Mager: Provides clarification on expenditures.

**Motion:** To accept the Warrants and Disbursements.

**Motion made by:** Councilmember Scafani

**Second by:** Councilmember Mackay

**Vote:** Ayes: Jones, Mackay, Shull, Scafani **Nays:** **Absent:** Edgar

**Motion Summary:** Motion Passed

### 16. August Meeting Minutes:

Councilmember Scafani: Proposes additions to the meeting minutes.

Councilmember Mackay: Points out the missing second motion on page 4 of August 22, 2023 meeting minutes.

**Motion to:** To approve August meeting minutes with corrections and additions.

**Motion made by:** Councilmember Mackay

**Second by:** Councilmember Shull

**Public Comment:**

Julie Christie: Comments on meeting minutes.

**Vote: Ayes:** Mackay, Scafani, Shull, Jones **Nays:** **Absent:** Edgar

**Motion Summary:** Motion Passed

**17. Reports of Council and Staff:**

Councilmember Scafani: provides update on City website and welcomes feedback from community members.

Mayor Jones- Attended October 12, 2023, HWMA meeting. Mentions successful green waste day in Blue Lake. Attended HCAOG meeting.

Councilmember Shull- Attended RDEC meeting.

Councilmember Mackay- Attended Economic development

a. City Manager Report- Mayor reads City manager report.

**17. Future Agenda Items:**

- **December meeting dates**
- **Sherriff discussion-Special meeting date 6:30pm Monday October 30, 2023**
- **Joan Shirley Proclamation**

Councilmember Scafani: States her concerns with payment to the HCSO.

Council discusses a possible special meeting date to discuss payment to HCSO.

**Motion:** To adjourn at 10:53 PM

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

**There were no comments from the Council**

**Vote: Ayes:** Jones, Mackay, Scafani, Shull **Nays:** None **Absent:** Edgar

**Motion Summary:** Motion Passed

**City of Blue Lake**  
 Check/Voucher Register - City Council Check Report  
 From 12/1/2023 Through 12/31/2023

Check Number	Check Date	Payee	Check Description	Check Amount
11482	12/1/2023	Harold D. Burris	Employee: burrish; Pay Date: 12/1/2023	1,830.67
11483	12/1/2023	Daniel L. Dimick	Employee: dimickd; Pay Date: 12/1/2023	448.10
11484	12/1/2023	Michael D. Downard	Employee: downardm; Pay Date: 12/1/2023	887.13
11485	12/1/2023	Grace D. Griffith	Employee: griffithg; Pay Date: 12/1/2023	131.90
11486	12/1/2023	Vieki L. Hutton	Employee: huttonv; Pay Date: 12/1/2023	1,680.58
11487	12/1/2023	Francesca I. Messina	Employee: messinaf; Pay Date: 12/1/2023	56.14
231201A01	12/1/2023	Christopher A. Ball	Employee: ballc; Pay Date: 12/1/2023	65.40
231201A02	12/1/2023	Glenn R. Bernald	Employee: bernaldg; Pay Date: 12/1/2023	3,184.53
231201A03	12/1/2023	Charis A. Bowman	Employee: bowmanc; Pay Date: 12/1/2023	535.88
231201A04	12/1/2023	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 12/1/2023	508.50
231201A05	12/1/2023	Skyler A. Coke	Employee: cokes; Pay Date: 12/1/2023	974.00
231201A06	12/1/2023	Melissa M. Combs	Employee: combsm; Pay Date: 12/1/2023	527.30
231201A07	12/1/2023	Stella M. Drobnick-Sachovka	Employee: drobnicks; Pay Date: 12/1/2023	69.50
231201A08	12/1/2023	Irene O. Erickson	Employee: ericksoni; Pay Date: 12/1/2023	97.31
231201A09	12/1/2023	Adeline L. Esh	Employee: esha; Pay Date: 12/1/2023	134.72
231201A10	12/1/2023	Anali E. Gonzalez	Employee: gonzalez; Pay Date: 12/1/2023	1,626.87
231201A11	12/1/2023	Kanon K. Jones	Employee: jonesk; Pay Date: 12/1/2023	179.65
231201A12	12/1/2023	Austin R. Jones	Employee: jonesa; Pay Date: 12/1/2023	1,170.83
231201A13	12/1/2023	Amanda L. Mager	Employee: magera; Pay Date: 12/1/2023	1,933.60
231201A14	12/1/2023	Aislin N. McKinney	Employee: mckinneya; Pay Date: 12/1/2023	104.80
231201A15	12/1/2023	Jacob P. Meng	Employee: mengj; Pay Date: 12/1/2023	1,064.81
231201A16	12/1/2023	Antoinette M. Quigley	Employee: quigleya; Pay Date: 12/1/2023	1,227.34
231201A17	12/1/2023	Quinn Sousa	Employee: sousaq; Pay Date: 12/1/2023	250.05
231201A18	12/1/2023	Emily P. Wood	Employee: woode; Pay Date: 12/1/2023	1,385.15
231201EFT-01	12/1/2023	U. S. Department of Treasury	EFTPS federal tax pmt 12/1/23 PR	7,058.03
231201EFT-02	12/1/2023	Employment Development Dept.	DE88 state tax pmt 12/1/23 PR	1,249.24
231201EFT-03	12/1/2023	Cal PERS	PERS retirement pmt 12/1/23 PR	3,653.62
231201EFT-04	12/1/2023	Freedom Voice	Freedom Voice 12/1/23 statement	120.84
11488	12/5/2023	Atlas	11/25/23 Inv # 040051	229.56
11489	12/5/2023	BPR Consulting Group	11/13/23 Statement	1,363.75
11490	12/5/2023	Charis Bowman	ABC Permit for BYOC 10/14/23	50.00
11491	12/5/2023	CA Alcoholic Beverage Control	ABC Permit for Holiday Dinner 12/9/23	50.00
11492	12/5/2023	CA State Disbursement Unit	12/1/23 PR Deduction	92.30
11493	12/5/2023	Castle Tire	11/17/23 Inv#13235745 & 11/20/23 Inv #13236654	4,290.56
11494	12/5/2023	Christopher B. Edgar	Oct/Nov 2023 Council Stipend	100.00
11495	12/5/2023	Adelene Jones	Oct & Nov 2023 Council Stipend	100.00
11496	12/5/2023	Elizabeth Mackay	Oct & Nov 2023 Council Stipend	100.00
11497	12/5/2023	Elise G. Scalfani	Oct & Nov 2023 Council Stipend	100.00
11499	12/5/2023	Angela Shull	Oct & Nov 2023 Council Stipend	100.00
11500	12/5/2023	SHN Consulting	11/27/23 Inv #119479	13,611.55
2349	12/6/2023	Craig Gregory	Deposit Refund #10119001 Gregory	71.10
2350	12/6/2023	Michael Schuler	Deposit Refund #20223001 Schuler	92.52
2351	12/6/2023	Dimitri Doumakis	Deposit Refund #20252101 Doumakis	100.52
2352	12/6/2023	Michael Kotur	Deposit Refund #30451501 Kotur	127.86
2353	12/6/2023	City of Blue Lake	Utilities paid from Deposits 12/1/23 Billing	398.50
11501	12/11/2023	Arcata Stationers	11/30/23 Statement	353.82
11502	12/11/2023	AT&T	4-12/4/23 Statements	346.92
11503	12/11/2023	Ahava Unlimited, LLC	10/30/23 Inv #09282023 Skate DJ	350.00
11504	12/11/2023	City of Blue Lake	Water/Sewer Payments 12/1/2023	2,273.51
11505	12/11/2023	Best Best & Krieger LLP	7/7/23 Inv #969459	1,254.00
11506	12/11/2023	Coastal Business Systems Inc.	11/27/2023 Inv #35388836	421.96
11507	12/11/2023	State Water Res. Control Board	FY 23/24 SWRCB Annual Fees	0.00
11509	12/11/2023	State Water Res. Control Board	FY 23/24 SWRCB Annual Fees	30,531.00
11510	12/11/2023	D & R Janitorial Service	12/1/2023 Statement	295.00
11511	12/11/2023	Times Printing Company	11/22/2023 Invoice #23-31516	322.87
11512	12/11/2023	Humboldt Co. Sheriff's Office	Dec 2023 Animal Shelter Services	721.00

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 Check/Voucher Register - City Council Check Report  
 From 12/1/2023 Through 12/31/2023

Check Number	Check Date	Payee	Check Description	Check Amount
11513	12/11/2023	Humb. Bay Municipal Water Dist	Nov 1-30,2023 Billing Period	17,026.04
11514	12/11/2023	Independent Business Forms Inc	11/21/23 Inv #42722	150.49
11515	12/11/2023	The Mill Yard	11/30/23 Statement	60.77
11516	12/11/2023	North Coast Laboratories LTD.	11/30/2023 Statement	1,105.00
11517	12/11/2023	National Rural Water Assoc.	SCADA Loan Pmt Due 1/1/24	965.00
11518	12/11/2023	O'Reilly Auto Parts	11/28/23 Statement	116.34
11519	12/11/2023	Quality Code Publishing LLC	11/27/23 Inc#GC0012489	120.00
11520	12/11/2023	Redwood Curtain Design	12/1/2023 Inv #1197	180.00
11521	12/11/2023	RREDC	Town Square Loan Pmnt Due 1/1/24	1,236.87
11522	12/14/2023	AT&T	2 - 11/20/23 Statement	63.08
11523	12/14/2023	Coastal Business Systems	12/6/223 Inv# AR150289	108.70
11524	12/14/2023	Eel River Transport. & Salvage	12/6/23 Inv#1112415 Clean Ca	3,547.50
11525	12/14/2023	Elijah House Foundation	11/18/23 Inv#2178 Clean Ca	2,080.92
11526	12/14/2023	Eureka Broadcasting Co., Inc.	11/30/23 Statement	249.00
11527	12/14/2023	FRMS	Billing Period:85 - 01/01/24 - 01/31/24	15,284.13
11528	12/14/2023	Humboldt Sanitation	12/4/23 Inv# 3BIB:V:NT - Clean Ca	24,752.80
11529	12/14/2023	Hensel's Ace Hardware	11/30/23 Statement	202.55
11530	12/14/2023	Intedata Systems	11/30/23 Statement	95.00
11531	12/14/2023	Kernen Construction	12/7/23 Inv# 26953	2,095.00
11532	12/14/2023	Les Schwab Tire Center	11/30/23 Statement	992.03
11533	12/14/2023	Pacific Gas and Electric	12/1/23 Statement	8,742.36
11534	12/14/2023	Paradise Clay Publications	11/29/23 Inv# IN574037	413.25
11535	12/14/2023	Powell Landscape Materials	11/30/23 Statement Playground Fiber	6,161.70
11536	12/14/2023	Restif Cleaning Service	Sep-Nov 2023 Praseh Hall Janitorial	870.00
11537	12/14/2023	SHN Consulting	11/30/23 Inv #119555 Engineering	1,783.75
11538	12/14/2023	Verizon Wireless	Oct 22-Nov 21 Bil Summary	327.36
11539	12/14/2023	Optimum	12/1/23 - 12/31/23 Billing Period	445.72
11540	12/15/2023	Harold D. Burris	Employee: burrish; Pay Date: 12/15/2023	1,724.95
11541	12/15/2023	Daniel L. Dimick	Employee: dimickd; Pay Date: 12/15/2023	789.60
11542	12/15/2023	Michael D. Downard	Employee: downwardm; Pay Date: 12/15/2023	873.41
11543	12/15/2023	Grace D. Griffith	Employee: griffithg; Pay Date: 12/15/2023	321.53
11544	12/15/2023	Vicki L. Hutton	Employee: huttonv; Pay Date: 12/15/2023	1,553.19
11545	12/15/2023	Francesca I. Messina	Employee: messinaf; Pay Date: 12/15/2023	130.99
231215A01	12/15/2023	Christopher A. Ball	Employee: halle; Pay Date: 12/15/2023	123.50
231215A02	12/15/2023	Glenn R. Bernald	Employee: bernaldg; Pay Date: 12/15/2023	2,506.58
231215A03	12/15/2023	Charis A. Bowman	Employee: bowmanc; Pay Date: 12/15/2023	920.20
231215A04	12/15/2023	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 12/15/2023	628.91
231215A05	12/15/2023	Skyler A. Coke	Employee: cokes; Pay Date: 12/15/2023	873.90
231215A06	12/15/2023	Melissa M. Combs	Employee: combsm; Pay Date: 12/15/2023	580.03
231215A07	12/15/2023	Stella M. Drobnick-Suchovka	Employee: drobnicks; Pay Date: 12/15/2023	151.24
231215A08	12/15/2023	Irene O. Erickson	Employee: ericksoni; Pay Date: 12/15/2023	198.36
231215A09	12/15/2023	Adeline L. Esh	Employee: esha; Pay Date: 12/15/2023	168.42
231215A10	12/15/2023	Anali E. Gonzalez	Employee: gonzalezai; Pay Date: 12/15/2023	1,626.87
231215A11	12/15/2023	Kanon K. Jones	Employee: jonesk; Pay Date: 12/15/2023	164.67
231215A12	12/15/2023	Austin R. Jones	Employee: jonesa; Pay Date: 12/15/2023	1,259.43
231215A13	12/15/2023	Amanda L. Mager	Employee: magera; Pay Date: 12/15/2023	3,615.30
231215A14	12/15/2023	Aislin N. McKinney	Employee: mckinneya; Pay Date: 12/15/2023	67.37
231215A15	12/15/2023	Jacob P. Meng	Employee: mengj; Pay Date: 12/15/2023	1,017.25
231215A16	12/15/2023	Antoinette M. Quigley	Employee: quigleya; Pay Date: 12/15/2023	1,339.49
231215A17	12/15/2023	Quinn Sousa	Employee: sousaq; Pay Date: 12/15/2023	595.06
231215A18	12/15/2023	Emily P. Wood	Employee: woode; Pay Date: 12/15/2023	1,385.15
231215EFT-01	12/15/2023	U. S. Department of Treasury	EFTPS federal tax pmt 12/15/23 PR	8,117.84
231215EFT-02	12/15/2023	Employment Development Dept.	DE88 state tax pmt 12/15/23 PR	1,490.29
231215EFT-03	12/15/2023	Cal PERS	PERS retirement pmt 12/15/23 PR	3,652.15
11546	12/29/2023	Harold D. Burris	Employee: burrish; Pay Date: 12/29/2023	1,650.55
11547	12/29/2023	Daniel L. Dimick	Employee: dimickd; Pay Date: 12/29/2023	789.60



City of Blue Lake  
 Check/Voucher Register - City Council Check Report  
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Check Number	Check Date	Payee	Check Description	Check Amount
11548	12/29/2023	Michael D. Downard	Employee: downward; Pay Date: 12/29/2023	896.42
11549	12/29/2023	Grace D. Griffith	Employee: griffithg; Pay Date: 12/29/2023	288.55
11550	12/29/2023	Vicki L. Hutton	Employee: huttonv; Pay Date: 12/29/2023	1,590.09
11551	12/29/2023	Francesca I. Messina	Employee: messinaf; Pay Date: 12/29/2023	59.88
231229A01	12/29/2023	Christopher A. Ball	Employee: ballc; Pay Date: 12/29/2023	178.00
231229A02	12/29/2023	Glenn R. Bernald	Employee: bernaldg; Pay Date: 12/29/2023	1,906.27
231229A03	12/29/2023	Charis A. Bowman	Employee: bowmanc; Pay Date: 12/29/2023	638.94
231229A04	12/29/2023	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 12/29/2023	588.16
231229A05	12/29/2023	Skyler A. Coke	Employee: cokes; Pay Date: 12/29/2023	974.01
231229A06	12/29/2023	Melissa M. Combs	Employee: combsm; Pay Date: 12/29/2023	669.16
231229A07	12/29/2023	Stella M. Drobnick-Sochovka	Employee: drobnicks; Pay Date: 12/29/2023	94.02
231229A08	12/29/2023	Irene O. Erickson	Employee: ericksoni; Pay Date: 12/29/2023	74.84
231229A09	12/29/2023	Adeline L. Esh	Employee: esha; Pay Date: 12/29/2023	59.88
231229A10	12/29/2023	Anali E. Gonzalez	Employee: gonzaleza; Pay Date: 12/29/2023	1,626.87
231229A11	12/29/2023	Austin R. Jones	Employee: jonesa; Pay Date: 12/29/2023	1,191.31
231229A12	12/29/2023	Kanoa K. Jones	Employee: jonesk; Pay Date: 12/29/2023	250.75
231229A13	12/29/2023	Amanda L. Mager	Employee: magera; Pay Date: 12/29/2023	1,933.60
231229A14	12/29/2023	Aislin N. McKinney	Employee: mckinneya; Pay Date: 12/29/2023	265.72
231229A15	12/29/2023	Jacob P. Meng	Employee: mengj; Pay Date: 12/29/2023	1,017.26
231229A16	12/29/2023	Antoinette M. Quigley	Employee: quigleya; Pay Date: 12/29/2023	1,215.33
231229A17	12/29/2023	Quinn Sousa	Employee: sousaq; Pay Date: 12/29/2023	103.19
231229A18	12/29/2023	Emily P. Wood	Employee: woode; Pay Date: 12/29/2023	1,385.15
231229EFT-01	12/29/2023	U. S. Department of Treasury	EFTPS federal tax pmt 12/29/23 PR	6,266.04
231229EFT-02	12/29/2023	Employment Development Dept.	DE88 state tax pmt 12/29/23 PR	975.64
231229EFT-03	12/29/2023	Cal PERS	PERS retirement pmt 12/29/23 PR	3,709.47
Report Total				245,454.53

**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: 1/19/2024  
Subject: Unaudited Financial Report 7/01/2023 to 12/31/2023

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Attached are the following unaudited financial reports:

- Revenues and Expenditures by Fund - shows the financial results of operations for the period 7/01/2023 to 12/31/2023 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 10/31/2023 to 12/31/2023.

The **budget-to-date percentage** through 12/31/2023 is **50%**.

**Financial Highlights**

**General Fund (Fund 10 only)**

**General Government:**

- Expenditures/transfers-out exceeded revenues/transfers-in by \$8,499 as revenues lag expenditures with majority of the lag related to property taxes and State grant revenues.
- Revenues/transfers-in are at 39% of the total budgeted revenues/transfer-in for the fiscal year.
- Expenditures/transfers-out are at 59% of the total budgeted expenditures/transfers-out for the fiscal year.
- Expenditures for general government departments are all within expected budget parameters to date (50% of total fiscal year budget) except for the following departments which are over the budget-to-date as follows:
  - General Government - \$15,074 or 12.7%. Primarily due to CalPERS annual lump sum retirement payment that happens once during the fiscal year.
  - Planning - \$46,200 or 177.0%. Primarily due to street related costs which are expected to be reimbursed by PG&E.
  - Building - \$7,707 or 54.4%. Due to dual staffing related to Building Official training during the first quarter of the fiscal year. Cost should flatten the remainder of the fiscal year.
  - Law Enforcement - \$6,219 or 139.9%. Primarily due to CalPERS annual lump sum retirement payment that happens once during the fiscal year.
  - Public Works - Streets – \$60,063 or 117.7%. Due to seasonal street maintenance that is expected to taper-off as the fiscal year moves forward.

## City of Blue Lake Staff Report

### **Parks & Recreation:**

- Expenditures/transfers-out exceeded revenues/transfers-in by \$132,035.
- Revenues/transfers-in are at 45% of the total budgeted revenues/transfer-in for the fiscal year.
- Expenditures/transfers-out are at 56% of the total budgeted expenditures/transfers-out for the fiscal year.
- Expenditures for Parks & Recreation are all within expected budget parameters to date (50% of total fiscal year budget) except for the following departments which are over the budget-to-date as follows: as follows:
  - Recreation - \$35,706 or 30.5%. Primarily due to increased staffing related to the summer recreation program.

Total general fund cash increased by \$248,780 from \$566,986 at 10/31/2023 to \$815,766 at 12/31/2023.

### **Water Operating Fund (Fund 60 only)**

- Revenues exceeded expenses (excluding depreciation) by \$24,627.
- Revenues exceeded expenses (including depreciation) by \$6,003.
- Revenues are at 49% of total budgeted revenues for the fiscal year.
- Expenses (excluding depreciation) are at 46% of total budgeted expenses for the fiscal year while expenses (including depreciation) are at 49% of total budgeted expenses for the fiscal year.
- Cash decreased by \$4,801 from \$802,731 at 10/31/2023 to \$797,930 at 12/31/2023.

### **Sewer Operating Fund (Fund 70 only)**

- Revenues exceeded expenses (excluding depreciation) by \$55,441.
- Revenues exceeded expenses (including depreciation) by \$12,067.
- Revenues/transfers-in are at 53% of total budgeted revenues for the fiscal year.
- Expenses (excluding depreciation) are at 46% of total budgeted expenses for the fiscal year while expenses (including depreciation) are at 55% of the total budgeted expenses for the fiscal year.
- Cash balance equaled \$0 at 10/31/2023 and 12/31/2023. The cash balance is expected to increase as the City realizes the impact of its sewer rate increase.

### **Overall Cash Balance (all funds)**

Overall, the City's cash balance increased \$135,454 from \$3,864,991 at 10/31/2023 to \$4,000,445 at 12/31/2023. The 12/31/2023 cash balance was comprised of the following: Checking - \$347,693, Public Funds Savings - \$6,993, LAIF - \$3,570,191, Utility Deposits - \$72,838, Petty Cash and Change Funds - \$2,730.

# **CITY OF BLUE LAKE**

## **FINANCIAL REPORT**

**7/01/2023 – 12/31/2023**

**(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 7/1/2023 Through 12/31/2023

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b><u>GENERAL GOVERNMENT</u></b>				
REVENUES & TRANSFERS				
Taxes	78,449	206,894	(128,445)	37.92%
Licenses, Permits & Fees	21,781	89,440	(67,659)	24.35%
Rents - Resource Center	2,643	5,180	(2,537)	51.02%
State Revenues	70,350	421,796	(351,446)	16.68%
County Revenues	3,870	11,500	(7,630)	33.65%
Charges for Services	93,907	19,206	74,701	488.95%
Other Revenues	16,058	26,820	(10,762)	59.87%
Interest	5,550	16,000	(10,450)	34.69%
Transfers In	58,629	101,588	(42,959)	57.71%
<b>Total REVENUES &amp; TRANSFERS</b>	<b>351,237</b>	<b>898,424</b>	<b>(547,187)</b>	<b>39.09%</b>
EXPENDITURES & TRANSFERS				
Mayor and City Council	1,290	3,800	(2,510)	33.95%
Legal	1,980	6,040	(4,060)	32.78%
General Government	133,542	236,936	(103,394)	56.36%
Planning	72,299	52,198	20,101	138.51%
Building	21,875	28,336	(6,461)	77.20%
Law Enforcement	10,664	8,890	1,774	119.96%
Animal Control	4,326	8,875	(4,549)	48.74%
Public Works - Streets	111,090	102,055	9,035	108.85%
Capital Outlay	2,670	158,512	(155,842)	1.68%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<b>359,736</b>	<b>605,642</b>	<b>(245,906)</b>	<b>59.40%</b>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>(8,499)</b>	<b>292,782</b>	<b>(301,281)</b>	<b>-2.90%</b>
<b><u>PARKS &amp; RECREATION</u></b>				
REVENUES & TRANSFERS				
Facility Rents	11,051	15,580	(4,529)	70.93%
Recreation Fees & Donations	82,243	192,595	(110,352)	42.70%
<b>Total REVENUES &amp; TRANSFERS</b>	<b>93,294</b>	<b>208,175</b>	<b>(114,881)</b>	<b>44.82%</b>
EXPENDITURES & TRANSFERS				
Facilities & Grounds	72,442	170,551	(98,109)	42.48%
Recreation	152,887	234,362	(81,475)	65.24%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<b>225,329</b>	<b>404,913</b>	<b>(179,584)</b>	<b>55.65%</b>
<b>TOTAL PARKS &amp; RECREATION</b>	<b>(132,035)</b>	<b>(196,738)</b>	<b>64,703</b>	<b>67.11%</b>
<b>TOTAL GENERAL FUND</b>	<b>(140,534)</b>	<b>96,044</b>	<b>(236,578)</b>	<b>-146.32%</b>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
36 - Powers Creek District Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Rents	12,073	33,250	(21,177)	36.31%
State Revenues	219,421	570,000	(350,579)	38.49%
Interest	0	1,100	(1,100)	0.00%
Total REVENUES & TRANSFERS	<u>231,494</u>	<u>604,350</u>	<u>(372,856)</u>	<u>38.30%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Salaries, Wages & Benefits	9,545	16,949	(7,404)	56.31%
Contracted Professional Services	1,976	3,610	(1,635)	54.72%
Other Contracted Services	167	330	(164)	50.45%
Interest Expense	5,366	1,800	3,566	298.09%
Other Expenses	1,421	2,010	(589)	70.71%
Repairs & Maintenance	162	340	(178)	47.61%
Supplies	0	35	(35)	0.00%
Capital Expenditures	6,340	385,000	(378,660)	1.64%
Debt Principal Repayment	2,056	185,000	(182,944)	1.11%
Total EXPENDITURES & TRANSFERS	<u>27,031</u>	<u>595,074</u>	<u>(568,043)</u>	<u>4.54%</u>
<b>TOTAL</b>	<u>204,463</u>	<u>9,276</u>	<u>195,187</u>	<u>2,204.21%</u>



**City of Blue Lake**  
Statement of Revenues and Expenditures  
38 - CDBG Non-Program Income Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Other Revenues	1,200	2,500	(1,300)	48.00%
Interest	438	885	(447)	49.44%
Transfers In	0	20,682	(20,682)	0.00%
Total REVENUES & TRANSFERS	<u>1,638</u>	<u>24,067</u>	<u>(22,429)</u>	<u>6.80%</u>
TOTAL	<u>1,638</u>	<u>24,067</u>	<u>(22,429)</u>	<u>6.80%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
25 - Highway Users Tax Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Taxes	27,793	67,823	(40,030)	40.97%
Interest	362	600	(238)	60.38%
Total REVENUES & TRANSFERS	<u>28,155</u>	<u>68,423</u>	<u>(40,268)</u>	<u>41.15%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Transfers Out	44,629	68,423	(23,794)	65.22%
Total EXPENDITURES & TRANSFERS	<u>44,629</u>	<u>68,423</u>	<u>(23,794)</u>	<u>65.23%</u>
<b>TOTAL</b>	<u>(16,474)</u>	<u>0</u>	<u>(16,474)</u>	<u>0.00%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
30 - TDA Street Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Taxes	0	22,343	(22,343)	0.00%
Interest	66	0	66	0.00%
Total REVENUES & TRANSFERS	<u>66</u>	<u>22,343</u>	<u>(22,277)</u>	<u>0.30%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Transfers Out	5,000	22,343	(17,343)	22.37%
Total EXPENDITURES & TRANSFERS	<u>5,000</u>	<u>22,343</u>	<u>(17,343)</u>	<u>22.38%</u>
<b>TOTAL</b>	<u>(4,934)</u>	<u>0</u>	<u>(4,934)</u>	<u>0.00%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
34 - Regional Surface Transportation Program Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
State Revenues	0	10,922	(10,922)	0.00%
Interest	0	50	(50)	0.00%
Total REVENUES & TRANSFERS	0	10,972	(10,972)	0.00%
<b>EXPENDITURES &amp; TRANSFERS</b>				
Transfers Out	9,000	10,972	(1,972)	82.02%
Total EXPENDITURES & TRANSFERS	9,000	10,972	(1,972)	82.03%
<b>TOTAL</b>	<b>(9,000)</b>	<b>0</b>	<b>(9,000)</b>	<b>0.00%</b>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
11 - Recreation Economic Analysis Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>EXPENDITURES &amp; TRANSFERS</b>				
Contracted Professional Services	8,079	0	8,079	0.00%
Other Contracted Services	2,800	0	2,800	0.00%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<u>10,879</u>	<u>0</u>	<u>10,879</u>	<u>0.00%</u>
<b>TOTAL</b>	<u>(10,879)</u>	<u>0</u>	<u>(10,879)</u>	<u>0.00%</u>

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

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>EXPENDITURES &amp; TRANSFERS</b>				
Other Contracted Services	800	0	800	0.00%
Other Expenses	1,800	6,000	(4,200)	30.00%
Supplies	587	5,000	(4,413)	11.74%
Capital Expenditures	52,989	79,837	(26,848)	66.37%
Small Business Grants	0	9,000	(9,000)	0.00%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<u>56,176</u>	<u>99,837</u>	<u>(43,661)</u>	<u>56.27%</u>
<b>TOTAL</b>	<u>(56,176)</u>	<u>(99,837)</u>	<u>43,661</u>	<u>56.26%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
13 - State Park Per Capita Program Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
State Revenues	0	177,885	(177,885)	0.00%
Total REVENUES & TRANSFERS	0	177,885	(177,885)	0.00%
<b>EXPENDITURES &amp; TRANSFERS</b>				
Capital Expenditures	10,520	29,955	(19,435)	35.11%
Total EXPENDITURES & TRANSFERS	10,520	29,955	(19,435)	35.12%
<b>TOTAL</b>	<b>(10,520)</b>	<b>147,930</b>	<b>(158,450)</b>	<b>(7.11)%</b>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
31 - TDA Purchased Transportation Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Taxes	0	32,375	(32,375)	0.00%
Total REVENUES & TRANSFERS	0	32,375	(32,375)	0.00%
<b>EXPENDITURES &amp; TRANSFERS</b>				
Transit Services	8,250	32,375	(24,125)	25.48%
Total EXPENDITURES & TRANSFERS	8,250	32,375	(24,125)	25.48%
<b>TOTAL</b>	<b>(8,250)</b>	<b>0</b>	<b>(8,250)</b>	<b>0.00%</b>



**City of Blue Lake**  
Statement of Revenues and Expenditures  
32 - AB-939 Solid Waste/Recycling Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
State Revenues	1,789	12,255	(10,466)	14.59%
Interest	186	640	(454)	29.13%
Total REVENUES & TRANSFERS	<u>1,975</u>	<u>12,895</u>	<u>(10,920)</u>	<u>15.32%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Salaries, Wages & Benefits	7,477	24,544	(17,067)	30.46%
Other Contracted Services	3,066	3,874	(808)	79.13%
Other Expenses	1,305	6,600	(5,295)	19.77%
Supplies	0	4,000	(4,000)	0.00%
Total EXPENDITURES & TRANSFERS	<u>11,847</u>	<u>39,018</u>	<u>(27,171)</u>	<u>30.36%</u>
<b>TOTAL</b>	<u>(9,872)</u>	<u>(26,123)</u>	<u>16,251</u>	<u>37.79%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
33 - Supplemental Law Enforcement Services Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
State Revenues	0	157,033	(157,033)	0.00%
Interest	0	50	(50)	0.00%
Total REVENUES & TRANSFERS	<u>0</u>	<u>157,083</u>	<u>(157,083)</u>	<u>0.00%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Other Contracted Services	78,914	146,523	(67,609)	53.85%
Total EXPENDITURES & TRANSFERS	<u>78,914</u>	<u>146,523</u>	<u>(67,609)</u>	<u>53.86%</u>
<b>TOTAL</b>	<u>(78,914)</u>	<u>10,560</u>	<u>(89,474)</u>	<u>(747.29)%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
42 - CDBG Program Income-Holding Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Loan Repayments	10,252	20,570	(10,318)	49.83%
Interest	371	800	(429)	46.36%
Total REVENUES & TRANSFERS	<u>10,623</u>	<u>21,370</u>	<u>(10,747)</u>	<u>49.71%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Salaries, Wages & Benefits	0	623	(623)	0.00%
Other Contracted Services	60	65	(5)	92.30%
Transfers Out	0	20,682	(20,682)	0.00%
Total EXPENDITURES & TRANSFERS	<u>60</u>	<u>21,370</u>	<u>(21,310)</u>	<u>0.28%</u>
<b>TOTAL</b>	<u>10,563</u>	<u>0</u>	<u>10,563</u>	<u>0.00%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
44 - CDBG Program Income-Revolving Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Interest	3,339	6,507	(3,168)	51.31%
Total REVENUES & TRANSFERS	3,339	6,507	(3,168)	51.32%
<b>EXPENDITURES &amp; TRANSFERS</b>				
Contracted Professional Services	13,219	0	13,219	0.00%
Capital Expenditures	86,179	140,000	(53,821)	61.55%
Total EXPENDITURES & TRANSFERS	99,398	140,000	(40,602)	71.00%
<b>TOTAL</b>	<b>(96,059)</b>	<b>(133,493)</b>	<b>37,434</b>	<b>71.95%</b>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
60 - Water Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Current Service Charges	281,703	577,607	(295,904)	48.77%
Other Revenues	5,750	8,985	(3,235)	63.99%
Interest	6,416	16,000	(9,584)	40.09%
<b>Total REVENUES &amp; TRANSFERS</b>	<b>293,869</b>	<b>602,592</b>	<b>(308,723)</b>	<b>48.77%</b>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Salaries, Wages & Benefits	121,263	268,735	(147,472)	45.12%
Contracted Professional Services	7,049	28,815	(21,766)	24.46%
Other Contracted Services	5,222	9,585	(4,363)	54.48%
Insurance	7,456	16,240	(8,784)	45.90%
Interest Expense	344	945	(601)	36.35%
Other Expenses	5,485	11,650	(6,165)	47.07%
Repairs & Maintenance	3,265	1,675	1,590	194.94%
Supplies	4,361	7,670	(3,309)	56.85%
Utilities	93,720	217,897	(124,177)	43.01%
Depreciation	18,624	0	18,624	0.00%
Transfers Out	21,079	21,079	0	100.00%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<b>287,866</b>	<b>584,291</b>	<b>(296,425)</b>	<b>49.27%</b>
<b>TOTAL</b>	<b>6,003</b>	<b>18,301</b>	<b>(12,298)</b>	<b>32.79%</b>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
61 - Water Connection Fee Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Interest	1,723	4,000	(2,277)	43.07%
Connection Fees	0	10,000	(10,000)	0.00%
Total REVENUES & TRANSFERS	<u>1,723</u>	<u>14,000</u>	<u>(12,277)</u>	<u>12.31%</u>
 TOTAL	 <u>1,723</u>	 <u>14,000</u>	 <u>(12,277)</u>	 <u>12.30%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
62 - Water Capital Reserve Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Interest	116	268	(152)	43.28%
Total REVENUES & TRANSFERS	116	268	(152)	43.28%
TOTAL	116	268	(152)	43.28%

**City of Blue Lake**  
Statement of Revenues and Expenditures  
64 - Turbidity Reduction Facility Reserve Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Turbidity Reduction Fees	4,223	13,382	(9,159)	31.55%
Current Service Charges	1	0	1	0.00%
Transfers In	21,079	21,079	0	100.00%
Total REVENUES & TRANSFERS	<u>25,303</u>	<u>34,461</u>	<u>(9,158)</u>	<u>73.42%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Other Expenses	18	0	18	0.00%
Turbidity Reduction Costs	5,393	13,382	(7,989)	40.30%
Total EXPENDITURES & TRANSFERS	<u>5,411</u>	<u>13,382</u>	<u>(7,971)</u>	<u>40.44%</u>
<b>TOTAL</b>	<u>19,891</u>	<u>21,079</u>	<u>(1,188)</u>	<u>94.36%</u>



**City of Blue Lake**  
Statement of Revenues and Expenditures  
70 - Sewer Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Current Service Charges	274,949	519,150	(244,201)	52.96%
Other Revenues	5,750	8,985	(3,235)	63.99%
Interest	0	500	(500)	0.00%
<b>Total REVENUES &amp; TRANSFERS</b>	<u>280,699</u>	<u>528,635</u>	<u>(247,936)</u>	<u>53.10%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Salaries, Wages & Benefits	126,876	286,263	(159,387)	44.32%
Contracted Professional Services	11,201	42,815	(31,614)	26.16%
Other Contracted Services	9,196	23,190	(13,994)	39.65%
Insurance	8,386	17,940	(9,554)	46.74%
Other Expenses	35,613	39,395	(3,782)	90.39%
Repairs & Maintenance	1,671	2,965	(1,294)	56.36%
Supplies	5,382	11,470	(6,088)	46.92%
Utilities	26,933	60,916	(33,983)	44.21%
Depreciation	43,374	0	43,374	0.00%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<u>268,632</u>	<u>484,954</u>	<u>(216,322)</u>	<u>55.39%</u>
<b>TOTAL</b>	<u>12,067</u>	<u>43,681</u>	<u>(31,614)</u>	<u>27.62%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
71 - Sewer Connection Fee Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Interest	2,747	6,100	(3,353)	45.03%
Connection Fees	0	10,000	(10,000)	0.00%
Total REVENUES & TRANSFERS	<u>2,747</u>	<u>16,100</u>	<u>(13,353)</u>	<u>17.06%</u>
TOTAL	<u>2,747</u>	<u>16,100</u>	<u>(13,353)</u>	<u>17.06%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
72 - Sewer Capital Reserve Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Interest	11,914	26,564	(14,650)	44.84%
Total REVENUES & TRANSFERS	11,914	26,564	(14,650)	44.85%
<b>EXPENDITURES &amp; TRANSFERS</b>				
Other Expenses	103	0	103	0.00%
Total EXPENDITURES & TRANSFERS	103	0	103	0.00%
<b>TOTAL</b>	<b>11,811</b>	<b>26,564</b>	<b>(14,753)</b>	<b>44.46%</b>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
80 - Dental/Vision Trust Fund  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Dental/Vision Charges to Operations	4,160	7,380	(3,220)	56.36%
Interest	311	720	(409)	43.25%
Total REVENUES & TRANSFERS	<u>4,471</u>	<u>8,100</u>	<u>(3,629)</u>	<u>55.20%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Dental/Vision Claims	2,707	7,340	(4,633)	36.87%
Total EXPENDITURES & TRANSFERS	<u>2,707</u>	<u>7,340</u>	<u>(4,633)</u>	<u>36.88%</u>
<b>TOTAL</b>	<u>1,765</u>	<u>760</u>	<u>1,005</u>	<u>232.21%</u>

**CITY OF BLUE LAKE**  
**Cash Balance by Fund**  
**12/31/2023**

	<u>Balance</u> <u>12/31/2023</u>	<u>Balance</u> <u>10/31/2023</u>	<u>Increase</u> <u>(Decrease)</u>	
<b>General Funds</b>				
10	General Fund (Net of Special Revenue or Capital Project Fund Deficits)	549,946	514,089	35,857
36	Powers Creek District Fund	212,523	-	212,523
38	CDBG Non-Program Income Fund	53,297	52,897	400
	<b>Total</b>	<u>815,766</u>	<u>566,986</u>	<u>248,780</u>
<b>Gas Tax and Street Funds</b>				
25	Highway User Tax Fund	32,608	38,037	(5,429)
30	TDA Street Fund	4,589	4,589	-
34	Regional Surface Transportation Program Fund	-	2,459	(2,459)
	<b>Total</b>	<u>37,197</u>	<u>45,085</u>	<u>(7,888)</u>
<b>Special Revenue Funds</b>				
11	Recreation Economic Analysis Fund	-	-	-
12	American Rescue Plan COVID Relief Fund	42,920	42,920	-
13	State Park Per Capita Program Fund	-	-	-
31	TDA Purchased Transportation Fund	-	-	-
32	AB-939 Solid Waste/Recycling Fund	14,856	16,702	(1,846)
33	Supplemental Law Enforcement Services Fund	-	-	-
	<b>Total</b>	<u>57,776</u>	<u>59,622</u>	<u>(1,846)</u>
<b>CDBG Funds</b>				
42	CDBG Program Income Holding Fund	32,978	29,507	3,471
44	CDBG Program Income Revolving Fund	301,292	396,193	(94,901)
	<b>Total</b>	<u>334,270</u>	<u>425,700</u>	<u>(91,430)</u>
<b>Water Funds</b>				
60	Water Fund (Net of Turbidity Reduction Facility Reserve Fund Deficit)	797,930	802,731	(4,801)
61	Water Connection Fee Fund	206,681	206,681	-
62	Water Capital Reserve Fund	13,916	13,916	-
64	Turbidity Reduction Facility Reserve Fund	-	-	-
	<b>Total</b>	<u>1,018,527</u>	<u>1,023,328</u>	<u>(4,801)</u>
<b>Sewer Funds</b>				
70	Sewer Fund	-	-	-
71	Sewer Connection Fee Fund	329,521	329,521	-
72	Sewer Capital Reserve Fund (Net of Sewer Fund Deficit)	1,348,638	1,357,599	(8,961)
	<b>Total</b>	<u>1,678,159</u>	<u>1,687,120</u>	<u>(8,961)</u>
<b>Trust Funds</b>				
80	Dental/Vision Trust Fund	38,750	37,150	1,600
82	Self-Insured Retention Reserve Fund	20,000	20,000	-
	<b>Total</b>	<u>58,750</u>	<u>57,150</u>	<u>1,600</u>
	<b>Total Cash Balance</b>	<u><u>4,000,445</u></u>	<u><u>3,864,991</u></u>	<u><u>135,454</u></u>