



City of Blue Lake

111 Greenwood Road-P.O. Box 458

Blue Lake, CA 95525

707-668-5655(P)

707-668-5916(F)

www.bluelake.ca.gov

City Council Agenda

Tuesday, March 25, 2025 ~ 6:30 p.m. ~Regular Council Meeting
Skinner Store-111 Greenwood Road, Blue Lake California

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

Public Input can be given to the Council by emailing cityclerk@bluelake.ca.gov until 4:30 p.m. on the date of the meeting.

PLEASE NOTE that live meeting logistics will be prioritized. The quality of the Zoom teleconference meeting cannot be guaranteed. Technical challenges experienced by either the participant or the City will not interrupt or halt the progress of the meeting.

Public input may be facilitated by Zoom at the following meeting link:

Join Zoom Meeting Information:

<https://us02web.zoom.us/j/85331283468?pwd=0Hlu7DMBZKxGFkhJWEhCAW9YbisaCm.1>

Meeting ID: 853 3128 3468 Passcode: 249127

Call to Order

1. **Pledge of Allegiance and Establish a Quorum of the Council**
2. **Approval of the Agenda**
3. **Adopt Previous Council Meeting Minutes**
 - a. January 30, 2025
 - b. February 11, 2025
 - c. February 20, 2025
 - d. February 25, 2025
4. **Reports of Council and Staff**
 - a. City Manager Report
 - b. Financial Report
5. **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.*
6. **Consent Agenda**
 - a. Proclamation-Sexual Assault Awareness Month: April 2025
 - b. City of Blue Lake FY 2024-2025 Salary Schedule Amendment No. 3
 - c. Warrants and Disbursements
7. **Commission Appointments-Action**
8. **Resolution Number 2025-1235-Adopting Amendments to the Blue Lake General Plan to Update and Implement the Housing Element for the 2019-2027 Planning Cycle (6th Cycle)-Discussion/Action**

9. **Humboldt County Sheriff Law Enforcement Contract Fiscal Year 2025-2026-Action**
10. **Humboldt County Animal Shelter Contract Fiscal Year 2025-2026-Action**
11. **CalFire Local Response Area Fire Severity Zone Map Review-Discussion/Direction**
12. **Council Goal Setting Discussion-Direction**
13. **Fiscal Year 2025-2026 Budget Discussion-Direction**
14. **City Clerk Recruitment-Discussion**
15. **Future Agenda Items**
16. **Council Correspondence**
17. **Adjourn**

A request for disability-related modification or accommodation, including auxiliary aid or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, by contacting the City Clerk at 707-668-5655, at least 24 hours prior to the commencement of the meeting.

City of Blue Lake

March 25, 2025

Council Meeting Minutes

- a. January 30, 2025
- b. February 11, 2025
- c. February 20, 2025
- d. February 25, 2025





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CITY OF BLUE LAKE CALIFORNIA

111 Greenwood Road
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Blue Lake City Council Minutes

Tuesday, January 30, 2025 6:30 p.m. ~ Continuation of January 28, 2025 Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1.Called to Order: 6:30 p.m.

Quorum Established: Mayor John Sawatzky, Mayor Pro-Tem Elise Scafani, Councilmember Chris Firor, Councilmember Michelle Lewis-Lusso, Councilmember Katherine Napier

Staff Present: City Manager Mager

Public Present: Angela Dare, Mardi Granger, Marla, Erin McClure, Justin Goad, John Murray, Beckie Thornton, Julie Christie, Jean Lynch, Elissa Rosado

Item No. 10: Illegal Fireworks:

The City Manager presents the item including areas of concern and potential opportunities to address the situation, including advocating for increased legislation relating to illegal fireworks crossing State lines and community patrols. The Public Safety Commission is discussing this item and may bring back additional recommendations to the Council in the future.

Councilmember Lewis-Lusso: Offers the idea of putting out a reward for people to turn in illegal activities.

Councilmember Scafani: Would like to start a citizen patrol that would be trained to patrol and find the people; the Public Safety Commission could look into this option.

Councilmember Napier: Recommends sending out a mailer to the public; conduct more community outreach.

Public Comment

Mardi Granger: Supports more publicity.

Kent Sawatzky: Comments on neighborhood watch.

Julie Christie: Comments on law enforcement.

Elissa Rosado: States that the City Engineer has not set off any fireworks; she knows because she is a direct neighbor.

Jean Lynch: Comments on neighborhood watch.

Public Comment Closed.

Mayor Sawatzky: Recommends posting on the water bill and using the community social media pages; likes the ideas of increased fines and community service.

1 **Mayor Pro-Tem Scafani:** Supports a citizen patrol that can go door-to-door with a door hanger regarding
2 fireworks impacts; use the City's official Facebook page for posting information.

3 **City Manager Mager:** The Council liaison to the Public Safety Commission can take this item to the
4 commission; cautions the Council regarding the formation of a citizen patrol that would be acting in an
5 enforcement capacity.

6 **Councilmember Lewis-Lusso:** Asks if the Fire Department could participate in providing information to the
7 community.

8 9 **Item No. 11-Law Enforcement Update**

10 City Manager Mager presents the item; provides an update to the Council regarding conversations with
11 Ferndale and Trinidad and presents on capacity issues and limitations regarding response distances.

12
13 **Mayor Pro-Tem Scafani:** Speaks on her research regarding security patrols and their limitations; she has
14 been in contact with the Sheriff; the indemnity language in the current sheriff contract is a problem; the
15 sheriff has told her that there will be an increase to the contract of 10%.

16
17 **Mayor Sawatzky:** Asks staff to provide the cost breakdown for the current sheriff contract.

18 **Councilmember Lewis-Lusso:** Asks the City Manager to provide a presentation or more information on the
19 security patrol;

20 **Mayor Pro-Tem Scafani:** Comments on the Rancheria's law enforcement department; their deputies are
21 under the authority of the sheriff.

22 **Mayor Pro-Tem Scafani:** wants to form an ad-hoc to work on law enforcement issues.

23 **Councilmember Napier:** Supports the formation of an ad-hoc as long as it brings value.

24 **Councilmember Firor:** Questions who the ad-hoc is working through.

25 **Mayor Pro-Tem Scafani:** They would work with the City Manager and be part of all of the discussions.

26 **Mayor Sawatzky:** Would like to wait on the ad-hoc until he can talk to the City Attorney about the
27 formation of an ad-hoc.

28 29 **Item No. 12-Powers Creek Flooding Update**

30 City Manager Mager introduces the item and reports on flooding issues on Powers Creek. Presents on work
31 that is being done to minimize flooding, and the responsibilities of land owners to maintain their property to
32 minimize flooding. The City is working with the Baduwa't Watershed Council on a large scale restoration
33 project that will improve habitat as well as reducing flood impacts.

34 **Councilmember Napier:** Comments on flooding and the porta-potty at the horse arena.

35 **Councilmember Lewis-Lusso:** Comments on concerns related to the porta-potty during flood events.

36 37 **Public Comment:**

38
39 **Kent Sawatzky:** Comments on creek concerns and gravel removal.

40 **Erin McClure:** Comments on the porta-potty at the horse arena.

41 **Angela Dare:** Comments on the porta-potty at the horse arena.

42 **Julie Christie:** Comments on the creek restoration project and receiving a project update.

43 44 **Public Comment Closed.**

45
46 **Councilmember Firor:** States that he is getting involved with the Baduwa't Watershed Council.

47 48 **Item No. 13-Council Correspondence**

49 City Manager Mager provides the Council with an email from Lori Ponte.

Item No. 14-Consent Agenda

Mayor Sawatzky presents the consent agenda; Mayor Pro-Tem Scafani pulls all items from the consent agenda.

Item No. 14a: September 24, 2024 Meeting Minutes

Councilmember Lewis-Lusso: update the minutes to reflect Michelle Lewis-Lusso's name.

Motion: To approve the minutes with changes

Motion by: Lewis-Lusso

Seconded by: Napier

No public comment

Motion Summary: Consensus

Item No. 14b: October 8, 2024 Meeting Minutes

Motion: To approve the meeting minutes as presented

Motion by: Napier

Seconded by: Firor

No public comment

Motion Summary: Consensus

Item No. 14c: November 12, 2024 Meeting Minutes

Motion: To approve the meeting minutes as presented

Motion by: Firor

Seconded by: Napier

No public comment

Motion Summary: Consensus

Item No. 14d: November 24, 2024 Meeting Minutes

Motion: To approve the meeting minutes as presented

Motion by: Lewis-Lusso

Seconded by: Napier

No public comment

Motion Summary: Consensus

Item No. 14e: December 10, 2024 Meeting Minutes

Motion: To approve the meeting minutes adding clarification of "solicitation would be a 90 day solicitation" to page 4.

Motion by: Lewis-Lusso

Seconded by: Firor

No public comment

Motion Summary: Consensus

Item No. 14f: January 14, 2025 Meeting Minutes

Motion: To approve the meeting minutes as presented

Motion by: Firor

Seconded by: Lewis-Lusso

No public comment

Motion Summary: Consensus

Item No. 14g: Warrants and Disbursements

Mayor Pro-Tem Scafani requests more details on SHN disbursements.

Motion: To approve the Warrants and Disbursements

Motion by: Scafani

Seconded by: Firor

Public Comment:

Julie Christie: Comments on the organizational chart for the City.

Mayor Sawatzky: Recommends that the Council talk to the City Manager about questions related to agenda items before the meeting to get clarification; if you don't receive the information that you need then bring the questions to Council.

Item No. 15-Fiscal Year 2024-2025 Salary Schedule Amendment Number 2

City Manager Mager presents the item; the City is requesting the amendment to maintain compliance with State wage rates and to consolidate positions and update wage rates based upon comparable rates in the region.

Motion: To approve Amendment Number 2 to the Fiscal Year 2024-2025 Salary Schedule

Motion by: Napier

Seconded by: Firor

Public Comment:

Kent Sawatzky: Comments on the hourly rates for the City Attorney and engineers.

Motion Summary: Consensus

Item No. 16-Fiscal Year 2023-2024 Budget Amendment

City Manager Mager presents the item; the amendment adds revenue to the general fund from eligible street expenses incurred in 2023-2024 with revenue that was received after the end of the fiscal year.

Motion: To approve Amendment Number 2-Fiscal Year 2023-2024 Budget

Motion by: Scafani

Seconded by: Firor

No public comment

Motion Summary: Consensus

Item No. 17-City Hall Signage Package

City Manager Mager presents the item; staff is asking for authorization to purchase new signage for City Hall utilizing the branding program developed for the City.

Mayor Sawatzky: Comments on the signage; wants to see other options or receive more community input.

City Manager Mager: States that the staff and the commissions did a lot of work to create a branding platform for the City; if the Council wants to change that platform she recommends forming an ad-hoc for the Council to work on it. States that staff is frustrated with the process and would rather not participate in this process anymore. City staff does not have the expertise to develop additional options and this is why a professional firm was hired to do the work.

Public Comment:

Angela Dare: Comments that she does not like the logo; looks like a totem pole.

Lori Ponte: Recommends that all signage be coordinated.

Justin Goad: Comments that the commissions worked very hard on the branding and the Council is telling the commissions that Council does not care about the work that they did; this is disrespectful. People need to participate at the commission level.

Motion: To not approve the sign package

Motion by: Scafani

Seconded by: Napier

Motion Summary: Passes-3-2:(Ayes) Sawatzky, Napier, Scafani; (Nays) Lewis-Lusso, Firor

Item No. 18-Reports of Council and Staff

Financial Report: Council accepts the financial report

Mayor Pro-Tem Scafani: Recommends doing a mid-year budget review; states that the budget is complicated to understand.

Councilmember Napier: Recommends adding it as a future agenda item.

Council Reports:

Mayor Pro-Tem Scafani: Nothing to report

Councilmember Lewis-Lusso: Nothing to report

Councilmember Firor: Nothing to report

Councilmember Napier: Reports on RREDC meeting; presents on healthcare challenges in our region.

Item No. 19-Future Agenda Items

- Council Manual Update
- Optimization of council time and effective meeting strategies.
- Council interactions with commissions
- Broderick flooding issues
- Economic analysis and real estate projections

Public Comment:

Kent Sawatzky: Comments on the permitting for the Dog House business and other food facilities.

Motion to Adjourn-10:32pm

Motion by: Napier

Seconded by: Scafani

Motion Summary: Consensus



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CITY OF BLUE LAKE CALIFORNIA

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Blue Lake City Council Minutes

Tuesday, February 11, 2025-City Council Special Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1. Called to Order: 6:30 p.m.

2. Quorum Established: Mayor John Sawatzky, Mayor Pro-Tem Elise Scafani, Councilmember Michelle Lewis-Lusso, Councilmember Katherine Napier
Absent: Councilmember Firor (illness)

Staff Present: City Manager Mager

Public Present: Kent Sawatzky, Verda Pitts, Adelene Jones, Mardi Granger, Marla

3. Approval of the Agenda:

Motion: To Move item number 5c after item number 9

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Lewis-Lusso

No Public Comment

Motion Summary: Consensus

4. Public Comment

Adelene Jones: Comments on the Blue Lake logo; she likes the logo and comments on the review process and approval of using the new logo; it's attractive and perfect for the City.

Comments on the Housing Element; housing is needed in the City encourages Council to pass the housing element; comments on the State suing cities for not complying.

Kent Sawatzky: States his disagreement with Adelene Jones's comments; logo didn't go through a process; the State gives all kinds of warnings before you get sued for not adopting a housing element and has faith in the Council to avoid a lawsuit.

Verda Pitts: Comments on the housing element and potential lawsuit for non-compliance; other cities that were sued were much larger than Blue Lake.

Public Comment Closed.

5. City Council Roles and Responsibilities Manual Update Items A and B:

Mayor Sawatzky asks the City Manager to present the item.

City Manager Mager: Presents on ways to optimize meetings and how the update to the manual can provide guidance to Council and staff. Recommends several ways to optimize meetings, including the use of the consent calendar and asking staff clarifying questions before the meeting.

Mayor Sawatzky: Recommends setting time limits on items.

1 **Councilmember Lewis-Lusso:** Agrees with the use of the consent calendar; don't pull items from consent
2 that aren't controversial; maintain 15 minute rule for public comment; pay attention to speakers time and
3 limit number of commentators if necessary.

4 **Councilmember Napier:** States that she may be asking questions that the public has; she may ask more
5 questions to make a decision.

6 **Mayor Pro-Tem Scafani:** Comments on the importance of the public seeing the Council deliberate on
7 issues; could reduce public comment time to 1-2 minutes so everyone can speak.
8

9 **Public Comment:**

10 **Kent Sawatzky:** Public commenting time can be reduced or have people pick a number to comment.

11 **Verda Pitts:** States that the Council meetings are the time for the public to speak their concerns; supports
12 limiting time.

13 **Terry Bayless:** It's important for Council to have time to deliberate.

14 **Public Comment Closed.**
15

16 **Mayor Pro-Tem Scafani:** The agenda setting committee can review the consent agenda to help answer
17 questions.

18 **Mayor Sawatzky:** Asks what the next steps are?

19 **Councilmember Napier:** Comments that a policy is not needed; efficiency will evolve.

20 **Mayor Pro-Tem Scafani:** Comments on the agenda committee; needs more collaboration.

21 **Councilmember Napier:** Comments on the "incompatibility of office" doctrine; asks that commission
22 representatives make a report to Council on their activities.

23 **Mayor Pro-Tem Scafani:** States that the Council should set the agenda for the commissions; commissions
24 can send a representative to the Council meetings; comments on the disconnect between the commissions
25 and the Council.

26 **Mayor Sawatzky:** States that the liaison could carry the report back to Council and have a quarterly report
27 from the commissions.
28

29 **Public Comment:**

30 **Kent Sawatzky:** States that the commissions are the best tool that the Council has.

31 **Adelene Jones:** Council should not micro-manage the commissions; the liaison should not act as a
32 commissioner.

33 **Verda Pitts:** Commissioners feel disrespected when issues go back and forth between Council.

34 **Rebecca Collins:** Comments on the Public Safety Commission work plan for the year; Council asks the
35 commissions to research items.

36 **Public Comment Closed.**
37

38 **City Manager Mager:** Recommends setting a yearly work plan for each commission and then have a
39 quarterly report for each commission.

40 **Councilmember Lewis-Lusso:** Asks about an updated strategic plan.

41 **City Manager Mager:** Explains that the City has a strategic plan that was started in 1997 and has been
42 updated over the years. Staff and the commissions have been working on several projects identified in the
43 strategic plan. States that the plan needs to be updated and this could be an opportunity for Council to
44 engage with the commissions and the public.

45 **Councilmember Napier:** Proposes the formation of an ad-hoc to look into the commissions.

46 **Mayor Sawatzky:** Appoints Councilmember Napier and himself to the ad-hoc.
47

48 **6. Council Correspondence**

49 Email from Kent Sawatzky received and filed.

1 **7. Consent Agenda-No items**

2
3 **8. Reports of Council and Staff**

4
5 **Mayor Pro-Tem Scafani:** Nothing to report

6 **Mayor Sawatzky:** Nothing to report

7 **Councilmember Napier:** Reports on the City Clerk ad-hoc.

8 **Councilmember Lewis-Lusso:** Reports on the City Clerk ad-hoc activities, including the need for someone
9 to take meeting minutes and administrative staff being unwilling to take on clerk duties.

10
11 **9. Future Agenda Items:**

- 12 • City Clerk Position
- 13 • Agenda Item List-add to each Council packet
- 14 • Ad-Hoc for PowerTransitions and Power Plant

15
16 **10. Overall Council Manual Update**

17 **Councilmember Napier:** States that this item is not a priority and would like to see it worked on as a
18 workshop.

19 **Councilmember Lewis-Lusso:** States that this item is a priority and would answer many questions and
20 relieve current struggles; would like to see an ad-hoc committee formed rather than a workshop; the
21 questions being asked can be answered if the manual is updated.

22 **Mayor Pro-Tem Scafani:** Some items are a priority; it needs to be brought in line with the Municipal Code;
23 supports the formation of an ad-hoc committee to work on it.

24 Mayor Sawatzky forms an ad-hoc committee comprised of Councilmember Lewis-Lusso and himself to take
25 a first review of the manual and provide language options for review.

26
27 **Public Comment-No Comment**

28
29 **Motion to Adjourn-8:27pm**

30 **Motion by:** Lewis-Lusso

31 **Seconded by:** Scafani

32 **Motion Summary:** Consensus



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Blue Lake City Council Minutes

Tuesday, February 20, 2025-City Council Special Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1. Called to Order: 6:30 p.m.

2. Quorum Established: Mayor John Sawatzky, Mayor Pro-Tem Elise Scafani, Councilmember Michelle Lewis-Lusso, Councilmember Katherine Napier, Councilmember Firor

Staff Present: City Manager Mager, Ryan Plotz-City Attorney

Public Present: Kent Sawatzky, Jean Lynch, Justin Goad, Beckie Thornton, Linda Cooley, Julie Christie, Lori Ponte, Terry Bayless

3. Approval of the Agenda:

Motion: To approve the agenda as presented

Motion by: Councilmember Firor

Seconded by: Councilmember Lewis-Lusso

No Public Comment

Motion Summary: Consensus

4. Public Comment on Closed Session Items:

Kent Sawatzky: Comments on the election and the City Manager's contract.

Linda Cooley: Comments on food permits in the park and battery storage project

Erin McClure: Comments on the water tank negotiations

Jean Lynch: Comments on the assessor parcel numbers not being listed on the agenda.

Mackenzie: Comments on the battery storage project and business outreach.

Terry Bayless: Comments on impacts to walking trails and the river from a battery project.

Dave Ponte: Concerned about negotiations regarding the battery project.

Julie Christie: Comments on the transformer.

Beckie Thornton: States she agrees with comments.

Public Comment Closed.

5. Closed Session

Motion: To enter into closed session

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Firor

Motion Summary: Consensus

1 **Reconvened to open session at 7:40pm**

2 **Nothing to report out of closed session.**

4 **1. Meeting Called to Order**

5 **2. Quorum Established**

6 **3. Approval of the Agenda**

7 **Motion:** To Approve the agenda as presented

8 **Motion by:** Councilmember Napier

9 **Seconded by:** Councilmember Firor

10 **Motion Summary:** Consensus

12 **4. Public Comment on Non-Agendized Items**

13 **Adelene Jones:** Comments on the need for affordable housing in Blue Lake; the State is suing cities and
14 hopes the Council is taking it seriously.

15 **Kent Sawatzky:** Comments on the Emporium Building and converting the space to live/work units.

16 **Mackenzie:** Concerned about food operations at the park.

17 **Julie Christie:** Comments on working together; doesn't support having a land acknowledgment.

19 **Public Comment Closed**

21 **5. Receive Update on Discussion with PT Blue Lake Redevelopment, LLC for a Battery Storage
22 Project**

23 **Mayor Sawatzky introduces the item.**

24 **City Attorney Plotz-**Provides an overview of the discussions and shares a slideshow explaining the
25 discussion items. PowerTransitions proposes to purchase two acres of land and demolish the existing above
26 ground structures on the property; they would develop a 20 MW battery storage facility. In the future they
27 would propose to lease or purchase four acres of land to develop a 100MW battery storage facility. The
28 100MW facility would require major upgrades to the transmission facilities and would require extensive
29 permitting; this could take 7-10 years to complete. PowerTransitions seeks a signed option agreement in
30 March in order to meet the PG&E submission requirements as part of the RCEA request for offers.

31 **Councilmember Lewis-Lusso:** Appreciates the effort that's gone into the negotiations to get to this option.

32 **Councilmember Napier:** Comments on the negotiations and the change to a smaller project; this is more
33 palatable; recommends reaching out to the businesses on Taylor Way and having a business focused meeting
34 to discuss.

35 **Mayor Pro-Tem Scafani:** Comments on the formation of the ad-hoc and the RCEA solicitation timeline;
36 feels that Council was manipulated into approving the negotiation agreement; she is a hard no on this project
37 and has zero trust in the people feeding them information.

38 **Attorney Plotz:** States that he has talked to RCEA several times regarding the timeline and the process.

39 **Councilmember Napier:** Questions what an approval tonight would obligate the City to?

40 **Attorney Plotz:** States that staff is only asking for direction to move forward; the City would not be
41 obligated to anything at this point.

42 **Councilmember Lewis-Lusso:** States that she is concerned that comments have been made that she was
43 railroaded into making a decision; she can make her own decisions and does her own research; she pushed
44 for this meeting and feels that its informative.

46 **Public Comment**

47 **Lori Ponte:** Comments on the EDC ad-hoc and what their role is in this project; appreciates the opportunity
48 for the community to ask questions.

49 **Adelene Jones:** States that she is concerned about the structures on the site and the liability; agrees with the

1 two acre hybrid option.

2 **Kent Sawatzky:** Agrees that the property needs to be cleaned up; recommends bringing the item back in
3 September.

4 **Rebecca Collins:** Comments on the project being rushed and the connection to Enron.

5 **Terry Bayless:** Concerned about TetraTech being involved and the applicability of AB 205.

6 **Sherri Star:** Comments on the cost of demolition; toured a 10MW and 200MW battery site.

7 **Erin McClure:** Comments on the cost of the attorney.

8 **Lin Glen:** Excited that the City has an asset that PG&E is interested in; wants to explore other options and
9 the value of the infrastructure.

10 **Julie Christie:** Comments on not turning this project into a negative.

11 **Beckie Thornton:** States that it's going too fast.

12 **Justin Goad:** Questions the process; if Council directs the attorney to move forward it doesn't bind the City;
13 the site needs to be cleaned up quickly.

14 **Dave Ponte:** Comments on the assembly bill related to BESS projects.

15 16 **Public Comment Closed**

17
18 **Mayor Pro-Tem Scafani:** Comments on other uses of the facility; would rather take too long to make a
19 decision than make the wrong decision.

20 **Councilmember Firor:** States he supports the March timeline for presenting an option agreement and
21 supports the hybrid project model.

22 **Mayor Sawatzky:** Asks if PowerTransitions is out if the March deadline can't be met.

23 **Attorney Plotz:** States that staff will not push to develop an option agreement to meet the March deadline if
24 Council does not want to work toward that deadline.

25 **Councilmember Lewis-Lusso:** Comments that she doesn't want to halt the process if the March deadline
26 can't be met.

27 **Councilmember Napier:** Comments on the deadline; chasing the March deadline doesn't commit the
28 Council to anything. She has conducted research in the investors; the attorney has shown his expertise in
29 understanding the structure.

30 **Mayor Pro-Tem Scafani:** Is there anything preventing the City from looking at demolition options?

31 **Councilmember Lewis-Lusso:** Questions the PG&E process and timeline.

32 **Attorney Plotz:** Clarifies the process; August is the anticipated demolition date.

33 **Mayor Pro-Tem Scafani:** Supports investigating other options that don't impact the ENA.

34 **Mayor Sawatzky:** Asks Council to provide clear directions to staff.

35 **Councilmember Napier:** States that Council can give clear direction on February 25th; allows time to
36 conduct a tour and to hold the town hall.

37 **Attorney Plotz:** States that staff will pursue the hybrid model and receive direction from Council on the 25th.

38 39 **Motion to Adjourn-9:20pm**

40 **Motion by:** Councilmember Firor

41 **Seconded by:** Councilmember Lewis-Lusso

42 **Motion Summary:** Consensus



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Blue Lake City Council Minutes

Tuesday, February 25, 2025-City Council Regular Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1. Called to Order: 6:35 p.m.

2. Quorum Established: Mayor John Sawatzky, Mayor Pro-Tem Elise Scafani, Councilmember Michelle Lewis-Lusso, Councilmember Katherine Napier, Councilmember Christopher Firor

Staff Present: City Manager Mager, Ryan Plotz-City Attorney

Public Present: Kent Sawatzky, Kurt Heberly, Justin Goad, DD Orlandi, Linda Cooley, Julie Christie, Lin Glen, Scott Frazer, Terry Bayless, Sandra Mattingly, Andrew Orahoske, Verda Pitts, Elissa Rosado, Jacki Ginn, Adelene Jones

3. Approval of the Agenda:

Attorney Plotz: requests that Council pull Item Number 8 (Consider amendment to the City Manager's Contract); this request was made to the City Attorney by Councilmember Napier, and Closed Session Item B (Conference with Real Property Negotiators-McClure Trust)

Motion: To approve the agenda, removing item 8 and closed session item b

Motion by: Councilmember Napier

Seconded by: Councilmember Firor

No Public Comment

Motion Summary: Consensus

4. Adopt Previous Meeting Minutes-January 28, 2025

Page 2 of the minutes is missing the motion; check page 4 to review the motion

Public Comment:

Adelene Jones: Requests that the meeting minutes include the first and last name of the Councilmembers.

Public Comment Closed

Motion: To approve the meeting minutes with the changes identified by Council.

Motion by: Councilmember Firor

Seconded by: Councilmember Napier

Motion Summary: Consensus

5. Reports of Council and Staff

City Manager provides an overview of projects; asks the Council if they have any questions.

Mayor Pro-Tem Scafani: Asks the City Manager about the status of the food facility permits.

City Manager Mager: Explains that the City is working with environmental health; the Dog House was

permitted as a full prep kitchen up to 2023; the operator was inspected in 2024 and called for additional inspections to comply with findings. The City was unaware that the permit had expired as the facility was being inspected by environmental health. Environmental health came out and reinspected the facility to issue the new operating permit; they are requiring upgrades to the facility that were not required under the original permit. The City is working to get the Prasch Hall facility permitted; the City did not have the funding to fully develop the facility but is working with environmental health to permit it for operation.

Councilmember Napier: Requests a copy of the original permit for the Clemence Snack Bar facility.

Public Comment

Kent Sawatzky: States that he contacted environmental health about the operations at the Dog House.

Julie Christie: Comments on grants to install water meters.

City Manager Mager: Explains that the City was contacted about a funding opportunity to cover the cost of electronic water meters; the City wrote for the funding but was notified that they did not meet the grant threshold due to a miscalculation by the funding agency.

Public Comment Closed

Public Works Report: Chris Edgar, Operating Supervisor, presents the report; highlights flood response and winter weather response.

Public Comment

Lin Glen: Thanks Public Works for their work clearing the creek to prevent flooding.

Kurt Heberly: Comments on Public Works work on Acacia to reduce flooding.

Julie Christie: Thanks Chris Edgar for the report.

Linda Cooley: Thanks Public Works

Chris Edgar: Invites the Council to tour the plant.

Public Comment Closed

Councilmember Napier: Thanks Public Works; questions the flooding on Broderick and the issues at Karina's property.

Council Reports:

Councilmember Lewis-Lusso: Reports on Humboldt Waste Management Authority; appreciates their work and would like to see them make a presentation to Council.

Councilmember Napier: Reports on Humboldt County Association of Governments and State and Federal funding levels. Attended the RREDC meeting; there was a presentation by the local union.

Mayor Pro-Tem Scafani: Will report on RCEA at the next meeting.

Public Comment

Julie Christie: Comments on Councilmember Napier's representation on HCAOG.

Anthony: Comments on the meeting capacity.

Kurt Heberly: Comments on the meeting capacity.

Lori Ponte: Comments on community potluck

Attorney Plotz: Clarifies that the Council is not obligated to change or cancel their meeting due to capacity; the City has made Zoom available to accommodate access.

Scott Frazer: Asks Council to not take action on items due to capacity issue.

Andrew Orahoske: Comments on capacity.

Kent Sawatzky: Comments on capacity.

Terry Bayless: Comments on solid state batteries.

Julie Christie: Comments on capacity.

Elissa Rosado: States that the people outside can hear the meeting and they are fine with the meeting

1 moving forward.

2 **Public Comment Closed.**

3
4 **6. Consent Agenda**

5 **Motion:** To accept the consent agenda as presented (Warrants and Disbursements)

6 **Motion by:** Mayor Pro-Tem Scafani

7 **Seconded by:** Councilmember Lewis-Lusso

8 **Motion Summary:** Consensus

9
10 **7. Commissioner Appointments**

11 Mayor Sawatzky opens the item; the City has vacancies on the Public Safety Commission, the Economic
12 Development Commission and the Arts and Heritage Commission. The City has received applications for
13 the Public Safety Commission, and the Economic Development Commission. Mayor Sawatzky asks the
14 applicants to introduce themselves.

15 **Adelene Jones:** Introduces herself to the Council; she served on Council for years and helped negotiate the
16 current Sheriff contract; she has experience working on public safety issues.

17 **Councilmember Lewis-Lusso:** Asks Adelene Jones what she brings to the commission?

18 **Adelene Jones:** States she was the Mayor of Blue Lake for 12 years and spent more than 20 years on the
19 City Council; she has experience with the Sheriff and was on the Council when Blue Lake had a police
20 department.

21
22 **Public Comment:**

23 **Kent Sawatzky:** Comments on road safety issues.

24 **Julie Christie:** Comments on the applicant.

25 **Public Comment Closed**

26
27 **Mayor Pro-Tem Scafani:** Recuses herself from the discussion; her partner has applied for the Public Safety
28 Commission; she exits the room.

29 **Motion:** To appoint Adelene Jones to the Public Safety Commission.

30 **Motion by:** Councilmember Lewis-Lusso

31 **Seconded by:** Councilmember Firor

32 **Motion Summary:** Ayes-Sawatzky, Lewis-Lusso, Firor, Napier (Passes)

33 Mayor Sawatzky introduces Public Safety Commission applicant Justin Goad; asks him to introduce himself.

34 **Justin Goad:** Introduces himself; has worked with the public safety commission in the past to install
35 surveillance cameras, has an interest in public safety.

36 **Councilmember Napier:** Verifies that Justin Goad lives in Blue Lake; questions if there is a conflict of
37 interest as Justin Goad contracts with the City to record public meetings.

38 **Mayor Sawatzky:** Agrees with Councilmember Napier that a conflict could be perceived.

39 **Councilmember Firor:** States that he doesn't see a conflict

40
41 **Motion:** To appoint Justin Goad to the Public Safety Commission

42 **Motion by:** Councilmember Firor

43 **Seconded by:** Councilmember Lewis-Lusso

44 **Motion Summary:** Ayes: Firor, Lewis-Lusso, Nays: Sawatzky, Napier (Motion Denied)

45
46 **Councilmember Napier:** Moves to nominate Rebecca Collins to the Public Safety Commission.

47 **Rebecca Collins:** States that she is withdrawing her application.

48
49 **Motion:** To appoint Ted Hales to the Public Safety Commission

1 **Motion by:** Councilmember Firor

2 **Seconded by:** Councilmember Lewis-Lusso

3 **Motion Summary:** Sawatzky, Firor, Napier, Lewis-Lusso (Passes)

5 **Motion:** To appoint Donald Schang to the Public Safety Commission

6 **Motion by:** Councilmember Firor

7 **Seconded by:** Councilmember Lewis-Lusso

8 **Motion Summary:** Ayes: Lewis-Lusso, Firor; Nays: Sawatzky, Napier, Scafani (Motion Denied)

9 **Motion:** To appoint James Brown to the Parks and Recreation Commission

10 **Motion by:** Councilmember Firor

11 **Seconded by:** Councilmember Lewis-Lusso

12 **Mayor Pro-Tem Scafani:** States that James Brown is an active member of the Parks and Recreation
13 Commission

14 **Motion Summary:** Consensus

16 **Mayor Sawatzky:** Introduces the applicants for the Economic Development Commission; current
17 commissioners Darcey Lima and Roxanne Rothery have applied for reappointment.

18 **Mayor Pro-Tem Scafani:** States that she doesn't believe that the commission openings have been properly
19 posted.

20 **Mayor Sawatzky:** States that he believes the positions have been noticed correctly.

21 **Councilmember Lewis-Lusso:** Asks Roxanne Rothery to introduce herself.

22 **Roxanne Rothery:** States her experience in lending and finance; she has been on the Economic
23 Development Commission for multiple terms; enjoys seeing new businesses come to Blue Lake.
24 Council asks if Darcey Lima is present.

26 **Motion:** To table the appointments to the Economic Development Commission

27 **Motion by:** Councilmember Napier

28 **Seconded by:** Mayor Pro-Tem Scafani

29 **Motion Summary:** Ayes: Sawatzky, Lewis-Lusso, Napier, Scafani; Nays: Firor (Motion passes)

31 **8. Battery Storage Project Option Agreement Schedule Discussion**

32 Attorney Plotz introduces the item; presents the staff's request for direction on working on an option
33 agreement for the sale of two acres of land in the Powers Creek District for the development of a battery
34 energy storage system, with an expedited timeframe for Council consideration. The expedited timeframe is
35 being requested by PowerTransitions in order to meet a requirement of PG&E to participate in a market
36 study necessary to develop final engineering and development costs. PG&E has an open date twice a year to
37 consider new interconnections; this information is a necessary part of the application to Redwood Coast
38 Energy Authority.

39 **Councilmember Napier:** Comments on the new proposal to only purchase two acres of land and limit the
40 project to 20MW; asks Attorney Plotz about off-ramps for the City and what Council is committing to.

41 **Attorney Plotz:** Reviews options for the City to exit the agreement.

42 **Mayor Pro-Tem Scafani:** Comments on the options to get out of the agreement and doesn't feel that the
43 City has enough protection; she's not comfortable moving forward.

44 **Attorney Plotz:** Clarifies that the demolition agreement is a major condition.

45 **Councilmember Napier:** Asks for clarification on what the demolition agreement includes.

46 **Attorney Plotz:** States that the demolition agreement will require the contractor to have insurance,
47 performance bonds, payment bonds and permits.

1 **Public Comment:**

2 **Juniper Summers:** Comments on the power grid for Blue Lake and the County; it's important but interested
3 in other options.

4 **Roy Gomez:** Comments on fire potential.

5 **Kent Sawatzky:** Comments on the cost to draw up an agreement; schedule another meeting around March
6 9th; need the appraisal; the plant is a major problem and liability for the City.

7 **Geoffrey Robinson:** States that the site needs to be cleaned up; global warming is real and battery storage is
8 the best way to store renewable energy; Adelene Jones spoke about this project over a year ago; CEQA can
9 be used to give Council the option to say no; this is worth pursuing.

10 **Kurt Heberly:** Comments on the costs of remediation.

11 **Terry Bayless:** Comments on inconsistencies that started at the town hall meeting.

12 **Lori Ponte:** States that the project isn't green energy.

13 **Jamie Bolton:** Comments on concerns regarding impacts to the river.

14 **Rebecca Collins:** Comments on the number of people signing her petition.

15 **Sandra Mattingly:** States that she is against the project.

16 **Dana Silvernale:** States that she doesn't support the project.

17 **Lin Glen:** Doesn't trust PowerTransitions.

18 **Carlotta Clark:** Adamantly opposed to the project.

19 **Brian Corse:** Encourages Council to consider the value of the interconnection.

20 **Jennifer Corse:** States that there is a false sense of urgency.

21 **Alex Ricca:** States that he was against the project at first, but has learned more and is now conflicted.

22 **Andrew:** Comments on the Moss Landing fire.

23 **Public Comment Closed.**

24
25 **Councilmember Napier:** Asks about the appraisal and impacts to the process.

26 **Attorney Plotz:** Explains the status of the appraisal.

27 **Mayor Sawatzky:** Questions if soil contamination is a concern.

28 **Attorney Plotz:** States that the CEQA process will be conducted; special studies will take place to determine
29 environmental concerns.

30 **Councilmember Firor:** States that he's comfortable with the project and supports moving forward with the
31 March timeline.

32 **Mayor Pro-Tem Scafani:** Comments on the town hall and MOU with RCEA; doesn't accept the accelerated
33 timeline.

34 **Councilmember Lewis-Lusso:** States her appreciation for the community engagement; concerned about
35 fear-mongering attempts to misrepresent the project that has been put out into the community; she has
36 received mixed opinions on the project; supports more dialogue and evidence-based information.

37 **Councilmember Napier:** Comments on trust and her comfort with technology; would like labor agreement
38 terms built into the option agreement.

39 **Mayor Sawatzky:** States that he supports the project; supports the negotiations that have taken place to get
40 to a smaller project; but is not going to push a project on the community that they don't want.

41
42 **Motion:** To not pursue the expedited timeline for development of the option agreement

43 **Motion by:** Mayor Pro-Tem Scafani

44 **Seconded by:** Councilmember Napier

45 **Motion Summary:** Ayes: Napier, Sawatzky, Scafani; Nays: Lewis-Lusso, Firor (Motion Passes)

46
47 **9. Future Agenda Items**

- 48
 - Invite Humboldt Waste Management Authority to make a presentation to Council

- City Clerk Discussion
- Formation of an ad-hoc committee to work on power plant projects
- Broderick flooding issues
- Access to Council videos

Public Comment

Kent Sawatzky: Comments on liability associated with the power plant property.

Julie Christie: Comments on technology options.

Public Comment Closed.

Public Comment on Closed Session Items.

Julie Christie: Comments on the City Manager contract.

Elaine Hogan: Comments on the review of the City Manager and various accomplishments.

Kent Sawatzky: Comments on the City Manager contract.

Motion: To enter into closed session at 10:40pm

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Napier

Motion Summary: Consensus

Motion to enter into open session at 12:32am

Motion by: Councilmember Napier

Seconded by: Mayor Pro-Tem Scafani

Motion Summary: Consensus

Motion: To extend the date of the Disposition and Development Agreement with DANCO Communities by five months, starting December 2024.

Motion by: Councilmember Napier

Seconded by: Councilmember Lewis-Lusso

No Public Comment

Motion Summary: Consensus

Motion to Adjourn at 12:32a.m.

Motion by: Councilmember Firor

Seconded by: Councilmember Lewis-Lusso

Motion Summary: Consensus



City of Blue Lake

City Manager Report

March 2025

Law Enforcement Services

Status Summary: The City has received a contract proposal from the Humboldt County Sheriff for fiscal year 2025-2026 law enforcement services. The contract maintains current service levels and includes a contract price reduction of \$20,000.00. Staff is recommending that Council authorize the execution of the contract, upon final approval by our risk management team at CIRA. Currently, staff is working with CIRA to address indemnification language in the contract; this is an on-going issue that will need to be addressed prior to final execution of the agreement.

Status: Next Steps/Recommendations: Authorize the Mayor to execute the contract for FY 2025-2026 upon final approval by the City's risk management team.

Parks and Recreation

Town Square Construction Project: The Town Square project is almost complete; final work consists of the installation of the shade trellis. The lumber for the shade trellis has been donated by North Fork Lumber Company and was specialty milled to the dimensions of the shade structure. The lumber has been kiln dried and will be available for installation in the Spring. Members of the Old Crows have volunteered to install the shade structure and have been instrumental in the milling and design process. The City is preparing to submit a final reimbursement request to the State Park program which funded the construction. The contractor has been paid for their services and all work under the contract has been completed. SHN Engineering is preparing the final drawings for the site. Final installations include a community bulletin board, additional landscaping, signage and an art installation; these installations will take place when the weather allows.

Bike Park: The bike park jumplines were partially paved at the end of October; paving is approximately 75% complete. We received a generous donation from Mercer Fraser that allowed us to greatly reduce the cost of the paving. The City and our bike park partners are working towards a fundraising goal of \$75,000 to pay for the paving of the full site. Recently, RCMBA was able to pay the remaining balance on the asphalt bill from Mercer Fraser; this was accomplished through an additional sponsorship by Mercer Fraser, along with a cash payment from fundraising efforts by RCMBA.

RCMBA hosted a premier of the movie, "Building Together," the RCMBA Story . This movie highlighted the construction of the Blue Lake mountain biking trails, as well as the Blue Lake Bike Park; this event was used as a fundraiser for the park. The film was so well received that it was invited to participate in a national film festival.

Additional fundraising efforts include a Bingo Fundraiser in the Spring, as well as the submittal of two grants in February to support the project. Fundraising continues as we continue to build out the park; currently, we are reimbursing our volunteers for materials, fuel and equipment as funds become available. At this time, the park is still winterized and we anticipate taking off the tarps in mid spring.

Next Steps: Continue efforts to raise funds and schedule volunteers for Spring work days.

- Revenue to Date: \$ 45,879.00
- Expenditures to Date: \$ 47,832.00

Food Facility Permits: The City has been working with County Environmental Health to re-permit the Clemence Snack Bar for operation as the Dog House. The City was first issued a full prep permit for the snack bar by environmental health, which subsequently expired in 2023. Although the Dog House had been inspected multiple times by environmental health after the expiration of the permit, the permit was not transferred to the operator and a new permit was not issued after the expiration date. City staff was

unaware of the permit issue as the operator had been working with environmental health and had been complying with inspection requirements. Due to the expiration of the permit and the need to permit the operator and not the facility, environmental health has reinspected the facility, along with the Dog House operation and menu. In order to issue the permit, they required the City to upgrade the sink plumbing and to re-certify the ventilation hood. This work has been completed and we are now waiting for the final inspection and issuance of the permit.

The Park Director is also working with Environmental Health to permit the Prasch Hall Commercial Kitchen to a full preparation, limited menu facility. The City has been continuously upgrading the kitchen as funds have been available to meet the requirements of the permit and we are very close to reaching that threshold. The facility has been used as a minimal prep kitchen to support our skating concession program, along with limited access for catering events. The facility cannot facilitate the cooking of grease producing foods as the hood does not include a fire suppression system. The cost of suppression hood was well beyond the City's budget capacity, so investments were made in commercial convection cookware to offset the need for a suppression hood. The kitchen contains all commercial rated appliances and includes all of the necessary commercial sinks and prep tables. Once the facility is permitted, it will be marketed for outside rentals to support small producers and businesses.

Capital Improvements

Greenwood Truck Route: The Greenwood Project is substantially complete; remaining items include additional landscaping, striping and amenity installations. Staff will begin the close-out of the project in the Spring.

Water Tank Replacement Project: The City has received funding from CalOES and FEMA to design, engineer, permit and ultimately construct two new water storage tanks. Currently, the City has two redwood water tanks that are both at the end of their useful lives and are experiencing regular issues related to leaking seams. The tanks are also not seismically stable and the City has been working with our partners at CalOES and FEMA to address these deficiencies through the hazard mitigation program. This project is estimated to cost approximately \$2 million dollars; the project is funded

through several sources, including CalOES, FEMA, USDA and the City's capital improvement fund. This project is a high priority project for the City and staff is working to secure additional grant funds to off-set the City's cost-share requirements.

Current Status: The City's engineering firm, SHN, is in the process of completing the engineered designs and environmental permits; this work is being conducted under our CalOES funding stream. Final designs have been completed and are being reviewed for consistency with applicable codes and design standards. Final cost projections have been completed and the City has requested additional funding consideration from CalOES and FEMA due to increased costs associated with material acquisition, construction and inspection requirements. Once the project is fully designed and engineered and environmental permits are in place, the City will move to the construction phase of the project, which will be funded through FEMA.

Property Negotiations

City Corporation Yard: The City has entered into an Exclusive Negotiating Agreement for the possible purchase or lease of the City Corporation Yard. A purchase proposal has been submitted and has been reviewed by the City Council. The purchase proposal has been sent to the City Attorney for formalization of a purchase agreement. The purchase agreement will be structured to ensure that the City's interest in leveraging the sale of the property for future investment and on-going revenue is protected. Currently, the developer is proposing the development of a food and recreation hub that would provide space for small businesses focused on the mountain biking community, along with those frequenting the river and the City's other recreation features. The developer has played a major role in the development and funding of the bike park and they're focused on creating economic opportunities that will take advantage of the bike park's draw, both locally and regionally.

The developer is proposing to purchase the property and to assist the City in cleaning up the property and relocating the City Corporation yard. The cost of the cleanup is proposed to be deducted from the appraised value of the land. In order to ensure that the property is developed in a manner supporting the strategic vision of the City, staff is recommending that the Council consider options to deed restrict the land, and/or to transfer the final

sale of the land to the developer upon submittal of plans and the issuance of a building permit. It is important to note that the property is zoned "Opportunity" and under that zoning there are development standards that provide a higher level of assurance that the property will be developed in a manner that encourages economic investment and longer-term revenue for the City.

Next Steps: The City Manager and the City Attorney met with the purchasing agents to discuss the project, the purchase agreement and next steps. It was recommended that the purchasing entity provide a project description, with a preliminary site plan, which can be presented to the Council as part of a final purchasing agreement. This would allow the Council to see specific concepts and layouts proposed for the property and will allow the City Attorney to capture an accurate project description.

Council will receive a purchase agreement proposal from the City Attorney; the agreement will be reviewed and considered and staff provided with direction on how to proceed. My recommendation is that the City Council authorize the sale of the property and allow staff to work with the developer through a purchase agreement to begin cleaning up the property, including the removal of the existing sub-standard trailer and the accumulation of debris, metal and materials. Special consideration should be made to the timelines and benchmarks for reaching a final property transaction.

PowerTransitions Exclusive Right to Negotiate Agreement: The City Council authorized the execution of the ERN with PowerTransitions; this agreement allows the City and PowerTransitions to develop options for sale or lease of a portion of the former power plant site for the development of a battery energy storage system. The ERN allows the Council and the community to be involved in the process, including conducting community meetings to ask questions, the opportunity to tour existing facilities and to look at the effects of selling the property.

On-Going Activities: City staff continues to work with PowerTransitions on the development of an option agreement for the development of a 20MW BESS project. PowerTransitions is working with Redwood Coast Energy Authority and PG&E to develop cost and development proposals for the project; this work is in response to the RFO released by Redwood Coast

Energy Authority for the procurement of locally produced energy storage facilities. PowerTransitions is submitting a request to PG&E through their open tariff process to study the transmission system and to identify any necessary system upgrades that would need to be made to develop the BESS project. This information is necessary to complete final engineering designs and cost proposals. PowerTransitions is utilizing the ERN and a letter from the City stating our working relationship to try to meet the “site control” threshold, required by PG&E. If this doesn’t meet PG&E’s requirements, PowerTransitions will need to wait until September to re-submit for the study work.

Appraisal: The City is working with PowerTransitions on the appraisal of the power plant property; a draft appraisal was presented, but several assumptions in the appraisal required revision in order to accurately define the value of the property. The appraiser based the draft value of the property on the former zoning of the surrounding properties, rather than the Opportunity Zone designation. This is a significant upzone consideration and staff was able to provide additional details on projects and master planning efforts to show the change in use and subsequent land value of the surrounding properties. The appraiser is revising their proposal and will be presenting the revised valuation in the coming weeks.

Demolition/Clean-Up: Staff continues to show the property to demolition contractors to gain cost proposals on demolition and clean up costs for the property. Staff is also working to find options for disposal of the wood waste; this includes looking for local off takers, such as farmers and ranchers that may be able to utilize the wood waste for carbon offsets. The biggest issue related to the wood waste is the cost to haul off the material; finding a local off taker would greatly reduce hauling costs and increases the feasibility of removal. Due to the moisture content of the wood piles, along with the decomposition state, the material is very limited in its value. The City has reached out to landscape companies, soil producers and biomass operators to gauge interest; to date, no one has been interested in the materials.

Powers Creek District

Baduwa’t Community Project: Work continues on the Baduwa’t Community Project; the developer has provided a full submittal to the City Planner for review and comment. Once the submittal is deemed

substantially complete, the City Planner will move it through the review process with the Planning Commission. This will include the CEQA determination, which will also be circulated to the public. The City will have a limited amount of time to move this to the Planning Commission; if the submittal meets the zoning requirements, the Planning Commission can approve the project. DANCO has designed the project to meet the zoning requirements set forth in the Opportunity Zone; the project will include approximately 45 residential units and over 10,000 square feet of commercial/retail space.

The City is partnering with DANCO Communities on the development of the project; the City is providing the land for the project under a long-term lease agreement and DANCO Communities will provide all of the construction financing and future property management investment. This project will be the first investment in new retail/commercial space for the City in decades and will provide an opportunity for business development and increased retail sales tax and job generation.

The residential development includes a mix of affordable units, including one, two and three bedroom units, with a stand-alone structure that includes live-work space opportunities. Additional amenities include the installation of recreation features, parking installations, trail improvements and improvements and upgrades to existing City infrastructure, including sidewalk improvements, drainage improvements, and capacity increases to our wastewater treatment plant.

Next Steps: DANCO will work with the City Planner on the final submittal to the Planning Commission.

Calgon Carbon: City staff have been working with the owners of the former Calgon Carbon Plant; the goal is to demo the existing plant and to seek further investment into redevelopment of the site. The property owners have procured the services of a demo contractor and we have met with the contractor on several occasions to review their demolition plan, along with permit requirements. The contractor is in the process of procuring permits through the City and air quality; demolition activities are scheduled to begin in the Spring of 2025.

Planning & Engineering Projects

McClure Water Tank Easement Negotiations: Negotiations continue with the McClure Trust regarding the easement for Tank One and the waterline. The City has operated the water tank at this location for over 100 years and has provided 3 water connections, and water to the owners in exchange for the use of the land. As the easement has expired, the City Attorney has been meeting with the trust administrator to negotiate a new easement. To date, the City has completed an appraisal of the property with a mutually agreed upon appraiser and has presented several compensation options for consideration. The City Attorney is handling all negotiations and is in regular communication with the trust administrator and her negotiating representative-**On-Going**

Housing Element Update: The City Planner has presented the Housing Element and the accompanying CEQA document to the public for review and comment. To date, the City Planner has made three formal presentations of the final documents and has hosted a "Question and Answer Session" on January 11th to provide an additional opportunity for the community to review the document and to ask questions. Staff presented the final draft to the City Council at the January 28, 2025 meeting with a recommendation of adoption. At the meeting on January 28th the Council asked staff to bring back the item in 60 days for consideration.

Recommended Next Steps: City staff will present the final document(s) to the Council on March 25, 2025; Council will adopt the Housing Element via resolution. Staff will proceed to submit the document to HCD and will continue to work with HCD to achieve compliance.



CITY OF BLUE LAKE

FINANCE

Council Report March 2025

Hi, I'm Dani

As a proud resident of our community and a professional with experience in municipal finance and administration, I am excited to serve in this role and contribute to the City's financial stewardship.

My background includes working in the Finance Department for the City of Eureka, where I managed utility billing, revenue reconciliation, and financial reporting. I have also worked in administrative and nonprofit finance roles, gaining experience in budgeting, compliance, and strategic planning. I hold a degree in Environmental Science and Economics from Cal Poly Humboldt, which has given me a strong foundation in both fiscal responsibility and sustainable development.

I look forward to working closely with the Council, staff, and community to ensure financial transparency, efficiency, and long-term stability for Blue Lake. Please don't hesitate to reach out with any questions, and I appreciate the opportunity to be part of this team.

Dani Burkhart

— Finance Manager



Topic Highlights

01

**Executive
Summary**

02

**Performance
Review**

03

**Future
Reports**

04

Q & A

Executive Summary

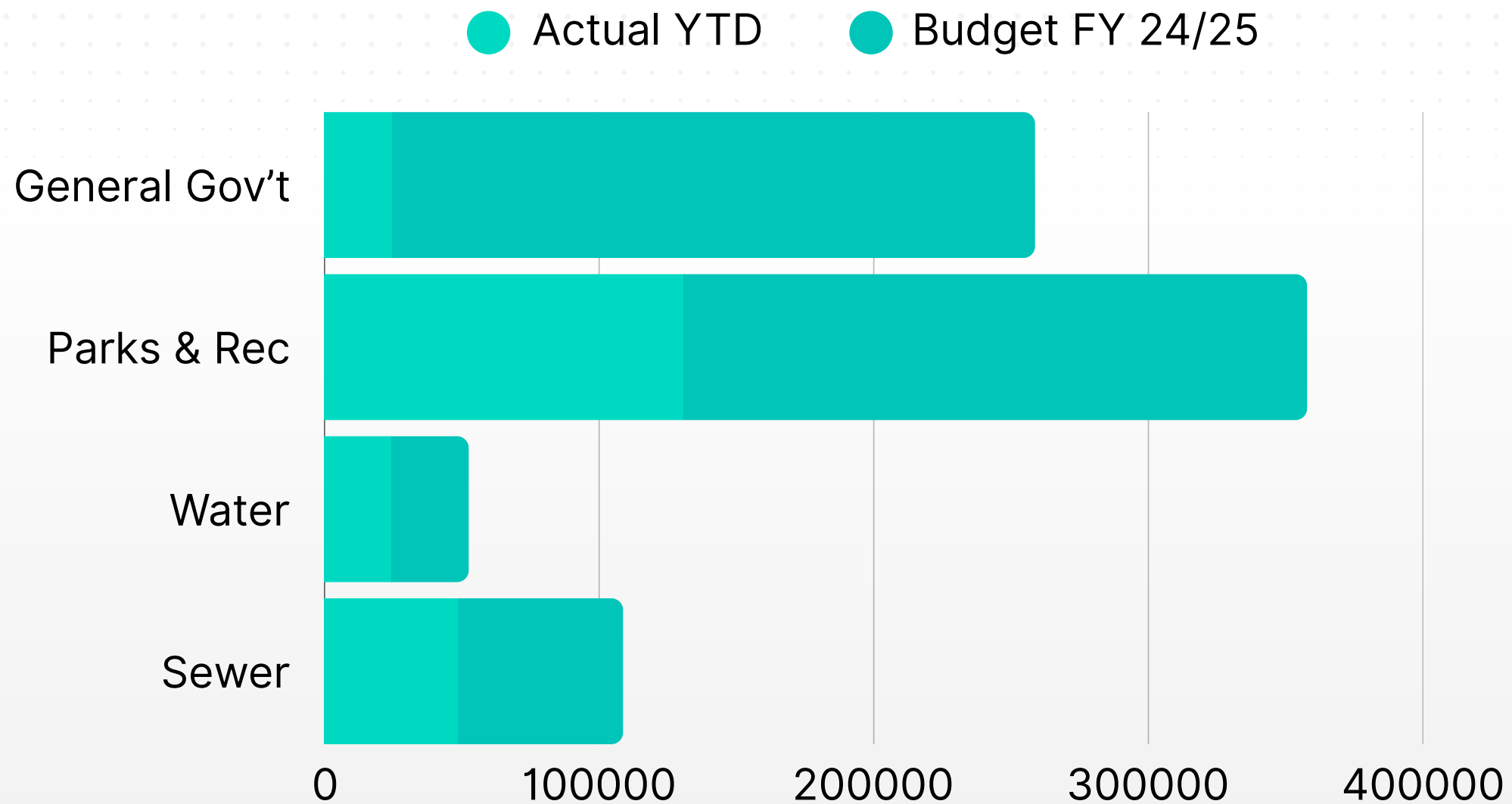


In your Financial Report, you will see a list of all of our funds with their Revenues and Expenditures compared to the budget for Fiscal Year (FY). On the next slide we'll review our largest funds. The biggest takeaway for March is that we are mostly on track with our budget and will only need to make a few amendments to it at the April meeting. Adjustments to the budget will generally be due to increased costs.

3 Months

REMAINING TIME IN THE
FISCAL YEAR

Performance Review



Actual vs Budget

March Target: 67%



We are roughly 67% of the way through our Fiscal Year, which means our actual revenues and expenses should be at roughly 67% of their budgeted amounts or doing better to stay on track through the end of June.

Future Reports

PHASE 1

You'll begin to see your reports from me on a quarterly basis. I will attend meetings as needed outside of that for budget process and other time-sensitive activities.

PHASE 2

The reports will begin adding more depth and cover more pieces of the City's overall financial picture. Upcoming topic: Sales and Use Taxes (our special district tax).

PHASE 3

Council will receive regular targeted updates focused on the Council's requests/agenda and quarterly in-depth reviews of the City's financial standing.



Q&A Session



Thank You for Your Attention

Let's move forward together with a shared
commitment to transparency and efficiency.

FOR MORE INFORMATION

 **707-668-5655**

 **finance@bluelake.ca.gov**



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: 3/21/2025
Subject: Unaudited Financial Report 7/01/2024 to 2/28/2025

Attached are the following unaudited financial reports:

- Revenues and Expenditures by Fund - shows the financial results of operations for the period 7/01/2024 to 2/28/2025 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 12/31/2024 to 2/28/2025.

The **budget-to-date percentage** through 2/28/2025 is **67%**.

Financial Highlights

General Fund (Fund 10 only)

General Government:

- Revenues/transfers-in exceeded expenditures/transfers-out by \$32,440.
- Revenues/transfers-in are at 76% of the total budgeted revenues/transfer-in for the fiscal year.
- Expenditures/transfers-out are at 83% of the total budgeted expenditures/transfers-out for the fiscal year.
- Expenditures for general government departments are all within expected budget parameters to date (67% of total fiscal year budget) except for the following departments which are over the budget-to-date as follows:
 - Mayor and City Council - \$400 or 15.8%.
 - Legal - \$5,610 or 165%.
 - General Government - \$6,539 or 3.7%. Primarily due to timing of CalPERS annual lump sum retirement payment which happens at the beginning of the fiscal year.
 - Planning - \$7,401 or 20.1%. Primarily due to grant writing assistance.
 - Capital Outlay - \$323,555 or 31.7%. Due to timing of large projects near the beginning of the fiscal year.

City of Blue Lake Staff Report

Parks & Recreation:

- Expenditures/transfers-out exceeded revenues/transfers-in by \$130,712.
- Revenues/transfers-in are at 60% 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 Parks & Recreation are all within expected budget parameters to date (67% of total fiscal year budget).

Total general fund cash increased by \$297,055 from \$645,048 at 12/31/2024 to \$942,103 at 2/28/2025.

Water Operating Fund (Fund 60 only)

- Revenues exceeded expenditures (excluding depreciation) by \$6,550.
- Expenditures exceeded revenues (including depreciation) by \$24,436.
- Revenues are at 62% of total budgeted revenues for the fiscal year.
- Expenses (excluding depreciation) are at 58% of total budgeted expenses for the fiscal year while expenses (including depreciation) are at 63% of total budgeted expenses for the fiscal year.
- Cash decreased by \$7,882 from \$724,431 at 12/31/2024 to \$716,549 at 2/28/25.

Sewer Operating Fund (Fund 70 only)

- Revenues exceeded expenses (excluding depreciation) by \$131,015.
- Revenues exceeded expenses (including depreciation) by \$48,570.
- Revenues are at 74% of total budgeted revenues for the fiscal year.
- Expenses (excluding depreciation) are at 59% of total budgeted expenses for the fiscal year while expenses (including depreciation) are at 74% of the total budgeted expenses for the fiscal year.
- Cash balance equaled \$0 at 12/31/2024 and 2/28/2025. 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 \$390,108 from \$3,265,725 at 12/31/2024 to \$3,655,833 at 2/28/25. The 2/28/2025 cash balance was comprised of the following: Checking - \$909,817, Public Funds Savings - \$6,997, LAIF - \$2,655,831, Utility Deposits - \$79,408, Petty Cash and Change Funds - \$3,780.

CITY OF BLUE LAKE

FINANCIAL REPORT

7/01/2024 – 2/28/2025

(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 7/01/2024 Through 2/28/2025

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<u>GENERAL GOVERNMENT</u>				
REVENUES & TRANSFERS				
Taxes	177,927	347,145	(169,218)	51.25%
Licenses, Permits & Fees	51,433	81,684	(30,251)	62.97%
Rents	2,950	6,485	(3,535)	45.48%
State Revenues	1,375,054	1,646,749	(271,695)	83.50%
County Revenues	8,609	0	8,609	0.00%
Charges for Services	14,058	54,780	(40,722)	25.66%
Other Revenues	8,868	11,785	(2,917)	75.25%
Interest	12,038	27,157	(15,119)	44.33%
Transfers In	70,324	92,210	(21,886)	76.27%
Total REVENUES & TRANSFERS	1,721,261	2,267,995	(546,734)	75.89%
EXPENDITURES & TRANSFERS				
Mayor and City Council	2,937	3,805	(868)	77.19%
Legal	9,010	5,100	3,910	176.67%
General Government	191,878	266,385	(74,507)	72.03%
Planning	44,298	55,345	(11,047)	80.04%
Building	15,271	31,272	(16,001)	48.83%
Law Enforcement	12,332	24,417	(12,085)	50.51%
Animal Control	6,021	9,681	(3,660)	62.19%
Public Works - Streets	71,491	108,306	(36,815)	66.01%
Capital Outlay	1,343,333	1,529,666	(186,333)	87.82%
Total EXPENDITURES & TRANSFERS	1,696,571	2,033,977	(337,406)	83.41%
TOTAL GENERAL GOVERNMENT	24,690	234,018	(209,328)	10.55%
<u>PARKS & RECREATION</u>				
REVENUES & TRANSFERS				
Facility Rents	12,815	32,920	(20,105)	38.93%
Recreation Fees & Donations	132,661	210,490	(77,829)	63.02%
Total REVENUES & TRANSFERS	145,476	243,410	(97,934)	59.77%
EXPENDITURES & TRANSFERS				
Facilities & Grounds	128,911	191,388	(62,477)	67.36%
Recreation	147,277	279,087	(131,810)	52.77%
Total EXPENDITURES & TRANSFERS	276,188	470,475	(194,287)	58.70%
TOTAL PARKS & RECREATION	(130,712)	(227,065)	96,353	57.57%
TOTAL GENERAL FUND	(106,022)	6,953	(112,975)	-1524.84%

City of Blue Lake
Statement of Revenues and Expenditures
36 - Powers Creek District Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Rents	6,812	27,250	(20,438)	24.99%
Current Service Charges	15,000	0	15,000	0.00%
State Revenues	111,853	77,000	34,853	145.26%
Interest	0	2,100	(2,100)	0.00%
Total REVENUES & TRANSFERS	<u>133,665</u>	<u>106,350</u>	<u>27,315</u>	<u>125.68%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	2,693	5,407	(2,714)	49.80%
Contracted Professional Services	2,246	0	2,246	0.00%
Other Expenses	1,877	725	1,152	258.90%
Repairs & Maintenance	162	185	(23)	87.48%
Supplies	29	50	(21)	57.64%
Capital Expenditures	<u>182,592</u>	<u>77,000</u>	<u>105,592</u>	<u>237.13%</u>
Total EXPENDITURES & TRANSFERS	<u>189,598</u>	<u>83,367</u>	<u>106,231</u>	<u>227.43%</u>
TOTAL	<u>(55,933)</u>	<u>22,983</u>	<u>(78,916)</u>	<u>(243.36)%</u>

City of Blue Lake
Statement of Revenues and Expenditures
38 - CDBG Non-Program Income Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Loan Repayments	25,518	0	25,518	0.00%
Other Revenues	1,200	2,500	(1,300)	48.00%
Interest	15,493	2,409	13,084	643.13%
Transfers In	0	28,827	(28,827)	0.00%
Total REVENUES & TRANSFERS	42,211	33,736	8,475	125.12%
EXPENDITURES & TRANSFERS				
Interest Expense	808	0	808	0.00%
Debt Principal Repayment	31,351	23,500	7,851	133.40%
Total EXPENDITURES & TRANSFERS	32,158	23,500	8,658	136.84%
TOTAL	10,053	10,236	(183)	98.21%

City of Blue Lake
Statement of Revenues and Expenditures
25 - Highway Users Tax Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Taxes	41,829	68,596	(26,767)	60.97%
Interest	432	1,638	(1,206)	26.34%
Total REVENUES & TRANSFERS	42,261	70,234	(27,973)	60.17%
EXPENDITURES & TRANSFERS				
Transfers Out	57,200	70,234	(13,034)	81.44%
Total EXPENDITURES & TRANSFERS	57,200	70,234	(13,034)	81.44%
TOTAL	(14,939)	0	(14,939)	0.00%

City of Blue Lake
Statement of Revenues and Expenditures
30 - TDA Street Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Taxes	0	12,040	(12,040)	0.00%
Interest	43	220	(177)	19.58%
Total REVENUES & TRANSFERS	43	12,260	(12,217)	0.35%
EXPENDITURES & TRANSFERS				
Transfers Out	43	21,933	(21,890)	0.19%
Total EXPENDITURES & TRANSFERS	43	21,933	(21,890)	0.20%
TOTAL	0	(9,673)	9,673	0.00%

City of Blue Lake
Statement of Revenues and Expenditures
34 - Regional Surface Transportation Program Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2024-25 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
State Revenues	<u>13,081</u>	<u>11,574</u>	<u>1,507</u>	<u>113.02%</u>
Total REVENUES & TRANSFERS	<u>13,081</u>	<u>11,574</u>	<u>1,507</u>	<u>113.02%</u>
EXPENDITURES & TRANSFERS				
Transfers Out	<u>13,081</u>	<u>19,033</u>	<u>(5,952)</u>	<u>68.72%</u>
Total EXPENDITURES & TRANSFERS	<u>13,081</u>	<u>19,033</u>	<u>(5,952)</u>	<u>68.73%</u>
TOTAL	<u>0</u>	<u>(7,459)</u>	<u>7,459</u>	<u>0.00%</u>

City of Blue Lake
Statement of Revenues and Expenditures
11 - Recreation Economic Analysis Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2024-25 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Federal Revenues	<u>53,010</u>	<u>0</u>	<u>53,010</u>	<u>0.00%</u>
Total REVENUES & TRANSFERS	<u>53,010</u>	<u>0</u>	<u>53,010</u>	<u>0.00%</u>
EXPENDITURES & TRANSFERS				
Contracted Professional Services	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.00%</u>
Total EXPENDITURES & TRANSFERS	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.00%</u>
TOTAL	<u>50,510</u>	<u>0</u>	<u>50,510</u>	<u>0.00%</u>

City of Blue Lake
Statement of Revenues and Expenditures
31 - TDA Purchased Transportation Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2024-25 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Taxes	<u>0</u>	<u>32,000</u>	<u>(32,000)</u>	<u>0.00%</u>
Total REVENUES & TRANSFERS	<u>0</u>	<u>32,000</u>	<u>(32,000)</u>	<u>0.00%</u>
EXPENDITURES & TRANSFERS				
Transit Services	<u>15,600</u>	<u>32,000</u>	<u>(16,400)</u>	<u>48.75%</u>
Total EXPENDITURES & TRANSFERS	<u>15,600</u>	<u>32,000</u>	<u>(16,400)</u>	<u>48.75%</u>
TOTAL	<u>(15,600)</u>	<u>0</u>	<u>(15,600)</u>	<u>0.00%</u>

City of Blue Lake
Statement of Revenues and Expenditures
32 - AB-939 Solid Waste/Recycling Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2024-25 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
State Revenues	3,740	12,228	(8,488)	30.58%
Interest	67	699	(632)	9.60%
Total REVENUES & TRANSFERS	<u>3,807</u>	<u>12,927</u>	<u>(9,120)</u>	<u>29.45%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	17,883	13,422	4,461	133.24%
Other Contracted Services	8,005	4,179	3,826	191.55%
Other Expenses	1,714	6,372	(4,658)	26.90%
Supplies	164	4,000	(3,836)	4.09%
Total EXPENDITURES & TRANSFERS	<u>27,767</u>	<u>27,973</u>	<u>(206)</u>	<u>99.26%</u>
TOTAL	<u>(23,959)</u>	<u>(15,046)</u>	<u>(8,913)</u>	<u>159.24%</u>

City of Blue Lake
Statement of Revenues and Expenditures
33 - Supplemental Law Enforcement Services Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2024-25 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
State Revenues	139,984	162,763	(22,779)	86.00%
Interest	107	0	107	0.00%
Total REVENUES & TRANSFERS	<u>140,091</u>	<u>162,763</u>	<u>(22,672)</u>	<u>86.07%</u>
EXPENDITURES & TRANSFERS				
Other Contracted Services	95,343	179,003	(83,661)	53.26%
Total EXPENDITURES & TRANSFERS	<u>95,343</u>	<u>179,003</u>	<u>(83,661)</u>	<u>53.26%</u>
TOTAL	<u>44,748</u>	<u>(16,240)</u>	<u>60,988</u>	<u>(275.54)%</u>

City of Blue Lake
Statement of Revenues and Expenditures
42 - CDBG Program Income-Holding Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Loan Repayments	2,838	20,404	(17,566)	13.91%
Interest	268	1,169	(901)	22.94%
Total REVENUES & TRANSFERS	3,107	21,573	(18,466)	14.40%
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	0	460	(460)	0.00%
Other Contracted Services	60	60	0	100.00%
Transfers Out	0	21,053	(21,053)	0.00%
Total EXPENDITURES & TRANSFERS	60	21,573	(21,513)	0.28%
TOTAL	3,047	0	3,047	0.00%

City of Blue Lake
Statement of Revenues and Expenditures
44 - CDBG Program Income-Revolving Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2024-25 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Interest	<u>4,290</u>	<u>7,774</u>	<u>(3,484)</u>	<u>55.17%</u>
Total REVENUES & TRANSFERS	<u>4,290</u>	<u>7,774</u>	<u>(3,484)</u>	<u>55.18%</u>
EXPENDITURES & TRANSFERS				
Transfers Out	<u>0</u>	<u>7,774</u>	<u>(7,774)</u>	<u>0.00%</u>
Total EXPENDITURES & TRANSFERS	<u>0</u>	<u>7,774</u>	<u>(7,774)</u>	<u>0.00%</u>
TOTAL	<u>4,290</u>	<u>0</u>	<u>4,290</u>	<u>0.00%</u>

City of Blue Lake
Statement of Revenues and Expenditures
60 - Water Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Current Service Charges	365,070	573,038	(207,968)	63.70%
Other Revenues	5,931	14,139	(8,208)	41.95%
Interest	9,224	29,614	(20,390)	31.14%
Total REVENUES & TRANSFERS	<u>380,225</u>	<u>616,791</u>	<u>(236,567)</u>	<u>61.65%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	169,230	303,744	(134,514)	55.71%
Contracted Professional Services	9,528	26,893	(17,365)	35.43%
Other Contracted Services	7,903	16,440	(8,537)	48.07%
Insurance	14,755	18,958	(4,203)	77.82%
Interest Expense	199	299	(100)	66.65%
Other Expenses	9,240	14,825	(5,585)	62.33%
Repairs & Maintenance	18,627	6,765	11,862	275.34%
Supplies	8,926	10,430	(1,504)	85.58%
Utilities	135,265	246,502	(111,237)	54.87%
Depreciation	30,986	0	30,986	0.00%
Total EXPENDITURES & TRANSFERS	<u>404,660</u>	<u>644,856</u>	<u>(240,196)</u>	<u>62.75%</u>
TOTAL	<u>(24,436)</u>	<u>(28,065)</u>	<u>3,629</u>	<u>87.06%</u>

City of Blue Lake
Statement of Revenues and Expenditures
61 - Water Connection Fee Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2024-25 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Interest	<u>4,212</u>	<u>8,170</u>	<u>(3,958)</u>	<u>51.55%</u>
Total REVENUES & TRANSFERS	<u>4,212</u>	<u>8,170</u>	<u>(3,958)</u>	<u>51.55%</u>
TOTAL	<u><u>4,212</u></u>	<u><u>8,170</u></u>	<u><u>(3,958)</u></u>	<u><u>51.55%</u></u>

City of Blue Lake
Statement of Revenues and Expenditures
62 - Water Capital Reserve Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2024-25 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Interest	<u>284</u>	<u>550</u>	<u>(266)</u>	<u>51.56%</u>
Total REVENUES & TRANSFERS	<u>284</u>	<u>550</u>	<u>(266)</u>	<u>51.56%</u>
TOTAL	<u>284</u>	<u>550</u>	<u>(266)</u>	<u>51.56%</u>

City of Blue Lake
Statement of Revenues and Expenditures
64 - Turbidity Reduction Facility Reserve Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Turbidity Reduction Fees	<u>5,480</u>	<u>13,015</u>	<u>(7,535)</u>	<u>42.10%</u>
Total REVENUES & TRANSFERS	<u>5,480</u>	<u>13,015</u>	<u>(7,535)</u>	<u>42.11%</u>
EXPENDITURES & TRANSFERS				
Other Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Turbidity Reduction Costs	<u>7,371</u>	<u>13,015</u>	<u>(5,644)</u>	<u>56.63%</u>
Total EXPENDITURES & TRANSFERS	<u>7,371</u>	<u>13,015</u>	<u>(5,644)</u>	<u>56.64%</u>
TOTAL	<u>(1,891)</u>	<u>0</u>	<u>(1,891)</u>	<u>0.00%</u>

City of Blue Lake
Statement of Revenues and Expenditures
70 - Sewer Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Current Service Charges	448,941	594,418	(145,477)	75.52%
Other Revenues	5,931	14,138	(8,207)	41.95%
Interest	0	2,400	(2,400)	0.00%
Total REVENUES & TRANSFERS	<u>454,873</u>	<u>610,956</u>	<u>(156,083)</u>	<u>74.45%</u>
EXPENDITURES & TRANSFERS				
Salaries, Wages & Benefits	181,660	316,760	(135,100)	57.34%
Contracted Professional Services	12,393	34,049	(21,656)	36.39%
Other Contracted Services	15,189	24,805	(9,616)	61.23%
Insurance	15,592	20,738	(5,146)	75.18%
Other Expenses	40,746	45,080	(4,334)	90.38%
Repairs & Maintenance	10,824	17,115	(6,291)	63.24%
Supplies	7,299	13,690	(6,391)	53.31%
Utilities	40,156	78,585	(38,429)	51.09%
Depreciation	82,445	0	82,445	0.00%
Total EXPENDITURES & TRANSFERS	<u>406,303</u>	<u>550,822</u>	<u>(144,519)</u>	<u>73.76%</u>
TOTAL	<u>48,570</u>	<u>60,134</u>	<u>(11,564)</u>	<u>80.76%</u>

City of Blue Lake
Statement of Revenues and Expenditures
71 - Sewer Connection Fee Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Interest	6,714	13,025	(6,311)	51.55%
Total REVENUES & TRANSFERS	6,714	13,025	(6,311)	51.55%
EXPENDITURES & TRANSFERS				
Other Expenses	54	0	54	0.00%
Total EXPENDITURES & TRANSFERS	54	0	54	0.00%
TOTAL	6,661	13,025	(6,364)	51.13%

City of Blue Lake
Statement of Revenues and Expenditures
72 - Sewer Capital Reserve Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Actual YTD	FY 2024-25 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Interest	29,172	56,545	(27,373)	51.59%
Total REVENUES & TRANSFERS	29,172	56,545	(27,373)	51.59%
TOTAL	29,172	56,545	(27,373)	51.59%

City of Blue Lake
Statement of Revenues and Expenditures
80 - Dental/Vision Trust Fund
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2024-25 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Dental/Vision Charges to Operations	4,480	7,661	(3,181)	58.47%
Interest	747	1,517	(770)	49.24%
Total REVENUES & TRANSFERS	<u>5,227</u>	<u>9,178</u>	<u>(3,951)</u>	<u>56.95%</u>
EXPENDITURES & TRANSFERS				
Dental/Vision Claims	7,381	8,706	(1,325)	84.78%
Total EXPENDITURES & TRANSFERS	<u>7,381</u>	<u>8,706</u>	<u>(1,325)</u>	<u>84.78%</u>
TOTAL	<u>(2,154)</u>	<u>472</u>	<u>(2,626)</u>	<u>(456.38)%</u>

CITY OF BLUE LAKE
Cash Balance by Fund
2/28/2025

		<u>Balance</u> <u>2/28/2025</u>	<u>Balance</u> <u>12/31/2024</u>	<u>Increase</u> <u>(Decrease)</u>
General Funds				
10	General Fund (Net of Special Revenue or Capital Project Fund Deficits)	814,138	517,251	296,887
36	Powers Creek District Fund	-	-	-
38	CDBG Non-Program Income Fund	127,965	127,797	168
Total		<u>942,103</u>	<u>645,048</u>	<u>297,055</u>
Gas Tax and Street Funds				
25	Highway User Tax Fund	13,063	498	12,565
30	TDA Street Fund	-	-	-
34	Regional Surface Transportation Program Fund	-	-	-
Total		<u>13,063</u>	<u>498</u>	<u>12,565</u>
Special Revenue Funds				
11	Recreation Economic Analysis Fund	-	-	-
12	American Rescue Plan COVID Relief Fund	11,449	11,449	-
13	State Park Per Capita Program Fund	-	-	-
31	TDA Purchased Transportation Fund	-	-	-
32	AB-939 Solid Waste/Recycling Fund	-	-	-
33	Supplemental Law Enforcement Services Fund	45,317	45,317	-
Total		<u>56,766</u>	<u>56,766</u>	<u>-</u>
CDBG Funds				
42	CDBG Program Income Holding Fund	3,047	2,309	738
44	CDBG Program Income Revolving Fund	214,903	212,888	2,015
Total		<u>217,950</u>	<u>215,197</u>	<u>2,753</u>
Water Funds				
60	Water Fund (Net of Turbidity Reduction Facility Reserve Fund Deficit)	485,064	495,117	(10,053)
61	Water Connection Fee Fund	216,882	214,848	2,034
62	Water Capital Reserve Fund	14,603	14,466	137
64	Turbidity Reduction Facility Reserve Fund	-	-	-
Total		<u>716,549</u>	<u>724,431</u>	<u>(7,882)</u>
Sewer Funds				
70	Sewer Fund	-	-	-
71	Sewer Connection Fee Fund	345,730	342,489	3,241
72	Sewer Capital Reserve Fund (Net of Sewer Fund Deficit)	1,305,457	1,223,400	82,057
Total		<u>1,651,187</u>	<u>1,565,889</u>	<u>85,298</u>
Trust Funds				
80	Dental/Vision Trust Fund	38,215	37,896	319
82	Self-Insured Retention Reserve Fund	20,000	20,000	-
Total		<u>58,215</u>	<u>57,896</u>	<u>319</u>
Total Cash Balance		<u><u>3,655,833</u></u>	<u><u>3,265,725</u></u>	<u><u>390,108</u></u>

City of Blue Lake

March 25, 2025

Consent Agenda

- a. Proclamation-Sexual Assault Awareness Month
- b. Fiscal Year 2024-2025 Salary Schedule Amendment No. 3
- c. Warrants and Disbursements-February 2025





City of Blue Lake

City Council Meeting Agenda Report

Item #:

Date: March 25, 2025

Item Subject: Proclamation: Sexual Assault Awareness Month, April 2025

Submitted By: Mandy Mager, City Manager

General Information:

The North Coast Rape Crisis Team is seeking the City's support in recognizing April 2025 as Sexual Assault Awareness Month. The North Coast Rape Crisis Team provides invaluable service and resources in our local communities in support of sexual assault survivors and their significant others.

The North Coast Rape Crisis Team advocates and educates on prevention and intervention techniques, while at the same time advocating for resources through partnerships and collaborative efforts.

Through this proclamation, the City of Blue Lake can publicly proclaim our support for the North Coast Rape Crisis Team and the invaluable work that they do, along with showing the community's support for survivors and their long-term healing journey.

Background Material Provided: Proclamation

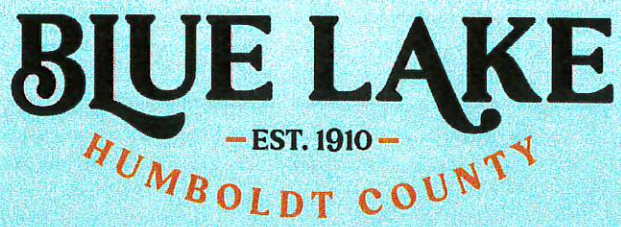
Fiscal Impact: N/A

Recommended Action: To Proclaim April 2025 as Sexual Assault Awareness Month

Review Information:

City Manager Review: ☒ Legal Review: ☐ Planner Review: ☐ Engineer: ☐

Comments:



PROCLAMATION IN RECOGNITION OF SEXUAL ASSAULT AWARENESS MONTH

APRIL 2025

WHEREAS, sexualized violence affects children, youth, adults and elders of all genders from all racial, cultural and economic backgrounds with public health and social justice implications for every person in Blue lake; and

WHEREAS, staff and volunteers of the North Coast Rape Crisis Team provide 24- hour emergency response services to survivors and their significant others and believes that prevention and intervention are essential to a healthy community; and

WHEREAS, no one person, organization, agency or community can eliminate sexual assault on their own but can, through collaboration and partnership, work together to support those impacted, improve responses and ensure that survivors are not re-victimized.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Blue Lake reaffirms its commitment to the North Coast Rape Crisis Team and its values—

HEAL:

Help Survivors by meeting them where they're at
Empower them throughout their healing journeys
Affirm their choices
Listen to and believe their truths

and acknowledges April 2025 as SEXUAL ASSAULT AWARENESS MONTH.

Dated: March 25, 2025

John Sawatzky
Mayor



City of Blue Lake

City Council Meeting Agenda Report

Item #:

Date: March 25, 2025

Item Subject: City of Blue Lake Fiscal Year 2024-2025 Salary Schedule Amendment No. 3

Submitted By: Mandy Mager, City Manager

General Information:

Amendment number 3 to the FY 2024-2025 salary schedule is presented for adoption; this amendment is necessary to reflect the City Manager's contract salary, and to add the City Clerk position as a stand-alone position on the salary schedule.

Prior to this amendment, the City Clerk duties were encompassed in the administrative job description.

Background Material Provided: Salary Schedule Amendment Number 3

Fiscal Impact: The amendment increases the City Manager's salary as approved by the City Council on March 11, 2025, with an effective date of March 17, 2025.

Recommended Action: To adopt the amendment via consent.

Review Information:

City Manager Review: ☒ Legal Review: ☐ Planner Review: ☐ Engineer: ☐

Comments:

City of Blue Lake
Salary Plan - Fiscal Year 2024-2025
Amendment Number 3

Position	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12	Level 13
Public Works Superintendent (H) Longevity Pay	25.14 25.62	25.89 26.39	26.67 27.18	27.47 28.00	28.30 28.84	29.14 29.70	30.02 30.60	30.92 31.51	31.85 32.46	32.80 33.43	33.79 34.44	34.80 35.47	35.84 36.53
Public Works Supervising Operator (H) Longevity Pay	23.84 24.30	24.56 25.03	25.29 25.78	26.05 26.55	26.83 27.35	27.64 28.17	28.47 29.01	29.32 29.88	30.20 30.78	31.11 31.70	32.04 32.66	33.00 33.63	33.99 34.64
Public Works Operator (H) Maintenance Worker II, III (H) Longevity Pay	19.56 19.94	20.15 20.53	20.75 21.15	21.37 21.78	22.01 22.44	22.68 23.11	23.36 23.80	24.06 24.52	24.78 25.25	25.52 26.01	26.29 26.79	27.08 27.60	27.89 28.42
Public Works Maint. Worker I, Recreation Coordinator Longevity Pay	17.06 17.39	17.57 17.91	18.10 18.45	18.64 19.00	19.20 19.57	19.78 20.16	20.37 20.76	20.98 21.39	21.61 22.03	22.26 22.69	22.93 23.37	23.62 24.07	24.32 24.79
Park & Rec Director / Recycling (H), City Clerk Longevity Pay	24.02 24.48	24.74 25.22	25.48 25.97	26.25 26.75	27.03 27.55	27.85 28.38	28.68 29.23	29.54 30.11	30.43 31.01	31.34 31.94	32.28 32.90	33.25 33.89	34.25 34.91
Office Assistant, Recreation Specialist I & II, Part Time and Temp. (H) Longevity Pay	16.50 16.82	17.00 17.32	17.50 17.84	18.03 18.38	18.57 18.93	19.13 19.50	19.70 20.08	20.29 20.68	20.90 21.30	21.53 21.94	22.17 22.60	22.84 23.28	23.53 23.98
Administrative Accounting Specialist I/II, Assistant Recreation Director Longevity Pay	19.77 20.15	20.36 20.75	20.97 21.38	21.60 22.02	22.25 22.68	22.92 23.36	23.61 24.06	24.31 24.78	25.04 25.53	25.80 26.29	26.57 27.08	27.37 27.89	28.19 28.73
Finance Manager Longevity Pay	28.27 28.81	29.12 29.68	29.99 30.57	30.89 31.49	31.82 32.43	32.77 33.40	33.76 34.41	34.77 35.44	35.81 36.50	36.89 37.60	37.99 38.72	39.13 39.88	40.31 41.08
Economic Development Planner (H) Longevity Pay	24.39 24.86	25.12 25.60	25.88 26.37	26.65 27.16	27.45 27.98	28.27 28.82	29.12 29.68	30.00 30.57	30.90 31.49	31.82 32.44	32.78 33.41	33.76 34.41	34.77 35.44



Contract Positions:
City Manager (Contract) = \$90,000.00 per year-Effective Date March 17, 2025
Building Official (Contract) = \$70.00 per hour

Public Works - Rounds/On-Call/Call-Outs
Weekend or Holiday Rounds = \$125/Day
Weekly On-Call = \$120.00
Holiday On-Call-\$120 & 8 hrs. CTE
Call Outs = \$120.00 per each Call Out

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 2/1/2025 Through 2/28/2025

Check Number	Check Date	Payee	Check Description	Check Amount
12680	2/4/2025	AT&T	2-1/20/25 Statements	63.14
12681	2/4/2025	Blue Lake Garbage Co.	12/31/24 Perigot Park & Greenwaste	4,325.00
12682	2/4/2025	Coastal Business Systems Inc.	1/27/2025 Inv#38418177	443.11
12683	2/4/2025	Eureka Rubber Stamp Co.	1/21/2025 Inv#A39268	176.48
12684	2/4/2025	Industrial Electric Service Co	1/31/2025 Statement	1,024.41
12685	2/4/2025	Justin Goad	12/10/2024Inv #3	280.00
12686	2/4/2025	Mendes Supply Company	2/1/2025 Statement	499.49
12687	2/4/2025	Roto-Rooter Plumbers	1/28/2025 Statement	2,585.00
12688	2/4/2025	SHN Consulting	1/21/24 Inv#124230 Truck Route	12,944.42
12689	2/4/2025	SHN Consulting	1/21/2025 Inv#124231 TYown Square	468.75
2400	2/4/2025	Matthew Rowe	Deposit Refund #10130001 Rowe	113.86
2401	2/4/2025	Renee Miller	Deposit Refund #20285001 Miller	152.78
2402	2/4/2025	Theora Jackson	Deposit Refund #20332001 Jackson	117.50
2403	2/4/2025	Redwood Petroleum Inc	Deposit Refund #50628001 Redwood Petroleum Inc	361.79
2404	2/4/2025	City of Blue Lake	Utilities paid from Deposits 2/1/25 Billing	2,192.07
12690	2/7/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 2/7/2025	756.12
12691	2/7/2025	Michael D. Downard	Employee: downardm; Pay Date: 2/7/2025	835.06
12692	2/7/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 2/7/2025	277.71
12693	2/7/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 2/7/2025	1,900.14
250207A01	2/7/2025	Christopher A. Ball	Employee: ballc; Pay Date: 2/7/2025	382.90
250207A02	2/7/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 2/7/2025	1,882.20
250207A03	2/7/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 2/7/2025	626.59
250207A04	2/7/2025	Skyler A. Coke	Employee: cokes; Pay Date: 2/7/2025	929.16
250207A05	2/7/2025	Melissa M. Combs	Employee: combsm; Pay Date: 2/7/2025	587.96
250207A06	2/7/2025	Christopher B. Edgar	Employee: edgare; Pay Date: 2/7/2025	1,961.75
250207A07	2/7/2025	Adeline L. Esh	Employee: esha; Pay Date: 2/7/2025	422.62
250207A08	2/7/2025	Hazel E. Hale	Employee: haleh; Pay Date: 2/7/2025	195.94
250207A09	2/7/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 2/7/2025	358.75
250207A10	2/7/2025	Austin R. Jones	Employee: jonesa; Pay Date: 2/7/2025	1,266.92
250207A11	2/7/2025	Amanda L. Mager	Employee: magera; Pay Date: 2/7/2025	1,845.07
250207A12	2/7/2025	Aislin N. McKinney	Employee: mckinneya; Pay Date: 2/7/2025	273.11
250207A13	2/7/2025	Jacob P. Meng	Employee: mengj; Pay Date: 2/7/2025	1,142.15
250207A14	2/7/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 2/7/2025	1,402.67
250207A15	2/7/2025	Quinn Sousa	Employee: sousaq; Pay Date: 2/7/2025	180.88
250207A16	2/7/2025	Emily P. Wood	Employee: woode; Pay Date: 2/7/2025	1,471.40
250207EFT-01	2/7/2025	U. S. Department of Treasury	EFTPS federal tax pmt 2/7/25 PR	6,430.42
250207EFT-02	2/7/2025	Employment Development Dept.	DE88 state tax pmt 2/7/25 PR	1,432.47
250207EFT-03	2/7/2025	Cal PERS	PERS retirement pmt 2/7/25 PR	3,818.31
250207EFT-04	2/7/2025	Freedom Voice	Freedom Voice 2/1/25 Statement	121.02
250207EFT-05	2/7/2025	CA State Disbursement Unit	2/7/25 CS PR decutions-Coke	92.30
250207EFT-06	2/7/2025	CA State Disbursement Unit	2/7/25 CS PR deduction-Edgar	104.30
12694	2/10/2025	AT&T	4-2/4/2025 Cal Net 3 Bills	352.30
12695	2/10/2025	Cal Plumbing & Fire Supp., Inc	1/30/2025 Inv#3028	1,219.86
12696	2/10/2025	Daqota Systems, Inc.	1/31/2025 Inv#4121	1,294.68
12697	2/10/2025	Hensel's Ace Hardware	1/31/2025 Statement	59.63
12698	2/10/2025	Humb. Bay Municipal Water Dist	Billing Period: Jan01-31, 2025	16,960.87
12699	2/10/2025	Humboldt Co. Sheriff's Office	Feb 2025 Animal Shelter	748.00
12700	2/10/2025	Miller Farms Nursery, Inc.	1/31/2025 Statement	71.76
12701	2/10/2025	Mercer-Fraser Company	12/5/24 Progress Pmt Inv#2143-01	20,000.00
12702	2/10/2025	Microbac Laboratories, Inc.	1/12/2025 Statement	3,402.00
12703	2/10/2025	Optimum	Billing Period: 2/1/25-2/28/25	467.87
12704	2/10/2025	SHN Consulting	1/17/2025 Inv#124166 Water Tanks	11,540.80
12705	2/10/2025	Verizon Wireless	Billing Summary Dec 22,2024-Jan 21,2025	333.38
12706	2/13/2025	City of Blue Lake	water/sewer payments 2/1/2025	2,806.82
12707	2/13/2025	Blue Lake Garbage Co.	1/31/2025 iNV#51X2872 & 73	492.43
12708	2/13/2025	Dazey's Arcata	1/31/2025 Statement	131.48

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 2/1/2025 Through 2/28/2025

Check Number	Check Date	Payee	Check Description	Check Amount
12709	2/13/2025	Justin Goad	2/5/25 Inv #4 & 5 Dec & Jan meetings	480.00
12710	2/13/2025	Intedata Systems	1/31/2025 Statement	95.00
12711	2/13/2025	O'Reilly Auto Parts	1/14/2025 Invoice 3537-240072	20.64
12712	2/13/2025	Arcata Stationers	2/1/2025 Statement	191.93
12713	2/13/2025	Restif Cleaning Service	1/27/2025 iNV #143159	299.00
12714	2/13/2025	K. Boodjeh, Architect	2025 Partial Business License Refund - Boodjeh	15.00
12715	2/13/2025	B & B Portable Toilet Co.	Jan & Feb Invoices	390.81
12516	2/14/2025	Microbac Laboratories, Inc.	11/13/2024 Statement	(1,400.00)
12720	2/20/2025	Gaynor Telesystems, Inc.	1/31/2025Inv#000045533	105.00
12721	2/20/2025	Microbac Laboratories, Inc.	2/11/25 Stmtnt & Re-issued 11/27/24 Stmtnt	2,479.00
12722	2/20/2025	Pape Machinery, Inc.	1/31/2025 Statement	3,308.61
12723	2/20/2025	Emily P. Wood	1/20/25-1/23/25 Dental Pmt-Wood	629.90
12716	2/21/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 2/21/2025	756.12
12717	2/21/2025	Michael D. Downard	Employee: downardm; Pay Date: 2/21/2025	879.94
12718	2/21/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 2/21/2025	259.86
12719	2/21/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 2/21/2025	1,847.61
250221A01	2/21/2025	Christopher A. Ball	Employee: ballc; Pay Date: 2/21/2025	384.31
250221A02	2/21/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 2/21/2025	1,952.89
250221A03	2/21/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 2/21/2025	655.97
250221A04	2/21/2025	Skyler A. Coke	Employee: cokes; Pay Date: 2/21/2025	1,035.87
250221A05	2/21/2025	Melissa M. Combs	Employee: combsm; Pay Date: 2/21/2025	654.15
250221A06	2/21/2025	Christopher B. Edgar	Employee: edgarc; Pay Date: 2/21/2025	1,791.64
250221A07	2/21/2025	Adeline L. Esh	Employee: esha; Pay Date: 2/21/2025	185.95
250221A08	2/21/2025	Hazel E. Hale	Employee: haleh; Pay Date: 2/21/2025	182.07
250221A09	2/21/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 2/21/2025	139.70
250221A10	2/21/2025	Austin R. Jones	Employee: jonesa; Pay Date: 2/21/2025	1,661.80
250221A11	2/21/2025	Amanda L. Mager	Employee: magera; Pay Date: 2/21/2025	1,954.36
250221A12	2/21/2025	Aislin N. McKinney	Employee: mckinneya; Pay Date: 2/21/2025	402.77
250221A13	2/21/2025	Jacob P. Meng	Employee: mengj; Pay Date: 2/21/2025	1,255.35
250221A14	2/21/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 2/21/2025	1,308.13
250221A15	2/21/2025	Quinn Sousa	Employee: sousaq; Pay Date: 2/21/2025	404.21
250221A16	2/21/2025	Emily P. Wood	Employee: woode; Pay Date: 2/21/2025	1,471.41
250221EFT-01	2/21/2025	U. S. Department of Treasury	EFTPS federal tax pmt 2/21/25 PR	6,525.54
250221EFT-02	2/21/2025	Employment Development Dept.	DE88 state tax pmt 2/21/25 PR	1,373.07
250221EFT-03	2/21/2025	Cal PERS	PERS retirement pmt 2/21/25 PR	3,881.18
250221EFT-04	2/21/2025	CA State Disbursement Unit	2/21/25 CS PR deduction-Coke	92.30
250221EFT-05	2/21/2025	CA State Disbursement Unit	2/21/25 CS PR deduction-Edgar	104.30
250227EFT-01	2/27/2025	Cal PERS	CalPERS SSA 218 Annual Fee 100000017807730 1-21-25	110.00
12724	2/28/2025	Eureka Oxygen Co.	2/13/2025 Inv#A708753	229.86
12725	2/28/2025	Christopher B. Edgar	2/24/25 Supply Reimb - Edgar	97.61
12726	2/28/2025	Filomeo Investigative Services	1/27/2025 Inv - Background Rpt	206.00
12727	2/28/2025	County of Humboldt Elections	2/10/25 Inv# 110524EL002 Election	1,050.20
12728	2/28/2025	Jackson & Eklund	2/11/2025 Inv #443245	12,140.01
12729	2/28/2025	Pacific Gas and Electric	1/31/25 & 2/23/25 Statements	11,480.83
12730	2/28/2025	Thomas Home Center	1/31/2025 Statement	73.25
12731	2/28/2025	U. S. Postal Service	Utility W/S Trust Acct	1,200.00
Report Total				180,690.75



City of Blue Lake

City Council Meeting Agenda Report

Item #: 7
Date: March 25, 2025
Item Subject: Commission Appointments
Submitted By: Mandy Mager, City Manager

General Information:

The City currently has two openings on the Public Safety Commission, two openings on the Economic Development Commission and three openings on the Arts and Heritage Commission. The City maintains a regular posting of open commission positions and has received applications as follows:

Public Safety Commission:

- Donald Schang

Arts and Heritage Commission: No application received

Economic Development Commission:

- Roxanne Rothery
- Darcey Lima
- Linda Cooley

Background Material Provided: Maddy Act Posting

Fiscal Impact: N/A

Recommended Action: To appoint the applicants as discussion directs.

Review Information:

City Manager Review: ☒ Legal Review: ☐ Planner Review: ☐ Engineer: ☐

Comments:



CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525
Phone 707.668.5655 Fax 707.668.5916

Council/Commission/Committee Application

Council/Commission/Committee for which you are applying: Public Safety

Name: Donald J. [unclear]

Address: 111 Greenwood Rd

Primary Phone: [unclear] Alternate Phone: _____

Email: [unclear]

Educational Background (Last Year Completed): _____

Length of time in Blue Lake: _____

Present Employer: [unclear]

Job Title: _____

On a separate piece of paper, please answer the following questions as thoroughly as possible:

1. What community organizations are you currently involved with?
2. What unique skills or qualifications do you bring to the position?
3. What do you view as the main goal/purpose of this Council/Commission/Committee?
4. How do you think you can contribute towards this goal/purpose?

Please plan to attend the Council meeting when the selection(s) for this position will be made. Be prepared to answer additional questions that the Council may have. Applicants for Council positions must be a City resident and a registered voter. Eligibility for other Commission/Committee positions is set by Ordinance. Please contact City Hall with additional questions.

1. NONE
2. As a former shift supervisor for 30 years, a big part of my job was maintaining a safe work environment.
3. To ensure a safe environment for the community.
4. I'm not sure what my contribution will be but I'm ready & willing to do my part.



CITY OF BLUE LAKE

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525

Phone 707.668.5655 Fax 707.668.5916

City of Blue Lake Commission Application

Commission That You Are Applying For: Economic Development	
Name: Roxanne Rothery	
Residence Address: 01288 HAYDEN Rd. Blue Lake, CA 95525	
Primary Phone No.: 707.668.5655	Alternate Phone No.: 707.668.5916
Email Address: roxanne@redco.com	
Educational Background (Last Year Completed): B.A. Economics, UVA	
Length of Time Living/Working in Blue Lake: 11+ years	
Present Employer: Redwood Region Economic Development Commission	
Job Title: Lender	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

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

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

Roxanne Rothery for Blue Lake Economic Development Commission

1. What community organizations are you currently involved with?

Blue Lake Economic Development Commission, Chairman

RREDC is a Joint Powers Authority comprised of various Humboldt County government entities

Coastal Grove Charter School in Arcata hosts the Medieval Festival in Blue Lake as its primary fundraiser

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

Expertise in commercial, small business and consumer financing considerations

Familiarity with many local businesses, Chambers, and the Small Business Development Center

Know how to read appraisals, leases, purchase agreements, term sheets, credit agreements, etc.

Knowledge of local appraisers and current market conditions

Previous local work experience for Redwood Capital Bank and American AgCredit

BA in Economics from the University of Virginia

Innovative thinker

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

Advise the City Council and City Staff in all matters re: economic development in Blue Lake

Make recommendations re: acquisition and/or use of property for economic development purposes

Work with the City Staff on the implementation of the City's strategic plan

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

Serve as a sounding board for City Staff re: ongoing development projects

I appreciate that Blue Lake is many things to many people that are our community. Economic Development needs to strategically meet short term and long term goals, and not all impacts are measurable in dollars.



CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525
Phone 707.668.5655 Fax 707.668.5916

Council/Commission/Committee Application

Council/Commission/Committee for which you are applying: EDC

Name: Darcey Lima

Address: 2107 Martin - B

Primary Phone: 707.668.5655 Alternate Phone: _____

Email: _____

Educational Background (Last Year Completed): _____

Length of time in Blue Lake: 30+

Present Employer: Dog House

Job Title: Owner/operator

On a separate piece of paper, please answer the following questions as **thoroughly** as possible:

1. What community organizations are you currently involved with?
2. What unique skills or qualifications do you bring to the position?
3. What do you view as the main goal/purpose of this Council/Commission/Committee?
4. How do you think you can contribute towards this goal/purpose?

Please plan to attend the Council meeting when the selection(s) for this position will be made. Be prepared to answer additional questions that the Council may have. Applicants for Council positions must be a City resident and a registered voter. Eligibility for other Commission/Committee positions is set by Ordinance. Please contact City Hall with additional questions.

RECEIVED
FEB 21 2025

BY: _____

To: Blue Lake City Council

Thank you for the opportunity to serve on the Blue Lake Economic Development Commission; please consider me for reappointment to the commission. I have served on the commission for several years and as a business owner and active community member, I feel that I bring value and insight to the commission.

The commission does a lot of work to promote business in Blue Lake and I would like to continue to serve in this capacity.

Thank you.



Darcey Lima

RECEIVED
FEB 21 2025

BY: _____




Outlook

Economic Development Commission Application

From Linda Cooley <lindakaycooley1@gmail.com>

Date Tue 2/25/2025 2:07 PM

To citymanager@bluelake.ca.gov <citymanager@bluelake.ca.gov>

 1 attachment (1 MB)

Linda Cooley Economic Application.pdf;

Good afternoon,

My name is Linda Cooley, I am applying to the open seat on the Economic Development Commission. Please find attached my application, if you have any further questions please let me know.

Thank you!

--

Linda Cooley



CITY OF BLUE LAKE

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525

Phone 707.668.5655 Fax 707.668.5916

City of Blue Lake Commission Application

Commission That You Are Applying For: <u>Economic Development Commission</u>	
Name: <u>Linda Cooley</u>	
Residence Address: <u>341 Stolpe Ln, McKinleyville (Fieldbrook)</u>	
Primary Phone No.: <u>707.273.2272</u> Alternate Phone No.:	
Email Address: <u>lindakaycooley</u>	
Educational Background (Last Year Completed): <u>Business Admin. 2004</u>	
Length of Time Living/Working in Blue Lake: <u>5 1/2 years</u>	
Present Employer: <u>Packeta Mad River Brewery</u>	
Job Title: <u>GM</u>	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

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

1. What community organizations are you currently involved with? → on back
2. What unique skills or qualifications do you bring to the position? → on back
3. What do you view as the main goal/purpose of the Commission? → Grow and assist BL current business advise council on economic development recommend ways to improve the economy and quality of life for our community.
4. What contribution(s) can you make to the goal/purpose of the Commission?
→ on back

1. Many organizations I work with for work, the list is too long for this paper. I often help additionally when free time allows.

2. More than 15 years in a business management position. Leading business acquisitions and partnerships with large organizations, MLB, NBA, NHL, many chain stores, California State Parks to ~~name~~ name a few.

Five plus years running a business in Blue Lake Proper. Customer service skills, knowledge of laws, licensing and regulation pertaining to business. Marketing at high level and product development along with public speaking and national awards. National tourism boards and tourism planning with Visit California.

4. Actively promote economic growth through attracting new businesses, retain existing ones, facilitate infrastructure development, advocate for favorable policies, market research, aim to create more jobs. Advocating for tourism, planning business around our diverse natural habitat, identify areas for growth. Listening to our community ideas, fostering open communication to effectively have community engagement. Working with other city's and ~~County~~ County's more on event planning and strategizing.



CITY OF BLUE LAKE

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525
Phone 707.668.5655 Fax 707.668.5916

March 25, 2025

TO: Blue Lake City Council

FROM: Garry Rees, City Planner

RE: **Agenda Item: 8 Amendment of the City of Blue Lake General Plan Housing Element Update for the 2019-2027 Planning Cycle (6th Cycle) – Continued Public Hearing**

Background

State law requires cities in Humboldt County to update their General Plan Housing Elements approximately every 8 years, which is referred to as a Housing Element planning cycle. The current cycle is for the 2019 - 2027 planning period (6th cycle). The City received funding from the California Department of Housing and Community Development (HCD) through the Local Early Action Planning (LEAP) and Regional Early Action Planning (REAP) grant programs to update its Housing Element for the 6th cycle to achieve compliance with State housing law. Since receipt of the first grant funds in 2021, City staff has worked with the Planning Commission on updating the General Plan Housing Element, which has included discussions at numerous Commission meetings, several public hearings, interviews with community stakeholders, and presentations at several town hall meetings. The current draft of the Housing Element Update is available on the City's website at the following link:

<https://bluelake.ca.gov/city-council/general-plan/>

The Housing Element Update includes an analysis required by State law related to: 1) a review of past accomplishments under the last Housing Element Update adopted by the City; 2) existing demographics and housing characteristics; 3) land, financial, and administrative resources available to meet housing demand; and 4) market, government, and environmental constraints.

The Humboldt County Association of Governments (HCOAG), a regional planning agency, is responsible for allocating the Regional Housing Need Assessment (RHNA) to individual jurisdictions within the County. The RHNA is distributed by income category. The City of Blue Lake has been allocated a RHNA of 23 dwelling units (7 very low, 4 low, 5 moderate, and 7 above moderate income units) for the 2019-2017 planning period (6th cycle). Additionally, because the City did not receive certification of a Housing Element Update in

the 2014-2019 planning period (5th cycle), the City also has a carryover of 11 dwelling units from the 5th cycle. Therefore, the City must plan for both its 5th and 6th cycle RHNA in the 6th cycle Housing Element. The Housing Element Update itself does not create physical residential growth in the City. The City must ensure the availability of residential sites at adequate densities and appropriate development standards to accommodate the RHNA. The Housing Element Update identifies available sites that are currently zoned for residential development during the 2019 - 2027 planning period (6th cycle), which exceeds the City's RHNA allocation, including sites located within the Powers Creek District.

The Housing Element Update also includes programs that propose amending the City's Zoning Code for the following reasons: 1) to ensure consistency with current State housing law (see Housing Element Programs HI-1, HI-2, HI-7, HI-17, and HI-23); 2) to create a Multi-Family Combining Zone that would allow multi-family projects without discretionary review or by-right at a density of 16 units per acre (see Housing Element Program HI-14); 3) to remove potential constraints to the development of multi-family housing (see Housing Element Program HI-19); 4) to comply with the requirements for objective design standards in Government Code Section 65589.5, subdivision (f) (see Housing Element Program HI-21); and 5) to minimize the potential for confusion regarding the applicability of the City's design guidelines (see Housing Element Program HI-22).

On September 20, 2023, the City received a determination letter from HCD reporting the results of their review of the City's 6th cycle Draft Housing Element Update (see **Attachment 1**). The letter concluded that the revised Draft Housing Element Update meets the statutory requirements of State Housing Element law, with the following exception:

"Generally, pursuant to Government Code section 65584.09, if a city did not make available sites to accommodate the regional housing need allocation (RHNA), then the city shall, within the first year of the planning period of the new element, rezone adequate sites to accommodate the unaccommodated portion of the RHNA from the prior planning period. The City has an unaccommodated need from the prior planning period (Table 20). Since more than a year has lapsed from the beginning of the current planning period, the element cannot be found in compliance until the required rezoning is complete. Specifically, the element cannot be found in compliance until Program HI-14 (Rezoning and By Right Procedures) is implemented to meet the unaccommodated need from the 5th cycle RHNA. Once the rezoning has been completed, the City should submit documentation (e.g., resolution, ordinance) to HCD and HCD will review and approve the element in accordance with Government Code section 65585."

Additionally, pursuant to Government Code Section 65583.3, the HCD review letter stated that the City must submit an electronic sites inventory with its adopted Housing Element Update. This is similar to the sites inventory contained in the Housing Element Update but must be provided in the electronic form required by HCD.

California Environmental Quality Act (CEQA)

After receiving the review letter from HCD indicating that the City could move forward with adoption of its Housing Element Update, City staff prepared a CEQA Initial Study (IS). As discussed in the Draft IS, the project description analyzed in the document is the

updated policies and programs proposed by the Housing Element Update. As concluded in the Draft IS, it is found that the Housing Element Update would not have a significant effect on the environment. As stated in several sections of the Draft IS:

“The Housing Element Update is a policy document that does not result in physical changes to the environment but encourages the provision of housing in areas of the City that are already designated and zoned to allow residential development. While policies could require amendments to the Zoning Code or result in actions of the City that could cause a physical change, the policies would not result in specific physical changes to the environment. Additionally, any amendments to the Zoning Code would be subject to project-specific environmental review pursuant to CEQA.”

Therefore, it is recommended by City staff that a Negative Declaration is the appropriate CEQA determination for adoption of the Housing Element Update.

As required by CEQA Guidelines Sections 15073(d) and 15105(b), the CEQA document prepared for the project was sent to the State Clearinghouse (SCH#: 2024091022) for a 30-day circulation period. The circulation period began on 9/26/24 and ended on 10/27/24. As required by CEQA Guidelines Section 15072(a), a ‘Notice of Intent to Adopt a Negative Declaration’ was submitted to the State Clearinghouse, posted in 3 public places in the City, and filed with the County Clerk-Recorder’s Office prior to the beginning of the circulation period. The CEQA document was also posted on the City’s website prior to the beginning of the circulation period. Comments that have been received on the Draft IS to date are included as **Attachment 2** to this staff report. Based on the comments received, minor revisions were made to the Draft IS. Additions made to the Draft IS are shown in underlined and bolded **text** and deletions are shown with ~~striketroughs~~. The revised Draft IS (dated November 2024) is available on the City’s website at the link provided above for the Draft Housing Element Update.

Planning Commission Recommendation

With HCD determining that the Housing Element Update is ready for adoption and the CEQA document being circulated for public comment, the next step in the process was for the Planning Commission to make a recommendation to the City Council regarding adoption of the Housing Element Update and CEQA compliance documentation. At their regularly scheduled meeting on November 18th, the Planning Commission held a public hearing and adopted Resolution No. 2-2024, which contains the Planning Commission’s recommendation to adopt the Housing Element Update and a CEQA Negative Declaration (see **Attachment 3**).

City Council Adoption

With the Planning Commission making a recommendation to the City Council, the next step was for public hearings to be held by the City Council to review the recommendation from the Planning Commission, receive comments from the public, and consider adoption of the Housing Element Update and CEQA Negative Declaration. The first public hearing was held by the City Council on December 10, 2024. At this hearing, the City Planner gave a presentation on the proposed Housing Element Update and answered questions from the City Council and public. The hearing concluded with the City Council continuing the public

hearing to the next regularly scheduled City Council meeting on January 28, 2025, and requesting a town hall meeting to be held in January prior to their next meeting. The town hall meeting was held on January 11, 2025, at the Mad River Grange, and allowed an opportunity for the public to ask questions of the City Planner about the Housing Element Update. A second public hearing was held by the City Council on January 28, 2025. At this hearing, a majority of the Council indicated they needed more time to review the Housing Element Update prior to taking action. To allow for additional review time, the Council voted to revisit adoption of the Housing Element Update in 60 days. It is noted that since the January 28th meeting, City staff has not received any questions or comments from the Council or public on the Housing Element Update. However, City staff was contacted by HCD inquiring about adoption of the Housing Element Update and indicating that the LEAP grant received by the City cannot be closed out until adoption occurs.

This item has been scheduled for a public hearing at the March 25, 2025 City Council meeting for the Council to consider adoption of the General Plan Housing Element Update and CEQA Negative Declaration through the adoption of Resolution No. 1235 (see **Attachment 4**), a Resolution of the City Council of the City of Blue Lake, California, Adopting Amendments to the Blue Lake General Plan to Update and Implement the Housing Element for the 2019-2027 Planning Cycle (6th Cycle).

RECOMMENDATION:

Staff recommends that the City Council:

- 1) Receive a report from City staff about the General Plan Housing Element Update and CEQA Negative Declaration.
- 2) Open the public hearing and receive public testimony.
- 3) Close the public hearing.
- 4) Discuss the General Plan Housing Element Update and CEQA Negative Declaration and ask questions of City staff.
- 5) Adopt Resolution No. 1235.

Attachment 1

**California Department of Housing and Community Development
Review Letter for City of Blue Lake's 6th Cycle (2019-2027)
Revised Draft Housing Element**

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



September 20, 2023

Amanda Mager, City Manager
City of Blue Lake
PO Box 458
Blue Lake, CA 95525

Dear Amanda Mager:

RE: City of Blue Lake's 6th Cycle (2019-2027) Revised Draft Housing Element

Thank you for submitting the City of Blue Lake's (City) revised draft housing element received for review on August 28, 2023. Pursuant to Government Code section 65585, subdivision (b), the California Department of Housing and Community Development (HCD) is reporting the results of its review.

The revised draft element meets the statutory requirements of State Housing Element Law, including as described in HCD's August 29, 2022 review. However, the housing element cannot be found in substantial compliance until the City has completed necessary rezones as described below. The housing element will substantially comply with State Housing Element Law (Gov. Code, § 65580 et seq.) when the necessary rezoning is complete and the element is adopted, submitted to, and approved by HCD, in accordance with Government Code section 65585.

Generally, pursuant to Government Code section 65584.09, if a city did not make available sites to accommodate the regional housing need allocation (RHNA), then the city shall, within the first year of the planning period of the new element, rezone adequate sites to accommodate the unaccommodated portion of the RHNA from the prior planning period. The City has an unaccommodated need from the prior planning period (Table 20). Since more than a year has lapsed from the beginning of the current planning period, the element cannot be found in compliance until the required rezoning is complete. Specifically, the element cannot be found in compliance until Program HI-14 (Rezoning and By Right Procedures) is implemented to meet the unaccommodated need from the 5th cycle RHNA. Once the rezoning has been completed, the City should submit documentation (e.g., resolution, ordinance) to HCD and HCD will review and approve the element in accordance with Government Code section 65585.

As a reminder, pursuant to Government Code section 65583.3, the City must submit an electronic sites inventory with its adopted housing element. The City must utilize standards, forms, and definitions adopted by HCD. Please see HCD's housing element webpage at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements> for a copy of the form and instructions. The City can reach out to HCD at sitesinventory@hcd.ca.gov for technical assistance.

Public participation in the development, adoption and implementation of the housing element is to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: <https://www.opr.ca.gov/planning/general-plan/guidelines.html>.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

HCD appreciates the hard work, cooperation, and responsiveness the City's housing element team provided throughout the housing element review and update. If HCD can provide assistance in implementing the housing element, please contact Andrea Grant, of our staff, at Andrea.Grant@hcd.ca.gov.

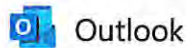
Sincerely,



Paul McDougall
Senior Program Manager

Attachment 2

Comments Received on the Draft CEQA Negative Declaration for the Blue Lake General Plan Housing Element Update



Re: NCRWQCB comment on Blue Lake Housing Element

From Garry Rees <grees@shn-engr.com>

Date Thu 10/17/2024 10:00 AM

To Bauer, Heidi M.@Waterboards <Heidi.M.Bauer@Waterboards.ca.gov>

Cc McLaughlin, Kelsey R.@Waterboards <Kelsey.McLaughlin@Waterboards.ca.gov>; citymanager@bluelake.ca.gov <citymanager@bluelake.ca.gov>; Leanna Brotherton <lbrotherton@shn-engr.com>


 2 attachments (4 MB)

Figure 3_Vacant Parcels Map_HE Update Neg Dec.pdf; GeoTracker-BL LUST Cleanup Sites.pdf;

Heidi,

Thank you for your comments on the CEQA Negative Declaration for the Blue Lake Housing Element Update.

Attached is the vacant parcels map (Figure 3) included on page 6 of the Negative Declaration prepared for the Housing Element Update. This map shows the parcels that are included in the site inventory of the Housing Element Update and are projected to be likely developable for residential uses. Also attached is a map from the Geotracker website showing the leaking underground storage tank (LUST) cleanup sites in the City of Blue Lake. To clarify and as indicated on the attached maps, none of the vacant parcels shown on Figure 3 are sites that are listed as hazardous materials sites that are under the oversight of the North Coast Regional Water Quality Control Board.

Therefore, the City's Housing Element Update is not planning for residential development on the LUST cleanup sites in the City.

Thanks.

Garry Rees, AICP

Principal Planner



Civil Engineering, Environmental Services,
Geosciences, Planning & Permitting, Surveying
www.shn-engr.com
812 W Wabash Ave, Eureka, CA 95501
(707) 441-8855

From: Bauer, Heidi M.@Waterboards <Heidi.M.Bauer@Waterboards.ca.gov>

Sent: Monday, September 30, 2024 2:29 PM

To: Garry Rees <grees@shn-engr.com>

Cc: McLaughlin, Kelsey R.@Waterboards <Kelsey.McLaughlin@Waterboards.ca.gov>

Subject: NCRWQCB comment on Blue Lake Housing Element

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Garry Rees, we reviewed the City Of Blue Lake proposed housing element [The City of Blue Lake 2019-2027 Housing Element Update \(ca.gov\)](#) and as noted in the Initial Study on Pages 74 -78 there are nine sites listed as hazardous materials release sites, most of them being under the oversight of our agency, the North Coast Regional Water Quality Control Board. While these sites are considered closed, most of them were closed using screening criteria intended for the current use which most often was commercial/industrial. Since these sites were closed using commercial screening criteria, they may contain contaminants above residential screening thresholds and thereby not be appropriate for residential development without further investigation and/or remediation. Furthermore, some of these sites already have soil management plans which require proper management and handling of any soils excavated at the site. This is because the remaining soils at the site are above screening levels, and while they pose no significant threat to human health or the environment as undisturbed soils in the current use setting, they could pose a threat if unearthed without proper mitigations.

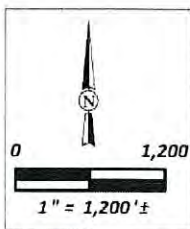
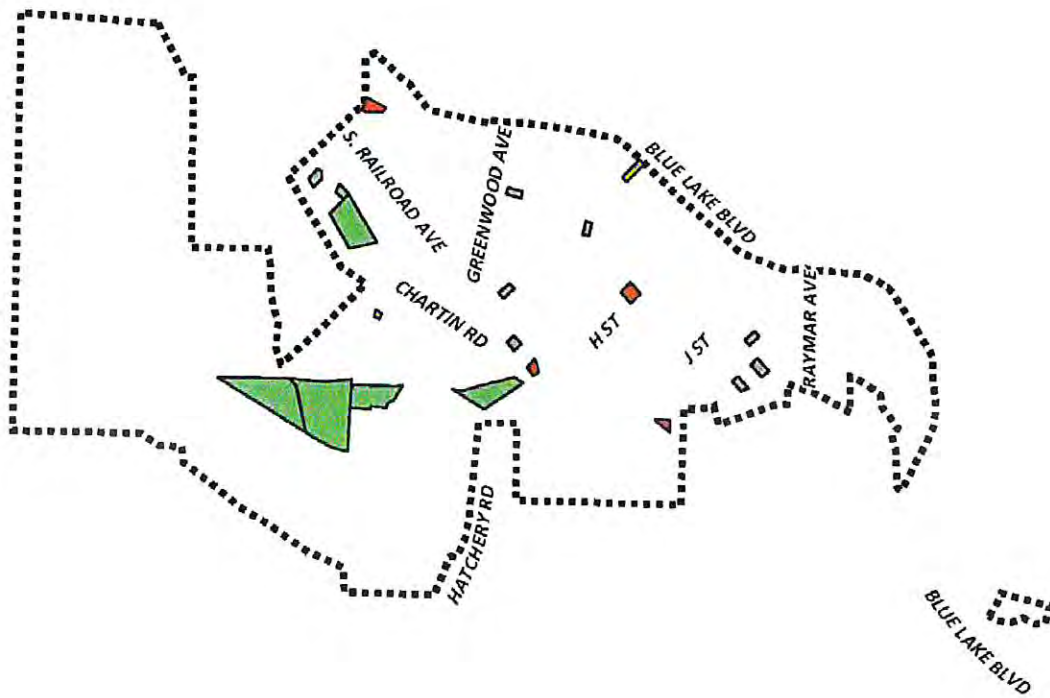
We are supportive of the Housing Element for the City of Blue Lake, but please note that precautions and additional work may be necessary in order to develop these parcels into residential units so that there are no significant health risks to future occupants. Please let me know if you have any questions or would like to discuss this further.

Best,

Heidi

Heidi M. Bauer, P.G.
Senior Engineering Geologist
Site Cleanups Unit Supervisor
North Coast Regional Water Quality Control Board
5550 Skylane Blvd. Suite A
Santa Rosa, CA. 95403
heidi.m.bauer@waterboards.ca.gov
Office: (707) 570-3769





EXPLANATION

-  CITY LIMITS
- VACANT PARCELS**
-  LIKELY DEVELOPABLE
-  QUESTIONABLY DEVELOPABLE
-  LIKELY NOT DEVELOPABLE



City of Blue Lake
Housing Element Update
Blue Lake, California

February 2022

Figure3_VacantParcelsRZone

Vacant Parcels with
Residential & Mixed Use Zoning
SHN 021022.001

Figure 3



LEGEND CHOOSE MORE SITES

- USI Cleanup Sites REMOVE
- Cleanup Program Sites REMOVE
- Military Cleanup Sites REMOVE
- Military Privatized Sites REMOVE
- Military BUST Sites REMOVE

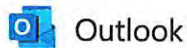
☒ Signifies a Closed Site

ACTIVE MAP COVERAGES

- Military Bases REMOVE

SITES VISIBLE ON MAP - CHOOSE FIELDS

SITE NAME	STATUS
BIG OIL & TIRE - BLUE LAKE BP	COMPLETED - CASE CLOSED
BLUE LAKE BELTING AND LEATHER WORKS	COMPLETED - CASE CLOSED
BLUE LAKE MARKET	COMPLETED - CASE CLOSED
BLUE LAKE PUBLIC WORKS YARD	COMPLETED - CASE CLOSED
BLUE LAKE UNION ELEMENTARY SCHOOL	COMPLETED - CASE CLOSED
HCDPW BLUE LAKE MAINTENANCE STATION	COMPLETED - CASE CLOSED
JACKSONS GARAGE	COMPLETED - CASE CLOSED
LUNDBLAD PROPERTY	COMPLETED - CASE CLOSED
PRIVATE RESIDENCE	COMPLETED - CASE CLOSED



Re: Notice of Intent for a Negative Declaration_Housing Element_follow-up

From Garry Rees <grees@shn-engr.com>
Date Thu 10/17/2024 3:09 PM
To Idiane <Idiane@sonic.net>
Cc Leanna Brotherton <lbrotherton@shn-engr.com>

Hi Lisa,

I am back in the office from vacation and am getting through my emails. Apologies for the delayed response.

The current draft of the Housing Element Update (dated Feb. 2024) is available on the City's website at the following link:

<https://bluelake.ca.gov/wp-content/uploads/2024/09/02012024-BlueLake-6thCycle-HousingElementUpdate.pdf>

Below is a response to the questions in your 10/13/24 email:

1. In the information letter it says that "The update identifies the potential for development of up to 89 new housing at full buildout of the City's existing vacant lot inventory." By "City's" existing lot inventory--does that apply to just the City-owned property on Taylor Way or empty lots throughout the town? I recall a map showing a lot inventory throughout the town--are those the lots available AND is that map current?
The existing vacant lot inventory is listed in Table 21 (Inventory of Vacant Land Available for Residential Development) and shown on Figure 1 (Vacant Site Inventory) in the Housing Element Update (dated Feb. 2024). The existing vacant lot inventory includes both publicly and privately owned properties in the City.

2. Please elaborate on what "full build-out means". Number of stories/height....etc.
When the term "full build-out" is used, it is referring to the number of residential units that are projected to occur on the vacant and likely developable sites identified in the City's Housing Element Update. In the Housing Element Update, it is projected that 89 units could occur on the vacant and likely developable sites in the City. The number of stories/height is dependent on the development standards for each zone that these sites are located in, which varies by zone. The maximum height allowed in the zones containing sites identified as vacant and likely developable typically ranges from 35-45 feet.

Thanks.

Garry Rees, AICP
Principal Planner



Civil Engineering, Environmental Services,
Geosciences, Planning & Permitting, Surveying
www.shn-engr.com
812 W Wabash Ave, Eureka, CA 95501
(707) 441-8855

From: Idiane <Idiane@sonic.net>

Sent: Sunday, October 13, 2024 7:29 AM

To: Garry Rees <grees@shn-engr.com>

Subject: Fwd: Notice of Intent for a Negative Declaration_Housing Element_follow-up

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Garry,
Would appreciate hearing back on the questions below. When I return I could schedule a meeting if that would be better. Let me know.
Also Anali sent the link to the Housing Element yet it was dated some months ago--please let me know if what is online IS the most current version.
Thank you.
Lisa Hoover

----- Original Message -----

Subject: Notice of Intent for a Negative Declaration_Housing Element

Date: 2024-10-04 16:39

From: Idiane <Idiane@sonic.net>

To: grees@shn-engr.com

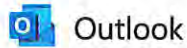
Hello Garry,
I saw this item on the Blue Lake Webpage. Is the environmental document associated with this posted on the web page? If not, would you please have the City post the document AND please let me know when this takes place.
Questions:

- In the information letter it says that "The update identifies the potential for development of up to 89 new housing at full buildout of the City's existing vacant lot inventory." By "City's" existing lot inventory--does that apply to just the City-owned property on Taylor Way or empty lots throughout the town? I recall a map showing a lot inventory throughout the town--are those the lots available AND is that map current?
- Please elaborate on what "full build-out means". Number of stories/height....etc.

I would schedule a meeting with you but will not be in town for a couple of weeks so wanted to see if as a start, an email exchange might work.

Thank you.

Lisa Hoover



Re: City of Blue Lake Housing Element Negative Dec

From Garry Rees <grees@shn-engr.com>
Date Mon 10/28/2024 9:51 AM
To Kent Sawatzky <kentsawatzky@hotmail.com>
Cc Anali Gonzalez <adminasst@bluelake.ca.gov>

Kent,

Confirming receipt of your comments. They will be provided to the Planning Commission at their meeting tonight.

Garry Rees, AICP

Principal Planner



Civil Engineering, Environmental Services,
Geosciences, Planning & Permitting, Surveying
www.shn-engr.com
812 W Wabash Ave, Eureka, CA 95501
(707) 441-8855

From: Kent Sawatzky <kentsawatzky@hotmail.com>
Sent: Monday, October 28, 2024 8:18 AM
To: Garry Rees <grees@shn-engr.com>
Subject: Fw: City of Blue Lake Housing Element Negative Dec

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Garry,
Please include this at tonight's Blue Lake PC meeting. Please confirm receipt of this request.
Kent Sawatzky

From: Kent Sawatzky <kentsawatzky@hotmail.com>
Sent: Monday, October 28, 2024 8:16 AM
To: Anali Gonzalez <adminasst@bluelake.ca.gov>
Subject: Fw: City of Blue Lake Housing Element Negative Dec

Good morning, Anali

Please forward this to the planning commission as public comment. Please confirm receipt of this request. Thank you.
Kent Sawatzky

Subject: Fw: City of Blue Lake Housing Element Negative Dec

Dear planning commissioners,
These are my comments on items # 4, and #6 on tonight's agenda.

Item # 6;

After you reading, and understanding the approximately 341 pages of the Regional Climate Action Plan. I shall attempt to give you an executive summary.

Blue Lake is the only participant who has not approved the plan in all of Humboldt County. County staff was on the Zoom meeting the whole Blue Lake City Council meeting last Tuesday to present to Blue Lake City Council.

It is more than embarrassing, that in speaking with Humboldt County Director John Ford, The other participants led by the County are moving forward without the City of Blue Lake participation. I guess "Better late than never" would apply under these sad circumstances. I guess that the City of Blue Lake may be perceived to think saving our planet is of minimal importance.

Item # 4;

After you reading, and understanding the approximately 142 pages of the City of Blue Lake General Housing Element Update. You should be asking the question "When are the promised Town Hall meetings to take place that have been justifiably promised, and expected by the Public to take place? We can agree or not, but as structured, the need for a Blue Lake Planning Commission, including planning and public participation is being all but replaced by staff that would make the decisions thru a consistency process.

One of the determinations would be as stated in multiple locations thru out the document such as the #1 objective on page 19 of the update. You may wish to pay special attention to Items HP 1.1 thru HP 1.7. It should be the PC's duty to determine if projects within the City are consistent with "Blue Lake 6th Cycle Housing Goals, Policies, and Implementation Programs" on a project-by-project basis. That is why we have you to do that job rather than an unelected, or even appointed City Staff member. An example would be on page 19 "Goal HG-1 Community Housing Policies"

HP-1.1, the first on the list, reads as follows;

"Review all new residential development to be consistent with the existing small-town character of the community and blend existing development, as well as to insure sustainability, and environmental protection"

The Planning Commission should determine the method, and make the consistency determination.

The common sense basis for this should possibly be as follows; We do not have any three-story residential buildings in Blue Lake. Therefore, the maximum height should be two stories.

We only have one residential building in Blue Lake in excess of 5 units (That is a ten plex). Therefore, the maximum residential developments should be somewhere in the five to Ten range.

I would read goals HP-1.1 thru HP-1.7. These are the things the people's representatives, "The Blue Lake Planning Commission" were appointed to implement. That is the reason we have a planning Commission.

The draft you received needs to have major updates. Many of the deliverables are required to be implemented by December 31st 2024. That is not possible. I assume you, and I know the public, would like to see an updated version prior to consider making a recommendation to the Blue Lake City Council. The public should have the opportunity to make comments on the updated draft prior to any recommendation to the Council. That is the required process.

The following are some comments sent to planner Rees;

Planner Rees,

The following are my comments on the City of Blue Lake Housing Element Negative Dec. This Housing Element has the most effect on the City of Blue lake environmentally, and Socially in the History of Blue Lake Planning process. It deserves a full EIR at this time for the following reasons;

#1 as per this document, it states 4. "The project area is the entire City of Blue Lake"

#2 as per this document, it states 6. "General Plan Designation, City wide"

#3 as per this document, it states 7. "Zoning, City wide"

The only other Planning document that reaches this level of necessary review is a General Plan Update, which has been needed for many years, insofar as it is no where near internally consistent. And which many of the parts to this update are predicated upon. There is no legal foundation for this update. And this Housing Element should not move forward until the General plan Zoning and Land use are updated and approved. One EIR may suffice for both. And would likely be the best path. forward. Both the General Plan update and the Housing Element update to be approved at the same time.

This Housing Element. as proposed does not take into account the necessary CEQA analysis of Cumulative Effects. and violates one of the primary requirements of CEQA disallowing a piecemeal approach to land use determinations. It is designed to promise project by project CEQA evaluation, (Piecemealing). It goes one step further and does not give CEQA evaluation base on an exclusion for CEQA as "Infill". the effect is to eliminate any CEQA review at any phase, and therefore the only time to allow the Public, The Planning Commission, or the Blue Lake City Council can participate is now with a full EIR reflecting gigantic cumulative effects on the Environment

The truth be know a 12' by 12' shed within the setback require would get more public input and Environmental review than a 300-unit apartment housing project..

The only person to conduct a consistency determination would be the Director of Planning. At this time that would be Mr. Garry Rees. The people's participation would be all but eliminated along with CEQA review. This would potential have untold negative effect on the Environment public participation, and therefore faith in the land use system.

#4 as per this document page 7 states "Any by-right project proposed on a property that the combining zone has been applied to would not be subject to CEQA"

#5 as per this document page 8 states "Objective standards are defined as those that involve no personal or subjective judgement by a public official"

#6 The City will amend all zones that reference the guidelines (for example MU, RC etc.) to make it clear that they are recommended and not enforceable standards of the Zoning code.

The question should be answered what is the "etc."? And why are the current regulations not required as the public expects and has been promised?

#7 as per the document page 43 falsely states that none of the 21 items listed in the checklist would be significantly affected.

There is no way to state this without a full EIR. We do not know the potential cumulative effect because there is no analysis of what the potential total additional housing units may potentially be added. What is that number?

The public can not make informed comment without that analysis. It appears that the population of Blue Lake under this Housing Element could increase by 50%. There is no rationale that would justify that would have no significant effect on a majority of the 21 items listed in the checklist on page 43.

For the above and more similar items this Housing element update requires the City do its duty to the environment and to the public and Do a full EIR, rather than a negative dec.

Kent Sawatzky

Planning Commission Meeting/October 28, 2024

RE: **Agenda Item 4.** Discussion: General Plan Housing Element Update/Negative Declaration

From: Lisa D. Hoover

The summary table in the Housing Element Update 2024 document, webpage. 43 (see clips 1 and clip 2 below), that includes of the Environmental Factors (e.g. biological resources, geology/soils, hazardous materials, transportation/traffic) potentially affected indicates that ALL impacts are “less than significant”, thus the determination is that the “proposed project COULD NOT have a significant impact on the environment and a negative declaration will be prepared”. A summary of the “Mandatory Findings of Significance” (webpage 129) reiterates “less than significant” perspective (see clip 3 below).

Yet, the evaluation of “less than significant” applied to all environmental factors is not in keeping with components of the housing element update or the Biological Resources Assessment of 2023 (the latter focused on the Taylor Way developments) that identifies mitigations that should be identified as a condition of approval. Following are clipped statements from the Housing Element:

Pg. 58 of the Housing Element Update states:

Future residential development may have the potential to result in significant impacts to special-status species and sensitive natural communities such as riparian habitat and federally protected wetlands. However,

compliance with existing federal and state laws and regulations, including but not limited to those listed above in the discussion of Regulatory Framework, would result in the avoidance and/or minimization of direct and indirect impacts to special-status species and sensitive habitats. These regulations require site-specific analysis where a project site contains potential habitat for special-status species including wetlands and riparian areas.

Based on the result of the site-specific analysis and where appropriate, federal and State agencies will require mitigation for project-level impacts. In compliance with existing laws and regulations, the Housing Element

In none of the tables of the Housing Element Update that summarize potential environmental effects was a determination made consistent with “the potential to result in significant impacts...” (statement above). Why wasn’t the determination option, “Less than Significant with Mitigation Incorporated” applied to a particular action, when in fact, mitigations will be needed? Example, from Table 21 of the Housing Element update- “Inventory of Vacant Land Available for Residential Development” a multiple-family housing density is assigned to a lot that has the following site constraints documented in the table: *Lot shape, creek corridor, creek setback, riparian habitat, flood zone*. In spite of these site constraints identified in the document, the Housing Element Update does not even acknowledge that mitigations would be needed related to the “Hydrology and Water Quality” element (webpage 88).

The need for mitigations is also supported in the Biological Resources Assessment (February 2023) for Taylor Way developments as well. The document states that recommendations to reduce potential direct and indirect adverse affects be included as a “condition of approval of the project”. Some examples:

- For direct and indirect impact to special-status bird species that could migrate into the study area or establish nest sites, species surveys should be done prior to any land disturbance, and appropriate mitigations applied.
- For potential indirect effects on water resources (streams and associated riparian habitats, riverine system) such as compromising surface water quality by sediment transport from disturbed soils or disturbed by release of hazardous materials as a result of construction.

These are examples of environmental effects that were assigned a “Less than Significant” determination in the Housing Element Update when they actually need mitigations incorporated to reduce negative impacts and should be documented as such.

Another environmental factor in the Housing Element Update relates to direct and indirect effects of the proposed housing element titled “Population and Housing” (see clip 4 below). This factor would apply to any future growth such as new homes and businesses, (including recreational development), specifically, cumulative effects of foreseeable future actions that may affect roads, traffic, and ingress/egress into and out of the town. The Housing Element states that this item is “Less Than Significant” but this is not substantiated nor has the Circulation Element of the General Plan been updated since 1986.

Related to the Housing Element’s Truck/Industrial Policy (webpage 113) and residential lot density it states:

Circulation Element - Truck/Industrial Policy: Policy 23. As long as the City uses the existing truck route, the City should consider minimizing potential densities for residential lots within one local street or one block of Greenwood Avenue.

Currently there is a multi-family development under construction within “one block”, west of Greenwood Avenue. This policy was not applied to this setting so that sheds doubt on whether other parcels on/proximal to Greenwood Avenue identified in the other vacant sites/underutilized sites Table 21 of the Draft Housing Element would be applied. Are these lots identified for multi-family developments?

I would ask that the Planning Commission and Planning Staff revisit these elements of the General Plan Housing Element and pause on the intent to adopt a negative declaration until the “less than significant” determinations (examples above) are better substantiated and/or changed to include text related to the need for mitigations (“mitigations incorporated”). I would also ask for a pause on adoption in light of residential, business... developments currently discussed by the City as such developments will have cumulative effects on the “Population and Housing” and the “Circulation” elements included in the document as well as other environmental elements (e.g. biological resources, hydrology, hazardous materials). Related is the need to update the Circulation Element of the General Plan to factor in an analysis that incorporates the proposed developments (residential etc) and zone changes.

Respectfully submitted,

Lisa D. Hoover

1. From the Housing Element Update: webpage 43. Summary of Environmental Factors

4 Environmental Factors Potentially Affected

This Project would potentially affect the environmental factors checked below, involving at least one impact that is "potentially Significant" or "less than Significant with Mitigation Incorporated" as indicated by the checklist on the following pages.

<input type="checkbox"/> Aesthetics	<input type="checkbox"/> Agricultural / Forestry Resources	<input type="checkbox"/> Air Quality
<input type="checkbox"/> Biological Resources	<input type="checkbox"/> Cultural Resources	<input type="checkbox"/> Energy
<input type="checkbox"/> Geology / Soils	<input type="checkbox"/> Greenhouse Gas Emissions	<input type="checkbox"/> Hazards & Hazardous Materials
<input type="checkbox"/> Hydrology / Water Quality	<input type="checkbox"/> Land Use / Planning	<input type="checkbox"/> Mineral Resources
<input type="checkbox"/> Noise	<input type="checkbox"/> Population / Housing	<input type="checkbox"/> Public Services
<input type="checkbox"/> Recreation	<input type="checkbox"/> Transportation / Traffic	<input type="checkbox"/> Tribal Cultural Resources
<input type="checkbox"/> Utilities / Service Systems	<input type="checkbox"/> Wildfire	<input type="checkbox"/> Mandatory Findings of Significance
<input checked="" type="checkbox"/> None		

DETERMINATION

On the basis of this Initial Study:

- ☒ I find that the proposed project COULD NOT have a significant effect on the environment and a NEGATIVE DECLARATION will be prepared.

From the Housing Element Update: webpage 63, Biological Resources

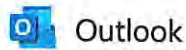
	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
Biological Resources				
Would the project:				
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife services?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Have a substantial adverse effect on state or federally protected wetlands (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. From the Housing Element Update: Webpage 129, summary of Mandatory Findings of Significance

	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
Mandatory Findings of Significance:				
a) Does the project have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. From the Housing Element Update: Webpage 103, Summary of the Population and Housing Element

	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
Population and Housing				
Would the project result in:				
a) Induce substantial unplanned population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Displace substantial numbers of existing people or housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>




Re: Draft Housing Element_chance to meet or converse

From Idiane <ldiane@sonic.net>

Date Thu 11/14/2024 5:41 PM

To Garry Rees <grees@shn-engr.com>

 1 attachment (462 KB)

Comments_Planning Commission Mtg_10_28_24_Housing Element.docx;

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Garry,

I just returned today having been out of the area since Monday.

Since I could not make your office hours on Wednesday I am wondering if you can respond to the following questions prior to Monday's Planning Commission Meeting on the 18th?

I've attached my written comment submitted for the last Planning Commission Meeting. I am assuming that you were also provided these comments. Below are questions from the submitted comments that I hope you can address:

Question 1. How can the determination of "less than significant" for all environmental factors (see Housing Element webpage 43) apply when both the Housing Element (pg. 58) and the Biological Resources Assessment of 2023 (for Taylor Way) address environmental concerns that need to be addressed?

From pg. 58 of the Housing Element: "*Future residential development may have the potential to result in **significant impacts** to species-status species and sensitive natural communities such as riparian habitat and federally protected wetlands.*"

From the Biological Resources Assessment (February 2023), the document states that recommendations to reduce potential direct and indirect adverse affects be included as a "*condition of approval of the project*". (Examples in the attached letter pertain to special-status bird species and water resources).

Question 2. Given that there is a need to address environmental impacts and mitigations, why did neither the Biological Resources table (webpage 63) or the Mandatory Findings of Significance table (webpage 129) apply the "Less than Significant with Mitigations Incorporated" determination?

Question 3. The Circulation Element (while out-dated) states under the Truck/Industrial Policy, Policy 23 (webpage 113): "As long as the City uses the existing truck route, the City should consider **minimizing potential densities for residential lots** within one local street or one block of Greenwood Avenue". Why wasn't this policy applied to the lots that are currently slated for a multi-family development proximal to Greenwood Avenue (west side)? Will this policy apply to other vacant sites (Table 21) proximal to Greenwood Avenue?

Question 4: While the City must plan for RHNA's 5th and 6th cycle which equates to 34 units, why does the Housing Element update include 89 new units, 55 more than is needed to meet the 5th and 6th cycle?

Garry, I do not see the data to support that the Housing Element Update will not have a significant effect on some environmental factors without mitigations, in fact, as pointed out above, I see the opposite. Other items that are inconsistent or lacking documented support pertain to the Circulation Element and the RHNA housing unit assignment.

Your response, your clarifications as needed, would be appreciated.

Lisa Hoover

On 2024-10-30 15:35, Garry Rees wrote:

Hi Lisa,

My next office hours at the City are on Wednesday, Nov. 13th. My office hours happen on the 2nd and 4th Wednesday of each month.

I don't believe there are any appointments scheduled yet for the 13th. If that day works for you, please call the front office at City Hall to get on the schedule.

Thanks.

Garry Rees, AICP

Principal Planner



Civil Engineering, Environmental Services,
Geosciences, Planning & Permitting, Surveying
www.shn-engr.com
812 W Wabash Ave, Eureka, CA 95501
(707) 441-8855

From: Idiane <Idiane@sonic.net>
Sent: Wednesday, October 30, 2024 2:29 PM
To: Garry Rees <grees@shn-engr.com>
Subject: Draft Housing Element_chance to meet or converse

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Garry,

11/15/24, 10:27 AM

Mail - Garry Rees - Outlook

Relative to the Planning Commission Meeting, there were questions that came up and I would like to go over some elements of my public comment with you (e.g. the likely need for mitigations for some of environmental factors, addressing cumulative effects versus the isolation of respective developments, the Greenwood Avenue item about minimizing density proximal to this avenue...).

Are there options to meet next Wednesday when I believe you are in Blue Lake?

Lisa H.

Attachment 3

Planning Commission Resolution No. 2-2024

RESOLUTION NO. 2-2024

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BLUE LAKE RECOMMENDING APPROVAL OF A DRAFT NEGATIVE DECLARATION AND AMENDMENT OF THE HOUSING ELEMENT OF THE BLUE LAKE GENERAL PLAN FOR THE 2019-2027 PLANNING CYCLE (6th Cycle)

WHEREAS, the Blue Lake Planning Commission has before it for consideration the project defined as amendment of the Housing Element of the Blue Lake General Plan by adoption of the Housing Element Update, February, 2024, a copy of which is attached hereto as Exhibit "A" and made a part hereof, to supersede the September, 2009, Housing Element Update, as amended; and

WHEREAS a draft negative declaration has been prepared with respect to said project pursuant to the California Environmental Quality Act (CEQA), and all notices have been given with respect to said negative declaration; and

WHEREAS, after due notice of hearing, a public hearing was held at the regular meeting of the Blue Lake Planning Commission on November 18, 2024, to consider the draft negative declaration and the said project; and

WHEREAS, at said public hearing, due consideration was given to the environmental effects of the said project and to all objections to said project, and the Planning Commission believes that the draft negative declaration should be approved, and the Housing Element of the Blue Lake General Plan should be amended as hereinafter set forth;

NOW, THEREFORE, be it resolved by the Planning Commission of the City of Blue Lake as follows:

1. The Planning Commission finds on the basis of the draft negative declaration and any comments received by the Planning Commission that there is not substantial evidence that the project will have a significant effect on the environment and recommends approval of the said negative declaration.
2. Pursuant to Government Code Section 65354, the Blue Lake Planning Commission hereby recommends to the City Council the amendment of the Housing Element of the Blue Lake General Plan by adoption of the Housing Element Update, February, 2024 to supersede the September, 2009, Housing Element Update, as amended.
3. The reasons for this recommendation are set forth in the draft negative declaration, in the staff report, and in the minutes of the Planning Commission meetings of October 28, 2024 and November 18, 2024 (Public Hearing), copies of which shall be transmitted to the Blue Lake City Council.
4. The Secretary of the Planning Commission is authorized and directed to transmit this resolution to the City Council of the City of Blue Lake.

RESOLUTION NO. 2-2024


INTRODUCED, PASSED, AND ADOPTED this 18th day of November 2024, by the following vote:

AYES: Hogan, Cseh, ISSAC

NAYS: Ø

ABSENT: Pryor, Schang

ABSTAIN: Ø


Chairman, Planning Commission, - Elaine Hogan
City of Blue Lake

ATTEST: Amanda Mager

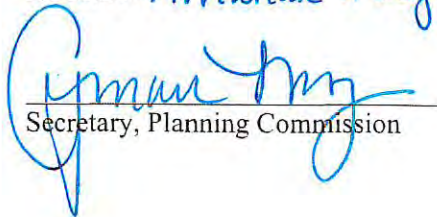

Secretary, Planning Commission

Exhibit "A" to Resolution No. 2-2024

**City of Blue Lake Draft General Plan Housing Element Update for
the 2019-2027 Planning Period (6th Cycle)**

<https://bluelake.ca.gov/wp-content/uploads/2024/09/02012024-BlueLake-6thCycle-HousingElementUpdate.pdf>

Attachment 4

City Council Resolution No. 1235 (DRAFT)

RESOLUTION NO. 1235

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE, CALIFORNIA, ADOPTING AMENDMENTS TO THE BLUE LAKE GENERAL PLAN TO UPDATE AND IMPLEMENT THE HOUSING ELEMENT FOR THE 2019-2027 PLANNING CYCLE (6th Cycle)

WHEREAS, the City of Blue Lake has been diligently working on an updated Housing Element for the 2019-2027 planning cycle (6th cycle) to identify and address the City's housing needs; and

WHEREAS, the Legislature adopted the Housing Crisis Act of 2019 (SB 330) which states that “[i]n 2018, California ranked 49th out of the 50 states in housing units per capita... California needs an estimated 180,000 additional homes annually to keep up with population growth, and the Governor has called for 3.5 million new homes to be built over 7 years;” and

WHEREAS, State Housing Element Law (Government Code Sections 65580 et seq.) requires that the City Council adopt a Housing Element for the eight-year period 2019-2027 to accommodate the City’s regional housing need allocation (RHNA) of 34 housing units, which includes 23 units for the 2019-2027 period (6th cycle) and a carryover of 11 units from the 2014-2019 period (5th cycle); and

WHEREAS, since May 31, 2022, the City has been in discussions with the State Department of Housing and Community Development on its draft Housing Element to ensure compliance with State law; and

WHEREAS, on August 29, 2022, the State Department of Housing and Community Development sent a letter to the City indicating that while the proposed amended Housing Element addresses many statutory requirements, additional revisions are necessary to substantially comply with State Housing Element Law; and

WHEREAS, the City worked diligently to address those comments and resubmitted revised Housing Elements to the State Department of Housing and Community Development on April 28, 2023 and August 28, 2023; and

WHEREAS, on September 20, 2023, the State Department of Housing and Community Development sent a letter to the City indicating that while the revised Housing Element meets the statutory requirements of State Housing Element Law, the revised Housing Element will be in substantial compliance upon the City completing the necessary rezoning proposed by Implementation Program HI-14 (Rezoning and By Right Procedures); and

WHEREAS, the Planning Commission held a duly noticed public hearing on November 18, 2024, at which time it reviewed and provided its recommendations on the proposed Housing Element, as set forth in Planning Commission Resolution No. 2-2024, which Resolution was transmitted to the City Council; and

RESOLUTION NO. 1235

WHEREAS, the City Council held duly noticed Public Hearings on December 10, 2024 and January 28, 2025, at which it received presentations on the amendment to the Housing Element from the City Planner and received public testimony; and

WHEREAS, a town hall meeting was held on January 11, 2025, at which time the City Planner provided a further report to the community and answered questions from the public; and

WHEREAS, by way of this Resolution, the City Council desires to adopt the amendment to the Housing Element of the Blue Lake General Plan by adoption of the Housing Element Update, February, 2024, a copy of which is attached hereto and made a part hereof, to supersede the September, 2009, Housing Element Update, as amended; and

WHEREAS, the adoption of the above-referenced Housing Element Update is made without modification to the proposed Housing Element reviewed and favorably recommended by the Planning Commission; and

WHEREAS, a draft negative declaration has been prepared with respect to said project pursuant to the California Environmental Quality Act (CEQA), and all notices have been given with respect to said negative declaration; and

WHEREAS, after due notice of hearing, a public hearing was held at the regular meeting of the Blue Lake Planning Commission on November 18, 2024, to consider the draft negative declaration; and

WHEREAS, at said public hearing, due consideration was given to the environmental effects of the said project and to all objections to said project, and the Planning Commission believes that the draft negative declaration should be approved, and the proposed Housing Element should be adopted.

NOW, THEREFORE, that the City Council, based on the findings, supported by substantial evidence in the record, that:

1. The foregoing recitals are true and correct and are incorporated by reference into this action.
2. The City Council finds and determines that adoption of the Housing Element will not have a significant effect on the environment and that a Negative Declaration is appropriate, has been prepared, and is hereby approved and adopted for that project. The City Planner is directed to file a Notice of Determination with the appropriate entities.
3. In accordance with state law, the City Council hereby finds as follows:
 - a. The Housing Element update is consistent with and reflective of the General Plan's goals, policies, and intent to encourage orderly growth and development in a manner that preserves the public's health, safety, and welfare

RESOLUTION NO. 1235

because it addresses changes that have occurred in the City's housing needs by implementing the policies, procedures, and programs contained in the updated Housing Element.

- b. As required by Government Code Section 65585(e), the City Council has considered the findings made by the Department of Housing and Community Development (HCD) included in the Department's letter to the City dated September 20, 2023, consistent with Government Code Section 65585(e), and the revised Housing Element attached hereto has been found by the Department to substantially comply with the requirements of State Housing Element Law as interpreted by HCD, upon the City adopting the Implementation Program HI-14 (Rezoning and By Right Procedures).
 - c. Upon implementation of Program HI-14 (Rezoning and By Right Procedures), the revised Housing Element substantially complies with State Housing Element Law, as provided in Government Code 65580 et seq. and contains all provisions required by State Housing Element Law.
- 4. The City Council of the City of Blue Lake hereby rescinds the current Housing Element adopted on September 22, 2009; and adopts a superseding Housing Element of the Blue Lake General Plan by adoption of the Housing Element Update, February, 2024, a copy of which is attached hereto and made a part hereof.
 - 5. The City Planner is directed to transmit the adopted Housing Element to the California Department of Housing and Community Development for review pursuant to Government Code Section 65585(g). The City Planner, in consultation with the City Manager, is further directed and authorized to make all non-substantive changes to the Housing Element to make it internally consistent or to address any non-substantive changes or amendments requested by the Department to achieve certification.

INTRODUCED, PASSED, AND ADOPTED this 25th day of March 2025, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION NO. 1235

John Sawatzky, Mayor
City of Blue Lake

ATTEST:

City Clerk

Exhibit "A" to Resolution No. 1235

City of Blue Lake General Plan Housing Element Update for the 2019-2027 Planning Period (6th Cycle)

<https://bluelake.ca.gov/wp-content/uploads/2024/09/02012024-BlueLake-6thCycle-HousingElementUpdate.pdf>



City of Blue Lake

City Council Meeting Agenda Report

Item #: 9
Date: March 25, 2025
Item Subject: Humboldt County Sheriff Law Enforcement Contract
Submitted By: Mandy Mager, City Manager

General Information:

The City has received a contract proposal from the Humboldt County Sheriff's Office for law enforcement services for fiscal year 2025-2026. The contract proposal maintains the current service levels and costs are based upon the cost allocation plan that was developed in fiscal year 2024-2025 as part of the negotiation for service.

The proposal for fiscal year 2025-2026 is \$170,151.73; this is a \$20,000.00 cost reduction from the fiscal year 2024-2025 contract amount.

Issues for Consideration: The County is proposing contract language that poses concerns to the City's risk managers. The contract language requires the City to indemnify the County for associated liabilities; this language is contrary to generally accepted contract language for service provision. The City's risk managers are reviewing the language and will be reaching out to the County to further discussions and options to modify the contract language.

At this time, staff is requesting Council's approval of the contract amount, and authorization for the Mayor to execute the contract for services, based upon final approval by our risk management team. If the City cannot reach an agreement that our risk managers can support, staff will bring the contract back to Council for further consideration.

Background Material Provided: Sheriff Cost Allocation Proposal-FY 2025-2026

Fiscal Impact: The contract will be budgeted in Fiscal Year 2025-2026

Recommended Action: To accept the cost proposal for fiscal year 2025-2026, and authorize the Mayor to execute the contract upon final approval by the City's risk manager(s).

Review Information:

City Manager Review: ☒ CIRA Review: ☒ Planner Review: ☐ Engineer: ☐

Comments:

Law Enforcement Contract City Proposed Annual Rate Change City of Blue Lake

Humboldt County Sheriff's Office ("SO")

FY2023-24 Actual Financial Data

For rates proposed in contract period 7/1/2025 to 6/30/2026

Proposed Annual Computation

- The annual computation would occur in January and would utilize the prior fiscal years financial data.
- The methodology for the annual computation is outlined in this presentation. Any changes to the computation methodology shall be reviewed and agreed to by both parties in advance of January.
- SO will provide the annual computation to the city for review by February 15th of each year.
- The parties will make every effort to finalize the new contract rate by March 15th to take effect on July 1st of each year.
- In the event the annual computation is delayed, SO will notify the contract city and an updated timeline will be mutually agreed upon.

County of Humboldt
1100221120 - Main Station Shared Costs
Revenues and Expenditures with Encumbrances
For the Period Ending June 30, 2024

	Fiscal Year To Date	Amount Adjusted	Amount For Allocation	Comment
Expenditures				
02 Services and Supplies				
2103 Clothing / Employee	114.77		114.77	
2106 Communications	16,060.47		16,060.47	
2109 Household Expense	9,662.32		9,662.32	
2113 Maintenance-Structures	4,027.96		4,027.96	
2114 Medical Dental & Lab Supplies	533.04		533.04	
2117 Office Expense	27,180.67		27,180.67	
2118 Professional & Special Service	16,042.80		16,042.80	
2120 Rents & Leases - Equipment	2,257.14		2,257.14	
2122 Minor Equipment	190.31		190.31	
2123 Special Departmental Expense	306.77		306.77	
2126 Utilities	76,584.72		76,584.72	
2140 Late Fees & Penalties	147.77		147.77	
Total Services and Supplies	153,108.74	-	153,108.74	
03 Other Charges				
2110 Insurance	20,913.67	(20,913.67)	-	ISF not included
3517 ADA ISF Charges	9,165.72	(9,165.72)	-	ISF not included
3940 Purchasing & Disposition Chg	964.90	(964.90)	-	ISF not included
Total Other Charges	31,044.29	(31,044.29)	-	
08 Fixed Assets				
8186 Improvements - City-Owned	62,248.92	(62,248.92)	-	Fixed asset not included
Total Fixed Assets	62,248.92	(62,248.92)	-	
Total Expenditures	246,401.95	(93,293.21)	153,108.74	
Other Financing Sources (Uses)				
9110 Interfund Expenditure	(17,042.99)		(17,042.99)	Maintenance of building
Total Other Financing Sources (Uses)	(17,042.99)	-	(17,042.99)	
Net Revenues Over (Under) Expenditures)	(263,444.94)	93,293.21	(170,151.73)	
			170,151.73	Total less ISFs & Adjustments

City of Blue Lake Contract

Agreement to Provide Law Enforcement Services Within The City of Blue Lake

THIS AGREEMENT is made and entered into this 1st day of July 2025~~4~~ by and between the County of Humboldt, a political subdivision of the State of California (hereinafter called "COUNTY"), and the City of Blue Lake, a municipal corporation in the County of Humboldt (hereinafter called "CITY").

WITNESSETH:

WHEREAS, pursuant to the authority provided in the Government Code, CITY and COUNTY desire to contract in order that COUNTY, through Sheriff, will perform law enforcement services within the CITY.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Term of Agreement. Basic Term. The term of this AGREEMENT shall commence July 1, 2024~~5~~ and continue through June 30, ~~2025~~2026, a one (1) year term, unless sooner terminated pursuant to Section 18.
2. The basic level of services to be provided shall consist of 24 hours of coverage from a sworn peace officer (830.1 PC), seven (7) days a week for response to calls at a level not less than that provided by the Sheriff in adjacent areas of the COUNTY, including related back-up and auxiliary services such as investigative, community services, criminalistics, supervisory, and traffic service functions. This also includes services and support from the Sheriff's records bureau, Sheriff's property/evidence bureau, and public safety dispatch services.

Personnel shall be supported by an appropriate number of Sheriff's supervisory and management personnel, as deemed necessary by the COUNTY. This service will include regular, random patrol, as available, of the City of Blue Lake during all hours of service. It will also include providing the citizens of Blue Lake access to report and or file a police report or anonymous complaint online, and access to crime mapping.

3. The law enforcement services to be provided by the COUNTY to the CITY within the CITY's incorporated area shall include:
 - A. Enforcement of State Statutes;
 - B. Enforcement of ordinances of CITY (excluding animal control, building and

- construction);
- C. Police protection of the type provided by the Sheriff;
 - D. Traffic and DUI enforcement, with the exception of such traffic enforcement as may be provided by the California Highway Patrol on any freeway traversing the CITY or as required by statute;
 - E. All detective, juvenile and other specialized services provided by the Sheriff in the unincorporated areas of the COUNTY, such as homicide, child abuse investigations and narcotics enforcement;
 - F. Abandon Vehicle Abatement;
 - G. When requested by the CITY, via the City Manager, a representative of the Sheriff's Office at the rank of Lieutenant or higher shall meet quarterly with the public, either in a special meeting or at a council meeting to discuss CITY policing issues;
 - H. All other law enforcement services of the type provided by the Sheriff within the unincorporated areas of the COUNTY.

The Sheriff shall not be required to assume any enforcement duty or function inconsistent with those performed by the Sheriff under the ordinances of the COUNTY and the statutes of the State of California.

- 4. The Sheriff shall give prompt consideration to all requests of the City Manager regarding the delivery of general law enforcement services, including staffing assignments, and make every reasonable effort to comply with requests consistent with good law enforcement practices and other provisions of this AGREEMENT. To facilitate the timely exchange of such information between the CITY and the COUNTY, the Parties hereto shall meet from time to time to discuss performance issues under this AGREEMENT and the attendees shall include the City Manager, the Operations Division Commander, the McKinleyville Station Lieutenant, and a designated city council member.
- 5. For the purposes of performing services and functions pursuant to this AGREEMENT, and only to give official status to such performance, every COUNTY Deputy or employee shall be deemed to be an ex-officio officer of the CITY while engaged in performing any such service or function which is a municipal function falling within the scope of this AGREEMENT.
- 6. The CITY shall have the right to discuss with the COUNTY issues of concern related to matters covered under this AGREEMENT. However, the manner or rendition of services, the standard of performance, the discipline of employees and other matters incident to the performance of services, including control of personnel so employed, shall remain under the exclusive control of the Sheriff. The Sheriff shall, however, give consideration to requests of the City Manager, which may relate to the performance of services under this AGREEMENT. In the event of a dispute between the parties as to the duties and functions to be rendered or the manner of their performance, determinations by the Sheriff shall be final and conclusive as between the parties.

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7. An inventory of furnishings and fixtures contributed by the CITY and the COUNTY for purposes of supplying the station shall be maintained throughout this AGREEMENT. Each party will continue to bear their own costs of such items and upon termination of this AGREEMENT, said items of like kind shall be returned to the respective agency that had original ownership.
8. COUNTY shall provide the necessary supplies, equipment, services and materials required for performing its duties under this AGREEMENT, including vehicle acquisition, maintenance, fuel and replacements.
9. COUNTY and CITY shall determine where such law enforcement quarters are to be located within the CITY. It is expressly understood that the COUNTY may use such quarters in connection with the performance of its duties beyond the scope of services previously outlined in sections 1-4 and in connection with the performance of its duties in territory outside the CITY and adjacent territory, provided, however, that the performance of such non-city duties shall be at no additional cost to the CITY.
10. At the time of execution of this AGREEMENT, the charge to the CITY for the services and functions to be performed by the COUNTY at the level of service agreed upon by the CITY is outlined in Exhibit A – Charges for Services. The total cost charged to the CITY does not include expenses attributable to services or facilities normally provided to all cities within the COUNTY as part of enforcement duties and functions performed by the Sheriff under the ordinances and regulations of the COUNTY and the statutes of the State of California.
11. The CITY shall render to COUNTY one-fourth of the annual charges on a quarterly basis payable on the following dates: first (1st) payment due October 1, second (2nd) payment due January 1, third (3rd) payment due April 1, and fourth (4th) payment due July 1. The COUNTY shall, 30 days prior to the payment due date, provide to the CITY an invoice which will reflect the amount due by CITY for services rendered by COUNTY under this AGREEMENT during the previous quarter. If such payment is not received by COUNTY within thirty (30) days of the due date, COUNTY shall be entitled to recover interest at a rate of seven (7%) percent per annum and the COUNTY may terminate this AGREEMENT immediately, and without any further notice take such steps as may be necessary to enforce payment.
12. The CITY, its officers and employees, shall not assume by this AGREEMENT any liability for the direct payment of any salary, wages, or other compensation to any officer or employee of COUNTY that is performing services hereunder for the CITY, or for any other liability other than that provided for in this AGREEMENT.
13. CITY shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in

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connection with, CITY's performance of, or failure to comply with, any of the obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.

The CITY and its insurer, or self-insured pool, shall provide evidence of general and automobile liability insurance with limits no less than \$2,000,000.00 per occurrence. The CITY shall provide an endorsement from its insurer or self-insured pool naming the County of Humboldt, its officials, employees, and volunteers as additional insured.

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14. It is expressly understood between the parties to this AGREEMENT that no employer/employee relationship is intended; the relationship of COUNTY to CITY being that of an independent contractor and CITY and COUNTY retain sole and independent liability for the actions of the employees of each.
15. CITY, through its City Manager, shall have access to non-privileged and non-confidential reports and other documents pertaining to the services provided hereunder and within the scope of the Public Records Act (Government Code Section 6250 et seq.). COUNTY shall transmit monthly, to the City Manager statistical reports on crime occurrence, traffic incidents, and other contract services within the CITY.
16. All work performed hereunder is subject to limitations of Section 23008 of the Government Code or the State of California, and in accordance therewith, before any work is performed or services rendered pursuant hereto, an amount equal to the cost to the CITY must be reserved by the CITY from its funds to ensure payment for work, service, or materials provided by COUNTY hereunder.
17. COMPLIANCE WITH NUCLEAR FREE ORDINANCE: In recognition of the Humboldt County Nuclear Free Ordinance, the CITY certifies by its signature below that it is not a nuclear weapons contractor, in that CITY is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Ordinance in Humboldt County. CITY agrees to notify COUNTY via HCSO immediately if it becomes a nuclear weapons provider, as defined above. CITY acknowledges that, per the terms of the Humboldt County Nuclear Free Ordinance, COUNTY via HCSO may immediately terminate this AGREEMENT if it determines that the foregoing certification is false or if CITY becomes a nuclear weapons provider.
18. Either party may terminate this contract upon sixty (60) days written notice, which notice shall take effect at the end of the sixty (60) day notice period. Compensation shall be prorated for the fiscal quarter in which the termination occurs.
19. Notices given to parties under this AGREEMENT shall be deemed given when personally delivered or sent and delivered by United States certified mail, postage

prepaid, return receipt requested and addressed as follows:

TO THE COUNTY

Office of the Sheriff
Humboldt County Sheriff
826 4th Street
Eureka, CA 95501

TO THE CITY

Office of the City Manager
City of Blue Lake
PO Box 458
Blue Lake, CA 95525

20. No waiver with respect to one covenant, term or condition shall be deemed to constitute a waiver of any other covenant, term, or condition herein, or a waiver of any prior or subsequent failure to perform such covenant, term, or condition.
21. The provisions of this AGREEMENT shall be binding upon and shall inure to the benefit of the parties hereto and their respective governing boards, successors, assigns, and legal representatives.
22. This AGREEMENT contains all agreements of the parties with respect to any matter mentioned herein. No prior agreement or understanding pertaining to any such matter shall be given effect, and this AGREEMENT may only be amended by a writing signed by the parties.
23. The invalidity of any provision of this AGREEMENT as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.
24. This AGREEMENT shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.
25. Time is hereby expressly declared to be of the essence for this AGREEMENT and each and every provision herein.
26. This AGREEMENT, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This AGREEMENT, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this AGREEMENT, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this AGREEMENT and any amendments hereto.

27. Each person executing this AGREEMENT represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this AGREEMENT. Each party represents and warrants to the other that the execution and delivery of this AGREEMENT and the performance of such party's obligations hereunder have been duly authorized.

27.28. CITY shall have the option of COUNTY providing additional dedicated uniformed Sheriffs' personnel for the purpose of providing law enforcement services for special events. This shall be at the request of CITY with a minimum of 30 days advance notice. Should the COUNTY agree to the provision of additional dedicated law enforcement services, the terms and conditions of this Agreement shall apply. The rate of payment for such additional dedicated services shall be the actual number of hours performed by uniformed Sheriffs' personnel times the hourly rate for said personnel per the Humboldt County Schedule of Fees and Charges "Master Fee Schedule" as approved and posted on the county website at the time of the event. The Master Fee Schedule is reviewed and approved annually by the Board of Supervisors and is posted on the county website. The 2025 Master Fee Schedule rate for Sheriff's Deputy I/II is \$106.00/hour, Sheriff's Sergeant is \$135.00/hour, and Sheriff's Investigator is \$132.00/hour. Events held after calendar year 2025 may be subject to a different rate in accordance with the posted and approved Master Fee Schedule and should be referred to before requesting the additional dedicated services.

[Signatures on following page.]

IN WITNESS THEREOF, CITY by resolution or other official action duly adopted by its council caused this AGREEMENT to be subscribed by its Mayor and attested by its Clerk, and the COUNTY, by order of its Board of Supervisors, has caused this contract to be subscribed by the Chairman and the seal of said Board to be affixed thereto and attested by the Clerk of said Board on the day and year first hereinabove written.

ATTEST:
City Clerk

By: _____

ATTEST:
Clerk of the Board of Supervisors

By: _____

**APPROVED AS TO CONTENT AND
RECOMMENDED**

By: _____
City Manager
City of Blue Lake

By: _____
William F. Honsal, Sheriff
County of Humboldt

By: _____
Mayor
City of Blue Lake

By: _____
Chair
Board of Supervisors
County of Humboldt

By: _____
Risk Manager
County of Humboldt

Exhibit A – Charges for Services

Annual Computation:

For the period of July 1, 2024-2025 through June 30, 20252026, the CITY and SO have met and agreed that the charges for services rate will be \$190,685.0070,159.00 for fiscal year (FY) 2024-255-26.

This rate was calculated based on the below agreed upon methodology.

Methodology for the Computation:

The SO used the following methodology for assessing the charges for services for the CITY.

A) The SO calculated its Total Net Expenses to provide law enforcement services to the county. The methodology for calculating Total Net Expenses is as follows:

1) The below SO charges were NOT included in the Total Net Expenses:

- Internal Service Fund Information Technology Charges
- Internal Service Fund Purchasing & Disposition Charges
- Internal Service Fund ADA Charges
- Internal Service Fund Communications/Radio Infrastructure Charges
- COUNTY General Liability, Property, or Bond Insurance
- COUNTY Cost Plan Charges (aka A87 Charges)
- Fixed Assets
- Grants
- Locations of the SO that do not support the CITY. As of FY2024-25 those locations are as follows:

Garberville Station	Willow Creek Station
Myrtle Avenue Annex	Patrol Allocation of Main Station

- Divisions of the SO that provide services to the entire county and/or divisions that provide services unrelated to the services being contracted for in this agreement. As of FY2024-25 those divisions that were excluded include the following:

Airport Security	Inmate Welfare
Animal Shelter/Animal Control	Jail Based Competency Program
CCW	Marijuana Enforcement Team
Civil	Mobile Field Force
Coroner Office	Office of Emergency Services
Correctional Facility	Public Administrator

Courts	Search & Rescue
Crisis Negotiation Team	Sheriff's Work Alternative Program
Drug Task Force	Special Services
EOD Team (Bomb Squad)	SWAT Team

2) The below SO charges were included in the Total Net Expenses:

- Interfund Expenditures. These are charges to the SO from other county departments (ie. Public Works) for direct services and/or supplies.
- Divisions and locations of the SO that provide services that are being contracted for in this agreement. The SO Indirect Costs that are allocated to these divisions/locations were also included.

As of FY2024-25 those divisions/locations include the following:

Abandoned Vehicle Abatement	McKinleyville Station
Body Worn Camera Program	Patrol
Deputy FTO/Recruit Program	Patrol Vehicle Costs
Dispatch	Property Evidence
K9 Program	Records
Major Crimes Division (MCD)	

As of FY2024-25 the SO indirect cost centers include the following:

Administration	Main Station
Armory	Operations Command Team
Backgrounds/Recruitment	Training
Deputy Sheriff/CSO Shared Costs	

3) Revenue for fees, services, reimbursements, donations, and Measure Z revenue will be included in calculating the Total Net Expenses.

B) The CITY will pay its pro-rata share of the Total Net Expenses based on population.

1) Data from the US Census 2020 was used for calculating population and is as follows:

Total Population of Humboldt County	136,463
Arcata	18,857
Eureka	26,512
Ferndale	1,398
Fortuna	12,516
Rio Dell	3,379
Trinidad	307
Blue Lake	1,208
Total Incorporated City Population	64,177
Remaining Unincorporated County	72,286

- 2) The City of Trinidad has a US Census 2020 population of 307. Trinidad has a higher proportion of short term rentals compared to other incorporated cities in our area and therefore Trinidad has agreed to a population adjustment of an additional 120 to account for this. That brings the total remaining population covered by the SO to 73,921 resulting in the below pro-rata share for each contract city.

City	Census	%
Blue Lake	1,208	1.63%
Trinidad	427	0.58%
Unincorporated County	72,286	97.79%
Total:	73,921	100.00%



City of Blue Lake

City Council Meeting Agenda Report

Item #: 10
Date: March 25, 2025
Item Subject: Animal Shelter Contract-Fiscal Year 2025-2026
Submitted By: Mandy Mager, City Manager

General Information:

The City has received a contract proposal from the Humboldt County Sheriff's Office for animal shelter services for fiscal year 2025-2026. The contract proposal maintains the current service levels and costs are based upon the population allocation plan presented by the County.

The proposal for fiscal year 2025-2026 is \$10,779.00; this is a cost increase of \$1,803.00 from the fiscal year 2024-2025 contract amount.

Issues for Consideration:

Background Material Provided: Sheriff Cost Allocation by Population Proposal-FY 2025-2026

Fiscal Impact: The contract will be budgeted in Fiscal Year 2025-2026

Recommended Action: To accept the cost proposal for fiscal year 2025-2026, and authorize the Mayor to execute the contract upon final approval by the City's risk manager(s).

Review Information:

City Manager Review: ☒ CIRA Review: ☒ Planner Review: ☐ Engineer: ☐

Comments:

Population Allocation Method for Animal Shelter

Data from US Census 2020

[https://data.census.gov/profile?g=050XX00U\\$06023](https://data.census.gov/profile?g=050XX00U$06023)

Total Population of Humboldt County	136,463
Ferndale	1,398
Fortuna	12,516
Rio Dell	3,379
Total that covers own Animal Shelter	17,293
Total covered by HCSO	119,170

City	Census	%	Share Of Cost
Arcata	18,857	15.81%	\$ 168,260.00
Blue Lake	1,208	1.01%	\$ 10,779.00
Eureka	26,512	22.22%	\$ 236,565.00
Trinidad	427	0.36%	\$ 3,811.00
Unincorporated County	72,286	60.60%	\$ 645,004.00
Total:	119,290	100.00%	\$ 1,064,419.00



City of Blue Lake

City Council Meeting Agenda Report

Item #: 11

Date: March 25, 2025

Item Subject: CalFire Local Response Area Fire Hazard Severity Zone Map Introduction and Review

Submitted By: Mandy Mager, City Manager

General Information:

On February 7, 2025, Governor Newsom signed an executive order regarding the state's schedule to distribute the updated Fire Hazard Severity Zone Maps for Local Response Areas. The updated maps add 1.4 million new acres of land into the two higher tiers of fire severity, requiring jurisdictions to update building and planning requirements and regulations.

Cities impacted by the update are required to adopt the maps via ordinance within 120 days of the release of the maps; the maps associated with Blue Lake were released on February 24, 2025. In order to start the ordinance adoption process, staff is presenting the updated map for the City of Blue Lake, along with information provided by CalFire and the insurance commissioner. A model ordinance is also presented as part of this information packet.

Staff will bring the ordinance forward at the April meeting for a first review and reading.

Background Material Provided: Blue Lake Map, FAQ and correspondence.

Fiscal Impact: N/A

Recommended Action: To direct staff to bring the map adoption ordinance back to Council in April for a first reading.

Review Information:

City Manager Review: ☒ Legal Review: ☐ Planner Review: ☐ Engineer: ☐

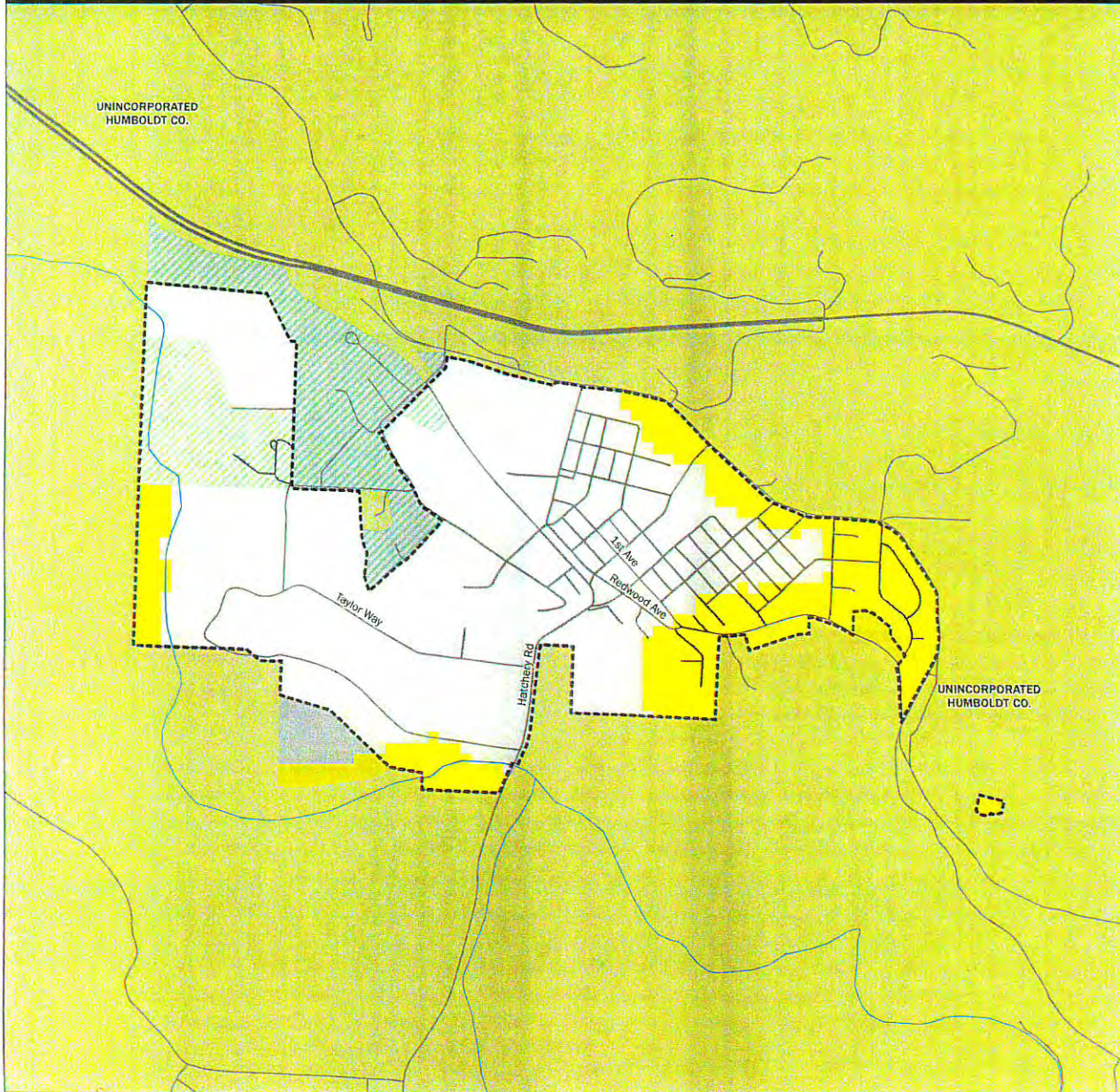
Comments:



Local Responsibility Area Fire Hazard Severity Zones

As Identified by the
State Fire Marshal

February 24, 2025

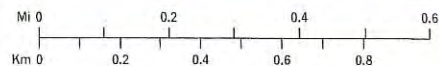


Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Moderate



Projection: NAD 83 California Teale Albers
Scale: 1:12,000 at 11" x 17"

Incorporated City

Unzoned LRA

Federal Responsibility Area (FRA)

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

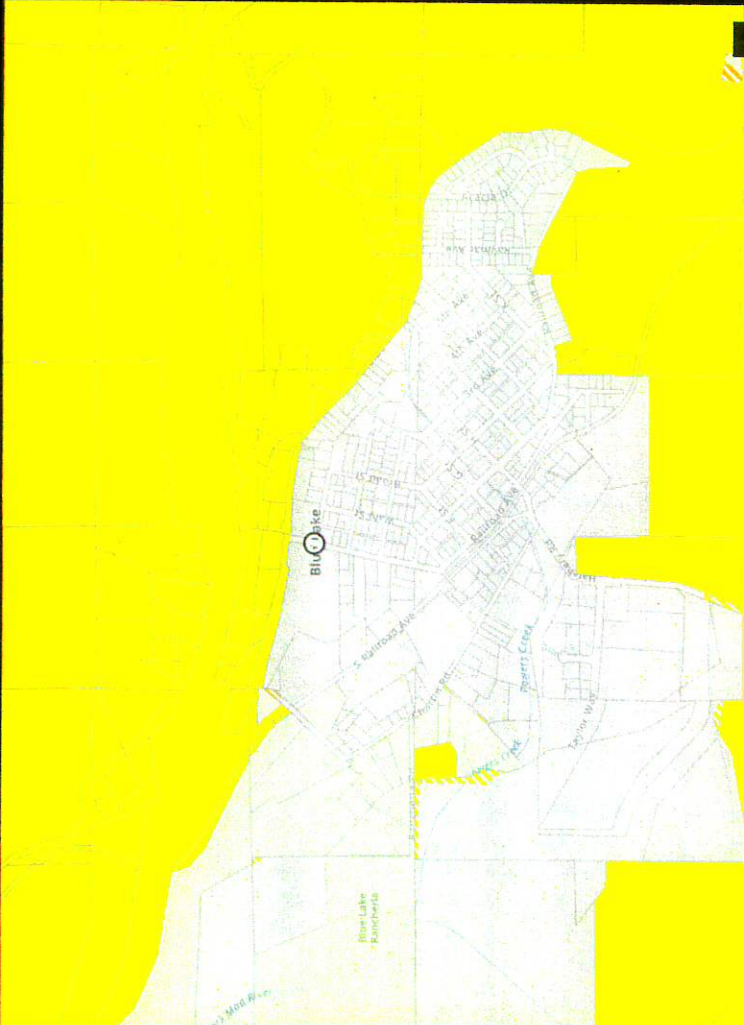
Data Sources:
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)
CAL FIRE State Responsibility Areas (SRA25_1)
City and County boundaries as of 10/22/24 (CA Board of Equalization)

Fire Hazard Severity Zone Viewer

FHSZ in State Responsibility Area effective April 1, 2024

FHSZ in reclassified LRA, adopted as SRA 2007

FHSZ in Local Responsibility Area as recommended 2007-2011



About this Map

This map displays adopted Fire Hazard Severity Zones (FHSZ) in the State Responsibility Area (SRA), effective April 1st 2024. It also displays recommended FHSZ in the Local Responsibility Area (LRA) from 2007-2011.

Due to regulatory processes, there are lands that are no longer classified as SRA and have become classified as LRA yet had a FHSZ designation from the 2007 SRA FHSZ map adoption. These areas are shown on the map with hatched symbology.

To verify your Fire Hazard Severity Zone in LRA, please contact your local agency.

Use the link below to access the combined FHSZ data:

[Link](#)

Legend



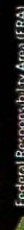
FHSZ in LRA - Reclassified from SRA

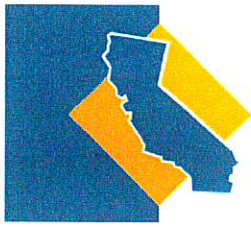


FHSZ in LRA - Recommended 2007-2011



State Responsibility Areas





Local Responsibility Areas Fire Hazard Severity Zone Map Approval Process

TOP TAKEAWAYS

The Office of the State Fire Marshal (OSFM) is releasing local responsibility area (LRA) maps, designated as moderate, high, or very high in a fire hazard severity zone. Cities will need to:

1

Make the map available for public review and comment within **30 days**.

2

Adopt the designation via local ordinance within **120 days**.

3

Submit the ordinance to the state within **30 days** of local adoption.

What Do the Maps Measure?

The maps show the physical conditions of landscapes, including fuel loading, slope, fire weather, and other factors (such as wind) that are major causes of wildfire spread. The maps identify fire hazard not risk and are designated in **three categories: moderate, high, and very high**. Catastrophic risk is used as part of the modeling efforts for fire insurance.

Fire "hazard" is based on physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfires, or fuel reduction.

vs.

Fire "risk" is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.

Understanding the LRA Fire Hazard Severity Zone Map Requirements:

Under existing state law ([Government Code Section 51177 to 51179](#)), OSFM is required to designate fire hazard severity zones in the LRA through the release of recommended maps.

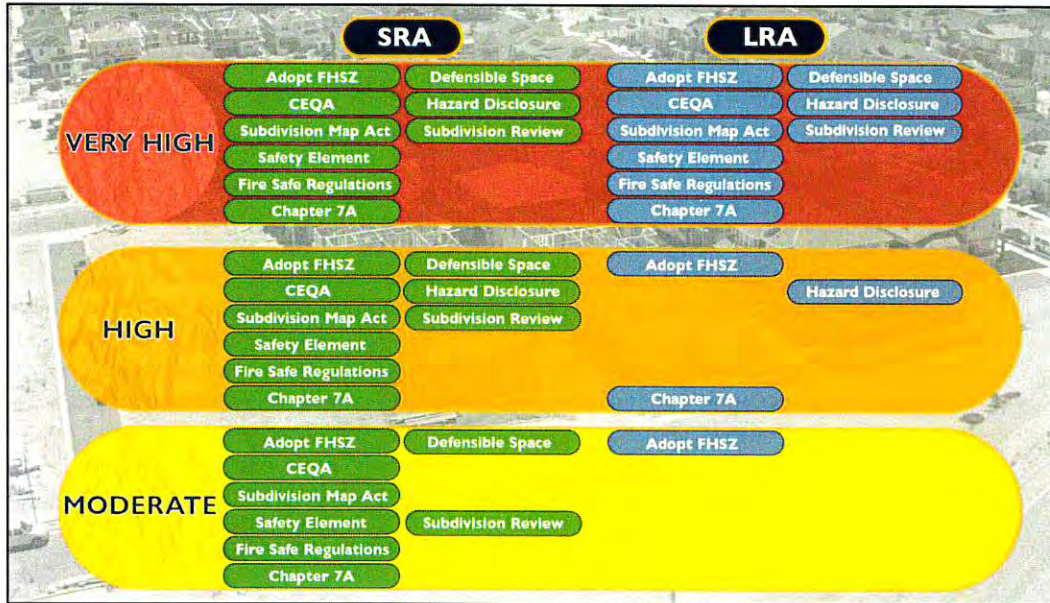
Local agencies with designations in their jurisdiction are then required to:

- ☐ Within 30 days of receiving the recommended maps, make the information, including the maps, available for public review and comment.
- ☐ Within 120 days of receiving the recommended maps, adopt the recommended map by local ordinance.
- ☐ Within 30 days of local ordinance adoption, submit the ordinance and other required documents to the Board of Forestry and Fire Protection.

A local agency may only increase the level of fire hazard severity as identified by OSFM for any area within their jurisdiction. Fire hazard severity cannot be decreased.

Why Does This Process Matter?

The categories designate fire hazard, which then requires specific actions and mitigation measures, including meeting California Building Code Chapter 7A, defensible space, and fire safe regulations, per each category below. These measure are preventative and intended to help disclose fire hazards.



Graphic provided by California's Office of the State Fire Marshal.

Resources Available to Cities:

On Nov. 1, 2024, the League of California Cities notified city managers and fire chiefs that OSFM anticipated releasing these maps in early 2025. On Dec. 19, 2024, Cal Cities, in coordination with other local government groups, held a webinar with OSFM to go over the map approval process and statutory requirements with cities and counties. **The webinar recording and presentation are available on the Cal Cities website.**

OSFM shared the following resources:

[State Fire Marshal's Office LRA Fire Hazard Severity Zone Informational Hub](#)

(This website is intended for local governments only - not the general public.)

- The hub includes:
 - Overview video on the LRA process
 - Pertinent reference materials and [LRA Frequently Asked Questions](#)
 - OSFM regional contact information
 - A bookings application to schedule a meeting with OSFM staff
 - Public model information, data, and videos
 - Model ordinance

Additionally, the California Department of Insurance issued [Frequently Asked Questions](#) on the fire hazard severity zone maps and the nexus to fire insurance. For further questions about the release process for the LRA fire hazard severity zone maps, contact your [regional CAL FIRE staff](#) or via email: FHSZinformation@fire.ca.gov.

Please contact Cal Cities Environmental Quality Lobbyist Melissa Sparks-Kranz if you have any questions: msparkskranz@calcities.org or (916)658-8232.

LRA Fire Hazard Severity Zone Map Update

From Isaac Black <iblack@calcities.org>

Date Fri 2/7/2025 3:44 PM

Cc Melissa Sparks-Kranz <msparkskranz@calcities.org>; Zachary Cefalu <zcefal@calcities.org>; Jolena Voorhis <jvoorhis@calcities.org>; Meghan McKelvey <mmckelvey@calcities.org>

Hello City Managers and Fire Chiefs,

Today the Governor signed an [executive order](#) (EO) and the Office of the State Fire Marshal released public notice to local governments regarding the state's schedule to distribute the updated Fire Hazard Severity Zone Maps for Local Responsibility Areas (LRA). The updated LRA maps will add 200 additional cities that now have a fire hazard severity zone designation, totaling 389 cities statewide that will need to approve these maps.

According to the EO, the updated maps add 1.4 million new acres of land into the two higher tiers of fire severity, which will require updates to building and local planning requirements for these communities statewide. Additionally, the EO directs the State Board of Forestry to accelerate its work to adopt regulations known as "Zone 0," which will require an ember-resistant zone within 5 feet of structures located in the very high fire hazard severity zone in the state. Cal Cities will continue to track and appropriately engage in these forthcoming efforts.

The updated maps will be released on a [phased schedule by region](#), based on the dates below:

- Maps scheduled for release for **Northern California** – [Feb. 10, 2025](#)
- Maps scheduled for release for the **North Coast and Bay Area** – [Feb. 24, 2025](#)
- Maps scheduled for release for the **Central Valley and Central Coast** – [March 10, 2025](#)
- Maps scheduled for release for **Southern California and Eastern Sierras** – [March 24, 2025](#)

Once these LRA maps are released, cities and counties must meet the statutory requirements:

- The map must be made available by the local jurisdiction for public review and comment within **30 days** of the map release
- Local jurisdictions must adopt the map via local ordinance within **120 days** of the map release
- **Within 30 days** from local ordinance adoption, local jurisdictions must transmit the ordinance back to the state

The maps are going to be released on the [State Fire Marshal's Office LRA Fire Hazard Severity Zone Informational Hub](#). This Resources Hub includes materials and resources to support for local governments, including a model ordinance. Cal Cities prepared a [handout](#) on the statutory deadlines associated with the Fire Hazard Severity Zone map approval process to help cities to navigate these requirements.

For further questions about the release process for the LRA maps [contact your regional Cal Fire staff](#) or via email at FHSZinformation@fire.ca.gov. Please contact Cal Cities Environmental Quality Lobbyist Melissa Sparks-Kranz if you have any questions about the maps: msparkskranz@calcities.org or (916) 658-8232.

SECTION 4911
MODEL ORDINANCE FOR FIRE HAZARD SEVERITY ZONE ADOPTION

ORDINANCE NO. _____

An ordinance of the City (or County or District) of _____ to designate fire hazard severity zones.

The _____ Council (or Board) of the _____ ordains as follows:

The City (or County or District) hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178.

Or

- ☐ The City (or County or District) hereby designates areas not identified as Very High Fire Hazard Severity Zones by the State Fire Marshal, as Very High Fire Hazard Severity Zones following a finding supported by substantial evidence in the record that the requirements of Government Code Section 51182 are necessary for effective fire protection within the area.

(and/or)

- ☐ The City (or County or District) hereby designates areas not identified as Moderate and High Fire Hazard Severity Zones by the State Fire Marshal, as Moderate and High Fire Hazard Severity Zones, respectively.

The map, approved by the city (or county or district), is hereby incorporated by reference, and entitled "City (or County or District) Fire Hazard Severity Zones."

Dated (_____).

The official map is also located electronically on the following website: _____

On the motion of Member _____, seconded by Member: _____

The roll call vote:

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____

The foregoing ordinance was passed and adopted this day of _____, 20 _____

Ordinance _____

(Name)

(City or County or Board of _____)

Attest:

Approved as to form:

(Name)

(Name)

Clerk

City or County or District Counsel

Frequently Asked Questions



Is there an easy way to determine the Fire Hazard Severity Zone of my property?

You can search by address to find your current designation on the website: osfm.fire.ca.gov/fhsz

Why are Fire Hazard Severity Zones being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings. – **PRC 4125** and **GC 51178**

What are the key elements of the Fire Hazard Severity Zone Model?

The model has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The factors considered in determining fire hazard within wildland areas is fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. This is not a structure loss model, as key information regarding structure ignition is not included. – osfm.fire.ca.gov/fhsz

Why does the model place an emphasis on the spread of embers?

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks. – osfm.fire.ca.gov/fhsz

What is the difference between SRA and LRA?

State Responsibility Area (SRA) is a legal term defining the area where the State has financial responsibility for wildland fire protection and prevention. – **CA PRC 4102**

Local Responsibility Area (LRA) includes incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. – **CA PRC 4125**

How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the state responsibility area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

– **PRC 4202** and **GC 51178**

2017



Tubbs Fire burns 36,810 acres, destroying 5,643 structures and resulting in 22 fatalities in Santa Rosa.

2018



Camp Fire burns 153,336 acres, destroying 18,804 structures and resulting in 85 fatalities in Paradise.

CAL FIRE finalizes the Statewide FHSZ Model to include Very High FHSZ in LRA.

2007

AB 642 and SB 63 require CAL FIRE to identify Moderate and High FHSZ in LRA.

2021

AB 211 requires local agency to designate by ordinance Moderate and High FHSZ in LRA.

2022

FHSZ Frequently Asked Questions



General

What is a Fire Hazard Severity Zone or FHSZ?

Public Resource Code 4202; The State Fire Marshal shall classify lands within State Responsibility Areas into Fire Hazard Severity Zones. Each zone shall embrace relatively homogeneous lands and shall be based on fuel loading, slope, fire weather, and other relevant factors present, including areas where winds have been identified by the department as a major cause of wildfire spread.

Government Code 51178; The State Fire Marshal shall identify areas in the state as Moderate, High, and Very High Fire Hazard Severity Zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, High, and Very High Fire Hazard Severity Zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

Will the new Fire Hazard Severity Zones affect my ability to get or maintain insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. It is unlikely that insurance risk models would utilize CAL FIRE Fire Hazard Severity Zones as a factor, but much of the same data that is used in the Fire Hazard Severity Zone model are likely included in the insurance companies' risk models. However, insurance risk models incorporate many additional factors and that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady for the next 10+ years.

What do Fire Hazard Severity Zones measure?

The Fire Hazard Severity Zone map reflects "hazard," not "risk". The map is like flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, and not specifically prescriptive of impacts.

"Hazard" is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts.

"Risk" is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.

FHSZ Frequently Asked Questions



General

What are the key elements of the Fire Hazard Severity Zone model?

The fire hazard severity model for wildland fire has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The zones reflect areas that have similar burn probabilities and fire behavior characteristics. The factors considered in determining fire hazard within wildland areas are fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. FHSZs are not a structure loss model, as key information regarding structure ignition (such as roof type, etc.) is not included.

Where do Fire Hazard Severity Zones apply?

Fire Hazard Severity Zones are found in areas where the state has financial responsibility for wildfire protection and prevention, called the State Responsibility Area. More than 31 million acres are in this area. Under [Senate Bill 63 \(Stern, 2021\)](#) [Government Code 51178](#) was amended to also identify the Moderate and High Fire Hazard Severity Zones with the Very High in Local Responsibility Area (LRA).

What are the uses of Fire Hazard Severity Zones?

The zones are used for several purposes including to designate areas where California's defensible space standards and wildland urban interface building codes are required. They can be a factor in real estate disclosure, and local governments may consider them in their general plan.

When were the maps last updated?

In 2007, CAL FIRE updated the FHSZs for the entire State Responsibility Area (SRA). Between 2008-2011 the department worked with local governments to make recommendations of the Very High Fire Hazard Severity Zones within Local Responsibility Area (LRA).

Why are fire hazard severity maps being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The hazard mapping process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings.

FHSZ Frequently Asked Questions



General

How do the Fire Hazard Severity Zone Maps differ from California Public Utilities Commission (CPUC) High Fire Threat District Maps?

The California Public Utilities Commission (CPUC) sponsored map, known as "CPUC High Fire Threat District Map" (HFTD), includes similar factors as those in the FHSZ maps, however the CPUC HFTD Map is designed specifically for identifying areas where there is an increased risk for utility associated wildfires. As such, the CPUC map includes fire hazards associated with historical powerline-caused wildfires, current fuel conditions, and scores areas based on where fires start, as opposed to where potential fires may cause impacts.

How are Fire Hazard Severity Zones determined?

CAL FIRE used the best available science and data to develop, and field test a model that served as the basis of zone assignments. The model evaluated the probability of the area burning and potential fire behavior in the area. Many factors were included such as fire history, vegetation, flame length, blowing embers, proximity to wildland, terrain, and weather.

What new data will be included in the new model, and how does this differ from the previous model?

A 2 km grid of climate data covering the years 2003-2018 is being used in the update. The previous model used stock weather inputs across the state to calculate wildland fire intensity scores. The updated model will adjust fire intensity scores based on the most extreme fire weather at a given location, considering temperature, humidity, and wind speed. In addition, ember transport is being modeled based on local distributions of observed wind speed and direction values instead of using a generic buffer distance for urban areas adjacent to wildlands.

Why is my property in a different zone than the adjacent area, which looks similar?

In wildland areas, zone edges are a result of the way zones are delineated. Specifically, zones represent areas of similar slope and fuel potential. Zone boundaries divide zones based on geographic and vegetation features that align with fire hazard potential; although, at a local scale, it may appear that the immediate area is similar on both sides of the edge. The class value within a zone is based on the average hazard score across the whole zone, so areas that are in the same zone but not immediately adjacent to a local area can have an influence on the final zone classification. Classification outside of wildland areas is based on the fire hazard of the adjacent wildland and the probability of flames and embers threatening buildings.

FHSZ Frequently Asked Questions



General

Why does the model place an emphasis on the spread of embers?

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks.

Why do waterbodies have a Fire Hazard Severity Zone Classification?

All areas in State Responsibility Area, including water bodies, require a Fire Hazard Severity Zone designation. The 2007 FHSZ maps zoned all water as Moderate by default. In the 2023 FHSZ model we added a buffer of FHSZ from the surrounding wildland into water bodies to account for potential threat of embers to buildings on docks and house boats, as well as variation in reservoir height that occurs with drought.

How does CAL FIRE assist Local Governments in Fire Hazard Severity Zones?

CAL FIRE's Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State's wildland urban interface building codes, wildfire safety codes, as well as helping in the development of the safety elements in general plans.

How can I search the Fire Hazard Severity Zone of a property?

You can search by address to find your current designation on the web at: osfm.fire.ca.gov/FHSZ

FHSZ Frequently Asked Questions



State Responsibility Area

What is State Responsibility Area or SRA?

SRA is a legal term defining the area where the state has financial responsibility for wildland fire protection and prevention. Incorporated cities and federal ownership are not included. Within the SRA, CAL FIRE is responsible for fire prevention and suppression. There are more than 31 million acres in SRA, with an estimated 1.7 million people and 800,000 existing homes.

How is State Responsibility Area determined?

The Board of Forestry and Fire Protection (Board) classifies land as State Responsibility Area. The legal definition of SRA is found in the [Public Resources Code Section 4125](#). The Board has developed detailed procedures to classify lands as State Responsibility Area. Lands are removed from SRA when they become incorporated by a city, change in ownership to the federal government, become more densely populated, or are converted to intensive agriculture that minimizes the risk of wildfire. While some lands are removed from SRA automatically, the Board typically reviews changes every five years.

What Fire Hazard Severity Zones are in State Responsibility Area?

All of the State Responsibility Area is in a Fire Hazard Severity Zone. Lands are either ranked as Moderate, High or Very High Fire Hazard Severity Zones.

What are the wildland urban interface (WUI) building codes in State Responsibility Area?

The WUI building codes ([California Building Code \(CBC\) Chapter 7A](#)) reduce the risk of embers fanned by wind-blown wildfires from igniting buildings. The codes for roofing, siding, decking, windows, and vents apply throughout all State Responsibility Area regardless of the fire hazard severity ranking. Ember-resistant building materials can be found at: <https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations/building-materials-listing/>

FHSZ Frequently Asked Questions



State Responsibility Area

What is the difference between the various Fire Hazard Severity Zones?

Classification of a wildland zone as Moderate, High or Very High Fire Hazard is based on the average hazard across the area included in the zone, which have a minimum size of 200 acres. In wildlands, hazard is a function of modeled flame length under the worst conditions and annual burn probability. Both these factors generally increase with increasing hazard level, but there may be instances where one value is Very High and the other is low, pushing the overall hazard into a more intermediate ranking. On average, both modeled flame length and burn probability increase by roughly 40-60% between hazard classes.

Is the GIS data for Fire Hazard Severity Zones available for download?

The data inputs used to develop the Fire Hazard Severity Zones are identified in the Initial Statement of Reasons (ISOR) Title 19 Development (ca.gov). CAL FIRE has developed an additional data package which consists of sequential modeling steps, including any data inputs that were not already publicly available and referenced in the ISOR. The data package encompasses 34 spatial datasets and 8 tables, provided in raster, polygon, and table format. These datasets are formatted for Esri ArcGIS software, except for four tables provided in Excel. Ten of the datasets are updated versions used to produce an edited SRA FHSZ map following the public comment period that ended April 4, 2023. Upon formal adoption of the FHSZ map, the final SRA FHSZ geospatial data file will become available. The data package is available on the FHSZ website Fire Hazard Severity Zones (ca.gov) under the science and methods banner.

FHSZ Frequently Asked Questions



Local Responsibility Area

What is Local Responsibility Area or LRA?

Local Responsibility Areas (LRA) are incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. This is typically provided by city fire departments, fire protection districts, counties, and by CAL FIRE under contract.

When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates, 1992) prompted by the devastating Oakland Hills Fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in Local Responsibility Area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. Government Code 51175 then provides direction for the local jurisdiction to take appropriate action.

How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the State Responsibility Area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

What are the requirements for landowners in Fire Hazard Severity Zones in Local Responsibility Areas?

California's WUI building codes (CBC Chapter 7A) apply to the design and construction of new buildings located in High and Very High FHSZs in Local Responsibility Areas. Local ordinances may require ignition resistant construction for remodel projects. Check with your local building department to determine which ignition resistant building codes apply to your project. In addition, Government Code Section 51182 calls for defensible space clearance and other wildland fire safety practices for buildings. Owners are also required to make a natural hazard disclosure as part of a real estate transfer. For information regarding home hardening and defensible space clearance, visit www.readyforwildfire.org.

Does the designation of Very High Fire Hazard Severity Zones in the Local Responsibility Area trigger the 100-foot clearance requirement?

Yes, per Government Code 51182 unless a local government has passed a more stringent requirement, the 100-foot defensible space clearance applies. For information regarding home hardening and defensible space clearance, visit www.readyforwildfire.org.

FHSZ Frequently Asked Questions



Local Responsibility Area

What is the process for developing Fire Hazard Severity Zones in the Local Responsibility Area?

CAL FIRE uses the same modeling data that is used to map the State Responsibility Area. The map, along with a model ordinance, are then sent to the governing body for adoption.

How are the new Fire Hazard Severity Zones impacting development?

Many of the changes expanding Fire Hazard Severity Zones in Local Responsibility Areas have been supported by the building industry. CAL FIRE works closely with the building industry when setting various building codes and defensible space requirements, so we are working together to not affect development itself but to make sure development matches the hazards of that area.

When will the Local Responsibility Area Map be released?

The Local Responsibility Area map process will happen after the State Responsibility Area process has been completed, which is estimated to occur in winter of 2025.

Why haven't Moderate and High Fire Hazard Severity Zone classes been classified before in the Local Responsibility Area?

New legislation, [Senate Bill 63 \(Stern, 2021\)](#), now requires the adoption of all three Fire Hazard Severity Zone classes in the Local Responsibility Area. Previously only Very High Fire Hazard Severity Zones were required for adoption in Local Responsibility Areas.

Why is my property in a different zone than the adjacent area, which looks similar?

In non-wildland areas, zone edges occur based on distance to the wildland edge. Because hazard in these areas is largely determined by incoming embers from adjacent wildland, urban areas that are similar in vegetation type and housing density may have a change in FHSZ class as the distance to the wildland edge increases. Areas immediately adjacent to wildland receive the same FHSZ score as that wildland where fire originates, and the model then produces lower scores as the distance to wildland edge increases.

Q&A – Insurance and CAL FIRE Fire Hazard Severity Zone Maps

1. How will the updated CAL FIRE maps affect insurance availability and affordability?

CAL FIRE's maps are intended to drive local planning decisions, not insurance decisions. Under Commissioner Lara's new regulation finalized in October 2022, insurance companies must provide discounts for wildfire safety actions such as community mitigation and home-hardening, which CAL FIRE's maps do not assess. In addition, insurance companies are already using risk analysis tools and models that go beyond CAL FIRE's proposed maps in determining what properties they will underwrite.

Commissioner Lara's new wildfire safety regulation will help increase access to insurance by promoting wildfire safety across the state. Reducing wildfire risks throughout the state is the primary way we can make insurance more available and affordable, and our regulation is a major step towards that goal. CAL FIRE's maps support that goal through improving public education about hazard and the need for safety preparation.

2. How will these maps benefit the public?

Public education about where current wildfire hazards exist is essential to reducing the threat to local communities and maintaining access to available and affordable insurance. When communities know and understand their risks, they can plan and prepare.

In addition, the Department's [first-ever report on climate insurance](#) recommended updated wildfire hazard mapping to improve public safety.

3. If you are a homeowner and your zone changed from High Hazard to Very High Hazard, will this impact your insurance premiums or renewal ability?

For many years, insurance companies have been using alternate wildfire risk tools for determining where they will write and renew policies, and how much premium to charge a policyholder, not the Fire Hazard Severity Zone maps. Therefore, a change in designation on the maps for a single homeowner is unlikely to affect their insurance. The reality is that more accurate risk information enables homeowners and communities to reduce their wildfire risks, and Commissioner Lara's new wildfire mitigation regulation clarifies what actions you should take to reduce wildfire risks. Once that regulation is fully implemented, if a homeowner or business owner takes those risk mitigation actions, they will be able to see a discount in their insurance premium.

4. How is the state addressing wildfire mitigation?

By design, CAL FIRE's maps are focused on long-range wildfire hazard, which includes only certain variables, like wind, vegetation, ember production and movement, climate, topography, and fire history. CAL FIRE's maps will give up to date information to communities about the level of wildfire hazard they face, which could help target resources at the state and local level. Expanded state grant programs and Commissioner Lara's new wildfire safety regulation are aimed at reducing wildfire risks to communities through programs such as Firewise USA and the new Fire Risk Reduction Community designation from the California Board of Forestry and Fire Protection.



Seventy Zones
Study Area

Fire Hazard Severity Zones

What is a Fire Hazard Severity Zone?

The State Fire Marshal shall identify areas in the State as Moderate, High, and Very High Hazard Severity Zones based on consistent statewide criteria and the severity of fire hazard that is expected to prevail in those areas. – [CA GOV 51178](#)

When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates 1992), prompted by the devastating Oakland Hills fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in local responsibility area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. – [CA GOV 51175](#)

What do Fire Hazard Severity Zones measure?

The maps evaluate "Hazard", not "Risk". Hazard is based on physical conditions that create expected fire behavior over a 50-year period without considering short-term modifications. Risk is the potential damage a fire can do to the area under existing conditions, including fuel reduction projects, defensible space, and ignition resistant building construction. – [osfm.fire.ca.gov/fhsz](#)

Will the new Fire Hazard Severity Zone maps affect my insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. Insurance risk models incorporate additional factors that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady.

– [California Department of Insurance](#)

What are the requirements within Fire Hazard Severity Zones?

- Materials and Construction Methods for Exterior Wildfire Exposure – [CBC Chapter 7A](#)
- Natural hazard real estate disclosure at the time of sale – [CA CIV 1102.19 \(AB 38 2019\)](#)
- 100-foot defensible space clearance requirements – [CA GOV 51182](#)
- Property development standards such as road widths, water supply, and signage – [CA PRC 4290](#)
- Consideration during future development of Cities and Counties General Plan – [CA GOV 65302](#)

1980

Panorama Fire burns 28,800 acres, destroying 325 structures and resulting in 4 fatalities in San Bernardino.

1991

Tunnel Fire burns 1,600 acres, destroying 2,900 structures and resulting in 25 fatalities in the Oakland Hills.

PRC 4201 mandates that CAL FIRE develop Fire Hazard Severity Zones.

1982

Fire Hazard Severity Zone maps are created.

1985

The "Bates Bill" calls for CAL FIRE to identify Very High Fire Hazard Severity Zones in LRA.

1992



City of Blue Lake

City Council Meeting Agenda Report

Item #: 12
Date: March 25, 2025
Item Subject: City Council Goal Setting
Submitted By: Mandy Mager, City Manager

General Information:

The City Council is the visioning and goal setting body for the City; as a Council, they set priorities for staff implementation and provide guidance through the development of strategic priorities. This process helps the Council build consensus amongst themselves, thus ensuring that City staff have clear guidance moving forward.

In order to facilitate the goal setting process, staff is recommending the hiring of a facilitator to assist the Council in the development of specific priorities and timelines.

Background Material Provided: Attached is a sample of a City strategic planning document.

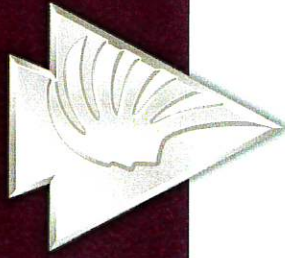
Fiscal Impact: The cost of a facilitator will need to be budgeted.

Recommended Action: To direct staff to pursue options for the facilitation of a goal setting workshop for the Council.

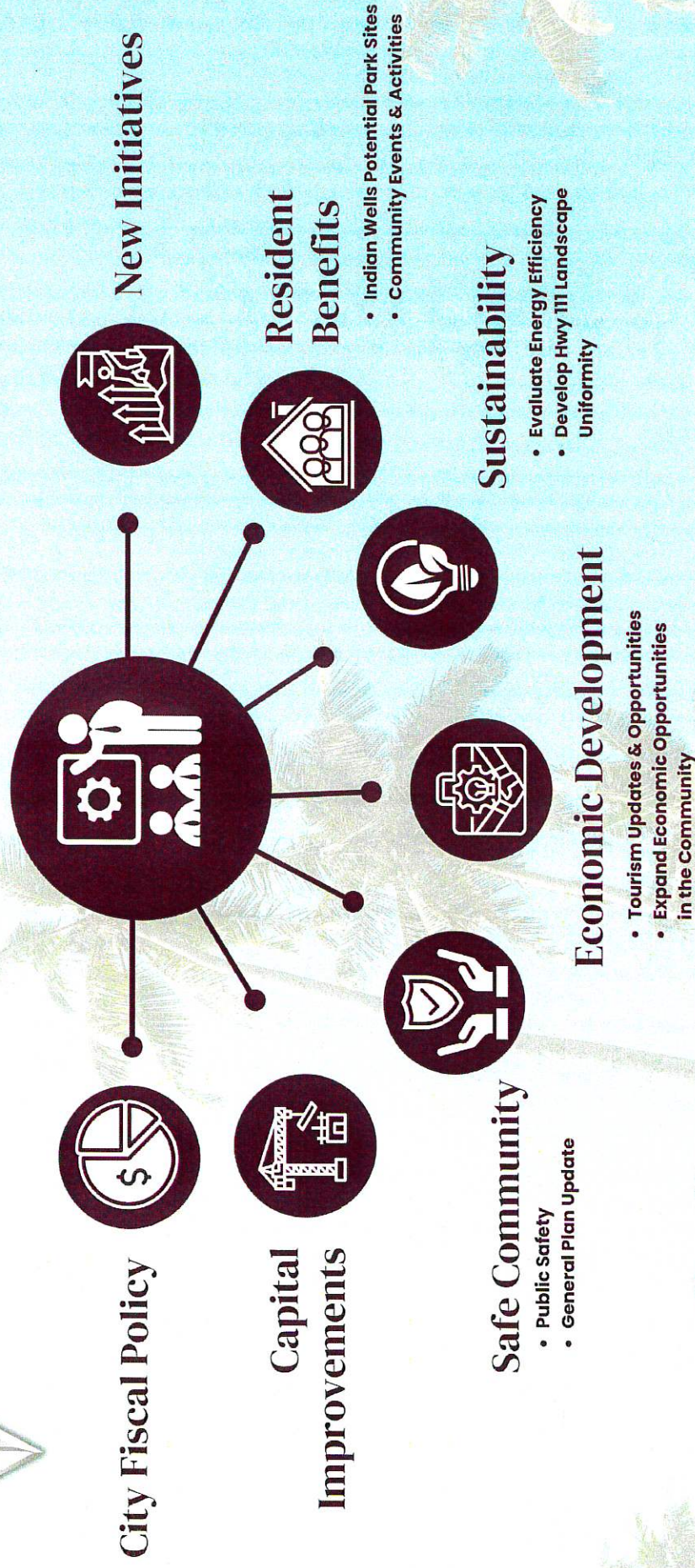
Review Information:

City Manager Review: ☒ Legal Review: ☐ Planner Review: ☐ Engineer: ☐

Comments:



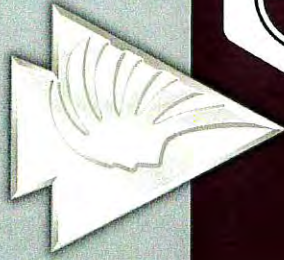
2023/24 City of Indian Wells Strategic Planning





City of Indian Wells Mission Statement

Create an unsurpassed quality of life for our residents and guests by providing superior public safety, exceptional service and outstanding amenities that will further enhance our image as a prestigious community and international resort destination.



Goals: City Fiscal Policy, Capital Improvements, Safe Community



City Fiscal Policy

- Develop a plan to expand the pension program to pre-fund future pension obligations.
- Examine a new revenue measure designed to diversify revenue streams and provide a dedicated funding source to address future funding needs of the City.
- Provide direction on the best use of one-time loan funds being paid to the City by the former RDA.



Capital Improvements

- Prepare new five-year CIP as part of the upcoming budget cycle.
- Continue investing in the street maintenance program to achieve a City average Pavement Condition Index of 80 points or higher.
- Maintain and add healthy, vibrant, and water conscious landscape citywide.
- Perform annual sidewalk repairs to remove tripping hazards.



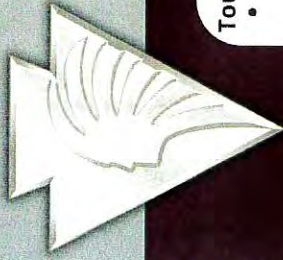
Safe Community - Public Safety

- Continue monitoring the various public safety initiatives in the Strategic Planning Session report and provide regular updates to the Public Safety Committee and City Council.
- Examine opportunities for the Sheriff's Dept and Public Works to address further speeding in the community.
- Continue offering various emergency preparedness training for residents.
- Complete and update the City's Local Hazard Mitigation Plan.



Safe Community - General Plan Update

- Continue working with De Novo Planning in collaboration with the Indian Wells Historical Preservation Foundation to complete the Historic Property Survey Report.
- Complete the City's Comprehensive General Plan Update and Programmatic EIR in 2023.
- Continue discussion to incorporate Complete Streets in the community.



Goals: Economic Development

Tourism Update & Opportunities

- Evaluate and revise the City's Marketing and Tourism Plan with Visit GPS' assistance.
- Evaluate where tourism funds are invested in promoting Indian Wells as a tourism destination and incorporating opportunities to highlight the IWGR.



Tourism Update & Opportunities

- Review other marketing opportunities provided by Visit GPS or other organizations.
- Incorporate sustainability efforts into marketing materials, which has proven to be essential for conference planners when deciding where to host their meetings.



Tourism Update & Opportunities

- The plan will be presented to Marketing Committee, followed by a presentation to the full City Council. In addition, a review of City's Incentive Program is also timely.



Tourism Update & Opportunities

- Promote Indian Wells events, such as Winterfest, BNP Paribas Open, Ironman, and pickleball.
- Evaluate the partnership with Acrisure Arena and suggest revisions to the media plan to maximize the City as the official city partner of the arena.



Expand Economic Opportunities

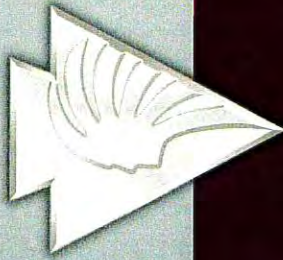
- Implement a streamlined online plan check and permit process.
- Continue efforts to develop the Genton & Brixton sites, including channel improvements, and present Council with development agreements for consideration in 2023.



Expand Economic Opportunities

- Complete a report explaining the value of memberships with the various regional economic development organizations in early 2023 and before adopting the Fiscal Year 2023-2025 budget.
- Conduct additional meetings with Riverside County to determine the feasibility of an EIFD.





Goals: Sustainability



Evaluate Energy Efficiency Opportunities

- Monitor completion of the Energy Efficiency Project and report to the City Council once complete. Have City Attorney review the contract with vendor to determine if there are any legal tools to facilitate quicker installation of the system or damages from delays in implementing the project.
- Apply for the Institute for Local Government Beacon Awards that the City may qualify for.



Evaluate Energy Efficiency Opportunities

- Replace the title of this goal with Sustainable Community Goal, which better reflects the various projects the City is working on.
- Examine opportunities to expand recycled water (purple pipe) infrastructure in the community and other sustainable best practices.



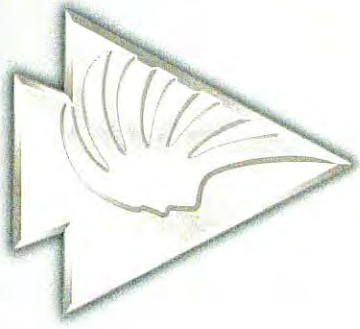
Develop Landscape Uniformity Along Hwy 111

- Develop an approved list of plants suitable to maintain the City's distinctive landscaping along Hwy 111 into the General Plan update and conduct community meetings as part of a redesign of Hwy 111 landscaping to reduce turf along Hwy 111.
- Develop a multi-year phasing strategy to budget the removal and replacement of publicly owned palm trees throughout the City.



Develop Landscape Uniformity Along Hwy 111

- Examine grant opportunities to develop a citywide tree inventory and plant new trees.
- Develop standard landscaping standards for commercial centers along Hwy 111 that are consistent with the City's uniform standards.



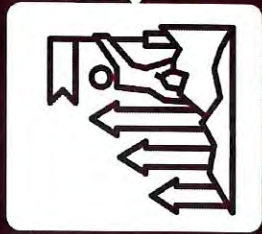
Goals: Resident Benefits & New Initiatives



- Council instructed staff to finalize the passive park design from the Passive Park Study and bring forward for discussion at the City Council's March 2, 2023 meeting. The consensus was to include a possible partnership with the Indian Wells Historic Preservation Foundation.
- Research opportunity to develop park amenities on the Southwest Church property with DRD that include park amenities of interest to Indian Wells.
- Continue identifying new community events/activities for residents and seek partnerships.
- Contact Southwest Church & Ford Elementary to see if choirs would perform at City events.



- Meet with Canadian Consulate to ascertain an interest in developing sister city with Kelowna, Canada.
- Examine the guidelines of the current Resident Benefit Program.
- Analyze the pickleball sponsorship and determine if a portion of the funds can be better utilized for the Resident Benefit Program.



- Update Communication Plan.
- Expand Partnership with Indian Wells Preservation Foundation.
- Review of City Administrative Processes and Municipal Code Update.



City of Blue Lake

City Council Meeting Agenda Report

Item #: 13
Date: March 25, 2025
Item Subject: Fiscal Year 2025-2026 Budget Discussion
Submitted By: Mandy Mager, City Manager

General Information:

Council has requested a discussion item to begin the process of working on the Fiscal Year 2025-2026 budget. The City recently hired a new Finance Manager, and she will be presenting the City's financial report, along with options to begin the budgeting process.

Staff anticipates starting the budget process in May, with an adoption date of June 30, 2025. As part of this discussion, staff would like to present options and ideas for future reporting.

Background Material Provided: N/A

Fiscal Impact: N/A

Recommended Action: No action recommended.

Review Information:

City Manager Review: ☒ Legal Review: ☐ Planner Review: ☐ Engineer: ☐

Comments:



City of Blue Lake

City Council Meeting Agenda Report

Item #: 14
Date: March 25, 2025
Item Subject: City Clerk Recruitment Discussion
Submitted By: Mandy Mager, City Manager

General Information:

Councilmember Napier has requested that a discussion item regarding the City Clerk recruitment be added to the agenda for further discussion.

At the last City Council meeting the Council directed the City Manager to release the position for recruitment; the position has been posted and advertised and the City has received multiple qualified applications for the position.

The Council provided direction to consider the position as a contract position, part-time position, and the possibility of working toward a full-time position if warranted.

Background Material Provided: City Clerk Job Description

Fiscal Impact: The inability to fill this position is placing unnecessary stress on staff and is impacting operations.

Recommended Action: No action recommended.

Review Information:

City Manager Review: ☒ Legal Review: ☐ Planner Review: ☐ Engineer: ☐

Comments:



City of Blue Lake

City Clerk

Definition: Under administrative direction, plans, organizes and provides direction and oversight to and participates in all City Clerk functions and activities, including election services, the legislative function, the custody, access, and preparation and archiving of public records, meeting minutes, public information, and filing officer services.

DESCRIPTION OF CITY CLERK DUTIES:

The City Clerk is hired by the City Manager and appointed by the City Council. The City Clerk serves as the local official for elections, and local legislation and serves as the Clerk/Secretary to the City Council. The clerk oversees the preparation and distribution of agendas for the City Council and the various commissions and ensures that all actions are properly executed, recorded and archived. The City Clerk serves as the liaison between the public and the City Council by disseminating information in person, through correspondence, and through the City website and social media outlets.

RESPONSIBILITIES OF THE CITY CLERK:

- **Legislative Administration:** Attends City Council and related meetings and serves as Secretary to the City Council, including review of the legislative agenda, verifying that legal notices have been posted or published, recording the decisions of the City Council through recording and transcribing minutes of proceedings, and overseeing the recording and broadcasting of the City Council meetings. The clerk coordinates logistical requirements for City commissions and committees, commission appointments, and provides Brown Act training and support to elected and appointed officials and staff. The City Clerk interacts with the City Manager and the City Attorney, as appropriate, to ensure proper noticing, formatting and preparation of agendas, resolutions and ordinances.
- **Elections Official:** Manages all City elections, both general and special, in an impartial manner; assists candidates in meeting their legal responsibilities before, during and after elections by overseeing the issuance of candidate information packets and nomination papers, processing petitions and ballot measures, and certifies election results. The clerk provides voter outreach services and procures and disseminates election materials.
- **Records Management:** In coordination with City administrative staff, oversees the preservation and protection of the public record through the preparation, indexing and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, bids, franchise agreements, codes, deeds, easements, bonds, historic records, and related documents. The clerk provides oversight of record retrieval and legislative research for City departments and the public, including inquiries regarding the California Public Records Act, and the Brown Act; the clerk maintains the legislative history of the City and the official records and maintains and updates the City of Blue Lake's Municipal Code as appropriate.

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying; a typical way to obtain the required qualifications would be:

Education/Experience:

- Equivalent of the completion of an Associates of Arts Degree including or supplemented by college level courses in business or public administration, or a related field;
- Two (2) years of experience in municipal government, preferably with a City Clerk's Office
- Specialized training and/or certifications relating to the established job duties

License(s):

- Valid California Driver's License with satisfactory driving record
- Ability to obtain a California State Notary License within 6 months of employment

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS:

Required to work during the evenings; may be required to work during the weekend and on holidays.

STATE OF CALIFORNIA DISASTER SERVICE WORKER: GOVERNMENT CODE SECTION 3100-3109:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.

Jean Lynch

Blue Lake city resident

March 21, 2025

Blue Lake City council; Mayor John Sawatzky, Mikchelle Lewis-Lusso, kat Napier, Christopher Firor, Elise Scafani

Dear Council;

In reviewing the meeting of the Blue Lake City Safety committee I would like to ask for an admonishment of the members Adelene Jones and Alex Ricca and my concerns of the city manger bringing topics for consideration that have not been brought to the city council.

Mayor Adelene Jones mentioned the "incident" that caused the loss of Blue Lake to have it's own police dept. This 'incident" contained harm to the citizens of Blue Lake and distrust of the capability of the council to ensure safety. While on the council 17 years ago Adelene Jones was the only dissenting vote to have the city Manager removed for his part in the Gunderson actions. The acknowledgement of any wrong doing by the council in the matter was discussed by the insurance company that covered Blue Lake for loss at the time. I have no trust in the opinions of Adelene Jones in these matters due to the history I lived through

Alex Ricca seems to have a vendetta against Mr. Stokes as an officer of the law. This has not been explained, only an insinuation of wrong doing. This could lead to further complications of the ongoing relations with the Blue Lake Rancheria and I find it a personal opinion based on no evidence. Continuing to allow these opinions to continue could lead to further reductions of cooperation between the city and the Rancheria.

Regarding the City manager evaluating the Sheriff's dept. and reporting to the Safety Committee instead of the council leads me to believe that the City Manager has not learned the importance of transparency regarding her duties as the City Manager. The City Manager is to follow the wishes of the council, which would have been to take the information to the council first. It was mentioned that the goal was to have control of the deputies by the City Manager. City oversight left in the hands of one individual has already been learned to be detrimental to the safety of the citizens of Blue lake and I urge the council to review the matter of why we lost the Blue Lake police dept in depth and to task the city Manager with following the directions of the council.

Thank you for your time