



# CITY OF BLUE LAKE

Post Office Box 458  
Phone 707.668.5655

111 Greenwood Road

Blue Lake, CA 95525  
Fax 707.668.5916

## AGENDA REPORT

**Item #:** 4

**Date:** March 26, 2024

**Item Subject:** Closed Session: Annual Performance Evaluation of the City Manager

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

**General Information:** Pursuant to Government Code Section 54957, the City Council will convene a closed session to conduct an annual employment performance evaluation of the City Manager.

**Background Material Provided:** N/A

**Fiscal Impact:** N/A.

**Recommended Action:** No recommendation

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



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## AGENDA REPORT

**Item #:** 8

**Date:** March 26, 2024

**Item Subject:** City of Blue Lake Commission Application(s) Review and Appointment

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

**General Information:** The City has received several applications for various City commissions; currently, the City has open commission seats as follows:

- Public Safety Commission: 1 vacancy
- Parks and Recreation: 2 vacancies
- Economic Development Commission: 1 vacancy
- Planning Commission: 1 vacancy
- Arts and Heritage Commission: 1 vacancy

**Background Material Provided:** Commission Applications

**Fiscal Impact:** N/A.

**Recommended Action:** Appoint the applicants to the various commissions applied for.

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



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## Council/Commission/Committee Application

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

Name: Jason J. Cseh

Address: 111 Greenwood Ave.

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: provokexchange.org

Educational Background (Last Year Completed): Master in Religion/Leadership

Length of time in Blue Lake: 16 yrs.

Present Employer: Self

Job Title: Pastor

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.

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Jason Cseh \_\_ Planning Commission Member\_\_ 3.22.24

Currently I serve on the Arcata House Partnership Board of Directors. I am the secretary of the board and the liaison between faith communities and the organization. I do not serve on any other boards at the moment.

I have an background in construction with a license to do general contracting. Currently my license is inactive as I have been doing my other career as a Pastor. I have planned and built residential homes with a speciality in preschool renovations. I also am a strong leader with strengths in team management and excellent in working with a variety of people.

I love the city of Blue Lake. It is my home and where I find my roots. I am a family man whose desire is to be involved with the activities and developments of our city. I believe it is paramount to serve when able as a community member offering our perspective and ideas about how to meet the desired needs and outcomes. I am a person who has solid character, competency, and consistency in the things I commit to.





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## City of Blue Lake Commission Application

Commission That You Are Applying For: <u>EDC</u>	
Name: <u>Jacob Hussin</u>	
Residence Address: [REDACTED]	
Primary Phone No.:	Alternate Phone No.:
Email Address: [REDACTED]	
Educational Background (Last Year Completed): <u>MBA, HSW, 2 years</u>	
Length of Time Living/Working in Blue Lake: <u>6 years</u>	
Present Employer: <u>Hunter Ranch LLC</u>	
Job Title: <u>Ranch Manager</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?*
- 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?*

City of Blue Lake  
EDC Application  
**Jake Hussin**

1. **What community organizations are you currently involved with?** I am involved with the Blue Lake Volunteer Fire Department and have been a firefighter for four years. I routinely sign up for shift duty at the department, which allows me to be active in the community, while residing at the station for my duty hours.

I am also a board member on the Baduwa't Watershed Council and I'm involved in the Powers Creek Restoration Project, as well as other projects throughout the watershed. I am an advocate for watershed restoration and have been an active participant at the Mad River Hatchery through the stewards fish counting program.

I am an active participant in programming and planning for recreation events through Blue Lake Parks and Recreation and have played a supporting role in starting up the concession program at the skating rink.

2. **What unique skills or qualifications do you bring to the position?** As a young person involved in business around town, I feel that I bring a unique perspective to the commission. I'm currently developing a new wholesale business with a restaurateur from Arcata, which will furnish fresh juice products to the local community. Among other things, I feel that I bring a good perspective and fresh ideas to the commission, along with positive energy and a desire to see business flourish in Blue Lake.
3. **What do you view as the main goal/purpose of the Commission?** I am excited to bring insight and guidance to the commission and to promote economic investment in the community. I think it's important for the commission to be educated about economic development, while also believing in the economic future of the community.
4. **What contributions can you make to the goal/purpose of the Commission?** As a renewing commissioner, I can bring stability and continuity of thought to the commission. We are working on several economic initiatives in Blue Lake, and I'm excited to continue to promote their development. I also bring a more youth-oriented perspective to the commission and recognize that the City must promote itself to various demographic sectors in order to create a balanced economic future.



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## Council/Commission/Committee Application

Council/Commission/Committee for which you are applying: Arts & Heritage

Name: Sherril Green

Address: [Redacted]

Primary Phone: [Redacted] Alternate Phone: \_\_\_\_\_

Email: [Redacted]

Educational Background (Last Year Completed): 2 th grade + 3 yrs college

Length of time in Blue Lake: 10 years

Present Employer: retired

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. I am currently not involved with any community organizations.
2. My skills are: I am blue ribbon quilter. In the past, I have been a stitcher and costume manager for Dell'Arte's Mad River Festival and the Holiday Shows. I also created some specialty costumes for graduating students' thesis shows.  
I am an avid gardener and know many plants and their requirements.  
I have had experience with mosaics, stained glass, needle felting.  
I was a hairdresser for over 15 years.  
I was a Big Sister for many years.  
I love to cook and especially bake.  
I volunteered at the Grange Breakfast each month.
3. I feel the purpose of the Arts and Heritage Commission is to brainstorm, share ideas, and make decisions that will enhance the beauty and quality of life for our community.
4. Having lived in Blue Lake over 10 years, I feel that I know many in our community. I can share my skills as well as promote others to share theirs. I will also be available to assist the others on the Commission.



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## City of Blue Lake Commission Application

Commission That You Are Applying For: <i>Parks &amp; Recreation</i>	
Name: <i>Jan Henry</i>	
Residence Address: [REDACTED]	
Primary Phone No.: [REDACTED]	Alternate Phone No.: <i>—</i>
Email Address: [REDACTED]	
Educational Background (Last Year Completed): <i>MA</i>	
Length of Time Living/Working in Blue Lake: <i>27</i>	
Present Employer: <i>MRYSL ~ mostly retired</i>	
Job Title: <i>Program Director</i>	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

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

- 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?*



## **Parks and Recreation Commission Application - Jan Henry**

1. Mad River Youth Soccer League (program director); North Coast Rape Crisis Team (board member); Humboldt Bay Officials' Association (umpire/vb referee); CASA of Humboldt (mentor); Humboldt Bay Pickleball Club (member).
2. I have over 38 years of recreational job experience. Nine years as Blue Lake's Park's and Recreation Director, and 17 as HSU Recreational Sports Director. Other jobs were with universities in other states.
3. Assess recreational needs of the Blue Lake community and try to provide them. Search grants for parks improvements, etc.
4. I have a lot of ideas and experience to bring to the position. I am eager to help our community and look forward to working to enhance our offerings.

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# CITY OF BLUE LAKE

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## Council/Commission/Committee Application

Council/Commission/Committee for which you are applying for: Parks + Recreation

Name: Christopher G Firo

Address: [Redacted]  
Phone: [Redacted] email: [Redacted]

Are you 18 years of age or older? Yes

Length of time in Blue Lake area: 2 yrs

Present Employer: Providence - Blue Lake Community Resource Center

Your job title: Community Health Worker

On a separate page, please answer the following as thoroughly as possible:

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

**It is highly suggested that you attend the meeting when the selection(s) for this position will be made. Please contact City Hall to verify when this meeting will take place.**

## CITY OF BLUE LAKE

### PARKS AND RECREATION COMMISSION

#### Application Question Responses-March 2024

Christopher G. Firor

- **What community organizations are you currently involved with?**

As a Community Health Worker with Providence at the Blue Lake Community Resource Center, I am responsible for providing services and resources to our valued Blue Lake community members, including supervising the food pantry services and procedures for emergency, pop-up, and monthly food distributions, as well as support with CalFresh enrollment. In addition, I am responsible for supervising, planning, and implementing not only nutritional education classes but also healthy food demonstrations. Moreover, I also assist in providing essential community support with community events and dinners, monthly clothing giveaways, free computer/copier/fax usage, sign up assistance with various social services, hygiene supplies, parenting support, and assistance with employment applications/resumes. Also, I am an active member of the Blue Lake Grange, happily assisting with Sunday Pancake Breakfast and the Monday Coffee Club.

- **What unique skills or qualifications do you bring to the position?**

I have 6 years of experience as both an Intern and Park Attendant with the City of Albuquerque Parks & Recreation Dept: Open Space Division. I directly helped the Department protect and maintain Parks, Open Space and Trails systems, developed educational programs and recreational activities, and helped promote economic development and tourism. In addition, I've worked in Blue Lake for 2 years providing evidence based, culturally appropriate education, advocacy, community-based outreach, health promotion, referrals and access to services for Blue Lake individuals and families.

- **What do you view as the main goal/purpose of the Commission?**

The City of Blue Lake Parks and Recreation Commission is responsible for:

- giving advisory recommendations to the Blue Lake City Council on all regulations, resolutions, plans, policies, projects and proposals relating to the city parks system, recreational facilities or public lands.
- promoting public use and awareness of the City of Blue Lake park facilities and services.
- holding public meetings to solicit public input for the City of Blue Lake parks and public lands planning process.
- apprising the Blue Lake City Council, Public Works Department and Parks and Recreation Department of the community's park and recreational needs.

- **What contributions can you make to the goal/purpose of the Commission?**

As a proud and active Blue Lake community member, I've dedicated myself to being a positive, contributory force for this community. Moreover, I believe that I possess the requisite knowledge, skills and abilities to be an ideal candidate for your consideration as a City of Blue Lake Parks & Recreation Commissioner. Upon selection, I look forward to serving as a supportive liaison between the City of Blue Lake Council and our valued community members.



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## City of Blue Lake Commission Application

Commission That You Are Applying For: SAFETY	
Name: Ed Nickerson	
Residence Address: [REDACTED]	
Primary Phone No.: [REDACTED]	Alternate Phone No.:
Email Address: [REDACTED]	
Educational Background (Last Year Completed): 16	
Length of Time Living/Working in Blue Lake: 40 years	
Present Employer: Retired	
Job Title: Retired	
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? To make Blue Lake safer
4. What contribution(s) can you make to the goal/purpose of the Commission? Put forward positive ideas for improvement.





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## AGENDA REPORT

**Item #:**

9

**Date:**

March 26, 2024

**Item Subject:**

Ordinance Number 544-Water Deposit Policy Amendment

**Submitted By:**

Mandy Mager, City Manager

**General Information:** The City Council directed staff to prepare an amendment to the City's Water regulations, allowing the return of water deposits based upon a demonstrated ability to make on-time payments for a period of two years.

In order to amend the Water regulations, the City must adopt a new ordinance that amends the current Municipal Code language. Presented, is the proposed amending ordinance, along with the proposed policy language. Council will introduce the ordinance and conduct the first reading; the second reading will take place at the April meeting and the language will go into effect 30 days from the date of adoption.

**Background Material Provided:** Ordinance Number 544

**Fiscal Impact:** Will allow water deposits to be returned to customers based upon a demonstrated ability to make timely payments.

**Recommended Action:** Introduce and conduct first reading of Ordinance Number 544

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



**ORDINANCE NO. 544**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE  
MODIFYING SECTION 13.08.060 OF CHAPTER 13.08 OF TITLE 13 OF THE BLUE  
LAKE MUNICIPAL CODE REGARDING CUSTOMER DEPOSITS**

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

**WHEREAS**, prior to approving an application for regular water services, the City requires the payment of a refundable deposit. The City in its discretion can return the customer deposits prior to or after the time the service is discontinued; and

**WHEREAS**, by way of this Ordinance No. 544 the City Council desires to modify Section 13.08.060 to Chapter 13.08 of Title 13 of Blue Lake Municipal Code; and

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

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

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

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

**SECTION 2. Municipal Code Modification.** Section 13.08.060 of Chapter 13.08 of Title 13 — Public Services--of the Blue Lake Municipal Code is hereby modified in the form and substance set forth in **Exhibit “A”**, attached hereto and incorporated herein by reference. Without modifying the substance, following approval of this Ordinance, the City Clerk shall cause the Blue Lake Municipal Code amendments to be consistent in form and style with Title 13 of the Blue Lake Municipal Code.

**SECTION 3. Effective Date.** The effective date of this ordinance is thirty (30) days after its adoption by the City Council.

**SECTION 4. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this resolution are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

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

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

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

ATTEST:

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

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

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

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

ATTEST:

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

## **Exhibit "A"**

### **Title 13 Public Services**

#### **Chapter 13.08 Water Service**

##### **13.08.060 Application for Regular Water Service.**

A. Application. Application for regular water service must be made on written or printed forms to be furnished by the City Clerk to the property owner or his/her agent, and the applicant must state fully and truthfully his or her name, address, purpose for which the water is to be used, the expected amount to be used on a monthly basis, the nature of the use (residential, commercial, or industrial) and at such time of application must pay the following:

1. An amount equal to two and a quarter times the monthly base rate (MBR) for water service in effect at the time of the application, rounded off to the nearest dollar, refundable at the earlier of the date on which the account is closed or after two (2) years of consecutive on time payments with no record of delinquency, less the amount of any unpaid charges to which the deposit is applied.
2. A nonrefundable application fee in the amount of \$30.00. Personal identification will be required for the application.

B. Undertaking of Applicant. Such application will signify the customers' willingness and intention to comply with this and other ordinances or regulations relating to the regular water service and to make payment for water service required.

C. Payment for Previous Service. An application will not be honored unless payment in full has been made for water service previously rendered by the City to the property, whether or not applicant or some other person has been previously billed for water service.



# CITY OF BLUE LAKE

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## AGENDA REPORT

**Item #:** 10

**Date:** March 26, 2024

**Item Subject:** Resolution Number 1227-State Water Resources Control Board Direct Operation and Maintenance Fund Program

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

**General Information:** The City has been identified as a potential recipient of temporary direct operation and maintenance funding through the State Water Resources Control Board. The City has been encouraged to submit an application for funding and the attached resolution authorizes the City Manager to execute the required documents and funding agreements.

Staff recommends submitting a request for funding to purchase and install electronic water meters; this project would replace outdated and aging infrastructure and would reduce operational costs and overhead. The State program manager has reviewed this project concept and has encouraged the City to apply for funding to complete this project.

We are in the process of revising a scope of work to meet the funding guidelines and staff is requesting authorization to submit for funding as identified in the resolution.

**Background Material Provided:** Resolution Number 1227

**Fiscal Impact:** If funded, the City will replace existing outdated infrastructure, thus reducing operation and maintenance costs.

**Recommended Action:** Adopt Resolution Number 1227

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

**RESOLUTION NUMBER 1227**

**A RESOLUTION OF THE CITY OF BLUE LAKE DESIGNATING THE CITY MANAGER AS THE AUTHORIZED REPRESENTATIVE FOR THE SUBMISSION OF AN APPLICATION FOR FUNDING TO THE STATE WATER RESOURCES CONTROL BOARD'S DIRECT OPERATION AND MAINTENANCE PROGRAM AND AUTHORIZING THE CITY MANAGER TO EXECUTE AND SUBMIT ALL REQUIRED DOCUMENTS, ASSURANCES, CERTIFICATIONS AND APPLICATIONS AS REQUIRED BY THE PROGRAM, AND TO EXECUTE ALL REQUIRED FINANCIAL AGREEMENTS AND ANY AMENDMENTS THERETO**

**WHEREAS**, the City of Blue Lake has been notified of a funding opportunity from the State Water Resources Control Board's Direct Operations and Maintenance Funding Program, and

**WHEREAS**, the City of Blue Lake has qualified for the program based upon a water rate in excess of 2.5% of the median household income, and

**WHEREAS**, the funding from the program is directed at lowering future costs by investing in infrastructure and operational systems that reduce costs associated with the operation and maintenance of the water system, and

**WHEREAS**, the City of Blue Lake has identified several projects through the development of a capital improvement plan that will invest in improvements to the water system, with the intention of reducing operation and maintenance costs,

**NOW THEREFORE BE IT RESOLVED THAT:**

The City Council of the City of Blue Lake, hereby designates the City Manager as the authorized representative of the City of Blue Lake for the submission of a funding application to the State Water Resources Control Board's Direct Operation and Maintenance Funding Program.

The City Council of the City of Blue Lake hereby authorizes and directs the City Manager to make all necessary filings and execute all necessary agreements, including, but not limited to assurances, certifications, financial agreements, and any amendments thereto.

The City Manager is hereby designated to represent the City of Blue Lake in carrying out the City's responsibilities under the financial assistance agreements, including certifying



disbursement requests on behalf of the City of Blue Lake and maintaining compliance with applicable State and Federal laws.

**PASSED, APPROVED AND ADOPTED** this 26th day of March 2024, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Adelene Jones, Mayor

**ATTEST:** \_\_\_\_\_

Anali Gonzalez, City Clerk



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## State Water Resources Control Board

February 26, 2024

Amanda Mager  
City Manager  
Blue Lake, City of  
P.O. BOX 458  
111 GREENWOOD ROAD  
BLUE LAKE, CA 95525

### NOTICE OF FUNDING AVAILABILITY; CITY OF BLUE LAKE; DIRECT OPERATION AND MAINTENANCE FUNDING PROGRAM – GROUP 1

Dear Ms. Mager:

The Division of Financial Assistance (Division) has identified City of Blue Lake as a potential recipient of temporary direct operation and maintenance (O&M) funding. The purpose of the funding will be to assist with costs associated with O&M with the goal of lowering the system's water rates down to 2.5% of the community's median household income (MHI) and to assist the system in establishing an operating reserve account. Funding is contingent upon submittal of the information requested below and the timely development and execution of a grant agreement.

The City of Blue Lake has been preliminarily identified by Division staff to be eligible for Group 1 O&M funding per the Direct O&M Funding Program Guidelines (O&M Guidelines<sup>1</sup>). Group 1 water systems have a high affordability burden based on the 2023 Needs Assessment and water rates that exceed 2.5% of the community's MHI.

Lydia Montgomery has been assigned as the Project Manager for this potential project. You will be contacted by your assigned Project Manager to ensure that all conditions and requirements are addressed prior to execution of the grant agreement. We encourage your prompt response to any requests from our staff because failure to respond timely will delay or preclude execution of a grant agreement.

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<sup>1</sup> See Appendix L. [FINAL FY 2023-24 Fund Expenditure Plan APPENDICES \(ca.gov\)](#). Adopted by the State Water Board on October 3, 2023.

E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR



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## AGENDA REPORT

**Item #:** 11

**Date:** March 26, 2024

**Item Subject:** City of Blue Lake Visioning Document Update

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

**General Information:** In 1997, the City of Blue Lake underwent a process to complete a Blue Lake Community Visioning and Strategic Plan. This effort was supported by USDA, who provided funding and resources to conduct community outreach, scoping and the final completion of a guiding document for the economic revitalization of the City.

As work has progressed over the years, the City is seeing that several projects identified in the plan have either been completed, are in the process of being completed, have been modified, or may no longer be applicable. Staff has reviewed the document and has updated the core themes identified as focus “projects” and is bringing it back to Council for further review and direction.

The updated document is also being reviewed by the City’s commissions and we are soliciting their input and guidance for additional recommendations. The core themes of the plan are still very reflective of the City’s continued efforts and focus and staff believes that the document is still highly relevant and valuable.

**Background Material Provided:** 1997 Vision and Strategic Plan/Updated Themes/Projects

**Fiscal Impact:** N/A

**Recommended Action:** Direct Staff as appropriate

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



# City of Blue Lake Community Visioning and Strategic Plan-1997 Community Action Plan-Staff Update-2024

Theme: Recreation and Entertainment		Component: Expanded Natural Resource Utilization-Community Access to the Forest			
Original Recommended Action	Original Target Completion Date	Current Status	Updated Action Recommendation	Next Steps	
<ul style="list-style-type: none"> <li>Water Tower Access</li> </ul>	12/4/96	Not Feasible	Remove from Action Plan	N/A	
<ul style="list-style-type: none"> <li>Green Diamond Connection to Arcata</li> </ul>	12/4/96	Trail network is underway; new bike trails have been developed on the Green Diamond 5000 road network; additional work is taking place to pursue connection to Arcata	Keep as a priority recreation item; continue to meet with partner agencies and advocate for access.	Direct staff to continue to advocate for connection to Arcata and the development of additional trails.	
<ul style="list-style-type: none"> <li>Buckley Road</li> </ul>	12/4/96	Not Feasible	Remove from Action Plan	N/A	
<ul style="list-style-type: none"> <li>Sweasey Dam River Trail</li> </ul>	12/4/96	Not a current priority project	Long term objective; not a current priority	Review the project to determine viability and value; staff recommends identifying this as a lower priority project.	

Theme: Plug the Leaks		Component: Combination Store-Grocery, Hardware, Sporting Center, Gardening, Espresso Blue Lake General Store		
Original Recommended Project	Original Target Completion Date	Current Status	Updated Action Recommendation	Next Steps
<ul style="list-style-type: none"> <li>Identify Locations</li> </ul>	1/20/97	<p>The City has been working on development opportunities at the Old Lindstrand Store Building, as well as facilitating development in the Powers Creek District. The City is working with multiple developers to pursue the development of a mercantile/recreation store. The City was working with a business owner to develop a mercantile store at the Lindstrand's Building, but the square footage cost for the building lease had increased to a price point that was unreasonable for a sole proprietor.</p>	<p>Prioritize this project; direct staff to continue to advocate for this development. Look for opportunities to incentivize investment, including leveraging City owned properties for investment.</p>	<p>Continue to seek development investment in the Powers Creek District; recommend parcel subdivision to support lower cost investment opportunities.</p> <p>Continue to seek investment in the downtown district; pursue purchase options for existing buildings that need to transition back to retail uses.</p>
<ul style="list-style-type: none"> <li>Find Models</li> </ul>	1/15/97	<p>The City received funding to conduct a preliminary feasibility study; data is available to support this development. Future refinement of the study is necessary to further refine a specific business model.</p>		
<ul style="list-style-type: none"> <li>Funding and Financing</li> </ul>	12/15/96		<p>Seek funding opportunities and consider options to leverage City-owned properties to attract the development of a grocery store in the Powers Creek District.</p>	<p>Continue to pursue grant funding to develop business plans and feasibility studies</p> <p>Identify options to leverage City properties, including lease to own options, deferred payment options, partnership investments, etc...</p>



<p>City to continue to pursue funding to install infrastructure and conduct master planning efforts to support lower cost investment.</p>			
<p>Direct staff to continue efforts to facilitate investment and potential property purchases to increase development opportunities. Look at options to incentivize retail sales in the downtown district.</p> <p>Continue to seek funding to revitalize and incentivize owner investment. City may need to implement harsher regulations to prevent the downtown sector from deteriorating beyond investment feasibility. Consider revisions to the Zoning regulations to preclude empty downtown commercial spaces and direct staff and the building official to more aggressively pursue building code violations.</p>	<p>Continue to meet with commercial property owners; seek options for property purchase to facilitate economic investment. Retail properties in the downtown will need substantial investment to support new development; current owners are not making necessary investments to attract businesses and many of the downtown spaces are deteriorating beyond the point where a business could support the upgrades necessary to operate in the space.</p>		
<p>• Contact Potential Owners/Operators</p>	<p>11/7/96</p>	<p>Various surveys have been completed over the years; the City also received funding from USDA to evaluate business investment, including the development of a mercantile store. Data is available to evaluate market demographics and the study can be updated if needed to support business plans, etc...</p> <p>The City has been working closely with our various commissions and the Blue Lake Chamber of Commerce to develop Blue Lake</p>	
<p>• Community Needs Survey</p>	<p>12/1/96</p>		
<p>• Marketing Blue Lake</p>	<p>11/15/96</p>	<p>Embrace recreation as Blue Lake's economic focus. Continue to focus on Blue Lake as the "Recreation</p>	<p>Direct staff to continue to work on branding strategies; continue to work with the Chamber of Commerce to develop opportunities to cross</p>

		<p>Branding strategies and marketing campaigns. BL Parks and Recreation has created several marketing platforms, along with spearheading a radio campaign that has been developed in partnership with the Chamber and our local businesses to conduct cross promotions.</p> <p>The City is currently working with Visual Concepts to develop new gateway signage, along with brand logos for future merchandise development.</p>	<p>Destination of the North Coast.”</p> <p>Use recreation as a way to create events and marketing strategies; utilize these as opportunities to cross promote local businesses and create an enhanced economic climate.</p> <p>Utilize City facilities to facilitate events (Prasch Hall, Perigot Park, Horse Arena, etc...)</p>	<p>promote local businesses. Parks and Recreation to continue to develop partnerships with local recreation groups to host and promote events and create investment opportunities to improve recreation spaces.</p>
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Theme: Recreation and Entertainment		Component: Arts and Culture-Made in Blue Lake		
Original Recommended Project	Original Target Completion Date	Current Status	Updated Action Recommendation	Next Steps
<ul style="list-style-type: none"> <li>Phantom Gallery Space</li> </ul>	11/96	<p>This project has been discussed many times; there is limited space available to facilitate gallery space.</p>	<p>Consider the development of a series of art shows that could be hosted at various businesses. This would create cross promotional events that could increase market reach for advertising purposes. This could be facilitated at Jewell Distillery, Mad River Brewery, the Logger Bar, the Museum and Prasch Hall. Outdoor shows that offer classes could be facilitated in the park.</p>	<p>The Blue Lake Arts and Heritage Commission could be directed to make this a priority project</p> <p>Direct staff to reach out to various art organizations to seek input and gauge interest. The goal would be for the City to assist in facilitating events, with an art based organizations taking on the planning and management of the event.</p>
<ul style="list-style-type: none"> <li>Contact List and Outreach to and for Artists, Woodworkers and Crafters</li> </ul>	11/96	<p>The City conducted outreach in 2017 to develop a contact list of Blue Lake artisans; the City attempted to facilitate the development of an artisans collective and assisted in organizing a Dream Maker project through the Ink People to support this initiative. The City did not have the staff capacity to manage this initiative</p>	<p>Direct staff to work in partnership with the Blue Lake Chamber of Commerce to continually update contact information and to conduct outreach as appropriate.</p>	<p>Conduct a survey to update contact information and to determine needs and interests as they relate to marketing, space needs, barriers, etc...</p>

<ul style="list-style-type: none"> <li>Year Long Planning for gallery and retail space to be open in conjunction with other events</li> </ul>	2/97	<p>and the project was unsuccessful due to a lack of organizational capacity and initiative with the local artisans. The City has routinely updated our contact list as new information is available; the City has reached out to our artisan community during our Sunday Market programming to encourage more collaboration.</p> <p>City staff have also worked to facilitate the use of underutilized spaces for artist space; staff is currently working on community programming initiatives to cross utilize park facilities for trainings, classes and maker space initiatives. To date, this initiative has not attracted the type of interest necessary to move it forward without dedicated City resources.</p>	<p>The Arts and Heritage Commission, along with the Economic Development Commission can play a role in promoting and outreaching to local Blue Lake artists.</p>	
		See Information Above	Combine this task with the other tasks identified	Combine this task with the recommended actions above



Theme: Downtown Planning		Component: Permanently block off H Street and create a green area...tables, benches, trees, grass, flowers, community gathering spot-Village Green 2000		
Original Recommended Project	Original Target Completion Date	Current Status	Updated Action Recommendation	Next Steps
<ul style="list-style-type: none"> <li>Define Area</li> </ul>	11/98	The City has purchased property at the corner of 1 <sup>st</sup> and G Street; funding has been received to develop the space into a town square. The town square space has been functioning as a town square for more than two years and the site will be fully constructed in the Spring/Summer of 2024.	Action complete	Action complete
<ul style="list-style-type: none"> <li>Create Plan</li> </ul>	11/20	Action complete	<b>Town Square Use and Event Promotion:</b> Continue to focus on ways to utilize the space to promote the downtown commercial district	Staff to continue to promote events utilizing the town square as a focal point; continue to work with the Chamber of Commerce and local resources to increase programming at the site

## Community Action Planning Form:

Theme:		Component:		
Recommended Project	Tasks	Resources Available	Responsibility	Target Date for Completion
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# CITY OF BLUE LAKE

*At the request of the Citizens of Blue Lake...*

In Cooperation with:  
Arcata Economic Development Corporation  
Center for Environmental Economic Development

## BLUE LAKE COMMUNITY VISIONING AND STRATEGIC PLAN



**River  
Economy**



**Art & Culture**



**Parks and  
Recreation**

This program was made possible by a Rural Community Assistance Grant from the United States Department of Agriculture (USDA) Forest Service. 1997



At the request of the Citizens of Blue Lake...

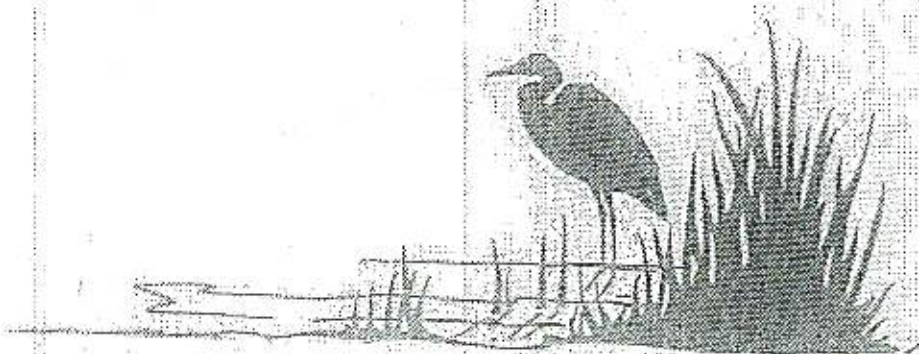
# Blue Lake Community Visioning and Strategic Plan

RECEIVED

FEB 05 1997

HUMBOLDT COUNTY  
PLANNING COMMISSION

*In Cooperation with:*  
Arcata Economic Development Corporation  
Center for Environmental Economic Development



*This program is made possible by a Rural Community Assistance Grant from  
The United States Department of Agriculture (USDA) Forest Service*



## *Blue Lake Community Visioning*

January 29, 1997

TO: Participants of the Blue Lake Community Visioning and Strategic Planning Meetings

Here is your copy of the **Blue Lake Community Visioning and Strategic Plan**, created as a result of a series of meetings in October and November 1996 for which Blue Lake residents, businesspeople, and city officials came together to take control of the community's future. The purpose of the meetings was to create this working plan - a document which will serve as a record of the ideas and visions of the community. It will be a guide for citizen activism and a supporting document to seek assistance from public and private agencies, as well as serving as an inspiration for the community to assert control over the direction of its development.

Over 70 concerned community members, representing the many different faces of Blue Lake, attended the meetings that took place on October 16, 30, and November 6. The contributions made during the meetings were documented and serve as a part of this working document, which will be added to and continue to reflect the work of the community.

In this report you will be able to see how four projects were identified and action plans were created as a result of the community meetings. Those projects are: Plug the Leaks - Local Consumption, Expanded Natural Resource Utilization, Recreation & Entertainment - Arts & Culture, and Infrastructure - Downtown Planning. Since those meetings Blue Lake residents have proven their leadership and commitment to their community by continuing work on these projects and by initiating additional projects. As a result of the emerging leadership in Blue Lake many opportunities for sustainable economic development have been made possible. Congratulations and keep up the good work!

The series of meetings were facilitated staff members from the Arcata Economic Development Corporation (AEDC), the Center for Environmental Economic Development (CEED), and the Institute of the North Coast. Funding for these meetings was provided by Rural Community Assistance program of the USDA Forest Service, with funds which are part of the Northwest Economic Adjustment Initiative. This project would not have been possible without the dedication and creativity of its organizers and facilitators. Special thanks goes to Kathy Moxon and Gregg Foster of the Institute of the North Coast, Maggie Gainer and Tami Tangen of CEED, Nancy Reichard of NetGain, and Barbara O'Neal of the Humboldt Area Foundation.

Sincerely,



Maureen Hart  
Executive Director  
Center for Environmental Economic Development



Jim Kimbrell  
Executive Director  
Arcata Economic Development Corporation

*The future belongs to visionary communities - those communities which have taken the time and trouble to think about, talk about, and describe their future, and take action to bring that vision into reality. These visionary communities have a tremendous advantage over other communities - the alignment of the personal creativity, energy, and resources of their citizens, their leaders, and their institutions with a shared image of its future, grounded in the core values of the community.*

Cooperative Extension Service, University of Arkansas

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## *The Strategic Planning Process*

The strategic planning process for Blue Lake consisted of three distinct phases.

**1. Vision:** The community created a shared vision for the future of Blue Lake during community brainstorming sessions. The resulting "vision" describes both the changes community members would like to see in Blue Lake over the next fifteen years, as well as the characteristics of Blue Lake they would like to protect from change. The visioning process resulted in a descriptive statement outlining the future Blue Lake, as well as a list of ideas for new businesses, services, recreation opportunities, and other specific concepts which would support the Blue Lake vision. From this vision, an idea bank was created, and the brainstorms were categorized into major themes and theme components.

**2. Prioritization:** At the second meeting the participants were asked to prioritize which component should receive immediate attention. Four components were chosen, reflecting the community's ability to concentrate on a workable number of projects. The components that were not chosen have been included in this document as part of the idea bank, to be revisited upon completion of the first projects or when community members or city staff choose to further develop the idea.

**3. Action Plans:** The participants developed four initial component Action Plans which provide specific steps for moving toward the realization of community goals. Each Action Plan contained one or more strategies, measurable objectives, tasks to complete, responsibilities to implement, and timelines for completion.

The three phases are documented in this report, but they do not represent the completion of strategic planning. Strategic planning will be an ongoing process, where the results of the Action Plans are periodically evaluated to see if they were implemented, if they had the desired effects, and if the community is achieving its goals and moving closer to its vision or if the goals need to be modified based on information gathered during the community's work. Once an Action Plan achieves its goal, new Action Plans are created, and, if needed, the community vision is reevaluated and priorities are redetermined. To complete a cycle of strategic planning the participants elected to meet again (early 1997) to evaluate progress.

The ongoing steps of the strategic planning process are as follows:

**4. Evaluate accomplishments of Action Plans;**

**5. Revisit the Community Vision;**

**6. Set new priorities; and**

**7. Create new Action Plans.**

The same tools and techniques used in the initial strategic planning process may be used for each of these successive stages.



## *Vision*

At the first meeting, Blue Lake community members brainstormed; the following picture of Blue Lake in 2010 was written from their creative ideas:

" Blue Lake is a beautiful hamlet nestled into a valley surrounded by farmlands and forested mountains. Even from far away you can see that it is clean and healthy, and treasures its natural environment. Visitors and townspeople alike take full advantage of easy access to the Mad River, the streams running through town and the community forest. The mix of buildings in Blue Lake reflect the residents' appreciation of the past and contemporary energy-efficient design.

This is an active, thriving town. The beautifully landscaped town square is the hub of business and community life -- the heartbeat of Blue Lake.

A pedestrian-friendly town, there are people walking, hiking, and bicycling everywhere: to work at the industrial park, along the river, in the forest, to the grocery store, downtown, and home. The small downtown businesses provide a full range of goods and services as well as specialty shops, and are well supported by the local population.

There are clowns in the streets. Blue Lake continues to be known for its theater arts, and in the evenings, both local residents and visitors can be seen walking from the popular restaurants in town to Dell'Arte for an evening performance, capping off the evening with ice cream at the local coffee shop, or dancing at the nearby pub.

The industrial park is built out with innovative, progressive smaller businesses offering local employment at family wages. There is a variety of businesses, manufacturing, corporate headquarters, artisans and wood workers. There is more to offer the businesses and employees in Blue Lake. Over their lunch hours you can see workers walking, running, and fishing along the paths near the river.

And there are clowns in the streets.

Residents and businesspeople are active in the community, keeping the town on track toward their Community Vision and have been meeting every six months since 1996 to revisit the plan and celebrate the progress. A community partnership has been established between residents, small business owners, industrial businesses, and forest harvesting companies based on the long term commitment of the people involved. There's a commitment to a sustainable community and environmentally sustainable business practices, and where local challenges bring all parties to the table in the spirit of creative problem solving.

There are activities for all ages including youth and seniors, and many are involved in tournaments of soccer and bocce ball, and the many of the same festivals with the addition of the Blue Nose Festival and theater festivals at the outdoor theater, which is used all summer and into September.

The library is open all week and there are a number of other social gathering places both inside and outside where movies, lectures, and community gatherings take place.

The sun is shining brightly in Blue Lake and there are clowns in the streets."



## *Categorization*

The vision evolved from the "idea bank" - the brainstormed ideas of the participants. These ideas were then categorized into Themes. Most of the Theme categories have Components as well, which are also listed. The full "idea bank" is on page fourteen and can be referred to in the future for the community's ideas. The major themes and components are:

- I. Recreation and Entertainment
  - A. Expanded Natural Resource Utilization
  - B. Sports Opportunities
  - C. Arts & Culture
- II. Employment Opportunities & Downtown Business Development
  - A. Plug the Leaks - Local Consumption
  - B. Business & Industrial Park Expansion
  - C. Tourism Attraction
  - D. Downtown Development
- III. Infrastructure / Land Use
  - A. Community Planning
  - B. Downtown Planning
  - C. Services
  - D. Physical
- IV. Community Pride & Awareness
  - A. Beautification
  - B. Community Activities
- V. Youth & Elders - Education and Recreation
- VI. Housing

There are numerous, logical overlaps and relationships among the six Theme categories. These categories emerged from all of the ideas because they each serve a different function in the City, and reflect upon how community members will most likely organize to work on projects.

## *Prioritization*

At the second meeting the participants reviewed their vision. Each community member was asked to vote on the project she/he felt needed the most immediate attention and that she/he was willing to commit to help successfully complete. Four Components were chosen by the community: Expanded Natural Resource Utilization; Arts & Culture; Plug the Leaks - Local Consumption; and Downtown Planning. The participants then chose the Component they wanted to concentrate on and organized into groups. Each component group reviewed the ideas that had been generated in the brainstorming session and new ideas were added to the lists.

## *Projects*

### *Expanded Natural Resource Utilization*

Many of the residents of Blue Lake are active in outdoor recreation activities, yet they find there are obstacles inhibiting their use of the natural resources in the immediate area: the forested land surrounding the town is privately owned - the community must receive permission to access these lands; there isn't a river access where boats can be launched; the roads and trails are not designed to support bicycle, automotive, *and* pedestrian use; there is potential for a marsh park with a visitor's center to view the many birds that visit; and there is interest in doing restoration of Power's Creek, creating a park near the waterway.

The Expanded Natural Resource Utilization Action Team identified the following as five priority projects: public access to private forests in the area; trail systems running through town; bird and wildlife sanctuary; bike paths (using old railroad tracks); Powers Creek restoration and park development. The group agreed that public access to privately owned forest lands was their first priority and that trails systems and a bird and wildlife sanctuary were tied as the second priority.

The Action Team reviewed the forest areas they want to access in the surrounding area. Four different areas were chosen and two different issues were identified. The primary objective is to legitimize what is ongoing de facto use of the privately owned lands in the surrounding area. This will involve cooperation between the landowners and the residents of Blue Lake. As a result of these discussions a secondary objective evolved: the relationship between natural resources use and community development, and the potential to publicize and attract outsiders/visitors. Because the team recognized the depth of the project they had undertaken and the length of time it will take to achieve the goal, they discussed also working on a project which would provide more immediate results.



# Community Action Planning Form

**Theme: Recreation and Entertainment**  
**Team Leader: Adlene Jones**

**Component: Expanded Natural Resource Utilization**  
**Community Access to Forest**

Project 1	Tasks	Resources Available	Responsibility	Target Date for Completion
<u>Four Access Possibilities</u> Water tower - access through private property Hatchery Road through Simpson - link to Arcata Buckley Road off of Blue Lake Blvd. Waterfall - private property	Contact land owners Contact Simpson Contact Waterfall Owners	Peter Bussman (landowner) City Council Letter of Support	Barbara Lane Bart contact Simpson Barbara Lane	12/4/86 12/4/96 12/4/96
Up River to Swayzee Dam, short river trails	Forest Service Contact Simpson Grant Agreement Fund for the whole Blue Lake project	Letting Park Commission know involvement	Kevin write sample for meeting Adlene Jones get on agenda Bart contact Simpson Kevin contact Dave Nakamura	11/11/96 11/12/96 12/4/96 11/12/96
<u>General items</u>	Call another meeting Access Rights? Cooperative agreement Field Trips to locations - visiting sites Liability Insurance Waiver	Phone tree Bob Brown Aerial Photos Maps at City Hall 2nd & J Street - County Road Dept. Topo Map at HSU - 1st Floor Library	Margaret Hamnett Christine Keil	12/4/96

## *Plug the Leaks - Local Consumption*

Blue Lake residents easily understood the complexities of providing services within the community, both in concept of keeping the money in the local economy and also in the importance of supporting the potential businesses which establish themselves in town. To this end, they focused on stores and services that they believe will meet the needs of the community and that the community will use.

The Action Team for the Blue Lake General Store was able to combine all the services that had been identified in the brainstorming sessions. They created five "combo" stores, which are listed in the Action Team's priority order: general store; social/food service combo; combo recreation center; business center; health combo. Because these are all large projects, the team decided to focus on the first one, hoping that success in one area will help create a model from which to work in the future.

This Action Team focused on the General Store as a first priority because it is the most obvious in meeting the local needs. The group believes that it will capture the largest amount of local discretionary spending, and the participating residents understand the level of commitment needed from the community is an integral part of its success. If this project is successful it will provide a model for other projects defined by the committee.



# Community Action Planning Form

**Theme: Plug the Leaks**  
**Team Leader: Mike Foget and Beth Leach**

**Component: Combo Store - Grocery, Hardware, Sporting Center, Gardening, Espresso**  
**Blue Lake General Store**

Project I	Tasks	Resources Available	Responsibility	Target Date for Completion
The Blue Lake General Store	Identify Locations	Chuck Carlsen	Terry Gray Mike Foget	1/20/97
	Find Models	Fieldbrook Market Co-op Wildberries "Your Store"	Rebecca Collins Sherman Shapiro	1/15/97
	Funding and Financing	RREDC AEDC SBDC USFS Pre-App	Peace Gardiner Duane Rigge Sherman Shapiro	12/15/96
	Contact potential owners/operators	George Cisneros City Hall	Terry Gray Duane Rigge	11/15/96 11/7/96
	Survey	HSU	Rick Platz Terry Bayles Beth Leach	12/1/96 First Meeting
	Marketing Blue Lake 1. Inform citizens of purpose & commitment 2. Commitment from City Council 3. Educating Local Consumers (Buy Locally)	Kevin Hoover, <i>Arcata Eye Times-Standard</i> Channel 6 Occasional updates at City Council Meetings <i>The Advocate</i>	Duane Rigge Mike Foget Beth Leach Dean Qualls Sherman Shapiro	11/15/96  Tuesdays in November and December

## *Recreation & Entertainment - Arts & Culture*

With numerous local artists and Dell'Arte, Blue Lake has a strong foundation in Arts and Culture from which to build. Helping those entities expand their audiences and provide additional opportunities to sell goods and services was the focus of this working group. Due to the fact that Blue Lake does not, at this time, have significant foot traffic led the participants to examine opportunities that were either passive, (phantom galleries) or tied closely into other events happening in Blue Lake which draw visitors to town. Dell'Arte occupies several downtown buildings, providing windows to be converted into phantom galleries. The long-term vision of the committee is to create gallery space for local artists and craftspeople and featuring other locally manufactured goods. Stepping stones to this vision include the phantom galleries; galleries/stores set up in available space coinciding with Mad River Festival, Annie and Mary Days and Hoptoberfest; gallery/store space set up permanently but only open for limited times; and, eventually galleries/stores integrated into a vibrant downtown helping to draw visitors to Blue Lake and providing a living for local artists and manufacturers.



# Community Action Planning Form

**Theme: Recreation & Entertainment**  
**Team Leader: Marty Schwartz**

**Component: Arts & Culture**  
**Made in Blue Lake**

Project 1	Tasks	Resources Available	Responsibility	Target Date for Completion
Phantom Gallery Space	Contact Owners	Dell'Arte Carlson Blue Lake Emporium	Bobbi Ricca	November
Artists Crafters Woodworkers	Contact Artists Mailing List Development Meeting of the artists Contact Chamber	Garbage bills for flyers Ad in New Advocate Joan Barnes Grange Hall-place Mailing invites Event promotion Calendar of events Personnel for galleries	Marty Schwartz Bobbi Ricca Marty Schwartz Ron Brunson	December By January January
Year Long Planning: For gallery and retail space to be open in conjunction with other local events	Open 1st Gallery Meeting of artists Develop Calendar Choose site Spring color/art show Planting of bulbs Fall color/art-craft show Planting of trees	Local artists Mailing list from Phantom Gallery Chamber of Commerce Research city-owned property Gallery organization Bulb location - Miller Farms -Sun Valley Floral -Randy Scherer	Ted Jones Ron Brunson Marty Schwartz Marty will call meeting Ron Brunson	By end of November By February 1st January January

## *Infrastructure - Downtown Planning*

The Downtown Planning working group identified the need for a center of town as its top priority, understanding that a central hub could provide the town with an increased sense of community. They decided that the creation of a physical area where residents and visitors could gather informally would give the town vitality and the residents a higher quality of life.

The group also saw the preservation of Blue Lake's architectural look of an old western town as a priority. They decided that they wanted to improve existing buildings and ensure that any new buildings have a consistent style. At the same time, the residents felt that in order to preserve the rural atmosphere of Blue Lake, the agricultural and forested lands which surround the city must be maintained.

Dell'Arte was identified as the center of town. During the Mad River Festival the street in front of Dell'Arte was closed off, creating a village square. This experience, and the already stated desire for this type of improvement by landowners on this street, gave birth to the Village Green 2000 project. The group decided on this name because they are committed to complete the project before the year 2000. A charrette, created without restrictions or limitations, would be the first step in realizing their goal. The next step would be to assign the research of regulations and possible restrictions among the group members and make modifications to the charrette as needed.







## *Facilitator's Observations and Suggestions*

- Committee heads need to meet and discuss the different projects so that they can coordinate the overlapping and complementary areas.
- There needs to be a deeper level of understanding so each person has the ability to promote it.
- Independent action has been taken without the support and understanding from the group. These actions must be representative of the community, not only one person's interpretation of the meetings.
- More research is done before action is taken; it builds confidence and commitment.
- Communicate with Simpson Timber Company so that an ongoing relationship/coordinated partnership can be established. There are many issues within the community that would benefit from a cordial relationship and if businesses integral to the community are involved in the planning process they will understand their role in the future of Blue Lake.
- New maps of the Blue Lake area which reflect ownership and topography need to be located or created and easily accessible for community use.
- Expand Arts and Culture committee with other interested community members.
- Additional linkages could be made with Blue Lake Rancheria making their history and heritage an integral part of Blue Lake's culture and entertainment.
- Be sure to carry out the idea of creating a calendar of opportunities for artists, craftspeople, and manufacturers to display and sell their goods. It is important to get widespread participation and for everyone to be looking ahead to the next event.
- Meet jointly with a beautification committee (which needs to be identified) to work on spring and fall color bursts to attract visitors to Blue Lake in the quieter seasons.
- Think of the Blue Lake Grange as an integral part of the community; this group has a lot to offer and community service is its mission. Citizens might consider making that organization the Blue Lake Community Service Club in which to belong, revitalizing the organization and creating structure to community activities.
- The Blue Lake Economic Development Corporation is also an asset which should be used. If reactivated, it would be a great vehicle for attracting resources to the community.
- Maintain a working relationship with the City, give them viable alternatives so they can make informed decisions. Keep members of City staff, elected officials and the planning commission involved. They can also help you craft projects and ideas which will work within the city government structure.
- Beware of the pitfalls of ZERO TOLERANCE, look for win-win solutions, not an exclusionary utopia.
- Look for ways of working with Ultrapower, they may also be a great asset.
- Think about what you want the industrial/business park to look like in the future, build visual aspects into the planning and permitting process.
- Look actively for leads to businesses which might be interested in relocating to Blue Lake, friends and business acquaintances are your most viable leads. Filling the industrial park can and should be a community project.
- **SUPPORT LOCAL BUSINESS**; do whatever shopping you can in town. Your businesses depend on you.
- Remember that all citizens in Blue Lake are community members, you will make more progress bringing them into the community development process than you will sitting back and hoping they will go away.
- Recognize and celebrate small successes. They may seem insignificant at the time, but they add up. A series of small successes is the process of Community Development.



## How Income "Ripples" Through Your Community.

Your decision to go to dinner and a live theater performance on Friday night rather than stay at home and watch TV has a more powerful impact on your community than you might think. Suppose dinner costs \$25 and theater tickets costs \$10. Your \$35 splurge on the town carries on even after the performance is long over. Why?

The restaurant and theater brought in \$35 more in revenue than they otherwise would have. This \$35 becomes income to the employees and/or owners of those businesses. When people earn more income, they spend more income. Mary, who waited on your table on Friday and took home a generous tip, went to a local store to buy the clothes she wanted for a long time. The local theater company now has the extra income that will go toward increasing the seating capacity of the building they are leasing. Because of their purchases, local businesses have more income than before. The process continues though the cumulative effects get smaller and smaller over time.

The process is analogous to a rock being thrown into the center of a calm lake. The initial impact not only disturbs the water where the rock entered, but the impact "ripples" through the water, creating a series of smaller and smaller waves until the effect is no longer noticeable. The decision to go to dinner and the theater on Friday night began the ripple effect in the community. The initial \$35 expenditure may mean \$70 (or more) of new income in the local economy!

What if you had gone to dinner and a movie in a community other than in your own? The ripple effect is still generated, but in the community in which you spent the money. Your own town will not feel much or any of the impact from your spending. This is why tourism can be more beneficial to a community than it seems. When tourists visit your community, they are dropping the rock into your lake and generating the ripple effect.

- Tim Yeager, Humboldt State University



## Idea Bank

### Theme I. Recreation and Entertainment

- A. **EXPANDED NATURAL RESOURCE UTILIZATION**
  - Community Forest and forest paths
  - Bike paths (old RR tracks)
  - Access to levy - link Taylor Way to levy
  - Trail systems running through town
  - Park between grange and lake
  - Bird and wildlife refuge
  - Better access to river - drive
  - Better fishing access
  - Annex land with cottonwoods across river
  - Powers Creek - like Lithia Park
  - **BLUE Lake**
  - Hatchery tied to community - outdoor education/interpretive center
  - Horse trails
  - Swimming in the clean river
- B. **SPORTS OPPORTUNITIES**
  - Eccie Ball
  - Cricket
  - Softball tournaments
  - Runs/Mountain Bike Races/Marathons
  - More and better sport facilities - indoor/outdoor - community pool
  - Golf course
- C. **ARTS & CULTURE**
  - Outdoor theater in use in August and September
  - Expand theater/arts/ film

### Theme II. Employment Opportunities and Business Development

- A. **PLUG THE LEAKS - LOCAL CONSUMPTION**
  - Fitness center
  - Tub & Sauna place
  - Cafe- outdoor sitting area
  - Bank
  - Convenience store with cafe and deli
  - Ice Cream parlor/coffee shop
  - Restaurant "dinner destination" with a river view, or on hill
  - Bookstore
  - Health center
  - Specialty stores
  - Farmer's market
  - Business support services
  - Hardware store/Contractor outlet store/New Home Design Center/Garden Center
  - Gas station/auto mechanic
  - Laundry
  - Bar
  - Health centered business-clinic preventative health
  - Some 24-hour business
  - Fire arts center
- B. **BUSINESS & INDUSTRIAL PARK EXPANSION**
  - Expansion of activated carbon plant
  - Local jobs created

- Keep current industry - retention
- More artisans
- Computer oriented business without trucks
- Small assembly line manufacturing
- Clothing production
- Encourage small, appropriate business
- Fill industrial park
- Tours of existing industry
- Offices upstairs from retail
- Outdoor manufacturing/outlet
- Value-added - furniture, jewelry, art products
- Cottage Industry
- Bait and tackle
- Antique shops
- Bike rental/skating
- Food manufacturers/processors
- No smelter, or really heavy industry/ no more smokestacks
- No data processing
- No franchises
- No noise, smell, smog, ground, water, air, pollution
- Office businesses
- Create an environment people want to work in--example: paths & beautification around business park
- Software development
- Commercial greenhouses utilizing hot water from Ultrapower

**C. TOURISM ATTRACTION**

- Mall along creek, like in Ashland
- Tie-in to Humboldt County tourism opportunities
- Inn on Knob Hill
- Water park
- RV Park Development/Campground
- Bed and Breakfast
- Beer garden by river - pickle tasting shop near beer garden
- Winery
- Sunshine is always a plus, weather here is a plus

**D. DOWNTOWN DEVELOPMENT**

- Grocery Store
- Restaurants
- Gifts shops
- Outlets for our own artists

**Theme III. Infrastructure/Land Use**

**A. COMMUNITY PLANNING**

- Infrastructure to handle expansion for business
- No buildings over 2 stories
- Urban growth boundary
- Nicer city buildings
- Clean
- Self-sufficient - have what they need and want
- Not urban sprawl
- Open Space/discreet city
- Affordable community
- Diversified, variety
- Improve upon what we have
- Bedroom atmosphere

- Historical look/ flavor
- Quiet streets at night
- Not urbanized
- No big developments
- Nice place to live
- Similar historical skyline
- slow, controlled growth
- No subdivision
- Retain street sizes
- Keep town safe

**B. DOWNTOWN PLANNING**

- City Center/Downtown plaza/Downtown as business center
- Permanently block off H Street (Dell'Arte) and create a green area. tables, benches, trees, grass, flowers, community gathering spot
- Complete the levy around town
- Keep agricultural lands around town
- Plaza, green center/trees, garden, flowers
- Positive activity in the center of town
- A little hamlet with a town square with a destination point
- Businesses downtown - Victorian style - buildings designed to fit style

**C. SERVICES**

- Safe water
- Safe sewer
- Clean streets, facilities, properties
- Sidewalks
- Commuter/tourist rail facility /museum
- Rail to Trail
- Bus Stop in town

**C. PHYSICAL**

- Underground Utilities
- No big wide roads
- Truck Route around town
- Widen and improve Blue Lake Blvd - bike path

**Theme IV. Community Pride and Awareness**

**A. BEAUTIFICATION**

- Community Garden, place to take clippings - community composting
- Blue Lake weather on news
- Better relationship with Rancheria
- Friendlier relationship with timber
- Better community awareness of government/community issues
- No junky cars or out of sight
- Fall foliage downtown
- Historical district downtown - buildings designed to fit style
- Reclaim wastewater to make Blue Lake green
- Tree Preservation
- Historic preservation of City buildings
- Improve the county side of Blue Lake Blvd.
- Doggie bags - (especially around trails/levy)
- Garbage/recycle cans
- Paint Fountain House
- Creek naturalized
- No cleareut in view of town
- Remove Train tracks



- Flowers and fruit trees
- Cemetery restoration
- B. COMMUNITY ACTIVITIES**
- Library in Skinner Store - more open hours - Computer access
- Social gathering spot (indoor)
- Garden tours with local homes
- More festivals/events - Hoptoberfest, Mad River, Annie and Mary Days
- Keep clowns in street
- Ability to be involved, volunteer activity, public safety
- Community projects - active groups
- Forest
- Community meeting hall/recreation center

#### **Theme V. Youth and Elders - Education and Recreation**

- Make them a community priority
- Teen center/activities
- Parks & recreation program
- Link seniors and schools
- Improve connection between school and community
- Waldorf School - alternative education
- Focus on needs of elders

#### **Theme VI. Housing**

- Residential facility for seniors
- Artist co-op - live, work, eat, breathe opportunity
- Variety of housing opportunities
- Newer, nicer houses with open space
- Houses painted and well-kept
- Homes on big lots
- New homes compatible with old
- Preserve older homes

## *Participant List*

Donna Acosta  
Eric Almquist  
John Bartholemew  
Terri Bayles  
Kash Boodjeh  
Bob Brown  
Ron Brunson  
Joel Canzoneri  
Charles Carlson  
Alan Clark  
Carlotta Clark  
Rebecca Collins  
Stephanie Dickinson  
Bettina Eipper  
Brett Fabian  
Michael Foget  
Peace Gardiner  
Richard Goleblowski  
Terry Gray  
Margaret Hamnett  
Virginia Higgins  
Kathy Hill  
Eddie Hogan  
Kevin Hoover  
Randy Johnsons  
Adelene Jones  
Ted Jones  
Christine Keil  
Jeanne Kerker  
Paul Kirk  
Jennifer Kramer  
Terry Kramer  
Barbara Lane

Beth Leach  
Homer Leach  
Linda Leal  
Jean Leavitt  
Ruben Ledesma  
Gary D. Leonard  
Merritt Lindgren  
Kit Mann  
Maureen McGarry  
Dave Nakamura  
Scott Oberlies  
Dwight Pargell  
Richard Platz  
Larry Preston  
Dean Qualls  
Bobbi Ricca  
Arlene Rich  
Fred Rich  
Duane Rigge  
Kevin Savetz  
Joan Schirle  
Marty Schwartz  
Jay Scrivner  
Sherman Shapiro  
Robert Smith  
Bert Stone  
Karen Supko  
Mary S. Taylor  
James Thacker  
Shirley Thacker  
Rachel Tomini  
Janet Wolfe Sarides  
Stasia Walters  
Nancy Woodward

# Community Action Planning Form

Theme:

Team Leader:

Component:

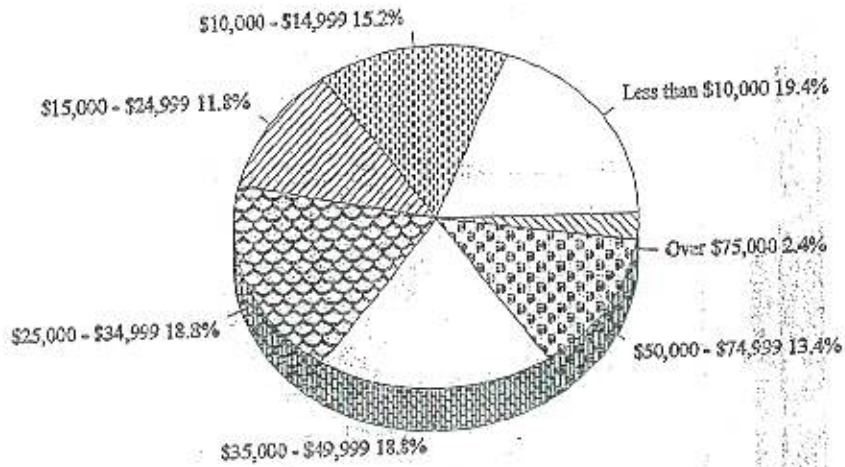
Project 1	Tasks	Resources Available	Responsibility	Target Date for Completion



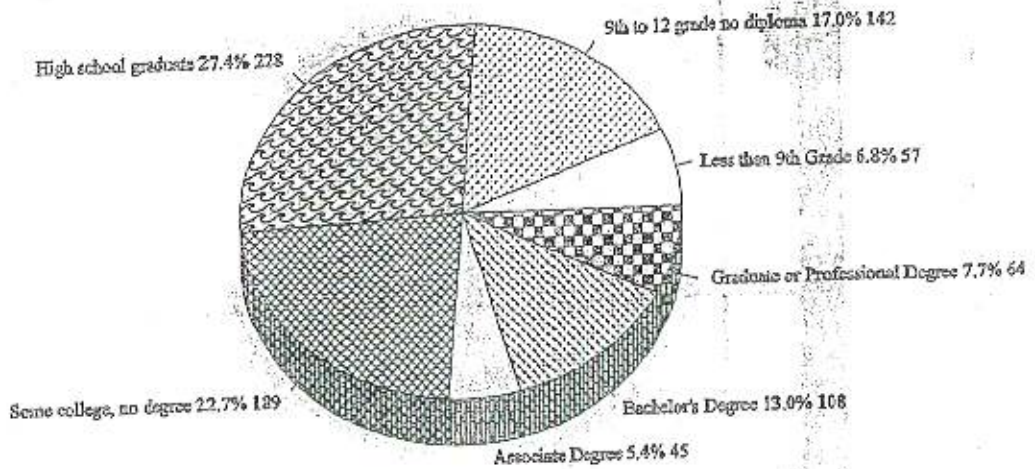
*Blue Lake Statistics*

Source: 1990 US Census of Population and Housing

## Household Income - Blue Lake



## Educational Attainment - Blue Lake



## Plug the Leaks

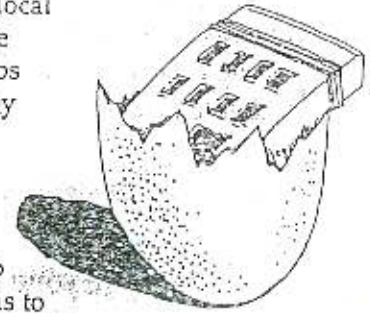
### Principle #1 Plug the Leaks

Prevent the unnecessary leakage of dollars from your community. Your community may be spending money elsewhere for goods and services that are, or could be, produced at home. There may be money leaking from your community because of the inefficient use of some resources. By investigating ways to use your community's own resources more effectively, you can save money and create business opportunities.



### Principle #3 Encourage New Enterprise

Promote the start-up of local businesses. Studies have shown that most new jobs in America are created by small, independent companies. However, a new business' first five years of life are risky. This Workbook will help you develop project ideas to fully use the community's skills and resources and keep promising new ventures alive.



### Principle #2 Support Existing Business

Strengthen the local economy by supporting, encouraging, and investing in existing businesses. The largest share of all commercial and industrial growth is generated by existing enterprise. Helping local businesses stay in the community, and perhaps even expand, can generate a high return. In addition, the community's culture is largely defined by the businesses already in place. The local economy is based upon the existing labor force, resource supply, infrastructure, expertise, and other ingredients. Supporting this existing economic base preserves and creates jobs, generates greater prosperity, and preserves your way of life.



### Principle #4 Recruit Compatible Business

Recruit new businesses that will help your community attain its goals. Find those firms capable of taking advantage of the needs and opportunities you have identified, opportunities that may have been overlooked by either existing or new local businesses. Recruitment can also help your community expand its export capacity by bringing in a business that has access to a wide variety of markets.





## Plug the Leaks Worksheet

Consider the reservoir and flow of income and resources around and through your economy. Are vital inputs, skills, and assets leaking out of your economy? Do local paychecks pay distant merchants for daily bread? Does the education you have your children go to the big city with them? Do non-locally owned banks invest your deposits elsewhere? Plugging such leaks not only preserves valuable resources, it also presents new opportunities.

### Look at your checkbook

*In the last three months, how many checks have you written to establishments outside of your community (mail order catalogs, utility bills, car payments)? Where to?*

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*In the last three months, how many checks have you written to establishments outside of the state?*

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*Does the bank where you do business contribute to your community's well being? How?*

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*What actions have you taken, either at home or at work, that allowed money or resources to leak from your Community?*

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*In the past week, can you think of any actions that you, your family, or co-workers have undertaken that have prevented the unnecessary leakage of dollars from your community?*

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*Community businesses rely on your patronage for survival.*



## *20 Clues to Rural Community Survival*

Resulting from an extensive study of community dynamics in the Great Plains States, sociologists Milan Wall and Vicki Luter believe the following traits to be found in communities with the will to survive.

1. Evidence of community pride.
2. Emphasis on quality in business and community life.
3. Willingness to invest in the future.
4. Participatory approach to community decision-making.
5. Cooperative community spirit.
6. Realistic appraisal of future opportunities.
7. Awareness of competitive positioning.
8. Knowledge of the physical environment.
9. Active economic development program.
10. Deliberate transition of power to a younger generation of leaders.
11. Acceptance of women in leadership roles.
12. Strong belief in and support for education.
13. Problem-solving approach to providing health care.
14. Strong multi-generational family orientation.
15. Strong presence of traditional institutions that are integral to community life.
16. Attention to sound and well-maintained infrastructure.
17. Careful use of fiscal resources.
18. Sophisticated use of information resources.
19. Willingness to seek help from the outside.
20. Conviction that, in the long run, you have to do it yourself.

Source: Heartland Center for Leadership Development, Lincoln Nebraska, 1987

## *7 Secrets to Coping with Change in Small Towns*

**Secret 1: *Positive Attitude*** - Community Leadership is more important than location, and community attitude is more important than size. Community must have a positive yet realistic attitude to promote development.

**Secret 2: *Entrepreneurial Spirit*** - Communities must be creative and encourage risk taking. Business and government work together in a partnership that attempts to innovate and new approaches to development.

**Secret 3: *Bias for Action*** - Communities cannot wait for help from the outside, nor can they just talk about doing something. Rather, they must take action, gain widespread involvement, and pick projects that succeed. While active communities may take on risky projects, they are willing to learn from failures and avoid projects where failure will devastate the community.

**Secret 4: *Focus on Controllables*** - Successful communities cope with change by directing their efforts toward outcomes they can control rather than worrying about forces they cannot control.

**Secret 5: *Plan for Development*** - Communities that recognize change realistically assess their weaknesses and strengths, and base a plan of action on that assessment. Their plan of action is specific with regard to expected outcomes, costs, time, and responsibility.

**Secret 6: *Strategic Outlook*** - A community that recognizes future opportunities and threats is better equipped to realize a preferred future. Like a business, communities should be aware of their competitive position and plan accordingly.

**Secret 7: *Vision for the Future*** - Communities must have a long range vision of what they would like to be, and that vision must be shared and supported throughout the community.

Source: Heartland Center for Leadership Development, Lincoln, Nebraska, 1984.

This program is made possible by a Rural Community Assistance Grant by the United States Department of Agriculture (USDA) Forest Service. The USDA Forest Service is a diverse organization committed to equal opportunity in employment and program delivery. USDA prohibits discrimination on the basis of race, color, national origin, sex, religion, age, disability, political affiliation and familial status. Persons believing they have been discriminated against should contact the Secretary, US Department of Agriculture, Washington, D.C. 20250, or call (202) 720-7327 (voice), or (202) 720-1127 (TTD).





# CITY OF BLUE LAKE

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## AGENDA REPORT

**Item #:** 12

**Date:** March 26, 2024

**Item Subject:** Retail Cannabis and Potential Revisions to the City's Marijuana Cultivation Ordinance

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

**General Information:** Councilmember Mackay has requested that a discussion item be added to the agenda to discuss potential revisions to the City's Marijuana Cultivation Ordinance, in order to support retail sales. Currently, the City's ordinance does not allow retail sales of cannabis products and an amendment to the ordinance would need to take place in order to facilitate retail sales.

When the City adopted the ordinance, there was discussion regarding future amendments to allow retail sales. The community did not express a large amount of support for commercial production, but did express interest in smaller scale retail operations at a future date.

**Background Material Provided:** Chapter 9.24-Marijuana Cultivation

**Fiscal Impact:** N/A

**Recommended Action:** Direct Staff as appropriate

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

## Title 9. Public Peace and Welfare

### Chapter 9.24. MARIJUANA CULTIVATION

#### § 9.24.010. Findings.

- A. Proposition 64, also known as the "Control, Regulate, and Tax Adult Use of Marijuana Act" (AUMA) was adopted by the voters of the State of California on November 8, 2016. Generally, the AUMA legalized the commercialization and use of marijuana for non-medicinal, recreational use by persons over the age of 21.
- B. The AUMA authorizes persons over the age of 21 to cultivate marijuana for their personal, non-commercial use within their residence or within an accessory structure. The AUMA expressly authorizes local governments to adopt reasonable regulations to control and supervise the manner in which such cultivation may lawfully occur. The City Council finds that reasonable regulations are necessary because:
  - 1. Cultivation of marijuana may result in public nuisances due to pungent odors that may be detectable far beyond property boundaries, which also has a tendency to increase the risk of trespass, robbery and other violent crimes.
  - 2. Marijuana that is cultivated indoors often results in excessive use of electricity which may overload standard electrical systems creating an unreasonable risk of fire.
  - 3. Marijuana that is grown indoors can lead to mold, mildew, and moisture damage to the building in which it is grown.
  - 4. Indoor cultivation of marijuana often leads to a decrease in rental housing stock as rental homes are converted to grow houses.
  - 5. The use of gas products, such as butane, and toxic chemicals are prevalent in the cultivation of marijuana and the production of marijuana products. The use of these dangerous substances presents real safety and environmental concerns.
- C. The AUMA and other state laws authorizes local governments to prohibit commercial marijuana activity, including all non-personal cultivation, processing, testing, transporting, retail sales, and dispensing.
- D. The City adopts this chapter pursuant to its police powers granted under Article XI, Section 7 of the California Constitution in order to promote the health, safety and welfare of the residents of the City of Blue Lake.

#### § 9.24.020. Applicability and Interpretation.

- A. The indoor cultivation and processing of marijuana for personal use in a residence or detached accessory building within the jurisdiction of the City of Blue Lake shall be controlled by the provisions of this chapter, regardless of whether the cultivation or processing existed or occurred prior to the adoption of this chapter.
- B. Nothing in this chapter is intended, nor shall it be construed, to exempt any indoor residential cultivation of marijuana for personal use, from compliance with the zoning and land use regulations of the City of Blue Lake, or all applicable local and state construction, electrical, plumbing, land use, or any other building or land use standards or permitting requirements, or any other applicable ordinances of the City of Blue Lake, or any other applicable state or federal laws.



- C. Nothing in this chapter is intended, nor shall it be construed, to preclude a landlord from limiting or prohibiting marijuana cultivation, smoking, or other related activities by tenants.

## § 9.24.030. Definitions.

"Commercial marijuana activity" means activity involving the planting, growing, harvesting, drying, curing, grading, trimming, transporting, distributing, manufacturing, testing, dispensing, wholesale of marijuana or marijuana products in the City of Blue Lake by a person engaged in business and regardless of whether the person is operating from a fixed location in the City of Blue Lake or coming into the City of Blue Lake from an outside location to engage in such activities. Commercial marijuana activity includes, but is not limited to, activity allowable under the AUMA and the Medical Cannabis Regulation and Safety Act with a permit issued by the State of California.

"Detached accessory building" means a building which is (1) incidental and subordinate to the residence or residential use; (2) located on the same parcel as the person's private residence; (3) does not share at least 10 feet of common wall with the private residence or other accessory building; (4) has a roof supported by connecting walls extending from the ground to the roof, and a foundation, slab, or equivalent base to which the floor is securely attached; (5) has walls that are opaque; and (6) does not exceed 10 feet in height from the ground to the top of the roof. For the purposes of this section, a greenhouse shall be considered a detached accessory building if it meets the definition of detached accessory building and complies with all other regulations set forth in Section **9.24.060** of this chapter.

"Indoors" means within a fully enclosed private residence or detached accessory building.

"Marijuana" or "cannabis" means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin.

"Marijuana products" means marijuana that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.

"Outdoor cultivation" means the planting, cultivating, harvesting, drying, or processing of marijuana or marijuana products that does not occur indoors.

"Personal cultivation of marijuana" means the planting, cultivating, harvesting, drying, and/or processing of marijuana or marijuana products by a person over the age of 21 for the person's personal, non-commercial use.

"Private residence" means a house, an apartment unit, a mobile home, or other similar dwelling used by a person as his or her primary residence.

## § 9.24.040. Outdoor Cultivation Prohibited.

In order to eliminate the potential nuisance and health and safety impacts to the greatest extent possible, it shall be unlawful for any person or entity to engage in the outdoor cultivation of marijuana within the City of Blue Lake, whether or not the purpose for such cultivation is for personal or commercial purposes. For purposes of this chapter, cultivation in a "hoop house" is deemed to be outdoor cultivation and is prohibited.

## § 9.24.050. Commercial Marijuana Activity Prohibited.

In order to eliminate the potential nuisance and health and safety impacts to the greatest extent possible, it shall be unlawful for any person or entity to engage in commercial marijuana activity within the City of Blue Lake. No person or entity is permitted or authorized to engage in such activity within the City of Blue Lake, regardless of whether or not such person or entity has applied for or obtained a permit from the State of California under the AUMA, the Medical Cannabis Regulation and Safety Act, or other state law.



## § 9.24.060. Regulations for the Personal Cultivation of Marijuana.

In order to eliminate the potential nuisance and health and safety impacts to the greatest extent possible, personal cultivation of marijuana shall be in conformance with the following standards:

- A. No personal cultivation of marijuana shall occur unless and until the person has obtained a permit issued by the City of Blue Lake pursuant to Section **9.24.070** of this chapter.
- B. Personal cultivation of marijuana shall occur indoors in a private residence or in a detached accessory building, but not both.
- C. A person may not conduct the personal cultivation of marijuana in more than one private residence or detached accessory building within the City of Blue Lake, regardless of whether the person owns or leases two or more parcels within the City of Blue Lake.
- D. Personal cultivation of marijuana within a private residence shall not exceed six marijuana plants, shall not exceed 50 square feet, and shall not exceed 10 feet in height, per private residence, regardless of the number of persons over the age of 21 residing in the private residence.
- E. Personal cultivation of marijuana within a detached accessory building shall not exceed six marijuana plants, shall not exceed 50 square feet, and shall not exceed 10 feet in height, per parcel of real property, regardless of the number of persons over the age of 21 residing on the parcel and regardless of the number of detached accessory buildings on the parcel.
- F. The private residence where the personal cultivation of marijuana occurs shall maintain a kitchen and bathroom(s) for their intended use, and the kitchen, bathroom(s), and bedroom(s) shall not be used primarily for marijuana cultivation.
- G. The private residence or detached accessory structure where personal cultivation of marijuana occurs shall comply with all applicable state and City of Blue Lake ordinances, including fire and building codes.
- H. The private residence or detached accessory structure where personal cultivation of marijuana occurs shall be secured against unauthorized entry.
- I. Lighting used for the personal cultivation of marijuana shall not exceed 1,200 watts in the aggregate.
- J. All electrical equipment used in the personal cultivation of marijuana shall be plugged directly into a wall outlet or otherwise hardwired. The use of extension cords to supply power to electrical equipment is prohibited.
- K. No toxic or flammable fumigant shall be used for the personal cultivation of marijuana.
- L. The use of gas products (e.g., CO<sub>2</sub>, butane, etc.) for the personal cultivation of marijuana is prohibited.
- M. No effluent, including, but not limited to, waste products, chemical fertilizers or pesticides shall be discharged into drains, septic systems, community sewer systems, water systems or other drainage systems, including those that lead to rivers, streams and bays as a result of the personal cultivation of marijuana.
- N. The personal cultivation of marijuana shall not adversely affect the health or safety of residents, neighbors, or nearby businesses by creating dust, glare, heat, noise, noxious gasses, odor, smoke, traffic, vibration, or other impacts, or be hazardous due to use or storage of materials, processes, products or wastes associated with the personal cultivation of marijuana.
- O. On parcels that contain more than one private residence, no odor of marijuana shall be detectable from the exterior of the private residence or detached accessory building by a person of ordinary senses. On parcels that contain only one private residence, no odor of marijuana shall be detectable from the parcel boundaries by a person of ordinary senses. To achieve this, the marijuana cultivation area (whether in a private residence or detached accessory building) shall be, at a minimum, mechanically ventilated with a carbon filter or other superior method to prevent the odor of marijuana from escaping the indoor cultivation area and negatively impacting neighbors and the surrounding community. Ventilation systems shall be installed in a manner that facilitates decommissioning and a return of the cultivation area to noncultivation residential uses.



- P. From a public right-of-way, neighboring properties, or neighboring housing units, there shall be no visual or auditory evidence of the personal cultivation of marijuana at the private residence or detached accessory building that is detectable by a person of ordinary senses.
- Q. No sale, trading, or dispensing of marijuana is allowed on a parcel where the personal cultivation of marijuana occurs.
- R. A waterproof membrane or other waterproof barrier shall be installed in the cultivation area or beneath individual plants to protect the floor from water damage.

### § 9.24.070. Permit Required.

- A. A permit issued by the City of Blue Lake must be obtained before a person may lawfully engage in the personal cultivation of marijuana within the City of Blue Lake.
- B. A personal cultivation permit shall be issued if the applicant does the following:
  - 1. Completely and accurately submit an application for a personal cultivation permit on a form supplied by the City of Blue Lake. Among other things the City of Blue Lake may require, the application shall require each person to provide proof of ownership of the parcel or, when applicable, the expressed written consent of his or her landlord to engage in all permitted activity.
  - 2. Successfully passes an initial inspection conducted by the City of Blue or its designated representative to ensure the private residence or detached accessory building complies with this chapter, including, but not limited to, Section **9.24.060(G)**.
  - 3. Pay the required fee for issuance of a personal cultivation permit. The City Council of the City of Blue Lake may make annual adjustments to the permit fee in its sole discretion by resolution.
  - 4. Submit to periodic inspections of the private residence or detached accessory building. Such periodic inspections, however, shall not exceed more than one inspection per six-month period and shall be conducted only after prior 48 hours written notice is sent to the person by certified mail. Notwithstanding the foregoing, the City of Blue Lake reserves the right to conduct more frequent inspections if (a) the City of Blue Lake has credible information that a violation of this chapter is occurring or (b) the permit holder has violated this chapter within the past two years.
- C. Once issued, a personal cultivation permit is valid for a period of one year from the date of issuance. A personal cultivation permit may be renewed in accordance with subsection **B** of this section.
- D. A personal cultivation permit is personal to the applicant and authorizes the personal cultivation of marijuana only at the location described in the application. A personal cultivation permit is not transferable to another person or to another parcel.

### § 9.24.080. Enforcement.

- A. Any violation of this chapter shall be unlawful and constitute a public nuisance per se and be subject to injunction, abatement, or any other remedy available to the City of Blue Lake as provided by all applicable provisions of law, including, but not limited to, administrative or summary abatement of any nuisance conditions, immediate revocation of the personal cultivation permit, and/or a civil action for injunctive relief.
- B. Any person, firm, corporation, or other entity, whether as principal, agent, employee or otherwise, violating or causing violation of any provision of this chapter shall be guilty of a misdemeanor, unless such violation constitutes a felony under California law, in which case the penalty under California law shall apply.
- C. All remedies provided for herein are cumulative and not exclusive, and are in addition to any other remedy or penalty provided by law. Nothing in this chapter shall be deemed to authorize or permit any activity that violates any provision of state or federal law.
- D. Any personal cultivation permit issued under this chapter shall be revoked by operation of law, and without prior notice to the permit holder, in the event the permitted activity is made illegal under State law.

## § 9.24.090. Severability.

Should any provision, section, paragraph, sentence or word of this chapter be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this chapter as hereby adopted shall remain in full force and effect.





# CITY OF BLUE LAKE

Post Office Box 458  
Phone 707.668.5655

111 Greenwood Road

Blue Lake, CA 95525  
Fax 707.668.5916

## AGENDA REPORT

**Item #:** 13  
**Date:** March 26, 2024  
**Item Subject:** First Amendment Auditor Discussion  
**Submitted By:** Councilmember Edgar

**General Information:** Councilmember Edgar requested that a discussion item be added to the March agenda to discuss the First Amendment Auditor incident. Staff is available to provide an update on staff and Council training, security and signage installations and the development of a First Amendment Audit policy.

**Background Material Provided:** None provided

**Fiscal Impact:** N/A

**Recommended Action:** Direct Staff as appropriate

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



# CITY OF BLUE LAKE

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## AGENDA REPORT

**Item #:** 14

**Date:** March 26, 2024

**Item Subject:** Redwood Curtain Design Annual Contract Discussion/Action

**Submitted By:** Councilmember Scafani

**General Information:** Councilmember Scafani has requested that a discussion/action item be added to the March agenda regarding an annual contract agreement for web design and development services.

**Background Material Provided:** Proposal for 1 year of monthly flex-time

**Fiscal Impact:** Funding to be spread across funds as appropriate.

**Recommended Action:** Direct Staff as appropriate

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

## **Proposal for 1 year of monthly Flex-Time website design and technical support with Redwood Curtain Design**

This will provide for continued improvements and design updates as well as assistance with data maintenance. The Flex-Time program cuts the cost of hourly work in half. By paying a full year at one time the City will get 1 month for free. Hourly cost = \$90/hr. Flex-Time = 4 hours for \$180. Per hour cost with 1 year contract = \$41.25.

Following the launch of the basic website refresh the City agreed to 6 months of Flex-Time which will end March 31, 2024. Please see below for a list of projects and tasks that have been accomplished during this time.

Between October and February, the City of Blue Lake purchased 4 hours of flex time per month at a steep discount. Of those 20 hours, almost 16 were used for data entry, user training, layout and usability improvements, and more. This effectively gave the city a 50% discount on the following improvements:

- updating the news page layout, conserving screen space while making news articles display more news content
- updating font legibility across the entire site
- migrating all historical meeting minutes and packets into the new calendaring system
- migrating commission meeting minute archives to the individual commission pages
- refining the meeting agendas and minutes page to highlight city council archives
- organizing the agendas and minutes page to cleanly catalog over 10 years of minutes

This has been a very productive few months, but there are still several items that we'd like to see addressed on the site:

- image updates, especially on the page headers
- standardization of items, such as fonts and colors
- standardizing site elements, such as headings
- further/ongoing user training
- working with users to determine how they use the system, to see if there are further improvements that can be made to fit with their workflows
- software reviews and further performance improvements
- media folder deduplication and reviewing "abandoned" files



City of Blue Lake  
March 26, 2024  
**Regular Council Meeting**

**Consent Items:**

- January 23, 2024-Council Meeting Minutes
  - Warrants and Disbursements



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CITY OF BLUE LAKE

CALIFORNIA

111 Greenwood Road

P.O. Box 458

Blue Lake, CA 95525

## Blue Lake City Council Minutes

Tuesday, January 23, 2024~ 6:30 p.m. ~Regular Council Meeting  
Skinner Store Building-111 Greenwood Road, Blue Lake-Behind City Hall

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

### Meeting Called to Order at 6:30 PM

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

##### **Council Members Present:**

Adelene Jones, Mayor  
Elizabeth Mackay, Councilmember  
Elise Scafani, Councilmember  
Christopher Edgar, Councilmember

##### **Council Members Absent:**

Angela Shull, Mayor Pro-Tem

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

Amanda Mager, City Manager/City Clerk  
Anali Gonzalez, Administrative Assistant  
Tonic Quigley, Office Assistant  
Mike Foget, City Engineer (SHN)

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

Kit Mann, Jean Lynch, Kent Sawatzky, Julie Christie

#### 2. Approve Agenda

**Motion:** To Approve the Agenda as presented

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

**Public Comment:** None

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

**Motion Summary:** Motion Passed

3. **Public Comment:**

**Kent Sawatzky-** Justin not here to record, interesting meeting in McKinleyville that attended regarding development, the Maddy Act document needs to be posted timely, as some people don't know when the term expires.

**Justin-** apologized for not being at the meeting, an interesting day, thought his website was a government agency.

**Jean-** phones not being answered as spammed, guy in parking lot filming video.

**Julie-** wanted to be recognized as mentor's month, reach out to the community early with communications.

**Public Comment Closed.**

4. **Community Emergency Response Team (CERT) Annual Presentation**

Mayor Jones reads the agenda report and introduces Kit Mann (CERT representative).

The Blue Lake CERT present their annual report to the Council; the CERT is an active and engaged organization that provides emergency support services to the City of Blue Lake and surroundings areas.

**Public Comment:**

**Kent Sawatzky-** in the past Ray Rousseau would take a cat to the creek, willows in the area are troublesome, city was not prepared, no sandbags or community watch, could work with CERT.

**Julie-**comment community, can we get quarterly reposting instead of annual, get CERT out more in the community awareness.

**Jean Lynch-** was part of CERT, had question about insurance. A call out by the fire district would protect the members. Training between CERT and the fire department is important.

**Public Comment Closed.**

The Council thanks Kit Mann for the presentation.

5. **Introduce and Conduct the First Reading of an Ordinance of the City Council of the City of Blue Lake adding section 6.04.035 to Chapter 6.04 of Title 6 of Blue Lake Municipal Code to Adopt Dog Leash Regulations and Determining the Ordinance to be Exempt from CEQA**

Mayor Jones introduces the item and reads the staff report.

The City Council has directed staff to amend Chapter 6.04 of Title 6 of the City's Municipal Code to add regulations requiring that all dogs be leashed on public property. The City Attorney has prepared Section 6.04.035 which amends Title 6 Chapter 6.04.

As this item amends the City Municipal Code, it must be adopted through the ordinance adoption process, this requires a first and second reading prior to adoption at a regularly scheduled Council Meeting.

**Public Comment:**

**Julie-**great, happy to see more protection for the community. Suggest posting public notice.

**Justin-**Clarification, will go into law 30 days after second reading? Correct

**Kent-** point of order, never been in process where council has right to answer questions. Happy day for dog owners.

**Public Comment Closed.**

**Motion:** To introduce and conduct the first reading of Section 6.04.035 which is an amendment to the Blue Lake Municipal Code to adopt dog leash regulations.

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



**There were no comments from the Council.**

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

**Motion Summary:** Motion Passed

**6. Greenwood Road Lateral Replacement Project and Fund 60 (Water) and 70 (Wastewater) Budget Amendment.**

Mayor Jones introduces the item and reads the staff report.

**Council discussion.**

City Manager Mager provides general information to Council regarding the Greenwood Road Lateral Replacement Project and budget amendment. Mike Foget the City Engineer is present for any questions Council may have.

**Councilmember Scafani-** Questions about the budget amendment for Fund 60 and 70. Comments on current City projects and deadlines.

**Councilmember Edgar-** comments on budgetary constraints.

**City Manager Mager-** comments on the importance of the Greenwood Road Lateral replacement project.

**Councilmember Edgar-**Comments on the City's cost in Emergency repairs.

**Councilmember Scafani-** asks City Engineer Mike Foget for his standpoint on the Greenwood Road Lateral replacement project.

**Mike Foget, City Engineer-** Explains the Greenwood Road Lateral replacement project and how crucial it is to the City's infrastructure.

**Councilmember Scafani-** Comments on the budget impacts, on Fund 60 & 70.

**Public Comment:**

**Kent-**distressing, no reason for the project, do not agree with any part of the project. This is not a reasonable way to do business. Engineering costs way too high, 46%+, should go out to bid.

**Julie-** Did we know this was coming, why no discussion earlier on. Would appreciate prior discussion, get a master plan together.

**Jean Lynch-**talked to neighbors, meters not working, probably dripping, don't know if city been notified.

**Mike Foget-**no need to dig to replace meters, this is a project in the works. Directly to Kent: where do you get 46%+- not sure where that comes from. Contingencies are to fill any gaps or shorts that may come up, so do not need to continue to go back and ask for more funding.

**Public Comment Closed.**

**Council Discussion:**

**Councilmember Scafani-** Inquires about possible grants to help fund the project.

**City Manager Mager-** States the City has presented the overall project to USDA.

**Councilmember Scafani-**Comments on the deficit in the wastewater program.

**City Manager Mager-** the recent rate study was done to help the deficit in the wastewater program.

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

**Councilmember Scafani:** Points out the funds are in Fund 72.

**City Manger Mager:** Confirms.

**Motion:** To amend the FY 23/24 budget to allow the expenditure of \$266,000 from Fund 60 and \$177,000 from Fund 72, and to authorize the City engineer to prepare the plans and specifications and bid documents for lateral replacement project and authorize the City Manager to release the project out to bid and to award the bid to the lowest qualified bidder. The City engineer will provide construction management and inspection services as necessary.

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

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

**Motion Summary:** Motion Passed

7. **Resolution Number 1226-A Resolution of the City Council of the City of Blue Lake, Declaring Assessor Parcel Numbers 025-201-009, 025-201-019 and 025-201-023 as Surplus Lands as Per the Requirements of the State of California's Surplus Lands Act and Directing the City Manager to Notice the Parcels as Per the Requirements of the Act.**

Mayor Jones introduces the item and reads the staff report.

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

**Councilmember Mackay-** Inquires about the zoning of the City's parcels.

**City Manager Mager-** explains the Surplus Land Act

**Public Comment:**

**Julie-** have not done a good job stating what surplus land is. Website has great explanations. Once declared as surplus, anyone can come in and take over.

**Kent-** Clarify what the land could be used for. Long list of uses. Do you not need it? Where will the corp. yard go to? Further from the treatment plant? I Recommend having an exit strategy for the corp yard.

**Public Comment Closed.**

**Motion:** To Adopt Resolution Number 1226 as presented and direct the City Manager to make the appropriate notice.

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

**There were no comments from the Council.**

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

**Motion Summary:** Motion Passed

8. **Humboldt County Sheriff Law Enforcement Contract Update**

Mayor Jones introduces the item and reads the staff report.

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

**City Manager Mager-**the meeting with representatives of the Sheriff's Office went well.

**Mayor Jones-** mentions applying for Measure Z funds.

**Councilmember Edgar-**comments on the sheriff's contract amount and services.

**City Manager Mager-** comments on original action by the Board of Supervisors. The City's proposal is to apply the first quarterly payment against the second quarterly payment.

**Public Comment:**

**Kent Sawatzky:** Comments on Measure Z and Sheriff contract.

**Public Comment Closed.**

Mayor Jones applauds the City Manager's grant writing skills.

**9. Council Correspondence:**

**a. League of California Cities Legislative Information**

Mayor Jones reads council correspondence from Linda Trent regarding water/sewer deposit return policy.

**City Manager Mager-** States staff is currently working on a policy and will bring back to council.  
Mayor reads a council correspondence from Kent Sawatzky.

**10. Consent Agenda:**

**a. October 2023 and November 2023 Meeting Minutes**

Motion to pull the October 2024 meeting minutes.

**Councilmember Mackay-**Page 2 spelling of the word Sheriff, spelling of Schirle and Matthew

**Councilmember Elise-** Page eight Elise Scafani, Future agenda meeting remove special meeting.

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

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

**Public Comment:**

**Julie Christie-** requests to have a statement redacted on page five.

**City Manager Mager-** States she will consult with City Attorney.

**Mayor Jones-** Explains it may not be possible to redact.

**Julie Christie-** Verbally acknowledges Mayor Jones statement.

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

**Motion Summary:** Motion Passed

**b. Warrants and Disbursements**

**Councilmember Scafani:** Inquires about staff members and their position benefits.

**Motion to:** approve warrants and disbursements.

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

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

**Motion Summary:** Motion Passed

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

**Councilmember Edgar-** Attended RDEC meeting. Comments on Offshore Wind Project.

**Councilmember Scafani-** Attended Blue Lake Parks and Recreation Meeting and Blue Lake Public Safety Meeting.

**Mayor Jones-** Attended HCAOG meeting.

**Councilmember Mackay-**Attended Blue Lake Chamber of Commerce meeting. States Annie and Mary Day will be on Sunday July 14, 2024.

**a. City Manager Report**

City Manager Mager provides a verbal managers report to Council.

**b. Financial Report**

**12. Future Agenda Items**

- **Refund Water Deposit Policy**



- **First Amendment Audit YouTube Video**
- **Manager's Evaluation**

13. **Motion:** To adjourn 9:20 p.m.

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

**There were no comments from the Council.**

**Public Comment:** None

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

**Motion Summary:** Motion Passed

**City of Blue Lake**  
 Check/Voucher Register - City Council Check Report  
 From 2/1/2024 Through 2/29/2024

Check Number	Check Date	Payee	Check Description	Check Amount
2356	2/1/2024	Ada Bavin	Deposit Refund #20216001 Bavin	140.46
2357	2/1/2024	Julianna Martin	Deposit Refund #20236001 Martin	71.65
2358	2/1/2024	Michael Lowande	Deposit Refund #20341001 Lowande	94.27
2359	2/1/2024	Hannah Gregory	Deposit Refund #30445001 Gregory	28.03
2360	2/1/2024	Melissa Harnden	Deposit Refund #40539001 Harnden	135.01
2361	2/1/2024	City of Blue Lake	Utilities paid from Deposits 2/1/24 Billing	393.59
11639	2/2/2024	AT&T	2-1/20/24 Statements	63.14
11640	2/2/2024	Allac	1/25/2024 Inv #739130	229.56
11641	2/2/2024	Blue Lake Volunteer Fire Dept.	FY 23/24 Fire Assessment Fees	2,097.00
11642	2/2/2024	CA State Disbursement Unit	1/26/2024 PR Deduction	92.30
11643	2/2/2024	Erin McClure	McClure-Right of Way-Agreement	50.00
11644	2/2/2024	Elise G. Scafari	Jan 2024 Council Stipend	50.00
11645	2/2/2024	Christopher B. Edgar	Jan 2024 Council Stipend	50.00
11646	2/2/2024	Elizabeth Mackay	Jan 2024 Council Stipend	50.00
11647	2/2/2024	Angela Shull	Jan 2024 Council Stipend	50.00
11648	2/2/2024	G.L.J. Construction	12/15/2023 Inv #3291	329.10
11649	2/2/2024	GreatAmerica Financial Svcs.	1/18/2024 Inv #35746283	204.00
11650	2/2/2024	John's Used Cars & Wreckers	1/19/2024 Work Order 4600	109.25
11651	2/2/2024	Jackson & Eklund	1/18/2024 Inv#440470	19,441.40
11652	2/2/2024	National Rural Water Assoc.	SCADA Loan Pmt Due 3/1/24	965.00
11653	2/2/2024	Optimum	Billing Period 2/1/24-2/29/24	445.72
11654	2/2/2024	SHN Consulting	1/15/2024 Inv #119946 Library	712.45
11655	2/2/2024	The Mitchell Law Firm, LLP	12/31/2023 Inv#2709	1,820.53
11656	2/2/2024	Shred Aware	1/24/2024 Inv#55992	50.92
11657	2/2/2024	Storyland Studios	10/26/2023 Inv #34099	12,500.00
11658	2/2/2024	Terminix International	1/15/24 #441849146 & 441841067	167.80
11659	2/2/2024	Tensor IT	1/15/2024 Statement	1,086.00
11660	2/7/2024	BPR Consulting Group	1/11/2024 Statement	197.50
11661	2/7/2024	City of Blue Lake	water/sewer payments 2/1/2024	2,578.05
11662	2/7/2024	City of Blue Lake	Backflow Test Fees #2024-009	225.00
11663	2/7/2024	Coastal Business Systems Inc.	1/29/24 Inv# 35818765	421.96
11664	2/7/2024	D & R Janitorial Service	2/1/2024 Statement	370.00
11665	2/7/2024	Vicki L. Hutton	2/1/24 Aatrix Reimb - Hutton	82.08
11666	2/7/2024	Humb. Bay Municipal Water Dist	Dec 30, 2023-Jan 31, 2024 Billing Period	16,934.01
11667	2/7/2024	Humboldt Co. Sheriff's Office	Feb 2024 Animal Shelter Service	721.00
11668	2/7/2024	Intedata Systems	1/31/2024 Statement	95.00
11669	2/7/2024	League of California Cities	Inv-11710 B2M4 W8 2024 Annual Dues	896.00
11670	2/7/2024	Mendes Supply Company	2/1/2024 Statement	70.08
11671	2/7/2024	McKinleyville Ace Hardware	1/31/2024 Statement	211.27
11672	2/7/2024	The Mill Yard	1/31/2024 Statement	18.64
11673	2/7/2024	Miller Farms Nursery, Inc.	1/31/2024 Statement	182.24
11674	2/7/2024	Arcata Stationers	2/1/2024 Statement	279.10
11675	2/7/2024	Pierson Building Center	1/31/2024 Statement	421.84
11676	2/7/2024	Redwood Curtain Design	2/1/2024 Inv #1306	180.00
11677	2/7/2024	SHN Consulting	1/31/24 Inv #120201 Planning	5,533.75
11678	2/7/2024	Total Compensation Systems Inc	1/26/2024 Inv #12733	3,200.00
11679	2/7/2024	Verizon Wireless	Bill Summary 12/22/23-1/21/24 Inv#9954765375	332.48
11681	2/9/2024	Harold D. Burris	Employee: burrish; Pay Date: 2/9/2024	1,916.65
11682	2/9/2024	Daniel L. Dimick	Employee: dimickd; Pay Date: 2/9/2024	788.12
11683	2/9/2024	Michael D. Downard	Employee: downwardm; Pay Date: 2/9/2024	877.64
11684	2/9/2024	Grace D. Griffith	Employee: griffithg; Pay Date: 2/9/2024	131.62
11685	2/9/2024	Vicki L. Hutton	Employee: huttonv; Pay Date: 2/9/2024	1,458.69
11686	2/9/2024	Francesca I. Messina	Employee: messinaf; Pay Date: 2/9/2024	186.72
240209A01	2/9/2024	Christopher A. Ball	Employee: ballc; Pay Date: 2/9/2024	474.04
240209A02	2/9/2024	Glenn R. Bernald	Employee: bernaldg; Pay Date: 2/9/2024	1,921.13
240209A03	2/9/2024	Charis A. Bowman	Employee: bowmanc; Pay Date: 2/9/2024	477.13

**City of Blue Lake**  
 Check/Voucher Register - City Council Check Report  
 From 2/1/2024 Through 2/29/2024

Check Number	Check Date	Payee	Check Description	Check Amount
240209A04	2/9/2024	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 2/9/2024	623.47
240209A05	2/9/2024	Skyler A. Coke	Employee: cokes; Pay Date: 2/9/2024	874.41
240209A06	2/9/2024	Melissa M. Combs	Employee: combsm; Pay Date: 2/9/2024	595.32
240209A07	2/9/2024	Irene O. Erickson	Employee: ericksoni; Pay Date: 2/9/2024	134.44
240209A08	2/9/2024	Adeline L. Esh	Employee: esha; Pay Date: 2/9/2024	149.38
240209A09	2/9/2024	Anali F. Gonzalez	Employee: gonzalezra; Pay Date: 2/9/2024	1,623.40
240209A10	2/9/2024	Austin R. Jones	Employee: jonesa; Pay Date: 2/9/2024	1,127.32
240209A11	2/9/2024	Kanoa K. Jones	Employee: jonesk; Pay Date: 2/9/2024	581.53
240209A12	2/9/2024	Amanda L. Mager	Employee: magera; Pay Date: 2/9/2024	1,847.71
240209A13	2/9/2024	Aislin N. McKinney	Employee: mckinneya; Pay Date: 2/9/2024	171.78
240209A14	2/9/2024	Jacob P. Meng	Employee: mengj; Pay Date: 2/9/2024	1,199.23
240209A15	2/9/2024	Antoinette M. Quigley	Employee: quigleya; Pay Date: 2/9/2024	1,313.21
240209A16	2/9/2024	Quinn Sousa	Employee: sousaq; Pay Date: 2/9/2024	293.06
240209A17	2/9/2024	Emily P. Wood	Employee: woode; Pay Date: 2/9/2024	1,392.98
240209EFT-01	2/9/2024	U. S. Department of Treasury	EFTPS federal tax pmt 2/9/24 PR	6,417.53
240209EFT-02	2/9/2024	Employment Development Dept.	DE88 state tax pmt 2/9/24 PR	1,341.43
240209EFT-03	2/9/2024	Cal PERS	PERS retirement pmt 2/9/24 PR	3,744.31
240209EFT-04	2/9/2024	Freedom Voice	Freedom Voice 2/1/24 statement	151.71
11687	2/12/2024	Advanced Display and Signs	1/25/2024 Inv #520319	298.92
11688	2/12/2024	B & B Portable Toilet Co.	2/3/2024 Inv #176152 & 176153	167.32
11689	2/12/2024	Abila	2/1/24 Inv# 1050-1000209835	312.50
11690	2/12/2024	Melissa Combs	2/6/24 Supply Reimb - Combs	152.94
11691	2/12/2024	CA State Disbursement Unit	PR Deduction	92.30
11692	2/12/2024	Dazey's Arcata	1/31/2024 Statement	903.70
11693	2/12/2024	The Mitchell Law Firm, LLP	1/31/2024 Inv# 2851	1,918.00
11694	2/12/2024	McKinleyville Glass Co.	1/31/2024 Statement	301.36
11695	2/12/2024	North Coast Laboratories LTD.	1/31/24 Statement Acct # CITBLU	1,765.00
11696	2/12/2024	The North Coast Journal	2/1/24 #2024-124736 & 2/8/24 #2024-4124878	204.00
11697	2/12/2024	O'Reilly Auto Parts	1/28/2024 Statement	451.48
11698	2/12/2024	Pape Machinery, Inc.	1/31/2024 Statement	130.58
11699	2/12/2024	Restif Cleaning Service	Prasch Hall Janitorial Dec 2023 & Jan 2024	580.00
11700	2/12/2024	SHN Consulting	1/22/24 Inv #120149 Engineering	2,252.50
11701	2/12/2024	SHN Consulting	1/22/2024 Inv #120146 Water Tanks	802.50
11702	2/12/2024	SHN Consulting	1/22/24 Inv#120147 Truck Route	39,742.90
11703	2/16/2024	AT&T	4- 2/04/24 Cal Net 3 bills	330.22
11704	2/16/2024	LCC-Redwood Empire Division	2/5/2024 Invoice No. 1767 Annual Dues	75.00
11705	2/16/2024	FRMS	Billing Period: 87 - 03/01/2024 To 03/31/2024	15,284.13
11706	2/16/2024	Kernen Construction	1/31/2024 Inv. #27446	453.41
11707	2/16/2024	Melissa Combs - Petty Cash	2/14/24 Reim, BO Petty Cash	95.72
11708	2/16/2024	Redwood Petroleum	1/1/24 #138 & 2/1/24 #139	1,623.60
11709	2/16/2024	CA Alcoholic Beverage Control	ABC permit for Karaoke Contest	50.00
11710	2/16/2024	U.S Bank Corp. Payment Systems	1/22/24 Statement	3,124.48
11711	2/16/2024	Hensel's Ace Hardware	Statement 1/31/24	1,110.15
11718	2/22/2024	CA Alcoholic Beverage Control	ABC permit for Karaoke Contest	50.00
11719	2/22/2024	BPR Consulting Group	2/8/2024 Invoice #1316	1,357.50
11720	2/22/2024	State Water Resources Con Boa	Water Treatment Cert. FI- Burris	55.00
11721	2/22/2024	GreatAmerica Financial Svcs.	2/16/24 Inv# 35956114	204.00
11722	2/22/2024	Pacific Gas and Electric	1/31/2024 Statement	12,373.53
11723	2/22/2024	Quality Code Publishing LLC	2/19/2024 Inv # GC00124690	1,245.00
11712	2/23/2024	Harold D. Burris	Employee: burrish; Pay Date: 2/23/2024	1,655.97
11713	2/23/2024	Daniel L. Dimick	Employee: dimickd; Pay Date: 2/23/2024	415.18
11714	2/23/2024	Michael D. Downard	Employee: downwardm; Pay Date: 2/23/2024	841.28
11715	2/23/2024	Grace D. Griffith	Employee: griffithg; Pay Date: 2/23/2024	263.25
11716	2/23/2024	Vicki L. Hutton	Employee: huttonv; Pay Date: 2/23/2024	1,618.69
11717	2/23/2024	Francesca I. Messina	Employee: messinaf; Pay Date: 2/23/2024	44.82
240223A01	2/23/2024	Christopher A. Ball	Employee: ballc; Pay Date: 2/23/2024	358.76



**City of Blue Lake**  
 Check/Voucher Register - City Council Check Report  
 From 2/1/2024 Through 2/29/2024

Check Number	Check Date	Payee	Check Description	Check Amount
240223A02	2/23/2024	Glenn R. Bernald	Employee: bernaldg; Pay Date: 2/23/2024	1,706.96
240223A03	2/23/2024	Charis A. Bowman	Employee: bowsmanc; Pay Date: 2/23/2024	213.87
240223A04	2/23/2024	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 2/23/2024	623.46
240223A05	2/23/2024	Skyler A. Coke	Employee: cokes; Pay Date: 2/23/2024	976.23
240223A06	2/23/2024	Melissa M. Combs	Employee: combsm; Pay Date: 2/23/2024	662.23
240223A07	2/23/2024	Irene O. Erickson	Employee: ericksoni; Pay Date: 2/23/2024	267.49
240223A08	2/23/2024	Adeline L. Esh	Employee: esha; Pay Date: 2/23/2024	156.85
240223A09	2/23/2024	Anali E. Gonzalez	Employee: gonzalezai; Pay Date: 2/23/2024	1,117.79
240223A10	2/23/2024	Austin R. Jones	Employee: jonesa; Pay Date: 2/23/2024	1,063.71
240223A11	2/23/2024	Kanoa K. Jones	Employee: jonesk; Pay Date: 2/23/2024	440.66
240223A12	2/23/2024	Amanda L. Mager	Employee: magera; Pay Date: 2/23/2024	1,948.69
240223A13	2/23/2024	Aislin N. McKinney	Employee: mckinneya; Pay Date: 2/23/2024	268.88
240223A14	2/23/2024	Jacob P. Meng	Employee: mengj; Pay Date: 2/23/2024	1,109.42
240223A15	2/23/2024	Antoinette M. Quigley	Employee: quigleya; Pay Date: 2/23/2024	1,293.22
240223A16	2/23/2024	Quinn Sousa	Employee: sousaq; Pay Date: 2/23/2024	459.39
240223A17	2/23/2024	Emily P. Wood	Employee: woode; Pay Date: 2/23/2024	1,451.87
240223EFT-01	2/23/2024	U. S. Department of Treasury	EFTPS federal tax pmt 2/23/24 PR	6,088.21
240223EFT-02	2/23/2024	Employment Development Dept.	DE88 state tax pmt 2/23/24 PR	1,164.34
240223EFT-03	2/23/2024	Cal PERS	PERS retirement pmt 2/23/24 PR	4,231.67
10895	2/27/2024	Erin McClure	McClure-right of way agreement	(50.00)
<b>Report Total</b>				<b>224,091.77</b>

# **CITY OF BLUE LAKE**

## **FINANCIAL REPORT**

*7/01/2023 – 2/29/2024*

**(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 7/01/2023 Through 2/29/2024

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b><u>GENERAL GOVERNMENT</u></b>				
REVENUES & TRANSFERS				
Taxes	172,389	206,894	(34,505)	83.32%
Licenses, Permits & Fees	42,826	89,440	(46,614)	47.88%
Rents	5,764	5,180	584	111.28%
State Revenues	178,549	421,796	(243,247)	42.33%
County Revenues	3,870	11,500	(7,630)	33.65%
Charges for Services	95,197	19,206	75,991	495.66%
Other Revenues	26,515	26,820	(305)	98.86%
Interest	11,822	16,000	(4,178)	73.89%
Transfers In	58,629	101,588	(42,959)	57.71%
<b>Total REVENUES &amp; TRANSFERS</b>	<b>595,561</b>	<b>898,424</b>	<b>(302,863)</b>	<b>66.29%</b>
EXPENDITURES & TRANSFERS				
Mayor and City Council	2,064	3,800	(1,736)	54.32%
Legal	3,995	6,040	(2,045)	66.14%
General Government	175,162	236,936	(61,774)	73.93%
Planning	51,356	52,198	(842)	98.39%
Building	27,018	28,336	(1,318)	95.35%
Law Enforcement	10,935	8,890	2,045	123.00%
Animal Control	8,425	8,875	(450)	94.93%
Public Works - Streets	127,497	102,055	25,442	124.93%
Capital Outlay	110,254	158,512	(48,258)	69.56%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<b>516,706</b>	<b>605,642</b>	<b>(88,936)</b>	<b>85.32%</b>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>78,855</b>	<b>292,782</b>	<b>(213,927)</b>	<b>26.93%</b>
<b><u>PARKS &amp; RECREATION</u></b>				
REVENUES & TRANSFERS				
Facility Rents	13,276	15,580	(2,304)	85.21%
Recreation Fees & Donations	112,489	192,595	(80,106)	58.41%
<b>Total REVENUES &amp; TRANSFERS</b>	<b>125,765</b>	<b>208,175</b>	<b>(82,410)</b>	<b>60.41%</b>
EXPENDITURES & TRANSFERS				
Facilities & Grounds	105,192	170,551	(65,359)	61.68%
Recreation	188,297	234,362	(46,065)	80.34%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<b>293,489</b>	<b>404,913</b>	<b>(111,424)</b>	<b>72.48%</b>
<b>TOTAL PARKS &amp; RECREATION</b>	<b>(167,724)</b>	<b>(196,738)</b>	<b>29,014</b>	<b>85.25%</b>
<b>TOTAL GENERAL FUND</b>	<b>(88,869)</b>	<b>96,044</b>	<b>(184,913)</b>	<b>-92.53%</b>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
36 - Powers Creek District Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Rents	12,073	33,250	(21,177)	36.31%
State Revenues	219,421	570,000	(350,579)	38.49%
Interest	0	1,100	(1,100)	0.00%
Total REVENUES & TRANSFERS	<u>231,494</u>	<u>604,350</u>	<u>(372,856)</u>	<u>38.30%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Salaries, Wages & Benefits	11,330	16,949	(5,619)	66.84%
Contracted Professional Services	2,107	3,610	(1,503)	58.35%
Other Contracted Services	233	330	(97)	70.63%
Interest Expense	6,255	1,800	4,455	347.49%
Other Expenses	2,123	2,010	113	105.64%
Repairs & Maintenance	177	340	(163)	52.04%
Supplies	0	35	(35)	0.00%
Capital Expenditures	6,340	385,000	(378,660)	1.64%
Debt Principal Repayment	2,403	185,000	(182,597)	1.29%
Total EXPENDITURES & TRANSFERS	<u>30,968</u>	<u>595,074</u>	<u>(564,106)</u>	<u>5.20%</u>
<b>TOTAL</b>	<u>200,526</u>	<u>9,276</u>	<u>191,250</u>	<u>2,161.77%</u>



**City of Blue Lake**  
Statement of Revenues and Expenditures  
38 - CDBG Non-Program Income Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	<u>Actual YTD</u>	<u>FY 2023-24 Budget</u>	<u>Over (Under) Budget</u>	<u>Actual YTD As a % of Budget</u>
REVENUES & TRANSFERS				
Other Revenues	1,600	2,500	(900)	64.00%
Interest	922	885	37	104.12%
Transfers In	0	20,682	(20,682)	0.00%
Total REVENUES & TRANSFERS	<u>2,522</u>	<u>24,067</u>	<u>(21,545)</u>	<u>10.48%</u>
TOTAL	<u>2,522</u>	<u>24,067</u>	<u>(21,545)</u>	<u>10.47%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
25 - Highway Users Tax Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Taxes	38,727	67,823	(29,096)	57.10%
Interest	762	600	162	126.96%
Total REVENUES & TRANSFERS	<u>39,489</u>	<u>68,423</u>	<u>(28,934)</u>	<u>57.71%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Transfers Out	44,629	68,423	(23,794)	65.22%
Total EXPENDITURES & TRANSFERS	<u>44,629</u>	<u>68,423</u>	<u>(23,794)</u>	<u>65.23%</u>
<b>TOTAL</b>	<u>(5,140)</u>	<u>0</u>	<u>(5,140)</u>	<u>0.00%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
30 - TDA Street Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Taxes	0	22,343	(22,343)	0.00%
Interest	108	0	108	0.00%
Total REVENUES & TRANSFERS	<u>108</u>	<u>22,343</u>	<u>(22,235)</u>	<u>0.48%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Transfers Out	5,000	22,343	(17,343)	22.37%
Total EXPENDITURES & TRANSFERS	<u>5,000</u>	<u>22,343</u>	<u>(17,343)</u>	<u>22.38%</u>
<b>TOTAL</b>	<u>(4,892)</u>	<u>0</u>	<u>(4,892)</u>	<u>0.00%</u>



**City of Blue Lake**  
Statement of Revenues and Expenditures  
34 - Regional Surface Transportation Program Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

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

**City of Blue Lake**  
Statement of Revenues and Expenditures  
11 - Recreation Economic Analysis Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>EXPENDITURES &amp; TRANSFERS</b>				
Contracted Professional Services	20,879	0	20,879	0.00%
Other Contracted Services	2,800	0	2,800	0.00%
Total EXPENDITURES & TRANSFERS	<u>23,679</u>	<u>0</u>	<u>23,679</u>	<u>0.00%</u>
<b>TOTAL</b>	<u>(23,679)</u>	<u>0</u>	<u>(23,679)</u>	<u>0.00%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
12 - American Rescue Plan - Covid Relief Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

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



**City of Blue Lake**  
Statement of Revenues and Expenditures  
13 - State Park Per Capita Program Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
State Revenues	0	177,885	(177,885)	0.00%
Total REVENUES & TRANSFERS	0	177,885	(177,885)	0.00%
<b>EXPENDITURES &amp; TRANSFERS</b>				
Capital Expenditures	10,819	29,955	(19,136)	36.11%
Total EXPENDITURES & TRANSFERS	10,819	29,955	(19,136)	36.12%
<b>TOTAL</b>	<u>(10,819)</u>	<u>147,930</u>	<u>(158,749)</u>	<u>(7.31)%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
31 - TDA Purchased Transportation Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

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

**City of Blue Lake**  
Statement of Revenues and Expenditures  
32 - AB-939 Solid Waste/Recycling Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
State Revenues	3,591	12,255	(8,664)	29.29%
Interest	337	640	(303)	52.71%
Total REVENUES & TRANSFERS	<u>3,928</u>	<u>12,895</u>	<u>(8,967)</u>	<u>30.46%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Salaries, Wages & Benefits	10,897	24,544	(13,647)	44.39%
Other Contracted Services	3,066	3,874	(808)	79.13%
Other Expenses	1,305	6,600	(5,295)	19.77%
Supplies	0	4,000	(4,000)	0.00%
Total EXPENDITURES & TRANSFERS	<u>15,267</u>	<u>39,018</u>	<u>(23,751)</u>	<u>39.13%</u>
<b>TOTAL</b>	<u>(11,339)</u>	<u>(26,123)</u>	<u>14,784</u>	<u>43.40%</u>



**City of Blue Lake**  
Statement of Revenues and Expenditures  
33 - Supplemental Law Enforcement Services Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

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

**City of Blue Lake**  
Statement of Revenues and Expenditures  
42 - CDBG Program Income-Holding Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Loan Repayments	13,689	20,570	(6,881)	66.54%
Interest	690	800	(110)	86.23%
<b>Total REVENUES &amp; TRANSFERS</b>	<u>14,379</u>	<u>21,370</u>	<u>(6,991)</u>	<u>67.29%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Salaries, Wages & Benefits	0	623	(623)	0.00%
Other Contracted Services	60	65	(5)	92.30%
Transfers Out	0	20,682	(20,682)	0.00%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<u>60</u>	<u>21,370</u>	<u>(21,310)</u>	<u>0.28%</u>
<b>TOTAL</b>	<u>14,319</u>	<u>0</u>	<u>14,319</u>	<u>0.00%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
44 - CDBG Program Income-Revolving Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Interest	6,373	6,507	(134)	97.94%
Total REVENUES & TRANSFERS	<u>6,373</u>	<u>6,507</u>	<u>(134)</u>	<u>97.95%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Contracted Professional Services	712	0	712	0.00%
Capital Expenditures	102,091	140,000	(37,909)	72.92%
Total EXPENDITURES & TRANSFERS	<u>102,803</u>	<u>140,000</u>	<u>(37,197)</u>	<u>73.43%</u>
<b>TOTAL</b>	<u>(96,430)</u>	<u>(133,493)</u>	<u>37,063</u>	<u>72.23%</u>



**City of Blue Lake**  
Statement of Revenues and Expenditures  
60 - Water Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Current Service Charges	373,276	577,607	(204,331)	64.62%
Other Revenues	9,550	8,985	565	106.28%
Interest	13,210	16,000	(2,790)	82.56%
<b>Total REVENUES &amp; TRANSFERS</b>	<u>396,035</u>	<u>602,592</u>	<u>(206,557)</u>	<u>65.72%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Salaries, Wages & Benefits	162,515	268,735	(106,220)	60.47%
Contracted Professional Services	16,667	28,815	(12,148)	57.84%
Other Contracted Services	8,077	9,585	(1,508)	84.26%
Insurance	10,107	16,240	(6,133)	62.23%
Interest Expense	440	945	(505)	46.54%
Other Expenses	10,315	11,650	(1,335)	88.53%
Repairs & Maintenance	3,699	1,675	2,024	220.84%
Supplies	6,135	7,670	(1,535)	79.98%
Utilities	131,565	217,897	(86,332)	60.37%
Depreciation	21,728	0	21,728	0.00%
Transfers Out	21,079	21,079	0	100.00%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<u>392,326</u>	<u>584,291</u>	<u>(191,965)</u>	<u>67.15%</u>
<b>TOTAL</b>	<u>3,709</u>	<u>18,301</u>	<u>(14,592)</u>	<u>20.26%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
61 - Water Connection Fee Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Interest	3,606	4,000	(394)	90.16%
Connection Fees	0	10,000	(10,000)	0.00%
Total REVENUES & TRANSFERS	<u>3,606</u>	<u>14,000</u>	<u>(10,394)</u>	<u>25.76%</u>
TOTAL	<u>3,606</u>	<u>14,000</u>	<u>(10,394)</u>	<u>25.76%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
62 - Water Capital Reserve Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Interest	243	268	(25)	90.60%
Total REVENUES & TRANSFERS	243	268	(25)	90.61%
TOTAL	243	268	(25)	90.60%

**City of Blue Lake**  
Statement of Revenues and Expenditures  
64 - Turbidity Reduction Facility Reserve Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Turbidity Reduction Fees	5,622	13,382	(7,760)	42.00%
Current Service Charges	1	0	1	0.00%
Transfers In	21,079	21,079	0	100.00%
<b>Total REVENUES &amp; TRANSFERS</b>	<u>26,702</u>	<u>34,461</u>	<u>(7,759)</u>	<u>77.48%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Other Expenses	18	0	18	0.00%
Turbidity Reduction Costs	7,550	13,382	(5,832)	56.42%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<u>7,569</u>	<u>13,382</u>	<u>(5,813)</u>	<u>56.56%</u>
<b>TOTAL</b>	<u>19,133</u>	<u>21,079</u>	<u>(1,946)</u>	<u>90.76%</u>



**City of Blue Lake**  
Statement of Revenues and Expenditures  
70 - Sewer Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Current Service Charges	371,846	519,150	(147,304)	71.62%
Other Revenues	9,549	8,985	564	106.27%
Interest	0	500	(500)	0.00%
Total REVENUES & TRANSFERS	<u>381,396</u>	<u>528,635</u>	<u>(147,240)</u>	<u>72.15%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Salaries, Wages & Benefits	171,719	286,263	(114,544)	59.98%
Contracted Professional Services	21,153	42,815	(21,662)	49.40%
Other Contracted Services	14,275	23,190	(8,915)	61.55%
Insurance	11,181	17,940	(6,759)	62.32%
Other Expenses	37,945	39,395	(1,450)	96.31%
Repairs & Maintenance	2,177	2,965	(788)	73.40%
Supplies	8,197	11,470	(3,273)	71.46%
Utilities	39,439	60,916	(21,477)	64.74%
Depreciation	50,603	0	50,603	0.00%
Total EXPENDITURES & TRANSFERS	<u>356,689</u>	<u>484,954</u>	<u>(128,265)</u>	<u>73.55%</u>
<b>TOTAL</b>	<u>24,707</u>	<u>43,681</u>	<u>(18,974)</u>	<u>56.56%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
71 - Sewer Connection Fee Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
REVENUES & TRANSFERS				
Interest	5,750	6,100	(350)	94.26%
Connection Fees	0	10,000	(10,000)	0.00%
Total REVENUES & TRANSFERS	<u>5,750</u>	<u>16,100</u>	<u>(10,350)</u>	<u>35.71%</u>
TOTAL	<u><u>5,750</u></u>	<u><u>16,100</u></u>	<u><u>(10,350)</u></u>	<u><u>35.71%</u></u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
72 - Sewer Capital Reserve Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Interest	24,959	26,564	(1,605)	93.95%
Total REVENUES & TRANSFERS	24,959	26,564	(1,605)	93.96%
<b>EXPENDITURES &amp; TRANSFERS</b>				
Other Expenses	103	0	103	0.00%
Total EXPENDITURES & TRANSFERS	103	0	103	0.00%
<b>TOTAL</b>	<u>24,856</u>	<u>26,564</u>	<u>(1,708)</u>	<u>93.56%</u>

**City of Blue Lake**  
Statement of Revenues and Expenditures  
80 - Dental/Vision Trust Fund  
From 7/1/2023 Through 2/29/2024  
(In Whole Numbers)

	Actual YTD	FY 2023-24 Budget	Over (Under) Budget	Actual YTD As a % of Budget
<b>REVENUES &amp; TRANSFERS</b>				
Dental/Vision Charges to Operations	5,440	7,380	(1,940)	73.71%
Interest	657	720	(63)	91.22%
<b>Total REVENUES &amp; TRANSFERS</b>	<u>6,097</u>	<u>8,100</u>	<u>(2,003)</u>	<u>75.27%</u>
<b>EXPENDITURES &amp; TRANSFERS</b>				
Dental/Vision Claims	2,707	7,340	(4,633)	36.87%
<b>Total EXPENDITURES &amp; TRANSFERS</b>	<u>2,707</u>	<u>7,340</u>	<u>(4,633)</u>	<u>36.88%</u>
<b>TOTAL</b>	<u>3,390</u>	<u>760</u>	<u>2,630</u>	<u>446.07%</u>



**CITY OF BLUE LAKE**  
**Cash Balance by Fund**  
**2/29/2024**

	<u>Balance</u> <u>2/29/2024</u>	<u>Balance</u> <u>1/31/2024</u>	<u>Increase</u> <u>(Decrease)</u>	
<b>General Funds</b>				
10	General Fund (Net of Special Revenue or Capital Project Fund Deficits)	615,391	542,388	73,003
36	Powers Creek District Fund	210,253	210,168	85
38	CDBG Non-Program Income Fund	76,596	53,981	22,615
Total		<u>902,240</u>	<u>806,537</u>	<u>95,703</u>
<b>Gas Tax and Street Funds</b>				
25	Highway User Tax Fund	43,942	37,988	5,954
30	TDA Street Fund	4,631	4,631	-
34	Regional Surface Transportation Program Fund	-	-	-
Total		<u>48,573</u>	<u>42,619</u>	<u>5,954</u>
<b>Special Revenue Funds</b>				
11	Recreation Economic Analysis Fund	-	-	-
12	American Rescue Plan COVID Relief Fund	42,920	42,920	-
13	State Park Per Capita Program Fund	-	-	-
31	TDA Purchased Transportation Fund	-	-	-
32	AB-939 Solid Waste/Recycling Fund	15,388	14,956	432
33	Supplemental Law Enforcement Services Fund	-	-	-
Total		<u>58,308</u>	<u>57,876</u>	<u>432</u>
<b>CDBG Funds</b>				
42	CDBG Program Income Holding Fund	14,319	34,999	(20,680)
44	CDBG Program Income Revolving Fund	300,921	301,633	(712)
Total		<u>315,240</u>	<u>336,632</u>	<u>(21,392)</u>
<b>Water Funds</b>				
60	Water Fund (Net of Turbidity Reduction Facility Reserve Fund Deficit)	800,445	809,003	(8,558)
61	Water Connection Fee Fund	208,564	208,564	-
62	Water Capital Reserve Fund	14,043	14,043	-
64	Turbidity Reduction Facility Reserve Fund	-	-	-
Total		<u>1,023,052</u>	<u>1,031,610</u>	<u>(8,558)</u>
<b>Sewer Funds</b>				
70	Sewer Fund	-	-	-
71	Sewer Connection Fee Fund	332,524	332,524	-
72	Sewer Capital Reserve Fund (Net of Sewer Fund Deficit)	1,388,444	1,383,895	4,549
Total		<u>1,720,968</u>	<u>1,716,419</u>	<u>4,549</u>
<b>Trust Funds</b>				
80	Dental/Vision Trust Fund	40,375	39,735	640
82	Self-Insured Retention Reserve Fund	20,000	20,000	-
Total		<u>60,375</u>	<u>59,735</u>	<u>640</u>
<b>Total Cash Balance</b>		<u><u>4,128,756</u></u>	<u><u>4,051,428</u></u>	<u><u>77,328</u></u>

## 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: 3/22/2024  
Subject: Unaudited Financial Report 7/01/2023 to 2/29/2024

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Attached are the following unaudited financial reports:

- Revenues and Expenditures by Fund - shows the financial results of operations for the period 7/01/2023 to 2/29/2024 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 1/31/2024 to 2/29/2024.

The **budget-to-date percentage** through 2/29/2024 is **67%**.

### **Financial Highlights**

#### **General Fund (Fund 10 only)**

##### **General Government:**

- Revenues/transfers-in exceeded expenditures/transfers-out by \$78,855.
- Revenues/transfers-in are at 66% of the total budgeted revenues/transfer-in for the fiscal year.
- Expenditures/transfers-out are at 85% 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:
  - General Government - \$17,205 or 10.9%. Primarily due to CalPERS annual lump sum retirement payment that happens at the beginning of the fiscal year.
  - Planning - \$16,557 or 47.6%. Primarily due to street related costs which are expected to be reimbursed by PG&E.
  - Building - \$8,127 or 43.0%. Due to dual staffing related to Building Official training during the first quarter of the fiscal year. Cost should flatten the remainder of the fiscal year.
  - Law Enforcement - \$5,008 or 84.5%. Primarily due to CalPERS annual lump sum retirement payment that happens once during the fiscal year.
  - Animal Control - \$2,508 or 42.4%. Primarily due to unexpected incident related costs.

## City of Blue Lake Staff Report

- Public Works - Streets – \$59,460 or 87.4%. Primarily due to seasonal street maintenance that is expected to taper-off as the fiscal year moves forward along with some unexpected sidewalk improvements.
- Capital Outlay - \$4,579 or 4.3%. Due to timing of capital expenditures.

### **Parks & Recreation:**

- Expenditures/transfers-out exceeded revenues/transfers-in by \$167,724.
- Revenues/transfers-in are at 60% of the total budgeted revenues/transfer-in for the fiscal year.
- Expenditures/transfers-out are at 72% 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) except for the following departments which are over the budget-to-date as follows:
  - Recreation - \$32,056 or 20.5%. Primarily due to increased staffing related to the summer recreation program and expansion of other recreation programs post-COVID.

Total general fund cash increased by \$95,703 from \$806,537 at 1/31/2024 to \$902,240 at 2/29/2024.

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

- Revenues exceeded expenses (excluding depreciation) by \$25,437.
- Revenues exceeded expenses (including depreciation) by \$3,709.
- Revenues are at 66% of total budgeted revenues for the fiscal year.
- Expenses (excluding depreciation) are at 63% of total budgeted expenses for the fiscal year while expenses (including depreciation) are at 67% of total budgeted expenses for the fiscal year.
- Cash decreased by \$8,558 from \$809,003 at 1/31/2024 to \$800,445 at 2/29/2024.

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

- Revenues exceeded expenses (excluding depreciation) by \$75,310.
- Revenues exceeded expenses (including depreciation) by \$24,707.
- Revenues/transfers-in are at 72% of total budgeted revenues for the fiscal year.
- Expenses (excluding depreciation) are at 63% 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 1/31/2024 and 2/29/2024. 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 \$77,328 from \$4,051,428 at 1/31/2024 to \$4,128,756 at 2/29/2024. The 2/29/2024 cash balance was comprised of the following: Checking - \$438,709, Public Funds Savings - \$6,993, LAIF - \$3,606,056, Utility Deposits - \$74,268, Petty Cash and Change Funds - \$2,730.