



City of Blue Lake

111 Greenwood Road-P.O. Box 458

Blue Lake, CA 95525

707-668-5655(P)

707-668-5916(F)

www.bluelake.ca.gov

City Council Agenda

Tuesday March 11, 2025 ~ 6:30 p.m. ~Special Council Meeting

Skinner Store-111 Greenwood Road, Blue Lake California

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

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

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

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

Join Zoom Meeting Information:

<https://us02web.zoom.us/j/86433283859?pwd=HtL0hWrJkp8i7tw4FPfSeiEbKQYHOC.1>

Meeting ID: 864 3328 3859

Passcode: 280317

Closed Session: Call to Order – 5:30 PM

1. **Establish a Quorum of the Council**
2. **Public Comment on Closed Session Items**
3. **Closed Session: Public Employee Performance Evaluation**
Title: City Manager
4. **Report Out of Closed Session**

Open Session: Call to Order – 6:30 PM

1. **Call to Order and Pledge of Allegiance**
2. **Establish a Quorum of the Council**
3. **Approval of Agenda**
4. **Public Comment** – *The Public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Council may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*
5. **City Clerk Duties and Position Recruitment-Discussion/Action**
6. **Council Correspondence**

Closed Session: Call to Order

1. **Establish a Quorum of the Council**
2. **Public Comment on Closed Session Items**
3. **Conference with Real Property Negotiators**
Property: Portions of APN Nos.: 312-131-037-000, 312-131-045-000, 312-131-046-000, and 312-190-010-000 in the unincorporated area of the County of Humboldt, State of California.
Agency Negotiators: Amanda Mager, City Manager; Ryan Plotz, City Attorney
Negotiating Parties: Erin McClure, Trustee
Under Negotiation: Price and Terms of Payment

4. Conference with Labor Negotiators

Agency Representatives: John Sawatzky, Mayor; Ryan Plotz, City Attorney

Unrepresented Employee: Amanda Mager, City Manager

5. Report Out of Closed Session

Open Session: Call to Order

- 1. Consider Approval of First Amendment to City Manager Agreement-Action**
- 2. Adjourn**

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



(707) 668-5655
Fax: (707) 668-5916
www.bluelake.ca.gov

CITY OF BLUE LAKE **C A L I F O R N I A**

111 Greenwood Road
P.O. Box 458
Blue Lake, CA 95525

Blue Lake City Council Minutes

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

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

Quorum Established: Mayor Sawatzky, Mayor Pro-Tem Scafani, Councilmember Firor, Councilmember Lewis-Lusso, Councilmember Napier

Staff Present: City Manager Mager, City Attorney Gans

Public Present: Karina Green, Erin McClure, Julie Christie, Beckie Thornton, Angela Dare, Lisa Hoover, Kent Sawatzky, Rebecca Collins, Alex Ricca, Bobbi, Ricca, Adelene Jones, David Glen, Mardi Granger, Ted Hales

2. Pledge of Allegiance

3. Approval of the Agenda

Public Comment:

Adelene Jones: Comments on the closed session

Kent Sawatzky: Comments on the closed session

Julie Christie: Comments on Zoom volume

Public Comment Closed.

Council Discussion:

Mayor Pro-Tem Scafani: Asks if the Attorney can come back later if the closed session is moved on the agenda.

Councilmember Napier: Recommends having a special meeting.

Mayor Pro-Tem Scafani: Recommends setting a time certain of 8:30pm for the closed session.

Motion: To move the closed session to 8:30pm

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Napier

Public Comment: None

Motion Summary: Consensus

Councilmember Napier: Comments on commission appointments; recommends moving appointments to the next Council meeting.

City Manager Mager: States that the City is in compliance with the Maddy Act and all postings have been complied with.

Motion: to approve the agenda with changes

Motion by: Councilmember Firor

Seconded by: Councilmember Lewis-Lusso

Motion Summary: (Passed) Ayes: Lewis-Lusso, Firor, Sawatzky Nays: Scafani, Napier

4. Public Comment on Items not on the Agenda:

Karina Green: Comments on the Prasch Hall roofing project

Adelene Jones: Comments on City Manager's accomplishments

Lori Ponte: Requests that Karina's issues be agendaized

Terry Bayless: Requests a town hall on the proposed BESS project

Rebecca Collins: Questions the registration of PowerTransitions as a new LLC

Kent Sawatzky: Comments on Karina's issues and DANCO contract

Julie Christie: Comments on Zoom

Public Comment Closed.

5. Commissioner Appointments

City Manager Mager presents the item; provides information on Maddy Act and postings.

Councilmember Lewis-Lusso: Questions the 30-day noticing period for Public Safety Commission

City Manager Mager: Comments that the noticing has been done; the Public Safety Commission vacancies were noticed in December.

Councilmember Firor: *Motions to appoint the commissioners that have applied (Motion dies for lack of a second.)*

Councilmember Napier: Reads from the municipal code the language regarding commission vacancies and appointment process

Public Comment:

Alex Ricca: Comments on Public Safety Commissioner resignations and the importance of the commissions work.

Kent Sawatzky: Comments on proper noticing

Jean Lynch: Comments on process and changing ordinances

Beckie Thornton: States that the Public Safety Commission is not a necessity.

Julie Christie: Council should be questioning why commissioners are leaving.

Public Comment Closed.

Mayor Sawatzky: Asks the commissioners to introduce themselves.

Gloria Baker: Introduces herself and explains that she has applied for the Parks and Recreation Commission; explains her involvement in Blue Lake activities and events.

Councilmember Scafani: Asks Gloria about her participation with the Parks and Recreation Commission and if her schedule can accommodate her appointment.

Motion: To appoint Gloria Baker to the Parks and Recreation Commission

Motion by: Councilmember Firor

Motion Seconded by: Councilmember Lewis-Lusso

Motion Summary: (Passes) Ayes: Sawatzky, Firor, Scafani, Lewis-Lusso; Nays: 0; Abstain: Napier

Motion: To appoint Justin Goad, Rebecca Collins, Ted Hales and Donald Schang to the Public Safety Commission.

Mayor Pro-Tem Scafani: States that the Council cannot appoint four seats as only three vacancies have been noticed.

No Second; motion dies.

Mayor Sawatzky asks each applicant to introduce themselves.

Rebecca Collins: Introduces herself and her qualifications and interest in safety issues.

Justin Goad: Introduces himself; explains his background working with the City on safety issues.

Ted Hales: Introduces himself; explains his background as military police; lives on West End Road.

Motion by Councilmember Firor: to appoint Justin Goad, Ted Hales, and Rebecca Collins to the Public Safety Commission

Motion dies for lack of a second.

Motion by Councilmember Lewis-Lusso: To continue the appointments to the February meeting

Seconded by: Mayor Pro-Tem Scafani

Motion Summary: Consensus

6. Resolution Number 2025-1235-Housing Element Amendment and Public Hearing

Mayor Sawatzky introduces the item.

City Manager Mager introduces City Planner Garry Rees who will present the item.

Planner Rees: Provides an overview of the housing element status and the process to attain compliance with State mandates.

Councilmember Napier: Questions if any planning commissioners are in attendance.

Public Comment.

Kent Sawatzky: Comments on the adoption process being rushed.

Lisa Hoover: Comments on the CEQA determination; asks the Council not to approve.

Beckie Thornton: States that it doesn't need to be adopted right now

Lori Ponte: Comments on attending the planning commission meeting.

Lori Ponte: Attended the Planning Commission meeting; asks the Council to talk to the Planning Commission

Terry Bayless: Comments on the meeting minutes not being approved.

Julie Christie: Comments on sustainability

Jean Lynch: Comments on single room occupancy.

Public Comment Closed.

Mayor Pro-Tem Scafani: States that she gained knowledge and clarity at the town hall but wants more time before considering adoption.

Motion: To adopt Resolution Number 2025-1235

Motion by: Councilmember Firor

Seconded by: Councilmember Lewis-Lusso

Motion Summary: (Does Not Pass) Ayes: Firor, Lewis-Lusso, Nays: Sawatzky, Napier, Scafani

Mayor Sawatzky: States that he needs more time to think about the issue.

Councilmember Napier: States that the Circulation Element and cumulative effects need to be examined.

Mayor Sawatzky: Asks about setting a future date to address the issue.

Manager Mager: Comments that staff has heard the same questions over and over and has answered these questions; not sure if the Council has heard these answers. Questions if Council needs a specific amount of time to reach a level of comfort or if this is just a hard no and more time will not result in an action.

Planner Rees: Asks the Council if there are specific areas or questions that could be addressed.

Mayor Sawatzky: States that he doesn't have specific questions, would just like more time to digest the information; it's a big issue and asks if a joint session with the Planning Commission would be appropriate.

Councilmember Firor: Would recommend bringing it back in 30 days to keep it moving forward.

Mayor Pro-Tem Scafani: Feels overwhelmed and supports a working session with the Planning Commission; needs 60-90 days.

Councilmember Lewis-Lusso: Will commit to doing the homework and being ready to make a decision.

Motion: To bring the item back in 60 days

Motion by: Councilmember Firor

Seconded by: Councilmember Lewis-Lusso

Motion Summary: Consensus

7. City Clerk Discussion

Councilmember Napier:

City Manager Mager: Explains that she is seeking Council's authorization to recruit for a contract City Clerk position; traditionally the clerk duties were part of the front office staff duties, but this has not been a sustainable solution.

Mayor Pro-Tem Scafani: Questions what is being proposed; is it task based?

City Manager Mager: Recommends that it is task based; the City has contracted for these services in the past. Would like the ability to go out to recruit and see if there is any interest in the position.

Mayor Pro-Tem Scafani: Asks what the difference is between hiring a part-time City Clerk and contracting for a clerk.

City Manager Mager: The City has tried to recruit for a part time clerk in the past; the clerk duties are always the duties that no one wants to do.

Councilmember Napier: Questions who the clerk would report to.

City Manager Mager: The clerk would be under the authority of the City Council to the extent that the code allows.

Councilmember Lewis-Lusso: Agrees that there is an immediate need and there should be an agreed upon timeframe.

City Manager Mager: Explains that this is not a full-time or part-time position; it would work best for someone that wants extra work.

Public Comment:

Kent Sawatzky: Recommends contracting for clerk duties; form an ad-hoc to address this.

Angela Dare: Explain to applicants what the job duties are.

Terry Bayless: Comments on the duties of the City Clerk

Julie Christie: Comments on Council input on the process of hiring a City Clerk; Mandy should put out an application.

Motion: To authorize the City Manager to recruit for a City Clerk on a contract basis.

Motion by: Councilmember Firor

Motion dies for lack of a second.

Motion: To provide immediate relief through a temp agency and allow the City Manager to recruit

Motion by: Councilmember Lewis-Lusso (*Motion dies for lack of a second*)

Councilmember Napier: Can we find a way to provide relief and also allow the Council to work through concerns regarding the clerk duties.

City Manager Mager: Offers to work with an ad-hoc to finalize the job description and develop a path to

recruitment

- ✓ **Motion:** to form an ad-hoc committee to develop a job posting and to review applicants for City Clerk; the posting will be for a part time or contract position.

Motion by: Mayor Pro-Tem Scafani

Seconded by: Lewis Lusso

Motion Summary: (Passes) Ayes: Sawatzky, Napier, Scafani, Lewis-Lusso; Nays: 0; Abstain: Firor

- ✓ **Mayor Sawatzky:** Appoints Councilmember Napier and Lewis-Lusso to the ad-hoc committee.

Councilmember Scafani: Questions how to address the items that remain on the agenda; to either continue the meeting or have a special meeting.

Attorney Plotz: Clarifies that Council can continue the agenda and provides direction on posting.

Public Comment:

Beckie Thornton: Comments on City Manager's performance, including lack of communication with businesses and using funds for unnecessary improvements to Prash Hall

Julie Christie: Concurs with Beckie Thornton's comments

Angela Dare: Comments that City Hall was weaponized against her

Kent Sawatzky: Comments on City Manager's performance; feels that he's been singled out.

Public Comment Closed.

8. Closed Session

Motion: To enter into closed session

Motion by: Sawatzky

Seconded by: Firor

Motion Summary: Consensus

Council reconvened to open session at 11:00 PM; no members of the public were present.

It was reported that no reportable actions were taken during closed session. The Council, by unanimous consent, adjourned the regular meeting to Thursday, January 30, 2025 at 6:30PM, when it will be reconvened to take up those items remaining on the agenda.

Meeting adjourned at 11:00PM



Katheryn Napier <knapier@bluelake.ca.gov>

City of Blue Lake-Clerk Draft Proposal

Amanda Mager <citymanager@bluelake.ca.gov>

Fri, Jan 31, 2025 at 2:13 PM

To: Michelle Lewis-Lusso <mlewis-lusso@bluelake.ca.gov>, Katheryn Jean Napier <knapier@bluelake.ca.gov>


Hello Councilmembers Lewis-Lusso and Napier-

I hope this email finds you well on this rainy Friday. I wanted to provide you with a draft job description for the City Clerk position, along with a draft and very simplistic budget to support the contracting concept.

The job description is focused solely on the responsibilities of the City Clerk position and does not include any administrative/office duties. As you know, the clerk duties have historically been combined with our office administrative job description, but this has not been a sustainable solution. I'm hoping that we can attract a contract employee to the position and I look forward to working with you both to find a workable solution.

Have a wonderful day.

Mandy

 **city clerk proposal.pdf**
3699K

From
City Manager



City of Blue Lake

City Clerk-Contract Description

Definition: Under administrative direction, plans, organizes and provides direction and oversight to and participates in all City Clerk functions and activities, including election services, the legislative function, the custody, access, and preparation and archiving of public records, meeting minutes, public information, and filing officer services.

DESCRIPTION OF CITY CLERK DUTIES:

The City Clerk is hired by the City Manager and appointed by the City Council. The City Clerk serves as the local official for elections, and local legislation and serves as the Clerk/Secretary to the City Council. The clerk oversees the preparation and distribution of agendas for the City Council and the various commissions and ensures that all actions are properly executed, recorded and archived. The City Clerk serves as the liaison between the public and the City Council by disseminating information in person, through correspondence, and through the City website and social media outlets.

RESPONSIBILITIES OF THE CITY CLERK:

- **Legislative Administration:** Attends City Council and related meetings and serves as Secretary to the City Council, including review of the legislative agenda, verifying that legal notices have been posted or published, recording the decisions of the City Council through recording and transcribing minutes of Council proceedings, and overseeing the recording and broadcasting of the City Council meetings. The clerk coordinates logistical requirements for City commissions and committees, commission appointments, and provides Brown Act training and support to elected and appointed officials and staff. The City Clerk interacts with the City Manager and the City Attorney, as appropriate, to ensure proper noticing, formatting and preparation of agendas, resolutions and ordinances.
- **Elections Official:** Manages all City elections, both general and special, in an impartial manner; assists candidates in meeting their legal responsibilities before, during and after elections by overseeing the issuance of candidate information packets and nomination papers, processing petitions and ballot measures, and certifies election results. The clerk provides voter outreach services and procures and disseminates election materials.
- **Records Management:** In coordination with City administrative staff, oversees the preservation and protection of the public record through the preparation, indexing and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, bids, franchise agreements, codes, deeds, easements, bonds, historic records, and related documents. The clerk provides oversight of record retrieval and legislative research for City departments and the public, including inquiries regarding the California Public Records Act, and the Brown Act; the clerk maintains the legislative history of the City and the official records and maintains and updates the City of Blue Lake's Municipal Code as appropriate.

- Oath and Filing Administrator: Manages compliance with the Political Reform Act as filing administrator for Statements of Economic Interest and Campaign Statements for City officials. The City Clerk administers oaths of office and receives and records petitions, claims, lawsuits and official notices.

REQUIREMENTS:

Knowledge of:

- Administrative principles and practices, including goal setting, implementation and evaluation;
- Principles, practices and procedures related to public agency record keeping, municipal elections and the City Clerk function;
- Understanding and proficiency regarding the Brown Act, Rosenberg's Rules of Order and the California Public Records Act.
- The City of Blue Lake Municipal Code.
- Functions, authority, responsibilities and limitations of an elected City Council;
- Automated and manual record management principles and practices, including legal requirements for recording, retention and disclosure;
- Applicable Federal, State and local laws, codes and regulations;
- Principles and practices related to parliamentary procedure and conflict of interest;
- Modern office practices, methods and computer equipment;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with the public;

Ability To:

- Meet all legal requirements of the function in a timely and effective manner.
- Coordinate municipal elections within legal guidelines.
- Maintain the official records of the City.
- Prepare official minutes, resolutions, and ordinances with a high degree of efficiency and professionalism.
- Prepare clear, accurate, and concise reports, correspondence, policies, procedures and other written materials as needed.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations and ordinances as it relates to the function and responsibility of the City Clerk.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

EDUCATION, EXPERIENCE & LICENSES:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying; a typical way to obtain the required qualifications would be:

Education/Experience:

- Equivalent of the completion of an Associates of Arts Degree including or supplemented by college level courses in business or public administration, or a related field;
- Two (2) years of experience in municipal government, preferably with a City Clerk's Office
- Specialized training and/or certifications relating to the established job duties

License(s):

- Valid California Driver's License with satisfactory driving record
- Ability to obtain a California State Notary License within 6 months of employment

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS:

Required to work during the evenings; may be required to work during the weekend and on holidays.

STATE OF CALIFORNIA DISASTER SERVICE WORKER: GOVERNMENT CODE SECTION 3100-3109:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.

**City Clerk Budget Proposal
Monthly Cost**

City of Blue Lake

Item Description	Frequency/Month	# of Hours	Rate	Balance
City Council Meeting Attendance	2	4	\$ 30.00	\$ 240.00
Meeting Minutes Preparation	2	2	\$ 30.00	\$ 120.00
Agenda Review and Oversight	2	2	\$ 30.00	\$ 120.00
General Monthly Check-In	1	2	\$ 30.00	\$ 60.00
Sub-Total	7	10		\$ 540.00

**Additional Hours will be budgeted during elections*

Special projects, trainings, etc...will be based upon this cost model



Budget Synopsis	\$540.00/Month \$6,480.00/Year
------------------------	-----------------------------------

Administrative Assistant Salary in California


Administrative assistant

📍 California

[Home](#) [Career Explorer](#) [Administrative Assistant](#) [Salary](#)

Administrative assistant salary in California

How much does an Administrative Assistant make in California?

Average base salary 

\$23.15

Per hour ▾

↑ 16% above national average

Average \$23.15

Low \$17.48

High \$30.67

The average salary for a administrative assistant is \$23.15 per hour in California. 14.6k salaries reported, updated at January 26, 2025

Job openings in California

Administrative Assistant/Scheduler

Devine Glass Inc

Castroville, CA

 \$20 - \$24 an hour  Full-time

[View job details](#)

Administrative Assistant - Office

Professional

Tom James Company 3.6 ★

Oakland, CA

 \$25 an hour  Part-time

[View job details](#)

District Administrative Assista

Encinitas Union School District

Encinitas, CA

 \$29.12 - \$29.75 an hour

 Full-time

[View job details](#)

[View all Administrative Assistant jobs](#) →

Highest paying cities for Administrative Assistants near California

Senior Administrative Assistant

Job openings

Average \$30.00 per hour



END ened
14

City Council Ad Hoc formed on Jan 28, 2025 to review City Clerk

Council Member Michelle Lewis-Lusso Council Member Kat Napier

(First Findings)

Feb 7, 2025:

Good Morning Mandy,

Michelle and I were able to review your request. We want to address the most immediate issue first, the need for support during City Council meetings to take minutes.

Issue of Meeting Minutes: There is a need to scribe and provide meeting minutes for City Council Meetings. Admin staff unwilling to attend city council meetings to take minutes thereby overburdening City Manager during meetings.

Recommendation: Approval of immediate and temporary short term engagement for transcription support services during city council meetings.

Approval of requested hourly rate at \$30/hr for an independent contractor.

Require hours to be tracked separately along with other contract labor/employees.

Independent Contractor to sign waiver of liability against the City or otherwise legal review by City Attorney before terms of engagement are signed.

Limitations: Approval of not more than \$600 per month.

Duration of engagement not more than three calendar months.

Independent Contractor to have any/all necessary certification/license/bonding/insurance/background check as necessary to the position.

Actions: Recommend City Council facilitate approval and implementation before next council meeting.

City Council Ad Hoc formed on Jan 28, 2025 to review City Clerk Position

Council Member Michelle Lewis-Lusso Council Member Kat Napier

(Second Findings) Developed Feb 12, 2025

Request by City Manager for Contracting City Clerk Services (2025)

Issue Two: Vacancy of City Clerk Position

Situation:

The City of Blue Lake currently does not have a City Clerk, prompting the City Manager to request contract services. The City Clerk serves as a liaison between the public and the City Council and is responsible for various administrative functions, including meeting minutes, agenda preparation, Public Records Act (PRA) requests, licenses, permits, insurance tracking, and managing citizen inquiries.

As an appointee of the City Council, the City Clerk works in coordination with City staff while fulfilling responsibilities that ensure compliance with ethical and legal standards. The role requires specialized knowledge essential for municipal administration and serves as an integral part of the City's overall administrative framework.

Background:

Following the departure of a City Clerk in January 2020, the City Council passed Resolution #1153 to consolidate the positions of City Clerk and City Manager. Since then, multiple individuals have served as City Clerk, but the resolution remains in effect.

In anticipation of the retirement of the long-serving Financial Manager in late 2024, the City Clerk was cross-trained in financial management duties. After approximately a year of training, the City Clerk resigned in November/December 2024. The Financial Manager, originally scheduled to retire at the end of 2024, has extended their tenure to assist during this transition.

Additionally, in late 2024, an interim City Clerk accepted the position permanently but resigned shortly thereafter. As of early 2025, over two months have passed without an appointed City Clerk, and a formal recruitment process has not yet begun.

Assessment:

The absence of a dedicated City Clerk may impact the City's administrative efficiency and internal oversight. Without a designated Clerk, essential functions, including public records management, meeting coordination, and regulatory compliance, may be dispersed among other staff members, potentially affecting service delivery.

This vacancy coincides with the transition of other key administrative personnel, requiring the City to rely significantly on contracted services for legal, engineering, planning, and financial functions.

Recommendations:**1. Prioritize the Recruitment of a City Clerk:**

- Advise the City Council and staff to recognize this as a priority item.

2. Review and Update the City Clerk Job Description:

- Work with staff to assess and revise the duties and job description of the City Clerk to reflect current needs.
- Provide any proposed revisions for staff input and collaboration.
- Expect that City Clerk responsibilities currently managed by various administrative personnel will be consolidated into a full-time City employee position.

Reference Sources:

- Current job description and duties
- Relevant ordinances and resolutions
- Written policies and procedures

3. Review and Adjust Compensation as Needed:

- Upon finalizing job revisions, instruct staff to propose a wage scale adjustment, if necessary, for inclusion in the City's wage and salary schedule.

4. Initiate an External Recruitment Process:

- Conduct a formal recruitment process targeting qualified candidates.

- Utilize external resources such as job platforms (e.g., Indeed), local staffing agencies (e.g., Sequoia Personnel), and recruitment firms as needed.

5. Establish a Clear Selection Process:

- The City Council should outline expectations for reviewing, processing, and presenting applications to ensure a structured and transparent hiring process.
- Determine whether the position will be hourly or salaried.

6. Review and Update Resolution #1153:

- Evaluate the continued necessity of Resolution #1153 (passed in January 2020) and consider whether it should be repealed, rescinded, or updated to reflect the City's current needs.

RESOLUTION No.1153

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BLUE LAKE CONSOLIDATING THE POSITIONS OF CITY
MANAGER AND CITY CLERK**

WHEREAS, the City of Blue Lake has a vacancy in the position of City Clerk and;

WHEREAS, the City Manager is willing and able to perform the duties of City Clerk in addition to performing the duties of City Manager and;

WHEREAS, the city council desires to approve consolidation and;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blue Lake consolidates the positions of City Manager and City Clerk;

INTRODUCED, PASSED, AND ADOPTED this 28th day of January 28th, 2020, with the order that this action is effective upon adoption.

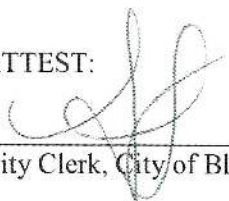
AYES: Ricca, Curran, Jones, Hagan

NAYS: none

ABSENT: Daugherty

ABSTAIN: none

ATTEST:



City Clerk, City of Blue Lake



Mayor, City of Blue Lake

CLERK'S CERTIFICATE

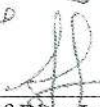
I hereby certify that the foregoing is a true and correct copy of Resolution No. 1153 passed and adopted at a regular meeting of the City Council of the City of Blue Lake held on the 28th day of January, 2020, by the following vote:

AYES: Ricca, Curran, Jones, Hagan

NAYS: none

ABSENT: Daugherty

ABSTAIN: none



City Clerk, City of Blue Lake

City of Blue Lake Municipal Code

§ 2.12.070 Powers and Duties. Chapter 2.12 City Manager

The City Manager shall be the administrative head of the government of the City under the direction and control of the City Council except as otherwise provided in this chapter. He or she shall be responsible for the efficient administration of all the affairs of the City which are under his or her control. In addition to general powers as administrative head, and not as a limitation thereon, it shall be the City Manager's duty and he or she shall have the powers set forth in the following subsections.

A. Law Enforcement. It shall be the duty of the City Manager to enforce all laws and ordinances of the City and to see that all franchises, contracts, permits, and privileges granted by the City Council are faithfully observed.

B. Authority Over Employees. It shall be the duty of the City Manager, and he or she shall have the authority to control, order, and give directions to all heads of departments and to subordinate officers and employees of the City under his or her jurisdiction through their department heads, with the exception of the appointed positions of City Clerk, Treasurer, and City Attorney.

C. Power of Appointment and Removal. It shall be the duty of the City Manager to, and he or she shall appoint, remove, promote, and demote any and all officers and employees of the City of Blue Lake, subject to all applicable personnel ordinances, rules, and regulations, with the exception of the appointed positions of City Clerk, Treasurer, and City Attorney.

D. Administrative Reorganization of Officers. It shall be the duty and responsibility of the City Manager to conduct studies and effect such administrative reorganization of offices, positions, or units under his or her direction as may be indicated in the interest of efficient, effective, and economical conduct of the City's business.

E. Ordinances. It shall be the duty of the City Manager and he or she shall recommend to the City Council for adoption such measures and ordinances as he or she deems necessary.

F. Attendance at Council Meetings. It shall be the duty of the City Manager to attend all meetings of the City Council unless at his or her request he or she is excused therefrom by the Mayor individually or the City Council, except when his or her removal is under consideration.

G. Financial Reports. It shall be the duty of the City Manager to keep the City Council at all times fully advised as to the financial condition and needs of the City.

H. Budget. It shall be the duty of the City Manager to prepare and submit the proposed annual budget and the proposed annual salary plan to the City Council for its approval.

I. Expenditure Control and Purchasing. It shall be the duty of the City Manager to see that no expenditures shall be submitted or recommended to the City Council except on approval of the City Manager or his/her authorized representative. The City Manager, or his/her authorized representative, shall be responsible for the purchase of all supplies for all the departments or divisions of the City.

J. Investigations and Complaints. It shall be the duty of the City Manager to make investigations into the affairs of the City and any department or division thereof, and any contract or the proper performance of any obligations of the City. Further, it shall be the duty of the City Manager to investigate all complaints in relation to matters concerning the administration of the City government and in regard to the service maintained by public utilities in said City.

K. Public Buildings. It shall be the duty of the City Manager to exercise general supervision over all public buildings, public parks, and all other public property which are under the control and jurisdiction of the City Council.

L. Additional Duties. It shall be the duty of the City Manager to perform such other duties and exercise such other powers as may be delegated from time to time by ordinance or resolution or other official action of the City Council.

And also within City Manager

§ 2.12.080 Internal Relations.

A. Council-Manager Relations. The City Council and its members shall deal with the administrative services of the City only through the City Manager, except for the purpose of inquiry, and neither the City Council nor any member thereof shall give orders or instructions to any subordinates of the City Manager. The City Manager shall take orders and instructions from the City Council only when sitting in a duly convened meeting of the City Council and no individual Council member shall give any orders or instructions to the City Manager.

B. Departmental Cooperation. It shall be the duty of all subordinate officers and the City Clerk, City Treasurer, and City Attorney to assist the City Manager in administering the affairs of the City efficiently, economically, and harmoniously.

Mandy's Draft

2025

**CITY OF BLUE LAKE
CITY COUNCIL ROLES AND
RESPONSIBILITIES PROTOCOL
MANUAL**



ADOPTED: OCTOBER 30, 2012
REVISED: JULY 23, 2013
AUGUST 13, 2013
SEPTEMBER 10, 2013

Formatted: Line spacing: single

Other Vacancies: Other vacancies, including resignation or death, shall be filled pursuant to the provisions of California Government Code (see section § 36512).

Special Meetings: Special meetings may be called by the Mayor or by three members of the City Council. Written notice must be given to the City Council and to the media 24 hours prior to a special meeting. No business other than that officially noticed may be discussed.

Formatted: Highlight

Commented [AT2]: Need to define scope of special meeting and provide regulatory process for noticing, etc...

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Public Input: At all regular and special meetings, the public comments must be permitted before or during consideration of any agenda item. Will have an opportunity to give input on any regular agenda item. An overall public input session for members of the public to have the opportunity to comment on items not on the agenda is required of all regular meetings. It is allowed, but not required, of special meetings. Public comment is appropriate on any matter within the jurisdiction of the City Council.

Meeting Notices and Minutes: Noticing requirements of the Brown Act are complied with for all meetings; minutes of the meeting are taken by the City Clerk or designee and made available for public inspection, (see Appendix E).

Ordinance 2.12.070.b

Meeting Minutes and the Role of the City Clerk:

X The City Clerk is appointed by the City Council, but under the direction of the City Manager. The Clerk works with the Council and City Manager to ensure that the decision-making process is transparent to the public; complies with federal, state, and local regulations; and is properly recorded.

Formatted: Font: Not Bold, Highlight

Formatted: Highlight

Meeting minutes are recorded by the City Clerk and are a public record. While minutes do not require approval by the Council, it is common practice to do so. Council members who were absent at a meeting need not abstain from approving minutes, as the minutes are of the meetings of the Council as a whole, not individual members. Once official minutes are approved, they are available online at the City website and at City Hall for public inspection.

Formatted: Font: Not Bold, Highlight

Formatted: Highlight

Formatted: Font: Not Bold, Highlight

Formatted: Font: Not Bold

X **Development of Agenda:** The City Manager is responsible for preparing the agenda for City Council Meetings. The City Council may establish an agenda committee to assist the City Manager and the City Clerk in the review and recommendation of agenda items.

Ordinance 2.04.020 A

Placing Items on Agenda:

City Council: A Council Member may request an item be considered on a future agenda and, upon agreement of a majority of Council, staff will prepare a staff report if formal Council action is required. Council Members may make this request verbally during a meeting or may submit written requests.

Formatted: Underline, Not Highlight

Formatted: Not Highlight

The City Council evaluates the City Manager on an annual basis to ensure that both the City Council and City Manager are in agreement about performance and goals based upon mutual trust and common objectives. The City Manager's performance is evaluated in the following areas: availability, professional and managerial skills, developing and implementing the budget, management of City finances and preparation of and for City Council meetings.

City Council/City Clerk Relationship

Where the City Council ~~dictates~~ the policy of the City, and the City Manager delivers the product of Council policies, the City Clerk ensures the procedure of the Council. The City Clerk is the local official for elections, local legislation, the Public Records Act, the Political Reform Act and the Brown Act.

Formatted: Font: Not Bold

The City Clerk ensures that all actions by the City Council are in compliance with federal, state and local statutes and that all actions are properly executed, recorded, and archived.

X The City Clerk is appointed by the City Council and is under the direction of the City Manager ~~and, however~~ equally contributes to the overall process of Council Meetings.

chapt 2.12
CITY Manager
2.12.070.B

City Council/City Staff Relationship

City Council Member contact with City staff members for City business, including the City Manager, will be during regular business hours, except in the case of an emergency.

City Council/City Attorney Relationship

Pursuant to recommendation of the City Manager, the City Council shall make provision for obtaining legal counsel for the City, either by appointment of a City Attorney on a full-time or part-time basis, or by any reasonable contractual arrangement for such professional services.

The City Attorney is a contract employee appointed by the City Council. The City Attorney is the legal advisor for the Council, its committees, commissions and boards, the City Manager, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney are to:

- Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
- Represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings;

Interaction with City Staff / Officials

Overview

City Council policy is implemented through dedicated and professional staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so policies and programs may be implemented successfully. To support effective relationships, it is important that roles are clearly recognized.

Council-Manager Form of Government

Blue Lake has a Council-Manager form of government. ~~Basically, with~~ this structure, the City Council's role is to establish City policies and priorities. The Council appoints a City Manager to implement those policies and undertake the administration of the organization.

The City Manager is appointed by the City Council to enforce its laws, to direct the daily operations of city government, to prepare and monitor the principal budget, and to implement the policies and programs initiated by the City Council. The City Manager is responsible to the City Council, rather than to individual Council Members, and directs and coordinates the various departments.

The City Manager is responsible for appointing all department directors and authorizing all other personnel positions. The City Council authorizes positions through the budget process; based upon that authorization, the City Manager makes the appointments.

The Council-Manager form of government is outlined in the California Government Code and City Ordinance No. 439 and Ordinance No. 486.

The powers and duties of the City Manager include:

- ~~Generally supervise~~ General supervision over the administrative affairs of the City;
- Appoint and remove at any time any employees,
- Attend all meetings of the Council at which the Manager's attendance may be required by that body,
- See that all laws and ordinances are faithfully executed, subject to the authority which the Council may grant the Mayor to maintain law and order in times of emergency,
- Recommend for adoption by the Council such measures as the Manager may deem necessary or expedient for the operations of the City,
- Prepare and submit to the Council such reports as may be required by that body, or as deemed advisable to be submitted,
- Keep the Council fully advised of the financial condition of the City and its future needs,

Ordinance

2,12,070,B

Ordinance

2,12,070,C



Tonie Quigley <officeclerk@bluelake.ca.gov>

Fw: City manager,

1 message

Kent Sawatzky <kentsawatzky@hotmail.com>
To: Tonie Quigley <officeclerk@bluelake.ca.gov>

Fri, Mar 7, 2025 at 3:19 PM

Good afternoon, Tonie

Please include this as Council correspondence in the packet for the next Blue Lake Council meeting. Special or regular meeting. Please acknowledge receipt of this communication.

Kent Sawatzky

From: Kent Sawatzky <kentsawatzky@hotmail.com>
Sent: Friday, March 7, 2025 11:50 AM
To: kentsawatzky@homail.com <kentsawatzky@homail.com>
Subject: City manager,

Time for a change.

It is my opinion that it is time to consider other options for Blue Lake City Manager.

The following are things I recommend the City Council consider.

Just as in Law enforcement, City Engineer, or any contract employees it is always best to know what other options are out there.

I support floating an RFP for the position. The current City Manager can apply, and all options can be looked into. We do not know until we try.

To my best knowledge the following are traits to consider;

- #1 The ability to work well with others. No matter ones political affiliation, gender, Collor or Creed.
- #2 The ability to not bring personal Bias, prior interactions, or personal agendas to the table.
- #3 The ability to understand that they represent the whole City, Not just friends or those they personally agree with.
- #4 The ability to take constructive comments and even change an opinion when justified.
- #5 The ability to address all concerns. Especially when they may potentially cause loss of property or Life.
- #6 The ability to respect everyone's right to privacy and property rights.
- #7 The understanding that in all aspects of life, both public and personal, they are perceived to represent the City.
- #8 The understanding that it is not proper to participate in any social media other than sanctioned City Business.
- #9 The ability to take direction from The Blue Lake City Council.
- #10 The ability to understand the Municipal code and enforce it in a fair and accurate manner.
- #11 the understanding that it is improper to dole out special privileges to their supporters.
- #12 The understanding that is improper to use the City Managers position to selectively target others.
- #13 The ability to understand it is not their job to selectively stack the City Commissions with their supporters.
- #14 The ability to set reasonable objectives and not waste City Staff time on "Pipe Dreams".
- #15 The ability to Manage and train Staff in a manner where there is not a high turnover.
- #16 The ability to understand the improperness of hiring a sitting Council member rather than promoting long term in-house employees.
- #17 The ability to set an example by following the existing Municipal code.

#18 That it is important when claiming to be a grant writer, they do not pay top dollar to others to write them.

#19 The managerial ability to delegate and know who, how and when to do so.

#20 lastly the ability to be truthful. Tell the whole truth without Bias or prejudice.

A majority of the voters voted for changes last November. This was a vote of no confidence in the prior Council.

It was a vote of no confidence in the manner and pathway the current City Manager is headed. Please respect the will of the voters.

I have the utmost confidence that the current City staff members will continue on in a near flawless manor during a transition.

Time for a change.

Kent Sawatzky

