



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, September 23, 2025 ~ 6:30 p.m. ~Regular Council Meeting

Skinner Store-111 Greenwood Road, Blue Lake California

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

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

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

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

Zoom Meeting

<https://us02web.zoom.us/j/89510240788?pwd=5DwopAooNzsAwawReeWIAedv2hj3DL.1>

Meeting Id: 895 1024 0788

Passcode: 860417

Call to Order

1. **Pledge of Allegiance and Establish a Quorum of the Council**
2. **Approval of the Agenda**
3. **Public Comment On Non-Agenda Items** – *The Public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Council may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*
4. **Consent Agenda**
 - a. City Council Minutes for April 8, 2025 – Special Meeting
 - b. City Council Minutes for April 22, 2025 – Regular Meeting
 - c. Monthly Disbursement for Period of August 1-August 31, 2025
5. **Approve Proclamation – Recognizing Domestic Violence Awareness Month**

- 6. Consider Structuring a Series of Community Meetings to Solicit Public Input on the Former Blue Lake Power Plant Site**
- 7. Receive Presentation on Blue Lake Truck Route Phase 2 – Railroad Ave. to Hatchery Road Project**
- 8. Approve Resolution 1243 – City of Blue Lake Conflict of Interest Code**
- 9. Ratify Acceptance of Received Donations over \$5,000 for the Blue Lake Bike & Skate Park**
- 10. Approve In-Kind Donations and Expenditure Authorization for Winterization of Blue Lake Bike & Skate Park**
- 11. Discuss and Appoint City Council Member Board, Commission and Ad Hoc Appointments**
- 12. City Clerk Job Description; Receive Report and Draft Job Description for Approval Consideration from Ad Hoc Committee Members Lewis-Lusso and Napier.**
- 13. Council Correspondence**
- 14. Reports of Council and Staff**
 - a. Ad hoc Committee Reports
 - b. Commission Updates
 - c. City Manager Report
- 15. 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.



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CITY OF BLUE LAKE CALIFORNIA

111 Greenwood Road
P.O. Box 458
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Blue Lake City Council Minutes

Tuesday, April 8, 2025-City Council Special Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

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

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

Absent: Councilmember Christopher Firor

Staff Present: City Manager Mager

Public Present: Lin Glen, Alex Ricca, Bobbi Ricca, Mardi Granger, Beckie Thornton, Salina Rain, Maria Mahegan, Roxanne Rothery, Julie Christie, Erica Dykehouse, Brian Corse, James, Brenda, Christa Christie

3. Approval of the Agenda:

Motion: Move item 9 above 8 and 11 and 12 after 7.

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Scafani

No Public Comment

Motion Summary: Consensus

4. Public Comment

Lin Glen: States that she will be applying for the Public Safety Commission.

Beckie Thornton: States that she had a good experience at City Hall with her public records request.

Julie Christie: Comments on animal control and community involvement.

Mayor Pro-Tem Scafani: States that there are problems with the website; believes that staff posted the agendas appropriately.

5. Review Fiscal Year 24-25 Staffing Level, Wages, Benefits and Salaries

Mayor Sawatzky introduces the item; the Council reviews the report provided by City staff; Council questions current staffing levels, costs for contract personnel and changes to job descriptions. Additional questions include how benefits are budgeted and why call-outs and rounds are going up in the Public Works Department.

Staff provides answers to the Council's questions, and explains that Public Works has been impacted this

fiscal year by storms and system interruptions that have required additional inspections and call-outs. Staff explains that benefits are budgeted separately and that the City has an actuarial that provides liability projections related to benefits. Councilmember Napier requests that staff provide a report with employee names, employment status and wage rate.

Public Comment:

Beckie Thornton: Comments on her Public Record Act request and provides a hand-out to the Council.

Public Comment Closed.

6. Prash Hall and Clemence Snack Bar Facility Upgrades Project Review

Mayor Sawatzky introduces the item.

Parks and Recreation Director Emily Wood, makes a presentation, including an overview and review of the improvements to all of the City recreation facilities and their funding sources.

Council asks how projects were prioritized; staff explains that major improvements that the City couldn't afford were prioritized, including installation of the new roof and electrical at Prash Hall. These are projects that are long term improvements and extend the life of the facilities. Other improvements were prioritized based upon benefit and ability to generate additional revenue for the parks program.

Public Comment:

Alex Ricca: States that the fields are draining the best that they have in 40 years; asks if the sound baffling was installed in Prash Hall.

Beckie Thornton: Thanks Emily for the presentation; states that she is still tracking the projects.

Marianne: Thanks Emily for the presentation; asks about bathrooms in the park.

Julie Christie: Thanks Emily for the presentation; comments on the permitting for the Dog House.

Public Comment Closed.

7. Transparency Ad-Hoc Discussion

Mayor Sawatzky introduces the item. Mayor Pro-Tem Scafani asked that this item be placed on the agenda; she explains that the ad-hoc is to improve trust and transparency between City Hall and the community. Mayor Sawatzky states that he's concerned because the Council is the oversight and he's not sure what this ad-hoc would be doing; adding another layer of review could be a problem.

Council discusses the use of the website to provide information to the community and the development of a newsletter; Council expresses concern that there are no clear goals and objectives for this ad-hoc. Mayor Pro-Tem Scafani states that the goal is to build community and trust but she's not in a place to narrow the scope down at this time.

Public Comment:

Alex Ricca: Comments on the Brown Act; this is what forces transparency and going around the Brown Act is a problem.

Lin Glen: States her support of a newsletter.

Julie Christie: Supports a public resource commission rather than an arts and heritage commission.

Beckie Thornton: Comments on transparency.

Public Comment Closed.

Council discusses the formation of an ad-hoc to work on this issue; Councilmembers Lewis-Lusso and Napier decline to serve on the ad-hoc; Mayor Sawatzky forms the ad-hoc with Mayor Pro-Tem Scafani and himself.

8. Council Correspondence: No correspondence

9. Future Agenda Items

- Fiscal Year 25-26 Budget
- Appointment of Councilmembers to negotiating committees

10. Closed Session: Public Employee Performance Evaluation

Public Comment

Alex Ricca: Requests a report out of closed session.

Julie Christie: Comments on the evaluation.

Public Comment Closed

Motion: To enter into closed session

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Napier

Motion Summary: Consensus

Council entered the open session at 11:04pm.

Report: No reportable action was taken.

Meeting adjourned at 11:04p.m.



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CITY OF BLUE LAKE CALIFORNIA

111 Greenwood Road
P.O. Box 458
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Blue Lake City Council Minutes

Tuesday, April 22, 2025-City Council Special Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

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

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

Absent: Councilmember Christopher Firor

Staff Present: City Manager Mager

Public Present: Lin Glen, Alex Ricca, Bobbi Ricca, Mardi Granger, Beckie Thornton, Salina Rain, Maria Mahegan, Roxanne Rothery, Julie Christie, Erica Dykehouse, Brian Corse, James, Brenda, Christa Christie

3. Approval of the Agenda:

Motion: Move item 9 above 8 and 11 and 12 after 7.

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Scafani

No Public Comment

Motion Summary: Consensus

4. Public Comment

Lin Glen: States that she will be applying for the Public Safety Commission.

Beckie Thornton: States that she had a good experience at City Hall with her public records request.

Julie Christie: Comments on animal control and community involvement.

Mayor Pro-Tem Scafani: States that there are problems with the website; believes that staff posted the agendas appropriately.

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fiscal year by storms and system interruptions that have required additional inspections and call-outs. Staff explains that benefits are budgeted separately and that the City has an actuarial that provides liability projections related to benefits. Councilmember Napier requests that staff provide a report with employee names, employment status and wage rate.

Public Comment:

Beckie Thornton: Comments on her Public Record Act request and provides a hand-out to the Council.

Public Comment Closed.

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Public Comment:

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Lin Glen: States her support of a newsletter.

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Public Comment Closed.

Council discusses the formation of an ad-hoc to work on this issue; Councilmembers Lewis-Lusso and Napier decline to serve on the ad-hoc; Mayor Sawatzky forms the ad-hoc with Mayor Pro-Tem Scafani and himself.

8. Council Correspondence: No correspondence

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Public Comment

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Julie Christie: Comments on the evaluation.

Public Comment Closed

Motion: To enter into closed session

Motion by: Mayor Pro-Tem Scafani

Seconded by: Councilmember Napier

Motion Summary: Consensus

Council entered the open session at 11:04pm.

Report: No reportable action was taken.

Meeting adjourned at 11:04p.m.



Agenda Item: 4C

City of Blue Lake

Staff Report

Agenda Item #: 4.C

Date: September 15, 2025 *For Meeting Of: September 23, 2025*

Subject: Monthly Report on Disbursements

Recommended Action: That the City Council:
1. Approve the monthly report on disbursements for the period August 1, 2025 through August 31, 2025

SUMMARY:

The attached list shows the checks and electronic payments made during the period listed above. The Finance Manager confirms that these payments were made for expenses that are part of the City Council's approved budget.

Under California law (Government Code Section 37208), the City is allowed to pay these expenses right away, without waiting for the City Council to review them first. However, the law also requires that the full list of payments be given to the City Council at its next regular meeting. This report fulfills that requirement.

FISCAL IMPACT:

ATTACHMENT:

1 – City of Blue Lake Check/Voucher Register for period of August 1 through August 31, 2025

Review Information:

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

Comments:

Submitted By: Jill K Duffy, Interim City Manager

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 8/1/2025 Through 8/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
13170	8/5/2025	AT&T	INV250720 ATT x2 7/20/25	63.08
13171	8/5/2025	B & B Portable Toilet Co.	INV205749 July B&B services	552.12
13172	8/5/2025	CIRA	INV2594 FY25-26 Property Insurance	22,617.00
	8/5/2025	CIRA	INV2620 FY 25-26 WC, LAWCX, Liab., EPL insurance	94,918.00
	8/5/2025	CIRA	INV2670 FY25-26 Crime/Cyber/Pollution/DWR insurance	2,310.01
13173	8/5/2025	Coastal Business Systems Inc.	INV39766143 7/28/25 Office Copiers	470.65
13174	8/5/2025	Christopher B. Edgar	INV073125 Training Travel - Edgar	1,181.25
13175	8/5/2025	S. Shaun Johanson DDS	INV072325 7/23/25 Dental Payment - Hutton	39.00
13176	8/5/2025	John Meng	INV071825 7/18/25 Dental Payment - Meng	1,200.00
13177	8/5/2025	O&M Industries	INV34837 7/25/25 Metal Brackets TwnSq	1,362.48
13178	8/5/2025	Optimum	INV080125 August Optimum	558.22
2419	8/5/2025	Jamie Boltzen	Deposit Refund #20216001 Boltzen	141.24
2420	8/5/2025	Emily Perry	Deposit Refund #30430001 Perry	15.85
2421	8/5/2025	City of Blue Lake	Utilities paid from Deposits 8/1/25 Billing	568.91
13179	8/8/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 8/8/2025	854.76
13180	8/8/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 8/8/2025	631.59
13181	8/8/2025	Michael D. Downard	Employee: downardm; Pay Date: 8/8/2025	923.60
13182	8/8/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 8/8/2025	189.72
13183	8/8/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 8/8/2025	1,847.61
13184	8/8/2025	Canyon L. Martin	Employee: martinc; Pay Date: 8/8/2025	1,047.08
13185	8/8/2025	Sarah K. Morais	Employee: morais; Pay Date: 8/8/2025	646.91
13186	8/8/2025	Kolter L. Nicholls	Employee: nichollsk; Pay Date: 8/8/2025	626.19
250808A01	8/8/2025	Christopher A. Ball	Employee: ballc; Pay Date: 8/8/2025	613.44
250808A02	8/8/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 8/8/2025	2,002.66
250808A03	8/8/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 8/8/2025	645.41
250808A04	8/8/2025	Danielle L. Burkhardt	Employee: burkhardt; Pay Date: 8/8/2025	2,464.36
250808A05	8/8/2025	Skyler A. Coke	Employee: cokes; Pay Date: 8/8/2025	1,018.73
250808A06	8/8/2025	Melissa M. Combs	Employee: combsm; Pay Date: 8/8/2025	636.30
250808A07	8/8/2025	Jill K. Duffy	Employee: duffyj; Pay Date: 8/8/2025	534.74
250808A08	8/8/2025	Christopher B. Edgar	Employee: edgarc; Pay Date: 8/8/2025	2,449.00
250808A09	8/8/2025	Adeline L. Esh	Employee: esha; Pay Date: 8/8/2025	695.27
250808A10	8/8/2025	Hazel E. Hale	Employee: haleh; Pay Date: 8/8/2025	174.32
250808A11	8/8/2025	Lisa M. Honzik	Employee: honzikl; Pay Date: 8/8/2025	120.22
250808A12	8/8/2025	Austin R. Jones	Employee: jonesa; Pay Date: 8/8/2025	1,162.72
250808A13	8/8/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 8/8/2025	203.12
250808A14	8/8/2025	Charles K. Mager	Employee: magerc; Pay Date: 8/8/2025	1,080.80
250808A15	8/8/2025	Amanda L. Mager	Employee: magera; Pay Date: 8/8/2025	2,522.07
250808A16	8/8/2025	Laura A. McClenagan	Employee: mcclenaganl; Pay Date: 8/8/2025	480.72
250808A17	8/8/2025	Aislin N. McKinney	Employee: mckinnaya; Pay Date: 8/8/2025	451.95
250808A18	8/8/2025	Jacob P. Meng	Employee: mengj; Pay Date: 8/8/2025	1,195.76
250808A19	8/8/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 8/8/2025	1,390.83
250808A20	8/8/2025	Quinn Sousa	Employee: sousaq; Pay Date: 8/8/2025	987.29
250808A21	8/8/2025	Emily P. Wood	Employee: woode; Pay Date: 8/8/2025	2,074.47
250808EFT-01	8/8/2025	U. S. Department of Treasury	EFTPS federal tax pmt 8/8/25	10,139.08
250808EFT-02	8/8/2025	Employment Development Dept.	DE88 state tax pmt 8/8/25 PR	2,511.13
250808EFT-03	8/8/2025	Cal PERS	PERS retirement pmt 8/8/25 PR	3,966.46
250808EFT-04	8/8/2025	Freedom Voice	Freedom Voice 8/8/25 PR	125.91
250808EFT-05	8/8/2025	CA State Disbursement Unit	8/8/25 CS PR deduction-Edgar	104.30
13187	8/15/2025	Pacific Paper Co	INV235791 7/24/25 Office Supplies	243.35
13188	8/15/2025	Hensell Materials, Inc.	INV668440 7/21/25 facility supplies	115.57
13189	8/15/2025	Lube Central	INV22981 7/23/25 PW truck maint	88.66
13191	8/15/2025	Microbac Laboratories, Inc.	INV182639 6/16/25 lab test	142.00
	8/15/2025	Microbac Laboratories, Inc.	INV182669 WW Test 6/30/25	84.00
	8/15/2025	Microbac Laboratories, Inc.	INV182806 MRB Test 6/26/25	158.00
	8/15/2025	Microbac Laboratories, Inc.	INV182833 WW Test 6/27/25	84.00

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 8/1/2025 Through 8/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
	8/15/2025	Microbac Laboratories, Inc.	INV182900 WW Test 7/1/25	538.00
	8/15/2025	Microbac Laboratories, Inc.	INV182969 WW Test 7/8/25	84.00
	8/15/2025	Microbac Laboratories, Inc.	INV183068 FishBro Test 7/15/25	158.00
	8/15/2025	Microbac Laboratories, Inc.	INV183107 WW Test 7/15/25	84.00
	8/15/2025	Microbac Laboratories, Inc.	INV183134 W/S Tests 7/16/25	142.00
	8/15/2025	Microbac Laboratories, Inc.	INV183196 FishBro Test 7/18/25	116.00
	8/15/2025	Microbac Laboratories, Inc.	INV183251 W/S Tests 7/21/25	142.00
	8/15/2025	Microbac Laboratories, Inc.	INV183302 MRB Test 7/24/25	158.00
	8/15/2025	Microbac Laboratories, Inc.	INV183391 W/S Tests 7/29/25	142.00
	8/15/2025	Microbac Laboratories, Inc.	INV183467 WW BOD/NFRTTest 7/31/25	469.00
	8/15/2025	Microbac Laboratories, Inc.	INV183505 WW Test 8/5/25	84.00
13192	8/15/2025	Miller Farms Nursery, Inc.	INV176811 7/28/25 PW Supplies	162.27
13193	8/15/2025	The Mitchell Law Firm, LLP	INV8065 7/30/25 Mitchell Law	4,853.25
	8/15/2025	The Mitchell Law Firm, LLP	INV8066 6/30/25 Mitchell Law	37.00
13194	8/15/2025	O'Reilly Auto Parts	INV3537-272596 7/21/25 Mower Parts	50.46
13195	8/15/2025	Pape Machinery, Inc.	INV9346494 7/8/25 Mower parts	703.65
	8/15/2025	Pape Machinery, Inc.	INV9349091 7/21/25 Mower Parts	46.32
	8/15/2025	Pape Machinery, Inc.	INV9350315 7/16/25 Mower Parts	112.58
	8/15/2025	Pape Machinery, Inc.	INV9354784 7/24/25 Mower Parts	81.43
13196	8/15/2025	Paradise Cay Publications	INV648712 7/29/25 Bike Park Signage	195.75
13197	8/15/2025	Pierson Building Center	INV275843 7/21/25 City Hall repair	28.29
	8/15/2025	Pierson Building Center	INV277226 7/28/25 WWTLS Parts	10.56
13198	8/15/2025	Thomas Home Center	INV936755 7/8/25 Shop Supplies	31.29
	8/15/2025	Thomas Home Center	INV936834 7/10/25 City Hall Repair	21.74
	8/15/2025	Thomas Home Center	INV937600 7/30/25 TS Supplies	26.08
13199	8/15/2025	Valley Pacific Petroleum	INV25-928935 7/23/25 Corp Yard Fuel	917.47
	8/15/2025	Valley Pacific Petroleum	INV25-930135 7/28/25 Shop Fuel	924.90
13200	8/15/2025	Alliant Insurance Services	INV 8/4/25 Special Event Ins	302.00
13201	8/15/2025	AT&T	INV 8/4/25 CalNet ATT x4	352.83
13202	8/15/2025	City of Blue Lake	INV 8/1/25 W/S Payments	3,860.24
13203	8/15/2025	CWEA	INV 9/30/25 CWEA Annual Dues	251.00
13204	8/15/2025	Justin Goad	INV10 8/6/25 meeting recordings	280.00
13205	8/15/2025	Humb. Bay Municipal Water Dist	INV 7/31/25 July Water HBMWD	19,551.19
13206	8/15/2025	Humboldt Termite and Pest	INV574339 7/9/25 Pest Control	72.00
13207	8/15/2025	Intedata Systems	INV30557 7/31/25 Billing Software Sub	95.00
13208	8/15/2025	Kernen Construction	INV33315A 7/11/25 water repair	5,689.55
13209	8/15/2025	National Rural Water Assoc.	INV 9/1/25 NRW Scada Pmt	965.00
13210	8/15/2025	Pacific Gas and Electric	ACCT9008287254-1 Stmt 8/4/25 PGE	12.33
	8/15/2025	Pacific Gas and Electric	ACCT9126744508-7 stmt 8/1/25 PGE	12,124.99
13211	8/15/2025	RREDC	INV 9/1/25 RREDC Town Sq Pmt	1,236.87
13212	8/15/2025	TimeValue Software	INV152842 8/9/25 Software sub	60.00
13213	8/15/2025	Verizon Wireless	INV6119084324 7/21/25 Verizon	332.12
13214	8/15/2025	Emily P. Wood	INV 8/2/25 Reimbursement AM Day Exp	86.08
13215	8/18/2025	Canyon L. Martin	Employee: martinc; Pay Date: 8/18/2025	925.35
13216	8/18/2025	Sarah K. Morais	Employee: morais; Pay Date: 8/18/2025	812.71
250818A01	8/18/2025	Charles K. Mager	Employee: magerc; Pay Date: 8/18/2025	995.77
13217	8/22/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 8/22/2025	809.15
13218	8/22/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 8/22/2025	880.65
13219	8/22/2025	Michael D. Downard	Employee: downardm; Pay Date: 8/22/2025	923.59
13220	8/22/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 8/22/2025	206.23
13221	8/22/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 8/22/2025	1,847.60
13222	8/22/2025	Kolter L. Nicholls	Employee: nichollsk; Pay Date: 8/22/2025	646.91
250822-EFT01	8/22/2025	U. S. Department of Treasury	EFTPS federal tax pmt 8.22.25 PR	10,056.60
250822-EFT02	8/22/2025	Employment Development Dept.	DE88 state tax pmt 8.22.25 PR	2,465.11
250822-EFT03	8/22/2025	Cal PERS	PERS retirement pmt 8.22.25 PR	3,916.47
250822-EFT04	8/22/2025	CA State Disbursement Unit	8.22.25 CS PR Deductions	104.30

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Check/Voucher Register - City Council Check Report
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250822A02	8/22/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 8/22/2025	1,982.03
250822A03	8/22/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 8/22/2025	701.47
250822A04	8/22/2025	Danielle L. Burkhardt	Employee: burkhardt; Pay Date: 8/22/2025	1,702.50
250822A05	8/22/2025	Skyler A. Coke	Employee: cokes; Pay Date: 8/22/2025	1,128.17
250822A06	8/22/2025	Melissa M. Combs	Employee: combsm; Pay Date: 8/22/2025	680.91
250822A07	8/22/2025	Jill K. Duffy	Employee: duffyj; Pay Date: 8/22/2025	3,215.96
250822A08	8/22/2025	Christopher B. Edgar	Employee: edgarc; Pay Date: 8/22/2025	1,937.03
250822A09	8/22/2025	Adeline L. Esh	Employee: esha; Pay Date: 8/22/2025	547.64
250822A10	8/22/2025	Hazel E. Hale	Employee: haleh; Pay Date: 8/22/2025	131.71
250822A11	8/22/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 8/22/2025	486.64
250822A12	8/22/2025	Austin R. Jones	Employee: jonesa; Pay Date: 8/22/2025	1,886.40
250822A13	8/22/2025	Amanda L. Mager	Employee: magera; Pay Date: 8/22/2025	2,651.41
250822A14	8/22/2025	Laura A. McClenagan	Employee: mcclenaganl; Pay Date: 8/22/2025	132.18
250822A15	8/22/2025	Aislin N. McKinney	Employee: mckinnaya; Pay Date: 8/22/2025	299.93
250822A16	8/22/2025	Jacob P. Meng	Employee: mengj; Pay Date: 8/22/2025	1,195.76
250822A17	8/22/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 8/22/2025	1,367.20
250822A18	8/22/2025	Quinn Sousa	Employee: sousaq; Pay Date: 8/22/2025	980.36
250822A19	8/22/2025	Emily P. Wood	Employee: woode; Pay Date: 8/22/2025	1,506.63
13223	8/27/2025	295 Enterprise Inc	INV105 5/1/25 fuel expense	841.93
	8/27/2025	295 Enterprise Inc	INV106 6/1/25 fuel expense	942.23
	8/27/2025	295 Enterprise Inc	INV107 7/1/25 fuel expense	1,038.62
13224	8/27/2025	Aflac	INV113082 8/25/25 August Aflac	304.44
13225	8/27/2025	Almquist Lumber Co.	INV2507-079659 7/17/25 TS supplies	42.02
13226	8/27/2025	Best Best & Krieger LLP	INV1036446 8/11/25 attorney fees	950.00
13227	8/27/2025	Blue Lake Garbage Co.	INV57X02873 7/31/25 greenwaste pickups	1,990.55
	8/27/2025	Blue Lake Garbage Co.	INV57X02874 7/31/25 garbage service July 2025	446.10
13228	8/27/2025	SWRCB-DWOCF	INV 8/19/25 Water dist exam- Edgar	65.00
13229	8/27/2025	Al Clark	INV 8/1/25 supply reimbursement car show	462.14
13230	8/27/2025	Colantuono, Highsmith, Whatley	INV66265 8/5/25 Atty fees- recall	337.50
13231	8/27/2025	Daniel Dimick	INV 8/6/25 renewal fee reimb. - Dimick	305.50
13232	8/27/2025	Jill Duffy	INV 8/25/25 mileage reimbursement JD	646.66
13233	8/27/2025	Christopher B. Edgar	INV 8/18/25 training reimb. - Edgar	129.50
13234	8/27/2025	Hensel's Ace Hardware	INV310580/1 7/5/25 P&R	116.79
	8/27/2025	Hensel's Ace Hardware	INV311423/1 7/16/25 Hydrant Paint	291.24
	8/27/2025	Hensel's Ace Hardware	INV311574/1 7/18/25 P&R Supplies	36.56
	8/27/2025	Hensel's Ace Hardware	INV311807/1 7/22/25 P&R Supplies	57.29
	8/27/2025	Hensel's Ace Hardware	INV312397/1 7/29/25 Rink supplies	5.50
	8/27/2025	Hensel's Ace Hardware	INV312498/1 7/31/25 AM Day Supplies	17.62
13235	8/27/2025	Vicki L. Hutton	INV 7/23/25 Dental pmt - Hutton	140.00
13236	8/27/2025	S. Shaun Johanson DDS	INV 8/14/25 dental payment - Hutton	116.00
13237	8/27/2025	Kernen Construction	INV33491 8/11/25 Street Sweeping	440.00
13238	8/27/2025	Mendes Supply Company	INVM282792 7/25/25 PW & CH Supplies	540.54
	8/27/2025	Mendes Supply Company	INVM282834 7/28/25 P&R Supplies	346.70
13239	8/27/2025	John Meng	INV509785 8/12/25 Boot Allowance FY25/26 Meng	175.00
13240	8/27/2025	Restif Cleaning Service	INV146891 7/31/25 janitorial svcs	110.00
13241	8/27/2025	Tensor IT	INV11341 IT Services 8/1/25	267.50
	8/27/2025	Tensor IT	INV11370 IT Services 8/1/25	720.45
	8/27/2025	Tensor IT	INV11371 IT Services 8/1/25	200.70
13242	8/29/2025	McKinleyville Ace Hardware	INV1148815 7/7/25 Sewer Equip Rental	80.44
	8/29/2025	McKinleyville Ace Hardware	INV502289 7/3/25 WWTP salt	521.37
	8/29/2025	McKinleyville Ace Hardware	INV502442 7/7/25 WWTP Supplies	41.50
	8/29/2025	McKinleyville Ace Hardware	INV503342 7/24/25 TS Supplies	93.73
13243	8/29/2025	Paradise Cay Publications	INV651708 7/30/25 P&R Banners	108.75
13244	8/29/2025	SHN Consulting	INV126323 7/21/25 Jun 2025 Engineering	5,111.05
13245	8/29/2025	Sunnybrae Ace Hardware	Credit Memo 7/1/25 Sunnybrae Ace	(15.26)

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 8/1/2025 Through 8/31/2025

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Transaction Description</u>	<u>Check Amount</u>
	8/29/2025	Sunnybrae Ace Hardware	INV288748/1 7/30/25 AM Day Supplies	19.82
13246	8/29/2025	US Bank Corp. Payment Systems	INV 7/22/25 Statement USBank	<u>4,862.25</u>
Report Total				<u><u>299,805.40</u></u>



Agenda Item: 5

City of Blue Lake

Staff Report

Agenda Item #: 5

Date: September 16, 2025 *Continued to: September 23, 2025*

Subject: **Approve Proclamation Recognizing October as Domestic Violence Awareness Month**

Recommended Action: That the City Council:
1. Approve Proclamation Recognizing October as Domestic Violence Awareness Month

DISCUSSION:

October is nationally recognized as Domestic Violence Awareness Month and provides an opportunity to shed light on proactive education and prevention. A representative of Humboldt Domestic Violence Services will be in attendance at the City Council meeting.

FISCAL IMPACT: None with this action.

ATTACHMENT:

1. HDVS 2025 Blue Lake Proclamation

Review Information:

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

Comments:

Submitted By: Jill K Duffy, Interim City Manager



Recognizing October 2025 as
**DOMESTIC VIOLENCE AWARENESS
MONTH**

WHEREAS, October is annually recognized as National Domestic Violence Awareness Month and progress continues to be made toward violence prevention; and

WHEREAS, domestic and intimate partner violence remains a serious issue affecting *all* people regardless of age, race, ethnicity, sex, gender, socioeconomic status, literacy, sexuality, ability, religion, culture, and immigration status; and

WHEREAS, domestic and intimate partner violence survivors are deprived of dignity, security, and autonomy with the systematic use of control and power through physical, emotional, sexual, psychological, and economic abuse; and

WHEREAS, children exposed to domestic violence can experience long-term consequences including difficulty at school, substance abuse, behavioral problems in adolescence, and serious health problems into adulthood; and

WHEREAS, Humboldt Domestic Violence Services (HDVS) has been serving Humboldt County since 1977 to continuously support all those living with or escaping abuse; and

WHEREAS, all survivors deserve access to culturally responsive prevention programs and services to increase their safety and self-sufficiency. HDVS enlists a diverse array of allies, agencies, and community members in supporting survivors of domestic and intimate partner violence; and

WHEREAS, only together can we change the health and safety of our community by challenging the societal norms that perpetuate violence.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Blue Lake recognizes the month of **October 2025** to be **DOMESTIC VIOLENCE AWARENESS MONTH**. The Council celebrates HDVS's 48 years of effort to improve community safety by breaking the cycle of domestic and intimate partner violence.

Dated: October 1, 2025

John Sawatzky
Mayor



Agenda Item: 6

City of Blue Lake

Staff Report

Agenda Item #: 6

Date: September 16, 2025 *Continued to: September 23, 2025*

Subject: **Consider Structuring a Series of Community Meetings to Solicit Public Input on the Former Blue Lake Power Plant Site**

Recommended Action: That the City Council:

1. Receive Introduction and Request from Council Member Scafani
2. Receive Overview of the Memorandum of Understanding between City of Blue Lake and Redwood Coast Energy Authority from Beth Burks, RCEA Executive Director
3. Request Staff Investigate Cost, Scope and Funding Sources to hold Community Meeting Series for the Purpose of Soliciting Public Input on the Former Blue Lake Power Plant Site.

DISCUSSION:

Council Member Scafani requests the City Council consider scheduling a series of Community Hall discussions for the purpose of facilitating public discussion(s) on the former Blue Lake Power Plant.

Beth Burks Executive Director of Redwood Coast Energy Authority (RCEA) will be in attendance to introduce and provide an overview of the Memorandum of Understanding between the City and RCEA.

FISCAL IMPACT: None with this action.

Review Information:

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

Comments:

Submitted By: Jill K Duffy, Interim City Manager



Agenda Item: 7

City of Blue Lake

Staff Report

Agenda Item: 7

Date: September 16, 2025 *Continued to: September 23, 2025*

Subject: **Receive Presentation of Blue Lake Truck Route Improvement Project – Phase 2 Railroad Ave to Hatchery Road**

Recommended Action: That the City Council:
1. Receive Informational Presentation from Jordan Ludtke, SHN; and
2. Provide direction as appropriate.

DISCUSSION:

At their September 9, 2025 meeting, Council members expressed their interest in receiving an informational update on the Blue Lake Truck Route Improvement Project – Phase 2 Railroad Avenue to Hatchery Road.

The multi-year Blue Lake Truck Route Project was identified in the 2017 Regional Transportation Plan and programmed through State Transportation Improvement Program funding to complete permitting, environmental studies, and design for the proposed project. The project proposed to improve the existing truck route into a multi-modal transportation corridor by implementing road rehabilitation measures, traffic calming measures, and various pedestrian and bicycle improvements within the existing City owned right-of-way. Actions to date include:

- Public outreach and a walkability assessment was held in February 2018
- Preliminary design of Phase 1 – Greenwood Avenue was approved at the February 2021 council meeting.
- Second community walkability assessment was completed in 2023 with Dan Burden consultants, city staff, SHN, and local residents
- SHN and City staff met with the local trucking companies in 2024 to review the Phase 2 -Railroad to Hatchery Road Design
- City staff installed pop up demonstrations at key intersection changes using cones and straw waddles so that the drivability could be tested in 2024
- Phase 2 Preliminary Design was presented to City Council on March 26, 2024

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 7

In 2024 Phase 1 – Greenwood Avenue construction improvements were completed.

The Blue Lake City Council accepted the draft plan for Phase 2- Railroad Avenue to Hatchery Road at their regular meeting of April 23, 2024 and directed staff to finalize and submit the plan to Humboldt County Association of Government (HCOAG)’s Technical Advisory Committee and CalTrans for funding.

At the meeting of September 9, 2025, the City Council approved Resolution 1242 to approve an application to HCOAG for 2026 Regional Transportation Improvement Program (RTIP) funding in the aggregate amount, not to exceed \$2,768,000.00 for the following activities.

FISCAL IMPACT: None with this action.

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

Submitted By: Jill K Duffy, Interim City Manager



City of Blue Lake

Staff Report

Agenda Item #: 8

Date: September 15, 2025 *For Meeting Of: September 23, 2025*

Subject: Amend and Update Conflict of Interest Code

Recommended Action: That the City Council, by voice vote:
1. Approve Resolution 1243 “Adopt and Amend the City of Blue Lake Conflict of Interest Code”

SUMMARY:

The Political Reform Act requires that local agencies adopt a Conflict of Interest Code and review it biennially for amendments and updates. A conflict of interest code tells public officials, governmental employees and consultants what financial interest they must disclose on their Fair Political Practices Commission (FPPC) Statement of Economic Interest (Form 700).

California Government Code section 87300 requires all public agencies to adopt and review a Conflict of Interest Code every two years. This Code shall enumerate employee and consultant positions within the City who are involved in the making or participate in the making of decisions which may have a material effect on any financial interest of their own; identifying disclosure categories for such employees and consultants; and identifying disqualification requirements for such employees and consultants.

This Resolution would supersede Resolution 1134 that established a Conflict of Interest Code on February 26, 2019. The primary modification to the Code reflects the removal of the “Economic Development Planner” as this position no longer exists.

The draft resolution is under review by General Counsel at the time of publication.

FISCAL IMPACT: Minimal time associated with developing the report.

ATTACHMENT:

- 1 – Resolution 1243 to Adopt and Amend the City of Blue Lake Conflict of Interest Code
- 2 – Resolution 1134 (*dated February 26, 2019*)
- 3 – FPPC “An Overview of Conflict of Interest” (*dated May 2022*)

Review Information:

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

Comments:

**RESOLUTION NO. 1243
OF THE
BLUE LAKE CITY COUNCIL
AMENDING AND ADOPTING A CONFLICT OF INTEREST CODE**

WHEREAS, specified public officials identified in California Government Code section 87200, including City Council members and the City Manager are subject to the conflict of interest disclosure and disqualification requirements set forth in Government Code sections 87200 et seq.; and

WHEREAS, California Government Code section 87300 requires all public agencies to adopt and promulgate a Conflict of Interest Code enumerating employee and consultant positions within the Authority who are involved in the making or participation in the making of decisions which may have a material effect on any financial interest of their own; identifying disclosure categories for such employees and consultants; and identifying disqualification requirements for such employees and consultants;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Blue Lake hereby rescinds Resolution Number 1134 and adopts as its Conflict of Interest Code those provisions set forth in Appendix A, attached hereto and incorporated herein.

PASSED, APPROVED and ADOPTED this 23RD day of September, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF BLUE LAKE, CALIFORNIA

John Sawatzky, Mayor
City of Blue Lake

Date

ATTEST:

Jill K Duffy
City Clerk, City of Blue Lake

I, Jill K Duffy, City Clerk of the City of Blue Lake, do hereby certify that the foregoing resolution, City of Blue Lake Resolution No. 1243 was passed and adopted by the Blue Lake City Council at its regular meeting on September 23, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Blue Lake on this 23th day of September 2025.

Jill K Duffy, City Clerk

**APPENDIX A
CITY OF BLUE LAKE
CONFLICT OF INTEREST CODE**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec.18730) which contains the terms of a standard Conflict-of-Interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designated officials and employees and establishing disclosure categories, shall constitute the Conflict-of-Interest code of the City of Blue Lake.

Designated employees shall file their statements with the City of Blue Lake's City Clerk who will make the statements available for public inspection and reproduction (Gov. Code Section 81008). City Council Members and the City Manager shall file electronically with the FFPC, with a hard copy provided to the City of Blue Lake's City Clerk. Statements for all other designated employees and persons shall be retained by the City of Blue Lake.

**ATTACHMENT A
CONFLICT OF INTEREST CODE
DESIGNATED POSITIONS**

<u>Designated Positions</u>	<u>Disclosure Category</u>
Positions listed in Government Code Section 87200 (Including City Councilmembers, Planning Commissioners, City Manager, and City Attorney)	1
City Clerk	4,5
Department Managers	4,5
Department Supervisors	4,5
Building Inspector	3,4
Planners	3,4
Consultants	2,3,4,5
Other boards, commissions and committees	5

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of investments, business entities, sources of income, and real property which the designated employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments, interests in real property and income as defined in the Political Reform Act (PRA) and as limited herein, and management positions in any business entity (including non-profit corporations and unincorporated associations) in which the person is a director, officer, partner, trustee, employee, or holds any position of management or is a paid consultant. Financial interests are reportable only if located within or subject to the jurisdiction of the City or if the business entity owns real property or is doing business or planning to do business in the City or has done business within the City at any time during the two years prior to the filing of the statement. Form 700, Schedules A through E.

Category 2: Only investments as set forth in Category 1. Form 700, Schedule A.

Category 3: Only interests in real property as set forth in Category 1. Form 700, Schedule B.

Category 4: Only income as set forth in Category 1. Form 700, Schedules C, D, E.

Category 5: Only management positions as set forth in Category 1. Form 700, Schedules B, C and D.



An Overview of Conflicts of Interest Under the Political Reform Act

May 2022

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I. The Basic Prohibition

Government Code Section 87100 of the Political Reform Act (the “Act”)¹ prohibits a public official at any level of state or local government from making, participating in making, or attempting to use the official’s position to influence a governmental decision in which the official knows or has reason to know the official has a financial interest. Government Code Section 87103 provides that an official has a “financial interest” within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect on one or more of the official’s interests as identified and distinguishable from the decision’s effect on the public generally.

Taken together, these provisions of the Act prohibit an official from taking part in a decision if it is reasonably foreseeable that the decision would have a material financial effect on one or more of the official’s financial interests identified in Section 87103 distinguishable from the decision’s effect on the public generally.

II. Making, Participating in Making, or Attempting to Influence a Decision

Regulation 18704 defines “making a decision,” “participating in a decision,” and “using official position to attempt to influence a decision” for purposes of the Act’s conflict of interest provisions. If an official has a disqualifying conflict of interest under Section 87100, the official is prohibited from making, participating in making, or attempting in any way to use the official’s official position to influence the decision.

A. General Definitions

Making a Decision: An official makes a decision if the official authorizes or directs any action, votes, appoints a person, obligates or commits the official’s agency to any course of action, or enters into any contractual agreement on behalf of the agency. (Regulation 18704(a).)

Participating in a Decision: An official participates in a decision if the official provides information, an opinion, or a recommendation for the purpose of affecting the decision without significant intervening substantive review. (Regulation 18704(b).)

Using Official Position to Attempt to Influence a Decision: An official uses an official position to influence a decision if the official contacts or appears before: (1) any official in the official’s agency, or in an agency subject to the authority or budgetary control of the official’s agency, for the purpose of affecting a decision; or (2) any official in any other government agency for the purpose of affecting a decision, and the official purports to act within the official’s authority or on behalf of the official’s agency in making the contact. (Regulation 18704(c).)

B. Exceptions

Regulation 18704(d) provides that “making, participating in, or using official position to influence a decision” do not include any of the following:

Ministerial: Actions that are solely ministerial, secretarial, or clerical. (Regulation 18704(d)(1).)

Appearances as a Member of the General Public: An appearance by an official as a member of the general public before an agency in the course of its prescribed governmental function if the official is appearing on matters related solely to the official’s personal interests, including interests in:

- Real property owned entirely by the official, members of the official’s immediate family, or the official and members of the official’s immediate family;
- A business owned entirely by the official, members of the official’s immediate family, or the official and members of the official’s immediate family; or
- A business over which the official, members of the official’s immediate family, or the official and members of the official’s immediate family solely or jointly exercise full direction and control. (Regulation 18704(d)(2).)

Terms of Employment: Actions by an official relating to the official’s compensation or the terms or conditions of the official’s employment or consulting contract. However, an official may not make a decision to appoint, hire, fire, promote, demote, or suspend without pay or take disciplinary action with financial sanction against the official or the official’s immediate family, or set a salary for the official or the official’s immediate family different from salaries paid to other employees of the agency in the same job classification or position. (Regulation 18704(d)(3).)

Public Speaking: Communications by an official to the general public or media. (Regulation 18704(d)(4).)

Academic Decisions: Teaching decisions, including an instructor’s selection of books or other educational materials at the official’s own school or institution, or other similar decisions incidental to teaching; or decisions by an official who has teaching or research responsibilities at an institution of higher education relating to the official’s professional responsibilities, including applying for funds, allocating resources, and all decisions relating to the manner or methodology with which the official’s academic study or research will be conducted. (Regulation 18704(d)(5).) However, this exception does not apply to an official who has institution-wide administrative responsibilities as to the approval or review of academic study or research at the institution unrelated to the official’s own work. (*Ibid.*)

Architectural and Engineering Documents: Drawings or submissions of an architectural, engineering, or similar nature prepared by an official for a client to submit in a proceeding before the official’s agency if: (i) the work is performed pursuant to the official’s profession; and (ii) the official does not make any contact with the agency other

than contact with agency staff concerning the process or evaluation of the documents prepared by the official. (Regulation 18704(d)(6)(A).)

Also, an official's appearance before a design or architectural review committee or similar body of which the official is a member to present drawings or submissions of an architectural, engineering, or similar nature prepared for a client if: (i) the committee's sole function is to review architectural designs or engineering plans and to make recommendations to a planning commission or other agency; (ii) the committee is required by law to include architects, engineers, or persons in related professions, and the official was appointed to the body to fulfill this requirement; and (iii) the official is a sole practitioner. (Regulation 18704(d)(6)(B).)

Additional Consulting Services: Recommendations by a consultant regarding additional services for which the consultant or consultant's employer would receive additional income if the agency has already contracted with the consultant, for an agreed upon price, to make recommendations concerning services of the type offered by the consultant or the consultant's employer, and the consultant does not have any other economic interest, other than in the firm, that would be foreseeably and materially affected by the decision. (Regulation 18704(d)(7).)

III. Financial Interests

The first step in determining whether an official has a disqualifying conflict of interest under the Act is identifying the official's financial interests with respect to the decision at issue. Section 87103 identifies the following financial interests which may give rise to an official's disqualifying conflict of interest under the Act:

- A business entity in which the official has a direct or indirect investment worth \$2,000 or more (Section 87103(a)); or in which the official is a director, officer, partner, trustee, employee, or holds any position of management (Section 87103(d)).
- Real property in which the official has an interest worth \$2,000 or more. (Section 87103(b).)
- A source of income totaling \$500 or more in value provided or promised to, or received by, the official within the 12 months prior to the time when the decision is made. (Section 87103(c).)
- A giver of a gift or gifts totaling \$500² or more in value provided or promised to, or received by, the official within the 12 months prior to the time when the decision is made. (Section 87103(e).)
- The official's personal finances and those of "immediate family," defined in Section 82029 as the spouse and dependent children. (Section 87103.)

IV. Foreseeability of Financial Effect

A. Explicitly Involved

A financial effect on a financial interest is presumed to be reasonably foreseeable if the financial interest is explicitly involved in the decision. (Regulation (18701(a).) An official's financial interest is "explicitly involved" in a decision if the interest is a "named party in, or the subject of," the decision, and an interest is the "subject of a proceeding" if the decision involves the issuance, renewal, denial, or revocation of any license, permit, other entitlement to, or contract with, the interest.³ Additionally, an official's real property interest is explicitly involved in any decision affecting the real property as described in Regulation 18702.2(a)(1) through (6), discussed further below. (*Ibid.*)

B. Not Explicitly Involved

When an official's financial interest is not explicitly involved in a decision, the financial effect of the decision is reasonably foreseeable if the effect can be recognized as a realistic possibility and more than hypothetical or theoretical. The effect need not be likely to be reasonably foreseeable. (Regulation 18701(b).)

Factors to be considered when determining if a decision's effect on an official's not explicitly involved interest is reasonably foreseeable include, but are not limited to, the following:

- The extent to which the occurrence of the effect is contingent upon intervening events (other than future governmental decisions by the official's agency or an agency subject to the budgetary control of the official's agency). (Regulation 18701(b)(1).)
- Whether the official should anticipate a financial effect on the financial interests at issue as a potential outcome under normal circumstances when using appropriate due diligence and care. (Regulation 18701(b)(2).)
- Whether the official has an interest of the type that would typically be affected by the terms of the decision. (Regulation 18701(b)(3).)
- Whether the decision is of the type that would be expected to have a financial effect on businesses and individuals similarly situated to those businesses and individuals in which the official has a financial interest. (*Ibid.*)
- Whether a reasonable inference can be made that the financial effects of the decision on the official's financial interest might compromise an official's ability to fulfill their duty to act in the best interests of the public. (Regulation 18701(b)(4).)
- Whether the decision will provide or deny an opportunity, or create an advantage for one of the official's financial interests. (Regulation 18701(b)(5).)

- Whether the official has the type of financial interest that would cause a similarly situated person to weigh the advantages and disadvantages of the decision on the official's financial interest in formulating a position. (Regulation 18701(b)(6).)

V. Materiality Standards

Regulation 18702(a) provides that the next step in the analysis is to determine if the decision's reasonably foreseeable financial effect on the official's financial interest is material. If the official's interest is in:

- A business entity, then apply the materiality standards of Regulation 18702.1. (Regulation 18702(a)(1).)
- A real property, then apply the materiality standards of Regulation 18702.2. (Regulation 18702(a)(2).)
- A source of income, then apply the materiality standards of Regulation 18702.3. (Regulation 18702(a)(3).)
- A source of a gift or gifts, then apply the materiality standards of 18702.4. (Regulation 18702(a)(4).)
- Their personal finances or those of immediate family, then apply materiality standard of 18702.5. (Regulation 18702(a)(5).)

A. Business Entity Interests

Regulation 18702.1 sets forth the materiality standards applicable to a decision's reasonably foreseeable financial effect on a business in which an official has an interest, and provides that the effect is material if any of the following standards is met:

- The business is explicitly involved in the decision, meaning that the business is "a named party in, or the subject of, the decision, including any decision in which the business:
 - Initiates the proceeding by filing an application, claim, appeal, or other request for action concerning the business with the official's agency. (Regulation 18702.1(a)(1)(A).)
 - Offers to sell a product or service to the official's agency. (Regulation 18702.1(a)(1)(B).)
 - Bids on, or enters into, a contract with the official's agency, or is identified as a subcontractor on a bid or contract with the agency. (Regulation 18702.1(a)(1)(C).)
 - Is the named or intended manufacturer or vendor of any products to be purchased by the official's agency with an aggregate cost of \$1,000 in any 12-month period. (Regulation 18702.1(a)(1)(D).)

- Applies for a permit, license, grant, tax credit, exception, variance, or other entitlement from the official's agency. (Regulation 18702.1(a)(1)(E).)
- Is the subject of any inspection, action, or proceeding under the regulatory authority of the official's agency. (Regulation 18702.1(a)(1)(F).)
- Is subject to an action taken by the official's agency that is directed at the entity. (Regulation 18702.1(a)(1)(G).)
- The decision may result in an increase or decrease of the business's annual gross revenues, or the value of its assets and liabilities, in an amount equal to or more than:
 - \$1,000,000; or
 - Five percent of the business's annual gross revenues, and the increase or decrease is \$10,000 or more. (Regulation 18702.1(a)(2).)
- The decision may cause the business to incur or avoid additional expenses or to reduce or eliminate expenses in amount equal to or more than:
 - \$250,000; or
 - One percent of the business's annual gross revenues, and the increase or decrease is at least \$2,500. (Regulation 18702.1(a)(3).)
- The official knows or has reason to know that business has an interest in real property and:
 - The property is a named party in, or the subject of, the decision under Regulations 18701(a) and 18702.2(a)(1) through (6); or
 - There is clear and convincing evidence the decision would have a substantial effect on the property. (Regulation 18702.1(a)(4).)

Thus, if the decision's reasonably foreseeable financial effect on an official's business interest meets any of the four standards above, that effect is material, and the official is disqualified from taking part in the decision.

Small Shareholder Exception: Regulation 18702.1(b) sets forth the "Small Shareholder Exception," which provides that a decision's reasonably foreseeable financial effect on an official's financial interest in a business is not material under Regulation 18702.1(a)(1) or (a)(4)(A) if both:

- The official's only financial interest in the business is an "investment interest" under Section 87103(a) valued at \$25,000 or less; and
- The official's interest in the business is less than one percent of the business's shares.

If the Small Shareholder Exception applies, the official is not disqualified.

B. Real Property Interests

Regulation 18702.2 provides the materiality standards applicable to a decision's reasonably foreseeable financial effect on real property in which an official has an interest as either an owner or lessee.

Explicitly Involved Real Property Interest: It is reasonably foreseeable a decision will have a material financial effect on an official's interest in real property any time the interest is explicitly involved in the decision. Therefore, the decision's reasonably foreseeable effect is material in any of the types of decisions described in Regulation 18702.2(a)(1) to (6), including a decision that:

- Involves the adoption of or amendment to a development plan or criteria applying to the property. (Regulation 18702.2(a)(1).)
- Determines the property's zoning or rezoning, other than a zoning decision applicable to all properties designated in that category; annexation or de-annexation; inclusion in or exclusion from any city, county, district, or local government subdivision or other boundaries, other than elective district boundaries. (Regulation 18702.2(a)(2).)
- Would impose, repeal, or modify any taxes, fees, or assessments that apply to the property. (Regulation 18702.2(a)(3).)
- Authorizes the sale, purchase, or lease of the property. (Regulation 18702.2(a)(4).)
- Involves the issuance, denial or revocation of a license, permit or other land use entitlement authorizing a specific use of or improvement to the property or any variance that changes the permitted use of, or restrictions placed on, the property. (Regulation 18702.2(a)(5).)
- Involves construction of, or improvements to, streets, water, sewer, storm drainage or similar facilities, and the property will receive new or improved services that provide a benefit or detriment disproportionate to other properties receiving the services. (Regulation 18702.2(a)(6).)

Not Explicitly Involved Real Property Interest: A decision's reasonably foreseeable financial effect on an official's interest in real property is material if it is of a type described in Regulation 18702.2(a)(7) through (8), (b) or (c), including a decision that:

- Involves property located 500 feet or less from the official's property unless there is clear and convincing evidence that the decision will not have any measurable impact on the official's property. (Regulation 18702.2(a)(7).)
- Involves property located more than 500 feet but less than 1,000 feet from the official's property, and the decision would change the official's property's: development potential; income producing potential; highest and best use; character by substantially altering traffic levels, intensity of use, parking, view, privacy, noise levels, or air quality; or market value (Regulation 18702.2(a)(8)(A) through (E).)

- Involves property located 1,000 feet or more from the property line of the official's property if there is clear and convincing evidence the decision would have a substantial effect on the official's property. (Regulation 18702.2(b).)
- Involves property leased by the official and the decision will:
 - Change the termination date of the lease;
 - Increase or decrease the potential rental value of the property;
 - Change the official's actual or legally allowable use of the property; or
 - Change the official's use and enjoyment of the property. (Regulation 18702.2(c)(1) through (4).)

Real Property Interest 1,000 Feet or More from Property Involved in Decision: As mentioned above, Regulation 18702.2(b) sets forth a presumption that the financial effect of a decision involving property located 1,000 feet or more from the property line of the official's property is not material. That presumption, however, may be rebutted with clear and convincing evidence the decision would have a substantial effect on the official's real property interest.

Exceptions for Planning Objectives or Policy: A decision's reasonably foreseeable financial effect on an official's real property interest is not material, and therefore the official is not disqualified from the decision, if the decision solely concerns:

- Repairs, replacement or maintenance of existing streets, water, sewer, storm drainage or similar facilities. (Regulation 18702.2(d)(1).)
- Adoption or amendment of a general plan, as defined in Regulation 18702.2(e)(2), if certain specified conditions are met. (See Regulation 18702.2(d)(2).)

Common Area Exception to the Definition of Interest in Real Property: Regulation 18702.2(e)(4) provides that an "interest in real property," as defined in Section 82033, does not include "any common area as part of the official's ownership interest in a common interest development as defined in the Davis-Stirling Common Interest Development Act (Civil Code Sections 4000 et seq.)"

C. Source of Income Interests

Regulation 18702.3 sets forth the materiality standards applicable to a decision's reasonably foreseeable financial effect on a source of income to an official, and provides that the effect is material if any of the following criteria is met:

- The source is explicitly involved in the decision because it is "a named party in, or the subject of, the decision," including a claimant, applicant, respondent, or contracting party. (Regulation 18702.3(a)(1).)
- The source is an individual and any of the following applies:

- The decision may affect the individual's income, investments, or other assets or liabilities by \$1,000 or more (excluding an interest in a business entity or real property). (Regulation 18702.3(a)(2)(A).)
- The official knows or has reason to know that the individual has an interest in a business entity that will be financially affected under the materiality standards applicable to a business set forth in Regulation 18702.1. (Regulation 18702.3(a)(2)(B).)
- The official knows or has reason to know that the individual: (i) has a real property interest and the property is explicitly involved in the decision; or (ii) there is clear and convincing evidence the decision would have a substantial effect on the property. (Regulation 18702.3(a)(2)(C).)
- The source is a nonprofit organization and any of the following applies:
 - The decision may result in an increase or decrease of the organization's annual gross receipts, or the value of the organization's assets or liabilities, in an amount equal to or more than: (i) \$1,000,000; or (ii) five percent of the organization's annual gross receipts and the increase or decrease is equal to or greater than \$10,000. (Regulation 18702.3(a)(3)(A).)
 - The decision may cause the organization to incur or avoid additional expenses or to reduce or eliminate expenses in an amount equal to or more than: (i) \$250,000; or (ii) one percent of the organization's annual gross receipts and the change in expenses is equal to or greater than \$2,500. (Regulation 18702.3(a)(3)(B).)
 - The official knows or has reason to know that the organization has a real property interest and: (i) the property is explicitly involved in the decision; (ii) there is clear and convincing evidence the decision would have a substantial effect on the property. (Regulation 18702.3(a)(3)(C).)
- The source is a business that will be financially affected under the materiality standards applicable to a business set forth in Regulation 18702.1 (Regulation 18702.3(a)(4).)
- If there is a nexus between the decision and income received by the official or official's spouse. Otherwise referred to as the nexus test, any reasonably foreseeable financial effect on an official's source of income interest is material if the decision "will achieve, defeat, aid, or hinder a purpose or goal of the source and the official or the official's spouse receive or is promised the income for achieving the purpose or goal. (Regulation 18702.3(b).)

Exception for Retail Sales: Section 87103.5(a) provides that a retail customer of a business engaged in retail sales of good or services to the public generally is not a source of income to an official who owns a 10-percent or greater interest in the business if: the retail customers of the business constitute a significant segment of the public generally, and the amount of income received from an individual customer is not distinguishable from the amount of income received from its other customers.

Section 87103.5(b) sets forth a similar retail sales exception for a jurisdiction with a population of 10,000 or less that is located within a county with 350 or fewer retail businesses.

For purposes of applying Section 87103.5, Regulation 18702.3(c) provides that the retail customers of a business entity constitute a significant segment of the public generally if the business is open to the public and provides goods or services to customers that comprise a broad base of persons representative of the jurisdiction. (Regulation 18702.3(c)(1).)

Income from an individual customer is not distinguishable from the amount of income received from other customers when the official is unable to recognize a significant monetary difference between the business provided by the individual customer and the other customers of the business. (Regulation 18702.3(c)(2).) An official is unable to recognize a significant monetary difference when the business:

- Is of the type that sales to any one customer will not have a significant impact on the business's annual net sales; or
- Has no records that distinguish customers by amount of sales, and the official has no other information that the customer provides significantly more income to the business than an average customer. (*Ibid.*)

Income from a Government Entity: The materiality standards of Regulation 18702.3 do not apply where a government entity qualifies as a source of income as defined in Section 82030, including where an official is paid by the entity as a consultant or contractor. (Regulation 18702.3(d).) Under Regulation 18703(e)(7), an official with an interest in such an entity is disqualified from taking part in a decision only if there is a unique effect on the official. (*Ibid.*)

D. Source of Gift Interests

Regulation 18702.4 provides the materiality standards applicable to a decision's reasonably foreseeable financial effect on the source of a gift to an official, and provides that the decision's effect is material if:

- The source is explicitly involved in the decision because the source "is named or otherwise identified as the subject of the proceeding," including a claimant, applicant, respondent, or contracting party. (Regulation 18702.4(a).)
- The source is an individual that will be financially affected under the materiality standard applicable to a decision's reasonably foreseeable financial effect on an official's personal finances set forth in Regulation 18702.5 or the official knows or has reason to know that the individual has an interest in a business or real property that will be financially affected under the materiality standards provided in Regulation 18702.1 or 18702.2, respectively. (Regulation 18702.4(b))

- The source is a nonprofit organization that will receive a measurable financial benefit or loss as a result of the decision or the official knows or has reason to know that the nonprofit has an interest in real property that will be financially affected under the materiality standards in Regulation 18702.2. (Regulation 18702.4(c).)
- The source is a business that will be financially affected under the materiality standards in Regulation 18702.1. (Regulation 18702.4(d).)

E. Interest in Personal Finances

Regulation 18702.5(a) provides the materiality standard applicable to a decision's reasonably foreseeable financial effect on an official's personal finances, including those of immediate family. Also known as the personal financial effect rule, a reasonably foreseeable effect on the official's personal finances is material if the decision may result in the official or the official's immediate family receiving a financial benefit or loss of \$500 or more in any 12-month period due to the decision.

Exceptions: Under Regulation 18702.5(b), however, a decision's effect on an official's personal finances and those of immediate family is not material if the decision would:

- Affect only the salary, per diem, or reimbursement for expenses the official or their immediate family member receives from a federal, state, or local government agency, unless the decision is:
 - To appoint (except as specified), hire, fire, promote, demote, suspend without pay or otherwise take disciplinary action with financial sanction against the official or their immediate family; or
 - To set a salary for the official or a member of their immediate family which is different from salaries paid to other employees of the government agency in the same job classification or position, or when the member of the official's immediate family is the only person in the job classification or position. (Regulation 18702.5(b)(1).)
- Appoint the official to be a member of any group or body created by law or formed by the official's agency for a special purpose. However, if the official will receive a stipend for attending meeting of the group or body aggregating \$500 or more in any 12-month period, the effect is material unless the appointing body posts all of the following on its website:
 - A list of each appointed position and its term. (Regulation 18702.5(b)(2)(A).)
 - The amount of the stipend for each appointed position. (Regulation 18702.5(b)(2)(B).)
 - The name of the official who has been appointed to the position. (Regulation 18702.5(b)(2)(C).)

- The name of any official who has been appointed to be an alternate for the position. (Regulation 18702.5(b)(2)(D).)
- Appoint the official to be an officer of the governing body of which the official is already a member (such as a decision to appoint a city councilmember to be the city's mayor.) (Regulation 18702.5(b)(3).)
- Establish or change the benefits or retirement plan of the official or the official's immediate family member, and the decision applies equally to all employees or retirees in the same bargaining unit or other representative group. (Regulation 18702.5(b)(4).)
- Result in the payment of any travel expenses incurred by the official or their immediate family while attending a meeting as an authorized representative of an agency. (Regulation 18702.5(b)(5).)
- Permit the official's use of any government property, including automobiles or other modes of transportation, mobile communication devices, or other agency-provided equipment for carrying out the official's duties, including any nominal, incidental, negligible, or inconsequential personal use while on duty. (Regulation 18702.5(b)(6).)
- Result in the official's receipt of any personal reward from their use of a personal charge card or participation in any other membership rewards program, so long as the reward is associated with the official's approved travel expenses and is no different from the reward offered to the public. (Regulation 18702.5(b)(7).)

Effect on Personal Finances and a Business or Real Property Interest: If a decision would have a reasonably foreseeable financial effect on a business or real property interest of an official, any related effect on the official's personal finances is not considered separately, and the effect is only analyzed under the respective materiality standards for business and real property interests, i.e. Regulations 18702.1 and 18702.2. (Regulation 18702.5(c).)

VI. The Public Generally Exception

Under Section 87103, if a decision's financial effect on an official's financial interest is indistinguishable from the decision's effect on the public generally, the official is not disqualified from taking part in the decision. Regulation 18703 sets forth the "Public Generally Exception."

The General Rule: A decision's financial effect on an official's financial interest is indistinguishable from its effect on the public generally if the official establishes that a "significant segment" of the public is affected and the "effect on the official's interest is not unique" compared to the effect on the significant segment. (Regulation 18703(a).)

A "significant segment" of the public is defined as:

- At least 25 percent of:
 - All businesses or nonprofit entities within the official's jurisdiction;
 - All real property, commercial real property, or residential real property within the official's jurisdiction; or
 - All individuals within the official's jurisdiction. (Regulation 18703(b)(1).)
- At least 15 percent of residential real property within the official's jurisdiction if the only interest the official has in the decision is the official's primary residence. (Regulation 18703(b)(2).)

A unique effect on an official's financial interest includes a disproportionate effect on:

- The development potential or use of the official's real property, or the income producing potential of the official's real property or business;
- An official's business or real property resulting from the proximity of a project that is the subject of a decision;
- An official's interests in business entities or real properties resulting from the cumulative effect of the official's multiple interests in similar entities or properties that is substantially greater than the effect on a single interest;
- An official's interest in a business or real property resulting from the official's substantially greater business volume or larger real property size when a decision affects all interests by the same or similar rate or percentage;
- A person's income, investments, assets or liabilities, or real property if the person is a source of income or gifts to the official; and
- An official's personal finances or those of immediate family. (Regulation 18703(c)(1)-(6).)

"Jurisdiction" means:

- The jurisdiction of the state or local government agency as defined in Section 82035;
- The designated geographical area the official was elected to represent; or
- The area to which the official's authority and duties are limited if not elected. (Regulation 18703(d).)

Specific Rules for Special Circumstances: Regulation 18703(e) also provides seven Specific Rules for Special Circumstances which govern the Public Generally Exception's applicability in those special circumstances. Under these rules, a decision's financial effect is deemed indistinguishable from its effect on the public generally if there is no unique effect on the official's interest and the official establishes:

- **Public Services and Utilities:** The decision sets or adjusts the amount of an assessment, tax, fee, or rate for water, utility, or other similar public services that is applied equally, proportionally, or by the same percentage to the official's interest and other businesses, properties, or individuals subject to the assessment, tax, fee, or rate. However, an official is not permitted to take part in a decision that would impose the assessment, tax, or fee, or determine the boundaries of a property or who is subject to the assessment, tax, or fee. An official is only permitted to take part in setting or adjusting the assessment, tax, or fee amount, once other related decisions have already been made. (Regulation 18703(e)(1).)
- **General Use or Licensing Fees:** The decision affects the official's personal finances as a result of an increase or decrease to a general fee or charge, such as parking rates, permits, license fees, application fees, or any general fee that applies to the entire jurisdiction. (Regulation 18703(e)(2).)
- **Limited Neighborhood Effects:** The decision affects residential real property limited to a specific location, encompassing more than 50, or five percent, of the residential real properties in the official's jurisdiction, and the decision establishes, amends, or eliminates ordinances that restrict on-street parking, impose traffic controls, deter vagrancy, reduce nuisance or improve public safety, provided the body making the decision gathers sufficient evidence to support the need for the action at a specific location. (Regulation 18703(e)(3).)
- **Rental Properties:** The decision is limited to establishing, eliminating, amending, or otherwise affecting the respective rights or liabilities of tenants and owners of residential rental property, including a decision regarding a rent control ordinance or tenant protection measures, provided all of the following criteria are met:
 - The decision applies to all residential rental properties within the official's jurisdiction other than those excepted by the Costa-Hawkins Rental Housing Act (Civil Code Sections 1954.50, et seq.). (Regulation 18703(e)(4)(A).)
 - The official owns three or fewer residential rental units. (Regulation 18703(e)(4)(B).)
 - Only interests resulting from the official's leasehold interest as a lessor of residential real property and the lessee or owner of the official's primary residence are affected by the decision. (Regulation 18703(e)(4)(C).)
- **Required Representative Interest:** The decision is made by a board or commission and the law that establishes the board or commission requires certain appointees have a representative interest in a particular industry, trade, or profession or other identified interest, and the public official is an appointed member representing that interest. This provision applies only if the effect is on the industry, trade, or profession or other identified interest represented. (Regulation 18703(e)(5).)

- **State of Emergency:** The decision is made pursuant to an official proclamation of a state of emergency when required to mitigate against the effects directly arising out of the emergency. (Regulation 18703(e)(6).)
- **Governmental Entities:** The decision affects a federal, state, or local government entity in which the official has an interest. (Regulation 18703(e)(7).)

VII. Legally Required Participation

Section 87101 provides that the prohibition of Section 87100 does not prevent an official from making or participating in the making of a decision to the extent the official's participation is legally required for the action or decision to be made. However, the existence of a tied vote does not make the disqualified official's participation legally required.

No Alternative Source of Decision: Regulation 18705(a) provides that an official who is financially interested in a decision may establish that the official is legally required to make or to participate in the making of a decision within the meaning of Section 87101 only if there exists no alternative source of decision consistent with the purposes and terms of the statute authorizing the decision.

“Quorum” Defined: Regulation 18705(d) provides that a “quorum” is the minimum number of members required to conduct business. When the vote of a supermajority is required to adopt an item, a “quorum” is the minimum number of members needed to adopt the item.

Narrowly Construed: Regulation 18705(c) requires the regulation be narrowly construed, and specifically provides that the regulation shall not to be construed:

- To permit an official who is otherwise disqualified under Section 87100 to vote to break a tie. (Regulation 18705(c)(1).)
- To allow a member of any agency who is otherwise disqualified under Section 87100 to vote if a quorum can be convened of other members of the agency who are not disqualified, whether or not those other members are actually present at the time of the disqualification. (Regulation 18705(c)(2).)

Random Means of Selection: Regulation 18705(c)(3) requires participation by the smallest number of officials with a conflict that are “legally required” for the decision to be made under Section 87101 and permits a “random means of selection” (e.g. drawing straws) to be used to select only the number of officials necessary to make the decision. When an official is selected, that official is selected for the duration of the proceedings in all related matters until their participation is no longer legally required, or the need for invoking the exception no longer exists. (Regulation 18705(c)(3).)

Public Identification of an Otherwise Disqualified Official's Financial Interests in a

Decision: Regulation 18705(b) provides that when an official who has a financial interest in a decision is legally required to make or participate in making that decision, the official must state the existence of the potential conflict as follows:

- The official must disclose the existence of the conflict of interest and describe with particularity the nature of the official's disqualifying financial interest or interests. This requirement is satisfied if the official discloses:
 - The type of financial interest or interests involved in the decision, and;
 - Other specified information identifying the interest depending on the type of interest at issue.
- The official or another officer or employee of the agency must summarize the circumstances under which the conflict may arise.
- The official or another officer or employee of the agency must disclose the legal basis for the determination that there is no alternative source of decision.

Manner of Disclosure: The disclosures required by Regulation 18705(b) must be disclosed as follows:

- If the decision is made during an open session of a public meeting, the disclosures must be made orally before the decision is made;
- If the decision is made during a closed session of a public meeting, the disclosures must be made orally during open session either before the body goes into closed session or immediately thereafter;
- If the decision takes place outside of a public meeting, the disclosures must be made in writing; and
- In all three circumstances immediately above, the disclosures must be made part of the public record, as specified. (Regulation 18705(b)(4).)

VIII. Segmentation

Under the Act's conflict of interest provisions, each governmental decision must be analyzed independently to determine if the decision will have a disqualifying effect on an official's financial interest. (*In re Owen* (1976) 2 FPPC Ops. 77.) Accordingly, an agency may segment a decision in which an official has a disqualifying conflict of interest to allow the official to participate in associated decisions which would not have a disqualifying effect on the official's interests under Regulation 18706.

Required Conditions for Segmentation: Regulation 18706(a) provides that an agency may segment a decision in which an official is financially interested, to allow the official

to participate in associated decisions in which the official is not financially interested, provided all the following conditions are met:

- The decision in which the official is financially interested can be broken down into separate decisions that are not inextricably interrelated to the decision in which the official has a disqualifying financial interest;
- The decision in which the official is financially interested is segmented from the other decisions;
- The decision in which the official is financially interested is considered first and a final decision is reached by the agency without the disqualified official's participation in any way; and
- Once the decision in which the official is financially interested has been made, the official's participation in associated decisions does not result in a reopening of, or otherwise financially affect, the decision from which the official was disqualified.

“Inextricably Interrelated”: Regulation 18706(b) provides that decisions are “inextricably interrelated” when the result of one decision will effectively determine, affirm, nullify, or alter the result of another decision.

Budget and General Plan Decisions Affecting Entire Jurisdiction: Regulation 18706(c) provides that once all separate decisions related to a budget or general plan affecting the entire jurisdiction have been finalized, the official may participate in the final vote to adopt or reject the agency's budget or general plan.

IX. Disqualification Requirements

Section 87105 governs the recusal of a public official specified in Section 87200 from a decision from which the official has been disqualified. Subdivisions (a)(1)-(3) of that section require the disqualified official to: identify the potential conflict of interest to publicly identify the official's financial interest or interests at issue; recuse from voting, discussing or attempting to influence the matter; and leave the room until after the matter is concluded. Subdivision (a)(4) excludes members of the Legislature from these recusal requirements.

Regulation 18707 provides further direction and guidance on the recusal requirements applicable to a public official specified in Section 87200 who is disqualified from a decision relating to an agenda item noticed for consideration at a public meeting subject to open meeting laws (i.e. the Bagley-Keene Act (Section 11120 et seq.) or the Brown Act (Section 54950 et seq.)).

Form and Content of Public Identification: The disqualified official must publicly identify each type of financial interest, identified in Section 87103, held by the official

that gives rise to the disqualifying conflict of interest. (Regulation 18707(a)(1).) The identification must be oral and part of the public record (Regulation 18707(a)(1)(B)), and provide the following information, as applicable:

- For a business interest: the name of the business, a general description of its activities, and any position held by the official. (Regulation 18707(a)(1)(A)(i).)
- For a real property interest: the property's address, assessor's number, or identification that the property is the official's personal residence. (Regulation 18707(a)(1)(A)(ii).)
- For a source of income interest: the name of the source of income. (Regulation 18707(a)(1)(A)(iii).)
- For a source of gift interest: the name of the source of gift. (Regulation 18707(a)(1)(A)(iv).)
- For all interests: the nature of the expense, liability, asset, or income affected. (Regulation 18707(a)(1)(A)(v).)

Timing: The public identification required by Regulation 18707(a)(1) must be made immediately prior to consideration of the agenda item. (Regulation 18707(a)(2).)

- Partial absence from a meeting does not excuse the disqualified official's public identification requirement. (*Ibid.*)
- If the official leaves a meeting in advance of an agenda item from which the official is disqualified, the official must provide the public identification required by Regulation 18707(a)(1) prior to leaving the meeting. (Regulation 18707(a)(2).)
- If the official first joins a meeting after consideration of the agenda item, the official must provide the public identification immediately upon joining the meeting. (*Ibid.*)

Recusal and Leaving the Room: The disqualified official must recuse, leave the room after the public identification required by Regulation 18707(a)(1), and refrain from participation in the decision. (Regulation 18707(a)(3).) The disqualified official does not count toward achieving a quorum while the item is discussed. (*Ibid.*)

- For an agenda item on a consent calendar (uncontested items), the official may remain in the room during the consent calendar. (Regulation 18707(a)(3)(A).)
- If the official has a "personal interest" in the agenda item, as defined in Regulation 18704(d)(2) and wishes to speak or appear as a member of the general public, the official may leave the dais and speak or observe from the area reserved for members of the public after making the public identification required by Regulation 18707(a)(1) and recusing. (Regulation 18707(a)(3)(B).)

Special Rules for Closed Session: The public identification required by Regulation 18707(a)(1) must be made orally during the open session before the body goes into

closed session and may be limited to a declaration that the official's recusal is because of a conflict of interest under Section 87100. (Regulation 18707(a)(4).) The declaration must be made part of the official public record. (*Ibid.*) The official must not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other non-public information regarding the decision. (*Ibid.*)

Other Decisions: For a decision other than an agenda item involving a public official specified in Section 87200 (governed by Regulation 18707(a)), Regulation 18707(b) provides the following:

- If the official determines not to act because of a financial interest, the official's determination may be accompanied by an oral or written disclosure of the interest.
- The official's presence will not be counted toward achieving a quorum.
- During a closed meeting of the agency, a disqualified official must not be present when the decision is considered, or knowingly obtain or review a recording or any other nonpublic information regarding the decision.
- An agency may adopt a local rule requiring the official to step down from the dais or leave the chambers.

Confidential Information: Regulation 18707(c) expressly provides that nothing in Regulation 18707 is intended to cause any disclosure that would reveal the confidences of a closed session or any other privileged information contemplated by law, including privileged information under Regulation 18740.

¹ The Political Reform Act is contained in Government Code Sections 81000 through 91014. All statutory references are to the Government Code, unless otherwise indicated. The regulations of the Fair Political Practices Commission (the "Commission") are contained in Sections 18110 through 18997 of Title 2 of the California Code of Regulations. All regulatory references are to Title 2, Division 6 of the California Code of Regulations, unless otherwise indicated.

² We note that the annual gift limit is adjusted biennially. The current gift limit is prescribed in Regulation 18940.2. The adjusted annual gift limit amount in effect for the period January 1, 2021, to December 31, 2022, is \$520.

³ For an official's interest in a business entity or real property, Regulation 18702.1(a) and Regulation 18702.2(a)(1)-(6), provide additional guidance for determining if the interest is explicitly involved.

RESOLUTION NO. 1134

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE ADOPTING AND AMENDED
APPENDIX TO THE CITY OF BLUE LAKE CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes; and,

WHEREAS, the Fair Political Practices Commission has adopted regulation 2, California Code of Regulations section 18730, which contains the terms of a standard conflict of Interest Code which can be incorporated by reference and which may be amended by the Fair Political Practices Commission after public notice and hearing to conform to amendments in the Political Reform Act; and,

WHEREAS, on November 22, 1994, the Blue Lake City Council adopted its Resolution No. 536 adopting the standard Conflict of Interest Code; and,

WHEREAS, on January 10, 2017, the City Council adopted Resolution No. 1091 amending the appendix to the Blue Lake Conflict of Interest Code; and,

WHEREAS, the City of Blue Lake reviews the Blue Lake Conflict of Interest Code no less than every two (2) years; and,

WHEREAS, the City of Blue Lake has recently hired the new position of Economic Development Planner; and,

WHEREAS, due to the addition of staff, the previously adopted and amended appendix to the Conflict of Interest Code is in need of amendment; and,

WHEREAS, the City Council has determined that the amended attached "Appendix A" accurately sets forth those positions which should be designated and categories of financial interest which should be made reportable.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blue Lake;

1. The appendix to the Conflict of Interest Code of the City of Blue Lake in which members and employees are designated and disclosure categories are set forth is hereby amended by substituting therefore the appendix attached hereto.
2. Except as specifically set forth above, all of the other terms, items, conditions, and provisions of the conflict of interest code of the City of Blue Lake shall remain in full force and effect.

INTRODUCED, PASSED, AND ADOPTED this 26th day of February, 2019, by the following vote:

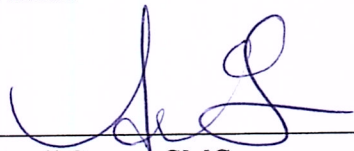
Ayes: Hogan, Ricca, Jones, Dawlsky, Curran

Nays: none

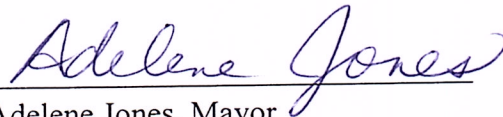
Absent: none

Abstain: none

Attest:

A handwritten signature in blue ink, appearing to read 'April Sousa', written over a horizontal line.

April Sousa, CMC
City Clerk, City of Blue Lake

A handwritten signature in blue ink, appearing to read 'Adelene Jones', written over a horizontal line.

Adelene Jones, Mayor
City of Blue Lake

“ATTACHMENT A”

APPENDIX
TO
CITY OF BLUE LAKE
CONFLICT OF INTEREST CODE

LIST OF DESIGNATED POSITIONS

DISCLOSURE CATEGORY

Building Official	5,6
City Engineer	3,5,6
City Planner	3,5,6
Economic Development Planner	1,4,5,6
Director of Public Works/City Manager	1,4,5,6
Public Works Supervisor	4,5
Parks & Recreation Director	4,5
City Clerk	1,4,5,6
Consultant	1,2,

LIST OF DISCLOSURE CATEGORIES

1. Investments, business positions, and interests in real property.
2. Sources of income, both personal and business entity.
3. Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery, or equipment of the type utilized by the City of Blue Lake.
4. Investments and business positions in business entities, and sources of income, which provide services, supplies, materials, machinery, or equipment of the type utilized by the designated employee's department or division.
5. Investments and business positions in business entities, and sources of income, which are subject to the regulatory, permit, or licensing authority of the City of Blue Lake.
6. Investments and business positions in business entities, and sources of income, which engage in land development, construction, or the acquisition of sale of real property, and all interests in real property.



Agenda Item: 9

City of Blue Lake

Staff Report

Agenda Item #: 9

Date: September 16, 2025 *For Meeting of: September 23, 2025*

Subject: **Ratify Acceptance of Received Donations over \$5,000 for the Blue Lake Bike & Skate Park**

Recommended Action: That the City Council:
1. Ratify Acceptance of Received Donations over \$5,000 for the Blue Lake Bike & Skate Park

DISCUSSION:

At their September 9, 2025 meeting, Council members received an update of cash donations received by the City of Blue Lake in support of the Blue Lake Bike & Skate Park. This report provides an update of funds received between February 2022 and August 31, 2025 totaling \$82,678.18

In accordance with Resolution 1077 “*Approval Process for Fundraising and Donations for a City Purpose*” staff recommends that the Blue Lake City Council ratify 1) the acceptance of all cash donations received by the City, 2) those funds received over the \$5,000 threshold be officially received and recognized by Council, and 3) upon ratification that those donors submitting a minimum donation of \$250 be sent a thank you letter from the City.

Donations received over \$5,000

Donor Name	Date	Amount	Intended Use
PG&E	Nov. 23, 2022	\$ 5,000.00	Bike & Skate Park
Brunson Trust	Oct. 25, 2024	\$10,000.00	Bike & Skate Park
Humboldt Skate Collective ¹	Oct. 25, 2024	\$10,000.00	Bike & Skate Park
Haven Electric	Oct. 31, 2024	\$ 5,000.00	Bike & Skate Park
RCMBA	Multiple donations	\$ \$36,300.00	Bike & Skate Park
Total		\$ 66,300.00	

Acceptance of these donations have been allocated to the purpose to support development of the Bike & Skate Park, as specified by the donors.

ATTACHMENT

1. Expanded General Ledger 4566 (Recreation Fees) Report for Project Code 25 (Bike Park).

¹ This was inadvertently recorded as “Koier-Schrauger”, who was the issuing associate for the Cashier’s Check from Umpqua bank.

Submitted By: Jill K Duffy, Interim City Manager

City of Blue Lake
Expanded General Ledger - Unposted Transactions Included In Report
From 10/1/2021 Through 9/17/2025

Fund Code	GL Code	Dept/.... Code	Project Code	Effective Date	Session ID	Docum... Number	Name	Document Description	Debit	Credit
10	4556	445	25					Opening Balance		
10	4556	445	25	10/11/2024	CR2556	011		P/R Medieval Festival bounce house	0.00	1,167.00
								Transaction Total	0.00	1,167.00
										1,167.00
10	4566	000	25					Opening Balance	0.00	
10	4566	000	25	2/25/2022	CR2201	006		P/R donation-bike park		244.95
10	4566	000	25	2/28/2022	JE2099	002		P/R Bike Park Donation - P. Smith		38.54
10	4566	000	25	3/11/2022	CR2205	005		P/R bike park donation-Friends of A&M Trail		150.00
10	4566	000	25	4/21/2022	JE2096	002		to post (Square) Bike Park Donations		816.69
10	4566	000	25	4/29/2022	CR2222	010		Bike Park donation RCMA		2,500.00
10	4566	000	25	10/7/2022	CR2281	010		P/R donation-Red C.Mtn bike assoc		2,500.00
10	4566	000	25	11/23/2022	CR2299	010		P/R bike park donation PGE Nov 2022		5,000.00
10	4566	000	25	4/14/2023	CR2347	008		Bike Park donation Mad Scramble 4/10/23		200.00
10	4566	425	25	7/12/2024	CR2516	017		P/R bike park donation-Rousseau		2,500.00
10	4566	425	25	7/19/2024	CR2518	011		P/R bike park donation-BL Garbage		500.00
10	4566	425	25	7/19/2024	CR2518	012		P/R bike park donation-Alves		1,000.00
10	4566	425	25	7/26/2024	CR2519	009		P/R bike park donation-RCMA		4,300.00
10	4566	425	25	8/9/2024	CR2529	011		P/R bike park donation-Quality bodyworks		1,000.00
10	4566	425	25	8/16/2024	CR2532	001		P/R bike park donation-Kosek		250.00
10	4566	425	25	8/30/2024	CR2537	002		P/R bike park donation-Green Diamond		1,000.00
10	4566	425	25	9/6/2024	CR2539	002		P/R bike park donation-SHN		2,500.00
10	4566	425	25	9/13/2024	CR2544	015		P/R Bike Park Donation-Schweigert		500.00
10	4566	425	25	10/11/2024	CR2556	002		P/R bike park donation-Goad		1,000.00
10	4566	425	25	10/11/2024	CR2556	008		P/R bike park donation-M.Foget		500.00
10	4566	425	25	10/25/2024	CR2560	003		Bike Park donation-Brunson Trst		10,000.00
10	4566	425	25	10/25/2024	CR2560	004		Bike Park donation-Koier-Schrauger		10,000.00
10	4566	425	25	10/25/2024	CR2560	008		Bike Park donation-RCMA		3,000.00
10	4566	425	25	10/31/2024	CR2563	012		P/R bike park donation-Haven Elec.		5,000.00
10	4566	425	25	11/8/2024	CR2567	003		P/R bike park donation-Morehouse		500.00
10	4566	425	25	11/8/2024	CR2567	005		P/R bike park donation		50.00
10	4566	425	25	11/27/2024	CR2573	001		P/R bike park donation-RCMA		1,000.00
10	4566	425	25	2/28/2025	CR2605	001		P/R bike park sticker sales		112.00
10	4566	425	25	5/30/2025	CR2642	012		P/R revenue 5/19-5/25/25		80.00
10	4566	425	25	6/20/2025	CR2649	010		Bike park donation-Granger		1,000.00
10	4566	425	25	6/27/2025	CR2651	003		P/R bike park donation-RCMA		20,000.00
10	4566	425	25	7/25/2025	CR2662	001		P/R bike park donation-Paskenta		190.00
10	4566	425	25	8/8/2025	CR2668	004		P/R bike park donation-Sensory Science		79.00
10	4566	425	25	8/15/2025	CR2671	012		P/R Bike Park Donation~ RCMA (Annie Mary Beer Sales)		3,000.00
10	4566	425	25	9/5/2025	CR2678	005		P/R bike park donation-Rusconi		1,000.00
								Transaction Total	0.00	81,511.18
										81,511.18
10	4566	425	25					Balance		
	4566									

City of Blue Lake
Expanded General Ledger - Unposted Transactions Included In Report
From 10/1/2021 Through 9/17/2025

<u>Fund Code</u>	<u>GL Code</u>	<u>Dept/... Code</u>	<u>Project Code</u>	<u>Effective Date</u>	<u>Session ID</u>	<u>Docum... Number</u>	<u>Name</u>	<u>Document Description</u>	<u>Debit</u>	<u>Credit</u>
Bal...										82,678.18 ✓
10										
Report Opening/Current Balance										
									0.00	0.00
Report Transaction Totals										
									0.00	82,678.18
Report Current Balances										
									0.00	82,678.18
Report Difference										
										82,678.18 ✓



Agenda Item: 10

City of Blue Lake

Staff Report

Agenda Item #: 10

Date: September 16, 2025 *For Meeting of: September 23, 2025*

Subject: Authorize Proposed Expenditures to Winterize Bike and Skate Park

Recommended Action: That the City Council:

1. Accept in-kind donation of hydro-seed for use at the Bike Park site; and
2. Authorize expenditures of up to \$3,000 from GL 4566 (Recreation Fees) for winterization activities.

SUMMARY:

Staff requests Council authorization to 1) accept an in-kind donation of hydro-seed for the bike park project and 2) approve an unbudgeted expenditure of funds necessary to winterize the site. Winterization of the site is required under the grading permit, prevent erosion and protect the Bike Park over the winter months.

DISCUSSION:

The Blue Lake Bike Park project remains in progress. While construction and volunteer efforts have advanced, the project is not yet complete, and the City's budget did not include provisions for hydro-seed or site winterization activities. To ensure stabilization of disturbed soils and protect the work completed to date, a community member has tentatively offered to donate hydro seed sufficient to cover the exposed areas of the site. Staff expects to provide an update to Council at Tuesday's meeting on the status this offer as acceptance of the in-kind donation requires Council approval under the City's donation acceptance procedures.

Additionally, there is a need to authorize expenditures (e.g., labor, straw wattles, straw, and other related supplies) to complete winterization prior to the onset of seasonal rains.

FISCAL IMPACT:

1. Acceptance of the in-kind donation has no direct fiscal impact to the City, other than minimal staff time to process and record the donation.
2. The estimated \$3,000 in direct expenditures for winterization materials will require use of unbudgeted funds. Staff recommends allocation from General Ledger Code 4566 (Recreation Fees), Project Code 425 "Bike Park" to cover these costs. This fund has a current available balance of approximately \$7,000.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 10

ALTERNATIVES:

1. Approve staff recommendation to accept the donation and authorize the expenditures.
2. Decline to accept the donation and/or decline to authorize expenditure, which would result in no protective measures being taken prior to winter. This is not recommended.
3. Direct staff to return with alternative approaches for site stabilization.

Submitted By: Jill K Duffy, Interim City Manager



Agenda Item: 11

City of Blue Lake

Staff Report

Agenda Item #: 11

Date: August 28, 2025 *Continued to: September 23, 2025*

Subject: City Council Board and Committee Appointments

Recommended Action: That the City Council:
1. Review and Update Council Member Assignments to Regional Boards, Committees, Commission and Liaison Appointments for the Remainder of 2025

DISCUSSION:

Annually – or as needed - the City Council reviews the list of regional boards, commissions, committees and liaison appointments for City of Blue Lake representation. With the recent appointment of Terri Bayles, council members are asked to discuss and confirm Council Member assignments for these roles.

Appointed representatives are responsible for attending meetings, providing necessary information and reporting back to the Council and City Manager as appropriate. It is important to note that any recommendations made by the Council's representative are considered directions from the majority of the City Council and not of the representative as an individual.

The selection is based on Council Member interest, availability, and experience.

A table listing the most recent appointments from December 2024 is attached for reference.

Council is further requested to discuss and confirm appointments for liaison roles appointments (e.g. Safety Commission) and to consider the restate existing Ad Hoc Committees and assignment as needed.

FISCAL IMPACT: None with this action.

ATTACHMENT:

1. City Council Committee Assignments (December 2024)
2. Blank City Council Assignment Work Sheet

Review Information:

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

Comments:

Submitted By: Jill K Duffy, Interim City Manager

City of Blue Lake
City Council Assignments 2024-2025

Agency	Meeting Day/Time	Kat	John	Chris F.	Elise	Michelle
RREDC - Redwood Regional Economic Development 520 E St. Eureka	4th Monday @ 6:30 pm 445-9652	P		A		
HCAOG - Humboldt County Association of Governments - 2nd Floor Eureka City Hall	3rd Thursday @ 4:00 pm 444-8208	P	A			
HWMA - Humboldt Waste Management Authority - 2nd Floor Eureka City Hall	2nd Thursday @ 5:30 pm 268-8680				A	P
BL Rancheria Liaison	As Needed			A	P	
RCEA - Redwood Coast Energy Authority - 517 15th Street, Eureka	3rd Monday @ 3:30 pm 269-1700	A			P	
Blue Lake Chamber of Commerce Liaison	2nd Monday @ 5:30 p.m. at Skinner Store		P	A		
BL Public Safety Commission - Sheriff's Department Liaison	1st Monday @ 6:00 p.m. at Skinner Store				P	A
BL Fire Department Liaison	3rd Monday @ 6:30 p.m.			A		P
BL Parks and Recreation Commission Liaison - Skinner Store	1st Wednesday @ 6:30 p.m. at Skinner Store		A	P		
BL Economic Development Commission Liaison	2nd Tuesday @ 4:30 p.m. @ Skinner Store	A		P		
Baduwa't Watershed Council	Quarterly			A		P
League of CA Cities	Quarterly		A			P
Mayor Select Committee	As Needed		P		A	
Arts and Heritage Commission	3rd Wednesday at 6:00 PM at Skinner Store or City Hall	A	P			

Mayor: John Sawatzky
Mayor Pro-Tem: Elise Scafani



City of Blue Lake
City Council Assignments 2024-2025 (Effective September 10, 2025)

Agency	Meeting Day/Time	Kat	John	Terri	Elise	Michelle
RREDC - Redwood Regional Economic Development 520 E St. Eureka	4th Monday @ 6:30 pm 445-9652					
HCAOG - Humboldt County Association of Governments - 2nd Floor Eureka City Hall	3rd Thursday @ 4:00 pm 444-8208					
HWMA - Humboldt Waste Management Authority - 2nd Floor Eureka City Hall	2nd Thursday @ 5:30 pm 268-8680					
BL Rancheria Liaison	As Needed					
RCEA - Redwood Coast Energy Authority - 517 15th Street, Eureka	3rd Monday @ 3:30 pm 269-1700					
Blue Lake Chamber of Commerce Liaison	2nd Monday @ 5:30 p.m. at Skinner Store					
BL Public Safety Commission - Sheriff's Department Liaison	1st Monday @ 6:00 p.m at Skinner Store					
BL Fire Department Liaison	3rd Monday @ 6:30 p.m.					
BL Parks and Recreation Commission Liaison - Skinner Store	1st Wednesday @ 6:30 p.m at Skinner Store					
BL Economic Development Commission Liaison	2nd Tuesday @ 4:30 p.m. @ Skinner Store					
Baduwa't Watershed Council	Quarterly					
League of CA Cities	Quarterly					
Mayor Select Committee	As Needed					
Arts and Heritage Commission	3rd Wednesday at 6:00 PM at Skinner Store or City Hall					

Mayor: John Sawatzky
Mayor Pro-Tem: Elise Scafani





Agenda Item: 12

City of Blue Lake

Staff Report

Agenda Item #: 12

Date: September 18, 2025 *For Meeting of: September 23, 2025*

Subject: **City Clerk Job Description; Receive Report and Draft Job Description for Approval Consideration from Ad Hoc Committee Members Lewis-Lusso and Napier.**

Recommended Action: That the City Council:

1. Receive an Updated Report and Draft Job Description for the Position of City Clerk; and
2. Consider Approval of the Description; and
3. Other Direction as Appropriate.

DISCUSSION:

At the time of agenda publication, Ad Hoc Committee Members Lewis-Lusso and Napier are conducting a final review for an updated job description for the position of City Clerk to ensure appointment, reporting, essential job functions and necessary qualifications for the role are clearly identified.

Approval of the job description does not have a direct fiscal impact beyond what has already been budgeted for the position. The salary range is proposed to remain consistent with the previously approved Salary Pay Plan. Should a change to the salary be required, a separate agenda item will be brought before the City Council for consideration.

ATTACHMENT

1. To Be Distributed

Submitted By: Jill K Duffy, Interim City Manager



City Clerk

FSLA Non-Exempt/Hourly

Wage: \$24.02 to \$34.25

Definition: The City Clerk is selected and appointed by the City Council and serves in collaboration with and in support of the City Manager. The Clerk is accountable to the City Council for ensuring compliance with state and local laws related to elections, legislative processes, and records management. This Clerk serves as a liaison between the public and the Council and promotes access to city-related information.

Supervision Received and Exercised

Policy goals are set by City Council. The Clerk receives general administrative guidance from the City Manager and may provide guidance to administrative support staff.

DESCRIPTION OF CITY CLERK DUTIES:

Duties may include, but are not limited to, the following:

Primary Duties:

- Serves as a professional resource on parliamentary procedures (Rosenberg's Rules).
- Ensure compliance with the Maddy Act, the Brown Act, and other open meeting requirements.
- Work with the City Attorney and City Manager to ensure proper noticing, formatting, and legal compliance of agendas, resolutions, and ordinances.
- Serve as the City's Elections Official; administers municipal elections in coordination with Humboldt County Elections.
- Issue candidate packets, processes nomination papers, petitions, and ballot measures.
- Oversee filing requirements under the Fair Political Practices Reform Act, including Statements of Economic Interest and Campaign Statements.
- Assist Humboldt County election officials in certification of election results and provides impartial information to the public.
- Administer oath of office.

- Assist in coordination, preparation, post, and distribute City Council agendas, notices, and minutes.
- Attend and support City Council and Planning Commission meetings, record official proceedings, and maintain the legislative history of the City.
- Coordinate Council logistics, including appointments to commissions and committees.
- Provide legislative research support to City Council.
- Serve as custodian of official City records, including ordinances, resolutions, contracts, deeds, City Seal, and historical records.
- Administer the City's records management program, including retention, archiving, and public disclosure.
- Respond to Public Records Act requests and legislative research inquiries.
- Maintain and updates the City of Blue Lake Municipal Code.
- Receive, record, and process petitions, claims, lawsuits, and official notices.
- Oversee publication of legal notices and ordinances as required by law.
- Provide information to the public, elected officials, and staff regarding City policies, procedures, ordinances, resolutions and actions.
- Oversee the posting, handling of submissions, conducts bid openings, reads and records proposals/bids.
- Assist the City Manager with administrative projects as needed.

ADVANCED (Includes all Primary plus):

- Conduct legislative and policy analysis to support City Council and City Manager decision-making.
- Prepare staff reports and analytical documents regarding municipal policies and operations.
- Research, writes, and manages grant applications to secure funding for City programs and services.

- Monitor grant compliance, prepares required reports, and ensures timely expenditure of grant funds.
- Develop and implements process improvements in records management, elections, and administrative procedures.
- Provide training and mentorship to support staff and junior clerical staff as assigned.
- Acts as City Manager in their absence.

Knowledge of

- California municipal law as it relates to City Clerk functions.
- Principles and practices of municipal records management, including electronic systems.
- Brown Act, Public Records Act, Maddy Act, Political Reform Act, and Elections Code.
- Parliamentary procedures for public meetings (Rosenberg's Rules of Order).
- City of Blue Lake Municipal Code and Council procedures.
- Customer service practices and methods for effective public interaction
- Agenda development and public meeting preparation, including virtual meeting set-up and management.
- Policy analysis, grant research, and grant management (Advanced).

Ability to

- Facilitate municipal elections in compliance with state and local laws.
- Read, write, and comprehend English grammar, spelling efficiently.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage, and to draw and interpret graphic representations and charts.
- Perform basic to advanced computer skills including email, word processing, spreadsheet, graphics, report writing, etc.
- Apply common sense understanding to carry out detailed written or oral instructions.

- Maintain accurate records and produce clear, concise agendas and minutes.
- Interpret and apply federal, state, and local laws and regulations.
- Communicate effectively and concisely, both orally and in writing.
- Exercise tact, discretion, and sound independent judgment.
- Maintain confidentiality and provide public service with professionalism and integrity.
- Establish cooperative working relationships with City officials, staff, and the public.
- Provide parliamentary procedure guidance to elected and appointed officials during meetings
- Conduct analysis and prepare reports on municipal policy and legislative issues (Advanced).
- Research, write, and manage grant applications and compliance reporting (Advanced).

Qualifications

- Associate's degree in Public Administration, Political Science, Business Administration, or related field required; Bachelor's degree desirable.
- Two (2) years of progressively responsible experience in municipal government, preferably in a City Clerk's Office (Level I).
- Four (4) years of progressively responsible experience in municipal government, including policy analysis and grant management, with supervisory or lead experience preferred (Advanced).
- Specialized training and/or certifications related to City Clerk functions are desirable.

Licenses and Certifications

- Valid California Driver's License.
- Ability to obtain Commission as a California Notary Public within six (6) months of employment.
- Certification as a Certified Municipal Clerk (CMC) preferred, or ability to obtain within three years.

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.