



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

Wednesday, November 19, 2025 ~ 6:30 p.m. ~Special Council Meeting
Prasch Hall, 312 S. Railroad Avenue, 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/83989493657?pwd=2BqBPMjA19Rt7czKHJo4pRkjmHlx3t.1>

Meeting Id: 839 8949 3657

Passcode: 785774

1. **Call to Order, Roll Call**
2. **Pledge of Allegiance and Establish a Quorum of the Council**
3. **Approval of the Agenda**
4. **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.*
5. **Consent Agenda**
 - a. Monthly Disbursement for Period of October 1-October 31, 2025
6. **PUBLIC HEARING ITEMS:**
 - a. **Application #025-067-011/2025.** Variance for Jace and Lorriane Comfort to allow the construction of a new garage located within the required 15-foot side yard setback pursuant to Municipal Code Section 17.24.180(C)(4)(b).

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NEW BUSINESS

7. **Consider Adopting A Resolution Authorizing the Submission of a Community Development Block Grant (CDBG) for Funding Relating to the City's Seventh Cycle Housing Element**
Page 21
8. **Approval of Employee Health Insurance Coverage through Redwood Empire Municipal Insurance Fund (REMIF)**
Page 26
9. **Receive Revised Draft Fiscal Year 2025-26 Budget; Provide Direction as Appropriate**
Page 32
10. **Discuss and Approve Memorandum of Understanding with Redwood Coast Mountain Bike Association**
Page 38
11. **Council Correspondence**
12. **Reports of Council and Staff**
 - a. Ad hoc Committee Reports
 - b. Commission Updates
 - c. City Manager Report
13. **Closed Session:**
 - a. Public Comment on closed session items
 - b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: Portions of APN Nos. 312-131-037-000, 312-131-045-000, 312-131-046-000, and 312-190-010-000, in the unincorporated area of the County of Humboldt, State of California.
Agency Negotiator: Jill Duffy, Interim City Manager; Ryan Plotz, City Attorney Negotiating parties: Erin McClure, Trustee
Under negotiation: Price and terms of payment.
14. **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.



Agenda Item: 4a

City of Blue Lake

Staff Report

Agenda Item #:

4.a

Date:

November 11, 2025

For Meeting Of: November 19, 2025

Subject:

Monthly Report on Disbursements

Recommended Action:

That the City Council:

1. Approve the monthly report on disbursements for the period October 1 through October 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: None.

ATTACHMENT:

- 1 – City of Blue Lake Check/Voucher Register for period of October 1-October 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 10/1/2025 Through 10/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
13310	10/2/2025	Aflac	INV438625 9/25/25 Sep 2025	282.30
13311	10/2/2025	B & B Portable Toilet Co.	INV200786 5/24/25 pro-rated town sq	25.47
	10/2/2025	B & B Portable Toilet Co.	INV202841 6/21/25 WWTP	107.63
	10/2/2025	B & B Portable Toilet Co.	INV202842 6/21/25 horse arena	133.69
	10/2/2025	B & B Portable Toilet Co.	INV202843 6/21/25 town square	356.41
13312	10/2/2025	Cal Plumbing & Fire Supp., Inc	INV3424 9/23/25 sewer repair	596.00
13313	10/2/2025	Fire Risk Mgmt Services	INVFRMS00578 7/28/25 Assessment 1/1/24-12/31/25	4,454.88
13314	10/2/2025	The Mitchell Law Firm, LLP	INV8453 7/31/25 attorney	5,492.75
	10/2/2025	The Mitchell Law Firm, LLP	INV8630 8/31/25 attorney	5,195.00
13315	10/2/2025	US Bank Corp. Payment Systems	8/22/25 statement CalCard	3,322.90
13316	10/2/2025	USA Bluebook	INV00819822 9/5/25 w/s supplies	198.58
13305	10/3/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 10/3/2025	206.80
13306	10/3/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 10/3/2025	911.78
13307	10/3/2025	Michael D. Downard	Employee: downardm; Pay Date: 10/3/2025	923.59
13308	10/3/2025	Liesl A. Finkler	Employee: finklerl; Pay Date: 10/3/2025	84.96
13309	10/3/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 10/3/2025	1,847.60
251003A01	10/3/2025	Christopher A. Ball	Employee: balle; Pay Date: 10/3/2025	831.41
251003A02	10/3/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 10/3/2025	1,982.04
251003A03	10/3/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 10/3/2025	681.45
251003A04	10/3/2025	Skyler A. Coke	Employee: cokes; Pay Date: 10/3/2025	1,217.87
251003A05	10/3/2025	Melissa M. Combs	Employee: combsm; Pay Date: 10/3/2025	636.30
251003A06	10/3/2025	Jill K. Duffy	Employee: duffyj; Pay Date: 10/3/2025	2,691.09
251003A07	10/3/2025	Christopher B. Edgar	Employee: edgar; Pay Date: 10/3/2025	1,847.34
251003A08	10/3/2025	Hazel E. Hale	Employee: haleh; Pay Date: 10/3/2025	120.09
251003A09	10/3/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 10/3/2025	177.73
251003A10	10/3/2025	Austin R. Jones	Employee: jonesa; Pay Date: 10/3/2025	1,338.46
251003A11	10/3/2025	Laura A. McClenagan	Employee: mclenaganl; Pay Date: 10/3/2025	316.70
251003A12	10/3/2025	Aislin N. McKinney	Employee: mckinneya; Pay Date: 10/3/2025	312.25
251003A13	10/3/2025	Jacob P. Meng	Employee: mengj; Pay Date: 10/3/2025	1,195.76
251003A14	10/3/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 10/3/2025	1,280.55
251003A15	10/3/2025	Quinn Sousa	Employee: sousaq; Pay Date: 10/3/2025	71.94
251003A16	10/3/2025	Emily P. Wood	Employee: woode; Pay Date: 10/3/2025	1,506.64
251003EFT-01	10/3/2025	U. S. Department of Treasury	EFTPS federal tax pmt 10/3/25 PR	7,134.47
251003EFT-02	10/3/2025	Employment Development Dept.	DE88 state tax pmt 10/3/25 PR	1,711.26
251003EFT-03	10/3/2025	Cal PERS	PERS retirement pmt 10/3/25 PR	3,527.11
251003EFT-04	10/3/2025	Freedom Voice	Freedom Voice 10/1/25 Statement	123.08
251003EFT-05	10/3/2025	CA State Disbursement Unit	10/3/25 CS PR deduction-Edgar	104.30
13317	10/6/2025	Access Humboldt	INV2311 9/30/25 LFA's agreement 6/1/2008	112.50
13318	10/6/2025	Arcata Stationers	INV237491 9/3/25 PW & Office Supplies	285.44
	10/6/2025	Arcata Stationers	INV238605 9/26/25 Office Supplies	200.56
13319	10/6/2025	AT&T	Acct 233 841 5727 106 5 9/20/25 Alarms	31.54
	10/6/2025	AT&T	Acct 238 381 1110 800 3 9/20/25 Alarms	31.54
13320	10/6/2025	Coastal Business Systems Inc.	INV40219297 9/26/25 Copiers	891.95
13321	10/6/2025	Jill Duffy	9/30/25 Mileage J.Duffy 9/1-9/30/2025	970.20
13322	10/6/2025	Hensel's Ace Hardware	INV316008/1 9/13/25 PH supplies	30.16
13323	10/6/2025	Hensell Materials, Inc.	INV671643 9/29/25 Sandbags	463.05
13324	10/6/2025	Humb. Bay Municipal Water Dist	Billing Period 8/30-9/30/2025 HBMWD	20,381.12
13325	10/6/2025	Humboldt Termite and Pest	INV579993 9/10/25 PH Pest Services	72.00
13326	10/6/2025	Intedata Systems	INV30781 9/30/25 Quarterly CASS Ser Sub	40.00
	10/6/2025	Intedata Systems	INV30809 9/30/25 Monthly Software Maint	95.00
13327	10/6/2025	Keenan Supply	INVS014617969.001 9/4/25 Water Line Repair	291.25
13328	10/6/2025	Mendes Supply Company	INVM285259 9/19/25 Park/Rink Supplies	537.09
	10/6/2025	Mendes Supply Company	INVM285260 9-23-25 PH supplies	116.03
13329	10/6/2025	Miller Farms Nursery, Inc.	INV177352 9/3/25 Shop Supplies	27.18
	10/6/2025	Miller Farms Nursery, Inc.	INV177411 9/8/25 equipment repair	161.48
13330	10/6/2025	The Mill Yard	INV521615 9/9/25 Shop Supplies	42.42

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 10/1/2025 Through 10/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
	10/6/2025	The Mill Yard	INV5243959/26/25 Field Marking Chalk	132.23
	10/6/2025	The Mill Yard	INV68875 9/2/25 Cold Patch	127.85
13331	10/6/2025	Optimum	100125 Opt Bill Period 10/1-10/31/2025	558.22
13332	10/6/2025	RREDC	Town Sq Loan Pmt due 11/1/25	1,236.87
13333	10/6/2025	SHN Consulting	INV127109 9/24/25 Engineering	8,396.40
13334	10/6/2025	Tehama Tire Service	INV100042973 9/15/25 Tire Repair	25.00
13335	10/6/2025	Thomas Home Center	INV939435 9/11/25 town square	140.44
	10/6/2025	Thomas Home Center	INV940084 9/27/25 WW facility	3.20
13336	10/6/2025	Thrifty Supply Company	INV55122 9/23/25 Meter Stop Valves	662.44
13337	10/6/2025	Verizon Wireless	INV6124068144 9/21/25 Bill Period 8/22-9/21/25	333.64
13338	10/6/2025	Emily P. Wood	9/26/25 Supply Reimb. - E. Wood	24.89
2425	10/6/2025	Holly Reed	Deposit Refund #20352101 Reed	116.92
2426	10/6/2025	Ty Allison	Deposit Refund #50623001 Allison	31.00
2427	10/6/2025	City of Blue Lake	Utilities paid from Deposits 10/1/25 Billing	108.08
13339	10/17/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 10/17/2025	342.17
13340	10/17/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 10/17/2025	662.72
13341	10/17/2025	Michael D. Downard	Employee: downardm; Pay Date: 10/17/2025	857.50
13342	10/17/2025	Liesl A. Finkler	Employee: finkleri; Pay Date: 10/17/2025	84.95
13343	10/17/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 10/17/2025	1,972.34
13344	10/17/2025	Shaylee A. O'Neil	Employee: oneils; Pay Date: 10/17/2025	300.79
251017A01	10/17/2025	Christopher A. Ball	Employee: ballc; Pay Date: 10/17/2025	838.05
251017A02	10/17/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 10/17/2025	1,982.03
251017A03	10/17/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 10/17/2025	633.39
251017A04	10/17/2025	Skyler A. Coke	Employee: cokes; Pay Date: 10/17/2025	1,018.97
251017A05	10/17/2025	Melissa M. Combs	Employee: combsm; Pay Date: 10/17/2025	707.68
251017A06	10/17/2025	Jill K. Duffy	Employee: duffyj; Pay Date: 10/17/2025	2,947.81
251017A07	10/17/2025	Christopher B. Edgar	Employee: edgarc; Pay Date: 10/17/2025	1,847.34
251017A08	10/17/2025	Hazel E. Hale	Employee: haleh; Pay Date: 10/17/2025	58.11
251017A09	10/17/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 10/17/2025	389.31
251017A10	10/17/2025	Austin R. Jones	Employee: jonesa; Pay Date: 10/17/2025	1,716.49
251017A11	10/17/2025	Laura A. McClenagan	Employee: mcclenaganl; Pay Date: 10/17/2025	248.36
251017A12	10/17/2025	Aislin N. McKinney	Employee: mckinneya; Pay Date: 10/17/2025	484.83
251017A13	10/17/2025	Jacob P. Meng	Employee: mengj; Pay Date: 10/17/2025	1,195.76
251017A14	10/17/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 10/17/2025	1,394.76
251017A15	10/17/2025	Quinn Sousa	Employee: sousaq; Pay Date: 10/17/2025	224.27
251017A16	10/17/2025	Emily P. Wood	Employee: woode; Pay Date: 10/17/2025	1,506.63
251017EFT-01	10/17/2025	U. S. Department of Treasury	EFTPS federal tax pmt 10/17/25 PR	7,675.41
251017EFT-02	10/17/2025	Employment Development Dept.	DE88 state tax pmt 10/17/25 PR	1,850.01
251017EFT-03	10/17/2025	Cal PERS	PERS retirement pmt 10/17/25 PR	3,556.29
251017EFT-04	10/17/2025	CA State Disbursement Unit	10/17/25 CS PR deduction-Edgar	104.30
13345	10/23/2025	City of Blue Lake	water/sewer payments 10/01/2025	3,287.97
13346	10/23/2025	Blue Lake Garbage Co.	INV 59X02892 9/30/25 Park	446.10
13347	10/23/2025	CA Building Standards Comm.	CBSC Qtrly Rpt Fees Jul-Sept 2025	18.90
13348	10/23/2025	Department of Justice	IN851032 10/6/25 fingerprints Sep 2025	32.00
13349	10/23/2025	Department of Motor Vehicles	Vehicle Registration - 2019 Honda	288.00
13350	10/23/2025	SWRCB-DWOC	SWRCB D2 Cert - Edgar	60.00
13351	10/23/2025	CIRA	INV2795 10/8/25 WC Jul-Sep 2025	804.67
13352	10/23/2025	Eureka Glass Co., Inc	INV69537 9/23/25 window tinting	570.54
13353	10/23/2025	Eureka Glass Co. McKinleyville	INV28510 8/28/25 window replacement	954.27
13354	10/23/2025	Justin Goad	INV11 10/9/25 Aug-Sep Meetings	480.00
13355	10/23/2025	Humboldt County Health Dept.	PT0001832 10/1/25 Annual HAZ MAT-Corp Yard	531.62
	10/23/2025	Humboldt County Health Dept.	PT0002002 10/1/25 Annual HAZ MAT-WWTP	482.68
13356	10/23/2025	Humboldt County Tax Collector	FY 25/26 Property Tax - 310 S Railroad	62.04
	10/23/2025	Humboldt County Tax Collector	FY 25/26 Property Tax 314 S Railroad	35.14
	10/23/2025	Humboldt County Tax Collector	Property Tax FY 25/26 Spring Line	55.36
13357	10/23/2025	Michelle Lewis-Lusso	Jul, Aug & Sep 2025 Council Stipend	150.00

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 10/1/2025 Through 10/31/2025

Check Number	Check Date	Payee	Transaction Description	Check Amount
13358	10/23/2025	Lost Coast Communications, Inc	INV4373-00002 9/30/25 Finance Position	120.00
13359	10/23/2025	Microbac Laboratories, Inc.	INV184021 9/8/25 WW	84.00
	10/23/2025	Microbac Laboratories, Inc.	INV184048 9/9/25 WW	158.00
	10/23/2025	Microbac Laboratories, Inc.	INV184068 9/10/25 WW	158.00
	10/23/2025	Microbac Laboratories, Inc.	INV184112 9/12/25 W/S	142.00
	10/23/2025	Microbac Laboratories, Inc.	INV1841899/16/2025 WW	84.00
	10/23/2025	Microbac Laboratories, Inc.	INV184306 9/24/25 Water	58.00
	10/23/2025	Microbac Laboratories, Inc.	INV184311 09/25/25 WW	469.00
	10/23/2025	Microbac Laboratories, Inc.	INV184316 9/25/25 WW	158.00
	10/23/2025	Microbac Laboratories, Inc.	INV184355 09/30/25 WW	84.00
	10/23/2025	Microbac Laboratories, Inc.	INV184420 9/30/25 WW	84.00
13360	10/23/2025	Katheryn Napier	Jul, Aug & Sep 2025 Council Stipend	150.00
13361	10/23/2025	The North Coast Journal	INV2025-140107 4/3/25 Clerk Position	180.00
13362	10/23/2025	Pacific Gas and Electric	9/28/2025 Statement	12,466.96
13363	10/23/2025	Redwood Curtain Design	License for WP Engine Annual Fee	630.00
13364	10/23/2025	Restif Cleaning Service	INV147544 8/31/25 CH Janitorial	110.00
	10/23/2025	Restif Cleaning Service	INV148137 9/30/25 CH Janitorial	110.00
13365	10/23/2025	John Sawatzky	Jul Aug & Sep 2025 Council Stipend	150.00
13366	10/23/2025	Elise G. Scafani	Jul, Aug & Sep 2205 Council Stipend	150.00
13367	10/23/2025	SHN Consulting	INV126151 7/14/25 Planning June 2025	4,738.75
13368	10/23/2025	SHN Consulting	INV126611 8/14/25 Planning July 2025	15,004.06
13369	10/23/2025	SHN Consulting	INV127157 9/25/25 Planning Aug 2025	7,991.25
13370	10/23/2025	Tensor IT	INV11495 10/1/25 IT services	15.00
	10/23/2025	Tensor IT	INV11514 10/01/25 IT services	720.45
	10/23/2025	Tensor IT	INV11532 10/01/25 IT services	200.70
13371	10/23/2025	Terminix International	INV464424709 9/17/25 PH & CH pest control	130.54
	10/23/2025	Terminix International	INV464427292 9/17/25 Skinner pest control	60.12
13372	10/23/2025	Bradford Tucker	9/19/25 Dental Payment -Edgar	83.00
13373	10/23/2025	US Bank Corp. Payment Systems	9/22/25 Statement - Cal Card	2,111.36
13374	10/24/2025	AT&T	10/4/2025 4-Cal Net 3 Bills	358.17
13375	10/24/2025	B & B Portable Toilet Co.	INV 213504 10/11/25 Arena	133.69
	10/24/2025	B & B Portable Toilet Co.	INV213503 10/11/25 WWTP	54.38
	10/24/2025	B & B Portable Toilet Co.	INV213505 10/11/25 Town Square	356.41
13376	10/24/2025	Fire Risk Mgmt Services	Billing Period 107-11/01/25 to 11/30/25	13,936.15
13377	10/24/2025	Humboldt Termite and Pest	INV582822 10/8/25 PH Facility	72.00
13378	10/24/2025	Kernen Construction	INV34088 9/24/25 Pedestrian Bridge	47,711.00
13379	10/24/2025	The Mitchell Law Firm, LLP	INV9060 9/30/25 Sep 2025	4,515.50
13380	10/24/2025	Pierson Building Center	INV287301 9/16/25 Kiosk Repair	36.37
	10/24/2025	Pierson Building Center	INV287305 9/16/25 Park Supply	219.40
	10/24/2025	Pierson Building Center	INV287309 9/16/25 Park Facility	8.61
	10/24/2025	Pierson Building Center	INV289707 9/29/25 Town square	110.56
13381	10/24/2025	R. A. O. Construction Co., Inc	INV7 9/22/25 RAO Truck Route - final pmt	84,967.04
13382	10/31/2025	Isabella G. Crawford	Employee: crawfordi; Pay Date: 10/31/2025	116.57
13383	10/31/2025	Daniel L. Dimick	Employee: dimickd; Pay Date: 10/31/2025	787.25
13384	10/31/2025	Michael D. Downard	Employee: downardm; Pay Date: 10/31/2025	923.59
13385	10/31/2025	Liesl A. Finkler	Employee: finkleri; Pay Date: 10/31/2025	67.97
13386	10/31/2025	Vicki L. Hutton	Employee: huttonv; Pay Date: 10/31/2025	1,972.34
13387	10/31/2025	Shaylee A. O'Neil	Employee: oneils; Pay Date: 10/31/2025	101.51
251031A01	10/31/2025	Christopher A. Ball	Employee: ballc; Pay Date: 10/31/2025	613.45
251031A02	10/31/2025	Glenn R. Bernald	Employee: bernaldg; Pay Date: 10/31/2025	1,911.34
251031A03	10/31/2025	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 10/31/2025	633.39
251031A04	10/31/2025	Skyler A. Coke	Employee: cokes; Pay Date: 10/31/2025	1,128.17
251031A05	10/31/2025	Melissa M. Combs	Employee: combsm; Pay Date: 10/31/2025	476.45
251031A06	10/31/2025	Jill K. Duffy	Employee: duffyj; Pay Date: 10/31/2025	2,188.32
251031A07	10/31/2025	Christopher B. Edgar	Employee: edgarc; Pay Date: 10/31/2025	1,937.03
251031A08	10/31/2025	Hazel E. Hale	Employee: haleh; Pay Date: 10/31/2025	209.19

City of Blue Lake
Check/Voucher Register - City Council Check Report
From 10/1/2025 Through 10/31/2025

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251031A09	10/31/2025	Kanoa K. Jones	Employee: jonesk; Pay Date: 10/31/2025	414.70
251031A10	10/31/2025	Austin R. Jones	Employee: jonesa; Pay Date: 10/31/2025	1,338.47
251031A11	10/31/2025	Laura A. McClenagan	Employee: mcclenaganl; Pay Date: 10/31/2025	460.20
251031A12	10/31/2025	Aislin N. McKinney	Employee: mckinneya; Pay Date: 10/31/2025	345.12
251031A13	10/31/2025	Jacob P. Meng	Employee: mengj; Pay Date: 10/31/2025	1,195.75
251031A14	10/31/2025	Antoinette M. Quigley	Employee: quigleya; Pay Date: 10/31/2025	1,382.95
251031A15	10/31/2025	Quinn Sousa	Employee: sousaq; Pay Date: 10/31/2025	110.03
251031A16	10/31/2025	Emily P. Wood	Employee: woode; Pay Date: 10/31/2025	1,506.63
Report Total				351,386.32



Agenda Item: 6

City of Blue Lake

Staff Report

Agenda Item: 6

Date: November 12, 2025 *For Meeting Of: November 19, 2025*

Subject: Application #025-067-011/2025 Comfort Variance Application

Recommended Action: That the City Council:

1. Receive Staff Presentation on the Comfort Variance Application; and
2. Receive Presentation from the Applicant (if present); and
3. Open the Public Hearing and Receive Public Testimony; and
4. Close the Public Hearing;
5. Discuss the Application; and
6. Adopt Resolution 1245 “Approving the Variance Application for Jace and Lorraine Comfort to Allow The Construction of A New Garage With a Reduced Side Yard Setback”

Application #: 025-067-011/2025

Permit Type: Variance

Applicant(s): Jace and Lorriane Comfort

Property Owners: Jace and Lorriane Comfort

Project Location: 540 Wahl Street

Assessor's Parcel #: 025-067-011

Zoning District: Residential One-Family (R-1)

General Plan Designation: Moderate Low Density Residential (MD)

Project Description: The project consists of a Variance application for a reduced side yard setback on a parcel located on the corner of Wahl and C Streets. The applicants are proposing to construct a 24' x 24' (576 sq. ft.) garage on the northeast corner of the parcel, with the entrance facing toward C Street.

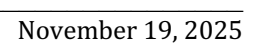
The City's Zoning Ordinance, Blue Lake Municipal Code (BLMC) §17.16.030, establishes the setback requirements for the Residential One-Family (R-1) zone. In addition, BLMC

§17.24.180(C)(4)(b) (General Provisions and Exceptions) requires that detached accessory buildings on corner lots maintain a minimum setback from any property line with street frontage equal to the front yard setback required on the adjacent property. Accordingly, the garage must have a minimum side yard setback of 15 feet from the property line fronting C Street. The applicants are proposing a side yard setback of 8 feet 9 inches (see Figure 1), which requires a Variance pursuant to BLMC §17.28.020.

Environmental Review: It is recommended that the proposed Variance be found categorically exempt pursuant to California Environmental Quality Act “CEQA” Guidelines Section 15303(e) (Class 3) new construction or conversions of small structures including garages, and section 15305(a) (Class 5) minor alterations in land use limitation including minor lot line adjustments, side yard, and setback variances not resulting in the creation of any new parcel. The project qualifies for the use of categorical exemptions because none of the exceptions listed in CEQA Guidelines Section 15300.2 apply. Specifically, the project’s location does not involve impacts to a scenic highway, a hazardous waste site, or historic resources. Based on the limited nature of the project, it would not result in a cumulative impact or a significant effect on the environment, and there are no other unusual circumstances that would preclude the use of the exemptions. Therefore, the categorical exemptions may be used for this project.

Site Characteristics/History: Parcel 025-067-011 is approximately 8,500 sq. ft. located on the southeast corner of Wahl and C Streets. The parcel currently contains an approximately 1,370 sq. ft. single-family residence with a 14-foot 10-inch side yard setback from C Street, an approximately 300 sq. ft. carport located on the southeast corner of the parcel, and an existing 378 sq. ft. garage with a 4-foot 9-inch side yard setback from C Street (see Figures 1-4). The existing garage is proposed to be demolished once the new garage is completed, allowing the owner to use it for storage during construction.

The subject parcel is located within a developed residential neighborhood. Surrounding parcels contain single-family residences and accessory structures. Many of the existing structures along Wahl and C Streets were constructed prior to the adoption of current R-1 zoning standards, resulting in several nonconforming setbacks in the vicinity.

3

10



Figure 3 – Arial Photo of Structures in Vicinity



Figure 4 – Photo of Structures along C Street



Staff Comments: Referrals were sent to the Building Inspector, City Engineer, Public Works Department, and Volunteer Fire Department.

Building Inspector

The Building Inspector did not respond to the referral.

City Engineer

The City Engineer did not respond to the referral.

Public Works Department

Public Works commented that they did not have issues approving the Variance, as the proposed garage is further back from the side property line than the existing structure.

Volunteer Fire Department

The Volunteer Fire Department did not respond to the referral.

General Plan and Zoning Code Consistency: The project parcel has a General Plan land used designation of Moderate Low Density Residential (MD) and Zoning Classification of R-1 (Residential One-Family). According to the General Plan, the MD land use designation is intended for single family residential, in urban areas with domestic water and service. Similarly, BLMC §17.16.030 states the R-1 zone is intended to be applied in single-family home development in areas of the City in which topography, access, utilities and public services make residential density living both suitable and desirable. Since the project proposes to increase the non-conformity of an accessory building associated with a single-family residential use, the project is consistent with the goals and policies of the General Plan and the requirements of the City's Zoning Code, with the exception of the side yard setback requirement. Therefore, the applicant is requesting a Variance as allowed by BLMC §17.28.020 (see "Variance" section below).

Variance: BLMC Section §17.28.020 describes the process and requirements for a Variance application, including findings the Planning Commission must make to grant approval. At this time, the Planning Commission only currently has two members and is therefore unable to achieve a quorum. Due to this situation, the City Council adopted Urgency Ordinance No. 548-2025 at their October 28, 2025 meeting, authorizing the City Council to act as the Planning Commission when a quorum cannot be obtained. Accordingly, the City Council shall make the following findings to approve the Variance:

1. That any Variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privilege, inconsistent with the limitations upon other properties in the vicinity, and zone in which the subject property is situated, and that because of special circumstances applicable to subject property, including size, shape, topography, location or surroundings, the strict application of the zoning regulations is found to deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification; or
2. That any Variance granted will not be contrary to the intent of the zoning regulations or to the public interest, safety, health and welfare, and, where due to special conditions or exceptional characteristics of such property, or its location or surroundings, a literal

enforcement of the zoning regulations would result in practical difficulties or unnecessary hardships.

Pursuant to BLMC §17.16.030 and §17.24.180, detached accessory buildings on corner lots are required to maintain a setback from any property line with street frontage equal to the front yard setback of the adjacent property. Therefore, the proposed garage must provide a minimum side yard setback of 15 feet from the property line along C Street. As shown on the Site Plan in Figure 1, the existing garage and residence on the parcel do not comply with the 15-foot setback requirement, with the garage setback approximately 4 feet 9 inches and the residence approximately 14 feet 10 inches from the side property line on C Street. The proposed garage will have a side yard setback of 8-foot 9-inches, which is an improvement over the existing garage's setback. Many of the properties in the vicinity, including those directly east and west of the site, have structures with reduced setbacks similar to what is being proposed by the applicant (Figure 3). This is because many of these structures were built before the current R-1 zone setback requirements were established. Per application materials (see **Attachment 1**) and Figure 4 below, it can be seen that structures located along C Street and adjacent to the project site have non-conforming setbacks.

Based on the Variance justification provided by the applicant, and the comments from City Staff, Planning Staff recommends that Finding 1 listed above could be made for the proposed Variance application. Since existing structures on the project parcel and structure on nearby properties in the neighborhood currently have reduced setbacks similar to what is being requested in the Variance application, approval of the Variance would not constitute a grant of special privilege, inconsistent with the limitations upon other properties in the vicinity. Additionally, staff recommends that Finding 2 listed above could also be made as the Variance would not be contrary to the public interest, safety, health, and welfare. The proposed 8-foot 9-inch side yard setback represents an improvement compared to the existing garage's 4-foot 9-inch setback.

City Council Action Options: Listed below are the potential options for City Council action on the proposed project including recommended motions for each action.

1. **Approval.** Determine that all the necessary findings can be made for approval of the Project with or without modifications to any conditions of approval recommended by staff. **Attachment 2** to this staff report contains draft Resolution No. 1245-2025, which contains the recommended findings necessary for approval of the proposed Variance application. Exhibit "A" to Resolution No. 1245-2025 contains the conditions of approval recommended by staff.

Action: Motion to adopt Resolution No. 1245-2025, read by title only:
"Resolution of the City Council of the City of Blue Lake Approving the Variance Application for Jace and Lorraine Comfort to Allow the Construction of a New Garage Within the Side Yard Setback"

2. **Denial.** Determine that one or more of the necessary findings for approval of the Project cannot be made.

Action: A motion to deny the Variance application due to the findings for approval not being met, specifically regarding _____.

3. **Request Additional Information and continue item to next meeting agenda.**
Request additional information needed to assist in determining whether the necessary findings for approval of the Project can be made.

Action: A motion to request additional information specifically regarding _____ be brought back to the regular meeting of December 23, 2025 (or time certain Special) City Council meeting for consideration.

Attachments:

- 1) Application Materials
- 2) Draft Resolution No. 1245

Agenda Item: 6

RESOLUTION NO. 1245

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE APPROVING THE VARIANCE APPLICATION FOR JACE AND LORRAINE COMFORT TO ALLOW THE CONSTRUCTION OF A NEW GARAGE WITH A REDUCED SIDE YARD SETBACK

WHEREAS, Jace and Lorriane Comfort submitted a Variance application on September 5, 2025, requesting a reduced side yard setback for parcel 025-067-011 located in the Residential One-Family (R-1) Zone at the corner of Wahl Street and C Street. City standards require detached accessory structures on corner lots to provide a side yard setback consistent with the front yard setback of the adjacent lot, which in this case is 15 feet. The applicants are seeking a Variance to allow an 8-foot 9-inch side yard setback from the C Street property line instead of the required 15 feet; and

WHEREAS, City planning staff has reviewed the submitted application and evidence and has referred the application and evidence to involved reviewing City departments for comments and recommendations; and

WHEREAS, after due notice of public hearing, the matter came on for consideration before the Blue Lake Planning Commission at a regularly scheduled meeting on October 20, 2025; and

WHEREAS, at said public hearing, the Planning Commission was unable to establish a quorum due to a conflict of interest and therefore could not take action on the Variance application; and

WHEREAS, due to this situation, the City Council adopted Urgency Ordinance No. 548-2025 at their October 28, 2025 meeting, authorizing the City Council to act as the Planning Commission when a quorum cannot be obtained; and

WHEREAS, a notice of public hearing was duly published, and the Variance application was considered by the Blue Lake City Council at a special meeting held on November 19, 2025; and

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

1. The City Council finds that the project is categorically exempt pursuant to the following sections of the City's duly adopted California Environmental Quality Act "CEQA" guidelines:
 - a. Categorically exempt pursuant to CEQA Guidelines section 15303(e) (Class 3) new construction or conversions of small structures including garages. This exemption applies because the project proposes to construct a new garage.
 - b. Categorically exempt pursuant to section 15305(a) (Class 5) minor alterations in land use limitation including minor lot line adjustments, side yard, and setback variances not resulting in the creation of any new parcel. This exemption applies because the project requests a setback variance to construct a new garage within the required setbacks and does not involve the creation of a new parcel.
2. The City Council finds that the proposed garage is a principally permitted use in the Residential One-Family (R-1) Zone.
3. The City Council further finds pursuant to Blue Lake Municipal Code Section 17.28.020(A) that any variance granted will be subject to such conditions as will assure that the adjustment thereby authorized does not constitute a grant of special privilege, inconsistent with the limitation upon other properties in the vicinity, and zone in which the

RESOLUTION NO. 1245

property is situated, and that because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of the zoning regulations would deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification. The special circumstances and conditions are as follows:

- a. The existing garage structure on the property currently contains a 4-foot 9-inch side yard setback and does not currently comply with the side yard setback requirements in the Residential One- Family (R-1) Zone.
 - b. The applicant is proposing a new garage with a greater side yard setback compared to the existing garage on the parcel.
 - c. Properties in the vicinity of the project site, including those directly east and west of the site, have structures with reduced setbacks similar to what is being requested by the applicant.
 - d. The reduced side yard setback proposed by this Variance application would provide greater compatibility with the historic development pattern in the surrounding neighborhood.
 - e. The reduced side yard setback will not be contrary to the public interest, safety, health, and welfare.
4. Subject to the terms and conditions set forth in Exhibit “A,” attached hereto and made a part hereof, the City Council approves the Variance and allows a setback of 8 feet 9 inches from the side property line for a new garage that is proposed to be constructed on parcel 025-067-011.

INTRODUCED, PASSED, AND ADOPTED this 19th day of November 2025, the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

ATTEST:

John Sawatzky, Mayor,
City of Blue Lake

Jill Duffy, Acting City Clerk

RESOLUTION NO. 1245

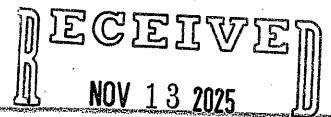
EXHIBIT “A” To the Resolution No. 1245-2025

Conditions of Approval

1. The applicant shall reimburse the City for all fees involved in processing this application and any costs incurred ensuring compliance with the conditions of approval.
2. Approval is for the project as defined in the Variance Request Plan (dated 9/16/2025).
3. The applicant must meet all requirements of the various City Departments and other agencies including, but not limited to, the City Manager, the Building Inspector, Public Works Department, City Engineer, and Blue Lake Volunteer Fire Department.
4. The applicant must meet all requirements of and obtain all required permits from the Building Department for demolition of the existing garage and construction of the proposed garage.

Dennis Poore
1043 Diamond Dr.
Arcata, CA 95521

8 NOVEMBER 2025



BY: _____

City of Blue Lake

RE: 025-067-011/2025 (VARIANCE)

- I. I am opposed TO ANY variance to The Building Code.
- II. These people are NOT Honorable. I LOST ("Thou shall NOT Covenant your neighbor's possession") \$5,000 worth of LAND (see new parcel map) at 530 Wahl St. (Lot 2-025-067) TO these people.
- III. I was refused a Demolition Permit for an old existing Garage and refused a Building Permit TO build a new Garage at the same site! 520 Wahl St. (Lot 3-025-067) Several year ago.
- IV. Apply The same standard. (not selective) TO this variance as you did TO me !!! (NO VARIANCE)

Sincerely,

Dennis Poore
Dennis Poore

Application #025-067-011/2025 for Nov. 19, 2025 meeting

1 message

Steve Wright <SWright@allprofessionalrealty.com>

Wed, Nov 12, 2025 at 1:15 PM

To: citymanager@bluelake.ca.gov

We own the parcel to the East of the subject (230 C Street/Ave) and request the approval of the variance as outlined in the "Notice of Public Hearing".

Feel free to call or email if you need additional information.

BLP Ilc

Steve M. Wright

License 01154065

916-712-5204

Swright200@gmail.com



Agenda Item: 7

City of Blue Lake

Staff Report

Agenda Item #: 7

Date: November 12, 2025 *For Meeting Of: November 19, 2025*

Subject: **Approval of Resolution 1246 for Submittal of Community Development Block Grant Funding to Support Housing Element Seventh Cycle**

Recommended Action: That the City Council:

1. Adopt Resolution No. 1246 “A Resolution Approving An Application For Funding And The Execution Of A Grant Agreement And Any Amendments Thereto From The 2025 Funding Year Of The State CDBG Program” and
2. Authorize the Mayor to sign the Resolution and

SUMMARY

The City of Blue Lake must begin planning for completing its Seventh Cycle Housing Element Update to ensure it can meet the deadlines required by State Housing Element Law. The Seventh Cycle Element must be completed by August 2027.

In recent correspondence with the California Department of Housing and Community Development (HCD), they recommended that the City apply for funding through the Community Development Block Grant (CDBG) Program, which has been used by other jurisdictions in the past to fund Housing Element Updates. Specifically, the CDBG Planning and Technical Assistance (PTA) Program can be used for preparing studies and plans for housing (<https://www.hcd.ca.gov/grants-and-funding/programs-active/community-development-block-grant>).

The Notice of Funding Availability for the 2025 CDBG Program was released on September 30, 2025 (<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/cdbg/2025-cdbg-nofa.pdf>) and the opening of the application period begins December 1, 2025. The demand for funding will be very competitive so it will be important for the City to submit as soon as the application period is open. The application submittal requires a City Council resolution authorizing the City Manager to submit an application for funding and execute a grant agreement and any subsequent amendments.

Staff recommends that Council approve Resolution 1246 at the special meeting of November 19, 2025 to authorize the City Manager to submit the application for CDBG funding by the December 1st deadline.

Resolution 1246 has been prepared using the template provided through the CDBG Program website, and is under review by General Counsel. Staff recommends that the City apply for \$175,000 in CDBG funding to pay for preparation of the seventh cycle Housing Element Update and CEQA compliance documentation.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 7

ALTERNATIVES

1. Not Approve Resolution Authorizing Application Submittal. *This is not recommended as the City is obligated to complete Housing Element 7th Cycle and funding would then be required out of the General Fund.*

FISCAL IMPACT:

No direct impact other than staff time.

ATTACHMENT:

1. No. 1246 “A Resolution Approving An Application For Funding And The Execution Of A Grant Agreement And Any Amendments Thereto From The 2025 Funding Year Of The State CDBG Program”

Review Information:

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

Comments: *The Resolution was submitted to General Counsel for review for form.*

Submitted By: Jill K Duffy, Interim City Manager



Appendix C: Resolution Template of the Governing Body (Required)

Applicants are required to use the resolution form on the following page with no changes to content other than what is in the fillable fields.

When completing and preparing the Resolution, please refer to section V.D. of the 2025 NOFA.

Please note: On the next page, hidden text is used to provide instructions. Once a document is printed or converted to a pdf, the hidden text will be omitted.

To display hidden text:

1. Go to the Files Tab
2. Select Options from the bottom of the left-hand column
3. Click on the "Display" option
4. Check the "Hidden Text" box.
5. Make sure the "Print hidden text" box is not checked. This will ensure that when you convert to PDF or print the document, the instructional, hidden text is not displayed.

Note 1: The attesting officer cannot be the person identified in the Resolution as the authorized signer.

Note 2: Unless there is a city ordinance stating otherwise, the mayor must be the designated official in Section 5.

Resolution of the Governing Body

RESOLUTION NO. 1246

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2025 FUNDING YEAR OF THE STATE CDBG PROGRAM

BE IT RESOLVED by the **City Council** of the City of Blue Lake as follows:

SECTION 1:

The **City Council** has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of **\$175,000** for the following CDBG activities, pursuant to the and 2025 CDBG NOFA:

List activities and amounts

Activity (e.g. Public Services, Infrastructure, etc.)	Dollar Amount Being Requested for the Activity
7 th Cycle Housing Element Update & CEQA Compliance	\$ 175,000
	\$
	\$
	\$
	\$

SECTION 2:

The **City Council** hereby approves the use of Program Income in an amount not to exceed **\$175,000** for the CDBG activities described in Section 1.

SECTION 3:

The **City Council** acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The **City Council** hereby authorizes and directs the **City Manager** or designee*, to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications. _____

SECTION 5:

If an application is approved, the **City Manager** or designee*, is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement), any recordable or

nonrecordable contract documents, and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the **City Manager** or designee*, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a special meeting of the **City Council** of the **City of Blue Lake** held on **11/19/2025** by the following vote:

AYES: Enter # of votes

NOES: Enter # of votes

ABSENT: Enter # of absences

ABSTAIN: Enter # of abstentions

John Sawatzky, Mayor
City Council

STATE OF CALIFORNIA
City of Blue Lake

I, **Jill Duffy, City Clerk** of the **City of Blue Lake**, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said **City Council** on this **19th** day of **November, 2025** and that said resolution has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Jill Duffy, City Clerk of the **City of Blue Lake**, State of
California

By: **Jill Duffy, City Clerk**



Agenda Item: 8

City of Blue Lake

Staff Report

Agenda Item #: 8

Date: November 12, 2025 *For Meeting Of: November 19, 2025*

Subject: **Approval of Employee Health Insurance Coverage through Redwood Empire Municipal Insurance Fund (REMIF)**

Recommended Action: That the City Council:

- 1) Approve the selection of Redwood Empire Municipal Insurance Fund (REMIF) as the City's health insurance provider for the upcoming plan year; and
- 2) Authorize the City Manager to execute the REMIF Participation Agreement.

SUMMARY

Based on a comparative review of submitted health coverage plans and quotes, staff recommends City Council select Redwood Empire Municipal Insurance Fund (REMIF) as the City's health insurance provider effective January 1, 2026.

BACKGROUND

As discussed at the October 28, 2025 meeting, the City Council approved entering into a joint powers authority agreement with the Fire Districts Association of California Employment Benefits Authority (FDAC-EBA) in March of 2017 for the purpose of participating in a self-funded health and welfare benefits program – specifically for employee and retiree health insurance. In May 2023, FDAC-EBA changed the name of their organization to the “Fire Risk Management Services” (FRMS) and the City Council approved the amended and restated joint exercise of powers agreement which agreed, in part, that the City commit to participating with FRMS to provide health coverage until July 1, 2026.

Due to stop-loss claims of over \$11 million and an projected 60% increase in health coverage premiums effective January 1, 2026, the FRMS Board of Directors adopted two resolutions in June 2025– 1) Resolution 2025-04 imposed Special Assessments for the 2024 and 2025 medical benefits program years; and 2) Resolution 2025-05 which terminated the medical benefits program to all members effective December 31, 2025.

This necessitated the solicitation of new health insurance quotes to ensure uninterrupted coverage for employees and their dependents for the remainder of the 2025-26 fiscal year. The quotes provided are based on an annual participation. The City may opt to solicit and secure other insurance providers as part of the normal health enrollment period beginning July 2026, should more competitive or beneficial options become available at that time.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 8

The City provides 100% health coverage for employees and their dependents, with employees contributing \$300 for single dependents and \$600 for two dependents or more per year.

Staff initiated quote requests from multiple insurance providers from Private Providers and Self-Insured Pools. Private Providers assume the financial risks and administrative responsibility of paying claims and charge a fixed premium, whereas Self-Insured Pools form an organization to manage and pay claims directly from their pooled funds.

Staff reviewed and compared EPO and PPO plan options and six quotes from five insurance providers including Keenan, Ernstam & Lewis Insurance Services, Alkeme (formerly known as Pauli-Shaw), Heidi Olsen Insurance and Redwood Empire Municipal Insurance Fund (REMIF) for equivalent coverage levels and costs previously provided by FRMS. Heidi Olsen Insurance provided two quotes – One for Anthem Blue Cross and another for Blue Shield.

Staff's recommendation is based on three primary criteria:

1. Total annual premium cost to the City; and
2. Plan comparability in terms of network access, co-pays and deductible structure; and
3. Administrative support (employee enrollment and onboarding, service assistance, funding monitoring)

Proposals were submitted as summarized below. It should be noted that in addition to the plan costs, the monthly premium estimates were influenced by the number of anticipated participants, and the approach the provider takes based on whether Group Size or Risk Rating of the individual participant (Age/Health). Furthermore, quotes were only provided for filled positions.

Source	Provider	Plan Type	Monthly Premium	Annual Cost Estimate
Alkeme (Pauli-Shaw) ¹	Anthem Blue Cross	Gold PPO 36/600	\$20,044.82	\$ 240,537.84
Ernstam & Lewis Insurance Services	Anthem Blue Cross	EPO Virtual	\$ 16,560.26	\$198,723.17
Keenan ²	Blue Shield	EPO (7 emp) PPO (2)	\$ 15,808 \$ 2,499 \$ 18,307	\$ 210,955
Heidi Olsen Insurance	Anthem Blue Cross	PPO (8)	\$16,430.23	\$197,162.76
	Blue Shield	PPO (8)	\$17,404.45	\$208,853.40
REMIF (CIRA)	Anthem Blue Cross	EPO 250 (7) PPO 500 (1)	\$14,520 \$ 1,018 \$15,538.00	\$ 186,456

¹ Alkeme's quote assumed coverage for 12 regular and part-time employees, so the shown total is skewed compared to other plans.

² Keenan's quote was provided when two employees were participating in a PPO plan. Due to separation there is only one PPO participant at this time.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 8

About Redwood Empire Municipal Insurance Fund

The Redwood Empire Municipal Insurance Fund (REMIF) is a long-standing joint powers authority municipal insurance pool that provides health insurance coverage to public agencies throughout Northern California. REMIF operates as a self-insured health coverage program, giving it full control over plan design, claims review, and fund reserve management. Historically, REMIF has demonstrated strong fiscal stability, with annual renewal premium increases typically under 5%. A committee meets twice per month to review claims activity, actuarial reports, and monitor the overall health of its reserves.

In July 2021, REMIF and Public Agency Risk Sharing Authority of California (PARSAC), both joint powers authorities, formed a strategic partnership and merged their liability, workers' compensation, pollution liability, and property programs into a new statewide risk pool known as "California Intergovernmental Risk Authority" or "CIRA". CIRA now provides these coverages for participating agencies – including the City of Blue Lake. Due to differences between the two authorities benefit structures and complexities involved in aligning their respective health plans, the decision was made to postpone merger of the health components into CIRA, which are tentatively anticipated for July 2026.

This has resulted in REMIF remaining as a self-insured pool.

Enrollment Period

Most health insurance groups in the marketplace operate on a January 1–December 31 renewal cycle consistent with the Affordable Care Act (ACA). REMIF aligns with fiscal year used by public agencies and operates on a July 1–June 30 cycle. Should the City elect to change providers in any future year, it should plan for a minimum six- to seven-month lead time to accommodate underwriting, rate development, employee enrollment, and onboarding activities.

For this particular effort, the proposals received from private brokers and REMIF reflect a condensed timeline designed to ensure City of Blue Lake employees are not left without medical coverage effective January 1.

Coverage and Rate Stability

The broader health insurance market is undergoing notable uncertainty and some volatility. Multiple regional and national firms are experiencing financial stress as claims outpace revenue, driven in part by rising prescription drug costs and federal regulatory uncertainties. These trends have created a challenging and unpredictable environment for public agency health coverage, underscoring the importance of regular monitoring and active participation in the City's health insurance program going forward.

Until June 2025, REMIF renewal rates have been predictable and typically with a less than 5% annual increase. This is largely due to REMIF having a healthy reserve, control of their health plan with regular claim reviews to ensure claims do not outpace available funds. It was noted during this staff report preparation that since July 1, 2025 REMIF is seeing an increase in the number of claim and prescription activities, and should claims increase, rates could also increase.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 8

Should the City join REMIF's health program, it would do so as a Participating member, not a full member of the JPA. As a Participating member, the City would have access to REMIF's competitive pooled rates and would join a group consisting of 17 Participating members. The City of Blue Lake and the City of Ferndale are the newest participants in this structure. While REMIF and CIRA share overlapping memberships, they remain separate and distinct entities with different boards, coverage programs, and administrative functions.

Finally, participation in REMIF's health program carries an obligation through June 30 of each fiscal year. Although very unlikely, because the City is joining mid-fiscal year, any financial exposure would be limited to its pro-rated share for its six-month participation period for the remainder of FY 2025-26.

ALTERNATIVES

1. Approve an alternate plan through another broker or Private Provider (potentially increasing annual costs).
2. Defer action and risk a lapse in employee health coverage after December 31, 2025 (*not recommended*).

FISCAL IMPACT:

The recommended action will authorize health coverage with REMIF (Anthem Blue Cross EPO 250) for the plan year beginning January 1, 2026. The total estimated annual cost of \$186,456 will be included in the FY 2025–26 operating budget under GL 5024 "Health Care". This cost reflects employer contributions for all eligible full-time employees and their dependents.

ATTACHMENT:

1. REMIF Participating Member Agreement
2. REMIF and FRMS Comparison Sheet
3. REMIF JPA, Amendments and Bylaws <http://www.remif.com/resources/pages/governance>

Review Information:

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

Comments: *General Counsel reviewed and approved the Participation Agreement for form.*

Submitted By: Jill K Duffy, Interim City Manager



2330 E. Bidwell Street, Suite 150 | Folsom, CA 95630
Phone (707) 938-2388 | Fax (707) 938-0374 | www.remif.com

*Member cities/towns: Arcata, Cloverdale, Cotati, Eureka,
Ft. Bragg, Fortuna, Healdsburg, Lakeport, Rohnert Park,
St. Helena, Sebastopol, Sonoma, Ukiah, Willits, Windsor*

Program Participation Agreement

The undersigned entity (the “Participating Agency”) agrees that it is subject to the terms of coverage of the health and welfare plans (“Plans”) offered under the Program in which it has elected to participate, as of the effective date provided below (the “Effective Date”).

Additionally, the Participating Agency agrees that as of the Effective Date it is subject to the applicable terms of REMIF’s Policies and Procedures and REMIF’s Joint Powers Agreement, which have already been provided to the Participating Agency and can be provided again upon request. Applicable terms of the Policies and Procedures and Joint Powers Agreement include, but are not limited to, provisions related to eligibility, payment of contributions, claims, and other provisions related to the operations of the Plans.

Notwithstanding any other binding document, the Participating Agency [shall/shall not] be considered a Member or an Associate Member as defined under REMIF’s Bylaws and Joint Powers Agreement.

Specifically, Participating Agency has elected to participate in the following Plans:

- ☐ Medical Insurance
- ☐ Dental Insurance
- ☐ Vision Insurance
- ☐ Life Insurance
- ☐ Employee Assistance Program
- ☐ Long-Term Disability Insurance
- ☐ Short-Term Disability Insurance
- ☐ Medicare Supplement Insurance/Part D Prescription Drug Plan (if eligible)

Redwood Empire Municipal Insurance Fund

Participating Agency: _____

Effective Date: _____

Effective Date: _____

Signature of authorized signer:

Signature of Authorized signer:

Title of Authorized Signer:

Title of Authorized Signer:

FRMS vs. REMIF Benefit Plans							
Group #	\$49			\$49			
Medical Plans	FRMS Blue Shield Premium EPO	REMIF/Anthem EPO 250	REMIF/Anthem EPO 500	FRMS Blue Shield Premium PPO		REMIF/Anthem PPO 500	
Network	In-Network Only	In-Network Only	In-Network Only	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible	None	\$250/500/750	\$500/\$1,000/\$1,500	\$500 / \$1,500		\$500/\$1,000/\$1,500	\$1,000/\$2,000/\$3,000
Out-of-Pocket Max Ind/Fam	\$1,500 / \$4,500	\$5,000 / \$13,200	\$5000 / \$13,200	\$2,000 / \$6,000	\$4,000 / \$12,000	\$5000 / \$13,200	\$10,000 / \$30,000
Office Primary / Specialist Visit	\$15 Copay	\$25 Copay / \$35 Copay	\$30 Copay / \$40 Copay	\$15 Copay	30%	\$30 Copay / \$40 Copay	\$50 Copay / \$60 Copay
Urgent Care	\$15 Copay	\$25 Copay	\$30 Copay	\$15 Copay	30%	\$30 Copay	
Laboratory Outpatient	No Charge	\$10 Copay after Deductible	10% after Deductible	10%	30%	20% after Deductible	30% after Deductible
X-ray & Diagnostic Imaging	No Charge	\$10 Copay after Deductible	10% after Deductible	10%	30%	20% after Deductible	30% after Deductible
Imaging (CT/PET Scans, MRIs)	\$100 Copay	\$50 Copay after Deductible	10% after Deductible	10%	30%	20% after Deductible	30% after Deductible; subj. to \$800 max/procedure
Emergency Room	\$100 Copay	\$150 Copay	\$150 Copay	\$100 Copay + 10%	\$100 Copay + 10%	20% after \$150 Copay + Deductible	
Hospital Services	\$250/admit	0% after Deductible	10% after Deductible	10%	30%	20% after Deductible	70% after Deductible
Inpatient Physician	0%	0% after Deductible	10% after Deductible	10%	30%	20% after Deductible	70% after Deductible
Outpatient Facility Charge	\$250 / surgery	0% after Deductible	10% after Deductible	10%	30%	20% after Deductible	70% after Deductible; subj. to \$350 max
Rehabilitative Speech Therapy	\$15 Copay	0% after Deductible; subject to 24 visit max combined. Add'l visits approved if medically necessary	10% after Deductible; subject to 24 visit max combined. Add'l visits approved if medically necessary	10%	30%	20% after Deductible; subject to 24 visit max combined. Add'l visits approved if medically necessary	30% after Deductible; subject to 24 visit max combined. Add'l visits approved if medically necessary
Occupational/Physical Therapy	\$15 Copay			10%	30%		
Skilled Nursing Facility	\$0 First 10 days then \$25/day	0% after deductible up to 100 days max per plan year	10% after deductible up to 100 days max per plan year	10%	30%	20% after deductible up to 100 days max per plan year	30% after deductible up to 100 days max per plan year
Mental Health Outpatient	\$15 Copay	\$25 Copay	\$30 Copay	\$15 Copay	30%	\$30 Copay	\$50 Copay
Rx - Deductible	\$100	None	None	None		None	
Generic	\$10 Copay	\$10 Copay Retail \$15 Copay Mail Order	\$15 Copay Retail \$23 Copay Mail Order	\$10 Copay	\$10 Copay + 50% AWP	\$15 Copay Retail \$23 Copay Mail Order	Member pays applicable copay plus all charges in excess of allowable charge
Formulary Brand (Non-Formulary Brand)	\$20 (\$35) Copay	\$25 Copay Retail \$38 Copay Mail Order	\$35 Copay Retail \$53 Copay Mail Order	\$20 (\$35) Copay	\$20 (\$35) Copay + 50% AWP	\$35 Copay Retail \$53 Copay Mail Order	
Specialty Drugs	20% to \$100 per script	Generic: \$150 Copay Non-Generic 20% up to \$150 max Copay	Generic: \$150 Copay Non-Generic 20% up to \$150 max Copay	20% to \$100 per script	20% to \$100 per script	Generic: \$150 Copay Non-Generic 20% up to \$150 max Copay	Not Covered

Active Rates

Employee Only	\$1,196.82	\$1,183.00	\$1,024.00	\$1,249.73	\$1,018.00
Employee + 1	\$2,393.67	\$2,478.00	\$2,149.00	\$2,499.44	\$2,132.00
Employee + Family	\$3,111.77	\$3,537.00	\$3,068.00	\$3,249.28	\$3,045.00

Actives Count

Employee Only	3	3	3	1	1
Employee + 1	3	3	3	0	0
Employee + Family	1	1	1	0	0

Active Premium Totals

Employee Only	\$3,590.46	\$3,549.00	\$3,072.00	\$1,249.73	\$1,018.00
Employee + 1	\$7,181.01	\$7,434.00	\$6,447.00	\$0.00	\$0.00
Employee + Family	\$3,111.77	\$3,537.00	\$3,068.00	\$0.00	\$0.00
Sum:	\$13,883.24	\$14,520.00	\$12,587.00	\$1,249.73	\$1,018.00

Total FRMS	\$15,132.97
Total REMIF	\$15,538.00

Difference: \$405.03

Including in Antoinette Quigley



City of Blue Lake

Staff Report

Agenda Item #: 9

Date: November 11, 2025 *For Meeting Of: November 19, 2025*

Subject: Introduce the Revised Draft FY 2025-26 Budget and Presentation

Recommended Action: That the City Council:

1. Receive the Revised Draft Fiscal Year 2025-26 Budget Presentation; and
2. Provide Direction to the Budget Ad Hoc Committee and Interim City Manager as appropriate to Finalize Budget; and
3. Return with a Final FY 2025-26 Budget no later than December 23, 2025

SUMMARY:

Receive the Revised Draft Fiscal Year 2025-26 Budget presentation and consider recommendations from the Budget Ad Hoc Committee. Provide direction necessary to present a balanced budget for final adoption.

DISCUSSION:

City Council received the Draft FY 2025-26 Budget at a special meeting held July 3, 2025. A preliminary deficit was identified and Council requested budget revisions to finalize the budget. This process was significantly delayed due to changes in City leadership and the temporary absence of the City's Accountant. The City Council approved has approved three 60-day continuing resolutions to provide funding and avoid a lapse in services and operations, pending approval of a final budget.

The Revised Draft Budget incorporates key updates, including:

- Use of the FY 2024-25 Projected Actual Estimates ending June 30, replacing Projected Actual Estimates ending April 30.
- Council directed adjustments, such as funding for the City Manager recruitment firm, a payment obligation to Fire Risk Management Services for prior-years health coverage and other adjustments as described below.
- Revised layout to consolidate all Funds, Departments and General Ledger information onto three sheets to facilitate an understanding of the funds, with reference to FY 2024-25 for comparison review.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 9

The budget strives to support core services—administration, public safety, parks, and recreation—while investing in infrastructure such as wastewater system. Unusual expenditures include costs related to the 2025 Recall, leadership transitions, housing element planning, and unanticipated health insurance assessments.

Like many agencies, the City faces ongoing fiscal pressures from inflationary pressures, pension obligations and potential declines in federal and state funding, which could impact future revenues and projects.

The Revised Draft Budget presented at this time indicates Total Revenues are projected at \$2,712,825 and Expenditures are projected at \$2,919,365. These preliminary estimates indicate a projected shortfall of approximately \$-206,541 comprised of deficits in the General Fund (-\$170,648) and the Water Fund (-\$130,114). Staff is seeking direction from the Council related to policy direction and prioritization of activities that will enable staff to present a final balanced budget.

While these projected shortfall presents a challenge, it also provides an opportunity to assess financial strategies. Staff emphasizes the importance of working collaboratively to identify and implement feasible solutions—whether through expenditure adjustments, revenue enhancements, or other measures—to develop a balanced and sustainable FY 2025-26 budget.

The presentation is expected to last approximately 20 minutes, followed by discussion with the Ad Hoc Budget Committee.

FISCAL IMPACT: None.

ATTACHMENTS:

1. FY 2025-26 -Revised Draft Budget Revenue Spreadsheet
2. FY 2025-26 – Revised Draft Budget Expenditure Spreadsheet
3. FY 2025-26 – Revised Draft Budget Revenue/Expenditure Summary
4. Link to Draft FY 2025-26 Budget presented in July 2025 (starting on page 3)
<https://bluelake.ca.gov/wp-content/uploads/2025/07/CBL-Council-Packet-7-3-25-special-meeting.pdf>

Review Information:

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

Comments: *The Revised Draft Budget figures were revised by the City's Accountant and the Interim City Manager presentation and spreadsheets were reviewed by the Accountant to ensure accuracy.*

Submitted By: Jill K Duffy, Interim City Manager

**Revised Budget
Fiscal Year 2025-26**
(Nov. 12, 2025)

Revised Budget Fiscal Year 2025-26 (Nov. 12, 2025)			Fund 10												Fund 25	Fund 30	Fund 31	Fund 32	Fund 33	Fund 34	Fund 36			Fund 38	Fund 42	Fund 44	Fund 60	Fund 61	Fund 62	Fund 64	Fund 70	Fund 71	Fund 72	Fund 80	Actual Projected Estimates FY 2024-25 (Ending June 30)	% Change	Proposed Fiscal Year 2025-26 Budget
			General Fund												Highway Users Tax	TDA Street	TDA Purchased Transportation	AB 939 Solid Waste & Recycling	Supplemental Law Enforcement Services	Regional Surface Transportation Program	Powers Creek District Fund	Dept 360 Powers Creek District	Dept. 362 Powers Creek District Expansion	CDBG Non- Program Income Fund	CDBG Program Income- Holding Fund	CDBG Program Income - Revolving Fund	Water Operating Fund	Water Connection Fee Fund	Water Capital Reserve Fund	Turbidity Reduction Facility Reserve Fund	Sewer Operating Fund	Sewer Connectio n Fee Fund	Sewer Capital Reserve Fund	Dental/Vi sion Trust Fund			
			000	100	160	180	220	240	260	280	320	425	445	900																							
GL		No Dept	Mayor & Council	Legal	General Gov't	Planning	Building	Law Enforcement	Animal Control	Public Works Streets	Park Facilities	Recreation	Capital Outlay																								
1	4010	Property Tax-Secured	\$161,045																													\$159,451	1%	\$161,045			
2	4020	Property Tax Unsecured	\$6,166																													\$6,105	1%	\$6,166			
3	4030	Property Tax-Supplemental	\$2,161																													\$2,140	1%	\$2,161			
4	4040	Property Tax-Prior Years	\$2,191																													\$2,169	1%	\$2,191			
5	4050	Interest Income/Penalties on Delinquent Taxes	\$4,946																													\$4,897	1%	\$4,946			
6	4070	Sales & Use Tax	\$174,620																													\$174,620	0%	\$174,620			
7	4080	HCAOG Transportation Tax - Transit														\$15,600																\$0		\$15,600			
8	4085	HCAOG Transportation Tax														\$59,955																\$27,640	117%	\$59,955			
9	4090	Real Property Transfer Tax	\$3,761																													\$3,724	1%	\$3,761			
10	4095	Transient Occupancy Tax	\$872																													\$872	0%	\$872			
11	4110	Franchise Fee-Cable TV	\$11,980																													\$11,980	0%	\$11,980			
12	4120	Franchise Fee-Pacific Gas & Electric	\$18,320																													\$18,320	0%	\$18,320			
13	4130	Franchise Fee-Garbage Hauler	\$18,379																													\$18,379	0%	\$18,379			
14	4140	Business License Taxes	\$18,473																													\$18,473	0%	\$18,473			
15	4160	Animal License & Fees							\$2,565																							\$2,565	0%	\$2,565			
16	4170	Building Permits & Fees					\$20,000																									\$23,048	-13%	\$20,000			
17	4210	Vehicle Code Fines	\$0																													\$0		\$0			
18	4310	Interest Earned	\$17,245												\$518	\$43		\$0	\$500		\$0			\$2,500	\$250	\$5,000	\$12,635	\$5,980	\$405		\$0	\$9,532	\$35,000	\$1,060	\$105,139	-14%	\$90,668
19	4311	Interest - CDBG Loans																		\$0	\$50											\$12,975	-100%	\$50			
20	4400	Rent, Miscellaneous rents									\$0																					\$0		\$0			
21	4403	Rent, Little League									\$1,000																					\$1,000	0%	\$1,000			
22	4404	Rent, Monda Way																\$27,250														\$15,896	71%	\$27,250			
23	4405	Rent, Resource Center									\$12,191																					\$12,191	0%	\$12,191			
24	4406	Rent, Care Taker Cabin									\$7,920																					\$7,920	0%	\$7,920			
25	4408	Park Facilities Rental									\$19,800																					\$13,180	50%	\$19,800			
26	4413	2103 Highway User Tax												\$11,524																		\$11,524	0%	\$11,524			
27	4415	2105 Highway User Tax												\$7,494																		\$7,494	0%	\$7,494			
28	4416	2106 Highway User Tax												\$9,824																		\$9,824	0%	\$9,824			
29	4417	2107 Highway User Tax												\$9,912																		\$9,912	0%	\$9,912			
30	4418	2107.5 Highway User Tax												\$1,000																		\$1,000	0%	\$1,000			
31	4419	Highway User Tax - Rd Maintenance Rehab Acct												\$32,883																		\$32,883	0%	\$32,883			
32	4420	Motor Vehicle in-lieu	\$151,627																													\$151,627	0%	\$151,627			
33	4421	Other State Grants	\$0															\$0														\$1,617,853	-100%	\$5,000			
34	4422	Homeowners Property Tax Relief	\$1,375																													\$1,362	1%	\$1,375			
35	4430	AB 939 - Tipping Fees (HWMA Pass Thru)																														\$5,528	0%	\$5,530			
36	4438	SLESF Grant																\$185,271														\$185,271	0%	\$185,271			
37	4440	Prop 172 Public Safety						\$15,768																								\$15,768	0%	\$15,768			
38	4442	RSTP Funds																\$13,081														\$13,081	0%	\$13,081			
39	4461	Other County Grants	\$0																													\$12,814	-100%	\$0			
40	4471	Federal Grants																							\$0							\$36,013	-100%	\$0			
41	4490	Miscellaneous Grants	\$6,000																						\$2,500				\$2,500			\$1,384	695%	\$11,000			
42	4502	Planning Cost Recovery & Fees				\$19,639																										\$19,639	0%	\$19,639			
43	4503	City Attorney Cost Recovery & Fees	\$148																						\$115				\$1,795			\$2,054	0%	\$2,058			
44	4504	Public Works Cost Recovery & Fees	\$2,115																									\$445				\$2,561	0%	\$2,560			
45	4505	Administrative Fees	\$2,705																						\$1,155			\$1,325				\$5,180	0%	\$5,185			
46	4507	City Engineering Cost Recovery & Fees	\$808																													\$808	0%	\$808			
47	4509	Other Cost Recovery	\$3,165																									\$800				\$18,965	-79%	\$3,965			
48	4512	Service to Others																							\$6,095			\$0				\$10,758	-43%	\$6,095			
49	4550	Parks & Rec-Skating										\$80,000																				\$74,513	7%	\$80,000			
50	4552	Parks & Rec - Games/Vending Machines										\$2,743																				\$2,743	0%	\$2,743			
51	4554	Parks & Rec-Summer Recreation Program										\$26,908																				\$26,908	0%	\$26,908			
52	4556	Parks & Rec - Fees										\$32,687																				\$32,687	0%	\$32,687			
53	4560	Parks & Rec - Concession Revenue										\$17,072																				\$17,072	0%	\$17,072			
54	4566	Park & Rec - Donations										\$25,000																				\$67,189	-63%	\$25,000			
55	4610	Water Sales																							\$566,181							\$544,405	4%	\$566,181			
56	4630	Water Late Charges																							\$8,745							\$8,742	0%	\$8,745			
57	4680	Turbidity RF Water																										\$11,585				\$8,208	41%	\$11,585			
58	4710	Sewer Charges																										\$577,798				\$630,575		\$577,798			
59	4730	Sewer Late Charges																											\$8,745				\$8,742		\$8,745		
60	4945	Loan Payment Revenue - Housing																			\$2,500	\$5,000										\$29,782	-75%	\$7,500			
61	4946	Loan Payment Revenue - Business																			\$0											\$1,200	-100%	\$0			
62	4950	Miscellaneous Other Revenue	\$734																						\$0			\$0					\$734	0%	\$734		
64	4970	Dental/Vision Trust																						</													

Revised Budget
Fiscal Year 2025-26

(Nov. 12, 2025)

Revised Budget Fiscal Year 2025-26 (Nov. 12, 2025)		Fund 10											Fund 25	Fund 30	Fund 31	Fund 32	Fund 33	Fund 34	Fund 36	Fund 360			Fund 42	Fund 44	Fund 60	Fund 61	Fund 62	Fund 64	Fund 70	Fund 71	Fund 72	Fund 80	Actual Projected Estimates FY	% Change	Proposed Fiscal Year 2025-26 Budget
		General Fund											Highway Users Tax	TDA Street	TDA Purchase d Transportation	AB 939 Solid Waste & Recycling	Supplemental Law Enforcement Services	Regional Surface Transportation Program	Powers Creek District Fund	Dept 360 Powers Creek District	Dept 362 Powers Creek District	CDBG Non-Program Income Fund	CDBG Program Income-Holding Fund	CDBG Program Income - Revolving Fund	Water Operating Fund	Water Connection Fee Fund	Water Capital Reserve	Turbidity Reduction Facility	Sewer Operating Fund	Sewer Connection Fee Fund	Sewer Capital Reserve	Dental/ Vision Trust			
		000	100	160	180	220	240	260	280	320	425	445																					900		
GL	Expenditures	No Dept	Mayor & Council	Legal	General Gov't	Planning	Building	Law Enforcement	Animal Control	Public Works Streets	Park Facilities	Recreation	Capital Outlay																						
1	4080																															\$0	\$0		
2	4085																															\$0	\$0		
3	4310																															\$0	\$0		
4	4413																															\$0	\$0		
5	4415																															\$0	\$0		
6	4416																															\$0	\$0		
7	4417																															\$0	\$0		
8	4418																															\$0	\$0		
9	4419																															\$0	\$0		
10	4442																															\$0	\$0		
11	4730																															\$0	\$0		
12	5001				\$60,439		\$21,840			\$41,300	\$55,000	\$80,000				\$4,811		\$1,601	\$0		\$300			\$129,632				\$145,894			\$480,546	13%	\$540,817		
13	5002			\$36,515		\$2,339				\$8,005	\$13,000	\$100,000				\$0			\$0					\$57,926				\$51,522			\$214,309	26%	\$269,307		
14	5005																							\$3,750				\$3,750			\$7,505	0%	\$7,500		
15	5007				\$0																			\$0				\$0			\$1,731	-100%	\$0		
16	5008				\$0					\$0	\$0	\$0				\$0								\$0				\$0			\$9,370	-100%	\$0		
17	5009				\$0					\$0	\$0	\$0				\$0								\$0				\$0			\$26,139	-100%	\$0		
18	5010																							\$0				\$0			\$190	-100%	\$0		
19	5110		\$3,000																										\$0			\$3,000	0%	\$3,000	
20	5011				\$0						\$0	\$0												\$0				\$0			\$6,522	-100%	\$0		
21	5014																							\$10,865				\$10,865			\$21,728	0%	\$21,730		
22	5015			\$0																				\$0				\$0			\$11,250	-100%	\$0		
23	5021				\$7,660	\$192	\$1,797			\$3,879	\$5,000	\$15,835				\$380		\$129	\$0			\$150		\$14,745			\$15,493			\$62,316	5%	\$65,260			
24	5022				\$8,048	\$0	\$0			\$4,800	\$5,000	\$6,115				\$383		\$127	\$0					\$14,976			\$16,198			\$56,681	-2%	\$55,647			
25	5023				\$52,682																										\$46,535	13%	\$52,682		
26	5024			\$21,741						\$23,557	\$17,000	\$18,824				\$1,484		\$0	\$0					\$61,338			\$62,318			\$251,894	-18%	\$206,262			
27	5025			\$747						\$884	\$771	\$634				\$52		\$0	\$0					\$2,222			\$2,170			\$6,678	12%	\$7,480			
28	5026						\$12,471																								\$11,796	6%	\$12,471		
29	5027				\$3,094	\$78	\$725			\$1,637	\$2,000	\$5,913				\$160		\$53	\$0					\$5,978			\$6,305			\$27,626	-6%	\$25,943			
30	5050																							\$21,750			\$20,149			\$39,092	7%	\$41,899			
31	5055																							\$5,937			\$6,362			\$13,000	-5%	\$12,299			
32	5120		\$45,000	\$40,000		\$26,000	\$115	\$0			\$0	\$800							\$0	\$0				\$5,200			\$4,750			\$71,876	70%	\$121,865			
33	5130				\$10,000					\$8,662	\$0													\$1,925			\$11,510			\$37,699	-15%	\$32,097			
34	5140				\$75,000	\$65				\$65	\$0													\$125			\$1,000			\$76,967	-1%	\$76,255			
35	5160			\$13,000																				\$14,500			\$14,500			\$1,850	2170%	\$42,000			
36	5170			\$10,000																				\$10,000			\$10,000			\$43,359	-31%	\$30,000			
37	5180			\$700																				\$700			\$700			\$3,220	-35%	\$2,100			
38	6015			\$495	\$210	\$45		\$150				\$155												\$3,060			\$1,770			\$5,994	-2%	\$5,885			
39	6020			\$75						\$2,525	\$2,045	\$150												\$4,085			\$4,935			\$13,538	2%	\$13,815			
40	6025		\$690	\$4,520		\$305		\$90	\$6,430	\$7,500	\$14,000					\$260		\$50	\$0					\$10,505			\$6,105			\$55,409	-9%	\$50,455			
41	6026			\$0																											\$0		\$0		
42	6027											\$12,000																			\$20,177	-41%	\$12,000		
43	6032			\$0																							\$4,300			\$4,300	0%		\$4,300	0%	\$4,300
44	6035																																		

Revised Budget
Fiscal Year 2025-26

(Nov. 12, 2025)

Revised Budget Fiscal Year 2025-26 (Nov. 12, 2025)	Fund 10												Fund 25	Fund 30	Fund 31	Fund 32	Fund 33	Fund 34	Fund 36			Fund 38	Fund 42	Fund 44	Fund 60	Fund 61	Fund 62	Fund 64	Fund 70	Fund 71	Fund 72	Fund 80	Actual Projected	% Change	Proposed Fiscal Year 2025-26 Budget
	General Fund												Highway Users Tax	TDA Street	TDA Purchased Transportation	AB 939 Solid Waste & Recycling	Supplemental Law Enforcement Services	Regional Surface Transportational Program	Powers Creek District Fund	Dept 360 Powers	Dept 362 Powers Creek District Expansion	CDBG Non Program Income Fund	CDBG Program Income - Holding Fund	CDBG Program Income - Revolving Fund	Water Operating Fund	Water Connection	Water Capital	Turbidity Reduction	Sewer Operating	Sewer Connection	Sewer Capital	Dental/Vision Trust Fund			
000	100	160	180	220	240	260	280	320	425	445	900																								
No Dept	Mayor & Council	Legal	General Gov't	Planning	Building	Law Enforcement	Animal Control	Public Works Streets	Park Facilities	Recreation	Capital Outlay																								
Revenue	\$611,727	\$0	\$0	\$0	\$19,639	\$20,000	\$15,768	\$2,565	\$146,234	\$40,911	\$184,410	\$0	\$73,155	\$59,998	\$15,600	\$10,530	\$185,771	\$13,081	\$27,250	\$0	\$0	\$14,750	\$5,300	\$5,000	\$597,426	\$5,980	\$405	\$11,585	\$593,408	\$9,532.00	\$35,000	\$7,800.00			
Expense	\$0	\$49,540	\$40,000	\$316,796	\$113,859	\$27,022	\$13,351	\$11,019	\$125,654	\$185,150	\$281,596	\$47,915	\$73,155	\$59,998	\$15,600	\$10,530	\$170,159	\$13,081	\$2,660	\$0	\$0	\$0	\$5,300	\$5,000	\$727,540	\$0	\$0	\$11,585	\$604,695	\$0	\$0	\$8,610			
Net	\$611,727	-\$49,540	-\$40,000	-\$316,796	-\$94,220	-\$7,022	\$2,417	-\$8,454	\$20,580	-\$144,239	-\$97,186	-\$47,915	\$0	\$0	\$0	\$0	\$15,612	\$0	\$24,590	\$0	\$0	\$14,750	\$0	\$0	-\$130,114	\$5,980	\$405	\$0	-\$11,287	\$9,532	\$35,000	-\$810			

FY 2025-26	Total Revenue	Total Expense	Balance
General Fund	\$1,041,254	\$1,211,982	-\$170,648
Special Funds	\$410,435	\$355,483	\$54,952
Water	\$615,396	\$739,125	-\$123,729
Wastewater	\$637,940	\$604,695	\$33,245
Dental/Vision	\$7,800.00	\$8,610	-\$810
Total	\$2,712,825	\$2,919,815	-\$206,991

FY 2024-25	Total Revenue	Total Expense	Balance
General Fund	\$2,523,024	\$2,560,812	-\$37,788
Special Funds	\$517,540	\$600,308	-\$82,768
Water	\$624,112	\$703,539	-\$79,427
Wastewater	\$699,251	\$585,095	\$114,156
Dental/Vision	\$7,297.98	\$8,603	-\$1,305
Total	\$4,371,765	\$4,458,757	-\$86,992



Agenda Item: 10

City of Blue Lake

Staff Report

Agenda Item #: 10

Date: November 12, 2025 *For Meeting Of: November 19, 2025*

Subject: **Approval of Memorandum of Understanding with Redwood Coast Mountain Bike Association.**

Recommended Action: That the City Council:

1. Discuss and Approve the Memorandum of Understanding with Redwood Coast Mountain Bike Association; and
2. Approve Resolution 1247 "Approving A Memorandum Of Understanding With The Redwood Coast Mountain Bike Association (RCMBA) For Development, Maintenance, And Monitoring Of The Blue Lake Bike Park
3. Direct the Interim City Manager to Sign the Agreement; and
4. Other direction as appropriate.

SUMMARY:

The City Council is requested to discuss and approve the Memorandum of Understanding (MOU) between the City and Redwood Coast Mountain Bike Association (RCMBA) to formalize their role in fundraising, volunteer coordination and community outreach in support of the Blue Lake Bike Park and approve Resolution 1247. This MOU reflects revisions as directed at the Council meeting of September 9, 2025, and has been reviewed by the RCMBA Board of Directors.

DISCUSSION:

The Blue Lake Bike Park project kicked off in earnest in September of 2020 following the presentation by the City Manager on a conceptual bike park project. During the meeting of September 22, 2020, Council directed staff to 1) return with a site plan; 2) explore partnerships and funding options; and 3) that staff return to Council with a project proposal. At their meeting of June 22, 2021, a verbal update was provided to Council that the bike park project was in the design phase and being developed in partnership with the Redwood Coast Mountain Bike Association, Friends of Annie and Mary and the Humboldt Skate Collective.

The bike park project generated significant community enthusiasm and support with financial and volunteer work hours committed towards this endeavor over the past three years. RCMBA is a local nonprofit organization and has been instrumental in these efforts, rallying support and coordinating volunteers to advance the project.

Submitted By: Jill K Duffy, Interim City Manager

Agenda Item: 10

Staff recommends formalizing the group’s role through an MOU to ensure accountability, transparency and collaboration related to fundraising, project completion, long-term maintenance of the facility, insurance coverage and access to the City property for public use subject to City approval. Additionally, the agreement assists with compliance with City Resolution 1077 pertaining to donation management.

The draft MOU was presented to Council at the special meeting held September 9th, and General Counsel Ryan Plotz revised the MOU following Council direction.

FISCAL IMPACT: None with this action.

ALTERNATIVES:

The City Council could choose not to approve recommendation and provide direction to staff as determined appropriate. This is not recommended as development of the bike park requires the participation and support of the biking and skating community – their involvement is essential for the success of this project.

ATTACHMENT:

1. Resolution 1247 “Approving A Memorandum Of Understanding With The Redwood Coast Mountain Bike Association (RCMBA) For Development, Maintenance, And Monitoring Of The Blue Lake Bike Park
2. Redwood Coast Mountain Bike Association and City of Blue Lake Memorandum of Understanding (*dated October 20, 2025*)

Review Information:

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

Comments:

Submitted By: Jill K Duffy, Interim City Manager

RESOLUTION NO. 1247

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE REDWOOD COAST MOUNTAIN BIKE ASSOCIATION (RCMBA) FOR DEVELOPMENT, MAINTENANCE, AND MONITORING OF THE BLUE LAKE BIKE PARK

WHEREAS, the City of Blue Lake (“City”) owns and operates public lands and recreational facilities, including the Blue Lake Bike Park, that require ongoing development, maintenance, and monitoring to serve the community and promote recreational access; and

WHEREAS, the Redwood Coast Mountain Bike Association (“RCMBA”) is a California nonprofit organization dedicated to creating and preserving recreational access through trail and facility development, maintenance, and stewardship; and

WHEREAS, RCMBA has demonstrated its commitment to the City and the local community by supporting the development and operation of the Blue Lake Bike Park through volunteer workdays, fundraising efforts, and collaborative planning with the City; and

WHEREAS, formalizing this partnership through a Memorandum of Understanding (“MOU”) will enable the City and RCMBA to establish clear roles, responsibilities, and expectations regarding volunteer coordination, liability and insurance provisions, maintenance standards, and communication protocols; and

WHEREAS, the City Council has reviewed the MOU and finds that entering into this agreement serves the public interest by promoting recreation, enhancing community involvement, and reducing maintenance costs to the City through coordinated volunteer participation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLUE LAKE AS FOLLOWS:

1. Approval of MOU. The City Council hereby approves the Memorandum of Understanding between the City of Blue Lake and the Redwood Coast Mountain Bike Association (RCMBA) for the cooperative development, maintenance, and monitoring of the Blue Lake Bike Park.

2. Authorization to Execute. The City Manager is hereby authorized and directed to execute the MOU on behalf of the City of Blue Lake, in substantially the form presented to the City Council, with such minor modifications as may be approved by the City Attorney.

3. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Blue Lake on this 19th day of November 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Sawatzky, Mayor

ATTEST:

Jill Duffy, Acting City Clerk

MEMORANDUM OF UNDERSTANDING BETWEEN REDWOOD COAST MOUNTAIN BIKE ASSOCIATION AND CITY OF BLUE LAKE

This memorandum of understanding is hereby made and entered into by and between the Redwood Coast Mountain Bike Association, a California 501(c)(3) Non-Profit hereinafter referred to as RCMBA, and the City of Blue Lake, hereinafter referred to as City. RCMBA and the City collectively are referred to as the Parties.

A. Introduction

The purpose of this partnership is to formalize a development, maintenance, and monitoring agreement between RCMBA and the City. RCMBA is a volunteer, member based, organization dedicated to creating and preserving access to public and private lands for recreation through trail and facility development and trail and facility maintenance. The City owns land and Bike Park facilities that require development, routine maintenance and monitoring to sustain the local recreation demand. RCMBA has maintained a verbal agreement with the City and has donated significant funds to the development of the City's Bike Park. Formalizing this agreement will allow RCMBA to continue to help offset the City's costs by engaging the community through continued organized volunteer work days. The work days will continue to empower the community and RCMBA's members playing a direct role in the development of the Blue Lake Bike Park and will attempt to ensure progress continues as the City's available budget to accommodate such standards remains uncertain. This MOU will formalize a scope of work for volunteer activities, communication protocols between RCMBA and the City in regard to facilitating volunteer activities, parameters for liability and insurance coverage, guidelines and expectations, and the City's commitment to grant RCMBA access to land acquired by the City for public use.

B. Statement of Mutual Benefit and Interest

Both the City and RCMBA have shown a commitment to supporting public access to recreation infrastructure and building the recreation community in the City of Blue Lake the rest of Humboldt County. The City has demonstrated its commitment to RCMBA and the community through partnering with RCMBA during bicycle community events, co-hosting fundraising activities, and consulting on planning and developing the Bike Park. Continuing this commitment by agreeing to this MOU will result in RCMBA continuing to provide resources to the City such as fundraising capabilities, an inventory of tools, collective expertise and experience, and a membership body of 800 plus people. It is in the best interest of both parties to establish a sustainable, volunteer based partnership that focuses on: development, maintenance, monitoring, and preserving recreational infrastructure like the Blue Lake Bike Park and future projects in the City's sphere of influence.

C. RCMBA SHALL

1. Continue to assist in the development and maintenance of the Blue Lake Bike Park, provided sufficient volunteer interest exists to support the volume of work needed to complete specific tasks and areas mutually agreed upon by the Parties.
2. Facilitate volunteer workdays without the City needing to overextend financial resources by paying staff to be present. RCMBA shall ensure that all volunteers are physically capable of performing assigned tasks and shall exclude any volunteer who appears to be under the influence of alcohol or controlled substances. RCMBA shall conduct safety briefings before each work session and maintain a first aid kit on-site during all work

activities. The City reserves the right to exclude any volunteer from City property for safety or conduct reasons.

3. Provide common tools and equipment for workdays. Use of power tools or mechanized equipment will be considered on a project by project basis and must have the City's approval prior to use. The City may need to close the Bike Park to other users to facilitate workdays.
4. Monitor work performed on City property involving the Parties' mutual projects to ensure the work complies with City and State safety and maintenance standards, provide project specific safety briefings to begin each workday, and ensure all volunteers are Respectful, Courteous, Mountain Bike Ambassadors.
5. Develop projects with the City that would likely generate interest from volunteers.
6. Require all volunteers to sign an agreement, in a form approved by the City, holding the City and RCMBA harmless prior to working on the Parties' mutual projects and cooperate with the City on any additional volunteer authorization or waiver procedures that the City determines may be necessary.
7. Ensure none of the Parties' mutual projects is altered or reconfigured by RCMBA or its members without consent from the City.
8. Hold fundraising events as necessary and practicable to help fund the Parties' mutual projects. To the extent RCMBA fundraises monies expressly for the Bike Park, RCMBA shall ensure that all donated funds are expended on City authorized projects relating to the Bike Park. RCMBA shall provide the City with a quarterly list of donations received for the Bike Park and a report of expenditures therefrom.
9. Discuss annually with the City whether the terms of this MOU should be amended.
10. Maintain detailed records of all volunteer hours, work performed, materials used, and any incidents or accidents occurring during work activities.
11. RCMBA shall not incur any expenses on behalf of the City or commit the City to any financial obligations without prior written authorization from the City Manager, following consultation and approval from the City Council. All fundraising activities must clearly indicate that donations support RCMBA projects and do not constitute City endorsement of donors or sponsors. Ownership of all materials, equipment, and improvements purchased with funds raised for City projects shall vest in the City upon installation or delivery to City property.

D. City of Blue Lake SHALL

1. Provide clear direction regarding maintenance priorities and specific project outcome expectations for a given project site.
2. Provide clear direction regarding proper safety and maintenance techniques beyond those set by federal, local, and state law to be used by volunteers on City property.
3. Provide regular, timely feedback about the effectiveness of the program and any desired changes to the RCMBA scope of work or how certain tasks are to be executed.
4. Subject to budgetary limitations and as approved by the City, provide any specialized tools or equipment that RCMBA does not already possess.
5. As approved by the City, provide access to work areas, including temporarily closing City property to other uses to facilitate RCMBA's ability to safely conduct work on the Parties' mutual projects on planned workdays.
6. Minimize administrative hurdles for RCMBA to the greatest extent possible.
7. With sufficient notice and to the extent practicable, advocate for RCMBA and RCMBA projects to other local government entities by describing RCMBA's work with the City.
8. Contact RCMBA at least every 6 months to review the scope of the Parties' active of

prospective projects and volunteer trends and outline expectations and costs for projects RCMBA is to operate on.

9. Seek solutions to cost barriers of RCMBA projects, such as participating in grant application processes, on facilities owned and operated by the City.
10. Discuss annually with RCMBA whether the terms of this MOU should be amended.

E. Mutual Understanding and Agreement Between RCMBA and City of Blue Lake

1. The City and RCMBA will communicate openly and timely about any matters regarding the partnership.
2. Any change in this MOU or the communication protocols developed pursuant to this MOU will require the joint approval of the RCMBA Board and the **City Council**.
3. It is the intention of RCMBA and the City that this partnership will continue long term, though should it be deemed unsatisfactory, the agreement can be terminated by either party with 60 days' written notice.
4. The City and RCMBA will be named as equal partners on any promotional, outreach, or informational material regarding cooperative projects and programs.
5. All plans, designs, improvements, and intellectual property developed through this partnership shall be owned by the City. Both parties may use photographs and descriptions of cooperative projects for promotional purposes, provided that both parties are credited as partners. Neither party may use the other's name, logo, or likeness for commercial purposes without written consent.
6. The City retains final authority over all aspects of project planning, design, and execution. All work performed under this MOU must comply with applicable federal, state, and local laws, regulations, permits, and City codes. The City reserves the right to immediately halt any work if safety concerns arise, if work deviates from approved plans, or if regulatory compliance issues are identified. RCMBA shall not commence any work without prior written approval from the City Manager or designee. **The City Manager may only authorized work in accordance with the approved plans for which funding has been budgeting by the City Council.**

F. Mutual Indemnity

1. **RCMBA Indemnification of City.** RCMBA agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees, agents, and volunteers from and against any and all claims, demands, causes of action, liability, damages, losses, costs, or expenses, including reasonable attorney's fees and costs (collectively, "Claims") arising out of or in connection with:
 - i. The performance of work under this MOU by RCMBA, its members, volunteers, agents, or subcontractors;
 - ii. Any breach of this MOU by RCMBA;
 - iii. Any negligent or wrongful act or omission of RCMBA, its members, volunteers, agents, or subcontractors;
 - iv. Any violation of applicable laws, regulations, or permits by RCMBA, its members, volunteers, agents, or subcontractors;
 - v. Any bodily injury, personal injury, or property damage occurring on City property during RCMBA activities, except to the extent caused by the City's sole negligence or willful misconduct.

2. City Indemnification of RCMBA. The City agrees to defend, indemnify, and hold harmless RCMBA, its officers, directors, members, volunteers, and agents from and against any and all Claims arising out of or in connection with:

- i. The City's negligence or willful misconduct;
- ii. Any breach of this MOU by the City;
- iii. Any defects in City-owned tools, equipment, or facilities provided to RCMBA, provided RCMBA has used such items in accordance with manufacturer instructions and applicable safety standards.

3. Procedure. The indemnifying party shall assume the defense of any Claim with counsel acceptable to the indemnified party. The indemnified party shall cooperate in the defense and may participate with counsel of its own choice at its own expense. No settlement shall be made without the written consent of both parties.

4. Survival. The indemnification obligations under this section shall survive the termination or expiration of this MOU.

G. Insurance

RCMBA shall comply with the insurance requirements set forth in Exhibit A hereto and incorporated herein.

H. Principal Contacts

City of Blue Lake: _____, _____

Name

City Manager

RCMBA: Gina Bauer, Tim Daniels, Sean Tetrault

I. Authorized Representatives and Duration

By signing below, the Parties certify that the individuals listed in this document represents their respective Parties and are authorized to make this agreement. This MOU becomes effective upon signature by the Parties, and can be modified or terminated as described above.

THE PARTIES HERETO have executed this MOU as of the dates below.

City Manager, City of Blue Lake

Date

_____, RCMBA Board Representative

Date

EXHIBIT A

Insurance Requirements

1. These are the Indemnity and Insurance Requirements for Contractors providing services or supplies to the City of Blue Lake ("Entity" or "City"). By agreeing to perform the work or submitting a proposal, you verify that you comply with and agree to be bound by these requirements. If any additional Contract documents are executed, the actual Indemnity language and Insurance Requirements may include additional provisions as deemed appropriate by Entity, and if a conflict occurs, the broader requirements shall prevail.

2. You should check with your Insurance advisors to verify compliance and determine if additional coverage or limits may be needed to adequately insure your obligations under this agreement. These are the minimum required and do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's liability under this agreement. The full coverage and limits of Insurance carried by or available to the Contractor shall be available to Entity and these Insurance Requirements shall not in any way act to reduce coverage that is broader or includes higher limits than those required. The Insurance obligations under this agreement shall be either: 1—all the Insurance coverage and limits carried by or available to the Contractor; or 2—the minimum Insurance requirements shown in this agreement; whichever is greater. Any insurance proceeds in excess of the specified minimum limits and coverage required, which are applicable to a given loss, shall be available to Entity.

3. Contractor shall furnish the Entity with original Certificates of Insurance including all required amendatory and Additional Insured endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsements Pages of the policies listing all policy endorsements to Entity before work begins. Entity reserves the right to require full-certified copies of all Insurance coverage and endorsements.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, volunteers, or subcontractors.

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: Insurance Services Office Form CA 0001 covering Code 1 (any auto), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employers' Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City. At the option of the City, either: the contractor shall cause the insurer shall to reduce or eliminate such self-insured retentions as respects the City, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

Other Insurance Provisions:

Additional Insured

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; and one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Insurance

For any claims related to this project, the Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Contractor shall forthwith obtain and submit proof of substitute insurance.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the Entity.

Waiver of Subrogation

The Contractor hereby grants to the Entity a waiver of any right to subrogation which any insurer of the Contractor may acquire against the Entity by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be

necessary to affect this waiver of subrogation, but this provision applies regardless of whether the Entity has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Entity for all work performed by the Contractor, its employees, agents and subcontractors.

Verification of Coverage

Contractor shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.