



City of Blue Lake

Post Office Box 458 - 111 Greenwood Road
Blue Lake, CA 95525
Phone 707.668.5655
www.bluelake.ca.gov

City Council Agenda

Tuesday, April 28, 2026 ~ 6:30 p.m. ~ Regular Council Meeting

Skinner Store-111 Greenwood Road, Blue Lake California

Unless Otherwise Noted, All Items on the Agenda are Subject to Action.
Public Input can be given to the Council by emailing cityclerk@bluelake.ca.gov until 4:30 p.m. on the date of the meeting.

PLEASE NOTE that live meeting logistics will be prioritized. The quality of the Zoom teleconference meeting cannot be guaranteed. Technical challenges experienced by either the participant or the City will not interrupt or halt the progress of the meeting.
Public input may be facilitated by Zoom at the following meeting link:

Link:

<https://us02web.zoom.us/j/82403429185?pwd=t6gN3wRD5MIq76n0lhWfOEU2qFAO0F.1>

Meeting Id: 824 0342 9185 Passcode: 876920

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL AND ESTABLISH A QUORUM OF THE COUNCIL**
4. **APPROVAL OF AGENDA**
5. **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.*
6. **CONSENT AGENDA**
 - a. City Council Minutes for March 3, 2026 – Special Meeting
 - b. City Council Minutes for March 11, 2026- Special Meeting

- c. City Council Minutes for March 24, 2026 – Regular Meeting
- d. City Council Minutes for April 7, 2026 – Special Meeting
- e. March Disbursements Report
- f. Update Signatories on Tri Counties Bank Accounts [Resolution 1259]
- g. Authorize City Manager to execute Memorandum of Mutual Understandings with the North Coast Resource Partnership

ITEMS FOR COUNCIL DISCUSSION OR ACTION

- 7. **Proclaim April 2026 as Sexual Assault Awareness Month**
- 8. **Proclaim May 2026 as Older Americans' Month**
- 9. **Acceptance of Donation to Bike Park by RCMBA from "Mad Scramble"**
- 10. **Appointment to Public Safety Commission**
- 11. **Public Safety Commission: Update from the Chair**
- 12. **First Reading and Introduction of Ordinance No. 550 Amending Chapter 13.12 of the Blue Lake Municipal Code Relating to Cross-Connection Control**
- 13. **First Reading and Introduction of Ordinance No. 551 Amending Chapter 15.04 of the Blue Lake Municipal Code Relating to Building Permit and Inspection Fees**
- 14. **Fee Schedule Update – Parks & Recreation**
- 15. **Bill Nessler Car Show Parks & Recreation Donation Plan**
- 16. **Dell Arte Pre-Festival Report**
- 17. **Cal PERS Health Insurance [Resolution 1260]**
- 18. **Finance Department Restructure Phase 1**
- 19. **Authorize City Manager to Execute Contract with Humboldt County Sheriff's Office for Fiscal Year 2026-27 for Law Enforcement Services**
- 20. **Authorize City Manager to Execute Contract with Humboldt County Sheriff's Office for Fiscal Year 2026-27 for Animal Shelter Services**
- 21. **COUNCIL CORRESPONDENCE**
- 22. **REPORTS OF COUNCIL AND STAFF**
 - a. Ad hoc Committee Reports
 - b. Commission Updates
 - c. City Manager Report

23. FUTURE AGENDA ITEMS

- a. Mid-May Special Council meeting for WWTP Tour
- b. June 2 Special Council meeting for FY 2026-2027 Budget Presentation

24. CLOSED SESSION AGENDA

- a. **Public Comment on Closed Session agenda item(s).**

- b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

- Property: Approximately three (3) acres of land that is a portion of City owned Assessor's Parcel Numbers 312-161-018-000 and 312-161-015-000

- Agency Negotiator: John Sawatzky, Kat Napier, Jennie Short, City Manager; and Ethan Walsh (attorney for City) and Russ Gans (attorney for City)

- Negotiating parties: DANCO parties Chris Dart, McKenzie Dibble

- Under negotiation: Price and terms of payment.

- c. **Report Out of Closed Session**

25. ADJOURN

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

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Blue Lake City Council Minutes

Tuesday, March 3rd, 2026 ~ 8:00pm ~ Special Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 Before the meeting was called to order, **Mayor John Sawatzky** noted for the record that
2 **Council Member Napier** would be participating in tonight's meeting remotely
3

4 **Council Member Napier** notified the city at the earliest opportunity that she has a
5 contagious illness that prevents in-person attendance. Her remote participation is
6 authorized under the just cause exception pursuant to **Government Code Section**
7 **54953.8.3, subdivision (c)(2)**.
8

9 **Council Member Napier** was asked to briefly describe the circumstances requiring your
10 remote participation tonight for the record. **Council Member Napier** stated that she was
11 still experiencing symptoms and contagious did not want to expose council or any
12 attendees Before proceeding, **Mayor Sawatzky** asked if any individuals 18 years of age
13 or older were present in the room with her at the remote location and to state the general
14 nature of the relationship if so. **Council Member Napier** indicated that there were no
15 individuals 18 years or older present with her in the room.
16

17 The record will reflect that **Council Members Sawatzky, Scafani, Lewis-Lusso, and**
18 **Bayles** are physically present here at Council Chambers, constituting a quorum.
19 **Council Member Napier** is participating remotely pursuant to **Government Code**
20 **Section 54953.8.3(c)(2)**.
21

22 1. PLEDGE OF ALLEGIANCE

23 2. ROLL CALL AND ESTABLISH A QUORUM OF THE COUNCIL

24 **COUNCIL MEMBERS PRESENT:** City Manager Short established a quorum of council
25 members: Present: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member
26 Kat Napier (on zoom), Council Member Terri Bayles, Council Member Michelle Lewis-Lusso
27
28
29

30 **COUNCIL MEMBERS ABSENT:** None

31 **STAFF PRESENT:** City Manager Jennie Short, City Attorney Ryan Plotz, and
32 Videographer Justin Goad.
33

34 3. **APPROVAL OF THE AGENDA – Motion by Mayor Pro Tem Scafani** to approve the
35 agenda. **Second by Council Member Lewis Lusso**.
36

37 **Roll Call Vote:**

38 **Aye: Sawatzky, Scafani, Lewis-Lusso, Bayles, Napier**
39 **Motion passed unanimously**
40

41 4. **PUBLIC COMMENT ON NON-AGENDA ITEMS: None received**



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ITEMS FOR COUNCIL DISCUSSION OR ACTION

5. ADOPT RESOLUTION 1256 ACCEPTING TREASURY MANAGEMENT SERVICES WITH TRI COUNTIES BANK

The City currently has a Treasury Management Services Agreement with Tri Counties Bank. As part of the annual account relationship review, updates were much needed due to the changes in staffing. Also, previously excluded services that allow the City to scan checks at City Hall and deposit them electronically are available. Instead, staff has been bringing the deposit to the bank and wait, often for an hour, while bank staff scanned all the checks before being allowed to deposit them.

Public Comment: None received

Motion by Council Member Lewis-Lusso to approve Resolution 1256 for Acceptance of Treasury Management Services with Tri Counties Bank Second by Council Member Bayles.

Roll Call Vote:

Aye: Sawatzky, Scafani, Lewis-Lusso, Bayles, Napier

Motion passed unanimously

6. APPROVAL OF REDWOOD REGION ECONOMIC DEVELOPMENT COMMISSION AMENDED AND RESTATED JOINT POWERS AGREEMENT

The Redwood Region Economic Development Commission's Executive Director has supplied the attached memo requesting that the City process the draft Amended and Restated Joint Powers Agreement. The JPA was provided to the City Attorney, Ryan Plotz, who had a conflict due to his representation of other agencies. He has forwarded the JPA to special counsel for review. A response from special counsel is anticipated prior to the meeting but is not available as of the posting of the Council packet. An update will be given during the staff report at the meeting.

Public Comment: None received

Motion by Council Member Bayles to Approve the Redwood Region Economic Development Commission Amended and Restated Joint Powers Agreement, Second by Council Member Lewis-Lusso.

Roll Call Vote:

Aye: Sawatzky, Scafani, Lewis-Lusso, Bayles, Napier

Motion passed unanimously



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83 **7. CLOSED SESSION AGENDA:**

84
85 **a. Public Comment on Closed Session Agenda Item: None received**

86
87 **Motion by Mayor Pro Tem Scafani to move into closed session. Second by Lewis-Lusso.**

88
89 **Roll Call Vote:**

90 **Aye: Sawatzky, Scafani, Lewis-Lusso, Bayles, Napier**

91 **Motion passed unanimously**

92
93 **b. Council convened into Closed Session at Skinner Store at 8:39 for the purpose of**

94 **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**

95 Property: Approximately three (3) acres of land that is a portion of City owned

96 Assessor's Parcel Numbers 312-161-018-000 and 312-161-015-000

97 Agency Negotiator: John Sawatzky, Kat Napier, Jennie Short, City Manager; and Ethan

98 Walsh (attorney for City) and Russ Gans (attorney for City)

99 Negotiating parties: **DANCO** parties Chris Dart, McKenzie Dibble

100 Under negotiation: Price and terms of payment.

101 **c. Report Out of Closed Session.** Council reconvened at Skinner Store at 9:36. No

102 reportable action was taken

103
104 **Adjourn**

105
106 Prepared by: Samantha Green
107 City Clerk, City of Blue Lake

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Blue Lake City Council Minutes

Wednesday, March 11th, 2026 ~ 6pm ~ Special Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **1. CALL TO ORDER:** Mayor Sawatzky called the meeting to order at 6:00 p.m

2
3 **2. PLEDGE OF ALLEGIANCE**

4
5 **3. ROLL CALL AND ESTABLISH A QUORUM OF THE COUNCIL**

6
7 **COUNCIL MEMBERS PRESENT:** City Clerk Green established a quorum of council
8 members: Present: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council
9 Member Kat Napier, Council Member Terri Bayles, Council Member Michelle Lewis-
10 Lusso

11 **COUNCILMEMBERS ABSENT:** None

12 **STAFF PRESENT:** City Manager Jennie Short, City Clerk Samantha Green, and
13 Videographer Justin Goad.

14
15
16 **4. APPROVAL OF THE AGENDA – Motion by Mayor Pro Tem Scafani to approve the**
17 **agenda. Second by Council Member Lewis-Lusso**
18 **Voice Vote: Motion passed unanimously**

19
20 **5. PUBLIC COMMENT ON NON-AGENDA ITEMS: None received**

21
22
23 **PUBLIC HEARING ITEM(S)**

24 **6. PRESENTATION BY CIRA ON RISK MANAGEMENT 101 FOR COUNCIL**
25 **MEMBERS**

26
27 **Public Comment:**

- 28
 - Alexandra Stillman, Arcata Council Member, asked about the reporting process of
- 29 potentially dangerous conditions in a city.

30
31 **NO ACTION WAS MADE**

32
33 **Adjourn at 7:52 p.m**

34
35 Prepared by: Samantha Green
36 City Clerk, City of Blue Lake

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Blue Lake City Council Minutes

Tuesday, March 24, 2026 ~ 6:30pm ~ Regular Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **1. Call to Order:** Mayor Sawatzky called the meeting to order at 6:30pm

2
3 **2. Pledge of Allegiance**

4
5 **3. Roll Call and Establish a Quorum of the Council**

6
7 **Councilmembers Present:** City Clerk Green established a quorum
8 Present: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council Member Kat
9 Napier, Council Member Michelle Lewis-Lusso, and Council Member Terri Bayles

10
11 **Councilmembers Absent:** None

12 **Staff Present:** City Manager Jennie Short, City Clerk Samantha Green, Park and
13 Recreation Director Emily Wood, and Videographer Justin Goad.

14
15 **4. Approval of the Agenda –**

16
17 **Motion by Councilmember Bayles to approve the agenda. Second by Councilmember**
18 **Lewis-Lusso.**

19 **Voice vote: Motion passed unanimously**

20
21 **5. Public Comment on Non-Agenda Items:**

- 22 • Julie Christie: Requested updates in audio. Suggested discussing ADU's to meet
23 HCD requirements

24
25 **6. Consent Agenda**

- 26 a. City Council Minutes for February 10th, 2026 – Regular Meeting
27 b. City Council Minutes for February 24th, 2026 – Regular Meeting
28 c. City Council Minutes for March 3rd, 2026 – Special Meeting
29 d. Dog House Lease
30 e. Modification of City Hall Hours Open to Public
31 f. Update Signatories on Local Agency Investment Fund {Resolution 1258}
32 g. Rejection of Danielle Burkhart Claim
33 h. February 2026 Disbursements

34
35 *Manager Short recommended that council pull items 6a, 6b, 6c to adopt the corrections made.*
36 *Mayor Pro Tem requested to pull items 6d and 6e for discussion.*

37
38 **Motion Mayor Pro Tem Scafani to approve items 6f, 6g, 6h. Second by Councilmember**
39 **Lewis-Lusso.**

40 **Voice vote: Motion passed unanimously**



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42 **6a. City Council Minutes for February 10th 2026 – Regular Meeting**

43 Corrections made to names/titles

44 **6b. City Council Minutes for February 24th 2026 - Regular Meeting**

45 Corrections made to names/titles

46
47 **Public Comment: None received**

48
49 **Motion by Councilmember Lewis-Lusso** to approve item 6a and 6b corrections to the
50 minutes. **Second by Councilmember Bayles**

51 **Voice vote: Motion passed unanimously**

52
53 **6c. City Council Minutes for March 3rd 2026 – Special Meeting**

54 Corrections made to name/titles,

55 **No action, minutes will be brought back at next the meeting to include a time that council**
56 **convened into closed sessions.**

57
58 **6d. Dog House Lease**

59 Council Members asked for clarification on inspection schedule, discussed hours of
60 operations, and the possibility of utilities being paid by the tenant.

61
62 **Public Comment:**

- 63
- 64 • Julie Christie: Thinks Darci should have priority on facility use
 - 65 • Darci Lima: Curious how much the Clemence Snack Shack has generated in the last
66 10 years. Brought up other facilities as options for rental that aren't being utilized.
 - 67 • Jeff Bird: Avid supporter of Dog House
 - 68 • Dana: Thinks renting out the Dog House for 1-2 days is terrible idea. Also has friends
69 from all over that come to Blue Lake for the Dog House

70 **Motion by Council Member Napier** to Approve the Contract as written with the understanding
71 that council will revisit the terms of that contract before the next extension. **Second by Council**
72 **Member Lewis-Lusso**

73 **Voice vote: Motion passed unanimously**

74
75 **6e. Modification of City Hall Hours Open to Public**

76 City Manager Short explained that closing to the public on Friday's benefits staff by
77 allowing dedicated time for financial tasks, staff meetings, and ongoing training.

78
79 **Public Comment:**

- 80 • Darci Lima: Asked about water bills due on Fridays.
- 81
82



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83 **Motion by Council Member Bayles** to approve revised hours open to the public. **Second by**
84 **Council Member Napier.**

85 **Voice vote: Motion passed unanimously**

86 Items for Council Discussion or Action

87 **7. Arts and Heritage Commission Update**

88 The Arts and Heritage Commission has developed a community survey and accompanying
89 flyer for distribution. The Commission is also drafted a Land Acknowledgement and is
90 seeking Council feedback prior to presenting it to the Blue Lake Rancheria. After Rancheria
91 review, it will return to Council for final consideration and publication.

92 **Public Comment:**

- 93
- 94
- 95 • Julie Christie: Feels uncomfortable that the Arts and Heritage Commission started
- 96 the Land Acknowledgement on their own. Urges further research regarding Land
- 97 Acknowledgment. Provided feedback on City logo vs seal
- 98 • Rebecca Collins: Beautiful written, has pause. Blue Lake Rancheria is more than
- 99 one tribe.
- 100 • Angela Dare: Agreed with Julie and Rebecca, gave feedback for logo
- 101 • Bettina Eppier: Provided feedback on logo, likes that it captures what you see in
- 102 Blue Lake
- 103 • Becky: Likes the yellow line adjustment and suggested sticking to City seal for
- 104 legal documents and logo for advertising
- 105

106 **No action was taken, feedback was received by the Council, and the Commission will**
107 **come back revisions for the Land Acknowledgement and the Logo.**

108 **8. Appointment to Parks and Recreation Commission**

109 During the Council Meetings on January 27, 2026, and February 24, 2026, appointments
110 were made to the Parks and Recreation Commission, filling 4 of the 5 spots on the
111 Commission. Jeff Bird, a previously serving commissioner with Parks and Rec, has
112 expressed interest in continuing his participation with the Commission.

113 **Public Comment:**

- 114
- 115
- 116 • Julie Christie: Feels staff should fill the role of informing Commissioners with City
- 117 Council matters and updates
- 118 • Darci Lima: Supports Jeff as a continuing Commissioner
- 119

120 **Motion by Council Member Lewis-Lusso** to reappoint Jeff Bird to the Parks and Recreation
121 Commission. **Second by Council Member Bayles.**

122 **Voice vote: Motion passed unanimously**



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123 **9. Consider Introduction of Ordinance No. 550, an Ordinance Amending Blue Lake**
124 **Municipal Code Chapter 13.12 Regulating Cross Connections, Waive Further**
125 **Reading, and Introduce by Title Only**

126 The proposed ordinance amendment is administrative in nature and does not change the
127 regulatory requirements of the City’s Cross-Connection Control Program. It removes
128 fixed fee amounts from the code and authorizes the City Council to establish and adjust
129 fees by resolution. The amendment also updates Section 13.12.020 (Definitions) to
130 include “User Supervisor” and “Cross-Connection Control Specialist,” and amends
131 Section 13.12.050 to include authority of a City designated Cross-Connection Control
132 Specialist.
133

134 **Public Comment:**

- 135 • Julie Christie: Would like Public Works updates periodically. Supports amending
136 Ordinance
137

138 **Motion by Lewis-Lusso** to introduce and conduct the first reading by title only of Ordinance
139 550 Amending Chapter 13.12 of the Blue Lake Municipal Code regulating cross-connections to
140 remove fixed fee amounts and definitions and update user supervisor provisions. **Second by**
141 **Mayor Pro Tem Scafani.**

142 **Voice vote: Motion passed unanimously**
143

144 **10. Consider Introduction of Ordinance No. 551, an Ordinance Amending Blue Lake**
145 **Municipal Code Chapter 15.04 Regulating California Building Standards, Waive**
146 **Further Reading, and Introduce by Title Only**

147 The proposed ordinance amends Section 15.04.030 to clarify that building permit,
148 inspection, and related fees shall be established by resolution of the City Council and
149 may be amended from time to time as deemed necessary. The ordinance also repeals
150 Section 15.04.060, which was previously reserved for fees addressed within the building
151 code.
152

153 **Public Comment: None received**
154

155 **Motion by Mayor Pro Tem Scafani** to introduce ordinance 551 amending chapter 15.04 of title
156 15 of the Blue Lake Municipal Code to remove building fee provisions. **Second by Council**
157 **Member Lewis-Lusso.**

158 **Voice vote: Motion passed unanimously**
159

160 **11. Fee Schedule Update- Parks and Recreation**

161 The City’s recreation fee schedule was last updated in 2023. The first draft was presented at
162 the Feb 24, 2026, Council Meeting and the following draft fee schedule has been created to
163 include fee adjustments and new line items for cost recovery purposes related to special



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164 events and recreation programming.

165
166 **Public Comment:**

- 167
- 168 • Rebecca Collins: Advised that staff check into policies regarding raffles
 - 169 • Bettina Eppier: Commented on schedule regarding Medieval Festival and the Horse Arena.
 - 170 • Julie Vinum: Concerned with proposed fee updates regarding horse arena
 - 171 • Dana: Not opposed to increase in fees, working on MOU with City.
 - 172 • Darci Lima: Arena donated by Bill Roda (?) for equestrian use. Addressed restroom situation regarding facility use rentals
 - 173 • Julie Christie: Would like to see this fee schedule used as a fluid document
- 174
175

176 **Motion by Lewis-Lusso** that Elise Scafani and John Sawatzky form an adhoc to assist the
177 director of parks and recreation to develop a fee schedule and bring it back to the next meeting
178 in April. **Second by Council Member Bayles**

179 **Voice vote: Motion passed unanimously**

180
181 **12. Memorandum of Understanding- Humboldt County Public Works- Regional**
182 **Edible Food Recovery Program**

183 In September 2016, Governor Edmund Brown Jr. signed SB 1383 establishing methane
184 emissions reduction targets, including a 2025 goal to recover 20% of edible food
185 currently disposed of. Jurisdictions are required to implement edible food recovery
186 programs under CCR Title 14. Humboldt County cities have agreed to collaborate,
187 designating the County as lead for a Regional Edible Food Recovery Program
188 Professional Services Agreement. The County has secured a consultant for an amount
189 not to exceed \$64,713.76, with costs shared proportionally by population. The City of
190 Blue Lake's share is \$566.07, a minimal cost that ensures compliance with SB 1383
191 planning requirements; implementation will be addressed separately.

192
193 **Public Comment:**

- 194
- 195 • Rebecca Collins: Mentioned different organizations that have participated in similar programs
- 196

197 **Motion by Council Member Napier** to authorize the City Manager to execute a MOU with the
198 HCPW for the Regional Edible Food Recovery Program. **Second by Council Member Bayles**

199 **Voice vote: Motion passed unanimously**

200 **13. Hazard Mitigation Plan Approval [Resolution 1257]**

201 *This item was tabled to the next Regular City Council Meeting in April*

202
203 **Motion by Lewis-Lusso** to table the item until April's Regular City Council Meeting. **Second**



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204 **by Mayor Pro Tem Scafani**
205 **Voice vote: Motion passed unanimously**
206

207 **14. Memorandum of Understanding- Humboldt County Association of Governments**
208 **(HCAOG)- Partnering Assets & Authorities for Comprehensive Transit (PAACT)**

209 The City of Blue Lake has been working with HCAOG on the (PAACT) Project. The MOU
210 allows for HCAOG to reimburse the City for SHN or staff time spent working on this
211 project up to \$8,000 with the City's share being \$1,000.
212

213 **Public Comment:**

- 214 • Julie Christie: Thanked Council for continuing relationship with HCAOG
215

216 **Motion by Council Member Bayles** to authorize the City Manager to execute the MOU with
217 HCAOG for Partnering Assets & Authorities for Comprehensive Transit (PAACT). **Second by**
218 **Council Member Napier**
219 **Voice vote: Motion passed unanimously**
220

221 **15. Designation of Subordinate Officer of Alcoholic Beverage Control License**
222 **Application Determinations of Public Convenience or Necessity**

223 California Business and Professions Code section 23958 is used for determining
224 whether issuance of a license results in an undue concentration of licenses. Each
225 jurisdiction can designate a subordinate officer or body that can make determinations of
226 public convenience or necessity. Designation of the City Manager is recommended.
227

228 **Public Comment: None received**
229

230 **Motion by Mayor Pro Tem Scafani** to designate the City Manager as the subordinate officer
231 for the City of Blue Lake to make determinations of public convenience or necessity regarding
232 ABC license applications where undue concentration exists. **Second by Lewis-Lusso.**
233 **Voice vote: Motion passed unanimously**
234

235 **16. Council Correspondence**

- 236 a. Letter of Support – MBTTA grant application
- 237 b. Danco Communities Notice of Default
238

239
240
241 **Public Comment:**

- 242 • Rebecca Collins: So far to go with Bike Park, not understanding what motive is
243 regarding the grant.



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- Julie Christie: Agrees with comments and would like Council to be involved with allocation of grant funds

17. Reports of Council and Staff

a. Ad Hoc Committee Reports:

- **Fiscal Policy:** Council Members Napier and Bayles continuing this and determining priorities.
- **HWMA Meeting:** Discussion around organics processing feasibility study.
- **HCAOG:** Denied Eureka's appeal for arena allocation. MCSD added as advisory member.
- **Chamber of Commerce:** looking for more board members.

b. Commission Updates:

- **Arts and Heritage:** Have gotten a lot done in a short amount of time.
- **Public Safety:** Newly appointed commission has resigned, looking for an additional commissioner. Continuing projects that were started in the past. Not in favor of combining commissions

c. City Manager Report:

- **Housing Element:** Seventh Cycle Housing Element has officially kicked off and the annual progress report was submitted to HCD for Sixth Cycle Housing Element.
- **Commission Chair Meeting:** Discussed duties, expectations, physical set up of the meetings with comm and roles of the Chair, the Clerk, and the Liaison.
- **Great Redwood Trail:** Master plan was adopted and section 39 in Blue Lake was ranked as Tier 1
- **Green Waste Day:** May 9 2026!

18. Future Agenda Items Requested by Council

- Bathrooms at Horse Arena and Town Square
- Discussion: How to Move Forward with Strategic Planning
- Discussion: Possibility of Two Liaison's per Commission

Adjourn at 10:31

Prepared by: Samantha Green
City Clerk, City of Blue Lake

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Blue Lake City Council Minutes

Tuesday, April 7, 2026 ~ 6:30pm ~ Special Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **1. CALL TO ORDER:** Mayor Sawatzky called the meeting to order at 6:31pm

2
3 **2. PLEDGE OF ALLEGIANCE**

4
5 **3. ROLL CALL AND ESTABLISH A QUORUM OF THE COUNCIL**

6
7 **COUNCILMEMBERS PRESENT:** City Clerk Green established a quorum of council
8 members- Present: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council
9 Member Kat Napier, Council Member Terri Bayles, Council Member Michelle Lewis-
10 Lusso

11
12 **COUNCILMEMBERS ABSENT:** None

13
14 **STAFF PRESENT:** City Manager Jennie Short, City Clerk Samantha Green, and
15 Videographer Justin Goad.

16
17 **4. APPROVAL OF THE AGENDA:**

18 **Motion by Council Member Bayles** to approve the agenda. **Second by Mayor Pro Tem**
19 **Scafani.**

20 **Voice vote: Motion passed unanimously**

21
22 **5. PUBLIC COMMENT ON NON-AGENDA ITEMS**

- 23 • Kevin Fisher: Announced that the Mad Scramble event secured a total of
24 \$5,090.01 in donations for the Bike Park. **This will be presented to the Council at*
25 *the next Regular Meeting**

26
27 **6. CONSENT AGENDA:** None

28 29 ITEMS FOR COUNCIL DISCUSSION OR ACTION

30
31
32 **7. Approval of Resolution No. 1257, Authorizing the City Manager to Execute**
33 **Agreement To Convey An Easement and Joint Escrow Instructions between the**
34 **City of Blue Lake and Erin McClure, in her capacity as Trustee of the Patricia**
35 **Charley Trust.**

36 Beginning in 2011, John Berchtold as City Manager began negotiating with the McClure
37 Trust to renew the 100-year lease for the 400,000-gallon tank site easement, ten-foot
38 waterline easement, and an ingress/egress access easement. At long last, an
39 Agreement to Convey and Easement and Joint Escrow Instructions including the 40-year
40 lease of the easement has been agreed to by Ms. McClure. On Friday, April 3rd Ms.
41 McClure signed the



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42 agreement, and her attorney provided an electronic copy which is attached. As part of
43 the lastminute details, Ms. McClure requested that the annual lease payment of \$6,000
44 be paid to her by the City once the agreement had been signed, but before escrow had
45 closed, because she needed it quicker than escrow could close. As a concession, City
46 Manager Short agreed to such payment and informed her attorney via email that the
47 check could be provided on April 10, 2026, once the agreement was executed.
48

49 **Public Comment:** None received
50

51 **Motion by Council Member Lewis-Lusso** to Approve Resolution 1257 Authorizing the City
52 Manager to Execute the Subject Agreement and Direct the City Clerk to file the Notice of
53 Exemption with the County Clerk and State Clearinghouse, **Second by Council Member**
54 **Bayles. Motion passes (result of Voice Vote or Roll Call Vote)**
55

56 **Roll Call Vote:**

57 **Aye: Sawatzky, Scafani, Napier, Lewis-Lusso, Bayles**

58 **Motion passed unanimously**
59

60 **Adjourn at 6:43**
61

62 Prepared by: Samantha Green
63 City Clerk, City of Blue Lake



City of Blue Lake

Staff Report

Agenda Item #: 6e
Meeting Date: April 28, 2026
Prepared By: Jennie Short, City Manager
Subject: March Monthly Disbursements
Recommended Action: That the City Council:
1. Approve the monthly report on disbursements for the period March 1 – 31, 2026

BACKGROUND

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

ALTERNATIVES

None.

ATTACHMENTS

1. City of Blue Lake Check/Voucher Register for period of March 1 – 31, 2026

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:



Monthly Disbursements

March 2026

Check Register

Consent Agenda Item 6e

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 3/1/2026 Through 3/31/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
13637	3/6/2026	Daniel L. Dimick	Employee: dimickd; Pay Date: 3/6/2026	848.87
13638	3/6/2026	Michael D. Downard	Employee: downardm; Pay Date: 3/6/2026	908.31
13639	3/6/2026	Vicki L. Hutton	Employee: huttonv; Pay Date: 3/6/2026	2,202.96
13640	3/6/2026	Suzette M. Leyba-Strong	Employee: leyba-strongs; Pay Date: 3/6/2026	243.11
260306A01	3/6/2026	Christopher A. Ball	Employee: ballc; Pay Date: 3/6/2026	633.70
260306A02	3/6/2026	Glenn R. Bernald	Employee: bernaldg; Pay Date: 3/6/2026	2,273.72
260306A03	3/6/2026	Rosine S. Boyce-Derricott	Employee: boycer; Pay Date: 3/6/2026	634.57
260306A04	3/6/2026	Skyler A. Coke	Employee: cokes; Pay Date: 3/6/2026	1,087.42
260306A05	3/6/2026	Melissa M. Combs	Employee: combsm; Pay Date: 3/6/2026	515.79
260306A06	3/6/2026	Christopher B. Edgar	Employee: edgarc; Pay Date: 3/6/2026	1,761.16
260306A07	3/6/2026	Samantha G. Green	Employee: greens; Pay Date: 3/6/2026	1,466.49
260306A08	3/6/2026	Austin R. Jones	Employee: jonesa; Pay Date: 3/6/2026	1,238.15
260306A09	3/6/2026	Kanoa K. Jones	Employee: jonesk; Pay Date: 3/6/2026	355.02
260306A10	3/6/2026	Karie R. Kroeker	Employee: kroekerk; Pay Date: 3/6/2026	1,959.32
260306A11	3/6/2026	Athina S. Lee	Employee: leea; Pay Date: 3/6/2026	1,459.67
260306A12	3/6/2026	Aislin N. McKinney	Employee: mckinneya; Pay Date: 3/6/2026	420.42
260306A13	3/6/2026	Jacob P. Meng	Employee: mengj; Pay Date: 3/6/2026	1,201.08
260306A14	3/6/2026	Shaylee A. O'Neil	Employee: oneils; Pay Date: 3/6/2026	153.87
260306A15	3/6/2026	Jennie M. Short	Employee: shortj; Pay Date: 3/6/2026	3,235.75
260306A16	3/6/2026	Quinn Sousa	Employee: sousaq; Pay Date: 3/6/2026	298.73
260306A17	3/6/2026	Emily P. Wood	Employee: woode; Pay Date: 3/6/2026	1,517.48
260306EFT-01	3/6/2026	U. S. Department of Treasury	EFTPS federal tax pymt 3/6/26	8,082.56
260306EFT-02	3/6/2026	Employment Development Dept.	DE88 state tax pymt 3/6/26	1,751.53
260306EFT-03	3/6/2026	Cal PERS	PERS retiremt pymt 3/6/26	4,948.92
260306EFT-04	3/6/2026	Freedom Voice	Freedom Voice 3/6/26	123.60
260306EFT-05	3/6/2026	CA State Disbursement Unit	CS P/R deduct-Edgar 3/6/26	104.30
13641	3/11/2026	Almquist Lumber Co.	INV2602-096828 2/4/26 Footbridge Paint	313.12
13642	3/11/2026	Colantuono, Highsmith, Whatley	INV69533 3/4/26 Eminent Domain Litigation	237.00
13643	3/11/2026	Dazey's Arcata	Inv11414 2/25/26 Goat Straw	12.67
13644	3/11/2026	Christopher B. Edgar	INV539812 3/3/26 Fuel Reimb-Edgar	77.67
13645	3/11/2026	Industrial Electric Service Co	INV56030 2/9/26 Sewer Supplies	15.13
13646	3/11/2026	Keenan Supply	INVS014863445.001 1/26/26 water syst parts	741.93
13647	3/11/2026	Kernen Construction	INV35630 3/3/26 Emergency Water Repair	3,164.36
13648	3/11/2026	Mendes Supply Company	INVM290518 2/3/26 Bus. off. supply	57.47
	3/11/2026	Mendes Supply Company	INVM291207 2/20/26 P&R Supply	654.13
13649	3/11/2026	Tehama Tire Service	INV100044961 2/4/26 Tire Repair Trk172	25.00
13650	3/11/2026	Thrifty Supply Company	INV1047335-01 2/5/26 Water System Supp.	523.42
13651	3/17/2026	Isabella G. Crawford	Employee: crawfordi; Pay Date: 3/20/2026	161.56
13652	3/17/2026	Daniel L. Dimick	Employee: dimickd; Pay Date: 3/20/2026	724.48
13653	3/17/2026	Michael D. Downard	Employee: downardm; Pay Date: 3/20/2026	953.28
13654	3/17/2026	Vicki L. Hutton	Employee: huttonv; Pay Date: 3/20/2026	2,117.56
13655	3/17/2026	Suzette M. Leyba-Strong	Employee: leyba-strongs; Pay Date: 3/20/2026	734.36
260320	3/17/2026	Christopher A. Ball	Employee: ballc; Pay Date: 3/20/2026	633.69
260321	3/17/2026	Glenn R. Bernald	Employee: bernaldg; Pay Date: 3/20/2026	1,976.09
260322	3/17/2026	Skyler A. Coke	Employee: cokes; Pay Date: 3/20/2026	1,196.01
260323	3/17/2026	Christopher B. Edgar	Employee: edgarc; Pay Date: 3/20/2026	1,860.47
260324	3/17/2026	Samantha G. Green	Employee: greens; Pay Date: 3/20/2026	1,440.38
260325	3/17/2026	Hazel E. Hale	Employee: haleh; Pay Date: 3/20/2026	253.05
260326	3/17/2026	Kanoa K. Jones	Employee: jonesk; Pay Date: 3/20/2026	251.10
260327	3/17/2026	Austin R. Jones	Employee: jonesa; Pay Date: 3/20/2026	1,344.43
260328	3/17/2026	Karie R. Kroeker	Employee: kroekerk; Pay Date: 3/20/2026	1,959.32
260329	3/17/2026	Athina S. Lee	Employee: leea; Pay Date: 3/20/2026	1,647.08
260330	3/17/2026	Aislin N. McKinney	Employee: mckinneya; Pay Date: 3/20/2026	201.80
260331	3/17/2026	Jacob P. Meng	Employee: mengj; Pay Date: 3/20/2026	1,201.07
260332	3/17/2026	Jennie M. Short	Employee: shortj; Pay Date: 3/20/2026	3,235.75
260333	3/17/2026	Quinn Sousa	Employee: sousaq; Pay Date: 3/20/2026	138.54

City of Blue Lake
 Check/Voucher Register - City Council Check Report
 From 3/1/2026 Through 3/31/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
260334	3/17/2026	Emily P. Wood	Employee: woode; Pay Date: 3/20/2026	1,517.47
13669	3/20/2026	Arcata Stationers	INV244896 2/5/26 Bus Off Supplies	114.37
	3/20/2026	Arcata Stationers	INV245254 2/13/26 Bus Off supplies	739.77
13676	3/20/2026	AT&T	ACCT23384157271066 2/20/26 Alarms	31.76
	3/20/2026	AT&T	ACCT23838111108003 2/20/26 Alarms	31.76
13677	3/20/2026	B & B Portable Toilet Co.	INV224327 2/28/26 B&B Services	54.38
13678	3/20/2026	Coastal Business Systems Inc.	INV41361391 3/21/26 Copiers	470.65
13679	3/20/2026	Fire Risk Mgmt Services	INVFRMS00578-8 FRMS Install pymt #8	4,454.88
13680	3/20/2026	Intedata Systems, Inc.	INVINTMN0000470 2/28/26 W/S Support	95.00
13681	3/20/2026	S. Shaun Johanson DDS	INV2/27/26 W10	91.00
	3/20/2026	S. Shaun Johanson DDS	INV3/4/26 W10.1	189.60
13682	3/20/2026	Austin Jones	INV2/23/26 E10	43.18
13683	3/20/2026	McKinleyville Ace Hardware	INV512833 2/4/26 Cell phn supp.	14.13
	3/20/2026	McKinleyville Ace Hardware	INVK13096 2/9/26 CH facility	49.07
13684	3/20/2026	The Mitchell Law Firm, LLP	INV10315 2/28/26 Attorney	55.50
	3/20/2026	The Mitchell Law Firm, LLP	INV10449 2/28/26 Attorney	1,850.50
13685	3/20/2026	O'Reilly Auto Parts	INV 3537-307357 2/12/26 Clean Supplies	34.20
	3/20/2026	O'Reilly Auto Parts	INV3537-307924 2/16/26 pw supplies	9.47
13686	3/20/2026	Pacific Gas and Electric	Acct#9126744508-7 3/3/26 stmt	10,383.52
13687	3/20/2026	SHN Consulting	INV128983 2/28/26 Engineering Jan2026	4,095.00
13688	3/20/2026	Shred Aware	INV72827 2/25/26 Shred Services	54.01
13689	3/20/2026	Target Solutions Learning	INV136866 3/31/26 pw training	320.00
13690	3/20/2026	US Bank Corp. Payment Systems	Cal Card 2/23/26 Stmt	1,736.62
13691	3/20/2026	Terra Carver	INV2/7/26 Soccer party cancel Carver	250.00
13692	3/20/2026	Verizon Wireless	INV6136581345 1/22/26-2/21/26	576.92
260320EFT	3/20/2026	U. S. Department of Treasury	EFTPS Federal tax pymt 3/20/26 PR	7,762.15
260320EFT-02	3/20/2026	Employment Development Dept.	DE88 state tax pymt 3/20/26 PR	1,586.10
260320EFT-03	3/20/2026	Cal PERS	PERS retrmnt pymt 3/20/26 PR	4,895.32
260320EFT-04	3/20/2026	CA State Disbursement Unit	3/20/26 CS PR deduction-Edgar	104.30
2441	3/23/2026	Christopher Mickens	Utility Deposit Rfd 102.00 / Credit Rfd 81.40	183.40
2442	3/23/2026	Liesl Finkler	Utility Deposit Refund	131.40
2443	3/23/2026	Eric Barnett	Deposit Refund	34.16
2444	3/23/2026	City of Blue Lake	Utilities Paid from Deposits/ 3/01/2026	174.60
13693	3/25/2026	City of Blue Lake	INV3/1/26 W/S payments 3/1/26	2,015.63
13694	3/25/2026	Humb. Bay Municipal Water Dist	INV2/27/26 Billing Period 1/31/26-2/27/26	19,329.92
13695	3/25/2026	The Mitchell Law Firm, LLP	INV10169 1/31/26 legal	2,978.50
13696	3/25/2026	SHN Consulting	INV128844 3/11/26 planning	4,357.50
13697	3/25/2026	Tensor IT	INV11871 3/1/26 IT HelpDesk Srvcs	773.75
	3/25/2026	Tensor IT	INV11896 3/1/26 IT workstation/storage svcs.	743.31
	3/25/2026	Tensor IT	INV11915 3/1/26 IT data backup	200.70
13698	3/25/2026	USA Bluebook	INV00986343 3/10/26 WW test pkcts	78.17
13699	3/27/2026	CIRA	INV-2876 2/25/26 wc Oct-Dec 2025	917.29
13700	3/27/2026	Matthew Cherovsky	INV3/10/26 educ. stipend-Cherovsky	1,113.75
Report Total				141,921.13



City of Blue Lake

Staff Report

Agenda Item #: 6f

Meeting Date: April 28, 2026

Prepared By: Jennie Short, City Manager

Subject: Update Signatories on Tri Counties Bank Accounts [Resolution 1259]

Recommended Action: That the City Council:

1. Adopt Resolution 1259 titled "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE UPDATING SIGNATORIES ON THE TRI COUNTIES BANK ACCOUNTS"

BACKGROUND

The City of Blue Lake has three depository accounts with Tri Counties Bank. The City has experienced significant changes in staffing at City Hall, which necessitates updating the designated signatories for these accounts. All checks currently require two signatures. The coordination of these signatures on small frequent checks can be substantial – especially when more than one signer is out of town. Included in the attached resolution, is modification to allow for a single signature on checks under \$1,000.

On May 13, 2025, Council designated Glenn Bernald, Public Works Superintendent, Melissa Combs, Accounting Specialist II, Emily Wood, Parks and Recreation Director, and Council Member Kat Napier as authorized check signers for accounts ending in 5918, 0654, and 2782. The attached resolution removes Melissa Combs and Amanda Mager, retains Glenn Bernald, Emily Wood, and Kat Napier, and adds John Sawatzky and Samantha Green as authorized signatories.

FISCAL IMPACT

None

ALTERNATIVES

None.

ATTACHMENTS

1. Resolution 1259: RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE UPDATING SIGNATORIES ON THE TRI COUNTIES BANK ACCOUNTS

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

RESOLUTION NO. 1259

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE UPDATING SIGNATORIES ON THE TRI COUNTIES BANK ACCOUNTS

WHEREAS, the City of Blue Lake has three depository accounts (ending in 5918, 0654, and 2782) with Tri Counties Bank; and,

WHEREAS, the City of Blue Lake has had recent changes in staffing; and,

WHEREAS, the City Council finds that an update of signatories for the Tri Counties Bank accounts for the City is necessary.

NOW THEREFORE, BE IT RESOLVED the following:

1. Remove Melissa Combs, Accounting Specialist II and Amanda Mager, previous City Manager as designated signatories from all City of Blue Lake accounts.
2. Designate the addition of John Sawatzky (Mayor) and Samantha Green (City Clerk) as authorized signatories.
3. Retain Glenn Bernald (Public Works Superintendent), Emily Wood (Parks and Recreation Director) and Kat Napier (Council Member) as authorized signatories.
4. All checks valued at \$1,000 or more require two signatures.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Blue Lake on **April 28, 2026**, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

John Sawatzky, Mayor

Attest:

Samantha Green, City Clerk

~~~~~  
I, Samantha Green, City Clerk of the City of Blue Lake, do hereby certify that the foregoing resolution, City of Blue Lake Resolution No. 1259 was passed and adopted by the Blue Lake City Council at its regular meeting on April 28, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official Seal of the City of Blue Lake.

\_\_\_\_\_  
Samantha Green  
City Clerk of the City Council of the City of Blue Lake,  
County of Humboldt, State of California



# City of Blue Lake

## Staff Report

**Agenda Item #:** 6g  
**Meeting Date:** April 28, 2026  
**Prepared By:** Jennie Short, City Manager  
**Subject:** Memorandum of Mutual Understandings – North Coast Resource Partnership

**Recommended Action:** That the City Council:  
1. Authorize the City Manager to execute the Memorandum of Mutual Understandings with the North Coast Resource Partnership

---

### **BACKGROUND**

The North Coast Resource Partnership (NCRP) offers Capacity Grants to “enhance the capacity of North Coast partner entities to plan and implement landscape scale portfolios of multi-objective projects that achieve the priorities and objectives identified in the NCRP Vision for North Coast Resilience – a Regional Priority Plan funded by the Department of Conservation Regional Forest and Fire Capacity Program. The NCRP defines “landscape scale portfolio of multi-objective projects” as including a single large project (hundreds or thousands of acres) or several related projects in a large geographic area (watershed, fireshed, community) that will have a positive impact on multiple objectives. Eligible activities for this NCRP Capacity Grant Program must support the capacity to plan, fund, and implement landscape scale projects that enhance forest health, as well as watershed and community resilience to wildfires.”

For an agency to be eligible for the grant application process, an executed Memorandum of Mutual Understandings must be provided to NRCP. Staff’s intent is to apply for a portion of the design funding for the Wastewater Treatment Plant Capacity Expansion Project. As part of the 6<sup>th</sup> Cycle Housing Element Update, HI-18 must be completed by July 2027, which states, “To address the potential for insufficient wastewater treatment capacity during a portion of the planning period, the City shall construct the wastewater treatment plant improvements identified in its Capital Improvement Plan within two years of adopting the Housing Element. These improvements include electrical panel upgrades and the installation of aerators, which are estimated to provide an additional 180 residential equivalent units (REUs).” The current engineer’s opinion of probable costs for this construction project is approximately \$300,000.

### **FISCAL IMPACT**

Potential for future grant funds to complete design work required by the Adopted 6<sup>th</sup> Cycle Housing Element Update.

## ALTERNATIVES

None.

## ATTACHMENTS

1. MEMORANDUM OF MUTUAL UNDERSTANDINGS between the City of Blue Lake and the North Coast Resource Partnership

**Review Information:**

City Manager Review:       Legal Review:       Planner Review:       Engineer:

Comments:



## **MEMORANDUM OF MUTUAL UNDERSTANDINGS**

*A document adopted by partners collaborating to create the North Coast Resource Partnership to confirm shared agreements for actions to enhance the quality of life in North Coast landscapes and communities.*

**Approved by the North Coast Resource Partnership Leadership Council, December 9, 2022**

### **1. PURPOSE OF THIS DOCUMENT**

The purpose of this Memorandum of Mutual Understandings (MOMU) is to establish a set of mutual understandings between North Coast Tribes, counties, agencies, non-governmental organizations (NGOs), resource conservation districts (RCDs,) local governments, and other partners and stakeholders with respect to collaboration on planning and project implementation to enhance the quality of life in North Coast communities and enhance the stewardship of natural landscapes. This collaborative coalition is known as the North Coast Resource Partnership (NCRP). This MOMU is intended to document long term understandings of the principles and goals of the NCRP. The NCRP requires partners requesting or receiving funding or support from the NCRP to sign onto to this MOMU to confirm their understanding of and commitment to the NCRP principles, goals and processes outlined herein.

### **2. BACKGROUND: NORTH COAST REGION & NORTH COAST RESOURCE PARTNERSHIP**

#### **NORTH COAST REGION**

- 2.1. The North Coast Region of California, as defined by this MOMU, comprises the Tribal and county lands contained within the North Coast counties of Siskiyou, Modoc, Del Norte, Humboldt, Trinity, Mendocino and Sonoma, as well as including the watersheds that comprise the North Coast Hydrologic Region per the State Water Resources Control Board.
- 2.2. Jurisdictional areas of Tribes, counties and individual agencies may lay outside the boundary of the North Coast Resource Partnership Region/North Coast hydrologic region. Where it demonstrably supports the purpose of the NCRP, as determined by the NCRP Leadership Council, collaborations may extend beyond the NCRP regional boundary into full counties, other counties and/or states and Tribal territories. In the case of energy independence endeavors, boundaries may encompass full counties.
- 2.3. The North Coast Region is 19,000 square miles, is 12% of California’s geographic area, is a source region for water, biodiversity and forest-based carbon, all of which provide substantial benefits within and beyond the Region.

- 2.4. The North Coast Region is the homeland of over thirty federally recognized Tribes, which are sovereign nations, and have stewarded North Coast lands for millennia.
- 2.5. The North Coast Region is home to diverse socio-political perspectives, and is a rural region with a low population relative to many areas in California.
- 2.6. The North Coast Region is severely economically challenged, with over 50% of the population living under the US poverty line, and more than 90% of the North Coast area considered a disadvantaged community, as defined by a number of state granting programs.
- 2.7. The North Coast Region and its communities have experienced significant impacts from fire, floods, drought and public health and safety challenges, with those impacts falling disproportionately on vulnerable and economically disadvantaged people.

#### **NORTH COAST RESOURCE PARTNERSHIP**

- 2.8. The North Coast Resource Partnership is a coalition of over a thousand stakeholders from the Region’s Tribes, counties, NGOs, RCDs, agencies, local governments, business groups – all focused on enhancing the quality of life for North Coast landscapes and people.
- 2.9. First formed in 2004 as the North Coast Integrated Regional Water Management Plan, to develop an integrated regional water management plan and a planning process to increase regional coordination and collaboration to obtain funding for water-related projects.
- 2.10. The first MOMU was created in August 2004, and adopted by resolution by seven North Coast counties, the Sonoma and Mendocino County Water Agencies, and hundreds of signatories including Tribes, NGOs, RCDs, cities and other organizations in the North Coast Region
- 2.11. An updated MOMU was created on November 11, 2010 to reflect Tribal leadership on the NCRP Policy Review Panel and Technical Peer Review Committee, as well as documentation of the Tribal Representation Process
- 2.12. On October 18, 2012 the North Coast Integrated Regional Water Management Plan became known as the North Coast Resource Partnership to better reflect the multi-objective nature of its ongoing work.
- 2.13. On July 16, 2021, the name of the NCRP Policy Review Panel was changed to the NCRP Leadership Council
- 2.14. In strong collaboration with an array of entities, the North Coast Resource Partnership is a regional planning and coordination group that:
  - 2.14.1. Furthers a broad array of integrated, multi-objective goals that are intended to enhance the quality of life in North Coast landscapes and communities and achieve multiple benefits in a cost-effective manner
  - 2.14.2. Performs regional assessments and planning to determine needs in the region
  - 2.14.3. Develops an adaptive regional vision and actionable plans in collaboration with partners and experts
  - 2.14.4. Aligns and integrates the priorities of Tribal, state, federal, regional and local agencies and partners
  - 2.14.5. Identifies, evaluates, prioritizes and funds implementation projects
  - 2.14.6. Advocates for funding and policies that invest in the region
  - 2.14.7. Focuses on common ground and local autonomy

- 2.14.8. Prioritizes equity, transparency and the use of the best available data and information at the regional and local scale, including indigenous science and Traditional Ecological Knowledge
  - 2.14.9. Supports partners in the region to access funding via technical assistance and capacity building
  - 2.14.10. Coordinates funding via block grants and other mechanisms that reflects the goals of the partner funding agency, and benefits partners in the North Coast region
  - 2.14.11. Convenes partners to provide opportunity for shared learning, networking and collaboration.
- 2.15. The North Coast Resource Partnership recognizes Tribal sovereignty and the need for meaningful Tribal consultation by all NCRP partners that collaborate with the NCRP.

### **LEADERSHIP COUNCIL AND THE TECHNICAL PEER REVIEW COMMITTEE**

- 2.16. The North Coast Resource Partnership is governed by a Leadership Council that is comprised of appointees from the Region’s Tribes and counties, thereby ensuring representation of the people in the North Coast Region via Tribal Councils and county Boards of Supervisors. The Leadership Council makes all decisions related to North Coast Resource Partnership approved plans, projects and resource allocation – with advice and information provided by NCRP staff and the Technical Peer Review Committee.
- 2.17. The NCRP Policies and Procedures Handbook follows the principles and goals of this MOMU, outlines the processes used by NCRP Leadership Council, TPRC and staff, and is updated and approved by the Leadership Council on a regular basis.
- 2.18. The NCRP Leadership Council consists of two representatives from each of the seven Counties (Modoc, Del Norte, Siskiyou, Humboldt, Trinity, Mendocino, and Sonoma) plus three Tribal representatives selected by the North Coast Tribes according to the “Tribal Representation Process” attached to the NCRP Policies and Procedures Handbook. NCRP Leadership Council county representatives shall be designees of the Board of Supervisors of the County. Each county shall also designate two alternates who have expertise in water, wastewater, land-use, or energy planning, and are familiar with the NCRP process, and who may be members of the Technical Peer Review Committee. Tribal alternates are outlined in the “Tribal Representation Process” attached to the NCRP Policies and Procedures Handbook. In the event that the elected or Tribal representatives are unavailable for a particular meeting, the alternates may participate on their behalf.
- 2.19. All meetings of the Leadership Council and the Technical Peer Review Committee are subject to and carried out in accordance with the provisions of the Ralph M. Brown Act. All NCRP business shall be conducted in accordance with any and all applicable conflict of interest laws, regulations and standards.
- 2.20. The North Coast Resource Partnership Leadership Council and staff are advised by a Technical Peer Review Committee (TPRC) comprised of appointees from the Region’s Tribes and counties, and having expertise in a wide array of technical, scientific, and planning areas,

ranging from water resources, fisheries, policy development, engineering, habitat restoration, regional planning, and related issues. The appointment process for TPRC members is outlined in the North Coast Resource Partnership Policies and Procedures Handbook.

- 2.21. The North Coast Resource Partnership staff is comprised of a core team approved by the Leadership Council, with explicit roles outlined in the North Coast Resource Partnership Policies and Procedures Handbook.
- 2.22. Decision-making is conducted by the NCRP Leadership Council. The Leadership Council seeks to arrive at a consensus if the need for a decision arises. If the Leadership Council cannot reach consensus, decisions shall be made as follows:
  - 2.22.1. Quorum. Representatives or alternates constituting one-half or more of the total number of representatives on the Leadership Council shall constitute a quorum for purposes of transacting business or arriving at a decision.
  - 2.22.2. One vote per representative. Each representative (or alternate, if one has been assigned and if a representative is not present) shall have one vote.
  - 2.22.3. Majority vote. If a quorum is present, the affirmative vote of a majority of members of the Leadership Council present at a meeting is required to, and is sufficient to, approve any item of business or make any necessary decision.
  - 2.22.4. Approval of the NCRP. Review and approval of plans, allocation of funding resources, letters of support and staff direction to pursue grant funding will be considered and approved by the NCRP Leadership Council at a regularly scheduled NCRP meeting, with input from the NCRP Technical Peer Review Committee, NCRP staff, and North Coast Region partners and stakeholders.
  - 2.22.5. Major updates to NCRP plans will be brought before each North Coast County's Board of Supervisors for consideration and adoption. North Coast Tribes will approve the NCRP regional plans according to the Tribal Representation Process outlined in the "Tribal Representation Process" attached to the NCRP Policies and Procedures Handbook.

### **3. NON-BINDING NATURE; TERMINATION AND WITHDRAWAL.**

Execution of this MOMU and participation in the NCRP are legally nonbinding, non-exclusive and in no way limit or impair any participating Tribe, County, organization, or agency from continuing any of its own activities, obligations, or legal or regulatory functions, including any planning or securing of project funding from any source. Any Tribe, County, organization, or agency may withdraw from this MOMU and participation in the NCRP at any time by notifying the NCRP contracting entity in writing. Nothing in this MOMU is intended to create a legal partnership or give the NCRP or its Leadership Council any decision-making authority over any participating entity or any matter within the jurisdiction of any signatory county, agency, organization, or Tribe.

**4. PERSONNEL AND FINANCIAL RESOURCES**

It is expected that participating agencies, Tribes, and organizations will contribute the personnel and financial resources necessary to actively collaborate with the NCRP, and/or will seek assistance from the NCRP to ensure active collaboration.

**5. REPORTS AND COMMUNICATIONS**

NCRP staff, Leadership Council and Technical Peer Review Committee will regularly report on their progress to partners, agencies, Tribes, and stakeholders participating in the NCRP process and the associations or organizations to which they belong that are involved in the NCRP.

**6. ENTIRETY OF MEMORANDUM OF MUTUAL UNDERSTANDINGS**

This MOMU shall constitute the entire understanding between the parties relating to the NCRP and shall supersede all prior agreements concerning the same subject matter.

**7. SIGNATORIES**

The undersigned representative of each signatory agency, entity, or Tribe, acknowledge and understand the above as the NCRP goals, objectives, principles, functions and operations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Organization

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 7  
**Meeting Date:** April 28 2026  
**Prepared By:** Samantha Green, City Clerk  
**Subject:** Proclaim April 2026 as Sexual Assault Awareness Month  
**Recommended Action:** That the City Council:  
1. Approve Proclamation Recognizing April as Sexual Assault Awareness Month

---

### **BACKGROUND:**

April is nationally recognized as Sexual Assault Awareness Month, serving as an opportunity to increase public awareness, support survivors, and promote education and prevention efforts within the community. The City's recognition of this month aligns with ongoing efforts to foster a safe and informed community. A representative from North Coast Rape Crisis Team will be in attendance at the City Council Meeting

### **FISCAL IMPACT:**

None with this action

### **ATTACHMENTS:**

1. NCRCT 2026 Blue Lake Proclamation

#### **Review Information:**

City Manager Review:       Legal Review:       Planner Review:       Engineer:

Comments:



# Proclamation



Recognition of  
*Sexual Assault Awareness Month*  
April 2026

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

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

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

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

***HEAL:***

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

*And acknowledged April 2026 as Sexual Assault Awareness Month*

*Dated this 28<sup>th</sup> day of April 2026*

-----  
*John Sawatzky*  
*Mayor*



# City of Blue Lake

## Staff Report

**Agenda Item #:** 8  
**Meeting Date:** April 28 2026  
**Prepared By:** Samantha Green, City Clerk  
**Subject:** Proclaim May 2026 as Older American's Month  
**Recommended Action:** That the City Council:  
1. Approve Proclamation Recognizing May as Older American's Month

---

### **BACKGROUND:**

In previous years, Area 1 Agency on Aging (A1AA) has partnered with the City of Blue Lake during the month of May, Older Americans' Month, to discuss the agency's and the city's efforts to help older adults promote healthy aging. A1AA is interested in partnering again, with this year's theme "Champion Your Health" A representative from the Area 1 Agency on Aging (A1AA) will attend the City Council Meeting to give a brief presentation.

### **FISCAL IMPACT:**

None with this action

### **ATTACHMENTS:**

1. A1AA 2026 Blue Lake Proclamation

#### **Review Information:**

City Manager Review:       Legal Review:       Planner Review:       Engineer:

Comments:



# Proclamation

## PROCLAMATION RECOGNIZING MAY 2026 AS OLDER AMERICANS' MONTH.

**WHEREAS**, this year's theme, "Champion Your Health," encourages older adults to take an active role in their health and prevention, wellness, access to health care, informed decision-making, and personal responsibility are cornerstones of healthy aging;

**WHEREAS**, the Area 1 Agency on Aging (A1AA) brings more than \$3 million in state and federal funding to Humboldt and Del Norte counties to support programs and services that promote prevention, wellness, and affordable access to quality health care;

**WHEREAS**, A1AA provides access to preventative health care through the Volunteer Driver Program; and promotes health and wellness through SAIL (Stay Active and Independent for Life), Bingocize, and Tai Chi classes as well as through Aging in Place services such as Emergency Preparedness, Fall Prevention and North coast Home share; provides funding for healthy meals through local Meals on Wheels and congregate meal sites, and supports the health and wellbeing of family caregivers;

**WHEREAS**, the Long-Term Care Ombudsman Program safeguards the rights and dignity of residents in skilled nursing, assisted living, and other long-term care settings by advocating for quality care and respectful treatment; the Health Insurance Counseling and Advocacy Program (HICAP) provides unbiased, accurate information about Medicare and assistance in accessing medical resources, and A1AA funds Senior Legal Services to help protect the right of older adults;

**WHEREAS**, the Aging and Disability Resource Connection—a partnership with Tri-County Independent Living and the North Coast Health Improvement and Information Network—works to streamline and coordinate services for older adults, people with disabilities, caregivers, and families; and

**WHEREAS**, changes to federal or state funding that decrease access to quality, affordable health care jeopardize the health, safety, and independence of older adults and people with disabilities—putting them at greater risk of injury, hospitalization, isolation, institutionalization, and homelessness—impacting the ability to Champion Their Health proactively;

**NOW, THEREFORE, BE IT PROCLAIMED** that the City of Blue Lake recognizes **MAY 2026** to be **OLDER AMERICANS' MONTH** and calls upon the community to honor and uplift older adults, advocate for their needs, and join in celebrating this year's theme "Champion Your Health."

*Dated: April 28, 2026*

**OLDER  
AMERICANS  
MONTH**



**CHAMPION YOUR HEALTH: MAY 2026**

---

John Sawatzky  
Mayor



# City of Blue Lake

## Staff Report

**Agenda Item #:** 9

**Meeting Date:** April 28, 2026

**Prepared By:** Jennie Short, City Manager

**Subject:** Acceptance of Mad Scramble Donation to Bike Park by RCMBA

**Recommended Action:** That the City Council:

1. Accept the donation from RCMBA for the Mad Scramble Event designated for the Bike Park

### BACKGROUND

The Redwood Coast Mountain Bike Association (RCMBA) held the annual Mad Scramble in February 2026. The proceeds from this event were designated as a fundraiser for the Blue Lake Bike Park. RCMBA collected \$5,090 and is presenting it to Council for acceptance. Many donors and sponsors participated:

- Mad River Old Crows (\$1,332)
- International Brotherhood of Electrical Workers Union 1245, Brian Corse (\$500)
- Adventure’s Edge (\$350)
- Coast Central Credit Union (\$300)
- SHN Consulting Engineers (\$300)
- Cal Plumbing & Fire Suppression (\$300)
- Revolution Bicycle Repair (\$300)
- RMI Outdoors (\$300)
- Paradise Ca (\$300)
- Visual Concepts (\$300)
- Paskenta Mad River Brewing (\$150)
- North Coast Co-op (\$100)
- Eureka Costco (\$100)
- Jewell Distillery (\$100)
- Fish Brothers (\$100)
- Los Bagels (\$100)

### FISCAL IMPACT

Acceptance of the donation and use of the funds to pay GRS Construction’s outstanding invoice.

### ALTERNATIVES

1. Refuse the donation.

### ATTACHMENTS

None

#### Review Information:

City Manager Review:       Legal Review:       Planning Review:       Engineer:

Comments:

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 10  
**Meeting Date:** April 28 2026  
**Prepared By:** Samantha Green, City Clerk  
**Subject:** Appointment to Vacancy in Public Safety Commission  
**Recommended Action:** That the City Council:  
 1. Appoint Cynthia Carlson to the Public Safety Commission term expiring in January of 2028

---

### BACKGROUND:

On February 25, the City Clerk received a resignation from a recently appointed member of the Public Safety Commission, creating a vacancy for a term ending in January 2028. Notice of the vacancy was announced at the March 24 2026 meeting as well as posted at the Post Office, on the City Hall bulletin board, and on the City’s website. Cynthia Carlson attended the Public Safety Commission meeting on April 6 and expressed continued interest in serving on the Commission

### FISCAL IMPACT:

None with this action

### ALTERNATIVES:

Continue the recruitment process

### ATTACHMENTS:

1. Cynthia Carlson application

#### Review Information:

City Manager Review:       Legal Review:       Planner Review:       Engineer:

Comments:

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RECEIVED  
JAN 27 2026  
BY: MC

# CITY OF BLUE LAKE

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 9525  
Phone 707.668.5655 Fax 707.668.5916

Council/Commission/Committee Application SAFETY

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

Name: Cynthia L. Carlson

Address: [REDACTED]

Phone: [REDACTED] email: [REDACTED]

Are you 18 years of age or older? Yes

Length of time in Blue Lake area: 36 years

Present Employer: retired

Your job title: retired

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

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

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

Updated 04/2015

- ① I am not currently involved with Community Organization.
- ② Since my husband is disabled and trips/falls a lot I am always on the lookout for his safety where ever he goes.
- ③ Safety Issues for the town. Advising if needed.
- ④ Making this town safe for the residents and visitors.



# City of Blue Lake

## Staff Report

**Agenda Item #:** 11  
**Meeting Date:** April 28 2026  
**Prepared By:** Samantha Green, City Clerk  
**Subject:** Public Safety Commission: Update from the Chair  
**Recommended Action:** That the City Council:  
1. Receive the Public Safety Commission's survey findings and recommendations and provide direction on potential future actions.

---

### BACKGROUND:

In December, the Public Safety Commission conducted a survey regarding street traffic on I Street. Based on the findings, the Commission has developed recommendations, which will be presented to the City Council by Chair Ted Hales. Council direction will assist in determining next steps, including potential implementation measures.

**FISCAL IMPACT:** Will vary depending on the method of implementation

### ATTACHMENTS:

- I st Traffic Survey Results
- I st Traffic Survey Comments

#### Review Information:

City Manager Review:       Legal Review:       Planner Review:       Engineer:

Comments:

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BLUE LAKE PUBLIC SAFETY COMMISSION

ORDER OF PREFERENCE

I STREET TRAFFIC SURVEY CONSOLIDATED RESULTS

1: Most Favorable

/

9: Least Favorable

1. Stop signs at 3<sup>rd</sup> and/or 5<sup>th</sup> Street
2. Speed limit signs
3. Radar Speed Signs
4. Lighted Crosswalks
5. Increased Sheriffs presence.
6. Speed tables (wide speed humps)
7. Roundabouts
8. Tree Planters in Bulb Outs
9. Narrowing the street using diagonal parking lines
  - a.   1   One Side             Both Side

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|
| 5 | 1 | 3 | 1 | 2 | 1 | 0 | 8 | 4 |
| 8 | 4 | 3 | 2 | 0 | 0 | 0 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 0 | 2 | 0 | 3 |
| 1 | 2 | 1 | 1 | 4 | 1 | 2 | 1 | 2 |
| 1 | 3 | 1 | 3 | 0 | 4 | 1 | 0 | 4 |
| 4 | 5 | 1 | 2 | 1 | 6 | 0 | 2 | 1 |
| 2 | 1 | 2 | 2 | 0 | 1 | 3 | 0 | 8 |
| 1 | 1 | 2 | 0 | 2 | 0 | 2 | 3 | 5 |
| 0 | 0 | 2 | 0 | 0 | 2 | 3 | 2 | 7 |

MOST FAVORED BASED ON TOP 4:

**Speed limit signs: 17**

**Speed tables: 12**

**Stop signs: 10**

**Radar speed signs: 8**

**Increased HCSO presence: 8**

**Roundabouts: 7**

## BLUE LAKE I STREET TRAFFIC SURVEY

### COMMENTS

- Stop signs may make more sense at 4<sup>th</sup> and 2nd street as 5<sup>th</sup> street is too close to bl blvd and a stop sign might impede traffic turning onto i street from the blvd. Also consider stop sign or speed limit sign on h st by preschool, at 2<sup>nd</sup> and h and 3<sup>rd</sup> and h.
- What's needed are stop signs and speed tables accompanied by speed limit signs and initially increased sheriffs' presence. Tree planters + narrowing are perhaps eventual additions, but not necessary for immediate term. Roundabouts are not fit to purpose (there are no intersections of significance, cross or merge traffic, just people flying up and down i street). I don't see lighted crosswalks or radar speed signs having any effect.
- So many people drive way too fast on i street we think only speed tables or roundabouts would work.
- The temp. roundabouts made the already slow drivers slower and the fast drivers faster and swerve. I live on the corner of 3<sup>rd</sup> and i and watched lots of fast drivers swerve around it. Please please do not waste the money on a roundabout. My recommendation: speed limit signs and/or crosswalks are cheaper. start with those and see if it helps. I don't think I know a single neighbor that thought the roundabout was effective in slowing down the speeders.
- Stop signs on h st at 2<sup>nd</sup>. one way on alley way on h street between 3<sup>rd</sup> and 4<sup>th</sup> streets.
- The stop sign on j street slows the traffic well.
- Please eliminate parking within safe distance from corners. current parking blocks the view so crossing i street is hazardous for cars and pedestrians. Thank you.
- can you do something about the protruding tree root lighting the road near the blvd?
- there is already a "speed bump" next to 3<sup>rd</sup> with the tree roots pushing the pavement up. (bl refused to deal with the issue for years)
- I think tree planters w bulbouts, one stop sign and speed limit signs would be great! I would love if the trees in the planters were fruit trees.
- Please do not do a roundabout. no planters + bulbouts. Keep it simple just signage at first keep cost down thanks.
- Quit listening to the few complainers, we do not have a big vehicle speeding problem on I street between bl blvd and where it ends. We are only talking 4 blocks. Before you change anything do research with a crossover counter and device that records traffic patterns. There is no problem here except for whoever is complaining.



# City of Blue Lake

## Staff Report

**Agenda Item #:** 12

**Meeting Date:** April 28 2026

**Prepared By:** Samantha Green, City Clerk

**Subject:** First Reading and Introduction of Ordinance No. 550 Amending Chapter 13.12 of the Blue Lake Municipal Code Relating to Cross-Connection Control

**Recommended Action:** By Roll Call Vote, that the City Council:

1. Waive further reading and introduce Ordinance No. 550, entitled ‘An Ordinance of the City Council of the City of Blue Lake Amending Chapter 13.12 of Title 13 of the Blue Lake Municipal Code Relating to Cross-Connection Control,’ and set the ordinance for second reading and adoption at the next regular meeting.”

**BACKGROUND:** The City Attorney suggested re-starting the process with a further first reading due to structural issues relating to the ordinance format.

**DISCUSSION:** The proposed ordinance amendment is administrative in nature and does not change the regulatory requirements of the City’s Cross-Connection Control Program. It removes fixed fee amounts from the code and authorizes the City Council to establish and adjust fees by resolution. The amendment also updates Section 13.12.020 (Definitions) to include “User Supervisor” and “Cross-Connection Control Specialist,” and amends Section 13.12.050 to include authority of a City designated Cross-Connection Control Specialist.

Following adoption of the ordinance, staff will return to the City Council with a proposed resolution establishing updated fees for backflow prevention assembly testing and inspection services

**FISCAL IMPACT:** None with this action. However, it is important to note that staff time may be required to monitor compliance and enforce the Ordinance over the long term.

**ATTACHMENTS:**

- Ordinance No. 550 An Ordinance of the City Council of the City of Blue Lake Amending Chapter 13.12 of Title 13 of the Blue Lake Municipal Code Relating to Cross-Connection Control, with red line changes

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

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**ORDINANCE NO. 550**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE  
AMENDING CHAPTER 13.12 OF TITLE 13 OF THE BLUE LAKE MUNICIPAL CODE  
REGARDING CROSS-CONNECTION CONTROL**

WHEREAS, the City of Blue Lake maintains a Cross-Connection Control Program to protect the public water system from contamination caused by backflow; and

WHEREAS, the City Council desires to amend Chapter 13.12 to add certain definitions, clarify administration of the Cross-Connection Control Program, and authorize program fees to be established by resolution rather than fixed in the Municipal Code; and

WHEREAS, the City Council intends that, except as expressly shown in this ordinance and **Exhibit A**, the existing text of Chapter 13.12 remain unchanged.

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

**SECTION 1. Amendment of Section 13.12.020 (Definitions).** Section 13.12.020 of the Blue Lake Municipal Code is hereby amended to read in full as set forth in **Exhibit A** attached hereto. The entirety of the amended section is reproduced in **Exhibit A**, with additions shown by underline and deletions shown by strikeout; all text not so marked is existing text that remains unchanged.

**SECTION 2. Amendment of Section 13.12.040(C)(3) (Testing by City).** Subdivision (C)(3) of Section 13.12.040 of the Blue Lake Municipal Code is hereby amended to read in full as set forth in **Exhibit A** attached hereto. The entirety of the amended subdivision is reproduced in **Exhibit A**, with additions shown by underline and deletions shown by strikeout; all text not so marked is existing text that remains unchanged.

**SECTION 3. Amendment of Section 13.12.050 (User Supervisor and Cross-Connection Control Specialist).** Section 13.12.050 of the Blue Lake Municipal Code is hereby amended to read in full as set forth in **Exhibit A** attached hereto. The entirety of the amended section is reproduced in **Exhibit A**, with additions shown by underline and deletions shown by strikeout; all text not so marked is existing text that remains unchanged.

**SECTION 4. Amendment of Section 13.12.080(A) (Application Fee).** Subdivision (A) of Section 13.12.080 of the Blue Lake Municipal Code is hereby amended to read in full as set forth in **Exhibit A** attached hereto. The entirety of the amended subdivision is reproduced in **Exhibit A**, with additions shown by underline and deletions shown by strikeout; all text not so marked is existing text that remains unchanged.

**SECTION 5. Addition of Section 13.12.090 (Rates).** Section 13.12.090 is hereby added to the Blue Lake Municipal Code to read as set forth in **Exhibit A** attached hereto.

**SECTION 6. Codification.** The City Clerk shall cause this ordinance to be codified in the Blue Lake Municipal Code. Section titles and numbering used in this ordinance are for convenience only and may be revised by the codifier so long as the substantive effect of the ordinance is preserved.

**SECTION 7. CEQA.** The City Council finds that adoption of this ordinance is not a project under Section 15378 of the CEQA Guidelines because it has no potential for resulting in

either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the ordinance is exempt under CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that adoption of this ordinance may have a significant effect on the environment.

**SECTION 8. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by the decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this ordinance. The City Council declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more portions may be declared invalid or unconstitutional.

**SECTION 9. Effective Date.** This ordinance shall take effect thirty (30) days after its adoption.

**INTRODUCED ON FIRST READING at a regular meeting of the City Council of the City of Blue Lake held on April 28, 2026, by the following vote:**

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
John Sawatzky, Mayor

ATTEST:

\_\_\_\_\_  
Samantha Green, City Clerk

**PASSED AND ADOPTED at a regular meeting of the City Council of the City of Blue Lake held on May 26, 2026, by the following vote:**

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
John Sawatzky, Mayor

ATTEST:

\_\_\_\_\_  
Samantha Green, City Clerk

## EXHIBIT A

### Chapter 13.12 - Cross-Connection Control

*(All additions are shown by underline and all deletions are shown by strikeout. Text not so marked remains unchanged.)*

#### 13.12.020 Definitions.

"Air-gap separation" means a physical break between a supply pipe and a receiving vessel. The air-gap shall be at least double the diameter of the supply pipe measured vertical above the top rim of the vessel, in no case less than one inch.

"Approved backflow prevention assembly" means an assembly which has passed laboratory and field evaluation tests performed by a recognized testing organization which has demonstrated their competency to perform such tests to the California State Water Resources Control Board.

"Approved water supply" means any water supply whose potability is regulated by a State or local health agency.

"Auxiliary supply" means any water supply on or available to the premises other than approved water supply.

"AWWA standard" means an official standard developed and approved by the American Water Works Association (AWWA).

"Backflow" means a flow condition, caused by a differential in pressure, that causes the flow of water or other liquids, gases, mixtures or substances into the distributing pipes of a potable supply of water from any sources or sources other than an approved water supply source. Back siphonage is one cause of backflow. Back pressure is the other cause.

"Contamination" means a degradation of the quality of the potable water by any foreign substance which creates a hazard to the public health, or which may impair the usefulness or quality of the water.

"Cross-connection" as used in this chapter means any unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable. Bypass arrangements, jumper connections, removable sections, swivel or changeover assemblies, or other assembly through which backflow could occur, shall be considered to be cross-connections.

"Cross-Connection Control Specialist" means the individual designated by the City to administer and enforce the City's Cross-Connection Control Program and the provisions of this chapter.

"Double check valve assembly" means an assembly of two internally loaded, independent acting check valves, including resilient seated shut-off valves on each end of the assembly and test cocks for testing the water tightness of each check valve.

"Health agency" means the California Department of Health Services, State Water Resources Control Board or the local health agency with respect to a small water system.

"Local health agency" means the County or City health authority.

"Person" means an individual, corporation, company, association, partnership, municipality, public utility, or other public body or institution.

"Premises" means any and all areas on a water user's property which are served or have the potential to be served by the public water system.

"Public water system" means a system for the provision of piped water to the public for human consumption that has five or more service connections or regularly serves an average of 25 individuals daily at least 60 days out of the year.

"Reclaimed water" means a wastewater which, as a result of treatment, is suitable for uses other than potable use.

"Reduced pressure principle backflow prevention assembly" means an assembly incorporating two internally loaded, independently operating check valves and an automatically operating differential relief valve located between the two checks, including resilient seated shut-off valves on each end of the assembly, and equipped with necessary test cocks for testing the assembly.

"Service connection" refers to the point of connection of a user's piping to the water supplier's facilities.

"User Supervisor" means the person designated by a water user, when required by the City, who is responsible for monitoring cross-connection control practices on a premises and assisting in ensuring compliance with this chapter.

"Water supplier" means the person who owns or operates the approved water supply system. "Water user" means any person obtaining water from an approved water supply system.

#### **13.12.040 Backflow Prevention Assemblies.**

##### **C. Backflow Prevention Assembly Testing and Maintenance.**

3. Upon request the City will test a water user's backflow prevention assembly to fulfill the requirements of this chapter. The water user will be charged on the next regular water bill.

~~Minimum charge will be \$100.00 per inspection. Inspection services shall be subject to fees established by resolution of the City Council.~~

### **13.12.050 User Supervisor and Cross-Connection Control Specialist.**

~~At each premises where it is necessary, in the opinion of the City, a user supervisor shall be designated by and at the expense of the water user. This user supervisor shall be responsible for the monitoring of the backflow prevention assemblies and for avoidance of cross connections. In the event of contamination or pollution of the drinking water system due to a cross connection on the premises, the City shall be promptly notified by the user supervisor so that appropriate measures may be taken to overcome the contamination. The water user shall inform the City of the user supervisor's identity on, as a minimum, an annual basis and whenever a change occurs.~~

#### A. Cross-Connection Control Specialist.

1. The City shall designate a Cross-Connection Control Specialist responsible for administering and enforcing the City's Cross-Connection Control Program and the provisions of this chapter.

#### B. Authority.

1. The Cross-Connection Control Specialist is authorized to conduct cross-connection hazard assessments, require installation and testing of backflow prevention assemblies, determine the appropriate level of backflow protection, and enforce compliance with this chapter in order to protect the public water system.

#### C. User Supervisor Requirement.

1. At each premises where it is necessary, in the opinion of the City, a User Supervisor shall be designated by and at the expense of the water user. The User Supervisor shall be responsible for the monitoring of the backflow prevention assemblies and for avoidance of cross-connections on the premises.

#### D. Responsibilities of the User Supervisor.

1. The User Supervisor shall assist in ensuring compliance with this chapter by monitoring backflow prevention assemblies, preventing cross-connections within the premises, and promptly notifying the City of any known or suspected contamination or backflow conditions. The water user shall inform the City of the User Supervisor's identity, at a minimum, annually and whenever a change occurs.

#### E. City Oversight.

1. Designation of a User Supervisor shall not replace or limit the authority of the City to administer and enforce the Cross-Connection Control Program under this chapter.

### **13.12.080 Requirements for Certification as a Backflow Prevention Device Tester and Application Fee.**

A. Each applicant for certification as a tester of backflow prevention assemblies shall file an approved application with the City Clerk, together with ~~a fee of \$15.00 per application.~~ the applicable fee established by resolution of the City Council.

### **13.12.090 Rates.**

Rates and fees associated with the City's Cross-Connection Control Program shall be established and may be amended from time to time by resolution of the City Council whenever necessary.

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 13

**Meeting Date:** April 28 2026

**Prepared By:** Samantha Green, City Clerk

**Subject:** First Reading and Introduction of Ordinance No. 551 Amending Chapter 15.04 of the Blue Lake Municipal Code Relating to Building Permit and Inspection Fees

**Recommended Action:** By Roll Call Vote, that the City Council:

1. Waive further reading and introduce Ordinance No. 551, entitled 'An Ordinance of the City Council of the City of Blue Lake Amending Chapter 15.04 of Title 15 of the Blue Lake Municipal Code Relating to Building Standards Fees,' and set the ordinance for second reading and adoption at the next regular meeting.

---

**BACKGROUND:** The City Attorney suggested re-starting the process with a further first reading due to structural issues relating to the ordinance format

**DISCUSSION:** The proposed ordinance is administrative in nature and seeks to amend Section 15.04.030 to clarify that building permit, inspection, and related fees shall be established by resolution of the City Council and may be amended from time to time as deemed necessary.

The amended ordinance also repeals Section 15.04.060, which was previously reserved for fees addressed within the building code. Following adoption of this ordinance, staff will return to the City Council with a proposed resolution establishing updated fees.

**FISCAL IMPACT:** There is no fiscal impact associated with adoption of this amended ordinance

**ATTACHMENTS:** Draft ordinance amending chapter 15.04 of the Blue Lake Municipal Code with red line changes

**Review Information:**

City Manager Review:       Legal Review:       Planner Review:       Engineer:

Comments:

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**ORDINANCE NO. 551**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE  
AMENDING CHAPTER 15.04 OF TITLE 15 OF THE BLUE LAKE MUNICIPAL CODE  
REGARDING BUILDING STANDARDS FEES**

WHEREAS, the City of Blue Lake has adopted the California Building Standards Code, Title 24, California Code of Regulations, by reference in Chapter 15.04 of the Blue Lake Municipal Code; and

WHEREAS, Section 15.04.030 of the Blue Lake Municipal Code presently contains fee schedule language tied to former fee provisions; and

WHEREAS, the City Council desires to amend Chapter 15.04 so that fees for permits, inspections, plan review, and other services required under that chapter may be established by resolution of the City Council; and

WHEREAS, the City Council intends that, except as expressly shown in this ordinance and Exhibit A, the existing text of Chapter 15.04 remain unchanged.

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

**SECTION 1. Amendment of Section 15.04.030 (Fee Schedule).** Section 15.04.030 of the Blue Lake Municipal Code is hereby amended to read in full as set forth in Exhibit A attached hereto. The entirety of the amended section is reproduced in Exhibit A, with additions shown by underline and deletions shown by strikeout; all text not so marked is existing text that remains unchanged.

**SECTION 2. Codification.** The City Clerk shall cause this ordinance to be codified in the Blue Lake Municipal Code. Section titles and numbering used in this ordinance are for convenience only and may be revised by the codifier so long as the substantive effect of the ordinance is preserved.

**SECTION 3. CEQA.** The City Council finds that adoption of this ordinance is not a project under Section 15378 of the CEQA Guidelines because it has no potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the ordinance is exempt under CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that adoption of this ordinance may have a significant effect on the environment.

**SECTION 4. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by the decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this ordinance. The City Council declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more portions may be declared invalid or unconstitutional.

**SECTION 5. Effective Date.** This ordinance shall take effect thirty (30) days after its adoption.

**INTRODUCED ON FIRST READING at a regular meeting of the City Council of the City of Blue Lake held on April 28, 2026, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**PASSED AND ADOPTED at a regular meeting of the City Council of the City of Blue Lake held on May 26, 2026, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

## EXHIBIT A

### Chapter 15.04 - California Building Standards

*(All additions are shown by underline and all deletions are shown by strikeout. Text not so marked remains unchanged.)*

#### **15.04.030 Fee Schedule.**

~~Fee schedules contained in Section 15.04.060, Fees, of this chapter are adopted as current and future fees revoking automatic increases, and any other resolution or parts of resolutions that are in conflict with this section or Section 15.04.060 of this chapter. Fees for permits, inspections, plan review, and other services required under this chapter shall be established by resolution of the City Council.~~  
Fees for permits, inspections, plan review, and other services required under this chapter shall be established by resolution of the City Council.

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 14

**Meeting Date:** 4/28/26

**Prepared By:** Emily Wood, Director of Parks & Recreation

**Subject:** Parks & Recreation Fee Schedule – Revision 2

**Recommended Action:** That the City Council:

1. Review and adopt the presented fee schedule for parks and recreation with an effective date of 5/1/26.
2. Direct staff to bring forward an amendment to Ordinance 525 for review and consideration at a future Council meeting.

**BACKGROUND:** The City’s recreation fee schedule was last updated in 2023. The first draft of the 2026 fee schedule was presented at the February 24<sup>th</sup>, 2026 Council meeting and March 4<sup>th</sup>, 2026 Parks & Recreation Commission meeting. The second draft of the fee schedule was presented at the March 24<sup>th</sup>, 2026 Council Meeting. Director Wood has met with the Council’s ad hoc committee and City Manager Short to make further revisions and present this final draft to Council on April 28<sup>th</sup>, 2026.

**DISCUSSION:** The attached final draft fee schedule has been developed to incorporate updated fee adjustments, introduce new line items to support cost recovery for special events and recreation programming, and improve overall organization and clarity. Input was gathered from a range of stakeholders to inform this proposed final draft, which is intended to balance community impact, support the City’s cost recovery objectives for special events, and reflect community feedback.

**FISCAL IMPACT:** Potential increase in revenue with revised fees and cost recovery measures.

**ALTERNATIVES:** Direct staff to make specific changes to fee schedule for reconsideration at May 2026 Council Meeting.

**ATTACHMENTS:** 14. Parks & Recreation – Draft Fee Schedule Proposal – Revision 2

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

**City of Blue Lake**  
**Parks and Recreation Fee Schedule Proposal**

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**PREPARED BY:**  
**Emily Wood, Director of Parks & Recreation**

**City of Blue Lake  
Parks and Recreation Fee Schedule Proposal**

| Description                                                                                                                                                                          | Current Fee          | Suggested                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Program Fees</b>                                                                                                                                                                  |                      |                                                                                                                              |
| <b>Drop In – Sports</b>                                                                                                                                                              |                      |                                                                                                                              |
| <u>Drop In Sports – City Sponsored</u><br>Including but not limited to:<br>Basketball/Pickleball/Volleyball (excludes skate program)                                                 | \$5                  | <b><u>Admission – Per Drop In</u></b><br>\$3/PP w/o staff<br>\$5/PP w/ staff                                                 |
| <u>Drop in Punchcard – City Sponsored</u><br>Valid for City Sponsored Drop In Sports                                                                                                 | 10 Time Pass<br>\$30 | <b><u>10 Time Punchcard</u></b><br>\$20 Residents (\$2/pass)<br>\$30 Non Residents (\$3/pass)                                |
| <u>Drop In Sports – Non-City Sponsored</u><br><ul style="list-style-type: none"> <li>• administered by third party/contractor</li> </ul>                                             | N/A                  | Facility Deposit + 40% of total gross admission fees                                                                         |
| <b>Drop In – Other (Non-Sport)</b>                                                                                                                                                   |                      |                                                                                                                              |
| <u>Drop In Activities/Classes – City Sponsored</u><br><ul style="list-style-type: none"> <li>• MF = Material Fee (if applicable)<br/>(actual cost of supplies per person)</li> </ul> | N/A                  | <b><u>Per Drop In/Class</u></b><br>\$10 + MF<br><br><b><u>Per Week (5 Days)</u></b><br>\$45 + MF                             |
| <u>Drop In Activities/Classes (Non-City Sponsored)</u><br><ul style="list-style-type: none"> <li>• administered by third party/contractor</li> </ul>                                 | N/A                  | Facility Deposit + 40% of total gross revenue/fees                                                                           |
| <b>Sports Leagues &amp; Team Sports – City Sponsored</b>                                                                                                                             |                      |                                                                                                                              |
| Woodbat Slowpitch Softball League                                                                                                                                                    | \$750                | \$800                                                                                                                        |
| Woodbat Slowpitch Softball League<br>Game Interference Credit                                                                                                                        | N/A                  | Credit = Total # of Games Impacted / Total Games Per Season<br>(Credit to be applied to following season for affected teams) |
| Bocce Ball Tournament (per team)                                                                                                                                                     | \$20                 | \$20                                                                                                                         |
| <b>Feedback Box:</b>                                                                                                                                                                 |                      |                                                                                                                              |

**City of Blue Lake  
Parks and Recreation Fee Schedule Proposal**

| Description                                                                                                                                                                           | Current Fee                         | Suggested                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------|
| <b>Skate Program</b>                                                                                                                                                                  |                                     |                                         |
| <b>Admission</b>                                                                                                                                                                      |                                     |                                         |
| <u>Regular Admission – (Non-Theme Nights)</u> <ul style="list-style-type: none"> <li>• Valid during public skate sessions (excludes DJ nights)</li> </ul>                             | \$5 Admission<br>+ \$2 Skate Rental | \$5 Admission +<br>\$5 Skate Rental     |
| <u>Family Rate</u> <ul style="list-style-type: none"> <li>• Includes admission for 5 with skate rental</li> <li>• Valid during public skate sessions (excluding DJ nights)</li> </ul> | N/A                                 | \$40                                    |
| <u>Discounted Admission – (Theme Nights)</u>                                                                                                                                          | \$5<br>(Includes Rental)            | \$5 Admission<br>Includes Skate Rental  |
| <u>DJ Night Admission – City Sponsored</u>                                                                                                                                            | All Ages – \$10<br>Adult – \$15     | \$15 Admission<br>Includes Skate Rental |
| <u>DJ Night Admission – Non-City Sponsored</u>                                                                                                                                        | N/A                                 | \$10 Admission<br>Includes Skate Rental |
| <b>Skate Punch Card</b>                                                                                                                                                               |                                     |                                         |
| <ul style="list-style-type: none"> <li>• Includes Skate Rental - Not valid during DJ Nights</li> </ul>                                                                                |                                     |                                         |
| 12 Person – Youth                                                                                                                                                                     | \$50                                | N/A                                     |
| 12 Person – All Ages                                                                                                                                                                  | \$55                                | \$60 (\$5/pass)                         |
| 24 Person – All Ages                                                                                                                                                                  | \$100                               | \$100 (\$4.17/pass)                     |
| <b>Feedback Box:</b>                                                                                                                                                                  |                                     |                                         |
|                                                                                                                                                                                       |                                     |                                         |



**City of Blue Lake  
Parks and Recreation Fee Schedule Proposal**

| Description                                                                                                                                                                                                       | Current Fee | Suggested                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------|
| <b>Camps</b>                                                                                                                                                                                                      |             |                                                    |
| <b>Camp Perigot – Resident Rate</b>                                                                                                                                                                               |             |                                                    |
| Full Day – Weekly                                                                                                                                                                                                 | \$175       | \$200                                              |
| Full Day – Daily                                                                                                                                                                                                  | \$40        | \$50                                               |
| Half Day – Weekly                                                                                                                                                                                                 | \$125       | \$150                                              |
| Half Day – Daily                                                                                                                                                                                                  | \$25        | \$30                                               |
| <b>Camp Perigot – Non-Resident Rate</b>                                                                                                                                                                           |             |                                                    |
| Full Day – Weekly                                                                                                                                                                                                 | \$200       | \$225                                              |
| Full Day – Daily                                                                                                                                                                                                  | \$50        | \$60                                               |
| Half Day – Weekly                                                                                                                                                                                                 | \$150       | \$175                                              |
| Half Day – Daily                                                                                                                                                                                                  | \$30        | \$40                                               |
| <b>Special Camps – Resident Rate</b>                                                                                                                                                                              |             |                                                    |
| <ul style="list-style-type: none"> <li>• Includes all camps with exception of Camp Perigot.</li> <li>• Does not include meals for campers.</li> <li>• MF – Material Fee (cost of materials per person)</li> </ul> |             |                                                    |
| Full Day – Weekly                                                                                                                                                                                                 | N/A         | \$150 + MF                                         |
| Full Day – Daily                                                                                                                                                                                                  | N/A         | \$40 + MF                                          |
| Half Day – Weekly                                                                                                                                                                                                 | N/A         | N/A                                                |
| Half Day – Daily                                                                                                                                                                                                  | N/A         | N/A                                                |
| <b>Special Camps – Non-Resident Rate</b>                                                                                                                                                                          |             |                                                    |
| <ul style="list-style-type: none"> <li>• Includes all camps with exception of Camp Perigot.</li> <li>• Does not include meals for campers.</li> <li>• MF – Material Fee (cost of materials per person)</li> </ul> |             |                                                    |
| Full Day – Weekly                                                                                                                                                                                                 | N/A         | \$175 + MF                                         |
| Full Day – Daily                                                                                                                                                                                                  | N/A         | \$50 + MF                                          |
| Half Day – Weekly                                                                                                                                                                                                 | N/A         | N/A                                                |
| Half Day – Daily                                                                                                                                                                                                  | N/A         | N/A                                                |
| <b>Non-City Sponsored Camps<sup>1</sup></b>                                                                                                                                                                       |             |                                                    |
| <ul style="list-style-type: none"> <li>• Camps administered by third party/contractor</li> </ul>                                                                                                                  |             |                                                    |
| Regular Rate                                                                                                                                                                                                      | N/A         | Facility Deposit + 40% of total gross revenue/fees |
| <ul style="list-style-type: none"> <li>• Rate paid by third party/contractor</li> </ul>                                                                                                                           |             |                                                    |
| <b>Feedback Box:</b>                                                                                                                                                                                              |             |                                                    |

**City of Blue Lake  
Parks and Recreation Fee Schedule Proposal**

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Current Fee            | Suggested                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------|
| <b>Facility Rentals and Fees</b> <sup>3, 4, 5, 7</sup> Endnotes on last page of fee schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                        |                                    |
| <b>For all Rentals and Special Events:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                        |                                    |
| <ul style="list-style-type: none"> <li>• <b>Small Events (Under 100 People)</b> – Excludes skate parties</li> <li>• <b>Medium Events (101-250 People)</b> – <u>Requires Traffic Control Plan</u></li> <li>• <b>Large Events (251+ people)</b> – <u>Requires Taylor Way/Arena Parking (or alternative parking arrangements) &amp; Traffic Control Plan plus rent outside portable toilets</u></li> <li>• FD = Facility Deposit</li> <li>• Clean Up Fee (\$100) – For any events that require extra staff clean up</li> <li>• Rates for events w/ no amplified music are listed below.<br/>Events w/ amplified music/sound – See Special Event Fees</li> <li>• Rates are per hour, per half day (4 hours or less) or Full Day (over 4 hours)</li> </ul> |                        |                                    |
| <b>Prasch Hall Rentals<sup>2</sup></b><br>Prasch Hall rentals include restroom access.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Deposit – \$300</b> | <b>Deposit – \$300<sup>3</sup></b> |
| <b>Party Room Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$50/hour              | \$40/hour + FD <sup>3</sup>        |
| <b>Mini Rink Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A                    | \$30/hour + FD <sup>3</sup>        |
| <b>Gym Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$75/hour              | \$60/hour + FD <sup>3</sup>        |
| <b>Stage Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                    | \$20/hour + FD <sup>3</sup>        |
| <b>Kitchen Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                    | \$30/hour + FD <sup>3</sup>        |
| <b>Prasch Hall Restrooms Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                        |                                    |
| Under 100 people                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | N/A                    | \$30/hr + FD <sup>3</sup>          |
| 101-250 people                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A                    | \$40/hr + FD <sup>3</sup>          |
| 251+ people                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A                    | \$50/hr + FD <sup>3</sup>          |
| <b>Full Facility Rental</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A                    |                                    |
| • All options – Prasch Hall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                        | \$120/hour + FD <sup>3</sup>       |
| <b>Feedback Box:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                        |                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |                                    |

**City of Blue Lake  
Parks and Recreation Fee Schedule Proposal**

| Description                                                                                                                                                                                                                                                                      | Current Fee            | Suggested                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------|
| <b>Perigot Park Rentals</b> <sup>3, 4, 5, 7</sup> <ul style="list-style-type: none"> <li>• For Perigot Park rentals – public restroom at front of park included at no additional charge</li> <li>• For events over 251 people – portable restroom rental is required.</li> </ul> |                        |                                                      |
| <b>Picnic Table/Stage Only</b><br>Serving Booth not included.                                                                                                                                                                                                                    | <b>Deposit – N/A</b>   | <b>Deposit – \$100<sup>3</sup><br/>Half/Full Day</b> |
| Under 100 people                                                                                                                                                                                                                                                                 | N/A                    | \$75/\$175                                           |
| 101-250 people                                                                                                                                                                                                                                                                   | N/A                    | \$125/\$275                                          |
| 251+ people                                                                                                                                                                                                                                                                      | N/A                    | \$175/\$375                                          |
| <b>Serving Booth Only<sup>2</sup></b>                                                                                                                                                                                                                                            | <b>Deposit – \$100</b> | <b>Deposit – \$100</b>                               |
| Regular Rental                                                                                                                                                                                                                                                                   | \$200 / \$395          | \$100/\$175                                          |
| <b>Concession Stand – Clemence Field<sup>1</sup></b>                                                                                                                                                                                                                             | <b>Deposit – \$100</b> | <b>Deposit – \$100<sup>3</sup></b>                   |
| Regular Rental                                                                                                                                                                                                                                                                   | \$20/hour              | \$30/hour                                            |
| Tournament/Full Day Rental                                                                                                                                                                                                                                                       | \$100/day              | \$150/day                                            |
| <b>Concession Stand – Iorg Field<sup>1</sup></b>                                                                                                                                                                                                                                 | <b>Deposit – \$100</b> | <b>Deposit – \$100<sup>3</sup></b>                   |
| Regular Rental                                                                                                                                                                                                                                                                   | \$20/hour              | \$30/hour                                            |
| Tournament/Full Day Rental                                                                                                                                                                                                                                                       | \$100/day              | \$150/day                                            |
| <b>Clemence Field<sup>2</sup></b>                                                                                                                                                                                                                                                | <b>Deposit – \$100</b> | <b>Deposit – \$100<sup>3</sup></b>                   |
| Regular Rental                                                                                                                                                                                                                                                                   | \$25/hour              | \$25/hour (\$200/full day)                           |
| Tournament Rental                                                                                                                                                                                                                                                                | \$20/hour              | \$30/hour                                            |
| <b>Iorg Field<sup>2</sup></b>                                                                                                                                                                                                                                                    | <b>Deposit – \$100</b> | <b>Deposit – \$100<sup>3</sup></b>                   |
| Regular Rental                                                                                                                                                                                                                                                                   | \$20/hour              | \$25/hour (\$200/full day)                           |
| Tournament Rental                                                                                                                                                                                                                                                                | N/A                    | \$30/hour                                            |
| <b>Iorg Field Restrooms</b>                                                                                                                                                                                                                                                      | <b>Deposit – N/A</b>   | <b>Deposit – \$100<sup>3</sup></b>                   |
| Under 100 people                                                                                                                                                                                                                                                                 | N/A                    | \$20/hour                                            |
| 101-250 people                                                                                                                                                                                                                                                                   | N/A                    | \$30/hour                                            |
| 251+ people                                                                                                                                                                                                                                                                      | N/A                    | \$40/hour                                            |
| <b>Dog Park</b>                                                                                                                                                                                                                                                                  | <b>Deposit – N/A</b>   | <b>Deposit – \$100</b>                               |
| Regular Rental                                                                                                                                                                                                                                                                   | N/A                    | \$100/\$175                                          |
| <b>Bocce Courts<sup>2</sup></b>                                                                                                                                                                                                                                                  | <b>Deposit – N/A</b>   | <b>Deposit – \$50<sup>3</sup></b>                    |
| Regular Rental                                                                                                                                                                                                                                                                   | N/A                    | \$25/2 hours                                         |
| <b>Full Park Rental – Full Day Only</b><br>(Clemence Field, Serving Booth, Picnic Tables, Stage, Bocce Courts)                                                                                                                                                                   | Deposit – \$100        | Deposit – \$300                                      |
| Under 100 people                                                                                                                                                                                                                                                                 | N/A                    | \$450                                                |
| 101-250 people                                                                                                                                                                                                                                                                   | N/A                    | \$550                                                |
| 251+ people                                                                                                                                                                                                                                                                      | N/A                    | \$600                                                |
| <b>Feedback Box:</b>                                                                                                                                                                                                                                                             |                        |                                                      |

**City of Blue Lake  
Parks and Recreation Fee Schedule Proposal**

| Description                                                                                                    | Current Fee            | Suggested                          |
|----------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------|
| <b>Taylor Way Rentals</b> <sup>3, 4, 5, 7</sup>                                                                |                        |                                    |
|                                                                                                                |                        | <b>Half/Full Day</b>               |
| <b>Taylor Way – Grass Area – Parking</b>                                                                       | <b>Deposit – N/A</b>   | <b>Deposit – \$200<sup>3</sup></b> |
| Regular Rate – Parking                                                                                         | N/A                    | \$75/\$150 <sup>1</sup>            |
| <b>Taylor Way – Grass Area - Events</b>                                                                        | <b>Deposit – N/A</b>   | <b>Deposit – \$300<sup>3</sup></b> |
| • Special Event Permit Required                                                                                |                        |                                    |
| Regular Rate – Events                                                                                          | N/A                    | \$125/\$225                        |
| <b>Taylor Way – Grass Area (Camping)</b> <sup>6</sup>                                                          | <b>Deposit – N/A</b>   | <b>Deposit – \$300<sup>3</sup></b> |
| • Special Event Permit Required                                                                                |                        |                                    |
| Overnight Rate – Camping (2pm-12pm)                                                                            | N/A                    | \$300                              |
| <b>Horse Arena Rentals</b> <sup>3, 4, 5, 7</sup>                                                               |                        |                                    |
| • Arena rental for horse events includes grass parking for autos & trailers <u>only</u> at no additional cost. |                        | <b>Half/Full Day</b>               |
| <b>Horse Arena – Arena Only (Events)</b>                                                                       | <b>Deposit – \$100</b> | <b>Deposit – \$100<sup>3</sup></b> |
| Regular Rate                                                                                                   | \$50/\$100             | \$100/\$175 <sup>1</sup>           |
| <b>Horse Arena – Arena &amp; Grass (Events)</b>                                                                | <b>Deposit – \$100</b> | <b>Deposit – \$300<sup>3</sup></b> |
| Regular Rate                                                                                                   | N/A                    | \$125/\$200 <sup>1</sup>           |
| <b>Horse Arena – Grass Only (Parking)</b>                                                                      | <b>Deposit – N/A</b>   | <b>Deposit – \$100<sup>3</sup></b> |
| Regular Rate                                                                                                   | N/A                    | \$75/\$150 <sup>1</sup>            |
| <b>Horse Arena – Grass Only (Events)</b>                                                                       | <b>Deposit – N/A</b>   | <b>Deposit – \$200<sup>3</sup></b> |
| Regular Rate                                                                                                   | N/A                    | \$100/\$175 <sup>1</sup>           |
| <b>Court Rentals</b> <sup>3, 4, 5, 7</sup>                                                                     |                        |                                    |
| <b>Tennis Court Rental</b> <sup>2</sup> (outdoors)                                                             | <b>Deposit – \$100</b> | <b>Deposit – \$100<sup>3</sup></b> |
| Regular Rate                                                                                                   | \$10/hour/court        | \$20/hour                          |
| <b>Basketball Court Rental</b> <sup>2</sup> (outdoors)                                                         | <b>Deposit – \$100</b> | <b>Deposit – \$100<sup>3</sup></b> |
| Regular Rate                                                                                                   | \$10/hour/court        | \$15/hour                          |
| <b>Full Court Rental</b> <sup>2</sup> (outdoors)                                                               | <b>Deposit – \$100</b> | <b>Deposit – \$100<sup>3</sup></b> |
| Regular Rate                                                                                                   | \$10/hour/court        | \$25/hour                          |
| <b>Other Rentals</b> <sup>3, 4, 5, 7</sup>                                                                     |                        |                                    |
|                                                                                                                |                        | <b>Half/Full Day</b>               |
| <b>Skinner Store Rentals</b> <sup>1</sup>                                                                      | <b>Deposit – N/A</b>   | <b>Deposit – \$200<sup>3</sup></b> |
| Regular Rate                                                                                                   | \$50                   | \$125/\$225                        |
| <b>Town Square Rentals</b> <sup>1</sup>                                                                        | <b>Deposit – N/A</b>   | <b>Deposit – \$200<sup>3</sup></b> |
| Regular Rate                                                                                                   | N/A                    | \$125/\$225                        |
| <b>Feedback Box:</b>                                                                                           |                        |                                    |

**City of Blue Lake  
Parks and Recreation Fee Schedule Proposal**

| Description                                                                                                                                                                                                                                                                                                   | Current Fee      | Suggested                                                   |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------|--------------------|
| <b>Special Event Fees</b> <sup>3, 4, 7</sup>                                                                                                                                                                                                                                                                  |                  |                                                             |                    |
| <b>Staffing Fees for Special Events will be charged based upon the City's Cost Recovery Policy</b> <sup>7</sup>                                                                                                                                                                                               |                  |                                                             |                    |
| <ul style="list-style-type: none"> <li>• Rates are based upon staff's fully burdened rates.</li> <li>• A cost recovery estimate will be provided by City staff for medium &amp; large events.</li> <li>• A cost recovery deposit is required to finalize reservations for medium and large events.</li> </ul> |                  |                                                             |                    |
| <b>Special Event Permit</b>                                                                                                                                                                                                                                                                                   |                  |                                                             |                    |
| <b>Application Fee</b> (Application fee applies to events requiring a Special Event Permit per Ordinance 525)                                                                                                                                                                                                 | \$80             | \$80                                                        |                    |
| <b>Administrative Processing Fees</b>                                                                                                                                                                                                                                                                         | N/A              | <b>Regular</b>                                              | <b>Expedited</b>   |
| <ul style="list-style-type: none"> <li>• Excludes skate parties</li> </ul>                                                                                                                                                                                                                                    |                  |                                                             |                    |
| Regular – Applications (Small)                                                                                                                                                                                                                                                                                | N/A              |                                                             |                    |
| <ul style="list-style-type: none"> <li>• 14+ Days from Event</li> </ul>                                                                                                                                                                                                                                       |                  | \$25                                                        | \$50               |
| Regular – Applications (Medium)                                                                                                                                                                                                                                                                               |                  |                                                             |                    |
| <ul style="list-style-type: none"> <li>• 30+ Days from Event</li> </ul>                                                                                                                                                                                                                                       | \$80             | \$50                                                        | \$100 <sup>1</sup> |
| Regular – Applications (Large*)                                                                                                                                                                                                                                                                               |                  |                                                             |                    |
| <ul style="list-style-type: none"> <li>• 90+ Days from Event</li> </ul>                                                                                                                                                                                                                                       | \$80             | \$75                                                        | \$150 <sup>1</sup> |
| <b>Amplified Music/Sound Fee (Outdoor Events)</b>                                                                                                                                                                                                                                                             |                  | <b>Half/Full Day</b>                                        |                    |
| Events w/ under 100 People                                                                                                                                                                                                                                                                                    | N/A              | \$60/\$150                                                  |                    |
| Events w/ 101-250 People                                                                                                                                                                                                                                                                                      | N/A              | \$70/\$175                                                  |                    |
| Events w/ 251+ People                                                                                                                                                                                                                                                                                         | N/A              | \$80/\$200                                                  |                    |
| <b>Traffic Control Fees</b>                                                                                                                                                                                                                                                                                   |                  |                                                             |                    |
| Administrative Review Fee – Flat Fee                                                                                                                                                                                                                                                                          | N/A              | \$75                                                        |                    |
| Barricade Fee (per closure/per day)                                                                                                                                                                                                                                                                           | \$10/Dozen       | \$50                                                        |                    |
| Cone Fee – Per Occurrence                                                                                                                                                                                                                                                                                     | N/A              | \$50                                                        |                    |
| <b>Miscellaneous Event Fees</b>                                                                                                                                                                                                                                                                               |                  |                                                             |                    |
| Alcoholic Beverage Charge (Per Day – Served)                                                                                                                                                                                                                                                                  | \$15             | \$50                                                        |                    |
| Alcoholic Beverage Charge (Per Day – Sold)                                                                                                                                                                                                                                                                    | \$15             | \$75                                                        |                    |
| Dumpster Fee (Per Event/Per Dumpster)                                                                                                                                                                                                                                                                         | N/A              | \$75                                                        |                    |
| Porta Potty Fee (Per Event – Flat Fee)                                                                                                                                                                                                                                                                        | N/A              | \$50                                                        |                    |
| Overnight Setup/Storage Fee (Per Occurrence)                                                                                                                                                                                                                                                                  | N/A              | \$75                                                        |                    |
| Clean Up Fee – events requiring extra clean up                                                                                                                                                                                                                                                                | Deposit Used     | \$100                                                       |                    |
| Key Deposit                                                                                                                                                                                                                                                                                                   | N/A              | \$10                                                        |                    |
| Lost Key Fee                                                                                                                                                                                                                                                                                                  | N/A              | \$50                                                        |                    |
| Online Transaction Fee – Invoices paid online/credit card                                                                                                                                                                                                                                                     | N/A              | Actual online processing cost added to invoice as line item |                    |
| <b>Cancellation Fees</b>                                                                                                                                                                                                                                                                                      |                  |                                                             |                    |
| Skate/Birthday Parties – 14 days+ from event                                                                                                                                                                                                                                                                  | 50% refund/2 wks | 50% refund if >2 weeks                                      |                    |
| Small Events – 7 days or less from event                                                                                                                                                                                                                                                                      | N/A              | \$25 fee                                                    |                    |
| Medium Events – 14 days or less days from event                                                                                                                                                                                                                                                               | N/A              | \$50 fee                                                    |                    |
| Large Events – 14 Days or less from event                                                                                                                                                                                                                                                                     | N/A              | \$75 fee                                                    |                    |
| <b>Feedback Box:</b>                                                                                                                                                                                                                                                                                          |                  |                                                             |                    |

**City of Blue Lake  
Parks and Recreation Fee Schedule Proposal**

| Description                                                                                                    | Current Fee | Suggested |
|----------------------------------------------------------------------------------------------------------------|-------------|-----------|
| <b>Outside Vendor/Concessionaire Fees</b>                                                                      |             |           |
| <b><u>City Hosted Events</u></b>                                                                               |             |           |
| <ul style="list-style-type: none"> <li>• Paid by Vendor to City</li> </ul>                                     |             |           |
| Food Truck Vendor Fee – Per Day                                                                                | N/A         | \$75      |
| Concession Vendor Fee (Non-Food Truck) – Per Day                                                               | N/A         | \$50      |
| Craft Vendor Fee – Per Day                                                                                     | N/A         | \$25      |
| Table Vendor Fee – Per Day                                                                                     | N/A         | \$10      |
| <b><u>Special Events (Not Hosted by City)</u></b>                                                              |             |           |
| <ul style="list-style-type: none"> <li>• Paid by Event Host to City</li> </ul>                                 |             |           |
| Food Truck Vendor Fee – Per Truck – Per Day                                                                    | N/A         | \$25      |
| Concession Vendor Fee – Non Food Truck – Per Day                                                               | N/A         | \$20      |
| Craft Vendor Fee – Flat Fee – Per Day                                                                          | N/A         | \$50      |
| Table Vendor Fee – Flat Fee – Per Day                                                                          | N/A         | \$10      |
| <b><u>Other Vendor Fees</u></b>                                                                                |             |           |
| Applicable while vending on City property (including streets) when no other scheduled events are taking place. |             |           |
| <ul style="list-style-type: none"> <li>• Paid by Vendor to City</li> </ul>                                     |             |           |
| Food Truck Vendor Fee – Per Day                                                                                | N/A         | \$25      |
| Concession Vendor Fee – Non Food Truck – Per Day                                                               | N/A         | \$20      |
| Craft Vendor Fee – Flat Fee – Per Day                                                                          | N/A         | \$10      |
| Table Vendor Fee – Flat Fee – Per Day                                                                          | N/A         | \$5       |
| <b><i>Feedback Box:</i></b>                                                                                    |             |           |
|                                                                                                                |             |           |

**City of Blue Lake  
Parks and Recreation Fee Schedule Proposal**

| Description                                                                                                                                | Current Fee | Suggested                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Equipment Rental Fees</b>                                                                                                               |             |                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Deposit – \$50 (Valid for all equipment rentals over \$50)</li> </ul>                             |             |                                                                                                                      |
| Projector (84” Screen) – Per Day                                                                                                           | N/A         | \$75                                                                                                                 |
| Projector (150” Screen) – Per Day                                                                                                          | N/A         | \$125                                                                                                                |
| Projector (300” Screen) – Per Day                                                                                                          | N/A         | \$175                                                                                                                |
| Speaker Add-On (for Projector Rentals) – Per Day                                                                                           | N/A         | \$50                                                                                                                 |
| Full Sound System Rental (w/ Mains) – Per Day                                                                                              | N/A         | \$250                                                                                                                |
| Full Sound System Rental (w/o Mains) – Per Day                                                                                             | N/A         | \$150                                                                                                                |
| Plastic Folding Table Fee (per table)                                                                                                      | N/A         | \$10                                                                                                                 |
| Blackstone Grill Rental                                                                                                                    | N/A         | \$75                                                                                                                 |
| Ice Chest/Cooler Rental (per unit)                                                                                                         | N/A         | \$10                                                                                                                 |
| Ice Machine Usage (375lb capacity/day)                                                                                                     | N/A         | \$100/day                                                                                                            |
| <b>Miscellaneous Fees</b>                                                                                                                  |             |                                                                                                                      |
| Bill Nessler Car Show Registration                                                                                                         | \$50/person | \$50/person                                                                                                          |
| Concession/Merchandise Items <ul style="list-style-type: none"> <li>• (price varies per item)</li> </ul>                                   | N/A         | \$1-\$50                                                                                                             |
| <b>Discounts</b>                                                                                                                           |             |                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Discounts not applicable on Special Event Fees, Traffic Control Fees, Misc. Event Fees</li> </ul> |             |                                                                                                                      |
| Nonprofit/School Discount                                                                                                                  | -\$25       | -\$5/hr (hourly rentals)<br>-\$25 (half/full day/skate rentals)                                                      |
| Repeat Customer/Senior Discount – Rentals                                                                                                  | N/A         | 10% off total                                                                                                        |
| Pre-Registration Discount – Events                                                                                                         | N/A         | 10% off total                                                                                                        |
| Resident (Blue Lake) Discount                                                                                                              | N/A         | Discount Varies<br>Camp (Daily - \$10/Weekly - \$25)                                                                 |
| Community/Event Partner Discount/Fee Waiver                                                                                                | N/A         | <ul style="list-style-type: none"> <li>• City Manager Approval Required</li> <li>• Agreement/MOU Required</li> </ul> |
| <b>Sponsorship Levels – City Events</b>                                                                                                    |             |                                                                                                                      |
| Bronze Level                                                                                                                               | N/A         | \$100 or Prize Donation                                                                                              |
| Silver Level                                                                                                                               | N/A         | \$250                                                                                                                |
| Gold Level                                                                                                                                 | N/A         | \$500                                                                                                                |
| Platinum Level                                                                                                                             | N/A         | \$1000                                                                                                               |

## **City of Blue Lake Parks and Recreation Fee Schedule Proposal**

### **Fee Schedule End Notes**

- 1 Subject to approval from applicable entities
- 2 2 hour minimum rental
- 3 Shall damage occur to park facilities and/or grounds from/during event; tenant will be billed to address on file for additional fees from repair; including but not limited to staff, equipment replacement, and clean up fees.
- 4 Facility rental fees do not include any applicable event host, staffing, or equipment fees.
- 5 Perigot Park Rentals do not include Prasch Hall Restroom Access – See Prasch Hall for Restroom Rate
- 6 Overnight Rental Restrictions apply for all camping rentals taking place on City property.
- 7 Staffing fees are based on the fully burdened wage of assigned staff per the City's Cost Recovery policy.

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 15

**Meeting Date:** 4/28/26

**Prepared By:** Emily Wood, Director of Parks & Recreation

**Subject:** Bill Nessler Car Show – Donation Plan

**Recommended Action:** That the City Council:  
 1. Review and approve the presented letter and event sponsorship form for the Bill Nessler Car Show event.

---

**BACKGROUND:** The 21st Annual Bill Nessler Car Show is scheduled for August 9th, 2026, and is organized by City staff. Event sponsorships have recently been introduced as line items within the proposed Parks and Recreation Fee Schedule, which will be presented to the City Council for consideration on April 28th, 2026.

**DISCUSSION:** The included letter and donation form have been created to advertise sponsorship packages for the Bill Nessler Car Show to local businesses and organizations. Staff desires to increase fundraising efforts through event sponsorships and donations.

**FISCAL IMPACT:** Potential increase in revenue for Bill Nessler Car Show event.

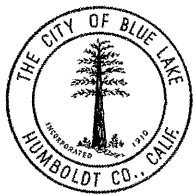
**ALTERNATIVES:** Direct staff to make specific changes to letter and/or donation form; giving staff conditional approval of letter and form with revised changes.

**ATTACHMENTS:** 15. Bill Nessler Car Show – Letter & Sponsorship Form

**Review Information:**

City Manager Review:       Legal Review:       Planner Review:       Engineer:

Comments:



# CITY OF BLUE LAKE

## Parks and Recreation Department

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
 Phone 707.668.5932 Fax 707.668.5916

Greetings from Blue Lake Parks and Recreation,

Our upcoming 21<sup>st</sup> Annual Bill Nessler Car Show & Cruise is on Sunday, August 9<sup>th</sup> in conjunction with the Annie and Mary Day Festival!

We are looking for sponsorships and donations of items/services for our raffle drawing. Funds raised from this event support Blue Lake's Parks and Recreation Program. With the support of businesses and organizations like yours, we can enhance our community while bringing positive awareness to generous local businesses and organizations.

### Sponsorship Packages

| <b>Bronze</b>                                                                                                                                                               | <b>Silver</b>                                                                                                                                                                                          | <b>Gold</b>                                                                                                                                                                                                                              | <b>Platinum</b>                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>\$100 or Raffle Donation</u></b>                                                                                                                                      | <b><u>\$250</u></b>                                                                                                                                                                                    | <b><u>\$500</u></b>                                                                                                                                                                                                                      | <b><u>\$1,000</u></b>                                                                                                                                                                                                                                                                                |
| Logo on 2 Banners<br>Name & Logo at Check In<br>Recognition on Social Media<br>Recognition on Print Flyers<br>Recognition on Event Website<br>Recognition at Award Ceremony | Logo on 2 Banners<br>Name & Logo at Check In<br>Recognition on Social Media<br>Recognition on Print Flyers<br>Recognition on Event Website<br>Recognition at Award Ceremony<br>5 Commemorative Magnets | Medium Logo on 2 Banners<br>Name & Logo at Check In<br>Recognition on Social Media<br>Recognition on Print Flyers<br>Recognition on Event Website<br>Recognition at Award Ceremony<br>5 Commemorative Magnets<br>2 Meals on Day of Event | Large Logo on 2 Banners<br>Name & Logo at Check In<br>Recognition on Social Media<br>Recognition on Print Flyers<br>Recognition on Event Website<br>Recognition at Award Ceremony<br>5 Commemorative Magnets<br>2 Commemorative T-Shirts<br>4 Meals on Day of Event<br>Special Award Class & Judging |

If making a monetary donation, please make checks out to City of Blue Lake.

**For tax purposes, our Tax ID is: 94-6000302**

On behalf of Blue Lake Parks & Recreation, as well as all the community who will benefit from your generous donations, Thank you!

Warmest regards,

**Emily Wood**  
 Director of Parks & Recreation  
 City of Blue Lake  
 707-599-4498  
 parksdirector@bluelake.ca.gov

**Glenn Bernald**  
 Superintendent of Public Works  
 City of Blue Lake  
 707-599-4490  
 gbernaldb@bluelake.ca.gov



# CITY OF BLUE LAKE

## Parks and Recreation Department

Post Office Box 458, 111 Greenwood Road, Blue Lake, CA 95525  
 Phone 707.668.5932 Fax 707.668.5916

### 21<sup>st</sup> Annual Bill Nessler Car Show Sponsorship/Donation Form

**Name of Organization/Business:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Website? Yes No** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

#### Desired Sponsorship Level

  
**Bronze**  
 \$100/Raffle Prize

  
**Silver**  
 \$250

  
**Gold**  
 \$500

  
**Platinum**  
 \$1,000

#### Sponsorship Packages

| <b>Bronze</b>                                                                                                                                                                                                               | <b>Silver</b>                                                                                                                                                                                                                 | <b>Gold</b>                                                                                                                                                                                                                                                     | <b>Platinum</b>                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>\$100 or Raffle Prize Donation</u></b><br>Logo on 2 Banners<br>Name & Logo at Check In<br>Recognition on Social Media<br>Recognition on Print Flyers<br>Recognition on Event Website<br>Recognition at Award Ceremony | <b><u>\$250</u></b><br>Logo on 2 Banners<br>Name & Logo at Check In<br>Recognition on Social Media<br>Recognition on Print Flyers<br>Recognition on Event Website<br>Recognition at Award Ceremony<br>5 Commemorative Magnets | <b><u>\$500</u></b><br>Medium Logo on 2 Banners<br>Name & Logo at Check In<br>Recognition on Social Media<br>Recognition on Print Flyers<br>Recognition on Event Website<br>Recognition at Award Ceremony<br>5 Commemorative Magnets<br>2 Meals on Day of Event | <b><u>\$1,000</u></b><br>Large Logo on 2 Banners<br>Name & Logo at Check In<br>Recognition on Social Media<br>Recognition on Print Flyers<br>Recognition on Event Website<br>Recognition at Award Ceremony<br>5 Commemorative Magnets<br>2 Commemorative T-Shirts<br>4 Meals on Day of Event<br>Special Award Class & Judging |

If making a monetary donation, please make checks out to City of Blue Lake.  
**For tax purposes, our Tax ID is: 94-6000302**

Thank you for your generosity and donation to Blue Lake Parks & Recreation Department!  
 Your donation helps improve our parks, facilities and community programs.

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 16  
**Meeting Date:** April 28, 2026  
**Prepared By:** Jennie Short, City Manager  
**Subject:** Dell'Arte Conditional Use Permit – 2026 Pre-Festival Report  
**Recommended Action:** That the City Council acting as the Planning Commission:  
1. Review and accept the Pre-Festival Report from Dell'Arte.

---

### BACKGROUND

Dell'Arte holds a conditional use permit for the annual summertime Mad River Festival (now known as the Baduwa't Festival) at their properties, which was approved by the Planning Commission in 2014. In accordance with condition of approval 8 of Resolution No. 9-2014 (see **Attachment 1**), Dell'Arte is required to submit a pre-festival and post-festival report to the City every year that the festival is held. Attached to this staff report is the pre-festival report for 2026 (see **Attachment 2**). The report states that the festival is proposed to take place between June 19 and August 23 and Dell'Arte is not proposing any major changes to the festival relative to what is allowed by the conditional use permit and what has occurred in prior years. This year the festival will be held at the Dell'Arte properties in Downtown (131 H Street, APNs 025-073-004 and -010), but not at the property formerly owned by Dell'Arte on the corner of Hatchery Road and Taylor Way (115 Taylor Way, APNs 025-201-012 and -013).

In accordance with condition of approval 9 of Resolution No. 9-2014, the Humboldt Folklife Society has submitted a separate Facility Rental Agreement (Prasch Hall for the barn dance) and applications for a Special Event Permit and Encroachment Permit (closure of H Street for the all-day free festival). These applications are for ministerial permits that are processed by City staff.

City staff will coordinate implementation of the rest of the applicable conditions of approval as the festival start date grows closer.

### FISCAL IMPACT

There are no direct fiscal impacts other than the staff time required to process this action.

### ALTERNATIVES

Request modifications to the 2026 festival plan described in the Pre-Festival Report.

### ATTACHMENTS

1. Planning Commission Resolution No. 9-2014
2. 2026 Pre-Festival Report

#### Review Information:

City Manager Review:       Legal Review:       Planning Review:       Engineer:

Comments:

**RESOLUTION NO. 9-2014**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BLUE LAKE APPROVING APPLICATION OF DELL'ARTE, INC. FOR A CONDITIONAL USE PERMIT FOR THE ANNUAL SUMMERTIME MAD RIVER FESTIVAL (INDEFINITE PERMIT TERM)**

**WHEREAS**, Dell'Arte, Inc. filed an application dated June 19, 2013 for a use permit for the annual summertime Mad River Festival to be held from approximately mid-June through mid-August on the properties commonly known as 131 H Street (AP#s 025-073-004, -005) and 115 Taylor Way (AP#s 025-201-012, -013) in the City of Blue Lake, as set forth in the application;

**WHEREAS**, Section 603 (Assemblages of Person and Vehicles) of Blue Lake Zoning Ordinance 382, as amended, authorizes the Planning Commission to consider and issue a use permit for a circus, carnival, open-air or drive-in theatre, automobile racetrack, religious revival tent or similar assemblage of people and automobiles;

**WHEREAS**, after due notice of public hearing, the matter came on for hearing before the Blue Lake Planning Commission at their regularly scheduled meeting of May 19, 2014;

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

1. The Planning Commission finds that the project is categorically exempt pursuant to Section 15304(e) (Class 4) allowing minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc.

2. The Planning Commission makes the following findings of fact pursuant to Section 735 of the Blue Lake Zoning Ordinance with respect to the project as proposed in the application, to wit:

A. That the proposed location of the conditional use is in accord with the objectives of Section 730 and the purposes of the zone in which the site is located.

B. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

3. The Planning Commission hereby grants and approves the use permit allowing for the annual summertime Mad River Festival to be conducted from approximately mid-June through mid-August for an indefinite permit term on the properties commonly known as 131 H Street (AP#s 025-073-004, -005) and 115 Taylor Way (AP#s 025-201-012, -013) in the City of Blue Lake, California, subject to the terms and conditions contained in Exhibit "A", attached hereto and made a part hereof.

**RESOLUTION NO. 9-2014**

**INTRODUCED, PASSED, AND ADOPTED** this 19<sup>th</sup> day of May 2014, by the following vote:

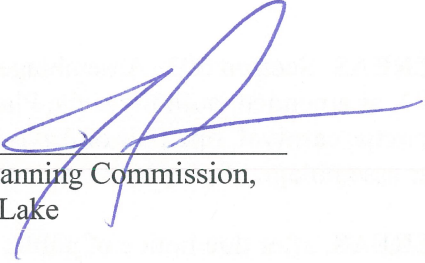
AYES: FECHNER, NESSLER, AMICKHAN

NAYS:

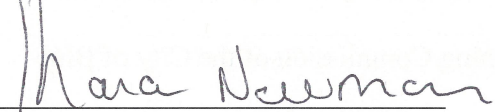
ABSENT:

ABSTAIN:

Action

  
\_\_\_\_\_  
Chairman, Planning Commission,  
City of Blue Lake

ATTEST:

  
\_\_\_\_\_  
Secretary, Planning Commission

**EXHIBIT "A"**  
**To Resolution 9-2014**

**Conditions of Approval**

**General**

1. Applicant shall reimburse the City for all fees involved in processing this application including ensuring compliance with the Conditions of Approval. This includes costs incurred for reviewing and presenting the Post-Festival and Pre-Festival Reports to the Planning Commission.
2. The applicant shall provide proof of insurance to the City for the event with the City listed as additionally insured for any activity that will occur on City property or within the public right-of-way.
3. Applicant is to provide the City with any required permits from other agencies.
4. The applicant shall inform property owners/tenants in the Downtown and Business Park, especially those who have regular customer and truck traffic, about the Festival event and the increased pedestrian & vehicular traffic, parking, etc. that will occur in the Downtown and Business Park.
5. The applicant and any employees of the Festival shall park their vehicles a minimum of two blocks away during the performances. An exception to this would be for loading and unloading of supplies and products as well as parking for employees with disabilities.
6. All outdoor productions (e.g. theatrical performances, music, etc.) shall end by 10 pm.
7. The applicant is responsible for submitting a Post-Festival Report to the Planning Commission in September following each Mad River Festival which summarizes the past event, the number in attendance, rating of success in relationship to mitigation for traffic and parking, emergency accessibility, noise, neighborhood concerns, multiple use of street closure, support of and coordination from merchants and public response received shortly after the event. As part of the report, a summary of recommendations to address the concerns regarding the Mad River Festival is to be incorporated.
8. The application is responsible for submitting a Pre-Festival Report to the Planning Commission in April prior to each Mad River Festival that includes a discussion of changes that will occur for the upcoming festival such as length of festival, new performance locations, new activities, etc. Any major changes to the Mad River Festival, as determined by the Planning Commission, may require amendment to the Conditional Use Permit.

**EXHIBIT "A"**  
**To Resolution 9-2014**

City Manager/Public Works

9. The applicant, or other applicable parties, shall obtain a Special Event Permit from the City Manager annually for Festival activities that will occur in the public right-of-way and/or on City owned properties.
10. The gate on parcel 025-201-011 (Mad River Brewery production facility) shall remain fully open with no obstructions throughout the duration of the event to ensure there is adequate emergency access to the area where the tent will be located. The Fire Chief and/or other City Staff will inspect the site during the event to ensure compliance with this condition.
11. All food vendors at the Festival shall have the applicable permits from the Humboldt County Division of Environmental Health (DEH) and must obtain a business license from the City.

Building Department

12. The applicant must comply with all requirements of the Blue Lake Building Department and building code including:
  - A. The proposed tent shall not be placed in any one location for more than 90 days and no permanent wiring, plumbing, or mechanical equipment shall be installed.
  - B. All electrical wiring shall be protected from contact by pedestrians, vehicles, etc. so it is not damaged while in use.
  - C. Any stages used for the festival shall not exceed 30 inches in height.
  - D. All exiting paths must be identified and kept clear at all times.

Fire Department

13. The applicant must comply with all requirements of the Blue Lake Volunteer Fire Department and the fire code including:
  - A. The event organizer shall follow the Standards for the use of tents, see chapter 24 of the 2010 California Fire Code for these standards.
  - B. The event organizer will need to follow the Blue Lake Fire Department Street Fair Requirements.
  - C. Fire Department access shall be maintained at all times.

**EXHIBIT "A"**  
**To Resolution 9-2014**

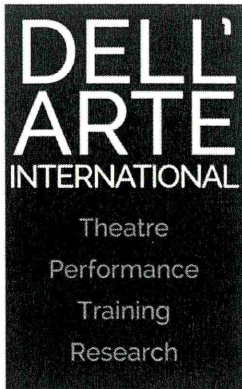
D. The Fire Chief will conduct an inspection of the tent anytime it is proposed to be erected. The applicant shall be responsible for contacting the Fire Chief to set up the inspection.

Sheriff's Office

14. The applicant shall provide ushers and/or signage during events to direct Festival traffic to appropriate parking locations in the vicinity and direct traffic away from residential areas and "No Parking" zones. Proposed signage shall be approved by the Public Works Department.
15. The applicant shall provide additional detail about security for the Festival, to the satisfaction of the City Manager and Sheriff's Office, prior to the beginning of each Festival.
16. The applicant shall provide the City with a copy of their approved ABC permit prior to each Festival including detail about the location of entrances and exits and the security that will be provided to ensure that alcohol remains in the areas designated in the ABC permit.
17. The applicant shall provide the City a cell phone number for a staff member that will be the main point of contact during the Festival. This staff member shall be responsible for working with the City to resolve any issues that occur during the Festival.

**Advisory:**

18. By choosing to operate this type of Special Event in the Business Park, the applicant and property owners acknowledge that the festival attendees may be subject to noise, odor, lighting, dust, traffic, and other potential irritants associated with nearby uses permitted under the Industrial (M) and Light Industrial (ML) zoning regulations. The effects of such uses shall not constitute a nuisance unless they are out of compliance with City ordinances for the Business Park.



April 13, 2026

Jennie Short  
Manager City of Blue Lake  
P.O. Box 458  
Blue Lake, CA 95525

RE: 2026 Baduwa't Pre-Festival Report

Dear Jennie,

Pursuant to the City of Blue Lake's "Resolution 9-2014, Exhibit 'A', Conditions of Approval" to our Conditional Use Permit for the Mad River/Baduwa't Festival, we submit this Pre-Festival Report for review and approval by the city's planning commission. **The conditions request that we describe any major changes; we have no major changes.** Below is a brief summary of this year's festival.

**Festival Duration:**

This year's festival will be held from June 19, 2026 through August 23, 2026.

**New Performance Locations:**

No new Blue Lake locations are proposed for this year. All proposed Blue Lake activities will be happening on our property, within our building at 131 H Street, and our lawn and amphitheater at the same address. The only exception is the "All Day Free Day" final performance day of the Humboldt Folklife Festival on July 25<sup>th</sup>. This event will take place in the public right of way (H Street between 1st Street and Railroad Avenue), as in years past. As stated in the "Conditions for Approval", a Special Event Permit and Certificate of Insurance will be secured and submitted by Humboldt Folklife prior to the event date. As of now, we do not plan to use our tent this year.

**Baduwa't Festival Contact:**

The Dell'Arte contact for the Baduwa't Festival is Tisha Sloan, Production Manager at 707-599-4761.

If you have any questions or need any additional information, please contact me at your convenience.

Best,

Noah Bremer  
Producing Artistic Director

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# City of Blue Lake

## Staff Report

**Agenda Item #:** 17

**Meeting Date:** April 28, 2026

**Prepared By:** Jennie Short, City Manager

**Subject:** Health Insurance for Fiscal Year 2026-27

**Recommended Action:** That the City Council:

1. Adopt Resolution 1260 titled "ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN UNEQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS - ALL EMPLOYEES"
2. Authorize the City Manager to sign all documents necessary to implement the new health insurance program

### BACKGROUND

In November 2025 the City Council approved Redwood Empire Municipal Insurance Fund (REMIF) as the City's health insurance provider beginning January 1, 2026. The previous Interim City Manager solicited health insurance coverage as an emergency when FRMS notified the City that they were dropping their health insurance program. At that time the provider selected was REMIF knowing that their program would be transitioning to CIRA effective July 1, 2026. On April 2, 2026, we were notified that there would be a 48% increase in prices under the PRISM/CIRA policy. Their correspondence is attached for your reference. The following tables summarize the 6-month quote they provided, if we were to continue with their services.

Table 1. Anthem EPO 500

| Actives    |          | Current        | PRISM Proposed: July 1, 2026 |
|------------|----------|----------------|------------------------------|
| Tier       | Enrolled | Anthem EPO 500 | PRISM Anthem EPO 500 10%     |
| Single     | 4        | \$971.00       | \$1,438.00                   |
| Two Party  | 3        | \$2,037.00     | \$3,017.00                   |
| Family     | 2        | \$2,908.00     | \$4,308.00                   |
| Annualized | 9        | \$189,732      | \$281,028                    |

Table 2. Anthem PPO 500

| Tier       | Enrolled | Anthem PPO 500 | PRISM Anthem PPO 500 20% |
|------------|----------|----------------|--------------------------|
| Single     | 1        | \$965.00       | \$1,382.00               |
| Two Party  | 0        | \$2,021.00     | \$2,900.00               |
| Family     | 0        | \$2,887.00     | \$4,141.00               |
| Annualized | 1        | \$11,580       | \$16,584                 |

The total annual increase is from \$201,312 to \$297,612 or \$96,300 for fiscal year 2026-2027.

In an effort to find a more affordable and stable health insurance provider, I reached out to CalPERS to determine if we could renew our contract with CalPERS for health insurance. The City was contracted with CalPERS for health benefits from 1993-2002. CalPERS Health provides benefits to both active employees and eligible retirees, does not require 100% participation and does not charge commission or broker fees. There is a mandatory employer contribution toward health benefits for both active employees and eligible retirees that is currently set at PEMHCA Minimum (\$162.00 for 2026) per month. The administrative fee for the program is 0.08% of total gross premiums. CalPERS handles health program administration for agencies by administering contracts with health carriers and pharmacy benefit managers, developing and negotiating premiums with health carriers, and providing Open Enrollment services.

CalPERS offers the following HMO & PPO plans in our area based upon the City's 95525 work ZIP Code:

| BASIC HMO PLANS               | Region 1 |          |          |
|-------------------------------|----------|----------|----------|
|                               | Single   | 2-Party  | Family   |
| Anthem Blue Cross Traditional | 1,612.08 | 3,224.16 | 4,191.41 |
| Blue Shield Access+           | 1,301.95 | 2,603.90 | 3,385.07 |
| Western Health Advantage      | 969.58   | 1,939.16 | 2,520.91 |
| BASIC PPO PLANS               | Single   | 2-Party  | Family   |
| PERS Gold                     | 1,120.58 | 2,241.16 | 2,913.51 |
| PERS Platinum                 | 1,670.14 | 3,340.28 | 4,342.36 |
| PORAC                         | 1,063.00 | 2,418.00 | 3,027.00 |

The following link for the 2026 Health Benefit Summary provides a benefit comparison of the plans including copay and deductible amounts, beginning on page 16:

<https://www.calpers.ca.gov/documents/2026-health-benefit-summary/download>

2026 CalPERS Health Premiums, including Medicare plan rates for retirees:

<https://www.calpers.ca.gov/documents/member-rates-sheet-2026/download?inline>

CalPERS Health Program webpage: <https://www.calpers.ca.gov/page/employers/benefit-programs/health-benefits/calpers-health-program>

## FISCAL IMPACT

Since the City currently pays for the full monthly premium for employees, plus all but \$25 per month of 2-party and \$50 per month for Family coverage, the increase would be fully absorbed by the City under the current policy. This policy will be revisited during the FY 2026-2027 budget discussions. Resolution 1260 only requires the City to pay \$162.00 per month per employee or retiree plus the .08% administrative fee if the City proceeds with joining CalPERS for health benefits.

## ALTERNATIVES

1. Allow coverage to transition to CIRA and either absorb the 48% increase, or require employees to cover the increase.
2. Solicit for insurance quotes again in hopes that other options would result in lower premiums (this is very unlikely).

## ATTACHMENTS

1. November 19, 2025 Agenda Item 8. Approval of Employee Health Insurance Coverage through Redwood Empire Municipal Insurance Fund (REMIF)
2. CIRA/PRISM correspondence regarding Health Insurance
3. Resolution 1260

### Review Information:

City Manager Review:       Legal Review:       Planning Review:       Engineer:

Comments:



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) <sup>1</sup>   | 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 <sup>2</sup>                | Blue Shield              | EPO (7 emp)<br>PPO (2)             | \$ 15,808<br>\$ 2,499<br>\$ 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         |
| <b>REMIF (CIRA)</b>                | <b>Anthem Blue Cross</b> | <b>EPO 250 (7)<br/>PPO 500 (1)</b> | \$14,520<br>\$ 1,018<br><b>\$15,538.00</b> | <b>\$ 186,456</b>    |

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

<sup>2</sup> 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 #                               | S49                             |                                                                                                     |                                                                                                      | S49                          |                             | REMIF/Anthem                                                                                         |                                                                                                      |
| Medical Plans                         | FRMS Blue Shield Premium EPO    | REMIF/Anthem EPO 250                                                                                | REMIF/Anthem EPO 500                                                                                 | FRMS Blue Shield Premium PPO |                             | 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<br>\$15 Copay Mail Order                                                          | \$15 Copay Retail<br>\$23 Copay Mail Order                                                           | \$10 Copay                   | \$10 Copay + 50% AWP        | \$15 Copay Retail<br>\$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<br>\$38 Copay Mail Order                                                          | \$35 Copay Retail<br>\$53 Copay Mail Order                                                           | \$20 (\$35) Copay            | \$20 (\$35) Copay + 50% AWP | \$35 Copay Retail<br>\$53 Copay Mail Order                                                           |                                                                                                      |
| Specialty Drugs                       | 20% to \$100 per script         | Generic: \$150 Copay<br>Non-Generic 20% up to \$150 max Copay                                       | Generic: \$150 Copay<br>Non-Generic 20% up to \$150 max Copay                                        | 20% to \$100 per script      | 20% to \$100 per script     | Generic: \$150 Copay<br>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

March 18, 2026

To: PRISMHealth Program Members

From: Sidney DiDomenico, Director of Employee Benefits

**Re: Healthcare Market Update**

**Overview**

Like the Property & Casualty insurance markets, the healthcare market is experiencing sustained cost pressure driven by inflation, increased utilization, and structural industry changes.

PRISMHealth continues to see these trends reflected in rising medical and prescription drug costs, which are outpacing general inflation and are expected to persist in 2026 and beyond. While these pressures are significant, PRISMHealth remains well-positioned to manage cost trends through its pooled structure, scale, and targeted cost-containment strategies.

**What This Means for PRISMHealth Members**

- Healthcare cost pressures are accelerating, with overall trend projected in the 8%–10% range
- Prescription drugs—particularly GLP-1 medications—are a primary driver of cost increases
- Provider cost escalation and workforce shortages continue to push medical claims higher
- Utilization is increasing due to chronic conditions, behavioral health demand, and improved access to care
- PRISMHealth is actively implementing strategies to mitigate these impacts and outperform the broader market

**PRISMHealth: Managing a Hard Market**

PRISMHealth is experiencing the same macroeconomic pressures affecting employers nationwide, including rising provider costs, increased utilization, and significant growth in specialty pharmacy spend.

For the 2026 plan year, the PRISMHealth pooled renewal increase was 14.24%, consistent with broader market conditions.

In response, PRISMHealth has implemented several key strategies:

- **Pharmacy Transformation** - Transitioned from Express Scripts to Navitus to improve transparency, pricing alignment, and rebate pass-through
- **GLP-1 Clinical Management** - Partnered with Digbi Health as the sole prescriber for weight loss GLP-1 medications, ensuring appropriate use and clinical oversight
- **Chronic Condition Management** - Expanded programs targeting obesity, diabetes, and metabolic conditions to address long-term cost drivers

- **Targeted Cost Containment Solutions**

Continued access to:

- Hinge Health (musculoskeletal care)
- Carrum Health (Centers of Excellence)
- Virtual primary care solutions to improve access and reduce downstream costs

These combined efforts are projected to generate approximately \$40 million in program savings. Despite current pressures, PRISMHealth continues to outperform the market:

- 10-year average annual increase: 4.68%
- Administrative costs: ~4%
- Scale: \$930M+ in annual healthcare spend

## **Key Drivers of Rising Healthcare Costs**

### **1. Provider Costs and Market Dynamics**

Healthcare systems continue to face elevated labor and operating costs. Hospital expenses remain significantly above pre-pandemic levels, with medical trend projected at **8.5%**, the highest in over a decade.

Provider contract negotiations are driving annual increases of **7%–12%**, with higher increases in certain specialty markets. In California, workforce shortages and regulatory requirements are further accelerating cost growth.

### **2. Pharmacy and Specialty Drug Spend**

Prescription drugs remain the fastest-growing component of healthcare costs.

- National drug spending increased **10.4%** in the past year
- Specialty drugs now represent **over 55% of total spend**
- GLP-1 medications are a primary driver of trend

### **3. Utilization, Access, and Population Health**

Healthcare utilization continues to rise due to several factors:

- **Chronic Conditions** - 6 in 10 Americans have a chronic condition; public sector populations trend higher due to aging demographics
- **Behavioral Health Demand** - Nearly 1 in 4 adults received mental health treatment in the past year. Public agency populations are experiencing **8%–12% annual growth** in behavioral health claims
- **First Responder Impacts** - Public safety employees experience significantly higher rates of PTSD, depression, and anxiety, resulting in utilization levels **2–3x higher** than non-public safety populations
- **Access Challenges** - Provider shortages particularly in rural California are driving higher costs and delayed care, often resulting in more acute and expensive treatment

### **4. Regulatory and Legislative Pressures**

Healthcare mandates and policy changes continue to expand coverage and increase costs.

- SB 729 (Infertility/IVF Mandate) - Estimated 1%–2% premium impact statewide
- Federal policy changes are expected to:
  - Shift drug cost recovery into the commercial market
  - Increase uncompensated care
  - Drive higher provider reimbursement demands

In addition, compliance requirements (mental health parity, transparency rules) are increasing administrative costs.

## 5. Innovation and High-Cost Care

Advancements in medical technology are improving outcomes but increasing costs.

- Catastrophic claims exceeding \$1M have increased significantly
- Growth in oncology, transplant, and gene therapies continues
- Emerging technologies, including AI-driven diagnostics and precision medicine, are increasing utilization and expanding treatment pathways

### What Should Members Do

During this period of sustained healthcare inflation, PRISMHealth encourages members to:

- **Communicate market conditions** clearly with leadership and employees; PRISM and Alliant are available to support messaging and presentations
- **Get involved** — attend PRISMHealth Committee meetings to stay informed and engaged in program direction
- **Promote engagement** in available cost-containment and clinical programs (e.g., Digbi, Hinge, Carrum Health)
- **Plan proactively** for continued healthcare cost increases in budgeting and labor discussions
- **Evaluate benefit design** and contribution strategies to ensure long-term sustainability
- **Leverage PRISMHealth resources** designed to improve outcomes, access, and cost management

While healthcare cost pressures are expected to continue, PRISMHealth's pooled structure, scale, and proactive management strategies position the program to navigate this environment more effectively than the broader market.

PRISM remains committed to delivering sustainable, high-value healthcare solutions and supporting its members through continued partnership, innovation, and transparency.

Please do not hesitate to reach out to us for assistance, we are here and ready to help.

Sincerely,



Sidney DiDomenico  
Director of Employee Benefits

Subject: Health Plan Cost Update and Program Changes

Mayor and Members of the City Council,

The recent increase in health plan costs is the result of measurable changes in claims activity and broader healthcare market pressures and not a single event or isolated issue. These changes are directly impacting program costs and, in turn, employee premiums.

During the 2025 plan year, claims activity shifted significantly. The data shows that the number of high-cost claimants increased by nearly 80%, while the cost of those claims increased by approximately 90%. At the same time, total medical claims increased by approximately 42%, and pharmacy costs increased by approximately 36%. These changes reflect increases in both the frequency and severity of claims, meaning more individuals are utilizing care, and the cost of that care has also increased.

As a result, the overall cost of the medical program has increased significantly. For the upcoming plan year, the aggregate premium increase across all plans is approximately 39%, with some plan designs experiencing lower increases and others higher. Employees will see these changes reflected during open enrollment, along with adjustments to plan options.

Importantly, these trends are not unique to this program. The broader healthcare market is experiencing sustained cost pressure driven by rising provider costs, increased utilization, and growth in specialty medications. Nationally, healthcare costs are increasing much faster than general inflation, and prescription drug spending continues to be one of the fastest-growing components of healthcare.

Despite these increases, the program remains competitively positioned. Even with these changes, the program continues to perform at or below comparable public agency benchmarks, and the fully insured market has shown limited appetite to quote programs of this size and structure.

The program is being actively managed with a focus on long-term stability, cost control, and maintaining competitive positioning in a challenging market, while continuing to provide comprehensive benefits to employees.

We will continue to keep the Council informed as additional information becomes available. Please let us know if you would like a more detailed briefing.

# CIRA (California Intergovernmental Risk Authority)

## Health Plan

### Illustrative Proposal: Proposal

PRISM HEALTH QUOTE EFFECTIVE: July 1, 2026

## EXHIBIT 1: FINANCIAL SUMMARY

### 6 Month Rate Proposal

#### City of Blue Lake

| Actives                |          | Current        | PRISM Proposed: July 1, 2026 |
|------------------------|----------|----------------|------------------------------|
| Tier                   | Enrolled | Anthem EPO 500 | PRISM Anthem EPO 500 10%     |
| Single                 | 4        | \$971.00       | \$1,438.00                   |
| Two Party              | 3        | \$2,037.00     | \$3,017.00                   |
| Family                 | 2        | \$2,908.00     | \$4,308.00                   |
| Annualized             | 9        | \$189,732      | \$281,028                    |
| % Change from Current  |          | 48.12%         |                              |
| \$ Change from Current |          | \$91,296       |                              |

| Actives                |          | Current        | PRISM Proposed: July 1, 2026 |
|------------------------|----------|----------------|------------------------------|
| Tier                   | Enrolled | Anthem PPO 500 | PRISM Anthem PPO 500 20%     |
| Single                 | 1        | \$965.00       | \$1,382.00                   |
| Two Party              | 0        | \$2,021.00     | \$2,900.00                   |
| Family                 | 0        | \$2,887.00     | \$4,141.00                   |
| Annualized             | 1        | \$11,580       | \$16,584                     |
| % Change from Current  |          | 43.21%         |                              |
| \$ Change from Current |          | \$5,004        |                              |

| Annual Cost Summary    |          |           |                              |
|------------------------|----------|-----------|------------------------------|
|                        | Enrolled | Current   | PRISM Proposed: July 1, 2026 |
| Annualized             | 10       | \$201,312 | \$297,612                    |
| % Change from Current  |          | 47.84%    |                              |
| \$ Change from Current |          | \$96,300  |                              |

PRISMHealth proposal is subject to contingencies as shown on the attached exhibit 2.  
to a 12-month basis for illustrative purposes only.

**RESOLUTION NO. 1260**  
**ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**  
**AT AN UNEQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**  
**000 ALL EMPLOYEES**

WHEREAS, (1) A contracting agency meeting the eligibility requirements set forth in Government Code Section 22920, may obtain health benefit plan(s), as defined under Government Code Section 22777, by submitting a resolution to the Board of Administration of the California Public Employees' Retirement System (the "Board"), and upon approval of such resolution by the Board, become subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, (2) **City of Blue Lake** is a contracting agency eligible to be subject to the Act under Government Code Section 22920; and

WHEREAS, (3) Government Code Section 22892(a) provides that a contracting agency subject to the Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (4) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and

WHEREAS, (5) Government Code Section 22892(c) provides that, notwithstanding Section 22892(b), a contracting agency may establish a lesser monthly employer contribution for annuitants than for employees, provided that the monthly employer contribution for annuitants is annually increased to equal an amount not less than the number of years the contracting agency has been subject to this subdivision multiplied by five percent of the current monthly employer contribution for employees, until the time that the employer contribution for annuitants equals the employer contribution paid for employees; and

WHEREAS, (6) **City of Blue Lake** desires to obtain for its employees and annuitants the benefit of the Act and to accept the liabilities and obligations of an employer under the Act; now, therefore, be it

RESOLVED, (a) **City of Blue Lake** elects to be subject to the provisions of the Act; and be it further

RESOLVED, (b) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **the PEMHCA Minimum (\$162.00 for 2026)** per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (c) That the initial employer contribution for each annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$72.90 (for 2026)**

per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (d) That the monthly employer contribution for annuitants is annually increased to equal an amount not less than the number of years the contracting agency has been subject to this subdivision multiplied by five percent of the current monthly employer contribution for employees, until the time that the employer contribution for annuitants equals the employer contribution paid for employees; and be it further
- RESOLVED, (e) That this annual adjustment to the minimum monthly employer contribution for annuitants shall not exceed one hundred dollars (\$100.00); and be it further
- RESOLVED, (f) **City of Blue Lake** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (h) That the participation of the employees and annuitants of **City of Blue Lake** shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of Blue Lake** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (i) That the executive body appoint and direct, and it does hereby appoint and direct, **John Sawatzky, Mayor** to file with the Board a verified copy of this resolution, and to perform on behalf of **City of Blue Lake** all functions required of it under the Act; and be it further
- RESOLVED, (j) That coverage under the Act be effective on **July 1, 2026**.

PASSED AND ADOPTED on motion by Name, Seconded by Name at a regular meeting of the City Council of the City of Blue Lake on **April 28, 2026**, by the following vote:

AYES: Names  
NOES: Names  
ABSTAIN: Names

---

John Sawatzky, Mayor

Attest:

---

Samantha Green, City Clerk

~~~~~

I, Samantha Green, City Clerk of the City of Blue Lake, do hereby certify that the foregoing resolution, City of Blue Lake Resolution No. 1260 was passed and adopted by the Blue Lake City Council at its regular meeting on April 28, 2026.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official Seal of the City of Blue Lake.

Samantha Green
City Clerk of the City Council of the City of Blue Lake, County of Humboldt, State of California

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City of Blue Lake

Staff Report

Agenda Item #: 18

Meeting Date: April 28, 2026

Prepared By: Jennie Short, City Manager

Subject: Finance Department Restructure Phase 1

Recommended Action: That the City Council:

1. Modify the Finance Department's Organizational Chart to increase from one and a half (1 ½) to two (2) full-time Administrative Account Specialists.

BACKGROUND

The existing organizational structure for the finance department consists of the Finance Manager (1 FTE), one full-time and one half-time Administrative Account Specialist, one half-time Office Assistant and a temporary Office Assistant position. With the resignation of the City Accountant (consultant) and the difficulty staff has experienced in trying to find a replacement, staff is requesting the expansion of our half-time Administrative Account Specialist to a full-time position. This addition of one half FTE will allow tasks currently completed by the Finance Manager to be delegated to the Administrative Account Specialist. With the freeing up of the Manager's time, it will allow her to focus on taking over some of the higher-level analysis, reconciliation, and journal entries previously performed by the City Accountant. I anticipate that there will be some need for a City Accountant to help close out FY 2024-2025, but that much of the City Accountant work for FY 2025-2026 will be taken on by the Finance Manager.

Restructure of the finance department is a long-range process, and this is just the first phase. Once we have hired the second full-time Administrative Account Specialist and have a better understanding of how much work can be delegated to this position, we will bring back the second phase of the reorganization to Council. In addition, the half-time Office Assistant position will not be filled until we have assessed the effectiveness of the phase 1 changes.

FISCAL IMPACT

In the adopted FY 2025-2026 budget, the City Accountant was budgeted at \$40,340. To date a total of \$15,255 has been expended, leaving \$25,085 unspent and available to be transferred.

The additional cost in wages, taxes, and retirement for the additional 20 hours per week for the rest of the fiscal year is under \$5,000. On an annual basis, the additional cost would be approximately \$25,000.

ALTERNATIVES

1. Direct staff to issue a Request for Qualifications to replace the consultant City Accountant.

ATTACHMENTS

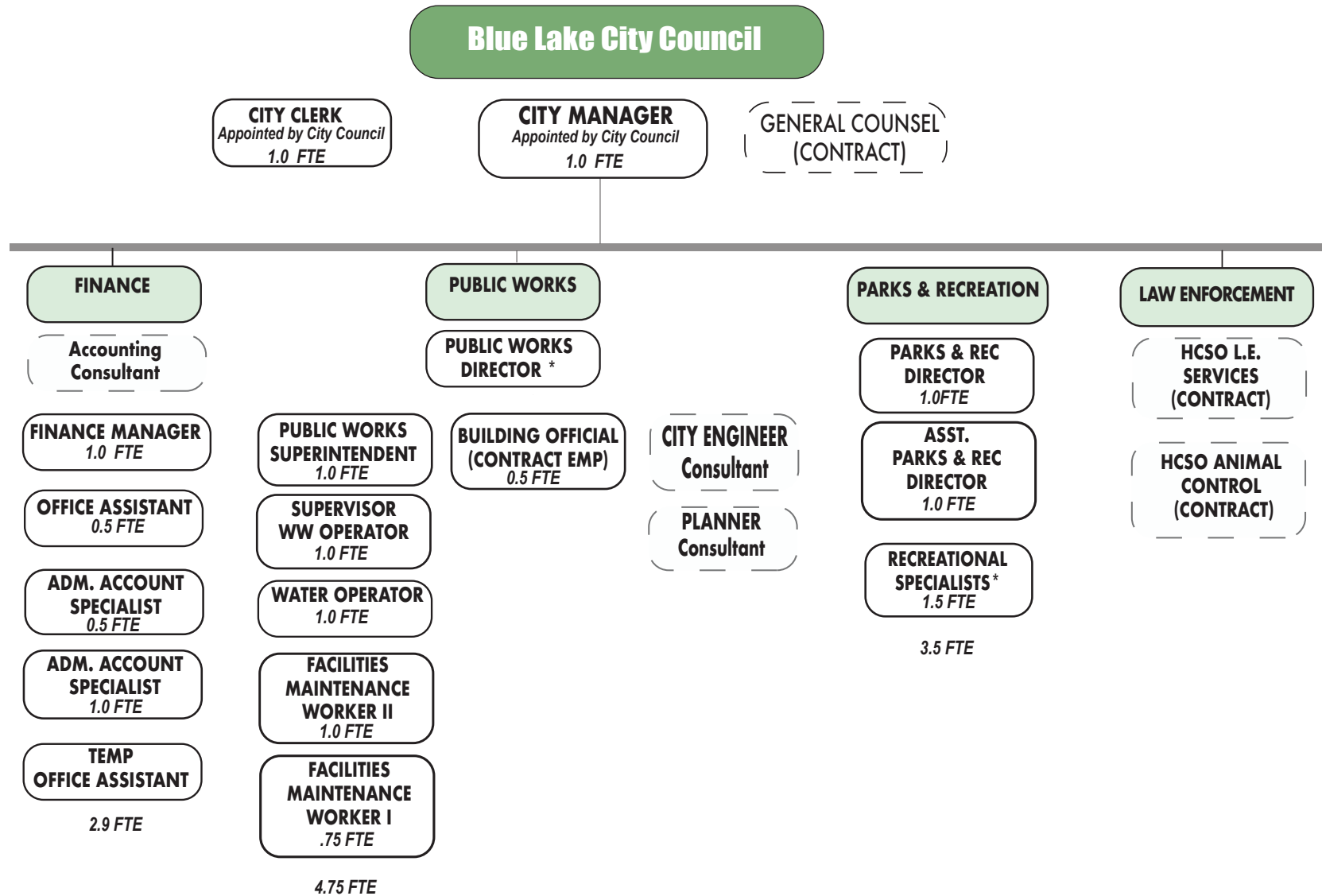
1. Existing Organizational Chart adopted January 2026
2. Proposed Finance Department Organizational Chart

Review Information:

City Manager Review: Legal Review: Planning Review: Engineer:

Comments:

BLUE LAKE CONSTITUENTS

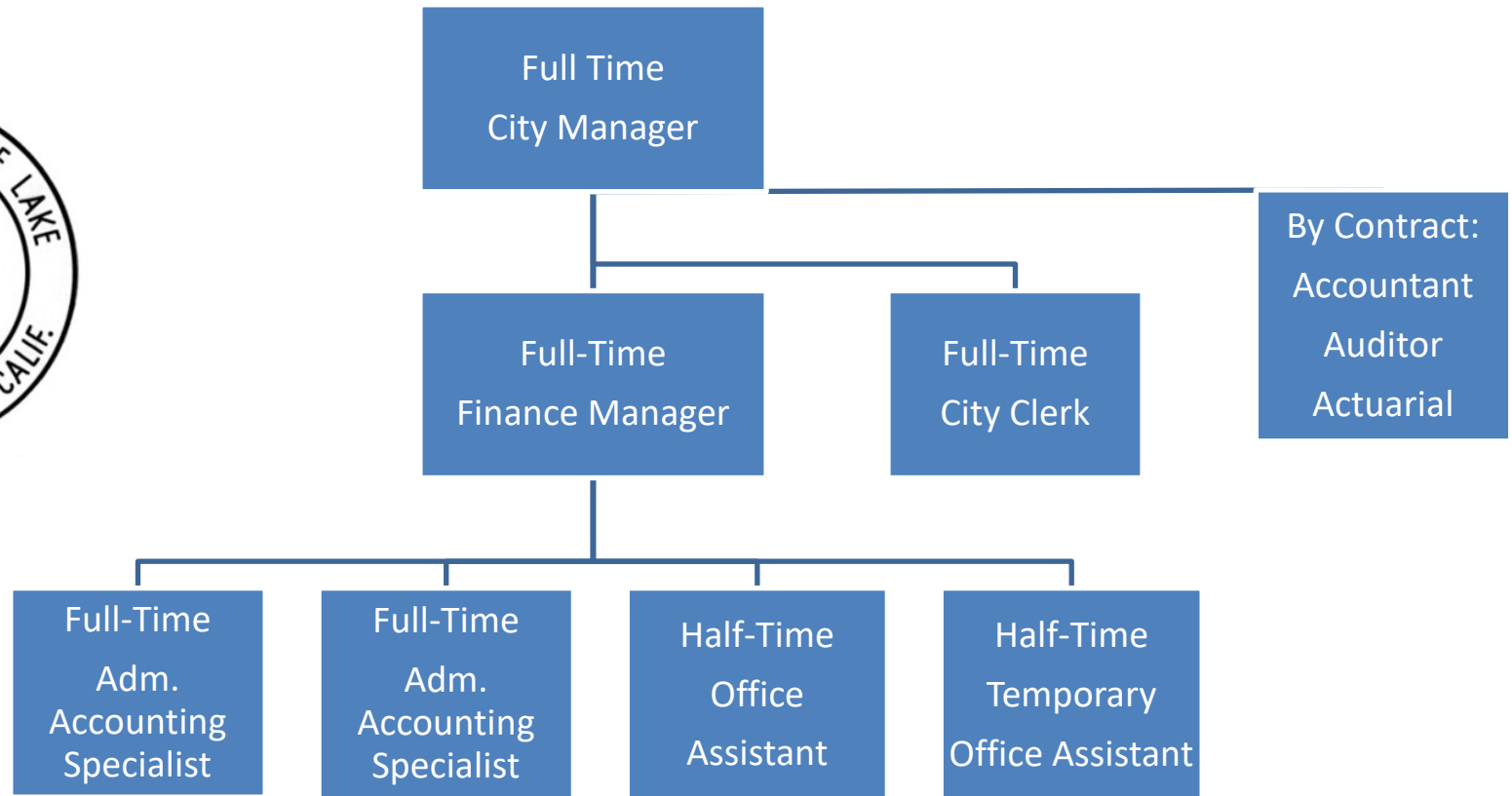


ORGANIZATION CHART

Note: Recreational Specialists are part-time employees primarily assigned to Skate Rink and work 8-15 hours a pay period or less. Total hours work is appx. 1.5 FTE annually

City of Blue Lake Organizational Chart

Finance Department Restructure – Phase 1



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City of Blue Lake

Staff Report

Agenda Item #: 19

Meeting Date: April 28, 2026

Prepared By: Jennie Short, City Manager

Subject: Humboldt County Sheriff Department Contract for Law Enforcement Services

Recommended Action: That the City Council:

1. Authorize the Mayor and City Manager to sign the Agreement with the Humboldt County Sheriff's Department to provide Law Enforcement Services within the City of Blue Lake

BACKGROUND

The City of Blue Lake has contracted with the Humboldt County Sheriff's Department for many years to provide law enforcement services within the City of Blue Lake. Each year the Sheriff's Department provides the City with new calculations for the cost of services for the next year. A reasonable increase in rates is proposed by the County to cover the increase in direct costs for the units providing services. In summary, the contract for FY 2025-2026 was for a total of \$170,159 and the proposed contract for FY 2026-2027 is for a total of **\$186,882**.

The Sheriff's Office has provided a detailed report on the expenses by group and how those expenses were calculated. Exhibit A of the contract lays out which expenses were included and which excluded. It also explains the methodology for the calculation of the proportional share.

Worth noting is that the Sheriff has agreed to apply the Measure Z funds they receive to the total expenses before prorating them out by population. This effectively grants a proportional share of those grant funds to the City. He could have chosen to prorate them first and then apply Measure Z revenue to only the County's portion of the costs.

FISCAL IMPACT

The City receives Supplemental Law Enforcement Services Fund (SLESF) and Citizens' Option for Public Safety (COPS) Program grant funds from the State of California for law enforcement services. In fiscal year 2024-2025 the City received a total of \$185,270. So far in fiscal year 2025-2026, the City has received \$181,519 and the contract with the Sheriff's Office is \$170,159. The anticipated revenue for FY 2026-27 is \$185,000. There is a surplus cash fund balance of approximately \$61,000 as of April 21, 2026. There are adequate funds to cover the entire contract amount.

ALTERNATIVES

None.

ATTACHMENTS

1. Humboldt County Agreement to Provide Law Enforcement Services Within the City of Blue Lake
2. Presentation slides detailing county expenses and proportional division of expenses by population.

Review Information:

City Manager Review: Legal Review: CIRA Review: Engineer:

Comments:

City of Blue Lake Contract

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

THIS AGREEMENT is made and entered into this 1st day of July 2026 by and between the County of Humboldt, a political subdivision of the State of California (hereinafter called "COUNTY"), and the City of Blue Lake, a municipal corporation in the County of Humboldt (hereinafter called "CITY").

WITNESSETH:

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

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Term of Agreement. Basic Term. The term or this AGREEMENT shall commence July 1, 2026 and continue through June 30, 2027, a one (1) year term, unless sooner terminated pursuant to Section 18.
2. The basic level of services to be provided shall consist of 24 hours of coverage from a sworn peace officer (830.1 PC), seven (7) days a week for response to calls at a level not less than that provided by the Sheriff in adjacent areas of the COUNTY, including related back-up and auxiliary services such as investigative, community services, criminalistics, supervisory, and traffic service functions. This also includes services and support from the Sheriff's records bureau, Sheriff's property/evidence bureau, and public safety dispatch services.

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

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

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

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

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

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

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

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

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

prepaid, return receipt requested and addressed as follows:

TO THE COUNTY

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

TO THE CITY

Office of the City Manager
City of Blue Lake
PO Box 458
Blue Lake, CA95525

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

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

28. CITY shall have the option of COUNTY providing additional dedicated uniformed Sheriffs' personnel for the purpose of providing law enforcement services for special events. This shall be at the request of CITY with a minimum of 30 days advance notice. Should the COUNTY agree to the provision of additional dedicated law enforcement services, the terms and conditions of this Agreement shall apply. The rate of payment for such additional dedicated services shall be the actual number of hours performed by uniformed Sheriffs' personnel times the hourly rate for said personnel per the Humboldt County Schedule of Fees and Charges "Master Fee Schedule" as approved and posted on the county website at the time of the event. The Master Fee Schedule is reviewed and approved annually by the Board of Supervisors and is posted on the county website. The 2026 Master Fee Schedule rate for Sheriff's Deputy I/II is \$110.00/hour, Sheriff's Sergeant is \$144.00/hour, and Sheriff's Investigator is \$139.00/hour. Events held after calendar year 2026 may be subject to a different rate in accordance with the posted and approved Master Fee Schedule and should be referred to before requesting the additional dedicated services.

[Signatures on following page.]

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

ATTEST:
City Clerk

By: _____

ATTEST:
Clerk of the Board of Supervisors

By: _____

**APPROVED AS TO CONTENT AND
RECOMMENDED**

By: _____
City Manager
City of Blue Lake

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

By: _____
Mayor
City of Blue Lake

By: _____
Chair
Board of Supervisors
County of Humboldt

By: _____
Risk Manager
County of Humboldt

Exhibit A – Charges for Services

Annual Computation:

For the period of July 1, 2026 through June 30, 2027, the CITY and SO have met and agreed that the charges for services rate will be \$186,882.00 for fiscal year (FY) 2026-27.

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

Methodology for the Computation:

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

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

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

- Internal Service Fund Information Technology Charges
- Internal Service Fund Purchasing & Disposition Charges
- Internal Service Fund ADA Charges
- Internal Service Fund Communications/Radio Infrastructure Charges
- COUNTY General Liability, Property, or Bond Insurance
- COUNTY Cost Plan Charges (aka A87 Charges)
- Fixed Assets
- Grants
- Locations of the SO that do not support the CITY. As of FY2025-26 those locations are as follows:

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

- Divisions of the SO that provide services to the entire county and/or divisions that provide services unrelated to the services being contracted for in this agreement. As of FY2025-26 those divisions that were excluded include the following:

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

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

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

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

As of FY2025-26 those divisions/locations include the following:

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

As of FY2025-26 the SO indirect cost centers include the following:

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

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

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

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

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

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

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

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

Humboldt County Sheriff's Office ("SO")

FY2024-25 Actual Financial Data

For rates proposed in contract period 7/1/2026 to 6/30/2027

Proposed Annual Computation

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

Internal Service Funds

The county has the following Internal Service Funds that support the operations of the SO. The costs are allocated to county departments using reasonable allocation methods. For example, full-time equivalents (“FTEs”), cost of payroll, number of computers, phones, email accounts, etc.

These costs will **NOT** be included.

- **Information Technology**
- **Purchasing & Disposition**
- **ADA**
- **Communications/Radio Infrastructure**
- **General Liability/Property/Bond Insurance**

Cost Plan Charges (aka A87 charges)

The county cost plan includes the below and is allocated to the SO based on allocation methodology approved by the state.

These costs will **NOT** be included.

- **Building Depreciation**
- **CAO**
- **Treasurer-Tax Collector**
- **Personnel**
- **Equipment Depreciation**
- **Auditor-Controller**
- **County Counsel**
- **Facility Management**

Other Items

Fixed Assets: The full-amount of fixed assets are charged to the SO's cost centers at time of purchase. Since they are depreciated in the cost plan, they are being backed-out of the financial statement and NOT included.

Revenue: Revenue for fees, services, reimbursements, and donations will be included to offset expenses. MZ revenue will be added to offset expenses.

Interfund Expenditures: Expenses charged to the SO by other county departments (ie. Public Works) for services or supplies will be included.

Divisions Not Included

Divisions that provide services to the entire county will NOT be included. Below is a current list.

- **Airport Security**
- **Animal Shelter**
- **CCW**
- **Civil**
- **Coroner Office**
- **Correctional Facility**
- **Courts**
- **Crisis Negotiation Team (CNT)**
- **Drug Task Force**
- **EOD Team (Bomb Squad)**
- **Inmate Welfare**
- **Jail Based Competency Program**
- **Marijuana Enforcement Team**
- **Mobile Field Force (MFF)**
- **Office of Emergency Services**
- **Search & Rescue**
- **Sheriff's Work Alternative Program (SWAP)**
- **Special Services**
- **SWAT Team**

Divisions Not Included

Locations that do not support the contract city will NOT be included. In the case of Blue Lake the below will be excluded:

- **Garberville Station**
- **Trinity River Station**
- **Myrtle Avenue Annex**
- **Patrol allocation for Main Station**

Grants will Not be Included

All grants shall NOT be included. Below is a current list.

- Boating Safety
- BSCC Officer Wellness
- Bulletproof Vest
- Byrne Jag Local
- Byrne Jag State
- DCESP
- Emergency Management Performance
- Homeland Security
- NorCal Coalition
- Off Highway Vehicle
- PH Gender Identification
- Prop 64
- SAFE
- SB170 Cannabis Enforcement
- US Forest Services Campgrounds

Divisions Included

Divisions that provide services to the contract city will be included. Below is a current list.

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

SO Indirect Cost Centers

The SO indirect cost centers are directly related to the SO and are not county overhead charges. Their expenses are not easily charged directly to an SO division. Cost centers were created to capture these expenses and allocate them out using reasonable methodology. Trying to directly charge these costs to divisions would be an undue burden on staff. It would require tracking staff's time or inventorying low cost or consumable items that would be tedious to track.

The charges allocated to the Divisions will include costs from these indirect cost centers.

- **SO Backgrounds/Recruitment**
- **SO Training**
- **SO Administration**
- **Main Station**
- **Deputy Sheriff/CSO Shared**
- **Operations Command Team**
- **Armory**

Indirect Cost - Main Station Shared Costs

- Includes utilities, maintenance of the space, and office supplies for staff that reside at the Courthouse SO Main Station. There is no rental expense for Main Station since it is county owned property.
- Total costs are allocated based on the # of staff that reside at Main Station.
- The allocation for Main Station patrol is NOT included for the contract cities.

County of Humboldt
1100221120 - Main Station Shared Costs
Revenues and Expenditures with Encumbrances
For the Period Ending June 30, 2025

		Fiscal Year To Date	Amount Adjusted	Amount For Allocation	Comment
Expenditures					
02 Services and Supplies					
2103	Clothing / Employee	458.76	-	458.76	
2106	Communications	12,327.22	-	12,327.22	
2108	Food	32.47	-	32.47	
2109	Household Expense	5,230.44	-	5,230.44	
2112	Maintenance-Equipment	6.00	-	6.00	
2113	Maintenance-Structures	4,911.20	-	4,911.20	
2117	Office Expense	16,841.51	-	16,841.51	
2118	Professional & Special Service	15,196.14	-	15,196.14	
2120	Rents & Leases - Equipment LT	1,435.41	-	1,435.41	
2122	Minor Equipment	2.18	-	2.18	
2123	Special Departmental Expense	254.43	-	254.43	
2126	Utilities	37,166.88	-	37,166.88	
2140	Late Fees & Penalties	196.53	-	196.53	
Total Services and Supplies		94,059.17	-	94,059.17	
03 Other Charges					
2110	Insurance	21,195.00	(21,195.00)	-	ISF not included
3517	ADA ISF Charges	1,250.00	(1,250.00)	-	ISF not included
3940	Purchasing & Disposition Chg	1,023.40	(1,023.40)	-	ISF not included
Total Other Charges		23,468.40	(23,468.40)	-	
08 Fixed Assets					
8186	Improvements - Cty-Owned	6,655.00	(6,655.00)	-	Fixed asset not included
Total Fixed Assets		6,655.00	(6,655.00)	-	
Total Expenditures		124,182.57	(30,123.40)	94,059.17	
Other Financing Sources (Uses)					
9138	Intrafund Activity	(3,482.00)	-	(3,482.00)	Maintenance of building
710000	Transfer Fund Balance	6,655.00	-	6,655.00	
Total Other Financing Sources (Uses)		3,173.00	-	3,173.00	
Net Revenues Over (Under) Expenditures		(121,009.57)	30,123.40	(90,886.17)	
				90,886.17	Total less Adjustments

Main Station Allocation

Cost Center #	Cost Center Name	FTEs FY2024-25	Do Not Reside in Main Station	Other Adjust per Notes	FTEs for Allocation	Allocation	Notes
221100 & 297100	Admin	14			14	16,632.76	
221366	CCW			1	1	1,188.05	2 extra-help part time year around
221350	Civil	3			3	3,564.16	
221130 & 297130	Command Team	4	0		4	4,752.22	
221600	Courts	8	-8		0	-	
221360 & 297360	Dispatch	13	-13		0	-	
221300 & 297300	FTO/Recruit	6			6	7,128.33	
221220	Garberville	1	-1		0	-	
221520	HCSO DTF	2	-2		0	-	
221340	Major Crimes	7		1	8	9,504.44	2 extra-help part time year around for cold case unit
221210	McKinleyville	1	-1		0	-	
221510 & 221955	MET/Coalition	7	-7		0	-	
221200 & 297200	Patrol	57		-28.5	28.5	33,859.55	50% of patrol is assigned to NAC
221364 & 297364	Property	4			4	4,752.22	
221362	Records	6			6	7,128.33	
221500	Special Services	4	-4		0	-	
221170	Training	2			2	2,376.11	
		139	-36	-26.5	76.5	90,886.17	

Allocated to the cities through applicable divisions	28,513.31
Allocated to the cities through indirect cost centers	23,761.09
Not allocated	38,611.77

Indirect Cost – Recruitments/Background

- Includes extra-help Administrative Analysts (former sworn personnel), and miscellaneous backgrounds/recruitment related costs like survey software, postage, and recruitment events.
- Does not include psychiatric and medical evaluations which are easily identifiable during the invoicing process and therefore charged directly to the divisions.
- The backgrounds are assigned to each division that requested the background. All Deputy Sheriff I/II/Recruits start out in the FTO or recruit program and therefore allocated to the FTO/Recruit cost center 221300.
- Total costs are allocated based on the # of backgrounds conducted (regardless if hired, disqualified, or withdrawn) for each division during the applicable fiscal year. On average, backgrounds take 40 hours for non-sworn and 60 hours for sworn. Therefore, they are weighted 1.0 for non-sworn and 1.5 for sworn for the allocation.

County of Humboldt
 1100221160 - Recruitment & Backgrounds Div
 Revenues and Expenditures with Encumbrances
 For the Period Ending June 30, 2025

	Fiscal Year To Date	Amount Adjusted	Amount For Allocation	Comments
Revenues				
800870 Charges for Services	2,475.00	-	2,475.00	
Total Revenues	2,475.00	-	2,475.00	
Expenditures				
01 Salaries & Employee Benefits				
1400 Extra Help	106,872.73	-	106,872.73	
1450 Unemployment Insurance	193.55	-	193.55	
1600 FICA/Medicare/OASDI	1,549.67	-	1,549.67	
1700 Workers' Compensation	6,058.00	-	6,058.00	
Total Salaries & Employee Bene	114,683.95	-	114,683.95	
02 Services and Supplies				
2106 Communications	28.44	-	28.44	
2117 Office Expense	1,727.68	-	1,727.68	
2118 Professional & Special Service	963.60	-	963.60	
2119 Publications & Legal Notices	85.81	-	85.81	
2123 Special Departmental Expense	595.00	-	595.00	
2125 Transportation & Travel	300.00	-	300.00	
2148 Computer Software Perpetual	372.00	-	372.00	
Total Services and Supplies	4,072.53	-	4,072.53	
03 Other Charges				
2110 Insurance	6,667.00	(6,667.00)	-	ISF not included
3125 Information Technology Charges	6,724.00	(6,724.00)	-	ISF not included
3513 Communications/Utility Charges	1,316.00	(1,316.00)	-	ISF not included
3940 Purchasing & Disposition Chg	186.95	(186.95)	-	ISF not included
Total Other Charges	14,893.95	(14,893.95)	-	
08 Fixed Assets				
8487 Voice Stress Analyzer-Computer	7,917.99	(7,917.99)	-	Fixed Asset not included
Total Fixed Assets	7,917.99	(7,917.99)	-	
Total Expenditures	141,568.42	(22,811.94)	118,756.48	
Net Revenues Over (Under) Expenditures)	(139,093.42)	22,811.94	(116,281.48)	
			116,281.48	Total less Adjustments

Backgrounds/Recruitment Allocation

Cost Center #	Cost Center Name	Total # of Backgrounds	Weighted for Allocation	Allocation
221100	Admin	7	7	8,348.41
278	Animal Shelter	6	6	7,155.78
272	Coroner	2	3	3,577.89
221360	Dispatch	7	7	8,348.41
221300	FTO	4	6	7,155.78
243	Jail	35	48.5	57,842.58
243200	JBCT	3	3	3,577.89
221955	NorCal Coalition	2	2	2,385.26
221200	Patrol	5	7	8,348.41
221364	Property	2	2	2,385.26
221362	Records	6	6	7,155.78
Total		79	97.5	116,281.48

Allocated to the cities through applicable divisions	33,393.66
Allocated to the cities through indirect cost centers	8,348.41
Not allocated	74,539.41

Indirect Cost – Training

- Includes one full-time dedicated Sheriff's Sergeant, one full-time dedicated Administrative Secretary, training facility, and miscellaneous indirect training related costs.
- Includes the Main Station allocation for the 2 FTEs.
- The trainings are assigned to each division based on the division that required the training.
- Total costs are allocated based on the # of trainings for each division during the applicable fiscal year.

County of Humboldt
1100221170 - Training Division
Revenues and Expenditures with Encumbrances
For the Period Ending June 30, 2025

		Fiscal Year To Date	Amount Adjusted	Amount For Allocation	Comments
Revenues					
402205	Interest Revenue	29,324.83	(29,324.83)	-	This trust fund revenue should not offset expense
526544	POST Training	1,449.20	-	1,449.20	
800870	Charges for Services	2,450.00	-	2,450.00	
800941	Refunds	-	-	-	
Total Revenues		33,224.03	(29,324.83)	3,899.20	
Expenditures					
01 Salaries & Employee Benefits					
1100	Salaries And Wages	130,670.64	-	130,670.64	
1400	Extra Help	4,501.15	-	4,501.15	
1450	Unemployment Insurance	230.25	-	230.25	
1460	Overtime	4,127.13	-	4,127.13	
1470	Health Insurance	18,428.74	-	18,428.74	
1471	Life & Air Travel Insurance	35.06	-	35.06	
1472	Dental Insurance	779.57	-	779.57	
1475	Salaries/Benefits Cost Share	18,768.54	-	18,768.54	
1500	Retirement	68,663.42	-	68,663.42	
1510	PARS Contribution	2,695.89	-	2,695.89	
1600	FICA/Medicare/OASDI	2,675.62	-	2,675.62	
1700	Workers' Compensation	3,660.00	-	3,660.00	
Total Salaries & Employee Bene		255,236.01	-	255,236.01	
02 Services and Supplies					
2106	Communications	500.34	-	500.34	
2108	Food	61.38	-	61.38	
2112	Maintenance-Equipment	114.00	-	114.00	
2113	Maintenance-Structures	81.42	-	81.42	
2117	Office Expense	908.79	-	908.79	
2118	Professional & Special Service	46,605.18	-	46,605.18	
2120	Rents & Leases - Equipment LT	655.50	-	655.50	
2121	Rents & Leases - Structures LT	23,937.30	-	23,937.30	
2123	Special Departmental Expense	29,066.96	-	29,066.96	
2125	Transportation & Travel	15,045.57	-	15,045.57	
Total Services and Supplies		116,976.44	-	116,976.44	
03 Other Charges					
2110	Insurance	5,331.00	(5,331.00)	-	ISF not included
3125	Information Technology Charges	8,934.00	(8,934.00)	-	ISF not included
3513	Communications/Utility Charges	1,456.00	(1,456.00)	-	ISF not included
3940	Purchasing & Disposition Chg	1,598.45	(1,598.45)	-	ISF not included
Total Other Charges		17,319.45	(17,319.45)	-	
04 Services ISF					
4610	HDSO Disability Insurance	18.96	-	18.96	
Total Services ISF		18.96	-	18.96	
Total Expenditures		389,550.86	(17,319.45)	372,231.41	
Net Revenues Over (Under) Expenditures)		(356,326.83)	(12,005.38)	(368,332.21)	

368,332.21	Total less Adjustments
2,376.11	Main Station Allocation
370,708.32	Total expenses to allocate

Training Allocation

Cost Center #	Cost Center Name	# of Trainings	Allocation
221100	Admin	16	2,231.50
221390	Armory	3	418.41
221366	CCW	1	139.47
221350	Civil	3	418.41
221325	CNT	7	976.28
221130	Command Team	15	2,092.03
221400	Coroner	2	278.94
221600	Courts	5	697.34
221140	Dep SHF/CSO Costs	858	119,664.31
221360	Dispatch	29	4,044.60
221330	EOD	1	139.47
221520	HCSO DTF	1	139.47
127	IWF	2	278.94
243	Jail	1393	194,280.17
221110	K9	6	836.81
221340	MCD	7	976.28
221510	MET	18	2,510.44
221995	NorCal Coalition	6	836.81
274	OES	3	418.41
221366	Property/Evidence	2	278.94
221450	Public Admin	1	139.47
221500	Special Services	13	1,813.10
221320	SWAT Team	266	37,098.73
Total		2,658	370,708.32

Indirect Cost - Deputy SHF/CSO Shared Costs

- Includes gear like badges, holsters, taser batteries and other items necessary for Deputy Sheriff I/II/Recruit, Deputy Coroners, Investigators, Sergeants, and Community Service Officers (“Sworn Staff”).
- Includes training costs necessary to maintain sworn status. The reason these training costs are not charged directly to the divisions is because sworn staff often change assignments. Trying to charge the division they are assigned to at the time of the training could result in some divisions paying more than they should due to the timing.
- Includes the indirect training allocation cost.
- Total costs are allocated to the divisions based on the # of budgeted sworn FTE’s for each division.

County of Humboldt
 1100221140 - Deputy SHF/CSO Shared Costs
 Revenues and Expenditures with Encumbrances
 For the Period Ending June 30, 2025

	Fiscal Year To Date	Amount Adjusted	Amount For Allocation	Comments
Revenues				
526544 POST Training	1,898.68	-	1,898.68	
800870 Charges for Services	90.00	-	90.00	
707010 Misc Revenue	1,168.00	-	1,168.00	
707012 Donations	60.00	-	60.00	
800941 Refunds	350.00	-	350.00	
Total Revenues	3,566.68	-	3,566.68	
Expenditures				
02 Services and Supplies				
2103 Clothing / Employee	45,609.11	-	45,609.11	
2109 Household Expense	882.39	-	882.39	
2115 Memberships	6,582.44	-	6,582.44	
2117 Office Expense	1,724.80	-	1,724.80	
2118 Professional & Special Service	3,940.53	-	3,940.53	
2122 Minor Equipment	1,263.01	-	1,263.01	
2123 Special Departmental Expense	20,024.32	-	20,024.32	
2125 Transportation & Travel	5,135.39	-	5,135.39	
2148 Computer Software Perpetual	17,500.00	-	17,500.00	
2149 Subscription Software	1,760.78	-	1,760.78	
Total Services and Supplies	104,422.77	-	104,422.77	
03 Other Charges				
3940 Purchasing & Disposition Chg	1,628.21	(1,628.21)	-	
Total Other Charges	1,628.21	(1,628.21)	-	
Total Expenditures	106,050.98	(1,628.21)	104,422.77	
Net Revenues Over (Under) Expenditures)	(102,484.30)	1,628.21	(100,856.09)	
			100,856.09	Total less Adjustments
			119,664.31	Training Allocation
			220,520.40	Total Expenses to Allocate

Deputy SHF/CSO Shared Costs Allocation

Cost Center #	Cost Center Name	# of FTE's	Allocation
221350	Civil	2	4,742.37
221400	Coroner	5	11,855.94
221600	Courts	8	18,969.50
221300 & 297300	FTO/Recruit	6	14,227.12
221520	HCSO DTF	2	4,742.37
221340	Major Crimes	6	14,227.12
221510	MET	3	7,113.56
221200 & 297200	Patrol	57	135,157.66
221500	Special Services	4	9,484.75
Total Deputy SHF I/II, Sgt, Investigator, Coroner and CSOs		93	220,520.40
Allocated to the cities through applicable divisions			163,611.91
Not allocated			56,908.49

Indirect Cost - Armory

- Includes ammunition, parts, and guns.
- Approximately 75% of the armory expenses are for Sheriff Operations (Deputy Sheriff I/II/Recruit, Deputy Coroners, Investigators, and Sergeants).
- Approximately 25% of the armory expenses are for SWAT.
- Jail armory expenses are no longer charged to the armory and are directly charged to the Jail.
- The 75% for Sheriff Operations are allocated to the operational divisions based on the # of budgeted sworn FTE's for each division.

County of Humboldt
1100221390 - Armory
Revenues and Expenditures with Encumbrances
For the Period Ending June 30, 2025

	Fiscal Year To Date	Amount Adjusted	Amount For Allocation	Comments
Revenues				
526544 POST Training	2,288.35	-	2,288.35	
707010 Misc Revenue	2,502.50	-	2,502.50	
Total Revenues	4,790.85	-	4,790.85	
Expenditures				
01 Salaries & Employee Benefits				
1400 Extra Help	6,937.18	-	6,937.18	
1450 Unemployment Insurance	12.48	-	12.48	
1475 Salaries/Benefits Cost Share	(1,421.65)	-	(1,421.65)	
1600 FICA/Medicare/OASDI	100.60	-	100.60	
Total Salaries & Employee Bene	5,628.61	-	5,628.61	
02 Services and Supplies				
2106 Communications	176.56	-	176.56	
2112 Maintenance-Equipment	58.48	-	58.48	
2113 Maintenance-Structures	21.30	-	21.30	
2115 Memberships	780.00	-	780.00	
2117 Office Expense	188.43	-	188.43	
2122 Minor Equipment	124.93	-	124.93	
2123 Special Departmental Expense	154,329.81	-	154,329.81	
2125 Transportation & Travel	2,776.50	-	2,776.50	
Total Services and Supplies	158,456.01	-	158,456.01	
03 Other Charges				
3125 Information Technology Charges	1,534.00	(1,534.00)	-	ISFs not included
3513 Communications/Utility Charges	140.00	(140.00)	-	ISFs not included
3940 Purchasing & Disposition Chg	434.65	(434.65)	-	ISFs not included
Total Other Charges	2,108.65	(2,108.65)	-	
Total Expenditures	166,193.27	(2,108.65)	164,084.62	
Net Revenues Over (Under) Expenditures)	(161,402.42)	2,108.65	(159,293.77)	

159,293.77 Total less Adjustments

Armory Allocation

Total Armory Expenses:	159,293.77
25% to SWAT	39,823.44
Balance to Allocate below:	119,470.33

Cost Center #	Cost Center Name	# of FTE's	Allocation
221350	Civil	2	2,654.90
221400	Coroner	5	6,637.24
221600	Courts	8	10,619.58
221300 & 297300	FTO/Recruit	6	7,964.69
221520	HCSO DTF	2	2,654.90
221340	Major Crimes	6	7,964.69
221510	MET	3	3,982.34
221200 & 297200	Patrol	54	71,682.20
221500	Special Services	4	5,309.79
Total Deputy SHF I/II, Sgt, Investigator, and Coroner		90	119,470.33

Allocated to the cities through applicable divisions	87,611.57
Not allocated	31,858.75

Indirect Cost – Administration

- Administration provides oversight for the entire SO and the Business Office processes all financial and personnel transactions for the entire SO.
- Includes the Sheriff, Undersheriff, Deputy Director of Financial & Support Services, Public Information Specialists, Executive Secretary, Administrative Lieutenant, and the Business Office.
- Includes the indirect costs for Main Station, backgrounds, and training.
- Includes costs directly related to the Administrative and Business Office divisions and any costs that are for the benefit of the entire SO.
- Total costs are allocated based on the combined cost of Payroll/Benefits (01 category) and Services & Supplies (02 category) for every division/cost center that the SO is responsible for.

County of Humboldt
1100221100 - Sheriff Administration
Revenues and Expenditures with Encumbrances
For the Period Ending June 30, 2025

	Fiscal Year To Date	Adjustments	Total Year End	Comments
Revenues				
526544 POST Training	616.10	-	616.10	
707520 Fingerprint Fees	3,686.00	-	3,686.00	
800870 Charges for Services	2,415.00	-	2,415.00	
707010 Misc Revenue	29.00	-	29.00	
707012 Donations	120.79	-	120.79	
Total Revenues	6,866.89	-	6,866.89	
Expenditures				
01 Salaries & Employee Benefits				
1100 Salaries And Wages	1,260,639.56	-	1,260,639.56	
1400 Extra Help	105,368.43	-	105,368.43	
1450 Unemployment Insurance	1,984.53	-	1,984.53	
1460 Overtime	2,314.69	-	2,314.69	
1470 Health Insurance	201,635.47	-	201,635.47	
1471 Life & Air Travel Insurance	639.78	-	639.78	
1472 Dental Insurance	7,975.43	-	7,975.43	
1475 Salaries/Benefits Cost Share	(10,537.22)	-	(10,537.22)	
1500 Retirement	560,565.23	-	560,565.23	
1510 PARS Contribution	26,988.55	-	26,988.55	
1600 FICA/Medicare/OASDI	61,347.26	-	61,347.26	
1700 Workers' Compensation	584,015.00	-	584,015.00	
Total Salaries & Employee Bene	2,802,936.71	-	2,802,936.71	
02 Services and Supplies				
2103 Clothing / Employee	258.56	-	258.56	
2106 Communications	3,799.58	-	3,799.58	
2108 Food	26.99	-	26.99	
2109 Household Expense	66.61	-	66.61	
2112 Maintenance-Equipment	2,682.85	-	2,682.85	
2115 Memberships	9,831.90	-	9,831.90	
2117 Office Expense	7,175.63	-	7,175.63	
2118 Professional & Special Service	913.91	-	913.91	
2123 Special Departmental Expense	4,099.03	-	4,099.03	
2125 Transportation & Travel	94,674.60	-	94,674.60	
2126 Utilities	-	-	-	
2148 Computer Software Perpetual	139.00	-	139.00	
2149 Subscription Software	15,287.79	-	15,287.79	
Total Services and Supplies	138,956.45	-	138,956.45	
03 Other Charges				
2110 Insurance	76,969.00	(76,969.00)	-	ISF's not included
3125 Information Technology Charges	85,718.00	(85,718.00)	-	ISF's not included
3513 Communications/Utility Charges	5,159.00	(5,159.00)	-	ISF's not included
3940 Purchasing & Disposition Chg	3,092.83	(3,092.83)	-	ISF's not included
Total Other Charges	170,938.83	(170,938.83)	-	
Total Expenditures	3,112,831.99	(170,938.83)	2,941,893.16	
Net Revenues Over (Under) Expenditures)	(3,105,965.10)	170,938.83	(2,935,026.27)	
			2,935,026.27	Total less ISFs & Adjustments
			16,632.76	Main Station Allocation
			8,348.41	Backgrounds Allocation
			2,231.50	Training Allocation
			2,962,238.95	Total Expenses to Allocate

Indirect Cost – Command Team

- Includes the Sheriff Operations Captain and Lieutenants.
- Includes the Main Station allocation, backgrounds allocation, training allocation, and administration allocation.
- Includes costs directly related to the Sheriff Operations Command Team and any expenses that benefit the entire Sheriff Operations (excludes Corrections).
- Total costs are allocated based on the combined cost of Payroll/Benefits (01 category) and Services & Supplies (02 category) for the divisions/cost centers that the Command Team is responsible for.

County of Humboldt
1100221130 - Command Team
Revenues and Expenditures with Encumbrances
For the Period Ending June 30, 2025

	Fiscal Year To Date	Amount A djusted	Amount For Allocation	Comments
Revenues				
526544 POST Training	3,640.46	-	3,640.46	
Total Revenues	3,640.46	-	3,640.46	
Expenditures				
01 Salaries & Employee Benefits				
1100 Salaries And Wages	432,816.06	-	432,816.06	
1450 Unemployment Insurance	765.21	-	765.21	
1470 Health Insurance	68,334.89	-	68,334.89	
1471 Life & Air Travel Insurance	118.61	-	118.61	
1472 Dental Insurance	1,945.22	-	1,945.22	
1475 Salaries/Benefits Cost Share	(25,665.00)	-	(25,665.00)	
1500 Retirement	225,864.56	-	225,864.56	
1510 PARS Contribution	9,077.51	-	9,077.51	
1600 FICA/Medicare/QASDI	6,369.44	-	6,369.44	
1700 Workers' Compensation	17,452.00	-	17,452.00	
Total Salaries & Employee Bene	737,078.50	-	737,078.50	
02 Services and Supplies				
2103 Clothing / Employee	-	-	-	
2106 Communications	3,706.71	-	3,706.71	
2112 Maintenance-Equipment	204.00	-	204.00	
2117 Office Expense	786.58	-	786.58	
2123 Special Departmental Expense	1,102.95	-	1,102.95	
2125 Transportation & Travel	22,701.72	-	22,701.72	
2148 Computer Software Perpetual	108,663.00	-	108,663.00	
Total Services and Supplies	137,164.96	-	137,164.96	
03 Other Charges				
2110 Insurance	19,474.00	(19,474.00)	-	ISF's not included
3125 Information Technology Charges	37,803.00	(37,803.00)	-	ISF's not included
3513 Communications/Utility Charges	7,001.00	(7,001.00)	-	ISF's not included
3940 Purchasing & Disposition Chg	185.52	(185.52)	-	ISF's not included
Total Other Charges	64,463.52	(64,463.52)	-	
Total Expenditures	938,706.98	(64,463.52)	874,243.46	
Net Revenues Over (Under) Expenditures)	(935,066.52)	64,463.52	(870,603.00)	
			870,603.00	Total of 221130 less Adjustments
			334,759.22	Total of 297130 less Adjustments
			4,752.22	Main Station Allocation
			-	Backgrounds/Recruitment Allocation
			2,092.03	Training Allocation
			74,839.30	Administration Allocation
			1,287,045.77	Total expenses for allocation

Direct Cost Divisions – Revenue

Division #	Division Name	MZ Allocation that covers 01 & 02	POST/Other Reimbursement Revenue	Fees & Services Revenue	Donations & Misc Revenue	Total Revenue
221180	Abandoned Vehicle Abatement			83,578.16		83,578.16
297	Body Worn Camera	188,324.00				188,324.00
221300	Deputy FTO/Recruits		24,338.06			24,338.06
297300	Deputy FTO/Recruits	553,724.37				553,724.37
221360	Dispatch		2,396.92	20,000.10		22,397.02
297360	Dispatch	558,024.82				558,024.82
221110	K9 Program				63,421.00	63,421.00
221340	Major Crimes Division		14,267.54		4.00	14,271.54
221210	McKinleyville Station					-
221200	Patrol			193,693.25	14,651.00	208,344.25
297200	Patrol	5,025,469.21		167.63		5,025,636.84
221150	Patrol Vehicle Costs					-
221364	Property/Evidence			50.00		50.00
297364	Property/Evidence	26,269.41				26,269.41
221362	Records			33,984.18		33,984.18
		6,351,811.81	41,002.52	331,473.32	78,076.00	6,802,363.65

Direct Cost Divisions – Expenses

Division #	Division Name	Salaries & Benefits (01)	Services & Supplies (02)	Allocated MS Shared Costs	Allocated Backgrounds & Recruit	Allocated Training	Allocated Dep/CSO Shared Costs	Allocated Armory	Allocated Admin	Allocated Command Team	Total Division Expenses
221180	Abandoned Vehicle Abatement		123,771.11						7,661.64	6,986.07	138,418.82
297	Body Worn Camera		188,324.00						11,657.57	10,629.65	210,611.23
221300	Deputy FTO/Recruits	658,193.90	35,174.67	7,128.33	7,155.78	-	14,227.12	7,964.69	77,192.45	70,385.93	877,422.87
297300	Deputy FTO/Recruits	553,724.37									553,724.37
221360	Dispatch	781,041.29	79,478.47		8,348.41	4,044.60			87,801.74	80,059.73	1,040,774.24
297360	Dispatch	558,024.82									558,024.82
221110	K9 Program		48,305.58			836.81			2,990.20	2,726.53	54,859.12
221340	Major Crimes Division	1,401,248.29	121,934.78	9,504.44		976.28	14,227.12	7,964.69	94,281.72	85,968.33	1,736,105.66
221210	McKinleyville Station	95,606.53	26,822.29						7,578.55	6,910.30	136,917.67
221200	Patrol	3,755,635.65	144,425.01		8,348.41		135,157.66	71,682.20	552,441.91	503,729.77	5,171,420.62
297200	Patrol	5,025,469.21	-								5,025,469.21
221150	Patrol Vehicle Costs		1,759,283.49						108,902.60	99,300.01	1,967,486.10
221364	Property/Evidence	236,215.73	21,048.87	4,752.22	2,385.26	278.94			17,551.23	16,003.63	298,235.88
297364	Property/Evidence	26,269.41									26,269.41
221362	Records	388,923.11	14,290.79	7,128.33	7,155.78	-			24,959.62		442,457.63
		13,480,352.31	2,562,859.06	28,513.31	33,393.66	6,136.63	163,611.91	87,611.57	993,019.23	882,699.96	18,238,197.65

Direct Cost Divisions - Total Net Expenses

Division #	Division Name	Total Revenue	Total Division Expenses	Expense to Allocate (Exp less Rev)
221180	Abandoned Vehicle Abatement	83,578.16	138,418.82	54,840.66
297	Body Worn Camera	188,324.00	210,611.23	22,287.23
221300	Deputy FTO/Recruits	24,338.06	877,422.87	853,084.81
297300	Deputy FTO/Recruits	553,724.37	553,724.37	-
221360	Dispatch	22,397.02	1,040,774.24	1,018,377.22
297360	Dispatch	558,024.82	558,024.82	-
221110	K9 Program	63,421.00	54,859.12	(8,561.88)
221340	Major Crimes Division	14,271.54	1,736,105.66	1,721,834.12
221210	McKinleyville Station	-	136,917.67	136,917.67
221200	Patrol	208,344.25	5,171,420.62	4,963,076.37
297200	Patrol	5,025,636.84	5,025,469.21	(167.63)
221150	Patrol Vehicle Costs	-	1,967,486.10	1,967,486.10
221364	Property/Evidence	50.00	298,235.88	298,185.88
297364	Property/Evidence	26,269.41	26,269.41	-
221362	Records	33,984.18	442,457.63	408,473.45
		6,802,363.65	18,238,197.65	11,435,834.00

Population Allocation Method

Data from US Census 2020 <https://data.census.gov/profile?g=050XX00US06023>

Total Population of Humboldt 136,463

Arcata	18,857
Eureka	26,512
Ferndale	1,398
Fortuna	12,516
Rio Dell	3,379
Total Incorporated with own	62,662

Total covered by HCSO: 73,801

Based on % of Population	Census	%	Share Of Cost	Prior Year	Increase
Blue Lake	1,208	1.63%	\$ 186,882.00	\$ 170,159.00	\$ 16,723.00
Trinidad	427	0.58%			
All Other	72,286	97.79%	\$ 11,182,894.00	\$ 10,182,206.00	\$ 1,000,688.00
Total:	73,921	100.00%	\$ 11,435,835.00	\$ 10,412,513.00	\$ 1,023,322.00



City of Blue Lake

Staff Report

Agenda Item #: 20

Meeting Date: April 28, 2026

Prepared By: Jennie Short, City Manager

Subject: Humboldt County Sheriff Department Contract for Animal Shelter Services

Recommended Action: That the City Council:

1. Authorize the Mayor and City Manager to sign the First Amendment to the Agreement to Provide Animal Shelter Services for the City of Blue Lake

BACKGROUND

The City of Blue Lake has contracted with the Humboldt County Sheriff's Department for many years to provide Animal Shelter Services for the City of Blue Lake. Each year the Sheriff's Department provides the City with new calculations for the cost of services for the next year based upon the previous fiscal year. A reasonable increase in rates is proposed by the County to cover the increase in direct costs for the services. In summary, the contract for FY 2025-2026 was for a total of \$10,779 and the proposed contract for FY 2026-2027 is for a total of **\$11,686**. The Sheriff's Office has provided a detailed slide deck on the expenses by group and how those expenses were calculated.

FISCAL IMPACT

The annual dog license fees are used to partially fund this contract. The balance is funded from the general funds. In fiscal year 2024-2025 the City received a total of \$2,565 in dog licenses. So far in fiscal year 2025-2026, the City has received \$1,400 with a mailing sent this week to remind the unpaid dog owners. The anticipated revenue for FY 2026-27 is \$2,565.

ALTERNATIVES

City staff perform the duties of sheltering animals collected within the City of Blue Lake. In 2025, the Humboldt County animal shelter housed and processed eight dogs for the City of Blue Lake. This alternative is only viable if the City were to construct animal kennels and acquire staff to perform all the duties that the County's shelter performs.

ATTACHMENTS

1. Humboldt County First Amendment Agreement to Provide Animal Shelter Services for the City of Blue Lake
2. Presentation slides detailing county expenses and proportional division of expenses by population.

Review Information:

City Manager Review: Legal Review: CIRA Review: Engineer:

Comments:

**FIRST AMENDMENT
AGREEMENT TO PROVIDE ANIMAL SHELTER SERVICES
FOR THE CITY OF BLUE LAKE
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
CITY OF BLUE LAKE
FOR FISCAL YEARS 2025-26 THROUGH 2028-2029**

This First Amendment to the Agreement dated July 8, 2025, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” and the City of Blue Lake, a municipal corporation in the County of Humboldt, hereinafter referred to as “CITY,” is entered into this ____ day of _____, 2026.

WHEREAS, on July 8, 2025, COUNTY and CITY entered into an agreement whereby the COUNTY, through Sheriff, agreed to provide animal shelter services for the CITY; and

WHEREAS, COUNTY and CITY now desire to amend the agreement to reflect updated fees for the 2026-27 fiscal year, as provided for and described in Exhibit A to the Agreement.

NOW THEREFORE, the parties mutually agree as follows:

1. Pursuant to Exhibit A to the Agreement, the charges for services rate agreed to by COUNTY and CITY shall be recomputed annually using the methodology outlined therein. For the period of July 1, 2026 through June 30, 2027 (Fiscal Year 2026-27) the charges for services shall be \$11,686.00. Payment shall be made quarterly in accordance with Section 12 of the Agreement.
2. Except as modified herein, the Agreement dated July 8, 2025 shall remain in full force and effect. In the event of a conflict between the provisions of this First Amendment and the original Agreement, the provisions of this First Amendment shall govern.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first date written above.

ATTEST:
City Clerk

By: _____

ATTEST:

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

APPROVED AS TO CONTENT AND RECOMMENDED

By: _____
City Manager
City of Blue Lake

By: _____
Chair
Board of Supervisors
County of Humboldt

By: _____
Mayor
City of Blue Lake

By: _____
Risk Manager
County of Humboldt

APPROVED AS TO FORM

Proposal of Contract Methodology for Animal Shelter Services City of Arcata, Eureka, and Blue Lake

Humboldt County Sheriff's Office ("SO")

FY2024-25 Financial Data

For rates proposed for contract period 7/1/2026 to 6/30/2027

Proposed Annual Computation

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

Internal Service Funds

The county has the following Internal Service Funds that support the operations of the SO. The costs are allocated to county departments using reasonable allocation methods. For example, full-time equivalents (“FTEs”), cost of payroll, number of computers, phones, email accounts, etc.

These costs will **NOT** be included.

- **Information Technology**
- **Purchasing & Disposition**
- **ADA**
- **Communications/Radio Infrastructure**
- **General Liability/Property/Bond Insurance**

Cost Plan Charges (aka A87 charges)

The county cost plan includes the below and is allocated to the SO based on allocation methodology approved by the state.

These costs will **NOT** be included.

- **Building Depreciation**
- **CAO**
- **Treasurer-Tax Collector**
- **Personnel**
- **Equipment Depreciation**
- **Auditor-Controller**
- **County Counsel**
- **Facility Management**

Other Items

Fixed Assets: The full-amount of fixed assets are charged to the SO's cost centers at time of purchase. Since they are depreciated in the cost plan, they are being backed-out of the financial statement and NOT included.

Revenue for Animal Shelter: Revenue for spay/neuter fees, adoption fees, donations, or other miscellaneous revenue that supports the operations of the animal shelter will be included to offset expenses.

Animal Control: Revenue and expenses related to Animal Control services for the county are separately accounted for and will not be included in any calculations for the Animal Shelter services.

Interfund Expenditures: Expenses charged to the SO by other county departments (ie. Public Works) for services or supplies will be included.

SO Indirect Cost Centers

The SO indirect cost centers are directly related to the SO and are not county overhead charges. Their expenses are not easily charged directly to an SO division. Cost centers were created to capture these expenses and allocate them out using reasonable methodology. Trying to directly charge these costs to divisions would be an undue burden on staff. It would require tracking staff's time or inventorying low cost or consumable items that would be tedious to track.

The charges allocated to the Divisions will include costs from these indirect cost centers. The SO Indirect Cost Centers as of FY2023-24 are as follows:

- **SO Backgrounds/Recruitment**
- **SO Administration**
- **SO Training**
- **Operations Command Team**

Indirect Cost – Recruitments/Background

- Includes extra-help Administrative Analysts (former sworn personnel), and miscellaneous backgrounds/recruitment related costs like survey software, postage, and recruitment events.
- Does not include psychiatric and medical evaluations which are easily identifiable during the invoicing process and therefore charged directly to the divisions.
- The backgrounds are assigned to each division that requested the background.
- Total costs are allocated based on the # of backgrounds conducted (regardless if hired, disqualified, or withdrawn) for each division during the applicable fiscal year. On average, backgrounds take 40 hours for non-sworn and 60 hours for sworn. Therefore, they are weighted 1.0 for non-sworn and 1.5 for sworn for the allocation.

County of Humboldt
 1100221160 - Recruitment & Backgrounds Div
 Revenues and Expenditures with Encumbrances
 For the Period Ending June 30, 2025

	Fiscal Year To Date	Amount Adjusted	Amount For Allocation	Comments
Revenues				
800870 Charges for Services	2,475.00	-	2,475.00	
Total Revenues	2,475.00	-	2,475.00	
Expenditures				
01 Salaries & Employee Benefits				
1400 Extra Help	106,872.73	-	106,872.73	
1450 Unemployment Insurance	193.55	-	193.55	
1600 FICA/Medicare/OASDI	1,549.67	-	1,549.67	
1700 Workers' Compensation	6,058.00	-	6,058.00	
Total Salaries & Employee Bene	114,683.95	-	114,683.95	
02 Services and Supplies				
2106 Communications	28.44	-	28.44	
2117 Office Expense	1,727.68	-	1,727.68	
2118 Professional & Special Service	963.60	-	963.60	
2119 Publications & Legal Notices	85.81	-	85.81	
2123 Special Departmental Expense	595.00	-	595.00	
2125 Transportation & Travel	300.00	-	300.00	
2148 Computer Software Perpetual	372.00	-	372.00	
Total Services and Supplies	4,072.53	-	4,072.53	
03 Other Charges				
2110 Insurance	6,667.00	(6,667.00)	-	ISF not included
3125 Information Technology Charges	6,724.00	(6,724.00)	-	ISF not included
3513 Communications/Utility Charges	1,316.00	(1,316.00)	-	ISF not included
3940 Purchasing & Disposition Chg	186.95	(186.95)	-	ISF not included
Total Other Charges	14,893.95	(14,893.95)	-	
08 Fixed Assets				
8487 Voice Stress Analyzer-Computer	7,917.99	(7,917.99)	-	Fixed Asset not included
Total Fixed Assets	7,917.99	(7,917.99)	-	
Total Expenditures	141,568.42	(22,811.94)	118,756.48	
Net Revenues Over (Under) Expenditures)	(139,093.42)	22,811.94	(116,281.48)	
			116,281.48	Total less Adjustments

Backgrounds/Recruitment Allocation

Cost Center #	Cost Center Name	Total # of Backgrounds	Weighted for Allocation	Allocation
221100	Admin	7	7	8,348.41
278	Animal Shelter	6	6	7,155.78
272	Coroner	2	3	3,577.89
221360	Dispatch	7	7	8,348.41
221300	FTO	4	6	7,155.78
243	Jail	35	48.5	57,842.58
243200	JBCT	3	3	3,577.89
221955	NorCal Coalition	2	2	2,385.26
221200	Patrol	5	7	8,348.41
221364	Property	2	2	2,385.26
221362	Records	6	6	7,155.78
Total		79	97.5	116,281.48

Allocated to the cities through applicable divisions	7,155.78
Allocated to the cities through indirect cost centers	8,348.41
Not allocated	100,777.28

Indirect Cost – Training

- Includes one full-time dedicated Sheriff's Sergeant, one full-time dedicated Administrative Secretary, training facility, and miscellaneous indirect training related costs.
- Includes the Main Station allocation for the 2 FTEs.
- The trainings are assigned to each division based on the division that required the training.
- Total costs are allocated based on the # of trainings for each division during the applicable fiscal year.

Indirect Cost – Administration

- Administration provides oversight for the entire SO and the Business Office processes all financial and personnel transactions for the entire SO.
- Includes the Sheriff, Undersheriff, Deputy Director of Financial & Support Services, Public Information Specialists, Executive Secretary, Administrative Lieutenant, and the Business Office.
- Includes the indirect costs for Main Station, backgrounds, and training.
- Includes costs directly related to the Administrative and Business Office divisions and any costs that are for the benefit of the entire SO.
- Total costs are allocated based on the combined cost of Payroll/Benefits (01 category) and Services & Supplies (02 category) for every division/cost center that the SO is responsible for.

County of Humboldt
1100221100 - Sheriff Administration
Revenues and Expenditures with Encumbrances
For the Period Ending June 30, 2025

	Fiscal Year To Date	Adjustments	Total Year End	Comments
Revenues				
526544 POST Training	616.10	-	616.10	
707520 Fingerprint Fees	3,686.00	-	3,686.00	
800870 Charges for Services	2,415.00	-	2,415.00	
707010 Misc Revenue	29.00	-	29.00	
707012 Donations	120.79	-	120.79	
Total Revenues	6,866.89	-	6,866.89	
Expenditures				
01 Salaries & Employee Benefits				
1100 Salaries And Wages	1,260,639.56	-	1,260,639.56	
1400 Extra Help	105,368.43	-	105,368.43	
1450 Unemployment Insurance	1,984.53	-	1,984.53	
1460 Overtime	2,314.69	-	2,314.69	
1470 Health Insurance	201,635.47	-	201,635.47	
1471 Life & Air Travel Insurance	639.78	-	639.78	
1472 Dental Insurance	7,975.43	-	7,975.43	
1475 Salaries/Benefits Cost Share	(10,537.22)	-	(10,537.22)	
1500 Retirement	560,565.23	-	560,565.23	
1510 PARS Contribution	26,988.55	-	26,988.55	
1600 FICA/Medicare/OASDI	61,347.26	-	61,347.26	
1700 Workers' Compensation	584,015.00	-	584,015.00	
Total Salaries & Employee Bene	2,802,936.71	-	2,802,936.71	
02 Services and Supplies				
2103 Clothing / Employee	258.56	-	258.56	
2106 Communications	3,799.58	-	3,799.58	
2108 Food	26.99	-	26.99	
2109 Household Expense	66.61	-	66.61	
2112 Maintenance-Equipment	2,682.85	-	2,682.85	
2115 Memberships	9,831.90	-	9,831.90	
2117 Office Expense	7,175.63	-	7,175.63	
2118 Professional & Special Service	913.91	-	913.91	
2123 Special Departmental Expense	4,099.03	-	4,099.03	
2125 Transportation & Travel	94,674.60	-	94,674.60	
2126 Utilities	-	-	-	
2148 Computer Software Perpetual	139.00	-	139.00	
2149 Subscription Software	15,287.79	-	15,287.79	
Total Services and Supplies	138,956.45	-	138,956.45	
03 Other Charges				
2110 Insurance	76,969.00	(76,969.00)	-	ISF's not included
3125 Information Technology Charges	85,718.00	(85,718.00)	-	ISF's not included
3513 Communications/Utility Charges	5,159.00	(5,159.00)	-	ISF's not included
3940 Purchasing & Disposition Chg	3,092.83	(3,092.83)	-	ISF's not included
Total Other Charges	170,938.83	(170,938.83)	-	
Total Expenditures	3,112,831.99	(170,938.83)	2,941,893.16	
Net Revenues Over (Under) Expenditures)	(3,105,965.10)	170,938.83	(2,935,026.27)	
			2,935,026.27	Total less ISFs & Adjustments
			16,632.76	Main Station Allocation
			8,348.41	Backgrounds Allocation
			2,231.50	Training Allocation
			2,962,238.95	Total Expenses to Allocate

Administration Allocation

BU	Name	Salaries & Benefits		Services & Supplies	Total of 01 and 02	Allocation
		(01)	(02)	(02)	Expenses	
221180	Abandoned Vehicle Abatement	\$ -	\$ -	\$ 123,771.11	\$ 123,771.11	7,661.64
221370	Airport	\$ 9,073.00	\$ -	\$ -	\$ 9,073.00	561.63
278100	Animal Control	\$ 418,264.15	\$ -	\$ 123,879.24	\$ 542,143.39	33,559.59
278100	Animal Control - HCSO Only	\$ -	\$ -	\$ 13,420.98	\$ 13,420.98	830.78
278	Animal Shelter	\$ 667,413.60	\$ -	\$ 434,454.98	\$ 1,101,868.58	68,207.52
297	Body Worn Camera Program	\$ -	\$ -	\$ 188,324.00	\$ 188,324.00	11,657.57
221366	CCW	\$ 60,792.34	\$ -	\$ 4,472.38	\$ 65,264.72	4,040.00
243901	CDPH Path CalAim	\$ -	\$ -	\$ 21,527.50	\$ 21,527.50	1,332.59
221350	Civil	\$ 483,085.99	\$ -	\$ 62,991.58	\$ 546,077.57	33,803.12
221130	Command Team	\$ 737,078.50	\$ -	\$ 137,164.96	\$ 874,243.46	54,117.14
297130	Command Team MZ	\$ 334,759.22	\$ -	\$ -	\$ 334,759.22	20,722.16
272	Coroner Office	\$ 1,105,885.83	\$ -	\$ 322,457.62	\$ 1,428,343.45	88,416.86
243	Correctional Facility Ops	\$ 15,069,734.67	\$ -	\$ 2,951,812.25	\$ 18,021,546.92	1,115,564.04
221610	Court Security Screening	\$ -	\$ -	\$ 232,540.75	\$ 232,540.75	14,394.66
221600	Courts	\$ 1,844,992.05	\$ -	\$ 5,123.09	\$ 1,850,115.14	114,525.24
221325	Crisis Negotiation Team (CNT)	\$ -	\$ -	\$ 2,860.15	\$ 2,860.15	177.05
221300	Deputy FTO/Recruits	\$ 658,118.04	\$ -	\$ 35,174.67	\$ 693,292.71	42,915.98
297300	Deputy FTO/Recruits	\$ 553,724.37	\$ -	\$ -	\$ 553,724.37	34,276.47
221360	Dispatch	\$ 780,972.18	\$ -	\$ 79,478.47	\$ 860,450.65	53,263.34
297360	Dispatch MZ	\$ 557,955.71	\$ -	\$ -	\$ 557,955.71	34,538.40
265	Drug Task Force	\$ -	\$ -	\$ 120,554.19	\$ 120,554.19	7,462.51
221330	EOD Team (aka Bomb Squad)	\$ -	\$ -	\$ 2,973.90	\$ 2,973.90	184.09
221220	Garberville Station	\$ 86,233.41	\$ -	\$ 20,492.31	\$ 106,725.72	6,606.50
221900	Grant Boating Safety	\$ 141,529.35	\$ -	\$ 38,880.47	\$ 180,409.82	11,167.67
221806	Grant BSCC Officer Wellness Grant	\$ -	\$ -	\$ 34,776.06	\$ 34,776.06	2,152.70
221970	Grant Bulletproof Vest	\$ -	\$ -	\$ 31,651.07	\$ 31,651.07	1,959.25
221910	Grant Byrne Jag Local	\$ -	\$ -	\$ 18,792.00	\$ 18,792.00	1,163.26
221911	Grant Byrne Jag Local 2	\$ -	\$ -	\$ -	\$ -	-
221920	Grant Byrne Jag State	\$ 209,420.06	\$ -	\$ -	\$ 209,420.06	12,963.45
243900	Grant CDPH	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	619.02
221930	Grant DCESP1	\$ 44,609.76	\$ -	\$ 38,917.77	\$ 83,527.53	5,170.49
221931	Grant DCESP2	\$ 26,438.31	\$ -	\$ 26,062.89	\$ 52,501.20	3,249.91
274901	Grant DWR Flood Response	\$ 104.65	\$ -	\$ -	\$ 104.65	6.48
274150	Grant EMPG 1	\$ 251,168.85	\$ -	\$ -	\$ 251,168.85	15,547.77
274151	Grant EMPG 2	\$ 105,617.33	\$ -	\$ -	\$ 105,617.33	6,537.89
274140	Grant Hazard Mitigation	\$ 22,660.13	\$ -	\$ 177,975.18	\$ 200,635.31	12,419.66
274111	Grant HSG1	\$ -	\$ -	\$ 46,828.77	\$ 46,828.77	2,898.78
274112	Grant HSG2	\$ 6,322.28	\$ -	\$ -	\$ 6,322.28	391.36
274113	Grant HSG3	\$ 10,196.00	\$ -	\$ 13,244.00	\$ 23,440.00	1,450.98
221955	Grant NorCal Coalition	\$ 120,799.67	\$ -	\$ 62,173.64	\$ 182,973.31	11,326.36
221940	Grant OHV 1	\$ 59,781.94	\$ -	\$ 1,480.86	\$ 61,262.80	3,792.27
221941	Grant OHV 2	\$ 39,106.23	\$ -	\$ 9,898.80	\$ 49,005.03	3,033.49
272100	Grant PH Gender Identification	\$ 35,333.33	\$ -	\$ -	\$ 35,333.33	2,187.19
221960	Grant Prop 64	\$ -	\$ -	\$ -	\$ -	-
221961	Grant Prop 64 - 2	\$ 269,575.58	\$ -	\$ 26,327.79	\$ 295,903.37	18,316.92
221950	Grant SAFE	\$ 9,406.56	\$ -	\$ 3,654.72	\$ 13,061.28	808.52
221935	Grant SB170 Cannabis Enforcement	\$ 14,232.79	\$ -	\$ -	\$ 14,232.79	881.03
221915	Grant UHR Forensic Genetic DNA	\$ 209.86	\$ -	\$ 63,321.26	\$ 63,531.12	3,932.68
221980	Grant US Forest Campground	\$ 8,878.54	\$ -	\$ 1,793.41	\$ 10,671.95	660.61
221520	HCSO DTF	\$ 428,498.38	\$ -	\$ 51,902.79	\$ 480,401.17	29,737.64
127	Inmate Welfare	\$ 183,526.60	\$ -	\$ 46,404.76	\$ 229,931.36	14,233.14
243400	Jail - Armory	\$ -	\$ -	\$ 43,670.50	\$ 43,670.50	2,703.28
243500	Jail - Inmate Transport	\$ -	\$ -	\$ 78,587.43	\$ 78,587.43	4,864.69
243600	Jail - Training	\$ -	\$ -	\$ 112,984.99	\$ 112,984.99	6,993.96
243200	JBCCT	\$ 123,012.87	\$ -	\$ 950,622.95	\$ 1,073,635.82	66,459.86
221110	K9 Program	\$ -	\$ -	\$ 48,305.58	\$ 48,305.58	2,990.20
221340	Major Crimes Division	\$ 1,401,153.47	\$ -	\$ 121,934.78	\$ 1,523,088.25	94,281.72
221510	Marijuana Enforcement Team	\$ 224,210.67	\$ -	\$ 81,534.11	\$ 305,744.78	18,926.12
221210	McKinleyville Station	\$ 95,606.53	\$ -	\$ 26,822.29	\$ 122,428.82	7,578.55
221380	Mobile Field Force (MFF)	\$ -	\$ -	\$ -	\$ -	-
221250	Myrtle Ave Annex	\$ -	\$ -	\$ 58,588.79	\$ 58,588.79	3,626.74
274	Office of Emergency Services	\$ 135,455.47	\$ -	\$ 73,506.76	\$ 208,962.23	12,935.11
221200	Patrol	\$ 3,755,218.44	\$ -	\$ 144,425.01	\$ 3,899,643.45	241,394.48
297200	Patrol MZ	\$ 5,024,862.35	\$ -	\$ -	\$ 5,024,862.35	311,047.42
221150	Patrol Vehicle Costs	\$ -	\$ -	\$ 1,759,283.49	\$ 1,759,283.49	108,902.60
221364	Property/Evidence	\$ 236,215.73	\$ -	\$ 21,048.87	\$ 257,264.60	15,925.11
297364	Property/Evidence MZ	\$ 26,269.41	\$ -	\$ -	\$ 26,269.41	1,626.12
272010	Public Administrator	\$ 102,675.76	\$ -	\$ 5,239.68	\$ 107,915.44	6,680.15
221362	Records	\$ 388,923.11	\$ -	\$ 14,290.79	\$ 403,213.90	24,959.62
221205	SCOP	\$ -	\$ -	\$ 3,102.16	\$ 3,102.16	192.03
221530	Search and Rescue (SAR)	\$ -	\$ -	\$ 21,231.06	\$ 21,231.06	1,314.24
274010	SHRF Emergency Response	\$ 15,379.01	\$ -	\$ 1,086.64	\$ 16,465.65	1,019.25
221500	Special Services	\$ 575,002.85	\$ -	\$ 144,613.86	\$ 719,616.71	44,545.48
243100	SWAP	\$ 948,096.73	\$ -	\$ 85,461.03	\$ 1,033,557.76	63,978.96
221320	SWAT Team	\$ -	\$ -	\$ 31,690.61	\$ 31,690.61	1,961.70
221260	Willow Creek Station	\$ -	\$ -	\$ 30,760.80	\$ 30,760.80	1,904.15
Total		\$ 38,407,581.66	\$ 9,446,352.55	\$ 47,853,934.21	\$ 47,853,934.21	2,962,238.95

Indirect Cost – Command Team

- Includes the Sheriff Operations Captain and Lieutenants.
- Includes the Main Station allocation, backgrounds allocation, training allocation, and administration allocation.
- Includes costs directly related to the Sheriff Operations Command Team and any expenses that benefit the entire Sheriff Operations (excludes Corrections).
- Total costs are allocated based on the combined cost of Payroll/Benefits (01 category) and Services & Supplies (02 category) for the divisions/cost centers that the Command Team is responsible for.

County of Humboldt
1100221130 - Command Team
Revenues and Expenditures with Encumbrances
For the Period Ending June 30, 2025

	Fiscal Year To Date	Amount A djusted	Amount For Allocation	Comments
Revenues				
526544 POST Training	3,640.46	-	3,640.46	
Total Revenues	3,640.46	-	3,640.46	
Expenditures				
01 Salaries & Employee Benefits				
1100 Salaries And Wages	432,816.06	-	432,816.06	
1450 Unemployment Insurance	765.21	-	765.21	
1470 Health Insurance	68,334.89	-	68,334.89	
1471 Life & Air Travel Insurance	118.61	-	118.61	
1472 Dental Insurance	1,945.22	-	1,945.22	
1475 Salaries/Benefits Cost Share	(25,665.00)	-	(25,665.00)	
1500 Retirement	225,864.56	-	225,864.56	
1510 PARS Contribution	9,077.51	-	9,077.51	
1600 FICA/Medicare/QASDI	6,369.44	-	6,369.44	
1700 Workers' Compensation	17,452.00	-	17,452.00	
Total Salaries & Employee Bene	737,078.50	-	737,078.50	
02 Services and Supplies				
2103 Clothing / Employee	-	-	-	
2106 Communications	3,706.71	-	3,706.71	
2112 Maintenance-Equipment	204.00	-	204.00	
2117 Office Expense	786.58	-	786.58	
2123 Special Departmental Expense	1,102.95	-	1,102.95	
2125 Transportation & Travel	22,701.72	-	22,701.72	
2148 Computer Software Perpetual	108,663.00	-	108,663.00	
Total Services and Supplies	137,164.96	-	137,164.96	
03 Other Charges				
2110 Insurance	19,474.00	(19,474.00)	-	ISF's not included
3125 Information Technology Charges	37,803.00	(37,803.00)	-	ISF's not included
3513 Communications/Utility Charges	7,001.00	(7,001.00)	-	ISF's not included
3940 Purchasing & Disposition Chg	185.52	(185.52)	-	ISF's not included
Total Other Charges	64,463.52	(64,463.52)	-	
Total Expenditures	938,706.98	(64,463.52)	874,243.46	
Net Revenues Over (Under) Expenditures)	(935,066.52)	64,463.52	(870,603.00)	
			870,603.00	Total of 221130 less Adjustments
			334,759.22	Total of 297130 less Adjustments
			4,752.22	Main Station Allocation
			-	Backgrounds/Recruitment Allocation
			2,092.03	Training Allocation
			74,839.30	Administration Allocation
			1,287,045.77	Total expenses for allocation

Command Team Allocation

BU	Name	Salaries & Benefits (01)	Services & Supplies (02)	Total of 01 and 02 Expenses	Quenell Command Team	Downline Expenses for Allocation	Allocation
221180	Abandoned Vehicle Abatement	\$ -	\$ 123,771.11	123,771.11	Yes	123,771.11	6,986.07
221370	Airport	\$ 9,073.00	\$ -	9,073.00	Yes	9,073.00	512.11
278100	Animal Control	\$ 418,264.15	\$ 123,879.24	542,143.39	Yes	542,143.39	30,600.44
278100	Animal Control - HCSO Only	\$ -	\$ 13,420.98	13,420.98	Yes	13,420.98	757.53
278	Animal Shelter	\$ 667,413.60	\$ 434,454.98	1,101,868.58	Yes	1,101,868.58	62,193.25
297	Body Worn Camera Program	\$ -	\$ 188,324.00	188,324.00	Yes	188,324.00	10,629.65
221366	CCW	\$ 60,792.34	\$ 4,472.38	65,264.72	No	-	-
243901	CDPH Path CalAim	\$ -	\$ 21,527.50	21,527.50	No	-	-
221350	Civil	\$ 483,085.99	\$ 62,991.58	546,077.57	Yes	546,077.57	30,822.49
221130	Command Team	\$ 737,078.50	\$ 137,164.96	874,243.46	NA	-	-
297130	Command Team MZ	\$ 334,759.22	\$ -	334,759.22	NA	-	-
272	Coroner Office	\$ 1,105,885.83	\$ 322,457.62	1,428,343.45	Yes	1,428,343.45	80,620.61
243	Correctional Facility Ops	\$ 15,069,734.67	\$ 2,951,812.25	18,021,546.92	No	-	-
221610	Court Security Screening	\$ -	\$ 232,540.75	232,540.75	Yes	232,540.75	13,125.40
221600	Courts	\$ 1,844,992.05	\$ 5,123.09	1,850,115.14	Yes	1,850,115.14	104,426.86
221325	Crisis Negotiation Team (CNT)	\$ -	\$ 2,860.15	2,860.15	Yes	2,860.15	161.44
221300	Deputy FTO/Recruits	\$ 658,118.04	\$ 35,174.67	693,292.71	Yes	693,292.71	39,131.82
297300	Deputy FTO/Recruits	\$ 553,724.37	\$ -	553,724.37	Yes	553,724.37	31,254.11
221360	Dispatch	\$ 780,972.18	\$ 79,478.47	860,450.65	Yes	860,450.65	48,566.79
297360	Dispatch MZ	\$ 557,955.71	\$ -	557,955.71	Yes	557,955.71	31,492.94
265	Drug Task Force	\$ -	\$ 120,554.19	120,554.19	No	-	-
221330	EOD Team (aka Bomb Squad)	\$ -	\$ 2,973.90	2,973.90	Yes	2,973.90	167.86
221220	Garberville Station	\$ 86,233.41	\$ 20,492.31	106,725.72	Yes	106,725.72	6,023.97
221900	Grant Boating Safety	\$ 141,529.35	\$ 38,880.47	180,409.82	Yes	180,409.82	10,182.95
221806	Grant BSCC Officer Wellness Grant	\$ -	\$ 34,776.06	34,776.06	No	-	-
221970	Grant Bulletproof Vest	\$ -	\$ 31,651.07	31,651.07	No	-	-
221910	Grant Byrne Jag Local	\$ -	\$ 18,792.00	18,792.00	No	-	-
221911	Grant Byrne Jag Local 2	\$ -	\$ -	-	No	-	-
221920	Grant Byrne Jag State	\$ 209,420.06	\$ -	209,420.06	No	-	-
243900	Grant CDPH	\$ -	\$ 10,000.00	10,000.00	No	-	-
221930	Grant DCESP1	\$ 44,609.76	\$ 38,917.77	83,527.53	No	-	-
221931	Grant DCESP2	\$ 26,438.31	\$ 26,062.89	52,501.20	No	-	-
274901	Grant DWR Flood Response	\$ 104.65	\$ -	104.65	No	-	-
274150	Grant EMPG 1	\$ 251,168.85	\$ -	251,168.85	No	-	-
274151	Grant EMPG 2	\$ 105,617.33	\$ -	105,617.33	No	-	-
274140	Grant Hazard Mitigation	\$ 22,660.13	\$ 177,975.18	200,635.31	No	-	-
274111	Grant HSG1	\$ -	\$ 46,828.77	46,828.77	No	-	-
274112	Grant HSG2	\$ 6,322.28	\$ -	6,322.28	No	-	-
274113	Grant HSG3	\$ 10,196.00	\$ 13,244.00	23,440.00	No	-	-
221955	Grant NorCal Coalition	\$ 120,799.67	\$ 62,173.64	182,973.31	No	-	-
221940	Grant OHV 1	\$ 59,781.94	\$ 1,480.86	61,262.80	Yes	61,262.80	3,457.88
221941	Grant OHV 2	\$ 39,106.23	\$ 9,898.80	49,005.03	Yes	49,005.03	2,766.01
272100	Grant PH Gender Identification	\$ 35,333.33	\$ -	35,333.33	Yes	35,333.33	1,994.33
221960	Grant Prop 64	\$ -	\$ -	-	No	-	-
221961	Grant Prop 64 - 2	\$ 269,575.58	\$ 26,327.79	295,903.37	No	-	-
221950	Grant SAFE	\$ 9,406.56	\$ 3,654.72	13,061.28	Yes	13,061.28	737.22
221935	Grant SB170 Cannabis Enforcement	\$ 14,232.79	\$ -	14,232.79	No	-	-
221915	Grant UHR Forensic Genetic DNA	\$ 209.86	\$ 63,321.26	63,531.12	Yes	63,531.12	3,585.91
221980	Grant US Forest Campground	\$ 8,878.54	\$ 1,793.41	10,671.95	Yes	10,671.95	602.36
221520	HCSO DTF	\$ 428,498.38	\$ 51,902.79	480,401.17	No	-	-
127	Inmate Welfare	\$ 183,526.60	\$ 46,404.76	229,931.36	No	-	-
243400	Jail - Armory	\$ -	\$ 43,670.50	43,670.50	No	-	-
243500	Jail - Inmate Transport	\$ -	\$ 78,587.43	78,587.43	No	-	-
243600	Jail - Training	\$ -	\$ 112,984.99	112,984.99	No	-	-
243200	JBCT	\$ 123,012.87	\$ 950,622.95	1,073,635.82	No	-	-
221110	K9 Program	\$ -	\$ 48,305.58	48,305.58	Yes	48,305.58	2,726.53
221340	Major Crimes Division	\$ 1,401,153.47	\$ 121,934.78	1,523,088.25	Yes	1,523,088.25	85,968.33
221510	Marijuana Enforcement Team	\$ 224,210.67	\$ 81,534.11	305,744.78	No	-	-
221210	McKinleyville Station	\$ 95,606.53	\$ 26,822.29	122,428.82	Yes	122,428.82	6,910.30
221380	Mobile Field Force (MFF)	\$ -	\$ -	-	Yes	-	-
221250	Myrtle Ave Annex	\$ -	\$ 58,588.79	58,588.79	No	-	-
274	Office of Emergency Services	\$ 135,455.47	\$ 73,506.76	208,962.23	No	-	-
221200	Patrol	\$ 3,755,218.44	\$ 144,425.01	3,899,643.45	Yes	3,899,643.45	220,109.28
297200	Patrol MZ	\$ 5,024,862.35	\$ -	5,024,862.35	Yes	5,024,862.35	283,620.50
221150	Patrol Vehicle Costs	\$ -	\$ 1,759,283.49	1,759,283.49	Yes	1,759,283.49	99,300.01
221364	Property/Evidence	\$ 236,215.73	\$ 21,048.87	257,264.60	Yes	257,264.60	14,520.90
297364	Property/Evidence MZ	\$ 26,269.41	\$ -	26,269.41	Yes	26,269.41	1,482.74
272010	Public Administrator	\$ 102,675.76	\$ 5,239.68	107,915.44	Yes	107,915.44	6,091.12
221362	Records	\$ 388,923.11	\$ 14,290.79	403,213.90	No	-	-
221205	SCOP	\$ -	\$ 3,102.16	3,102.16	Yes	3,102.16	175.10
221530	Search and Rescue (SAR)	\$ -	\$ 21,231.06	21,231.06	Yes	21,231.06	1,198.35
274010	SHRF Emergency Response	\$ 15,379.01	\$ 1,086.64	16,465.65	No	-	-
221500	Special Services	\$ 575,002.85	\$ 144,613.86	719,616.71	Yes	719,616.71	40,617.64
243100	SWAP	\$ 948,096.73	\$ 85,461.03	1,033,557.76	No	-	-
221320	SWAT Team	\$ -	\$ 31,690.61	31,690.61	Yes	31,690.61	1,788.73
221260	Willow Creek Station	\$ -	\$ 30,760.80	30,760.80	Yes	30,760.80	1,736.25
Total		38,407,581.66	9,446,352.55	47,853,934.21		22,802,399.24	1,287,045.77

County of Humboldt
1100278 - Animal Shelter
Revenues and Expenditures with Encumbrances
For the Period Ending June 30, 2025

	Fiscal Year		Total	Notes
	To Date	Adjustments	Year End	
Revenues				
201001 Spay/Neuter Fees from Trust	55,700.50	-	55,700.50	
201002 Adoption Fees	27,812.10	-	27,812.10	
611065 Shelter Contracts - Cities	304,534.00	(304,534.00)	-	Do not include Contract City Revenue
707010 Misc Revenue	385.00	-	385.00	
707012 Donations	1,555.00	-	1,555.00	
Total Revenues	389,986.60	(304,534.00)	85,452.60	
Expenditures				
01 Salaries & Employee Benefits				
1100 Salaries And Wages	367,710.54	(19,430.24)	348,280.30	20% Manager for Animal Control
1400 Extra Help	28,813.31	-	28,813.31	
1450 Unemployment Insurance	666.42	(31.49)	634.93	20% Manager for Animal Control
1460 Overtime	5,471.80	-	5,471.80	
1470 Health Insurance	62,904.19	(3,289.10)	59,615.09	20% Manager for Animal Control
1471 Life & Air Travel Insurance	290.55	(12.43)	278.12	20% Manager for Animal Control
1472 Dental Insurance	3,614.50	(132.00)	3,482.50	20% Manager for Animal Control
1500 Retirement	119,612.63	(6,236.67)	113,375.96	20% Manager for Animal Control
1510 PARS Contribution	7,813.09	(388.63)	7,424.46	20% Manager for Animal Control
1600 FICA/Medicare/OASDI	29,694.68	(1,418.95)	28,275.73	20% Manager for Animal Control
1700 Workers' Compensation	75,459.00	(3,697.60)	71,761.40	20% Manager for Animal Control
Total Salaries & Employee Bene	702,050.71	(34,637.11)	667,413.60	
02 Services and Supplies				
2103 Clothing / Employee	2,436.52	-	2,436.52	
2106 Communications	570.23	-	570.23	
2108 Food	10.00	-	10.00	
2109 Household Expense	15,417.38	-	15,417.38	
2112 Maintenance-Equipment	4,622.23	-	4,622.23	
2113 Maintenance-Structures	8,706.72	-	8,706.72	
2117 Office Expense	1,318.01	-	1,318.01	
2118 Professional & Special Service	158,312.05	-	158,312.05	
2120 Rents & Leases - Equipment LT	1,416.38	-	1,416.38	
2121 Rents & Leases - Structures LT	16,127.56	-	16,127.56	
2122 Minor Equipment	694.54	-	694.54	
2123 Special Departmental Expense	159,445.11	-	159,445.11	
2125 Transportation & Travel	450.00	-	450.00	
2126 Utilities	64,810.96	-	64,810.96	
2140 Late Fees & Penalties	117.29	-	117.29	
Total Services and Supplies	434,454.98	-	434,454.98	
03 Other Charges				
2110 Insurance	265,942.00	(265,942.00)	-	ISF's not included
3125 Information Technology Charges	38,043.00	(38,043.00)	-	ISF's not included
3513 Communications/Utility Charges	2,415.00	(2,415.00)	-	ISF's not included
3517 ADA ISF Charges	1,496.00	(1,496.00)	-	ISF's not included
3940 Purchasing & Disposition Chg	4,459.25	(4,459.25)	-	ISF's not included
Total Other Charges	312,355.25	(312,355.25)	-	
08 Fixed Assets				
8186 Improvements - Cty-Owned	2,800.00	(2,800.00)	-	Fixed Assets not included
Total Fixed Assets	2,800.00	(2,800.00)	-	
Total Expenditures	1,451,660.94	(349,792.36)	1,101,868.58	
Net Revenues Over (Under) Expenditures)	(1,061,674.34)	45,258.36	(1,016,415.98)	

1,016,415.98	Total after Adjustments
7,155.78	Backgrounds/Recruitment Allocation
-	Training Allocation
68,207.52	Administration Allocation
62,193.25	Command Team Allocation
1,153,972.53	Total Expenses to Allocate

Population Adjustment

- The City of Trinidad has a US Census 2020 population of 307. Trinidad has a higher proportion of short term rentals compared to other incorporated cities in our area and therefore Trinidad has agreed to a population adjustment of an additional 120 to account for this.



City Manager Report

April 28, 2026

Project Name	Status/Notes
23/24 Audit	Letter of Engagement executed and returned to JJACPA. Cost: \$18,000. Requested documents are being collected. No Management Discussion & Analysis prepared by previous City Manager. May be an exception listed in the audit. Field visit scheduled for May 4- 8, 2026. Draft audit report to staff by the end of May 2026. Final audit to Council June 2026.
24/25 Closeout	Working on final reconciliations of all projects with adjustments for postings to correct fiscal year. Compilation of all final year end journal entries in progress. Various reports and reimbursement requests are being researched and prepared.
24/25 Audit	Planned for July or August 2026. May be combined with the 25/26 audit to minimize costs.
25/26 Audit	Begin Sept. or Oct. 2026 with complete by Dec. 31, 2026.
Rancheria New Water and Sewer services	Various meetings with Bruce and Randy from the BL Rancheria to work through the details of the various water and sewer applications that have been submitted. Response letter requesting additional information from their engineer anticipated by mid-May. An amendment (#4) to their MOU with the City will be necessary as part of the approval process. Possible coordination with LAFCo may also be necessary for the parcels outside City limits.
7th Cycle Housing Element Update	This project is progressing well and is on schedule to meet the milestones in the agreement with HCD. To date Planwest has completed their review of existing documents. The community survey is online and responses are coming in. The one-on-one interviews will be completed in the next couple of weeks. Two public workshops are being scheduled – one towards the end of May and the other mid-June. We are working on defining the method (and cost) for attaining compliance with the implementation items from the adopted 6 th Housing Element plus the likely additional implementation items. City staff are creating the database for the property condition survey that is required for the 7 th Cycle.
Town Square Construction Project	The project manager from State Parks inspected the project this month. There are several items that need to be completed before the project can be closed out. They include erection of the pergola, installation of the art feature and the project sign. There are also several significant expenditures that have not yet been included in a reimbursement request.
Baduw'at/ Powers Creek Lower Restoration Project	This project has completed design plans and the Baduw'at Watershed Council is looking for construction funding. They have outstanding funding applications with CDFW FRGP, WCB, and DWR. The City can assist in providing letters of support for the flood reduction aspects of the project.
Blue Lake Library ADA Project	The CASp inspector came this past month and there are four remaining barriers open that have not been constructed correctly. I am working with SHN to figure out by whom and how the necessary modifications will occur.

Project Name	Status/Notes
Blue Lake Truck Route Phase II	<p>Project Location: On Hatchery Road from South Railroad Avenue intersection to approximately 100 ft south of H Street intersection.</p> <p>Project Elements: Sidewalk and pedestrian crossing improvements, bicycle lane improvements, and roadway rehabilitation.</p> <p>Project Costs: Programmed FY 26-27 STIP funds are: PS&E \$18,000 ROW \$20,000 CON \$635,000 Total: \$673,000</p> <p>Status: SHN has 90% plans and specifications prepared for this project. We have been waiting for funding to be allocated to be able to move forward on the construction phase.</p>
Water Tank Replacement Project	<p>Background: The City has received funding from CalOES and FEMA HMGP to design, engineer, permit and ultimately construct one new water storage tank. Currently, the City has two redwood water tanks that are both at the end of their useful lives and are experiencing regular issues related to leaking seams. The tanks are also not seismically stable and the City has been working with our partners at CalOES and FEMA to address these deficiencies through the hazard mitigation program.</p> <p>Funding: This project is estimated to cost approximately \$2+ million dollars; the project is funded through several sources, including CalOES, FEMA, USDA and the City's capital improvement fund. This project is a high priority project for the City and staff is working to secure additional grant funds to off-set the City's cost-share requirements. FEMA's HMGP funding requires a 25% match. There will also be project costs not eligible. Current estimates are that the City's portion could be up to 40%.</p> <p>Current Status: Final plans have been completed and are being reviewed by FEMA for consistency with applicable codes and design standards. Final cost projections have been completed and the City has requested additional funding consideration from CalOES and FEMA due to increased costs associated with material acquisition, construction and inspection requirements. Once the project is fully designed and engineered and environmental permits are in place, the City will move to the construction phase of the project, which will be funded through FEMA.</p> <p>The one tank currently designated for replacement is Tank 2 (Bussman site) but the City plans to request that CalOES change its designation to Tank 1 (McClure site) if the easement is fully acquired prior to FEMA authorizing Phase 2 (construction).</p>
McClure Easement	<p>Acquisition of the easement from the McClure Trust is progressing well. The Agreement To Convey An Easement And Joint Escrow Instructions has been signed by all parties and provide to Fidelity Title for processing through Escrow. The Preliminary Title Report should be received by the date of Council's meeting. The City has deposited the earnest funds into the escrow account and paid Ms. McClure \$6,000 for the 2026-2027 annual lease payment.</p>

Project Name	Status/Notes
Wastewater Treatment Plant Expansion Project	<p>The existing capacity of the Wastewater Treatment Plan is insufficient for the RENA allocations in the 7th Cycle Housing Element. The capacity can be expanded by installing additional aerators in Pond 1. The electrical panel capacity is insufficient for these additional aerators, so the project currently includes approximately \$55,000 in electrical upgrades to go with the aerators. The total project cost is estimated at \$300,000. This project could be eligible from CDBG funding but needs to be shovel ready. We are pursuing some design funding from NRCP.</p>
Bike Park	<p>Council adopted the corrective action plan. The first step has been completed, and all potential vendors were contacted about the validity of invoices submitted. The only invoice we posted for future payment is the one for GLJ Construction in the amount of \$23,714. I am proposing that the donation from the Mad Scramble be used to make payment on this invoice.</p> <p>Currently, the park is still winterized.</p> <p>We plan to have a stakeholders' meeting to discuss next steps and possible fundraising opportunities to move forward on the rest of the steps.</p> <p>Coordination for tie into the existing drain is still needed.</p> <p>Funding: We plan to put together an application to California State Parks' Office of Grants and Local Services (OGALS) for the \$188.5 million for the Statewide Park Development and Community Revitalization Program (SPP) Round 5 once the application portal opens.</p> <p>We will also need to complete community-based planning and scoping meetings for this grant application.</p>
DANCO/ Baduw'at Development	<p>The Notice of Default was sent to DANCO on March 17, 2026. No response has been received.</p>