



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, May 26, 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/88973852633>

Meeting Id: 889 7385 2633

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 April 28, 2026
 - b. Receive Financial Quarterly Report for period of January 1 through March 31, 2026
 - c. Approve the monthly report on disbursements for the period April 1 through April 30, 2026

ITEMS FOR COUNCIL DISCUSSION OR ACTION

7. **7th Housing Element Update and Timeline for Milestones – Planwest Partners**
8. **City Engineer Update – SHN – Mike Foget**
9. **Conduct Second Reading and Adoption of Ordinance No. 550 Amending Chapter 13.12 of Title 13 of the Blue Lake Municipal Code Relating to Cross-Connection Control**
10. **Conduct Second Reading and Adoption of Ordinance No. 551 Amending Chapter 15.04 of Title 15 of the Blue Lake Municipal Code Relating to Building Standard Fees**
11. **Fee Schedule Update – Parks & Recreation**
12. **Extension of SHN’s Professional Services Contract for Planning and Engineering Service**
13. **Annual Multi-chamber Collaborative Mixer Fee Waiver Request from Arcata Chamber of Commerce**
14. **Bike and Skate Park Update**
15. **Council Correspondence**
16. **Reports Of Council and Staff**
 - a. Ad hoc Committee Reports
 - b. Commission Updates
 - c. City Manager Report
17. **Future Agenda Items**
 - a. Special Meeting June 2nd - FY 2026-2027 Budget Presentation
 - b. Special Meeting June 4th – Closed Session Item Only
 - c. Regular Meeting June 23rd
18. **Closed Session Agenda**
 - a. **Public Comment on Closed Session agenda item(s).**
 - b. **Public Employee Performance Evaluation**
Title: City Manager
California Government Code section 54957(b)(1).
 - c. **Report Out of Closed Session**
19. **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 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.



City of Blue Lake

Staff Report

Consent Agenda Item #: 6a
Meeting Date: May 26 2026
Prepared By: Samantha Green, City Clerk
Subject: City Council Minutes for April 28 2026

A copy of the draft minutes for April 28, 2026, will be provided as supplemental information as soon as possible.

**Thank you for your patience and understanding
- City Clerk Green**

Review Information:

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

Comments:

Agenda Item: City Council Minutes for April 28,2026

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- Revenue from Gas Taxes has been suspended pending approval of the City’s Annual Streets Report submission to the State Controller’s Office, which is resulting in lower transfers from Fund 25 to offset the Dept 320 Streets expenditures.
- The sales and use tax payments are submitted on a delayed schedule and should increase by the end of the fiscal year.

Water Operating Fund (Fund 60)

The revenues to date are \$495,994 (76%) of a budgeted \$654,133. The expenditures to date are \$548,570 (74%) of a budgeted \$742,603. The unaudited cash balance for the Water Operating Fund at the beginning of the fiscal year was \$418,086.36 and has decreased by \$126,137.87 so far this year. The adopted budget anticipated a deficit of \$88,470. So far this year we have realized \$52,576, or 39% of this amount.

The only remedy for the deficit in this fund is to increase water rates or decrease expenditures. Analysis of this fund is high on my list of priorities.

Sewer Operating Fund (Fund 70)

The revenues to date are \$409,178 (69%) of a budgeted \$591,663. The expenditures to date are \$502,722 (82%) of a budgeted \$611,204. The unaudited cash balance for the Sewer Operating Fund at the beginning of the fiscal year was \$344,589.67 and has increased by \$9,426.86 so far this year. The adopted budget anticipated a deficit of \$19,541. So far this year we have realized a deficit of \$93,544, or 478% of this amount.

For this fund we are closely monitoring the expenditures with the goal of staying under the year’s budget total. The sewer service charges are only at 69% of the budgeted amount when they should be at 75%. This deficit is concerning. Analysis of the sewer fees and expenditures is high on my list of priorities.

ATTACHMENTS

1. Third Quarter Revenue and Expenditure by Fund Report for Period of January 1 – March 31, 2026
2. Cash Balances by Fund as of March 31, 2026 with YTD Change

Review Information:			
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
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - General Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Property tax-secured	79,801	79,801	161,045	(81,244)	(50)%
Property tax-unsecured	4,460	4,460	6,166	(1,706)	(28)%
Property tax-supplemental	1,068	1,068	2,161	(1,094)	(51)%
Property tax-prior years	349	349	2,191	(1,842)	(84)%
Interest Income/penalties on delinquent ...	727	727	4,946	(4,219)	(85)%
Sales & use tax	30,971	82,834	174,620	(91,786)	(53)%
Real Property Transfer Tax	1,059	1,059	3,761	(2,702)	(72)%
Transient Occupancy Tax	0	0	872	(872)	(100)%
Franchise fee, Cable TV	2,821	5,718	11,980	(6,262)	(52)%
Franchise fee, Pacific Gas & Electric	0	0	18,320	(18,320)	(100)%
Franchise fee, garbage	3,144	12,204	18,379	(6,175)	(34)%
Business license taxes	13,220	15,560	18,473	(2,913)	(16)%
Animal licenses & fees	360	875	2,565	(1,690)	(66)%
Building permits & fees	3,717	15,043	20,000	(4,957)	(25)%
Interest earned	6,416	14,293	17,245	(2,952)	(17)%
Rent, Little League	0	0	1,000	(1,000)	(100)%
Rent, Resource Center	9,271	11,406	12,191	(785)	(6)%
Rent, caretaker cabin	1,320	5,280	7,920	(2,640)	(33)%
Park facilities rental	4,015	10,020	19,800	(9,780)	(49)%
Motor vehicle in-lieu	74,352	76,195	151,627	(75,432)	(50)%
Other State grants	34,727	130,243	95,516	34,727	36 %
Homeowners property tax relief	654	654	1,375	(721)	(52)%
Prop 172 public safety	9,840	9,840	15,768	(5,928)	(38)%
Miscellaneous Grants	0	823	6,000	(5,177)	(86)%
Planning cost recovery & fees	980	1,965	19,639	(17,674)	(90)%
City attorney cost recovery & fees	0	0	148	(148)	(100)%
Public works cost recovery & fees	940	1,175	2,115	(940)	(44)%
Administrative fees	121	641	2,705	(2,064)	(76)%
City engineering cost recovery & fees	0	0	808	(808)	(100)%
Other cost recovery fees	1,005	1,875	3,165	(1,290)	(41)%
Parks & rec-skating	21,013	52,332	80,000	(27,668)	(35)%
Parks & rec-games/vending machines	470	1,342	2,743	(1,402)	(51)%
Parks & rec-summer recreation program ...	861	12,740	11,447	1,293	11 %
Parks & rec-recreation fees	1,400	10,881	10,000	881	9 %
Parks & rec-concessions revenue	2,971	9,212	13,000	(3,788)	(29)%
Parks & rec-donations	(4,476)	160	0	160	0 %
General donations	37	37	0	37	0 %
Miscellaneous other revenue	0	258	500	(242)	(48)%
Indirect costs recovered	0	0	2,889	(2,889)	(100)%
Transfers from other funds	0	53,236	146,234	(92,998)	(64)%
Total REVENUES & TRANSFERS	307,614	624,307	1,069,316	(445,009)	(42)%
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	62,580	165,712	248,477	82,765	33 %
Salaries, regular parttime	24,916	110,539	154,999	44,460	29 %
Compensation time paid	276	1,902	0	(1,902)	0 %
Vacation time paid	1,430	3,142	0	(3,142)	0 %
Over time paid	980	6,263	6,850	587	9 %
Salaries, rounds/call back	0	480	0	(480)	0 %
Severance pay	0	3,750	3,750	0	0 %
Payroll taxes (ss/med/sui)	7,545	23,496	33,465	9,969	30 %
Retirement-Miscellaneous Members	6,076	17,388	28,546	11,158	39 %
Retirement-Unfunded Liability	0	52,682	52,682	0	0 %
Health insurance	28,854	62,716	89,679	26,963	30 %
Dental/vision plan	610	1,865	3,188	1,323	42 %
Retirement-Public Safety	0	12,471	12,471	0	0 %

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
10 - General Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
Workers' compensation insurance	3,293	10,595	13,378	2,783	21 %
City Council stipend	600	1,800	3,000	1,200	40 %
Legal	3,875	36,748	28,115	(8,633)	(31)%
Engineering	3,920	24,923	25,975	1,052	4 %
Planning	21,500	67,972	40,575	(27,397)	(68)%
Audit	0	0	13,000	13,000	100 %
Accounting	1,275	5,085	10,000	4,915	49 %
Actuarial services	0	0	700	700	100 %
Postage	568	830	1,055	225	21 %
Fuels & lubricants	781	3,567	3,925	358	9 %
Supplies & expendable equipment	2,154	17,002	19,740	2,738	14 %
Concession supplies	810	6,215	7,500	1,285	17 %
Advertising & promotion	0	326	615	289	47 %
Background reports	102	154	300	146	49 %
Maintenance & repair-equipment	161	1,253	2,000	747	37 %
Maintenance & repair-facilities	1,100	5,103	5,300	197	4 %
Maintenance & repair-vehicles	13	366	805	439	55 %
Equipment & vehicle rentals	4,638	7,404	5,150	(2,254)	(44)%
Janitorial services	(1,938)	333	3,455	3,122	90 %
Animal Shelter Services	2,695	8,084	10,779	2,695	25 %
Outside services	2,923	13,986	18,141	4,155	23 %
IT services & costs	2,974	6,717	7,980	1,263	16 %
Communications	3,371	6,388	6,255	(133)	(2)%
Water	2,916	13,946	20,755	6,809	33 %
Gas & Electric	8,292	31,859	42,850	10,991	26 %
Garbage & greenwaste disposal services	2,354	4,737	5,965	1,228	21 %
Alarm system services	454	1,083	1,485	402	27 %
McClure right of way	(431)	0	0	0	0 %
Licenses, permits & fees	(7,959)	5,096	19,765	14,669	74 %
County tax collector-admin fee	2,781	2,781	4,595	1,814	39 %
General liability insurance	8,280	24,841	41,088	16,247	40 %
Property casualty insurance	1,885	5,654	8,251	2,597	31 %
Travel	436	1,586	350	(1,236)	(353)%
Property taxes & assessments	648	745	755	10	1 %
Meetings, education & training	1,444	3,521	4,260	739	17 %
Memberships, dues & subscriptions	788	1,597	2,010	413	21 %
Miscellaneous other expense	0	0	50	50	100 %
Buildings & Improvements	(5,000)	69,289	71,475	2,187	3 %
Total EXPENDITURES & TRANSFERS	<u>204,972</u>	<u>853,991</u>	<u>1,085,504</u>	<u>231,513</u>	<u>21 %</u>
TOTAL	<u>102,642</u>	<u>(229,684)</u>	<u>(16,188)</u>	<u>(213,496)</u>	<u>1,319 %</u>

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
15 - Bike & Skate Park Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
Parks & rec-donations	4,476	4,476	0	4,476	0 %
Total REVENUES & TRANSFERS	<u>4,476</u>	<u>4,476</u>	<u>0</u>	<u>4,476</u>	<u>0 %</u>
EXPENDITURES & TRANSFERS					
Legal	1,986	1,986	0	(1,986)	0 %
Planning	168	168	0	(168)	0 %
Supplies & expendable equipment	844	844	0	(844)	0 %
Buildings & Improvements	5,000	5,000	0	(5,000)	0 %
Total EXPENDITURES & TRANSFERS	<u>7,997</u>	<u>7,997</u>	<u>0</u>	<u>(7,997)</u>	<u>0 %</u>
TOTAL	<u>(3,521)</u>	<u>(3,521)</u>	<u>0</u>	<u>(3,521)</u>	<u>0 %</u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

~~45 - CDBG Program Income Business Retention~~

From 1/1/2026 Through 3/31/2026

(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
Parks & rec-donations	0	0	8,000	(8,000)	(100)%
Total REVENUES & TRANSFERS	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>(8,000)</u>	<u>(100)%</u>
EXPENDITURES & TRANSFERS					
Legal	0	0	2,000	2,000	100 %
Planning	0	0	200	200	100 %
Supplies & expendable equipment	0	0	845	845	100 %
Buildings & Improvements	0	0	5,000	5,000	100 %
Total EXPENDITURES & TRANSFERS	<u>0</u>	<u>0</u>	<u>8,045</u>	<u>8,045</u>	<u>100 %</u>
TOTAL	<u>0</u>	<u>0</u>	<u>(45)</u>	<u>45</u>	<u>(100)%</u>

Bike Park Budget

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
25 - Highway Users Tax Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	255	463	518	(55)	(11)%
2103 Highway Users Tax	696	6,035	11,524	(5,489)	(48)%
2105 Highway Users Tax	565	3,693	7,494	(3,801)	(51)%
2106 Highway users tax	741	4,839	9,824	(4,985)	(51)%
2107 Highway Users Tax	790	4,963	9,912	(4,949)	(50)%
2107.5 Highway Users Tax	0	1,000	1,000	0	0 %
Highway Users Tax-Rd Maint Rehab Acct	5,501	16,574	32,883	(16,309)	(50)%
Total REVENUES & TRANSFERS	<u>8,547</u>	<u>37,567</u>	<u>73,155</u>	<u>(35,588)</u>	<u>(49)%</u>
EXPENDITURES & TRANSFERS					
Transfers to other funds	0	29,135	73,155	44,020	60 %
Total EXPENDITURES & TRANSFERS	<u>0</u>	<u>29,135</u>	<u>73,155</u>	<u>44,020</u>	<u>60 %</u>
TOTAL	<u>8,547</u>	<u>8,431</u>	<u>0</u>	<u>8,431</u>	<u>0 %</u>

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
30 - TDA Street Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
HCOAG Transportation Tax-Streets	0	0	59,955	(59,955)	(100)%
Interest earned	<u>70</u>	<u>214</u>	<u>43</u>	<u>171</u>	<u>398 %</u>
Total REVENUES & TRANSFERS	<u>70</u>	<u>214</u>	<u>59,998</u>	<u>(59,784)</u>	<u>(100)%</u>
EXPENDITURES & TRANSFERS					
Transfers to other funds	<u>0</u>	<u>11,733</u>	<u>59,998</u>	<u>48,265</u>	<u>80 %</u>
Total EXPENDITURES & TRANSFERS	<u>0</u>	<u>11,733</u>	<u>59,998</u>	<u>48,265</u>	<u>80 %</u>
TOTAL	<u><u>70</u></u>	<u><u>(11,519)</u></u>	<u><u>0</u></u>	<u><u>(11,519)</u></u>	<u><u>0 %</u></u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 31 - TDA Purchased Transportation Fund
 From 1/1/2026 Through 3/31/2026
 (In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
HCOAG Transportation Tax-Transit	0	0	15,600	(15,600)	(100)%
Interest earned	<u>15</u>	<u>30</u>	<u>0</u>	<u>30</u>	<u>0 %</u>
Total REVENUES & TRANSFERS	<u>15</u>	<u>30</u>	<u>15,600</u>	<u>(15,570)</u>	<u>(100)%</u>
EXPENDITURES & TRANSFERS					
Public transit services	<u>0</u>	<u>15,600</u>	<u>15,600</u>	<u>0</u>	<u>0 %</u>
Total EXPENDITURES & TRANSFERS	<u>0</u>	<u>15,600</u>	<u>15,600</u>	<u>0</u>	<u>0 %</u>
TOTAL	<u>15</u>	<u>(15,570)</u>	<u>0</u>	<u>(15,570)</u>	<u>0 %</u>

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
32 - AB-939 Solid Waste/Recycling Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Other State grants	5,000	5,000	5,000	0	0 %
AB-939 tipping fees	<u>1,923</u>	<u>5,628</u>	<u>5,530</u>	<u>98</u>	<u>2 %</u>
Total REVENUES & TRANSFERS	<u>6,923</u>	<u>10,628</u>	<u>10,530</u>	<u>98</u>	<u>1 %</u>
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	(3,465)	(23)	0	23	0 %
Salaries, regular parttime	(86)	0	0	0	0 %
Compensation time paid	(209)	(104)	0	104	0 %
Vacation time paid	(91)	0	0	0	0 %
Payroll taxes (ss/med/sui)	116	398	0	(398)	0 %
Retirement-Miscellaneous Members	100	396	0	(396)	0 %
Health insurance	620	2,461	0	(2,461)	0 %
Dental/vision plan	23	96	0	(96)	0 %
Workers' compensation insurance	42	165	0	(165)	0 %
Planning	566	566	0	(566)	0 %
Garbage & greenwaste disposal services	<u>0</u>	<u>6,700</u>	<u>7,000</u>	<u>300</u>	<u>4 %</u>
Total EXPENDITURES & TRANSFERS	<u>(2,384)</u>	<u>10,655</u>	<u>7,000</u>	<u>(3,655)</u>	<u>(52)%</u>
TOTAL	<u>9,308</u>	<u>(27)</u>	<u>3,530</u>	<u>(3,557)</u>	<u>(101)%</u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

33 - Supplemental Law Enforcement Services Fund

From 1/1/2026 Through 3/31/2026

(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
Interest earned	0	0	500	(500)	(100)%
SLESF grant	<u>43,823</u>	<u>178,740</u>	<u>185,271</u>	<u>(6,531)</u>	<u>(4)%</u>
Total REVENUES & TRANSFERS	<u>43,823</u>	<u>178,740</u>	<u>185,771</u>	<u>(7,031)</u>	<u>(4)%</u>
EXPENDITURES & TRANSFERS					
Law enforcement services	<u>42,540</u>	<u>127,619</u>	<u>170,159</u>	<u>42,540</u>	<u>25 %</u>
Total EXPENDITURES & TRANSFERS	<u>42,540</u>	<u>127,619</u>	<u>170,159</u>	<u>42,540</u>	<u>25 %</u>
TOTAL	<u><u>1,283</u></u>	<u><u>51,121</u></u>	<u><u>15,612</u></u>	<u><u>35,509</u></u>	<u><u>227 %</u></u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

34 - Regional Surface Transportation Program Fund

From 1/1/2026 Through 3/31/2026

(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
RSTP funds	<u>0</u>	<u>12,368</u>	<u>13,081</u>	<u>(713)</u>	<u>(5)%</u>
Total REVENUES & TRANSFERS	<u>0</u>	<u>12,368</u>	<u>13,081</u>	<u>(713)</u>	<u>(5)%</u>
EXPENDITURES & TRANSFERS					
Transfers to other funds	<u>0</u>	<u>12,368</u>	<u>13,081</u>	<u>713</u>	<u>5 %</u>
Total EXPENDITURES & TRANSFERS	<u>0</u>	<u>12,368</u>	<u>13,081</u>	<u>713</u>	<u>5 %</u>
TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0 %</u>

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
36 - Powers Creek District Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Rent, 100/110 Monda Way	0	0	27,250	(27,250)	(100)%
Total REVENUES & TRANSFERS	<u>0</u>	<u>0</u>	<u>27,250</u>	<u>(27,250)</u>	<u>(100)%</u>
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	1,747	4,127	0	(4,127)	0 %
Salaries, regular parttime	1,358	3,006	3,202	196	6 %
Payroll taxes (ss/med/sui)	272	580	258	(322)	(125)%
Retirement-Miscellaneous Members	251	578	255	(323)	(127)%
Health insurance	960	2,127	0	(2,127)	0 %
Dental/vision plan	35	83	0	(83)	0 %
Workers' compensation insurance	103	237	106	(131)	(123)%
Supplies & expendable equipment	61	61	50	(11)	(22)%
Maintenance & repair-equipment	15	55	300	245	82 %
Maintenance & repair-facilities	0	50	200	150	75 %
Outside services	0	0	2,000	2,000	100 %
Garbage & greenwaste disposal services	0	155	0	(155)	0 %
Property taxes & assessments	702	702	500	(202)	(40)%
Buildings & Improvements	0	175	0	(175)	0 %
Total EXPENDITURES & TRANSFERS	<u>5,504</u>	<u>11,936</u>	<u>6,871</u>	<u>(5,065)</u>	<u>(74)%</u>
TOTAL	<u>(5,504)</u>	<u>(11,936)</u>	<u>20,379</u>	<u>(32,315)</u>	<u>(159)%</u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 38 - CDBG Non-Program Income Fund
 From 1/1/2026 Through 3/31/2026
 (In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
Interest earned	1,140	2,356	3,800	(1,444)	(38)%
Loan payment revenue-Business Retention	0	0	1,200	(1,200)	(100)%
Transfers from other funds	<u>0</u>	<u>0</u>	<u>9,750</u>	<u>(9,750)</u>	<u>(100)%</u>
Total REVENUES & TRANSFERS	<u>1,140</u>	<u>2,356</u>	<u>14,750</u>	<u>(12,394)</u>	<u>(84)%</u>
EXPENDITURES & TRANSFERS					
Interest expense	3	140	140	(0)	(0)%
Debt principal re-payments	<u>1,210</u>	<u>8,495</u>	<u>8,495</u>	<u>0</u>	<u>0 %</u>
Total EXPENDITURES & TRANSFERS	<u>1,214</u>	<u>8,635</u>	<u>8,635</u>	<u>(0)</u>	<u>(0)%</u>
TOTAL	<u><u>(73)</u></u>	<u><u>(6,278)</u></u>	<u><u>6,115</u></u>	<u><u>(12,394)</u></u>	<u><u>(203)%</u></u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

42 - CDBG Program Income-Holding Fund

From 1/1/2026 Through 3/31/2026

(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	16	22	250	(228)	(91)%
Interest-CDBG loans	0	7	50	(43)	(86)%
Loan payment revenue-Housing Rehab	<u>0</u>	<u>2,147</u>	<u>5,000</u>	<u>(2,853)</u>	<u>(57)%</u>
Total REVENUES & TRANSFERS	<u>16</u>	<u>2,177</u>	<u>5,300</u>	<u>(3,123)</u>	<u>(59)%</u>
EXPENDITURES & TRANSFERS					
IT services & costs	0	60	100	40	40 %
Transfers to other funds	<u>0</u>	<u>0</u>	<u>4,750</u>	<u>4,750</u>	<u>100 %</u>
Total EXPENDITURES & TRANSFERS	<u>0</u>	<u>60</u>	<u>4,850</u>	<u>4,790</u>	<u>99 %</u>
TOTAL	<u>16</u>	<u>2,117</u>	<u>450</u>	<u>1,667</u>	<u>370 %</u>

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
44 - CDBG Program Income-Revolving Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
Interest earned	1,888	3,846	7,200	(3,354)	(47)%
Total REVENUES & TRANSFERS	<u>1,888</u>	<u>3,846</u>	<u>7,200</u>	<u>(3,354)</u>	<u>(47)%</u>
EXPENDITURES & TRANSFERS					
Transfers to other funds	0	0	5,000	5,000	100 %
Total EXPENDITURES & TRANSFERS	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>100 %</u>
TOTAL	<u><u>1,888</u></u>	<u><u>3,846</u></u>	<u><u>2,200</u></u>	<u><u>1,646</u></u>	<u><u>75 %</u></u>

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
60 - Water Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	2,367	5,152	12,635	(7,483)	(59)%
Other Federal grants	0	56,000	55,999	1	0 %
Miscellaneous Grants	0	823	2,500	(1,677)	(67)%
City attorney cost recovery & fees	0	0	823	(823)	(100)%
Administrative fees	238	870	1,155	(286)	(25)%
Services to others	1,500	3,500	6,095	(2,595)	(43)%
Water sales	138,206	423,022	566,181	(143,159)	(25)%
Water late charges	2,191	6,627	8,745	(2,118)	(24)%
Total REVENUES & TRANSFERS	144,502	495,994	654,133	(158,139)	(24)%
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	35,389	99,958	132,011	32,053	24 %
Salaries, regular parttime	5,549	21,596	53,181	31,585	59 %
Salaries, on call/standby	1,020	2,772	3,840	1,068	28 %
Compensation time paid	343	756	0	(756)	0 %
Vacation time paid	194	1,480	0	(1,480)	0 %
Over time paid	930	4,693	5,000	307	6 %
Salaries, rounds/call back	2,499	8,140	11,223	3,084	27 %
Severance pay	0	7,500	7,500	0	0 %
Payroll taxes (ss/med/sui)	3,950	11,624	16,457	4,833	29 %
Retirement-Miscellaneous Members	3,870	11,117	17,374	6,257	36 %
Health insurance	20,744	48,842	63,959	15,117	24 %
Dental/vision plan	463	1,538	2,337	799	34 %
Workers' compensation insurance	1,745	5,373	6,648	1,275	19 %
GASB 68 PERS Adjustment	0	0	21,750	21,750	100 %
GASB 74/75 OPEB Adjustment	0	0	5,937	5,937	100 %
Legal	4,612	11,557	5,200	(6,357)	(122)%
Engineering	2,115	4,230	3,000	(1,230)	(41)%
Planning	178	178	125	(53)	(42)%
Audit	0	0	14,500	14,500	100 %
Accounting	1,275	5,085	10,000	4,915	49 %
Actuarial services	0	0	700	700	100 %
Postage	232	1,575	3,060	1,485	49 %
Fuels & lubricants	843	3,055	4,085	1,030	25 %
Supplies & expendable equipment	1,837	5,660	10,505	4,845	46 %
Concession supplies	0	(187)	0	187	0 %
Advertising & promotion	0	40	115	75	65 %
Background reports	99	99	70	(29)	(41)%
Maintenance & repair-equipment	100	451	1,880	1,429	76 %
Maintenance & repair-facilities	7,588	21,657	20,000	(1,657)	(8)%
Maintenance & repair-vehicles	19	293	840	547	65 %
Equipment & vehicle rentals	1,171	1,877	2,265	388	17 %
Janitorial services	109	329	650	321	49 %
Lab tests	240	1,373	2,785	1,412	51 %
Outside services	2,911	8,214	8,878	664	7 %
IT services & costs	1,595	3,515	3,500	(15)	(0)%
Communications	2,800	5,232	5,325	93	2 %
Water	49,583	163,628	227,755	64,127	28 %
Gas & Electric	4,501	18,544	28,513	9,969	35 %
Garbage & greenwaste disposal services	18	35	190	155	82 %
Alarm system services	466	1,366	1,890	524	28 %
McClure right of way	50	100	100	0	0 %
Licenses, permits & fees	(6,024)	5,273	5,647	374	7 %
Bad debt expense	668	932	500	(432)	(86)%
General liability insurance	3,999	11,996	15,577	3,581	23 %
Property casualty insurance	1,885	5,654	8,251	2,597	31 %

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
60 - Water Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
Travel	290	1,406	1,500	94	6 %
Property taxes & assesments	432	487	490	3	1 %
Interest expense	0	24	265	241	91 %
Meetings, education & training	157	3,734	5,340	1,606	30 %
Memberships, dues & subscriptions	761	911	1,410	499	35 %
Miscellaneous other expense	0	0	475	475	100 %
Depreciation	11,620	34,859	0	(34,859)	0 %
Total EXPENDITURES & TRANSFERS	<u>172,822</u>	<u>548,570</u>	<u>742,603</u>	<u>194,033</u>	<u>26 %</u>
TOTAL	<u>(28,320)</u>	<u>(52,576)</u>	<u>(88,470)</u>	<u>35,894</u>	<u>(41)%</u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

61 - Water Connection Fee Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
Interest earned	<u>1,959</u>	<u>3,992</u>	<u>5,980</u>	<u>(1,988)</u>	<u>(33)%</u>
Total REVENUES & TRANSFERS	<u>1,959</u>	<u>3,992</u>	<u>5,980</u>	<u>(1,988)</u>	<u>(33)%</u>
TOTAL	<u><u>1,959</u></u>	<u><u>3,992</u></u>	<u><u>5,980</u></u>	<u><u>(1,988)</u></u>	<u><u>(33)%</u></u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

62 - Water Capital Reserve Fund

From 1/1/2026 Through 3/31/2026

(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
Interest earned	<u>132</u>	<u>269</u>	<u>405</u>	<u>(136)</u>	<u>(34)%</u>
Total REVENUES & TRANSFERS	<u>132</u>	<u>269</u>	<u>405</u>	<u>(136)</u>	<u>(34)%</u>
TOTAL	<u><u>132</u></u>	<u><u>269</u></u>	<u><u>405</u></u>	<u><u>(136)</u></u>	<u><u>(34)%</u></u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

64 - Turbidity Reduction Facility Reserve Fund

From 1/1/2026 Through 3/31/2026

(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
TRF water fees	3,060	7,175	11,585	(4,410)	(38)%
Total REVENUES & TRANSFERS	<u>3,060</u>	<u>7,175</u>	<u>11,585</u>	<u>(4,410)</u>	<u>(38)%</u>
EXPENDITURES & TRANSFERS					
Bad debt expense	16	21	100	79	79 %
City share of Turbidity Reduction Facility ...	8,763	15,124	11,585	(3,539)	(31)%
Total EXPENDITURES & TRANSFERS	<u>8,779</u>	<u>15,145</u>	<u>11,685</u>	<u>(3,460)</u>	<u>(30)%</u>
TOTAL	<u>(5,719)</u>	<u>(7,970)</u>	<u>(100)</u>	<u>(7,870)</u>	<u>7,870 %</u>

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
70 - Sewer Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Miscellaneous Grants	0	823	2,500	(1,677)	(67)%
City attorney cost recovery & fees	0	0	1,795	(1,795)	(100)%
Public works cost recovery & fees	0	301	445	(144)	(32)%
Administrative fees	238	870	1,325	(456)	(34)%
Other cost recovery fees	0	0	800	(800)	(100)%
Services to others	1,500	3,500	2,000	1,500	75 %
Sewer service charges	134,167	397,057	577,798	(180,741)	(31)%
Sewer late charges	2,191	6,627	5,000	1,627	33 %
Total REVENUES & TRANSFERS	138,096	409,178	591,663	(182,485)	(31)%
EXPENDITURES & TRANSFERS					
Salaries, regular fulltime	42,485	110,407	148,273	37,866	26 %
Salaries, regular parttime	5,393	22,175	46,776	24,601	53 %
Salaries, on call/standby	1,020	2,772	3,840	1,068	28 %
Compensation time paid	343	756	0	(756)	0 %
Vacation time paid	194	1,257	0	(1,257)	0 %
Over time paid	930	5,034	4,800	(234)	(5)%
Salaries, rounds/call back	2,499	8,140	11,223	3,084	27 %
Severance pay	0	7,500	7,500	0	0 %
Payroll taxes (ss/med/sui)	4,520	12,526	17,205	4,679	27 %
Retirement-Miscellaneous Members	4,445	11,652	18,597	6,945	37 %
Health insurance	23,215	49,464	64,939	15,475	24 %
Dental/vision plan	548	1,519	2,285	766	34 %
Workers' compensation insurance	1,984	5,579	6,976	1,397	20 %
GASB 68 PERS Adjustment	0	0	20,149	20,149	100 %
GASB 74/75 OPEB Adjustment	0	0	6,362	6,362	100 %
Legal	305	2,797	2,000	(797)	(40)%
Engineering	3,724	7,033	11,510	4,478	39 %
Planning	103	328	1,000	672	67 %
Audit	0	0	14,500	14,500	100 %
Accounting	1,275	5,085	10,000	4,915	49 %
Actuarial services	0	0	700	700	100 %
Postage	212	1,555	1,770	215	12 %
Fuels & lubricants	981	3,668	4,935	1,267	26 %
Supplies & expendable equipment	1,105	4,266	6,105	1,839	30 %
Chemical supplies	1,071	3,628	4,300	672	16 %
Advertising & promotion	0	40	95	55	58 %
Background reports	99	99	70	(29)	(41)%
Maintenance & repair-equipment	132	762	3,020	2,258	75 %
Maintenance & repair-facilities	7,964	10,722	10,000	(722)	(7)%
Maintenance & repair-vehicles	11	234	1,194	960	80 %
Equipment & vehicle rentals	1,442	2,679	3,025	346	11 %
Janitorial services	109	329	750	421	56 %
Lab tests	2,510	10,349	14,720	4,371	30 %
Outside services	5,881	8,214	9,403	1,189	13 %
IT services & costs	1,614	3,533	3,500	(33)	(1)%
Communications	2,381	4,003	3,895	(108)	(3)%
Water	2,870	5,645	8,679	3,033	35 %
Gas & Electric	9,768	38,922	59,789	20,867	35 %
Garbage & greenwaste disposal services	18	35	190	155	82 %
Alarm system services	275	797	1,135	338	30 %
Licenses, permits & fees	(5,999)	34,371	45,500	11,129	24 %
Bad debt expense	392	753	500	(253)	(51)%
General liability insurance	4,157	12,471	17,268	4,797	28 %
Property casualty insurance	1,885	5,654	8,251	2,597	31 %
Travel	290	1,406	1,500	94	6 %

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

70 - Sewer Fund

From 1/1/2026 Through 3/31/2026

(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
Property taxes & assessments	324	324	325	1	0 %
Interest expense	(2,970)	0	0	0	0 %
Meetings, education & training	191	408	1,000	592	59 %
Memberships, dues & subscriptions	934	1,084	1,175	91	8 %
Miscellaneous other expense	0	0	475	475	100 %
Depreciation	30,917	92,750	0	(92,750)	0 %
Total EXPENDITURES & TRANSFERS	<u>161,546</u>	<u>502,722</u>	<u>611,204</u>	<u>108,482</u>	<u>18 %</u>
TOTAL	<u>(23,449)</u>	<u>(93,544)</u>	<u>(19,541)</u>	<u>(74,002)</u>	<u>379 %</u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

71 - Sewer Connection Fee Fund

From 1/1/2026 Through 3/31/2026

(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
Interest earned	<u>3,124</u>	<u>6,364</u>	<u>9,532</u>	<u>(3,168)</u>	<u>(33)%</u>
Total REVENUES & TRANSFERS	<u>3,124</u>	<u>6,364</u>	<u>9,532</u>	<u>(3,168)</u>	<u>(33)%</u>
TOTAL	<u><u>3,124</u></u>	<u><u>6,364</u></u>	<u><u>9,532</u></u>	<u><u>(3,168)</u></u>	<u><u>(33)%</u></u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

72 - Sewer Capital Reserve Fund

From 1/1/2026 Through 3/31/2026

(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
REVENUES & TRANSFERS					
Interest earned	<u>13,571</u>	<u>27,646</u>	<u>35,000</u>	<u>(7,354)</u>	<u>(21)%</u>
Total REVENUES & TRANSFERS	<u>13,571</u>	<u>27,646</u>	<u>35,000</u>	<u>(7,354)</u>	<u>(21)%</u>
TOTAL	<u>13,571</u>	<u>27,646</u>	<u>35,000</u>	<u>(7,354)</u>	<u>(21)%</u>

City of Blue Lake
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
80 - Dental/Vision Trust Fund
From 1/1/2026 Through 3/31/2026
(In Whole Numbers)

	Current Period Actual	YTD Actual	FY 25/26 Budget	Budget Variance	% Budget Remain
REVENUES & TRANSFERS					
Interest earned	360	728	1,060	(332)	(31)%
Transfer of charges to operations	<u>1,680</u>	<u>5,100</u>	<u>6,740</u>	<u>(1,640)</u>	<u>(24)%</u>
Total REVENUES & TRANSFERS	<u>2,040</u>	<u>5,828</u>	<u>7,800</u>	<u>(1,972)</u>	<u>(25)%</u>
EXPENDITURES & TRANSFERS					
Dental claims paid	3,305	5,398	6,300	902	14 %
Vision claims paid	<u>303</u>	<u>1,292</u>	<u>1,500</u>	<u>208</u>	<u>14 %</u>
Total EXPENDITURES & TRANSFERS	<u>3,608</u>	<u>6,690</u>	<u>7,800</u>	<u>1,110</u>	<u>14 %</u>
TOTAL	<u>(1,568)</u>	<u>(863)</u>	<u>0</u>	<u>(863)</u>	<u>0 %</u>

City of Blue Lake

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

90 - Fixed Asset Group of Accounts

From 1/1/2026 Through 3/31/2026

(In Whole Numbers)

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 25/26 Budget</u>	<u>Budget Variance</u>	<u>% Budget Remain</u>
EXPENDITURES & TRANSFERS					
Depreciation	<u>72,987</u>	<u>218,961</u>	<u>0</u>	<u>(218,961)</u>	<u>0 %</u>
Total EXPENDITURES & TRANSFERS	<u>72,987</u>	<u>218,961</u>	<u>0</u>	<u>(218,961)</u>	<u>0 %</u>
TOTAL	<u>(72,987)</u>	<u>(218,961)</u>	<u>0</u>	<u>(218,961)</u>	<u>0 %</u>

City of Blue Lake
Balance Sheet - Unaudited Draft Cash Balances
As of 3/31/2026

Fund	Assets	Beginning Year Balance 07/01/2025	Current Period Balance 03/31/2026	YTD Change
10	General Fund	881,265.98	820,232.58	(61,033.40)
11	Recreation Economic Analysis Fund	26,343.27	26,343.27	0.00
12	American Rescue Plan - Covid Relief Fund	11,449.33	11,449.33	0.00
13	State Park Per Capita Program Fund	(97,477.18)	(97,477.18)	0.00
15	Bike & Skate Park Fund	(3,719.75)	(7,240.79)	(3,521.04)
25	Highway Users Tax Fund	14,552.27	32,208.97	17,656.70
30	TDA Street Fund	(21,316.41)	8,020.71	29,337.12
31	TDA Purchased Transportation Fund	(1,544.78)	(13,931.12)	(12,386.34)
32	AB-939 Solid Waste/Recycling Fund	(15,274.83)	(18,454.48)	(3,179.65)
33	Supplemental Law Enforcement Services	(4,244.39)	89,937.10	94,181.49
34	Regional Surface Transportation Program	0.00	0.00	0.00
36	Powers Creek District Fund	(104,818.32)	(117,545.04)	(12,726.72)
38	CDBG Non-Program Income Fund	133,367.15	128,213.41	(5,153.74)
42	CDBG Program Income-Holding Fund	0.00	2,139.85	2,139.85
44	CDBG Program Income-Revolving Fund	205,485.37	211,216.99	5,731.62
60	Water Fund	418,086.36	291,948.49	(126,137.87)
61	Water Connection Fee Fund	216,103.46	222,016.38	5,912.92
62	Water Capital Reserve Fund	14,514.28	14,912.40	398.12
64	Turbidity Reduction Facility Reserve Fund	(11,396.18)	(20,097.91)	(8,701.73)
70	Sewer Fund	(213,554.29)	(258,681.77)	(45,127.48)
71	Sewer Connection Fee Fund	344,589.67	354,016.53	9,426.86
72	Sewer Capital Reserve Fund	1,493,598.18	1,534,550.72	40,952.54
80	Dental/Vision Trust Fund	39,563.74	40,855.31	1,291.57
82	Self Insured-Retention Reserve Fund	20,000.00	20,000.00	0.00
	Total Assets	3,345,572.93	3,274,633.75	(70,939.18)



City of Blue Lake

Staff Report

Agenda Item #: 6c
Meeting Date: May 26, 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 April 1 – 30, 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 April 1 – 30, 2026

Review Information:

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

Comments:

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City of Blue Lake
 Check/Voucher Register - Check Register
 From 4/1/2026 Through 4/30/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
13701	4/3/2026	Advanced Security Systems	INV773779 4/1/26 Alarm sys	388.50
13702	4/3/2026	Aflac	INV040947 2/25/26 Feb2026	260.16
	4/3/2026	Aflac	INV354118 3/25/26 March 2026	260.16
13703	4/3/2026	AT&T	INV3/4/26 4-Cal Net 3 bills	351.38
13704	4/3/2026	Best Best & Krieger LLP	INV1046789 12/2/25 thru Nov 2025 legal	2,923.00
	4/3/2026	Best Best & Krieger LLP	INV1049942 1/7/26 thru Dec 2025 legal	1,550.00
	4/3/2026	Best Best & Krieger LLP	INV1056380 thru 2/28/26 legal	1,938.00
13705	4/3/2026	City of Blue Lake	Petty Cash Reimb. Bus.Off. 3/23/26	52.10
13706	4/3/2026	Blue Lake Garbage Co.	INV62X02348 2/28/26 City GW	921.60
13707	4/3/2026	Eureka Oxygen Co.	INVA720709 3/16/26 gas	54.13
13708	4/3/2026	Samantha Green	INV3/28/26 CH supplies-S. Green	98.42
13709	4/3/2026	Humboldt County Public Works	INV2/2/26 Food rcvry Hum CO Dept PW	566.07
13710	4/3/2026	Humboldt Termite and Pest	INV596679 3/11/26 pest control svcs	72.00
13711	4/3/2026	Microbac Laboratories, Inc.	INV186640 2/4/26 W/S Tests	158.00
	4/3/2026	Microbac Laboratories, Inc.	INV186678 2/6/26 W/S tests	100.00
	4/3/2026	Microbac Laboratories, Inc.	INV186793 2/12/26 W/S tests	148.00
	4/3/2026	Microbac Laboratories, Inc.	INV186852 2/16/26 W/S tests	88.00
	4/3/2026	Microbac Laboratories, Inc.	INV186860 2/16/26 W/S tests	473.00
	4/3/2026	Microbac Laboratories, Inc.	INV186861 2/16/26 W/S tests	158.00
	4/3/2026	Microbac Laboratories, Inc.	INV187059 3/2/26 W/S tests	148.00
	4/3/2026	Microbac Laboratories, Inc.	INV187139 3/5/26 W/S tests	100.00
13712	4/3/2026	National Band and Tag Co.	INV359845 3/24/26 Dog lic. tags	98.64
13713	4/3/2026	REMIF	INV4/1/26 REMIF med pymt Apr 2026	26,224.00
13714	4/3/2026	Restif Cleaning Service	INV151021 2/28/26 CH Janitorial	110.00
13715	4/3/2026	Isabella G. Crawford	Employee: crawfordi; Pay Date: 4/3/2026	92.33
13716	4/3/2026	Daniel L. Dimick	Employee: dimickd; Pay Date: 4/3/2026	786.67
13717	4/3/2026	Michael D. Downard	Employee: downardm; Pay Date: 4/3/2026	953.28
13718	4/3/2026	Vicki L. Hutton	Employee: huttonv; Pay Date: 4/3/2026	1,912.58
260403A01	4/3/2026	Christopher A. Ball	Employee: ballc; Pay Date: 4/3/2026	308.83
260403A02	4/3/2026	Glenn R. Bernald	Employee: bernaldg; Pay Date: 4/3/2026	2,046.67
260403A03	4/3/2026	Skyler A. Coke	Employee: cokes; Pay Date: 4/3/2026	1,079.49
260403A04	4/3/2026	Christopher B. Edgar	Employee: edgarc; Pay Date: 4/3/2026	1,660.82
260403A05	4/3/2026	Samantha G. Green	Employee: greens; Pay Date: 4/3/2026	1,445.65
260403A06	4/3/2026	Hazel E. Hale	Employee: haleh; Pay Date: 4/3/2026	195.90
260403A07	4/3/2026	Austin R. Jones	Employee: jonesa; Pay Date: 4/3/2026	1,231.22
260403A08	4/3/2026	Kanoa K. Jones	Employee: jonesk; Pay Date: 4/3/2026	142.69
260403A09	4/3/2026	Karie R. Kroeker	Employee: kroekerk; Pay Date: 4/3/2026	1,959.32
260403A10	4/3/2026	Athina S. Lee	Employee: leea; Pay Date: 4/3/2026	1,612.27
260403A11	4/3/2026	Suzette M. Leyba-Strong	Employee: leyba-strongs; Pay Date: 4/3/2026	913.42
260403A12	4/3/2026	Aislin N. McKinney	Employee: mckinneya; Pay Date: 4/3/2026	129.89
260403A13	4/3/2026	Jacob P. Meng	Employee: mengj; Pay Date: 4/3/2026	1,396.07
260403A14	4/3/2026	Shaylee A. O'Neil	Employee: oneils; Pay Date: 4/3/2026	92.33
260403A15	4/3/2026	Jennie M. Short	Employee: shortj; Pay Date: 4/3/2026	3,235.75
260403A16	4/3/2026	Quinn Sousa	Employee: sousaq; Pay Date: 4/3/2026	333.36

City of Blue Lake
 Check/Voucher Register - Check Register
 From 4/1/2026 Through 4/30/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
260403A17	4/3/2026	Emily P. Wood	Employee: woode; Pay Date: 4/3/2026	1,596.11
260403EFT	4/3/2026	U. S. Department of Treasury	EFTPS Federal Tax Pmt 4/3/26	7,672.70
260403E...	4/3/2026	Employment Development Dept.	DE88 State Tax pymt 4/3/26	1,504.53
260403E...	4/3/2026	Cal PERS	PERS retirement pymt 4/3/26	4,814.72
260403E...	4/3/2026	Freedom Voice	Freedom Voice 4/3/26	120.31
260403E...	4/3/2026	CA State Disbursement Unit	CS P/R deduct-Edgar 4/3/26	104.30
2445	4/6/2026	Micah Ashford	Utility Deposit Refund 40498001 Ashford	109.49
2446	4/6/2026	Marlene West	Utility Deposit Refund 40527001 West	15.92
2448	4/6/2026	City of Blue Lake	Utilities Paid from Deposits for 4/1/26 Billing date	454.59
13719	4/7/2026	Erin McClure-P Charley Trustee	First Annual Easement Payment - Tank 1	0.00
13720	4/10/2026	Arcata Stationers	INV246330 3/12/26 CH supplies	108.55
	4/10/2026	Arcata Stationers	INV246855 3/25/26 CH supplies	29.62
13721	4/10/2026	AT&T	ACCT23384157271066 3/20/26 Alarms	31.76
	4/10/2026	AT&T	ACCT23838111108003 3/20/26 Alarms	31.76
13722	4/10/2026	B & B Portable Toilet Co.	INV225815 3/28/26 B&B Services	107.63
13723	4/10/2026	CA Building Standards Comm.	INV4/7/26 Jan-Mar2026 CBSC report fees	9.90
13724	4/10/2026	State Water Resources Ctl Brd	INV3/26/26 WW plant optr cert app	173.00
13725	4/10/2026	Coastal Business Systems Inc.	INV41599495 3/27/26 Copiers usage 12/21-3/20/26	952.21
13726	4/10/2026	Dazey's Arcata	INV11462 3/4/26 WWTP supplies	25.88
13727	4/10/2026	Humb. Co. Environmental Health	INV129907 4/1/26 Food fac-min. prep permit rnwl	860.00
13728	4/10/2026	Recorder, County of Humboldt	INV4/9/26 CEQA filing/H2O tank replcmnt	50.00
13729	4/10/2026	Humboldt Co. Sheriff's Office	INV3/31/26 Animal Shelter Svcs Jan2026-Mar2026	2,694.75
	4/10/2026	Humboldt Co. Sheriff's Office	INV3/31/26 Law Enforcement Srvcs Jan 2026-Mar 2026	42,539.75
13730	4/10/2026	Humb. Bay Municipal Water Dist	Billing Period: 2/28//26-3/31/26	19,598.89
13731	4/10/2026	Austin Jones	INV4/2/26 3/25/26-3/27/26 mileage reimb-Jones	45.68
13732	4/10/2026	Michelle Lewis-Lusso	INV3/31/26 Jan, Feb, Mar2026 council stipend	150.00
13733	4/10/2026	Erin McClure	First Annual Easement Payment-Tank 1	6,000.00
13734	4/10/2026	McKinleyville Ace Hardware	INV514722 3/12/26 WW supplies	992.73
	4/10/2026	McKinleyville Ace Hardware	INV515942 4/3/26 Park supplies	34.76
13735	4/10/2026	Miller Farms Nursery, Inc.	INV179275 3/11/26 landscape safety supps	202.74
13736	4/10/2026	The Mill Yard	INVK47882 3/13/26 shop supplies	13.55
13737	4/10/2026	Katheryn Napier	INV3/31/26 Jan, Feb, Mar2026 council stipend	150.00
13738	4/10/2026	Optimum	Billing Period 4/1/26-4/30/26	558.22
13739	4/10/2026	Platt Electric Suppy, Inc.	INV7C76992 3/09/26 WWTP elect. supp.	1,137.43
13740	4/10/2026	John Sawatzky	INV3/31/26 Jan, Feb, Mar2026 council stipend	150.00
13741	4/10/2026	Elise G. Scafani	INV3/31/26 Jan, Feb, Mar2026 council stipend	150.00
13742	4/10/2026	Thomas Home Center	INV946552 3/25/26 Park supp/ww plumb	71.86
13743	4/10/2026	Verizon Wireless	INV6139111699 2/22/26-3/21/26	415.90
13744	4/10/2026	Emily P. Wood	INV3/25/26 P10 reimbursement	1,182.00
	4/10/2026	Emily P. Wood	INV3/25/26-1 P10 reimbursement	18.00
13745	4/14/2026	Fidelity Title	CK 13745 4/07/26 McClure Easement-open escrow	5,000.00
13746	4/17/2026	Isabella G. Crawford	Employee: crawfordi; Pay Date: 4/17/2026	176.95
13747	4/17/2026	Daniel L. Dimick	Employee: dimickd; Pay Date: 4/17/2026	786.67
13748	4/17/2026	Michael D. Downard	Employee: downardm; Pay Date: 4/17/2026	945.85

City of Blue Lake
 Check/Voucher Register - Check Register
 From 4/1/2026 Through 4/30/2026

Check Number	Check Date	Payee	Transaction Description	Check Amount
13749	4/17/2026	Vicki L. Hutton	Employee: huttonv; Pay Date: 4/17/2026	1,912.58
13750	4/17/2026	295 Enterprise Inc	INV111 Nov2025 - fuel expense	802.15
	4/17/2026	295 Enterprise Inc	INV112 Dec 2025 - fuel expense	1,117.97
	4/17/2026	295 Enterprise Inc	INV113 Jan 2026 - fuel expense	866.28
	4/17/2026	295 Enterprise Inc	INV114 Feb 2026 - fuel expense	799.56
13751	4/17/2026	Access Humboldt	INV3344 3/31/26 LFAs agreement 6/1/08	112.50
13752	4/17/2026	AT&T	INV4/4/26 4-Cal Net 3 Bills	353.48
13753	4/17/2026	State Water Resources Ctl Brd	INVZACOK1601TE01 4/16/26 SWRCB Cert	50.00
13754	4/17/2026	Michael Downard	INV02563204 4/3/26 Annual Boot Allowance 25/26-Downward	121.26
13755	4/17/2026	Samantha Green	INV25029 4/13/26 Thumb-drive for city cncl comm. videos	44.09
13756	4/17/2026	Infobond, Inc.	INV17815 4/9/26 SCADA-Fortiu serv./firewall	656.00
13757	4/17/2026	Intedata Systems, Inc.	INVINTMN0000967 3/31/26 W/S Support	144.45
13758	4/17/2026	S. Shaun Johanson DDS	INV4/13/26 Dental Paymnt - W10.1	708.00
13759	4/17/2026	Loomis Basin Equine Med. Grp.	INV1588433 4/1/26 WWTP-goat health	200.00
13760	4/17/2026	Mendes Supply Company	INVM292061 3/13/26 Can liners	419.32
	4/17/2026	Mendes Supply Company	INVM292607 3/27/26 PW supps	143.11
13761	4/17/2026	Optimum	INV3/31/26 Billing Period 3/1/26-3/31/26	558.22
13762	4/17/2026	Pape Machinery, Inc.	INV4013467 3/25/26 Backhoe repair	253.07
13763	4/17/2026	SHN Consulting	INV129297 3/31/26 Engineering svcs FY 2025-2026	2,877.50
13764	4/17/2026	US Bank Corp. Payment Systems	INV3/23/26 Statement-Cal Card	2,907.32
13765	4/17/2026	Valley Pacific Petroleum	INV26005955 4/3/26 Gas for mowers/weedeaters@yard	1,534.73
2060417...	4/17/2026	Cal PERS	PERS Retirement Pmt 4/17/26	4,790.00
260417A01	4/17/2026	Glenn R. Bernald	Employee: bernaldg; Pay Date: 4/17/2026	3,392.25
260417A02	4/17/2026	Skyler A. Coke	Employee: cokes; Pay Date: 4/17/2026	1,285.59
260417A03	4/17/2026	Christopher B. Edgar	Employee: edgarc; Pay Date: 4/17/2026	1,770.88
260417A04	4/17/2026	Samantha G. Green	Employee: greens; Pay Date: 4/17/2026	1,446.82
260417A05	4/17/2026	Hazel E. Hale	Employee: haleh; Pay Date: 4/17/2026	65.31
260417A06	4/17/2026	Austin R. Jones	Employee: jonesa; Pay Date: 4/17/2026	1,904.88
260417A07	4/17/2026	Karie R. Kroeker	Employee: kroekerk; Pay Date: 4/17/2026	1,959.32
260417A08	4/17/2026	Athina S. Lee	Employee: leea; Pay Date: 4/17/2026	1,479.54
260417A09	4/17/2026	Suzette M. Leyba-Strong	Employee: leyba-strongs; Pay Date: 4/17/2026	1,053.17
260417A10	4/17/2026	Jacob P. Meng	Employee: mengj; Pay Date: 4/17/2026	1,975.24
260417A11	4/17/2026	Shaylee A. O'Neil	Employee: oneils; Pay Date: 4/17/2026	184.64
260417A12	4/17/2026	Jennie M. Short	Employee: shortj; Pay Date: 4/17/2026	3,235.74
260417A13	4/17/2026	Quinn Sousa	Employee: sousaq; Pay Date: 4/17/2026	609.71
260417A14	4/17/2026	Emily P. Wood	Employee: woode; Pay Date: 4/17/2026	1,596.12
260417E...	4/17/2026	U. S. Department of Treasury	EFTPS Federal Tax Pmt 4/17/26	9,073.61
260417E...	4/17/2026	CA State Disbursement Unit	Child Support PR deduction 4/17/26	104.30
260417EFT2	4/17/2026	Employment Development Dept.	DE88 State Tax Pmt 4/17/26	1,900.07
13766	4/23/2026	Fire Risk Mgmt Services	FRMS 2024 & 2025 Assessment Pmt #9	4,454.88
13767	4/23/2026	The Mill Yard	Invoice #549652 3/24/26	66.09
13768	4/23/2026	Microbac Laboratories, Inc.	4/17/26 Statement	2,039.00
13769	4/23/2026	Daqota Systems, Inc.	Invoice #4159 SCADA System	832.50

City of Blue Lake

Check/Voucher Register - Check Register

From 4/1/2026 Through 4/30/2026

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Transaction Description</u>	<u>Check Amount</u>
13770	4/23/2026	City of Blue Lake	Water/Sewer payments 4/1/26	2,296.87
Report Total				224,656.53



City of Blue Lake

Staff Report

Agenda Item #: 7

Meeting Date: May 26, 2026

Prepared By: Michelle Nielsen, Planwest Partners, Inc.

Subject: 7th Cycle Housing Element Update Process Overview and Upcoming Community Engagement

Recommended Action: That the City Council:
1. Receive and file the report.

BACKGROUND: In accordance with State Housing Element law and the City’s MOU with the California Department of Housing and Community Development (HCD), Blue Lake’s 7th Cycle Housing Element is being prepared. We have reviewed existing data and resources and regularly meet with City staff to identify data needs and provide progress updates. Public engagement is an important component of preparing the housing element, especially engagement of special populations. The purpose of this staff report is to provide an overview of upcoming community engagement opportunities. A summary of housing element topics and timeline are also included for reference.

DISCUSSION:

1) Description of the in-progress and upcoming public engagement opportunities:

In-Progress:

- A community survey (English and Spanish) is available for community members to take. It is available online, and paper copies are available at City Hall. The survey is scheduled to close in early June after the May 30 workshop (discussed below). We encourage the City Council and Blue Lake residents to use the QR code in Attachment A to take the survey, and to share it with friends and family. The survey can be accessed from the Blue Lake Housing Element Update website www.bluelakehousingelement.com. The website also includes resources, FAQs, and all housing element notices and documents will be posted when available.
- Planwest is conducting 1:1 interviews with community members who have diverse housing experiences. Local stakeholder are also being interviewed.

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Upcoming:

- **May 30, 2026, 10:30 to 12:30, at the Mad River Grange:** There will be a community workshop. The workshop will be an in-person, drop-in format with four interactive “stations” that residents can rotate through to better understand the Housing Element and give feedback. We anticipate that fully participating in all three stations will take an attendee roughly 30 minutes. Light refreshments will be provided. A flyer announcing the workshop is published on the City’s website, under the Latest News & Announcements banner. The black-and-white flyer is Attachment B.
- **July 25 or August 1, 10:30 to 12:30, at the Mad River Grange:** There will be a community workshop–City Council study session.
- **August 25, 2026,** a public hearing on the Draft Housing Element will be held as part of the City Council’s regular meeting. The only recommendation will be for the City Council to allow for the Draft Housing Element to be filed with HCD consistent with the MOU and State law. Submitting it to HCD will begin their 90-day review period.

There will be additional opportunities for community members to provide input on the Housing Element Update as shown in Attachment C – Housing Element Update Timeline.

- 2) **Overview of Housing Element Topics and Process:** The major topics that a housing element must cover, are listed below, and have not changed significantly since the 6th Cycle. However, the depth of the required analysis within some existing topics has increased substantially.
- **Public participation:** Demonstrate a diligent effort to achieve broad and inclusive participation and engagement of all economic segments of the community in the development of the Housing Element.
 - **Review and revise:** A review of the previous housing element (i.e., the 6th Cycle). This analysis must evaluate the effectiveness of the previous housing element, the progress in implementing it, and the effectiveness of the programs in addressing the needs of special populations.
 - **Housing Needs Assessment:** The housing element must adequately plan to meet the locality’s existing and projected housing needs, including the share of the regional housing needs allocation (RHNA). An analysis of housing needs for special populations is also required.
 - **Affirmatively Furthering Fair Housing (AFFH):** All housing elements are now required to include an AFFH analysis. This analysis involves evaluating quantitative and qualitative fair housing data and information to facilitate the creation of fair, inclusive communities for all residents.

- **Site inventory:** An inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment, and an analysis of the relationship of zoning and public facilities and services to these sites.
- **Constraints:** Identify and analyze potential and actual governmental constraints to the maintenance, improvement, or development of housing for all income levels, including housing for people with disabilities. An analysis of potential and actual nongovernmental constraints is also included in this section. The analysis of constraints must evaluate their impact on housing supply and affordability. Finally, the analysis must also demonstrate local efforts to remove constraints that hinder a locality’s ability to meet its housing needs.
- **Goals, Policies, Quantified Objectives, and a Schedule of Actions/Programs:** The Housing Element must identify specific programs that will allow it to make adequate provision for the housing needs of people at all income levels. Programs must include specific action steps the city will take to implement its policies and achieve its goals and objectives.

Attachment D generally illustrates the housing element update process.

FISCAL IMPACT: This is part of Planwest’s current scope of work.

ATTACHMENTS:

Attachment A – Online Community URL and QR code

Attachment B – May 30th Community Workshop

Attachment C – Housing Element Update Timeline

Attachment D – The housing element update process.

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

Attachment A – Online Community URL and QR code

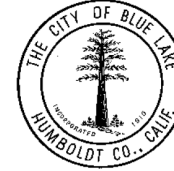


Want to take the Community Survey for the 2027-2035 Housing Element Update?

Scan the QR Code



For more information about the Housing Element Update, please visit <https://www.bluelakehousingelement.com/>



¿Quieres participar en la Encuesta Comunitaria para la Actualización 2027-2035 sobre el Elemento de Vivienda?

Escanea el código QR



Para más información sobre la Actualización del Elemento de Vivienda, por favor visite <https://www.bluelakehousingelement.com/>

Attachment B – May 30th Community Workshop



You're Invited!

Community Workshop

Join us to learn about the **Housing Element Update**
Also, to share...

-  Your housing experience
-  Your ideas of how Blue Lake can meet its required housing need

Sat., May 30, 2026
10:30 am - 12:30 pm

At the Mad River Grange
110 Hatchery Road, Blue Lake

For more information, visit
www.bluelakehousingelement.com



¡Estás invitado!

Comunidad Taller

Únete a nosotros para conocer el **Actualización sobre el elemento de vivienda. También, para compartir...**

-  Tu experiencia en vivienda
-  Tus ideas sobre cómo Blue Lake puede cubrir su necesidad de vivienda

Sáb., 30 de mayo de 2026
10:30 am - 12:30 pm

En Mad River Grange
110 Hatchery Road, Blue Lake

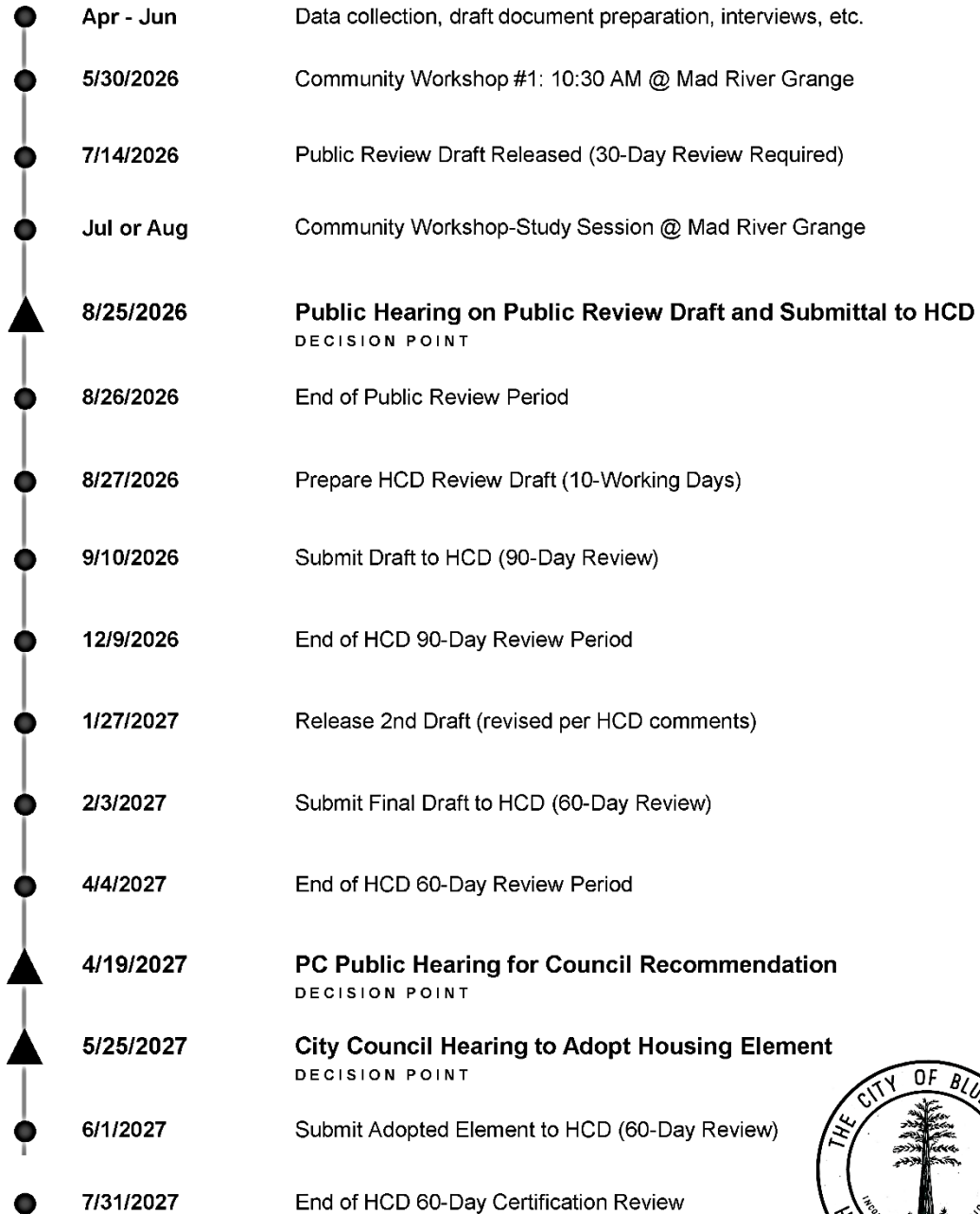
Para más información, visita
www.bluelakehousingelement.com



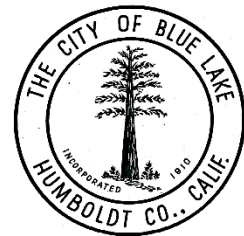
Attachment C

Housing Element Update Timeline

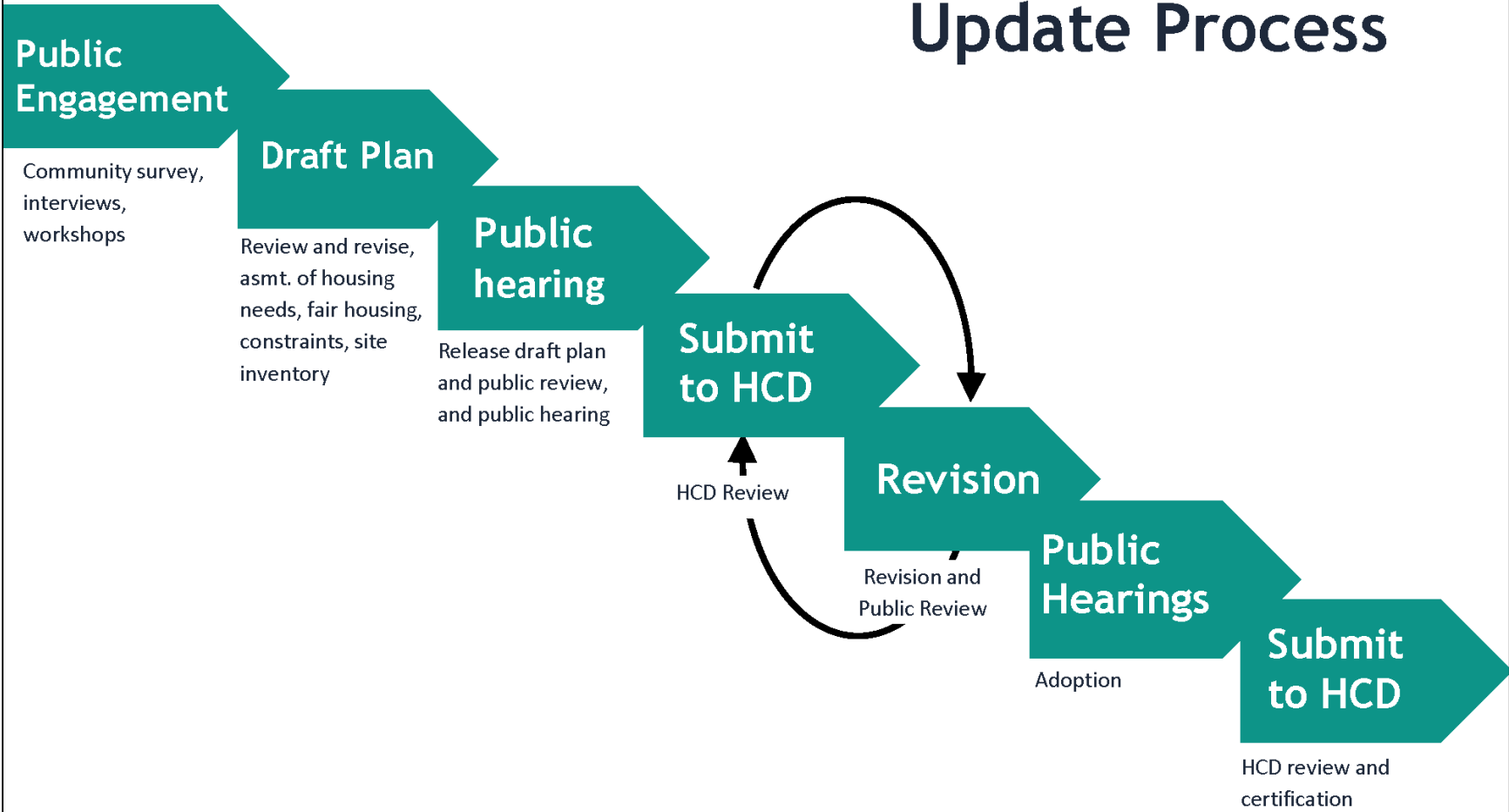
Key Milestones • May 2026 – July 2027



▲ Decision Point ● Milestone



Attachment D - Housing Element Update Process





City of Blue Lake

Staff Report

Agenda Item #: 8

Meeting Date: May 26, 2026

Prepared By: Jennie Short, City Manager

Subject: Update on Projects by Mike Foget, City Engineer

Recommended Action: That the City Council:
1. Receive the report

BACKGROUND

Mike Foget, in his capacity as City Engineer, will present an update on city projects and field questions from Council.

Review Information:

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

Comments:

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City of Blue Lake

Staff Report

Agenda Item #: 9

Meeting Date: May 26 2026

Prepared By: Samantha Green, City Clerk

Subject: Second Reading and Adoption 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. Conduct the second reading, waive further reading and adopt Ordinance No. 550, titled '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,'

BACKGROUND:

The first reading and introduction by title only was conducted at the April 28, 2026 Regular Council Meeting and passed unanimously. A summary of the proposed ordinance amendment was publicly posted, and a certified copy of the full text was available at City Hall five days prior to today's council meeting pursuant to Government Code section 36933.

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.

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

Review Information:

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

Comments:

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.



City of Blue Lake

Staff Report

Agenda Item #: 10

Meeting Date: May 26 2026

Prepared By: Samantha Green, City Clerk

Subject: Second Reading and Adoption 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. Conduct the second reading, waive further reading and adopt 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 first reading and introduction by title only was conducted at the April 28, 2026 Regular Council Meeting and passed unanimously. A summary of the proposed ordinance amendment was publicly posted, and a certified copy of the full text was available at City Hall five days prior to today's council meeting Government Code section 36933.

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

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:

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 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.



City of Blue Lake

Staff Report

Agenda Item #: 11

Meeting Date: 5/26/26

Prepared By: Emily Wood, Director of Parks & Recreation

Subject: Parks & Recreation Fee Schedule – Revision 3

Recommended Action: That the City Council:

1. Review and adopt the presented fee schedule for parks and recreation with an effective date of 7/1/26.
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 24th, 2026 Council meeting and March 4th, 2026 Parks & Recreation Commission meeting. The second draft of the fee schedule was presented at the March 24th, 2026 Council Meeting. Director Wood met with the Council’s ad hoc committee and City Manager Short to make further revisions and presented a third draft to Council on April 28th, 2026. Council requested at their April 28th meeting that a Community Workshop be held on May 12th to refine the fee schedule further. Director Wood hosted this Community Workshop at Prasch Hall and gathered community feedback for each page of the fee schedule. Director Wood adjusted the proposal based on community feedback and reviewed these adjustments with the ad-hoc committee and City Manager prior to this Council meeting.

DISCUSSION: The attached final proposal of the Parks & Recreation fee schedule has been developed to incorporate updated fee adjustments based on community feedback; including the City’s approach cost recovery for special events and recreation programming and overall organization and clarity of the fee schedule. Input has been gathered over a series of months from a range of stakeholders, and their input has been incorporated in this proposal. This final proposal is intended to balance community impact with community input.

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

ALTERNATIVES: N/A

ATTACHMENTS:

- 11A. Parks & Recreation Fee Schedule Proposal – Revision 3
- 11B. Community Workshop Feedback from May 12th, 2026

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

Agenda Item: 11

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City of Blue Lake – Parks & Recreation Fee Schedule Proposal

Presented at the 5/26/26 City Council Meeting

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<p><u>Page 5</u></p> <ul style="list-style-type: none"> • Facility Rental & Fee Information – General • Prasch Hall Rentals 	<p><u>Pages 11-21</u></p> <ul style="list-style-type: none"> • Example Quotes
<p><u>Page 6</u></p> <ul style="list-style-type: none"> • Perigot Park Rentals 	

Fee Schedule End Notes

- 1 Subject to approval from applicable entities (Pages 4,6,7,8)
- 2 2 hour minimum rental (Pages 5,6,7)
- 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. (Page 5,6,7,8)
- 4 Facility rental fees do not include any applicable event host, staffing, or equipment fees. Staffing fees are based on the fully burdened wage of assigned staff per the City’s Cost Recovery policy. (Page 5,6,7,8)
- 5 Perigot Park Rentals have access to a unisex, single-stall, ADA accessible public restroom located at the front of Perigot Park. Prasch Hall Restrooms are available for additional rental - See *Prasch Hall Rentals* on Page 5 for more information. (Page 5,6,7)
- 6 Overnight Rental Restrictions apply for all camping rentals taking place on City property. (Page 7)

PREPARED BY:
Emily Wood, Director of Parks & Recreation

PROGRAM FEES

Description	Current Fee	Suggested
Drop In – Sports		
<u>Drop In Sports – City Sponsored</u> Including but not limited to: Basketball/Pickleball/Volleyball (excludes skate program)	\$5	Admission – Per Drop In \$3/Per Person without staff \$5/Per Person with staff
<u>Drop In Punch Card – City Sponsored</u> Valid for City Sponsored Drop In Sports	10 Time Pass \$30	10 Time Punch Card \$20 Residents (\$2/pass) \$30 Non Residents (\$3/pass)
<u>Drop In Sports – Non-City Sponsored</u> • administered by third party/contractor	N/A	Facility Deposit + 40% of total admission fees collected.
Drop In – Other (Non-Sport)		
<u>Drop In Activities/Classes – City Sponsored*</u> • MF = Material Fee (if applicable) (actual cost of supplies per person)	N/A	Per Drop In/Class \$10 + Material Fee Per Week (5 Days) \$45 + Material Fee
<u>Drop In Activities/Classes (Non-City Sponsored)</u> • administered by third party/contractor	N/A	Facility Deposit + 40% of total admission fees collected.
Drop In – Horse Arena		
<u>Drop In – Day Use (Horse Arena) – Annual Pass*</u> • Annual Pass covers day use (non-residents only) – Valid 365 days for 1 person • Free day use for Blue Lake Residents & Blue Lake Saddle Club members		\$50/Annually – Non Residents
Sports Leagues & Team Sports – City Sponsored		
<u>Woodbat Slowpitch Softball League</u> • Fee per team/season	\$750	\$850
<u>Woodbat Slowpitch Softball League</u> Game Interference Credit	N/A	Credit = Total # of Games Impacted / Total Games Per Season (Credit to be applied to following season for affected teams)
<u>Bocce Ball Tournament - City Sponsored</u> • Fee per team	\$20	\$20

*Discounts available. See ‘Discounts’ on Page 10 for more information.

Fee Schedule End Notes

- 1 Subject to approval from applicable entities (Pages 4,6,7,8)
- 2 2 hour minimum rental (Pages 5,6,7)
- 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. (Page 5,6,7,8)
- 4 Facility rental fees do not include any applicable event host, staffing, or equipment fees. Staffing fees are based on the fully burdened wage of assigned staff per the City’s Cost Recovery policy. (Page 5,6,7,8)
- 5 Perigot Park Rentals have access to a unisex, single-stall, ADA accessible public restroom located at the front of Perigot Park. Prasch Hall Restrooms are available for additional rental - See *Prasch Hall Rentals* on Page 5 for more information. (Page 5,6,7)
- 6 Overnight Rental Restrictions apply for all camping rentals taking place on City property. (Page 7)

SKATE PROGRAM

Description	Current Fee	Suggested
Admission		
<u>Regular Admission – (Non-Theme Nights)</u> <ul style="list-style-type: none"> • Valid during public skate sessions • Excludes DJ nights (Amateur/Open Mic DJ Nights OK) 	\$5 Entry \$2 Rental	\$7 Admission + \$3 Skate Rental
<u>Family Rate</u> <ul style="list-style-type: none"> • Includes admission for 5 with skate rental • Valid during public skate sessions • Excludes DJ nights (Amateur/Open Mic DJ Nights OK) 	N/A	\$45 Includes Skate Rental/Admission for 5
<u>Discounted Admission – (Theme Nights)</u>	\$5 (Includes Rental)	\$5 Admission Includes Skate Rental
<u>DJ Night Admission – City Sponsored</u> <ul style="list-style-type: none"> • Excludes Amateur/Open Mic DJ nights 	All Age \$10 Adult – \$15	\$15 Admission Includes Skate Rental
<u>DJ Night Admission – Non-City Sponsored</u>	N/A	\$10 Admission Includes Skate Rental
Skate Punch Card <ul style="list-style-type: none"> • Includes Skate Rental - Not valid during DJ Nights (Amateur/Open Mic DJ Nights OK) 		
12 Person – All Ages	\$55	\$60 (\$5/pass)
24 Person – All Ages	\$100	\$100 (\$4.17/pass)

SKATE PARTIES

Public Skate Parties <ul style="list-style-type: none"> • Available Thursdays, Fridays & Saturdays from 6pm-9pm (<i>availability subject to change</i>) • Admission paid separately • No alcohol permitted • Nonprofits/Schools – \$25 discount/party • Deposit – \$50 or I.D. hold (public skate parties only) – Cancellation Fees Apply • Party Clean Up Fee (\$100) – For any parties that require extra staff clean up 		
<u>Public Skate Party – Standard</u> <ul style="list-style-type: none"> • 2 tables – Located in Party Room 	2 Tables \$50	\$50 + Deposit/ID Hold
<u>Public Skate Party – VIP</u> <ul style="list-style-type: none"> • 2 tables – Located in “Mini Rink” 	2 Tables – \$50	\$80 + Deposit/ID Hold
Private Skate Parties <ul style="list-style-type: none"> • Weekday Parties: Available Monday – Friday from 10am-12pm, 1pm-3pm & 3pm-5pm (<i>times subject to change</i>) • Weekend Parties: Available Saturdays & Sundays from 12-2pm & 3pm-5pm (<i>times subject to change</i>) • No alcohol permitted • Nonprofits/Schools – \$25 discount/party • Deposit – \$300 – Cancellation Fees Apply • Party Clean Up Fee (\$100) – For any parties that require extra staff clean up 		
WEEKDAY RATE (Monday – Friday)		
0-30 People (1 Staff)	\$200	\$150 + Facility Deposit
30-75 People (2 staff)	\$250	\$250 + Facility Deposit
75+ People (2-3 Staff)	\$350	\$350 + Facility Deposit
WEEKEND RATE (Saturday/Sunday)		
0-30 People (1 Staff)	\$200	\$200 + Facility Deposit
30-75 People (2 staff)	\$250	\$350 + Facility Deposit
75+ People (2-3 Staff)	\$350	\$450 + Facility Deposit
FULL DAY WEEKEND RATE (Both Time Slots)		
0-30 People (1 Staff)	N/A	\$400 + Facility Deposit
30-75 People (2 staff)	N/A	\$675 + Facility Deposit
75+ People (2-3 Staff)	N/A	\$875 + Facility Deposit

CAMPS

Description	Current Fee	Suggested	
Camp Perigot – Summer Camp*			
<ul style="list-style-type: none"> Does not include meals for campers 			
Rates for:		Resident	Non Resident
Full Day – Weekly	\$175	\$200	\$225
Full Day – Daily	\$40	\$50	\$60
Half Day – Weekly	\$125	\$150	\$175
Half Day – Daily	\$25	\$30	\$40
Special Camps – School Break Camps*			
<ul style="list-style-type: none"> Includes all camps with exception of Camp Perigot (Presidents Week, Spring Break, Winter Break, etc.) Does not include meals for campers. Material Fee – cost of materials per person 			
Full Day – Weekly	N/A	\$150 + Material Fee	\$175 + Material Fee
Full Day – Daily	N/A	\$40 + Material Fee	\$50 + Material Fee
Half Day – Weekly	N/A	N/A	
Half Day – Daily	N/A	N/A	
Non-City Sponsored Camps¹			
<ul style="list-style-type: none"> Camps administered by third party/contractor – City provides facility/space. 			
Rental Rate	N/A	Facility Deposit + 40% of total admission fees collected	
<ul style="list-style-type: none"> Rate paid by third party/contractor 			
Rental Rate – Day Rate	N/A	Facility Deposit + \$300/day	
<ul style="list-style-type: none"> Rate paid by third party/contractor Hours – 8am-5pm 			

*Discounts available. See ‘Discounts’ on Page 10 for more information.

Fee Schedule End Notes

- 1 Subject to approval from applicable entities (Pages 4,6,7,8)
- 2 2 hour minimum rental (Pages 5,6,7)
- 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. (Page 5,6,7,8)
- 4 Facility rental fees do not include any applicable event host, staffing, or equipment fees. Staffing fees are based on the fully burdened wage of assigned staff per the City’s Cost Recovery policy. (Page 5,6,7,8)
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- 6 Overnight Rental Restrictions apply for all camping rentals taking place on City property. (Page 7)

FACILITY RENTALS AND FEES ^{3, 4, 5}

For all Rentals and Special Events hosted on City property:

- **Small Events (Under 150 People/day)** – No special conditions.
- **Medium Events (151-299 People/day)** – No special conditions
- **Large Events (300+ people/day)** – Requires Special Event Permit, Traffic Control Plan, rental of Taylor Way Parking (or alternative parking arrangements) & portable toilet rental (regardless of rental location)
- Facility Deposits³ – See End Note 3 for terms. End Notes are on last page of fee schedule.
- Clean Up Fee (\$100) – For any events that require extra staff clean up – Taken from Deposit.
- Rates for events with no amplified music are listed below. Events w/ amplified music – See Special Events
- Rates are per hour, per half day (4 hours or less) or Full Day (over 4 hours).
- Discounts available – See Discounts on Page 10

PRASCH HALL RENTALS ²

- Prasch Hall rentals include restroom access.
- **Deposit – \$300³**

Description	Current Fee	Suggested	
Party Room Only	Private - \$50/hr Non Profit - \$40/hr	\$50/hour + Facility Deposit	
Mini Rink Only	N/A	\$30/hour + Facility Deposit	
Gym Only	\$75/hour	\$75/hour + Facility Deposit	
Stage Only	N/A	\$15/hour + Facility Deposit	
Kitchen Only	N/A	\$30/hour + Facility Deposit	
Prasch Hall Restrooms Only			
Under 150 people	N/A	\$25/hour + Facility Deposit	
151-299 people	N/A	\$30/hour + Facility Deposit	
300+ people	N/A	\$40/hour + Facility Deposit	
<ul style="list-style-type: none"> • Portable toilet rental is also required. 			
Full Facility Rental	N/A	\$110/hour + Facility Deposit	
<ul style="list-style-type: none"> • All options – Prasch Hall • Excludes Friday/Saturday evenings from 5pm-10pm 			
Full Facility Rental - Friday/Saturday Night	N/A	Summer Rate (May 1 st – September 30 th)	Winter Rate (October 1 st – April 30 th)
<ul style="list-style-type: none"> • All options – Prasch Hall – 5 hours • Rate for Events taking place on Friday/Saturday evenings from 5pm-10pm; replacing regular scheduled programming 		\$750	\$900

Fee Schedule End Notes

- 1 Subject to approval from applicable entities (Pages 4,6,7,8)
- 2 2 hour minimum rental (Pages 5,6,7)
- 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. (Page 5,6,7,8)
- 4 Facility rental fees do not include any applicable event host, staffing, or equipment fees. Staffing fees are based on the fully burdened wage of assigned staff per the City’s Cost Recovery policy. (Page 5,6,7,8)
- 5 Perigot Park Rentals have access to a unisex, single-stall, ADA accessible public restroom located at the front of Perigot Park. Prasch Hall Restrooms are available for additional rental - See *Prasch Hall Rentals* on Page 5 for more information. (Page 5,6,7)
- 6 Overnight Rental Restrictions apply for all camping rentals taking place on City property. (Page 7)

FACILITY RENTALS AND FEES ^{3, 4, 5}

PERIGOT PARK RENTALS ^{3, 4, 5}

- Perigot Park Rentals have access to a unisex, single-stall, ADA accessible public restroom located at the front of Perigot Park at no additional charge.
- For events over 300 people – portable restroom rental is required.
- Rates are per hour, per half day (4 hours or less) or Full Day (over 4 hours)
- **Deposit varies depending on rental.**

Description	Current Fee	Half/Full Day Suggested
Picnic Table/Stage Only	Deposit – N/A	Deposit – \$100³
• Serving Booth not included.		
Under 150 people	N/A	\$80/\$150
150-299 people	N/A	\$130/\$250
300+ people (Portable restroom rental required)	N/A	\$160/\$350
Serving Booth Only²	Deposit – \$100	Deposit – \$100³
Regular Rental	\$200 / \$395	\$80/\$150
Concession Stand – Clemence Field¹	Deposit – \$100	Deposit – \$100³
Regular Rental	\$20/hour	\$80/\$150
Concession Stand – Iorg Field¹	Deposit – \$100	Deposit – \$100³
Regular Rental	\$20/hour	\$80/\$150
Clemence Field²	Deposit – \$100	Deposit – \$100³
Regular Rental	\$25/hour	\$80/\$150
Tournament Rental	\$20/hour	\$100/\$175
Iorg Field²	Deposit – \$100	Deposit – \$100³
Regular Rental	\$20/hour	\$80/\$150
Tournament Rental	N/A	\$100/\$175
Iorg Field Restrooms**	Deposit – N/A	Deposit – \$100³
**Does not include maintenance or restocking of paper products.		
Under 150 people	N/A	\$40/\$75
151-299 people	N/A	\$50/\$85
300+ people (Portable restroom rental required)	N/A	\$60/\$100
Dog Park	Deposit – N/A	Deposit – \$100³
Regular Rental	N/A	\$80/\$150
Bocce Courts²	Deposit – N/A	Deposit – \$50³
Regular Rental	N/A	\$25/2 hours
Full Park Rental – Full Day Only (Up to 8 Hours) Includes: Clemence Field, Stage, Serving Booth, Picnic Tables, Bocce Courts & Iorg Field Restrooms	Deposit – \$100	Deposit – \$300³
Under 150 people	N/A	\$500
151-299 people	N/A	\$600
300+ people (Portable restroom rental required)	N/A	\$700

FACILITY RENTALS AND FEES ^{3, 4, 5}

TAYLOR WAY RENTALS ^{3, 4, 5}

- Rentals include entire grass parcel – Empty Field East of Bike Park
- Rates are per hour, per half day (4 hours) or Full Day (8 hours)

For Taylor Way Event & Camping rentals 150 people or more:

- Special Event Permit required
- Portable restroom rental required

Half/Full Day

Description	Current Fee	Suggested
Taylor Way – Grass Area – Parking	Deposit – N/A	Deposit – \$200³
Regular Rate – Parking*** <small>***City reserves the option to operate paid parking program in lieu of fee.</small>	N/A	\$80/\$150 ¹
Taylor Way – Grass Area - Events	Deposit – N/A	Deposit – \$200³
Regular Rate – Events	N/A	\$100/\$175
Taylor Way – Grass Area - Camping⁶	Deposit – N/A	Deposit – \$200³
Overnight Rate – Camping • (2pm Check In-12pm Next Day)	N/A	\$300

HORSE ARENA RENTALS ^{3, 4, 5}

- Arena rental for Horse Events includes grass parking for autos & trailers only at no additional cost.

Horse Arena – Arena Only • Events	Deposit – \$100	Deposit – \$100³
Regular Rate	\$50/\$100	\$100/\$175 ¹
Horse Arena – Arena & Grass • Events	Deposit – \$100	Deposit – \$200³
Regular Rate	N/A	\$125/\$200 ¹

COURT RENTALS ^{3, 4, 5}

Tennis Court Rental² (outdoors)	Deposit – \$100	Deposit – \$100³
Regular Rate	\$10/hour/court	\$20/hour
Basketball Court Rental² (outdoors)	Deposit – \$100	Deposit – \$100³
Regular Rate	\$10/hour/court	\$15/hour
Full Court Rental² (outdoors)	Deposit – \$100	Deposit – \$100³
Regular Rate	\$10/hour/court	\$25/hour

OTHER RENTALS ^{3, 4, 5}

Skinner Store Rentals¹ • Limited to meeting room & restroom • No cost access for publicly noticed meetings held by Blue Lake based non-profits/organizations open to the public. Deposit held at City Hall for qualifying groups with ongoing meetings.	Deposit – N/A	Deposit – \$200³
Regular Rate	N/A	\$100/\$175
Town Square Rentals¹	Deposit – N/A	Deposit – \$200³
Regular Rate	N/A	\$100/\$175

SPECIAL EVENT FEES ^{3, 4}

For Rentals and Special Events hosted on City property:

- **Small Events (Under 150 People/day)** – No special conditions.
- **Medium Events (151-299 People/day)** – No special conditions. (Exception: Taylor Way Rentals – Page 7)
- **Large Events (300+ people/day)** – Requires Special Event Permit, Traffic Control Plan, rental of Taylor Way parking (or written alternative parking arrangements) & portable toilet rental (regardless of rental location)

Staffing Fees for Special Events will be charged based upon the City’s Cost Recovery Policy

- Rates are based upon staff’s fully burdened rates.
- A cost recovery estimate will be provided by City staff for medium & large events.
- A cost recovery deposit is required to finalize reservations for medium and large events.

Special Event Permit

Description	Current Fee	Suggested	
Application Fee <ul style="list-style-type: none"> • All events requiring a Special Event Permit 	\$80	\$80	
Administrative Processing Fees <ul style="list-style-type: none"> • All events requiring a Special Event Permit 	N/A	Regular Processing	Expedited Processing (Submitted less than 14/30/90 days from event)
Regular Processing – Applications (Small) <ul style="list-style-type: none"> • Submitted 14+ Days from Event 	N/A	\$25	\$50
Regular Processing – Applications (Medium) <ul style="list-style-type: none"> • Submitted 30+ Days from Event 	\$80	\$50	\$100 ¹
Regular Processing – Applications (Large) <ul style="list-style-type: none"> • Submitted 90+ Days from Event 	\$80	\$75	\$150 ¹
Amplified Music/Sound Fees			
Amplified Sound – Greater than 4 hours/day <ul style="list-style-type: none"> • Flat fee per day 	N/A	\$50	
Amplified Sound – Penalty Charge <ul style="list-style-type: none"> • 2 verbal warnings given before penalty fee • Fee per staff response after warnings • Paid from Deposit 		\$100	
Traffic Control Fees			
Barricade Fee <ul style="list-style-type: none"> • Per road closure/per day (Set up + Pick up) 	\$10/Dozen	\$50	
Cone Fee <ul style="list-style-type: none"> • Per Occurrence (Set up + Pick up/1 Location) • Applicable for events using City Staff to set up/pick up traffic cones (optional add-on) • Rental of Cones – See ‘Equipment Rentals’ on Page 10 	N/A	\$50	
Miscellaneous Event Fees			
Alcoholic Beverage Charge (Per Day – Served)	\$15	\$25	
Alcoholic Beverage Charge (Per Day – Sold)	\$15	\$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	
Late Payment Fee – Payment <7 days from event		\$50	
Lost Key Fee	N/A	\$50	
Online Transaction Fee <ul style="list-style-type: none"> • Invoices paid online/credit card 	N/A	Actual online processing cost added to invoice as line item	
Bill Nessler Car Show Registration	\$50/person	\$50/vehicle	

VENDOR/CONCESSIONAIRE FEES

- All Vendors must have a **valid business license** and **all applicable local permits**.

Description	Current Fee	Suggested	
<u>Food Truck Vendor Fees – Non Event</u>			
Applicable while vending on City property (including streets) when no other scheduled events are taking place.			
<ul style="list-style-type: none"> Paid by Vendor to City 			
Food Truck Vendor Fee	N/A	Daily - \$20	Per Month - \$100 Up to 10 Days
<u>Special Events – City Hosted Events</u>			
<ul style="list-style-type: none"> Paid by Vendor to City 			
Food Truck Vendor Fee – Per Day	N/A	\$75	
Concession/Food 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	
<u>Special Events – (Not Hosted by City)</u>			
<ul style="list-style-type: none"> Paid by Event Host to City Event Hosts are required to provide copies of business licenses/applicable permits for all vendors at least 10 business days prior to the event. 			
Food Truck Vendor Fee – Per Truck – Per Event	N/A	\$20	
Concession/Food Vendor Fee – Non Food Truck Per Vendor – Per Event	N/A	\$15	
Craft Vendor Fee – Per Event	N/A	\$20	
Table Vendor Fee – Per Event	N/A	\$10	
Business License/Permit Late Fee – Per Event		\$100	
<ul style="list-style-type: none"> Applicable if vendor documentation is submitted less than 10 days from event. Paid from Deposit 			

EQUIPMENT RENTAL FEES

Deposit – \$50 (Valid for all equipment rentals over \$50)

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	
Traffic Cones (Per 10 Cones) – Per Day	N/A	\$30	
Ice Chest/Cooler Rental (per unit)	N/A	\$10	
Ice Machine Usage (375lb capacity/day)	N/A	\$100/day	
Projector (84" Screen) – Per Day	N/A	\$75	

OTHER FEES, DISCOUNTS & SPONSORSHIPS

Description	Current Fee	Suggested
Cancellation Fees		
Applicable to rentals & special events.		
Skate/Birthday Parties – 14 days+ from event	50% >2 weeks	50% refund if greater than 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
Discounts		
<ul style="list-style-type: none"> Discounts not applicable on Special Event Fees. Discounts may be stacked as applicable. 		
Nonprofit/School Discount	-\$25	-\$5/hr (hourly rentals) -\$25 (half/full day/skate rentals)
Repeat Customer/Senior Discount – Rentals	N/A	10% off total
Pre-Registration Discount	N/A	10% off total
<ul style="list-style-type: none"> Discount applicable for event, class, and camp registration Applies to event registration cost if guest registers/pays prior to day of event/program 		
Low Income Discount (Campership Program) <ul style="list-style-type: none"> Applies to all City Sponsored Camps, Classes & Drop In Activities (Non Sport) Discount for ages 17 years & under # of Camperships available = 20% of total enrollment per program (applicable to camps & classes). First come-first serve availability for camp & class enrollment. Documentation of qualifying program(s) required 	Campership Program	25% off total
Resident (Blue Lake) Discount	N/A	Discount Varies
Community/Event Partner Discount	N/A	<ul style="list-style-type: none"> City Manager Approval up to \$250 Council Approval if greater than \$250 Agreement/MOU Required
Sponsorship Levels – City Events		
Bronze Level	N/A	\$100 or Prize Donation
Silver Level	N/A	\$250
Gold Level	N/A	\$500
Platinum Level	N/A	\$1000

Fee Schedule End Notes

- 1 Subject to approval from applicable entities (Pages 4,6,7,8)
- 2 2 hour minimum rental (Pages 5,6,7)
- 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. (Page 5,6,7,8)
- 4 Facility rental fees do not include any applicable event host, staffing, or equipment fees. Staffing fees are based on the fully burdened wage of assigned staff per the City’s Cost Recovery policy. (Page 5,6,7,8)
- 5 Perigot Park Rentals have access to a unisex, single-stall, ADA accessible public restroom located at the front of Perigot Park. Prasch Hall Restrooms are available for additional rental - See *Prasch Hall Rentals* on Page 5 for more information. (Page 5,6,7)
- 6 Overnight Rental Restrictions apply for all camping rentals taking place on City property. (Page 7)

**Event Cost Comparison
Parks & Recreation Fee Schedule Development 2026**

QUOTES BASED ON PROPOSED DRAFT FEE SCHEDULE (5/26/26)

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PG. 11 - BLOCK PARTY EVENT - DRAFT QUOTE

Event #1 - MEDIEVAL FESTIVAL - DRAFT EVENT OVERVIEW

2025 - \$1,220.00 PRIOR DRAFT- \$3,900.00 PROPOSED NOW - \$3,400.00

EVENT TYPE: Festival

LOCATION: Perigot Park, Horse Arena, Courts

EVENT ATTENDANCE (max expected per day): 5,000

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 3 Days (see below)

- Friday (Setup/Overnight storage)
- Full Day - Saturday (Event 10am-5pm)
- Full Day - Sunday (Event 10am-5pm/Teardown 5pm-10pm)

FACILITIES RENTED:

- Perigot Park - Full Park Rental
- Prasch Hall - Kitchen
- Basketball/Tennis Courts
- Horse Arena - Grass & Arena (Events)
- Taylor Way Parking

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SPECIAL EVENT PERMIT REQUIRED: Yes (Large Event)

ADMINISTRATIVE PROCESSING - REGULAR: Yes (Large Event)

AMPLIFIED MUSIC: Yes (>4 hours)

OUTSIDE PARKING REQUIRED: Yes (>300 people)

PARKING PLAN REQUIRED: Yes (>300 people)

ALCOHOL: Yes (Sold) - 2 days

PORTABLE TOILETS REQUIRED: Yes (>300 people)

OVERNIGHT SETUP/STORAGE: Yes

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FOOD TRUCK - No

CONCESSION SALES (NON FOOD TRUCK) - Yes (2 days)

CRAFT/OTHER VENDOR - Yes (2 days)

Event #1 - MEDIEVAL FESTIVAL - DRAFT QUOTE OVERVIEW

- **Non Profit Discount Applied (\$5/hr for hourly rates and \$25/full day rates)**

Facility Rental Fees: \$2,530.00

- **PG. 5** - Prasch Hall Kitchen - (\$25/hr x 7hrs) = \$175/day x 2 days = \$350
- **PG. 6** - Perigot Park - Full Rental - \$675/day (>300 people) x 2 days = \$1350
- **PG. 7** - Parking - Taylor Way - (\$125/day x 2 days) = \$250
- **PG. 7** - Horse Arena/Grass Rental (Horse Events) - \$150/day x 2 days = \$300
- **PG. 7** - Basketball/Tennis Courts - Full Court Rental - (\$20/hr x 7hrs) = \$140/day x 2 days = \$280

Special Event Fees: \$580.00 (Discounts not applicable)

- **PG. 8** - Special Event Application - \$80
- **PG. 8** - Administrative Processing Fee (Regular - Large Event) - \$75
- **PG. 8** - Amplified Music Fee - \$50 x 2 days = \$100
- **PG. 8** - Barricade Closure Fee - \$50 (1 Full Road Closure/day) x 2 days = \$100
- **PG. 8** - Cone Fee - \$50 (1 occurrence) - \$50
- **PG. 8** - Alcohol Sold - (\$50/day x 2 days) = \$100
- **PG. 8** - Overnight Storage Fee - \$75 (1 Occurrence - Friday)

Vendor/Concessionaire Fees: \$90.00 (Discounts not applicable)

- **PG. 9** - Concessionaire Vendors (Non Food Truck) Fee - \$15/vendor x 4 = \$60
- **PG. 9** - Craft Vendor Fee - \$20 (Per Event)
- **PG. 9** - Table Vendor Fee - \$10 (Per Event)

Equipment Rental Fees: \$200.00

- **PG 9** - Ice Machine Usage - \$100 x 2 days = \$200

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$3,400.00 DRAFT QUOTE

(prior draft was \$3,900)

Event #2 - LARGE COMPANY PICNIC - DRAFT EVENT OVERVIEW

2025 - \$1,795.00 PRIOR DRAFT - \$2,425.00 PROPOSED - \$2,005.00

EVENT TYPE: Company Picnic

LOCATION: Perigot Park

EVENT ATTENDANCE (max expected per day): 750

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 1 Full Day

- Saturday (Setup 9am-11am, Event 11am-5pm, Teardown 5pm-7pm)

FACILITIES RENTED:

- Prasch Hall (Skate Parties)
- Perigot Park - Full Park Rental
- Taylor Way - Parking

Page 8

SPECIAL EVENT PERMIT REQUIRED: Yes (Large Event)

ADMINISTRATIVE PROCESSING - REGULAR: Yes (Large Event)

AMPLIFIED MUSIC: Yes (>4 hours)

OUTSIDE PARKING REQUIRED: Yes (>300 people)

PARKING PLAN REQUIRED: Yes (>300 people)

ALCOHOL: No

PORTABLE TOILETS REQUIRED: Yes (>300 people)

OVERNIGHT SETUP/STORAGE: No

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FOOD TRUCK - No

CONCESSION SALES (NON FOOD TRUCK) - No

CRAFT/OTHER VENDOR - No

Event #2 - LARGE NONPROFIT COMPANY PICNIC - DRAFT QUOTE OVERVIEW

- **Non Profit Discount Applied (\$5/hr for hourly rates and \$25/full day rates)**

Facility Rental Fees: \$1,650.00

- **PG. 3** - Private Skate Parties - Full Day Weekend Rate (75+ People) = \$850
- **PG. 6** - Perigot Park - Full Park Rental - \$675/day x 1 day = \$675
- **PG. 7** - Taylor Way - Parking - (\$125/day x 1 day) = \$125

Special Event Fees: \$255.00 (Discounts not applicable)

- **PG. 8** - Special Event Application - \$80
- **PG. 8** - Administrative Processing Fee (Regular - Large Event) - \$75
- **PG. 8** - Amplified Music Fee - \$50 x 1 day = \$50
- **PG. 8** - Cone Fee - \$50 (1 occurrence) - \$50

Equipment Rental Fees: \$100

- **PG. 9** - Ice Machine Usage - \$100 x 1 day = \$100

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$2,005.00 DRAFT QUOTE

(prior draft was \$2,425)

Event #3 - MEDIUM MUSIC FESTIVAL - DRAFT EVENT OVERVIEW

2025 - \$550.00 PRIOR DRAFT - \$1,225.00 PROPOSED - \$805.00

EVENT TYPE: Music Festival

LOCATION: Perigot Park

EVENT ATTENDANCE (max expected per day): 250

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 1 Full Day

- Saturday (Setup 9am-11am, Event 11am-6pm, Teardown 6pm-7pm)

FACILITIES RENTED:

- Prasch Hall - Restrooms
- Perigot Park - Serving Booth & Picnic Area

Page 8

SPECIAL EVENT PERMIT REQUIRED: Yes (Medium Event)

ADMINISTRATIVE PROCESSING - REGULAR: Yes (Medium Event)

AMPLIFIED MUSIC: Yes (>4 hours)

OUTSIDE PARKING REQUIRED: No

PARKING PLAN REQUIRED: No

ALCOHOL: Yes - Sold

PORTABLE TOILETS REQUIRED: No (Under 300 people)

OVERNIGHT SETUP/STORAGE: No

Page 9

FOOD TRUCK - No

CONCESSION SALES (NON FOOD TRUCK) - No

CRAFT/OTHER VENDOR - No

Event #3 - MEDIUM MUSIC FESTIVAL - DRAFT QUOTE

- **Non Profit Discount Applied (\$5/hr for hourly rates and \$25/full day rates)**

Facility Rental Fees: \$525.00

- **PG. 5** - Prasch Hall - Restrooms Only (150-299 People) - \$25/hr x 7 hrs = \$175
- **PG. 6** - Perigot Park - Stage & Picnic Table (150-299 People) - \$225/day x 1 day = \$225
- **PG. 6** - Perigot Park - Serving Booth - Full Day - \$125

Special Event Fees: \$280

- **PG. 8** - Special Event Application - \$80
- **PG. 8** - Administrative Processing Fee (Regular - Medium Event) - \$50
- **PG. 8** - Amplified Music Fee (>4 hours) - \$50 x 1 day = \$50
- **PG. 8** - Cone Fee - \$50 (1 Occurrence) - \$50
- **PG. 8** - Alcoholic Beverage Charge (Sold) Fee - \$50

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$805.00 DRAFT QUOTE

(prior draft was \$1,225)

Event #4 - SMALL PICNIC TABLE RENTAL - DRAFT EVENT OVERVIEW

2025 - \$75.00 PRIOR - \$175.00 PROPOSED - \$140.00

EVENT TYPE: Company Picnic

LOCATION: Perigot Park

EVENT ATTENDANCE (max expected per day): 50

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 1 Day - (3 hours)

- Saturday (Event 1pm-4pm)

FACILITIES RENTED:

- Perigot Park Picnic Tables & Stage
- Prasch Hall - Restrooms

Page 8

SPECIAL EVENT PERMIT REQUIRED: No (Small Event)

ADMINISTRATIVE PROCESSING - REGULAR: No (Non special event)

AMPLIFIED MUSIC: No

OUTSIDE PARKING REQUIRED: No

PARKING PLAN REQUIRED: No

ALCOHOL: No

PORTABLE TOILETS REQUIRED: No (Under 300 People)

OVERNIGHT SETUP/STORAGE: No

Page 9

FOOD TRUCK - No

CONCESSION SALES (NON FOOD TRUCK) - No

CRAFT/OTHER VENDOR - No

Event #4 - SMALL PICNIC TABLE RENTAL - DRAFT QUOTE OVERVIEW

- **Non Profit Discount Applied (\$5/hr for hourly rates and \$25/full day rates)**

Facility Rental Fees: \$140

- **PG. 5** - Prasch Hall - Restrooms (<150 people) - \$20/hr x 3 hrs = \$60
- **PG. 6** - Perigot Park - Stage & Picnic Table (<150 people) - \$80/half day = \$80

Special Event Fees: (Discounts not applicable)

- **None** (Non Special Event)

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$140.00 DRAFT QUOTE

(prior draft was \$175)

Event #5 - BLOCK PARTY EVENT - DRAFT EVENT OVERVIEW

2025 - \$80.00 PRIOR - \$860.00 PROPOSED - \$640.00

EVENT TYPE: Block Party

LOCATION: H Street/Railroad Avenue

EVENT ATTENDANCE (max expected per day): 800

NON-PROFIT RATE: Yes

LENGTH OF RENTAL: 1 Day

- Saturday (Event 2-8pm; Music 4-8pm)

FACILITIES RENTED:

- Taylor Way - Parking

Page 8

SPECIAL EVENT PERMIT REQUIRED: Yes (Large Event)

ADMINISTRATIVE PROCESSING - REGULAR: Yes (Large Event)

AMPLIFIED MUSIC: Yes (>4 hours)

OUTSIDE PARKING REQUIRED: Yes

PARKING PLAN REQUIRED: Yes

ALCOHOL: Yes - Sold

PORTABLE TOILETS REQUIRED: Yes

OVERNIGHT SETUP/STORAGE: No

Page 9

FOOD TRUCK - Yes

CONCESSION SALES (NON FOOD TRUCK) - No

CRAFT/OTHER VENDOR - Yes

Event #5 - BLOCK PARTY EVENT - DRAFT QUOTE OVERVIEW

- **Non Profit Discount Applied (\$25/full day rates)** - Local nonprofit assists with organizing this event

Facility Rental Fees: \$125

- **PG. 7** - Taylor Way Parking - Full Day - \$125

Special Event Fees: (Discounts not applicable) \$455

- **PG. 8** - Special Event Application - \$80
- **PG. 8** - Administrative Processing Fee (Regular - Large Event) - \$75
- **PG. 8** - Amplified Music Fee - \$50
- **PG. 8** - Barricade Fee (3 closures @ \$50/closure) - \$150
- **PG. 8** - Cone Fee - \$50
- **PG. 8** - Alcoholic Beverage Charge - Sold - \$50

Vendor/Concessionaire Fees: \$60

- **PG. 9** - Special Events - Food Truck Vendor Fee (2 trucks \$20/each) - \$40
- **PG. 9** - Craft Vendor Fee - \$20

*** Quote does not include staff time for event preparation, staffing, or tear down (if applicable)

= \$640.00 DRAFT QUOTE

(prior draft was \$860)

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Parks & Recreation Fee Schedule Proposal - Supplemental Attachment - Item 11B

Community Feedback

For: 5/26/26 City Council Meeting

Background: The following feedback was gathered from participants at the May 12th community workshop regarding the Parks & Recreation fee schedule; facilitated by Director Emily Wood. Participants were split into small groups at stations and tasked with leaving feedback - including questions, suggestions, and solutions, for each page of the fee schedule (Revision 2). Guiding questions were provided for participants at each station. Sticky notes were also provided to participants to write their suggestions and were placed on the wall at each station. After all participants finished contributing their sticky notes; participants were each given 24 star shaped stickers to vote on their favorite ideas/sticky notes presented. Guiding questions and a copy of the Fee Schedule - Revision 2 (presented at the April 28th, 2026 Council Meeting) is attached for convenience.

Page 1 & 12 (Station 1)

7 Stars

- **All facility rentals should include bathrooms at no fee unless extra porta potties are needed (Page 12)**

1 Star

- **End note #1 we cannot match to an area in the fee schedule. Cannot find footnote #6. Should reference page # and title/section with each footnote item.**

0 Stars

- **Note #7 is really for internal staff reference. Not relevant as far as renting. I get that you are trying to recover these costs but it doesn't help the fee schedule to state that.**
-

Parks & Recreation Fee Schedule Proposal - Supplemental Attachment - Item 11B

Community Feedback

For: 5/26/26 City Council Meeting

Page 2 & 5 (Station 2)

3 Stars

- **City income should be based on the fee. There should be no % of gross**

2 Stars

- **We have lots of folks in town with families that may have a hard time coming up with these costs to cover summer care for their kids. Are their camperships based on income? There are grants like Humboldt Area Foundations Summer Youth Program to help with that.**
- **In general, having outdoor park facilities - fields, courts, picnic tables, trails - are what create the quality of life in Blue Lake. We would be pennywise-pound foolish to try to pin a cost on each use. We would impoverish our City culture.**

1 Star

- **How is it the concern of the city how much gross is brought in?**
- **Can there be discounted rates for lower income families for their kids to do sports & activities?**

0 Star

- **Sports Drop In Fees - seem fine, low impact increase. Camp Perigot - I wish it could be free. Can grants or sponsorships be found and at the same time the increase doesn't seem painful.**
 - **Increases seem fair**
 - **\$50 increase in woodbat softball and \$800 annual is not commensurate with increases and detail of the rest of the schedule. Also Little League. There are huge field maintenance costs, parking impacts, bathroom use, etc. that goes on every weekend for months. How is that the same cost as a 1 day "Block Party" (for example)**
-

Parks & Recreation Fee Schedule Proposal - Supplemental Attachment - Item 11B

Community Feedback

For: 5/26/26 City Council Meeting

Page 3 & 4 (Station 3)

4 Stars

- **Are DJ nights just for adults now? Is the City going to still sponsor skate nights? Can we sell beer at adult skate night and build our budget on beer money?**

3 Stars

- **Everyone is a VIP and we should not charge \$50 for VIP games since staff is here anyway.**
- **Skate night looks fun and brings in young people. Keep it going and draw people to town to have fun. Keep the 0-30 skate rental @ \$150 to encourage schools to come and do a skate party.**

1 Star

- **Skating seems reasonable**
-

Page 10 & 11 (Station 4)

5 Stars

- **Craft vendors/trucks already pay the City for a license, why does the event have to pay again?**

1 Star

- **Fees seem reasonable. Ice machine fee seems kinda high**
- **Need more explanation for “flat fees”**
- **Concessions for Bill Nessler Car Show - why the price range? For table**

0 Stars

- **Concession Fees (page 10) seem reasonable**
-

Parks & Recreation Fee Schedule Proposal - Supplemental Attachment - Item 11B

Community Feedback

For: 5/26/26 City Council Meeting

Page 6 (Station 5)

3 Stars

- **It seems like a large event should start at 500+ people**

2 Stars

- **Why charge for amplified music? Will all venues that have amplified music get charged? Indoor amplified vs. outdoor amplified - is there a difference?**

1 Star

- **Whose responsible for the event parking - event producer or city?**

0 Star

- **Camp Perigot resident rate should be reduced to park being subsidized for recreational use of Blue Lake City.**
 - **Questions: What is the capacity of Perigot Park Picnic area or Prasch Hall? Should this be the top # for events?**
-

Parks & Recreation Fee Schedule Proposal - Supplemental Attachment - Item 11B

Community Feedback

For: 5/26/26 City Council Meeting

Page 7 (Station 6)

4 Stars

- **The fees stacking up seem unaffordable. Charging for porta potties/restrooms is a bad idea. One flat fee per event might work better. I'm afraid we might drive users away.**
- **We cannot afford to rent our own facilities as community groups. It will drive people away to have such high fees!**

3 Stars

- **Bathrooms should be included in stage rental, as should all facilities have restroom access for free.**
- **Dog Park too high - \$50 is more realistic.**

2 Stars

- **What is meant by public restrooms "at the front of the park"? The End notes say under #5 "Perigot Park Rentals do not include Prash Hall restroom access. So, if Park is rented, now restrooms must be rented separately?"**

0 Stars

- **Perigot Park rental went up for the base fee from \$370 in 2023 to \$600 in 2026. \$230 over just 3 years is a lot. Plus, there are something like 5 or 6 additional fees for dumpsters, porta potties, parking rental, bathroom rental, food truck fee. Too much nickel & diming**
 - **Is there a # of attendees that does NOT require bathroom rentals? 251+ - how is this decided?**
 - **So the Crows will start to pay for bocce on Wednesday & Sunday? Why have the courts?**
-

Parks & Recreation Fee Schedule Proposal - Supplemental Attachment - Item 11B

Community Feedback

For: 5/26/26 City Council Meeting

Page 8 (Station 7)

4 Stars

- **The horse arena should be FREE to all users. We need to tell them where to go to get something to eat.**

3 Stars

- **Have templates available for people interested in renting from the City. Clarify terms. Leave some room for negotiation to allow small businesses to grow.**
- **All equestrians who do not live in Blue Lake or are a member of the Blue Lake Saddle Club should pay a use fee.**
- **Porta potty should be at the horse arena at all times for use by everyone**

2 Stars

- **The horse arena should only go up \$25 to \$50 - so it's \$150/day not \$175**
- **\$300 for event on grass seems steep**
- **Our facilities need to be in much better shape if we are trying to charge top dollar**
- **Should we have lights @ the horse arena, basketball and tennis courts? Should we have electricity at the horse arena, basketball courts, tennis courts and horseshoe pits?**
- **Courts should be free unless wanted for exclusive event or group**
- **Include statement: Skinner Store rental fees are not charged to non-profit groups/clubs**

1 Star

- **If grass parking at arena is rented out to not horse folks there may not be available parking for equestrians.**
- **If our facilities are in top shape, which they are not, then we can charge top dollar**
- **Why did arena rental go up \$75? It should be \$150 - no more. Is the Taylor Way parking rental fee per event?**

0 Star

- **How much of my deposit do I get back and what is the criteria that is based upon? What is the deposit for? Is this exclusive usage? Do I need to pay \$15/hr to pay basketball, pickleball or tennis?**
- **Since the Resource Center uses all of Skinner Store 9-4pm, Tuesday-Friday, and many meetings are held in the evening - are there times available to rent this facility?**
- **Skinner Store rental is way too high. It is nice to have a meeting space for non-profits.**
- **Taylor Way Rentals - What is half day? Define. What is a full day? Define.**
- **Waive fees if a benefit to the City of Blue Lake?**
- **Why is overnight camping fee so high? There are no facilities at all.**
- **Tennis courts are not too ship shape for such an increase.**

Parks & Recreation Fee Schedule Proposal - Supplemental Attachment - Item 11B

Community Feedback

For: 5/26/26 City Council Meeting

Page 8 (Station 7)

- **A more reasonable fee for Taylor Way camping is \$200. Waive Taylor Way event fees for events that are a benefit to the City of Blue Lake - such as Mad Scramble. Turning the music volume lower would help us hear each other better without trying to yell at each other.**
- **Clarify that the Taylor Way camping is the entire grass area.**
- **Did anyone tell the schools about the court rental fee?**

Parks & Recreation Fee Schedule Proposal - Supplemental Attachment - Item 11B

Community Feedback

For: 5/26/26 City Council Meeting

Page 9 (Station 8)

6 Stars

- **Don't charge for amplified sound.**

5 Stars

- **Don't restrict street parking - allow parking + Powers Creek field if really needed but not required**

4 Stars

- **A large event should be 500 people +**
- **Suggestions: change the noise cutoff time to 11pm for summer festival events**

3 Stars

- **The amplified music/sound fee should be a flat fee - the amount of people does not matter**
- **Reduce/remove "impact fees": dumpster, porta potty, alcohol when events get their own ABC, amplified music (because covered by Ordinance [525], perhaps have fee if complaints require response)**
- **To promote prosperity & financial growth, create a structure that fosters success of small businesses. Finding a balance between fees for the amount of attendance and benefit to the community. Is the organizer a \$2 million organization or \$20k? A variable fee scale makes sense based on all the factors (organization size, audience size, financial benefit, cultural/tourist benefit)**
- **Solution: Please remove all the small fees for things that you now require - porta potties, food trucks, dumpsters, parking lots. This feels like you are nickel & diming the renter - gouging for every cent you can get, even though there are no City costs for those things. Simplify the fee schedule - too complex.**
- **You won't make any money if the fees are so high that nobody holds any events at all.**
- **We believe all fees in [Miscellaneous Event Fees] are excessive. Same applies to Traffic Control Fees. Additional fees are excessive!!**
- **Can the City provide an estimate of staff time for the cost recovery as part of the application review process? Can it be waived for a recurring event?**
- **Why is there both an application fee and a processing fee? Confusing**
- **What are the costs to the city for amplified music? And please don't say resident complaints because complaints have never been passed on to our organizers. \$200 is a lot for us to pay on top of all the other expenses.**

Parks & Recreation Fee Schedule Proposal - Supplemental Attachment - Item 11B

Community Feedback

For: 5/26/26 City Council Meeting

Page 9 (Station 8)

2 Stars

- The fee section for Special Events should summarize what conditions trigger this event.
- Clarify terms: Events on private property vs public property
- Annually recurring events require less review and coordination. A waiver of some misc. Event fees should be applied to these events since the review is minimal.
- The City will just need to weigh the value of having positive community events and cost savings. Most definitely fewer events will be held here in the future because of this. As a Blue Lake resident of 30 years, that makes me very sad.
- Miscellaneous Fees: I want to say it again, but all these small fees add up to A LOT for us and I don't understand what those costs are to the City.
- What is an "irregular application"? (regarding administrative processing fees)
- For Dell'Arte - per Ordinance 525 - 9.20.020 - #5 triggers amplified music/sound fee - \$200 only? Not other

1 Star

- Combine staff time for traffic control and barricades
- Why do we have to pay for amplified music when we have to pay the band? Can it be a flat fee per event? We have to buy an alcohol license and liquor liability insurance which is costly. Can it be a per event fee not per day?
- Wow \$75 to review our simple traffic control plan?
- Just a final note: My organization has already decided not to rent Perigot Park this year for our event due to all the additional new fees and requirements. They would about double the costs for this year.
- What is the cost of amplified music? Why a fee? Why cone fee if we have our own cones.
- Does every call have to be investigated for noise complaints? Is there an expected level of noise that is going to come with events? If so, what is the threshold that triggers an "investigation"?
- Is that dumpster fee for an extra dumpster? Porta potty rented by renter would be already paid for.
- The Medieval Festival is a fundraiser for local schools and nonprofits. Many Blue Lake community groups benefit from it including Blue Lake School, Blue Lake Parks & Rec, Blue Lake Horse Archers, Pony Club, as well as other schools.

0 Star

- Please consider a "Special Events" District in the 'downtown area'.
- Are the traffic control fees triggered ONLY if the event organizer is not paying for their own traffic control?
- Our porta potty fee is thousands of dollars already. Can this be waived if we coordinate our own porta potties?
- Amplified music: why does the number of people at the event affect the cost?
- Question for staff - Ordinance 525 - Should there be an information sheet for the pricing of special events?
- Amplified music fee is steep.
- Administrative Processing Fees - Does small, medium and large refer to the size of the event? What does "regular [event]" mean? Why is it more expensive to apply ahead of time?

Guiding Questions/Brainstorming Inspiration Handout
Parks & Recreation - Fee Schedule & Special Events Community Workshop
May 12th, 2026 - 5pm - Prasch Hall
Facilitated By: Emily Wood, Director of Parks & Recreation

General Guiding Questions

- What feels unclear or confusing in this section?
- Are these fees fair and understandable?
- What solutions, alternatives, and/or improvements would you suggest?
- How can the City balance affordability with sustainability in this section?

Detailed General Guiding Questions

- What works well about this section?
- What concerns do you have about this section?
- What changes would improve fairness or consistency?
- Are these fees/processes understandable to the average community member?
- Are there opportunities to simplify this process?
- What unintended impacts could these fees create?
- What would make this easier for staff and the public?

Solution Based Questions

- If you could revise one thing on this page, what would it be?
- What is one practical improvement the City could realistically implement?
- What compromise or alternative solution would you suggest?
- How can this section better serve both the public and City operations?
- What would a “successful” version of this process look like?
- How can we make this process more user-friendly?
- What changes would create the greatest positive impact?

Accessibility & Equity Questions

- Could these fees unintentionally prevent participation?
- How can the City maintain affordability for families and youth?
- Should any discounts or exemptions be considered?
- How should nonprofit or community-serving organizations be treated?
- Are there barriers this process may create for smaller groups or first-time applicants?
- How can the City balance affordability with operational costs?
- Are there ways to increase accessibility without shifting excessive costs to renters/users?

Financial Sustainability Questions

- Do these fees reasonably reflect the staff time and resources required?
- Are there areas where the City may still be undercharging?
- Which services should recover costs and which should remain subsidized?
- How should the City balance community benefit with financial sustainability?
- Are there fees that should be tiered based on event size or impact?
- Should certain activities require higher fees due to increased staffing, cleanup, or risk?
- Are there opportunities to improve cost recovery while maintaining accessibility?

Guiding Questions/Brainstorming Inspiration Handout

Parks & Recreation - Fee Schedule & Special Events Community Workshop

Facility Rental Questions

- Are these rental fees reasonable for the type of facility provided?
- Should residents and non-residents pay different rates?
- Should nonprofit organizations receive reduced rates?
- How should damage deposits be handled?
- Are cancellation policies fair and understandable?
- What amenities or services justify higher rental costs?
- How can the City encourage greater use of these facilities?

Recreation Program Questions

- Are program fees affordable for families?
- What scholarship or reduced-fee opportunities should exist?
- How can programs remain financially sustainable?
- Are there programs the community would prioritize keeping low-cost?
- What age groups or populations should receive additional support?
- What recreation opportunities are currently missing in the community?

Process Improvement Questions

- What parts of this process feel complicated or difficult to navigate?
- What information should applicants receive earlier in the process?
- Are timelines and expectations clear?
- How can communication between organizers and staff be improved?
- What would make the permit process more efficient?
- Are there unnecessary steps or redundancies?
- How can expectations for organizers be made more clear?
- What tools or resources would help applicants succeed?

Special Event-Specific Questions

- How can the City support successful community events while protecting public resources?
- What types of events provide the greatest community benefit?
- Should fees vary depending on attendance, complexity, or event impact?
- How should amplified music, alcohol, road closures, or large crowds factor into fees?
- Are insurance and safety requirements reasonable and understandable?
- How can the City better support local/community-based events?
- What expectations should event organizers have regarding cleanup, staffing, and safety?
- How should recurring annual events be handled differently, if at all?

City of Blue Lake
Parks and Recreation Fee Schedule Proposal

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PREPARED BY:
Emily Wood, Director of Parks & Recreation

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2

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

2A

2B

2C

Description	Current Fee	Suggested
Program Fees		
Drop In – Sports		
<u>Drop In Sports – City Sponsored</u> Including but not limited to: Basketball/Pickleball/Volleyball (excludes skate program)	\$5	Admission – Per Drop In \$3/PP w/o staff \$5/PP w/ staff
<u>Drop in Punchcard – City Sponsored</u> Valid for City Sponsored Drop In Sports	10 Time Pass \$30	10 Time Punchcard \$20 Residents (\$2/pass) \$30 Non Residents (\$3/pass)
<u>Drop In Sports – Non-City Sponsored</u> • administered by third party/contractor	N/A	Facility Deposit + 40% of total gross admission fees
Drop In – Other (Non-Sport)		
<u>Drop In Activities/Classes – City Sponsored</u> • MF = Material Fee (if applicable) (actual cost of supplies per person)	N/A	Per Drop In/Class \$10 + MF Per Week (5 Days) \$45 + MF
<u>Drop In Activities/Classes (Non-City Sponsored)</u> • administered by third party/contractor	N/A	Facility Deposit + 40% of total gross revenue/fees
Sports Leagues & Team Sports – City Sponsored		
Woodbat Slowpitch Softball League	\$750	\$800
Woodbat Slowpitch Softball League Game Interference Credit	N/A	Credit = Total # of Games Impacted / Total Games Per Season (Credit to be applied to following season for affected teams)
Bocce Ball Tournament (per team)	\$20	\$20
Feedback Box:		

Current Fee Schedule last approved by City Council on 4/25/23
Administrative Final Draft – Wood – 4/24/26

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3

City of Blue Lake Parks and Recreation Fee Schedule Proposal

3A

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

3B

Feedback Box:

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

Description	Current Fee	Suggested
Camps		
Camp Perigot – Resident Rate		
Full Day – Weekly	\$175	\$200
Full Day – Daily	\$40	\$50
Half Day – Weekly	\$125	\$150
Half Day – Daily	\$25	\$30
Camp Perigot – Non-Resident Rate		
Full Day – Weekly	\$200	\$225
Full Day – Daily	\$50	\$60
Half Day – Weekly	\$150	\$175
Half Day – Daily	\$30	\$40
Special Camps – Resident Rate		
<ul style="list-style-type: none"> • Includes all camps with exception of Camp Perigot. • Does not include meals for campers. • MF – Material Fee (cost of materials per person) 		
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
Special Camps – Non-Resident Rate		
<ul style="list-style-type: none"> • Includes all camps with exception of Camp Perigot. • Does not include meals for campers. • MF – Material Fee (cost of materials per person) 		
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
Non-City Sponsored Camps¹		
<ul style="list-style-type: none"> • Camps administered by third party/contractor 		
Regular Rate	N/A	Facility Deposit + 40% of total gross revenue/fees
<ul style="list-style-type: none"> • Rate paid by third party/contractor 		
Feedback Box:		

Current Fee Schedule last approved by City Council on 4/25/23
Administrative Final Draft – Wood – 4/24/26

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6

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

6A

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

6B

Feedback Box:

7

7

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

7A

7B

Description	Current Fee	Suggested
Perigot Park Rentals ^{3, 4, 5, 7}		
<ul style="list-style-type: none"> • For Perigot Park rentals – public restroom at front of park included at no additional charge • For events over 251 people – portable restroom rental is required. 		
Picnic Table/Stage Only Serving Booth not included.	Deposit – N/A	Deposit – \$100³ Half/Full Day
Under 100 people	N/A	\$75/\$175
101-250 people	N/A	\$125/\$275
251+ people	N/A	\$175/\$375
Serving Booth Only²	Deposit – \$100	Deposit – \$100
Regular Rental	\$200 / \$395	\$100/\$175
Concession Stand – Clemence Field¹	Deposit – \$100	Deposit – \$100³
Regular Rental	\$20/hour	\$30/hour
Tournament/Full Day Rental	\$100/day	\$150/day
Concession Stand – Iorg Field¹	Deposit – \$100	Deposit – \$100³
Regular Rental	\$20/hour	\$30/hour
Tournament/Full Day Rental	\$100/day	\$150/day
Clemence Field²	Deposit – \$100	Deposit – \$100³
Regular Rental	\$25/hour	\$25/hour (\$200/full day)
Tournament Rental	\$20/hour	\$30/hour
Iorg Field²	Deposit – \$100	Deposit – \$100³
Regular Rental	\$20/hour	\$25/hour (\$200/full day)
Tournament Rental	N/A	\$30/hour
Iorg Field Restrooms	Deposit – N/A	Deposit – \$100³
Under 100 people	N/A	\$20/hour
101-250 people	N/A	\$30/hour
251+ people	N/A	\$40/hour
Dog Park	Deposit – N/A	Deposit – \$100
Regular Rental	N/A	\$100/\$175
Bocce Courts²	Deposit – N/A	Deposit – \$50³
Regular Rental	N/A	\$25/2 hours
Full Park Rental – Full Day Only (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
Feedback Box:		

Current Fee Schedule last approved by City Council on 4/25/23
Administrative Final Draft – Wood – 4/24/26

City of Blue Lake
Parks and Recreation Fee Schedule Proposal

Description	Current Fee	Suggested
Taylor Way Rentals ^{3, 4, 5, 7}		Half/Full Day
Taylor Way – Grass Area – Parking	Deposit – N/A	Deposit – \$200³
Regular Rate – Parking	N/A	\$75/\$150 ¹
Taylor Way – Grass Area - Events	Deposit – N/A	Deposit – \$300³
• Special Event Permit Required		
Regular Rate – Events	N/A	\$125/\$225
Taylor Way – Grass Area (Camping)⁶	Deposit – N/A	Deposit – \$300³
• Special Event Permit Required		
Overnight Rate – Camping (2pm-12pm)	N/A	\$300
Horse Arena Rentals ^{3, 4, 5, 7}		Half/Full Day
• Arena rental for horse events includes grass parking for autos & trailers only at no additional cost.		
Horse Arena – Arena Only (Events)	Deposit – \$100	Deposit – \$100³
Regular Rate	\$50/\$100	\$100/\$175 ¹
Horse Arena – Arena & Grass (Events)	Deposit – \$100	Deposit – \$300³
Regular Rate	N/A	\$125/\$200 ¹
Horse Arena – Grass Only (Parking)	Deposit – N/A	Deposit – \$100³
Regular Rate	N/A	\$75/\$150 ¹
Horse Arena – Grass Only (Events)	Deposit – N/A	Deposit – \$200³
Regular Rate	N/A	\$100/\$175 ¹
Court Rentals ^{3, 4, 5, 7}		
Tennis Court Rental² (outdoors)	Deposit – \$100	Deposit – \$100³
Regular Rate	\$10/hour/court	\$20/hour
Basketball Court Rental² (outdoors)	Deposit – \$100	Deposit – \$100³
Regular Rate	\$10/hour/court	\$15/hour
Full Court Rental² (outdoors)	Deposit – \$100	Deposit – \$100³
Regular Rate	\$10/hour/court	\$25/hour
Other Rentals ^{3, 4, 5, 7}		Half/Full Day
Skinner Store Rentals¹	Deposit – N/A	Deposit – \$200³
Regular Rate	\$50	\$125/\$225
Town Square Rentals¹	Deposit – N/A	Deposit – \$200³
Regular Rate	N/A	\$125/\$225
Feedback Box:		

Current Fee Schedule last approved by City Council on 4/25/23
Administrative Final Draft – Wood – 4/24/26

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

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Description	Current Fee	Suggested	
Special Event Fees ^{3, 4, 7}			
Staffing Fees for Special Events will be charged based upon the City's Cost Recovery Policy ⁷			
<ul style="list-style-type: none"> • Rates are based upon staff's fully burdened rates. • A cost recovery estimate will be provided by City staff for medium & large events. • A cost recovery deposit is required to finalize reservations for medium and large events. 			
Special Event Permit			
Application Fee (Application fee applies to events requiring a Special Event Permit per Ordinance 525)	\$80	\$80	
Administrative Processing Fees	N/A	Regular	Expedited
<ul style="list-style-type: none"> • Excludes skate parties 			
Regular – Applications (Small)	N/A		
<ul style="list-style-type: none"> • 14+ Days from Event 		\$25	\$50
Regular – Applications (Medium)			
<ul style="list-style-type: none"> • 30+ Days from Event 	\$80	\$50	\$100 ¹
Regular – Applications (Large*)			
<ul style="list-style-type: none"> • 90+ Days from Event 	\$80	\$75	\$150 ¹
Amplified Music/Sound Fee (Outdoor Events)		Half/Full Day	
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	
Traffic Control Fees			
Administrative Review Fee – Flat Fee	N/A	\$75	
Barricade Fee (per closure/per day)	\$10/Dozen	\$50	
Cone Fee – Per Occurrence	N/A	\$50	
Miscellaneous Event Fees			
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	
Cancellation Fees			
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	
Feedback Box:			

Current Fee Schedule last approved by City Council on 4/25/23
Administrative Final Draft – Wood – 4/24/26

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City of Blue Lake Parks and Recreation Fee Schedule Proposal

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Description	Current Fee	Suggested
Outside Vendor/Concessionaire Fees		
City Hosted Events		
<ul style="list-style-type: none"> • Paid by Vendor to City 		
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
Special Events (Not Hosted by City)		
<ul style="list-style-type: none"> • Paid by Event Host to City 		
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
Other Vendor Fees		
Applicable while vending on City property (including streets) when no other scheduled events are taking place.		
<ul style="list-style-type: none"> • Paid by Vendor to City 		
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
Feedback Box:		

Current Fee Schedule last approved by City Council on 4/25/23
Administrative Final Draft – Wood – 4/24/26

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City of Blue Lake Parks and Recreation Fee Schedule Proposal

11A

Description	Current Fee	Suggested
Equipment Rental Fees		
• Deposit – \$50 (Valid for all equipment rentals over \$50)		
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
Miscellaneous Fees		
Bill Nessler Car Show Registration	\$50/person	\$50/person
Concession/Merchandise Items	N/A	\$1-\$50
• (price varies per item)		
Discounts		
• Discounts not applicable on Special Event Fees, Traffic Control Fees, Misc. Event Fees		
Nonprofit/School Discount	-\$25	-\$5/hr (hourly rentals) -\$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 Camp (Daily - \$10/Weekly - \$25)
Community/Event Partner Discount/Fee Waiver	N/A	• City Manager Approval Required • Agreement/MOU Required
Sponsorship Levels – City Events		
Bronze Level	N/A	\$100 or Prize Donation
Silver Level	N/A	\$250
Gold Level	N/A	\$500
Platinum Level	N/A	\$1000

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**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 #: 12

Meeting Date: May 26, 2026

Prepared By: Jennie Short, City Manager

Subject: Extension of on-call municipal engineering and planning services by SHN through December 31, 2026

Recommended Action: That the City Council:

1. Authorize the City Manager to execute Addendum No. 2026-01 to the Services Agreement with SHN Dated May 31, 2023, for On Call Municipal Engineering & Planning Services

BACKGROUND

At the May 23, 2023, Council Meeting, the Council authorized the City Manager to negotiate a contract for services with SHN Consulting Engineers to provide:

- On-call municipal engineering
- On-call municipal planning
- On-call municipal survey, materials testing, environmental services, and geotechnical related services.

The contract was executed May 31, 2023, and expires on June 1, 2026. The City will prepare and issue a request for proposals for these services. In the interim, extension of SHN's contract until December 31, 2026, allows for uninterrupted services while the RFP process is completed.

FISCAL IMPACT

NONE. SHN has agreed to keep the billing rates at the previous levels as part of the extension.

ALTERNATIVES

Allow the agreement to expire and do without engineering or planning services until the RFP process can be completed and a new contract negotiated.

ATTACHMENTS

1. Addendum No. 2026-01 to the Services Agreement with SHN
2. Services Agreement Dated May 31, 2023, with SHN for On Call Municipal Engineering & Planning Services

Review Information:

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

Comments:

**Addendum No. 2026-01 To Agreement
Dated May 31, 2023
Blue Lake On Call Municipal Engineering & Planning Services**

Additional Scope of Work

Extension of on-call municipal engineering and planning services through December 31, 2026.

Related Costs

SHN agrees to provide services covered by this Addendum on a time and expenses/lump sum basis.

All other terms and conditions contained in the original Agreement shall apply to this Addendum.

In Witness Whereof, the parties have executed this Addendum to the Agreement the day and year first set forth.

SHN Consulting Engineers & Geologists, Inc.

Address: 812 W. Wabash Ave.
Eureka, CA 95501-2138

By: Mike Foget, PE

Title: CEO

Signature: _____

Date: _____

License #: C54123

Client:

Address:

City of Blue Lake

PO Box 458,
Blue Lake CA, 95525

By: Jennie Short

Title: City Manager

Signature: _____

Date: _____



Service Agreement

This Agreement is made this 31st day of May, 2023, between City of Blue Lake, 111 Greenwood Avenue, Blue Lake, California 95525, subsequently referred to as "CLIENT," and SHN Consulting Engineers & Geologists, Inc., 812 W. Wabash Avenue, Eureka, California, a California Corporation, subsequently referred to as "SHN." SHN's professional work is conducted by or under the direction of licensed engineers and geologists. The work under this contract will be under the direction of Mike Foget, PE California Registered Professional Engineer, Civil #C 054123, located at SHN Consulting Engineers & Geologists, Inc., 812 W. Wabash Avenue, Eureka, California 95501-2138. SHN may assign another appropriately licensed person to direct such work by providing reasonable notice of such to CLIENT.

1. Project

- A. By joining in this Agreement, CLIENT retains SHN to provide consulting services for on-call municipal engineering and planning services for CLIENT, and subsequently referred to as "Project."
- B. CLIENT is aware that work on Project has begun in good faith, and that remaining work will follow execution of this Agreement by both CLIENT and SHN. CLIENT's request to begin work prior to execution of this Agreement constitutes CLIENT's acceptance of this Agreement and all of its provisions with respect to work performed both prior to and after execution of this Agreement unless such work was performed pursuant to separate written agreement or as otherwise expressly set forth to the contrary herein.

2. Scope of Services

- A. By this Agreement, the scope of SHN's services is limited to:
 - (i) On-call municipal engineering
 - (ii) On-call municipal planning
 - (iii) On-call municipal survey, materials testing, environmental services, and geotechnical related services
- B. SHN will not be responsible for any services not specifically listed under 2(A) above.
- C. Except as expressly provided for in Sections 3(C) and 5(B) hereof, there will be no addition or deletion to the scope of services, schedule for performance, or the fees charged for such services without the written consent of both parties. Such written consent addressing the scope of services, schedule for performance, and fees charged for such services shall be required prior to any additional work being provided except as otherwise provided for in Sections 3(C) and 5(B) hereof.

3. Work Schedule

- A. SHN will perform the services described in the scope of services, in conformance with the following schedule:
 - (i) June 1, 2023–June 1, 2026



- B. Reasonable schedule extensions will be allowed for any delay that is beyond the control of SHN. Matters beyond the control of SHN that may give rise to schedule extensions include, but are not limited to inclement weather, unanticipated Project conditions, delays in obtaining necessary third party approvals regarding the Project, illness or death of key Project personnel, and delays caused by third parties working on the Project. In the event of delay allowed for herein, the parties agree to work together in good faith to make appropriate modifications to the schedule described in Section 3(A) above. SHN shall not be liable for damages arising out of any such delay and shall not be deemed to be in breach of this agreement as a result thereof.
- C. In the event there is a change to the scope of services that is agreed to in writing by the parties, but the parties fail to agree upon a change to the above described schedule for performance of the services, a reasonable extension to the schedule will be allowed to accommodate the change to the scope of services.

4. General Conditions

The following general conditions are incorporated into and made part of this Agreement:

- A. SHN is an independent contractor and will maintain complete control of and responsibility for its employees, subconsultants, subcontractors, and agents.
- B. CLIENT will provide SHN with all available information concerning this Project, including electronic copies, as necessary. SHN shall be entitled to rely, without liability, on the accuracy and completeness of any and all information and services provided by CLIENT, CLIENT's consultants and contractors, and information from public records, without the need for independent verification.
- C. In order to complete the work, CLIENT will provide the right of entry for SHN and subcontractor personnel.
- D. While SHN will take all reasonable precautions to minimize any damage to the property, it is understood by CLIENT that in the normal course of work some damage may occur, the correction of which is not part of this Agreement unless otherwise noted. In the execution of work, SHN will take all reasonable precautions to avoid damage to surface and subsurface structures and/or utilities. CLIENT agrees to hold SHN harmless for any damages to subsurface structures and/or utilities that are not called to SHN's attention and are not currently shown on the plans furnished or otherwise identified by CLIENT.
- E. In the course of performing the Scope of Services as outlined in this Agreement, previously unknown or unidentified hazardous materials or substances may be encountered. In such event, SHN will not be considered the Owner, in control of, or responsible for said materials. SHN's sole responsibility will be to notify CLIENT of said hazardous materials and possible courses of action for CLIENT to pursue. All work on the Scope of Services outlined in this Agreement will cease until hazardous conditions have been resolved. Any additional work with regard to the hazardous material mitigation measures will be subject to negotiation of a new Agreement. CLIENT agrees to indemnify, defend, and hold SHN, its agents, employees, officers, directors, and independent contractors harmless from any liability relating to or arising from the breach of CLIENT's duties hereunder.

In addition, if cross-contamination of aquifers or other hydrous bodies were to occur in connection with the Scope of Services provided hereunder, CLIENT waives any and all claims against SHN and agrees to defend, indemnify, and hold SHN harmless from any



claim or liability for injury or loss that may arise as a result of alleged cross-contamination. CLIENT further agrees to compensate SHN for any time spent or expenses incurred by SHN in defense of any such claim, in accordance with SHN's prevailing fee schedule and expense reimbursement policy.

- F. SHN will take reasonable precautions to safeguard its own employees. Except as otherwise expressly agreed to in writing by SHN, SHN will have no responsibility for any Project safety program or the safety of any entity or person other than SHN and its employees.
- G. Services performed by SHN under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily expected by members of the profession currently practicing in the same locality, under similar conditions. SHN will comply with applicable laws, rules, and regulations.
- H. No representation, express or implied, of warranty or guarantee is included or intended in this Agreement or in any report, opinion, document, or otherwise.
- I. CLIENT recognizes that subsurface conditions at various locations on the Project property may vary from those encountered at the location where borings, surveys, or explorations are made by SHN.
- J. The data, interpretations, and recommendations of SHN are based solely on the information available to SHN. SHN will be responsible for its data, interpretations, and recommendations, but will not be responsible for interpretations of the developed information made by others.
- K. Unless express provisions to the contrary are provided herein, SHN shall retain ownership and all copyrights to any plans, specifications, reports, and any other documents it creates for CLIENT, its agents, or assigns. Upon payment to SHN as set forth herein, CLIENT is merely granted a license to use such documents for the Project described herein.
- L. In such a case where CLIENT requests that SHN provide machine-readable information and data regarding PROJECT to CLIENT or CLIENT's authorized agent, SHN shall not be liable for claims, liabilities, or losses arising out of or in connection with:
 - (i) the modifications or misuse by CLIENT or third parties of such electronic data;
 - (ii) decline of accuracy of readability of electronic data due to inappropriate storage conditions or duration; or
 - (iii) any use by CLIENT or third parties of such electronic data, for additions to this project, for the completion of this project by others, for generation of record drawings, or for any other project by SHN.
- M. Drawings shall not be interpreted as being true scale documents of the proposed work. CLIENT, by acceptance of such electronic data, agrees to indemnify SHN for damages and liability resulting from the modification, use, or misuse of such electronic data, as described above.
- N. Neither CLIENT nor SHN may delegate, assign, or transfer their duties or interest in this Agreement without the written consent of the other party except as expressly allowed for herein.



- O. CLIENT shall review and approve SHN-prepared project documents conforming to the Scope of Services at each phase of the Project.
- P. Any opinion of the capital, construction, or operating costs of the facilities or operations related to the Scope of Services and prepared by SHN, represents SHN's judgment as a professional and is supplied for the general guidance of CLIENT. Because SHN has no control over the cost of labor, material, or equipment, or over the competitive bidding or market conditions, SHN does not guarantee the accuracy of such opinions as compared to contractor bids or actual costs to CLIENT.
- Q. If SHN assists CLIENT in the process of selecting other consultants, contractors, or services, CLIENT shall perform its own due diligence in making a final decision. SHN makes no warranty or guarantee on the performance of the selected consultant, contractor, or service.
- R. If CLIENT proposes and goes forward with an objectionable project decision or feature, construction activity, or operational procedure, SHN shall notify CLIENT of its objection and the reasons for the objection. If CLIENT moves forward with the objectionable action, SHN shall be held harmless from liability and negative results related to the action.
- S. SHN and CLIENT agree that any dispute arising under this Agreement and the performance thereof with an amount in controversy exceeding \$10,000.00 shall be subject to non-binding mediation as a prerequisite to further legal proceedings. The cost of such mediation shall be borne equally by the parties. Any party making a demand for mediation shall do so in writing to the other party, and such demand shall suggest not less than five (5) licensed attorneys with offices located within Humboldt County, California, as disinterested mediators to assist with resolution of the dispute. The parties shall cooperate to arrange mediation with a mediator from such list selected by the non-demanding party to be conducted not less than 60 days after the demand having been made. Failure by a party to cooperate with the foregoing shall enable the other party to proceed to further legal proceedings without completing mediation and the party so failing shall be liable for any damages caused by such. Any pertinent statute of limitations shall be tolled pending the conduct of the above-described mediation process. This Agreement shall be governed by the laws of the State of California, and any litigation or other legal proceedings shall be conducted in the Superior Court of California. The parties agree that this Agreement was negotiated and executed in Humboldt County, California, and as such, agree that the proper venue for adjudication of any disputes arising hereunder shall be the Superior Court of California located in Humboldt County, California. SHN and CLIENT waive any right to a trial by jury.
- T. SHN shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the SHN, its agents, representatives, or employees, in accordance with the Insurance Requirements for Professional Services described in Exhibit B hereto and made a part hereof.
- U. Pursuant to the full language of California Civil Code § 2782 & 2782.8, SHN agrees to indemnify, including the cost to defend, CLIENT and its officers, officials, employees, and volunteers from and against any and all claims, demands, costs, or liability that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of SHN and its employees or agents in the performance of services under this Agreement, but



this indemnity does not apply to liability for damages arising from the, active negligence, or willful acts of the CLIENT; and does not apply to any passive negligence of the CLIENT unless caused at least in part by SHN. CLIENT agrees that in no event shall the cost to defend charged to the SHN exceed SHN's proportionate percentage of fault. This duty to indemnify shall not be waived or modified by contractual agreement or acts of the parties.

As respects all acts or omissions which do not arise directly out of the performance of design professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, SHN shall hold harmless, defend, and indemnify CLIENT and its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses including reasonable attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of SHN, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the active negligence or willful misconduct of CLIENT.

- V. SHN and CLIENT waive all consequential damages and any similar damages in tort, including, but not limited to damages for loss of use, profits, revenue, business opportunity, or production for claims, disputes, or other matters arising out of or relating to this Agreement, regardless of whether such claim or dispute is based upon breach of contract or the negligent act, or omission of SHN or its employees, agents, subconsultants, or other legal theory. This mutual waiver shall survive termination or completion of this Agreement.
- W. SHN shall be afforded reasonable extensions of time with respect to its duty to perform the Scope of Services provided for herein during the period of any force majeure event. Force majeure events shall include but are not limited to strikes; labor troubles; lockouts; inclement weather, including but not limited to extreme heat, hail, snow, freezing temperatures, excessive rain, and excessive wind; drought; floods; blocked road access; acts of God; inability to secure necessary materials; mandated or advised shutdowns due to pandemic or other related conditions; earthquakes; mudslides or earthflows; tsunamis, seiches, utility disturbances; acts of war, terrorism, vandalism, and fire. In addition to the foregoing, CLIENT shall be responsible for any additional costs incurred by SHN in the performance of the Scope of Services provided for herein as a result of any force majeure event.
- X. Unless noted otherwise in Section 5 of this Agreement, CLIENT warrants and represents all work to be performed by SHN pursuant to this Agreement is not subject to State or Federal prevailing wages. If it is subsequently determined that work performed is subject to prevailing wages, CLIENT shall compensate SHN 1.3 times the difference between actual wage paid and prevailing rate required, plus any penalties. CLIENT shall also indemnify, defend, and hold SHN harmless for any other liabilities arising from or related to the breach of CLIENT's representation and warranty regarding prevailing wages.
- Y. This Agreement shall be terminated as follows:
 - (i) Upon completion of the Scope of Services and receipt of all compensation due to SHN; or
 - (ii) Upon receipt by either party from the other of ten (10) days' written notice of termination. In such event, SHN shall be compensated for all service performed prior to the termination notice date plus reasonable termination expenses,



including the cost of completing analysis, records, and reports necessary to document job status at the time of termination.

5. Fee

- A. SHN will be compensated for these services on a time and expenses basis. Fees are based upon attached fee schedule (Exhibit "A").
Fees include Prevailing Wage Rates.
- B. If Project requirements indicate that the scope of services covered by this Agreement should be revised, an additional Service Agreement or a written addendum to this Agreement will be entered into to cover the revised scope and fee. In the event a change to the scope of services is agreed to in writing as provided for herein, but the parties fail to agree in writing to a revised method or figure for fees concerning the changed scope of services, the fees for the changed scope of services shall be determined on the basis of time and expense in accordance with SHN's current schedule of fees.
- C. SHN will submit monthly progress Invoices to CLIENT and the final bill upon completion of the services. CLIENT shall notify SHN within two (2) weeks of receipt of invoice of any dispute with the invoice. CLIENT and SHN will act in good faith to resolve any disputed items promptly. Payment on invoice amounts is due upon receipt of invoice by CLIENT and is past due fifteen (15) days from the date of the invoice. Thereafter, SHN will charge, and CLIENT agrees to pay, a finance charge of 1.5% per month on the outstanding balance. At SHN's discretion, this Agreement may be terminated without penalty or liability to SHN for CLIENT failure to make timely payment for outstanding invoices. The retainer will be held until Project completion and will be applied to the final invoice.

In Witness Whereof, the parties have executed this Agreement the day and year first set forth.

SHN Consulting Engineers & Geologists, Inc.

Address: 812 W. Wabash Ave.
Eureka, CA 95501-2138

By: Michael K. Fojet
Title: CEO
Signature: [Signature]
Date: 5/31/23
License #: CS4123

CLIENT: City of Blue Lake,

Address: 111 Greenwood Avenue
Blue Lake, CA 95525

By: Amanda Mager
Title: City Manager
Signature: [Signature]
Date: 5/31/23





Consulting Engineers & Geologists, Inc.

Fee Schedule January 1, 2023

When accurate definition of the proposed work is not possible, an hourly charge out rate for determining compensation shall be used. Hourly charge rates include payroll costs, overhead, and profit. Hourly services are billed portal to portal and are subject to a 2-hour minimum. Current rates are as follows:

Hourly Charge Rates			
Position ¹	Hourly Rates		
Senior Engineer	\$ 170.00	-	\$ 220.00
Senior Geotechnical Engineer	\$ 160.00	-	\$ 210.00
Senior Engineering Geologist	\$ 160.00	-	\$ 220.00
Senior Geologist	\$ 150.00	-	\$ 190.00
Senior Planner	\$ 130.00	-	\$ 190.00
Senior Environmental Scientist	\$ 150.00	-	\$ 200.00
Senior Land Surveyor	\$ 130.00	-	\$ 180.00
Project Manager	\$ 110.00	-	\$ 180.00
Project Engineer	\$ 120.00	-	\$ 160.00
Project Geologist	\$ 110.00	-	\$ 165.00
Project Land Surveyor	\$ 100.00	-	\$ 130.00
Associate Planner	\$ 90.00	-	\$ 130.00
Associate Environmental Scientist	\$ 110.00	-	\$ 150.00
Staff Engineer	\$ 90.00	-	\$ 130.00
Staff Geologist	\$ 90.00	-	\$ 130.00
Staff Planner	\$ 80.00	-	\$ 120.00
Staff Environmental Scientist	\$ 100.00	-	\$ 140.00
Staff Land Surveyor ³	\$ 90.00	-	\$ 250.00 ³
Certified Industrial Hygienist	\$ 120.00	-	\$ 170.00
GIS/UAV Specialist	\$ 80.00	-	\$ 135.00
Construction Inspector ³	\$ 90.00	-	\$ 280.00 ³
Lab/Field Technician ³	\$ 90.00	-	\$ 280.00 ³
Survey Technician ³	\$ 80.00	-	\$ 280.00 ³
Engineering Technician/Draftsperson	\$ 100.00	-	\$ 150.00
Technical Writer	\$ 90.00	-	\$ 110.00
Clerical	\$ 70.00	-	\$ 90.00
Expert Witness ^{2,4}	\$ 175.00	-	\$ 275.00

1 Incidental expenses, i.e., lodging, meals, airplane tickets, etc., are billed at cost plus 15%.
2 Minimum daily charge is four hours.
3 Rates depend on the specific personnel assigned and if **prevailing wage rates are required in the area of work**.
4 Rates for Expert Witness are charged for preparation and testimony for both deposition(s) and trial(s).

Reimbursables

The following direct charges are charged in addition to the hourly charge rates set forth above.

Direct Charges:

CADD plots (black & white)	\$ 0.40/sq. ft.
CADD plots (color)	\$ 0.90/sq. ft.
Copies	\$ 0.15/ea.
Equipment and other expenditures (required for projects)	Cost + 15%
Iron pipe, monuments, flagging, etc.	Cost + 15%
Mylars	\$ 15.00
Services of other consultants	Cost + 15%
Stakes, hubs, lath, etc.	Cost + 15%
Subsistence, air travel, etc.	Cost + 15%
Vehicles	\$ 50.00/day

Field Testing and Equipment:

Anchor bolt tension testing	\$ 80.00/day plus operator
CO ₂ Meter	\$ 10.00/day
Concrete Compression Impact Hammer	\$ 50.00/day*
Core Drilling Machine	\$ 75.00/day & \$3.00/inch cored
Dissolved Oxygen Meter	\$ 58.00/day*
Expendable Supplies	\$ 40.00/day*
Fyrite Meter	\$ 33.00/day*
Generator	\$ 58.00/day*
Geophysical Equipment	By Quotation
Grundfos Controller & Pump	\$275.00/day
Hand Auger	\$ 36.00/day
Health & Safety Level D	\$ 35.00/day*
Health & Safety Level C	\$ 60.00/day*
High Pressure Controller	\$ 60.00/day*
Inclinometer	\$200.00/day*
LEL Meter	\$ 73.00/day*
Nuclear Density Testing	\$ 25.00/hour plus operator
Other equipment including drill rigs, backhoes, etc.	Cost + 15%
ORP Meter	\$ 15.00/day
OVA	\$145.00/day*
Peristaltic Pump	\$ 50.00/day*
pH/Conductivity Meter	\$ 58.00/day*
Pumps	\$ 40.00/day*
Quad (ATV)	\$150.00/day
Rebar Locating Device	\$ 40.00/day plus operator

* 1/2 Day Minimum Charge.

(1) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

Reimbursables, Continued

Field Testing and Equipment, Continued:

Roto-hammer	\$ 50.00/day*
Skidmore-Wilhelm Bolt Tension Calibration	\$150.00/day
Soil/Gas Purge Pumps	\$ 30.00/day*
Soil Gas Probes	\$200.00/day*
Torque Wrench (0 to 250 ft lbs)	\$ 25.00/day
Torque Wrench (250 to 1,000 ft lbs)	\$ 50.00/day
Turbidity Meter	\$ 29.00/day*
Ultrasonic Test Device	\$ 25.00/hour plus operator
Vapor Extraction System	\$500.00/day*
Water Level Meter	\$ 60.00/day*
Water Level Indicator	\$ 36.00/day*
Well Point	\$ 50.00/day

Survey Equipment:

GPS Station	\$400.00/day*
Level	\$ 25.00/day*
Resource GPS	\$ 150.00/day*
Robotic Total Station	\$ 300.00/day
Total Station	\$ 7.50/hour
Total Station w/Data Collector	\$ 100.00/day
Toughbook	\$ 150.00/day*
Trimble GeoXT GPS Unit	\$ 150.00/day*

Laboratory Tests:

Asphalt Briquette Compaction	\$100.00/ea. ⁽¹⁾
Asphalt Bulk Specific Gravity	\$ 75.00/ea.
Asphalt Content by Nuclear Method	\$ 75.00/test
Asphalt Content Gauge Calibration	\$200.00/ea.
Asphalt Extraction (% Bitumen)	On Request
Asphalt (Hveem) Mix Design	On Request
Cleanness Value (CT 227)	\$100.00/ea.
Compaction Curves (ASTM D 1557 or Caltrans CT216)	\$325.00/test
Compaction Curve Check Point	\$100.00/ea.
Concrete Compressive Strength (CT 521 or ASTM C39)	\$ 30.00/ea. ⁽²⁾
Concrete Linear Shrinkage (3 Bars)	\$300.00
Concrete Moisture	\$ 50.00/test (floor test)
Consolidation Test	\$450.00/ea.
Direct Shear, per point: (ASTM D3080)	
Consolidated-Drained (CD)	\$200.00/point
Unconsolidated-Undrained (UU) (Modified ASTM)	\$150.00/point
Consolidated-Undrained (CU) (Modified ASTM)	\$175.00/point
Additional cycles (each)	\$ 75.00/ea.

* 1/2 Day Minimum Charge.

(1) If asphalt is delivered to SHN lab unmixed, add \$75.00/ea. for processing and mixing per Caltrans CT304.

(2) If concrete is sampled and delivered to SHN lab by outside contractor, add \$5.00/ea. for processing and curing per ASTM C-31.

Reimbursables, Continued**Laboratory Tests, Continued:**

Disposable Concrete Molds	\$ 5.00/ea.
Durability Index	\$ 100.00/ea.
Expansion Index	\$ 200.00/test
Fireproofing Density	\$ 100.00/ea.
Grout Compressive Strength	\$ 40.00/ea.
LA Rattler (abrasion resistance)	\$ 225.00/test
Liquid Limit	\$ 100.00/ea.
Masonry Block Compressive Strength	\$ 65.00/ea.
Masonry Block Linear Shrinkage	\$ 85.00/ea.
Masonry Block Prism Compressive Strength	\$ 125.00/ea.
Masonry Core Shear Test	\$ 50.00/core
Moisture Content	\$ 40.00/ea.
Moisture-Density Test	\$ 50.00/ea.
Particle Size Analysis (ASTM 122)	\$ 150.00/ea.
Percent Crushed Particles	\$ 200.00/ea.
Percent Organics	\$ 50.00/ea.
Plastic Limit	\$ 100.00/ea.
Plasticity Index	\$ 200.00/ea.
R Value	\$ 350.00/ea.
Rice Specific Gravity of Asphalt (ASTM D2041)	\$ 150.00/ea.
Sand Equivalent	\$ 125.00/ea.
Sawing Rocks and Concrete Cores	\$ 30.00/unit
Sieve Analysis--Coarse	\$ 100.00/ea.
Sieve Analysis--Fine	\$ 100.00/ea.
Sieve Analysis--Passing 200	\$ 75.00/ea.
Specific Gravity, Rock	\$ 75.00/ea.
Stabilometer of Premixed AC	\$ 75.00/ea.
Sulfate Soundness	\$ 125.00/cycle
Swell Test	\$ 55.00/point
Triaxial Compression	
Unconsolidated Undrained (TXUU) (ASTM D2850)	\$ 115.00/point
Consolidated Undrained (TXCU) (ASTM D4767)	\$ 385.00/point
Consolidated Drained (TXCD) (ACOE)	\$ 500.00/point
Consolidated Undrained (TXCU-3 stage) (ASTM D4767)	\$1,000.00/test
Consolidated Drained (TXCD-3 stage) (ACOE)	\$1,100.00/test
Bulk Density Test	\$ 30.00/ea.
USDA Textural Suitability Test	\$ 75.00/ea.
Unconfined Compression	\$ 100.00/ea.
Unit Weight of Lightweight Concrete	\$ 50.00/unit

Notes:

All samples of soil or rock from physical testing are discarded 30 days after submission of final report unless prior arrangements are made. Samples of soil or rock submitted for testing for hazardous substances will be returned to the Client, who is responsible for proper disposal.

This fee schedule is subject to review and adjustment, as required.

Certain services may require prevailing wages or overtime at premium pay to SHN employees. In such circumstances, fees will be adjusted to reflect increased labor costs.

Exhibit B

Insurance Requirements for Professional Services

SHN (hereinafter "Consultant") shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, CLIENT requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CLIENT.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

City of Blue Lake, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with

such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

Primary Coverage

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

Notice of Cancellation

Each insurance policy required above shall state that **coverage shall not be canceled, except with notice to the CLIENT.**

Waiver of Subrogation

Consultant hereby grants to CLIENT a waiver of any right to subrogation which any insurer of said Consultant may acquire against the CLIENT by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CLIENT has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the CLIENT. The CLIENT may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or CLIENT.

Acceptability of Insurers

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

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of contract work.

Verification of Coverage

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

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that CLIENT is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

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



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**Operations and Events
Manager**

Gloria Baker

Dear Members of the Blue Lake City Council,

On behalf of the Arcata Chamber of Commerce, I am requesting a waiver of the \$350 rental fee for a multi-chamber collaborative mixer scheduled for September 16th.

This “mega mixer” will bring together the Blue Lake, Arcata, McKinleyville, Willow Creek, Trinidad, Southern Humboldt Chambers of Commerce, and Humboldt Made. As nonprofit organizations with a shared mission to support local businesses and promote regional tourism, this event is a great opportunity to strengthen cross-county connections while highlighting and celebrating Blue Lake as the host community.

In addition to fostering regional collaboration, the mixer will serve as a fundraiser for each participating organization. Reducing costs, such as the rental fee, will allow all partners to make a small profit to help support each of their individual missions.

We appreciate your consideration of this request and would be happy to provide any additional information or discuss further details.

With appreciation,

Gloria Baker
Operations and Events Manager
Arcata Chamber of Commerce

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City of Blue Lake

Staff Report

Agenda Item #: 14

Meeting Date: May 26, 2026

Prepared By: Jennie Short, City Manager

Subject: Bike & Skate Park Update

Recommended Action: That the City Council:

1. Receive the report
2. Provide direction to the City Manager regarding ongoing maintenance

BACKGROUND

In February 2026 the Council approved a Corrective Action Plan for the Bike & Skate Park project. Since then, I have collected the financial reports from RCMBA on which expenses they paid for directly out of donations to their organization. I have also prepared a summary of the expenses that have been paid for by the City and associated donations. Those two reports are attached.

Also attached is the Corrective Action Plan with comments on status of each task in red. I will intermittently update this plan as we proceed through the steps and bring updates back to Council as progress is made.

The site is currently winterized, but with the onset of spring there are numerous weeds and grasses growing in and around the plastic and asphalt. We need to continue to maintain this site and prepare it for flying of the drone survey. This will include removal of the plastic, relocation of the sandbags, adjustment of the fences, weed-eating the grass to grade, minor modifications to keep positive drainage, and placement of survey targets. To obtain an accurate survey, ground contours should be as revealed as possible. Volunteers from the various bike and skate groups are willing to complete this work.

FISCAL IMPACT

Only payment to GLJ Construction from the Mad Scramble donation has occurred. I am still working with Wildland Operators to determine if any portion of the outstanding invoice are legitimate project cost that should be included in future grant applications or fundraising efforts. The invoice for Livin Lawn Care in the amount of \$10,000 was incorporated into the invoice from Wildland Operators.

ATTACHMENTS

1. Summary Financial Report for Bike & Skate Park expenditures and donations through City accounting and RCMBA's accounting.
2. Corrective Action Plan with status notes

Review Information:

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

Comments:

Transactions in City's Accounting System

Description	Expense	Revenue
Dazey's Arcata	2,176.38	
G.L.J. Construction	24,539.00	
City Staff Wages	415.52	
Mercer-Fraser Company	25,000.00	
O'Reilly Auto Parts	23.91	
Paradise Cay Publications	265.79	
SHN Consulting	2,131.25	
Steven Pearl	1,700.00	
The Hilfiker Company	693.32	
The Mill Yard	19.19	
The Mitchell Law Firm, LLP	2,572.52	
Harbor Freight: 2 large tarps & tent pegs	461.61	
Wildland Operators INV 0126	26,475.00	
Wildland Operators Inv 0007	20,000.00	
Donation Mad Scramble 4/10/23		200.00
Donation-Anonymous		110.00
Donation-Brunson Trst		10,000.00
Donation-Grainger		1,000.00
Donation-Koier-Schrauger		10,000.00
Donation-Paskenta Brewery		97.00
Donation - P. Smith		38.54
Donation-Green Diamond		1,000.00
Donation		50.00
Donation PGE Nov 2022		5,000.00
Donation-Alves		1,000.00
Donation-BL Garbage		500.00
Donation-Friends of A&M Trail		150.00
Donation-Goad		1,000.00
Donation-Haven Elec.		5,000.00
Donation-Kosek		250.00
Donation-M.Foget		500.00
Donation-Morehouse		500.00
Donation-Paskenta		190.00
Donation-Quality bodyworks		1,000.00
Donation-Rousseau		2,500.00

Donation-Rusconi		1,000.00
Donation-Schweigert		500.00
Donation-Sensory Science		79.00
Donation-SHN		2,500.00
P/R bike park sticker sales		112.00
Donation		244.95
P/R Medieval Festival bounce house		1,167.00
RCMBA Mad Scramble 2026		5,090.01
Bike Park Donations		816.69
Totals	106,473.49	51,595.19
Net Expense	54,878.30	

Transactions from RCMBA

Description	Expense	Revenue
BLPT		1,591.23
Diamond Grinder Donation		110.00
Humboldt Skate Collective 501c3		3,000.00
Blue Lake Bike Park Fundraiser		475.00
Blue Lake Bike Park		280.00
Blue Lake Bike Park Fundraiser		240.00
Steve and Margaret		500.00
BLBP		220.00
earmarked		250.00
Kevin Fischer -10/28/25		535.00
GearSwap-Raffle		730.00
GearSwap-Community Booth		160.00
GearSwap-Community Swap/Other Donations		506.00
Annie and Mary - Blue Lake Pump		93.18
Annie and Mary - Blue Lake		3,451.00
A&M Booth		2,611.00
A&M Booth		552.71
Mercer Fraser Co	13,403.20	
ABC permit for A&M Day	75.00	
Lost coast brewry	360.53	
Misc	45.55	
Costco	23.17	
Humboldt Cider Co	120.00	
GB Costco Reimbursement	226.88	

TD Misc small supplies	27.65	
GB Redwood Curtain Reimbursement	166.98	
TJ Humboldt Cider reimbursement	224.82	
Mad River Brewery	232.46	
Staples	40.97	
The Mill Yard	1,000.00	
Tarps for Blue Lake Pump Track	325.50	
Tarp straps	39.06	
Kevin Fisher-Tarps and Straps	54.20	
Don's Rent All	253.58	
Total	16,619.55	15,305.12
Net Expense	1,314.43	

Total Bike & Skate Park Unfunded Expenses	56,192.73
GLJ Invoice Payable	19,449.00
Unfunded Paid	36,743.73
Invoiced but not approved (Wildland Operators)	93,040.00



City of Blue Lake

Post Office Box 458
111 Greenwood Road
Blue Lake, CA 95525
Phone 707.668.5655

Blue Lake Bike Park Council Approved Corrective Action Plan

The following list of steps was approved by the Blue Lake City Council at their meeting on February 10, 2025.

Step 1: City Staff Coordination with Vendors Claiming Outstanding Financial Obligations & Verification of Grant Application Status

City staff will contact each of the vendors that have asserted outstanding financial obligation with the City for materials, services, or equipment used at the Bike Park project. The following vendors have identified outstanding balances with the City:

- Wildland Operators - \$113,040 (\$20,000 of this has been paid through a donation from RCMB)
- Livin' Lawn Care - \$10,000 **This invoice was included in Wildland Operators' invoice**
- GLJ Construction - \$23,714 **\$5,090 of this paid from Mad Scramble donation**

Vendors will be required to supply supporting documentation substantiating their claims, including invoices, proof of services rendered, or deliverables received and evidence of prior written authorization from City staff, where applicable. No additional payments will be issued until staff have reviewed and validated the legitimacy of any claimed obligations and have informed the City Council of the findings.

In addition, continued verification of the status of the outstanding grant application will be reported to City Council as part of a subsequent financial update.

Letters were sent to each vendor. Dana Creech of Wildland Operators has committed to providing additional detail. GLJ's invoice contains dates and specific types and quantities of materials provided and are incorporated into the project. Mr. Johnson met with the City Manager and is willing to wait to be paid as funding becomes available.

Once the information from Wildland Operators has been received and reviewed, a report to Council will be prepared. Council will need to determine which if any costs are the City's obligation and which were incurred without City consent.

Step 2: Collect and Review of Construction Related Data

A significant amount of construction activity has already been completed at the Bike Park. Over a thousand cubic yards of material (some native, base rock, sand and drain rock) have been imported, placed, shaped, compacted, and partially paved as part of the project. Additional site stabilization and weatherization measures have also been completed.

City staff will collect and review available construction-related documentation to assess the work performed to date. This effort will include outreach to consultants, volunteers, and organizations involved in or associated with the project to obtain any available compaction testing results, gradation or materials testing reports, photographs documenting construction progress, records of equipment utilized on site, and other information that could help verify construction means and methods for the completed work.

The information gathered through this process will be used to evaluate the condition and completeness of the work performed and to inform subsequent phases of project review and decision-making.

Dana Creech has indicated that he has large quantities of paperwork, photographic and drone video footage for all phases of the construction. He will provide these resources. There was also information presented at the June 2025 Council meeting outlining the work to date. A water truck and water from the adjacent hydrant was utilized to assist in compaction.

Step 3: Topographic Survey of Existing Construction

The purpose of this step is to document the as-partially-built conditions at the project site. A topographic survey shall be prepared by a licensed engineer or licensed land surveyor and shall accurately depict current site conditions.

At a minimum, the scaled plan view shall include the following elements:

- Existing ground surface with 1-foot contours
- All drainage features and direction of flow
- Property boundaries and areas of site disturbance
- Areas on adjacent parcels that have been disturbed or utilized for stockpiles
- Dimensions and elevations of critical features including length, width, berm radii, and roller spacing
- Cross-sections showing above-referenced features

In addition, a separate plan sheet shall overlay the constructed features with the plans previously approved by the Planning Commission, with any design deviations clearly identified.

As part of this step, the design documentation shall also identify additional construction elements that were approved by the Planning Commission but remain unbuilt. These elements shall be shown in relation to the currently constructed features to support evaluation of feasibility, potential relocation, or modification as necessary.

SHN will put together an estimate of what it would cost to complete the topographical survey utilizing drone surveying techniques. The stakeholder group is interested in fundraising to cover the cost of the survey so that we can get enough information to begin step 5.

Step 4: Coordination with Risk Management Carriers to Verify Insurability

City staff will coordinate with the City's risk management carriers to verify that the Bike and Skate Park, upon completion, will be eligible for insurance coverage. This review will include an assessment of the project's design, construction features, signage, and intended use to identify any conditions or requirements that may affect insurability.

The results of this coordination will be used to inform subsequent project decisions and will be reported to the City Council as appropriate.

The City's insurance company will provide coverage once the City obtains design documents stamped by a licensed engineer or architect. The necessary ordinance requiring safety equipment and subsequent signage has been completed.

Step 5: Comparison of As-Built Conditions with Approved Project Documents

Upon completion of the as-built topographic plan, City staff will perform a compliance review comparing existing site conditions with the project's approved plans and regulatory requirements. This review will evaluate consistency with applicable approvals, permits, and standards, including but not limited to the following:

- Planning Commission Conditions of Approval
- Issued building permits
- Issued grading permits
- Applicable ADA accessibility requirements
- Stormwater management and erosion control requirements, including the need for a Storm Water Pollution Prevention Plan (SWPPP)
- Applicable safety standards for public recreation facilities

The results of this compliance review will inform recommendations regarding any required corrective actions, modifications, or additional approvals.

Step 6: Preparation of a Conceptual Remediation and/or Project Completion Plan for City Council Review

Upon completion of the preceding steps, City staff will prepare a conceptual remediation and/or project completion plan for City Council consideration. The plan will evaluate whether continued development of the Bike and Skate Park is feasible and will identify potential pathways for addressing existing conditions and completing the project.

The conceptual plan will include, as applicable, the following components:

- Recommended project development scope and approach
- Identification of required permits, approvals, and regulatory compliance measures
- Description of additional design efforts
- Estimated total project costs and phased cost projections
- Evaluation of phased implementation options
- Potential funding sources, including grant opportunities and other financing strategies

- Procurement considerations and contracting requirements
- Evaluation of the feasibility of continued construction supported by donations or volunteer contributions
- Proposed project schedule, including anticipated milestones and timelines
- Assessment of potential future use of the partially completed facility
- Consideration of fundraising activities and/or special events at the site
- Identification of work eligible for volunteer participation and any associated limitations or conditions
- Assessment of risk management and liability considerations, including insurance coverage, safety compliance, and operational exposure

The plan will be presented to the City Council for review and direction, with clearly identified decision points as appropriate.

Step 7: Coordination with MOU Partners for Project Funding

Once the City Council has approved the project, City staff will coordinate with partner organizations that have executed memorandum of understandings (MOUs) with the City regarding the Bike and Skate Park. This coordination will focus on identifying and pursuing grant opportunities and other alternative funding sources to support the approved project.

Funding efforts will be directed toward covering the costs associated with required permits, design, and construction. Staff will report progress on funding initiatives to the City Council as appropriate and will seek direction on any significant funding decisions or commitments.

MBTTA has applied for grant funding for a portion of the project. City staff would like to apply for Statewide Park Program (SPP) Round 5 funding for the project. The timeline for this grant program has not yet been released. The grant process will require community engagement to determine the desires of the community for the development of this park.

FISCAL IMPACT

All expenditures related to the Bike and Skate Park (Fund 15) are only allowed within the City Council adopted budget and are contingent upon the availability of sufficient donations or other revenues to cover the associated costs. A summary of the historical finances of the project has been provided.

Proceeds from the Mad Scramble special event in February was donated to Fund 15 to support the Bike and Skate Park. Council authorized use of these funds to pay part of the GLJ costs.

The costs associated with staff time required to complete coordination for Steps 1 through 4 will be charged to Fund 15 and tracked for potential reimbursement through future grant funding. The current budget does not include funds for these costs. Completion of Step 1 is necessary to enable the Finance Department to finalize year-end entries for FY 2024/25.



City Manager's Report

May 26, 2026

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Project Name	Status/Notes
23/24 Audit	JJACPA completed the field visit May 4- 8, 2026. They had two outstanding items related to journal entries for unfunded retirement liabilities. The Finance Manager and City Accountant are working to put together the information for those journal entries. JJACPA estimates that the: 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. Funds 11, 12, 13, and USDA project 32/34 have all been completed. Town Square remains to be fully reconciled. It and the Bike Park are the two highest priorities right now.
State Park Per Capital Grant for Parks Dept.	The reconciliation of the expenditures for this project is complete. A final reimbursement request is being prepared to close out the grant.
24/25 Audit and Year End Closeout	The City's Accountant has been released from medical leave and is working on preparing the year end closing journal entries and reconciliation.
25/26 Financial Statements	Much work has been completed to create a financial statement format in our accounting software that provides more detail than was previously submitted to the Council. This consent agenda includes the third quarter financial statements by fund with detail down to each general ledger account. The financials also include the cash balances by fund so that Council can track the increase or decrease in cash on hand for each fund. The water and sewer funds are of particular concern.
Rancheria New Water and Sewer services	I held another meeting with Bruce and Randy from the BL Rancheria to work through the details of the various water and sewer applications that have been submitted and to accept two more applications. Their engineer is working on equivalent residential unit calculations for the city to review. Some of the service locations are within the city limits and can be processed like any other service application. Others are outside our boundary and require more review and preparation of an amendment (#4) to their MOU. 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. Planwest will attend this meeting to describe the status of the work, the schedule, upcoming efforts, etc. 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 is almost done creating the database for the property condition survey that is required for the 7 th Cycle.

Project Name	Status/Notes
Operations	Spring is a busy time for the public works crews. They spend significant amounts of time keeping the parks, roads, trails, and wastewater plant grass at a reasonable height. Weed eating and mowing can be some of the staff's full-time jobs right now. They are tasked with keeping the areas surrounding City Hall, Skinner Store, and Perigot Park looking snazzy as the gateway to the City of Blue Lake. There is a small grass area across from City Hall that is owned by the museum, also a non-profit, that they maintain as well. We feel it is important to assist as we are able in keeping the area used by the City for events such as the car show, winter wonderland horse story tours, seasonal banners such as the one for fireworks regulations.
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.
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 met with SHN to figure out by whom and how the necessary modifications will occur. SHN, at their cost, will prepare a plan that will be reviewed by the CASp inspector. Once approved, SHN will coordinate the required modifications.
Wastewater Plant Capacity Expansion Project	<p>As part of the 6th 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)."</p> <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 current engineer's opinion of probable costs for this construction project is approximately \$300,000. This project could be eligible from CDBG funding but needs to be shovel ready.</p> <p>Last month we applied to North Coast Resource Partnership for a capacity technical assistance grant. The hope was that these funds could be utilized by the electrical engineer to perform the basic design of the work needed to expand the electrical panel and associated infrastructure so that we have a current schematic and cost estimate for the installation of the additional aerators.</p> <p>NRCP informed me this week that the scope of the project does not fall within the parameters for the funding they currently have access to. If they obtain wastewater capacity grant funds, then the project can be reconsidered.</p>

Project Name	Status/Notes
<p>Water Tank Replacement Project</p>	<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 offset 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%. Finding funding to cover the 25% matching funds plus any project overages or expenses deemed ineligible is a high priority. It is difficult to apply for state grant programs without three years of current audits.</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 quarterly report was prepared and submitted for this grant project. We are still waiting for CalOES to receive approval from FEMA on the construction plans for both tanks. Currently CalOES has approved using the available funding (75% grant) for Tank 2 (Bussman). Tank 2 is definitely leaking more than Tank 1 (McClure). Tank 2 is the one that was chain-sawed a few years ago.</p>
<p>McClure Easement</p>	<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> <p>The Preliminary Title Report has been received and reviewed. The City's Attorney prepared a Title Objection Notice to exception 27, 51, 53, and 54.</p> <p>Ms. McClure and her attorney are working on satisfying the title company that the conveying party has the authority to execute and deliver the easement on behalf of the owner so that the City will receive insurable title to the easement.</p>

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: The 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.</p> <p>I prepared the Allocation Form requesting it to be placed on the CTC's August 20, 2026 agenda for funding allocation. Once the funding is allocated, we can begin incurring reimbursable expenses to complete right of way acquisition and finalize the construction contract documents for bidding.</p>
Bike Park	<p>Council adopted the corrective action plan. The first step has begun, and the vendors are providing information. Payment to GLJ will be made from the Mad Scramble donation. Currently, the park is still winterized.</p> <p>We had a stakeholders' meeting to discuss next steps and possible fundraising opportunities to move forward on the rest of the steps. It was productive and is further described in the agenda item for the Bike Park update. 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. We will also need to complete community-based planning and scoping meetings for this grant application.</p>
Power Plant	<p>Demolition and possible redevelopment of the 21 acre parcel that housed the power plant is a large long-term project for the City. The infrastructure onsite has some salvage value, but likely significantly less than the cost of the demolition. Storyland prepared an elaborate master plan for the power plant and adjacent properties in the Powers Creek District. I am collecting information from the County on what hazardous substance are there in preparation for applying for a Toxic Substances Grant.</p>
Baduw'at/ Powers Creek Lower Restoration Project	<p>This project has completed design plans and the Baduw'at Watershed Council is looking for construction funding. They have outstanding funding applications with WCB, and DWR. The City can assist in providing letters of support for the flood reduction aspects of the project.</p>
DANCO/ Baduw'at Development	<p>The Notice of Default was sent to DANCO on March 17, 2026. The Notice of Termination was sent to DANCO on April 29, 2026. A response has been received.</p>