

# CITY OF CRESCENT CITY

Mayor Blake Inscore  
Council Member Darrin Short

Mayor Pro Tem Heidi Kime  
Council Member Jason Greenough

Council Member Alex Fallman

AGENDA  
REGULAR CITY COUNCIL MEETING  
FLYNN CENTER  
981 H STREET  
CRESCENT CITY, CA 95531

**MONDAY**

**AUGUST 6, 2018**

**5:00 P.M.**

NOTE: THE CLOSED SESSION BEGINS AT 5:00 p.m. FOLLOWED BY THE OPEN SESSION MEETING AT 6:00 p.m.

## **CLOSED SESSION**

Call to order

Roll call

## **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- Conference with Labor Negotiator (Gov. Code § 54957.6), City Representative: Martha Rice, Employee Organizations: Clerical Employees of Crescent City Association
- Conference with Legal Counsel: Existing Litigation (Govt. Code § 54956.9(d)) 2 cases) Crescent City v. Dalton Harrington, et al. Del Norte County Superior Court Case No. CVUJ-18-1022; Crescent City v. Kap Soo Jeong, et al. Del Norte County Superior Court Case No. CVUJ-18-1020 and Stephen Wakefield v. City of Crescent City and Golden State Risk Management Authority, Workers' Compensation Appeals Board of the State of California Case No. ADJ11260796
- Conference with Legal Counsel: Pending Litigation (Govt. Code § 54956.9(d)(4)) (3 cases)

## **PUBLIC COMMENT PERIOD ON CLOSED SESSION ITEMS**

*Each member of the public is allowed up to three minutes to speak on any item on the agenda for closed session.*

## **CONVENE INTO CLOSED SESSION**

## **CARRYOVER**

*If closed session items cannot be completed by 5:55 p.m. they may be continued following the conclusion of the open session upon consensus of the Council.*

## OPEN SESSION

Call to order

Roll call

Pledge of Allegiance

## REPORT OUT OF CLOSED SESSION

### PUBLIC COMMENT PERIOD

*Any member of the audience is invited to address the City Council on any matter that is within the jurisdiction of the City of Crescent City. Comments of public interest or on matters appearing on the agenda are accepted. Note, however, that the Council is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. All comments shall be directed toward the entire Council. Any comments that are not at the microphone are out of order and will not be a part of the public record. After receiving recognition from the Mayor, please state your name and city or county residency for the record. Public comment is limited to three (3) minutes. The public is additionally allotted three minutes each in which to speak on any item on the agenda prior to any action taken by the Council.*

### CEREMONIAL ITEMS

**1. September as Suicide Prevention and Awareness Month Proclamation**

**2. October as Bully Prevention Month Proclamation**

### REPORTS AND PRESENTATIONS

**3. Wonderbus update by Angela Glore**

### CONSENT CALENDAR

**4. Regular Council Meeting Minutes**

- *Recommendation: Approve the July 16, 2018 regular meeting minutes of the City Council. (City Clerk)*

**5. Warrant Claims List**

- *Recommendation: Receive and file the warrant claims list for the period July 7, 2018 through July 27, 2018 (Finance Director)*

**6. Payroll Report**

- *Recommendation: Receive and file the biweekly payroll report for the period ending July 21, 2018, paid July 27, 2018. (Finance Director)*

**7. Add Volunteers to Workers' Compensation Coverage Through Golden State Risk Management Authority (GSRMA)**

- *Recommendation: Adopt Resolution No. 2018-41, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY PROVIDING WORKERS' COMPENSATION COVERAGE TO AUTHORIZED CITY VOLUNTEERS.*

**8. FY 2018-19 Budget Amendment for USDA Grant – Fire Vehicle Replacement Fund**

- *Recommendation: Adopt Resolution No. 2018-42, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA AMENDING THE FISCAL YEAR 2018-19 BUDGET OF THE CITY OF CRESCENT CITY (Finance Director)*

#### **9. Creation of New Fund for 2017 CDBG Award**

- *Recommendation: Adopt Resolution 2018-43 authorizing the creation of a new special revenue fund for the 17-CDBG-12092 award and associated projects.*

#### **10. CECC MOU**

- *Recommendation: Approve Resolution No. 2018-44, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND THE CLERICAL EMPLOYEES OF CRESCENT CITY FOR JULY 1, 2018 THROUGH JUNE 30, 2020.*

#### **PUBLIC HEARINGS - None**

NOTE: If you challenge the decision of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing. (Gov't Code § 65009)

#### **CONTINUING BUSINESS - None**

#### **NEW BUSINESS**

#### **11. Grant Application to update the 2011-2016 Del Norte County Comprehensive Economic Development Strategy (CEDs).**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Authorize the City Manager to submit a grant application to the United States Economic Development Administration to update the 2011-2016 Del Norte County Comprehensive Economic Development Strategy (CEDs).*

#### **12. Donation from Tamaki Foundation for K9 Kennel Facilities at the Police Department**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Authorize the City Manager to accept a \$12,000 donation from the Tamaki Foundation for K9 kennel facilities at the police department.*
- *Adopt Resolution 2018-45, A RESOLUTION OF CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA APPROVING FISCAL YEAR 2018-2019 GENERAL FUND POLICE DEPARTMENT ACCEPTANCE OF THE TAMAKI FOUNDATION DONATION AND EXPENSE APPROPRIATIONS; take action as necessary and appropriate.*

#### **13. Approve Agreement with Claggett Wolfe & Associates for a Business Loan Program Study Under the 16-CDBG-11136 Grant**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Approve and authorize the City Manager to sign the Professional Services Agreement with Claggett Wolfe & Associates to perform a business loan program study, under the City's 16-CDBG-11136 grant.*

**14. Approval of Building Healthy Communities (BHC) Grant Funding to Implement a Winter Swim Camp Program**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Approve and accept a grant from Building Healthy Communities to develop and implement a winter swim camp program at the Fred Endert Municipal Swimming Pool.*
- *Adopt Resolution 2018-46 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA AMENDING THE FISCAL YEAR 2018-19 BUDGET OF THE CITY OF CRESCENT CITY*

**15. Nomination of a Redwood Empire Division Officer**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Consider or decline the nomination of a Division Officer to the Redwood Empire Division.*

**CITY COUNCIL ITEMS**

- **Legislative Matters** – Consider miscellaneous legislative matters pertinent to the City of Crescent City. Authorize the Mayor to sign the appropriate letters and/or positions with respect to such matters.
- **City Manager Report and City Council Directives** - Pursuant to Crescent City Municipal Code § 2.08.200, the City Council may instruct the city manager on matters of importance to the administrative services of the city, and provide direction with respect to subordinates of the city manager. (Directives from individual Council Members that are not objected to by any member present shall be considered an order of the City Council.)
- **Reports, Concerns, Referrals, Council travel and training reports** – In accordance with Gov't Code § 54954.2(a), City Council Members may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

**ADJOURNMENT**

**\*\*\*Adjourn to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, August 20, 2018 at 5:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.**

**POSTED:**

August 3, 2018  
/s/ Robin Patch  
City Clerk/Administrative Analyst

*Notice Regarding Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the City Clerk's office at (707)464-7483 ext. 223. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II] For TTYDD use for speech and hearing impaired, please dial 711. A full agenda packet may be reviewed at City Hall, 377 J Street, Crescent City, CA*

**PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF  
CRESCENT CITY PROCLAIMING SEPTEMBER AS SUICIDE  
PREVENTION AND AWARENESS MONTH**

**WHEREAS**, suicide is the 11th leading cause of death in California, the 3rd leading cause of death for ages 15-24 year olds, and 2nd for 25-34 year olds; and

**WHEREAS**, the suicide rate for Del Norte County is almost two and a half times the average California county; and

**WHEREAS**, the stigma associated with mental illness and suicide works against suicide prevention by discouraging persons at risk from seeking lifesaving help; and

**WHEREAS**, this causes over one million suicide attempts in the United States annually; and

**WHEREAS**, by far the majority of youth in crisis don't call a crisis phone line but do text; and

**WHEREAS**, by increasing awareness of suicide as a public health issue supports citizens to reduce the stigma by talking about mental health; and

**WHEREAS**, suicide is preventable and prevention starts with recognizing the warning signs and taking them seriously and by gaining new knowledge of suicide prevention with awareness of the Crisis Text Line 741741; and

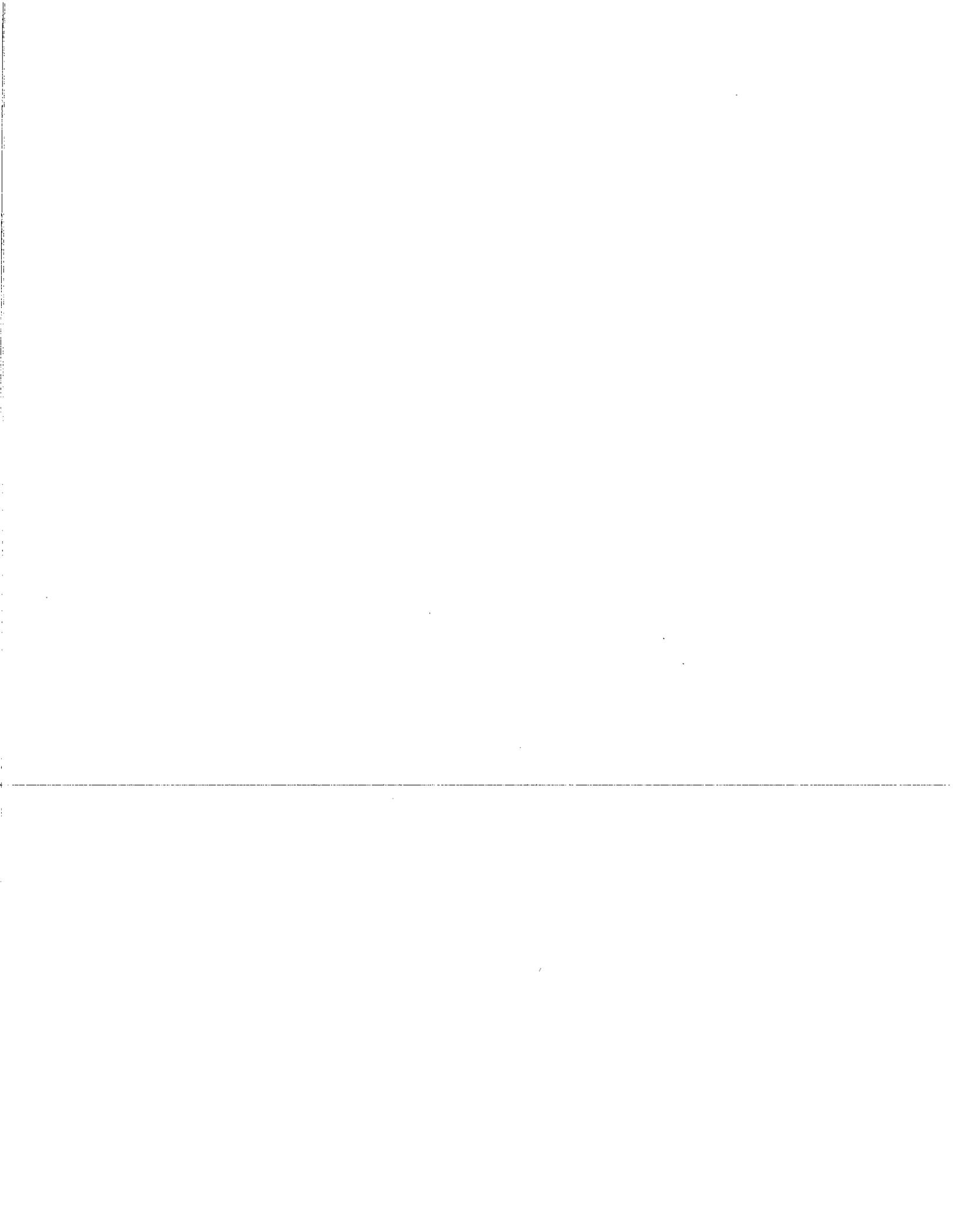
**NOW, THEREFORE**, the City Council of the City of Crescent City hereby proclaims September, 2018 as Suicide Prevention And Awareness Month; and

**BE IT FURTHER RESOLVED** that the Council encourages schools, students, parents, health care workers, religious institutions, and community organizations to engage in a variety of prevention and awareness activities designed to remove the stigma around suicide.

**ATTEST:**

\_\_\_\_\_  
**Blake Inscore, Mayor**

\_\_\_\_\_  
**Robin Patch, City Clerk**



**PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF  
CRESCENT CITY PROCLAIMING OCTOBER AS BULLY  
PREVENTION MONTH**

**WHEREAS**, bullying is physical, verbal, sexual or emotional intimidation or harm intentionally directed at a person or group of people and occurs in neighborhoods, playgrounds, schools, on the job and through technology; and

**WHEREAS**, many organizations, school districts, educators, parents and community members have publicly expressed concern about the bullying of children; and

**WHEREAS**, research indicates that bullying is the most common form of violence, annually affecting thousands of California children and adolescents; and

**WHEREAS**, targets of bullying are more likely to acquire physical, emotional, and learning problems; and

**WHEREAS**, children who bully are at greater risk of engaging in more serious violent behaviors while children who witness bullying often feel less secure, more fearful, and intimidated; and

**WHEREAS**, it is important for parents, students, teachers, and school administrators to be aware of bullying, and to encourage discussion of the problem as a school community; and

**NOW, THEREFORE**, the Crescent City City Council hereby proclaims October, 2018 as Bully Prevention Month; and

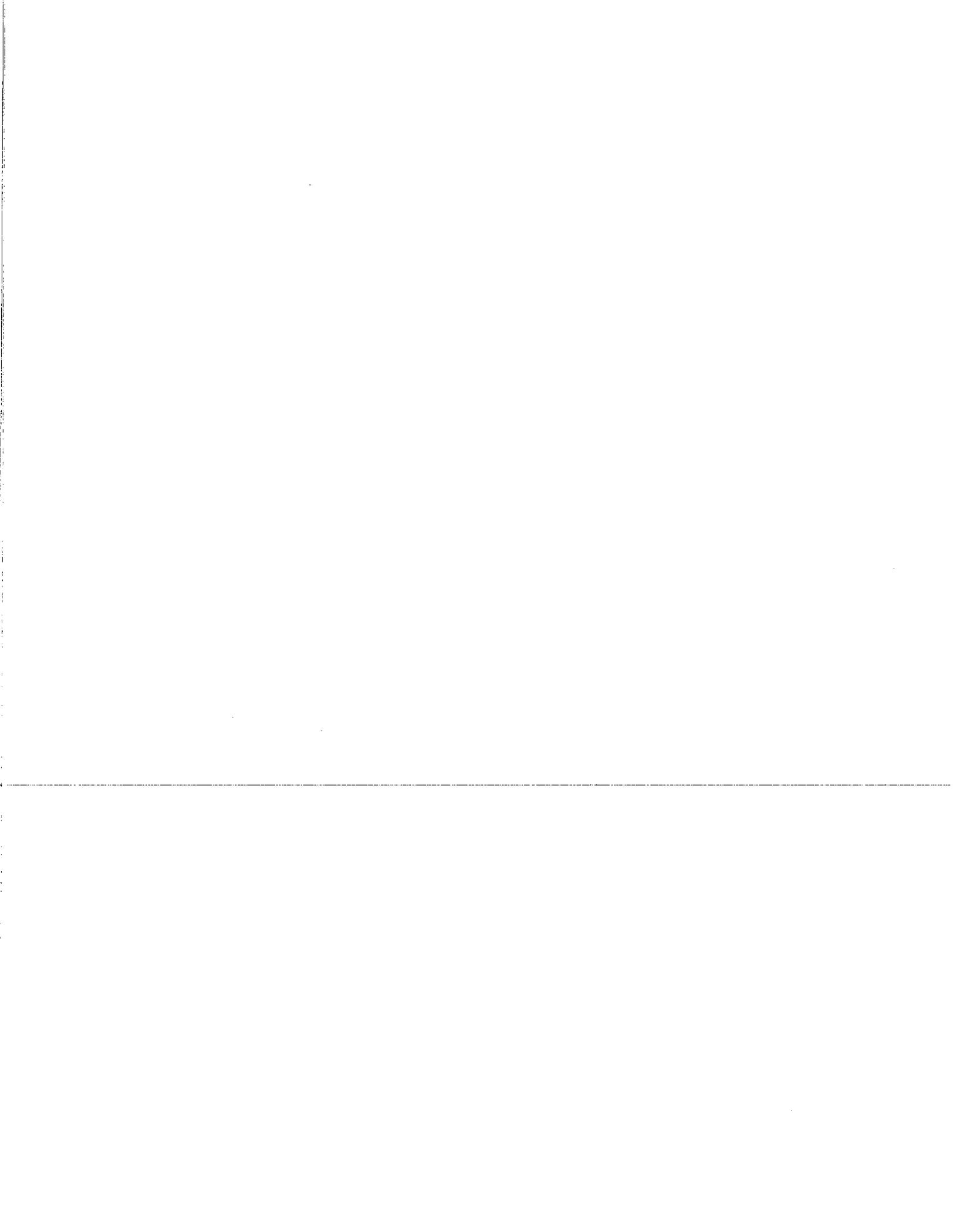
**BE IT FURTHER RESOLVED**, that all Crescent City, California citizens are encouraged to engage in activities designed to make our communities safer for all children and adolescents and show support for students who have experienced bullying.

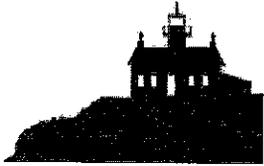
**ATTEST:**

\_\_\_\_\_  
**Blake Inscore, Mayor**

\_\_\_\_\_  
**Robin Patch, City Clerk**

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# CITY OF CRESCENT CITY

Mayor Blake Inscore  
Council Member Darrin Short  
Council Member Alex Fallman

Mayor Pro Tem Heidi Kime  
Council Member Jason Greenough

MINUTES  
REGULAR CITY COUNCIL MEETING  
FLYNN CENTER  
981 H STREET  
CRESCENT CITY, CA 95531

MONDAY

JULY 16, 2018

5:00 P.M.

## CLOSED SESSION

**Call to order** Mayor Inscore called the closed session to order at 5:04 p.m.

**Roll call** Council Members present: Mayor Blake Inscore, Mayor Pro Tem Heidi Kime, Council Member Alex Fallman, Council Member Jason Greenough, and Council Member Darrin Short  
Staff present: City Manager Eric Wier, Finance Director Linda Leaver and City Attorney Martha Rice

## ANNOUNCEMENT OF CLOSED SESSION ITEMS

- **Conference with Labor Negotiator** (Gov. Code § 54957.6), **City Representative:** Martha Rice, **Employee Organizations:** Clerical Employees of Crescent City Association
- **Conference with Legal Counsel: Existing Litigation** (Govt. Code § 54956.9(d)) 2 cases) Crescent City v. Dalton Harrington, et al. Del Norte County Superior Court Case No. CVUJ-18-1022; Crescent City v. Kap Soo Jeong, et al. Del Norte County Superior Court Case No. CVUJ-18-1020 and Stephen Wakefield v. City of Crescent City and Golden State Risk Management Authority, Workers' Compensation Appeals Board of the State of California Case No. ADJ11260796
- **Conference with Legal Counsel: Pending Litigation** (Govt. Code § 54956.9(d)(4)) (3 cases)
- **Conference with Legal Counsel: Liability Claim** (Govt. Code § 54956.95) Claimant: Alice Brown; Agency Claimed Against: Crescent City

## PUBLIC COMMENT PERIOD ON CLOSED SESSION ITEMS

There were no comments on closed session items.

## CONVENE INTO CLOSED SESSION

## CARRYOVER

The closed session adjourned at 6:01 p.m.

## **OPEN SESSION**

**Call to order** Mayor Inscore called the open session to order at 6:02 p.m.

**Roll call** Council Members present: Mayor Inscore, Mayor Pro Tem Kime, Council Member Fallman, Council Member Greenough, and Council Member Short  
Staff present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Pool Manager Matt Hildebrandt, Community Development Director Eric Taylor, Finance Director Linda Leaver, Housing Authority Executive Director Megan Miller, and Police Chief Ivan Minsal

**Pledge of Allegiance** led by Council Member Greenough

## **REPORT OUT OF CLOSED SESSION**

*On a motion by Council Member Fallman, seconded by Council Member Short, and carried unanimously on a 5-0 vote, the City Council of the City of Crescent City denied the claim submitted by Alice Brown.*

## **PUBLIC COMMENT PERIOD**

*The following citizens addressed the Council:*

Linda Sutter, County resident: advised the Council that their information, including addresses and phone numbers are public record. Referenced a case in regard to this matter.

Eileen Cooper, County resident: spoke in regard to agenda item 13 and being in opposition to the two Council Members who were supportive of off-shore drilling being selected as the League Representative for the City.

David Slagle, Hambro Recycling representative: spoke about a notice Hambro received from the City regarding the recycling center located at a specific property as not being allowable.

Chris Hughey: spoke in regard to a median on Hwy 101 controlled by CalTrans that the City sign is located as being unsightly and he would like to clean up the town.

## **CEREMONIAL ITEMS - None**

## **REPORTS AND PRESENTATIONS**

### **1. Update on McNamara and Peepe property clean-up (Community Development Director)**

Community Development Director Eric Taylor gave a detailed presentation regarding the clean-up that occurred on the McNamara and Peepe property. The cleanup was very extensive and there were a lot of partners that made this clean up possible; Del Norte County Fairgrounds, the County of Del Norte, Del Norte County Sheriff's Office, Cal Fire, California Highway Patrol, CDC Alder Camp, Del Norte Fire Safe Council, Del Norte Solid Waste Management Authority, Public Works, Crescent City Police Department, CA Fish & Wildlife, Del Norte Department of Health &

Human Services, Veterans services, Housing Authority, Northcrest Towing, Crescent City Fire Department, and County Code Enforcement Officer Dominic Mello. Two 40-yard dumpsters were used and the total tonnage was 28 tons or 56,000 pounds of garbage removed from the area. Director Taylor is hoping for a permanent solution so these types of clean ups do not have to continue. Mayor Pro Tem Kime asked if there are any preventative measures to keep it from happening again? Director Taylor said it is now fenced off to keep vehicles out, but there will be future discussions.

*The following citizen addressed the Council:*

Linda Sutter: said thank you to all who helped clean up that area and asked what was going to happen to this property.

## **2. 17/18 CDBG funding award (City Manager)**

City Manager Eric Wier gave a presentation outlining the \$5million grant the City has been awarded and all the projects it will fund. The Grant includes: North Coast Rape Crisis Team: \$221,134 for trauma survivors, emergency shelters, emergency transportation, emergency supplies, and advocacy and support; Code Enforcement: \$243,982 for abatement (5-10 cases) and tracking software; Flood Drainage Improvements (Front Street/C St/F St) \$4,093,023 and Grant General Administration of \$348,838. City Manager Wier went over the Storm Drain Improvement Project in detail and explained how the flooding that has been an ongoing issue will be addressed. Since this repair will be to the storm drains, it means that a portion of Front Street (vehicular portion) will be repaired, the City will be partnering with Elk Valley Rancheria for the BUILD grant that will help with this cost. The City is hopeful for the BUILD grant and grateful for the CDBG grant as it means that Front Street will be repaired. Council Member Short congratulated City staff for getting the money; City Manager Wier expressed his appreciation for City staff and named those who were instrumental in making the grant application possible. The Planning and Technical Assistance Grant is \$93k. Council Member Fallman asked how this repair works with the Front Street Concept Plan; City Manager Wier went over the design concept photo and pointed out to the Council where the repairs will be made. Mayor Inscore stated from taking everything from G St – west means the drains will not be so overloaded; City Manager Wier explained the drains and the outfall.

*The following citizen addressed the Council:*

Linda Sutter: said the Council redeemed themselves with the announcement of the grant funding.

City Manager Wier explained that there are some general conditions with the CDBG funds, and it looks like construction will start next Spring; a Coastal Development Permit will need to be obtained. Mayor Inscore stated that the public has voiced their opinion that aside from Last Chance Grade, Front Street repair has been on top of the list.

## **CONSENT CALENDAR**

### **3. Regular Council Meeting Minutes**

- *Recommendation: Approve the July 2, 2018 regular meeting minutes of the City Council. (City Clerk)*

#### **4. Warrant Claims List**

- *Recommendation: Receive and file the warrant claims list for the period June 23, 2018 through July 6, 2018 (Finance Director)*

#### **5. Payroll Report**

- *Recommendation: Receive and file the biweekly payroll report for the period ending July 7, 2018, paid July 13, 2018. (Finance Director)*

#### **6. FY 2018-19 Budget amendment for Information Technology**

- *Recommendation: Adopt Resolution No. 2018-40 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA AMENDING THE FISCAL YEAR 2018-19 BUDGET OF THE CITY OF CRESCENT CITY (Finance Director)*

#### **7. Amendment to City Attorney Legal Services Agreement**

- *Recommendation: Consider and approve Resolution No. 2018-38, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING AMENDING A LEGAL SERVICES AGREEMENT FOR CITY ATTORNEY SERVICES AND APPOINTING A DEPUTY CITY ATTORNEY. (City Attorney)*

#### **8. Fund Disbursement Agreement with Court-Appointed Receiver for 176 W Third Street**

- *Recommendation: Approve the fund disbursement agreement with the court-appointed receiver for 176 W Third Street (City Attorney)*

#### **9. Fund Disbursement Agreement with Court-Appointed Receiver for 340 Sixth Street**

- *Recommendation: Approve the fund disbursement agreement with the court-appointed receiver for 340 Sixth Street. (City Attorney)*

*On a motion by Council Member Short, seconded by Mayor Pro Tem Kime, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 3-9 as presented.*

#### **PUBLIC HEARINGS**

**NOTE:** If you challenge the decision of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing. (Gov't Code § 65009)

#### **10. Delinquent Sewer Charges**

- *Recommendation: Open public hearing*
- *Receive staff report*
- *Receive public comments*
- *Close public hearing*
- *City Council may revise, change, reduce, or modify any change, or may overrule any or all objections*
- *Adopt Resolution No. 2018-39, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF (Finance Director)*

Finance Director Leaver explained the charges for sewer accounts and the process for delinquency. The only recourse for these accounts to be paid, since you cannot shut off sewer lines, is to place the amounts on the property owner's tax roll. Initially there were 40 accounts on the list, however to date 14 have brought their accounts up to date. As of today, now at 26 delinquent accounts. Any property owners can protest the charge at this public hearing; the City Council has the authority to remove any of these on the list. The public hearing was opened by Mayor Inscore at 6:49 p.m.

*There were no comments from the public.*

*On a motion by Council Member Short, seconded by Council Member Greenough, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2018-39, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF.*

Mayor Inscore adjourned the City Council meeting at 6:50 pm to convene as the Housing Authority Board of Directors.

#### **11. ADJOURN TO THE HOUSING AUTHORITY**

*(See minutes in the next Housing Authority agenda)*

#### **RECONVENE AS THE CITY COUNCIL OF THE CITY OF CRESCENT CITY**

Mayor Inscore reconvened the City Council meeting at 7:02 p.m.

#### **CONTINUING BUSINESS - None**

#### **NEW BUSINESS**

#### **12. US Embassy Tokyo PAS Grant application**

- *Recommendation: Authorize City Manager to submit application for U.S. Embassy Tokyo Public Affairs Section (PAS) grant.*

~~City Manager Wier stated this is another opportunity that has come before the City for funding. Finance Director Leaver, City Manager Wier, Council Member Short, and Mayor Inscore have been in discussions regarding this particular funding. The City can apply up to \$100k. This grant funding can help build the Sister City relationship in addition to what has already been committed by the City. There is \$200k available nationwide, and the City will be requesting \$40k. Mayor Inscore reported on Mayor Toba's vision for the rebuilding of Rikuzentakata as being becoming ADA compliant and they are eager to learn from us on how to implement ADA considerations. Mayor Pro Tem Kime stated that 14 years ago Japan did not have elevators in their train station, so it was impossible for those wheelchair bound. This change will be a huge change for them that is very much needed. Finance Director Leaver stated there is no local match for this grant; therefore if the City is awarded, no money will need to come from the City. A rough draft will be presented to the Delegation group before the application is submitted. Council Member Short asked if this a onetime grant; City Manager Wier stated it is a revolving grant. Mayor Inscore spoke on Autism Speaks and about an artist in Rikuzentakata that has autism and who paints about the disaster and the survivors.~~

*The following citizen addressed the Council:*

Linda Sutter: stated she the biggest skeptic for the Sister City relationship, however, if grants can be obtained instead of using taxpayers money, she prefers this route.

*On a motion by Council Member Greenough, seconded by Council Member Short, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City authorized the City Manager to submit application for U.S. Embassy Tokyo Public Affairs Section (PAS) grant.*

### **13. Voting Delegate designation for the League of California Cities.**

- *Recommendation: Make a designation for the Voting Delegate for the League of California Cities upcoming Annual Conference.*

Mayor Inscore stated that the Annual Conference is Sept 12-14<sup>th</sup> in Long Beach and if any Council Members intending on going. Council Members Fallman and Greenough are willing to be alternates and Mayor Inscore stated he is willing to go.

*On a motion by Council Member Greenough, seconded by Council Member Short, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City designated Mayor Inscore as the Voting Delegate and Council Members Greenough and Fallman as alternates for the League of California Cities upcoming Annual Conference.*

*The following citizens addressed the Council:*

Eileen Cooper: hopes the Mayor will share the agenda with the public before he goes.

Linda Sutter: asked if the matter of off-shore drilling at the conference; Mayor Inscore said no. Linda spoke in opposition to off-shore drilling.

Chris Hughey: said the Council is doing a great job and the City obtaining grant funding is incredible and is pleased with seeing the change.

### **CITY COUNCIL ITEMS**

➤ **Legislative Matters** – Mayor Inscore reported to the Council that the Tax Fairness and Transparency Act was dropped from the November ballot.

➤ **City Manager Report and City Council Directives** –

City Manager Wier thanked City staff for their hard work during the 4<sup>th</sup> of July festivities; thanks to the fire department and police department; reported on the storm drain failure at Cooper Ave was different from the one from 2 years ago. The City partnered with the County crews on Monday and it was complete by Wednesday – the bedding was woodchips, therefore aided in the failure; announced that the Public Works Office Technician interviews will occur tomorrow; also reported that the Public Works Director position closes at the end of this week; there have been requests for proposals for the Fire Hall Financial Plan; Water System SCADA job walk this Thursday; and that there are grant applications presented tonight to work on.

➤ **Reports, Concerns, Referrals, Council travel and training reports** –

Council Member Fallman: invited the community to the open house at the Fairgrounds Thursday to hear reports on Last Chance Grade.

Council Member Greenough: thanked City crews that worked on the 4<sup>th</sup> for a great event; attended the Cultural Center ad hoc meeting, and met with Sydney Lewis, a representative from Senator Kamala Harris' office.

Council Member Short: attended the following meetings: Del Norte Solid Waste Management Authority (DNSWMA) and with Sydney Lewis.

**Mayor Pro Tem Kime:** attended the following: Cultural Center ad hoc meeting, TUPP 2<sup>nd</sup> hand smoke informational meeting, and reported she was invited to be on the FEMA emergency food program.

**Mayor Inscore:** attended the following meetings: TUPP, Sydney Lewis, CalLAFCO, Visitors Bureau meeting; and announced his intent to run for reelection.

City Manager Wier stated that TUPP had provided the clapboards for the 4<sup>th</sup> of July which stated it was a non-smoking event.

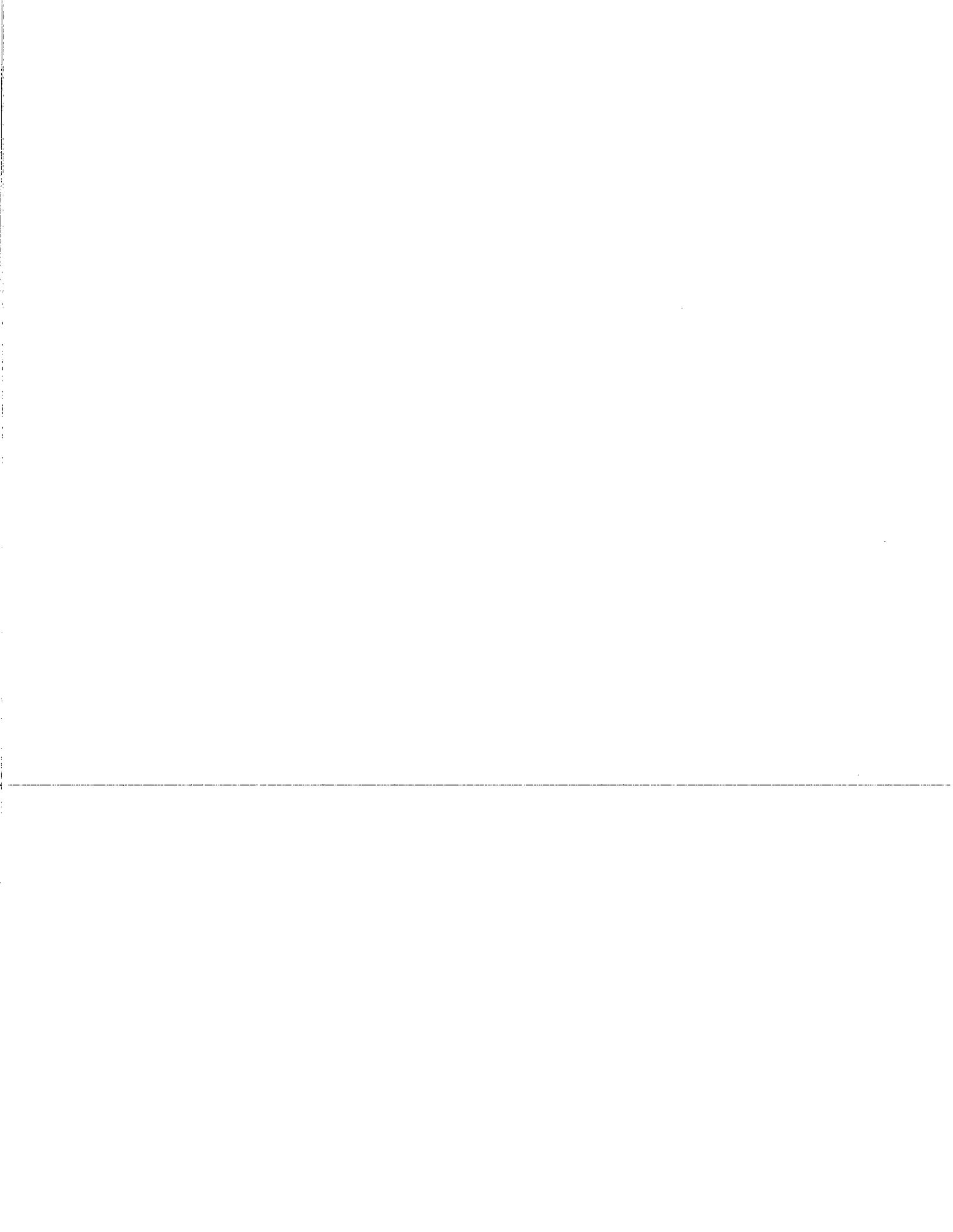
### **ADJOURNMENT**

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 7:34 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, August 6, 2018 at 5:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

### **ATTEST:**

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Robin Patch  
City Clerk/Administrative Analyst

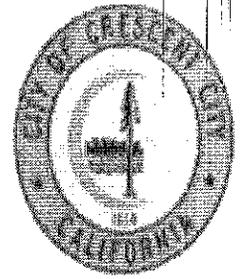


# Accounts Payable

## Checks by Date - Summary by Check Number

User: crawlings  
 Printed: 7/30/2018 2:48 PM

*CR*



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	07/16/2018	0.00	4,407.53
ACH	FITTAX	FIT Payroll Taxes Auto Pay	07/16/2018	0.00	19,877.03
ACH	PERS2	Public Emp Retirement Sys	07/16/2018	0.00	24,405.37
431724	CASTATE	CA State Disbursement Unit	07/16/2018	0.00	18.50
431725	WAMUTU	Crescent City Employees Association	07/16/2018	0.00	95.00
431726	CCPOLI	Crescent City Police Officer's Association	07/16/2018	0.00	350.00
431727	ICMARE	Ioma Retirement Trust-457	07/16/2018	0.00	6,433.95
431728	ZCAJUSTA	ST CA Dept Of Justice	07/16/2018	0.00	32.00
431729	ATTClts	A T & T	07/13/2018	0.00	99.89
431730	BBEST&KR	Best Best & Krieger, Attorneys	07/13/2018	0.00	145.60
431731	BLUEST	Blue Star Gas	07/13/2018	0.00	5,962.54
431732	BORGES2	Borges & Mahoney, Inc.	07/13/2018	0.00	805.02
431733	CRENNE	C Renner Petroleum Inc	07/13/2018	0.00	5,396.62
431734	CAMPTO	Campton Electric Inc	07/13/2018	0.00	286.66
431735	CURRYE	Curry Equipment	07/13/2018	0.00	442.34
431736	CUSTDES	Custom Dezign Graphics	07/13/2018	0.00	863.01
431737	DNCO	Del Norte County	07/13/2018	0.00	997.88
431738	DNOFFI	Del Norte Office Supply	07/13/2018	0.00	154.79
431739	ENGLUN	Englund Marine Supply Co.	07/13/2018	0.00	22.28
431740	FERGUS	Ferguson Enterprises, Inc #3011	07/13/2018	0.00	327.61
431741	FREBMMRK	Freeman Rock, Inc.	07/13/2018	0.00	704.19
431742	GALLS	Galls Inc	07/13/2018	0.00	148.34
431743	HEMMIN	Hemmingsen Const Inc	07/13/2018	0.00	3,916.50
431744	HOPKINST	Hopkins Technical Products, Inc.	07/13/2018	0.00	717.29
431745	INDUSTE	Industrial Electric Arcata Inc	07/13/2018	0.00	141.27
431746	LIBERTY	Liberty Process Equipment, Inc.	07/13/2018	0.00	7,075.13
431747	LINCOL	Lincoln Equipment Inc	07/13/2018	0.00	97.14
431748	MEYERSPO	Bradley Meyers	07/13/2018	0.00	600.00
431749	NCCENT	North Central Laboratories	07/13/2018	0.00	1,327.60
431750	NCLAB	North Coast Laboratories	07/13/2018	0.00	339.00
431751	PARKWA	Parkway Feed	07/13/2018	0.00	171.78
431752	PLATTPAC	Platt Pacific Company	07/13/2018	0.00	170.05
431753	THRIFT	Thrifty Supply	07/13/2018	0.00	370.05
431754	TIDEWA	Tidewater Contractors Inc	07/13/2018	0.00	3,490.42
431755	CALCARDS	US Bank Corporate Pmt Systems	07/13/2018	0.00	15,149.99
431756	DAILYT	Western Communications, Inc.	07/13/2018	0.00	835.00
431757	CHARTEC	Charter Communication Inc	07/13/2018	0.00	400.45
431758	DNOFFI	Del Norte Office Supply	07/13/2018	0.00	189.57
431759	ENGLUN	Englund Marine Supply Co.	07/13/2018	0.00	41.58
431760	ENOSFRAN	Francis Enos	07/13/2018	0.00	2,597.50
431761	VERIZO2	Frontier	07/13/2018	0.00	2,890.84
431762	SCLN	12-54 Industries LLC	07/20/2018	0.00	3,132.13
431763	SPRING	Accela, Inc.	07/20/2018	0.00	1,547.80
431764	ADAMSASE	Adams Ashby Group	07/20/2018	0.00	3,680.00
431765	AUTOZONE	Auto Zone	07/20/2018	0.00	13.96
431766	101	Baxter Auto Parts	07/20/2018	0.00	630.14
431767	ROBERTBL	Black & Rice, LLP	07/20/2018	0.00	6,471.50

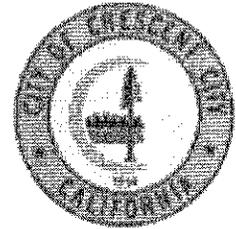
**5**

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
431768	BLUEST	Blue Star Gas	07/20/2018	0.00	123.09
431769	BRUNEL	Zindar Brunelle	07/20/2018	0.00	3,550.00
431770	CRENNE	C Renner Petroleum Inc	07/20/2018	0.00	1,560.23
431771	CALAUT	California Auto Image	07/20/2018	0.00	994.95
431772	ZCABUILD	California Building Standards Commission	07/20/2018	0.00	72.90
431773	CURRYE	Curry Equipment	07/20/2018	0.00	916.93
431774	DNCORO	D N Co Road Dept	07/20/2018	0.00	1,180.00
431775	DELLMA	Dell Marketing L P	07/20/2018	0.00	1,271.94
431776	ZCACONS	Dept Of Conservation	07/20/2018	0.00	192.73
431777	FASTENAL	Fastenal Company	07/20/2018	0.00	380.52
431778	FARM	Fernbridge Tractor & Equi	07/20/2018	0.00	623.37
431779	FREEMMRK	Freeman Rock, Inc.	07/20/2018	0.00	1,051.10
431780	FRESWATE	Freshwater Environmental Services	07/20/2018	0.00	2,160.00
431781	GCBAUTO	GCB Automation and Marine	07/20/2018	0.00	360.00
431782	GEORGE	George's Auto & Diesel	07/20/2018	0.00	282.33
431783	GRAPHIC	Graphic Solutions, Ltd.	07/20/2018	0.00	562.50
431784	EFFDEL	Ernie & Cheri Hardaway	07/20/2018	0.00	30.00
431785	HARPER	Harper Motors	07/20/2018	0.00	44,432.05
431786	HEMMIN	Hemmingsen Const/Inc	07/20/2018	0.00	1,414.00
431787	INDUSTST	Industrial Steel & Supply	07/20/2018	0.00	179.74
431788	INFOSEND	Infosend, Inc.	07/20/2018	0.00	1,953.00
431789	RECALL	Iron Mountain	07/20/2018	0.00	66.06
431790	LESSCH	Les Schwab Tire Co	07/20/2018	0.00	2,400.13
431791	MISSIO	Mission Uniform & Linen	07/20/2018	0.00	9.25
431792	MITYLI	Mity-Lite Inc	07/20/2018	0.00	1,978.27
431793	MORJON	Mor-Jon Inc	07/20/2018	0.00	548.63
431794	NCAGLOV	Northern Calif Gloves	07/20/2018	0.00	390.82
431795	OTIS E	Otis Elevator Company Inc	07/20/2018	0.00	1,482.00
431796	OREILLY	Ozark Automotive Dis. Inc.	07/20/2018	0.00	224.37
431797	PACPOW	Pacific Power	07/20/2018	0.00	59,039.84
431798	ZCAEQUA1	State Board Of Equalizatn	07/20/2018	0.00	1,134.00
431799	STOVER	Stover Engineering	07/20/2018	0.00	411.75
431800	PONTON	Tom Ponton Industries, Inc.	07/20/2018	0.00	332.27
431801	UNITEDRO	United Rotary Brush Corp	07/20/2018	0.00	422.51
431802	CALCARDS	US Bank Corporate Pmt Systems	07/20/2018	0.00	453.70
431803	AUTOZONE	Auto Zone	07/20/2018	0.00	39.10
431804	UB*04582	KATELYN BONITI	07/20/2018	0.00	147.01
431805	CURRYE	Curry Equipment	07/20/2018	0.00	164.47
431806	DNCO455K	Del Norte County	07/20/2018	0.00	75.00
431807	DNOFFI	Del Norte Office Supply	07/20/2018	0.00	183.77
431808	DELATORV	Virginia Delatorre	07/20/2018	0.00	575.00
431809	UB*04586	DONNA DEWOLF	07/20/2018	0.00	153.44
431810	DN COM	Dn Community Health Cntr	07/20/2018	0.00	75.50
431811	ENGLUN	Englund Marine Supply Co.	07/20/2018	0.00	106.70
431812	FASTENAL	Fastenal Company	07/20/2018	0.00	295.98
431813	VERIZO2	Frontier	07/20/2018	0.00	29.58
431814	GRAING	Grainger	07/20/2018	0.00	146.84
431815	MCCAFF	Trevor McCaffrey	07/20/2018	0.00	121.55
431816	MENDES	Mendes Supply Company	07/20/2018	0.00	426.56
431817	UB*04583	NYSSA MILLER	07/20/2018	0.00	149.24
431818	UB*04584	TRAVIS MILLS	07/20/2018	0.00	50.37
431819	MISSIO	Mission Uniform & Linen	07/20/2018	0.00	18.50
431820	OREILLY	Ozark Automotive Dis. Inc.	07/20/2018	0.00	441.41
431821	UB*04585	RESCUE HOUSE BUYERS LLC	07/20/2018	0.00	155.30
431822	ZSWRCSRF	SRF Accounting Office	07/20/2018	0.00	1,400,000.00
431823	SUNSETHI	Sunset High School	07/20/2018	0.00	75.00
431824	TRANLOAN	Lo An K. Tran	07/20/2018	0.00	160.00



Accounts Payable  
7-7-18 to 7-27-18 Council

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User: crawlings

Printed: 07/30/2018 - 2:44 PM

Check Num	Check D	Account	Description	Amount	Selected for Vo
0	07/16/2018	001-313-4121-0000	FY 19 ER Rate Adj	0.49	no
0	07/16/2018	001-350-4121-0000	FY 19 ER Rate Adj	0.49	no
0	07/16/2018	413-352-4121-0000	FY 19 ER Rate Adj	0.49	no
0	07/16/2018	419-371-4121-0000	FY 19 ER Rate Adj	0.49	no
0	07/16/2018	610-000-2187-0000	PR Batch 00333.06.2018 EE Contribution	39.65	no
0	07/16/2018	610-000-2187-0000	PR Batch 00333.06.2018 ER Contribution	41.45	no
0	07/16/2018	610-000-2187-0000	PR Batch 00333.06.2018 Survivor Benefit	0.93	no
0	07/16/2018	610-000-2185-0000	PR Batch 00001.07.2018 State Income Tax	2,123.82	no
0	07/16/2018	610-000-2185-0000	PR Batch 00001.07.2018 State Income Tax	2,250.15	no
0	07/16/2018	610-000-2189-0000	PR Batch 00001.07.2018 Federal Income Tax	7,088.15	no
0	07/16/2018	610-000-2189-0000	PR Batch 00001.07.2018 Federal Income Tax	7,510.20	no
0	07/16/2018	610-000-2188-0000	PR Batch 00001.07.2018 Medicare Employee Portion	1,116.94	no
0	07/16/2018	610-000-2188-0000	PR Batch 00001.07.2018 Medicare Employee Portion	1,181.22	no
0	07/16/2018	610-000-2188-0000	PR Batch 00001.07.2018 Medicare Employer Portion	1,116.94	no
0	07/16/2018	610-000-2188-0000	PR Batch 00001.07.2018 Medicare Employer Portion	1,181.22	no
0	07/16/2018	610-000-2187-0000	PR Batch 00001.07.2018 EE Contribution	5,343.94	no
0	07/16/2018	610-000-2187-0000	PR Batch 00001.07.2018 EE Contribution	5,129.81	no
0	07/16/2018	610-000-2187-0000	PR Batch 00001.07.2018 ER Contribution	6,848.94	no
0	07/16/2018	610-000-2187-0000	PR Batch 00001.07.2018 ER Contribution	6,528.63	no
0	07/16/2018	610-000-2187-0000	PR Batch 00001.07.2018 Service Credit Purchase	196.72	no
0	07/16/2018	610-000-2187-0000	PR Batch 00001.07.2018 Service Credit Purchase	217.46	no
0	07/16/2018	610-000-2187-0000	PR Batch 00001.07.2018 Survivor Benefit	26.76	no
0	07/16/2018	610-000-2187-0000	PR Batch 00001.07.2018 Survivor Benefit	29.12	no
0	07/16/2018	610-000-2185-0000	PR Batch 00911.07.2018 State Income Tax	33.56	no
0	07/16/2018	610-000-2189-0000	PR Batch 00911.07.2018 Federal Income Tax	382.86	no
0	07/16/2018	610-000-2188-0000	PR Batch 00911.07.2018 Medicare Employee Portion	149.75	no
0	07/16/2018	610-000-2188-0000	PR Batch 00911.07.2018 Medicare Employer Portion	149.75	no
431724	07/16/2018	610-000-2170-0000	PR Batch 00911.07.2018 Child Support-CA %	18.50	no
431725	07/16/2018	610-000-2184-0000	PR Batch 00001.07.2018 Misc EE Association Fund	44.95	no
431725	07/16/2018	610-000-2184-0000	PR Batch 00001.07.2018 Misc EE Association Fund	50.05	no
431726	07/16/2018	610-000-2181-0000	PR Batch 00001.07.2018 CCPOA Dues	169.16	no
431726	07/16/2018	610-000-2181-0000	PR Batch 00001.07.2018 CCPOA Dues	180.84	no
431727	07/16/2018	610-000-2178-0000	Plan #300878	902.54	no
431727	07/16/2018	610-000-2178-0000	Plan #300878	2,052.03	no
431727	07/16/2018	610-000-2178-0000	Plan #300878	164.88	no
431727	07/16/2018	610-000-2178-0000	Plan #300878	164.88	no
431727	07/16/2018	610-000-2186-0000	Plan #306752	128.46	no
431727	07/16/2018	610-000-2186-0000	Plan #306752	86.71	no
431727	07/16/2018	610-000-2186-0000	Plan #306752	612.62	no
431727	07/16/2018	610-000-2186-0000	Plan #306752	413.55	no
431727	07/16/2018	610-000-2178-0000	Plan #300878	1,163.61	no
431727	07/16/2018	610-000-2186-0000	Plan #306752	129.08	no
431727	07/16/2018	610-000-2186-0000	Plan #306752	615.59	no
431728	07/16/2018	001-240-4411-0000	Fingerprints-Coastal Cab	32.00	no
431729	07/13/2018	001-240-4230-0000	DOJ/CLETS line: JUNE 2018	99.89	no

Check Num	Check D	Account	Description	Amount	Selected for Vo
431730	07/13/2018	419-130-4410-0000	Legal Services- Tolowa Dee-Ni Nation: MAY 2018	145.60	no
431731	07/13/2018	001-471-4220-0000	Propane 05/14/18-06/14/18	13.27	no
431731	07/13/2018	001-480-4220-0000	Propane 04/13/18-05/14/18	5,949.27	no
431732	07/13/2018	413-352-4340-0000	cases buffer solution/ potassium iodide	805.02	no
431733	07/13/2018	001-240-4330-0000	fuel for patrol cars	338.35	no
431733	07/13/2018	001-240-4330-0000	fuel for patrol cars	2,012.73	no
431733	07/13/2018	001-240-4330-0000	fuel for patrol cars	1,773.10	no
431733	07/13/2018	001-240-4330-0000	fuel for patrol cars	1,272.44	no
431734	07/13/2018	001-364-4350-1002	connection block	140.03	no
431734	07/13/2018	419-371-4390-0000	1-5/8 channel	146.63	no
431735	07/13/2018	001-470-4390-0000	weed eater parts	101.39	no
431735	07/13/2018	001-470-4390-0000	chainsaw maint/parts	51.15	no
431735	07/13/2018	001-470-4390-0000	back pack blower	240.80	no
431735	07/13/2018	001-470-4390-0000	weed eater maint/parts	49.00	no
431736	07/13/2018	001-240-4320-0000	Polos, shirts/jacket, embroidery	863.01	no
431737	07/13/2018	117-364-4789-0000	FY18 gas tax revenue sharing- RMRA APRIL 2018	997.88	no
431738	07/13/2018	001-350-4310-0000	Printer Cartridge for PW printer- Magenta	51.59	no
431738	07/13/2018	413-353-4390-0000	Printer Cartridge for PW printer- Magenta	51.60	no
431738	07/13/2018	419-371-4310-0000	Printer Cartridge for PW printer- Magenta	51.60	no
431739	07/13/2018	902-470-4799-bfp00	flat washer/nut	30.21	no
431739	07/13/2018	506-506-4390-0000	RETURN: screw cap	-7.93	no
431740	07/13/2018	419-371-4390-0000	2 water meter box lids, 2 couplings	259.66	no
431740	07/13/2018	419-371-4390-0000	gaskets/connectors	67.95	no
431741	07/13/2018	902-470-4799-bfp00	concrete w/fiber added	269.02	no
431741	07/13/2018	901-470-4799-4700	3 yds fiber - bank stabilization	435.17	no
431742	07/13/2018	001-240-4390-0000	Streamlight TLR 1 HL tactical gun mount	148.34	no
431743	07/13/2018	001-364-4390-1002	asphalt grindings, rock	580.50	no
431743	07/13/2018	413-351-4390-0000	10 yds of bark for lab exterior	430.00	no
431743	07/13/2018	001-364-4390-1002	asphalt grindings, rock	2,666.00	no
431743	07/13/2018	413-357-4390-0000	2 hrs loader (operated)	240.00	no
431744	07/13/2018	419-371-4390-0000	Quill for chlorine injection at the chlorination building	717.29	no
431745	07/13/2018	001-364-4350-1002	breaker	141.27	no
431746	07/13/2018	413-357-4390-0000	Sludge transfer pump parts	7,075.13	no
431747	07/13/2018	001-480-4390-0000	pump tube, valve, nut, tubing	97.14	no
431748	07/13/2018	001-240-4380-0000	Monthly maintenance training: JUNE 2018	600.00	no
431749	07/13/2018	413-351-4390-0000	ACS chemicals, reagents, equipment, and misc supplies	1,327.60	no
431750	07/13/2018	419-371-4470-0000	External lab tests	225.00	no
431750	07/13/2018	419-371-4470-0000	External lab tests	114.00	no
431751	07/13/2018	001-240-4380-0000	dog food for K9s	85.89	no
431751	07/13/2018	001-240-4380-0000	dog food for K9s	85.89	no
431752	07/13/2018	001-364-4350-1002	panel, pipe, wire	170.05	no
431753	07/13/2018	001-364-4390-1002	PVC Parts	173.71	no
431753	07/13/2018	413-357-4390-0000	ball valve/hose bib	25.75	no
431753	07/13/2018	413-357-4390-0000	Galv parts	142.19	no
431753	07/13/2018	413-357-4390-0000	PVC Ball valve	28.40	no
431754	07/13/2018	001-364-4390-1002	Slurry and rock for storm drain damage	3,490.42	no
431755	07/13/2018	001-240-4530-0000	HOMWOOD: Firearms Instructor Course: Hotel A.Pearson, 6/3-9/18	1,038.00	no
431755	07/13/2018	420-115-4390-0000	TEQUIPMENT: Greenlee Butt set	220.82	no
431755	07/13/2018	420-115-4450-0000	RELIANT: Server warranty extensions - VM hosts/backup DC	1,620.00	no
431755	07/13/2018	001-240-4390-0000	APPLE: app for health and safety vehicle code	239.76	no
431755	07/13/2018	001-350-4407-0000	Capital Live Scan: Workforce Center Fingerprinting	66.00	no
431755	07/13/2018	420-115-4450-0000	AVENTIS: server warranty extension	600.00	no
431755	07/13/2018	001-000-1510-0000	IIMC: annual dues FY19	160.00	no
431755	07/13/2018	901-470-4799-4700	OAKHARBOR: shipping for stainless steel tubing	703.01	no
431755	07/13/2018	001-480-4530-0000	STARFISHAQUATICS: lifeguard training manuals	308.18	no

Check Num	Check D	Account	Description	Amount	Selected for Vo
431755	07/13/2018	420-115-4390-0000	AMAZON: microphones and stand for CC	180.60	no
431755	07/13/2018	001-240-4320-0000	ARMOREDREPUBLIC: AR500 armor tactical epic x 10	981.37	no
431755	07/13/2018	001-240-4320-0000	BLAUER: b.dry adjustable cap x 12 in black	244.97	no
431755	07/13/2018	901-470-4799-4700	TUBESERVICE: stainless steel tubing	1,624.88	no
431755	07/13/2018	001-240-4390-0000	EVIDENT: evidence bags, syringe tubes	590.50	no
431755	07/13/2018	001-240-4530-0000	CITY OF SP: Firearms Instructor Course: reg. A.Pearson, 6/3-9/18	627.00	no
431755	07/13/2018	001-240-4530-0000	CHEVRON ETC: Firearms Instructor Course: gas A.Pearson, 6/3-9/18	207.75	no
431755	07/13/2018	001-110-4312-0000	AMAZON/NEWEGG: Surface Pro Book/Cases for City Council	4,993.77	no
431755	07/13/2018	001-000-2122-0000	(TAX) BLAUER: b.dry adjustable cap x 12 in black	-17.09	no
431755	07/13/2018	901-470-4799-4700	SHARP PRODUCTS: pipe (freight only)	18.15	no
431755	07/13/2018	420-115-4450-0000	SPAMHERO: monthly service	10.00	no
431755	07/13/2018	001-350-4407-0000	Capital Live Scan: Workforce Center Fingerprinting	22.00	no
431755	07/13/2018	001-480-4530-0000	RED CROSS: training	57.00	no
431755	07/13/2018	419-371-4390-0000	PROPUMP CONTROLS: limit switch	73.65	no
431755	07/13/2018	420-000-2122-0000	(TAX) TEQUIPMENT: Greenlee Butt set	-14.66	no
431755	07/13/2018	001-480-4377-0000	WALMART: taxable nonfood resale items	11.78	no
431755	07/13/2018	001-000-2122-0000	(TAX) ARMOREDREPUBLIC: AR500 armor tactical epic x 10	-68.47	no
431755	07/13/2018	001-350-4407-0000	CAPITAL LIVE SCAN: new hire fingerprinting	22.00	no
431755	07/13/2018	001-480-4370-0000	WALMART: baking soda	4.48	no
431755	07/13/2018	001-240-4320-0000	N AMERICAN RESCUE: Case G7 Cat Rigid	83.83	no
431755	07/13/2018	001-111-4310-0000	STICKER MULE: circle sticker	155.20	no
431755	07/13/2018	419-000-2122-0000	(TAX) PROPUMP CONTROLS: limit switch	-3.27	no
431755	07/13/2018	001-000-2122-0000	(TAX) N AMERICAN RESCUE: Case G7 Cat Rigid	-5.85	no
431755	07/13/2018	001-000-2122-0000	(TAX) STICKER MULE: circle sticker	-10.20	no
431755	07/13/2018	508-508-4390-0000	MAIL ROOM: postage	39.20	no
431755	07/13/2018	001-480-4376-0000	SAFEWAY ETC: taxable food for pool store	42.90	no
431755	07/13/2018	001-000-2122-0000	(TAX) AMAZON: Cases for City Council	-5.62	no
431755	07/13/2018	001-480-4377-0000	GROCERY OUTLET: taxable non food items	0.15	no
431755	07/13/2018	001-000-2122-0000	(TAX) EVIDENT: evidence bags, syringe tubes	-37.18	no
431755	07/13/2018	001-240-4390-0000	AMAZON: Carb for Honda	21.58	no
431755	07/13/2018	001-480-4378-0000	SAFEWAY ETC: non taxable food items for pool store	243.86	no
431755	07/13/2018	420-000-2122-0000	(TAX) AMAZON: microphones and stand for CC	-12.60	no
431755	07/13/2018	001-000-2122-0000	AMAZON: Carb for Honda	-1.09	no
431755	07/13/2018	001-240-4240-0000	MAIL ROOM: postage	10.40	no
431755	07/13/2018	001-240-4390-0000	EVIDENT: tags, labels	106.15	no
431755	07/13/2018	001-480-4379-0000	SAFEWAY ETC: sales tax paid on resale items	3.23	no
431755	07/13/2018	001-000-2122-0000	(TAX) EVIDENT: tags, labels	-6.15	no
431756	07/13/2018	506-506-4407-0000	PILOT: Job- Senior Building/Parks Maint (4/21-28 ad 71180577)	27.63	no
431756	07/13/2018	001-470-4407-0000	PILOT: Job- Senior Building/Parks Maint (4/21-28 ad 71180577)	27.62	no
431756	07/13/2018	001-113-4407-0000	Job Posting: City Clerk (4/3-17 ad 71179306)	204.75	no
431756	07/13/2018	506-506-4407-0000	Job- Senior Building/Parks Maint (4/21-28 ad 71180577)	37.50	no
431756	07/13/2018	001-470-4407-0000	Job- Senior Building/Parks Maint (4/21-28 ad 71180577)	37.50	no
431757	07/13/2018	001-111-4230-0000	Internet Service - 06/27/18-07/26/18	13.73	no
431757	07/13/2018	001-113-4230-0000	Internet Service - 06/27/18-07/26/18	13.74	no
431757	07/13/2018	001-114-4230-0000	Internet Service - 06/27/18-07/26/18	13.73	no
431757	07/13/2018	001-120-4230-0000	Internet Service - 06/27/18-07/26/18	54.32	no
431757	07/13/2018	001-251-4230-0000	Internet Service - 06/27/18-07/26/18	6.77	no
431757	07/13/2018	001-313-4230-0000	Internet Service - 06/27/18-07/26/18	13.73	no
431757	07/13/2018	001-350-4230-0000	Internet Service - 06/27/18-07/26/18	47.76	no
431757	07/13/2018	413-120-4230-0000	Internet Service - 06/27/18-07/26/18	13.73	no
431757	07/13/2018	419-120-4230-0000	Internet Service - 06/27/18-07/26/18	13.74	no
431757	07/13/2018	420-115-4230-0000	Internet Service - 06/27/18-07/26/18	13.73	no
431757	07/13/2018	413-352-4230-0000	broadband for security 07/08/18-08/07/18	89.98	no
431757	07/13/2018	001-230-4230-0000	Cable & Internet Service- 06/20/18-07/19/18	105.49	no
431758	07/13/2018	001-230-4310-0000	file folder	3.23	no

Check Num	Check D	Account	Description	Amount	Selected for Vo
431758	07/13/2018	001-350-4310-0000	Toner Cartridge for PW printer- Cyan	51.59	no
431758	07/13/2018	001-480-4310-0000	colored paper	31.55	no
431758	07/13/2018	413-353-4390-0000	Toner Cartridge for PW printer- Cyan	51.60	no
431758	07/13/2018	419-371-4310-0000	Toner Cartridge for PW printer- Cyan	51.60	no
431759	07/13/2018	001-470-4390-0000	twine- 5 lb spool	41.58	no
431760	07/13/2018	001-230-4450-0000	Annual pump testing	2,597.50	no
431761	07/13/2018	001-480-4230-0000	Pool Phone 465-5761 -06/30/18-07/29/18	164.66	no
431761	07/13/2018	412-100-4230-0000	Monthly Phone Bill-06/30/18-07/29/18	115.37	no
431761	07/13/2018	413-352-4230-0000	WWTP phone-06/30/18-07/29/18	258.47	no
431761	07/13/2018	413-351-4230-0000	Lab phone 464-5416-06/30/18-07/29/18	107.91	no
431761	07/13/2018	001-111-4230-0000	City Hall Shared Phone --06/30/18-07/29/18	43.46	no
431761	07/13/2018	001-113-4230-0000	City Hall Shared Phone --06/30/18-07/29/18	43.47	no
431761	07/13/2018	001-120-4230-0000	City Hall Shared Phone --06/30/18-07/29/18	171.91	no
431761	07/13/2018	413-120-4230-0000	City Hall Shared Phone--06/30/18-07/29/18	43.46	no
431761	07/13/2018	001-114-4230-0000	City Hall Shared Phone --06/30/18-07/29/18	43.47	no
431761	07/13/2018	001-313-4230-0000	City Hall Shared Phone--06/30/18-07/29/18	43.46	no
431761	07/13/2018	419-120-4230-0000	City Hall Shared Phone--06/30/18-07/29/18	43.47	no
431761	07/13/2018	420-115-4230-0000	City Hall Shared Phone--06/30/18-07/29/18	43.46	no
431761	07/13/2018	001-251-4230-0000	City Hall Shared Phone--06/30/18-07/29/18	21.41	no
431761	07/13/2018	001-350-4230-0000	City Hall Shared Phone--06/30/18-07/29/18	151.15	no
431761	07/13/2018	413-352-4230-0000	Trt Plt phone line-06/30/18-07/29/18	173.02	no
431761	07/13/2018	001-471-4230-0000	Cult Cntr Elev Alrm 707-464-4582 -06/30/18-07/29/18	58.85	no
431761	07/13/2018	413-352-4230-0000	Treatment Plant Phone: 465-3054 -06/30/18-07/29/18	418.25	no
431761	07/13/2018	001-230-4230-0000	707-464-9113 monthly phone -06/30/18-07/29/18	30.41	no
431761	07/13/2018	413-353-4230-0000	707-465-4191Lift Station Phone- 07/01/18-07/31/18	36.32	no
431761	07/13/2018	001-350-4230-0000	707-464-9506 monthly phone-06/30/18-07/29/18	131.78	no
431761	07/13/2018	413-120-4230-0000	707-465-6208 monthly phone-06/30/18-07/29/18	31.22	no
431761	07/13/2018	419-120-4230-0000	707-465-6208 monthly phone-06/30/18-07/29/18	31.21	no
431761	07/13/2018	508-508-4230-0000	707-464-9565 monthly phone-06/30/18-07/29/18	106.65	no
431761	07/13/2018	413-352-4230-0000	707-464-7023 monthly phone-06/30/18-07/29/18	62.43	no
431761	07/13/2018	001-471-4230-0000	707-465-3914 monthly phone-06/30/18-07/29/18	67.60	no
431761	07/13/2018	001-480-4230-0000	707-464-6940 monthly phone-06/30/18-07/29/18	65.08	no
431761	07/13/2018	413-120-4230-0000	707-464-6517 monthly phone-06/30/18-07/29/18	15.63	no
431761	07/13/2018	419-120-4230-0000	707-464-6517 monthly phone-06/30/18-07/29/18	15.63	no
431761	07/13/2018	001-240-4230-0000	707-464-2133 monthly phone-06/30/18-07/29/18-06/30/18-07/29/18	156.91	no
431761	07/13/2018	001-350-4230-0000	707 465-4405 downstairs fax-06/30/18-07/29/18	7.38	no
431761	07/13/2018	001-251-4230-0000	707 465-4405 downstairs fax-06/30/18-07/29/18	1.05	no
431761	07/13/2018	420-115-4230-0000	707 465-4405 downstairs fax-06/30/18-07/29/18	2.12	no
431761	07/13/2018	413-120-4230-0000	707 465-4405 downstairs fax-06/30/18-07/29/18	2.12	no
431761	07/13/2018	419-120-4230-0000	707 465-4405 downstairs fax-06/30/18-07/29/18	2.12	no
431761	07/13/2018	001-111-4230-0000	707 465-4405 downstairs fax-06/30/18-07/29/18	2.13	no
431761	07/13/2018	001-113-4230-0000	707 465-4405 downstairs fax-06/30/18-07/29/18	2.12	no
431761	07/13/2018	001-114-4230-0000	707 465-4405 downstairs fax-06/30/18-07/29/18	2.12	no
431761	07/13/2018	001-120-4230-0000	707 465-4405 downstairs fax-06/30/18-07/29/18	8.40	no
431761	07/13/2018	001-313-4230-0000	707 465-4405 downstairs fax-06/30/18-07/29/18	2.12	no
431761	07/13/2018	001-120-4230-0000	707 465-1719 upstairs fax-06/30/18-07/29/18	8.28	no
431761	07/13/2018	001-111-4230-0000	707 465-1719 upstairs fax-06/30/18-07/29/18	2.10	no
431761	07/13/2018	001-313-4230-0000	707 465-1719 upstairs fax-06/30/18-07/29/18	2.09	no
431761	07/13/2018	001-113-4230-0000	707 465-1719 upstairs fax-06/30/18-07/29/18	2.10	no
431761	07/13/2018	001-114-4230-0000	707 465-1719 upstairs fax-06/30/18-07/29/18	2.09	no
431761	07/13/2018	001-251-4230-0000	707 465-1719 upstairs fax-06/30/18-07/29/18	1.03	no
431761	07/13/2018	001-350-4230-0000	707 465-1719 upstairs fax-06/30/18-07/29/18	7.29	no
431761	07/13/2018	413-120-4230-0000	707 465-1719 upstairs fax-06/30/18-07/29/18	2.09	no
431761	07/13/2018	419-120-4230-0000	707 465-1719 upstairs fax-06/30/18-07/29/18	2.10	no
431761	07/13/2018	420-115-4230-0000	707 465-1719 upstairs fax-06/30/18-07/29/18	2.09	no

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431762	07/20/2018	506-506-4390-0000	Housing Auth Sign w/hardware to mount	3,132.13	no
431763	07/20/2018	413-120-4415-0000	web payment fees: JUNE 2018	773.90	no
431763	07/20/2018	419-120-4415-0000	web payment fees: JUNE 2018	773.90	no
431764	07/20/2018	151-485-4409-1621	CDBG General Admin services for 16 CDBG: JUNE 2018	3,680.00	no
431765	07/20/2018	508-508-4390-0000	spark plug chaser #15	13.96	no
431766	07/20/2018	001-240-4391-0000	Radiator for Crown Vic #66	107.54	no
431766	07/20/2018	001-240-4391-0000	Crown Vic manifold and thermostat	244.95	no
431766	07/20/2018	508-508-4390-0000	filters for #28	267.23	no
431766	07/20/2018	508-508-4390-0000	oil filter #50	10.42	no
431767	07/20/2018	001-251-4410-0017	LEGAL SERVICES: 176 W 3RD ST - JUNE 2018	39.00	no
431767	07/20/2018	001-130-4410-0000	LEGAL SERVICES: GENERAL - JUNE 2018	3,214.00	no
431767	07/20/2018	001-130-4410-0000	LEGAL SERVICES: LABOR NEGOTIATIONS- JUNE 2018	2,480.50	no
431767	07/20/2018	001-120-4409-0000	LEGAL SERVICES: SUCCESSOR AGENCY- JUNE 2018	266.50	no
431767	07/20/2018	419-130-4410-0000	LEGAL SERVICES: WATER- JUNE 2018	471.50	no
431768	07/20/2018	413-351-4220-0000	propane	123.09	no
431769	07/20/2018	506-506-4390-0000	Asbestos and lead paint survey and sampling	3,550.00	no
431770	07/20/2018	508-508-4330-0000	Gas/fuel	1,660.23	no
431771	07/20/2018	508-508-4390-0000	New windshield and rust repair	994.95	no
431772	07/20/2018	001-251-3312-0000	Admin fees collected 4-6/2018	81.00	no
431772	07/20/2018	001-251-3312-0000	Admin fees collected 4-6/2018 (retainer)	8.10	no
431773	07/20/2018	419-371-4390-0000	Battery powered chainsaw, battery pack, charger	142.98	no
431773	07/20/2018	001-470-4390-0000	trimmer adjustment	35.00	no
431773	07/20/2018	413-353-4390-0000	Battery powered chainsaw, battery pack, charger	142.97	no
431773	07/20/2018	001-470-4390-0000	hedge trimmer	188.13	no
431773	07/20/2018	001-364-4390-1002	Battery powered chainsaw, battery pack, charger	142.97	no
431773	07/20/2018	001-470-4390-0000	Battery powered chainsaw, battery pack, charger	142.97	no
431773	07/20/2018	001-470-4390-0000	gatorline; trimmer spool	121.91	no
431774	07/20/2018	001-364-4390-1002	50 street signs	1,180.00	no
431775	07/20/2018	001-120-4312-0000	Laptop for Finance Director	381.58	no
431775	07/20/2018	412-120-4312-0000	Laptop for Finance Director	63.60	no
431775	07/20/2018	413-120-4312-0000	Laptop for Finance Director	381.58	no
431775	07/20/2018	419-120-4312-0000	Laptop for Finance Director	381.58	no
431776	07/20/2018	001-000-2150-0000	Seismic Fees Collected (commercial) 4-6/2018	131.45	no
431776	07/20/2018	001-000-2140-0000	Seismic Fees Collected (residential) 4-6/2018	61.28	no
431777	07/20/2018	508-508-4390-0000	Safety supplies and operational supplies	38.05	no
431777	07/20/2018	001-470-4390-0000	Safety supplies and operational supplies	190.26	no
431777	07/20/2018	413-353-4390-0000	Safety supplies and operational supplies	57.08	no
431777	07/20/2018	419-371-4390-0000	Safety supplies and operational supplies	95.13	no
431778	07/20/2018	001-470-4390-0000	Clutch, wiring harness	623.37	no
431779	07/20/2018	902-470-4799-BFPO	concrete for Dog Park sign	1,051.10	no
431780	07/20/2018	413-352-4409-0000	Assist w/updates to Industrial User Permits, annual facility ins	2,160.00	no
431781	07/20/2018	413-357-4450-0000	SCADA and instrumentation support	360.00	no
431782	07/20/2018	001-240-4391-0000	water coupler, scanner antenna, paint, hose fittings	45.04	no
431782	07/20/2018	508-508-4390-6000	water coupler, scanner antenna, paint, hose fittings	155.20	no
431782	07/20/2018	508-508-4390-6000	water coupler, scanner antenna, paint, hose fittings	40.74	no
431782	07/20/2018	508-508-4390-0000	water coupler, scanner antenna, paint, hose fittings	41.35	no
431783	07/20/2018	001-364-4450-1002	Wayfinding planning & design: JUNE 2018	312.50	no
431783	07/20/2018	001-364-4450-1002	Wayfinding planning & design: JUNE 2018	250.00	no
431784	07/20/2018	419-371-4470-0000	Sample delivery	30.00	no
431785	07/20/2018	940-240-4930-0000	2018 ford SUV, interceptor K9 vehicle	44,432.05	no
431786	07/20/2018	506-506-4450-0000	Shoreline RV park grading	1,414.00	no
431787	07/20/2018	508-508-4390-0000	fabrication supplies	179.74	no
431788	07/20/2018	413-120-4240-0000	Mailing service: JUNE 2018	976.50	no
431788	07/20/2018	419-120-4240-0000	Mailing service: JUNE 2018	976.50	no
431789	07/20/2018	001-113-4450-0000	document destruction services: 04/25/18-05/29/18	66.06	no

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431790	07/20/2018	508-508-4390-0000	tires for backhoe #27	2,361.32	no
431790	07/20/2018	001-470-4390-0000	low profile tube	38.81	no
431791	07/20/2018	001-120-4370-0000	janitorial supplies/services	9.25	no
431792	07/20/2018	001-471-4390-0000	8 - rectangle tables for the Cultural Center	1,978.27	no
431793	07/20/2018	508-508-4390-0000	Water pump for dump truck #18 (napa)	426.97	no
431793	07/20/2018	508-508-4390-0000	Argon Nonflammable	59.05	no
431793	07/20/2018	508-508-4390-0000	hose end, fitting (napa)	11.02	no
431793	07/20/2018	001-470-4390-0000	bearing #38 (napa)	14.38	no
431793	07/20/2018	001-470-4390-0000	v belt #37 (napa)	32.21	no
431794	07/20/2018	001-470-4390-0000	safety supplies	124.84	no
431794	07/20/2018	508-508-4390-0000	safety supplies	198.41	no
431794	07/20/2018	001-364-4390-1002	safety supplies	33.79	no
431794	07/20/2018	419-371-4390-0000	safety supplies	33.78	no
431795	07/20/2018	001-471-4450-0000	Elevator repair	1,482.00	no
431796	07/20/2018	508-508-4390-0000	shift indicator	14.36	no
431796	07/20/2018	508-508-4390-0000	tranx fix/ motor trt	21.48	no
431796	07/20/2018	508-508-4390-0000	rocker cover/ wire kit	31.15	no
431796	07/20/2018	508-508-4390-0000	gasket, sprk plugs, wire, coil #15	157.38	no
431797	07/20/2018	001-111-4210-0000	FY18 electricity 05/31/18-06/29/18	79.15	no
431797	07/20/2018	001-113-4210-0000	FY18 electricity 05/31/18-06/29/18	79.15	no
431797	07/20/2018	001-114-4210-0000	FY18 electricity 05/31/18-06/29/18	79.15	no
431797	07/20/2018	001-120-4210-0000	FY18 electricity 05/31/18-06/29/18	313.04	no
431797	07/20/2018	001-240-4210-0000	FY18 electricity 05/31/18-06/29/18	600.32	no
431797	07/20/2018	001-251-4210-0000	FY18 electricity 05/31/18-06/29/18	38.98	no
431797	07/20/2018	001-313-4210-0000	FY18 electricity 05/31/18-06/29/18	79.15	no
431797	07/20/2018	001-350-4210-0000	FY18 electricity 05/31/18-06/29/18	275.22	no
431797	07/20/2018	001-364-4210-1002	FY18 electricity 05/31/18-06/29/18	6,200.05	no
431797	07/20/2018	001-470-4210-0000	FY18 electricity 05/31/18-06/29/18	888.62	no
431797	07/20/2018	001-471-4210-0000	FY18 electricity 05/31/18-06/29/18	1,634.99	no
431797	07/20/2018	001-480-4210-0000	FY18 electricity 05/31/18-06/29/18	3,238.81	no
431797	07/20/2018	413-120-4210-0000	FY18 electricity 05/31/18-06/29/18	79.15	no
431797	07/20/2018	413-351-4210-0000	FY18 electricity 05/31/18-06/29/18	1,011.67	no
431797	07/20/2018	413-352-4210-0000	FY18 electricity 05/31/18-06/29/18	20,703.00	no
431797	07/20/2018	413-353-4210-0000	FY18 electricity 05/31/18-06/29/18	13.29	no
431797	07/20/2018	413-353-4210-3501	FY18 electricity 05/31/18-06/29/18	449.32	no
431797	07/20/2018	419-120-4210-0000	FY18 electricity 05/31/18-06/29/18	79.15	no
431797	07/20/2018	419-371-4210-0000	FY18 electricity 05/31/18-06/29/18	17,585.50	no
431797	07/20/2018	420-115-4210-0000	FY18 electricity 05/31/18-06/29/18	79.15	no
431797	07/20/2018	508-508-4210-0000	FY18 electricity 05/31/18-06/29/18	960.19	no
431797	07/20/2018	001-230-4210-0000	FY18 electricity 05/31/18-06/29/18	330.22	no
431797	07/20/2018	412-100-4210-0000	FY18 electricity 05/31/18-06/29/18	3,885.88	no
431798	07/20/2018	001-000-2122-0000	PLASTICMART: stnlss steel double threaded bulkhead fitting TAX	14.77	no
431798	07/20/2018	001-000-2122-0000	TAGUDIN-ROOT SUSAN: LEADN AWARDS TAX	3.75	no
431798	07/20/2018	001-000-2122-0000	CHIEF SUPPLY: aerosol first defens spray x10, mace holder TAX	26.18	no
431798	07/20/2018	001-000-2122-0000	DOGGIE WASTE: roll bags TAX	7.50	no
431798	07/20/2018	001-000-2122-0000	AMERICAN IND DOOR: linear remote controls for PD gate x5 TAX	15.00	no
431798	07/20/2018	001-000-2122-0000	SP*TWQWAYRADIO: 3 new batteries for radios TAX	9.95	no
431798	07/20/2018	001-000-2122-0000	SIRENNET.COM: LED lighting for new fire pickup TAX	118.04	no
431798	07/20/2018	001-000-2122-0000	DEL-CUR SUPPLY: culvert TAX	59.63	no
431798	07/20/2018	001-000-2122-0000	TAGUDIN-ROOT SUSAN: Mark Werblow retirement engraving TAX	3.26	no
431798	07/20/2018	001-000-2122-0000	TAGUDIN-ROOT SUSAN: name plates- Eric Wier, Robin Patch TAX	2.25	no
431798	07/20/2018	001-000-2122-0000	BLAUER: adjustable caps (12) TAX	17.09	no
431798	07/20/2018	001-000-2122-0000	SIRENNET: light bar for new fire pickup TAX	148.20	no
431798	07/20/2018	001-000-2122-0000	RICHARD COWELL TACTICAL: armor bearing duty vest- Lopez TA	33.71	no
431798	07/20/2018	001-000-2122-0000	RICHARD COWELL TACTICAL: armor bearing duty vest- Owen TA	33.71	no

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431798	07/20/2018	413-000-2122-0000	ORR&ORR: gas spring TAX	3.87	no
431798	07/20/2018	413-000-2122-0000	SMARTSIGN: confined space/safety committee labels TAX	2.85	no
431798	07/20/2018	413-000-2122-0000	SP MAJOR SAFETY: spare handle for confined space winch TAX	16.73	no
431798	07/20/2018	413-000-2122-0000	AMAZON: duty rating labels TAX	0.68	no
431798	07/20/2018	413-000-2122-0000	TAYLOR SECURITY: ext push button lock - WWTP Admin blding TA	27.75	no
431798	07/20/2018	419-000-2122-0000	RADWELLINTL: sensor module TAX	12.68	no
431798	07/20/2018	419-000-2122-0000	EBAY: DVR replacement at chorination and Rainey TAX	10.50	no
431798	07/20/2018	419-000-2122-0000	EBAY: DVR replacement at chorination and Rainey TAX	12.07	no
431798	07/20/2018	420-000-2122-0000	B&H: NAS for hard drives TAX	41.93	no
431798	07/20/2018	420-000-2122-0000	AMAZON: hard drives TAX	73.31	no
431798	07/20/2018	506-000-2122-0000	SMARTSIGN: confined space/safety committee labels TAX	1.47	no
431798	07/20/2018	508-000-2122-0000	AMAZON: fuel cap filler neck oil tank TAX	1.62	no
431798	07/20/2018	508-000-2122-0000	AMAZON: duty rating labels TAX	0.68	no
431798	07/20/2018	508-000-2122-0000	RESPONDERPSE.COM: LED lighting for SR Fire #E98 TAX	40.13	fib
431798	07/20/2018	901-000-2122-0000	SHARPE PRODUCTIONS: 1 1/2" O.D. x .120 wall (11 gage) TAX	10.30	no
431798	07/20/2018	001-120-4400-0000	USE TAX 4-6/2018 rounding overage	0.39	no
431798	07/20/2018	001-480-2122-0000	Sales Tax FY18	370.39	no
431798	07/20/2018	001-120-4400-0000	Sales Tax FY18 rounding overage	13.61	no
431799	07/20/2018	901-364-4799-0011	Plans, specs, estimate, & right of way aquisition for Multi-Use	274.75	no
431799	07/20/2018	901-364-4799-0011	Plans, specs, estimate, & right of way aquisition for Multi-Use	137.00	no
431800	07/20/2018	413-357-4390-0000	extension cable	332.27	no
431801	07/20/2018	508-508-4390-0000	brooms for sweeper	422.51	no
431802	07/20/2018	413-357-4390-0000	PRECISION: glass tube for chlorine system	409.79	no
431802	07/20/2018	419-371-4390-0000	WALMART: water filter	21.95	no
431802	07/20/2018	413-353-4390-0000	WALMART: water filter	21.96	no
431803	07/20/2018	001-240-4391-0000	LED Dome Light #68	14.93	no
431803	07/20/2018	508-508-4390-0000	Duralast Drum kit #2	24.17	no
431804	07/20/2018	419-000-2110-0000	Refund Check	147.01	no
431805	07/20/2018	001-470-4390-0000	stihl 2.6 ultra CS 48	117.18	no
431805	07/20/2018	413-352-4390-0000	hearing protection	47.29	no
431806	07/20/2018	001-000-2230-0000	CC Deposit Refund: Event Dates 6/6-6/7/18	75.00	no
431807	07/20/2018	413-120-4310-0000	printer ribbon	5.75	fib
431807	07/20/2018	419-120-4310-0000	printer ribbon	5.75	no
431807	07/20/2018	001-480-4310-0000	receipt paper	30.57	no
431807	07/20/2018	001-120-4310-0000	storage boxes	94.94	no
431807	07/20/2018	001-480-4310-0000	RETURN: colored paper	-16.47	no
431807	07/20/2018	001-230-4310-0000	toner cartridge	45.46	no
431807	07/20/2018	001-480-4310-0000	card stock	17.77	no
431808	07/20/2018	001-000-2230-0000	CC Deposit Refund: Event Dates 6/1-6/2/18	575.00	no
431809	07/20/2018	419-000-2110-0000	Refund Check	153.44	no
431810	07/20/2018	001-480-3716-0000	REFUND: swim passes	75.50	no
431811	07/20/2018	001-230-4391-0000	Fuse Block	55.29	no
431811	07/20/2018	419-371-4390-0000	corrosion block spray	25.70	no
431811	07/20/2018	413-357-4390-0000	corrosion block spray	25.71	no
431812	07/20/2018	508-508-4390-0000	shop parts	50.46	no
431812	07/20/2018	001-470-4390-0000	PPE, gloves, duct tape, etc	81.84	no
431812	07/20/2018	419-371-4390-0000	PPE, gloves, duct tape, etc	81.84	no
431812	07/20/2018	413-353-4390-0000	PPE, gloves, duct tape, etc	81.84	no
431813	07/20/2018	419-371-4230-0000	Water System phone 707-1014 -07/10/18-08/09/18	29.58	no
431814	07/20/2018	001-480-4390-0000	jet pump motor	146.84	no
431815	07/20/2018	413-352-4550-0000	REIMB: Sac State Wastewater Class	121.55	no
431816	07/20/2018	001-470-4370-0000	Janitorial Supplies- City-Wide	56.64	no
431816	07/20/2018	001-230-4370-0000	Janitorial Supplies- City-Wide	5.03	no
431816	07/20/2018	001-240-4370-0000	Janitorial Supplies- City-Wide	5.04	no
431816	07/20/2018	001-471-4370-0000	Janitorial Supplies- City-Wide	5.03	no

Check Num	Check D	Account	Description	Amount	Selected for Vo
431816	07/20/2018	001-480-4370-0000	Janitorial Supplies- City-Wide	12.59	no
431816	07/20/2018	412-100-4370-0000	Janitorial Supplies- City-Wide	5.04	no
431816	07/20/2018	413-352-4370-0000	Janitorial Supplies- City-Wide	5.03	no
431816	07/20/2018	508-508-4370-0000	Janitorial Supplies- City-Wide	6.29	no
431816	07/20/2018	001-350-4370-0000	Janitorial Supplies- City-Wide	14.35	no
431816	07/20/2018	001-111-4370-0000	Janitorial Supplies- City-Wide	0.50	no
431816	07/20/2018	001-113-4370-0000	Janitorial Supplies- City-Wide	0.51	no
431816	07/20/2018	001-114-4370-0000	Janitorial Supplies- City-Wide	0.50	no
431816	07/20/2018	001-120-4370-0000	Janitorial Supplies- City-Wide	2.01	no
431816	07/20/2018	001-251-4370-0000	Janitorial Supplies- City-Wide	0.26	no
431816	07/20/2018	001-313-4370-0000	Janitorial Supplies- City-Wide	0.50	no
431816	07/20/2018	413-120-4370-0000	Janitorial Supplies- City-Wide	0.50	no
431816	07/20/2018	419-120-4370-0000	Janitorial Supplies- City-Wide	0.51	no
431816	07/20/2018	420-115-4370-0000	Janitorial Supplies- City-Wide	0.50	no
431816	07/20/2018	001-470-4370-0000	Janitorial Supplies- City-Wide	135.32	no
431816	07/20/2018	001-230-4370-0000	Janitorial Supplies- City-Wide	12.02	no
431816	07/20/2018	001-240-4370-0000	Janitorial Supplies- City-Wide	12.03	no
431816	07/20/2018	001-471-4370-0000	Janitorial Supplies- City-Wide	12.03	no
431816	07/20/2018	001-480-4370-0000	Janitorial Supplies- City-Wide	30.07	no
431816	07/20/2018	412-100-4370-0000	Janitorial Supplies- City-Wide	12.03	no
431816	07/20/2018	413-352-4370-0000	Janitorial Supplies- City-Wide	12.02	no
431816	07/20/2018	508-508-4370-0000	Janitorial Supplies- City-Wide	15.04	no
431816	07/20/2018	001-350-4370-0000	Janitorial Supplies- City-Wide	34.28	no
431816	07/20/2018	001-111-4370-0000	Janitorial Supplies- City-Wide	1.20	no
431816	07/20/2018	001-113-4370-0000	Janitorial Supplies- City-Wide	1.20	no
431816	07/20/2018	001-114-4370-0000	Janitorial Supplies- City-Wide	1.21	no
431816	07/20/2018	001-120-4370-0000	Janitorial Supplies- City-Wide	4.81	no
431816	07/20/2018	001-251-4370-0000	Janitorial Supplies- City-Wide	0.60	no
431816	07/20/2018	001-313-4370-0000	Janitorial Supplies- City-Wide	1.20	no
431816	07/20/2018	413-120-4370-0000	Janitorial Supplies- City-Wide	1.20	no
431816	07/20/2018	419-120-4370-0000	Janitorial Supplies- City-Wide	1.21	no
431816	07/20/2018	420-115-4370-0000	Janitorial Supplies- City-Wide	1.20	no
431817	07/20/2018	419-000-2110-0000	Refund Check	149.24	no
431818	07/20/2018	419-000-2110-0000	Refund Check	50.37	no
431819	07/20/2018	001-120-4370-0000	janitorial supplies/services	9.25	no
431819	07/20/2018	001-120-4370-0000	janitorial supplies/services	9.25	no
431820	07/20/2018	508-508-4390-0000	Brake drums/shoes #2	154.61	no
431820	07/20/2018	508-508-4390-0000	muffler, mirror, adapters, hoses	106.87	no
431820	07/20/2018	508-508-4390-0000	vapor hose #2	121.92	no
431820	07/20/2018	508-508-4390-0000	shop supplies	58.01	no
431821	07/20/2018	419-000-2110-0000	Refund Check	155.30	no
431822	07/20/2018	413-000-2735-0000	Annual Loan Payment	1,400,000.00	no
431823	07/20/2018	001-000-2230-0000	CC Deposit Refund: Event Dates 6/11-6/12/18	75.00	no
431824	07/20/2018	001-480-3716-0000	REFUND: Pool passes	160.00	no
431825	07/20/2018	419-000-2110-0000	Refund Check	155.30	no
431826	07/20/2018	419-000-2110-0000	Refund Check	17.51	no
431827	07/27/2018	001-480-4220-0000	Propane: 05/14/18-06/14/18	4,343.85	no
431828	07/27/2018	413-352-4340-0000	buffer solution	190.01	no
431829	07/27/2018	001-230-4330-0000	Fuel: JUNE 2018	2,126.80	no
431830	07/27/2018	001-470-4225-0000	refuse disposal	559.20	no
431830	07/27/2018	001-364-4225-1002	refuse disposal	7.50	no
431831	07/27/2018	506-506-4390-0000	rat trap	10.69	no
431831	07/27/2018	419-371-4390-0000	bracket	3.53	no
431831	07/27/2018	419-371-4390-0000	bottled water	2.29	no
431831	07/27/2018	413-353-4390-0000	bottled water	2.29	no

Check Num	Check D	Account	Description	Amount	Selected for Vo
431831	07/27/2018	508-508-4390-0000	vac filter, brushes	36.45	no
431831	07/27/2018	413-356-4390-3502	safety hasps, doublehinge	17.89	no
431831	07/27/2018	001-251-4450-0010	keep out/ private property sign	10.64	no
431831	07/27/2018	506-506-4390-0000	trim kit, paint	169.46	no
431831	07/27/2018	001-470-4390-0000	gloves, locks	34.14	no
431831	07/27/2018	413-357-4390-0000	superstrut- end caps	103.08	no
431831	07/27/2018	506-506-4390-0000	paint	27.66	no
431831	07/27/2018	413-352-4390-0000	batteries, simple green, light bulbs	120.64	no
431831	07/27/2018	001-470-4390-0000	2 gal gas can	16.10	no
431831	07/27/2018	001-470-4390-0000	chain for kid town swing	15.43	no
431831	07/27/2018	508-508-4390-0000	rod round alum	9.05	no
431831	07/27/2018	508-508-4390-0000	remote control	30.61	no
431831	07/27/2018	506-506-4390-0000	sawzall blades	88.10	no
431831	07/27/2018	001-470-4390-0000	timer	53.73	no
431831	07/27/2018	506-506-4390-0000	GFCI weather/tamper	64.44	no
431831	07/27/2018	001-470-4390-0000	Tbox, wall plate, strn conn	9.95	no
431831	07/27/2018	506-506-4390-0000	rubber mallet	12.56	no
431831	07/27/2018	413-353-4390-0000	adj wrench	37.49	no
431831	07/27/2018	508-508-4390-0000	mach screw, cordless ratchet	114.04	no
431831	07/27/2018	506-506-4390-0000	LED 3pk	31.67	no
431831	07/27/2018	001-470-4390-0000	sprinkler, nipple, coupling	24.25	no
431831	07/27/2018	001-470-4390-0000	timer	107.46	no
431831	07/27/2018	001-470-4390-0000	valve box, nozzle, gloves	107.84	no
431831	07/27/2018	413-357-4390-0000	wire	19.95	no
431831	07/27/2018	506-506-4390-0000	stud detector	26.84	no
431831	07/27/2018	001-364-4390-1002	bottled water	18.40	no
431831	07/27/2018	506-506-4390-0000	basecap	11.18	no
431831	07/27/2018	001-470-4390-0000	gloves, plastic fitting	27.80	no
431831	07/27/2018	001-470-4390-0000	frame anchors, bolts, hex nuts	24.21	no
431831	07/27/2018	001-470-4390-0000	RETURN: frame anchors, bolts, hex nuts	-24.21	no
431831	07/27/2018	001-470-4390-0000	frame anchors, bolts, hex nuts	25.00	no
431831	07/27/2018	001-470-4390-0000	deck brush	36.49	no
431831	07/27/2018	001-470-4390-0000	breaker	10.19	no
431831	07/27/2018	001-470-4390-0000	ice chest	21.44	no
431832	07/27/2018	001-113-4450-0000	document destruction services: 05/30/18-06/26/18	125.72	no
431833	07/27/2018	001-240-4409-0000	monthly service fee: JUNE 2018	50.00	no
431834	07/27/2018	413-357-4450-0000	Saw cut primary clarifier vault opening	1,165.00	no
431835	07/27/2018	001-230-4391-0000	2 radios - equipment for new fire pickup	3,226.89	no
431836	07/27/2018	001-470-4390-0000	Replacement parts and fitting to rebuild Bro Jon Playground	4,295.57	no
431837	07/27/2018	001-113-4450-0000	website maint and storage fees for muni code, code alert	1,250.26	no
431838	07/27/2018	001-230-4530-0000	REIMBURSEMENT: FF2 certification (Fire Fighter II)	40.00	no
431839	07/27/2018	001-240-4400-0000	Winter weight jumpsuit J COOPER	510.13	no
431839	07/27/2018	001-240-4400-0000	Winter weight jumpsuit G VOTRUBA	510.13	no
431839	07/27/2018	001-240-4400-0000	Winter weight jumpsuit Y LO	510.13	no
431839	07/27/2018	001-240-4400-0000	Winter weight jumpsuit A PEARSON	510.13	no
431839	07/27/2018	001-240-4400-0000	Winter weight jumpsuit T BALCH	510.13	no
431839	07/27/2018	001-240-4400-0000	lightweight jumpsuit E WILSON	488.63	no
431839	07/27/2018	001-000-2122-0000	(TAX) Winter weight jumpsuit A PEARSON	-29.63	no
431839	07/27/2018	001-000-2122-0000	(TAX) Winter weight jumpsuit G VOTRUBA	-29.63	no
431839	07/27/2018	001-000-2122-0000	(TAX) lightweight jumpsuit E WILSON	-28.13	no
431839	07/27/2018	001-000-2122-0000	(TAX) Winter weight jumpsuit Y LO	-29.63	no
431839	07/27/2018	001-000-2122-0000	Winter weight jumpsuit J COOPER	-29.63	no
431839	07/27/2018	001-000-2122-0000	(TAX) Winter weight jumpsuit T BALCH	-29.63	no
431840	07/27/2018	001-113-4450-0000	Physical document storage: JULY 2018	207.92	no
431840	07/27/2018	001-113-4450-0000	Physical document storage: AUG 2018	207.92	no

Check Num	Check D	Account	Description	Amount	Selected for Vo
431841	07/27/2018	420-115-4450-0000	Springbrook/Accela annual maintenance	20,909.64	no
431842	07/27/2018	001-230-4330-0000	Fuel	103.73	no
431843	07/27/2018	001-251-4530-0000	Building Officials Training: registration, Dan Minges, 9/9-14/18	645.00	no
431844	07/27/2018	413-353-4530-0000	CWEA test: registration Daniel Amarante, date TBD	358.00	no
431845	07/27/2018	419-371-4230-0000	broadband for security 07/26/18-08/25/18	79.99	no
431845	07/27/2018	419-371-4230-0000	broadband for security 07/25/18-08/24/18	79.99	no
431846	07/27/2018	001-113-4550-0000	Membership dues	90.00	no
431847	07/27/2018	413-351-4450-0000	Copier Maintenance	600.00	no
431847	07/27/2018	420-115-4450-0000	Copier Maintenance	1,680.00	no
431847	07/27/2018	413-352-4450-0000	Copier Maintenance	600.00	no
431848	07/27/2018	001-240-4390-0000	500 parking tickets	293.48	no
431849	07/27/2018	001-113-4450-0000	IT services for Council meetings	46.62	no
431849	07/27/2018	001-113-4450-0000	IT services for Council meetings	29.14	no
431850	07/27/2018	413-120-4310-0000	correction tape	1.19	no
431850	07/27/2018	419-120-4310-0000	correction tape	1.19	no
431850	07/27/2018	001-480-4310-0000	foil star labels	6.97	no
431850	07/27/2018	413-120-4310-0000	electric stapler	49.50	no
431850	07/27/2018	419-120-4310-0000	electric stapler	49.50	no
431850	07/27/2018	001-480-4310-0000	thermal paper	13.65	no
431851	07/27/2018	419-371-4230-0000	Water System Phone 464-2826 -07/13/18-08/12/18	69.80	no
431851	07/27/2018	419-371-4230-0000	Water System Phone 707-0083 --07/13/18-08/12/18	28.27	no
431851	07/27/2018	419-371-4230-0000	Water System Ph Bills --07/13/18-08/12/18	29.58	no
431851	07/27/2018	419-371-4230-0000	Water System Phone 707-1015-07/13/18-08/12/18	29.58	no
431851	07/27/2018	419-371-4230-0000	Water Syst Phone 707-1016 --07/13/18-08/12/18	29.58	no
431851	07/27/2018	419-371-4230-0000	Water Syst Phone 707-1017-07/13/18-08/12/18	29.58	no
431851	07/27/2018	419-371-4230-0000	Water System Phone - 0249-07/13/18-08/12/18	72.96	no
431851	07/27/2018	413-353-4230-0000	Lift Station Phone PLO-0001 --07/13/18-08/12/18	38.61	no
431851	07/27/2018	001-240-4230-0000	Radio to Sherriff --07/13/18-08/12/18	30.94	no
431851	07/27/2018	419-371-4230-0000	Water System Phone Bill 707-1006 --07/13/18-08/12/18	29.58	no
431851	07/27/2018	419-371-4230-0000	Water System Ph. Bill 707-1007 --07/13/18-08/12/18	72.96	no
431851	07/27/2018	419-371-4230-0000	Water Syst Ph Bills --07/13/18-08/12/18	72.96	no
431851	07/27/2018	419-371-4230-0000	Water System Phone Bills --07/13/18-08/12/18	29.58	no
431851	07/27/2018	419-371-4230-0000	707-1013 chlor bdg-07/13/18-08/12/18	100.07	no
431851	07/27/2018	419-371-4230-0000	Water System Ph Bills --07/13/18-08/12/18	29.58	no
431852	07/27/2018	001-120-4550-0000	Annual dues: B. Lacey 8/1/18 - 7/31/19	50.00	no
431852	07/27/2018	413-120-4550-0000	Annual dues: B. Lacey 8/1/18 - 7/31/19	50.00	no
431852	07/27/2018	419-120-4550-0000	Annual dues: B. Lacey 8/1/18 - 7/31/19	50.00	no
431853	07/27/2018	419-371-4230-0000	Alarm system monitoring	2,556.00	no
431854	07/27/2018	412-100-4390-0000	no kink bibb, galv nipple	12.47	no
431854	07/27/2018	413-353-4390-0000	simple green, bottle water- van 11 supplies	14.41	no
431854	07/27/2018	001-470-4390-0000	range cord, wall plt, GFCL, junction bx	83.13	no
431854	07/27/2018	508-508-4390-0000	1/4- 20TP&7	6.96	no
431854	07/27/2018	001-364-4450-DRA	leak stopper	18.78	no
431854	07/27/2018	001-470-4390-0000	bayer rose & flower	42.94	no
431854	07/27/2018	419-371-4390-0000	bottled water	18.32	no
431854	07/27/2018	506-506-4390-0000	outlets	17.29	no
431854	07/27/2018	001-470-4390-0000	extractor, glove	15.31	no
431854	07/27/2018	506-506-4390-0000	hinge, barrel bolt	9.40	no
431854	07/27/2018	506-506-4390-0000	ascher 1 rekr-aged brnz	13.80	no
431854	07/27/2018	506-506-4390-0000	2x12-8 lumber, texture knife	92.34	no
431855	07/27/2018	001-240-4550-0000	Membership renewal (8/11/18-8/10/19)	525.00	no
431856	07/27/2018	413-351-4390-0000	Microbiology supplies	207.84	no
431857	07/27/2018	001-113-4450-0000	Physical document storage: JULY 2018	130.00	no
431858	07/27/2018	001-480-4340-0000	Chemical testing/reagents	61.97	no
431858	07/27/2018	001-480-4340-0000	Chemical testing/reagents	127.06	no

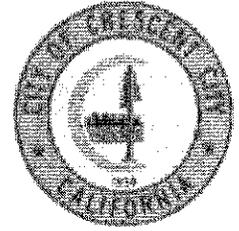
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431859	07/27/2018	413-357-4320-0000	uniforms	12.12	no
431859	07/27/2018	413-357-4320-0000	uniforms	12.12	no
431859	07/27/2018	413-357-4320-0000	uniforms	12.12	no
431859	07/27/2018	413-357-4320-0000	uniforms	21.57	no
431859	07/27/2018	001-120-4370-0000	Janitorial Supplies/Services	9.25	no
431859	07/27/2018	508-508-4320-0000	uniforms	7.49	no
431859	07/27/2018	508-508-4320-0000	uniforms	7.49	no
431859	07/27/2018	508-508-4320-0000	uniforms	7.49	no
431859	07/27/2018	413-351-4320-0000	uniforms	12.57	no
431859	07/27/2018	413-351-4320-0000	uniforms	12.57	no
431859	07/27/2018	413-351-4320-0000	uniforms	15.43	no
431859	07/27/2018	413-351-4320-0000	uniforms	15.43	no
431859	07/27/2018	413-352-4320-0000	uniforms	47.68	no
431859	07/27/2018	413-352-4320-0000	uniforms	47.68	no
431859	07/27/2018	413-352-4320-0000	uniforms	47.68	no
431859	07/27/2018	413-351-4390-0000	gloves	70.95	no
431859	07/27/2018	413-352-4320-0000	uniforms	47.68	no
431861	07/27/2018	001-471-4450-0000	Monthly elevator service: JUL 2018	325.84	no
431862	07/27/2018	001-240-4380-0000	Dog food for K9's	85.89	no
431864	07/27/2018	001-113-4450-0000	Website maint and storage fees for muni code, code alert monthly	202.25	no
431865	07/27/2018	419-000-2110-0000	Refund Check	97.40	no
431866	07/27/2018	001-230-4530-0000	REIMB: EMT Recertification	57.00	no
431867	07/27/2018	413-353-4390-0000	ABS pipe	39.39	no
431868	07/27/2018	001-111-4550-0000	Annual subscription	126.00	no

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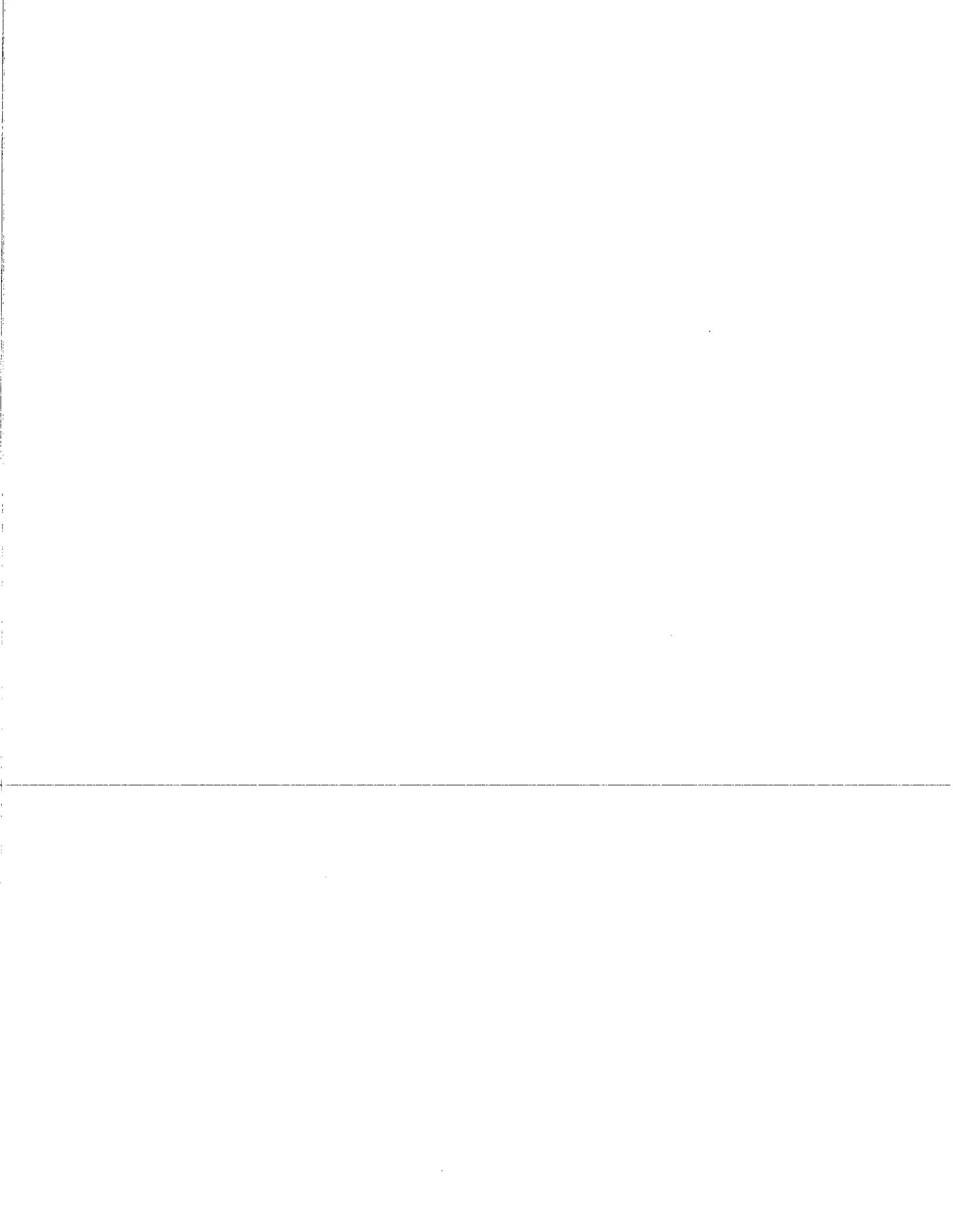
Accounts Payable  
7-7-18 to 7-27-18 Housing

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User: crawlings  
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Check Numb	Check Date	Account	Description	Amount	Selected for Void
4317611	07/13/2018	110-490-4230-00000	707-464-9216 montly phone-06/30/18-07/29/18	131.78	no
431775	07/20/2018	110-120-4312-00000	Laptop for Finances Director	63.60	no
431797	07/20/2018	110-490-4210-00000	FY18 electricity 05/31/18-06/29/18	356.69	no
431816	07/20/2018	110-490-4370-00000	Janitorial Supplies- City-Wide	15.03	no
431816	07/20/2018	110-490-4370-00000	Janitorial Supplies- City-Wide	12.03	no
431860	07/27/2018	110-490-4550-00000	Subscription 08/01/18-07/31/19	349.00	no
431863	07/27/2018	110-490-4450-00000	Membership dues: 9/1/18-9/1/19	910.00	no
				<hr/> <hr/>	
				1,828.13	
				<hr/> <hr/>	



CITY OF CRESCENT CITY  
 BI-WEEKLY PAYROLL REPORT

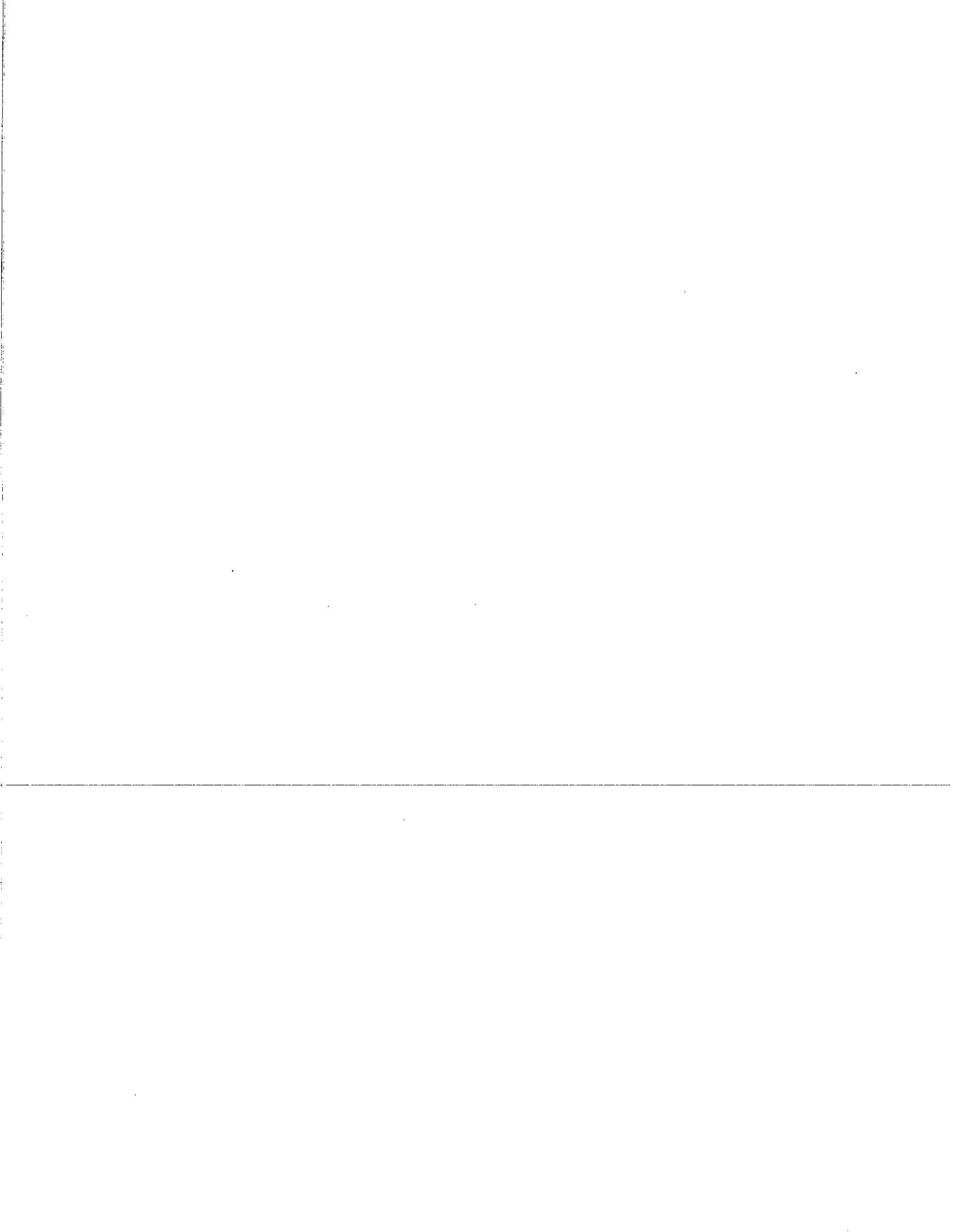
PAYROLL END DATE  
 PAYROLL PAID DATE  
 CHECK NUMBERS

July 21, 2018  
 July 27, 2018  
 CKS # 109416-109429

	Regular Pay	Overtime	Gross Pay	# Empl	Notes
Dept #110 City Council	1,409.84		1,409.84	5	
Dept #111 Admin/City Manager	10,453.59		10,453.59	2 + 1 part-time	
Dept #114 Human Resources	2,026.22		2,026.22	1	
Dept #120 Finance/Utility Billing	14,817.00	73.29	14,890.29	6	
Dept #230 Fire Department	9,718.46		9,718.46	3 + 4 part-time	
Dept #240 Police Department	32,360.64	3,505.67	35,866.31	13	
Dept #313 Planning			4,970.03	2	
Dept #350 Public Works-All Depts	59,225.20	1,196.59	60,421.79	25+ 5 Part-time	
Dept #360 Bldg Maint & Equipment					Merged with Dept 350
Dept #480 Swimming Pool Fund	12,922.07	9.19	12,931.26	2+20 Part-time	
Dept #490 Housing Authority	7,655.90		7,655.90	3 + 1 Part-time	
<b>TOTALS</b>	<b>150,588.92</b>	<b>4,784.74</b>	<b>160,343.69</b>	<b>61 + 31 Part-time</b>	

The payroll summarized above is listed where assigned. The actual costs of each employee are allocated each pay period to the department and/or fund where the actual work was performed.

6



# CITY COUNCIL AGENDA REPORT

**TO: MAYOR INSCORE AND MEMBERS OF THE COUNCIL**

**FROM: SUNNY VALERO, HUMAN RESOURCES ADMINISTRATOR**

**DATE: AUGUST 6, 2018**

**SUBJECT: ADD VOLUNTEERS TO WORKMAN'S COMPENSATION COVERAGE THROUGH GOLDEN STATE RISK MANAGEMENT AUTHORITY (GSRMA)**

---

## RECOMMENDATION

- **Approve resolution 2018-41 to allow the City to except volunteers and Golden State Risk Management Authority to cover those volunteers.**

## BACKGROUND

Currently the City of Crescent City does not have coverage for unpaid volunteers under Workman's Compensation through Golden State Risk Management Authority. Under Labor Code 3363.5, it is required that the City of Crescent City adopts a resolution and provides it to GRSMA in order to accept unpaid volunteers.

## ANALYSIS

Volunteers are an incredible asset to many organizations and businesses. Volunteering is one of the most sincere ways to reach out to your community. By allowing approved volunteers to volunteer in the City, the City would be enabling individuals and groups to get involved in the community by sharing their time, talents and skills. In addition, it affords wonderful opportunities to provide increased services to our community while enabling volunteers to gain transferrable skills and work experience.

- Per California Labor Code Section 1720.4, volunteers are defined in California labor law as an individual that is to perform services freely and without coercion for a civic, humanitarian or charitable purpose to be considered a volunteer. To legally volunteer, an individual must offer their services to a public agency or non profit organization. Labor Code does allow workers' compensation insurance coverage for volunteers if the Council specifically elects the coverage.

California labor law permits the extension of Worker's Compensation to volunteers during their time in service.

7

## FISCAL ANALYSIS

- There is no initial financial change other than volunteers would now be covered under Workman's Compensation through Golden State Risk Management Authority should they need to file a claim.
- If a claim is filed, it would be the same process for regular employees, however a large Workman's Compensation loss could result in an increase in the City's experience modifier (X-mod) and thus increase the yearly contribution amount. This is an unknown cost.
- An injured volunteer who is *not covered* by workers' compensation can sue the City for damages, which will likely also require increased contributions to GSRMA for liability coverage.

## STRATEGIC PLAN ANALYSIS

This action supports the City's Strategic Plan in the following goals:

- Goal #2b- Support community organizations that provide measureable services.
- Goal #2f- Plan and prepare for the growth and future needs of the Crescent City Community by: Supporting community partners whenever and wherever possible in their vitalization efforts.
- Goal #3a- Develop a results-based organization which utilizes community involvement, innovation, transparency and leadership.
- Goal #3c- Maximize performance and value in all City Council, staff, volunteer and committee positions.

## ATTACHMENT(S)

1. Resolution 2018-41

CM: EW

**RESOLUTION NO. 2018-41**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
PROVIDING WORKERS' COMPENSATION COVERAGE TO AUTHORIZED CITY  
VOLUNTEERS**

**WHEREAS**, the California Labor Code provides that, with certain exceptions, volunteers to government agencies are not covered under California Workers' Compensation statutes; and

**WHEREAS**, the City Council has the authority to extend Workers' Compensation coverage to volunteers who are authorized to provide services to the City; and

**WHEREAS**, the City Council has considered the desirability of providing Workers' Compensation coverage to volunteers who are authorized to provide services to the City; and

**WHEREAS**, the City Council has determined that there is a need and reason to provide Workers' Compensation coverage to authorized City volunteers who provide valuable services to the City as a whole;

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Crescent City resolve that volunteers who are properly authorized to provide volunteer services to the City shall be entitled to Workers' Compensation coverage and benefits for any injury of disability arising out of and as a direct and proximate cause of their volunteer activities for the City of Crescent City.

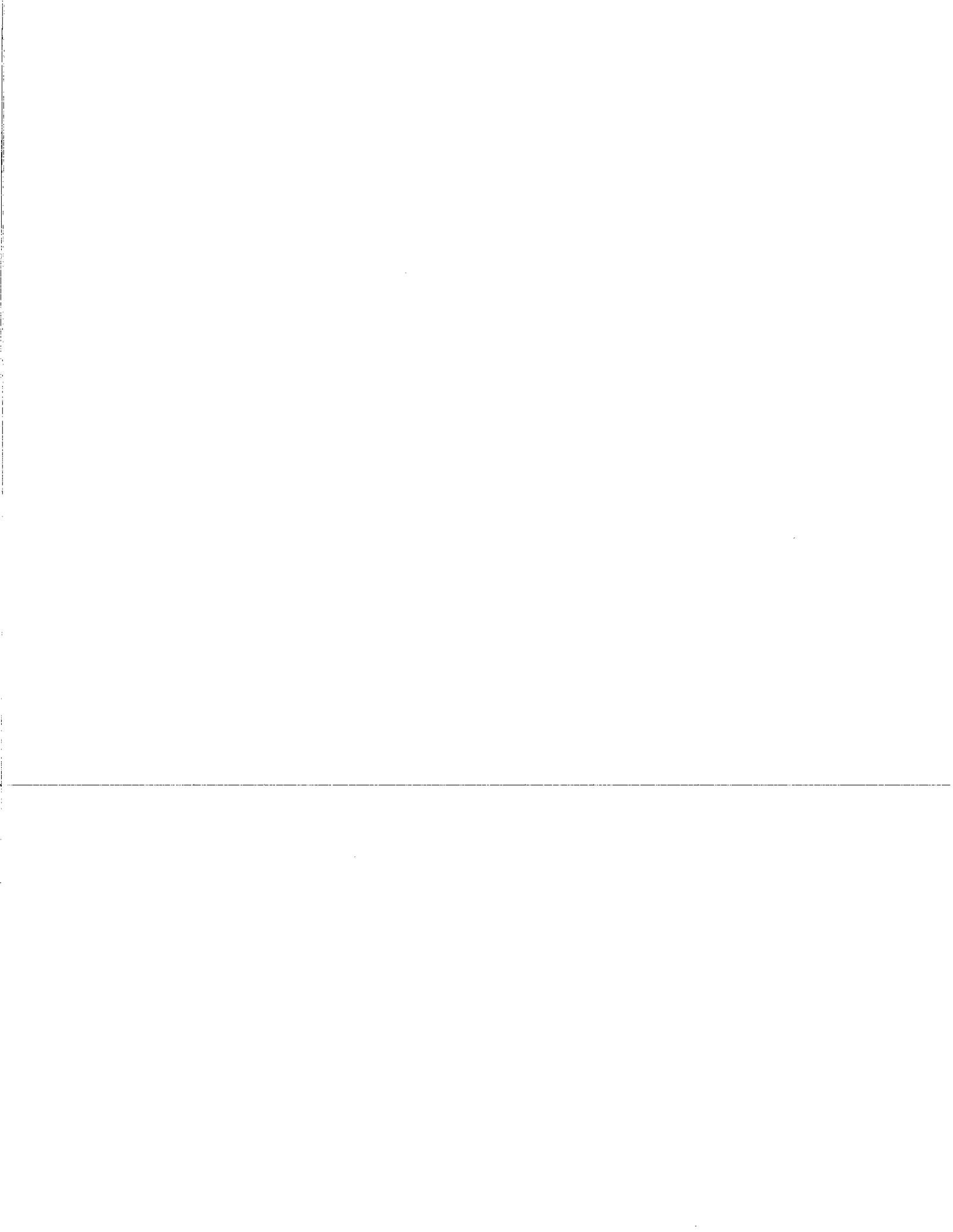
**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City on this 6th day of August, 2018, by the following polled vote:

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

ATTEST:

\_\_\_\_\_  
Blake Inscore, Mayor

\_\_\_\_\_  
Robin Patch, City Clerk





## CITY COUNCIL AGENDA REPORT

**TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL**

**FROM: LINDA LEAVER, DIRECTOR OF FINANCE**

**DATE: AUGUST 6, 2018**

**SUBJECT: FY 2018-19 BUDGET AMENDMENT FOR USDA GRANT – FIRE VEHICLE REPLACEMENT FUND**

---

### **RECOMMENDATION**

- Adopt Resolution 2018-42 amending the Fiscal Year 2018-19 Fire Vehicle Replacement Fund budget

### **BACKGROUND**

On July 27, 2017 the City was awarded a USDA Community Facilities and Economic Impact Initiative grant in the amount of \$32,200 for the purchase of a new extraction tool ("jaws of life") and a new fire command vehicle. The FY 2017-18 budget included the anticipated grant revenue and City expenditures for these purchases. The extraction tool was successfully purchased in FY 2017-18, but the purchase of the fire command vehicle was delayed due to manufacturing delays. In order to complete the purchase in the current fiscal year, the unused FY 2017-18 budget needs to be rolled over to FY 2018-19.

### **ANALYSIS**

The total cost of the fire command vehicle is \$33,160, of which the grant will pay \$16,455. The City portion of \$16,705 has already been transferred from the City's General Fund to the Fire Vehicle Replacement Fund.

### **FISCAL ANALYSIS**

Amending the FY 2018-19 budget to authorize the purchase of the fire command vehicle and related grant revenue will impact the Fire Vehicle Replacement Fund as follows:

Fund	Revenue Increase	Expenditure Increase
Fire Vehicle Replacement Fund	\$16,455	\$33,160

**STRATEGIC PLAN ANALYSIS**

This report is consistent with the following 2016 Strategic Plan Goals:

- Goal 1(C): Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States
- Goal 3(B): Maintain responsible fiscal management and accountability

**ATTACHMENTS**

- Resolution 2018-42

---

Staff Review:

CM: 

**RESOLUTION NO. 2018-42**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA  
AMENDING THE FISCAL YEAR 2018-19 BUDGET OF THE CITY OF CRESCENT CITY**

**WHEREAS**, the budget for the fiscal year beginning July 1, 2018, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 4<sup>th</sup> day of June 2018; and

**WHEREAS**, the City Council adopted said budget and has the authority to amend said budget from time to time; and

**WHEREAS**, the City was awarded a USDA Community Facilities and Economic Impact Initiative grant on July 28, 2017 to purchase two pieces of equipment for the Fire Department, namely a new extraction tool (“jaws of life”) and a new fire command vehicle; and

**WHEREAS**, the City was unable to complete the purchase of the fire command vehicle during Fiscal Year 2017-18 due to manufacturing delays; and

**WHEREAS**, the purchase of the fire command vehicle in Fiscal Year 2018-19 requires an amendment to the adopted budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY THAT THE FISCAL YEAR 2018-19 ANNUAL BUDGET IS HEREBY AMENDED AND APPROPRIATED IN THE AMOUNTS IDENTIFIED BELOW:**

<b>Fund</b>	<b>Revenue Increase</b>	<b>Expenditure Increase</b>
Fire Vehicle Replacement Fund	\$16,455	\$33,160

**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City on this 6th day of August 2018, by the following polled vote:

**AYES:**

**NOES:**

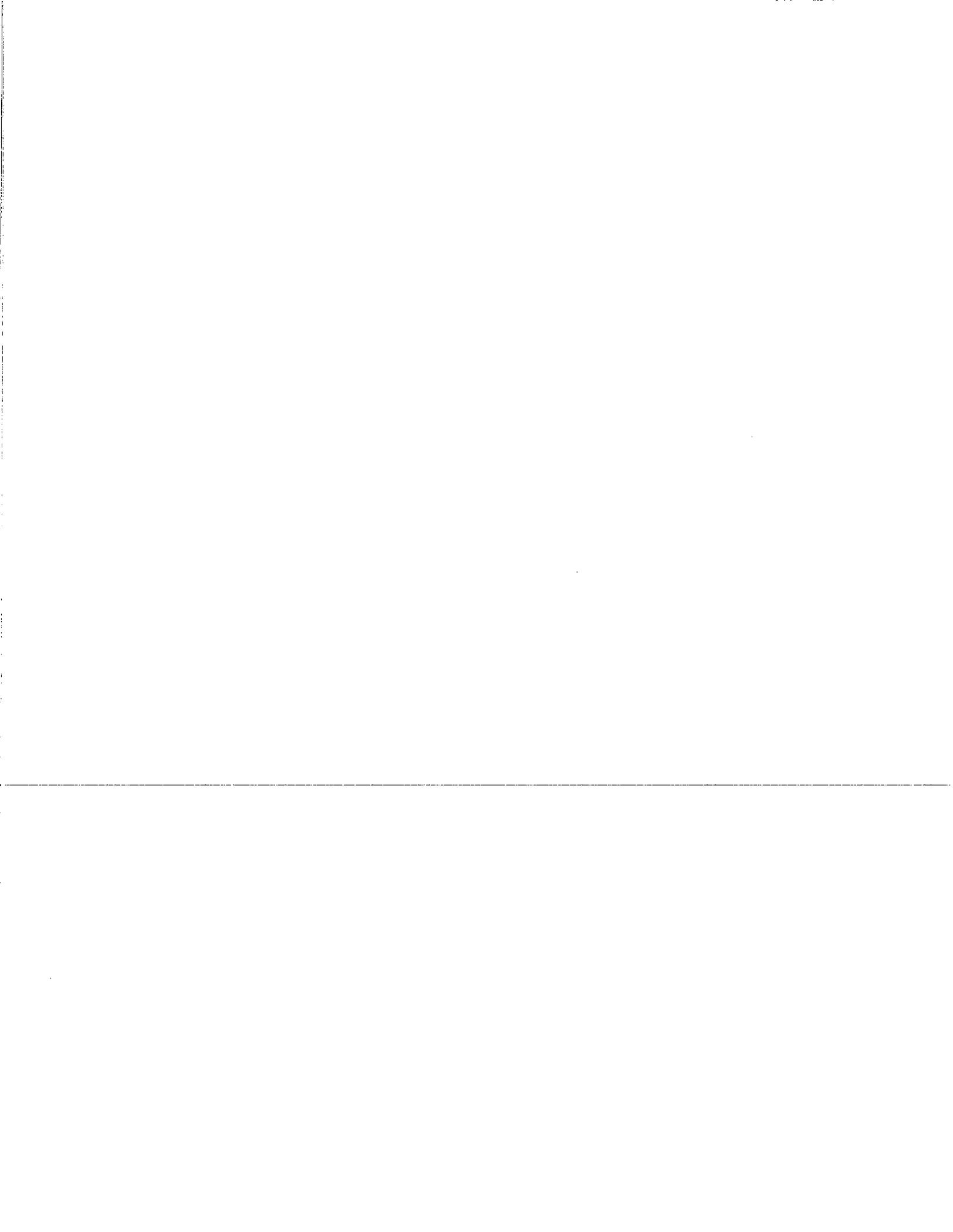
**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Blake Inscore, Mayor

ATTEST:

\_\_\_\_\_  
Robin Patch, City Clerk





## CITY COUNCIL AGENDA REPORT

**TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL**

**FROM: LINDA LEAVER, DIRECTOR OF FINANCE**

**DATE: AUGUST 6, 2018**

**SUBJECT: CREATION OF NEW FUND FOR 2017 CDBG AWARD**

---

### **RECOMMENDATION**

- Adopt Resolution 2018-43 authorizing the creation of a new special revenue fund for the 17-CDBG-12092 award and associated projects

### **BACKGROUND**

The Department of Housing and Community Development administers the Community Development Block Grant (CDBG) program for non-entitlement jurisdictions in California. (Cities with populations less than 50,000 and Counties with populations less than 200,000 are considered non-entitlement areas, meaning they do not apply for CDBG funding directly from the Federal government but rather apply to the State.) This program provides grant funding for programs associated with economic development and services to low income individuals and families. Activities eligible for General Allocation funding include public services, public facilities, public improvements, housing activities, business assistance, microenterprise assistance, and planning and technical studies.

The City applied for and was awarded a grant under the 2017 CDBG Notice of Funding Availability. The grant of \$5,000,000 is to provide funding for public infrastructure (Storm Drain Improvement Project), two public services (additional code enforcement activities and operational funding for the North Coast Rape Crisis Team), a planning and technical assistance grant (development of an economic development plan), and grant administration.

CDBG regulations require that this money be accounted for in a separate fund and used only for grant-eligible purposes.

**ANALYSIS**

City Council approval is required to create a new fund in the City’s accounting system. Upon approval, the Finance Department will create the fund and appropriate accounts for tracking the revenues and expenses related to this grant.

**FISCAL ANALYSIS**

There is no fiscal impact to creating a new fund in the City’s accounting system. However, the use of a special fund is required by the granting agency and failure to do so would result in audit findings.

**STRATEGIC PLAN ANALYSIS**

This report is consistent with the 2016 Strategic Plan Goal 3, ongoing priority to “Maintain responsible fiscal management and accountability.”

**ATTACHMENTS**

- Resolution 2018-43
- Award announcement

---

Staff Review:

CM: EW

**RESOLUTION NO. 2018-43**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY,  
CALIFORNIA ESTABLISHING A NEW FUND FOR THE 17-CDBG-12092 AWARD  
AND ASSOCIATED PROJECTS**

**WHEREAS**, the City of Crescent City has been awarded Community Development Block Grant funds under the 17-CDBG-12092 agreement; and

**WHEREAS**, CDBG regulations require that this money be kept separate from other funding sources and has explicit restrictions as to its use.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AS FOLLOWS:**

**SECTION 1:**

That the City of Crescent City establish a new fund for the 17-CDBG-12092 award and associated projects.

**SECTION 2:**

That this resolution shall take effect upon its adoption.

**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City on this 6th day of August, 2018, by the following polled vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

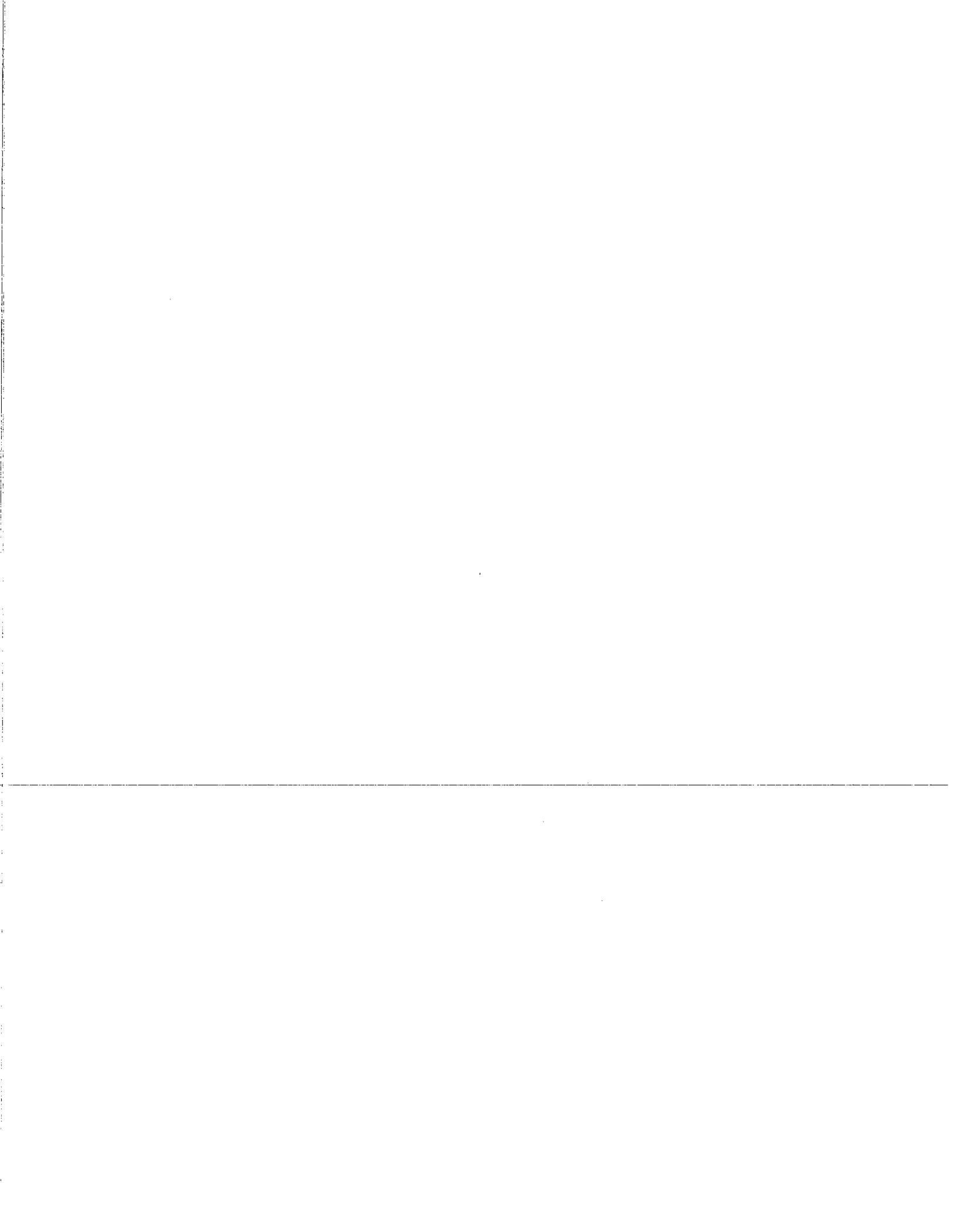
---

Blake Inscore, Mayor

ATTEST:

---

Robin Patch, City Clerk



**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE**

2020 W. El Camino Avenue, Suite 500, 95833  
P. O. Box 952054  
Sacramento, CA 94262-2054  
(916) 263-2771 / FAX (916) 263-2763  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



July 10, 2018

Linda Leaver, Finance Director  
City of Crescent City  
377 J Street  
Crescent City, CA 95531

Dear Linda Leaver:

**RE: Award Announcement – City of Crescent City  
Contract No. 17-CDBG-12092 / CFDA No. 14.228**

The Department of Housing and Community Development (Department) is pleased to announce the City of Crescent City has been awarded a Community Development Block Grant (CDBG) in the amount of \$5,000,000. This letter constitutes notice of the award of CDBG funds for use in Del Norte County.

Grant expenditures may be incurred, with Department approval, prior to the execution of the Standard Agreement. These costs will be incurred at the jurisdiction's own risk. For approval to be granted and active, the City of Crescent City must submit a written request and receive written approval from the Department.

Congratulations on your successful application. A fact sheet summarizing your 2017 award, supplemental activities and funding information is enclosed. In addition, the Department encourages review of the *General Conditions* checklists for awarded and supplemental activities. This information is located on the Department website at <http://www.hcd.ca.gov/grants-funding/grants-forms.shtml>. For further information, please contact your jurisdiction's CDBG Program Representative. A map identifying the CDBG staff contact by county can also be found at the above mentioned website.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Bates".

Lisa Bates  
Deputy Director

Enclosure

**Award Information for 2017  
Community Development Block Grant (CDBG) Program**

**City of Crescent City  
Contract #: 17-CDBG-12092**

**Activity Funding**

**Activity Amount**

Flood Drainage Improvements	\$3,789,836
Flood Drainage Improvements – Activity Delivery	\$ 303,187
Battered and Abused Spouses	\$ 221,134
Code Enforcement	\$ 243,982
Planning Only – ED	\$ 93,023
General Program Administration	\$ 348,838

**TOTAL AWARD: \$5,000,000**

**Supplemental Activities:**

No supplemental activity



## CITY COUNCIL AGENDA REPORT

**TO:** MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

**FROM:** ERIC WIER, CITY MANAGER

**BY:** MARTHA D. RICE, CITY ATTORNEY / LABOR NEGOTIATOR

**DATE:** AUGUST 6, 2018

**SUBJECT:** RESOLUTION NO. 2018-44, APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND THE CLERICAL EMPLOYEES OF CRESCENT CITY FOR JULY 1, 2018 THROUGH JUNE 30, 2020

---

### RECOMMENDATION

- Approve Resolution No. 2018-44, A Resolution of the City Council of the City of Crescent City Approving a Memorandum of Understanding Between the City of Crescent City and the Clerical Employees of Crescent City for July 1, 2018 through June 30, 2020.

### BACKGROUND

The current Memorandum of Understanding between the City and the CECC expired June 30, 2018. The City's negotiating team made up of City Attorney Martha Rice and Finance Director Linda Leaver, and most recently the newly appointed City Manager Eric Wier, have met with the CECC on numerous occasions and exchanged information, proposals, and counter-proposals.

---

### ANALYSIS

The Memorandum of Understanding with the CECC contains the following notable provisions: on July 1, 2018 and July 1, 2019, base wages for all positions in the bargaining unit will increase by an amount equal to the percentage change in the CPI-U(LA), not to be less than 1.0% nor more 3.0%; longevity increase of 2.5% will be given at 15 years and 20 year longevity increase will decrease from 5.0% to 2.5%; flex benefit increases from \$1425 to \$1540; City will reimburse bargaining unit members up to \$360 per year for gym memberships or fitness classes/training; and the City commits to begin exploring alternative healthcare options within 6 months.

In addition, the City team and the CECC have negotiated a side letter that does two things. First, the City commits to working with CECC to review and update, as necessary, all CECC bargaining unit job descriptions prior to July 1, 2019. Second, the side letter formally recognizes that the impending minimum wage increase of \$1.00 per year over the next several years will

August 6, 2018  
CECC MOU

result in a shrinking differential between the minimum wage and all wages, most notably those at the lower end of the scale. The City commits to studying this impact beginning in early FY 19-20.

The City's bargaining team recommends that the City Council adopt the resolution approving the 2018-2020 MOU and the Side Letter.

**FISCAL ANALYSIS**

The estimate for the cost to the City is approximately \$19,100 in FY 18-19 and up to \$32,300 in FY 19-20 more than the City's fiscal year 17-18 budgeted amount.

**ATTACHMENTS**

- (a) Resolution No. 2018-44
- (b) Exhibit "A" – MOU with the CECC

---

STAFF REVIEW:

CM:   *AW*   Finance: \_\_\_\_\_ Legal:   *KRZ*

**RESOLUTION No. 2018-44**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF  
CRESCENT CITY AND THE CLERICAL EMPLOYEES OF CRESCENT CITY FOR  
THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2020**

WHEREAS, California Government Code Section 36506 requires that the City Council fix by resolution or ordinance the compensation of all appointive officers and employees; and

WHEREAS, pursuant to the City Council's direction, the City's bargaining team has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable laws to reach agreement with the Clerical Employees of Crescent City ("CECC") upon a new Memorandum of Understanding ("MOU") that meets the needs of both parties and covers the period July 1, 2018 through June 30, 2020, attached as Exhibit A to this resolution; and

WHEREAS, the parties have also negotiated a Side Letter Agreement, attached as Exhibit B to this resolution, to specifically express a commitment to address both updating job descriptions and the impact of rising minimum wages; and

WHEREAS, a majority of the bargaining unit members of the CECC have voted in favor of the MOU; and

WHEREAS, said MOU has been reviewed by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City, California that the attached Memorandum of Understanding Between the City of Crescent City and the Clerical Employees of Crescent City for July 1, 2018 through June 30, 2020 and the attached Side Letter Agreement are hereby ratified and approved.

**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City on this 6th day of August, 2018, by the following polled vote:

**AYES:**

**NOES:**

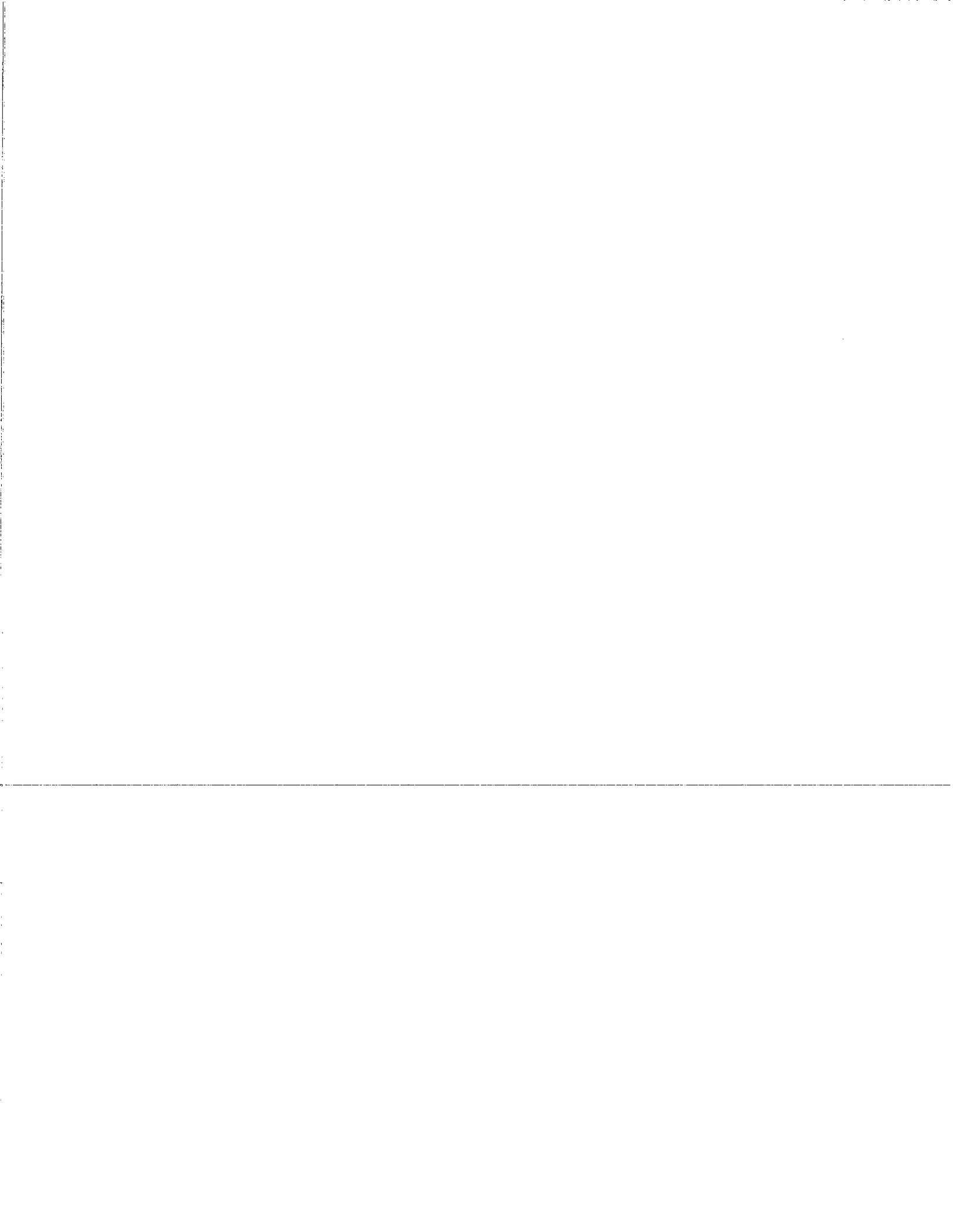
**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Blake Inscore, Mayor

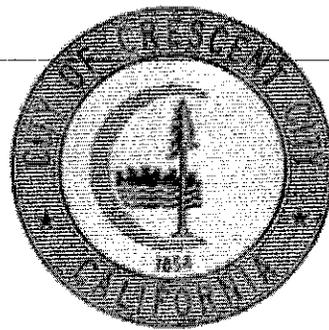
ATTEST:

\_\_\_\_\_  
Robin Patch, City Clerk



Memorandum of Understanding  
Between the  
City of Crescent City  
And the  
Clerical Employees of Crescent City  
(CECC)

Effective July 1, 2018  
Through  
June 30, 2020



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MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND **THE CLERICAL EMPLOYEES OF CRESCENT CITY** REGARDING WAGES, HOURS, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT AFFECTING CERTAIN CLERICAL EMPLOYEES OF THE CITY OF CRESCENT CITY FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2020.

\* \* \* \* \*

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## General Information

The purpose of this Memorandum of Understanding (M.O.U.) is to describe certain agreements between the City of Crescent City, hereinafter referred to as "City" and the Clerical Employees of Crescent City, hereinafter referred to as "CECC," regarding wages, hours, and other terms and conditions of employment for the City employees covered by this M.O.U., originally adopted by City Council Resolution 1999-12 dated November 1, 1999, as amended on August 21, 2002, as amended by City Council Resolution 2004-19 dated July 19, 2004, as amended by Resolution No. 2006-33 dated August 7, 2006, and as amended by Resolution No. 2010-22 dated August 2, 2010, Resolution 2013-25 dated October 7, 2013, Resolution No. 2015-32 dated July 20, 2015, and Resolution No. 2016-51 dated December 19, 2016.

It is understood and acknowledged by the City and CECC that both parties met and conferred in good faith in accordance with Section 3500, et seq., of the California Government Code, and the following M.O.U. provisions represent the complete agreement that was reached as a result of that process.

### 1. Recognition

City recognizes CECC as the recognized employee organization representing those City employees, who are members of CECC at the time of the City's adoption of this M.O.U., and those employees who become members of CECC during the term of this M.O.U. This recognition supersedes any former recognition and continues for the term of this M.O.U. unless CECC violates any terms or conditions of this M.O.U. or any City rule or regulation which may cause the termination of this recognition by the City.

### 2. Effect of the M.O.U.

As to any provision of an annual City Budget that is inconsistent with any provisions of this M.O.U., the provisions of this M.O.U. will prevail and upon City Council approval, will supersede other said inconsistent provisions or City Council Resolutions. Further, this M.O.U. affects the job titles listed on Exhibit "A" as attached hereto and by this reference made a part hereof.

**2.1 Duration and Amendments.** The parties hereto agree that this M.O.U. will be effective upon City Council approval and will remain in full force and effect through June 30, 2020, as amended and referenced in General Information. It is further acknowledged by both parties that certain portions of this agreement may require amendments during the term of this M.O.U. if State and Federal statutes and regulations so direct.

**2.2 Severability and Continuation.** If any provision of this M.O.U. is held invalid, unenforceable, or unconstitutional by a court of competent jurisdiction, such decision will have no effect on the validity of the remaining provisions of this M.O.U., and such remaining provisions will continue in full force and effect.

**2.3 Waiver.** The parties hereto acknowledge that during the negotiations that resulted in this M.O.U. each had the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of consultation or meet-and-confer, and that the understandings arrived at by the parties after exercising that right and opportunity are set forth in this M.O.U. Therefore, the parties hereto, for the duration of this M.O.U., and subject to the exceptions contained under General Information, each voluntarily and unqualifiedly waives the right, and each agrees that the other will not be obligated to meet-and-confer with respect to any subject or matter in this M.O.U.

**2.4 Procedure to Further Meet-and-Confer.** In the event that either party has requested to meet and confer, and the other party has consented to such discussions, both parties hereto agree that such additional discussions may result in amendments to this M.O.U.

2.4.1. Such amendments will be dated and numbered consecutively in order to assure proper understanding and authority for each amendment. Nothing contained herein prohibits the parties hereto from amending this agreement as authorized by applicable law.

2.4.2. The parties agree to reopen negotiations to meet and confer regarding the flexible benefit plan and health plan due to mandated changes for compliance with the Affordable Care Act.

### **3. Employee Representation.**

For purposes of meeting and conferring in good faith regarding wages, hours, and working conditions with a Certified Employee Organization, the City will provide time off with pay to no more than three (3) City employee members for each Representation Unit during their normal work hours. Meetings held outside of the employee's work hours will be on the employee's own time.

**3.1 Association Representation (Release Time).** The City agrees to establish a release time bank of forty (40) hours per year. Release time may be used by the CECC President or designees to conduct Association business. Use of release time is subject to the advance approval of the City Manager.

**3.2 Grievance Meetings.** For purposes of grievance or appeal meetings, the City will provide time off with pay for the aggrieved employee plus one other employee during the employee's normal work hours. Meetings held outside of the employees' normal work hours shall be on the employees' own time.

**3.3 Witness.** Additional employees called by either party may be present with pay during his or her normal work hours to serve as a resource person or as a witness for meetings described above for the limited time required to cover the subject. Meetings held outside the employee's normal work hours will be on the employee's own time.

**3.4** The political activity of CECC members will conform to pertinent provisions of State law.

### **4. Management Rights**

Except as otherwise noted in this Agreement, the City retains all rights of management.

### **5. Employer-Employee Relations Rules**

The parties hereto agree that the City's Employer-Employee Relations Rules, as included in the City's Municipal Code, continue in full force and effect for the term of this M.O.U.

### **6. Non-Discrimination Clause**

The parties agree that there will be no discrimination against any applicant or employee based upon race, religion, sex, national origin, disability, medical condition, marital status, age, sexual orientation, association activity, political activity, or any other classification protected under State or Federal law.

## 7. Definitions

Except as otherwise provided herein, all words used in this M.O.U. will have the same meaning as set forth in the City's Municipal Code, the City's Employer-Employee Relations Rules and the California Government Code.

## 8. Hours of Work

**8.1 General.** City agrees to maintain a forty (40) hour work week for its regular full-time positions. Employees on a forty (40) hour schedule must be assigned to work eighty (80) hours in each pay period in order to be classified as full-time employees.

8.1.1. Employees assigned to a position requiring less than full-time work will be considered part-time.

8.1.2. Regular part-time employees working twenty (20) hours or more per week will be eligible for all benefits to be provided in accordance with this M.O.U. to all regular employees.

8.1.3. For the purposes of determining vacation and sick leave benefits, regular part-time employees will accrue vacation and sick leave at a rate equal to the normal rate for their service longevity times the percentage of full-time that their average work week represents.

8.1.4. The parties hereto agree that all employees assigned to a position requiring less than twenty (20) hours of work in each work week on an annual basis, or requiring less than an annual work schedule, will be considered temporary or seasonal.

8.1.5. Employees assigned to a position requiring twenty (20) hours or more of work in a work week on an annual basis may be considered as regular part-time or temporary.

**8.2 Work Day Described.** The parties hereto agree that the normal work day for City employees assigned to work a forty (40) hour work week schedule will be eight (8) hours in each single work day, unless the employee's entire department or unit thereof, upon the approval of the City Manager, is assigned to work a four (4) day/ten (10) hour work schedule.

The Department Head will provide to any employee having their work day or shift changed, a forty-eight (48) hour advanced notice, except in the case of emergencies. Should such notice not be properly provided, such time worked during the first two (2) work days on the new shift will be considered overtime.

**8.3 Breaks.** Employees assigned to an eight (8) hour work day will have either a one (1) hour or one-half (1/2) hour lunch period as assigned by their Supervisor or Department Head, and two (2) separate fifteen (15) minute breaks per day with one (1) occurring during each four (4) hour work shift.

Employees will not be compensated for the lunch break during their normal workday assignments.

**8.4 Alternative Work Schedule.** The City and CECC agree that an alternative work schedule may be allowed within City departments as approved by the Department Head and City Manager. Such alternative work schedule must not interfere with the orderly completion of the employee's workload or the number of hours worked per pay period. It is understood by the parties that implementation of an alternative work schedule constitutes a benefit to the employee.

The City has the right to revoke said benefit at any time if it interferes with the orderly conduct of business, is abused by the employee, or is not providing adequate service to the public.

An alternative work schedule will be structured as follows:

8.4.1. The alternative work schedule period will be concurrent with the regular pay periods and require 80 working hours biweekly.

8.4.2. Employees may work a maximum of nine (9) hours per day for four days and eight (8) hours per day for one day during the first week of each pay period, and nine (9) hours per day for four days with one off work day during the second week of each pay period.

8.4.3. The alternative work schedule is not subject to overtime pay except for any hours worked over 80 hours in a biweekly pay period.

8.4.4. All alternative work schedule hours will incorporate the business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

**8.5 Compensatory Time-Off.** This plan is intended to qualify under Section 3(s)(1)(C) of the Fair Labor Standards Act. This plan is subject to the following conditions and restrictions in addition to the limits set forth in Section 204.3 of the California Labor Code.

8.5.1. Authorized overtime hours worked by an employee may be converted to Compensatory Time Off at a rate of 1.5 hours per each overtime hour worked, upon approval of the employee's Department Head. The maximum accrual of compensatory time off will be eighty (80) hours.

8.5.2. The balance of accrued compensatory time off may not be carried over at the end of the City's fiscal year. Any unused comp time will be paid to the employee.

8.5.3. Use of compensatory time off must occur before the use of floating holidays or vacation leave.

8.5.4. Use of accrued compensatory time off is subject to the same requirements as use of vacation and sick leave.

**8.6 Reporting Time.** ~~Employees may, at the recommendation of their Department Head and upon approval from Human Resources, have one-quarter (1/4) of one hour reduced from their pay for each fifteen (15) minutes they report to work later than their normal starting time.~~

8.6.1. Continued tardiness for work may result in disciplinary action against the employee.

8.6.2. Employees leaving their work area early without the prior authorization of their Department Head will have their pay reduced in the same manner as is provided for employees who are late for work, and in addition, such absence may be considered as a refusal to work and as such may be considered as grounds for disciplinary action.

## 9. Compensation and Wages

**9.1 Wages Established.** The City agrees to compensate the positions covered by this M.O.U. as described on Exhibit "A", attached hereto and by this reference made a part hereof. The FY 2019-2020 exhibit will be updated as numbers for the annual CPI are known and will be attached hereto. The City Manager and Department Head shall, within the salary step

plan, determine the compensation for positions based on performance, or additional responsibilities and tasks that may be assigned during the term of this M.O.U.

9.1.1. Effective the first full pay period in July of 2018, all pay scales shall be increased by the annual percentage increase indicated by the CPI-U (LA) March 2018 over March 2017. In no event, however, may the increase be less than 1.0% nor more than 3.0%.

9.1.2. Effective the first full pay period in July of 2019, all pay scales shall be increased by the annual percentage increase indicated by the CPI-U (LA) March 2019 over March 2018. In no event, however, may the increase be less than 1.0% nor more than 3.0%.

**9.2 Pay Period.** The City agrees to continue the biweekly pay period for the term of this M.O.U. The pay period will be from the Sunday through the Saturday fourteen (14) calendar days thereafter. The pay date will be biweekly on Friday. Employees must be compensated for their services within five (5) working days after the conclusion of a pay period.

**9.3 Overtime.** Non-exempt employees are eligible for overtime compensation as required by regulations of the U.S. Department of Labor with respect to the Fair Labor Standards Act (FLSA).

9.3.1. Any work in excess of forty (40) hours in a work week will be compensated at no less than 1.5 times the regular hourly rate of pay.

9.3.2. Holiday time off will count toward the employee's work week hours for computation of overtime hours.

9.3.3. Vacation and sick leave time off will not count towards the employee's work week hours for computation of overtime.

9.3.4. Such overtime compensation will be provided upon the approval of the employee's Department Head.

~~**9.4 Holiday Pay.** An eligible employee who is required to work on a City-designated holiday will be paid eight (8) hours of holiday pay and will also be paid their regular overtime hourly rate of pay for any hours actually worked on the designated holiday.~~

**9.5 Merit Plan.** Effective August 30, 2009, the City will implement a merit plan under which an employee may receive a special merit pay for exemplary job performance. The Department Head must submit the name of an eligible employee to the City Manager for approval. The submittal must contain justification for the special merit pay by including detailed examples of the employee's outstanding job performance and a copy of the employee's current year's annual performance evaluation.

The following specific standards and conditions apply:

9.5.1. The employee must have attained a performance rating of 4 (Exceeds Job Standards) or 5 (Outstanding) in all applicable rating categories during his or her current year's annual performance evaluation.

9.5.2. The employee must have worked a minimum of 1760 work hours during the annual performance evaluation period.

9.5.3. The employee must have attained the annual goals and objectives set for him or her by the Department Head.

9.5.4. A special merit pay will not be paid to an employee who receives a performance rating of less than 4 or 5 in any rating category, or if a disciplinary action has been sustained against the employee.

9.5.5. An eligible employee must have at least two (2) years of full-time continuous service with the City.

9.5.6. A special merit pay shall be five percent (5%) of the employee's base hourly rate, multiplied by the number of regular hours worked during the year immediately prior to his or her current year's annual evaluation due date.

9.5.7. A special merit pay will be paid once, in a lump sum, as an annual premium, to an eligible employee based on the date the employee's special merit pay is approved by the City Manager.

9.5.8. An employee must meet the above standards and conditions each year during his/her annual performance evaluation in order to qualify for any successive special merit pay.

The association recognizes that any special merit pay received by an employee prior to the effective date of this plan that does not comply with these provisions will not be reportable to PERS as special compensation.

**9.6 Longevity Pay.** Employees with ten (10) years of full-time continuous service or more will be compensated by an additional percent (5%) of their base hourly pay. Employees with fifteen (15) years of full-time continuous service or more will be compensated by an additional percent (2.5%) of their base hourly pay. Employees with twenty (20) years of full-time continuous service or more will be compensated by an additional percent (2.5%) of their base hourly pay. For the purposes of computing years of service, the anniversary of full-time employment will be used for qualification.

**9.7 Bilingual Pay.** In the course of employment, employees requested to provide translation or interpretation of a language other than English will be compensated at the rate of \$520.00 annually (\$20.00 biweekly).

9.7.1. Employees eligible for bilingual pay must be proficient, including reading, writing and speaking fluently in a language that meets the City's operational needs. Employees proficient in American Sign Language are also eligible for bilingual pay.

9.7.2. Eligible employees must be available to provide translation or interpretation services to any City Department.

## 10. Benefits

### 10.1 Public Employees' Retirement System (PERS) Program.

The City agrees to maintain a two and one-half percent (2.5%) at age Fifty-Five (55) PERS Retirement Plan for the regular employees who are "classic members", as defined by CalPERS, by paying the PERS employer contribution rate. Effective October 6, 2013, classic members agree to pay the 8% member contribution rate to PERS. All employees will contribute ninety-three (93) cents per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The PERS

program offered by the City consists of the basic PERS plan plus the '59 Survivor's Continuance Benefit.

10.1.1. Effective October 6, 2013, the PERS Employer Paid Member Contribution (EPMC) optional benefit has been eliminated.

10.1.2. The City agrees to provide a two percent (2%) at age Sixty Two (62) PERS Retirement Plan for the regular employees who are "new members", as defined by CalPERS, hired on or after January 1, 2013, by paying the PERS employer contribution rate.

10.1.3. New members will pay 50% of the total annual normal cost of pension benefits for PERS retirement, rounded to the nearest one quarter of one percent, or, the current member contribution rate paid by similarly situated classic members, whichever is greater, up to 8%.

10.1.4. So long as CalPERS allows, the City agrees to extend the CalPERS pick-up member contributions under Internal Revenue Code Section 414(h)(2) provisions to allow member payments by payroll deductions for service credit purchase. This provision provides employees who elect to participate with the benefit of deferring income tax liability on member service credit purchases.

10.1.5. Under current law, exercising the employer pick-up option results in no additional costs to the City. The parties agree that, in the event that the law changes such that costs are imposed on the City, the City will immediately cease designating the employee contributions as being "picked-up" by the City and such PERS contributions will revert to being made on a post-tax basis.

**10.2 Deferred Compensation.** The City agrees to make available to the employees covered by this M.O.U., a payroll deduction to allow the employees to participate in the International City Management Association Retirement Corporation's Deferred Compensation Program. These contributions may be made by the employee on a voluntary basis.

**10.3 Wellness Incentive Program.** The City agrees to provide to each employee an annual family membership at the City's Fred Endert Municipal Pool, so long as the City continues to operate said facility, at no cost to the employee.

In addition, the City agrees to reimburse each employee up to \$360.00 annually for participation in wellness-related activities. Qualifying wellness-related activities are gym/health club memberships, fitness training instruction, fitness/exercise class (including any class which is focused on physical activity such as yoga, cross-fit, jazzercise, dance, martial arts, etc). The purpose of this program is to reduce Workers' Compensation claims.

Employees shall submit receipts for reimbursement on a quarterly basis throughout the fiscal year. Reimbursement for qualifying expenses shall be made to the employee no later than fourteen (14) days after submission of the qualifying receipt.

**10.4 Reimbursement for Damaged Property.** The City agrees to compensate employees who sustain a financial loss for damage or loss of personal property while performing their required duties in a proper and safe manner, and when not due to negligence of the employee. The following chart describes the maximum replacement or repair benefit that the City may provide:

<u>Items</u>	<u>Maximum Benefit</u>
Watches	\$50.00
Shoes (excluding work boots/shoes reimbursed by the City)	\$45.00
Personal Clothing Items (excluding uniform apparel provided by the City)	\$60.00
Jewelry (rings, necklaces, etc.)	Not Applicable
Prescription Eyeglasses/Contact Lenses	Actual Cost of like replacement
Safety Equipment (Dept. Head approved employee purchased items)	Actual Cost of like replacement

The affected employee must submit a completed claim form to their supervisor along with the damaged personal item. For additional information on this benefit, please refer to the City's policy.

**10.5 Education Assistance Program.** The City will reimburse costs for education based upon IRS Regulation 1.162-5, as noted here: "Employer-paid education that is related to the employee's current job is excluded from income as a working condition fringe benefit if the following conditions are met:

10.5.1. The courses must not be necessary to meet the minimum education requirements of the current position.

10.5.2. The courses are not taken to qualify the employee for a promotion or transfer to a different type of work.

10.5.3. The education must be related to the employee's current position and must help maintain or improve the knowledge and skills required for that job (e.g., a refresher or update course). If the requirements change while the employee is working, employer-paid education designed to meet them is a working condition fringe benefit.

10.5.4. All education reimbursement must be pre-approved (before classes start) by the department head and the City Manager.

For additional information and how to utilize this benefit, please refer to the City's Education Assistance Program Policy.

## **11. Health and Welfare Insurance**

**11.1 Flexible Benefit Plan.** The City will establish a flexible benefit plan for employee health benefits in accordance with IRS Code Section 125 (Cafeteria Plan), with the following provisions:

a. The City will allocate \$1540 per month per employee to cover premium costs for medical, vision, dental, air ambulance, long term disability, and life insurance offered by the City's Cafeteria Plan.

b. Total monthly premium costs of selected insurance coverage which exceed the monthly allocation will be the responsibility of the employee.

c. For retirees, the minimum employer contribution to CalPERS Health Coverage may not be less than the amount specified in GC 22892(b). Effective January 1, 2008, the minimum employer contribution will increase to \$150.00 per month. The dedicated employer contribution to CalPers Health Coverage is \$250.00 per month.

d. The minimum required coverage that each employee must select under the flexible benefit plan are: the PERS Select Health Plan, vision insurance, dental

insurance, air ambulance insurance, long term disability insurance, and life insurance coverage offered by the City.

e. In order to be excluded from the requirement for the PERS Select Health Plan, vision insurance, and dental insurance, an employee shall submit verification of enrollment in a health plan that provides equivalent alternate coverage for health, vision, and dental insurance as required by the Patient Protection and Affordable Care Act. Air ambulance, long term disability, and life insurance coverages are required.

f. Effective January 1, 2017, full-time regular employees who opt out of City's health plan due to enrollment in another group health plan will receive a \$700 per month cash-in-lieu benefit payment.

g. Effective January 1, 2017, employees will no longer be able to receive as cash the unused portion of their flexible benefit allowance.

**11.2 Medical Insurance Coverage.** The City Agrees to offer CalPers Health Coverage to the employees covered by this M.O.U., and the employee's qualified dependents.

11.2.1. As required by the CalPERS Health Program, eligible retirees of the CECC are qualified to participate in CalPERS Health Plans. The City will not make an employer contribution to an optional (non-CalPERS) health coverage plan after retirement by an eligible retiree of the CECC.

11.2.2. The City agrees not to change the insurance carrier or the scope of coverage without concurrence of the CECC.

11.2.3. The City agrees to begin the exploration of alternative healthcare/retirement healthcare options for employees within six (6) months of the effective date of this agreement.

**11.3 Life Insurance Coverage.** The City agrees to continue to provide life insurance coverage for the employees covered by this M.O.U. in an amount equal to the employee's annual salary rounded up to the nearest whole thousand dollar figure.

In addition to the above mentioned life insurance coverage, the City agrees to continue to provide to the employees an additional \$5,000 worth of life insurance coverage through the Long-Term Disability Insurance carrier.

**11.4 Dental Insurance Coverage.** The City agrees to continue to provide a group dental plan to the employees covered by this M.O.U. The coverage will include the employee and his or her qualified dependents.

The carrier of this coverage will not be changed without satisfying the same conditions as provided for a change of the medical insurance carrier.

**11.5 Long-Term Disability Insurance Coverage.** The City agrees to continue to provide Long-Term Disability Insurance coverage to the employees covered by this M.O.U.

**11.6 Vision Care Insurance Coverage.** The City agrees to continue to provide a group vision care plan for the employees covered by this M.O.U. The coverage will include the employee and his or her qualified dependents.

**11.7 Air Ambulance Insurance Coverage.** The City agrees to continue to provide air ambulance insurance coverage for the employees covered by this M.O.U., except for applicable exclusions. The coverage will include the employee and qualified dependents.

**11.8 Benefits During Leave: Family and Medical Leave (FMLA) and California Family Rights Act (CFRA).** An employee taking family/medical leave will be allowed to continue participating in any health and welfare benefit plan in which he or she was enrolled before the first day of leave (for a maximum of 12 workweeks) at the level and under the same conditions of coverage as if the employee had continued in employment for the duration of such leave.

11.8.1. Group health insurance coverage will be continued in the same manner for up to 16 weeks for employees disabled due to pregnancy, childbirth or related medical condition.

11.8.2. The City will continue to make the same premium contributions as if the employee had continued working.

11.8.3. The continued participation in health benefits begins on the date leave first begins under the Family Medical Leave Act (FMLA) or under the California Rights Act (CFRA).

11.8.4. All employees must notify Human Resources as soon as possible regarding FMLA for your own serious health condition or that of a family member.

For additional information on Family and Medical Leave, refer to the City of Crescent City's FMLA policy.

**11.9 When Benefits Terminate.** Employee medical benefits end on the first day of the second month following the date of separation or loss of eligibility. Dental and vision plan coverage ends on the last day of the month following your date of separation or loss of eligibility. You may continue benefits during a family leave of absence according to federal guidelines (FMLA) and in conjunction with City policy for a limited period of time.

## **12. City-Designated Holidays**

The City agrees to provide to the employees covered by this M.O.U. the following holidays off from work and with pay:

New Year's Day	January 1
Martin Luther King Day	January (3rd Monday)
President's Day	February (3rd Monday)
Memorial Day	May (Last Monday)
Fourth of July	July 4
Labor Day	September (1st Monday)
Veteran's Day	November 11
Thanksgiving Day	November (4th Thursday)
Day after Thanksgiving	November (4 <sup>th</sup> Friday)
Christmas Day	December 25
Two Christmas Season holidays	To be designated annually by the City Administration with concurrence from each Employee Association.

Two Floating Holidays

To be designated by the employee with approval from the Department Head.

Should any of the above-mentioned holidays fall on a Saturday, the employees will have off the Friday before the holiday with pay. Should any of the above-mentioned holidays fall on a Sunday, the employees will have off the Monday following the holiday with pay.

**13. Leaves**

Except as otherwise provided herein, leaves of absence without pay that are in the best interest of the City may be granted by approval of the City Manager. Requests for leaves of absence without pay shall be submitted in writing by the employee to the Department Head who will consider each request on its individual merits and circumstances and will forward his or her recommendations to the City Manager for approval. Reasons for rejection of such request will be submitted to the employee by the department head. In all cases covered by the Family Medical Leave Act, the City shall provide leave in accordance with the requirements of the Act.

In the event of an extended leave of absence, with or without pay, of twenty (20) work days or more, accruals will temporarily stop until the employee returns to work. Upon the employee's return to work, accruals will be restarted at the same rate that the employee was entitled to before taking the leave, based on his or her length of service. Employees may utilize use of any unused balances (i.e., sick, comp time, floating holidays, vacation) during their leave time but will not continue to accrue until a return to work.

Use of any accrued leave must be taken in the following order:

- 1) Compensatory time off;
- 2) Floating holidays;
- 3) Vacation

**13.1 Vacation.**

13.1.1. Accrual Schedule. The following vacation accrual schedule will be effective on the first pay period after the effective date of this M.O.U.

<u>Length of Service</u>	<u>Bi-Weekly Accrual Rate</u>
Date of Employment thru 12th month	4.0 Hours
13th month thru 120th month	5.23 Hours
121st month & beyond	6.15 Hours

13.1.2. Utilization. Employees covered by this M.O.U. may not accrue vacation beyond four hundred (400) hours. Vacation leave may not be granted to an employee with less than six (6) months of employment. Compensation will be at the current rate of pay. Upon termination, an employee will be compensated for unspent accrued vacation.

13.1.3. Elective Vacation Cash-Out Plan. Employees have the elective option to cash-out up to forty (40) hours of accrued vacation leave once every six (6) months. An employee must have a minimum balance of 240 hours of accrued vacation at the time of the cash-out request. An employee must have used at least forty (40) hours of vacation in the previous twelve (12) month period.

**13.2 Sick Leave.** It is the policy of the City that sick leave is not to be considered a privilege for an employee to use at his or her discretion, but is to be provided as a benefit to be used in case of necessity for an actual illness or disability. It is the responsibility of the

Department Head to deny the use of sick leave with pay in cases where there is substantial evidence of abuse of the sick leave privilege.

13.2.1. Accrual Schedule. All employees, except part-time, temporary and seasonal employees, will be eligible for accrual of sick leave effective from their date of hire. The accrual of sick leave will be four (4) hours per pay period, with an accumulation limit of 720 hours.

13.2.2. Utilization. Employees may utilize accrued sick leave after their first month of employment. Sick leave with pay will be granted upon the recommendation of the Department Head in a case of the bona fide illness of the employee. Sick leave with pay may be used for the following services: diagnostic procedures, dental procedures and ophthalmology services when performed by a duly licensed practitioner.

a. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with Human Resources stating the cause of absence before such leave with pay will be granted. After an employee has notified the City of their intention to leave City service, no sick leave will be granted for that employee unless they provide a doctor's written statement for the missed time.

b. Sick leave applies to absences during pregnancy that are caused by illness due to pregnancy or the attending physician's order that the employee is unable to work due to the pregnancy. All situations involving pregnancy disability will be addressed in accordance with the provisions of the Family Medical Leave Act (FMLA) and current state Pregnancy Disability Leave (PDL) laws. A female employee, filling a regular Council approved position shall be entitled to a total of four (4) months leave of absence (with and/or without pay) due to pregnancy disability as determined by a qualified medical provider.

13.2.3. After four (4) consecutive days of illness, an employee may be required to provide a physician's "return to work" release in writing.

13.2.4. Employees who violate or misuse the sick leave provisions may be required to provide a physician's report for each day off when sick leave is requested, and upon further misuse, the employee may be disciplined. Examples may include but are not limited to instances involving patterned absences or utilizing sick leave for reasons other than illness, medical condition, or medical/dental appointments.

13.2.5. Employees returning from sick leave with restrictions must accept light duty when offered. Failure to do so will be considered a voluntary quit and employment will be terminated.

13.2.6. An eligible employee may take sick leave in the event of a serious illness or medical condition for a member of the employee's immediate family. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with Human Resources stating the cause of absence before such leave with pay will be granted. For purposes of this section, immediate family is defined as:

a. A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status);

b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic parent, or a person who stood in loco parentis when the employee was a minor child;

- c. A spouse;
- d. A registered domestic partner;
- e. A grandparent;
- f. A grandchild;
- g. A sibling.

13.2.7 In the event a scheduled medical or dental appointment for the eligible employee's immediate family that requires the employee's absence from work, the employee may use sick time. Immediate family is defined as the same family members as noted above in section 13.2.6.

13.2.8. In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits will also be transferred in their full amount.

13.2.9. The City has entered into an agreement with the PERS whereby accumulated sick leave is converted to additional service credit upon retirement.

13.2.10. Conversion to Sick Leave Bank. Any employee whose available sick leave accrual equals or exceeds seven hundred twenty (720) hours at the end of a bi-weekly pay period must, for the next pay period and any subsequent pay periods until the accrual is below the 720 hours, be compensated by having his or her normal accrual amount for the pay period deposited into a "sick leave bank-CECC."

a. Use of sick leave hours from this time bank will be by approval of such procedures as are mutually agreed upon by the CECC and the City Manager.

b. Total sick leave bank accruals deposited may not exceed 960 hours available at any time.

c. In the event the employee reaches the maximum vacation accrual, no further accruals or conversion may occur.

**13.3 Occupational Medical Leave.** An employee who is receiving temporary disability indemnity under applicable Workers' Compensation provisions of the California Labor Code, ~~may choose to take as much of his or her available sick leave or vacation leave in such amounts that when added to the temporary disability payment, the employee will receive an amount equal to his or her full salary or wage. Such supplemental payments may continue until all accrued balances are exhausted or the employee returns to work. Such payments will not be continued beyond the date of termination of employment whether voluntary or involuntary.~~

13.3.1. In all cases covered by the Family Medical Leave Act, the City will provide leave in accordance with the requirements of the Act.

13.3.2. Once paid leave options are exhausted, the accrual of sick and vacation leave benefits will be discontinued until the employee returns to work.

13.3.3. The City Manager (or Human Resources or designee) may grant a leave of absence without pay to any employee who is disabled by job injury or illness. The duration of the unpaid medical leave of absence will depend upon the nature and extent of the employee's disability or incapacity to perform the essential functions of the job position, but in no event will a medical leave be granted for longer than one year, measured from the time the employee is unable to work in his or her regular job position.

13.3.4. Leave may be terminated by the City Manager when he or she determines to his or her satisfaction that the employee is permanently disabled and unable

to perform the duties of the class. Such determination may be considered pursuant to the California Public Employees' Retirement Law: "disability" means the inability of an employee to perform the duties of the job for a permanent or extended and uncertain duration, as determined on the basis of a competent medical opinion. Disability is not necessarily an inability to perform every function of a given position. Rather, the determination of whether the employee can *substantially* perform his or her usual duties.

13.3.5. In all situations of Occupational Medical Leave, employees must comply with the City's Work Related Injury or Illness Return-To-Work Policy.

**13.4 Parenting Leave.** Parenting leave will be considered leave without pay and provided in accordance with applicable federal and state laws; specifically, Family Medical Leave (FMLA) and current California Family Rights Act (CFRA) laws for the birth or adoption of a child or placement of a foster child. In the event that an employee does not meet the eligibility requirements for FMLA or CFRA, an unpaid leave of absence may be approved by the employee's Department Head and the City Manager. Use of sick leave may not be taken for parenting leave purposes.

The City will make available forty (40) hours of paid leave in lieu of not participating in Employment Development Department (EDD) programs that may have provided Paid Family Leave for parenting leave purposes.

**13.5 Bereavement Leave.** Regular employees are eligible for bereavement leave to a maximum of five (5) work days per incident with pay.

The City Manager may grant additional time based on individual circumstances. Immediate family is defined as: spouse, parents, children, siblings, grandparents, grandchildren and in-laws (parents, grandparents, siblings). The City Manager may approve other bereavement leave requests on a case-by-case basis.

**13.6 Jury Duty/Witness Testimony Leave.** All employees are eligible for jury leave when called by the court to serve as a juror or provide witness testimony. Employees will receive their normal compensation so long as the City is reimbursed by the employee for juror or witness fees received.

The employee must provide to their Department Head a copy of the summons, notice, or subpoena directing the employee to appear in court. On a day an employee reports for jury duty and learns that services are not needed that day, the employee must return to work for the balance of the regular work shift.

**13.7 Military Leave.** The City will provide military leave as required by California State Law.

**13.8 Leave of Absence Without Pay.** An employee will not be entitled to a leave of absence as a matter of right, but upon request may be granted a personal leave of absence without pay upon the presentation of a valid and satisfactory reason. The approval or denial of such leave is not subject to the grievance or complaint procedure.

13.8.1. An employee must request the leave of absence in writing (Time Off Request form) at least 30 days in advance for a planned leave.

13.8.2. The time off must be approved by the Department Head and City Manager before beginning the leave of absence.

13.8.3. Such leave will not be approved in excess of one hundred twenty (120) calendar days in duration, except that the City Manager, upon the recommendation of the employee's Department Head, may approve one subsequent ninety (90) calendar day leave of absence without pay.

13.8.4. Failure to return to work at the end of the approved leave period will constitute a separation from service of that employee as a voluntary resignation.

13.8.5. The employee will not accrue any benefits, nor will City pay for any benefits during such approved leave of absence without pay.

**13.9 Unauthorized Absence – Automatic Termination.** An employee absent for more than three (3) working days without prior permission of the Department Head may be considered to have automatically terminated employment with the City. Such termination will be final and without right or appeal or hearing unless said employee furnishes reasons satisfactory to the Department Head and City Manager for not having obtained prior permission.

**13.10 Return to Work Requirements.** At least one (1) week prior to the expiration of the approved leave of absence, with or without pay, the employee must notify the Department Head of the employee's intention to return to work. Upon the expiration of an approved leave, the employee shall return to work on the next following regular work day. Failure to return to work will be considered a voluntary resignation on the part of the employee unless prior approval is obtained from the employee's Department Head and Human Resources.

**13.11 Determination of Continuous Service.** The length of an employee's service will be considered continuous while the employee is on an approved leave of absence, with or without pay, and if the employee returns to work on the required return to work day.

Upon re-employment from an involuntary layoff, the employee's previously accrued sick leave credits will be restored. An employee returning from a voluntary resignation will not receive any credits by virtue of their previous employment towards any leave accrual or restoration.

**Agreed Hereto and  
Recommended to City Council:**

Dated: 8/3/18

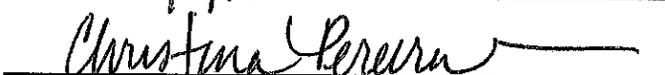
  
Eric Wier, City Manager

Dated: 8/3/18

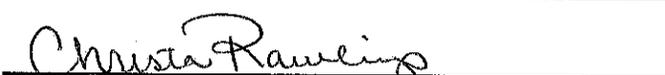
  
Martha D. Rice, City Negotiator

**Agreed Hereto for  
Clerical Employees of Crescent City (CECC):**

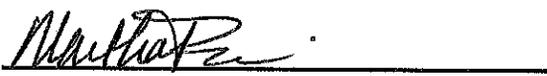
Dated: 8/2/18

  
Christina Pereira, President

Dated: 8/2/18

  
Christa Rawlings, Vice President

APPROVED AS TO FORM:

  
Martha D. Rice, City Attorney

**CECC Pay Schedule – Exhibit A**  
Effective 7/1/2018

The parties hereto agree to the following pay schedule for the following positions for the period July 1, 2018 through June 30, 2019, effective the first complete pay period in Fiscal Year 2018-19. This pay schedule reflects a 3.0% CPI increase.

All figures are described in hourly rates.

	Step 1	Step 2	Step 3	Step 4	Step 5
Account Clerk 1	15.18	15.94	16.74	17.57	18.45
Account Clerk 2	16.76	17.59	18.49	19.41	20.37
Account Clerk 3	18.96	19.92	20.91	21.96	23.05
Clerk Typist	13.09	13.75	14.44	15.16	15.91
Office Technician	15.56	16.34	17.16	18.01	18.92
<b>Confidential positions</b>					
Tenant Services Tech.	18.43	19.34	20.30	21.32	22.39
Fire Dept. Admin. Assist.	18.51	19.43	20.39	21.42	22.48
Police Records Specialist	18.06	18.95	19.90	20.90	21.94
<b>Y-Rated Positions</b>					
Account Clerk 1 Y-Rated	15.43	16.19	16.96	17.84	18.75
Account Clerk 3 Y-Rated	20.70	21.73	22.82	23.96	25.16

The parties agree that the above pay schedule shall continue in future agreements; however, the exact pay level for each step may vary as agreed upon by the parties.

**RULES FOR PAY STEP PROGRESSION:** Employees may move through the Steps in the following manner and at the discretion of the Department Head upon City Manager concurrence.

STEP 1: Entry Step. The employee is normally hired at this pay step.

STEP 2: Second Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employees progress to this step upon six months of satisfactory performance in Step 1 or at the discretion of the Department Head and City Manager.

STEP 3: Third Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employees progress to this step upon twelve (12) months of satisfactory performance in Step 2, or at the discretion of the Department Head and City Manager.

STEP 4: Fourth Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employees progress to this step upon twelve (12) months of satisfactory performance in Step 3, or at the discretion of the Department Head and City Manager.

STEP 5: Employees may progress to this step upon twelve (12) months of satisfactory performance in Step 4, or at the discretion of the Department Head and City Manager.

The employee's supervisor shall evaluate the employee's performance in the time periods provided for by each pay step to determine if the employee shall progress to the next pay step. Employees at Step 5 will also be evaluated by the employee's supervisor to determine performance strengths and weaknesses.

All employee evaluations shall be reviewed by the employees' Department Head and City Manager.

The supervisor shall notify the employee at least ten (10) days prior to the employee's due date for a pay increase as to whether or not the supervisor will recommend a pay step increase for the employee. Employees may utilize the grievance procedure should an employee object to the supervisor's decision in this matter.

Notwithstanding any of the above, employees who are promoted shall be placed in the pay step of the new classification which provides the employee a minimum increase of five (5) percent unless the pay at the new classification is already at Step 5.

Employees who are demoted for disciplinary reasons will be paid at the salary of the same step within the lower pay classification.

Employees who are transferred from one position to another of equal pay shall not be increased or decreased in respect to their present pay.

**CECC Pay Schedule – Exhibit A**  
Effective 7/1/2019

The parties hereto agree to the following pay schedule for the following positions for the period July 1, 2019 through June 30, 2020, effective the first complete pay period in Fiscal Year 2019-20. This pay schedule reflects a (TBD) % CPI increase. This schedule will be updated when the applicable CPI percentage is known.

All figures are described in hourly rates.

	Step 1	Step 2	Step 3	Step 4	Step 5
Account Clerk 1					
Account Clerk 2					
Account Clerk 3					
Clerk Typist					
Office Technician					
Confidential positions					
Tenant Services Tech.					
Fire Dept. Admin. Assist.					
Police Records Specialist					
Y-Rated Positions					
Account Clerk 1 Y-rated					
Account Clerk 3 Y-rated					

The parties agree that the above pay schedule shall continue in future agreements; however, the exact pay level for each step may vary as agreed upon by the parties.

**RULES FOR PAY STEP PROGRESSION:** Employees may move through the Steps in the following manner and at the discretion of the Department Head upon City Manager concurrence.

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All employee evaluations shall be reviewed by the employees' Department Head and City Manager.

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Notwithstanding any of the above, employees who are promoted shall be placed in the pay step of the new classification which provides the employee a minimum increase of five (5) percent unless the pay at the new classification is already at Step 5.

Employees who are demoted for disciplinary reasons will be paid at the salary of the same step within the lower pay classification.

Employees who are transferred from one position to another of equal pay shall not be increased or decreased in respect to their present pay.

## Side Letter Agreement

This Side Letter Agreement ("Side Letter") to the Memorandum of Understanding between the City of Crescent City ("City") and the Clerical Employees of Crescent City ("CECC") for the period covering July 1, 2018 through June 30, 2020 is hereby entered into between the parties for the purpose of establishing a commitment to review job descriptions and review the impact that rising minimum wage will have on bargaining unit salaries.

NOW, THEREFORE, the parties agree as follows:

**1.0 Job Descriptions.** The City and the CECC will work together to review and amend, as appropriate, all job descriptions in the CECC bargaining unit. This task is to be completed prior to July 1, 2019.

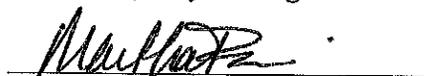
**2.0 Minimum Wage Impacts.** The City recognizes the fact that minimum wage is scheduled to increase by \$1.00 per year for the next 4 years and that this minimum wage increase is going to result in a shrinking differential between the minimum wage and some of the lesser paid positions in the bargaining unit (and all other positions as well). As early as practicable in FY 19-20, the City will begin the process of reviewing and studying the impacts that minimum wage is having on those positions mentioned above and whether a salary survey or more formal study is prudent at the time. The City will consult with the CECC regarding the methodology and processes utilized for reviewing wages. While the ultimate decision will be that of the City as to what method and process is utilized, input from the CECC is valuable and desired. The intent of the parties is that the outcome of the review will be a basis upon which the City can address the minimum wage impacts during negotiations for the next MOU (anticipate to commence July 1, 2020). The results of the review/survey will be provided to CECC. It is expressly understood that the City cannot and is not committing to any particular course of action at this time because any action will be the prerogative of the future city council and subject to budgetary constraints.

WHEREFORE, the CECC agrees to the above terms and the City agrees to present this Side Letter as part of the above-referenced Memorandum of Understanding for adoption by the City Council.

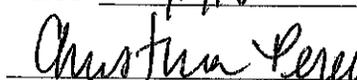
**AGREED TO AND RECOMMENDED TO CITY COUNCIL:**      **AGREED TO BY THE CECC:**

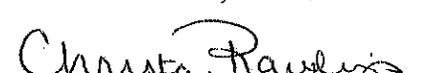
Dated: 8/3/18

  
Eric Wier, City Manager

  
Martha D. Rice, City Negotiator

Dated: 8/2/18

  
Christina Pereira, President

  
Christa Rawlings, Vice President



## CITY COUNCIL AGENDA REPORT

**TO:** MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

**FROM:** ERIC WIER, CITY MANAGER

**BY:** ERIC TAYLOR, DIRECTOR OF COMMUNITY DEVELOPMENT

**DATE:** AUGUST 6, 2018

**SUBJECT:** GRANT APPLICATION TO UPDATE THE 2011-2016 DEL NORTE COUNTY COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs).

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### RECOMMENDATION

- Hear staff report
- Take public comment
- Authorize the City Manager to submit a grant application to the United States Economic Development Administration to update the 2011-2016 Del Norte County Comprehensive Economic Development Strategy (CEDs).

### BACKGROUND

Under the Planning program EDA assists eligible recipients in creating regional economic development plans designed to build capacity and guide the economic prosperity and resiliency of an area or region. As part of this program, EDA supports Partnership Planning investments to facilitate the development, implementation, revision, or replacement of Comprehensive Economic Development Strategies (CEDs), which articulate and prioritize the strategic economic goals of recipients' respective regions. In general, EDA provides Partnership Planning grants to the designated planning organization (e.g., District Organization) serving ED

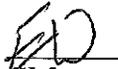
The Currents CEDs was adopted by the Tri-Agency Economic Development Authority in 2011. Typically, CEDs are 5-year plans which should be reviewed annually. For this grant application the planning partners have been identified as the City of Crescent City, County of Del Norte and the Crescent City Harbor District.

If awarded funding staff will prepare an RFP and retain consultant services through a competitive process. The consultant and planning partners will collect and analyze economic development data including but not limited to community demographics, infrastructure,

economic trends and linkages. The consultant is expected to engage economic development partners and business owners to convene a steering committee. With assistance of the consultant, staff will schedule, plan and convene community workshops to plan goals, strategies, and milestones to measure success. These workshops will collect input from all stakeholders regarding economic development issues, concerns, and desirable actions to guide identification and prioritization of the goals and strategies. The proposed timeline for the project is one year.

**FISCAL ANALYSIS**

The planning partners are requesting \$60,000.00 in grant funding for the proposed project. The grant requires a 50% match in funding which can be in the form of in-kind services. Therefore, planning partner staff will provide the match funding by assisting in the preparation of the update.

  
CM



## CITY COUNCIL AGENDA REPORT

**TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL**

**FROM: IVAN MINSAL, CHIEF OF POLICE**

**DATE: AUGUST 6, 2018**

**SUBJECT: DONATION FROM TAMAKI FOUNDATION FOR K9 KENNEL FACILITIES AT THE POLICE DEPARTMENT**

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### RECOMMENDATION

- Hear staff report
- Take public comment
- Authorize the City Manager to accept a \$12,000 donation from the Tamaki Foundation for K9 kennel facilities at the police department.
- Adopt Resolution 2018-45, A RESOLUTION OF CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA APPROVING FISCAL YEAR 2018-2019 GENERAL FUND POLICE DEPARTMENT ACCEPTANCE OF THE TAMAKI FOUNDATION DONATION AND EXPENSE APPROPRIATIONS; take action as necessary and appropriate.

### BACKGROUND

The Tamaki Foundation has supported the Police Department's K9 program for over a decade. In the past, the foundation has supported the Police Department with funding to purchase new vehicles, K9 equipment, continued training, and new K9s.

Currently, K9 officers must leave their K9s in the K9 vehicles for an extended period of time, when they are called to handle non-K9 police responses, such as, domestic violence, sexual assault or child abuse investigations. These, along with other criminal investigations can take additional time to complete, leaving the K9 confined for an extended time without the ability to exercise, attending to calls of nature, or becoming stressed knowing their handler is out of their sight.

With a kennel facility located at the police station, the K9s can be transported and secured in the kennel to attend to their needs while their handler is away. The kennel would become a second home for the K9 to use. This will give the handlers (officers) the freedom to continue their non-K9 duties, knowing their K9 is safe and secure during those incidents.

In addition, the kennel facility can be used for emergency K9 housing if the occasion were to present itself. An example of this type of situation would be if an officer is injured or becomes ill while on duty. The kennel in rare emergency conditions can also house a displaced dog, whose owner/master has been incapacitated due to an accident or illness, and the County Animal Services Department is unable to immediately respond to the scene.

### **ANALYSIS**

The funds from the Tamaki Foundation would be used to purchase and install a two dog K9 Kennel for the Police Department's K9 Unit. The kennel will be located within the fenced yard behind the Police Department building.

The Police Department has been conducting research on K9 kennels that have been offered by the various manufacturers of pre-fab (kits) and complete kennels that would protect the K9s from weather, provide them comfort, and offer them protection. No specific manufacturer or model has been selected. The \$12,000.00 donation appears to be sufficient to fund the entire project, it is not anticipated to require additional City funds.

### **FISCAL ANALYSIS**

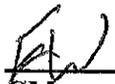
The acceptance and use of the funds would require the FY 2019 General Fund to be amended to accept the donation and the expenditure. The donation will increase the general fund revenues and the expenditure by the same amount of \$12,000.00. This request will not impact the overall City's General Fund balance.

### **STRATEGIC PLAN ASSESSMENT**

This report is consistent with the City's Strategic Plan, Goal No. 1 "Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors."

### **ATTACHMENTS**

1. Resolution No. 2018-45

  
CM

**RESOLUTION NO. 2018-45**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY,  
CALIFORNIA AMENDING THE FISCAL YEAR 2018-19 BUDGET OF THE CITY OF  
CRESCENT CITY**

**WHEREAS**, the budget for the fiscal year beginning July 1, 2018, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 4<sup>th</sup> day of June 2018; and

**WHEREAS**, the City Council adopted said budget and has the authority to amend said budget from time to time; and

**WHEREAS**, the Crescent City Police Department has received a generous donation from the Tamaki foundation for the purpose of constructing a K9 kennel; and

**WHEREAS**, the acceptance and expenditure of these donated funds requires an amendment to the adopted budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY THAT THE FISCAL YEAR 2018-19 ANNUAL BUDGET IS HEREBY AMENDED AND APPROPRIATED IN THE AMOUNTS IDENTIFIED BELOW:**

<b>Fund</b>	<b>Revenue Increase</b>	<b>Expenditure Increase</b>
General Fund	\$12,000	\$12,000

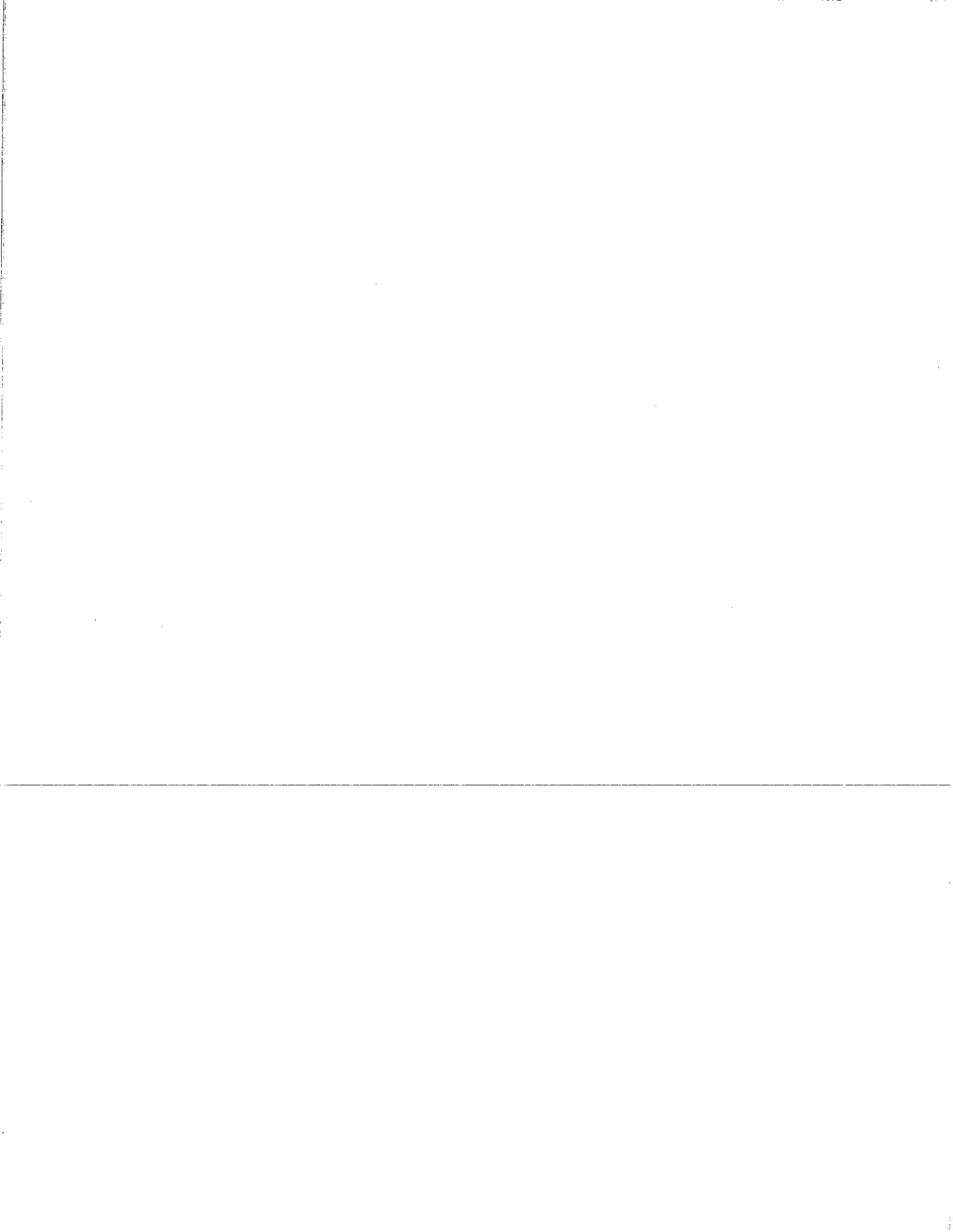
**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City this 6<sup>th</sup> day of August 2018, by the following polled vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Blake Inscore, Mayor

ATTEST:

\_\_\_\_\_  
Robin Patch, City Clerk





## CITY COUNCIL AGENDA REPORT

**TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL**

**FROM: LINDA LEAVER, DIRECTOR OF FINANCE**

**DATE: AUGUST 6, 2018**

**SUBJECT: APPROVE AGREEMENT WITH CLAGGETT WOLFE & ASSOCIATES FOR A BUSINESS LOAN PROGRAM STUDY UNDER THE 16-CDBG-11136 GRANT**

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### RECOMMENDATION

- Hear staff report
- Take public comment
- Approve and authorize the City Manager to sign the Professional Services Agreement with Claggett Wolfe & Associates to perform a business loan program study, funded under the City's 16-CDBG-11136 grant, contingent upon receiving General Conditions Clearance from the Housing Community Development (HCD)

### BACKGROUND

The Community Development Block Grant (CDBG) is a federal grant administered through the state to provide financial assistance for programs associated with economic development and services to low-income individuals and households. Crescent City has been awarded a grant of \$707,500 (grant #16-CDBG-11136) to undertake several activities, including a Business Loan Program study. The purpose of the study is to evaluate the needs of businesses in Crescent City for a business loan program, determine sources of funding for such a program, and develop the loan program itself. Once completed, the study may be used as the basis for applying for future grant funding to implement the loan program.

### ANALYSIS

City staff issued a Request for Proposals (RFP) on June 7, 2018 and received three proposals. A selection committee comprised of City staff and representatives from the local business community evaluated the proposals and made a unanimous selection of Claggett Wolfe & Associates.

Claggett Wolfe & Associates is located in Auburn, CA and has extensive experience in providing economic development services for small businesses, including 12 years of experience working with the CDBG Economic Development program. Their proposal includes the assessment of local business needs (both financial and non-financial), the development of a business loan

program, and a financial plan for funding the program. Claggett Wolfe & Associates will present the final study to the City Council. The anticipated timeline is 14 weeks.

In keeping with CDBG program requirements, the firms not selected were notified and given 15 days to file a protest. No protests were received.

City staff is in the process of submitting the required documents to the State for General Conditions Clearance. Once clearance has been received, the City may move ahead with this project. For that reason, staff requests the Council to approve the City Manager to sign the agreement contingent upon receiving General Conditions Clearance.

**FISCAL ANALYSIS**

The proposal cost is \$39,860. This is within the City's grant budget of \$45,643 for this project. CDBG grants operate on a reimbursement basis, which means the City will pay Claggett Wolfe & Associates and then apply to HCD for reimbursement.

**STRATEGIC PLAN ANALYSIS**

This report is consistent with the following Strategic Plan goals:

- 1(D): Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs
- 2(F): Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs

**ATTACHMENTS**

- Claggett Wolfe & Associates proposal
- Professional Services Agreement

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Staff Review:

CM: EW      Legal: MS      Comm Dev: \_\_\_\_\_

**CITY OF CRESCENT CITY  
PROFESSIONAL SERVICES AGREEMENT**

This agreement ("Agreement") is made and entered into by the City of Crescent City, a California municipal corporation ("CITY") and Claggett Wolfe Associates, a California corporation ("CONSULTANT"), for the provision of a business loan study for city residents and businesses.

**RECITALS**

WHEREAS, CITY has determined that it is necessary and desirable to secure certain technical and professional services; and

WHEREAS, the scope of work for said services (hereinafter "Project") is attached hereto as Exhibit "A" and hereby incorporated by reference; and

WHEREAS, CONSULTANT is qualified and willing to provide such services pursuant to the terms and conditions of this Agreement.

**AGREEMENT**

NOW, THEREFORE, IT IS AGREED by and between CITY and CONSULTANT as follows:

1. INCORPORATION OF RECITALS. The recitals set forth above, and all defined terms set forth in such recitals and in the introductory paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

2. SCOPE OF SERVICE.

(a) Services to be Furnished. The Study will develop the framework for a Business Loan Program. The CONSULTANT will be expected to perform the following tasks:

- (i) **Local business outreach/assess economic issues and needs:** engage local business owners and organizations, assess/report all factors contributing to leakage, new business recruitment, collect data, and prepare the data for design parameters.
- (ii) **Design a Business Loan Program:** review City's existing Comprehensive Economic Development Study (CEDS), develop a strategic plan and guidelines for the program, identify and create the best marketing components to brand the program and ensure the highest level of visibility. Actual forms and all internal policies required to implement the program should be included.
- (iii) **Create the administrative flow:** identify staff needs and impacts.
- (iv) **Financial Plan/funding for program:** outline all resources available for economic development program support and conduct an admin cost analysis showing the cost of staff time vs. outsourcing or combination for the most efficient program operation.

CONSULTANT shall perform the services set forth in Exhibit "A" attached hereto and incorporated herein by reference.

(b) Schedule for Performance. CONSULTANT must perform the services identified in Exhibit A as expeditiously as is consistent with generally accepted standards of the professional skill, and with the appropriate care and the orderly progress of work per the requirements of the Department of Housing and Community Development CDBG Program. All work must be performed by September 30, 2019. CONSULTANT shall refer to Exhibit "B" as the standard for said schedule.

(c) Standard of Quality. All work performed by CONSULTANT under this Agreement must be in accordance with all applicable legal requirements and must meet the standard of quality ordinarily to be expected of competent professionals in CONSULTANT'S field of expertise.

(d) Compliance With Laws. CONSULTANT must comply with all applicable federal, state, and local laws, codes, ordinances, regulations, orders, and decrees. CONSULTANT represents and warrants to CITY that CONSULTANT will, at its own cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for CONSULTANT to practice its profession or are necessary and incident to the lawful prosecution of the services it performs under this Agreement.

(e) Reporting. CONSULTANT must provide regular reports to CITY regarding work progress. Grantee reports to be submitted to granting agency must be provided to CITY in a reasonable time to allow for review and corrections prior to submittal to the granting agency in compliance as follows:

- (i) CONSULTANT must provide Monthly Financial Status Reports per forms and instructions provided by CITY. Such reports are due no later than the fifteenth (15<sup>th</sup>) of each month following the end of the prior month. Invoices submitted for services are to coincide with the period of the Financial Status Report and shall include the following information:
- (ii) Fee for services pursuant to the schedule.
- (iii) Other information as may be mutually agreed upon or required by CDBG.

(f) State Contracts. CITY has the following State contracts open under the CDBG Program. Additional contracts awarded during the term of this contract will be automatically included under this contract.

16-CDBG-11136

### 3. COMPENSATION.

(a) Schedule of Payment. The compensation and terms of payment to be paid by CITY to CONSULTANT for the services rendered hereunder will be in accordance with Exhibit "C", attached hereto and incorporated herein by this reference. It is expressly agreed and understood that the total to be paid by CITY under this contract is not to exceed Thirty-Nine Thousand, Eight Hundred Sixty Dollars (\$39,860.00).

(b) Additional Services. CITY will make no payment to CONSULTANT for any extra, further, or additional services unless such services and payment have been mutually agreed to and this Agreement has been formally amended in accordance with Section 7.

(c) Invoicing and Payment. CONSULTANT must submit monthly invoices identifying the service provided and time allocated to each task performed. The parties agree to exercise good faith and diligence in the resolution of any disputed invoice amounts. CITY will make payment within 30 days of receipt of invoice for all undisputed amounts. The final invoice shall be submitted to CITY for payment by October 10, 2019.

(d) Payment at Termination. CITY must submit final payment for all work performed to the date of termination to CONSULTANT within 30 days of receipt of the final invoice.

4. ACTIVITY REVIEW AND COMMENT. CONSULTANT must provide CITY with monthly progress reports for activities described in Exhibit "A" on a % complete basis. Upon completion of each activity/task as defined in Exhibit "A", CONSULTANT must be available to meet with CITY via telephone or video conference. If additional review and/or revision is required by CITY, CITY will conduct reviews in a timely manner.

5. TERM OF AGREEMENT. This Agreement is effective as of the date of execution and is scheduled to expire on October 25, 2019, unless amended pursuant to Section 7, or terminated pursuant to Section 6.

6. TERMINATION.

(a) CITY has the right to terminate this Agreement for any reason, at any time, by serving upon CONSULTANT thirty (30) calendar days' advance written notice of termination. The notice will be deemed served and effective for all purposes on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to CONSULTANT at the address indicated in Section 11.

(b) If CITY issues a notice of termination, CONSULTANT must deliver to CITY copies of all writings, whether or not completed, which were prepared by CONSULTANT, its employees, or its subcontractors, if any, pursuant to this Agreement. The term "writings" includes, but is not limited to, handwriting, typewriting, computer files and records, drawings, blueprints, printing, photostating, photographs, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, symbols, or combinations thereof.

7. AMENDMENTS. Modifications or amendments to the terms of this Agreement must be in writing and executed by both parties to be valid and enforceable. State approval is required for any Amendments.

8. NONDISCLOSURE OF CONFIDENTIAL INFORMATION. CONSULTANT must not, either during or after the term of this Agreement, disclose to any third party any confidential information relative to the work of CITY without the prior written consent of CITY.

9. DISCLOSURE. CONSULTANT must provide CITY with full disclosure of any other clients that it is currently serving in Del Norte County, including a brief description of the nature of the work being performed. If CONSULTANT initiates service to new clients within Del Norte County during the term of this Agreement, CONSULTANT must disclose such service to CITY. CONSULTANT may be excused from this disclosure requirement if the client demands confidentiality and the work does not prevent a conflict of interest for CONSULTANT.

10. INDEPENDENT CONTRACTOR. In the performance of the services in this Agreement, CONSULTANT is an independent contractor and is not an agent or employee of CITY. CONSULTANT, its officers, employees, agents, and subcontractors, if any, have no power to bind or commit CITY to any decision or course of action, and must not represent to any person or business that they have such power. CONSULTANT has the right to exercise full control of the supervision of the services and over the employment, direction, compensation, and discharge of all persons assisting CONSULTANT in the performance of said service hereunder. CONSULTANT is solely responsible for all matters relating to the payment of its employees, including compliance with social security and income tax withholding, workers' compensation insurance, and all other regulations governing such matters.

11. NOTICE. Any notices or other communications to be given to either party under this Agreement must be in writing, delivered to the addresses set forth below, and will be effective, as follows:

(a) By personal delivery: Effective upon receipt by the addressee; or

(b) By facsimile: Effective upon receipt by the addressee, so long as a copy is provided by certified U.S. mail, return receipt requested, postmarked the same day as the facsimile; or

(c) By certified U.S. mail, return receipt requested: Effective 72 hours after deposit in the mail (except as otherwise provided in Section 6(a)).

IF TO CITY:

City of Crescent City  
Attn: City Manager  
377 J Street  
Crescent City, California 95531  
Phone: (707) 464-7483  
FAX: (707) 465-1719

IF TO CONSULTANT:

Chuck Wolfe, President  
Claggett Wolfe Associates  
3108 Sunshine Meadow Lane  
Auburn, CA 95602  
Phone: (530) 878-8016  
Email: cwolfe@claggettwolfe.com

Either party may change its address for notice purposes by complying with the notice procedures in this Section.

12. OWNERSHIP OF MATERIALS. CITY is the owner of all records and information created, produced, or generated as part of the services performed under this Agreement. At any time during the term of this Agreement, at the request of CITY, CONSULTANT must deliver to CITY copies of all writings, records, and information created or maintained pursuant to this Agreement. The term "writings" in this Section has the same definition as provided in Section 6(b). Any forms, software, and/or services provided and created by the CONSULTANT will remain the property of the CONSULTANT. All documents or work created using these systems will remain the property of CITY. CITY has no rights to any of the CONSULTANT'S intellectual property or an invention that may be a result of work performed by CONSULTANT.

13. DUTIES OF THE CITY. The CITY must provide the CONSULTANT with all program files, records, and information pertinent to services to be performed hereunder. The CITY is responsible for monitoring CONSULTANT for conformity with grant requirements and must promptly notify CONSULTANT of any fault or defect in the performance of CONSULTANT'S services hereunder.

14. BINDING AGREEMENT. This Agreement binds the successors of CITY and CONSULTANT in the same manner as if they were expressly named herein.

15. WAIVER.

(a) Effect of Waiver. Waiver by either party of any default, breach, or condition precedent may not be construed as a waiver of any other default, breach, or condition precedent or any other right under this Agreement.

(b) No Implied Waivers. The failure of either party at any time to require performance by the other party of any provision hereof will not affect in any way the right to require such performance at a later time.

16. NONDISCRIMINATION.

(a) In General. CONSULTANT must not discriminate in the conduct of the work under this Agreement against any employee, applicant for employment, or volunteer because of race, color, creed, religion, national origin, ancestry, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions, gender identity, gender expression, age (40 and above), marital status, sexual orientation, denial of family and medical care leave, medical condition, genetic information, physical or mental disability (including HIV and AIDS), military or veteran status, denial of pregnancy disability leave or reasonable accommodation.

(b) Compliance With Laws. CONSULTANT must comply with all federal and state anti-discrimination and civil rights laws.

(c) Posting Requirements. CONSULTANT agrees to post in conspicuous places, available to all employees and applicants for employment, notices that CONSULTANT will provide an atmosphere for employees, clients, and volunteers that is free from harassment or discrimination on the bases set forth in subsection 16(a).

17. INSURANCE.

(a) Required Coverage. CONSULTANT, at its sole cost and expense, must obtain and maintain in full force and effect throughout the entire term of this Agreement the following described insurance coverage:

	<u>Policy Type</u>	<u>Minimum Limits of Coverage</u>
(i)	Workers' Compensation	Per California Law
(ii)	Employer's Liability	\$1,000,000 per accident for BI/Disease
(iii)	Comprehensive Automobile ISO Form # CA 0001	\$1,000,000 per accident for BI/PD CSL, Code I – All autos
(iv)	Commercial/Comprehensive General Liability ISO Form # CG 001 01	\$1,000,000 per occurrence for BI/PD, including products completed, personal injury and advertising injury
(v)	Professional Liability (E&O)	\$1,000,000 CSL

(b) Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by CITY.

(c) Required Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- (i) For any claims related to this Project, the CONSULTANT'S insurance coverage will be primary insurance as respects CITY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by CITY, its officers, officials, employees, or volunteers will be in excess of the CONSULTANT'S insurance and will not contribute to it; and
- (ii) CITY, its officers, officials, employees and volunteers are to be covered as additional insureds.

(d) Claims-Made Policies. If any required policy is a claims-made policy, the policy must contain language providing coverage up to six months following the completion of the Project in order to provide insurance coverage for the hold harmless provisions herein.

(e) Verification of Coverage. CONSULTANT must provide copies of all required insurance declarations, at the CITY's discretion, either upon request or prior to commencement of work.

(f) Notice of Cancellation. Each insurance policy required by this Section must be endorsed to state that coverage may not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after giving CITY 30 days' prior written notice (10 days for non-payment of premium) by certified mail, return receipt requested.

(g) Lack of Coverage. In the event any required policy is canceled prior to the completion of the Project and CONSULTANT does not furnish a new Certificate of Insurance prior to cancellation, CITY may obtain the required insurance and deduct the premium(s) from contract monies due to CONSULTANT.

18. [RESERVED].

19. WORKERS' COMPENSATION.

(a) Covenant to Provide. CONSULTANT warrants that it is aware of the provisions of the California Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code. CONSULTANT further agrees that it will comply with such provisions before commencing the performance of the work under this Agreement.

(b) Waiver of Subrogation. CONSULTANT agrees to waive all rights of subrogation against CITY, its elected or appointed officials, agents, and employees for losses paid under CONSULTANT'S workers' compensation insurance policy which arise from the work performed by CONSULTANT for CITY.

20. INDEMNIFICATION. CONSULTANT agrees to indemnify, defend and save harmless CITY, its elected and appointed officers, agents, employees, and volunteers from any and all claims and losses, whatsoever, accruing or resulting from any and all contractors, subcontractors, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged resulting from any wrongful acts, errors and omissions, or negligence of CONSULTANT, its agents and employees, pertaining to the performance of this Agreement. CONSULTANT'S liability arising out of the performance of its obligations hereunder shall be limited to the fees paid by CITY to CONSULTANT for services contemplated by this Agreement. This liability limitation shall not apply to claims made by any third party, nor shall it apply in the event of the willful misconduct or gross negligence of CONSULTANT, its managers, employees or agents.

21. CONFLICT OF INTEREST. CONSULTANT must exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with CITY'S interest. CONSULTANT must immediately notify CITY of any and all violations of this Section upon becoming aware of such violation.

22. TIME OF THE ESSENCE. CONSULTANT understands and agrees that time is of the essence in the completion of the work and services described in Section 2.

23. SEVERABILITY. If a court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provision of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, will not be affected.

24. GOVERNING LAW AND CHOICE OF FORUM. This Agreement will be administered and interpreted under California law as though written by both parties. Any litigation arising from this Agreement must be brought in California Superior Court in and for Del Norte County.

25. COSTS AND ATTORNEYS' FEES. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

26. NO ASSIGNMENT. This Agreement and any amendments hereto are not assignable by CONSULANT either voluntarily or by operation of law without the prior written consent of CITY.

27. MISCELLANEOUS PROVISIONS.

(a) Review of Records/Record Retention. CONSULTANT must maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Agreement. Such inspections may be made during regular office hours at any time until five (5) years after the final payments under this Agreement are made to CONSULANT, or the resolution of any audits or lawsuits, whichever is later. At the end of the Agreement all documents and recipient files will be forwarded to the CITY.

(b) Other Federal and State Regulations. CONSULTANT must comply with all applicable Federal and State overlay requirements, particularly those described in Exhibit "D" to this Agreement, which is incorporated herein by this reference.

(c) Other Insurance Requirements. CONSULTANT must maintain, if legally required, unemployment and disability insurance reasonable to compensate for injuries or damages related to the activities of this Agreement.

(d) State and Federal Monitoring. The State of California, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, the Office of the Inspector General, or any of their duly authorized representatives, must be allowed access to any books, documents, papers, and records of CONSULANT or any subcontractor which are directly pertinent to this Agreement, for the purpose of making audit, examination, excerpts, and transcriptions from such records including, but not limited to, contracts, invoices, materials, payrolls, records of personnel, conditions of employment and any other data relating to matters covered by this Agreement. Such access must be granted at any time during normal business hours and as often as deemed necessary by the requesting party.

28. AUTHORIZATION TO EXECUTE. The signatories to this Agreement hereby represent and warrant that they have been duly authorized to legally bind and execute this Agreement on behalf of their respective parties.

Executed by CITY and CONSULTANT on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**CITY OF CRESCENT CITY:**

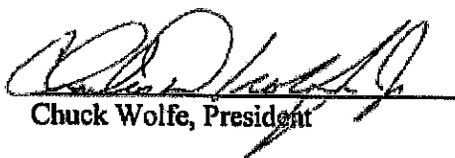
\_\_\_\_\_  
Eric Wier, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha D. Rice, City Attorney

**CLAGGETT WOLFE ASSOCIATES**

Fed I.D. # 77-0431307

By:   
\_\_\_\_\_  
Chuck Wolfe, President

Date: 8/3/18

## SECTION 3: PROJECT WORK PLAN

The following table outlines the activities that will be undertaken to complete the project and, in aggregate, represent the Work Plan for completing the project Scope of Services.

<p><b>Activity 1. Clarify Program Objectives, Performance Metrics &amp; Timelines, and Risk Tolerances</b></p> <p>Meet with City staff in a 1.5 to 2-hour on-site meeting during the first in-region visit to establish foundational information to guide the loan program market opportunity analysis and model development. Topics will expand on initial information gathered from a review of secondary market research (outlined in Activity 2) to refine (and quantify) City's:</p> <ul style="list-style-type: none"> <li>▪ targeted economic objectives (e.g., cluster focus, job and tax revenue targets, etc.).</li> <li>▪ other return-on-investment measures (e.g., percent recapture of invested funds).</li> <li>▪ stage(s) of businesses to be assisted (e.g., startup, second-stage, etc.).</li> <li>▪ timelines for implementation and meeting defined objectives.</li> </ul> <p>This activity will also focus on determining the City's tolerance for risk (i.e., acceptable loan program performance and non-performance levels relative to defined objectives). This activity will also focus on the relative risk that may be associated with individual loans (e.g., loan size, industry and age of business) and the aggregated loan portfolio (i.e., total loan funds disbursed).</p> <p><b>Deliverables:</b> Outline of program objectives, performance metrics &amp; timelines and risk overview to be integrated into Activities 3, 4 and 5.</p>
<p><b>Activity 2. Local Business Outreach/Assess Economic Issues and Needs</b></p> <p>This activity will involve a two-step process to assess economic issues and needs of the City and its businesses (current as well as future businesses that may startup or be recruited to the city).</p> <p><b>Step 1: Secondary Market Research</b> – Review available published reports and data from sources including, but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Del Norte County Comprehensive Economic Development Strategy (CEDS).</li> <li>▪ Del Norte County Economic Forecast 2017 – California Department of Transportation.</li> <li>▪ Del Norte County Economic &amp; Demographic Profile 2017 – Del Norte Local Transportation Commission.</li> <li>▪ Regional Economic Analysis Profile: Northern Economic Sub-Market – California Employment Development Department May 2015.</li> <li>▪ U.S. Census Bureau County Business Patterns, U.S. Cluster Mapping and Hoovers.com databases.</li> <li>▪ Crescent City Business Licenses.</li> </ul> <p>Secondary data sources will be used to establish an initial profile for the City and its businesses. This will be followed by a primary research effort.</p> <p><b>Step 2: Primary Market Research</b> – Primary research will involve face-to-face and telephone interviews along with an on-line survey.</p> <p><b>Interviews</b></p> <p>Claggett Wolfe will conduct up to twenty-six (26) face-to-face and telephone interviews to complete this activity. Face-to-face interviews will be conducted during two (2) three (3) day visits to Crescent City. The interviews will be used to evaluate market conditions and identify the "value" offering each participant would gain from the City's loan program. Claggett Wolfe anticipates segmenting the research as follows:</p>

## Activity 2. Local Business Outreach/Assess Economic Issues and Needs (Continued)

### Step 2: Primary Market Research (Continued)

▪ **Lenders:** Three (3) to five (5) face-to-face interviews with local lenders serving the Crescent City commercial lending market (e.g., US Bank, Tri Counties Bank, Chase Bank, Coast Central Credit Union and Del Norte County EDC) and one (1) telephone interview with lenders with loan programs serving the area (e.g., Arcata EDC and). Interviews will be used to discuss market conditions including current debt financing "gaps" in terms of deal size, loan term and interest rates, collateral requirements, use of funds, years in business, industry sector, etc. In addition, the interviews will be used to identify lenders that have a willingness to support the City's loan program under different participation arrangements (e.g., superior/subordinate position lending, co-lending, guaranteed lending, loan origination and document preparation, loan servicing, etc.).

▪ **Targeted Businesses:** Eight (8) to fourteen (14) businesses in targeted clusters to discuss current and potential debt financing needs including, but not limited to, range of capital required, type of loan product (e.g., term loan and line-of-credit), uses of funds, and ability to meet performance metrics (e.g., jobs created) identified in Activity 1. Interviewees will also be asked to discuss any challenges they have faced in securing loans in the past. Claggett Wolfe anticipates conducting most of these interviews face-to-face at the business' location using telephone interviews to reach those business owners where a face-to-face interview could not be arranged.

▪ **Business Assistance and Community Representatives:** Four (4) to six (6) organizations or individuals with insights into business activity/culture within the region as well as the City's broader economic conditions and objectives. It is anticipated that this group will include, but not be limited to, representatives from the North Coast SBDC, Crescent City/Del Norte Chamber of Commerce, Crescent City staff and elected officials, and other appropriate parties.

Interviews will be used to collect a range of information applicable to each group including, but not limited to, business climate, industry activity, lending history, funding needs, awareness of existing loan programs, proposed amounts and uses of loan funds, challenges experienced in securing loan funds, etc.

### Survey

Claggett Wolfe will develop a survey for business owners to provide additional insights into their borrowing needs, challenges, etc. The survey will be conducted a web-based platform (e.g., Survey Monkey) with the objective of collecting additional data from area business owners. An invitation to participate in the survey will be distributed via email using information provided by the City from its business license data file.

Claggett Wolfe will work with City staff to develop final interview lists as well as the survey instrument. Claggett Wolfe will look to the City to provide names, contact information and introductions (via email) where possible for individuals selected from each of the above groups along with a data file of business license holder emails to support the survey outlined above.

**Deliverables:** The above information will be used along with Claggett Wolfe's previous experience with similar loan programs to prepare a summary memorandum in MS Word and PDF formats outlining the research findings including a summary matrix of existing debt financing overlaid with debt financing needs of City businesses to identify opportunities for a new loan program supported with CDBG or other funds (including microenterprise). Findings will be used to develop the loan program parameters and support documentation outlined in Activities 3 and 4. Interview responses will be aggregated in summary form in the memorandum with individual interview responses remaining confidential.

### Activity 3. Design Business Loan Program (Including Administrative Flow)

This activity will use the information from Activities 1 and 2 along with Claggett Wolfe's previous loan program development and operation experience to design a business loan program that addresses the economic issues and meets the needs of Crescent City and its businesses. The design effort will be aligned with the existing CEDS as well as other strategic objectives identified in Activity 1. The design effort will include:

**Loan Program Operating Materials** – Claggett Wolfe will prepare the following loan program operating materials:

- Loan application and applicant screening criteria (including CDBG National Objective and Public Benefit or other funder requirements as appropriate). Based on previous experience, Claggett Wolfe proposes to develop a two-part application process to reduce the burden on the applicant, reduce staffing costs associated with applicant screening and increase overall program efficiency. Part I would involve a pre- assessment process that would determine program eligibility (e.g., location, eligible use of funds and program requirements such as job creation) and a preliminary assessment of an applicant's capacity to service additional debt based on a review of readily available documents (i.e., most recent year's personal and federal tax returns). If the applicant is eligible they would proceed into the more in-depth underwriting process which will require the applicant to invest more time and provide more detailed information (e.g., pro forma financial projections, credit reports, etc.). If the applicant is found ineligible the program would include referral sources that may assist the business.
- Loan underwriting guidelines (including CDBG regulatory requirements or other funder requirements as appropriate).
- Loan credit memo.
- Loan committee composition and responsibilities.
- Loan committee review/scoring worksheet.
- Sample legal documents (i.e., loan and security agreements) to be finalized by City legal counsel or contract service provider.
- Operating procedures including security filings (e.g., UCC) and program reporting including CDBG and other funder reporting requirements as appropriate.
- Loan program reports (e.g., fund balance, amortization schedules, loan status, etc.).

**Loan Program Staffing** – Claggett Wolfe will prepare a staffing plan (both program staff as well as City staff roles (impacts) associated with program oversight).

In addition to the above, Claggett Wolfe will provide guidance on the best approach for developing and maintaining legal documents (i.e., loan and security agreements including appropriate language for CDBG compliance if appropriate) and review, if necessary, review legal documents prepared by the City's Legal Counsel.

**Deliverables:** Loan program guidelines/policies, operating manual and forms and program staffing plan including, but not limited to, the information outlined above in MS Word and PDF formats.

#### Activity 4. Financial Plan/Program Funding

This activity will address the financial aspects of program operation as well as sources of potential loan program funding as outlined below.

**Loan Program Financial Plan** – Claggett Wolfe will prepare a financial plan (i.e., operating budget) that includes a comparison of operating options (e.g., City oversight/City management, City oversight/contract management and a combination of these two options). The financial plan will address staffing hours/costs as well as other program operating costs (e.g., fees, subscriptions, etc.).

**Loan Program Funding** – Claggett Wolfe will outline resources available to create the loan fund as well as to support program operations. The outline will include the sources, eligibility requirements, reporting requirements and other factors that might influence the City's desire to use the source (e.g., regulatory or programmatic restrictions that do not align with City loan program needs).

**Deliverables:** Summary Memo outlining available resources as well as a recommendation of those best suited for the City's Loan Program in MS Word and PDF formats. Program operating budget will be provided as a MS Excel model as well as in a PDF file format.

#### Activity 5. Summarize Non-Financial Business Needs

Although beyond the initial Scope of Work outlined in the RFP, Claggett Wolfe has found that the success of most community loan programs is inhibited by other unmet needs that impact the area's business' ability to establish, grow and sustain operations. Based on the research approach outlined in Activity 2, these needs will be identified as part of the proposed study. This information (combined with Claggett Wolfe's extensive domestic and global experience in evaluating the broader entrepreneurial and small business assistance ecosystem and designing solutions) will be used to generate a summary memorandum outlining these needs along with potential solutions or next steps that can be taken to develop solutions.

**Deliverables:** Summary Memo outlining non-financial business needs, potential solutions or next steps to provide solutions in MS Word and PDF formats.

#### Activity 6. Meetings and Presentations

Mr. Wolfe will meet with City staff initially via telephone to initiate the work outlined in Activity 1. Mr. Wolfe will also meet with City staff at the City's offices at the beginning of the first in-region visit (to revisit Activity 1 findings based on secondary research findings) and again during the second in-region visit if necessary. Mr. Wolfe will provide regular updates and conduct all other communication via telephone and email.

Claggett Wolfe will make a final presentation of study findings and recommendations to the City Council. During this visit, meet with City staff during a two (2) hour meeting to review each option and determine which aligns with the City's objectives, risk profile, staff resource commitments, anticipated deal flow, and projected operating budget.

**Deliverables:** Presentation to City Council including a MS PowerPoint presentation slide deck.

## SECTION 4: PROJECT SCHEDULE, STAFFING AND BUDGET

### 4.1 PROJECT SCHEDULE

The work outlined in Section 3 is proposed to be completed in a timely manner with findings to be presented at the December 17, 2018 regular City Council meeting. This timeline will allow the City to submit, if desired, an application following the release of the Housing and Community Development (HCD) 2018 CDBG Notice of Funding Availability (NOFA) anticipated to be released in December 2018. As a result, Claggett Wolfe will complete the project within fourteen (14) weeks from receipt of an executed agreement assuming an August 20, 2018 start date as shown in Table 4.1 below. If the project start date is delayed the timeline will likely have to be extended to accommodate for the holiday season.

	Aug	Sept	Oct	Nov	Dec
Activity 1: Clarify Objectives, Performance Metrics & Timelines, and Risk Tolerances					
Activity 2: Local Business Outreach/Assess Economic Issues and Needs					
Activity 3: Design Business Loan Program (including Administrative Flow)					
Activity 4: Financial Plan/Program Funding					
Activity 5: Summarize Non-Financial Business Needs					
Activity 6: Meetings & Presentations					

### 4.2 PROJECT STAFFING

Staffing for each activity is outlined in Table 3.2 below.

	C. Wolfe	Analyst	Total
Activity 1: Clarify Objectives, Performance Metrics & Timelines, and Risk Tolerances	4		4
Activity 2: Local Business Outreach/Assess Economic Issues and Needs	74	32	106
Activity 3: Design Business Loan Program (including Administrative Flow)	68	48	116
Activity 4: Financial Plan/Program Funding	16	8	24
Activity 5: Summarize Non-Financial Business Needs	8		8
Activity 6: Meetings & Presentations	12	4	16
<b>Totals</b>	<b>182</b>	<b>92</b>	<b>274</b>

### 4.3 PROJECT BUDGET

The work outlined above for Activities 1 through 6 will be completed by Claggett Wolfe for a fixed price of \$39,860 (including expenses associated with Activities 2 and 6). The proposed budget for completing the work plan outlined in this document is presented in Table 4.3. CONSULTANT shall expend grant funds only in support of the following activities. No equipment purchases or other expenses have been approved as part of this agreement.

<b>Table 4.3: Project Budget</b>			
	<b>Labor</b>	<b>Expenses*</b>	<b>Total</b>
Activity 1: Clarify Objectives, Performance Metrics & Timelines, and Risk Tolerances	\$660		\$660
Activity 2: Local Business Outreach/Assess Economic Issues and Needs	\$14,610	\$2,140	\$16,750
Activity 3: Design Business Loan Program (including Administrative Flow)	\$14,820		\$14,820
Activity 4: Financial Plan/Program Funding	\$3,240		\$3,240
Activity 5: Summarize Non-Financial Business Needs	\$1,320		\$1,320
Activity 6: Meetings & Presentations	\$2,280	\$790	\$3,070
<b>Totals</b>	<b>\$36,930</b>	<b>\$2,930</b>	<b>\$39,860</b>

\* Expenses include data acquisition, supplies, travel, etc.

**Department of Housing and Community Development**  
**Required Contract Language**

For this Exhibit, the term "contractor" is defined as Claggett Wolf Associates and the term "contract" is defined as the Contract for Professional Services between the City of Crescent City and Claggett Wolf Associates.

**ADDITIONAL PROVISIONS**

**FEDERAL TERMS AND CONDITIONS:**

During the performance of the contract, the Contractor must agree to comply with all applicable Federal laws and regulations including but not limited to the following:

**AFFIRMATIVE ACTION:**

The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the United States Department of Housing and Urban Development (HUD) and subject to 24 CFR 85.36(e). The CITY hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged, minority and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religious creed, sex, or national origin in consideration for an award. Minority and women-owned and operated businesses encouraged to apply.

**SECTION 3:**

The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the HUD, Community Development Block Grant Program, and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low and moderate income persons residing within the project area and that the contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by persons residing in the area of the project. Regulations for implementing the Section 3 clause are contained in 24 CFR 135, as amended, and as specified in the project specifications.

**NON-DISCRIMINATION CLAUSE:**

During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

**EQUAL OPPORTUNITY:**

During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will comply with Executive Order 11246 of September 24, 1965 entitled Equal Employment Opportunity as amended by Executive Order 11375 of October 1967 as supplemented in Department of Labor regulations (41 CFR chapter 60).
2. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion, transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City Setting forth the provisions of this nondiscrimination clause.
3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, or national origin.
4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided, however*, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

8. The Contractor shall file, and shall cause each of his subcontractors to file, Compliance Reports with the contracting agency or the Secretary of Labor as may be directed. Compliance Reports shall be filed within such times and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form, as the Secretary of Labor may prescribe.
9. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order, or any preceding similar Executive order, and in that event to submit, on behalf of themselves and their proposed subcontractors, Compliance Reports prior to or as an initial part of their bid or negotiation of a contract.
10. Whenever the Contractor or subcontractor has a collective bargaining agreement or other Contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the Compliance Report shall include such information as to such labor union's or agency's practices and policies affecting compliance as the Secretary of Labor may prescribe: *Provided*, That to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor as part of its Compliance Report and shall set forth what efforts he has made to obtain such information.
11. The Secretary of Labor may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his Compliance Report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of race, color, religion, sex or national origin, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this order or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of the order. In the event that the union or the agency shall refuse to execute such a statement, the Compliance Report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor may require.
12. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**CONFLICT OF INTEREST OF MEMBERS, OFFICERS, OR EMPLOYEES OF CONTRACTORS, MEMBERS OF LOCAL GOVERNING BODY, OR OTHER PUBLIC OFFICIALS:**

Pursuant to 24 CFR 570.611, no member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to a CDBG-assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter. The Grantee shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this Section.

**DISADVANTAGED/MINORITY/WOMEN BUSINESS ENTERPRISE FEDERAL REGULATORY REQUIREMENTS UNDER 24 CFR 85.36(e):**

The Contractor will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- v. Using the services/assistance of the Small Business Administration (SBA), and the Minority Business Development Agency (MBDA) of the Department of Commerce.

**COPELAND "ANTI-KICKBACK" ACT (18 U.S.C. 874):**

Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

**COMPLIANCE WITH ALL FEDERAL LABOR STANDARD PROVISIONS:**

Contractor shall comply with all provisions contained in the form HUD-4010, Federal Labor Standards Provisions.

**COMPLIANCE WITH SECTIONS 103 AND 107 OF THE CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 327-330):**

Contractor will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Requires the contracting officer to insert the clauses set forth in 29 CFR part 5, Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

**REQUIREMENTS AND REGULATIONS PERTAINING TO DATA AND DESIGN:**

All data and design and engineering work created under this Agreement shall be owned by the City and shall not be subject to copyright protection. The rights to any invention which is developed in the course of this Agreement shall be the property of the City.

**REQUIREMENTS AND REGULATIONS PERTAINING TO REPORTING:**

The City, State CDBG, HUD and the Comptroller General of the United States or any of their duly authorized representatives shall be granted access to any books, documents, papers and records of Contractor which are directly pertinent the contract.

**COMPLIANCE WITH CLEAN AIR ACT AND CLEAN WATER ACT:**

Contractor shall comply with all applicable standards, orders and requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)).

1. Contractor shall comply with all applicable standards, orders and requirements issued under Section 508 of the Clean Air Act (33 U.S.C. 1368).

2. Contractor shall comply with Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

**COMPLIANCE WITH ENERGY POLICY AND CONSERVATION ACT (Pub. L. 94-163, 89 Stat. 871):**

The Contractor shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

**D/MBE/WBE IMPLEMENTATION GUIDELINES:**

The following information, as applicable, shall be retained by Contractor and produced upon request by General Services if determined by General Services to be necessary to establish the bidder's "good faith efforts" to meet the Disadvantaged/Minority/Women Business Enterprise (D/M/WBE) requirements.

1. The names and dates of advertisement of each newspaper, trade paper, and minority- focus paper in which a request for D/M/WBE participation for this project was placed by the bidder.
2. The names and dates of notices of all certified D/M/WBEs solicited by direct mail for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the D/M/WBEs were interested.
3. The items of work for which the bidder requested subbids or materials to be supplied by D/M/WBEs, the information furnished interested D/M/WBEs in the way of plans, specifications and requirements for the work, and any breakdown of items of work into economically feasible units to facilitate D/M/WBE participation. Where there are D/M/WBEs available for doing portions of the work normally performed by the bidder with his own forces, the bidder will be expected to make portions of such work available for D/M/WBEs to bid on.
4. The names of D/M/WBEs who submitted bids for any of the work indicated in (3) above, which were not accepted, a summary of the bidder's discussions and/or negotiations with them, the name of the subcontractor or supplier that was selected for that portion of work, and the reasons for the bidder's choice. If the reason for rejecting the D/M/WBE bid was price, give the price bid by the rejected D/M/WBE and the price bid by the selected subcontractor or supplier.
5. Assistance that the bidder has extended to D/M/WBEs identified in (4) above to remedy the deficiency in their sub-bids.
6. To find a D/M/WBE certified firm, you may call (916) 445-3520, go on-line to: <http://www.dot.ca.gov/hq/bep>, or via mail at: D/M/WBE Listing for County, CalTrans - Publications Distribution Unit, 1900 Royal Oaks, Sacramento, CA 95815-3800.

**AUDIT, RETENTION AND INSPECTION OF RECORDS:**

The Contractor agrees that the City, the Department of Housing and Community Development, the Federal Department of Housing and Urban Development (HUD), or its designee will have the right to review, obtain, and copy all records pertaining to performance of this Agreement. The Contractor agrees to provide any relevant information requested and shall permit the City, the Department of Housing and Community Development, the Federal Department of Housing and Urban Development (HUD), or its designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with California Public Contract Code (PCC) Section 10115 et seq., Government Code (GC) Section 8546.7 and 2 CCR 1896.60 et seq.

The Contractor further agrees to maintain such records for a period of five (5) years after final payment under this Agreement, and that on or before the end of the five (5) year audit/retention period, the Consultant shall release and deliver to the City all original records and related documentation.



## CITY COUNCIL AGENDA REPORT

**TO:** MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

**FROM:** ERIC WIER, CITY MANAGER

**BY:** MATTHEW HILDEBRANDT, POOL MANAGER

**DATE:** AUGUST 6, 2018

**SUBJECT:** ACCEPTANCE OF BUILDING HEALTHY COMMUNITIES GRANT FUNDING TO IMPLEMENT A WINTER SWIM CAMP PROGRAM

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### RECOMMENDATION

- Hear Staff Report
- Take Public Comment
- Authorize the City Manager to sign all documents for the acceptance of a \$7,000 Grant from Building Healthy Communities (BHC) to develop and implement a winter swim camp program at the Fred Endert Municipal Swimming Pool
- Adopt Resolution 2018-46 amending the FY 2018-19 budget

### BACKGROUND

The pool has offered swimming lessons, recreation swims, and safety trainings since opening in 1966. It is important to make these programs available to as many people as possible. While many people sign their children up for swimming lessons and send them to recreation swims, there are others, due to their busy schedules and having to work, that are unable to take advantage of the resources that would provide these important skills to their children. Consolidating all these activities into a camp type setting will make it possible for more children to gain these invaluable skills.

### ANALYSIS

Earlier this year, City staff approached BHC to request funding to develop a winter swim camp program. BHC has offered \$7,000 towards funding the first winter swim camp, to be held in early January 2019.

Although the exact format of the swim camp is yet to be finalized it is envisioned that participants would be offered swimming lessons, recreation swims and safety skills, in addition to possibly receiving instruction in paddle boarding, kayaking and other aquatic activities. Staff would like to

offer this winter swim camp Wednesday, Jan. 2<sup>nd</sup> through Friday, Jan. 4<sup>th</sup>, 2019 from 8:00 a.m. to noon. This would allow the Pool to offer the community an activity for kids during the winter break from school when parents are seeking options for children's recreation.

The funding from BCH would fund the materials and staff time associated with planning, coordination, and facilitation of the event. This could include the recruitment and hiring of a college intern to assist the Pool Manager in delivering this event.

Although this funding is specifically for this winter swim camp, staff is discussing the viability of summer swim camps as well. This camp will give staff the opportunity to evaluate the camp process, programs, and potential revenues. If the winter camp is well received, and is deemed viable, the Council could consider including this type of camp / programing in the annual budget and offer them on an annual basis.

Once the exact details of the camp are known, staff will report back to the Council. This may include an amendment to the fee schedule in which staff recommends a fee / rate for attending the camp.

### **FISCAL ANALYSIS**

The impact on the General Fund budget is an additional \$7,000 in both revenues and expenditures. There will be no overall impact on the General Fund balance.

### **STRATEGIC PLAN ANALYSIS**

This report supports the Strategic Plan Goal 1: Support quality services, community safety and health to enhance the quality of life, and experience of our residents and visitors.

### **ATTACHMENTS**

1. Resolution 2018- 46

  
\_\_\_\_\_  
CM

**RESOLUTION NO. 2018-46**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA  
AMENDING THE FISCAL YEAR 2018-19 BUDGET OF THE CITY OF CRESCENT CITY**

**WHEREAS**, the budget for the fiscal year beginning July 1, 2018, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 4<sup>th</sup> day of June 2018; and

**WHEREAS**, the City Council adopted said budget and has the authority to amend said budget from time to time; and

**WHEREAS**, the Crescent City Municipal Pool has been awarded a grant of \$7,000 from Building Healthy Communities for the purpose of implementing a swim cam program; and

**WHEREAS**, the acceptance and expenditure of these granted funds requires an amendment to the adopted budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY THAT THE FISCAL YEAR 2018-19 ANNUAL BUDGET IS HEREBY AMENDED AND APPROPRIATED IN THE AMOUNTS IDENTIFIED BELOW:**

<b>Fund</b>	<b>Revenue Increase</b>	<b>Expenditure Increase</b>
General Fund	\$7,000	\$7,000

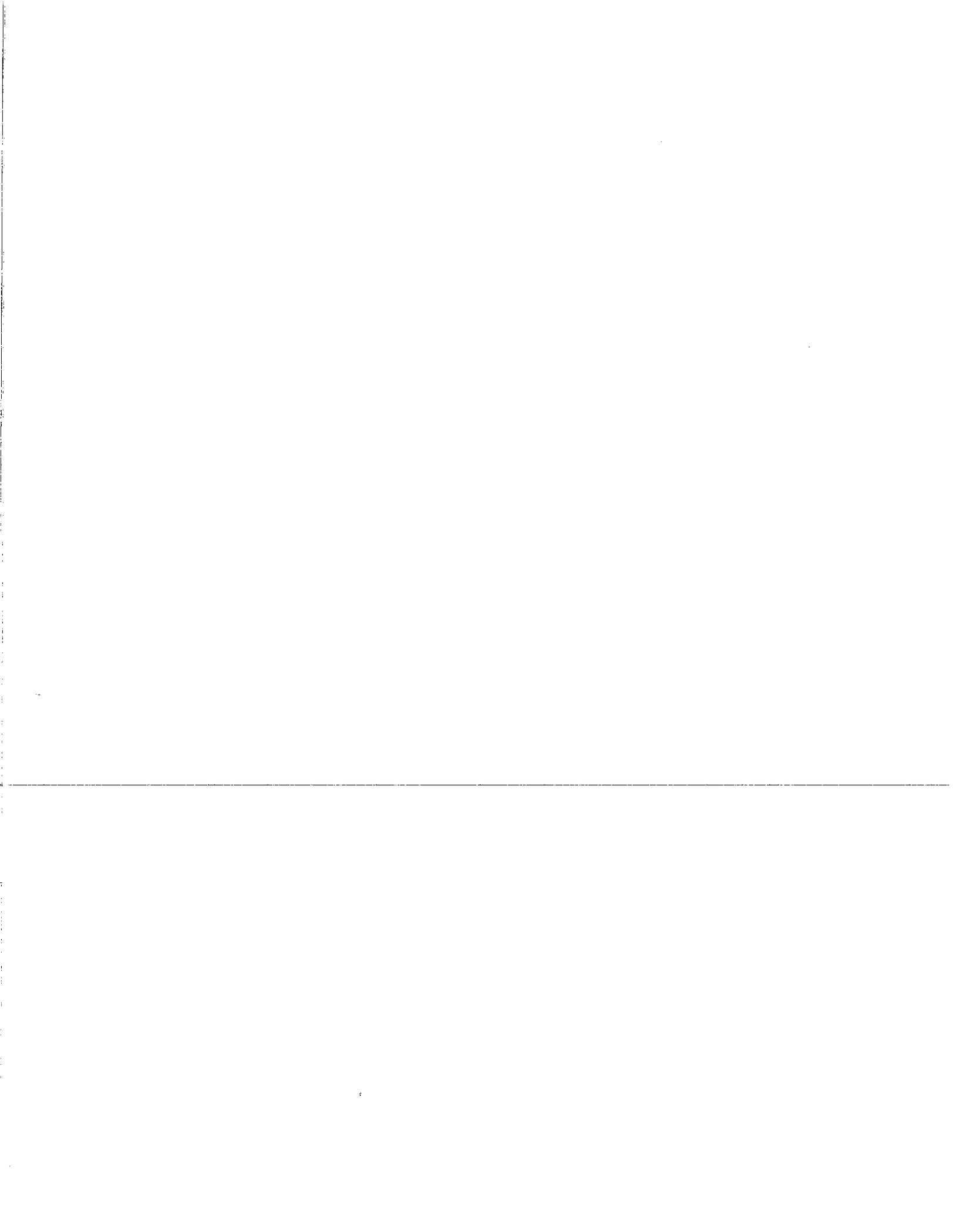
**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City on this 6th day of August, 2018, by the following polled vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Blake Inscore, Mayor

ATTEST:

\_\_\_\_\_  
Robin Patch, City Clerk





## CITY COUNCIL AGENDA REPORT

**TO:** MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL  
**FROM:** ERIC WIER, CITY MANAGER  
**BY:** ROBIN PATCH, CITY CLERK/ADMINISTRATIVE ANALYST  
**DATE:** AUGUST 6, 2018  
**SUBJECT:** NOMINATION OF A REDWOOD EMPIRE DIVISION OFFICER

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### RECOMMENDATION

- Hear staff report
- Take public comment
- Consider the nomination of a Division Officer to the Redwood Empire Division, take action as necessary and appropriate.

### BACKGROUND

The Division membership will be electing its new Executive Committee Officers for 2018-19 at the August 17, 2018 meeting in Eureka. The Redwood Empire Division is comprised of 15 cities from Del Norte, Humboldt, Lake, Mendocino and Sonoma Counties. Executive Committee members of the Redwood Empire Division are: President, First Vice President, Second Vice President, Immediate Past President, and Legislative Committee Chair. Elected Officers are expected to attend all meetings of the Division.

### ANALYSIS

The two positions that are up for nominations are: Second Vice President (one-year term) and State League Director (two-year term). The Second Vice President acts in place and stead of the President and First Vice President when both are absent from a Division meeting and assists with arranging the program for all meetings of the Division. The State League Director represents the Redwood Empire Division at the State-level and provides the League Board of Directors, the League's primary decision-making body, with necessary input and counsel on important League policy decisions. This is not a required action, however if any Council Member wishes to be nominated, action by the Council is required.

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**FISCAL ANALYSIS**

Any fiscal impact will be covered by the Council Travel Budget for FY 2018-19.

**ATTACHMENTS**

1. Application form

  
CM



REDWOOD EMPIRE DIVISION
2018-19 Application/Nomination Form

Please indicate which position this person is applying or being nominated for:

- Second Vice President
State League Director

Name of Person Nominated/Applying

Elected Official Title Years in this position

City Hall Address: City/Zip Code

City Elected or Appointed Positions Previously Held:

Candidate's League/Division Involvement

Examples: Has the candidate participated in any of the following: 1) League Policy Committees, 2) League Legislative Action Days/Annual Conference, 3) Division Executive Committee/General Membership Meetings, 4) Ballot Measure Activities (Prop 65 / Prop 1A, Prop 42 PIs, Eminent Domain Reform, Local Revenue Protection, Prop. 6, etc.), 5) CITIPAC Fundraising?

Current or Previous League/Division Involvement (Please be specific):

Does the Candidate's City Impose Term Limits? Yes No

Date Current Term of City Office Expires (month/date/year)

If eligible, next election date (month/date/year)

Reasons why person nominated should be considered by the Executive Committee:

If you are nominating another city official, does that official consent to this nomination?

Your Name City Ph:

Signature Date:

PLEASE RETURN APPLICATION/NOMINATION FORM ALONG WITH OTHER SUPPORTIVE MATERIALS

BY END OF BUSINESS, THURSDAY, August 9 TO:

Redwood Empire, LOCC
c/o: Sara Rounds
1400 K Street, Suite 400, Sacramento, CA 95814
Email: srounds@cacities.org (916) 658-8243