

# CITY OF CRESCENT CITY

Mayor Blake Inscore  
Council Member Alex Fallman  
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime  
Council Member Jason Greenough

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

**MONDAY**

**APRIL 1, 2019**

**6:00 P.M.**

*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 or on our website: [www.crescentcity.org](http://www.crescentcity.org)*

## **CLOSED SESSION**

Call to order  
Roll call

## **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- **Conference with Legal Counsel: Existing Litigation** (Govt. Code § 54956.9(d)) 3 cases) Crescent City v. Kap Soo Jeong, et al. Del Norte County Superior Court Case No. CVUJ-18-1020, Stephen Wakefield v. City of Crescent City and Golden State Risk Management Authority, WCAB Case No. ADJ11260796, Patrick M. Barry, Trustee of the Patrick M Barry Trust Dated October 2, 2009 v. City of Crescent City, inclusive Del Norte County Superior Court Case No. CVUJ-18-1287 and Martin v. City of Crescent City, Del Norte County Superior Court Case No. CVUJ-18-1219
- **Conference with Legal Counsel: Pending Litigation** (Govt. Code § 54956.9(d)(4)) (3 cases)
- **Conference with Labor Negotiator** (Gov. Code § 54957.6), **City Representative:** Eric Wier, **Employee Organizations:** Crescent City Employees Association, Crescent City Management Employees Association, Clerical Employees of Crescent City Association and Crescent City Police Officers Association

## **OPEN SESSION**

Call to order  
Roll call  
Pledge of Allegiance

## 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. Sexual Assault Awareness Month Proclamation**

## REPORTS AND PRESENTATIONS - None

## CONSENT CALENDAR

### **2. Regular Council Meeting Minutes**

- *Recommendation: Approve the March 18, 2019 regular meeting minutes of the City Council. (City Clerk/Administrative Analyst)*

### **3. Warrant Claims List**

- *Recommendation: Receive and file the warrant claims list for the period March 9, 2019 through March 22, 2019. (Finance Director)*

### **4. Payroll Report**

- *Recommendation: Receive and file the biweekly payroll report for the period ending March 16, 2019 paid March 22, 2019. (Finance Director)*

### **5. Randy McPherson Camp Host Agreement Amendment No. 1**

- *Recommendation: Approve and authorize the City Manager to sign Amendment No. 1 to Randy McPherson's Volunteer Camp Host Agreement allowing a complimentary R.V. space for one week for volunteer host service in the event services are in excess of 40 hours in one calendar week.*

### **6. Approve an Agreement for an Additional Camp Host at Shoreline RV Park**

- *Recommendation: Approve and authorize the City Manager to sign an Agreement for Volunteer Camp Host at Shoreline RV Park.*

### **7. Child Abuse Prevention Council Cultural Center Fee Waiver Request**

- *Recommendation: Waive the fees for the use of the Cultural Center by the Child Abuse Prevention Council for the Annual Roundtable Community Training Event on Saturday, April 13, 2019 from 7:30 a.m. to 2:00 p.m. based on the finding that the waiver of fees is not a gift of public funds because supporting CAPC events serves a public purpose by supporting child advocacy, encouraging child focused community events, developing self-sustained and locally supported resources, that will lead to a safer community that values the future and empowerment of children.*

## PUBLIC HEARINGS

**8. Ordinance No. 804, Amending Chapter 9.16, Camping Within City Limits, and Chapter 12.20, Park Regulations, Of the Crescent City Municipal Code**

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Take public comment*
- *Close public hearing*
- *Waive full reading, read by title only and adopt Ordinance No. 804, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 9.16, CAMPING WITHIN CITY LIMITS, AND CHAPTER 12.20, PARK REGULATIONS OF THE CRESCENT CITY MUNICIPAL CODE. (City Attorney)*

**9. Ordinance No. 805, Amending Title 6, Animal Control, of the Crescent City Municipal Code to Impose a Leash Requirement for Dogs**

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Take public comment*
- *Close public hearing*
- *Waive full reading, read by title only and adopt Ordinance No. 805, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING TITLE 6, ANIMAL CONTROL, OF THE CRESCENT CITY MUNICIPAL CODE TO IMPOSE A LEASE REQUIREMENTS FOR DOGS. (City Attorney)*

**10. Ordinance No. 807, Amending the Crescent City Municipal Code by Adding Chapter 12.40, Parking Regulations**

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Take public comment*
- *Close public hearing*
- *Waive full reading, read by title only and adopt Ordinance No. 807, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE CRESCENT CITY MUNICIPAL CODE BY ADDING CHAPTER 12.40, PARKING REGULATIONS (City Attorney)*

## CONTINUING BUSINESS - None

## NEW BUSINESS

**11. Ordinance No. 808, Amending the Crescent City Municipal Code by Adding Title 14, Procurement Procedures, and Repealing Chapters 15.30, 15.31, 15.33, and 15.34, of Title 15, Buildings and Construction**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Waive full reading, read by title only, and introduce Ordinance No. 808 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE CRESCENT CITY MUNICIPAL CODE BY ADDING TITLE 14, PROCUREMENT PROCEDURES AND REPEALING CHAPTERS 15.30, 15.31, 15.33, AND 15.34 OF TITLE 15, BUILDINGS AND CONSTRUCTION (Finance Director/City Attorney)*

**12. List of Proposed Local Street Projects for the Road Repair and Accountability Act of 2017 (SB1)**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Adopt Resolution No. 2019-13, A RESOLUTION OF THE CITY OF CRESCENT CITY ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2019-20 TO BE FUNDED BY SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017*

**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.)
  - Pool update
- **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 next regular meeting of the City Council of the City of Crescent City scheduled for Monday, April 15, 2019 at 5:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.**

**POSTED:**

March 29, 2019

/s/ Robin Patch

City Clerk/Administrative Analyst

***Vision:***

The City of Crescent City will continue to stand the test of time and promote quality of life and community pride for our residents, businesses and visitors through leadership, diversity, and teamwork.

***Mission:***

The purpose of our city is to promote a high quality of life, leadership and services to the residents, businesses, and visitors we serve. The City is dedicated to providing the most efficient, innovative and economically sound municipal services building on our diverse history, culture and unique natural resources.

***Values:***

Accountability  
Honesty & Integrity  
Excellent Customer Service  
Effective & Active Communication  
Teamwork  
Fiscally Responsible

**PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
RECOGNIZING APRIL 2019 AS SEXUAL ASSAULT AWARENESS MONTH**

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

WHEREAS, it is estimated that one in three girls and one in seven boys will be sexually victimized by age 18; and

WHEREAS, sex trafficking and exploitation happens in our community, disproportionately impacting the lives of youth/young adults in our community; and

WHEREAS, the City of Crescent City and the North Coast Rape Crisis Team have partnered to provide expanded emergency services to citizens impacted by trafficking, sexual assault and domestic violence; and

WHEREAS, the North Coast Rape Crisis Team has partnered with Soroptomist International of Crescent City to provide anti-trafficking workshops for hospitality workers who may have opportunity to identify, safely intervene and refer; and

WHEREAS, staff and volunteers of the North Coast Rape Crisis Team provide 24-hour services to survivors and their significant others to support those impacted and ensure survivors are not re-victimized; and

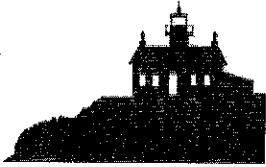
WHEREAS, promotion of best-practice responses is accomplished through multidisciplinary teams such as the Sexual Assault Response Team as well as partnership with governmental, tribal and community-based organizations; and

WHEREAS, the North Coast Rape Crisis Team provides prevention education, self-defense and awareness-raising programs; encouraging every person to participate in ending sexualized violence and promoting social justice; and

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Crescent City reaffirms its commitment to the North Coast Rape Crisis Team and its vision— "*A world without violence*" and acknowledges April 2019 as SEXUAL ASSAULT AWARENESS MONTH.

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Blake Inscore, Mayor



# CITY OF CRESCENT CITY

Mayor Blake Inscore  
Council Member Alex Fallman  
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime  
Council Member Jason Greenough

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

**MONDAY**

**MARCH 18, 2019**

**6:00 P.M.**

## OPEN SESSION

**Call to order**

Mayor Inscore called the meeting to order at 6:00 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 Isaiah Wright

Staff present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Human Resources Administrator Sunny Valero, Public Works Director Jon Olson, Finance Director Linda Leaver, Housing Authority Executive Director Megan Miller, Interim Fire Chief Bill Gillespie and Police Chief Ivan Minsal

**Pledge of Allegiance**

led by Council Member Fallman

Mayor Inscore reported to the public that retired K9 Officer Apollo passed away and stated we would observe a moment of silence in honor of his service to the City. Police Chief Minsal spoke about the career of K9 Officer Apollo, he was loved by many and a faithful partner for Police Officer Aaron King.

*\*\*Moment of silence observed for K9 Officer Apollo\*\**

## PUBLIC COMMENT PERIOD

*The following citizens addressed the Council:*

Victoria Dickey, County resident: Announced to the Council that on February 28, 2019 Richard Miles passed away; asked for a moment of silence for him. Stated he was very active in the community and felt a moment of silence would be appropriate for remembering him.

The Council concurred; Mayor Inscore asked members of the public if they would like to say a few words in remembrance of Mr. Miles.

Eric Wier, City Manager: spoke about Mr. Miles' civic mindedness and whenever he approached the Council during public comment, he would start with "I have a concern about my City"; he dedicated countless hours to beautifying the downtown landscaping.

Paul Critz: spoke about asking Mr. Miles having a radio station and what great stories he would have for the listeners.

Robin Patch, City Clerk/Administrative Analyst: Spoke about Richard's dedication to the City; was the first person to be in the Board Chambers and the last one to leave.

Mayor Inscore: Spoke about Mr. Miles telling him, "You're my Council Member"; and how Mr. Miles dearly loved this community.

*\*\*Moment of silence observed for Richard Miles\*\**

Rachel Kemper: spoke about climate change and to use wind turbines.

Cathy Buckles/Kim Sisson, Joe Hamilton teachers: spoke about a concern they have about speeding along E Street from 9<sup>th</sup> to Pacific and there not being any deterrents in place.

*There was consensus of the Council to have staff work on these concerns and to have them on the next agenda.*

## **CEREMONIAL ITEMS**

### **1. USDA Proclamation**

Mayor Inscore read the proclamation aloud. The proclamation will be forwarded on to the local representative for the USDA. City Manager Wier reported to the public Karen Rich from the USDA and two other representatives for the USDA met with him to discuss more funding opportunities (check).

### **2. Child Abuse Prevention Month Proclamation**

Mayor Inscore read the proclamation aloud and presented it to Vicki Baldwin, Parent Education Coordinator for Del Norte Child Care Council. She invited the Council to the April activities of the DNCCC.

### **3. Sexual Assault Awareness Month Proclamation**

Mayor Inscore read the proclamation aloud.

## **REPORTS AND PRESENTATIONS**

### **4. E3 Presentation – Summer Youth Work Experience**

Sunset High School Principal Tony Fabricius and Del Norte Workforce Center Manager Christy Hernandez gave a PowerPoint Presentation on the Summer Youth Work Experience program. It is the goal to build the workforce from within by employing students. This is a summer program, the week after school lets out, they have a work readiness bootcamp for 1 week. The program is geared towards getting the students into the field where they show interest.

They are asking the City to contribute monetarily to the program equivalent to the state wage (\$12 a hour, 20 hours a week); 4 weeks = \$960, 6 weeks \$1440, and hire some students to help within City departments. Council Member Fallman stated he spoke to Mr. Fabricius at the Economic Summit and that it's a great thing to have in our community; hopes the City can utilize this program. Council Member Greenough congratulates Ms. Hernandez on being recognized at a State level. Mayor Inscore asked if we had any participants last year; City Manager Wier stated that no, we have not – however now that we know about this program there are several departments that can utilize students. This will split the budget year, so it would be between the FY 18/19 and 19/20. Mayor Inscore spoke about HR Administrator Sunny Valero's passion for having people gainfully employed. He stated he would like to see 10 students employed by the City through this program; \$14k is a good investment; encourages to set this as a goal. Ms. Hernandez expressed her sincere appreciation for HR Valero and how she has helped her program by speaking to students, etc.

## **CONSENT CALENDAR**

### **5. Regular Council Meeting Minutes**

- *Recommendation: Approve the February 7, 2019 Organizational Strategies and Priorities Workshop minutes and the February 19, 2019 special meeting minutes of the City Council. (City Clerk/Administrative Analyst)*

### **6. Warrant Claims List**

- *Recommendation: Receive and file the warrant claims list for the period February 9, 2019 through February 22, 2019 and February 23, 2019 through March 8, 2019 (Finance Director)*

### **7. Payroll Report**

- *Recommendation: Receive and file the biweekly payroll report for the period ending February 16, 2019 paid February 22, 2019 and period ending March 2, 2019 paid March 8, 2019. (Finance Director)*

### **8. Mutual Aid Response Agreement with California Department of Corrections and Rehabilitation/Pelican Bay State Prison Fire Department and Crescent City Fire & Rescue**

- *Recommendation: Consider and adopt Resolution No. 2019-08, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING A FIRE PROTECTION MUTUAL AID AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION/PELICAN BAY STATE PRISON FIRE DEPARTMENT. (Interim Fire Chief)*

### **9. Adams Ashby Contract Addendum No. 2**

- *Recommendation: Approve Adams Ashby Group, Inc. Contract Addendum No. 2 and authorize City Manager to sign. (Finance Director)*

### **10. Last Chance Grade letter of support**

- *Recommendation: Ratify the City Manager's signature on a letter of support for the funding for Last Chance Grade. (City Manager)*

### **11. Resolution in Support of the 2020 US Census**

- *Recommendation: Adopt Resolution 2019-11, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY RECOGNIZING THE IMPORTANCE OF THE 2020 US CENSUS (City Manager)*



**12. Budget-to-Actual Financial Report for February 2019**

- *Recommendation: Receive and file the monthly budget-to-actual financial report of the City's major operating funds for the month of February 2019. (Finance Director)*

**13. California Redwoods Art Association Cultural Center Fee Waiver Request**

- *Recommendation: Consider waiving the fees for the use of the Cultural Center for an art show from May 9 to 12, 2019 put on by the California Redwoods Art Association. Staff has drafted the following motion if the City Council decides to grant the request:*
  - *Motion to waive the fees for the use of the Cultural Center by the California Redwoods Art Association for an art show from May 9 to 12, 2019 based upon the finding that the waiver of fees is not a gift of public funds because the use of the facility is supporting the education and artistic expression of the youth in our community. (City Manager)*

**14. Cooperative Agreements with Del Norte County for Purchase of Emergency Escape Breathers and Gas Detectors Utilizing Grant Funds**

- *Recommendation: Approve and authorize the City Manager to sign Cooperative Agreements for Fixed Amount Award Funding with Del Norte County for emergency escape breathers and gas detectors. (Public Works Director)*

**15. Planning Support Services – SHN Consulting Contract Amendment**

- *Recommendation: Approve and authorize the City Manager to sign an amendment to the SHN Consulting contract for engineering support services, to include as-needed planning support services on a time and materials basis not-to-exceed \$15,000. (Public Works Director)*

**16. Pool Staff Training Budget Amendment**

- *Recommendation: Adopt Resolution 2019-12, A Resolution of the City Council of the City of Crescent City Amending the Fiscal Year 2018-19 Budget of the City of Crescent City in the amount of \$3,000 for additional lifeguard training. (Pool Manager)*

Council Member Greenough requests pulling item 11 for discussion; Mayor Inscore requests pulling item 8 for discussion.

*On a motion by Council Member Greenough, seconded by Council Member Wright, 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 5-7, 10, and 12-16 as presented.*

Council Member Greenough spoke about the resolution in support of the 2020 Census; supports the Census, however, would like to amend the resolution to read "US citizens" in place of "residents" and "individuals". Mayor Inscore asked the Council for feedback on this amendment; Mayor Inscore stated that the Census already counts only US Citizens – so changing the word from "individuals" to "US Citizens" won't change anything. Council Member Greenough stated his opinion that it is important to emphasize within the text of the resolution that this should read "US Citizens". Discussion continued; City Attorney Martha Rice stated that the US Census counts residents, not solely US citizens.

*The following citizens addressed the Council:*

Lisa Critz: is very concerned over the use of the language "US Citizens"; feels it is not necessary.

Patricia Black: worked for the Census in 2000; it's everyone who lives here, not just US citizens – if you only count those who are US Citizens it would cheat us from funding.

Michael Thornton: stated that those who are not US citizens will be afraid to answer the Census and we will lose funding if not all are counted.

Council Member Greenough said that the public comments are of a concern to him; he said that if residents are being counted, it should be US citizens especially in the matter of apportionments. Mayor Inscore stated that this matter can be addressed with our representatives at a federal level to speak to what constitutes "resident" – agrees with Council Member Greenough, however, does not feel stating support of the 2020 Census would be the correct process. What is being requested of the Council is the support of the US Census.

Council Member Greenough made a motion to amend the resolution to say "the US Census Bureau is required by Article 1 Section 2 of the United States Constitution to conduct an accurate count of the US population and its citizens every 10 years.

Mayor Inscore stated that we have to be consistent with how the Constitution reads before adding a clause such as that which is in the motion.

Council Member Greenough withdrew his motion.

Council Member Greenough made a motion to change the final clause "hardest to count individuals" to "hardest to count US citizens"; motion failed for lack of a second.

*On a motion by Mayor Pro Tem Kime, seconded by Council Member Fallman, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution 2019-11, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY RECOGNIZING THE IMPORTANCE OF THE 2020 US CENSUS.*

Mayor Inscore spoke to item 8 as he wanted to recognize the partnerships the City has in our community. He spoke to how well of a job City Manager Wier did at the Economic Summit addressing the importance of building partnerships. The partnership City Fire and Rescue has with Pelican Bay State Prison (CDCR) has been vital; CCFR has been toned out 31 times in the last 12 months. Interim Fire Chief Gillespie said CDCR backfill the department and it has worked very well. Mayor Inscore said these same fire crews have been huge in assisting our community in cleaning up the town as well as helping with the repairs being done at the Pool.

Vickey Dickey: spoke of many family members being in the firefighting field and the affect the job has on families.

*On a motion by Council Member Fallman, 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. 2019-08, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING A FIRE PROTECTION MUTUAL AID AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION/PELICAN BAY STATE PRISON FIRE DEPARTMENT.*

#### **PUBLIC HEARINGS – None**

Adjourned as Council at 7:16 p.m. to convene as the Crescent City Housing Authority.

### **CRESCENT CITY HOUSING AUTHORITY**

*(See minutes in HA 4/15/19 agenda)*

## **SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY**

*No meeting as there are no items to discuss*

*Reconvened as the City Council of the City of Crescent City at 7:39 p.m.*

### **CONTINUING BUSINESS - None**

### **NEW BUSINESS**

#### **19. Ordinance No. 804, Amending Chapter 9.16, Camping Within City Limits, and Chapter 12.20, Park Regulations, Of the Crescent City Municipal Code**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Waive full reading, read by title only and introduce Ordinance No. 804, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 9.16, CAMPING WITHIN CITY LIMITS, AND CHAPTER 12.20, PARK REGULATIONS OF THE CRESCENT CITY MUNICIPAL CODE. (City Attorney)*

City Manager Wier explained that the following ordinances have been discussed at length at previous Council meetings. City Attorney Rice spoke to the changes proposed at the last Council meeting, these were included in the ordinance before the Council tonight. Additionally, in section 12.20.030 "is repealed" should have subsection C, that part is missing, this was a Scribner's error. Mayor Inscore asked about the penalties; City Attorney Rice said there is a penalty section added that applies to all park regulations. Mayor Inscore asked the Council for consensus for staff to look into the language that is inconsistent with the actual practices people do on beaches; to bring back as a future amendment outside of this conversation. There was unanimous consensus for direction to staff; City Manager Wier said staff will look into this to be in line with practices and safety – will be working with Fire Chief Gillespie; Mayor asks for Chief Minsal to be included in the dialogue since his officers deal with this on a daily basis.

*The following citizens addressed the Council:*

Tamera Leighton: spoke to fire rings language; it is inconsistent with what we are doing. She researched what Oregon is doing; simple and safe and would be applicable to Crescent City. Gave a handout to CM. Suggested the fire department be preventative and have fires checked in the evening. *Mayor Inscore asked City Manager Wier to reach out to those who live on Pebble Beach and experience the fires.*

Natalie Pfaning: would like to see cats and birds on leashes added to the text of the ordinance; regarding fires – asks for vegetation to be taken into consideration.

Mayor Inscore asked City Attorney Rice if the spirit of the law would apply to all animals; she stated that this ordinance is current law, no changes were made. If there are changes requested, she recommended to adopt the ordinance as is and then come back for an amendment.

Mike Thornton: has worked for several years with the homeless; is most concerned with how they will be affected; we have 350 homeless individuals in our community and 200 students who are homeless. Spoke to the Resolution adopted last year supporting Ending Homelessness.

Jessie Viggelil: lives at Our Daily Bread; prefers the term "unfortunate situation" not homeless.

Pastor Dana Gill Port of the Methodist Church: reminded the Council of the Resolution to End Homelessness; wants people to be treated with dignity regardless of economic status.

Thomas Saltine: echoes the sentiments of those before him; spoke about tiny house nations and suggested the City construct them.

Mayor Inscore stated he feels it is not a homeless issue, this is something we have been forced to address since the Court ruling. Equal concern for those who are not homeless that are not using the parks appropriately just as much as those who are homeless. This is to address the appropriate use of public property, we have that responsibility to the citizenry. We will work hand in hand with the County and Sutter Coast Hospital to meet immediate needs while looking for long term needs.

*On a motion by Council Member Greenough, seconded by Council Member Fallman, and carried unanimously on a 5-0 polled vote the City Council of the City of Crescent City waived full reading, read by title only and introduced Ordinance No. 804, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 9.16, CAMPING WITHIN CITY LIMITS, AND CHAPTER 12.20, PARK REGULATIONS OF THE CRESCENT CITY MUNICIPAL CODE.*

**20. Ordinance No. 805, Amending Title 6, Animal Control, of the Crescent City Municipal Code to Impose a Leash Requirement for Dogs**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Waive full reading, read by title only and introduce Ordinance No. 805, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING TITLE 6, ANIMAL CONTROL, OF THE CRESCENT CITY MUNICIPAL CODE TO IMPOSE A LEASE REQUIREMENTS FOR DOGS. (City Attorney)*

City Attorney Rice reported what was proposed as draft language at the February 19<sup>th</sup> meeting; Council gave direction to have the dog on a "non-specific" length and being under the control of the owner. Council Member Greenough supports the leash law and wants people to be able to have their dogs off leash on beaches. Mayor Pro Tem Kime stated respecting people's space is dignified.

Vickey Dickey: does this cover the Fairgrounds? *No, not in the City's jurisdiction, it is State land.*

Council Member Fallman asked if the fairgrounds are covered by the State, and they do not have this law, does the City's cover it; City Attorney Rice stated she will look into that matter.

*On a motion by Council Member Fallman, seconded by Mayor Pro Tem Kime, and carried unanimously on a 5-0 polled vote the City Council of the City of Crescent City waived full reading, read by title only and introduced Ordinance No. 805, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING TITLE 6, ANIMAL CONTROL, OF THE CRESCENT CITY MUNICIPAL CODE TO IMPOSE A LEASE REQUIREMENTS FOR DOGS.*

**21. Ordinance No. 806, Amending Chapter 9.15, Lodging in Public Places, of the Crescent City Municipal Code Regarding the Regulation of Occupied Recreational Vehicles on Single Family Residential Parcels**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Waive full reading, read by title only and introduce Ordinance No. 806, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY*

AMENDING CHAPTER 9.15, LODGING IN PUBLIC PLACES OF THE CRESCENT CITY MUNICIPAL CODE REGARDING THE REGULATION OF OCCUPIED RECREATIONAL VEHICLES ON SINGLE FAMILY RESIDENTIAL PARCELS. (City Attorney)

City Attorney Rice reported what was requested of the Council at the February 19th meeting: change "trailer" to RV, and to remove the limitation of RV in private property, these changes were incorporated into the ordinance before the Council. Council Member Greenough asked why only allow the use of one RV on personal property, we already have the restriction that they can stay for 7 days; City Attorney Rice there is a limit of two and there is safety as well as sanitation concerns. Council Member Fallman since there are particular processes to allow for building onto a residence to allow more people to live there, there should be the same process for RVs on private property. Mayor Inscore stated that if an RV is on private property for longer than 7 days, it then becomes a defacto accessory dwelling. Mayor Inscore stated if you have more than 2 RVs, you need to have the others stored in a facility, there are current code enforcement cases with people who have several RVs in their yard and has become a blight issue. Mayor Pro Tem Kime said most people will have a few visitors that will stay in an RV and that is reasonable, however, there will be others who push the limit. City Attorney Rice suggested to the Council that the portion of the ordinance which limits a specific number of RVs could be stricken. The direction would be for staff to bring back the ordinance for revisiting.

Patricia Black: appreciates HA Executive Director Miller and the work they do; we don't have enough places to live. Spoke of the shower ministry begun by St. Paul's Episcopal Church and the Methodist Church. Is concerned with those not allowed to sleep in their car and that this ordinance will criminalize this behavior.

Paul Critz: what is this ordinance meaning to address; what damage does the City incur by this? *Mayor Inscore stated it has to do with zoning the appropriate use of the parcels – some maybe single-family residences zoning and would be changed to multi-family housing.* Mr. Critz stated he doesn't feel it's his place to make decisions for his neighbor's property, this issue is being made too complex. This should be expanded so people can help one another in difficult times.

*City Attorney Rice wanted to clarify that this ordinance is not a new City law, the City Code is being modified – expanding and giving more freedom. The law which prohibits sleeping in vehicles was already a law in place for Crescent City.*

Paul Critz: wants to be able to do with his property as he sees fit.

Vickey Dickey: if its necessary provide a variance; review every few months; spoke about RVs in the County that are hooked into water and electricity, this can happen in the City.

Mike Thornton: this has been framed as people visiting on vacation, what about addressing a family member escaping an abusive relationship? There are unintended consequences to limiting the amount of time someone can stay in an RV on someone's property.

There was unanimous consensus by the Council consensus for staff to continue work on this ordinance; to bring back ideas gleaned from this meeting's discussion.

*Due to the late hour, Mayor Inscore called a 10 minute recess at 8:45 p.m.*

Mayor Inscore called the meeting back to order at 8:56 p.m.; all Council Members were present.

**22. Ordinance No. 807, Amending the Crescent City Municipal Code by Adding Chapter 12.40, Parking Regulations**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Waive full reading, read by title only and introduce Ordinance No. 807, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE CRESCENT CITY MUNICIPAL CODE BY ADDING CHAPTER 12.40, PARKING REGULATIONS (City Attorney)*

City Attorney Rice explained what was proposed at the last Council meeting for this ordinance – the length of stay be extended to 7 days on personal property and the length of stay in a hotel parking lot be eliminated; unhitched trailers will be allowable for special event permits, or a visitor to a residence. Staff reviewed Council's direction and included it in the proposed ordinance; public streets has been defined to include state streets and highways, vehicles is clarified to be "motor vehicles", oversized vehicles must be moved over 1000' to have been considered moved in order to be in compliance; and two permit sections were consolidated into once section.

Dana Gill Port: asked for clarification on what problem is this ordinance addressing. *Mayor Inscore said this is addressing parking issues as a whole; there have been several RVs that will park and then 3 days later, they'll move 20 feet forward, etc; this makes public streets a campground. Ms. Gill Port stated her understanding of the reasons behind this; however, it seems that this is creating undue hardship when all someone is wanting to do is have a safe place to stay. City Attorney Rice reiterated that this is another ordinance that was adopted in 1988 and now moved to a more appropriate section, however, this is not a new ordinance; and that the time frame of between 8pm – 6am has been removed.*

Mike Thornton: appreciated Council Member Greenough's statement of "no harm in doing it right" regarding the language of the ordinance as a lot of things have changed since 1988. Is concerned that not allowing people to sleep in their vehicle could potentially create risk.

Mayor Inscore spoke of being sympathetic to those in need, however, is also responsible for those who use our City streets. Council Member Fallman stated to choose not to have a standard because someone cannot or are unwilling to meet the standard is not the right direction. Council Member Wright stated that this was initially to address oversized vehicles; does not feel comfortable with an unknown person parking an RV in front of his house with small children around. Mayor Inscore said this can be introduced now and then the sleeping portion can be addressed at a later date.

The Council was in unanimous consensus to have staff to do research on sleeping in vehicles, however, not to remove it from the ordinance. –

Patricia Black: spoke of her concern of those who are forced to live in their car.

Vickey Dickey: for purpose of clarification – this is just changing the section; does not change the fact that it is illegal to sleep in your car.

*On a motion by Council Member Greenough, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote the City Council of the City of Crescent City waived full reading, read by title only and introduced Ordinance No. 807, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE CRESCENT CITY MUNICIPAL CODE BY ADDING CHAPTER 12.40, PARKING REGULATIONS.*

### **23. Fiscal Year 2018-19 Mid-Year Budget Update**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Adopt Resolution 2019-09, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2018-19 BUDGET OF THE CITY OF CRESCENT CITY.*
- *Adopt Resolution 2019-10, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE TRANSFER OF DEFEDERALIZED CDBG PROGRAM INCOME TO THE BEACHFRONT PARK DOG PARK PROJECT. (Finance Director)*

Finance Director Leaver presented the FY 2018-19 Mid-Year Budget Update by PowerPoint presentation as an overview in consideration of the late hour. Current deficit, should every dollar be spent, is \$503,517. She gave an update on the outcome of the Organizational Strategies Workshop – adding Recreation Director, Recreation Lead (part time), City Planner/Economic Development Specialist. Change positions: Pool Manager to Aquatic Supervisor, PW Director to Community Development Director/City Engineer, PW Maintenance Manager to Public Works Operations Director, have an Assistant City Manager designation, and implement the 9/80 schedule. This will cost the General Fund budget \$62,914 for the current year; Director Leaver explained that is a very conservative estimate, does not expect it to come close to it. Mayor Inscore asked if it was expected to see \$100k more due to the reorganization; Director Leaver answered in the affirmative. Mayor Inscore further asked if there was a fund balance for the Housing Authority (HA); HA Executive Director Miller answered yes, the HA is nowhere near it being recaptured. Council Member Fallman asked Director Miller if the Federal Government mandate that you keep it at that percentage; Director Miller explained that stockpiling funds is discouraged. Director Leaver reported that the RV Park is still on track with the working capital being higher, the Water Fund has seen more connections, therefore more revenue. City Manager Wier commended Director Leaver's hard work.

*On a motion by Council Member Fallman, 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 2019-09, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2018-19 BUDGET OF THE CITY OF CRESCENT CITY.*

*On a motion by Council Member Greenough, 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 Resolution 2019-10, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE TRANSFER OF DEFEDERALIZED CDBG PROGRAM INCOME TO THE BEACHFRONT PARK DOG PARK PROJECT.*

### **24. Request for Proposals to Update the 2011-2016 Del Norte Community Economic Development Strategy (CEDS)**

- *Recommendation: Hear staff report*
- *Take public comment*
- *Authorize staff to release the request for proposals to update the 2011-2016 Del Norte County Comprehensive Economic Development Strategy (CEDS). (City Manager)*

City Manager Wier reported that this is a partner project with the Harbor and County. We were awarded \$40k to hire a consultant to review the past plans, review demographics and trends and will come back with a comprehensive report.

*On a motion by Council Member Fallman, seconded by Council Member Greenough, and carried unanimously on a 5-0 polled vote the City Council of the City of Crescent City authorized staff to*

release the request for proposals to update the 2011-2016 Del Norte County Comprehensive Economic Development Strategy (CEDS).

## 25. Pool Pass Credits for Closure

- *Recommendation: Hear staff report*
- *Take public comment*
- *Provide direction to staff on offering credits for annual pass holders. (Finance Director)*

Finance Director Leaver explained that due to the pool closure for the repair of major leaks, there arose a concern over those who have annual passes. The pool is usually closed 2 weeks out of the year for maintenance, however with this unexpected closure for repairs, that negatively affects pass holders. The recommendation is to give each pass holder a credit of 10% of what they paid, and it can be used toward whatever pool service they would like such as next pool pass, rent the pool, swimming lessons, etc. The financial impact is just under \$2500.

*On a motion by Council Member Greenough, seconded by Mayor Pro Tem Kime, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City authorized the policy as presented.*

## 26. Letter of support for SB 5 – Local State Sustainable Investment Incentive Program

- *Recommendation: Hear staff report*
- *Take public comment*
- *Direct staff to send a letter of support for SB 5. (City Manager)*

Mayor Inscore gave an overview of the Bill; it addresses the effects of when the RDA was removed. Goal of SB5 is to leverage property tax money to spur developments in cities. Council Member Greenough stated that the legislation is complex; asked about repayment. Mayor Inscore answered that repayment would not be necessary as the money is being reallocated. Council Member Fallman asked if there was opposition from the School Boards; Mayor Inscore stated that there has been no opposition presently. There will be more information after Wednesday. Council Member Wright stated his opposition to supporting this Bill until after Wednesday, when more info comes out. Council Member Fallman spoke in favor of sending a letter of support. There was not unanimous consensus to send a letter of support. Mayor Pro Tem Kime stated that this Bill sounds like a creative way to spur redevelopment; supports writing letter.

*On a motion by Council Member Fallman, seconded by Mayor Pro Tem Kime, and carried on a 3-2 polled vote with Council Member Greenough and Council Member Wright voting no, to send a letter of support for SB 5.*

## CITY COUNCIL ITEMS

- **Legislative Matters – None**
- **City Manager Report and City Council Directives –**
  - Thanked the Council for approving the SHN Contract to have a Planner
  - There was a fire at the Asphalt Factory which caused a delay in providing materials
  - Announced the Pool Meeting tomorrow at 6pm at the Cultural Center
  - Fred Endert Municipal Pool update
    - Public Works Director Jon Olson went over a series of pictures and explained the repair work that was being done at the pool.
- **Reports, Concerns, Referrals, Council travel and training reports –**



**Council Member Fallman:** Invited the public to attend the Town Hall hosted by Senator McGuire on March 18<sup>th</sup> at Joe Hamilton Elementary to discuss homelessness.

**Council Member Wright:** gave the Yurok word for the Council meeting: Kohpey which means Crescent City

**Mayor Pro Tem Kime:** attended the Economic Summit; and announced the Sister City relationship will be mentioned as a part of the Olympics being held in Tokyo.

### **ADJOURNMENT**

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 10:22 p.m. to the next regular meeting of the City Council of the City of Crescent City scheduled for Monday, April 1, 2019 at 5:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

### **ATTEST:**

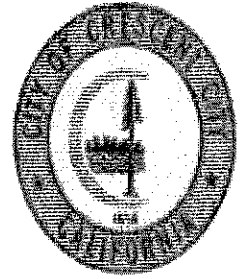
\_\_\_\_\_  
Robin Patch  
City Clerk/Administrative Analyst

# Accounts Payable

## Checks by Date - Summary by Check Number

User: crawlings  
Printed: 3/25/2019 8:48 AM

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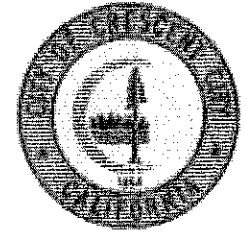
Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California BDD TAX Auto Pay	03/15/2019	0.00	1,717.74
ACH	FITTAX	FIT Payroll Taxes Auto Pay	03/15/2019	0.00	5,493.57
433403	CASTATE	CA State Disbursement Unit	03/15/2019	0.00	13.87
433404	ICMARE	Iema Retirement Trust-457	03/15/2019	0.00	3,249.13
433405	ATTClets	A T & T	03/15/2019	0.00	103.18
433406	SPRING	Accela, Inc.	03/15/2019	0.00	1,562.80
433407	ADAMSASE	Adams Ashby Group	03/15/2019	0.00	480.00
433408	SUPERI	Advanced Superior Alarm Systems	03/15/2019	0.00	76.50
433409	BATTSYS	Battery Systems	03/15/2019	0.00	128.38
433410	BLUEST	Blue Star Gas	03/15/2019	0.00	726.45
433411	CRENNE	C Renner Petroleum Inc	03/15/2019	0.00	9,432.86
433412	CSMFO2	California Society of Municipal	03/15/2019	0.00	110.00
433413	CCDNCH	Cc-Dn Chamber Of Commerce	03/15/2019	0.00	180.00
433414	CHARTEC	Charter Communication Inc	03/15/2019	0.00	863.97
433415	COUNSILM	Counsilman/Hunsaker & Assoc Inc.	03/15/2019	0.00	5,790.00
433416	CACEHA	Crescent Ace Hardware	03/15/2019	0.00	992.82
433417	CURRYE	Curry Equipment	03/15/2019	0.00	85.98
433418	DNCOUN	D N Co Unified School Dst	03/15/2019	0.00	1,191.77
433419	DAYWIR	Day Wireless Systems Inc	03/15/2019	0.00	483.62
433420	DNCBOS	Del Norte County	03/15/2019	0.00	119.00
433421	DNCO	Del Norte County	03/15/2019	0.00	51,725.08
433422	DNOFFI	Del Norte Office Supply	03/15/2019	0.00	399.17
433423	ENGLUN	Englund Marine Supply Co.	03/15/2019	0.00	108.21
433424	EUREKAO	Eureka Oxygen Co.	03/15/2019	0.00	749.10
433425	FAMILYRE	Family Resource Center of the Redwoods	03/15/2019	0.00	14,522.32
433426	FASTENAL	Fastenal Company	03/15/2019	0.00	1,080.71
433427	FERGUS	Ferguson Enterprises, Inc #3011	03/15/2019	0.00	1,447.32
433428	FIREPROG	Fire Programs	03/15/2019	0.00	2,116.00
433429	VERIZO2	Frontier	03/15/2019	0.00	2,977.99
433430	GEORGE	George's Auto & Diesel	03/15/2019	0.00	235.37
433431	GRAING	Grainger	03/15/2019	0.00	59.95
433432	GRIFFINR	Richard Griffin	03/15/2019	0.00	354.42
433433	HAMWSG	Hambro/WSG	03/15/2019	0.00	9,786.90
433434	HEMMIN	Hemmingsen Const Inc	03/15/2019	0.00	580.50
433435	RECALL	Iron Mountain	03/15/2019	0.00	68.39
433436	LINCOL	Lincoln Equipment Inc	03/15/2019	0.00	370.11
433437	MCCAFF	Trevor McCaffrey	03/15/2019	0.00	491.18
433438	MENDES	Mendes Supply Company	03/15/2019	0.00	379.99
433439	MEYERSPO	Meyers Police K-9 Training, LLC	03/15/2019	0.00	600.00
433440	MISSIO	Mission Uniform & Linen	03/15/2019	0.00	111.67
433441	MORJON	Mor-Jon Inc	03/15/2019	0.00	658.61
433442	101	National Auto Parts Warehouse	03/15/2019	0.00	602.72
433443	NOLLRHYN	Rhynn Noll	03/15/2019	0.00	173.85
433444	NCAGLOV	Northern Calif Gloves	03/15/2019	0.00	484.15
433445	OFFICEDE	Office Depot	03/15/2019	0.00	125.60
433446	OWENJ	Jennifer Owen	03/15/2019	0.00	35.07
433447	OREILLY	Ozark Automotive Dis. Inc.	03/15/2019	0.00	82.64

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
433448	PACPOW	Pacific Power	03/15/2019	0.00	58,260.44
433449	PAPEMAC2	Pape Machinery Inc.	03/15/2019	0.00	553.98
433450	PARKWA	Parkway Feed	03/15/2019	0.00	257.67
433451	RKI	RKI Instruments, Inc.	03/15/2019	0.00	143.82
433452	ZALDERCP	State of California Dept of Forestry & Fire	03/15/2019	0.00	453.88
433453	THRIFT	Thrifty Supply	03/15/2019	0.00	128.18
433454	TIDEWA	Tidewater Contractors Inc	03/15/2019	0.00	1,000.83
433455	UB*04371	KATHERINE TOSCH	03/15/2019	0.00	157.37
433456	TWOGUY	Two Guys	03/15/2019	0.00	136.61
433457	CALCARDS	US Bank Corporate Pmt Systems	03/15/2019	0.00	8,068.08
433458	YBARRARI	Richard Ybarra	03/15/2019	0.00	189.86
433459	UB*04761	DONALD BAXSTRESSER	03/22/2019	0.00	164.37
433460	BERTSC	Bertsch-Oceanview Csd	03/22/2019	0.00	6,802.05
433461	UB*04767	EDWARD BONYADI	03/22/2019	0.00	211.40
433462	BORGESJA	Jason Borges	03/22/2019	0.00	614.79
433463	UB*04768	CA RECEIVERSHIP GROUP PBC	03/22/2019	0.00	139.30
433464	CHARTEC	Charter Communication Inc	03/22/2019	0.00	405.60
433465	CHURCH	Churchtree Csd	03/22/2019	0.00	449.17
433466	COUNSILM	Counsilman/Hunsaker & Assoc Inc.	03/22/2019	0.00	6,200.00
433467	DNCOEN	D N Co Engineering	03/22/2019	0.00	2,072.34
433468	DNCOFL	D N Co Flood Control Dist	03/22/2019	0.00	548.39
433469	DNOFFI	Del Norte Office Supply	03/22/2019	0.00	11.96
433470	DNSOLI	Del Norte Solid Waste	03/22/2019	0.00	1,154.80
433471	DELLMA	Dell Marketing L P	03/22/2019	0.00	32,639.84
433472	EMERGENC	Emergency Services Marketing Corp., Inc.	03/22/2019	0.00	810.00
433473	UB*04760	ENGINE 101 SMOKEHOUSE	03/22/2019	0.00	157.64
433474	VERIZO2	Frontier	03/22/2019	0.00	746.71
433475	G.H. Out	G.H. Outreach	03/22/2019	0.00	295.89
433476	GRAING	Grainger	03/22/2019	0.00	169.06
433477	GRAPHIC	Graphic Solutions, Ltd.	03/22/2019	0.00	312.50
433478	HDFOWLER	H. D. Fowler	03/22/2019	0.00	1,589.11
433479	HARBORLO	Harbor Logging Supply, Inc	03/22/2019	0.00	105.35
433480	HITECHSE	Hi-Tech Security	03/22/2019	0.00	92.97
433481	HILDEB	Matt Hildebrandt	03/22/2019	0.00	240.68
433482	Home Dep	Home Depot Credit Services	03/22/2019	0.00	3,182.91
433483	RANJOHNS	Randy Johnson	03/22/2019	0.00	4,400.00
433484	UB*04764	JENNIFER KILLINGSWORTH	03/22/2019	0.00	27.32
433485	LEAVERL	Linda Leaver	03/22/2019	0.00	94.59
433486	LESSCH	Les Schwab Tire Co	03/22/2019	0.00	592.40
433487	LEXISNEX	Lexis Nexis Risk Solutions	03/22/2019	0.00	50.00
433488	LOPEZA	Anthony Lopez	03/22/2019	0.00	61.00
433489	MENDES	Mendes Supply Company	03/22/2019	0.00	206.55
433490	MISSIO	Mission Uniform & Linen	03/22/2019	0.00	86.78
433491	MOBLEYCC	Mobley Construction	03/22/2019	0.00	600.00
433492	MORRISON	Morrison and Company Consulting, Inc.	03/22/2019	0.00	3,408.75
433493	101	National Auto Parts Warehouse	03/22/2019	0.00	312.65
433494	NOLLRHYN	Rhynn Noll	03/22/2019	0.00	128.10
433495	OTIS E	Otis Elevator Company Inc	03/22/2019	0.00	1,375.00
433496	OREILLY	Ozark Automotive Dis. Inc.	03/22/2019	0.00	226.55
433497	PARKWA	Parkway Feed	03/22/2019	0.00	85.89
433498	PATCHROB	Robin Patch	03/22/2019	0.00	123.75
433499	UB*04765	LYNNE RACKLEY	03/22/2019	0.00	66.92
433500	UB*04762	KARL REICH	03/22/2019	0.00	42.00
433501	SMITHALI	Alias Smith	03/22/2019	0.00	164.70
433502	STOVER	Stover Engineering	03/22/2019	0.00	14,758.74
433503	TTVALVE	T&T Valve and Instrument Inc.	03/22/2019	0.00	86.79
433504	CHAMPII	Susan Tagudin-Root	03/22/2019	0.00	102.45

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
433505	TECHNI	Technical Systems Inc	03/22/2019	0.00	36,765.00
433506	ANDERSON	The Anderson Group, LLC	03/22/2019	0.00	5,500.00
433507	UB*04769	JANICE THEUERKAUF	03/22/2019	0.00	13.80
433508	UB*04766	ALEXIS THOMPSON	03/22/2019	0.00	44.10
433509	TOMASRE	Thomson Reuters	03/22/2019	0.00	132.24
433510	THRIFT	Thrifty Supply	03/22/2019	0.00	485.52
433511	TIDEWA	Tidewater Contractors Inc	03/22/2019	0.00	988.98
433512	UB*04763	LEO TURRICIANO	03/22/2019	0.00	250.00
433513	UNIVAR	Univar USA Inc.	03/22/2019	0.00	9,028.36
433514	CALCARDS	US Bank Corporate Pmt Systems	03/22/2019	0.00	3,277.52
433515	WINTERSS	Savannah Winters	03/22/2019	0.00	128.10
Report Total (115 checks):				0.00	335,210.76

# Accounts Payable

## 3-9-19 to 3-22-19 Council



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User: crawlings

Printed: 03/25/2019 - 8:45 AM

Check Num	Check Da	Account	Description	Amount	Selected for Vo
0	03/15/2019	610-000-2185-0000C	PR Batch 00222.03.2019 State Income Tax	1,700.95	no
0	03/15/2019	610-000-2189-0000C	PR Batch 00222.03.2019 Federal Income Tax	4,468.75	no
0	03/15/2019	610-000-2188-0000C	PR Batch 00222.03.2019 Medicare Employee Portion	284.59	no
0	03/15/2019	610-000-2188-0000C	PR Batch 00222.03.2019 Medicare Employer Portion	284.59	no
0	03/15/2019	610-000-2185-0000C	PR Batch 00911.03.2019 State Income Tax	16.79	no
0	03/15/2019	610-000-2189-0000C	PR Batch 00911.03.2019 Federal Income Tax	203.94	no
0	03/15/2019	610-000-2188-0000C	PR Batch 00911.03.2019 Medicare Employee Portion	125.85	no
0	03/15/2019	610-000-2188-0000C	PR Batch 00911.03.2019 Medicare Employer Portion	125.85	no
433403	03/15/2019	610-000-2170-0000C	PR Batch 00911.03.2019 Child Support-CA %	13.87	no
433404	03/15/2019	610-000-2178-0000C	Plan #300878	2,627.38	no
433404	03/15/2019	610-000-2186-0000C	Plan #306752	107.76	no
433404	03/15/2019	610-000-2186-0000C	Plan #306752	513.99	no
433405	03/15/2019	001-240-4230-0000C	DOJ/CLETS line FY19: FEB 2019	103.18	no
433406	03/15/2019	413-120-4415-0000C	UB web pmt fees: FEB 2019	781.40	no
433406	03/15/2019	419-120-4415-0000C	UB web pmt fees: FEB 2019	781.40	no
433407	03/15/2019	152-485-4409-1721/	CDBG General Admin services for 17 CDBG: FEB 2019	480.00	no
433408	03/15/2019	001-480-4450-0000C	Qtrly Monitoring: 03/01/19- 05/31/19	76.50	no
433409	03/15/2019	508-508-4390-0000C	battery	128.38	no
433410	03/15/2019	001-230-4220-0000C	Commercial fuel for FY19 (ACCT # 02-0009979)	262.40	no
433410	03/15/2019	001-230-4220-0000C	Commercial fuel for FY19 (ACCT # 02-0009979)	294.44	no
433410	03/15/2019	413-351-4220-0000C	Propane (ACCT # 02-1010727)	169.61	no
433411	03/15/2019	001-230-4330-0000C	Fuel	75.94	no
433411	03/15/2019	001-230-4330-0000C	Fuel	30.48	no
433411	03/15/2019	001-240-4330-0000C	Fuel for patrol cars	991.61	no
433411	03/15/2019	508-508-4330-0000C	Diesel fuel and gasoline	3,008.93	no
433411	03/15/2019	508-508-4330-0000C	Diesel fuel and gasoline	5,325.90	no
433412	03/15/2019	001-120-4550-0000C	CSMFO membership dues: B. Lacey	36.66	no
433412	03/15/2019	413-120-4550-0000C	CSMFO membership dues: B. Lacey	36.67	no
433412	03/15/2019	419-120-4550-0000C	CSMFO membership dues: B. Lacey	36.67	no
433413	03/15/2019	001-111-4530-0000C	Economic Summit 2019: CM, Fin. Dir., Clerk, Council (x3)	30.00	no
433413	03/15/2019	001-120-4530-0000C	Economic Summit 2019: CM, Fin. Dir., Clerk, Council (x3)	30.00	no
433413	03/15/2019	001-113-4530-0000C	Economic Summit 2019: CM, Fin. Dir., Clerk, Council (x3)	30.00	no
433413	03/15/2019	001-110-4530-0000C	Economic Summit 2019: CM, Fin. Dir., Clerk, Council (x3)	90.00	no
433414	03/15/2019	420-115-4230-0000C	25mb/25mb fiber connection to Fire Hall: 02/21/19-03/20/19	649.00	no
433414	03/15/2019	412-100-4230-0000C	Internet Service - 03/01/19-03/31/19	134.98	no
433414	03/15/2019	419-371-4230-0000C	broadband for security- 02/26/19-03/25/19	79.99	no
433415	03/15/2019	001-480-4409-0000C	Complete 10-yr Master Plan for Swimming Pool (1/16/19-2/15/19)	5,790.00	no
433416	03/15/2019	001-480-4390-0000C	screws nuts bolts	3.40	no
433416	03/15/2019	001-480-4390-0000C	flex tape white	58.02	no
433416	03/15/2019	419-371-4390-0000C	brushes, wire brush, paint	51.80	no
433416	03/15/2019	413-352-4390-0000C	brushes, rollers, roller frames	28.85	no
433416	03/15/2019	001-480-4340-0000C	muriatic acid	77.30	no
433416	03/15/2019	413-353-4390-0000C	freezer bags	5.79	no
433416	03/15/2019	419-371-4390-0000C	gloves, tarp	48.91	no
433416	03/15/2019	506-506-4390-0000C	lumber	11.64	no

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433416	03/15/2019	506-506-4390-0000C	spray can handle, paint tray liner - woodshop	18.46	no
433416	03/15/2019	902-470-4799-bfp03	lumber, bender board- Howe Dr	64.39	no
433416	03/15/2019	902-470-4799-bfp03	lumber, stakes	45.18	no
433416	03/15/2019	001-470-4390-0000C	rebar	43.83	no
433416	03/15/2019	001-364-4390-10025	level, bulk nails/screws	73.29	no
433416	03/15/2019	419-371-4390-0000C	screws nuts bolts	16.25	no
433416	03/15/2019	419-371-4390-0000C	fuse holder w/ fuse	9.35	no
433416	03/15/2019	001-480-4340-0000C	muratic acid	123.69	no
433416	03/15/2019	001-364-4390-10025	bolt eye w/ nut	4.44	no
433416	03/15/2019	506-506-4390-0000C	paint- woodshop	156.51	no
433416	03/15/2019	001-470-4390-0000C	switch key	18.37	no
433416	03/15/2019	506-506-4390-0000C	electrical supplies	19.34	no
433416	03/15/2019	001-470-4390-0000C	14" blk boots, tamper 10x10" steel handl	80.27	no
433416	03/15/2019	506-506-4390-0000C	steel cut wheel- woodshop	8.77	no
433416	03/15/2019	001-480-4390-0000C	Rental: Cement vibrator	32.25	no
433416	03/15/2019	001-480-4390-0000C	Rental: Cement vibrator returned	-10.75	no
433416	03/15/2019	508-508-4390-0000C	key blank	3.47	no
433417	03/15/2019	001-470-4390-0000C	no spill can	85.98	no
433418	03/15/2019	001-230-4330-0000C	Fuel: JAN 2019	1,191.77	no
433419	03/15/2019	001-230-4450-0000C	Radio repair	483.62	no
433420	03/15/2019	001-113-4450-0000C	County Chamber rental for City Council meetings	99.00	no
433420	03/15/2019	001-313-4409-0000C	County Chamber rental for Planning meetings	20.00	no
433421	03/15/2019	001-000-4782-0000C	FY19 VLF revenue sharing per agreement: JAN 2019	45,524.33	no
433421	03/15/2019	115-364-4785-0000C	FY19 gas tax revenue sharing per agreement: JAN 2019	1,055.80	no
433421	03/15/2019	115-364-4787-0000C	FY19 gas tax revenue sharing per agreement: JAN 2019	1,440.66	no
433421	03/15/2019	117-364-4789-0000C	FY19 gas tax revenue sharing per agreement: JAN 2019	1,831.51	no
433421	03/15/2019	117-364-4789-0000C	FY19 gas tax revenue sharing per agreement: DEC 2018	1,872.78	no
433422	03/15/2019	001-240-4310-0000C	HP ink - black	179.51	no
433422	03/15/2019	001-240-4310-0000C	receipt book	9.81	no
433422	03/15/2019	001-240-4310-0000C	storage box	34.95	no
433422	03/15/2019	001-230-4310-0000C	binder clips, push pins, dry erase markers, legal pads, highlight	43.71	no
433422	03/15/2019	001-240-4310-0000C	kleenex, disinfecting wipes	33.67	no
433422	03/15/2019	001-240-4310-0000C	toner cartridge	81.28	no
433422	03/15/2019	001-240-4310-0000C	envelopes	16.24	no
433423	03/15/2019	001-480-4390-0000C	scotch brite pads, epoxy	97.22	no
433423	03/15/2019	506-506-4390-0000C	reflective tape- woodshop	10.99	no
433424	03/15/2019	001-230-4450-0000C	Oxygen tank service	41.00	no
433424	03/15/2019	001-230-4450-0000C	SCBA bottle testing	245.10	no
433424	03/15/2019	001-230-4450-0000C	SCBA bottle testing	114.00	no
433424	03/15/2019	001-230-4450-0000C	Oxygen tank service	349.00	no
433425	03/15/2019	151-485-4796-1605\	16-CDBG-11136: Food Bank Services: FEB 2019	14,522.32	no
433426	03/15/2019	001-470-4390-0000C	PPE and supplies	393.55	no
433426	03/15/2019	419-371-4390-0000C	PPE and supplies	65.59	no
433426	03/15/2019	506-506-4390-0000C	PPE and supplies	65.59	no
433426	03/15/2019	413-353-4390-0000C	PPE and supplies	131.18	no
433426	03/15/2019	419-371-4390-0000C	PPE and safety supplies	75.19	no
433426	03/15/2019	001-470-4390-0000C	PPE and safety supplies	75.20	no
433426	03/15/2019	506-506-4390-0000C	PPE and safety supplies	75.20	no
433426	03/15/2019	001-480-4390-0000C	gloves, earplugs, eyewear	199.21	no
433427	03/15/2019	419-371-4390-0000C	2 - 8" repair clamps, 2 - 2.5" couplings	746.55	no
433427	03/15/2019	419-371-4390-0000C	6 - 3" and 6 - 6" L 3/4" CT repair bands	700.77	no
433428	03/15/2019	001-230-4450-0000C	Monthly support & software	2,116.00	no
433429	03/15/2019	001-480-4230-0000C	Pool Phone 465-5761 -- 03/01/19-03/29/19	126.26	no
433429	03/15/2019	412-100-4230-0000C	Monthly Phone Bill- 03/01/19-03/29/19	122.17	no
433429	03/15/2019	413-353-4230-0000C	Lift Station Phone PL0-0009 -02/25/19-03/24/19	59.58	no

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433429	03/15/2019	413-352-4230-0000C	WWTP phone- 03/01/19-03/29/19	262.52	no
433429	03/15/2019	413-351-4230-0000C	Lab phone 464-5416- 03/01/19-03/29/19	115.64	no
433429	03/15/2019	001-111-4230-0000C	City Hall Shared Phone -- 03/01/19-03/29/19	15.01	no
433429	03/15/2019	001-113-4230-0000C	City Hall Shared Phone -- 03/01/19-03/29/19	44.88	no
433429	03/15/2019	001-120-4230-0000C	City Hall Shared Phone -- 03/01/19-03/29/19	177.52	no
433429	03/15/2019	413-120-4230-0000C	City Hall Shared Phone-- 03/01/19-03/29/19	44.89	no
433429	03/15/2019	001-114-4230-0000C	City Hall Shared Phone -- 03/01/19-03/29/19	44.88	no
433429	03/15/2019	001-313-4230-0000C	City Hall Shared Phone-- 03/01/19-03/29/19	44.88	no
433429	03/15/2019	419-120-4230-0000C	City Hall Shared Phone-- 03/01/19-03/29/19	44.89	no
433429	03/15/2019	420-115-4230-0000C	City Hall Shared Phone- 03/01/19-03/29/19	44.88	no
433429	03/15/2019	001-251-4230-0000C	City Hall Shared Phone- 03/01/19-03/29/19	22.11	no
433429	03/15/2019	001-350-4230-0000C	City Hall Shared Phone-- 03/01/19-03/29/19	156.08	no
433429	03/15/2019	419-111-4230-0000C	City Hall Shared Phone-- 03/01/19-03/29/19	14.94	no
433429	03/15/2019	413-111-4230-0000C	City Hall Shared Phone-- 03/01/19-03/29/19	14.94	no
433429	03/15/2019	413-352-4230-0000C	Trt Plt phone line- 03/01/19-03/29/19	183.33	no
433429	03/15/2019	001-471-4230-0000C	Cult Cntr Elev Alrm 707-464-4582- 03/01/19-03/29/19	63.52	no
433429	03/15/2019	413-352-4230-0000C	Treatment Plant Phone; 465-3054- 03/01/19-03/29/19	434.15	no
433429	03/15/2019	001-350-4230-0000C	707-464-9506 monthly phone- 03/01/19-03/29/19	135.80	no
433429	03/15/2019	413-120-4230-0000C	707-465-6208 monthly phone- 03/01/19-03/29/19	33.40	no
433429	03/15/2019	419-120-4230-0000C	707-465-6208 monthly phone- 03/01/19-03/29/19	33.40	no
433429	03/15/2019	508-508-4230-0000C	707-464-9565 monthly phone- 03/01/19-03/29/19	110.20	no
433429	03/15/2019	001-230-4230-0000C	707-464-9113 monthly phone- 03/01/19-03/29/19	32.52	no
433429	03/15/2019	413-352-4230-0000C	707-464-7023 monthly phone- 03/01/19-03/29/19	66.80	no
433429	03/15/2019	001-471-4230-0000C	707-465-3914 monthly phone- 03/01/19-03/29/19	71.96	no
433429	03/15/2019	001-480-4230-0000C	707-464-6940 monthly phone- 03/01/19-03/29/19	59.00	no
433429	03/15/2019	413-120-4230-0000C	707-464-6517 monthly phone- 03/01/19-03/29/19	16.70	no
433429	03/15/2019	419-120-4230-0000C	707-464-6517 monthly phone- 03/01/19-03/29/19	16.70	no
433429	03/15/2019	001-240-4230-0000C	707-464-2133 monthly phone- 03/01/19-03/29/19	161.40	no
433429	03/15/2019	001-350-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	7.88	no
433429	03/15/2019	001-251-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	1.12	no
433429	03/15/2019	420-115-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	2.27	no
433429	03/15/2019	413-120-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	2.27	no
433429	03/15/2019	419-120-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	2.26	no
433429	03/15/2019	001-114-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	2.27	no
433429	03/15/2019	001-120-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	8.97	no
433429	03/15/2019	001-113-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	2.27	no
433429	03/15/2019	001-313-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	2.26	no
433429	03/15/2019	001-111-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	0.76	no
433429	03/15/2019	419-111-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	0.76	no
433429	03/15/2019	413-111-4230-0000C	707 465-4405 downstairs fax- 03/01/19-03/29/19	0.75	no
433429	03/15/2019	001-120-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	8.85	no
433429	03/15/2019	001-111-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	0.75	no
433429	03/15/2019	001-313-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	2.24	no
433429	03/15/2019	001-113-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	2.23	no
433429	03/15/2019	001-114-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	2.24	no
433429	03/15/2019	001-350-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	7.78	no
433429	03/15/2019	419-120-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	2.24	no
433429	03/15/2019	001-251-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	1.10	no
433429	03/15/2019	413-120-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	2.24	no
433429	03/15/2019	420-115-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	2.24	no
433429	03/15/2019	419-111-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	0.75	no
433429	03/15/2019	413-111-4230-0000C	707 465-1719 upstairs fax- 03/01/19-03/29/19	0.74	no
433430	03/15/2019	508-508-4390-0000C	pump, ditch witch	235.37	no
433431	03/15/2019	001-480-4390-0000C	return air grille	59.95	no
433432	03/15/2019	001-240-4320-0000C	Equipment/gear and uniform reimb	354.42	no

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433433	03/15/2019	413-352-4225-0000C	Sludge disposal FY19	1,537.33	no
433433	03/15/2019	413-352-4225-0000C	Sludge disposal FY19	1,533.63	no
433433	03/15/2019	413-352-4225-0000C	Sludge disposal FY19	1,423.64	no
433433	03/15/2019	413-352-4225-0000C	Sludge disposal FY19	369.29	no
433433	03/15/2019	413-352-4225-0000C	Sludge disposal FY19	326.04	no
433433	03/15/2019	413-352-4225-0000C	Sludge disposal FY19	255.60	no
433433	03/15/2019	413-352-4225-0000C	Sludge disposal FY19	1,465.66	no
433433	03/15/2019	413-352-4225-0000C	Sludge disposal FY19	1,508.92	no
433433	03/15/2019	413-352-4225-0000C	Sludge disposal FY19	1,366.79	no
433434	03/15/2019	412-100-4390-0000C	rock deliver to Shoreline RV	580.50	no
433435	03/15/2019	001-113-4450-0000C	Document shredding service: 01/30/19-02/26/19	68.39	no
433436	03/15/2019	001-480-4390-0000C	deck-o-seal and primer	322.69	no
433436	03/15/2019	001-480-4390-0000C	pool plaster repair materials	47.42	no
433437	03/15/2019	413-352-4530-0000C	G3 Review: gas, meals, 3/20-24/19 (ADVANCE)	291.18	no
433437	03/15/2019	413-352-4320-0000C	Protective Footwear Reimbursement: FY19	200.00	no
433438	03/15/2019	001-230-4370-0000C	Janitorial supplies	279.00	no
433438	03/15/2019	001-470-4370-0000C	Janitorial Supplies- City-Wide	45.45	no
433438	03/15/2019	001-230-4370-0000C	Janitorial Supplies- City-Wide	4.04	no
433438	03/15/2019	001-240-4370-0000C	Janitorial Supplies- City-Wide	4.03	no
433438	03/15/2019	001-471-4370-0000C	Janitorial Supplies- City-Wide	4.04	no
433438	03/15/2019	001-480-4370-0000C	Janitorial Supplies- City-Wide	10.10	no
433438	03/15/2019	412-100-4370-0000C	Janitorial Supplies- City-Wide	4.04	no
433438	03/15/2019	413-352-4370-0000C	Janitorial Supplies- City-Wide	4.04	no
433438	03/15/2019	508-508-4370-0000C	Janitorial Supplies- City-Wide	5.05	no
433438	03/15/2019	001-350-4370-0000C	Janitorial Supplies- City-Wide	11.51	no
433438	03/15/2019	001-111-4370-0000C	Janitorial Supplies- City-Wide	0.41	no
433438	03/15/2019	001-113-4370-0000C	Janitorial Supplies- City-Wide	0.40	no
433438	03/15/2019	001-114-4370-0000C	Janitorial Supplies- City-Wide	0.41	no
433438	03/15/2019	001-120-4370-0000C	Janitorial Supplies- City-Wide	1.61	no
433438	03/15/2019	001-251-4370-0000C	Janitorial Supplies- City-Wide	0.20	no
433438	03/15/2019	001-313-4370-0000C	Janitorial Supplies- City-Wide	0.41	no
433438	03/15/2019	413-120-4370-0000C	Janitorial Supplies- City-Wide	0.40	no
433438	03/15/2019	419-120-4370-0000C	Janitorial Supplies- City-Wide	0.41	no
433438	03/15/2019	420-115-4370-0000C	Janitorial Supplies- City-Wide	0.40	no
433439	03/15/2019	001-240-4380-0000C	Monthly maintenance training for K9s: FEB 2019	600.00	no
433440	03/15/2019	001-120-4370-0000C	janitorials supplies/services	9.25	no
433440	03/15/2019	413-357-4320-0000C	uniforms	12.12	no
433440	03/15/2019	508-508-4320-0000C	uniforms	14.13	no
433440	03/15/2019	001-120-4370-0000C	janitorials supplies/services	9.25	no
433440	03/15/2019	001-120-4370-0000C	janitorials supplies/services	9.25	no
433440	03/15/2019	413-351-4320-0000C	uniforms	16.07	no
433440	03/15/2019	413-352-4320-0000C	uniforms	41.60	no
433441	03/15/2019	508-508-4390-60001	mount lamp #5172	4.12	no
433441	03/15/2019	508-508-4390-0000C	air filters	82.00	no
433441	03/15/2019	508-508-4390-60001	fuel & oil filters	48.79	no
433441	03/15/2019	508-508-4390-0000C	ar filter #73	97.98	no
433441	03/15/2019	508-508-4390-60001	fuel filter #5159	30.05	no
433441	03/15/2019	508-508-4390-60001	fuel & oil filters #5115	35.60	no
433441	03/15/2019	508-508-4390-0000C	wiper motor #7	67.71	no
433441	03/15/2019	508-508-4390-60001	fuel & oil filters #5137	128.40	no
433441	03/15/2019	508-508-4390-60001	oil filter #5137	25.20	no
433441	03/15/2019	508-508-4390-60001	fuel filter #5137	12.56	no
433441	03/15/2019	508-508-4390-0000C	radiator caps #73	5.85	no
433441	03/15/2019	001-364-4390-10025	flat washer (napa)	3.87	no
433441	03/15/2019	508-508-4390-0000C	window kit (napa)	14.67	no



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433441	03/15/2019	508-508-4390-60003	red rubber plug (napa)	8.22	no
433441	03/15/2019	413-357-4390-0000C	ball bearing, axs bearing (napa)	17.90	no
433441	03/15/2019	413-357-4390-0000C	coupling sleeve (napa)	5.97	no
433441	03/15/2019	508-508-4390-0000C	spring brake, picky back single #E94 (napa)	139.42	no
433441	03/15/2019	508-508-4390-0000C	RETURN: piggy back single #E94 (napa)	-69.70	no
433442	03/15/2019	001-230-4391-0000C	oil	154.71	no
433442	03/15/2019	508-508-4390-0000C	oil filters, fuel filter	50.80	no
433442	03/15/2019	001-230-4391-0000C	oil filter, fuel/water separa	86.48	no
433442	03/15/2019	001-230-4391-0000C	fuel filter, fuel/water separa	67.14	no
433442	03/15/2019	508-508-4390-0000C	hydraulic, oil filter	17.50	no
433442	03/15/2019	508-508-4390-60003	oil dexron # E96	18.19	no
433442	03/15/2019	508-508-4390-0000C	reman. vac- core return	-5.38	no
433442	03/15/2019	508-508-4390-0000C	fuel & oil filters	52.85	no
433442	03/15/2019	508-508-4390-0000C	reman. vacuum #8	106.77	no
433442	03/15/2019	508-508-4390-0000C	fuel/water filters #74	53.66	no
433443	03/15/2019	001-480-4530-0000C	Instructor Trng: meals, 3/21-24/19 (ADVANCE)	173.85	no
433444	03/15/2019	001-470-4390-0000C	20 hard hats and liners	121.03	no
433444	03/15/2019	419-371-4390-0000C	20 hard hats and liners	121.04	no
433444	03/15/2019	413-353-4390-0000C	20 hard hats and liners	121.04	no
433444	03/15/2019	001-364-4390-10025	20 hard hats and liners	121.04	no
433446	03/15/2019	001-240-4530-0000C	Street Survival Trng: meals, 3/3-5/19 (REMAINDER)	35.07	no
433447	03/15/2019	001-230-4391-0000C	oil filter #5181	32.85	no
433447	03/15/2019	508-508-4390-60003	fuel filter #R97	18.53	no
433447	03/15/2019	508-508-4390-0000C	oil filter	4.16	no
433447	03/15/2019	508-508-4390-0000C	fuel/ water filter #6	11.57	no
433447	03/15/2019	001-470-4390-0000C	air filter	15.53	no
433448	03/15/2019	001-111-4210-0000C	Electricity FY19 - 01/31/19-02/28/19	43.48	no
433448	03/15/2019	001-113-4210-0000C	Electricity FY19	126.65	no
433448	03/15/2019	001-114-4210-0000C	Electricity FY19	126.65	no
433448	03/15/2019	001-120-4210-0000C	Electricity FY19	500.94	no
433448	03/15/2019	001-230-4210-0000C	Electricity FY19	328.83	no
433448	03/15/2019	001-240-4210-0000C	Electricity FY19	576.80	no
433448	03/15/2019	001-251-4210-0000C	Electricity FY19	62.38	no
433448	03/15/2019	001-350-4210-0000C	Electricity FY19	440.46	no
433448	03/15/2019	001-313-4210-0000C	Electricity FY19	126.65	no
433448	03/15/2019	001-364-4210-10023	Electricity FY19	6,200.66	no
433448	03/15/2019	001-470-4210-0000C	Electricity FY19	853.85	no
433448	03/15/2019	001-471-4210-0000C	Electricity FY19	4,087.07	no
433448	03/15/2019	001-480-4210-0000C	Electricity FY19	3,154.17	no
433448	03/15/2019	412-100-4210-0000C	Electricity FY19	3,849.69	no
433448	03/15/2019	413-111-4210-0000C	Electricity FY19	41.59	no
433448	03/15/2019	413-120-4210-0000C	Electricity FY19	126.65	no
433448	03/15/2019	413-351-4210-0000C	Electricity FY19	1,072.41	no
433448	03/15/2019	413-352-4210-0000C	Electricity FY19	18,108.48	no
433448	03/15/2019	413-353-4210-0000C	Electricity FY19	13.29	no
433448	03/15/2019	413-353-4210-35019	Electricity FY19	578.74	no
433448	03/15/2019	419-111-4210-0000C	Electricity FY19	41.59	no
433448	03/15/2019	419-371-4210-0000C	Electricity FY19	16,000.48	no
433448	03/15/2019	420-115-4210-0000C	Electricity FY19	126.65	no
433448	03/15/2019	508-508-4210-0000C	Electricity FY19	1,255.79	no
433448	03/15/2019	419-120-4210-0000C	Electricity FY19	126.65	no
433449	03/15/2019	001-470-4390-0000C	parks equipment parts	593.05	no
433449	03/15/2019	001-000-2122-0000C	(TAX) parks equipment parts	-39.07	no
433450	03/15/2019	001-240-4380-0000C	Dog food for K9's	85.89	no
433450	03/15/2019	001-240-4380-0000C	Dog food for K9's	85.89	no

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433450	03/15/2019	001-240-4380-0000	Dog food for K9's	85.89	no
433451	03/15/2019	413-353-4390-0000	LEL sensor	143.82	no
433452	03/15/2019	001-470-4450-0000	Alder Camp crew to help storm cleanup in parks	453.88	no
433453	03/15/2019	001-480-4390-0000	pvc parts	128.18	no
433454	03/15/2019	001-480-4390-0000	concrete	294.55	no
433454	03/15/2019	902-470-4799-bfp03	concrete	706.28	no
433455	03/15/2019	419-000-2110-0000	Refund Check	157.37	no
433456	03/15/2019	508-508-4390-6000	clean backup light	8.20	no
433456	03/15/2019	508-508-4390-0000	bull dog jack #74	128.41	no
433457	03/15/2019	420-115-4530-0000	CARAHSOFT: Lindedln Learning subscription renewal	1,725.00	no
433457	03/15/2019	001-113-4530-0000	DOLLAR: City Clerks Conf: car R.Patch, 4/2-5/	116.22	no
433457	03/15/2019	001-113-4530-0000	CITY CLERKS ASSOC: City Clerks Conf: reg, R.Patch, 4/2-5/	395.00	no
433457	03/15/2019	001-114-4310-0000	AMAZON: 2 - privacy screen filters for HR computers	137.58	no
433457	03/15/2019	420-115-4310-0000	AMAZON; keyboard/mouse combo	222.36	no
433457	03/15/2019	152-485-4530-1721a	Fed Grants Mgmt Webinar Series: B.Lacey and L.Leaver	1,998.00	no
433457	03/15/2019	420-115-4312-0000	NEWEGG: NAS hard drives	827.67	no
433457	03/15/2019	413-120-4310-0000	TRANSACT: receipt printer ribbon	53.24	no
433457	03/15/2019	001-114-4530-0000	INT PERSONNEL: HR Labor Neg Wkshp: reg, S.Valero, 3/12-16/19	236.00	no
433457	03/15/2019	420-115-4450-0000	CLEVERBRIDGE: Macrium Imaging Software tech license renewal	279.00	no
433457	03/15/2019	001-113-4530-0000	CONTOUR: City Clerks Conf: air, R.Patch, 4/2-5/	297.98	no
433457	03/15/2019	001-240-4530-0000	EXXON,CHEVRON ETC: Basic Crisis Course: gas, 2/3-9/19, C.Votruba	222.28	no
433457	03/15/2019	420-115-4390-0000	AMAZON: SSD hard drives	353.27	no
433457	03/15/2019	001-240-4391-0000	AMAZON: siren and light controller for K9 unit#65	459.89	no
433457	03/15/2019	420-000-2122-0000	(TAX) AMAZON; keyboard/mouse combo	-6.15	no
433457	03/15/2019	413-114-4530-0000	INT PERSONNEL: HR Labor Neg Wkshp: reg, S.Valero, 3/12-16/19	236.00	no
433457	03/15/2019	419-120-4310-0000	TRANSACT: receipt printer ribbon	53.24	no
433457	03/15/2019	001-000-2122-0000	(TAX) AMAZON: siren and light controller for K9 unit#65	-32.09	no
433457	03/15/2019	001-240-4391-0000	AMAZON: unity switch	35.84	no
433457	03/15/2019	420-115-4450-0000	SPAMHERO: monthly service	10.00	no
433457	03/15/2019	419-114-4530-0000	INT PERSONNEL: HR Labor Neg Wkshp: reg, S.Valero, 3/12-16/19	236.00	no
433457	03/15/2019	001-120-4240-0000	USPS: mail 1099/1098 forms to IRS	2.63	no
433457	03/15/2019	001-350-4407-0000	CAPITAL LIVE SCAN: live scan work force center	22.00	no
433457	03/15/2019	420-115-4390-0000	MALWAREBYTES: premium malware service	39.99	no
433457	03/15/2019	420-115-4390-0000	BIRCHGROVE: software	5.18	no
433457	03/15/2019	420-115-4390-0000	BIRCHGROVE: software	108.00	no
433457	03/15/2019	420-115-4450-0000	FUTUREQUEST: monthly service	33.95	no
433458	03/15/2019	419-371-4320-0432C	Protective Footwear Reimbursement: FY19	63.28	no
433458	03/15/2019	413-353-4320-0432C	Protective Footwear Reimbursement: FY19	63.29	no
433458	03/15/2019	001-364-4320-0432C	Protective Footwear Reimbursement: FY19	63.29	no
433459	03/22/2019	419-000-2110-0000	Refund Check	164.37	no
433460	03/22/2019	419-372-3821-41028	BOV Water Maintenance: FEB 2019	6,802.05	no
433461	03/22/2019	419-000-2110-0000	Refund Check	211.40	no
433462	03/22/2019	508-508-4530-0000	Ca Fire Mech Academy: miloage, meals, 3/31-4/6/19 (ADVANCE)	614.79	no
433463	03/22/2019	419-000-2110-0000	Refund Check	139.30	no
433464	03/22/2019	001-230-4230-0000	Cable & Internet Service- 02/20/19-03/19/19	105.64	no
433464	03/22/2019	001-111-4230-0000	Internet Service -02/27/19-03/26/19	4.59	no
433464	03/22/2019	001-113-4230-0000	Internet Service -02/27/19-03/26/19	13.74	no
433464	03/22/2019	001-114-4230-0000	Internet Service -02/27/19-03/26/19	13.73	no
433464	03/22/2019	001-350-4230-0000	Internet Service -02/27/19-03/26/19	47.76	no
433464	03/22/2019	420-115-4230-0000	Internet Service -02/27/19-03/26/19	13.73	no
433464	03/22/2019	001-120-4230-0000	Internet Service -02/27/19-03/26/19	54.32	no
433464	03/22/2019	413-120-4230-0000	Internet Service -02/27/19-03/26/19	13.74	no
433464	03/22/2019	001-313-4230-0000	Internet Service -02/27/19-03/26/19	13.73	no
433464	03/22/2019	001-251-4230-0000	Internet Service -02/27/19-03/26/19	6.76	no
433464	03/22/2019	419-120-4230-0000	Internet Service -02/27/19-03/26/19	13.74	no

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433464	03/22/2019	413-111-4230-0000C	Internet Service-02/27/19-03/26/19	4.57	no
433464	03/22/2019	419-111-4230-0000C	Internet Service-02/27/19-03/26/19	4.57	no
433464	03/22/2019	413-352-4230-0000C	broadband for security- 03/08/19-04/07/19	94.98	no
433465	03/22/2019	419-372-3822-41025	Water Maintenance: FEB 2019	449.17	no
433466	03/22/2019	001-480-4409-0000C	Complete 10-yr Master Plan for Swimming Pool: (2/16/19-3/15/19)	6,200.00	no
433467	03/22/2019	117-364-4450-00FS:	Plans for Storm Drain project: JAN & FEB 2019	2,072.34	no
433468	03/22/2019	419-372-3823-4103C	Water Maintenance: FEB 2019	548.39	no
433469	03/22/2019	001-240-4310-0000C	sharpie pens, ballpoint stick pens	11.96	no
433470	03/22/2019	001-364-4225-10024	refuse disposal: FEB 2019	96.15	no
433470	03/22/2019	506-506-4225-0000C	refuse disposal: FEB 2019	248.86	no
433470	03/22/2019	001-470-4225-0000C	refuse disposal: FEB 2019	809.79	no
433471	03/22/2019	919-371-4799-37102	2 physical servers/network attached storage for SCADA system	30,597.09	no
433471	03/22/2019	413-353-4312-0000C	Replacement workstation - Engineering Tech	680.92	no
433471	03/22/2019	001-350-4312-0000C	Replacement workstation - Engineering Tech	680.91	no
433471	03/22/2019	419-371-4312-0000C	Replacement workstation - Engineering Tech	680.92	no
433472	03/22/2019	001-230-4450-0000C	JAMRESPONDING.COM: 1 yr of services	810.00	no
433473	03/22/2019	419-000-2110-0000C	Refund Check	157.64	no
433474	03/22/2019	413-353-4230-0000C	707-465-4191Lift Station Phone- 03/01/19-03/31/19	28.86	no
433474	03/22/2019	419-371-4230-0000C	Water System Phone 464-2826 --03/13/19-04/12/19	66.17	no
433474	03/22/2019	419-371-4230-0000C	Water System Phone 707-0083 --03/13/19-04/12/19	28.19	no
433474	03/22/2019	419-371-4230-0000C	Water System Ph Bills --03/13/19-04/12/19	29.50	no
433474	03/22/2019	419-371-4230-0000C	Water System phone 707-1014 -03/10/19-04/09/19	29.50	no
433474	03/22/2019	419-371-4230-0000C	Water System Phone 707-1015-03/13/19-04/12/19	29.50	no
433474	03/22/2019	419-371-4230-0000C	Water Syst Phone 707-1016 --03/13/19-04/12/19	29.50	no
433474	03/22/2019	419-371-4230-0000C	Water Syst Phone 707-1017-03/13/19-04/12/19	29.50	no
433474	03/22/2019	419-371-4230-0000C	Water System Phone - 0249-03/13/19-04/12/19	72.77	no
433474	03/22/2019	413-353-4230-0000C	Lift Station Phone PLO-0001 --03/13/19-04/12/19	38.53	no
433474	03/22/2019	001-240-4230-0000C	Radio to Sherriff --03/13/19-04/12/19	30.85	no
433474	03/22/2019	419-371-4230-0000C	Water System Phone Bill 707-1006 --03/13/19-04/12/19	29.50	no
433474	03/22/2019	419-371-4230-0000C	Water System Ph. Bill 707-1007 --03/13/19-04/12/19	72.77	no
433474	03/22/2019	419-371-4230-0000C	Water Syst Ph Bills -03/13/19-04/12/19	72.77	no
433474	03/22/2019	419-371-4230-0000C	Water System Phone Bills --03/13/19-04/12/19	29.50	no
433474	03/22/2019	419-371-4230-0000C	707-1013 chlor bdg-03/13/19-04/12/19	99.80	no
433474	03/22/2019	419-371-4230-0000C	Water System Ph Bills --03/13/19-04/12/19	29.50	no
433476	03/22/2019	001-480-4390-0000C	inline duct fan	169.06	no
433477	03/22/2019	001-364-4450-10025	Phase 2 Wayfinding Signage: shop drawing review	312.50	no
433478	03/22/2019	419-371-4390-0000C	12 - 3/4" valves	697.89	no
433478	03/22/2019	419-371-4390-0000C	8 - Angle meter stops for water services	891.22	no
433479	03/22/2019	001-364-4390-10025	shackles & cable clamps	105.35	no
433480	03/22/2019	001-240-4450-0000C	Quarterly Monitoring: April-June 2019	92.97	no
433481	03/22/2019	001-480-4378-0000C	REIMB: Snacks for pool store from Costco & Winco	240.68	no
433482	03/22/2019	506-506-4390-0000C	thresholds, screws - atty office	25.49	no
433482	03/22/2019	506-506-4390-0000C	thresholds - atty office	8.35	no
433482	03/22/2019	001-470-4390-0000C	photocell	28.92	no
433482	03/22/2019	419-371-4390-0000C	boxes	1.81	no
433482	03/22/2019	419-371-4390-0000C	spray bottle	12.86	no
433482	03/22/2019	506-506-4390-0000C	paint, OSB - woodshop	48.12	no
433482	03/22/2019	001-470-4390-0000C	washer, screws, door pull, key yale	32.76	no
433482	03/22/2019	506-506-4390-0000C	white peg board - woodshop	42.99	no
433482	03/22/2019	506-506-4390-0000C	measure tape, pencils, tool holder	45.13	no
433482	03/22/2019	001-470-4390-0000C	firm grip, saw safety chaps, bow rake, water	119.50	no
433482	03/22/2019	506-506-4390-0000C	threshold - atty office	10.71	no
433482	03/22/2019	506-506-4390-0000C	threshold - atty office	8.35	no
433482	03/22/2019	001-480-4390-0000C	safety vests	221.19	no
433482	03/22/2019	506-506-4390-0000C	OSB - woodshop	32.71	no

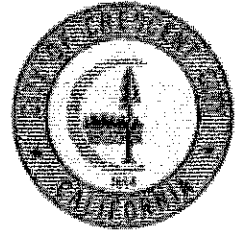
Check Num	Check Da	Account	Description	Amount	Selected for Vo
433482	03/22/2019	506-506-4390-0000C	welded shelf - woodshop	246.18	no
433482	03/22/2019	508-508-4390-0000C	black rubber cord	11.61	no
433482	03/22/2019	001-470-4390-0000C	canvas gloves, rainsuit	39.71	no
433482	03/22/2019	001-364-4390-10025	5 lb pick mattock wood, lite holster	44.02	no
433482	03/22/2019	001-471-4390-0000C	replacement lens	26.31	no
433482	03/22/2019	413-351-4390-0000C	staples, utility knife	14.65	no
433482	03/22/2019	001-471-4390-0000C	draft stop	16.92	no
433482	03/22/2019	001-471-4390-0000C	bulbs	10.04	no
433482	03/22/2019	001-480-4390-0000C	barricade tape, gloves, twisted poly	102.67	no
433482	03/22/2019	508-508-4390-0000C	splice connector, black power tool cord	18.46	no
433482	03/22/2019	413-353-4390-0000C	water, simple green, electrical tape	24.63	no
433482	03/22/2019	001-364-4390-10025	brush set, roller tray, roller covers	113.82	no
433482	03/22/2019	001-470-4390-0000C	water	4.58	no
433482	03/22/2019	001-480-4390-0000C	mini shower heads x14	74.50	no
433482	03/22/2019	508-508-4390-0000C	steel 5 shelf rivet unit	193.46	no
433482	03/22/2019	412-100-4390-0000C	deadbolts, schlage combo pack	114.96	no
433482	03/22/2019	508-508-4390-0000C	pocket butane torch	21.47	no
433482	03/22/2019	413-356-4390-35022	CDX plywood	33.50	no
433482	03/22/2019	413-357-4390-0000C	rags in box, shovels	103.30	no
433482	03/22/2019	412-100-4390-0000C	multi-tool, keys	55.76	no
433482	03/22/2019	508-508-4390-0000C	hose, brass adapter, vinyl tube, hose shutoff	33.14	no
433482	03/22/2019	001-364-4390-10025	caution tape, silver duct, WD40	97.14	no
433482	03/22/2019	508-508-4390-0000C	plastic storage box, steel 5-shelf rivet	107.78	no
433482	03/22/2019	508-508-4390-0000C	welding ring, key rings, chain link	8.16	no
433482	03/22/2019	001-364-4390-10025	bottled water	4.58	no
433482	03/22/2019	506-506-4390-0000C	clear plastic sheeting	19.33	no
433482	03/22/2019	001-480-4390-0000C	spray shower head x14	115.13	no
433482	03/22/2019	001-480-4390-0000C	buckets, grout tools, kneepads, utility blades	154.77	no
433482	03/22/2019	001-480-4390-0000C	water, painter's plastic, filter bag, duct tape	84.14	no
433482	03/22/2019	001-480-4390-0000C	sprayer, wie rope thimble, clamp set	15.87	no
433482	03/22/2019	001-364-4390-10025	square drain grate	8.43	no
433482	03/22/2019	001-480-4390-0000C	bucket, grout tools, knee pads, ext cord	196.92	no
433482	03/22/2019	001-480-4390-0000C	roller covers, brush set, roller trays	74.26	no
433482	03/22/2019	001-470-4390-0000C	lighters	10.69	no
433482	03/22/2019	001-480-4390-0000C	diamond blades	79.36	no
433482	03/22/2019	001-480-4390-0000C	blue tape, dremel carbide, flat chisel	74.28	no
433482	03/22/2019	001-480-4390-0000C	chisels	28.06	no
433482	03/22/2019	001-480-4390-0000C	chisel, blue chalk reel kit	23.05	no
433482	03/22/2019	001-480-4390-0000C	water, chisel bit, grinder	111.22	no
433482	03/22/2019	001-480-4390-0000C	chisels, rot hammer	211.17	no
433482	03/22/2019	001-480-4390-0000C	rags, putty knife, crevice tool, acetone	43.75	no
433482	03/22/2019	001-480-4390-0000C	stencil brush set	9.58	no
433482	03/22/2019	506-506-4390-0000C	RETURN: threshold- atty office	-10.69	no
433482	03/22/2019	506-506-4390-0000C	RETURN: threshold- atty office	-10.71	no
433482	03/22/2019	001-471-4390-0000C	RETURN: replacement lens	-26.31	no
433482	03/22/2019	001-480-4390-0000C	RETURN: mini shower heads x14	-74.50	no
433482	03/22/2019	001-480-4390-0000C	RETURN: spray shower heads x14	-115.13	no
433483	03/22/2019	413-351-4450-0000C	Painting services	733.00	no
433483	03/22/2019	413-357-4450-0000C	Painting services	3,667.00	no
433484	03/22/2019	419-000-2110-0000C	Refund Check	27.32	no
433485	03/22/2019	001-120-4530-0000C	CERBT Wkshp: transportation, 2/20/19 (FULL AMOUNT)	28.19	no
433485	03/22/2019	413-120-4530-0000C	CERBT Wkshp: transportation, 2/20/19 (FULL AMOUNT)	28.20	no
433485	03/22/2019	419-120-4530-0000C	CERBT Wkshp: transportation, 2/20/19 (FULL AMOUNT)	28.20	no
433485	03/22/2019	413-120-4310-0000C	REIMBURSEMENT: release of lien notarized	5.00	no
433485	03/22/2019	419-120-4310-0000C	REIMBURSEMENT: release of lien notarized	5.00	no

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433486	03/22/2019	508-508-4390-0000C	tires for #2	415.56	no
433486	03/22/2019	001-240-4391-0000C	wheel 17" crown vic	176.84	no
433487	03/22/2019	001-240-4409-0000C	FY19 monthly service fee: FEB 2019	50.00	no
433488	03/22/2019	001-240-4530-0000C	K-9 Conference: meals, 3/5-8/19 (REMAINDER)	61.00	no
433489	03/22/2019	001-470-4370-0000C	Janitorial Supplies- City-Wide	92.95	no
433489	03/22/2019	001-230-4370-0000C	Janitorial Supplies- City-Wide	8.26	no
433489	03/22/2019	001-240-4370-0000C	Janitorial Supplies- City-Wide	8.26	no
433489	03/22/2019	001-471-4370-0000C	Janitorial Supplies- City-Wide	8.26	no
433489	03/22/2019	001-480-4370-0000C	Janitorial Supplies- City-Wide	20.66	no
433489	03/22/2019	412-100-4370-0000C	Janitorial Supplies- City-Wide	8.26	no
433489	03/22/2019	413-352-4370-0000C	Janitorial Supplies- City-Wide	8.26	no
433489	03/22/2019	508-508-4370-0000C	Janitorial Supplies- City-Wide	10.33	no
433489	03/22/2019	001-350-4370-0000C	Janitorial Supplies- City-Wide	23.55	no
433489	03/22/2019	001-111-4370-0000C	Janitorial Supplies- City-Wide	0.82	no
433489	03/22/2019	001-113-4370-0000C	Janitorial Supplies- City-Wide	0.83	no
433489	03/22/2019	001-114-4370-0000C	Janitorial Supplies- City-Wide	0.83	no
433489	03/22/2019	001-120-4370-0000C	Janitorial Supplies- City-Wide	3.30	no
433489	03/22/2019	001-251-4370-0000C	Janitorial Supplies- City-Wide	0.42	no
433489	03/22/2019	001-313-4370-0000C	Janitorial Supplies- City-Wide	0.82	no
433489	03/22/2019	413-120-4370-0000C	Janitorial Supplies- City-Wide	0.83	no
433489	03/22/2019	419-120-4370-0000C	Janitorial Supplies- City-Wide	0.82	no
433489	03/22/2019	420-115-4370-0000C	Janitorial Supplies- City-Wide	0.83	no
433490	03/22/2019	413-357-4320-0000C	uniforms	12.12	no
433490	03/22/2019	508-508-4320-0000C	uniforms	14.13	no
433490	03/22/2019	413-351-4320-0000C	uniforms	18.93	no
433490	03/22/2019	413-352-4320-0000C	uniforms	41.60	no
433491	03/22/2019	413-356-4450-35022	Vac truck requested 2/24 - travel only	600.00	no
433492	03/22/2019	151-485-4796-1618C	Microenterprise Technical Assistance services; FEB 2019	3,408.75	no
433493	03/22/2019	001-240-4391-0000C	heater hose #70	10.48	no
433493	03/22/2019	508-508-4390-0000C	oil	70.10	no
433493	03/22/2019	508-508-4390-60003	oil	232.07	no
433494	03/22/2019	001-480-4530-0000C	Instructor Trng: meals, 3/28-30/19 (ADVANCE)	128.10	no
433495	03/22/2019	001-471-4450-0000C	Emergency elevator service	1,375.00	no
433496	03/22/2019	001-240-4391-0000C	pad/rotor	133.22	no
433496	03/22/2019	001-240-4391-0000C	blower motor #70	93.33	no
433497	03/22/2019	001-240-4380-0000C	Dog food for K9's	85.89	no
433498	03/22/2019	001-113-4530-0000C	City Clerks Conf: meals, 4/2-5/19 (ADVANCE)	123.75	no
433499	03/22/2019	419-000-2110-0000C	Refund Check	66.92	no
433500	03/22/2019	419-000-2110-0000C	Refund Check	42.00	no
433501	03/22/2019	001-230-4530-0000C	Comand & Control Trng: meals, 3/1-10/19 (FULL AMOUNT)	164.70	no
433502	03/22/2019	901-364-4799-00111	Plans, specs, & estimate	14,758.74	no
433503	03/22/2019	413-357-4390-0000C	seal kit	86.79	no
433504	03/22/2019	001-240-4390-0000C	LEADN awards plaques	102.45	no
433505	03/22/2019	919-371-4799-37102	Upgrade the current Water System SCADA	38,700.00	no
433505	03/22/2019	919-000-2112-0000C	Upgrade the current Water System SCADA (retention)	-1,935.00	no
433506	03/22/2019	001-480-4390-0000C	Work on expansion joint at the Pool	5,500.00	no
433507	03/22/2019	419-000-2110-0000C	Refund Check	13.80	no
433508	03/22/2019	419-000-2110-0000C	Refund Check	44.10	no
433509	03/22/2019	001-130-4550-0000C	CA gov't code books subscription	132.24	no
433510	03/22/2019	001-480-4390-0000C	pvc coupling	4.56	no
433510	03/22/2019	001-470-4390-0000C	champion vacuum breaker	215.32	no
433510	03/22/2019	001-480-4390-0000C	pvc parts	119.17	no
433510	03/22/2019	413-353-4390-0000C	gasketed 3034 st 45	26.64	no
433510	03/22/2019	001-480-4390-0000C	pvc parts	119.83	no
433511	03/22/2019	419-371-4390-0000C	Rock to be delivered throughout the year for road base	791.18	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
433511	03/22/2019	413-353-4390-0000C	Rock to be delivered throughout the year for road base	98.90	no
433511	03/22/2019	001-364-4390-10025	Rock to be delivered throughout the year for road base	98.90	no
433512	03/22/2019	419-000-2110-0000C	Refund Check	250.00	no
433513	03/22/2019	413-352-4340-0000C	Sodium hypochlorite	1,119.37	no
433513	03/22/2019	413-352-4340-0000C	25% SBS	6,681.43	no
433513	03/22/2019	419-371-4340-0000C	Sodium hypochlorite	1,227.56	no
433514	03/22/2019	001-240-4320-0000C	DANNER-LACROSSE: Duty boots: Officer Miller	258.00	no
433514	03/22/2019	001-480-4320-0000C	ZAPPOS: lifeguard footwear	124.64	no
433514	03/22/2019	001-240-4320-0000C	DANNER: duty boots for R. Griffin	236.50	no
433514	03/22/2019	001-240-4390-0000C	SIRCHIE FINGER PRINT: Nark tests	576.09	no
433514	03/22/2019	001-000-1510-0000C	CENTRIFUGE TRAIN: VCQB Trng: reg, A.Lopez, 7/28-8/3/19	960.00	no
433514	03/22/2019	001-480-4320-0000C	RECSUPPLY: hip packs, rescue masks, and whistles	108.70	no
433514	03/22/2019	001-240-4320-0000C	THEOPSDECK: instructor vest - Lopez/Pearson	252.46	no
433514	03/22/2019	001-480-4390-0000C	RITE AID: grocery bag	0.12	no
433514	03/22/2019	001-240-4240-0000C	MAILROOM: postage	11.25	no
433514	03/22/2019	001-480-4376-0000C	SAFEWAY ETC: taxable food for pool store	56.99	no
433514	03/22/2019	001-240-4240-0000C	MAILROOM: postage	10.12	no
433514	03/22/2019	001-480-4378-0000C	SAFEWAY ETC: none-taxable food for pool store	238.44	no
433514	03/22/2019	001-240-4240-0000C	MAILROOM: postage	20.82	no
433514	03/22/2019	001-480-4379-0000C	SAFEWAY ETC: tax paid on resale items for pool store	4.27	no
433514	03/22/2019	001-480-4390-0000C	WALMART: shower set, bh hooks	42.83	no
433514	03/22/2019	001-480-4370-0000C	HOME DEPOT: cleaning supplies	27.64	no
433514	03/22/2019	001-480-4370-0000C	HOME DEPOT: cleaning supplies	21.40	no
433514	03/22/2019	001-480-4320-0000C	KIEFER: shorts for lifeguards	151.38	no
433514	03/22/2019	001-000-2122-0000C	(TAX) KIEFER: shorts for lifeguards	-10.56	no
433514	03/22/2019	001-480-4370-0000C	HOMEDPOT: cleaning supplies	34.37	no
433514	03/22/2019	001-480-4370-0000C	WALMART: baking soda	2.48	no
433514	03/22/2019	001-480-4390-0000C	WALMART: wall clock	8.43	no
433514	03/22/2019	001-480-4377-0000C	WALMART: bath towels	17.67	no
433514	03/22/2019	001-480-4370-0000C	HOME DEPOT: cleaning supplies	33.21	no
433514	03/22/2019	001-480-4320-0000C	CROCS: crocs for lifeguards	90.27	no
433515	03/22/2019	001-480-4530-0000C	Instructor Trng: meals, 3/28-30/19 (ADVANCE)	128.10	no
				<hr/> <hr/>	
				334,351.33	
				<hr/> <hr/>	

# Accounts Payable

3-9-19 to 3-22-19 Housing



User: crawlings

CR

Printed: 03/25/2019 - 8:46 AM

Check Num	Check Dat	Account	Description	Amount	Selected for Void
433429	03/15/2019	110-490-4230-00000	707-464-9216 montly phone- 03/01/19-03/29/19	135.80	no
433438	03/15/2019	110-490-4370-00000	Janitorial Supplies- City-Wide	4.04	no
433445	03/15/2019	110-490-4310-00000	Supplies: paper, tape, pens, correction tape	125.60	no
433448	03/15/2019	110-490-4210-00000	Electricity FY19	289.84	no
433475	03/22/2019	110-490-4450-00000	Shredding of confidential material	295.89	no
433489	03/22/2019	110-490-4370-00000	Janitorial Supplies- City-Wide	8.26	no
				<hr/> <hr/>	
				859.43	
				<hr/> <hr/>	

CITY OF CRESCENT CITY  
BI-WEEKLY PAYROLL REPORT

PAYROLL END DATE  
PAYROLL PAID DATE  
CHECK NUMBERS

March 16, 2019  
March 22, 2019  
CKS # 109716-109722

	Regular Pay	Overtime	Gross Pay	# Empl	Notes
Dept #110 City Council	1,409.84		1,409.84	5	
Dept #111 Admin/City Manager	10,573.07		10,573.07	3	
Dept #114 Human Resources	2,026.22	170.96	2,197.18	1	
Dept #120 Finance/Utility Billing	14,614.30	48.86	14,663.16	6	
Dept #230 Fire Department	8,278.54		8,278.54	2 + 2 part-time	
Dept #240 Police Department	33,427.99	4,405.61	37,833.60	13	
Dept #313 Planning			1,368.24	1 Part-time	Includes Final Pay
Dept #350 Public Works-All Depts	59,724.34	2,312.59	62,036.93	26+ 3 Part-time	
Dept #360 Bldg Maint & Equipment					Merged with Dept 350
Dept #480 Swimming Pool Fund	7,609.89		7,609.89	2+15 Part-time	
Dept #490 Housing Authority	7,808.27		7,808.27	3 + 1 Part-time	
<b>TOTALS</b>	<b>145,472.46</b>	<b>6,938.02</b>	<b>153,778.72</b>	<b>62 + 22 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.





## CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

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

**DATE: APRIL 1, 2019**

**SUBJECT: RANDY MCPHERSON CAMP HOST AGREEMENT AMENDMENT NO.1**

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### RECOMMENDATION

- Approve and Authorize the City Manager to sign Amendment No.1 to Randy McPherson's Volunteer Camp Host Agreement allowing a complimentary R.V. space for one week for volunteer host service in the event services are in excess of 40 hours in one calendar week.

### BACKGROUND/DISCUSSION

With Mr. Taylor's (former City Community Development Director) sudden retirement and lack of additional Camp Hosts, the RV park is currently very short staffed. In fact, Mr. McPherson is currently the only Camp Host within a park that the office operates 7 days per week 8am – 5pm. This has led to Mr. McPherson covering multiple additional shifts well above the 20-24 hours per week in his current volunteer agreement. We have been able to lessen the coverage needed by utilizing Pool staff for coverage while the Pool has been closed for repairs.

Additional help is forthcoming as another host agreement is on this Council Meeting Agenda, however, in the event additional help is needed in future this amendment will enable the City to recognize Mr. McPherson's volunteer services that go above and beyond that required in his volunteer agreement.

### FISCAL ANALYSIS

This is a volunteer position working approximately 20-24 hours per week. Volunteers are allowed one complimentary camp site at Shoreline RV Park while they are performing volunteer services. This amendment provides that if McPherson volunteers more than 40 hours in a calendar week, he will be allowed a complimentary space for one week to be used within 12 months. The fiscal impact to the RV Park Fund of the loss of potential space

rent is \$224.00 (weekly rate) to the RV Park Fund and loss of potential TOT (\$22.40 per week) to the General Fund – per complimentary week granted.

**ATTACHMENTS**

1. Amendment No. 1 for R.V. Camp Host Services - Randy McPherson

EW  
CM

**AMENDMENT NO. 1  
TO  
AGREEMENT FOR VOLUNTEER CAMP HOST  
AT SHORELINE R.V. PARK**

THIS AMENDMENT to the Agreement for Volunteer Camp Host as Shoreline R.V. Park entered into by and between the City of Crescent City ("City") and Randy McPherson ("Camp Host") on December 3, 2018 is hereby agreed to by the parties.

**NOW, THEREFORE, the parties agree as follows:**

**1.0 Amendment.** Section 1.02, Duties & Responsibilities of City, is hereby amended by adding subsection (c) to read as follows:

- (c) In the event that Camp Host provides 40 hours or more of volunteer service in one calendar week, the City will provide a complimentary R.V. space for one week to Camp Host to be used at the time of his choosing within 12 months.


**2.0 Remaining Provisions.** All other terms and conditions of the original agreement remain valid and enforceable and are not affected by this Amendment.

Executed on \_\_\_\_\_, 2019 at Crescent City, California.

CITY OF CRESCENT CITY

CAMP HOST

\_\_\_\_\_  
By: Eric Wier, City Manager

  
\_\_\_\_\_  
Randy McPherson

ATTEST:

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



## CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

**BY: SUNNY VALERÓ, HUMAN RESOURCES ADMINISTRATOR**

**DATE: APRIL 1, 2019**

**SUBJECT: APPROVE AN AGREEMENT FOR AN ADDITIONAL CAMP HOST AT SHORELINE RV PARK**

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### RECOMMENDATION

- Approve and Authorize the City Manager to sign an Agreement for Volunteer Camp Host at Shoreline RV Park with Andrew Baker

### BACKGROUND/DISCUSSION

The City currently has one only volunteer camp host at Shoreline RV Park office, which is open from 8am to 5pm, seven days per week. During the Pool closure, we have been utilizing Pool staff to cover some of the additional shifts required to operate the Park. However, additional volunteer camp hosts are needed for ongoing operations.

The City recruited openly for a volunteer camp host through an advertisement in the Triplicate and Curry Coastal Pilot. From the recruitment, City staff determined that Andrew Baker was the most qualified candidate for the volunteer position as he met or exceeded the basic requirements for the Camp Host position.

Mr. Baker's responsibilities as a volunteer camp host would be the following:

- Guest registration
- Collecting fees for space rentals,
- Locking and unlocking facilities as necessary,
- Reporting incidents to City staff or Police Department as appropriate,
- Notifying City staff of damages or need for repairs,
- Restocking and keeping in an orderly manner the showers, laundry, and restrooms facilities,
- Removing litter from RV sites,

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- Emptying trash receptacles, and
- Performing routine maintenance as directed.

This will be a temporary volunteer position. Having a second camp host will not only help the current Shoreline RV camp host, but it will also provide additional coverage and security within Shoreline RV Park.

### **FISCAL ANALYSIS**

This is a volunteer position working approximately 20-24 hours per week. Volunteers are allowed one complimentary camp site at Shoreline RV Park while they are performing volunteer services. The fiscal impact to the RV Park Fund is the loss of potential space rent for the camp host's complimentary space. The current monthly rate for an RV site at Shoreline is \$498.00. The fiscal impact to the General Fund is the loss of potential TOT (\$49.80 for the first 30 days).

### **ATTACHMENTS**

1. Agreement for Volunteer R.V. Camp Host at Shoreline RV Park – Andrew Baker

EW  
CM

**AGREEMENT FOR VOLUNTEER CAMP HOST  
AT SHORELINE R.V. PARK**

THIS AGREEMENT is entered by and between the City of Crescent City ("City"), a California municipal corporation, and Andrew H. Baker ("Camp Host") to serve as a volunteer camp host at Shoreline R.V. Park, owned and operated by the City, and located at 900 Sunset Circle, Crescent City, California.

**NOW, THEREFORE, the parties agree as follows:**

**ARTICLE 1. DUTIES AND RESPONSIBILITIES**

**1.01 Duties & Responsibilities of Camp Host.**

- (a) Camp Host will provide basic Camp Host services including: registering guests, collecting fees for space rentals, taking reservations, locking and unlocking facilities as necessary, notify City staff of any damages or need for repairs, and reporting any incidents to City staff or the Police Department as appropriate.
- (b) Camp Host will provide basic maintenance duties including: keeping restrooms and laundry rooms stocked and tidy; collecting litter from RV sites and tent area; empty trash receptacles on a regular basis before they overflow.
- (c) Camp Host will provide approximately 20-24 volunteer hours per week. Hours and days will be as determined by the City Manager.
- (d) Camp Host will work in coordination with the other camp host(s). Any disputes or disagreements must be brought to the attention of the City Manager or his designee for resolution.

**1.02 Duties & Responsibilities of City.**

- (a) City will provide Camp Host with a free campsite at Shoreline R.V. Park, including water, sewer, electricity, WIFI and cable services.
- (b) City will promptly respond to questions, concerns, complaints from Camp Host.
- (c) In the event that Camp Host provides 40 hours or more of volunteer service in one calendar week, the City will provide a complimentary R.V. space for one week to Camp Host to be used at the time of his choosing within 12 months.

**1.03 Volunteer.** Camp Host is performing the services under this Agreement as a volunteer and not as an employee of City. Camp Host is not eligible to receive any of the rights or benefits available to City employees. Camp Host will be free from the direction and control of City over the means and manner of performing services under this Agreement, subject only to the right of City to specify the desired results. Camp Host will be solely responsible for payment of all taxes

and fees due as required by law or other agreement. Camp Host will provide City with a W-9 prior to commencing services.

**1.04 Civic Purpose.** Camp Host is volunteering his services to the City in furtherance of a civic purpose. Camp Host will be interacting with visitors to the community by registering them, answering questions, providing information about places to visit, shop, eat and explore.

## **ARTICLE 2. TERM OF AGREEMENT**

**2.01 Term.** This Agreement is for a term of six (6) months (measured from the Commencement Date). This Agreement may be renewed for another term of six (6) months upon written agreement by both parties.

**2.02 Commencement of Services.** Camp Host will commence services under this Agreement on \_\_\_\_\_, 2019 (“Commencement Date”).

**2.03 Termination of Services.** Camp Host may terminate his services under this agreement upon written notice to City. City requests as much advance notice as possible to coordinate the next volunteer. City may terminate Camp Host’s volunteer services for any reason or for City’s convenience upon 14 days’ written notice of termination. City may terminate Camp Host’s services upon 72 hours’ notice if Camp Host engages in behavior that reflects poorly upon the City or which would constitute employee misconduct. Camp Host’s tenancy at the R.V. Park will automatically terminate upon the expiration of the term or earlier termination of this Agreement.

## **ARTICLE 3. GENERAL PROVISIONS**

**3.01 Workers’ Compensation.** Camp Host will be covered by City’s policy of workers’ compensation for injuries suffered while performing volunteer services.

**3.02 Assignment Prohibited.** This Agreement is for the personal services of Camp Host. Camp Host may not assign this Agreement or any part hereof to any other person or entity. Any attempt at any such unauthorized assignment will be void and without legal effect.

**3.03 Modification.** Any modification of this Agreement will be effective only if it is in writing and signed by both parties.

**3.04 Severability.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement will nevertheless continue in full force without being impaired or invalidated in any way.

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**3.05 Entire Agreement.** This Agreement contains the entire agreement of the parties with respect to the subject matter hereof and there are no other promised representations or warranties affecting it. This Agreement supersedes any and all other agreements, either oral or in writing, between City and Camp Host with respect to this subject.

Executed on \_\_\_\_\_, 2019 at Crescent City, California.

**CITY OF CRESCENT CITY**

**CAMP HOST**

\_\_\_\_\_  
By: Eric Wier, City Manager

\_\_\_\_\_  
Andrew H. Baker

ATTEST:

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





## CITY COUNCIL AGENDA REPORT

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

**FROM:** ERIC WIER, CITY MANAGER

**DATE:** APRIL 1, 2019

**SUBJECT:** CHILD ABUSE PREVENTION COUNCIL CULTURAL CENTER FEE WAIVER REQUEST

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### RECOMMENDATION

- Waive the fees for the use of the Cultural Center by the Child Abuse Prevention Council for the Annual Roundtable Community Training Event on Saturday, April 13, 2019 from 7:30 a.m. to 2:00 p.m. based on the finding that the waiver of fees is not a gift of public funds because supporting CAPC events serves a public purpose by supporting child advocacy, encouraging child focused community events, developing self-sustained and locally supported resources, that will lead to a safer community that values the future and empowerment of children.

### BACKGROUND

Please see the attached letter from the Child Abuse Prevention Council requesting the fee waiver and information about the event.

### ANALYSIS

As stated in the attached letter, the event is for the benefit of the youth in our community.

### GIFT OF PUBLIC FUNDS ANALYSIS

When considering the granting of public funds or other resources, the City Council needs to consider if the granting of the request amounts to a gift of public funds. Article 16, Section 6 of the California State Constitution prohibits the giving or lending of public funds. There is, however, an exception when the funds/resources will be used for a public purpose. The determination of public purpose lies with the legislative body (the City Council) and such determinations are given

great deference by the court.

It is the opinion of the City Attorney that the Council has the authority to waive these fees, if the Council can articulate the public purpose that will be served. The City Attorney has identified the following public purpose to be served: supporting child advocacy, encouraging child focused community events, developing self-sustained and locally supported resources, that will lead to a safer community that values the future and empowerment of children.

**FISCAL ANALYSIS**

The total rental cost for the one day that is being requested would be \$375.00. However, we do not have any other events scheduled that would take the place of this event, and if the Cultural Center is vacant, the City would not receive any funds. The true cost to the City is in the staff time (approximately 4 hours) associated with the set up and cleanup of the event.

**ATTACHMENTS**

1. Child Abuse Prevention Council fee waiver request

  
CM

  
Legal

  
Finance

The Child Abuse Prevention Council (CAPC) is asking for the donation of the Cultural Center on Saturday, April 13<sup>th</sup> from 7:30 to 2 pm.

- This would be for our Annual Roundtable Community Training Event. This year's theme is "Celebrate Resilience"
- The event itself will be from 9:00 AM to 12:30 PM and will incorporate a brunch type meal.
- We will be having a National Speaker named Giovan Bazan speak to our attendees about his story of Resilience
- We will also be highlighting individuals and organizations in Del Norte who are helping to foster Resilience in our Community
- We are hoping to have around 100 people in attendance
- The Vision of the Del Norte CAPC is that...
  - "The Council believes all children in Del Norte County will be able to grow up and flourish in strong, healthy families in a community where they are valued, respected, and safe from abuse and neglect."
- The Mission of the Del Norte CAPC is...
  - "To promote healthy families by encouraging education, public awareness and community support in Del Norte County. Supporting child advocacy, encouraging child focused community events, developing self-sustained and locally supported resources, will lead to a safer community that values the future and empowerment of children."
- The Del Norte CAPC is a forum for interagency cooperation and coordination in the prevention, detection, treatment and legal processing of child abuse cases. The Council also helps to promote public awareness of the abuse and neglect of children as well as the resources available for intervention and treatment. They also encourage and facilitate trainings of professionals in the detection, treatment and prevention of child abuse and neglect. All the while encouraging and facilitating community support for child abuse and neglect programs.
- The CAPC encompasses many individuals, groups, and organizations such as law enforcement agencies, nonprofits, County Departments, school districts, and community members. They meet on a monthly basis (the first Tuesday of the month from 12:30 to 1:30 at the FRC) and those meetings are open to the public.

# CITY COUNCIL AGENDA REPORT



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

**FROM: ERIC WIER, CITY MANAGER**

**BY: MARTHA D. RICE, CITY ATTORNEY**

**DATE: APRIL 1, 2019**

**SUBJECT: ORDINANCE NO. 804, AMENDING CHAPTER 9.16, CAMPING WITHIN CITY LIMITS, AND CHAPTER 12.20, PARK REGULATIONS, OF THE CRESCENT CITY MUNICIPAL CODE**

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## RECOMMENDATION

- Open public hearing
- Hear staff report
- Take public comment
- Close public hearing
- Waive full reading, read by title only and adopt Ord. No. 804, An Ordinance of the City Council of the City of Crescent City Amending Chapter 9.16, Camping within City Limits, and Chapter 12.20, Park Regulations of the Crescent City Municipal Code

## BACKGROUND

The draft language of this ordinance was discussed by the City Council on February 19th and Ordinance No. 804 was introduced by the Council on March 18th. If approved at this meeting, the Ordinance will be effective 30 days thereafter.

## ANALYSIS

It is the intent of staff to regulate camping on public property in compliance with the Ninth Circuit Court of Appeals ruling in the *Martin v. Boise* case. The proposed ordinance prohibits camping on public property with an exception for homeless persons without access to overnight shelter if: (1) said person is camping on public property between the hours of 10:00 p.m. and 7:00 a.m.; (2) said person is sleeping, sitting or lying down for purposes of rest; (3) access to said location has not been generally restricted to the public; and (4) said camping activities do not obstruct any pedestrian or vehicular right-of-way or entrances/exits to buildings. In addition, the ordinance prohibits the storage of personal property on public property, camping on private property without permission, and prohibits parking within and adjacent to parks during hours that the parks are closed, between 11:00 p.m. and 5:00 a.m.

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**FISCAL IMPACT**

- No direct fiscal impact other than staff time for implementation and enforcement.

**STRATEGIC PLAN ANALYSIS**

- This item supports the City's 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**

- Ordinance No. 804, An Ordinance of the City Council of the City of Crescent City Amending Chapter 9.16, Camping within City Limits, and Chapter 12.20, Park Regulations of the Crescent City Municipal Code

**STAFF REVIEW**

City Manager: EW City Attorney: MB

## ORDINANCE NO. 804

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 9.16, CAMPING WITHIN CITY LIMITS, AND CHAPTER 12.20, PARK REGULATIONS, OF THE CRESCENT CITY MUNICIPAL CODE

WHEREAS, on September 4, 2018, the Ninth Circuit Court of Appeals issued a decision in the case *Martin v. City of Boise*, which held that government cannot criminalize sleeping on public property by homeless persons if there are not adequate overnight shelters available without violating the Eighth Amendment to the United States Constitution; and

WHEREAS, the Court also indicated that some regulations regarding homeless persons sleeping on public property would likely be permissible if the regulations restricted the time, place, and manner of said sleeping activity rather than an absolute ban all sleeping on public property; and

WHEREAS, the Crescent City Municipal Code contains provisions that are contrary to the *Martin v. Boise* decision and therefore requires amendment.

NOW, THEREFORE, the City Council of the City of Crescent City, State of California, hereby ordains:

**SECTION 1. RECITALS.** The City Council finds the above recitals to be true and correct and are incorporated herein as if set forth in full.

**SECTION 2. CODE AMENDMENTS.** The City Council hereby amends the Crescent City Municipal Code, as follows:

**2.01 Chapter 9.16 – Camping Within City Limits.** Chapter 9.16, Camping Within City Limits, of Title 9, Public Peace, Morals and Welfare, of the Crescent City Municipal Code is hereby amended in its entirety to read as follows:

**9.16.010 Purpose.**

*Public streets and other public areas within the city should be readily accessible and available to residents and the public at large. The use of these areas for camping purposes or storage of personal property interferes with the rights of others to use the areas in a manner they were intended.*

*The purpose of this article is to maintain public streets and other public areas within the City in a clean, safe and accessible condition for residents and the public at large.*

**9.16.020 Definitions.**

*Unless the particular provisions or the context otherwise requires, the definitions contained in this section shall govern the construction, meaning and*

*application of words and phrases used in this article.*

A. *“Available overnight shelter” means a public or private shelter, with an available overnight space, open to homeless persons, at no charge. A shelter will not be considered available when the individual cannot occupy said space due to overcapacity, exhaustion of stay limitations, or when religious observance is required as a condition of gaining shelter. If the individual cannot utilize the overnight shelter due to voluntary actions including, but no limited to, intoxication, drug use, unruly behavior, or violation of shelter rules, the overnight shelter space will be considered available.*

B. *“Camp” means to pitch, erect, maintain, sleep in or occupy camp facilities.*

C. *“Camp Facilities” include, but are not limited to, tents, huts, and similar structures capable of sheltering persons and/or personal property. “Camp facilities” specifically does not include: (1) motor vehicles, recreational vehicles or non-motorized trailers; or (2) pop-up type canopies, umbrellas or similar structures that do not have more than one side.*

D. *“Homeless person” means a person without access to adequate overnight shelter. “Adequate overnight shelter” means shelter that is suitable for human habitation and is available to said person during the nighttime hours. If a person has the ability to pay for adequate overnight shelter, then said person is not considered “homeless” for purposes of this Chapter.*

E. *“Store” means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.*

F. *“Street” means the same as defined in California Vehicle Code Section 590, or any successor provision thereto.*

G. *“Public Property” means any city-owned or city-controlled property in the city, including any of the following: parks, beaches, alleys, parking lots, passageways, rights-of-way, landscaped areas or greenbelts, trails and pathways, sidewalks, curbs, unimproved and improved parcels.*

#### **9.16.030 Unlawful camping.**

A. *It shall be unlawful and a public nuisance for any person to camp on public property, except in designated camping areas or as part of a special event permitted by the City. It shall also be unlawful and a public nuisance for any person to camp on private property without the written permission of the owner and in compliance with all other city ordinances, rules and regulations; provided that, the written permission is provided to any peace officer upon request.*

B. *Nothing in this chapter is intended to prohibit or make unlawful activities of any owner of private property or other lawful user of private property that are normally associated with and incidental to the lawful and authorized use of private property for residential or other purposes. Furthermore, nothing is intended to prohibit or make unlawful activities of a property owner or other lawful user of the activities that are expressly authorized by the city's comprehensive zoning ordinance or other laws, ordinances, and regulations.*

**9.16.040 Storage of personal property in public places.**

*It shall be unlawful for any person to store, put aside, gather, collect, stockpile, or accumulate for use when needed any personal property, including camp facilities on public property or on private property without the written consent of the owner. Such written consent must be provided to any peace officer upon request.*

**9.16.050 Exception – No available overnight shelter.**

*When there is no available overnight shelter, homeless persons may not be criminally cited for camping on public property if all of the following are true: (1) said person is camping on public property between the hours of 10:00 p.m. and 7:00 a.m.; (2) said person is sleeping, sitting or lying down for purposes of rest; (3) access to said location has not been generally restricted to the public; and (4) said camping activities do not obstruct any pedestrian or vehicular right-of-way or entrances/exits to buildings.*

**9.16.060 Enforcement.**

*In addition to all other remedies and penalties available under this chapter, under other sections of this code or under other laws, any person, firm or corporation who violates the provisions of this chapter shall be guilty of an infraction for each day such violation continues and shall be subject to the penalties set forth in Section 9.16.070 of this chapter.*

**9.16.070 Violation.**

*Any individual guilty of an activity prohibited under this chapter shall be fined a minimum of one hundred dollars and a maximum of three hundred dollars for each offense; provided, however, that a willful violation of this chapter is a misdemeanor and punishable by a fine of not more than five hundred dollars or by imprisonment not to exceed thirty days, or by both such fine and imprisonment.*

**2.02 Chapter 12.20 – Park Regulations.** Chapter 12.20, Park Regulations, of Title 12, Streets, Sidewalks and Public Places, of the Crescent City Municipal Code is hereby amended as follows:



- 2.02.01** Section 12.20.020, Overnight Parking Prohibited, is amended in its entirety to read as follows:

***12.20.020 Overnight parking prohibited.***

*No vehicle, travel trailer, camper, tent trailer, house car, or other vehicle shall be parked in or on any city park or public beach or along any street within any city park or adjacent to any city park between the hours of 11:00 p.m. and 5:00 a.m.*

- 2.02.02** Subsection (c), Penalty, of Section 12.20.030, Restrictions on location and use of beach fires on certain public beaches, is hereby repealed in its entirety.

***12.20.030(c) [Repealed.]***

- 2.02.03** Section 12.20.080, Animals prohibited in city parks and beaches – exception, is hereby amended in its entirety to read as follows:

***12.20.080 Animals prohibited in city parks and beaches—Exception.***

*It is unlawful for any person to ride, lead, or let loose any cattle, horse, mule, goat, sheep, swine or fowl or other animal of any kind in any city park except by special event permit. Unless posted otherwise, dogs are allowed in city parks and beaches in accordance with the city's general leash law set forth in Section 6.08.010(C).*

- 2.02.04** Section 12.20.090, Penalty, is hereby added to read as follows:

***12.20.090 Penalty.***

*Any individual guilty of an activity prohibited under this chapter shall be fined a minimum of one hundred dollars and a maximum of three hundred dollars for each offense; provided, however, that a willful violation of this chapter is a misdemeanor and punishable by a fine of not more than five hundred dollars or by imprisonment not to exceed thirty days, or by both such fine and imprisonment.*

[END CODE AMENDMENTS]

**SECTION 3. SEVERABILITY.** If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

**SECTION 4. EFFECTIVE DATE & PUBLICATION.** This Ordinance will become effective 30 days after the date of its adoption. The City Clerk shall cause this ordinance to be published in a newspaper of general circulation in Del Norte County once within 15 days of its adoption in accordance with the requirements of Government Code Section 36933.

**INTRODUCED** at a regular meeting of the City Council of the City of Crescent City held on March 18, 2019.

**PASSED AND ADOPTED** by the City Council of the City of Crescent City at a regular meeting of the City Council held this 1st day of April, 2019, by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

ATTEST:

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

APPROVED AS TO FORM:

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

# CITY COUNCIL AGENDA REPORT



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

**FROM: ERIC WIER, CITY MANAGER**

**BY: MARTHA D. RICE, CITY ATTORNEY**

**DATE: APRIL 1, 2019**

**SUBJECT: ORDINANCE NO. 805, AMENDING TITLE 6, ANIMAL CONTROL, OF THE CRESCENT CITY MUNICIPAL CODE TO IMPOSE A LEASH REQUIREMENT FOR DOGS**

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## **RECOMMENDATION**

- Open public hearing
- Hear staff report
- Take public comment
- Close public hearing
- Waive full reading, read by title only and adopt Ord. No. 805, An Ordinance of the City Council of the City of Crescent City Amending Title 6, Animal Control, of the Crescent City Municipal Code to Impose a Leash Requirement for Dogs

## **BACKGROUND**

The draft language of this ordinance was discussed by the City Council on February 19th and Ordinance No. 805 was introduced by the Council on March 18th. If approved at this meeting, the Ordinance will be effective 30 days thereafter.

## **ANALYSIS**

The Ordinance requires that all dogs within the city limits while on public property (including parks, beaches, streets and sidewalks) to be on a leash and under the control of the owner/handler. This requirements does not apply within the City's dog park.

## **FISCAL IMPACT**

- No direct fiscal impact other than staff time for implementation and enforcement.

## **STRATEGIC PLAN ANALYSIS**

- This item supports the City's 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**

- Ordinance No. 805, An Ordinance of the City Council of the City of Crescent City Amending Title 6, Animal Control, of the Crescent City Municipal Code to Impose a Leash Requirement for Dogs

**STAFF REVIEW**

City Manager: EW City Attorney: MP

**ORDINANCE NO. 805**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
AMENDING TITLE 6, ANIMAL CONTROL, OF THE CRESCENT CITY MUNICIPAL  
CODE TO IMPOSE A LEASH REQUIREMENT FOR DOGS**

**WHEREAS**, the Title 6 of the Crescent City Municipal Code provides some regulation of domestic animals but does not include a leash law for dogs within the city limits; and

**WHEREAS**, the City Council now finds it prudent and desirable to impose a leash law for dogs within the city limits.

**NOW, THEREFORE**, the City Council of the City of Crescent City, State of California, hereby ordains:

**SECTION 1. RECITALS.** The City Council finds the above recitals to be true and correct and are incorporated herein as if set forth in full.

**SECTION 2. CODE AMENDMENTS.** The City Council hereby amends the Crescent City Municipal Code, as follows:

**2.01 Section 6.04.040.** Section 6.04.040, Running at large, of Chapter 6.04, Definitions, of Title 6, Animal Control, is hereby repealed in its entirety.

***6.04.040 [Repealed.]***

**2.02 Section 6.08.010.** Section 6.08.010, Control of Animals and Their Waste, of Chapter 6.08, Animal Control, of Title 6, Animal Control, is hereby amended by adding paragraph H, Dogs- Leash required, to read as follows:

*H. Dogs – Leash required.*

*1. No person owning or having charge, care, or custody of any dog shall cause, permit or allow the same to be upon any highway, street, lane, alley, court or other public place, or upon any private property or premises other than those of the person owning or having charge, care, or custody of such dog, within the city limits, unless such dog be restrained by a substantial chain or leash and under the general control of the person having charge, care, or custody of the dog. A dog shall not be deemed under the general control of the person having charge, care, or custody of the dog if the dog commits any of the acts described in section 6.08.010(B).*

*2. The leash requirement does not apply to dogs while inside the city's dog park.*

**2.03 Section 6.08.020.** Section 6.08.020, Penalty for Violation, of Chapter 6.08, Animal Control, of Title 6, Animal Control, is hereby amended to read as follows:

***6.08.020 Penalty for violation.***

*Violation of any of the provisions of Section 6.08.010 shall be an infraction. Any person convicted of violation of Section 6.08.010 shall be punished by a fine only, as follows: upon a first conviction, by a fine of not less than fifty dollars nor more than one hundred dollars, and for any subsequent conviction within a period of one year, by a fine of not more than three hundred dollars.*

[END CODE AMENDMENTS]

**SECTION 3. SEVERABILITY.** If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

**SECTION 4. EFFECTIVE DATE & PUBLICATION.** This Ordinance will become effective 30 days after the date of its adoption. The City Clerk shall cause this ordinance to be published in a newspaper of general circulation in Del Norte County once within 15 days of its adoption in accordance with the requirements of Government Code Section 36933.

**INTRODUCED** at a regular meeting of the City Council of the City of Crescent City held on March 18, 2019.

**PASSED AND ADOPTED** by the City Council of the City of Crescent City at a regular meeting of the City Council held this 1st day of April 2019, by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

ATTEST:

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

APPROVED AS TO FORM:

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

# CITY COUNCIL AGENDA REPORT



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

**FROM: ERIC WIER, CITY MANAGER**

**BY: MARTHA D. RICE, CITY ATTORNEY**

**DATE: APRIL 1, 2019**

**SUBJECT: ORDINANCE NO. 807, AMENDING THE CRESCENT CITY MUNICIPAL CODE BY ADDING CHAPTER 12.40, PARKING REGULATIONS**

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## RECOMMENDATION

- Open public hearing
- Hear staff report
- Take public comment
- Close public hearing
- Waive full reading, read by title only and Adopt Ord. No. 807, An Ordinance of the City Council of the City of Crescent City Amending the Crescent City Municipal Code by Adding Chapter 12.40, Parking Regulations

## BACKGROUND

The draft language of this ordinance was discussed by the City Council on February 19th and Ordinance No. 807 was introduced by the Council on March 18th. If approved at this meeting, the Ordinance will be effective 30 days thereafter.

## ANALYSIS

The Ordinance regulates the parking of oversized vehicles and unhitched trailers on public streets and parking lots. Oversized vehicles, including RVs, are limited to parking on public streets for no more than 8 hours in any 24-hour period without a permit. No cost permits will be issued to city residents for the parking of an oversized vehicle on the public street adjacent to their residence for up to 7 nights in any 30-day period or to guests while staying in a motel. Unhitched trailers are not allowed to be parked on public streets unless the trailer has received a permit. In addition, the Ordinance prohibits sleeping in cars on public streets and in public parking lots.

## FISCAL IMPACT

- No direct fiscal impact other than staff time for implementation and enforcement.

**STRATEGIC PLAN ANALYSIS**

- This item supports the City's 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**

- Ordinance No. 807, An Ordinance of the City Council of the City of Crescent City Amending the Crescent City Municipal Code by Adding Chapter 12.40, Parking Regulations

**STAFF REVIEW**

City Manager: EW City Attorney: AKZ



**ORDINANCE NO. 807**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
AMENDING THE CRESCENT CITY MUNICIPAL CODE BY ADDING  
CHAPTER 12.40, PARKING REGULATIONS**

**WHEREAS**, the City Council desires to impose regulations on the parking of recreational vehicles and trailers on public property; and

**WHEREAS**, amendments to the Crescent City Municipal Code are necessary to achieve that goal.

**NOW, THEREFORE, the City Council of the City of Crescent City, State of California, hereby ordains:**

**SECTION 1. RECITALS.** The City Council finds the above recitals to be true and correct and are incorporated herein as if set forth in full.

**SECTION 2. CODE AMENDMENTS.** The City Council hereby amends the Crescent City Municipal Code, as follows:

**2.01 Chapter 12.40 – Parking Regulations.** Chapter 12.40, Parking Regulations, is hereby added to Title 12, Streets, Sidewalks, and Public Places, of the Crescent City Municipal Code to read as follows:

**12.40 PARKING REGULATIONS**

**12.40.010 Purpose.**

*The purpose of this chapter is to regulate the parking of oversized vehicles for extended periods of time.*

**12.40.020 Definitions.**

*For the purpose of this chapter, the following words and phrases shall have the following meanings:*

1. *“Lodging” means to reside temporarily in a fixed location.*
2. *“Oversized vehicle” means any motor vehicle that either exceeds 22 feet in length or exceeds 7 feet (84 inches) tall and 7 feet (84 inches) wide, including motor vehicles towing trailers which shall be measured as one unit.*
3. *“Public property” means any city-owned or city-controlled real property.*
4. *“Public street” means any city street, other right-of-way, or parking lot and includes State and federal highways.*
5. *“Trailer” means any type of trailer that is not capable of moving under its own power and instead is intended to be towed by a motor vehicle, including but not limited to, boat trailers, recreational trailers, cargo trailers and the like.*
6. *“Unhitched trailer” means any trailer that is not attached to a motor vehicle capable of moving the trailer in a lawful manner upon the street.*

**12.40.030 Sleeping in parked vehicles prohibited.**

*No person shall occupy or use any motor vehicle or trailer for purposes of sleeping or lodging while that motor vehicle or trailer is parked on any public street or public property within the city without first obtaining a city permit.*

**12.40.040 Parking oversized vehicles.**

- A. *No person shall park any oversized vehicle on any public street or public property for more than 8 hours in any 24-hour period without first obtaining a permit from the city.*
- B. *Oversized vehicles must park at least 50 feet from all intersections.*
- C. *In order to be considered moved from its location, an oversized vehicle must move a minimum of 1000 feet.*

**12.40.050 Permits.**

**A. Permits for sleeping in motor vehicles or trailers during events.**

*The city manager may, in his or her discretion, issue a permit to one or more persons authorizing the occupancy or use of one or more motor vehicles or trailers parked on designated public streets or public property for sleeping or lodging purposes, where the applicant establishes that such occupancy or use is necessary or appropriate for the temporary lodging of personnel actively participating in a community event, festival or celebration open to the general public. The city manager may include in any permit issued under this section such reasonable conditions regulating the time, place and manner of the proposed occupancy or use as it may deem appropriate. No permit shall be granted under this section unless and until a written application therefor has been submitted to the city manager on a form approved by him or her.*

**B. Permits for oversized vehicles.**

- 1. *City residents may apply for a permit for their own oversized vehicle or a guest's oversized vehicle.*
  - a. *City residents may receive one permit for up to 7 consecutive nights in any 30 day period.*
  - b. *Oversized vehicles must be parked entirely in front of and on the same side of the street as the city resident's property and not in front of any neighboring property.*

- c. *The permit must be displayed in the driver's side front window of the oversized vehicle at all times that it is parked on the street.*

*2. Motels and hotels within the city may allow overnight guests to park oversized vehicles on the street(s) adjacent to the property if the business's parking lot cannot accommodate the oversized vehicle.*

- a. *The business owner must issue a parking permit to be displayed in the window of the oversized vehicle at all times that it is parked on the street that identifies the name of the motel/hotel and the issuance and expiration dates of the permit.*
- b. *The permit must be displayed in the driver's side front window of the oversized vehicle at all times that it is parked on the street.*
- c. *The oversized vehicle must be parked in front of and upon the same side of the street of the property upon which the business is located and not in front of any neighboring property.*

**12.40.060 Unhitched trailers.**

*No person shall park any unhitched trailer, of any type, on any public street or other public property for any amount of time, unless the trailer is:*

- a. *permitted under section 12.040.050(A);*
- b. *part of an oversized vehicle that has received a valid permit under section 12.40.050(B)(1); or*
- c. *such parking is allowed under a special event permit or a temporary use permit.*

**12.40.070 Penalty.**

*Any individual guilty of an activity prohibited under this chapter shall be fined a minimum of one hundred dollars and a maximum of three hundred dollars for each offense; provided, however, that a willful violation of this chapter is a misdemeanor and punishable by a fine of not more than five hundred dollars or by imprisonment not to exceed thirty days, or by both such fine and imprisonment.*

[END CODE AMENDMENTS]

**SECTION 3. SEVERABILITY.** If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

**SECTION 4. EFFECTIVE DATE & PUBLICATION.** This Ordinance will become effective 30 days after the date of its adoption. The City Clerk shall cause this ordinance to be published in

a newspaper of general circulation in Del Norte County once within 15 days of its adoption in accordance with the requirements of Government Code Section 36933.

**INTRODUCED** at a regular meeting of the City Council of the City of Crescent City held on March 18, 2019.

**PASSED AND ADOPTED** by the City Council of the City of Crescent City at a regular meeting of the City Council held this 1st day of April, 2019, by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

ATTEST:

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

APPROVED AS TO FORM:

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

# CITY COUNCIL AGENDA REPORT



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

**FROM:** ERIC WIER, CITY MANAGER

**BY:** LINDA LEAVER, FINANCE DIRECTOR  
MARTHA D. RICE, CITY ATTORNEY

**DATE:** APRIL 1, 2019

**SUBJECT:** ORDINANCE NO. 808, AMENDING THE CRESCENT CITY MUNICIPAL CODE BY ADDING TITLE 14, PROCUREMENT PROCEDURES, AND REPEALING CHAPTERS 15.30, 15.31, 15.33, AND 15.34, OF TITLE 15, BUILDINGS AND CONSTRUCTION

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## RECOMMENDATION

- Hear staff report
- Receive public comment
- Waive full reading, read by title only and Introduce Ord. No. 808, An Ordinance of the City Council of the City of Crescent City Amending the Crescent City Municipal Code by Adding Title 14, Procurement Procedures and Repealing Chapters 15.30, 15.31, 15.33, and 15.34 of Title 15, Buildings and Construction

## BACKGROUND

Currently, the City's procurement processes are set forth in Chapter 15 – Buildings and Construction of the Crescent City Municipal Code. Chapter 15.30 adopts the informal bidding procedures for public works projects as allowed by Public Contract Code Section 22030, et seq. Chapter 15.31 sets forth procedures for the purchase of supplies, services, equipment and materials, including a 5% preference for local vendors. Chapter 15.33 establishes a local hiring requirement for large public projects (those subject to formal bidding procedures) and Chapter 15.34 provides a 5% preference for small businesses that bid on public works projects. The City's procurement processes are also governed by various sections of the Public Contract Code, federal rules regarding procurements using federal funds, and the various terms set forth in project contract documents (including RFPs and notices inviting bids). Therefore, when someone (staff or public) is looking for the rules that govern a particular process, there are multiple sources that a person must consult to find all of applicable rules and regulations.

This Ordinance is an effort to do two things: (1) consolidate the City's procurement processes into one location; and (2) formally adopt federal procurement rules to comply with federal regulations. As part of this effort, staff have revised the current city rules to better fit current needs and practices. To be clear, this Ordinance does not contain each and every applicable statute and regulation relating to

procurements. However, it provides a much more complete picture than is currently within the municipal code.

### ANALYSIS

The proposed ordinance accomplishes the following:

1. Consolidates the various procurement chapters into a new Title 14: Procurement Procedures;
2. Includes the regulations that apply specifically to federally-funded procurements;
3. Codifies bid protest procedures;
4. Establishes rules for procuring professional services;
5. Codifies bonding requirements;
6. Codifies bid withdrawal procedures;
7. Clarifies prevailing wage requirements;
8. Authorizes the Finance Director to make purchases up to \$10,000 and the City Manager up to \$60,000 without prior City Council approval (must be within the Council authorized budget);
9. Sets thresholds for when informal and formal processes are required for each type of procurement.

The Ordinance also repeals and does not replace two chapters within Title 15 that were enacted in 2009 following the national economic decline. Those ordinances were part of a local effort to keep contractors working as private construction projects dried up. Chapter 15.33 established a requirement that contractors bidding on public works projects take certain steps (and document those steps) to hire a local labor force. Thus, if an out-of-the-area contractor was to bid on a public project, they would need to make an effort to use local laborers. Chapter 15.34 established a 5% small business preference for bids on public projects put out to formal bid. Staff recommend repealing these two chapters for the following reasons:

1. These chapters do not apply to federally-funded public projects, which are the vast majority of the City's formally bid public projects;
2. These chapters will require continual re-evaluation as the law (via court decisions) and funding agency regulations change;
3. These chapters place an increased time, expense, and paperwork burden on contractors which can either be passed on in their bid price or increase the likelihood that the contractor will not bid on a public project;
4. These chapters add to the already tangled web of projects and procurement rules that staff have to navigate for each and every public project;
5. The economic reality has changed drastically since 2009 - local contractors are no longer desperate for work and in fact, the City often has had trouble getting local contractors to bid on public projects because they are simply too busy;
6. If economic circumstances change, the City can revisit adopting similar regulations after a renewed vetting of their legality.

Thus, based on all of the above reasons, it is the opinion of staff that the drawbacks outweigh the potential benefits provided by these two chapters.

**FISCAL IMPACT**

- No direct fiscal impact.

**STRATEGIC PLAN ANALYSIS**

- This action supports Strategic Plan Goal 3(A): maintain responsible fiscal management and accountability and Goal 2(F): evaluating and updating the City's Municipal Code to assure maximized efficiencies, clarity, and effectiveness.

**ATTACHMENTS**

- Ordinance No. 808, An Ordinance of the City Council of the City of Crescent City Amending the Crescent City Municipal Code by Adding Title 14, Procurement Procedures, and Repealing Chapters 15.30, 15.31, 15.33, and 15.34 of Title 15, Buildings and Construction
- Current CCMC Chapters 15.30, 15.31, 15.33 and 15.34

**STAFF REVIEW**

City Manager: EW Finance Dir.: ZY City Attorney: AR

**ORDINANCE NO. 808**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
AMENDING THE CRESCENT CITY MUNICIPAL CODE BY ADDING TITLE 14,  
PROCUREMENT PROCEDURES AND REPEALING CHAPTERS 15.30, 15.31, 15.33,  
AND 15.34 OF TITLE 15, BUILDINGS AND CONSTRUCTION**

**WHEREAS**, the Crescent City Municipal Code currently holds the City's procurement regulations in Title 15, Buildings and Construction;

**WHEREAS**, the federal government has imposed certain procurement regulations on state and local governments when they spend federal dollars;

**WHEREAS**, now the federal government requires that those regulations be part of a formal policy of the City;

**WHEREAS**, the City Council finds it prudent and desirable to revise and improve the City's procurement regulations and to include the federal procurement guidelines as part of that process.

**NOW, THEREFORE, the City Council of the City of Crescent City, State of California, hereby ordains:**

**SECTION 1. RECITALS.** The City Council finds the above recitals to be true and correct and are incorporated herein as if set forth in full.

**SECTION 2. CODE AMENDMENTS.** The City Council hereby amends the Crescent City Municipal Code, as follows:

- 2.01 CH. 15.30--REPEAL.** Chapter 15.30, Public Project Informal Bidding Procedures, of Title 15, Buildings and Construction, of the Crescent City Municipal Code is hereby repealed in its entirety.
- 2.02 CH. 15.31--REPEAL.** Chapter 15.31, Purchases of Supplies, Services, Equipment or Materials, of Title 15, Buildings and Construction, of the Crescent City Municipal Code is hereby repealed in its entirety.
- 2.03 CH. 15.33--REPEAL.** Chapter 15.33, Local Hiring for Public Works Projects, of Title 15, Buildings and Construction, of the Crescent City Municipal Code is hereby repealed in its entirety.
- 2.04 CH. 15.34--REPEAL.** Chapter 15.34, Business Preference for Public Works Projects, of Title 15, Buildings and Construction, of the Crescent City Municipal Code is hereby repealed in its entirety.
- 2.05 TITLE 14 - PROCUREMENT PROCEDURES.** The Crescent City Municipal Code is hereby amended by adding Title 14, Procurement Procedures, to read as follows:



## TITLE 14 -- PROCUREMENT PROCEDURES

### Chapter 14.04 GENERAL PROVISIONS

#### 14.04.010 Purpose.

- A. The purpose of this chapter is to set forth comprehensive procurement procedures for the purchase of supplies, materials, equipment, and services, including construction and capital improvements, required by any department of the City, to define purchasing authority levels, to establish bidding regulations, and to provide for the sale or disposal of surplus supplies or equipment.
- B. These procurement procedures are adopted in order to establish an efficient process for the purchase of supplies, services, and equipment; to secure supplies, services, and equipment for the City at the lowest possible cost commensurate with the quality needed; to exercise positive financial control over purchases; to clearly define authority for the purchasing function; and to assure the quality of purchases. These procedures enable the Finance Department to coordinate the City's procurement processes, and to establish a system of controls for the efficient use and expenditure of public funds.

#### 14.04.020 Definitions.

- A. Except as specified in this section, all terms will be as defined by the Public Contract Code as they relate to cities.
- B. "Commission" means the California Uniform Construction Cost Accounting Commission created by Division 2, Part 3, Chapter 2, Article 2 of the California Public Contract Code (commencing with Section 22010).
- C. "Contract" means all types of City agreements, regardless of what they may be called, for the procurement of supplies, services, equipment, or materials, including construction of public projects.
- D. "Department" means any agency, commission, board or department created by the City which requires supplies, services, equipment, or materials pursuant to this chapter and is empowered to expend public funds for the acquisition of property.
- E. "Direct contract" means a contract which the City enters into without a competitive process.
- F. "Equipment" means procured items which are maintained on inventory as fixed assets. These items are durable and have a fixed, predetermined life expectancy.
- G. "Facility" is defined as any plant, building, structure, ground facility, utility system, subject to the limitation found in subsection Q(3) of this section, real property, streets and highways, or other public work improvement.
- H. "Force account" means with the City's own employees.
- I. "Invitation for bids" means the documents, including those attached or incorporated by reference, utilized for soliciting bids.
- J. "Local vendor" means a person who regularly maintains a place of business in Del Norte County and who also maintains a business license with the City of Crescent City.
- K. "Non-professional services" means services not constituting professional services or public projects, but including maintenance work.
- L. "Person" means an individual, corporation, company, partnership, joint venture or any other legal entity with the authority to contract with the City.

- M. "Piggyback contract" means a contract entered into by means of placing a purchase order against an existing contract of another public agency.
- N. "Purchase order" means a legally binding document between the City and a vendor that details the items the City agrees to purchase and the price of those items.
- O. "Procurement" means the buying, purchasing, renting, leasing or other acquisition of supplies, equipment, or materials. It also includes the definition of requirements (specifications), the selection and solicitation of sources, the preparation and award of a contract, and the administration of the contract.
- P. "Professional services" means services, other than services constituting public projects, performed by specially trained persons or firms in a professional occupation, including, but not limited to, services in connection with financial, economic, accounting, auditing, architectural, engineering, planning, legal, administrative, or other matters involving advanced or specialized knowledge, expertise, or training gained by formal studies.
- Q. "Public project" is defined as any of the following:
  1. Construction, reconstruction, erection, renovation, improvement, demolition, and repair work involving any City-owned, leased, or operated facility;
  2. Painting or repainting of any City-owned, leased, or operated facility;
  3. In the case of a City owned utility system, "public project" includes only the construction, erection, improvement, or repair of dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.
- R. "Public project" does not include "maintenance work," which term includes:
  1. Routine, recurring, and usual work for the preservation or protection of any publicly owned or operated facility for its intended purposes;
  2. Minor repainting;
  3. Resurfacing of streets and highways at less than one inch;
  4. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems; and
  5. Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.
- S. "Responsible vendor or bidder" means a person who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract.
- T. "Responsive vendor or bidder" means a person who has submitted a quotation or bid which conforms in all material respects to the requirements set forth in the solicitation, request for proposals, or invitation for bids.
- U. "Supplies" means property, including, but not limited to, materials, required to perform a department's functions. Supplies can be office supplies or departmental supplies.

**14.04.030 Contract approval authority**

- A. The Director of Finance is authorized to award contracts in an amount not to exceed \$10,000.
- B. The City Manager is authorized to award contracts in an amount not to exceed \$60,000.
- C. Contracts for an amount greater than \$60,000 must be approved by the City Council.

- D. Any amendment or change order that would increase the total contract amount above any threshold stated in this section must comply with the contract approval authority applicable to the increased total contract amount.

**14.04.040 Environmentally-preferable practices**

- A. The City is committed to environmentally-preferable practices in obtaining goods and services when appropriate. Environmentally-preferable goods and services utilize environmentally preferable products when practical and appropriate.
- B. "Environmentally preferable product" means a product that meets any of the following criteria:
  - 1. Is durable, repairable, reusable, recyclable, or uses recycled materials;
  - 2. Has minimal packaging, toxic content, or chemical hazard potential;
  - 3. Is resource or energy efficient in any or all phases of its manufacture, use, or disposal; or
  - 4. Its use or disposal minimizes or eliminates the City's potential environmental liability.
- C. Nothing in this chapter requires any of the following:
  - 1. Procurement of products that do not adequately perform their intended use;
  - 2. Procurement that excludes adequate competition; or
  - 3. Procurement of products that are unavailable at a reasonable price or at a reasonable time.

**Chapter 14.08 PUBLIC PROJECTS**

**14.08.010 Generally**

Procurement for public projects must comply with all applicable provisions of the California Public Contract Code.

**14.08.020 Force account, negotiated contract, or purchase order**

Public projects not exceeding the amount specified in Public Contract Code Section 22032(a) may be performed by the City's force account, by negotiated contract, or by purchase order.

**14.08.030 Informal Bidding**

- A. The City adopts the informal bidding procedures as set forth in the Uniform Public Cost Accounting Procedures as stated in Public Contract Code Section 22030 et seq.
- B. Public projects exceeding the amount specified in Public Contract Code Section 22032(a) but not exceeding the amount specified in Public Contract Code Section 22032(b) will be awarded pursuant to the following informal bidding procedures:
  - 1. Notice to contractors must be provided in accordance with either paragraph (a) or (b), or both.
    - a. Qualified contractor list. The Public Works Director will maintain a list of qualified contractors, identified according to categories of work. The list is to be developed and maintained in accordance with criteria established by the Commission. All contractors on the list for the category of work being bid will be mailed, faxed, or emailed a notice inviting informal bids unless

the product or service is proprietary. Notices must be mailed not less than 10 calendar days before bids are due.

- b. Construction trade journals. The notice inviting informal bids must be mailed, faxed, or emailed to all construction trade journals specified by the Commission as described in Public Contract Code Section 22036.
  - c. In addition to notice required by this section, the City may give such other notice as it deems proper.
2. Notice inviting bids must describe the project in general terms, explain how to obtain more detailed information on the project, and state the time and place for the submission of bids.
  3. If all bids received are in excess of the amount specified in Public Contract Code Section 22032(b), the City Council may, by adoption of a resolution by a four-fifths vote, award the contract, at or below the amount specified in Public Contract Code Section 22034(d), to the lowest responsible bidder, if the City Council determines the City's cost estimate was reasonable.

**14.08.040 Formal Bidding**

- A. Public projects of an amount equal to or greater than that amount specified in Public Contract Code Section 22032(c) will be awarded pursuant to the following formal bidding procedures:
  1. The City Council, or alternatively the City Manager, must adopt plans, specifications, and working details for all public projects identified in Public Contract Code Section 22032(c).
  2. Any person may examine the plans, specifications, or working details, or all of these, adopted by the City for any project.
  3. The notice inviting bids must state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice must be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of the City. The notice inviting formal bids must also be sent electronically, if available, and mailed to all construction trade journals specified in Public Contract Code Section 22036. The notice must be sent at least 15 calendar days before the opening of the bids. In addition to notice required by this section, the City may give such other notice as it deems proper.
  4. The notice inviting bids must adequately define the items or services sought in order for the bidder to properly respond.
  5. All bids will be opened publicly at the time and place described in the invitation for bids.

**14.08.050 Rejection of bids**

- A. The City may, at its discretion, reject all bids presented.
- B. Prior to rejecting all bids, the City must furnish a written notice to the apparent low bidder. The notice must inform the bidder of the City's intention to reject the bid and be mailed at least two business days prior to the hearing at which the City intends to reject the bid.
- C. If all bids are rejected, the cost estimates of the project must be reevaluated.
- D. If all bids are rejected, after reevaluating the cost estimates, the City will have the following options:

1. Abandon the project;
2. Readvertise for bids; or
3. By passage of a resolution by a four-fifths vote of the City Council, declare that the project can be performed more economically by the employees of the City, and have the project performed by force account without further complying with this chapter.

**14.080.60 Withdrawal of Bid**

- A. Any bidder may withdraw its bid by written request received by the City prior to the scheduled deadline for submitting bids.
- B. Withdrawn bids may be resubmitted (with or without modifications) up to the deadline for submitting bids.
- C. A bidder may not withdraw a bid after the deadline for submitting bids, except in accordance with Section 5103 of the Public Contract Code.

**14.08.070 Award of contract**

- A. If a contract is awarded under either the informal or formal bidding procedures, it must be awarded to the lowest responsive and responsible bidder. If two or more bids are the same and the lowest, the City may accept the one it chooses.
- B. If no bids are received, the project may be performed by the employees of the City by force account or by negotiated contract without further complying with this chapter.

**14.08.080 Prevailing wage requirements**

- A. Application. All public projects performed under contract with the City that exceed \$1,000 must pay prevailing wages as determined by the Department of Industrial Relations (DIR).
- B. Notification to bidders. All invitations to bid and public project contracts must contain provisions notifying the contractor of the obligation to pay prevailing wages on the project.
- C. Reporting to DIR. The City must notify DIR of the award of a public project contract in accordance with Labor Code Section 1773.3, as amended from time to time.

**14.08.090 Bond requirements**

- A. Bid bond. Each formal bid must be accompanied by a bid bond in the amount of 10% of the total bid price. The successful bidder's bid bond will be released after (1) the bidder has signed a contract with the City and (2) the bidder has presented all other bonds required by the contract. The bid bonds of unsuccessful bidders will be returned as soon as the successful bidder has signed a contract with the City and has presented all other bonds required by the contract, or upon the expiration of the bid validity period, whichever comes first.
- B. Performance Bond. Each public project contract awarded pursuant to formal bidding procedures will require a faithful performance bond in the amount of 100% of the contract price. Public project contracts let under informal bidding or through direct contract may require a faithful performance bond, at the discretion of the City Manager, or designee. The faithful performance bond will be returned to the contractor after the City files a Notice of Completion.
- C. Payment bond. Each public project contract in excess of \$25,000 will require a payment bond in the amount of 100% of the contract price. Payment bonds will be held by the City for thirty

(30) days following the filing of a Notice of Completion or for 90 days following completion or cessation of work if a Notice of Completion has not been filed.

**14.08.100 Design-build procurement**

The provisions of Public Contract Code Section 22160 et seq., authorizing cities to utilize design-build procurement on designated public projects exceeding one million dollars (\$1,000,000), are hereby adopted and incorporated by reference as if fully set forth herein. Utilization of design-build procurement must be approved by the City Council prior to commencement of the competitive solicitation process for any authorized public project. Prevailing wages must be paid under any contract awarded pursuant to the design-build method of procurement.

**Chapter 14.12 GOODS AND NON-PROFESSIONAL SERVICES**

**14.12.010 Micro-purchase of goods and non-professional services**

- A. Procurement by micro-purchase is the acquisition of goods or non-professional services in an amount not exceeding \$500.
- B. Micro-purchases may be authorized by the Department Head or manager of the department requiring the goods or services, provided the department budget is sufficient to allow the purchase.
- C. The Department Head or manager of the department will not be required to submit a requisition request or obtain a purchase order for micro-purchases, but he or she is required to confirm that the price is reasonable.

**14.12.020 Small purchase of goods and non-professional services**

- A. A small purchase is the acquisition of goods or non-professional services in an amount exceeding \$500 but not exceeding \$60,000.
- B. Small purchases require an approved purchase order.
- C. Small purchases will be made using the Informal bidding method of procurement.
- D. Informal bidding requires price or rate quotations from at least three qualified vendors, unless one of the following exceptions applies:
  - 1. Fewer than three vendors provide a price or rate quotation. The City Manager may authorize the selection of one of the responsive vendors.
  - 2. The purchase is for less than \$1000.
  - 3. A purchase is authorized pursuant to section 14.12.040 of this Code.
  - 4. Sole source procurement pursuant to Section 14.28.020 of this Code.
  - 5. Emergency procurement pursuant to Section 14.28.010 of this Code.
- E. Small purchases of goods and non-professional services will be awarded to the lowest responsive and responsible bidder determined by the lowest overall cost to the City.

**14.12.030 Large purchase of goods and non-professional services**

- A. A large purchase is the acquisition of goods or non-professional services in an amount exceeding \$60,000.
- B. Large purchases will be made using the formal bidding method of procurement. There are two types of formal bids: sealed bids and competitive proposals. The appropriate method is to be determined by the type of goods or services to be procured.

C. Sealed bid.

1. Procurement for large purchases will be by sealed bid if all of the following conditions apply:
  - a. A complete, adequate, and realistic specification or purchase description is available;
  - b. Two or more responsible bidders are willing and able to compete effectively for the business; and
  - c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
2. If sealed bid procurement is used, the following requirements apply:
  - a. Bids must be solicited from an adequate number of known sources, providing them sufficient response time prior to the date set for opening the bids.
  - b. The invitation for bids, which will include any specifications and pertinent attachments, must adequately define the items or services in order for the bidder to properly respond.
  - c. All bids will be opened at the time and place prescribed in the invitation for bids and must be opened publicly. A tabulation of all bids received will be retained and available for public inspection for at least 30 calendar days after the bid opening.
  - d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder, except as otherwise provided:
    - i. Any or all bids may be rejected if there is a sound documented reason.
    - ii. If all bids are rejected, the City may abandon the procurement or re-advertise for bids.
  - e. If two or more bids are the same and the lowest, the City may accept the one it chooses.

D. Competitive proposals

1. Procurement by competitive proposals will be used for procurements in amounts exceeding \$60,000 when conditions are not appropriate for sealed bids.
2. If the competitive proposal procurement method is used, the following requirements apply:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance.
  - b. Any response to publicized requests for proposals must be considered to the maximum extent practical.
  - c. Proposals must be solicited from an adequate number of qualified sources.
  - d. Contracts must be awarded to the responsive and responsible bidder whose proposal is most advantageous to the program, with price and other factors considered.

E. Irregularities. The City may waive irregularities in bids or proposals received; provided that, it is in the best interest of the City to do so and it does not result in unfair advantage to any bidder.

F. Exceptions. The City is not required to comply with this chapter if any of the following exceptions apply:

1. No bids or proposals are received. The City may use any method it so chooses to procure the goods or services needed.
2. A purchase is authorized pursuant to section 14.12.040 of this Code.
3. Sole source procurement pursuant to Section 14.28.020 of this Code.
4. Emergency procurement pursuant to Section 14.28.010 of this Code.

**14.12.040 Cooperative purchasing and piggyback contracts**

- A. The City Manager may arrange for the City to enter an agreement involving the purchase of materials, supplies, equipment, vehicles, apparatus, or services in cooperation with another local, county, state, federal, or other public entity, school district, or the League of California Cities, provided that:
  1. The agreement is the result of competitive bidding or negotiation and is made in compliance with the competitive bid or proposal requirements of any participating entity or organization; and
  2. The purchase conforms to the City's specifications for the item; and
  3. The estimated price of the purchase is lower than that estimated for the purchase if made directly by the city pursuant to this chapter.
- B. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between public agencies and public agency contracts negotiated to be available to other public agencies.
- C. A piggyback contract may be utilized when the contract is a result of:
  1. Competitive bid procedures, such as in purchasing from the federal, California State or county governments, including state of California and agencies of counties, cities and special districts in the state of California; and
  2. The supplies, equipment or services are supplied to the city under the piggyback contract at the same or better price, as was obtained by the vendor, through the federal, state of California agencies and the agencies of counties, cities and special districts in the state of California using the competitive bid procedures.

**14.12.050 Prevailing wage requirements**

- A. Application. The provision of certain non-professional services constitute a "public work" as defined by Labor Code Section 1720. For any such contract that exceeds \$1,000, prevailing wages must be paid, as determined by the Department of Industrial Relations (DIR).
- B. Notification to bidders. All solicitation documents and public works contracts must contain provisions notifying the contractor of the obligation to pay prevailing wages on the project.
- C. Reporting to DIR. The City must notify DIR of the award of a public works contract in accordance with Labor Code Section 1773.3, as amended from time to time.

**14.12.060 Local vendor preference**

In computing quotes or bids, preference may be granted to responsible local vendors or bidders by an amount equal to five percent of the net bid. The granting of this vendor preference must be based on a determination that the quantity and quality of the local product is equal to that of the next lowest bidder. This local preference is expressly inapplicable to bids for public projects and to procurements subject to federal procurement requirements.



## **Chapter 14.16 PROFESSIONAL SERVICES**

### **14.16.010 Micro-purchase of professional services**

- A. Procurement by micro-purchase is the acquisition of professional services in an amount not exceeding \$5,000.
- B. Micro-purchases may be authorized by the Department Head or manager of the department requiring the services; provided that, the department budget is sufficient to allow the purchase.
- C. The Department Head or manager of the department will not be required to submit a requisition request or obtain a purchase order for micro-purchases, but he or she is required to confirm that the price is reasonable.

### **14.16.020 Small purchase of professional services**

- A. A small purchase is the acquisition of professional services in an amount exceeding \$5,000 but not exceeding \$60,000.
- B. Small purchases require an approved purchase order.
- C. Small purchases will be awarded through the solicitation of proposals from at least three qualified sources, unless one of the following exceptions applies:
  - 1. No proposals are received. The City may use any method it so chooses to procure the services needed.
  - 2. Fewer than three proposals are received. The City Manager may authorize the selection of one of the proposals received.
  - 3. Sole source procurement pursuant to Section 14.28.020 of this Code is applicable.
  - 4. Emergency procurement pursuant to Section 14.28.010 of this Code is applicable.
- D. Small purchases of professional services will be awarded on the basis of demonstrated competence and professional qualifications for the satisfactory performance of the services required and the reasonableness of the cost of services.

### **14.16.030 Large purchase of professional services**

- A. Purchases in an amount exceeding \$60,000 will be awarded by a competitive process utilizing either requests for proposals or requests for qualifications, or a combination of both.
- B. Requests for proposals (RFP) or qualifications (RFQ) for large purchases of professional services are subject to the following requirements:
  - 1. RFP/RFQ must be publicized and identify all evaluation factors and their relative importance.
  - 2. Any proposal or statement of qualifications to publicized requests therefor will be considered to the maximum extent practical.
  - 3. The City's goal will be to receive at least three responses from qualified sources. The City is not required to receive three responses in order to award a contract to one of the proposers.
- C. Requests for qualifications for professional services are a type of competitive proposal whereby proposers' qualifications are evaluated and the most qualified proposer is selected, subject to negotiation of fair and reasonable compensation. The City may utilize a request for proposals, a request for qualifications, or a combination of the two.

- D. The City may waive irregularities in proposals received, provided that it is in the best interest of the City to do so and it does not result in unfair advantage to any bidder.
- E. Contracts for professional services will be awarded on the basis of demonstrated competence and professional qualifications for the satisfactory performance of the services required and the reasonableness of the cost of services.
- F. Exceptions. The City is not required to comply with this chapter if any of the following exceptions apply:
  - 1. No proposals are received. The City may use any method it so chooses to procure the goods or services needed.
  - 2. Sole source procurement pursuant to Section 14.28.020 of this Code is applicable.
  - 3. Emergency procurement pursuant to Section 14.28.010 of this Code is applicable.

**14.16.040 General exceptions to this chapter**

The provisions of this chapter do not apply to insurance, insurance adjusting, legal, and related services, so long as funds have been properly appropriated therefor. If a new appropriation therefor is required or an existing appropriation is insufficient, the City Manager or Finance Director is authorized to bind coverage or otherwise provide for such services until the required appropriation has been approved.

**Chapter 14.20 FEDERAL PROCUREMENTS**

**14.20.010 Application**

When a procurement is subject to federal procurement requirements, the City's procurement procedures must be followed. In addition, the City must follow the provisions of this chapter. In the event of a conflict, this chapter and the requirements specified in 2 CFR 200.318 – 200.326, as amended from time to time, will prevail.

**14.20.020 Economical approach for purchases**

Consideration will be given to the most economical approach for purchases, including, but not limited to, the following options:

- 1. Consolidating or breaking out purchases;
- 2. Lease versus purchase options;
- 3. State and local intergovernmental or inter-entity agreements for procurement or use of common or shared goods or services;
- 4. Use of federal excess and surplus property in lieu of purchasing new equipment and property;
- 5. Use of value engineering clauses in contracts for construction projects;
- 6. Avoidance of duplicative or unnecessary purchases; and
- 7. Any other appropriate analysis.

**14.20.030 Eligible contractors**

- A. Contracts will only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- B. The City will not award to any person or firm that is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

**14.20.040 Procurement records**

The City will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

**14.20.050 Open and fair competition**

- A. All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bid, or requests for proposals must be excluded from competing for such procurements.
- B. Situations considered to be restrictive of competition are prohibited. Such situations include, but are not limited to, the following:
  - 1. Placing unreasonable requirements on firms in order for them to qualify to do business;
  - 2. Requiring unnecessary experience and/or excessive bonding;
  - 3. Noncompetitive pricing practices between firms or between affiliated companies;
  - 4. Noncompetitive contracts to consultants that are on retainer contracts;
  - 5. Organizational conflicts of interest;
  - 6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
  - 7. Any arbitrary action in the procurement process.

**14.20.060 Geographical preference prohibited**

No geographical preference is permitted in any procurement that uses federal funds, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

**14.20.070 Clear and accurate solicitations**

All City procurements utilizing federal funds must comply with the following provisions:

- 1. Solicitations must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description may not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications will be avoided if possible. When it is

impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used. The specific features of the named brand which must be met must be clearly stated.

2. Solicitations must identify all requirements which the bidders must fulfill and all other factors to be used in evaluating bids or proposals.
3. The City must ensure that all prequalified lists of persons, firms, or products are current and include enough qualified sources to ensure maximum open and free competition.
4. The city must not preclude potential bidders from qualifying during the solicitation period.

**14.20.080 Procurement methods – additional requirements**

- A. Procurement by micro-purchase method. In addition to all other requirements contained in this chapter, to the extent practicable, micro-purchases of supplies or services, as defined by 2 CFR 200.67 and as amended from time to time, must be distributed equitably among qualified vendors.
- B. Procurement by small purchase method. In addition to all other requirements contained in this chapter, price or rate quotations for small purchases defined as those purchases of services, supplies or other property, that do not exceed the Simple Acquisition Threshold as set forth in 2CFR 200.88 and as amended from time to time, must be obtained from an adequate number of qualified sources.
- C. Procurement by formal bidding. Public projects using federal funds which exceed the Simplified Acquisition Threshold must use the formal bidding (sealed bid) method set forth in this chapter. In addition, the following provisions also apply:
  1. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in the bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
  2. Any or all bids may be rejected if there is a sound documented reason.
- D. Requests for qualifications. Requests for qualifications (RFQ) may only be used in the procurement of architectural or engineering services. The RFQ method may not be used to procure other types of services, even though architectural or engineering firms may be a potential source to perform the work.

**14.20.090 Minority and women owned businesses**

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

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in (1) through (5) of this section.

**14.20.100 Contract cost and price**

- A. Time and materials contracts. The City may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. If such a contract is used, the City will assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- B. Cost or price analysis. For procurements in excess of the Simplified Acquisition Threshold, the City must perform a cost or price analysis prior to receiving bids or proposals.
- C. Negotiation when no competition. The City must negotiate profit as a separate element of the price for each contract for which there is no price competition, and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- D. Prohibited method of contracting. Cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

**14.20.110 Contract provisions - required**

Each contract that the City enters into as a result of a procurement subject to this chapter, must contain all applicable provisions described in Appendix II to Part 200-Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

**14.20.120 Federal conflict of interest prohibition**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. There is no real or apparent conflict of interest if the financial interest was not substantial or the gift was an unsolicited item of nominal value. When determining whether a financial interest is "not substantial" or if an unsolicited item is of "nominal value", the materiality

standards set forth in the California Code of Regulations (2 CCR § 18700, et seq.) pursuant to the California Political Reform Act (Gov. Code § 81000, et seq.) shall govern.

## **CHAPTER 14.24 BID PROTEST PROCEDURES**

### **14.24.010 Application**

The protest procedures contained in this chapter apply to formal sealed bids and competitive proposals only. For purposes of this chapter any person who submitted either a bid or proposal is referred to as a "bidder" and any submitted bid or proposal is referred to as a "bid."

### **14.24.020 Eligibility to protest**

Only a bidder who has actually submitted a bid is eligible to submit a bid protest against another bidder. Subcontractors are not eligible to submit bid protests. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.

### **14.24.030 Bid protest deadline**

Any bid protest must be in writing and received by the City before 5:00 p.m. no later than two business days following the bid opening (the "Bid Protest Deadline"). The protesting bidder may submit the bid protest by personal delivery, courier, or facsimile transmission.

### **14.24.040 Bid protest – contents and procedure**

- A. Protest contents. The bid protest must contain a complete statement of the basis for the protest and all supporting documentation. Material submitted after the Bid Protest Deadline will not be considered. The protest must refer to the specific portion or portions of the contract documents upon which the protest is based. The protest must include the name, address, email address and telephone number of the person representing the protesting bidder if different from the protesting bidder.
- B. Copy to protested bidder. A copy of the protest and all supporting documents must be concurrently transmitted by facsimile transmission or electronic mail (email), before the Bid Protest Deadline, to the protested bidder.

### **14.24.050 Response to bid protest - contents**

- A. Response to protest. The protested bidder may submit a written response to the protest, provided the response is received by City before 5:00 p.m., within two business days after the Bid Protest Deadline or after actual receipt of the bid protest, whichever is sooner (the "Response Deadline"). The protested bidder may submit the response to bid protest by personal delivery, courier, or facsimile transmission. The response must include all supporting documentation. Material submitted after the Response Deadline will not be considered. The response must include the name, address, email address, and telephone number of the person representing the protested bidder if different from the protested bidder.
- B. Copy to protesting bidder. A copy of the response and all supporting documents must be concurrently transmitted by facsimile transmission or electronic mail (email), before the Bid Protest Deadline, to the protesting bidder.

**14.24.060 Decision**

Within five business days of the Response Deadline, the City Manager will issue a decision on the bid protest. The decision of the City Manager is final.

**14.24.070 Exclusive remedy**

The procedure and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. A bidder's failure to comply with these procedures will constitute a waiver of any right to further pursue a bid protest, including filing a Government Code claim or initiation of legal proceedings.

**CHAPTER 14.28 EXCEPTIONS TO PROCUREMENT RULES**

**14.28.010 Emergency procurement**

In the event of an emergency as defined herein, the City Manager may order the suspension of normal procurement procedures for projects, goods or services related to the abatement of the impacts or effects of such emergency. The City Council will, if possible, ratify such emergency suspension of procedures at the next properly noticed council meeting following the emergency procurement and consider whether further suspension of procedures is required to abate the impacts of the emergency. An emergency may be deemed to exist if:

1. There is a public calamity such as a fire, flood, earthquake, storm, or similar disaster that poses a serious threat to the public safety; or
2. There is an immediate need to prepare for national or local defense; or
3. An essential operation or City service affecting the public health, welfare or safety would be greatly hampered if adherence to the prescribed purchasing procedures would cause undue delay in procurement of the needed item or service.

**14.28.020 Sole source procurement**

- A. In the event the contract or purchase contemplated is only capable of being performed by a sole provider such as a public utility or the holder of an exclusive patent or franchise, for purchase of unique or innovative goods or services including but not limited to computer software and technology, or for purchase of goods or services when there is a demonstrated need for compatibility with an existing item or service, then the contract or purchase shall be exempt from normal procurement procedures as outlined in this title.
- B. A sole source may be designated when it is apparent that a needed product or service is uniquely available from the source, or for all practical purposes, it is justifiably in the best interest of the City. Under these circumstances, City bidding requirements may be dispensed with when the services or goods are only available from one source either because:
  1. the brand or trade name article, goods, or product or proprietary service is the only one which will properly meet the needs of the City or;
  2. the item or service is unique and available only from a sole source; or
  3. the item or service is designed to match others already in use or necessary to be compatible with others already in use.
- C. Each sole source procurement must be documented in a manner to clearly articulate the justification for the sole source procurement. The City Manager must approve all sole source determinations.

**Chapter 14.32 SURPLUS SUPPLIES AND EQUIPMENT**

**14.32.010 Authority to sell surplus supplies and equipment**

The City Manager or his/her designee is authorized to dispose of supplies or equipment which cannot be used for any department or which have become unsuitable for City use, or to exchange the same for, or trade the same on, new supplies or equipment, all in accordance with City-adopted policies.

**14.32.020 Transfer of supplies or equipment between departments**

The City Manager or his/her designee is authorized to transfer supplies or equipment from one department of the City to another.

[END CODE AMENDMENTS]

**SECTION 3. SEVERABILITY.** If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

**SECTION 4. EFFECTIVE DATE & PUBLICATION.** This Ordinance will become effective 30 days after the date of its adoption. The City Clerk shall cause this ordinance to be published in a newspaper of general circulation in Del Norte County once within 15 days of its adoption in accordance with the requirements of Government Code Section 36933.

**INTRODUCED** at a regular meeting of the City Council of the City of Crescent City held on \_\_\_\_\_, 2019.

**PASSED AND ADOPTED** by the City Council of the City of Crescent City at a regular meeting of the City Council held this \_\_\_ day of \_\_\_\_\_, 2019, by the following polled vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

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

ATTEST:

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

APPROVED AS TO FORM:

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



**Crescent City Municipal Code**[Up](#)[Previous](#)[Next](#)[Main](#)[Collapse](#)[Search](#)[Print](#)[No Frames](#)[Title 15 BUILDINGS AND CONSTRUCTION](#)**Chapter 15.30 PUBLIC PROJECT INFORMAL BIDDING PROCEDURES****15.30.010 Purpose and application.**

The purpose of this chapter is to set forth informal bidding procedures on construction work contracted by the city subject to Article 3 (commencing with Public Contract Code Section 22030) of Chapter 2, Part 3 of Division 2 of the Public Contract Code. This chapter applies to those limits as may subsequently be prescribed by Public Contract Code Section 22032. (Ord. 707 Exh. A, 2005; Ord. 607, 1986)

**15.30.020 Definitions.**

- A. Except as specified in this section, all terms shall be as defined by the Public Contract Code as they relate to cities.
- B. "Facility" is defined as any plant, building, structure, ground facility, utility system, subject to the limitation found in subsection (D)(3) of this section, real property, streets and highways, or other public work improvement.
- C. "Public project" is defined as any of the following:
1. Construction, reconstruction, erection, alteration, renovation, improvement, demolition and repair work involving any publicly owned, leased or operated facility;
  2. Painting or repainting of any publicly owned, leased or operated facility;
  3. In the case of a publicly owned utility system, "public project" includes only the construction, erection, improvement, or repair of dams, reservoirs, power plants and electrical transmission lines of two hundred thirty thousand volts and higher.
- D. "Public project" does not include "maintenance work," which term includes:
1. Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes;
  2. Minor repainting;
  3. Resurfacing of streets and highways at less than one inch;
  4. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants and servicing of irrigation and sprinkler systems;
  5. Work performed to keep, operate and maintain publicly owned water, power or waste disposal systems, including, but not limited to, dams, reservoirs, power plants and electrical transmission lines of two hundred thirty thousand volts and higher. (Ord. 707 Exh. A, 2005; Ord. 607, 1986)

**15.30.030 List of qualified contractors.**

- A. The city adopts California Public Contract Code, Division 2, Part 3, Chapter 2, Article 3, titled Public Projects: Alternative Procedure, Section 22030 et seq. as its informal bidding procedures. This includes the requirements specifically set forth in Section 22034.
- B. The notice shall require that the contractor provide the name and address to which a notice to contractors or proposal should be mailed, phone number, type of work in which the contractor is interested and currently licensed to do, class of contractor's license(s) and contractor license number(s).
- C. The public works director or his designate shall create a new list of qualified bidders each January 1st for the calendar year, including all contractors who have properly provided the city with the required information either during the calendar year in which the list is valid or during the previous calendar year. Such list shall also include the names of all contractors who submitted a valid project bid to the city during the preceding calendar year.

D. A contractor may have his firm's name added to the list of qualified bidders at any time by providing the required information. (Ord. 707 Exh. A, 2005; Ord. 607, 1986)

#### **15.30.040 Informal bid requests.**

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A. All contractors on the list for the category of work being bid and/or all construction trade journals specified by the CUPCCAC shall be mailed a notice inviting informal bids unless the product or service is proprietary.

B. All mailing of notices to contractors and construction trade journals pursuant to subsection B of Section 15.30.030 shall be completed not less than ten calendar days before bids are due.

C. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids. (Ord. 607, 1986)

#### **15.30.050 Award of contract.**

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A. The contract shall be awarded to the lowest responsible bidder by a resolution of the city council. The council shall have the discretion to determine which bid best responds in quality, fitness, capacity to perform, timeliness, and past work performance in gauging the responsible standard.

B. As an objective measure of timeliness and past work performance, the city council may find that a bidder's past establishment of a permanent office within a radius of thirty miles (directly related to the activities associated with the proposed contract) is one additional factor associated with a likelihood of timely performance and work to be performed to community standards.

C. If, after the first invitation for bids, all bids are rejected, the city council shall state the reasons for the rejection, and after reevaluating its cost estimates of the project, the city shall have the option of either of the following:

1. Abandoning the project or readvertising for bids in the manner described in this chapter;
2. Declaring that the project can be performed more economically by the employees of the city, may have the project done by force account without further complying with this chapter;
3. If no bids are received, the project may be performed by employees of the city by force account.

D. The city council may, by resolution, delegate its authority to award contracts pursuant to this chapter to the city manager, public works director or other appropriate person. (Ord. 607, 1986)

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**Crescent City Municipal Code**

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[Title 15 BUILDINGS AND CONSTRUCTION](#)

**Chapter 15.31 PURCHASES OF SUPPLIES, SERVICES, EQUIPMENT OR MATERIALS****15.31.005 Office of Purchasing Agent established.**

There is hereby created and established the office of purchasing agent for the city. (Ord. No. 736, § 2, 9-15-2008)

**15.31.010 Purpose and application.**

A purchasing system is hereby adopted to govern purchases of supplies, services, equipment or materials required by any department of the city, to establish bidding regulations therefore, to provide for the sale of supplies or equipment, and to define the authority for the purchasing function. These purchasing procedures are expressly inapplicable to the obtaining of professional services. (Ord. No. 736, § 3, 9-15-2008; Ord. 709 Exh. A, 2005)

**15.31.020 Definitions.**

- A. "Contract" means types of city agreements, regardless of what they may be called, for the procurement of supplies, services, equipment, or materials.
- B. "Department" means any using agency, commission, board or department created by the city which requires supplies, services, equipment, or materials pursuant to this chapter and is empowered to expend public funds for the acquisition of property.
- C. "Equipment" means procured items which are maintained on inventory as fixed assets. These items are durable and have a fixed, predetermined life expectancy.
- D. "Invitation for bids" means documents, whether attached or incorporated by reference, utilized for soliciting bids.
- E. "Local bidder" means a person who regularly maintains a place of business in Del Norte County and/or who is licensed by the city of Crescent City.
- F. "Procurement" means the buying, purchasing, renting, leasing or other acquisition of supplies, equipment, or materials. It also includes the definition of requirements (specifications), the selection and solicitation of sources, the preparation and award of a contract, and the administration of the contract.
- G. "Responsible vendor or bidder" means a person who has the capacity in all respects to perform fully the contract requirements, and the experience, tenacity, perseverance, integrity, reliability, capacity, facilities, equipment and credit which will assure good faith performance.
- H. "Responsive vendor or bidder" means a person who has submitted a bid which conforms in all material respects to the requirements set forth in the invitation for bids.
- I. "Services," other than those considered in Chapter 15.30 and those services deemed to be "professional," means the furnishing of labor, time or effort to perform a designated task. Specifications will be set forth in the contract.
- J. "Supplies" means property, including but not limited to materials, required to perform a department's functions. It can be office, as well as departmental supplies. (Ord. 709 Exh. A, 2005)

**15.31.025 Procedures generally.**

Purchasing procedures are hereby established to be used by the purchasing agent, pursuant to this chapter.

- A. As part of the budgeting process, Department heads shall be required to file reasonably detailed estimates of future requirements for supplies, services and equipment in time, manner and form as requested by the purchasing agent.
- B. Department heads may be authorized by the purchasing agent to purchase or contract for supplies, services and equipment as approved and appropriated by the annual budget process. Reports of such purchases shall be made available

to the purchasing agent through the city accounting system, or as the purchasing officer shall direct.

C. Requests for supplies, services and equipment shall be submitted by purchase order to the purchasing agent or department heads by authorized employees.

D. Written quotations shall be obtained for prospective purchases of supplies, services, equipment, and sale of personal property, unless:

1. The amount is less than one thousand dollars;
2. Purchase is clearly possible from one source only; or
3. Operational urgency is such that an immediate order must be placed with the nearest capable vendor.

E. Purchases of supplies, services and equipment shall be made only by purchase order.

F. Additional guides, forms and regulations shall be prescribed by the purchasing agent as necessary. (Ord. No. 736, § 4, 9-15-2008)

#### **15.31.030 Methods of award.**

Contracts shall be awarded pursuant to Sections 15.31.040 and 15.31.050, except as provided in:

- A. Small purchases pursuant to Section 15.31.060;
- B. Sole source procurement pursuant to Section 15.31.070;
- C. Emergency procurement pursuant to Section 15.31.080. (Ord. 709 Exh. A, 2005)

#### **15.31.040 Award of contract.**

Contracts for supplies, services, equipment or materials of estimated value of fifty thousand dollars or greater shall be awarded by competitive sealed bidding pursuant to Section 15.31.050, except as otherwise provided in this chapter.

The city manager, or his/her designee, may award contracts costing less than fifty thousand dollars.

Contracts for supplies, services, equipment, or materials of estimated value of less than fifty thousand dollars may be made by purchase order in accordance with Section 15.31.060 for small purchases. (Ord. 709 Exh. A, 2005)

#### **15.31.050 Competitive sealed bidding.**

A. Public Notice.

1. Public notice of the invitation for bids shall be given at least ten calendar days prior to the date set forth therein for the opening of bids. Such notice shall include publication at least once in a newspaper of general circulation within the city. This notice shall state the place, date and time of bid opening.

2. When deemed necessary by the purchasing agent, bidder's security may be prescribed in the notice inviting bids. Bidders shall be entitled to return of bid security; provided that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within the period specified in the award of contract, unless the city is responsible for the delay.

3. The city council may require that a performance bond be provided before entering into a contract with a successful bidder. The form and amount of the bond shall be described in the notice inviting the bids.

B. Invitations for Bids. An invitation for bids shall be issued to qualified vendors who request such. Prior to the invitation for bid, the requesting department may contact respective vendors to obtain specific product/service information, product demonstration/evaluation/testing/etc.

C. Vendor's List. The purchasing agent will also issue invitations for bids to responsible prospective bidders whose names are on the city's current vendor's list for the required commodity/service.

D. Bid Opening. Bids shall be opened publicly in the presence of two or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the purchasing agent deems appropriate, together with the name of each bidder shall be recorded; this record, as well as each bid, shall be open to public inspection after the award of the contract.

E. **Bid Acceptance and Bid Evaluation.** Bids shall be unconditionally accepted without alteration or correction, except as authorized in this chapter. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will effect the bid price and be considered in the evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs.

F. **Correction or Withdrawal of Bids—Cancellation of Awards.** Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such mistakes, may be permitted where appropriate. Prior to bid opening the bidder may modify or withdraw a bid by written or telegraphic notice providing it is received by the city prior to the time set for bid opening. After bid opening, corrections in bids or withdrawals of bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that the bidder made a material mistake of fact that is evident on the face of the bid. Decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written recommendation made by the purchasing agent and approved by the city manager for contracts costing less than fifty thousand dollars and by the city council for contracts costing fifty thousand dollars or more.

G. **Award of Contracts.** Contracts shall be awarded by the city council to the lowest bidder, unless it is found by the city council that it would be in the public interest to accept other than the lowest bid due to the differences in quality, materials or services offered in the bid. In the case of tied bids, the city council shall make a decision to award the contract after negotiation with each of the tied bidders.

H. **Contract Preference.** Contracts to furnish supplies, services and equipment shall be let to the lowest responsible bidder. If two or more bids are equal, preference shall be to the responsible bidder who offers to furnish supplies, services and equipment which are raised, grown, manufactured, fabricated, processed, assembled or distributed from within Del Norte County.

I. **Rejection of Bids.** If, after the first invitation for bids, all bids are rejected, the city council shall state the reasons for rejection, and after reevaluating its cost estimates, the city shall have the option of either of the following:

1. Readvertise the bids;
2. Authorize the city manager to proceed with the purchase of the supplies, services or equipment by negotiation in the open market. (Ord. No. 736, §§ 5, 6, 9-15-2008; Ord. 709 Exh. A, 2005)

#### **15.31.060 Small purchases.**

Purchases costing less than fifty thousand dollars shall be made in accordance with the small purchase procedures authorized in this section. Such procedures shall ensure adequate and reasonable competition exists for the supply or equipment items being purchased.

A. **Small Purchases Less Than Fifty Thousand Dollars.** Whenever possible for small purchases less than fifty thousand dollars, no less than three vendors shall be solicited to submit bids. Bids may be solicited by mail, in person, or via the telephone. Award shall be made to the vendor offering the lowest responsible bid. The names of the vendors submitting bids, and the date and amount of each bid shall be recorded and maintained as a public record for no less than one year after the award of the contract. Procurement shall be by purchase order issued by the purchasing agent and a standard small contract approved by the city manager.

B. **Small Purchases of Fifteen Thousand Dollars or Less.** Whenever possible for small purchases of fifteen thousand dollars or less, procurement shall be by purchase order issued by the purchasing agent and authorized by the city manager.

C. **Small Purchases of One Hundred Dollars or Less.** Whenever possible for small purchases of one hundred dollars or less, procurement shall be by petty cash or charge account and may be made without a purchase order. Such purchases shall be authorized by the department head prior to actual purchase. (Ord. 709 Exh. A, 2005)

#### **15.31.070 Sole source/necessity procurement.**

Prior to submitting a purchase request, the requesting department shall conduct a survey of available sources to determine whether there is only one source for the required supply or equipment item. After review of this request by the purchasing agent and approved by the city manager, a contract shall be awarded without competition.

Contracts may also be awarded without competition when it would be incongruous to go through the bid process. The city manager may consider the relative isolation of the city and prospective bidders, any previous bids for the subject item, and necessity, as some, but not all, of the factors when making this finding. The purchasing agent, or his/her designee, shall conduct negotiations, as appropriate, as to price, delivery and terms. The requesting department shall prepare a waiver of bid and submit it to the city manager for filing with the city clerk.

Nothing in this subdivision shall affect the purchase authority ceilings otherwise set forth in this chapter. (Ord. 709 Exh. A, 2005)

#### **15.31.080 Emergency procurement.**

Notwithstanding any other provisions of this chapter, the city manager shall make, or authorize others to make, emergency procurement of supplies and equipment when there exists a threat to public health, welfare or safety; or where there is a breakdown in equipment requiring immediate repair, provided that such emergency procurement shall be made with sufficient competition as is practicable under the circumstances. The requesting department shall complete a waiver of bid and submit it to the city manager for filing with the city clerk. (Ord. 709 Exh. A, 2005)

#### **15.31.090 Cooperative purchasing.**

The purchasing agent shall have the authority to join with other government agencies in cooperative purchasing plans when the best interests of the city would be served. (Ord. 709 Exh. A, 2005)

#### **15.31.100 Local vendor preference.**

In computing bids or quotations on all materials, supplies, and services to be purchased by the city, preference may be granted to responsible local vendors by an amount equal to five percent of the net bid. The granting of this vendor's preference shall be based on a determination by the purchasing agent that quantity and quality of the local product is equal to that of the next lowest bidder. This local vendor preference is expressly made inapplicable to bids for public projects, as defined by Public Contracts Code sections 20161 and 22002. (Ord. No. 736, § 7, 9-15-2008)

#### **15.31.110 Purchase of recycled products.**

Definitions.

- A. Recycled Product. Any product which is at least partially composed of recovered materials.
- B. Recovered Material. Material and byproducts which have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original process (such as mill broke). This term includes material defined as postconsumer material.
- C. Postconsumer Material. Postconsumer materials are those recovered materials which have served their intended uses and have been separated and diverted from the solid waste stream for the purposes of collection and recycling. These do not include manufacturing wastes. (Ord. 736 § 8, 2008)

#### **15.31.120 Procurement program for purchase of recycled products.**

The city shall purchase recycled products whenever sufficient quantities are readily available and meet the city's specifications. The city shall purchase recycled products that contain the highest percentage of recovered materials, and are produced to the greatest extent with postconsumer materials. All city departments shall establish purchasing practices which maximize the purchase of materials, goods and supplies that are produced from recovered materials, and/or may be recycled or reused when discarded. City purchase of recycled products is subject to said products performing adequately for their intended purpose and their ready availability at a reasonable price and within a reasonable time period. (Ord. 736 § 8, 2008)

#### **15.31.130 Inspection and testing.**

The purchasing agent may inspect supplies and equipment delivered, and contractual services performed, to determine their conformance with the specifications set forth in the order or contract. The purchasing officer shall have authority to require any tests necessary to determine the quality and conformance with specifications. (Ord. 736 § 8, 2008)

#### **15.31.140 Surplus supplies and equipment.**

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The purchasing agent shall sell all supplies or equipment which cannot be used for any department or which have become unsuitable for city use, or exchange the same for, or trade the same on, new supplies and equipment. Such sales shall be made pursuant to this chapter. The purchasing agent may transfer stock or equipment from one department to another department which may have need for and can use it. (Ord. 736 § 8, 2008)

#### **15.31.150 Determination of lowest responsible bidder.**

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In addition to price, the lowest responsible bidder will be determined after the following factors have been considered:

- A. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- B. Whether the bidder has the facilities and financial ability to perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- C. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- D. The bidder's record of performance of previous contracts or services.
- E. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services.
- F. The quality, availability and adaptability of the supplies, equipment or services to the particular use required.
- G. The number and scope of conditions attached to the bid. (Ord. 736 § 8, 2008)

#### **15.31.160 Right of city council to make or execute contracts or purchases.**

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Nothing contained in this chapter shall be construed to alter, limit or affect the right of the city council to make or execute contracts or purchases as otherwise permitted by law. (Ord. 736 § 8, 2008)

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**Crescent City Municipal Code**[Up](#)[Previous](#)[Next](#)[Main](#)[Collapse](#)[Search](#)[Print](#)[No Frames](#)[Title 15 BUILDINGS AND CONSTRUCTION](#)**Chapter 15.33 LOCAL HIRING FOR PUBLIC WORKS PROJECTS****15.33.010 Purpose and intent.**

A. The purpose of this chapter is to implement a policy for the local recruitment of workers by contractors who receive city public works contracts. The objective of this policy is to generate employment and economic growth while maintaining high ethical and professional standards.

B. It is the intent of this chapter to increase the local workforce base by decreasing unemployment and thereby enhancing and retaining job skills and increasing local spending power which will result in a stronger, more self-reliant economy. (Ord. 743 § 2, 2009)

**15.33.020 Definitions.**

For the purposes of this chapter, the following definitions apply:

“Contractor” means any person or entity that pursuant to a written agreement or purchase order provides labor or materials on public works projects for the city.

“Days” means calendar days unless otherwise specified.

“Local resident” means an individual who is domiciled in either Del Norte County, California or Curry County, Oregon immediately preceding the date of the bid advertisement by the city and who can verify his or her domicile upon request of the contractor or city by producing satisfactory documentation such as a rent/lease agreement, utility bills, a valid state-issued driver’s license or identification card, or any other similar and reliable evidence.

“Public works contract” means a project of public works improvement which is let by contract pursuant to the formal bidding procedures of the Public Contract Code.

“Qualified individual” means a person who is specially trained, skilled, and experienced in the work, trade or craft specified in the portion of the public work of improvement to be performed or who is enrolled in a certified state or federally approved apprenticeship program in the applicable trade or who is a journey person in his or her applicable trade.

“Subcontractor” means any person or entity that pursuant to an agreement or purchase order with a city contractor or another subcontractor, participates in the provision of labor or materials on a city public works project. (Ord. 743 § 2, 2009)

**15.33.030 Exceptions.**

The provisions of this chapter shall not apply under the following circumstances;

A. Whenever a state or federal law or regulation applicable to a particular contract prohibits the provision of a local hiring requirement; or

B. Whenever the city, in accordance with the requirements of this Code or state law, determines that the contract is necessary to respond to an emergency which endangers the public health, safety or welfare; or

C. Whenever the city determines that a suitable pool of persons providing specialized skills does not exist locally for a specific public works project.

Whenever an exception is imposed, the basis for the exception shall be included in the staff report to the City Council. (Ord. 743 § 2, 2009)

**15.33.040 Requirements for contractors submitting bids.**



A. A contractor who is submitting a bid to the city for a public works project pursuant to formal bidding procedures must promise to make a good faith effort to hire qualified individuals who are local residents in sufficient numbers so that no less than fifty percent (50%) of the contractor's total construction workforce, including any subcontractor workforce, measured in labor work hours, is comprised of local residents.

B. A "good faith effort" means the contractor will take the following or similar actions to recruit and maintain local residents as part of the construction workforce:

1. Contact local recruitment sources to identify qualified individuals who are local residents;
2. Advertise for qualified local residents in trade papers and newspapers of general circulation in Del Norte and Curry counties, unless time limits imposed by the city do not permit such advertising;
3. If portions of the work are to be performed by subcontractors, identify qualified subcontractors whose workforce includes local residents; and
4. Develop a written plan to recruit local residents as part of the construction workforce,

C. Every bidder for a public works project must complete and sign under penalty of perjury a Certification of Good Faith Effort to Hire Local Residents, on the form provided in the city's bid package, and submit said certification with the sealed bid no later than the date and time of the bid opening. Bidders shall attach to the certificate documentary evidence supporting bidder's promise to make a good faith effort to meet the local hiring goal.

D. Contractor shall include in each and every subcontract relating to the project the requirement that the subcontractor promises to make a good faith effort to hire qualified individuals who are local residents. Contractor shall be responsible for subcontractor's compliance under this chapter.

E. Prior to submitting bids, bidders shall ensure that any and all subcontractors listed in their bids are not disqualified at that time pursuant to Section 15.33.090 herein. Prospective contractors may consult the list of contractors and subcontractors who are currently disqualified from the City Clerk.

F. Contractors who have been disqualified pursuant to Section 15.33.090 herein may not submit bids during the period of disqualification. Any bid received from a bidder who is currently disqualified will be returned to the bidder unopened. (Ord. 743 § 2, 2009)

#### **15.33.050 Requirements for prospective subcontractors.**

A. Any subcontractor for work, laborers or materialmen relating to a public works project subject to this chapter shall be required, in his or her contract with the prime contractor, to promise to make a good faith effort to hire qualified individuals who are local residents.

B. A "good faith effort" means the subcontractor will take actions such as those required of contractors pursuant to Section 15.33.040(B) above to recruit and maintain local residents as part of subcontractor's workforce. Subcontractor shall maintain documentary evidence of such actions.

C. Subcontractors who have been disqualified pursuant to Section 15.33.090 may not be listed in a prime contractor's bid for a public works project and may not submit bids during the period of disqualification. (Ord. 743 § 2, 2009)

#### **15.33.060 Nonresponsive bids.**

The city may declare a bid to be nonresponsive under the provisions of this chapter for good cause including, but not limited to, the following circumstances:

A. If a bidder fails to complete and sign under penalty of perjury the Certificate of Good Faith Effort to Hire Local Residents and to submit said Certification with his or her sealed bid no later than the date and time of the bid opening; or

B. If a bidder or a subcontractor listed by the bidder fails to comply with the good faith effort requirements set forth in Sections 15.33.040(B) and 15.33.050(B) herein; or

C. If a bidder or a subcontractor listed by the bidder has been disqualified pursuant to Section 15.33.090 herein. (Ord. 743 § 2, 2009)

**15.33.070 Required documentation.**

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During the performance of the contract, the contractor shall keep an accurate record on a standardized form showing the name, place of residence, trade classification, hours employed, proof of qualified individual status, per diem wages and benefits of each person employed by the contractor on the specific public works project, including full-time, part-time, permanent and temporary employees. Contractor shall require any and all subcontractors on the project to maintain records of the same information for subcontractor's workforce on the project and shall require subcontractor to provide a copy of those records to contractor upon contractor's request. Contractor shall make contractor's and subcontractor's records available to the city, upon request, within five business days. (Ord. 743 § 2, 2009)

**15.33.080 Forms submitted under penalty of perjury.**

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All forms required under this chapter shall be attested to as true as to the information set forth therein and shall be submitted under penalty of perjury. (Ord. 743 § 2, 2009)

**15.33.090 Disqualification.**

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If the city finds that a contractor to whom a city contract for a public works project has been awarded, or a subcontractor listed by that contractor on a public works project, has failed to comply with the good faith effort hiring provisions of Section 15.33.040(B) or 15.33.050(B) during the performance of the contract, the city may disqualify the contractor and/or subcontractor from bidding or being listed in any bid on any city contract for public works for a period of one year from the date of the disqualification, A subsequent violation of this chapter by a contractor may result in disqualification for period of three years from the date of the subsequent disqualification. The city clerk shall keep a current list of all disqualified contractors and subcontractors on file. (Ord. 743 § 2, 2009)

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**Crescent City Municipal Code**

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**Chapter 15.34 SMALL BUSINESS PREFERENCE FOR PUBLIC WORKS PROJECTS****15.34.010 Purpose and intent.**

A. The purpose of this chapter is to implement a policy that encourages the employment of small businesses as prime contractors and/or subcontractors for city public works projects. This preference is race and gender neutral designed to enhance contracting opportunities for small businesses.

B. It is the intent of this chapter to promote the development of, and facilitate the inclusion of, small businesses on city public works projects. (Ord. No. 745, § 2, 8-3-2009)

**15.34.020 Definitions.**

For the purposes of this chapter, the following definitions apply:

- A. "Contractor" means any person or entity that pursuant to a written agreement or purchase order provides labor or materials on public works projects for the city.
- B. "Days" means calendar days unless otherwise specified.
- C. "Microbusiness" or "MB" shall mean a business certified by the city as an MB in accordance with this chapter.
- D. "Public works contract" means a project of public works improvement which is let by contract pursuant to the Public Contract Code.
- E. "Small business" or "SB" shall mean a business certified by the city as an SB in accordance with this chapter.
- F. "Solicitation" means the city's process to obtain bids.
- G. "Subcontractor" means any person or entity that pursuant to an agreement or purchase order with a city contractor or another subcontractor, participates in the provision of labor or materials on public works projects for the city. (Ord. No. 745, § 2, 8-3-2009)

**15.34.030 Exceptions.**

The provisions of this chapter shall not apply under the following circumstances:

- A. Whenever a state or federal law or regulation applicable to a particular contract prohibits the provision of a small business preference; or
- B. Whenever the city, in accordance with the requirements of this Code or state law, determines that the contract is necessary to respond to an emergency which endangers the public health, safety or welfare.

Whenever an exception is imposed, the basis for the exception shall be included in the staff report to the city council. (Ord. No. 745, § 2, 8-3-2009)

**15.34.040 Small business certification.**

A. The city manager shall be responsible for certifying a business as a small business (SB) and maintain records of the certified businesses and their participation on city public works projects.

B. To qualify for certification as an SB, a business must present satisfactory documentation to the city establishing the following as true:

1. The business had 25 or fewer employees immediately preceding the date of the bid advertisement by the city, and
2. The business has average annual gross receipts of four million dollars (\$4,000,000) or less over the previous three tax years.

C. Every bidder for a public works project who requests the SB preference must complete and sign under penalty of perjury a request for certification as a small business, on the form provided in the city's bid package, and submit said request with the sealed bid no later than the date and time of the bid opening. Bidders shall attach to the request documentary evidence supporting bidder's qualification as an SB. (Ord. No. 745, § 2, 8-3-2009)

#### **15.34.050 Appeals of denial of certification as a small business.**

The city manager will investigate any complaint of eligibility received by the city concerning the small business preference. Based upon the city manager's findings, a written determination will be issued to appellant. The appellant shall have the right to appeal the decision of the city manager to the city council at a hearing to be scheduled during a regular city council meeting. The decision of the city council shall be final. (Ord. No. 745, § 2, 8-3-2009)

#### **15.34.060 Violations and sanctions.**

A. The information furnished by each solicitation respondent requesting the SB preference shall be under penalty of perjury.

B. No person or business shall knowingly and with intent to defraud, fraudulently obtain, retain, or attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as an SB for the purposes of this chapter.

C. No person shall willfully and knowingly make a false statement, with the intent to defraud, to a city official or employee for the purpose of influencing the certification of denial of certification of any entity as an SB.

D. A business which has obtained city certification as an SB by reason of having furnished incorrect supporting information or by reason having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and why by reason of such certification has been awarded a contract to which it would not have otherwise been entitled shall:

1. Pay to the city any difference between the contract amount and what the city's costs would have been if the contract had been properly awarded;
2. At the option of the city, be subject to having all or part of the contract terminated; and
3. Be ineligible to transact any business with the city for a period of one year. (Ord. No. 745, § 2, 8-3-2009)

#### **15.34.070 Small business preference for public works projects.**

A. In order to facilitate the participation of small businesses in city contracts for public works projects, the city shall provide for small business preferences in said contracts where responsibility and quality are equal.

B. In solicitations where an award is to be made to the lowest responsible bidder, the preference to the small business shall be 5% of the lowest responsible bidder meeting all of the required bid specifications.

C. The small business preference shall apply to solicitations for bids in accordance with the formal bidding procedures set forth in the Public Contract Code or the informal bidding procedures established in Chapter 15.30 of this Code.

D. In order for a business to claim the SB preference, the business must request the preference in the solicitation response. (Ord. No. 745, § 2, 8-3-2009)

#### **15.34.080 Requirements for all contractors submitting formal bids on public works projects.**

A. All contractors who submit a bid to the city for a public works project pursuant to formal bidding procedures must promise to make a good faith effort to include qualified microbusinesses (MB) as subcontractors in sufficient numbers so that no less than fifty percent (50%) of the contract award amount is allocated to MB subcontractors.

B. A microbusiness is a subset of the small business definition and includes those certified small businesses that:

1. Had 10 or fewer employees immediately preceding the date of the bid advertisement by the city, and
2. Have average annual gross receipts of one million dollars (\$1,000,000) or less over the previous three tax years.

C. A "good faith effort" means the contractor will take the following or similar actions to recruit and employ MB subcontractors on city public works projects:

1. Contact local recruitment sources to identify qualified microbusinesses;
2. Advertise for qualified microbusinesses in trade papers and newspapers of general circulation in the county, unless time limits imposed by the city do not permit such advertising;
3. Develop a written plan to recruit microbusinesses as subcontractors.

D. Every bidder for a public works project must complete and sign under penalty of perjury a certification of good faith effort to recruit microbusinesses as subcontractors, on the form provided in the city's bid package, and submit said certification with the sealed bid no later than the date and time of the bid opening. bidders shall attach to the certificate documentary evidence supporting bidder's promise to make a good faith effort to meet the MB inclusion goal. (Ord. No. 745, § 2, 8-3-2009)

#### **15.34.090 Nonresponsive bids.**

The city may declare a bid to be nonresponsive under the provisions of this chapter for good cause including, but not limited to, the following circumstances:

A. If a bidder fails to complete and sign under penalty of perjury the certificate of good faith effort to recruit microbusinesses and to submit said certification with his or her sealed bid no later than the date and time of the bid opening; or

B. If a bidder fails to comply with the good faith effort requirements set forth in Section 15.34.080(C) herein; or

C. If a bidder or a subcontractor listed by the bidder has been disqualified pursuant to Section 15.34.120 herein. (Ord. No. 745, § 2, 8-3-2009)

#### **15.34.100 Required documentation.**

During the performance of the contract, the contractor shall keep an accurate record on a standardized form showing the name, principal place of business, and MB certification of all subcontractors employed by the contractor on the specific public works project. Contractor shall make these records available to the city, upon request, within five business days. (Ord. No. 745, § 2, 8-3-2009)

#### **15.34.110 Forms submitted under penalty of perjury.**

All forms required under this chapter shall be attested to as true as to the information set forth therein and shall be submitted under penalty of perjury. (Ord. No. 745, § 2, 8-3-2009)

#### **15.34.120 Disqualification.**

If the city finds that a contractor to whom a city contract for a public works project has been awarded has failed to comply with the good faith effort inclusion provisions of Section 15.34.080(C) during the performance of the contract, the city may disqualify the contractor from bidding or being listed in any bid on any city contract for public works for a period of one year from the date of the disqualification. A subsequent violation of this chapter by a contractor may result in disqualification for period of three years from the date of the subsequent disqualification. The city clerk shall keep a current list of all disqualified contractors on file. (Ord. No. 745, § 2, 8-3-2009)

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## CITY COUNCIL AGENDA REPORT

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

**FROM:** ERIC WIER, CITY MANAGER

**BY:** JON OLSON, PUBLIC WORKS DIRECTOR  
NACOLE SUTTERFIELD, ENGINEERING PROJECT MANAGER

**DATE:** APRIL 1, 2019

**SUBJECT:** LIST OF PROPOSED LOCAL STREET PROJECTS FOR THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017 (SB 1)

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### RECOMMENDATION

- Hear staff report
- Take public comment
- Adopt Resolution No. 2019-13, A Resolution of the City Council of the City of Crescent City Adopting a List of Projects for Fiscal Year 2019-20 to be Funded by SB1: The Road Repair and Accountability Act of 2017

### BACKGROUND

On April 28, 2017, Governor Brown signed Senate Bill 1 which is known as the Road Repair and Accountability Act of 2017. The purpose of the bill is to address basic road maintenance, rehabilitation and critical safety needs on the state highway system and local streets. Funds are derived from increases in per gallon fuel excise taxes, increases in diesel fuel sales taxes and increases in vehicle registration fees. In November 2017, the State Controller started depositing various portions of the new funding to the newly created Road Maintenance and Rehabilitation Account (RMRA). The funds are apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and road systems.

According to updated estimates provided by the California Transportation Commission (CTC), the City of Crescent City will receive \$121,195 in RMRA funds during the fiscal year 2018-2019, and \$126,504 in fiscal year 2019-20. Prior to receiving an apportionment of RMRA funds from the State Controller in a fiscal year, each City and County must submit to the California Transportation Commission a list of projects to be funded with the Local Streets and Roads Funding. All projects proposed to use RMRA funding must also be included in the approved City or County budget.

The approved project list for FY 2019-20 must be adopted by Resolution and submitted to the CTC by May 1, 2019.

**ITEM ANALYSIS**

Staff has identified three projects for FY 19-20 proposed project list adding one to the list. The Council previously approved two critical road rehabilitation and drainage improvement projects that meet the requirements for use of these funds. The first was the Storm Drain Improvement Project on Front Street and C Street. The second was the K Street Storm Drain Improvement and Roadway Rehabilitation Project. The third project proposed to be added would include applying crack sealant at various City locations. This treatment will prevent water from seeping through the current exposed cracks allowing water to infiltrate down into the base rock. This is very important for pavement preservation as this treatment will help extend the lifespan of the road.

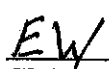
Staff is currently using the FY18-19 RMRA funds for contract services and staff time to complete the design for the Storm Drain Improvement Project on Front Street and C Street. The design phase of this project will be completed in June of this year. Mid-year budget reallocated \$20,000 in RMRA funds for a crack seal project. Through analysis of road pavement preservation 9<sup>th</sup> Street and H Street were identified as the top contenders and is anticipated to be complete by June 30, 2019. Staff will begin the design work for the K Street Storm Drain Improvement Rehabilitation Project as time allows. Staff anticipates the cost to develop Plans, Specifications and Estimate (PS&E) and the construction of the K Street Storm Drain Improvement and Roadway Rehabilitation Project will utilize most of the remaining RMRA funds for FY 19-20.


**FISCAL ANALYSIS**

The FY 18-19 Budget includes the FY 18-19 RMRA funding and projected expenses on the projects previously approved by the Council. The FY 19-20 budget, currently being developed, will include the FY 19-20 RMRA funds and approved projects. The approval of the attached list does not have any direct impact on the budget.

**ATTACHMENTS**

- Resolution No. 2019-13, A Resolution Adopting a List of Projects for Fiscal Year 2019-20 to be Funded by SB1: The Road Repair and Accountability Act of 2017

  
CM

  
Finance

**RESOLUTION NO. 2019-13**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2019-20 TO BE FUNDED BY  
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City, will receive an estimated \$126,504 in RMRA funding in Fiscal Year 2019-20 from SB 1; and

**WHEREAS**, this is the third year in which the City is receiving SB 1 funding and which will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS**, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

**WHEREAS**, the funding from SB 1 will help the City maintain and rehabilitate 2 streets/roads, replace failing storm drain infrastructure, and add complete street components throughout the City this year and similar projects in the future; and

**WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an "fair" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into "good" condition; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits locally and statewide.



**NOW, THEREFORE, BE IT IS RESOLVED** by the City Council of the City of Crescent City, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with fiscal year 2019-20 Road Maintenance and Rehabilitation Account revenues:
  - a. Crack Seal Project
    - Project Description: Apply crack sealant along cracks in pavement
    - Project Location: Various city locations
    - Estimated Useful Life: 3-5 years
    - Anticipated Start of Construction: 05/20
    - Anticipated End of Construction: 06/20
3. The following previously proposed and adopted projects may utilize fiscal year 2019-20 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:
  - a. Crescent City Storm Drainage Improvement and Roadway Rehabilitation Project:
    - Project Description: Install new drainage improvements, repave/resurface a minimum of 1200 LF of Roadway, install new ADA compliant access ramps and pedestrian improvements
    - Project Location: Front Street between F Street & B Street, C Street between Howe Drive and 5th Street
    - Estimated Useful Life: 20- 30 years
    - Anticipated Start of Construction: 09/2019
    - Anticipated End of Construction: 06/2021
    - Fiscal Year Originally Proposed: 17-18
  - b. K Street Drainage Improvement and Roadway Rehabilitation Project:
    - Project Description: Install new drainage improvements, repave/resurface a minimum of 300 LF of Roadway, install new ADA compliant access ramps and pedestrian improvements
    - Project Location: K Street between Front Street & 2nd Street
    - Estimated Useful Life: 20- 30 years
    - Anticipated Start of Construction: 07/2019
    - Anticipated End of Construction: 09/2019
    - Fiscal Year Originally Proposed: 17-18

**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City on this \_\_\_ day of \_\_\_\_\_, 2019, by the following polled vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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

ATTEST:

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