

## CITY OF CRESCENT CITY

Mayor Blake Inscore Ma Council Member Alex Fallman Council M Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime Council Member Jason Greenough iah Wright

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

MONDAY

**JULY 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

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

## **CLOSED SESSION**

Call to order Roll call

## **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- Conference with Legal Counsel: Existing Litigation (Govt. Code § 54956.9(d)) 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, Martin v. City of Crescent City, Del Norte County Superior Court Case No. CVUJ-18-1219, and Alice Brown v. State of California, et al., Case No. CV-18-7826 (US Dist. Ct.)
- Conference with Labor Negotiator (Gov. Code § 54957.6), City Representative: Martha Rice, Employee Organization: Crescent City Employees Association
- Conference with Legal Counsel: Pending Litigation (Govt. Code § 54956.9(d)(4)) (3 cases)
- Public Employee Performance Evaluation (Gov. Code Section 54957(b)) Title: City Manager

## **OPEN SESSION**

Call to order Roll call Pledge of Allegiance

## REPORT OUT OF CLOSED SESSION

## **PUBLIC COMMENT PERIOD**

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

## **CEREMONIAL ITEMS**

1. Acceptance of RMAP Award from Golden State Risk Management Authority (GSRMA)

## REPORTS AND PRESENTATIONS

2.	Ra	nney Collector Well Evaluation Report
		Recommendation: Hear staff report
		Receive public comment
		Receive and file Ranney Collector Well Evaluation Report

### **CONSENT CALENDAR**

3 Regular Council Meeting Minutes

		Recommendation: Approve the June 11, 2019 Wastewater Treatment Facility Contract Operations Workshop minutes and the June 17, 2019 regular meeting minutes of the
L		City Council. (City Clerk/Administrative Analyst)
4.	Wa	rrant Claims List
		Recommendation: Receive and file the warrant claims list for the period June 8, 2019 through June 21, 2019. (Finance Director)

## 5. Payroll Report ☐ Recommendation: Receive and file the biweekly payroll report for the period ending June 22, 2019 paid June 28, 2019. (Finance Director)

## 6. Fiscal Year 2019-20 Budget Amendment for the Completion of the Fire Department Master Plan □ Recommendation: Consider and adopt Resolution No. 2019-27, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET OF THE CITY OF CRESCENT CITY PUBLIC HEARINGS - None

	PUBLIC HEARINGS - None
	CONTINUING BUSINESS
7.	<ul> <li>10-Year Master Plan for the Fred Endert Municipal Swimming Pool</li> <li>Recommendation: Hear staff report</li> <li>Receive public comment</li> <li>Approve the 10-Year Pool Master Plan for the Fred Endert Municipal Swimming Pool</li> <li>Create a Fred Endert Pool Master Plan Ad Hoc Committee and appoint two Council Members to serve; take action as necessary and appropriate.</li> </ul>
	NEW BUSINESS
8.	Director of Recreation & Events Coordinator Employment Agreement  ☐ Recommendation: Hear staff report  ☐ Receive public comment  ☐ Approve and adopt Resolution No. 2019-28, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPOINTING HOLLY WENDT DIRECTOR OF RECREATION AND EVENTS COORDINATOR AND APPROVING AN EMPLOYMENT AGREEMENT.
9.	Freshwater Environmental Contract Amendment for Soil and Groundwater Testing  ☐ Recommendation: Hear staff report  ☐ Receive public comment  ☐ Approve and authorize the City Manager to sign a contract amendment with Freshwater Environmental for soil and groundwater testing regarding the site investigation associated with 586 H Street (USTCF Claim#19245) and on an as needed basis.
10.	Request for a Letter in Opposition to AB 516 (Chiu) Authority to Remove Vehicles

## 10. Request for a Letter in Opposition to AB 516 (Chiu) Authority to Remove Vehicles Recommendation: Hear staff report Receive public comment Direct staff to draft a letter for the Mayor's signature in opposition to AB 516 (Chiu) Authority to Remove Vehicles.

## **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.)

- o Pool Slide and Cultural Center siding repair project update
- Public Safety Message for the 4<sup>th</sup> of July
- Reports, Concerns, Referrals, Council travel and training reports In accordance with Gov't Code § 54954.2(a), City Council Members may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

## **ADJOURNMENT**

\*\*\*Adjourn to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, July 15, 2019 at 6:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

## **POSTED:**

June 28, 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

## CITY COUNCIL AGENDA REPORT

TO: MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

be receiving the full \$50,000 refund.

**SUBJECT:** 

FROM: ERIC WIER, CITY MANAGER &

BY: SUNNY VALERO, HUMAN RESOURCES ADMINISTRATOR

ACCEPTANCE OF RMAP AWARD FROM GSRMA

DATE: JULY 1, 2019

Golden State Risk Management Authority allows their members to apply for the annual Risk Management Accreditation Program (RMAP). Every year the City of Crescent City applies for the program, as there is a possibility to have up to \$50,000 of the City's contribution to GSRMA refunded and be awarded accreditation status. We are elated to report that this past fiscal year of 2018-2019, for the first time, The City received full accreditation status with GSRMA and the will

To obtain full accreditation status in the RMAP program, you need to receive maximum evaluation scores in the following areas: Administrative- Personnel Policies, Board Policies, Board Operations, Administrative Training and Contracting; Claims- General Liability, Return to Work Program and Claims Reporting; Safety/Loss Prevention- Injury and Illness Prevention Program, Emergency Action Plan, Safety Meetings, Accidents/Incidents, Safety Committee, Motor Vehicle policies and Safety Documentation. The City must also participate in GSRMA sponsored training, either regionally or on-site as well as prepare a Loss Exposure Experience Plan (LEEP).

Based on some personnel events that happened in the last year and a half, the City's 18/19 LEEP was written on the need of updating specific personnel and administrative policies. City Administration saw the need to revise these policies such that they reflect a pro-active, clear direction for staff that outlines a zero-tolerance policy regarding certain behaviors.

The 18/19 RMAP period was the first RMAP that required a Loss Experience meeting to take place with GSRMA, City management, and at least one member of the City Council. The meeting included reviewing the City's claims, injury data, and loss history. As such this year, the City chose to create a GSRMA Ad Hoc Committee to include City staff and two Council Members to annually review City claims information.

To become accredited in GSRMA Risk Management Accreditation Program is something the City has strived hard to work towards every year. It is a program that many hands and all departments must contribute towards to be successful. The RMAP endeavor is a worthwhile pursuit fiscally for the City. It also provides perspective and growth for our leadership and administration as well as improves the health and safety for the entire organization. This year is the first year we have been accredited with GSRMA and it is our goal to continue to stay in accreditation status.

## 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:

JULY 1, 2019

**SUBJECT:** 

RANNEY COLLECTOR WELL EVALUATION REPORT

## **RECOMMENDATION**

• Hear staff report

• Receive public comment

• Receive and file Ranney Collector Well Evaluation Report

## **BACKGROUND**

## Report excerpts:

"Crescent City currently operates a Ranney Collector Well located on the southwest bank of the Smith River, approximately 1 mile east of the Dr. Fine Bridge on US Highway 101."

"The Ranney well is currently the only source of water for Crescent City community. The well has been operational for over 60 years and has normally been operated on an ondemand basis. Typical daily demand is in the range of 1.5 to 2.5 MGD, which is well below the original design yield. A hydrogeological evaluation of the site was conducted in 1957 and indicated that an infiltrated water supply in excess of 10 million gallons per day (MGD) could be developed."

"The initial performance test on the well following construction indicated a yield in excess of 15 MGD. Given the favorable water quality, no maintenance or redevelopment of the laterals has been required since the Ranney well was placed into service."

"The well is evaluated on a periodic basis to ascertain the overall condition of the well. Well construction was completed in 1958. Operational evaluations of the Ranney well were previously conducted in 1999 and 2008... Operational data collected during both evaluations indicated that the Ranney well was still capable of producing in excess of the original 10 MGD design yield."

"The Ranney well consists of a 13-foot ID reinforced concrete caisson that is about 521/2 feet in length from the pump room floor to the top of the bottom plug. The well is equipped with eight (8) 8-inch diameter carbon steel punch slotted laterals, designated Lateral Nos. 2 - 8 and 9A. Laterals 1 and 9 were not able to be installed beyond 10 feet and were abandoned with blind flanges at the time of construction. Lateral 9A was installed about 21/2 feet higher than the other laterals. The laterals are equipped with 10-inch diameter flanged gate valves that are controlled by valve stems that extend up to pump room floor."

## **ITEM ANALYSIS**

## Report excerpt:

"Layne - Ranney Collector Wells recently completed an evaluation of the Ranney Collector Well operated by the City...

The video survey showed that the well has some minor buildup on the caisson walls and valves, with about 1 to 2 inches of debris on the caisson floor. The interior portions of the laterals were found to have minor amounts of buildup. The appearance of the laterals was consistent with observations from the previous evaluations indicating that the rate of accumulation of buildup within the laterals is slow. The lateral flow pattern during the evaluation was fairly uniform; with the individual laterals producing 7% to 20% of the flow. Generally, the longer laterals and laterals situated on either end of the lateral pattern are producing more.

Results of the operational evaluation indicated that there has been about a 20% reduction in specific capacity since the Ranney well was installed in 1958. Even with this reduction in capacity, the well continues to be capable of producing in excess of the original design yield of 10 MGD. After over 60 years of operation, to only have a 20% reduction in capacity is remarkable and can be attributed to the excellent water quality found in the aguifer and Smith River.

The collector well is currently capable of meeting the present demand requirements. It is generally recommended that a collector well be evaluated every 5 years. Given the consistent performance and lack of significant changes in the condition of the Crescent City Ranney well, it is recommended that the Ranney well be evaluated at ten (10) year intervals."

These evaluations focus on well condition and are not significant reviews of the electrical and mechanical components of the well system. While the report minimizes needed repairs to the pumps, staff is aware of the need to replace bearings and repair minor leaks associated with the pumps. The Council has budgeted funds to address these repairs in the coming year.

## **FISCAL ANALYSIS**

There is no fiscal impact for receiving the is report. The Inspection was completed within the timeframe of the contract and was within budget. As stated in the report the Ranney Collector itself is in good condition and does not require any improvements to the caisson or lateral, only continued monitoring. However, as recommended by staff the Council allocated \$250,000 for an engineering review and update of the 1992 master plan which will include an assessment and overall review of the Water system operations as well as funds to implement upgrades to the Ranney Collector Well pumps and motors. Staff is not currently aware of any additional fiscal impacts related to the Ranney that have not been addressed in the fiscal year 2020 budget.

## STRATEGIC PLAN ASSESSMENT

This action supports Goal 1, provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs. This action also supports Goal 3, seek methods to create efficiencies and add additional value without compromising safety or performance.

## **ATTACHMENTS**

1. 4/16/2019 Ranney Collector Well Evaluation Report

Staff review:

Finance

## Prepared for:



# Ranney Collector Well **Evaluation Report**





Prepared by:



4/16/2019

## **Table of Contents**

1	INTE	RODUCTION	1
	1.1	PROJECT BACKGROUND	1
	1.2	REPORT ORGANIZATION	3
	1.3	LIMITATIONS	3
2	EVA	LUATION PROCEDURES	3
3	CON	NDITION OF THE WELL	4
	3.1	Water Levels	5
	3.2	Video Evaluation	6
	3.3	Lateral Flow Analyses	7
	3.4	Water Quality Analyses	9
	3.5	Projected Ranney Well Yield Estimate1	0
4	SUM	MMARY AND RECOMMENDATIONS1	.1
5	REF	ERENCES1	2
		List of Tables	
		Design Summary	
		- Water Level Measurements - Lateral Video Description Summary	
		- Lateral Flow Analyses Summary	
		- Lateral Flow Analyses Summary	
		- Water Quality Analyses Summary	

List of Figures (rear of report)

Figure 1 – General Location Map

Figure 2 – Collector Well Plan and Section Views

List of Appendices (rear of report)

Appendix A – Underwater Images

Appendix B – Water Quality Analyses Reports

List of Attachments (rear of report)

One (1) DVD – Underwater Camera Video

## 1 INTRODUCTION

Ranney Collector Wells (Ranney), a part of the Water Resources Division of Layne Christensen, a Granite Company, recently completed operational testing and evaluation of the Ranney Collector Well operated by the City of Crescent City, California. The evaluation of the collector well was completed on March 7, 2019, and was conducted in accordance with the Ranney proposal dated September 18, 2018. The evaluation was conducted as part of a maintenance program to assess the current condition of the collector well so that future maintenance needs can be anticipated. Procedures and results are included in this report along with recommendations regarding future collector well operations.

## 1.1 PROJECT BACKGROUND

Crescent City currently operates a Ranney Collector well located on the southwest bank of the Smith River, approximately 1 mile east of the Dr. Fine Bridge on US Highway 101 (Figure 1). A hydrogeological evaluation of the site was conducted in 1957 and indicated that an infiltrated water supply in excess of 10 million gallons per day (MGD) could be developed.

Construction of the Ranney collector well was completed in 1958 by the Ranney Method Western of California (RMWC). The Ranney well consists of a 13-foot ID reinforced concrete caisson that is about 52½ feet in length from the pump room floor to the top of the bottom plug. The well is equipped with eight (8) 8-inch diameter carbon steel punch slotted laterals, designated Lateral Nos. 2 – 8 and 9A. Laterals 1 and 9 were not able to be installed beyond 10 feet and were abandoned with blind flanges at the time of construction. Lateral 9A was installed about 2½ feet higher than the other laterals. The laterals are equipped with 10-inch diameter flanged gate valves that are controlled by valve stems that extend up to pump room floor. A plan and section view of the well is illustrated in Figure 2 and Table 1 (page 2) summarizes the pertinent information on collector design.

The initial performance test on the well following construction indicated a yield in excess of 15 MGD. Given the favorable water quality, no maintenance or redevelopment of the laterals has been required since the Ranney well was placed into service.

Operational evaluations of the Ranney well were previously conducted in 1999 and 2008. Operational data collected during both evaluations indicated that the Ranney well was still capable of producing in excess of the original 10 MGD design yield. During both of these evaluations sampling pumps were installed within the individual laterals to allow the City to obtain water samples and assess water quality from each lateral under various seasonal river conditions. Both evaluations determined that the laterals oriented towards the river showed a higher degree of correlation between water quality and changes in stage for the Smith River. Although both evaluations found the highest turbidity values were generally from Lateral 4, which is oriented parallel to the river. Lateral 4 was closed in response to the higher turbidity values.

The Ranney well is currently the only source of water for Crescent City community. The well has been operational for over 60 years and has normally been operated on an on-demand basis. Typical daily demand is in the range of 1.5 to 2.5 MGD, which is well below the original design yield.

As part of a preventative maintenance program, it was recommended that an in-well evaluation conducted with a professional dive team be completed every five years to evaluate and document the well's condition. The recent inspection conducted on March 7, 2019 represents the first operational evaluation of collector well since the 2008 evaluation.

## TABLE 1 Collector Well Design Summary Crescent City, California

## **AQUIFER**

TOP OF AQUIFER ELEVATION	28 feet
BASE OF AQUIFER ELEVATION	2 feet
TRANSMISSIVITY	2,030,000 gpd/ft
(based on 1957 RMWC report)	

## **CAISSON AND LATERAL DESIGN**

APPROXIMATE GROUND SURFACE ELEVATION	35.7 feet
CAISSON INSIDE DIAMETER	13 feet
CAISSON OUTSIDE DIAMETER	16 feet
TOP SLAB ELEVATION	59.7 feet
CAISSON FLOOR ELEVATION	7.2 feet
CAISSON DEPTH (top of slab to top of floor)	52.5 feet
CENTER LINE OF LATERALS 2 - 8 ELEVATION	9.1 feet
CENTER LINE OF LATERAL 9A ELEVATION	11.6 feet

## **LATERAL LENGTH**

		LATERAL	
		SCREEN	
	LATERAL	LENGTH	
	NUMBER	(feet)	
	2	30	
	3	32	
	4	32	Valve Closed
	5	37	
	6	88	
	7	40	
	8	24	
	9A	56	
•	TOTAL	339	

## 1.2 REPORT ORGANIZATION

The material in the report is presented in the following sections:

Section 1.0 – Introduction

Section 2.0 – Evaluation Procedures: presents the procedures implemented during the evaluation

Section 3.0 – Condition of the Well: presents the testing results and findings,

Section 4.0 – Summary and Recommendations: presents a summary report and recommendations

Section 5.0 – References: presents a list of references cited in the report.

## 1.3 LIMITATIONS

This report was prepared for the exclusive use of the City of Crescent City, California for the specific application and purposes as specified in the report. Conclusions reached in this report are based upon the objective data available to us at the time of forming our opinions and the accuracy of the report depends upon the accuracy of these data. Every effort is made to evaluate the information by the methods generally recognized to constitute accepted standard practices for groundwater investigations at the time of rendering the report and the conclusions reached therein to represent our opinions. Ranney cannot be responsible for actual conditions proved to be materially at variance with the data collected or supplied to us, upon which our opinions are based.

## 2 EVALUATION PROCEDURES

A Ranney hydrogeologist experienced in collector wells conducted the evaluation of the Crescent City Ranney well. MM Diving, Inc. provided diving services under subcontract to Ranney.

The procedures utilized during the evaluation included the following tasks:

- Water levels were measured in the Ranney well caisson and Smith River prior to (static) and during normal operation of the well. Crescent City personnel operated the pumps in the Ranney Well during the evaluation.
- Prior to entering the well, the diver was disinfected with a chlorine solution. With the well
  offline and pumps locked-out, the diver entered the well to confirm that basket strainers were
  securely in place over the pump suction intakes. Only Pump #2 was observed to have a basket
  strainer in place over the pump suction.
- Once it was confirmed that the strainer was securely in place, one pump (Pump #2) was placed
  online for the remainder of the evaluation. With the pump in operation, the diver inspected the
  underwater portions of the well.
- A video camera was advanced up to 32 feet into each lateral to observe/document the condition
  of the screen and buildup present within the laterals. Additionally, the diver monitored the
  relative flow and water temperature from each lateral utilizing a remote reading hand-held
  velocity meter/thermometer.

 A composite water sample was collected from the sampling tap on the pump discharge and submitted for laboratory analysis of selected inorganic constituents, metals and volatile organic compounds. For comparison, a sample from the Smith River was also collected and submitted for analysis.

## 3 CONDITION OF THE WELL

It is understood that the Ranney well is normally operated at an on-demand basis, with daily demand typically ranging from 1.5 to 2.5 MGD. Water from the Ranney well is pumped to a chlorination facility located off Kings Valley Road about 1 mile from the well. From the chlorination facility, the water is pumped to an elevated storage tank for distribution.

The above grade portions of the Ranney well are in excellent physical condition. Housekeeping for the well also appears good. Although the access opening in the top slab to the interior of the well is not curbed, it is securely covered. The well is equipped with three (3) vertical turbine pumps. Reportedly, two (2) of these pumps were installed and the third pump was rebuilt around 1989 as part of the system upgrade for the Pelican Bay State Prison. It is likely that the pumps currently designated Pump #1 and Pump #3 were the two that were replaced/installed around 1989 given that they are of the same design. Additionally, the serial number observed on the bowl assembly for Pump #1 was 88-01625 indicating a 1988 manufacture date for this pump. The pump designated Pump #2 is of a different design and contains six bowls instead of four like the other two pumps. All three (3) pumps are powered by 125 HP (US Motors Model #BF71) electric motors. The stuffing box for Pump #3 has a considerable leak when operating that should be addressed in the near future.



## 3.1 Water Levels

Water levels were measured during the March 7, 2019 evaluation under pumping and non-pumping conditions. At the start of the evaluation, the Ranney well was operating utilizing Pumps #1 and #2 at a combined rate of 3.9 MGD (2,386 gpm). The water level elevation in the well at the time was 28.8 feet (depth to water of 30.9 feet below top slab). The well was taken offline at about 9:05 AM to allow the diver to enter the well to determine if basket strainers were in place over the pump suction intakes. Only Pump #2 was observed to have a basket style strainer in place over the pump intake.

After about 2 hours of recovery, the water level in well had risen to an elevation of 29.98 feet (depth of 29.72 feet below the top of the access hatch). Water levels over the last 45 minutes of the recovery period were unchanged indicating the water level had recovery to static water level. This rapid recovery to static level is consistent with observations made during previous evaluations of the Ranney well. The static water level elevation was estimated to be approximately the same as the elevation of the Smith River adjacent to the Ranney Well. Water level data for the Smith River was obtained from the U.S. Geological Survey Fort Dick gage station (11532650) located at the Highway 101 bridge, which is about 1-mile downstream of the Ranney well. During the evaluation, the river elevation at the gage was about 16.2 feet. Based upon available gage records since 1989, this stage is only exceeded about 28% of the time.

At 11:10 AM, Pump #2 was placed online at a rate of 2.43 MGD (1,690 gpm) and maintained at this rate throughout the evaluation. The water level in the Ranney well after 1-hour of pumping had only lowered by 0.7 feet and appeared to stabilize at an elevation of 29.3 feet (30.4 feet below the access hatch). At this pumping level elevation, the water level in the well was about 17 feet above the upper most Lateral 9A. The water levels observed during the current evaluation are summarized in Table 2.

Table 2
Water Level Measurements - 3/7/2019

	Static	Levels	Operational Levels After Pumping for 1 hour at a Rate of 2.43 MGD.				
Well	Reference Point Elevation <sup>(1)</sup>	Depth to Water	Static Water Elevation	Depth to Water	Pumping Water Elevation	Observed Drawdown	Estimated Specific Capacity
	(feet)	(feet)	(feet)	(feet)	(feet)	(feet)	(gpm/ft)
Ranney Well	59.7	29.72	29.98	30.42	29.28	0.70	2414
Smith River - USGS (2)			16.16		16.23	-0.07	

<sup>(1)</sup> Reference Point for Collector Well was the top of the access hatch.

One factor commonly used to evaluate well performance and efficiency is specific capacity. Specific capacity is the ratio of pumping rate of a well to the observed drawdown in the well and is expressed in gallons per minute per foot of drawdown (gpm/ft). The higher the specific capacity, the more productive the well is.

<sup>(2)</sup> Smith River level elevations measured at gage located about 1-mile downstream of Ranney Well.

The observed drawdown in the Ranney well was 0.7 feet, equating to a specific capacity of 2,414 gpm/ft. Following the installation of Ranney Well in 1958, the well was pumped at 2.1 MGD (1,446 gpm) and quickly stabilized at an observed drawdown of 0.4 feet, equating to a specific capacity of 3,527 gpm/ft.

A comparison of these specific capacities at face value would indicate that the specific capacity of the Ranney well has declined by about 32% since installation. However, the evaluations were conducted at varying groundwater temperatures. For the original 1958 test the groundwater temperature was 59 °F, while the average groundwater temperature during the recent evaluation was 48 °F. In order to make comparisons, the values must be adjusted for the groundwater temperature differences given that the hydraulic conductivity of the aquifer is affected by changing temperatures, as viscosity of water is inversely proportional to temperature. In other words, when the water is colder, the water is more viscous and the effective hydraulic conductivity of the aquifer is lower resulting in lower well yields (i.e. lower specific capacity). Taking into consideration the varying groundwater temperatures, the reduction in specific capacity is actually less than 20%. After being in service for over 60 years a reduction of less than 20% is considered excellent and can be attributed to the excellent water quality for the aquifer and Smith River along with the highly transmissive nature of the aquifer.

### 3.2 Video Evaluation

The diver inspected the underwater portions of the well, including the caisson floor, valves and pumps. Color video was taken of the inside of the caisson, and the video camera was inserted up 32 feet into each of the laterals to document their current condition. The video (DVD) is included at the rear of the report.

The center of the caisson floor was mostly clear of sediment, with a 1 to 2-inch thick layer of primarily gravel with some sand observed round the outer edges of the floor under the valves. This material is likely remnants from the original lateral projection that wasn't removed. The caisson walls appeared in excellent shape with no buildup observed on the walls. The lateral valves had a thin amount of buildup/encrustation on bonnets and flange faces. This encrustation appeared to be relatively hard and was not easily dislodged by the diver. The exteriors of the pumps and pump column pipe showed no signs of corrosion or buildup, with the exception of minor rust staining along the threaded and coupled joints and a few bolts on the bowls. The pump strainers were missing from Pumps #1 and #3. In 2008, new stainless steel bolts and nuts were installed on the valve stem couplings. These connections showed some rust like corrosion, which may be due to dissimilar metal corrosion.

The video of the laterals interior starts with Lateral 6 and works clockwise around the caisson. Still images extracted from the camera video are presented in Appendix A for quick reference. The general conditions observed within the laterals are summarized in Table 3.

In general, minor amounts of buildup were observed in each lateral. The slot openings in the lateral screen were visible and for the most part open. Some restricting of the slots openings was observed due to the buildup. Where observed the screen metal thickness appeared to be at or slightly less than the original metal thickness. Overall the condition of the laterals was consistent with that observed during the previous evaluation conducted in 2008 indicating that buildup or metal deterioration are not

rapidly occurring. Still images of the lateral interiors and other pertinent items were extracted from the video and are presented in Appendix A for quick reference.

TABLE 3

Collector Well - Lateral Video Summary Description

Crescent City, California

	Total Reported	Total Lateral	
Lateral	Lateral Length	Length Televised	
No.	(feet)	(feet)	Description of Lateral Condition
2	30	18	Minor buildup on lateral interior, slots visible and open. Break in lateral at about 18 feet from valve face, lateral open beyond break, contributing to flow.
3	32	32	Slightly more buildup on lateral interiors than Lateral 2, slots visible and open, slots slightly restricted by buildup. Buildup increases with distance from valve. Total length of lateral viewed, digging head observed at about 30 feet.
4	32	0	Valve Closed. Previous inspection (2008) encountered sand-line from original lateral projection at 6 feet from valve face. Inability to remove sand-line indicates that there may be a break or significant deflection in the lateral.
5	37	28	Minor buildup on lateral interior, slots visible and open. Break/offset in lateral at about 28 feet from valve face, lateral open beyond break, contributing to flow. Sand-line from original lateral projection remains in lateral beyond 28 feet.
6	88		Screen metal thickness at valve appears close to original, minimal buildup observed on lateral interior, buildup not easily dislodged by camera, screen slots visible, little buildup/encrustation restricting the screen slots some, few weld joints visible and appear structurally sound. Previous evaluation observed a break at weld joint at 37 feet.
7	40	32	Little more buildup on interior of lateral, slots visible but partially restricted with buildup. Buildup thickness increases with distance from valve. Black material / debris (gravel) observed lying on bottom of lateral at about 28 feet.
8	24	5	Lateral broken with significant offset observed at about 5 feet from valve face. Cobbles visible through break/offset. Lateral open beyond break and contributing flow. Buildup of visible portion of lateral interior similar to Lateral 7.
9A	56	32	Screen metal thickness appears close to original, minor buildup (less than others) on interior of lateral, slots visible and open, not restricted. Slight offset at weld joint about 20 feet from valve face. Previous evaluation (2008) observed a break and gravel at about 46 feet.

## 3.3 Lateral Flow Analyses

The results of the lateral flow analyses conducted near the end of the recent evaluation are summarized below in Table 4.

TABLE 4
Lateral Flow Analyses

## Well Evaluation - March 7, 2019

	Total Lateral	Lateral	Relative	Water	Per Cent	Approx.	Average Flow,
Lateral	Length, feet	Diameter	Lateral Velocity	Temperature	of Total	Flow	per length of screen
No.	from inside wall	(inches)	(kilometers/hr)	(° F)	Flow	(gpm)	(gpm per foot)
2	30	8	1.1	47.1	12.9%	219	7.3
3	32	8	1.2	47.2	14.1%	239	7.5
4	32	8	Valve Closed				
5	37	8	1.6	49.5	18.8%	318	8.6
6	88	8	1.7	51.3	20.0%	338	3.8
7	40	8	0.8	49.2	9.4%	159	4.0
8	24	8	0.6	47.0	7.1%	119	5.0
9A	56	8	1.5	47.0	17.6%	298	5.3

1,690 gpm (2.43 MGD)

Lateral 4 was closed following removal of the temporary sampling equipment in 2008. This lateral remained closed during the recent evaluation. For the recent evaluation, the individual laterals were producing from 7% to 20% of the total flow. The highest flow was from Lateral 6, which is the longest lateral. The temperature of the water produced from the individual laterals during the recent evaluation ranged from 47.0° F to 51.3° F and the average weighted for flow being 48.6 °F. The warmest water was being produced from the landward most laterals (Laterals 5, 6 & 7). The recent lateral flow results along with those from the 1999 and 2008 evaluations are presented below in Table 5 for reference.

TABLE 5
Summary of Lateral Flow Analyses

	Total As-Built	February 2, 1999	Evaluation <sup>(1)</sup>	March 4, 2008 E	Evaluation <sup>(2)</sup>	March 7, 2019 E	valuation <sup>(3)</sup>
Lateral	Lateral Length, feet	Water	Percent of	Water	Percent of	Water	Percent of
No.	from inside wall	Temperature (° F)	Total Flow	Temperature (° F)	Total Flow	Temperature (° F)	Total Flow
2	30	49.0	11.4%	47.7	11.8%	47.1	12.9%
3	32	51.0	12.3%	47.6	11.8%	47.2	14.1%
4	32	56.0	8.4%	48.0	9.5%	Valve Closed	
5	37	59.0	13.8%	53.1	15.8%	49.5	18.8%
6	88	59.5	16.8%	57.5	17.7%	51.3	20.0%
7	40	52.5	13.2%	50.0	12.8%	49.2	9.4%
8	24	48.0	9.6%	48.0	9.7%	47.0	7.1%
9A	56	48.5	14.7%	48.0	10.9%	47.0	17.6%

<sup>(1) 1999</sup> Evaluation Pumping Rate 3,000 gpm.

<sup>(2) 2008</sup> Evaluation Pumping Rate 2,850 gpm.

<sup>(3) 2019</sup> Evaluation Pumping Rate 1,690 gpm.

As shown in Table 5, the lateral flow results observed since 1999 have been relatively consistent indicating that there has been very little change in the flow pattern.

## 3.4 Water Quality Analyses

Near the end of the evaluation, water samples were collected from the sampling tap located on the discharge line in the well house. For comparison, water samples were also collected from the Smith River. A general summary of some of the recent pertinent water quality results are presented below in Table 6, along with similar data collected during the original 1958 performance test and 1999 evaluation. The complete laboratory reports for the recent evaluation are included in Appendix B.

TABLE 6
Summary of Water Quality Analyses

	Collector Well			Smith		
Parameter	8/27/1958	2/2/1999	3/7/2019	2/2/1999	3/7/2019	Units
Iron	< 0.05	ND	0.032	0.037	0.129	mg/L
Manganese	ND	ND	ND	ND	ND	mg/L
Alkalinity (total)	64	80	54	45	38	mg/L
Hardness (total)	64	80	59	40	40	mg/L
рН	7.4	7.4	7.5	7.6	7.5	mg/L
Chloride	9	ND	ND	ND	ND	mg/L
TDS		83	66	45	50	mg/L

As shown, the water produced from the Ranney well during the recent evaluation is considered slightly hard with a hardness of 59 milligrams per liter (mg/l). The alkalinity was the water produced from the well was 54 mg/l. The total dissolved solids (TDS) concentration is considered low at only 66 mg/l. Iron was detected at only 0.032 mg/l, while manganese was not detected at or above the minimum detection limits. Based on the hardness, alkalinity and TDS concentrations and a pH of 7.5, the Ryznar Stability Index was computed at 9.16 which indicated the water is corrosive. Overall, the current general water quality analysis results are consistent with those from the original performance test of the well and the 1999 evaluation. None of the volatile organic compounds (VOCs) that were analyzed for were detected at or above the minimum detection limits for the methods used.

Previous evaluations determined that the strongest correlation between the elevated river turbidity during high flow/stage events and individual lateral turbidity was in Lateral 9A. The stronger correlation for Lateral 9A is consistent with this lateral being oriented directly towards the river at a slightly higher elevation than the other laterals. If the turbidity of the water produced from the Ranney well under high flow events for the Smith River becomes unacceptable, it should be possible to lower the turbidity of the water from the well by closing Lateral 9A. Consideration should also be given to closing Lateral 2 if turbidity does become unacceptable. Lateral 2 typically showed slightly higher turbidity values throughout the year and second highest for the Smith River high flow events. It should be noted that the closing of any lateral could result in a temporary higher turbidity caused by changing the lateral dynamics and a slight increase in drawdown. If a lateral is closed, it is recommended that the well be pumped to waste for at least half a day or until turbidity is acceptable.

## 3.5 Projected Ranney Well Yield Estimate

The results from the recent evaluation were analyzed to determine the potential yield of the Ranney well in its current condition. The yield from the Ranney well is dependent upon its efficiency, available drawdown and aquifer hydraulics. Available drawdown is directly related to the static groundwater level, which is affected by the recharge conditions. Aquifer hydraulics are related to saturated thickness, hydraulic conductivity, boundary conditions and recharge (including temperature of the recharging water).

The yield of the collector for varying conditions can be estimated using the following equation:

$$Q_2 = \frac{Q_1 \times m_2 \times s_2 \times v_1}{m_1 \times s_1 \times v_2}$$

Where:

Q = yield (gpm) of collector well under test (Q<sub>1</sub>) and design (Q<sub>2</sub>) conditions;

 $s = drawdown (ft) in collector well under test (<math>s_1$ ) and design ( $s_2$ ) conditions;

m = aquifer thickness (ft) corrected for dewatering under test ( $m_1$ ) and design ( $m_2$ ) conditions; and

v = viscosity coefficient under test  $(v_1)$  and design  $(v_2)$  temperature conditions.

Although a controlled pumping test was not conducted, water levels measured during the recent evaluation can be used to estimate the current capacity of the Ranney Well. Substituting the operational data from recent evaluation into the above equation and using the information presented below, it is possible to estimate the maximum yield of the collector well for: 1) the test conditions and 2) the assumed average conditions as follows:

## **Yield Conditions**

	Top of Aquifer	30	Feet msl		
	Base of Aquifer	2	Feet msl		
	Static Groundwater Level				
	Test Conditions	29.98	Feet msl		
	Low Conditions	24.65	Feet msl		
Pumping Level					
	Test Conditions (1690 gpm)	29.28	Feet msl		
	Design Minimum Pumping Level	19.0	Feet msl		
Water Temperature / Viscosity Coefficient					
	Test Conditions	49 ° F / 1.18 55 ° F / 1.08			
	Average Conditions				
	Winter Conditions	Winter Conditions 45 ° F / 1.26			

The above low static groundwater and design minimum pumping level elevations are the same values as those utilized in the original Ranney Western (1958) report. At the minimum design pumping level there would still be 8 feet of water above the uppermost Lateral 9A. The anticipated range of groundwater temperatures was developed from the lateral sampling protocol conducted from 2008 to 2009.

Under the worst-case scenario of low static groundwater levels and low water temperatures the Ranney well is capable of yielding up to 13 MGD, which still exceeds the original design capacity of 10 MGD. However, it is recommended that the well not be operated in excess of 10 MGD so as not to create turbulent flow and frictional head losses within the laterals. If any additional laterals are closed, the recommended maximum pumping rate will need to be reevaluated to prevent exceeding the maximum recommended screen entrance velocity of 6 feet per minute (ft/min) in some laterals.

## 4 SUMMARY AND RECOMMENDATIONS

Layne – Ranney Collector Wells recently completed an evaluation of the Ranney Collector Well operated by the City of Crescent City, California. There were no structural or mechanical problems observed in the collector well. Maintenance of the above ground portions of the well and general housekeeping in the pump house was excellent. The only minor issue was the leak observed in the stuffing box for Pump #3, which should be addressed.

The video survey showed that the well has some minor buildup on the caisson walls and valves, with about 1 to 2 inches of debris on the caisson floor. The interior portions of the laterals were found to have minor amounts of buildup. The appearance of the laterals was consistent with observations from the previous evaluations indicating that the rate of accumulation of buildup within the laterals is slow.

The lateral flow pattern during the evaluation was fairly uniform; with the individual laterals producing 7% to 20% of the flow. Generally, the longer laterals and laterals situated on either end of the lateral pattern are producing more.

Results of the operational evaluation indicated that there has been about a 20% reduction in specific capacity since the Ranney well was installed in 1958. Even with this reduction in capacity, the well continues to be capable of producing in excess of the original design yield of 10 MGD. After over 60 years of operation, to only have a 20% reduction in capacity is remarkable and can be attributed to the excellent water quality found in the aquifer and Smith River.

The collector well is currently capable of meeting the present demand requirements. It is generally recommended that a collector well be evaluated every 5 years. Given the consistent performance and lack of significant changes in the condition of the Crescent City Ranney well, it is recommended that the Ranney well be evaluated at ten (10) year intervals. If the water demand increases significantly from current amounts, the Ranney well laterals should be evaluated at five (5) to eight (8) year intervals.

## **5** REFERENCES

- Ranney Collector Wells, 2008. Ranney Collector Well Inspection and Water Quality Results. Report prepared by Ranney Collector Wells (A Layne Christensen Company), Columbus, Ohio.
- Ranney Division of Layne Christensen, 1999. Report of Ranney Collector Well Inspection. prepared by Ranney Division (A Layne Christensen Company), Sunbury, Ohio.
- **Ranney Method Western of California (RMWC), 1957.** Report on Hydrogeological Survey for City of Crescent City, California. SW-17.
- **Ranney Method Western of California (RMWC), 1958.** Report on Pumping Test, Ranney Infiltration Water Collector Constructed for City of Crescent City, California. JW-12.







1"=800' 0 600 800 1600 2400



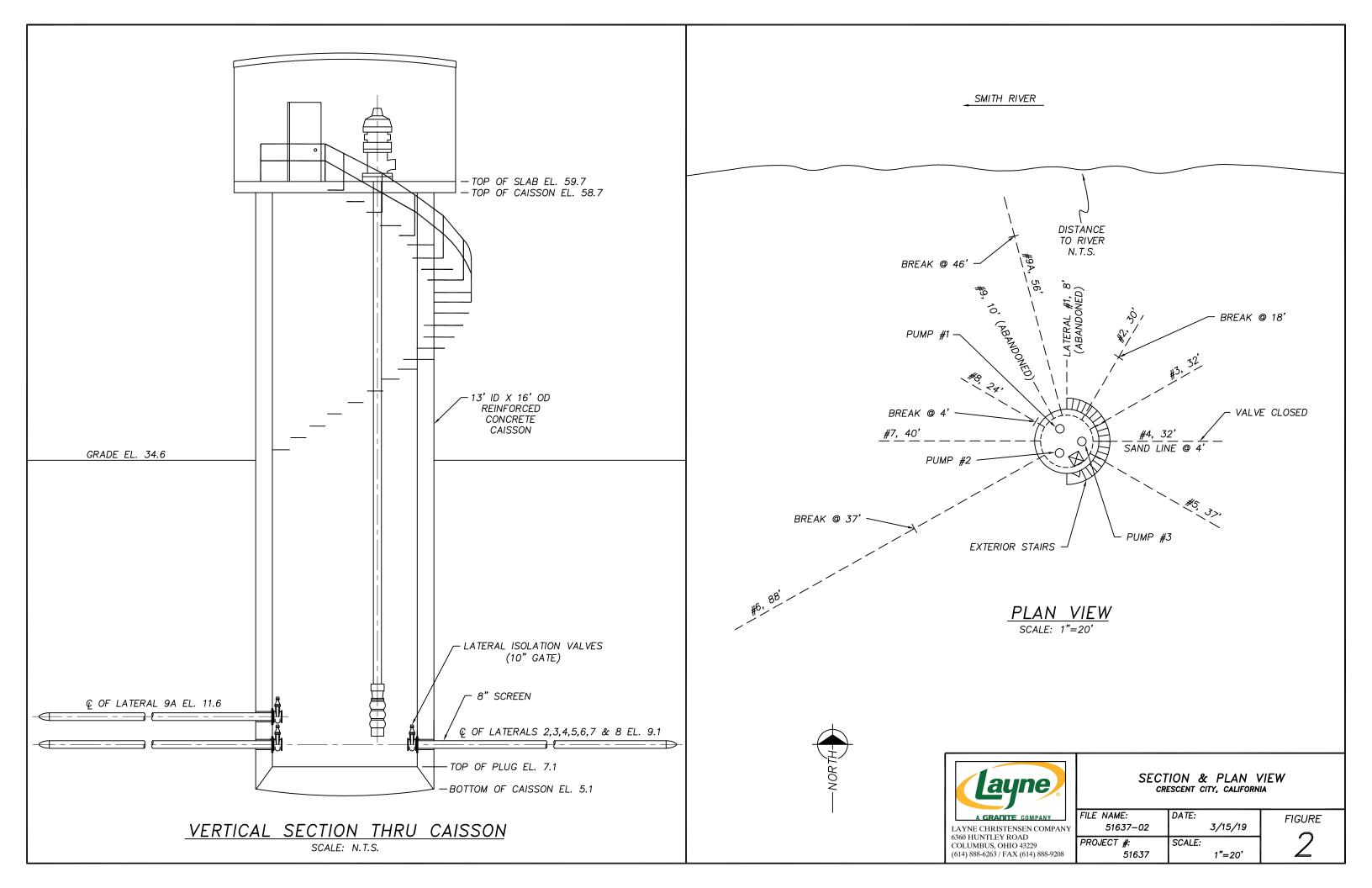
LAYNE CHRISTENSEN COMPANY 6360 HUNTLEY RD COLUMBUS, OHIO 43229 (614) 888-6263 / FAX (614) 888-9208

GENERAL	LOC	ATION	MAP
CRESCENT	CITY,	CALIFORN	IA

 PROJECT NUMBER
 DATE
 FILE NAME
 SCALE

 51637
 3/21/19
 51637-01
 1"=800'

FIGURE



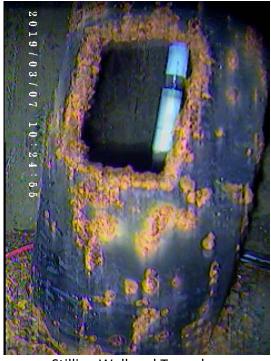
## APPENDIX A UNDERWATER IMAGES



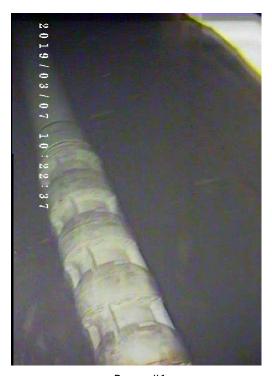
Pump #2 Column Pipe



Pump #2 Strainer



Stilling Well and Transducer



Pump #1



Pump #1 Intake



Lateral Valve (typical)



Caisson Wall and Floor



Lateral 1 - Abandoned



Lateral 9 - Abandoned

Page 4 of 13

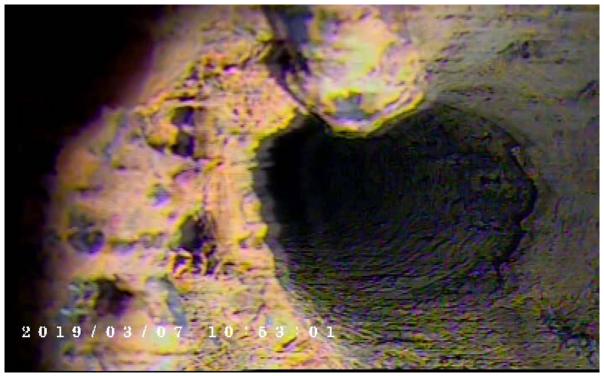
Crescent City, CA



Lateral 2 at Valve



Lateral 2 Interior



Lateral 2 - Break at 18 feet from valve face.



Lateral 3 at Valve.



Lateral 3 Interior



Lateral 4 Valve Closed



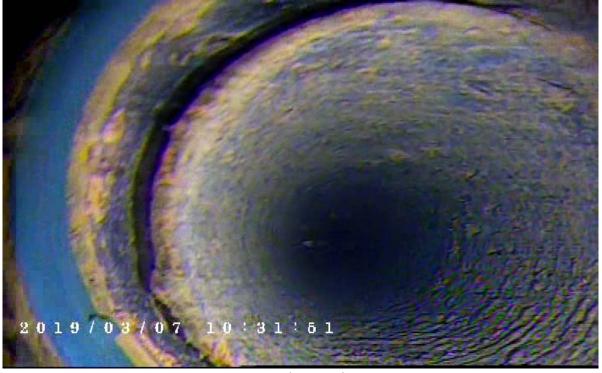
Lateral 5 at Valve



Lateral 5 Interior



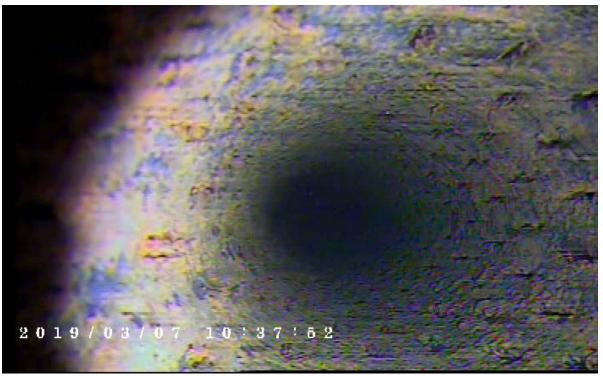
Lateral 5 - Sand-line and offest at 28 feet from valve face.



Lateral 6 at Valve

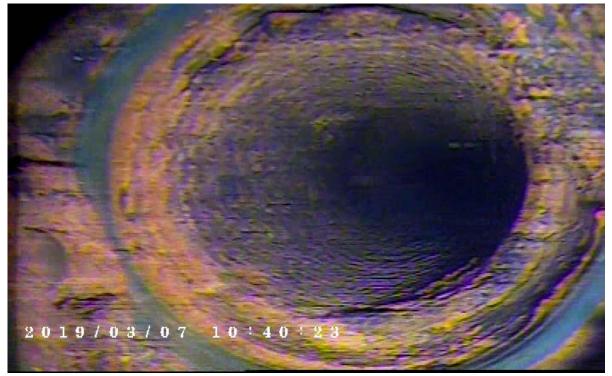


Lateral 6 Interior



Lateral 6 Interior

## Ranney Collector Well Crescent City, California



Lateral 7 at Valve



Lateral 7 Interior

### Ranney Collector Well Crescent City, California



Lateral 8 at Valve

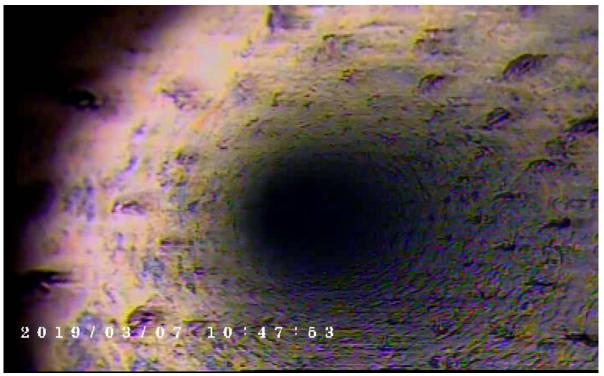


Lateral 8 - Break and cobbles at 5 feet from valve face

# Ranney Collector Well Crescent City, California



Lateral 9A - Valve



Lateral 9A Interior

## APPENDIX B LABORATORY WATER QUALITY REPORTS

#### Informational Water Quality Report

#### Watercheck w/PO

Client:			
Ordered By:			

Collector Wells Intl. 6360 Huntley Rd

Columbus, OH 43229-1008

ATTN: Brad Gamble



6571 Wilson Mills Rd Cleveland, Ohio 44143 1-800-458-3330

Sample Number: 895086

Ranney Well Location:

Type of Water: Well Water

Collection Date and Time: 3/7/2019 12:45 PM Received Date and Time: 3/8/2019 9:20 AM

Date Completed: 4/5/2019

#### Definition and Legend

This informational water quality report compares the actual test result to national standards as defined in the EPA's Primary and Secondary Drinking Water Regulations.

**Primary Standards:** Are expressed as the maximum contaminant level (MCL) which is the highest level of contaminant that

is allowed in drinking water. MCLs are enforceable standards.

Secondary standards: Are non-enforceable guidelines regulating contaminants that may cause cosmetic effects (such as skin

or tooth discoloration) or aesthetic effects (such as taste, odor, or color) in drinking water. Individual

states may choose to adopt them as enforceable standards.

Action levels: Are defined in treatment techniques which are required processes intended to reduce the level of a

contaminant in drinking water.

mg/L (ppm): Unless otherwise indicated, results and standards are expressed as an amount in milligrams per liter or

parts per million.

Minimum Detection

Level (MDL):

The lowest level that the laboratory can detect a contaminant.

The contaminant was not detected above the minimum detection level. ND:

NA: The contaminant was not analyzed.

The contaminant was not detected in the sample above the minimum detection level.



The contaminant was detected at or above the minimum detection level, but not above the referenced standard.



The contaminant was detected above the standard, which is not an EPA enforceable MCL.



The contaminant was detected above the EPA enforceable MCL.



These results may be invalid.

Total Coliform by P/A	Status	Contaminant	Results	Units	National Standa	ards	Min. Detection Level			
Inorganic Analytes - Metais		Microbiologicals								
✓         Aluminum         ND         mg/L         0.2         EPA Secondary         0.1           ✓         Arsenic         ND         mg/L         0.010         EPA Primary         0.005           ✓         Barium         ND         mg/L         2         EPA Primary         0.30           ✓         Cadmium         ND         mg/L         0.005         EPA Primary         0.002           ✓         Calcium         6.0         mg/L          2.0           ✓         Chromium         ND         mg/L         0.1         EPA Primary         0.010           ✓         Copper         ND         mg/L         0.1         EPA Primary         0.010           ✓         Copper         ND         mg/L         0.3         EPA Action Level         0.004           ✓         Iron         0.032         mg/L         0.3         EPA Secondary         0.020           ✓         Lead         ND         mg/L          0.001           Magnesium         10.70         mg/L          0.001           Magnesium         10.70         mg/L          0.004           Mercury         ND <td>1</td> <td>Total Coliform by P/A</td> <td colspan="7">liform by P/A Total Coliform and E.coli were ABSENT in this sample.</td>	1	Total Coliform by P/A	liform by P/A Total Coliform and E.coli were ABSENT in this sample.							
✓         Arsenic         ND         mg/L         0.010         EPA Primary         0.005           ✓         Barium         ND         mg/L         2         EPA Primary         0.30           ✓         Cadmium         ND         mg/L         0.005         EPA Primary         0.002           ✓         Calcium         6.0         mg/L          2.0           ✓         Chromium         ND         mg/L         0.1         EPA Primary         0.010           ✓         Copper         ND         mg/L         0.1         EPA Primary         0.010           ✓         Copper         ND         mg/L         0.3         EPA Action Level         0.004           ✓         Lead         ND         mg/L         0.3         EPA Secondary         0.020           ✓         Lead         ND         mg/L          0.001           Magnesium         10.70         mg/L          0.001           Magnesium         10.70         mg/L          0.10           Mercury         ND         mg/L         0.002         EPA Primary         0.001           Mercury         ND         mg/L <td></td> <td></td> <td colspan="8">Inorganic Analytes - Metals</td>			Inorganic Analytes - Metals							
✓ Barium         ND         mg/L         2         EPA Primary         0.30           ✓ Cadmium         ND         mg/L         0.005         EPA Primary         0.002           Calcium         6.0         mg/L          2.0           ✓ Chromium         ND         mg/L         0.1         EPA Primary         0.010           ✓ Copper         ND         mg/L         1.3         EPA Action Level         0.004           Iron         0.032         mg/L         0.3         EPA Secondary         0.020           ✓ Lead         ND         mg/L         0.015         EPA Action Level         0.002           ✓ Lithium         0.001         mg/L          0.001           Magnesium         10.70         mg/L          0.001           ✓ Manganese         ND         mg/L         0.05         EPA Secondary         0.004           ✓ Mercury         ND         mg/L         0.002         EPA Primary         0.001           ✓ Nickel         ND         mg/L          0.020           ✓ Potassium         ND         mg/L          0.1           ✓ Selenium         ND         mg/L		Aluminum	ND	mg/L	0.2	EPA Secondary	0.1			
✓ Cadmium         ND         mg/L         0.005         EPA Primary         0.002           Calcium         6.0         mg/L          2.0           ✓ Chromium         ND         mg/L         0.1         EPA Primary         0.010           ✓ Copper         ND         mg/L         1.3         EPA Action Level         0.004           Iron         0.032         mg/L         0.3         EPA Secondary         0.020           ✓ Lead         ND         mg/L         0.015         EPA Action Level         0.002           Lithium         0.001         mg/L          0.001           Magnesium         10.70         mg/L          0.001           Manganese         ND         mg/L         0.05         EPA Secondary         0.004           ✓ Mercury         ND         mg/L         0.002         EPA Primary         0.001           ✓ Nickel         ND         mg/L          0.020           ✓ Potassium         ND         mg/L          0.020           Silica         15.4         mg/L          0.1           Silver         ND         mg/L          0.002 <td><u> </u></td> <td>Arsenic</td> <td>ND</td> <td>mg/L</td> <td>0.010</td> <td>EPA Primary</td> <td>0.005</td>	<u> </u>	Arsenic	ND	mg/L	0.010	EPA Primary	0.005			
Calcium         6.0         mg/L          2.0           ✓ Chromium         ND         mg/L         0.1         EPA Primary         0.010           ✓ Copper         ND         mg/L         1.3         EPA Action Level         0.004           Iron         0.032         mg/L         0.3         EPA Secondary         0.020           ✓ Lead         ND         mg/L         0.015         EPA Action Level         0.002           Lithium         0.001         mg/L          0.001           Magnesium         10.70         mg/L          0.001           ✓ Manganese         ND         mg/L         0.05         EPA Secondary         0.004           ✓ Mercury         ND         mg/L         0.002         EPA Primary         0.001           ✓ Nickel         ND         mg/L          0.020           ✓ Potassium         ND         mg/L          1.0           ✓ Selenium         ND         mg/L          0.1           ✓ Silica         15.4         mg/L          0.1           ✓ Silver         ND         mg/L          0.02	<u> </u>	Barium	ND	mg/L	2	EPA Primary	0.30			
✓ Chromium         ND         mg/L         0.1         EPA Primary         0.010           ✓ Copper         ND         mg/L         1.3         EPA Action Level         0.004           Iron         0.032         mg/L         0.3         EPA Secondary         0.020           ✓ Lead         ND         mg/L         0.015         EPA Action Level         0.002           Lithium         0.001         mg/L          0.001           Magnesium         10.70         mg/L          0.10           ✓ Manganese         ND         mg/L         0.05         EPA Secondary         0.004           ✓ Mercury         ND         mg/L         0.002         EPA Primary         0.001           ✓ Nickel         ND         mg/L          0.020           ✓ Potassium         ND         mg/L          1.0           ✓ Selenium         ND         mg/L          1.0           ✓ Selica         15.4         mg/L          1.0           ✓ Silica         15.4         mg/L          1           ✓ Silver         ND         mg/L          0.001	$\overline{ \checkmark }$	Cadmium	ND	mg/L	0.005	EPA Primary	0.002			
✓         Copper         ND         mg/L         1.3         EPA Action Level         0.004           Iron         0.032         mg/L         0.3         EPA Secondary         0.020           ✓         Lead         ND         mg/L         0.015         EPA Action Level         0.002           Lithium         0.001         mg/L          0.001           Magnesium         10.70         mg/L          0.10           ✓         Manganese         ND         mg/L         0.05         EPA Secondary         0.004           ✓         Mercury         ND         mg/L         0.002         EPA Primary         0.001           ✓         Nickel         ND         mg/L          0.020           ✓         Potassium         ND         mg/L          1.0           ✓         Selenium         ND         mg/L          0.1           ✓         Silica         15.4         mg/L          0.1           ✓         Silver         ND         mg/L          1           Sodium         2         mg/L          1           Strontium		Calcium	6.0	mg/L			2.0			
Iron	<b>✓</b>	Chromium	ND	mg/L	0.1	EPA Primary	0.010			
✓         Lead         ND         mg/L         0.015         EPA Action Level         0.002           Lithium         0.001         mg/L          0.001           Magnesium         10.70         mg/L          0.10           ✓         Manganese         ND         mg/L         0.05         EPA Secondary         0.004           ✓         Mercury         ND         mg/L         0.002         EPA Primary         0.001           ✓         Nickel         ND         mg/L          0.020           ✓         Potassium         ND         mg/L          1.0           ✓         Selenium         ND         mg/L         0.05         EPA Primary         0.020           Silica         15.4         mg/L          0.1           ✓         Silver         ND         mg/L         0.100         EPA Secondary         0.002           Sodium         2         mg/L          1         0.001           ✓         Uranium         ND         mg/L         0.030         EPA Primary         0.001           Vuranium         ND         mg/L         5         EPA Secondary </td <td><b>✓</b></td> <td>Copper</td> <td>ND</td> <td>mg/L</td> <td>1.3</td> <td>EPA Action Lev</td> <td>rel 0.004</td>	<b>✓</b>	Copper	ND	mg/L	1.3	EPA Action Lev	rel 0.004			
Lithium       0.001       mg/L        0.001         Magnesium       10.70       mg/L        0.10         ✓ Manganese       ND       mg/L       0.05       EPA Secondary       0.004         ✓ Mercury       ND       mg/L       0.002       EPA Primary       0.001         ✓ Nickel       ND       mg/L        0.020         ✓ Potassium       ND       mg/L        1.0         ✓ Selenium       ND       mg/L       0.05       EPA Primary       0.020         Silica       15.4       mg/L        0.1         ✓ Silver       ND       mg/L       0.100       EPA Secondary       0.002         Sodium       2       mg/L        1         Strontium       0.031       mg/L        0.001         Vuranium       ND       mg/L       5       EPA Primary       0.001         Physical Factors       Physical Factors       0.004		Iron	0.032	mg/L	0.3	EPA Secondary	0.020			
Magnesium         10.70         mg/L          0.10           ✓ Manganese         ND         mg/L         0.05         EPA Secondary         0.004           ✓ Mercury         ND         mg/L         0.002         EPA Primary         0.001           ✓ Nickel         ND         mg/L          0.020           ✓ Potassium         ND         mg/L          1.0           ✓ Selenium         ND         mg/L         0.05         EPA Primary         0.020           Silica         15.4         mg/L          0.1         0.01           ✓ Silver         ND         mg/L         0.100         EPA Secondary         0.002           Sodium         2         mg/L          1           Strontium         0.031         mg/L          0.001           ✓ Uranium         ND         mg/L         5         EPA Primary         0.001           Zinc         0.014         mg/L         5         EPA Secondary         0.004           Physical Factors	<b>✓</b>	Lead	ND	mg/L	0.015	EPA Action Lev	el 0.002			
✓         Manganese         ND         mg/L         0.05         EPA Secondary         0.004           ✓         Mercury         ND         mg/L         0.002         EPA Primary         0.001           ✓         Nickel         ND         mg/L          0.020           ✓         Potassium         ND         mg/L          1.0           ✓         Selenium         ND         mg/L         0.05         EPA Primary         0.020           Silica         15.4         mg/L          0.1           ✓         Silver         ND         mg/L         0.100         EPA Secondary         0.002           Sodium         2         mg/L          1         0.001           ✓         Uranium         ND         mg/L         0.030         EPA Primary         0.001           Vulcanium         ND         mg/L         5         EPA Secondary         0.004           Physical Factors		Lithium	0.001	mg/L			0.001			
✓         Mercury         ND         mg/L         0.002         EPA Primary         0.001           ✓         Nickel         ND         mg/L          0.020           ✓         Potassium         ND         mg/L          1.0           ✓         Selenium         ND         mg/L         0.05         EPA Primary         0.020           Silica         15.4         mg/L          0.1           ✓         Silver         ND         mg/L         0.100         EPA Secondary         0.002           Sodium         2         mg/L          1         0.001           ✓         Uranium         ND         mg/L          0.001           ✓         Uranium         ND         mg/L         0.030         EPA Primary         0.001           Zinc         0.014         mg/L         5         EPA Secondary         0.004		Magnesium	10.70	mg/L			0.10			
✓ Nickel         ND         mg/L          0.020           ✓ Potassium         ND         mg/L          1.0           ✓ Selenium         ND         mg/L         0.05         EPA Primary         0.020           Silica         15.4         mg/L          0.1           ✓ Silver         ND         mg/L         0.100         EPA Secondary         0.002           Sodium         2         mg/L          1           Strontium         0.031         mg/L          0.001           ✓ Uranium         ND         mg/L         0.030         EPA Primary         0.001           Zinc         0.014         mg/L         5         EPA Secondary         0.004           Physical Factors	<b>√</b>	Manganese	ND	mg/L	0.05	EPA Secondary	0.004			
✓         Potassium         ND         mg/L          1.0           ✓         Selenium         ND         mg/L         0.05         EPA Primary         0.020           Silica         15.4         mg/L          0.1           ✓         Silver         ND         mg/L         0.100         EPA Secondary         0.002           Sodium         2         mg/L          1           Strontium         0.031         mg/L          0.001           ✓         Uranium         ND         mg/L         0.030         EPA Primary         0.001           Vinc         0.014         mg/L         5         EPA Secondary         0.004           Physical Factors	<b>✓</b>	Mercury	ND	mg/L	0.002	EPA Primary	0.001			
✓         Selenium         ND         mg/L         0.05         EPA Primary         0.020           Silica         15.4         mg/L          0.1           ✓         Silver         ND         mg/L         0.100         EPA Secondary         0.002           Sodium         2         mg/L          1           Strontium         0.031         mg/L          0.001           ✓         Uranium         ND         mg/L         0.030         EPA Primary         0.001           Zinc         0.014         mg/L         5         EPA Secondary         0.004           Physical Factors	<b>✓</b>	Nickel	ND	mg/L			0.020			
Silica       15.4       mg/L        0.1         ✓ Silver       ND       mg/L       0.100       EPA Secondary       0.002         Sodium       2       mg/L        1         Strontium       0.031       mg/L        0.001         ✓ Uranium       ND       mg/L       0.030       EPA Primary       0.001         Zinc       0.014       mg/L       5       EPA Secondary       0.004         Physical Factors	<b>✓</b>	Potassium	ND	mg/L			1.0			
✓ Silver         ND         mg/L         0.100         EPA Secondary         0.002           Sodium         2         mg/L          1           Strontium         0.031         mg/L          0.001           ✓ Uranium         ND         mg/L         0.030         EPA Primary         0.001           Zinc         0.014         mg/L         5         EPA Secondary         0.004           Physical Factors	<b>✓</b>	Selenium	ND	mg/L	0.05	EPA Primary	0.020			
Sodium         2         mg/L          1           Strontium         0.031         mg/L          0.001           ✓         Uranium         ND         mg/L         0.030         EPA Primary         0.001           Zinc         0.014         mg/L         5         EPA Secondary         0.004           Physical Factors		Silica	15.4	mg/L			0.1			
Strontium         0.031         mg/L          0.001           ✓         Uranium         ND         mg/L         0.030         EPA Primary         0.001           Zinc         0.014         mg/L         5         EPA Secondary         0.004           Physical Factors	<b>✓</b>	Silver	ND	mg/L	0.100	EPA Secondary	0.002			
✓     Uranium     ND     mg/L     0.030     EPA Primary     0.001       Zinc     0.014     mg/L     5     EPA Secondary     0.004       Physical Factors		Sodium	2	mg/L			1			
Zinc 0.014 mg/L 5 EPA Secondary 0.004  Physical Factors		Strontium	0.031	mg/L			0.001			
Physical Factors	<b>✓</b>	Uranium	ND	mg/L	0.030	EPA Primary	0.001			
		Zinc	0.014	mg/L	5	EPA Secondary	0.004			
Alkalinity (Total as CaCO3) 54 mg/L 20				Physica	al Factors					
		Alkalinity (Total as CaCO3)	54	mg/L			20			
Hardness 59 mg/L 100 NTL Internal 10		Hardness	59	mg/L	100	NTL Internal	10			

Page 2 of 6 4/5/2019 11:19:22 AM Product: Watercheck w/PO Sample: 895086

Status	Contaminant	Results	Units	National Standa	ards I	Min. Detection Level
1	рН	7.5	pH Units	6.5 to 8.5	EPA Secondary	
	Total Dissolved Solids	66	mg/L	500	EPA Secondary	20
	Turbidity	0.2	NTU	1.0	EPA Action Leve	el 0.1
			Inorganic A	nalytes - Other		
<b>✓</b>	Bromide	ND	mg/L			0.5
<u> </u>	Chloride	ND	mg/L	250	EPA Secondary	5.0
<b>√</b>	Fluoride	ND	mg/L	4.0	EPA Primary	0.5
<b>✓</b>	Nitrate as N	ND	mg/L	10	EPA Primary	0.5
<b>✓</b>	Nitrite as N	ND	mg/L	1	EPA Primary	0.5
<b>✓</b>	Ortho Phosphate	ND	mg/L			2.0
1	Sulfate	ND	mg/L	250	EPA Secondary	5.0
		Or	ganic Analytes	s - Trihalometha	nes	
<u> </u>	Bromodichloromethane	ND	mg/L			0.002
<u> </u>	Bromoform	ND	mg/L			0.004
<b>✓</b>	Chloroform	ND	mg/L			0.002
<b>√</b>	Dibromochloromethane	ND	mg/L			0.004
1	Total THMs	ND	mg/L	0.080	EPA Primary	0.002
			Organic Ana	lytes - Volatiles		
<b>✓</b>	1,1,1,2-Tetrachloroethane	ND	mg/L			0.002
<u> </u>	1,1,1-Trichloroethane	ND	mg/L	0.2	EPA Primary	0.001
<b>√</b>	1,1,2,2-Tetrachloroethane	ND	mg/L			0.002
<b>√</b>	1,1,2-Trichloroethane	ND	mg/L	0.005	EPA Primary	0.002
<b>√</b>	1,1-Dichloroethane	ND	mg/L			0.002
1	1,1-Dichloroethene	ND	mg/L	0.007	EPA Primary	0.001
1	1,1-Dichloropropene	ND	mg/L			0.002
1	1,2,3-Trichlorobenzene	ND	mg/L			0.002
1	1,2,3-Trichloropropane	ND	mg/L			0.002
1	1,2,4-Trichlorobenzene	ND	mg/L	0.07	EPA Primary	0.002

Page 3 of 6 4/5/2019 11:19:22 AM Product: Watercheck w/PO Sample: 895086

Status	Contaminant	Results	Units	National Sta	ndards	Min. Detection Level
1	1,2-Dichlorobenzene	ND	mg/L	0.6	EPA Primary	0.001
<b>√</b>	1,2-Dichloroethane	ND	mg/L	0.005	EPA Primary	0.001
1	1,2-Dichloropropane	ND	mg/L	0.005	EPA Primary	0.002
<b>✓</b>	1,3-Dichlorobenzene	ND	mg/L			0.001
<b>√</b>	1,3-Dichloropropane	ND	mg/L			0.002
<b>√</b>	1,4-Dichlorobenzene	ND	mg/L	0.075	EPA Primary	0.001
<b>✓</b>	2,2-Dichloropropane	ND	mg/L			0.002
<b>✓</b>	2-Chlorotoluene	ND	mg/L			0.001
1	4-Chlorotoluene	ND	mg/L			0.001
1	Acetone	ND	mg/L			0.01
1	Benzene	ND	mg/L	0.005	EPA Primary	0.001
<b>√</b>	Bromobenzene	ND	mg/L			0.002
<b>√</b>	Bromomethane	ND	mg/L			0.002
<b>✓</b>	Carbon Tetrachloride	ND	mg/L	0.005	EPA Primary	0.001
<b>√</b>	Chlorobenzene	ND	mg/L	0.1	EPA Primary	0.001
<b>✓</b>	Chloroethane	ND	mg/L			0.002
<u> </u>	Chloromethane	ND	mg/L			0.002
<u> </u>	cis-1,2-Dichloroethene	ND	mg/L	0.07	EPA Primary	0.002
<u> </u>	cis-1,3-Dichloropropene	ND	mg/L			0.002
<b>√</b>	DBCP	ND	mg/L			0.001
<b>√</b>	Dibromomethane	ND	mg/L			0.002
<b>✓</b>	Dichlorodifluoromethane	ND	mg/L			0.002
<b>✓</b>	Dichloromethane	ND	mg/L	0.005	EPA Primary	0.002
<u> </u>	EDB	ND	mg/L			0.001
<b>✓</b>	Ethylbenzene	ND	mg/L	0.7	EPA Primary	0.001
<b>✓</b>	Methyl Tert Butyl Ether	ND	mg/L			0.004
<b>√</b>	Methyl-Ethyl Ketone	ND	mg/L			0.01
1	Styrene	ND	mg/L	0.1	EPA Primary	0.001
Page 4	of 6 4/5/2019 11:19:22 A	М		Pro	duct: Watercheck w/PO	Sample: 895086

Status	Contaminant	Results	Units	National Standa	ırds	Min. Detection Level
1	Tetrachloroethene	ND	mg/L	0.005	EPA Primary	0.002
1	Tetrahydrofuran	ND	mg/L			0.01
1	Toluene	ND	mg/L	1	EPA Primary	0.001
1	trans-1,2-Dichloroethene	ND	mg/L	0.1	EPA Primary	0.002
1	trans-1,3-Dichloropropene	ND	mg/L			0.002
<b>√</b>	Trichloroethene	ND	mg/L	0.005	EPA Primary	0.001
<b>✓</b>	Trichlorofluoromethane	ND	mg/L			0.002
<b>√</b>	Vinyl Chloride	ND	mg/L	0.002	EPA Primary	0.001
1	Xylenes (Total)	ND	mg/L	10	EPA Primary	0.001
			Organic Ana	llytes - Others		
<u> </u>	2,4-D	ND	mg/L	0.07	EPA Primary	0.010
<b>√</b>	Alachlor	ND	mg/L	0.002	EPA Primary	0.001
<u> </u>	Aldrin	ND	mg/L			0.002
<b>✓</b>	Atrazine	ND	mg/L	0.003	EPA Primary	0.002
<u> </u>	Chlordane	ND	mg/L	0.002	EPA Primary	0.001
<u> </u>	Dichloran	ND	mg/L			0.002
<b>✓</b>	Dieldrin	ND	mg/L			0.001
<b>✓</b>	Endrin	ND	mg/L	0.002	EPA Primary	0.0001
<b>✓</b>	Heptachlor	ND	mg/L	0.0004	EPA Primary	0.0004
<b>✓</b>	Heptachlor Epoxide	ND	mg/L	0.0002	EPA Primary	0.0001
<b>✓</b>	Hexachlorobenzene	ND	mg/L	0.001	EPA Primary	0.0005
<b>✓</b>	Hexachlorocyclopentadiene	ND	mg/L	0.05	EPA Primary	0.001
<b>✓</b>	Lindane	ND	mg/L	0.0002	EPA Primary	0.0002
<b>✓</b>	Methoxychlor	ND	mg/L	0.04	EPA Primary	0.002
<b>✓</b>	Pentachloronitrobenzene	ND	mg/L			0.002
1	Silvex 2,4,5-TP	ND	mg/L	0.05	EPA Primary	0.005
1	Simazine	ND	mg/L	0.004	EPA Primary	0.002
1	Total PCBs	ND	mg/L	0.0005	EPA Primary	0.0005

Page 5 of 6 4/5/2019 11:19:22 AM Product: Watercheck w/PO Sample: 895086

Status	Contaminant	Results	Units	National Standards		Min. Detection Level
1	Toxaphene	ND	mg/L	0.003	EPA Primary	0.001
1	Trifluralin	ND	mg/L			0.002

We certify that the analyses performed for this report are accurate, and that the laboratory tests were conducted by methods approved by the U.S. Environmental Protection Agency or variations of these EPA methods.

These test results are intended to be used for informational purposes only and may not be used for regulatory compliance.

## National Testing Laboratories, Ltd.

NATIONAL TESTING LABORATORIES, LTD

Page 6 of 6 4/5/2019 11:19:22 AM Product: Watercheck w/PO Sample: 895086

#### Informational Water Quality Report

#### Watercheck w/PO

Client:
Ordered By:
Collector Wells Intl.
6360 Huntley Rd
Columbus, OH 43229-1008
ATTN: Brad Gamble



6571 Wilson Mills Rd Cleveland, Ohio 44143 1-800-458-3330

Sample Number: 895087

Location: Smith River

Type of Water: Other

Collection Date and Time: 3/7/2019 1:00 PM Received Date and Time: 3/8/2019 9:20 AM

Date Completed: 4/5/2019

Surface Water

#### Definition and Legend

This informational water quality report compares the actual test result to national standards as defined in the EPA's Primary and Secondary Drinking Water Regulations.

Primary Standards: Are expressed as the maximum contaminant level (MCL) which is the highest level of contaminant that

is allowed in drinking water. MCLs are enforceable standards.

Secondary standards: Are non-enforceable guidelines regulating contaminants that may cause cosmetic effects (such as skin

or tooth discoloration) or aesthetic effects (such as taste, odor, or color) in drinking water. Individual

states may choose to adopt them as enforceable standards.

Action levels: Are defined in treatment techniques which are required processes intended to reduce the level of a

contaminant in drinking water.

mg/L (ppm): Unless otherwise indicated, results and standards are expressed as an amount in milligrams per liter or

parts per million.

Minimum Detection

Level (MDL):

The lowest level that the laboratory can detect a contaminant.

ND: The contaminant was not detected above the minimum detection level.

NA: The contaminant was not analyzed.

The contaminant was not detected in the sample above the minimum detection level.



The contaminant was detected at or above the minimum detection level, but not above the referenced standard.



The contaminant was detected above the standard, which is not an EPA enforceable MCL.



The contaminant was detected above the EPA enforceable MCL.



These results may be invalid.

Status	Contaminant	Results	Units	National Standa	ards Mil	n. Detection Level		
		Microbiologicals						
+	Total Coliform by P/A	Total colifor	m bacteria and	l E. coli bacteria	a were both present in	n this sample.		
			Inorganic An	alytes - Metals				
<u> </u>	Aluminum	ND	mg/L	0.2	EPA Secondary	0.1		
<u> </u>	Arsenic	ND	mg/L	0.010	EPA Primary	0.005		
<u> </u>	Barium	ND	mg/L	2	EPA Primary	0.30		
<b>✓</b>	Cadmium	ND	mg/L	0.005	EPA Primary	0.002		
	Calcium	4.0	mg/L			2.0		
<b>√</b>	Chromium	ND	mg/L	0.1	EPA Primary	0.010		
<b>√</b>	Copper	ND	mg/L	1.3	EPA Action Level	0.004		
	Iron	0.129	mg/L	0.3	EPA Secondary	0.020		
<b>✓</b>	Lead	ND	mg/L	0.015	EPA Action Level	0.002		
<u> </u>	Lithium	ND	mg/L			0.001		
	Magnesium	7.32	mg/L			0.10		
<b>√</b>	Manganese	ND	mg/L	0.05	EPA Secondary	0.004		
<b>✓</b>	Mercury	ND	mg/L	0.002	EPA Primary	0.001		
<b>√</b>	Nickel	ND	mg/L			0.020		
<u> </u>	Potassium	ND	mg/L			1.0		
<b>√</b>	Selenium	ND	mg/L	0.05	EPA Primary	0.020		
	Silica	14.9	mg/L			0.1		
<b>√</b>	Silver	ND	mg/L	0.100	EPA Secondary	0.002		
	Sodium	1	mg/L			1		
	Strontium	0.017	mg/L			0.001		
<b>✓</b>	Uranium	ND	mg/L	0.030	EPA Primary	0.001		
1	Zinc	ND	mg/L	5	EPA Secondary	0.004		
			Physica	l Factors				
	Alkalinity (Total as CaCO3)	38	mg/L			20		
	Hardness	40	mg/L	100	NTL Internal	10		

Page 2 of 6 4/5/2019 11:19:25 AM Product: Watercheck w/PO Sample: 895087

Status	Contaminant	Results	Units	National Standa	ards Mir	n. Detection Level
1	рН	7.5	pH Units	6.5 to 8.5	EPA Secondary	
	Total Dissolved Solids	50	mg/L	500	EPA Secondary	20
	Turbidity	1.7	NTU	1.0	EPA Action Level	0.1
			Inorganic A	nalytes - Other		
<b>✓</b>	Bromide	ND	mg/L			0.5
<b>✓</b>	Chloride	ND	mg/L	250	EPA Secondary	5.0
<b>✓</b>	Fluoride	ND	mg/L	4.0	EPA Primary	0.5
<b>✓</b>	Nitrate as N	ND	mg/L	10	EPA Primary	0.5
<b>✓</b>	Nitrite as N	ND	mg/L	1	EPA Primary	0.5
<b>✓</b>	Ortho Phosphate	ND	mg/L			2.0
<b>√</b>	Sulfate	ND	mg/L	250	EPA Secondary	5.0
		Or	ganic Analyte	s - Trihalometha	nes	
<b>✓</b>	Bromodichloromethane	ND	mg/L			0.002
<b>✓</b>	Bromoform	ND	mg/L			0.004
<u> </u>	Chloroform	ND	mg/L			0.002
<b>✓</b>	Dibromochloromethane	ND	mg/L			0.004
<b>√</b>	Total THMs	ND	mg/L	0.080	EPA Primary	0.002
			Organic Ana	alytes - Volatiles		
<b>✓</b>	1,1,1,2-Tetrachloroethane	ND	mg/L			0.002
<u> </u>	1,1,1-Trichloroethane	ND	mg/L	0.2	EPA Primary	0.001
<b>✓</b>	1,1,2,2-Tetrachloroethane	ND	mg/L			0.002
<b>✓</b>	1,1,2-Trichloroethane	ND	mg/L	0.005	EPA Primary	0.002
<b>✓</b>	1,1-Dichloroethane	ND	mg/L			0.002
<b>✓</b>	1,1-Dichloroethene	ND	mg/L	0.007	EPA Primary	0.001
<b>√</b>	1,1-Dichloropropene	ND	mg/L			0.002
1	1,2,3-Trichlorobenzene	ND	mg/L			0.002
<b>√</b>	1,2,3-Trichloropropane	ND	mg/L			0.002
<b>√</b>	1,2,4-Trichlorobenzene	ND	mg/L	0.07	EPA Primary	0.002

Page 3 of 6 4/5/2019 11:19:25 AM Product: Watercheck w/PO Sample: 895087

Status	Contaminant	Results	Units	National Star	ndards	Min. Detection Level
1	1,2-Dichlorobenzene	ND	mg/L	0.6	EPA Primary	0.001
1	1,2-Dichloroethane	ND	mg/L	0.005	EPA Primary	0.001
1	1,2-Dichloropropane	ND	mg/L	0.005	EPA Primary	0.002
<b>✓</b>	1,3-Dichlorobenzene	ND	mg/L			0.001
<b>✓</b>	1,3-Dichloropropane	ND	mg/L			0.002
<b>✓</b>	1,4-Dichlorobenzene	ND	mg/L	0.075	EPA Primary	0.001
<b>✓</b>	2,2-Dichloropropane	ND	mg/L			0.002
<b>✓</b>	2-Chlorotoluene	ND	mg/L			0.001
<b>✓</b>	4-Chlorotoluene	ND	mg/L			0.001
<b>✓</b>	Acetone	ND	mg/L			0.01
<b>✓</b>	Benzene	ND	mg/L	0.005	EPA Primary	0.001
<b>✓</b>	Bromobenzene	ND	mg/L			0.002
<b>✓</b>	Bromomethane	ND	mg/L			0.002
<b>✓</b>	Carbon Tetrachloride	ND	mg/L	0.005	EPA Primary	0.001
<b>✓</b>	Chlorobenzene	ND	mg/L	0.1	EPA Primary	0.001
<b>✓</b>	Chloroethane	ND	mg/L			0.002
1	Chloromethane	ND	mg/L			0.002
<b>✓</b>	cis-1,2-Dichloroethene	ND	mg/L	0.07	EPA Primary	0.002
<b>✓</b>	cis-1,3-Dichloropropene	ND	mg/L			0.002
<b>✓</b>	DBCP	ND	mg/L			0.001
<b>\</b>	Dibromomethane	ND	mg/L			0.002
<b>√</b>	Dichlorodifluoromethane	ND	mg/L			0.002
1	Dichloromethane	ND	mg/L	0.005	EPA Primary	0.002
<b>√</b>	EDB	ND	mg/L			0.001
<b>✓</b>	Ethylbenzene	ND	mg/L	0.7	EPA Primary	0.001
1	Methyl Tert Butyl Ether	ND	mg/L			0.004
<b>✓</b>	Methyl-Ethyl Ketone	ND	mg/L			0.01
1	Styrene	ND	mg/L	0.1	EPA Primary	0.001
Page 4	of 6 4/5/2019 11:19:25 A	М		Pro	duct: Watercheck w/PO	Sample: 895087

Status	Contaminant	Results	Units	National Standa	ırds	Min. Detection Level
1	Tetrachloroethene	ND	mg/L	0.005	EPA Primary	0.002
1	Tetrahydrofuran	ND	mg/L			0.01
1	Toluene	ND	mg/L	1	EPA Primary	0.001
1	trans-1,2-Dichloroethene	ND	mg/L	0.1	EPA Primary	0.002
1	trans-1,3-Dichloropropene	ND	mg/L			0.002
<b>√</b>	Trichloroethene	ND	mg/L	0.005	EPA Primary	0.001
<b>✓</b>	Trichlorofluoromethane	ND	mg/L			0.002
<b>√</b>	Vinyl Chloride	ND	mg/L	0.002	EPA Primary	0.001
1	Xylenes (Total)	ND	mg/L	10	EPA Primary	0.001
			Organic Ana	llytes - Others		
<u> </u>	2,4-D	ND	mg/L	0.07	EPA Primary	0.010
<b>√</b>	Alachlor	ND	mg/L	0.002	EPA Primary	0.001
<u> </u>	Aldrin	ND	mg/L			0.002
<b>✓</b>	Atrazine	ND	mg/L	0.003	EPA Primary	0.002
<u> </u>	Chlordane	ND	mg/L	0.002	EPA Primary	0.001
<u> </u>	Dichloran	ND	mg/L			0.002
<b>✓</b>	Dieldrin	ND	mg/L			0.001
<b>✓</b>	Endrin	ND	mg/L	0.002	EPA Primary	0.0001
<b>✓</b>	Heptachlor	ND	mg/L	0.0004	EPA Primary	0.0004
<b>✓</b>	Heptachlor Epoxide	ND	mg/L	0.0002	EPA Primary	0.0001
<b>✓</b>	Hexachlorobenzene	ND	mg/L	0.001	EPA Primary	0.0005
<b>✓</b>	Hexachlorocyclopentadiene	ND	mg/L	0.05	EPA Primary	0.001
<b>✓</b>	Lindane	ND	mg/L	0.0002	EPA Primary	0.0002
<b>✓</b>	Methoxychlor	ND	mg/L	0.04	EPA Primary	0.002
<b>✓</b>	Pentachloronitrobenzene	ND	mg/L			0.002
1	Silvex 2,4,5-TP	ND	mg/L	0.05	EPA Primary	0.005
1	Simazine	ND	mg/L	0.004	EPA Primary	0.002
1	Total PCBs	ND	mg/L	0.0005	EPA Primary	0.0005

Page 5 of 6 4/5/2019 11:19:25 AM Product: Watercheck w/PO Sample: 895087

Status	Contaminant	Results	Units	National Standards		Min. Detection Level
1	Toxaphene	ND	mg/L	0.003	EPA Primary	0.001
1	Trifluralin	ND	mg/L			0.002

We certify that the analyses performed for this report are accurate, and that the laboratory tests were conducted by methods approved by the U.S. Environmental Protection Agency or variations of these EPA methods.

These test results are intended to be used for informational purposes only and may not be used for regulatory compliance.

## National Testing Laboratories, Ltd.

NATIONAL TESTING LABORATORIES, LTD

Page 6 of 6 4/5/2019 11:19:25 AM Product: Watercheck w/PO Sample: 895087



# CITY OF CRESCENT CITY SPECIAL MEETING MINUTES

WASTEWATER TREATMENT FACILITY 210 BATTERY STREET CRESCENT CITY, CA 95531 Tuesday, June 11, 2019 5:30 P.M. WWTP Contract Operations Meeting

Call to order

Mayor Inscore called the meeting to order at 5:37 p.m.

Roll call

Council Members present: Council Member Alex Fallman, Council Member Jason Greenough, Council Member Isaiah Wright, Mayor Pro Tem Heidi Kime and Mayor Blake Inscore Staff present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Finance Director Linda Leaver, Human Resources Administrator Sunny Valero, Public Works Director Jon Olson, WWTP Senior Operator Jesse Wood, Lab Director Tara Wood, WWTP Operator I Trevor McCaffrey, Lab Technician Corinne Fuoco, Housing Authority Executive Director Megan Miller, and WWTP Operator III Austin Nova

Pledge of Allegiance

led by Mayor Blake Inscore

#### **NEW BUSINESS**

#### 1. Presentation of the City of Crescent City's WWTP Contract Operations.

Mayor Inscore asked those in attendance to hold their questions until notified for public comment so they could hear the presentation beforehand. City Manager Wier reported to the Council that it is important for the City to meet the needs of the citizens. Our current situation is that we have increasingly high regulatory requirements, continual operator turnover, continual reactive emergency repairs, the inability to complete capital improvement projects, and a financial structural deficit. He detailed the increasing regulatory requirements of our Wastewater Treatment Facility. Regarding the operator turnover, all hires over the past 10 years have been OITs, approximately 3 years of experience is required to become a Grade 3 Operator. Mostly, those who reach the Grade 3 Operator status often move on to other employers from the City such as Pelican Bay State Prison. Pertaining to deferred maintenance, coastal environment increases maintenance requirements and City resources are stretched too thin. As a community, we have tried to keep up with all of the requirements. The financial structural deficit was impacted by the inability to raise rates to keep pace with costs.

Solutions to these issues have been sought since 2011; in planning for the future, a rate study was done in 2015, in 2018, a 10-year financial plan, and now in 2019, we are evaluating contract operations. We are looking at partnerships with Elk Valley Rancheria and California Department of Corrections - Pelican Bay State Prison. The next steps are to stop the operator turnover, enhance the WWTP maintenance, ensure the WWTP is operating as efficiently as possible, inform the public of our needs, and to implement rate increases necessary to maintain the community's critical asset. The City of Brookings went to contract operations in 2018 and saw a savings estimated of \$2million. The question we have to answer: is contract operations a more efficient way and the best way of operating the WWTP? City Manager Wier detailed the proposal process as well as the selection panel members: Del Norte County Administrative Officer (CAO), Assistant County CAO, former CAO/former Interim City Manager, Pacific Power General Manager, local engineer/former Interim City Manager, current City Manager, Public Works Director, and the Finance Director. They reviewed proposals and comments and then selected two to interview. Their decision was not based on cost as the bottom line, we wanted to have the best that could work for our community and the City, therefore Jacobs Engineering was selected as the best fit. Lisa Obermeyer, of Jacobs Engineering's Portland Office, addressed the Council and gave a company background. They put environmental compliance as a number one priority for them and they have a 99.98% rating of compliance. Employee turnover is low, to assist Crescent City, they plan on drawing on local offices to provide needed support, such as the one in Clovis, California. Jacobs has a great relationship with the State Water Resources Control Board (SWRCB). We are well known around the country for keeping WWTP operational during emergency situations such as hurricanes, etc. Jacobs is also involved in the community they are present in and has their staff choose what organization for the company to support. She further stated that if the City were to move to contract services, this allows them (Jacobs) to assume all project risks and extend protections to the City as well as covering all employee costs. Brookings is a good example of what the City of Crescent City would experience. In a video presentation of the Brookings Plant, it included Brookings City Manager Janell Howard's comments on why the City chose contract operations as well as former City Manager Gary Milliman, both stating that contract operations were evaluated simply due to cost. They are very pleased with the transition to contract operations and said it is a "worry free environment". Former Brookings City WWTP employees spoke to being happier with Jacobs. Ms. Obermeyer reported that Jacobs has worked with a local Brookings farmer to use the biosolids for his farm therefore they are not trucking it long distances. Dennis Burrell of Jacobs advised the Council that he grew up in Arcata and as a child he fished in Crescent City; he will manage the projects in the State of California. He spoke to the fact that he was a transitional employee as well and has spoken with WWTP employees to give them his experience. He addressed the part of the RFP regarding retaining current City WWTP employees and that is Jacob's Jacobs Engineering puts a lot of importance on training and staff support, easing transition. Contract operations with Jacobs lowers the City's costs by \$1million over 10 years, while improving performance. Jacobs has unmatched local resources and support, a client for life mentality, a caring approach to staff, significant risk transfer, guaranteed price and performance, strategies that reduce cost, and asset management to protect capital improvements.

City Manager Wier stated they have selected who they felt would be the best fit if contract operations were selected, and the emergency management piece was important for our City. Public Works Director Jon Olson reported to the Council what it would look like to stay status quo. To do so, we would need to maintain current staffing plan and recruit to fill vacancies: Utilities Manager, Senior Plant Operator, 4 WWTP operators, existing City staff for maintenance, administration, etc. The concerns for status quo are operator turnover, inability to retain operators once they achieve Grade 3, deferred maintenance — no computerized maintenance management, and that City staff are pulled in many different directions. City Optimal: Implement the Contract Operations Model: staffing — 1 Chief Plant Operator, 3 WWTP Operators (Grade 3), 1 dedicated Maintenance Technician, increased wages for operators and maintenance techs, and will continue to utilize existing City admin for support. To implement this model, the City would need \$150k in the first year to increase asset management and maintenance efficiencies as well as increasing parts and supplies for increased maintenance. Staffing has been a concern in the past and is a concern for the future.

Finance Director Leaver went over the cost comparison from the Sewer Fund. An outside consultant was contracted with for their input with multiple conversations answering all "what ifs".

City Status Quo: FY20 – preliminary budget \$4,717,904 FY21 – preliminary budget \$4,920,960 (all pieces put together)

City Optimal: FY20 Estimated costs: \$4,938,011

FY21 Estimated costs: \$4,971,107 (reduced positions, but increase in wages)

Jacobs: FY20 Estimated costs: \$4,627,977

FY21 estimated costs: \$4,804,001

These figures reflect the City as a whole, a contract with Jacobs saves \$90k the first year and \$116k the next year. It is the opinion of staff that status quo is not going to continue to work. If not contract operations, it is the opinion of staff to go the City Optimal choice. Impacts to other funds if changing to contract operations: General Fund: \$128,017, Housing Authority \$3,365, RV Park \$13,379, Water \$51,279. These figures are based on conversations with City Manager Wier, Public Works Maintenance Manager Wylie, Public Works Director Olson and maintenance staff on what the figures would be spent on items for the WWTP. The benefit is increased General Fund staff allocation by approximately 2000 labor hours for street light maintenance, pool, parks, building maintenance, IT services. To mitigate the impact to the General Fund – the options were to evaluate positional transitions: the current full time Parks Maintenance Worker vacancy does not need to be filled, can be seasonal and is a savings of \$45k resulting in a proposed impact to the General Fund of \$81,930. This number is based on spending every dollar that is budgeted, and that's not something we do.

City Manager Wier gave the options for the Council to choose: Option 1 - No to contract operations, stay with status quo budget and Position Control; direct staff to start the

recruitment process; Option 2 - City Optimal – enhance City operation to the City Optimal scenario; direct staff to bring back to the Council the appropriate changes to position control and budget; or Option 3 – contract operations – direct staff to negotiate a 5-year contract with Jacobs Engineering for contract operations of the Wastewater Treatment Plant. City Manager Wier further explained that the situation is not a reflection of the workers, they do a tremendous job. No direction is being requested of the Council tonight, there will be at the Council meeting on the 17<sup>th</sup> for the Council to make the recommendation at that time. It is staff's recommendation for the Council to choose contract operations.

Council Member Fallman asked if staff did a 5-year projection for cost savings; Finance Director Leaver answered in the affirmative - through the consultant we hired, \$100k per year. Council Member Wright asked what the "staff recommendation" mean - who is it coming from; City Manager Wier answered that it is from himself, Public Works Director Olson, and Finance Director Leaver. Mayor Pro Tem Kime asked how accurate the savings shown are; Mr. Burrell stated they are confident in the actual numbers, when Jacobs' gives a price, it's a firm set price. Mayor Pro Tem Kime asked if Jacobs will be taking a rate study into consideration; Mr. Burrell answered that they can if community wants them to, however this is outside of the current scope and would be an additional cost. Mayor Pro Tem Kime asked what the approximate cost was to train an operator; City Manager Wier stated that there is 3-4 days of training, it's approximately \$3-5k a year for multiple years to get them to the level required. Finance Director Leaver further explained that you have to double up on staffing because you need a particular Grade to operate the plant. Council Member Greenough asked how the fixed price affect the CIP and deferred maintenance; City Manager Wier explained that the CIP is the City's responsibility, not Jacobs, this will always be a City only expense. Council Member Greenough asked how long it would take to catch up on deferred maintenance; Mr. Burrell stated it would be better once it is fully evaluated – it can take six months to a few years. Mayor Pro Tem Kime asked about long-term employment for current City employees transitioning to Jacobs; Mr. Burrell explained that there is a history of low turnover and it is typical to have employees with the company for many years. Mayor Inscore asked for clarification, after going to inventory and then negotiate a contract; Mr. Burrell stated that the assessment component is already in the contract, there won't be a contract increase once the assessment is done. Finance Director Leaver explained that due to already having these conversations, she added an extra \$90k to cover this, therefore everything is included. Discussion on 5-year CIP and Mr. Burrell stated that Jacobs in Vancouver. Washington, brought a lot of local resources for project management, coupled their resources along with the engineering and project resources and the result was cost savings when coupled together. Mayor Inscore asked if we face ongoing struggles getting a necessary rate increase to get the finances to keep up with CIP - how does this translate into the partnership and working relationship with Jacobs; Mr. Burrell stated that Jacobs will work hand in hand with the City to find grants, cast a bigger net, if that gets stressed, we will work it out together. Council Member Greenough asked if there was a contingency amount; City Manager Wier stated there is a reserve that is healthier now.

The following citizens addressed the Council:

<u>Trevor McCaffrey, WWTP Operator</u> – spoke about an article he read where the City of Brookings had to obtain a loan after contracting with Jacobs to fix the plant; expressed concern over the same thing happening to Crescent City.

<u>Jesse Wood, WWTP Senior Operator</u>— asked why there has been so much time after Measure Q failed to attempt a rate increase.

Mayor Inscore responded by stating the City is looking at a fundamental change over how we assess rates, through consumption or base rate. Went over the Prop 218 process. Finance Director Leaver explained that since Measure Q failed, the City wanted to get the public on board with what was needed to run the plant. First step was to go to the State Water Resources Control Board (SWRCB) to evaluate how to express to the public that the City was doing everything we could before a rate increase. City Manager Wier further explained that by having a validated 5-year plan will be vital in setting the next rates. Finance Director Leaver stated that a big win for Brookings was biosolids and is something the City could review. Council Member Wright asked for the answer to the \$2 million loan Brookings had; Mr. Burrell stated that Jacobs was not involved in that but could have been for equipment. Finance Director Leaver stated for the City model, just like our CIP, if the City had an immediate need, it would be a City decision to go for the financing for that. Capital is outside of Jacob's responsibility. City Attorney Rice explained that Brookings' loan was part CIP and part was Umpqua debt service - they got it without having to raise rates.

<u>Trevor McCaffrey</u>: stated his support in contract services.

<u>Matt Hildebrandt</u> – spoke in support of employees and one part of the decision is that the employees are being taken care of.

Council Member Greenough asked what benefits Jacobs offers, Mr. Burrell gave a brief overview. Mayor Inscore stated that it is the Council's responsibility to take all of this information for a decision on Monday at the Council meeting to either just keep status quo, to do City Optimal, or to go to contract operations with Jacobs. Staff is not recommending doing anything with the lab at this point. City Manager Wier stated that staff recommendation regarding the lab is to not go into a 5-year contract for the lab, however to take an in depth look at the lab and what it can do for this community. Another thing to evaluate is to contract everything. Due to Lab Director Wood's recent announcement of her resignation, this will accelerate the need to address the Lab. Mayor Inscore recommends separating contract operations of the WWTP and operations of the Lab. Mayor Inscore asked what the timeline would be for a contract with Jacobs; City Manager Wier stated a contract, should the Council choose that option, will be presented at the July 15<sup>th</sup> meeting. After that, operations should commence within 60 days.

#### **ADJOURNMENT**

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 8:19 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for June 17, 2019 at 5:00 p.m. at the Flynn Center, 981 H Street, Crescent City, CA 95531.

A	T	T	E	S	T	:

Robin Patch, City Clerk/Administrative Analyst



## CITY OF CRESCENT CITY

Mayor Blake Inscore Council Member Alex Fallman

ke Inscore Mayor Pro Tem Heidi Kime ex Fallman Council Member Jason Greenough Council Member Isaiah Wright

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

MONDAY

**JUNE 17, 2019** 

6:00 P.M.

#### **OPEN SESSION**

Call to order

Mayor Inscore called the meeting to order at 6:01 p.m.

Roll call

<u>Council Members present:</u> Council Member Alex Fallman, Council Member Jason Greenough, Council Member Isaiah Wright, Mayor Pro Tem Heidi Kime, and Mayor Blake

Inscore

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

Pledge of Allegiance

led by Mayor Pro Tem Kime

#### **PUBLIC COMMENT PERIOD**

The following citizens addressed the Council:

<u>Linda Sutter, County resident:</u> spoke about manicured lawns in the Midwest and hopes for the same here in Crescent City; wants the broken windows at Del Norte Office Supply and Pacific Northwest Physical Therapy fixed.

<u>Doug Dye</u>, <u>County resident:</u> spoke about an issue he has with children swimming with adults during the lap swim time; would like the Council to intervene.

<u>Eileen Cooper:</u> spoke about the trouble with homeless in the area and the debris left in the marsh area of the cemetery. This is a rich birding habitat and hopes for it to be cleaned up.

**CEREMONIAL ITEMS - None** 

**REPORTS AND PRESENTATIONS - None** 

#### **CONSENT CALENDAR**

#### 1. Regular Council Meeting Minutes

 Recommendation: Approve the May 21, 2019 Budget Workshop minutes and the June 3, 2019 regular meeting minutes of the City Council. (City Clerk/Administrative Analyst)

#### 2. Warrant Claims List

 Recommendation: Receive and file the warrant claims list for the period May 25, 2019 through June 7, 2019. (Finance Director)

#### 3. Payroll Report

 Recommendation: Receive and file the biweekly payroll report for the period ending June 8, 2019 paid June 14, 2019. (Finance Director)

#### 4. Budget-to-Actual Financial Report for April 2019

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

#### 5. Budget-to-Actual Financial Report for May 2019

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

## 6. Agreement with Gasquet Fire Department Regarding Emergency Response Vehicle Maintenance

 Recommendation: Consider and approve AN AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE GASQUET FIRE DEPARTMENT REGARDING EMERGENCY RESPONSE VEHCILE MAINTENANCE. (City Manager)

#### 7. Conflict of Interest Code Amendment

 Recommendation: Approve and adopt Resolution No. 2019-24, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE CONFLICT OF INTEREST CODE FOR THE CITY OF CRESCENT CITY EFFECTIVE JUNE 18, 2019. (City Attorney)

On a motion by Council Member Fallman, 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 1 – 7 as presented.

#### **PUBLIC HEARINGS**

#### 8. Fiscal Year 2019-20 Budget and Appropriations Limit

- Recommendation: Open public hearing
- Hear staff report
- Take public comment
- Close public hearing
- Adopt Resolution 2019-25 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE ANNUAL BUDGET FOR THE 2019-20 FISCAL YEAR.
- Adopt Resolution No. 2019-26 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SELECTING THE ANNUAL ADJUSTMENT FACTORS

## FOR THE CALCULATION OF THE 2019-20 APPROPRIATIONS LIMIT FOR THE CITY OF CRESCENT CITY. (Finance Director)

Mayor Inscore opened the public hearing at 6:13 p.m.

City Manager Wier stated that from the Budget Workshop recommendations, Finance Director Leaver drafted the FY 19/20 Budget that is before the Council for adoption. Director Leaver gave a summary of what was proposed and what the Council directed staff to do. She stated that the budget practices are to estimate revenues conservatively, budget for all anticipated expenditures, budget for all authorized positions as well as flex (health) benefits are budgeted midway between actual usage and 100% usage. The Council's direction was: City Hall plan/specs (\$75k, General Fund), additional PERS unfunded liability payment (\$35k all funds), new public restroom downtown (\$16,500 initial plus \$4,600 annual ongoing, General Fund), increase Sister City Budget (\$9,500 General Fund), and to increase the flower basket budget (\$2,200 General Fund). What will be included in the proposed budget for reorganization will be the Recreation Director position, part-time Recreation Lead, Aquatics Supervisor, two part-time Campground Attendants, Community Development / Public Works reorganization and the Assistant City Manager designation. For the Public Safety portion of the budget, there will be an additional School Resource Officer (SRO), new Records Management System (RMS), perishable skills and advanced training for police officers, continued support for the K9 program, new turnouts and wildland gear for the fire department, new fire hoses and fire hose training, recruitment for a permanent Fire Chief and increased Code Enforcement. For Community Support: Comprehensive Economic Development (CEDS) update, cultural diversity project, support for North Coast Rape Crisis Team, support for the Pacific Food Pantry, new speakers/PA system for downtown and a new restroom for downtown. For Customer Service: there will be new software for planning, building inspection, and code enforcement, a new customer service kiosk for City Hall lobby, and an Interactive Voice Response (IVR) for water and sewer payments by phone. For Recreation: there will be new positions, three swim camps, increased marketing of the pool and RV Park, and picnic tables, landscaping, new website and online reservation system for Shoreline RV Park. Additionally, for safety measures, there will be sidewalk grinding to reduce trip and fall incidents, will purchase 4 new AEDs to be placed at City facilities, and playground repairs. Council Member Wright asked if the amount of picnic tables had been decided; City Manager Wier stated that there will be a plan that comes forward; this budget will include 16 concrete picnic tables for the beachfront spaces. He and Mayor Inscore have discussed having students at Del Norte High help build the tables. The Shoreline RV Park ad hoc will discuss details and bring back to the Council.

Finance Director Leaver advised the Council that the budget presented tonight is a "status quo" budget for the WWTP. The item for the decision on contract operations will be discussed later in the meeting, and that decision will affect the General Fund.

<u>Linda Sutter:</u> asked about the increase to the Sister City budget; *Mayor Inscore said we aren't carrying over the budget, this is for next year's budget. We have not raised it at all, it's the same as last year*; she further stated that Kids Town needs to be replaced and the City shouldn't give out free pool passes to RV Park patrons, there should be free swimming for children.

<u>Eileen Cooper:</u> Stated that the budget says the City does not care about the homeless. During First Friday, she goes into the businesses that have their restrooms open to the public.

Mayor Inscore closed the public hearing at 6:49 p.m.

Mayor Inscore commended staff for the hard work, the best Budget Workshop we've ever had. Council Member Fallman stated that this budget shows a fundamental switch to how the City is

doing business. Council Member Greenough stated that the budget reflects that we value our businesses and we want to be more customer service minded; we are making investments in our planning.

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 adopted Resolution 2019-25 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE ANNUAL BUDGET FOR THE 2019-20 FISCAL YEAR.

On a motion by Council Member Wright, 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. 2019-26 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SELECTING THE ANNUAL ADJUSTMENT FACTORS FOR THE CALCULATION OF THE 2019-20 APPROPRIATIONS LIMIT FOR THE CITY OF CRESCENT CITY.

- 9. Ordinance No. 811, Amending Section 8-220, Disciplinary Action, of Appendix A, Employer-Employee Relations Rules, to 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. 811, AN ORDINANCE
    OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING SECTION
    8-220, DISCIPLINARY ACTION, OF APPENDIX A, EMPLOYER-EMPLOYEE
    RELATIONS RULES, TO THE CRESCENT CITY MUNICIPAL CODE (City Attorney)

Mayor Inscore opened the public hearing at 6:53 p.m.

City Manager Wier gave a history of how the ordinance came before the Council at introduction and that each of the Associations agreed to this policy.

There were no public comments, Mayor Inscore closed the public hearing at 6:54 p.m.

On a motion by Council Member Fallman, 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 adopted Ordinance No. 811, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING SECTION 8-220, DISCIPLINARY ACTION, OF APPENDIX A, EMPLOYER-EMPLOYEE RELATIONS RULES, TO THE CRESCENT CITY MUNICIPAL CODE.

#### CRESCENT CITY HOUSING AUTHORITY

No meeting as there are no items to discuss.

#### SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY

No meeting as there are no items to discuss.

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

#### **NEW BUSINESS**

#### 10. 2019 Agreement with the Del Norte County Veterans Monument Committee

- Recommendation: Hear staff report
- Take public comment

 Approve the City Manager to sign the 2019 Memorandum of Agreement with the Del Norte County Veterans Memorial Monument Committee. (City Manager)

City Manager Wier reported that this first came before the Council approximately 12 years ago. Members of the Veterans Monument Committee present at the meeting included Harlan Zeigler, Adam Task and Craig Bradford. There have been changes to original agreement in the maintenance requirements and the overall design. The City will continue to work with the Veterans Monument Committee and the monument will be maintained. The City will provide liability insurance as the Monument Committee does not have the insurance coverage. For the Maintenance Fund, the proceeds from the Memorial Brick Program will be used towards ongoing maintenance. If at any point the Veterans Committee can no longer perform the required maintenance for the Monument site, the City will take over that role. There is an anticipated \$800 a year expense for water and there are adequate funds to cover this. Adam Trask, the Veterans Monument Committee Project Manager, reported that the Committee has \$20k now, and anticipates a few more thousand coming in when the brick sales conclude. He announced that July 13th will be the opening ceremony. Mayor Pro Tem Kime asked what the turnaround time was for the bricks; Project Manager Trask stated they wait to send out the order until they build up a few orders, and the turnaround time is usually 3 weeks. Council Member Wright asked how to purchase a brick; Project Manager Trask explained for the public to contact Kelly Schellong at Bicoastal Media. The Council was in agreement that seeing this come to fruition is a great thing for our community.

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 approved the City Manager to sign the 2019 Memorandum of Agreement with the Del Norte County Veterans Memorial Monument Committee.

## 11. Contract Operations, Maintenance, and Management for Crescent City's Wastewater Treatment Plant

- Recommendation: Hear staff report
- Take public comment
- Direct the City Manager to negotiate a 5-year contract with Jacobs Engineering for contract operations, maintenance, and management of the City's Wastewater Treatment Plant (WWTP) for execution by the Council at a future meeting.
- Direct the City Manager to maintain status quo WWTP Lab operations while evaluating alternative options for ongoing testing needs and uses of the lab facility. (Public Works Director/Finance Director)

City Manager Wier reported to the Council and reminded them what was discussed at the Workshop. There are several reasons why we are considering contract operations such as increasing regulatory requirements, the WWTP is classified as a Grade IV WWTP, the recruitment of certified operators, the retention of certified operators, and deferred maintenance. There have been a lot of Capital Improvement Projects in the last 5 years, however, the needs outweigh the resources to get them done. There is a large debt service, the current loan balance is approximately \$37 million, and the FY 19/20 payment is \$1.5million, there is a high cost of operations, maintenance and regulatory compliance of a WWTP as well as an inability to raise rates to keep pace with costs; Measure Q failed in November 2016, sewer rates have not increased in 5 years, debt service has increased \$400k a year over that time frame. There have been many steps taken to make sure we are operating this asset as efficiently as possible including grants and increased operational efficiencies. He further reported on how the City has been planning for the future with a rate study in 2015, a 10 year financial plan in 2018 and then in 2019 evaluating contract operations. After seeing how well Brookings is doing after going to contract operations as well as seeing an industry trend, the City decided to evaluate what contract

operations would mean for the City of Crescent City. The selection panel consisted of: Del Norte County CAO, Assistant County CAO, former CAO/former Interim City Manager, General Manager of Pacific Power, Local Engineer/former Interim City Manager, current City Manager, Public Works Director and the Finance Director. Dennis Burrell of Jacob's Engineering addressed the Council and went over what their company can do for the City as outlined in the Workshop. The City does not give up control, still owns the Plant, Jacobs offers a service to run the plant and the liability that comes along with that. All City employees will be retained. Director Olson went over what status quo operations will look like and stated that if the City were to mirror Jacob's operational approach, it would be the City Optimal option. It would cost the City \$150k to implement in the first year and there would also be an increase in parts and supplies for increased maintenance. With this option, the proposed wages do not fit well in the City organization. Finance Director Leaver went over the cost comparison between City Status Quo - budget as it was presented tonight, City Optimal - \$4.9 this fiscal year and \$4.97 in the following year, and Jacob's Engineering contract service - \$4.6 this year and \$4.8 the year after. City Manager Wier asked for the Council's direction on which choice would be appropriate for the City to take; staff recommendation is to go with Contract Operations. Discussion regarding the viability of biosolids was held at a Council level. Council Member Wright asked for the time frame of recruiting people for a status quo operations choice; City Manager Wier answered that it would be tough, 4-6 weeks is typical recruitment period, however, can only get OITs. It would take about 10 weeks to get someone on board, current status quo will not make it easy to replace the CPO. The Council concurred that what Jacobs Engineering offers for contact operations is the most viable fit for the City.

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 directed the City Manager to negotiate a 5-year contract with Jacobs Engineering for contract operations, maintenance, and management of the City's Wastewater Treatment Plant (WWTP) for execution by the Council at a future meeting.

Mayor Inscore asked about the timing of negotiations and impending resignations of operational staff before the poll was taken; City Manager Wier stated that the 2<sup>nd</sup> meeting of July the contract will be on the Council agenda, will try to expedite to 30-60 days thereafter for transition.

City Manager Wier stated that in regards to the Lab, Jacobs saw it as a possible benefit. Staff recommendation to leave the Lab status quo and give staff direction to evaluate alternative options. Mayor Inscore spoke in favor of evaluating alternatives, says can be evaluated more when Jacobs comes online. City Manager Wier stated that with the resignation of Tara Wood, Lab Director, it changes the scenario. We are currently looking at options, still working through issues; ideal staffing for the lab is 2 ½ positions.

There was unanimous consensus from the Council for staff to continue working on resolutions for the Lab.

- 12. Professional Services Agreement with Operations Management International, Inc., (Jacobs Engineering) to Provide Wastewater Operators to Fill Short-Term On-Call City Needs
  - Recommendation: Hear staff report
  - Take public comment
  - Authorize the City Manager to sign a Professional Services Agreement with Operations Management International, Inc. in the not-to-exceed amount of \$50,000 for on-call as-needed wastewater treatment operations staff. (Public Works Director)

Public Works Director Olson reiterated what was spoken of this evening of the short staff issues we are dealing with; having adequate staffing is imperative. Jacobs has proposed to temporarily help us with this staffing issue with backfilling positions for us within 6 weeks. Mayor Inscore asked if the "not to exceed amount of \$50k" will get us to the Jacobs takeover; Director Olson answered that it will get us through the end of this fiscal year; City Manager Wier further stated it will get us into July; the \$50k meets the immediate need as we did not know what direction the Council would go with contract operations.

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 City Manager to sign a Professional Services Agreement with Operations Management International, Inc. in the not-to-exceed amount of \$50,000 for on-call as-needed wastewater treatment operations staff.

## 13. Agreement with Applied Development Economics, Inc for the 2011-2016 Comprehensive Economic Development Strategy (CEDS) Update

- Recommendation: Hear staff report
- Take public comment
- Approve and authorize the City Manager to sign an Agreement with Applied Development Economics, Inc. to update the 2011-2016 Comprehensive Economic Development Strategy (CEDS) Update. (City Manager)

City Manager Wier reported that the top two firms were interviewed, and it was decided to offer a contract to Applied Development Economics, Inc. as they can meet our grant schedule and has the knowledge base that fits the City's needs. Mayor Pro Tem Kime asked what the in-kind services would be; City Manager Wier stated that the City is committed to \$15k in kind services, the County, \$15k, and the Harbor, \$10k. The following would constitute as "in kind services" from the City end: staff time, public meetings, and rental of the Cultural Center. This document will allow us to be eligible for future grants.

On a motion by Council Member Fallman, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City authorized the City Manager to sign an Agreement with Applied Development Economics, Inc. to update the 2011-2016 Comprehensive Economic Development Strategy (CEDS) Update.

#### CITY COUNCIL ITEMS

- > Legislative Matters None
- City Manager Report and City Council Directives City Manager Wier gave the following updates to the Council:
  - o Appointments for a Shoreline RV Park ad hoc committee
    - City Manager Wier asked the Council if they approve creating an ad hoc committee for Shoreline RV Park. The Council was in unanimous consensus to create an ad hoc and Council Members Greenough, Wright, Fallman, and Mayor Pro Tem Kime volunteered to serve on the ad hoc. Mayor Inscore appointed Council Member Wright and Mayor Pro Tem Kime; the Council was in unanimous consensus of these appointments.
  - Fire Department Master Plan Update
    - Interim Fire Chief Bill Gillespie reported to the Council about the Master Plan.
       PlanWest ran into a few things that stretched this on longer than they expected.
       Collette Metz of PlanWest is working through final

recommendations now and will bring it forward in the beginning of July at a meeting with the 2x2 committee. After the 2x2 meets, there will be a Joint Council/Fire Board meeting for a presentation. City Manager Wier stated that there will be some costs associated with this and for the Council to anticipate a budget amendment.

- o Announcement of Recreation and Events Director
  - City Manager Wier stated that at the July 1<sup>st</sup> Council meeting, an Employment Agreement will be before the Council for Holly Wendt for our new Recreation and Events Director and she is ready to start July 2<sup>nd</sup>.

City Manager Wier asked Chief Minsal to come forward for another announcement. Chief Minsal announced to the Council that he intends to retire after 38 years on September 8<sup>th</sup>. City Manager Wier stated that Chief Minsal has changed the PD for the better.

#### > Reports, Concerns, Referrals, Council travel and training reports -

<u>Council Member Fallman</u>: attended the following meetings: WWTP Contract Operations Workshop, Local Transportation Commission (LTCo) teleconference with Congressman Huffman, and Keith Jones' Celebration of Life.

<u>Council Member Wright:</u> no Yurok word of the day, however, was wearing a traditional Yurok necklace given to him from one of his students' parents.

**Council Member Greenough:** attended the WWTP Contract Operations Workshop.

Mayor Pro Tem Kime: attended the following meetings: WWTP Contract Operations and Border Coast Regional Airport Authority (BCRAA)

<u>Mayor Inscore:</u> attended the following meetings/events: BUILD Grant meetings, interviewed on KFUG, Annual Fire Dinner, facilitated a meeting with a local developer and City staff, WWTP Contract Operations Workshop, Pelican Bay State Prison Citizens Advisory meeting, and had a phone interview with NBC Sports regarding the Sister City story for the upcoming Olympics.

City Manager Wier reported to the Council that the flower baskets are up around town; the Girl Scout Mural on the WWTP will go up either was this afternoon or tomorrow morning. He also asked Mayor Inscore to give an update on the Sister City grant. Mayor Inscore reported that the Embassy asked us to resubmit the application and ask for more money. The School District resubmitted the application for \$142k and we just received word it has been fully funded. This will provide money for 30-35 people to come over from Rikuzentakata in September or October as well as news coverage of the event.

#### **ADJOURNMENT**

There being no further business to come before the Council, Mayor Inscore adjourned the meeting at 8:57 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, July 1, 2019 at 6:00 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:

6/27/2019 11:34 AM





Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	06/14/2019	0.00	4,353.23
ACH	FITTAX	FIT Payroll Taxes Auto Pay	06/14/2019	0.00	19,167.10
ACH	PERS2	Public Emp Retirement Sys	06/14/2019	0.00	24,280.36
ACH	EDDTAX	State of California EDD TAX Auto Pay	06/11/2019	0.00	41.30
ACH	FITTAX	FIT Payroll Taxes Auto Pay	06/11/2019	0.00	806.45
434025	ICMARE	Icma Retirement Trust-457	06/11/2019	0.00	3,223.70
434026	PERS4	CalPERS-FRAS	06/14/2019	0.00	33,000.00
434027	WAMUTU	Crescent City Employees Association	06/14/2019	0.00	90.00
434028	CCPOLI	Crescent City Police Officer's Association	06/14/2019	0.00	520.00
434029	ICMARE	Icma Retirement Trust-457	06/14/2019	0.00	3,315.51
434030	MYERSS	Myers-Stevens & Toohey Co, Inc	06/14/2019	0.00	115.50
434031	NCHEAL	Northcoast Health Screen.	06/14/2019	0.00	40.00
434032	REDWMO	Redwood Medical Offices	06/14/2019	0.00	20.00
434033	CAPLIVE	Secure Screening Solutions, Inc	06/14/2019	0.00	88.00
434034	ZCAJUSTA	ST CA Dept Of Justice	06/14/2019	0.00	128.00
434035	ATTClets	A T & T	06/14/2019	0.00	102.17
434036	ALLCRE	All Creatures Animal	06/14/2019	0.00	179.00
434037	UB*04814	BONNIE BRUNNER	06/14/2019	0.00	111.59
434038	CRENNE	C Renner Petroleum Inc	06/14/2019	0.00	1,350.03
434039	CHARTEC	Charter Communication Inc	06/14/2019	0.00	243.94
434040	DNOFFI	Del Norte Office Supply	06/14/2019	0.00	1,083.41
434041	DELLMA	Dell Marketing L P	06/14/2019	0.00	1,559.48
434042	UB*04816	DONNA DEWOLF	06/14/2019	0.00	196.40
434043	<b>EMSSAFET</b>	EMS Safety Services, Inc.	06/14/2019	0.00	4,736.45
434044	VERIZO2	Frontier	06/14/2019	0.00	28.78
434045	G.H. Out	G.H. Outreach	06/14/2019	0.00	89.04
434046	EFFDEL	Ernie & Cheri Hardaway	06/14/2019	0.00	30.00
434047	UB*04817	KATHLEEN HARTMAN	06/14/2019	0.00	16.87
434048	MEYERSPO	Meyers Police K-9 Training, LLC	06/14/2019	0.00	600.00
434049	UB*04811	SEBASTIAN MOFOR	06/14/2019	0.00	250.00
434050	MORJON	Mor-Jon Inc	06/14/2019	0.00	627.50
434051	NORTHSTA	Northstar Chemical ,Inc.	06/14/2019	0.00	5,083.21
434052	UB*04818	TESSA NOSLER	06/14/2019	0.00	250.00
434053	UB*04815	ALICE OSCAR	06/14/2019	0.00	84.68
434054	UB*04812	ESMERALDA RANGEL-RIVERA	06/14/2019	0.00	184.35
434055	SUTTERFN	Nacole Sutterfield	06/14/2019	0.00	52.45
434056	CALCARDS	US Bank Corporate Pmt Systems	06/14/2019	0.00	2,999.91
434057	WAHLUN	Wahlund Construction Inc	06/14/2019	0.00	9,355.94
434058	UB*04813	REWETI WIKI	06/14/2019	0.00	250.00
434059	SPRING	Accela, Inc.	06/21/2019	0.00	1,638.80
434060	AUTOZONE	Auto Zone	06/21/2019	0.00	19.34
434061	BATTSYS	Battery Systems	06/21/2019	0.00	158.16
434062	BERTSC	Bertsch-Oceanview Csd	06/21/2019	0.00	7,714.40
434063	BLUEST	Blue Star Gas	06/21/2019	0.00	128.76
434064	CRENNE	C Renner Petroleum Inc	06/21/2019	0.00	6,223.80
434065	CHARTEC	Charter Communication Inc	06/21/2019	0.00	94.98
434066	CHURCH	Churchtree Csd	06/21/2019	0.00	569.70

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
434067	COUNTRYC	Country Garden Nursery, LLC	06/21/2019	0.00	3,140.08
434068	CPI	CPI International	06/21/2019	0.00	333.38
434069	CCGLAS	Crescent City Glass Co.	06/21/2019	0.00	286.63
434070	CURRYE	Curry Equipment	06/21/2019	0.00	2,704.04
434071	DNCOEN	D N Co Engineering	06/21/2019	0.00	7,734.93
434072	DNCOFL	D N Co Flood Control Dist	06/21/2019	0.00	603.80
434073	DNCOUN	D N Co Unified School Dst	06/21/2019	0.00	44.25
434074	DAYWIR	Day Wireless Systems Inc	06/21/2019	0.00	26,107.93
434075	DNCBOS	Del Norte County	06/21/2019	0.00	35.00
434076	DNOFFI	Del Norte Office Supply	06/21/2019	0.00	221.38
434077	DITCHWIT	Ditch Witch West, A Pape Company	06/21/2019	0.00	246.85
434078	ENGLUN	Englund Marine Supply Co.	06/21/2019	0.00	8.84
434079	FAMILYRE	Family Resource Center of the Redwoods	06/21/2019	0.00	17,770.79
434080	FASTENAL	Fastenal Company	06/21/2019	0.00	543.88
434081	FERGUS	Ferguson Enterprises, Inc #3011	06/21/2019	0.00	9,677.14
434082	VERIZO2	Frontier	06/21/2019	0.00	705.85
434083	GEORGE	George's Auto & Diesel	06/21/2019	0.00	297.04
434084	GRAING	Grainger	06/21/2019	0.00	174.92
434085	HDFOWLER	H. D. Fowler	06/21/2019	0.00	1,693.99
434086	HAMWSG	Hambro/WSG	06/21/2019	0.00	8,812.28
434087	EFFDEL	Ernie & Cheri Hardaway	06/21/2019	0.00	30.00
434088	HARDY	Hardy Diagnostics	06/21/2019	0.00	697,44
434089	HARPER	Harper Motors	06/21/2019	0.00	171.20
434090	HEMMIN	Hemmingsen Const Inc	06/21/2019	0.00	1,741.50
434091	HILFIK	Hilfiker Pipe Company	06/21/2019	0.00	545.13
434092	HDLASSOC	Hinderliter deLlamas & Associates	06/21/2019	0.00	1,181.41
434093	Home Dep	Home Depot Credit Services	06/21/2019	0.00	9,705.03
434094	DIVERS	Hub International	06/21/2019	0.00	307.74
434095	INDUSTE	Industrial Electric Arcata Inc	06/21/2019	0.00	50.80
434096	INDUSTST	Industrial Steel & Supply	06/21/2019	0.00	497.94
434097	INFINITY	Infinity Abatement Services	06/21/2019	0.00	3,980.00
434098	RECALL	Iron Mountain	06/21/2019	0.00	130.00
434099	LESSCH	Les Schwab Tire Co	06/21/2019	0.00	1,032.50
434100	LEXISNEX	Lexis Nexis Risk Solutions	06/21/2019	0.00	50.00
434101	MENDES	Mendes Supply Company	06/21/2019	0,00	138.85
434102	MISSIO	Mission Uniform & Linen	06/21/2019	0.00	188.83
434103	MORRISON	Morrison and Company Consulting, Inc.	06/21/2019	0.00	2,214.00
434104	101	National Auto Parts Warehouse	06/21/2019	0.00	1,040.02
434105	NORTHR	Northridge Electric	06/21/2019	0.00	5,764.97
434106	OSCARL	Oscar Larson & Associates	06/21/2019	0.00	282.22
434107	OUTDOO	Outdoor Creations Inc	06/21/2019	0.00	2,976.88
434108	OREILLY	Ozark Automotive Dis. Inc.	06/21/2019	0.00	4,780.53
434109	QUILLC	Quill Corporation	06/21/2019	0.00	68.01
434110	RDJ Spec	RDJ Spedcialties, Inc	06/21/2019	0.00	478.78
434111	ROTORO	Roto-Rooter	06/21/2019	0.00	2,311.00
434111	SIGMAALD	Sigma-Aldritch, Inc.	06/21/2019	0.00	535.03
434113	STOVER	Stover Engineering	06/21/2019	0.00	8,434.65
	TECHNI	<del>-</del>		0.00	76,265.82
434114 434115	THILLR	Technical Systems Inc Regina Thill	06/21/2019 06/21/2019	0.00	205.65
		Tidewater Contractors Inc		0.00	1,674.85
434116	TIDEWA		06/21/2019	0.00	3,892.14
434117	TWOGUY	Two Guys	06/21/2019	0.00	3,892.14 445.87
434118	UNITEDRO	United Rotary Brush Corp	06/21/2019	0.00	226.23
434119	ZEESER	Zee Medical Company	06/21/2019	0.00	
				;	
			Report Total (100 checks):	0.00	348,390.31

# Accounts Payable 6-8-19 to 6-21-19 Council

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Check Num	Check Da	Account	Description	Amount	Selected for Vo
0	06/14/2019	610-000-2185-00000	PR Batch 00001.06.2019 State Income Tax	4,343.18	no
0	06/14/2019	610-000-2189-00000	PR Batch 00001.06.2019 Federal Income Tax	14,582.15	no
0	06/14/2019	610-000-2188-00000	PR Batch 00001.06.2019 Medicare Employee Portion	2,242.12	no
0	06/14/2019	610-000-2188-00000	PR Batch 00001.06.2019 Medicare Employer Portion	2,242.12	no
0	06/14/2019	610-000-2187-00000	PR Batch 00001.06.2019 EE Contribution	10,504.28	no
0	06/14/2019	610-000-2187-00000	PR Batch 00001.06.2019 ER Contribution	13,157.67	no
0	06/14/2019	610-000-2187-00000	PR Batch 00001.06.2019 Service Credit Purchase	414.18	no
0	06/14/2019	610-000-2187-00000	PR Batch 00001.06.2019 Survivor Benefit	54.91	no .
0	06/11/2019	610-000-2185-00000	PR Batch 00911.06.2019 State Income Tax	31.20	no
0	06/11/2019	610-000-2189-0000€	PR Batch 00911.06.2019 Federal Income Tax	365.33	no
0	06/11/2019	610-000-2188-00000	PR Batch 00911.06.2019 Medicare Employee Portion	172.97	no
0	06/11/2019	610-000-2188-00000	PR Batch 00911.06.2019 Medicare Employer Portion	172.97	no
0	06/11/2019	610-000-2185-00000	PR Batch 00111.06.2019 State Income Tax	10.10	no
0	06/11/2019	610-000-2189-00000	PR Batch 00111.06.2019 Federal Income Tax	70.14	no
0	06/11/2019	610-000-2188-00000	PR Batch 00111.06.2019 Medicare Employee Portion	12.52	no
0	06/11/2019	610-000-2188-00000	PR Batch 00111.06.2019 Medicare Employer Portion	12.52	no
0	06/14/2019	610-000-2187-00000	PR Batch 00111.06.2019 EE Contribution	70.84	no
0	06/14/2019	610-000-2187-00000	PR Batch 00111.06.2019 ER Contribution	77.55	no
0	06/14/2019	610-000-2187-00000	PR Batch 00111.06.2019 Survivor Benefit	0.93	no
0	06/14/2019	610-000-2185-00000	PR Batch 00222.06.2019 State Income Tax	10.05	no
0	06/14/2019	610-000-2189-00000	PR Batch 00222.06.2019 Federal Income Tax	69.83	no
0	06/14/2019	610-000-2188-00000	PR Batch 00222.06.2019 Medicare Employee Portion	15.44	no
0	06/14/2019	610-000-2188-00000	PR Batch 00222.06.2019 Medicare Employer Portion	15.44	no
434025	06/11/2019	610-000-2178-00000	Plan #300878	2,350.32	no
434025	06/11/2019	610-000-2186-00000	Plan #306752	151.39	no
434025	06/11/2019	610-000-2186-00000	Plan #306752	721.99	no
434026	06/14/2019	001-000-1510-00000	Additional Unfunded Liabilty Payment	11,520.00	no
434026	06/14/2019	412-000-1510-00000	Additional Unfunded Liabilty Payment	1,100.00	no
434026	06/14/2019	413-000-1510-00000	Additional Unfunded Liabilty Payment	9,248.00	no
434026	06/14/2019	419-000-1510-00000	Additional Unfunded Liabilty Payment	8,146.00	no
434027	06/14/2019	610-000-2184-00000	PR Batch 00001.06.2019 Misc EE Association Fund	90.00	no
434028	06/14/2019	610-000-2181-00000	PR Batch 00001.06.2019 Misc EE Association Fund	520.00	no
434029	06/14/2019	610-000-2178-00000	Plan #300878	2,420.78	
434029	06/14/2019	610-000-2178-00000	Plan #300878	156.28	no
434029	06/14/2019	610-000-2178-00000	Plan #306752	127.99	no
434029	06/14/2019	610-000-2186-00000	Plan #306752		no
434029	06/14/2019	001-240-4125-00000		610.46	no
			Jun 19 Premiums	115.50	no
434031	06/14/2019	412-100-4407-00000	Pre-employment screening	40.00	no
434032	06/14/2019	001-240-4407-00000	Annual Exam	194.00	no
434032	06/14/2019	001-240-4407-00000	Credit for Duplicate Charge	-194.00	no
434032	06/14/2019	001-240-4407-00000	No Show Fee	20.00	no
434033	06/14/2019	412-100-4407-00000	Pre-employement Livescan	22.00	no
434033	06/14/2019	001-240-4411-00000	Livescan-Cab McRae	22.00	no
434033	06/14/2019	001-240-4411-00000	Livescan-Cab Deines	22.00	no
434033	06/14/2019	001-240-4411-00000	Livescan-Cab Hensel	22.00	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
434034	06/14/2019	412-100-4407-00000	Pre-employment Fingerprint	32.00	no
434034	06/14/2019	001-240-4411-00000	Fingerprint-Cab McRae	32.00	no
434034	06/14/2019	001-240-4411-00000	Fingerprint-Cab Deines	32.00	no
434034	06/14/2019	001-240-4411-00000	Fingerprint-Cab Hensel	32.00	no
434035	06/14/2019	001-240-4230-00000	DOJ/CLETS line: MAY 2019	102.17	no
434036	06/14/2019	001-240-4380-00000	Medical care as needed for K9: DJango	35.00	no
434036	06/14/2019	001-240-4380-00000	Medical care as needed for K9: DJango	90.00	no
434036	06/14/2019	001-240-4380-00000	Medical care as needed for K9	54.00	no
434037	06/14/2019	419-000-2110-00000	Refund Check	111.59	no
434038	06/14/2019	001-240-4330-00000	Fuel for patrol cars	1,350.03	no
434039	06/14/2019	412-100-4230-0000€	Internet Service -06/01/19-06/30/19	134.98	no
434039	06/14/2019	001-230-4230-00000	Cable & Internet Service-05/20/19-06/19/19	108.96	no
434040	06/14/2019	001-113-4310-00000	printer ink- black	136.51	no
434040	06/14/2019	001-240-4310-00000	printer ink- black	179.51	no
434040	06/14/2019	001-240-4310-00000	memo books, storage boxes	47.89	no
434040	06/14/2019	001-240-4310-00000	toner cartridge- high yield	139.74	no
434040	06/14/2019	001-240-4310-00000	toner cartridges- magenta & cyan	447.18	no
434040	06/14/2019	001-240-4310-00000	laminate table	126.57	no
434040	06/14/2019	001-240-4310-00000	certificate frame	6.01	no
434041	06/14/2019	420-115-4312-00000	Replacement workstation - ISA	1,559.48	
434042	06/14/2019	419-000-2110-00000	Refund Check	1,339.48	no
434043	06/14/2019				no
434044		506-506-4390-00000	EMS SAFETY: (4) AED's	4,736.45	no
	06/14/2019	413-353-4230-00000	707-465-4191Lift Station Phone 06/01/19-06/30/19	28.78	no
434046	06/14/2019	419-371-4470-00000	Sample delivery to North Coast Labs	30.00	no
434047	06/14/2019	419-000-2110-00000	Refund Check	16.87	no
434048	06/14/2019	001-240-4380-00000	Monthly maintenance training for K9s: MAY 2019	600.00	no
434049	06/14/2019	419-000-2110-00000	Refund Check	250.00	no
434050	06/14/2019	001-230-4391-00000	plug (napa)	2.90	no
434050	06/14/2019	508-508-4390-00000	v-belt (napa)	104.45	no
434050	06/14/2019	001-470-4390-00000	powerated belt (napa)	47.00	no
434050	06/14/2019	413-357-4390-00000	powerated belt (napa)	14.79	no
434050	06/14/2019	001-470-4390-00000	motor mount (napa)	3.31	no
434050	06/14/2019	508-508-4390-00000	sensor (napa)	33.01	no
434050	06/14/2019	001-230-4390-00000	def (napa)	22.94	no
434050	06/14/2019	413-357-4390-00000	ball bearing	11.05	no
434050	06/14/2019	419-371-4390-00000	ball bearings	268.97	no
434050	06/14/2019	419-371-4390-00000	ball bearings	119.08	no
434051	06/14/2019	413-352-4340-00000	RDT and belt press polymers	5,083.21	no
434052	06/14/2019	419-000-2110-00000	Refund Check	250.00	no
434053	06/14/2019	419-000-2110-00000	Refund Check	84.68	no
434054	06/14/2019	419-000-2110-00000	Refund Check	184.35	no
434055	06/14/2019	001-350-4530-00000	ST Planning & Design: shuttle, meals, 6/3-6/19 (REMAINDER)	52.45	no
434056	06/14/2019	001-350-4530-00000	CONTOUR: ST Planning & Design: airfare, N.Sutterfield, 6/3-6/19	208.00	no
434056	06/14/2019	001-112-4434-00000	AMAZON:100 Japanese Carp Flags & hngrs -Japan's Children's Day	505.66	no
434056	06/14/2019	419-371-4530-00000	Workplace Safety Outreach Class - reg, D.Lovdahl, 6/24/19	179.00	no
434056	06/14/2019	419-371-4530-00000	Workplace Safety Outreach Class: reg, W.Franklin, 6/24/19	179.00	no
434056	06/14/2019	419-371-4530-00000	Workplace Safety Outreach Class - reg, J.Wylie, 6/24/19	179.00	no
434056	06/14/2019	001-480-4340-00000	POOL SUPPLY WORLD: water hardener	415.64	no
434056	06/14/2019	413-357-4390-00000	PATRIOT SUPPLY: seal holder, wire spacer, impeller, wear ring	198.08	no
434056	06/14/2019	413-000-2122-00000	(TAX) PATRIOT SUP: seal holder, wire spacer, impeller, wear ring	-12.92	no
434056	06/14/2019	001-470-4390-00000	MAILROOM: mail empty flower baskets to fill	356.37	no
434056	06/14/2019	506-506-4390-00000	GREENTEK ENERGY: LEDs	217.69	no
434056	06/14/2019	001-000-1202-00000	WALGREENS: Matt's retirement	3.86	
434056	06/14/2019	506-000-2122-00000	(TAX) GREENTEK ENERGY: LEDs	-15.19	no
434056	06/14/2019	001-480-4390-00000	SUPPLYHOUSE: pool burners	-13.19 78.92	no
.5 1050	00/17/2017	501 100-7570 <b>-</b> 000000	SOLLETTICOOD, poor buillets	18.92	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
434056	06/14/2019	001-480-4390-00000	SUPPLYHOUSE: pool burners	48.45	no
434056	06/14/2019	413-357-4550-00000	CWEA: renewal for Dan Borges	94.00	no
434056	06/14/2019	001-000-1202-00000	SAFEWAY: Matt's retirement cake	42.14	no
434056	06/14/2019	419-371-4550-00000	CWEA: renewal for Dan Borges	94.00	no
434056	06/14/2019	419-371-4390-00000	MAIL ROOM: shipment to radiator supply house	31.08	no
434056	06/14/2019	001-350-4310-00000	WALMART: foam board for public meeting	1.90	no
434056	06/14/2019	001-364-4390-10025	DHS EQUIPMENT: throttle lever	208.62	no
434056	06/14/2019	001-000-2122-00000	(TAX) DHS EQUIPMENT: throttle lever	-13.39	no
434057	06/14/2019	413-356-4450-35022	Emergency work for EV LS	9,355.94	no
434058	06/14/2019	419-000-2110-00000	Refund Check	250.00	no
434059	06/21/2019	413-120-4415-00000	UB web pmt fees: MAY 2019	819.40	no
434059	06/21/2019	419-120-4415-00000	UB web pmt fees: MAY 2019	819.40	no
	06/21/2019	001-240-4391-00000	restrictor valve	19.34	no
434061	06/21/2019	508-508-4390-60001	Battery for #5176	290.71	no
	06/21/2019	508-508-4390-00000	RETURN: Battery	-132.55	no
	06/21/2019	419-372-3821-41028	BOV Water Maintenance: MAY 2019	7,714.40	no
	06/21/2019	413-352-4220-00000	Propane (ACCT# 02-1010727)	128.76	no
	06/21/2019	508-508-4330-00000	gasoline	6,223.80	no
	06/21/2019	413-352-4230-00000	broadband for security 06/08/19-07/07/19	94.98	no
	06/21/2019	419-372-3822-41029	Water Maintenance: MAY 2019	569.70	no
	06/21/2019	001-470-4390-00000	23 flower baskets to beautify downtown	3,140.08	no
	06/21/2019	413-351-4390-00000	Microbiology supplies	333.38	
	06/21/2019	412-100-4390-00000	window for shoreline	286.63	no
	06/21/2019	001-470-4390-00000	Hydraulic pumps for Husqvarna Mower	2,149.98	no
	06/21/2019	001-470-4390-00000		*	no
	06/21/2019	001-470-4390-00000	RETURN: Hydraulic pumps for Husquaria Mower (+ restocking fee)	-1,409.82	no
	06/21/2019	508-508-4390-00000	Hydraulic pumps for Husqvarna Mower throttle control	1,719.98	no
	06/21/2019	001-470-4390-00000		38.69	no
			spool	10.73	no
	06/21/2019	001-470-4390-00000	starter recoil, trimmer housing, husqvarna parts	92.37	no
	06/21/2019	001-470-4390-00000 117-364-4450-00FS	bar oil, gaterline	102.11	no
	06/21/2019		Plans for Storm Drain project: MAY 2019	7,734.93	no
	06/21/2019	419-372-3823-41030	Water Maintenance: MAY 2019	603.80	no
	06/21/2019	001-471-3530-00000	Cultural Center Rental Overpayment	44.25	no
	06/21/2019	001-230-4396-00000	Radios (grant)	21,151.87	no
	06/21/2019	001-350-4390-00000	Radios (grant)	2,478.03	no
	06/21/2019	419-371-4390-00000	Radios (grant)	2,478.03	no
	06/21/2019	001-313-4409-00000	Chamber Rental for Planning Meetings	35.00	no
	06/21/2019	001-350-4310-00000	tape	6.65	no
	06/21/2019	413-120-4310-00000	tape	1.66	no
	06/21/2019	419-120-4310-00000	tape	1.66	no
	06/21/2019	001-120-4310-00000	colored paper; letter opener	28.51	no
	06/21/2019	413-120-4310-00000	colored paper; letter opener	1.40	no
	06/21/2019	419-120-4310-00000	colored paper; letter opener	1.40	no
	06/21/2019	413-120-4310-00000	toner for UB dept	87.60	no
	06/21/2019	419-120-4310-00000	toner for UB dept	87.61	no
	06/21/2019	413-120-4310-00000	magnets	0.30	no
	06/21/2019	419-120-4310-00000	magnets	0.30	no
	06/21/2019	412-100-4390-00000	rings for laundry keys	4.29	no
	06/21/2019	508-508-4390-00000	brass lever valve #73	246.85	no
	06/21/2019	001-470-4390-00000	snap hooks	8.84	no
	06/21/2019	151-485-4796-1605\	16-CDBG-11136: Food Bank Services: MAY 2019	17,770.79	no
	06/21/2019	508-508-4390-00000	plow bolts	13.61	no
434080	06/21/2019	508-508-4390-00000	drill bits	174.11	no
			A		
434080	06/21/2019 06/21/2019	419-371-4390-0000C 413-353-4390-0000C	safety supplies	39.48	no

434080 0 434080 0 434081 0 434082 0 434082 0	06/21/2019 06/21/2019 06/21/2019 06/21/2019	001-470-4390-0000C 508-508-4390-0000C 001-364-4390-10025	safety supplies safety supplies	199.49	no
434080 0 434081 0 434082 0 434082 0	06/21/2019		safety supplies		
434081 0 434082 0 434082 0		001-364-4390-10025		38.29	no
434082 0 434082 0	06/21/2019	001 30-1 4330 10025	safety supplies	39.42	no
434082		419-371-4390-00000	(5) 2" water meters, (3) 1.5" water meters, (1) 4" water meter	9,677.14	no
	06/21/2019	419-371-4230-00000	Water System Phone 464-2826 -06/13/19-07/12/19	63.18	no
434082	06/21/2019	419-371-4230-00000	Water System Phone 707-008306/13/19-07/12/19	28.20	no
	06/21/2019	419-371-4230-00000	Water System Ph Bills06/13/19-07/12/19	29.50	no
434082 0	06/21/2019 -	419-371-4230-00000	Water System phone 707-1014 -06/10/19-07/09/19	29.50	no
434082 0	06/21/2019	419-371-4230-00000	Water System Phone 707-1015-06/13/19-07/12/19	29.50	no
434082 0	06/21/2019	419-371-4230-00000	Water Syst Phone 707-101606/13/19-07/12/19	29.50	no
434082 0	06/21/2019	419-371-4230-00000	Water Syst Phone 707-1017-06/13/19-07/12/19	29.50	no
434082 0	06/21/2019	419-371-4230-00000	Water System Phone - 0249-06/13/19-07/12/19	72.77	no
434082 0	06/21/2019	413-353-4230-00000	Lift Station Phone PLO-000106/13/19-07/12/19	29.50	no
434082 0	06/21/2019	001-240-4230-00000	Radio to Sherriff06/13/19-07/12/19	30.85	no
434082 0	06/21/2019	419-371-4230-00000	Water System Phone Bill 707-100606/13/19-07/12/19	29.50	no
434082 0	06/21/2019	419-371-4230-00000	Water System Ph. Bill 707-100706/13/19-07/12/19	72.77	no
	06/21/2019	419-371-4230-00000	Water Syst Ph Bills06/13/19-07/12/19	72.77	no
	06/21/2019	419-371-4230-00000	Water System Phone Bills06/13/19-07/12/19	29.50	no
	06/21/2019	419-371-4230-00000	707-1013 chlor bdg-06/13/19-07/12/19	99.81	no
	06/21/2019	419-371-4230-00000	Water System Ph Bills06/13/19-07/12/19	29.50	no
	06/21/2019	419-371-4390-00000	connectors, lugs	213.19	no
	06/21/2019	508-508-4390-00000	bulb	8.99	no
	06/21/2019	419-371-4390-00000	gaskets	6.28	no
	06/21/2019	001-230-4391-00000	pull switch	8.92	no
	06/21/2019	508-508-4390-00000	switch	18.92	
	06/21/2019	508-508-4390-00000	camlock, solnoid	40.74	no
	06/21/2019	508-508-4390-00000	corrugated tubing	29.26	no
	06/21/2019	508-508-4390-00000	caster wheel	101.93	no
	06/21/2019	508-508-4390-00000			no
	06/21/2019		windshield tablets, cloth belt	43.73	no
		419-371-4390-00000	12 - combo check gate valves	804.31	no
	06/21/2019	419-371-4390-00000	(8) 1" corp stops, (4) 2.5" repair bands	889.68	no
	06/21/2019	413-352-4225-00000	Sludge disposal FY19	321.09	no
	06/21/2019	413-352-4225-00000	Sludge disposal FY19	1,453.30	no
	06/21/2019	413-352-4225-00000	Sludge disposal FY19	1,518.80	no
	06/21/2019	413-352-4225-00000	Sludge disposal FY19	1,356.91	no
	06/21/2019	413-352-4225-00000	Sludge disposal FY19	1,384.09	no
	06/21/2019	413-352-4225-00000	Sludge disposal FY19	1,428.59	no
	06/21/2019	413-352-4225-00000	Sludge disposal FY19	1,349.50	no
	06/21/2019	419-371-4470-00000	Sample delivery to North Coast Labs	30.00	no
	06/21/2019	413-351-4390-00000	Microbiological Testing: ATCC organisms, dehydrated media, steri	697.44	no
	06/21/2019	508-508-4390-00000	heater, motor asy for #58	171.20	no
	06/21/2019	419-371-4390-00000	Rock to be delivered throughout the year for road base	1,741.50	no
	06/21/2019	001-364-4390-10025	Concrete lid for storm drain	545.13	no
	06/21/2019	001-120-4409-00000	Sales tax reporting and auditing - Sales QTR 4 2018	1,181.41	no
	06/21/2019	412-100-4390-00000	(3) coin operated washers & dryers	5,109.72	no
	06/21/2019	001-470-4390-00000	Cinder blocks to build a wind break for Bro Jon and Lighthouse R	2,143.77	no
	06/21/2019	413-357-4390-00000	pliers, waterbottles	20.67	no
	06/21/2019	412-100-4390-00000	microwave	70.95	no
	06/21/2019	001-240-4390-00000	lightbulbs	10.69	no
	06/21/2019	001-480-4390-00000	blue granite bit	25.13	no
	06/21/2019	506-506-4390-00000	torque set	8.57	no .
434093 0	06/21/2019	001-251-4390-00000	bit set, pipe wrench, screwdriver set, tape measure, voltage tst	140.56	no
434093 0	06/21/2019	001-364-4350-10023	locknut, bushing	36.31	no
434093 0	06/21/2019	506-506-4390-00000	click bin set, gloves, sawzall blade	177.28	no
434093 0	06/21/2019	506-506-4390-00000	milwaukee bits	55.80	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
434093	06/21/2019	506-506-4390-00000	gloves	10.62	no
434093	06/21/2019	506-506-4390-00000	concrete block, rebar, anchor bolts, concrete	42.87	no
434093	06/21/2019	506-506-4390-00000	bench plane, storage bins, bits, screwdriver, plane, hacksaw bld	178.02	no
434093	06/21/2019	419-371-4390-00000	simple green, rags, magnetic tray	58.23	no
434093	06/21/2019	506-506-4390-00000	stake flags, measuring wheel	149.37	no
434093	06/21/2019	506-506-4390-00000	mini blind duster	10.69	no
434093	06/21/2019	001-470-4390-00000	gong brush	12.84	no
434093	06/21/2019	506-506-4390-00000	anchor spikes	20.40	no
434093	06/21/2019	506-506-4390-00000	screwdriver set, cup hooks, wire	35.40	no
434093	06/21/2019	412-100-4390-00000	glass cleaner, sprayer, rags, window washing kit	51.99	no
434093	06/21/2019	508-508-4390-00000	sanding belt, disc psa	10.69	no
434093	06/21/2019	413-352-4390-00000	clamps, washers, bleach sprayers, towels, bolts	149.50	no
434093	06/21/2019	001-470-4390-00000	RETURN: plywood	-15.75	no
434093	06/21/2019	001-470-4390-00000	screws	3.98	no
434093	06/21/2019	001-230-4390-00000	connector	16.10	no
434093	06/21/2019	412-100-4390-00000	RETURN: washing machine hoses	-74.10	no
434093	06/21/2019	001-470-4390-00000	plywood	47.28	no
434093	06/21/2019	001-470-4390-00000	RETURN: concrete	-10.00	no
434093	06/21/2019	001-470-4390-00000	markers, redwood lumber	15.43	no
434093	06/21/2019	412-100-4390-00000	dryer cords, hoses	138.51	no
434093	06/21/2019	412-100-4390-00000	universal key fit	2.34	no
434093	06/21/2019	506-506-4390-00000	5.5 amp portable hand planer	138.68	no
434093	06/21/2019	506-506-4390-00000	concrete mix	48.16	no
434093	06/21/2019	412-100-4390-00000	sillcock	36.34	no
434093	06/21/2019	412-100-4390-00000	drawn box, square cover	4.44	no
434093	06/21/2019	412-100-4390-00000	screw cover pull box, square cover, outlets	59.33	
434093	06/21/2019	412-100-4390-00000	dryer connectors, hosebib, worm gear	81.76	no
434093	06/21/2019	412-100-4390-00000			no .
434093	06/21/2019		vinyl numbers, key tag rings	10.14	no
434093	06/21/2019	419-371-4390-00000	simple green, water bottles	18.80	no
434093		412-100-4390-00000	sillcock	14.53	no
	06/21/2019	412-100-4390-00000	key kwikset, breaker pole, pigtail screws, wire conn, crimps	98.04	no
434093 434093	06/21/2019 06/21/2019	506-506-4390-00000	screwdriver, electric tape	25.75	no
		412-100-4390-00000	breakers	19.78	no
434093	06/21/2019	413-353-4390-00000	junction box	25.07	no
434093	06/21/2019	506-506-4390-00000	seal steel, bushings, flex straps	17.53	no
434093	06/21/2019	412-100-4390-00000	garden soil	91.05	no
434093	06/21/2019	413-351-4390-00000	bleach, magic beads	6.93	no
434093	06/21/2019	419-371-4390-00000	pliers, screwdrivers	82.71	no
434093	06/21/2019	412-100-4390-00000	6 pack paint roller	11.26	no
434093	06/21/2019	412-100-4390-00000	outlets	35.96	no
434093	06/21/2019	413-357-4390-00000	bit sets	27.85	no
434093	06/21/2019	413-357-4390-00000	wire	197.06	no
434094	06/21/2019	001-000-2231-00000	Special Event Insurance: CC Fire & Rescue 5/4/19	130.10	no
434094	06/21/2019	001-000-2231-00000	Special Event Insurance: Dana Meeks Consulting 5/18/19	68.18	no
434094	06/21/2019	001-000-2231-00000	Special Event Insurance: Dowd 5/23/19	109.46	no
434095	06/21/2019	419-371-4390-00000	gasket & seal kit	50.80	no
434096	06/21/2019	508-508-4390-00000	aluminum square tube	497.94	no
434097	06/21/2019	412-100-4390-00000	Asbestos and lead paint inspections	3,980.00	no
434098	06/21/2019	001-113-4450-00000	Document shredding service 04/24/19-05/28/19	130.00	no
434099	06/21/2019	001-240-4391-00000	tires for #65	995.50	no
434099	06/21/2019	001-230-4390-00000	flat repair for fire truck	37.00	no
434100	06/21/2019	001-240-4409-00000	FY19 monthly service fee: MAY 2019	50.00	no
434101	06/21/2019	001-470-4370-00000	Janitorial Supplies- City-Wide	60.68	no
434101	06/21/2019	001-230-4370-00000	Janitorial Supplies- City-Wide	5.40	no
434101	06/21/2019	001-240-4370-00000	Janitorial Supplies- City-Wide	5.39	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
434101	06/21/2019	001-471-4370-00000	Janitorial Supplies- City-Wide	5.39	no
434101	06/21/2019	001-480-4370-00000	Janitorial Supplies- City-Wide	13.49	no
434101	06/21/2019	412-100-4370-00000	Janitorial Supplies- City-Wide	5.40	no
434101	06/21/2019	413-352-4370-00000	Janitorial Supplies- City-Wide	5.39	no
434101	06/21/2019	508-508-4370-00000	Janitorial Supplies- City-Wide	6.74	no
434101	06/21/2019	001-350-4370-00000	Janitorial Supplies- City-Wide	15.38	no
434101	06/21/2019	001-111-4370-00000	Janitorial Supplies- City-Wide	0.54	no
434101	06/21/2019	001-113-4370-00000	Janitorial Supplies- City-Wide	0.54	no
434101	06/21/2019	001-114-4370-00000	Janitorial Supplies- City-Wide	0.54	no
434101	06/21/2019	001-120-4370-00000	Janitorial Supplies- City-Wide	2.15	no
434101	06/21/2019	001-251-4370-00000	Janitorial Supplies- City-Wide	0.27	no
434101	06/21/2019	001-313-4370-00000	Janitorial Supplies- City-Wide	0.54	no
434101	06/21/2019	413-120-4370-00000	Janitorial Supplies- City-Wide	0.54	no
434101	06/21/2019	419-120-4370-00000	Janitorial Supplies- City-Wide	0.54	no
434101	06/21/2019	420-115-4370-00000	Janitorial Supplies- City-Wide	0.54	no
434101	06/21/2019	001-470-4370-00000	Janitorial Supplies- City-Wide	1.80	no
434101	06/21/2019	001-230-4370-00000	Janitorial Supplies- City-Wide	0.16	no
434101	06/21/2019	001-240-4370-00000	Janitorial Supplies- City-Wide	0.16	no
434101	06/21/2019	001-471-4370-00000	Janitorial Supplies- City-Wide	0.16	no
434101	06/21/2019	001-480-4370-00000	Janitorial Supplies- City-Wide	0.40	no
434101	06/21/2019	412-100-4370-00000	Janitorial Supplies- City-Wide	0.16	no
434101	06/21/2019	413-352-4370-00000	Janitorial Supplies- City-Wide	0.16	no
434101	06/21/2019	508-508-4370-00000	Janitorial Supplies- City-Wide	0.20	no
434101	06/21/2019	001-350-4370-00000	Janitorial Supplies- City-Wide	0.46	
434101	06/21/2019	001-111-4370-00000	Janitorial Supplies- City-Wide	0.48	no
434101	06/21/2019	001-111-4370-00000	Janitorial Supplies- City-Wide		no
434101	06/21/2019	001-113-4370-00000	Janitorial Supplies- City-Wide	0.02	no
434101	06/21/2019	001-114-4370-00000	• • • •	0.01	no
434101	06/21/2019	001-251-4370-00000	Janitorial Supplies - City-Wide	0.07	no
434101	06/21/2019	001-231-4370-00000	Janitorial Supplies - City-Wide	0.01	no
434101	06/21/2019	413-120-4370-00000	Janitorial Supplies - City Wide	0.01	no
434101	06/21/2019	419-120-4370-00000	Janitorial Supplies- City-Wide Janitorial Supplies- City-Wide	0.02	no
434101	06/21/2019	420-115-4370-00000	*	0.01	no
	06/21/2019		Janitorial Supplies- City-Wide	0.02	no
434102		413-357-4320-00000	uniforms	12.12	no
434102 434102	06/21/2019	413-357-4320-00000	uniforms	12.12	no
	06/21/2019	508-508-4320-00000	uniforms	15.38	no
434102	06/21/2019	508-508-4320-00000	uniforms	15.38	no
434102	06/21/2019	413-351-4220-00000	uniforms	18.93	no
434102	06/21/2019	413-351-4320-00000	uniforms	16.07	no
434102	06/21/2019	413-352-4320-00000	uniforms	35.54	no
434102	06/21/2019	413-352-4320-00000	uniforms	35.54	no
434102	06/21/2019	001-120-4370-00000	janitorial supplies/services	9.25	no
434102	06/21/2019	001-120-4370-00000	janitorial supplies/services	9.25	no
434102	06/21/2019	001-120-4370-00000	janitorial supplies/services	9.25	no
434103	06/21/2019	151-485-4796-16180	Microenterprise Technical Assistance services: MAY 2019	2,214.00	no
434104	06/21/2019	508-508-4390-00000	Bulk oil for servicing equipment	999.32	no
434104	06/21/2019	508-508-4390-00000	cabin air filter for #28	40.70	no
434105	06/21/2019	413-356-4450-35022	Emergency repair to electrical panel on Pebble Beach LS	5,764.97	no
434106	06/21/2019	152-485-4409-1721	SWPP for Storm Drain Project: MAY 2019	282.22	no
434107	06/21/2019	902-470-4799-bfp03	Picnic table, fire pit, and steel liner	2,976.88	no
434108	06/21/2019	508-508-4390-00000	A/C machine for servicing equipment	4,042.00	no
434108	06/21/2019	001-240-4390-00000	heater core	30.30	no
434108	06/21/2019	508-508-4390-00000	stabilizer for #1	43.11	no
434108	06/21/2019	508-508-4390-0000€	oil filter for #2	4.71	no

Check Num	Check Da	Account	Description	Amount	Selected for Vo
434108	06/21/2019	508-508-4390-00000	radiator for #9	109.84	no
434108	06/21/2019	419-371-4390-00000	chlorination antifreeze	70.89	no
434108	06/21/2019	508-508-4390-00000	RETURN: thermostat for #15	-24.24	no
434108	06/21/2019	508-508-4390-00000	shift select for #1	60.57	no
434108	06/21/2019	508-508-4390-00000	parts for shop	149.89	no
434108	06/21/2019	508-508-4390-60003	oil filter for R98	4.62	no
434109	06/21/2019	413-352-4310-00000	batteries for office	22.67	no
434109	06/21/2019	001-350-4310-00000	batteries for office	22.67	no
434109	06/21/2019	419-371-4310-00000	batteries for office	22.67	no
434110	06/21/2019	001-240-4390-00000	custom coloring books	478.78	no
434111	06/21/2019	413-356-4450-35022	Emergency repair for LS - 4/8/19	2,311.00	no
434112	06/21/2019	413-351-4685-00000	Annual environmental lab proficiency testing	535.03	no
434113	06/21/2019	913-352-4799-35206	WWTP Drainage Improvements	7,958.15	no
434113	06/21/2019	901-364-4799-00111	Right of way aquisition for Multi-Use	476.50	no
434114	06/21/2019	919-371-4799-37102	Upgrade the current Water System SCADA	80,279.81	no .
434114	06/21/2019	919-000-2112-00000	Upgrade the current Water System SCADA (retention)	-4,013.99	no
434115	06/21/2019	419-371-4550-00000	REIMB: Env Comp Inspector Grade 1 renewal	87.00	no
434115	06/21/2019	419-371-4550-00000	REIMB: Lab Analyst Grade 2 renewal	92.00	no
434115	06/21/2019	419-371-4390-00000	REIMB: pre-treatment tubes for the fog inspections	26.65	no
434116	06/21/2019	001-480-4390-00000	Concrete to repair pool leak	774.00	no
434116	06/21/2019	001-480-4390-00000	Concrete to repair pool leak	470.85	no
434116	06/21/2019	001-364-4390-10025	Asphalt to pave sections of excavated streets	430.00	no
434117	06/21/2019	001-364-4390-10025	Enclosed trailer for sewer camera	2,000.00	no
434117	06/21/2019	413-353-4390-00000	Enclosed trailer for sewer camera	1,892.14	no
434118	06/21/2019	508-508-4390-00000	steel tubing for #32	445.87	no
434119	06/21/2019	419-371-4390-00000	first aid supplies	75.41	no
434119	06/21/2019	413-353-4390-00000	first aid supplies	75.41	no
434119	06/21/2019	001-470-4390-00000	first aid supplies	75.41	no
				345,309.72	

# Accounts Payable 6-8-19 to 6-21-19 Housing

User: crawlings
Printed: 06/27/2019 - 11:25 AM



Check Numbe	Check Date	Account	Description	Amount	Selected for Void
434026	06/14/2019	110-000-1510-00000	Additional Unfunded Liabilty Payment	2,986.00	no
434045	06/14/2019	110-490-4450-00000	Shredding of confidential material	89.04	no
434101	06/21/2019	110-490-4370-00000	Janitorial Supplies- City-Wide	5.39	no
434101	06/21/2019	110-490-4370-00000	Janitorial Supplies- City-Wide	0.16	no
				<del></del>	
				3,080.59	

# **CITY OF CRESCENT CITY BI-WEEKLY PAYROLL REPORT**

# **PAYROLL END DATE PAYROLL PAID DATE**

June 22, 2019 June 28, 2019

#### **CHECK NUMBERS**

CKS # 109816-109823

	Regular Pay	Overtime	Gross Pay	# Empl	Notes
Dept #110	1,409.84		1,409.84	5	
City Council	1,409.04		2/105101		
Dept #111	40.040.24	422.24	14,341.65	3	
Admin/City Manager	13,919.31	422.34	14,341.03		
Dept #114		_			
Human Resources	2,026.22	491.48	2,517.70	11	
Dept #120					
Finance/Utility Billing	19,306.16		19,306.16	6	
Dept #230				,	
Fire Department	9,543.06	56.89	9,599.95	2 + 2 part-time	-
Dept #240					
Police Department	39,953.19	8,411.32	48,364.51	13	
Dept #313					
Planning			753.93	1 Part-time	<del>.</del>
Dept #350					
Public Works-All Depts	65,268.18	2,581.80	67,849.98	26+ 5 Part-time	-
Dept #360					Merged with Dept 350
Bldg Maint & Equipment				or .	· -
Don't #480					
Dept #480 Swimming Pool Fund	8,851.81	19.88	8,871.69	1+18 Part-time	·
	-,				_
Dept #490	7 007 F2		7,897.53	3 + 1 Part-time	
Housing Authority TOTALS	7,897.53 168,175.30	11,983.71	180,912.94	60 + 31 Part-time	-
IVIALU					

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:

BILL GILLESPIE, INTERIM FIRE CHIEF

DATE:

**JULY 1, 2019** 

**SUBJECT:** 

FISCAL YEAR 2019-20 BUDGET AMENDMENT FOR THE

COMPLETION OF THE FIRE DEPARTMENT MASTER PLAN

#### **RECOMMENDATION**

 Consider and adopt Resolution No. 2019-27 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET OF THE CITY OF CRESCENT CITY

#### **BACKGROUND**

A Fire Department Master Plan process was begun in Fiscal 2018-19, beginning in September. Planwest Partners has worked diligently on this plan throughout the fiscal year. Originally, the plan was anticipated to be completed in May 2019 with presentation to the City Council and Fire District Board prior to the end of the fiscal year. Due to complexities discovered while evaluating the fire department and its parent agency structure, current and long-term fiscal requirements, and future organizational planning, as well as other items requiring the focus of the principle planner, the report is being finalized. Presentation is planned for the Joint Fire 2x2 committee July 9<sup>th</sup>, with full Council/Board presentation planned July 29<sup>th</sup>. With finalization and presentation occurring in July, there is a need to move already allocated funds from the Fiscal 2018-19 budget to the Fiscal 2019-20 budget to facilitate final payment.

#### ITEM ANALYSIS

Approval of this item provides for the final work to complete and present the Fire Department Master Plan. The original contract amount for completion of the plan was approved by Council at a total of \$29,950 and was allocated into the Fiscal 2018-19 budget. Approval authorizes transfer of \$5,812, the remaining costs from the originally approved \$29,950 contract expenditure into the Fiscal 2019-20 budget to complete the plan in July.

### **FISCAL ANALYSIS**

Approval of the resolution will transfer funding allocated for the Fiscal 2018-19 budget into the Fiscal 2019-20 budget to finalize the Fire Department Master Plan. As such this action will not impact the working capital balance of General Fund. Approval will adjust the 2019-20 budget by a \$5,812 expenditure increase, and a \$2,906 revenue increase for funding received from Crescent Fire Protection District under the approved 50/50 split for the cost of the Master Plan.

Fund	Revenue Increase	Expenditure Increase		
General Fund	\$2,906	\$5,812		

# STRATEGIC PLAN ASSESSMENT

This action supports Strategic Plan Goal 1, "Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors," and Goal 1C. "Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States."

### **ATTACHMENTS**

1. Resolution No. 2019-27

Staff review:

CM: KW

#### **RESOLUTION NO. 2019-27**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2019-20 BUDGET OF THE CITY OF CRESCENT CITY

**WHEREAS**, the budget for the fiscal year beginning July 1, 2019, was adopted by the City Council following a public hearing held thereon at meeting held the 17<sup>th</sup> day of June 2019; and

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

**WHEREAS**, the City and Crescent Fire Protection District have an Agreement to jointly fund fire response and emergency services to the community; and

**WHEREAS**, the City Council and District Board agreed to develop a 10-Year Master Plan for the Fire Department in Fiscal Year 2018-19; and

**WHEREAS**, the project is currently underway but will not be fully completed prior to the end of Fiscal Year 2018-19, and therefore a portion of the budget needs to be carried over to Fiscal Year 2019-20; and

**WHEREAS**, an amendment to the City's Fiscal Year 2019-20 operating budget is required to fulfill this priority.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City, California that the Fiscal Year 2019-20 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

Fund	Revenue Increase	Expenditure Increase		
General Fund	\$2,906	\$5,812		

**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City on this 1<sup>st</sup> day of July 2019, by the following polled vote:

AYES:		
NOES:		
ABSTAIN:		
ABSENT:		
	Blake Inscore, Mayor	
ATTEST:		
Robin Patch, City Clerk		

# CITY COUNCIL AGENDA REPORT



TO:

MAYOR INSCORE AND MEMBERS OF THE CITY COUNCIL

FROM:

ERIC WIER, CITY MANAGER

BY:

LINDA LEAVER, DIRECTOR OF FINANCE

DATE:

**JULY 1, 2019** 

**SUBJECT:** 

10-YEAR MASTER PLAN FOR THE FRED ENDERT MUNICIPAL

**SWIMMING POOL** 

#### RECOMMENDATION

• Hear staff report

- Receive public comment
- Approve the 10-Year Pool Master Plan for the Fred Endert Municipal Swimming Pool
- Create a Fred Endert Pool Master Plan Ad Hoc Committee and appoint two Council Members to serve; take action as necessary and appropriate.

# **BACKGROUND**

The Fred Endert Municipal Swimming Pool, owned and operated by the City of Crescent City, has been serving the community of Crescent City and Del Norte County since 1966. As is common with municipal swimming pools, the revenues collected do not fully cover the costs of operating the pool and the difference is paid by the City's General Fund. In the Fiscal Year 2018-19 budget, the City Council approved a budget for developing a 10-Year Master Plan for the pool. The goals for the master plan were to assess the community's wants and needs for the pool, methods of funding, revenue and expense projections, and suggestions for improvements.

The City contracted with Counsilman-Hunsaker to develop the plan. In addition, the City received grant funding from Building Healthy Communities in the amount of \$10,000 to perform additional public outreach for the project.

# ITEM ANALYSIS

#### Public Outreach: Empathy Interviews

The City received a grant of \$10,000 through Building Healthy Communities to perform non-traditional public outreach. The purpose of this project was to connect with members of the community who may not be reached through traditional public meetings and surveys. The City wished to gain insight into how the pool and its programs impact the lives of our residents, why

people do or do not use the pool, how the community feels about what the pool provides, and what residents want for the future of the pool. To accomplish these goals, the City contracted with Think Place West, Inc. to provide training to City staff on conducting empathy interviews. A team of six. made up of a diverse cross-section of City staff, received approximately 20 hours of training and coaching in communication, listening skills, interviewing, and insight mining. The team interviewed 18 community members representing a diverse range of demographics. Next, the team pulled together the information from the interviews and performed insight mining: discovering the key ideas, common themes, and important questions for the City. This information was provided to Counsilman-Hunsaker for inclusion in the master plan, as well as provided to the public at a workshop. A summary of the results and how this process influenced the master plan can be found on pages 15-16 of the plan document.

#### Master Plan

Counsilman-Hunsaker was engaged to develop the 10-Year Master Plan, with George Deines leading the work. The work plan included traditional public outreach, meetings with stakeholder groups, review of the facility, equipment, staffing, schedules, fee structure, and financial information of the pool, discussions with City staff, and comparison of the pool's current operations to best practices seen in other municipal pools. Mr. Deines also discussed the empathy interview process and incorporated the results into his recommendations.

The master plan provides a summary of public input received on pages 10-16, with additional details on pages 53-60 and 67-96. In general, the public feedback was very positive. The community views the pool as an incredibly valuable asset (in fact, several refer to the pool as "a gem"). Residents are proud of the pool and the services it provides for recreation, fitness, competition, physical therapy, and wellness. The public also offered many suggestions and requests, with several recurring themes. These include a desire for additional lap swim, swim lessons at alternate times, increased marketing, new programs and amenities, and a desire to see the City partner with other organizations and agencies to expand the usage of the pool and/or increase potential funding. A need for increased maintenance as well as consistent pool temperature was also expressed several times. In response to these concerns, City staff utilized the recent pool closure to perform additional cleaning, painting, and maintenance and also developed a website app that reports the pool temperature in real time. An email list was developed to allow those interested in pool news to subscribe and receive updates.

Pool revenues and expenses are detailed in the report, as well as a 10-year projection of each. Unless changes are made, the General Fund is anticipated to continue to subsidize approximately 40% of the pool's expenses. Some suggestions for increasing revenues include increasing the cost of swim lessons (Crescent City's are below the average cost), providing lap swim all day, phasing out the 50-punch pass card, and offering additional programs and recreation opportunities. Operational expenses are fairly standard, and there are no clear options for reducing the costs of staffing (largely driven by California's increasing minimum wage) or chemicals and utilities. Possible capital improvements could reduce these costs in the future but would require significant upfront investment. The plan also recommends engaging with the County to explore possible funding partnership opportunities.

The plan details possible scheduling changes to accommodate the needs of the public, including providing lap swim all day and offering swim lessons later in the day. Suggestions also include adding recreational amenities such as a floating obstacle course or climbing wall, new recreational activities, possibly opening the pool on Sundays, and adding a second shallow-water pool.

In conjunction with the development of this master plan, the City is working on a structural reorganization and creation of a Recreation Department. This includes the creation of a Recreation Director / Events Coordinator position and changing the Pool Manager position to an Aquatics Supervisor position. The Recreation Director position is on tonight's agenda for approval of an employment contract, and the Aquatics Supervisor position is currently under recruitment.

After these positions are filled, City staff anticipates bringing recommendations for implementation back to the Council. To help facilitate the evaluation of the recommendations in the master plan and assist staff in bringing back recommendations to the Council, staff is also requesting the creation of a Fred Endert Swimming Pool Master Plan Ad Hoc Committee. This would be an appointed committee consisting of two Council Members and City staff. It is estimated the committee would meet as needed for the next couple months to develop these recommendations and report back to the Council.

#### FISCAL ANALYSIS

Acceptance of the 10-Year Master Plan does not commit the City to any particular expenditure. The document will be used to guide future plans related to the pool, which would be brought to the Council for approval.

### STRATEGIC PLAN ASSESSMENT

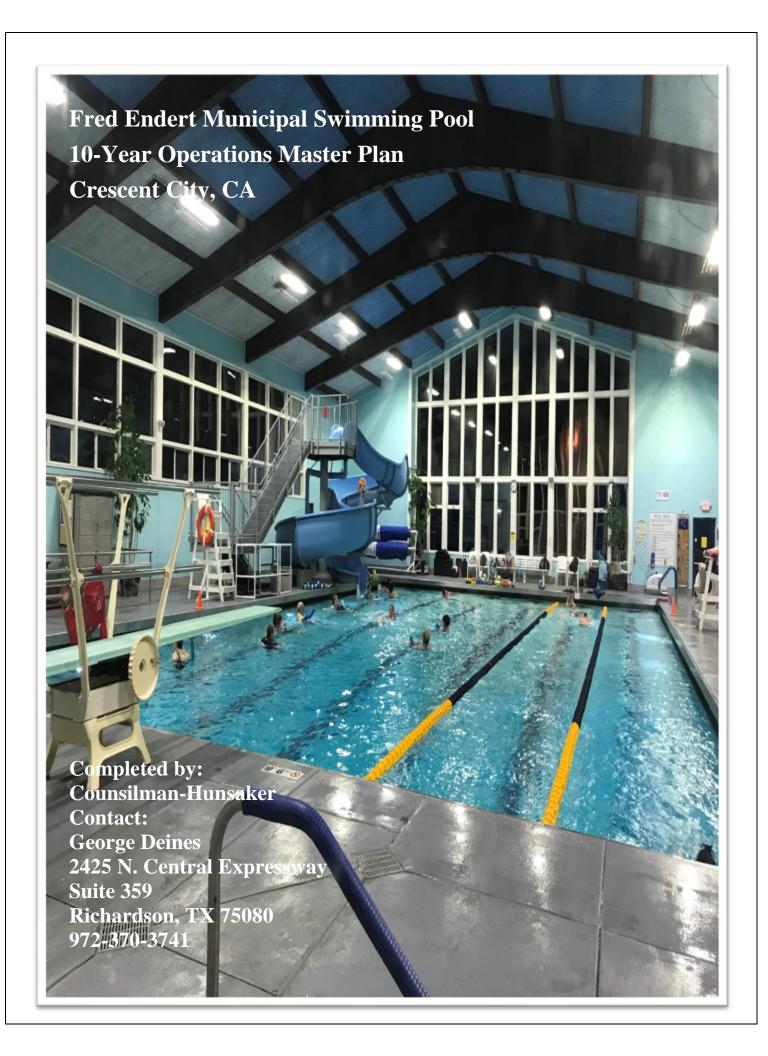
This action supports the following Strategic Plan goals:

- Goal 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors.
- Goal 1(D): Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs.
- Goal 1(F)(4): Examine methods to maintain, enhance, and expand park and recreation facilities.
- Goal 3(A): Develop a results-based organization which utilizes community involvement, innovation, transparency, and leadership.

#### **ATTACHMENTS**

1. Fred Endert Municipal Swimming Pool 10-Year Master Plan

Staff\_review:



# TABLE OF CONTENTS

EXECUTIVE SUMMARY	
SUMMARY OF RECOMMENDATIONS	
SHORT-TERM (IMMEDIATE TO 6 MONTHS)	
MID-TERM (6 MONTHS TO 1-YEARS)	
LONG-TERM (1-3 YEARS)	
PROJECT OVERVIEW	
AUDIT APPROACH	
COMMUNITY OUTREACH OVERVIEW	
Initial Feedback	10
Survey Results	
EMPATHY OUTREACH PROCESS	
MARKET ANALYSIS	
POPULATION	18
AGE	
INCOME	20
ANALYSIS OF EXISTING EXPENSES	21
EXPENSE CATEGORIES	21
STAFFING	
UTILITY COSTS	24
ANALYSIS OF EXISTING REVENUE	25
GENERAL OVERVIEW	71
ATTENDANCE	
CAPACITY ANALYSIS	
Pool Schedule	
POOL SCHEDULE AND CONFIGURATION OPTIONS	
Option 1	
Option 2	32
Option 3	35
Swim Lessons / CCSC – 5:00 p.m. to 7:00 p.m.	36
Lap Swim / Aquatic Programs — 5:30 a.m. to 5:00 p.m	
Recreational Swim – Various Times	
RATE STRUCTURE AND REVENUE ANALYSIS	
Daily Rate and Annual Memberships	
Non-Resident Rate	
REVENUE ENHANCEMENTS	40
CAPITAL IMPROVEMENTS	43
PROGRAMMING POOL ADDITION	43
PROGRAMMING POOL EXPENSES	45
FACILITY EVALUATION	
SUSTAINABLE TECHNOLOGY	51
APPENDIX I: MEETING NOTES	53
JANUARY 31, 2019	53
March 19, 2019	58

CITY COUNCIL PRESENTATION – APRIL 15, 2019	60
APPENDIX II: AREA PROVIDERS	61
APPENDIX III: OPEN-ENDED SURVEY RESULTS	67

#### **EXECUTIVE SUMMARY**

The City of Crescent City, California tasked Counsilman-Hunsaker (CH) with evaluating all aspects of the Fred Endert Municipal Swimming Pool's operation, including annual revenue and expenses, aquatic program offerings, staffing levels, and options for the future to help guide the City in the facility's operation for the next 10 years.

The Swimming Pool provides aquatic experiences for the recreational, competitive, instructional, and wellness swimmer and is visited over 40,000 times per year. According to the Center for Disease Control (CDC), fatal drowning remains the second leading cause of unintentional injury-related death for children ages 0 to 14. The United States averages 3,536 fatal unintentional drownings annually, about 10 deaths per day. These programs provide an invaluable service to the Crescent City community by teaching children how to be safe in and around the water, as well as providing aquatic fitness opportunities for children and adults.

After review of the Swimming pool's operations, Counsilman-Hunsaker has noted the following items:

- The Fred Endert Municipal Swimming Pool provides immense value to the Crescent City community by offering recreational, fitness, instructional and competitive aquatic opportunities.
- The Swimming Pool offers a wide variety of programs and CH did not find a specific area of aquatic user groups whose aquatic needs were not being met in some form or fashion.
- The market population of 50,000 people within a 30-minute drive of the pool limits the number of potential daily users.
- The Swimming Pool is currently subsidized 56.51% which is within the average range that CH would place a facility of this size in a community the size of Crescent City.
- CH did not find any areas to reduce expenses at the Swimming Pool, outside of reducing the number of operational hours at the facility which is not recommended at this time. A list of possible energy savings is provided in this report.
- The upcoming minimum wage increase to \$15.00 per hour will have a significant impact on the Swimming Pool's personnel budget and City leadership will need to decide if the City's general fund can support this annual increase or if facility user fees need to increase to cover these additional expenses.
- The primary opportunities to generate additional revenue will come from an increase in the daily rate or program fees, incorporating a resident / non-resident fee structure and to expand the type of amenities offered at the Swimming Pool during recreational swim including the addition of a climbing wall or inflatable obstacle course.

#### SUMMARY OF RECOMMENDATIONS

# Short-Term (Immediate to 6 months)

- Comments from the community and the City Council indicated strong support for the Swimming Pool to offer lap swim throughout the day. A minimum of two lanes for lap swimming should be provided throughout the course of the entire day in order to better serve existing users and attract new users who are currently unable to attend lap swim during the scheduled times.
- Comments from the community and the City Council indicated strong support for opening the Swimming Pool on Sundays. Personnel costs are the only additional expenses to opening on Sundays and the City should consider opening 1 to 2 Sundays per month on a trial basis to evaluate if it is financially sustainable.
- Swimming pool staff should begin tracking participation numbers of recreational swim times and evaluate the attendance of each session to analyze the number of users and decide if those hours should be offered in the future. If the recreational swim times are not recovering 43% of their expenses on average through user fees, they are not financially sustainable.
- Counsilman-Hunsaker recommends that an aquatic center's budget have designated marketing funds for brochures, posters, newspaper adds, radio advertisements, special events, etc. The City should add marketing funds to the Swimming Pool's annual budget for FY 19/20. A range of \$0.10 to \$0.20 per person in annual attendance would equate to \$4.400 to \$8.800.

# Mid-Term (6 months to 1-years)

- The cost of swimming lessons is currently below average for an indoor aquatic center. The City should incrementally increase the price for swimming lesson over the next few years to keep up with inflation, the future minimum wage increase and to ensure financially sustainability for the swim lesson program. The City should take into consideration the need for subsidizing those who cannot afford swim lessons, either directly through the City or by partnering with a third-party to offer scholarships.
- The current structure where the Swimming Pool offers 50-visit punch cards competes with the sale of annual passes. The City should phase out the 50-visit punch cards and increase the cost of the 10 visit punch cards to be closer in line to the regular daily admission. Throughout the community input process, comments were received about the benefit of the 10-punch pass for infrequent users and for gifts, so it is not recommended that the City eliminate these at this time.
- Since most annual passes are sold during the December discount, the City should consider eliminating the timing of the discount and offer the annual pass at the December rate on a year-round basis. This will ensure that those purchasing the annual pass are not penalized if they miss the December sale. If the City elects to open the Swimming Pool on Sundays, the discount could be eliminated because of the extra value given to the annual pass with additional days of operation.
- Adding the ability for annual pass holders to be billed monthly via recurring credit card charges would allow for a steadier revenue stream throughout the year. The City does not currently have the ability to bill annual pass holders on a monthly basis and would need to invest in a software program to accommodate this.

- In order to enhance the recreational value of the Swimming Pool, the City should consider budgeting for additional recreational amenities for open swim, such as an inflatable obstacle course and/or a climbing wall.
- Based on comments and discussion throughout the study process, the incorporation of a new pricing structure that accounts for City/County residency should be explored. The two main options would include the following:
  - o Increasing the existing admission price for the Swimming Pool and providing a discount for Crescent City residents that would equate to the existing price.
  - o Approaching Del Norte County to help subsidize the Swimming Pool in exchange for non-City, County residents to receive the resident discount.

# Long-Term (1-3 years)

- Numerous comments surrounding the current swim lesson schedule being too early were received through the community input process. The City should evaluate the need of scheduling swimming lessons after 5:00 p.m. to see if that time frame would attract more participants. It is not necessary to stop scheduling swim lessons before 5:00 p.m. or to completely overhaul the existing schedule.
- Since the Swimming Pool only has one body of water, the City has the inability to provide varying water temperatures that meet the needs of the competitive, recreational instructional and fitness users. The existing Swimming Pool is kept at 84 degrees which is the "middle-ground" temperature for all these user groups. The City should explore the addition of a shallow-water programming pool, a \$2.1M capital cost, that would allow the City to tailor and expand its aquatic program offerings to the different user groups.

#### PROJECT OVERVIEW

\$238,192\* for a cost recovery rate of 43.49%. per week and had an FY18 actual expenses of \$ 536,994.75 with FY18 actual revenues of and includes an indoor 6-lane, 25-yard lap pool and a spa. It currently operates close to 90 hours the Fred Endert Municipal Swimming Pool. The Swimming Pool has been open for over 50 years The City of Crescent City, California retained Counsilman-Hunsaker for a 10-year master plan of

users and guests. The scope of work and schedule for this project included the following: Pool can have a more financially sustainable operation while maximizing the experience of its The purpose of this operational audit is to identify areas and opportunities where the Swimming

- January 22
- Project planning meeting
- Le yreunet
- Community outreach
- January 31-March 19
- Review of current operations and funding
- Market and competition analysis
- Area provider analysis
- 10-year projections for expenses and capital
- Revenue needs and recommendations
- March 19
- Draft findings workshop
- April 15
- Final presentation



\* This revenue does not include grant revenue received by the City.

#### **AUDIT APPROACH**

The audit approach included an analysis of the existing operation, expense/revenue analysis, existing facility analysis, and market analysis.

# **Audit Approach**

#### Market Analysis

- o Demographic research
- Area providers
- o Partnership potential

# Analysis of Existing Operation

- o Revenue/expense streams
- o Daily visits
- Memberships
- Programming
- Rentals
- o Events

#### Expenses

- o Personnel
- Supplies
- Contracts
- o Repair and maintenance

## Analysis of Existing Facilities

- o Programmable capacity
- Functional programmable spaces
- Current program offerings

# Identify Areas and Opportunities for Growth

- o Revenue generation
- o Expense reductions
- o Program offerings
- Event potential



#### COMMUNITY OUTREACH OVERVIEW

Counsilman-Hunsaker worked with the City Steering Committee to develop several opportunities for the Crescent City community to provide feedback on the current operations of the Swimming Pool, as well as to list opportunities for the future.

- Community Input Meetings (January 31 and March 19)
  - o Open forum for any member of the Crescent City community
- Aquatic Stakeholders (January 31, selected and invited representatives from the four primary aquatic user groups)
  - o CCSC (Crescent City Swim Club)
  - o WRCM (Wild Rivers Coast Master's)
  - o UIHS (United Indian Health Services)
  - o PNWPT (Pacific Northwest Physical Therapy)
  - o DNC (Del Norte County)
  - o DNCUSD (Del Norte County Unified School District)
- Empathy Interviews with ThinkPlace (February 25 March 1)
- Online Survey
  - Survey advertised through the City's website and social media pages and open from March 5 to April 1.

#### Initial Feedback

Counsilman-Hunsaker met with City of Crescent City staff via Skype on Tuesday, January 22, 2019 to discuss the goals for the project and in-person on January 31, 2019 to visit the Aquatic Center, review financial information, and conduct the initial community outreach. The community outreach consisted of stakeholder meetings during the afternoon and an evening community meeting. Comments from those meetings are listed below.

- The swimming pool is vital to the community for those with developmental disabilities.
- All three special needs programs that currently use the pool would prefer a designated time for special needs program, and the lack of shared space creates situations where clients interact with public water walkers and exercise classes.
- The hot tub is a needed amenity.
- Request to have the swimming pool stop selling sodas and candy.
- The Crescent City Swim Club currently has 42 swimmers and have stopped advertising because of the lack of pool space available.
- Masters feels the pool is a great asset to make Crescent City appeal to people who might move to the area.
- Lap lane etiquette could help enhance the pool user experience.
- The pool helps community members meet others with similar interests through open swim and programs.
- The pool management and staff were complimented about their hard work.
- Lane lines have constant wear and tear because they are removed several times a day to accommodate programming.
- Health and Human Services views the pool as an asset and provides passes to various groups to advocate for a healthy lifestyle for children and adults.
- The school district has 4,500 students, 70% of whom live below the poverty level, and all 4th graders attend swimming lessons at the pool.
- The school district has difficulty attracting and retaining employees due to a lack of community amenities, and the district would consider partnering with the City to increase membership and attendance at the pool.
- Improve marketing for the pool and develop an online registration system.
- Improve structure of pool hours for working families.
- Incorporate non-resident fee structure.
- Create family events for bonding time.
- Several commenters requested that lap lanes open all day long, instead of early morning, noon, and after 7pm.
- Multiple speakers requested that the facility reopen on Sunday.
- Multiple comments described the pool as a jewel, asset, and gem to the Crescent City community.
- Several people mentioned that the water temperatures do not meet the needs of the various aquatic user groups.
- The lack of facility cleanliness and recurring maintenance issues (heater not-functional properly) were mentioned.
- The pool's offerings are a great asset to the community.
- Locker rooms could be improved with new shower heads and ADA rails in the women's restroom.

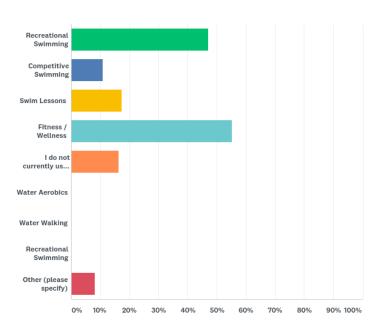
- Request for City to explore partnerships with other area agencies. Lap lane etiquette could help enhance the pool user experience.

#### Survey Results

The following graphic and bullet-point list display results from the online survey that was posted from March 5 through April 1. A full listing of the open-ended question responses can be found in the appendix of this report.

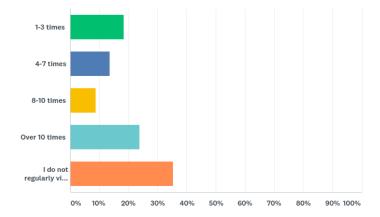
### **Question 1**

Q1 For what purposes do you currently use the Fred Endert Municipal Swimming Pool? Please check all that apply.



# **Question 2**

Q2 How many times per month do you visit the Fred Endert Municipal Swimming Pool?



# Question 3 – Primary Reasons for not Using the Pool

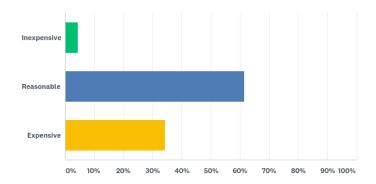
- Facility schedule
- Restricted hours
- Crowded lap lanes or limitations with lap swimming
- Sauna or hot tub being unavailable
- Water temperature
- Lack of financial ability
- Current age of children

# **Question 4 – Favorite Swimming Pool Amenity**

- Lap swim
- Water fitness classes
- Swim lessons
- Recreational swim
- Sauna and hot tub
- Birthday parties

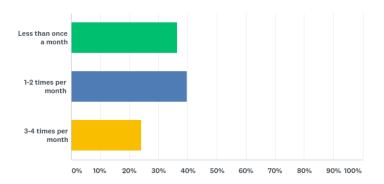
# **Question 5**

Q5 The current price of admission is \$5.50 for adults ages 18-59, \$5.00 for youth (7-17) and seniors (60+), and \$2.50 for children ages 3-6. Do you think this price is:



### **Question 6**

Q6 Currently, the Fred Endert Municipal Swimming Pool is closed on Sundays. If it were open on Sundays, how often would you use it?



# Question 7 - Necessity to offer Child Care

Mixed reviews with more responses for a no

# **Question 8 – Other Programs Needed**

- Kayak
- SCUBA
- Paddleboard
- Water Polo
- Adult swim lessons
- Adult fitness class offerings

### **Question 9 – Swim Lesson Schedule**

- Preference for current time
- Request for lessons after 5:00 p.m.
- Weekend swim lessons
- Consider Monday and Wednesday lessons
- Morning lessons during summer

#### **Question 10 – Opportunities for the Pool**

- Lap lane availability all day
- More family events
- Sunday hours
- Consistent water temperature
- Community marketing via social media
- Separate children's pool
- Community room for rentals

#### **Empathy Outreach Process**

A team of City staff was part of and conducted Empathy Research throughout the community regarding the Fred Endert Municipal Swimming Pool. Funded by Building Healthy Communities and in collaboration with Think Place, staff received hands on training that will be used as an ongoing tool going forward. This training taught staff how to better understand, communicate with and listen to the needs and desires of the users of the Swimming Pool. The following themes were developed through this process.

- Communication
- Changes and Additions to the Swimming Pool
- Promotion, Advertising and Marketing
- Education and Lessons
- Pool Operations
- Relationships, Collaboration and Partnerships
- Programming and the Role of the Pool in the Community
- Safety

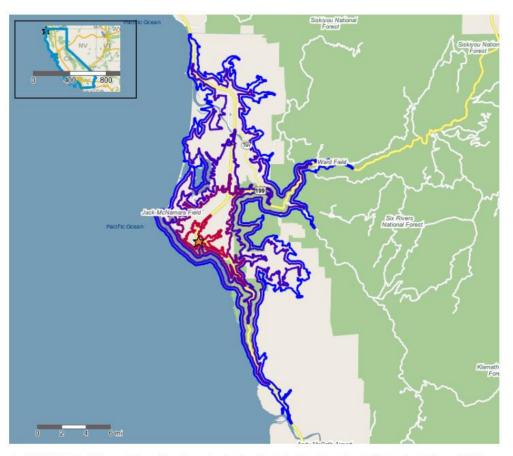
In collaboration with City staff, Counsilman-Hunsaker reviewed the feedback received through this process and found that the information received reflected and complemented the feedback from the community outreach meetings and the online community survey. Counsilman-Hunsaker has taken that feedback and provided several options for consideration to address the above areas. The following are examples of comments provided through this process and how Counsilman-Hunsaker has incorporate them into their analysis, findings and recommendations.

- "People want to do more at the pool."
  - o CH made recommendations where the Swimming Pool can incorporate more recreational amenities at the pool (climbing wall, inflatables, etc.).
- "People want to make pool use more convenient."
  - o CH provided options for offering lap swim throughout the day.
- "People want to see the facility thrive."
  - CH analyzed Swimming Pool revenue and expenses and made recommendations to reduce the current subsidy.
- "We want the City to be open to expanding the possibilities of the pool facility."
  - o CH studied the feasibility of the addition of a shallow, warm water programming pool.
- "We don't have a good promotion footprint outside of the pool."
  - o CH recommended for the City to consider an addition of designated marketing dollars to the the Swimming Pool's expense budget.
- "Gaps in our pool programming that do not allow education for safety of diverse population.:
  - O CH recommended for the City to consider moving swim lessons to 5:00 p.m. to allow them to be available to those who may not be able to make it to classes from 3:00 p.m. to 5:00 p.m.
- "Pool should be open on weekend and holidays when people and kids are not in school or working."
  - CH provided the annual budgetary implications of opening the Swimming Pool on Sundays.
- "Community partnerships increase access and reduce cost."

- CH recommended for the City to work with community partners to help subsidize aquatic programs for the Crescent City community.
- "How do we influence people's view and connection with the pool?"
  - O Through this process, CH has worked with City staff to ensure the community knows the value of the Swimming Pool and how it can affect their life in a positive fashion. This will be an ongoing marketing task for the City to continue the conversation regarding the benefit of the pool and keep the community engaged through various social media outlets.

#### MARKET ANALYSIS

Factors that can influence attendance include projections for growth/decline of population, income levels, and age groups. Market studies are used to predict the degree to which products, services, and fees are relevant to residents. Originating from the Swimming Pool, the primary area is assumed as 30-minute drive times. A study of demographic patterns in the area is helpful in projecting usage rates. The resident market area has been divided into the following drive time distances.



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N Trade Area (in drivetime minutes) - 5

Trade Area (in drivetime minutes) - 5-10

Trade Area (in drivetime minutes) - 5-10

Trade Area (in drivetime minutes) - 10-15

V Trade Area (in drivetime minutes) - 15-25

Trade Area (in drivetime minutes) - 30

# **Population**

The following chart presents a summary of market area population with drive time radiuses surrounding the Fred Endert Municipal Swimming Pool. The 2010 U.S. Government Census was used to estimate the population for 2018 and to make projections for 2020. There are currently 50,000 people within a 30-minute drive time of the Swimming Pool, and the entire market population is projected to decline slightly over the next several years.

	MARKET AREA POPULATION BY DISTANCE										
	Population										
	Last Ce		Current		5-Year Pro	ojection	2010-2015 2016-2			2020	
Radius	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
	(000's)	of Total	(000's)	of Total	(000's)	of Total	(000's)	Change	(000's)	Change	
0 to 5 Minutes	5.4	10.4%	5.3	10.5%	5.2	10.3%	0.0	-0.3%	0.0	-0.3%	
5 to 10 Minutes	10.6	20.6%	10.6	21.0%	10.7	21.2%	0.0	0.1%	0.0	0.1%	
10 to 15 Minutes	5.8	11.4%	5.3	10.4%	5.3	10.5%	-0.1	-2.1%	0.0	0.1%	
Subtotal	21.8	42.4%	21.1	41.9%	21.1	42.0%	-0.1	-0.6%	0.0	0.0%	
15 to 25 Minutes	3.6	7.1%	3.4	6.8%	3.4	6.7%	0.0	-0.9%	0.0	-0.4%	
30 Minutes	25.9	50.5%	25.9	51.3%	25.8	51.3%	0.0	0.0%	0.0	-0.1%	
Subtotal	29.5	57.6%	29.3	58.1%	29.2	58.0%	0.0	-0.1%	0.0	-0.1%	
Total (0-25 Minutes)	51.3	100.0%	50.5	100.0%	50.4	100.0%	-0.2	-0.3%	0.0	-0.1%	
Crescent City, CA	7.6		7.0		6.8		-0.1	-1.8%	0.0	-0.6%	
				Source: A	lteryx						

#### Age

Age distribution is another population characteristic used to determine the type and level of use of any type of program. The following table provides the numbers of residents and the percentage of total population for each age group compared to the U.S. column, which identifies the national average.

The numbers in red below denote the age breakdown categories where the City of Crescent City is below the national average for that age group. The number highlighted in yellow denote the ages where the City of Crescent City is above the national average, primarily ages 20-44 and ages 65-69 and over. These statistics can be used to better tailor programs at the Swimming Pool to the most prominent age groups within the community.

MARKET AREA AGE DISTRIBUTION													
Age Groups	0 to 5 N	Minutes	5 to 10	Minutes	10 to 15	Minutes	15 to 25	Minutes	30 M	inutes	Crescen	t City, CA	U.S. Age
	#	%	#	%	#	%	#	%	#	%	#	%	Population
Age 0-4	475	9.0%	736	6.9%	160	3.0%	138	4.0%	1,562	6.0%	430	6.1%	6.5%
Age 5-9	412	7.8%	719	6.8%	189	3.6%	169	4.9%	1,549	6.0%	391	5.6%	6.5%
Age 10-14	328	6.2%	667	6.3%	228	4.3%	185	5.4%	1,477	5.7%	330	4.7%	6.6%
Age 15-19	315	6.0%	632	6.0%	251	4.8%	184	5.3%	1,463	5.6%	335	4.8%	6.9%
Subtotal	1,530	29.0%	2,754	26.0%	828	15.7%	676	19.6%	6,051	23.4%	1,486	21.2%	26.5%
Age 20-24	339	6.4%	573	5.4%	365	6.9%	188	5.5%	1,520	5.9%	514	7.3%	7.1%
Age 25-29	388	7.4%	646	6.1%	481	9.1%	235	6.8%	1,805	7.0%	665	9.5%	6.8%
Age 30-34	361	6.8%	662	6.2%	567	10.8%	286	8.3%	1,935	7.5%	714	10.2%	6.6%
Age 35-39	305	5.8%	607	5.7%	580	11.0%	286	8.3%	1,831	7.1%	675	9.6%	6.3%
Age 40-44	265	5.0%	558	5.3%	409	7.8%	225	6.5%	1,509	5.8%	483	6.9%	6.8%
Age 45-49	285	5.4%	605	5.7%	388	7.4%	224	6.5%	1,572	6.1%	458	6.5%	7.1%
Age 50-54	330	6.3%	748	7.1%	356	6.8%	227	6.6%	1,757	6.8%	428	6.1%	7.3%
Age 55-59	347	6.6%	799	7.5%	351	6.7%	259	7.5%	1,881	7.3%	415	5.9%	6.5%
Age 60-64	329	6.2%	764	7.2%	296	5.6%	259	7.5%	1,786	6.9%	365	5.2%	5.7%
Age 65-69	288	5.5%	663	6.3%	254	4.8%	225	6.5%	1,565	6.0%	315	4.5%	4.2%
Age 70-74	174	3.3%	439	4.1%	138	2.6%	142	4.1%	978	3.8%	164	2.3%	3.1%
Age 75-79	136	2.6%	336	3.2%	114	2.2%	92	2.7%	730	2.8%	129	1.8%	2.4%
Age 80-84	89	1.7%	220	2.1%	81	1.5%	64	1.9%	489	1.9%	90	1.3%	1.9%
Age 85+	111	2.1%	230	2.2%	59	1.1%	60	1.7%	489	1.9%	97	1.4%	1.9%
TOTAL:	5,277	100.0%	10,604	100.0%	5,267	100.0%	3,448	100.0%	25,898	100.0%	6,998	100.0%	100%
Median Age	35	5.3	40	0.5	3	8.3	4:	1.1	39	9.4	3.	5.8	37.0
						Source: A	lteryx						

#### Income

To a certain degree, the likelihood of residents to engage in aquatics depends on their ability to pay for admission and program fees. In the following chart, the U.S. national average is set at 1.00. Index refers to the percentage higher or lower than the national average.

Median household income levels range from 56% to 104% of the national average of \$52,599 within a 30-minute drive-time of the Swimming Pool. One of the goals of the Crescent City community is to provide access to the Swimming Pool to those in the community who cannot afford it. Based on statistics, 70% of the students in the school district live below the poverty level, and the median household income index is 56%; the Swimming Pool should continue to subsidize visits for those who do not have the financial means to visit or pay for programs.

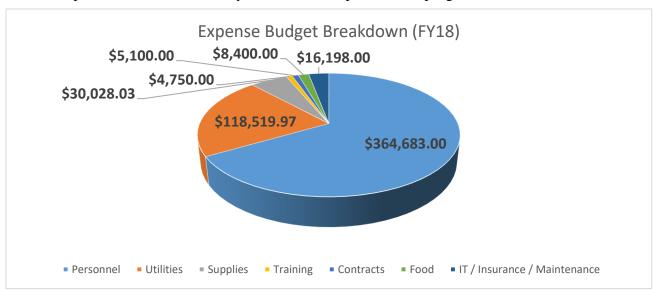
MARKET AREA INCOME					
Radius	Per Capita	Incomes	Median Household Incomes		
	Dollars	Index	Dollars	Index	
0 to 5 Minutes	\$18,091	0.68	\$30,835	0.59	
5 to 10 Minutes	\$22,210	0.84	\$43,921	0.84	
10 to 15 Minutes	\$13,100	0.50	\$54,736	1.04	
15 to 25 Minutes	\$39,663	1.50	\$53,631	1.02	
30 Minutes	\$21,904	0.83	\$43,034	0.82	
Crescent City, CA	\$10,516	0.40	\$29,325	0.56	
Total U.S.	\$26,464	1.00	\$52,599	1.00	
Source: Alteryx					

#### ANALYSIS OF EXISTING EXPENSES

#### **Expense Categories**

When analyzing facility operational expenses, there are several national benchmarks to use in terms of expense categories including personnel, utilities, repair / maintenance, and supplies. Below is a comparison of industry expense benchmarks and the existing expenses at the Fred Endert Municipal Swimming Pool.

- The Swimming Pool is spending 67% on personnel expenses, which is slightly higher than the CH benchmark of 50% to 60% for indoor aquatic facilities. This is primarily due to the higher starting wage within the State of California.
- Utilities and chemicals typically account for roughly 1/3 of pool expenses; the Swimming Pool is currently spending 22% on these categories, which is typical for an indoor, 6-lane swimming pool.
- Because the expenses for the pool are essentially fixed due to the nature of swimming pool
  operations, there is little room to reduce expenses from the existing budget, outside of
  reducing the hours of operation.
  - One opportunity to reduce hours of operation exists from 3:00 p.m. to 5:00 p.m. During this time the Swimming Pool currently offers swimming lessons three days per week. Comments received through the outreach process noted that having swim lessons later in the day would be preferable, specifically after 5:00 p.m. If lessons were moved after 5:00 p.m. and conducted while sharing the pool with the Crescent City Swim Club, the pool could close from 3:00 p.m. to 5:00p.m. with an annual savings of approximately \$6,000.
- The Swimming Pool does not contain a designated marketing budget. CH recommends that indoor aquatic facilities spend \$0.10-0.25 per person in annual attendance on marketing the facility to the community. This would equate to a budget of \$4,400 to \$11,000 for the pool, and the goal is for the money spent on marketing to create additional revenue beyond the budgeted amount. Several comments made throughout the community outreach process referenced that community members forget about the pool or do not know Crescent City had a pool. Having a designated marketing budget specific to the pool should help to ensure the community is aware of the pool and its programs.



#### Staffing

When analyzing the staffing levels at the swimming pool using the table below, the number of lifeguards and facility staff on-duty are currently adequate to ensure the safety of all pool users, and during certain program times, lifeguards and staff are at the minimum acceptable number. Therefore, CH does not see any areas where staffing levels could be reduced.

Within the next year, the City of Crescent will need to address the minimum wage hike to \$15.00 per hour, \$2.75 more than their current starting salary. The City starts lifeguards at \$0.25 above the current minimum wage meaning the starting lifeguard salary will raise to \$15.25 when the new minimum wage is implemented.

With 239 personnel hours per week, this would equate to an additional \$36,000 on an annual basis. City leadership will need to decide if the City's general fund can support this annual increase or if facility user fees need to increase to cover these additional expenses.

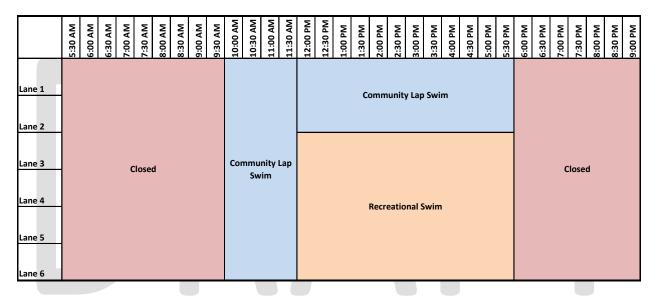
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
5:00 AM	2	2	2	2	2		
6:00 AM	2	2	2	2	2		
7:00 AM	2	2	2	2	2		
8:00 AM	2	3	2	3	2	2	
9:00 AM	2	3	2	3	2	2	
10:00 AM	2	3	2	3	2	2	
11:00 AM	2	3	2	3	2	2	
12:00 PM	2	2	2	2	2	2	
1:00 PM	2	2	2	2	2	5	
2:00 PM	2	2	2	2	2	5	
3:00 PM	2	6	5	6	6	5	
4:00 PM	2	6	5	6	6	5	
5:00 PM	2	2	2	2	2	5	
6:00 PM	2	2	2	2	5	5	TOTAL
7:00 PM	2	2	2	2	5	5	WEEKLY
8:00 PM	2	2	2	2	5	5	HOURS
	30	42	36	42	44	45	239

The following chart details the impact of the minimum wage increase on the annual expense budget, which also includes a 3% increase for inflation from year to year.

Year	Expense Budget
2019	\$547,679
2020	\$601,189
2021	\$619,225
2022	\$637,802
2023	\$656,936
2024	\$676,644
2025	\$696,943
2026	\$717,852
2027	\$739,387
2028	\$761,569
2029	\$784,416

Throughout the community outreach process, commenters requested the swimming pool to open on Sundays. The possible addition of Sunday hours increases the personnel costs for the pool on an annual basis. Assuming an average of 5 lifeguards per Sunday and 8 hours of operation, \$37,564 in additional personnel expense would be incurred. This necessitates \$722 in revenue (approximately 150 paid users) per Sunday to offset this increase.

If the City were to open the Swimming Pool on Sundays, the following schedule from 10:00 a.m. to 6:00 p.m. would allow for community lap swim and recreational swim to take place throughout the day and attract a variety of users. It would also prove to be a huge benefit to the monthly and annual pass value since the pool would be open an additional 3-4 times per month and 45-50 times over the course of the entire year. This would equate to an added value of \$10.00 to \$15.00 for the monthly pass and \$250 for the annual pass.



Based on the current usage of the Swimming Pool, CH expects that the 75-100 people would visit the pool on Sundays. When considering the number of daily visits versus annual members, the revenue generated would recover 50% of the operating costs to open on Sundays, with a net expense increase to the City of \$18,782.

#### **Utility Costs**

Counsilman-Hunsaker reviewed the utility costs for the Fred Endert Municipal Swimming Pool as part of the master plan process. The chart below details the cost of propane to heat the facility from July 2016 to July 2017. While the costs to heat the building is a significant part of the annual budget, CH typically allocates 25%-35% of an indoor aquatic center's budget to utilities. Currently, utilities make up roughly 22% of the pool's budget.

The possibility exists to install a dehumidification system in the natatorium to help with air quality and temperature control, as well as use the rejected heat from the system to heat the pool water. The capital cost for this type of system would be \$500,000-\$600,000, and the annual operational savings would be in the range of \$15,000 to \$30,000 (based on a rate of \$0.13/kwh).

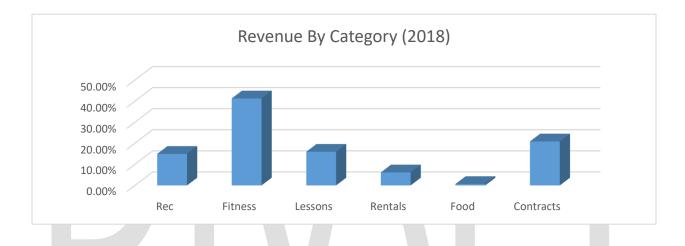
Utility Information (2016-2017)		
July	\$1,544.08	
August	\$4,262.30	
September	\$3,033.50	
October	\$4,173.05	
November	\$1,998.40	
December	\$12,901.45	
January	\$21,675.42	
February	\$8,807.82	
March	\$8,220.51	
April	\$9,209.77	
May	\$5,949.27	
June	\$4,343.85	
July	\$3,190.59	
Total	\$89,310.01	

#### ANALYSIS OF EXISTING REVENUE

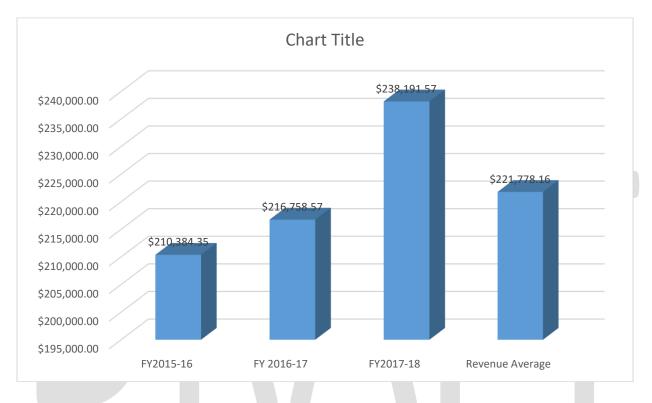
#### General Overview

When analyzing facility revenues, there are several national benchmarks to use as revenue categories, memberships, rentals, programs, and concessions. The Swimming Pool meets benchmarks in the categories below.

- Swimming pool daily admissions (day pass + memberships for recreation and fitness) is the highest revenue generating category.
- Swim lessons account for the second highest revenue generating category.
- Rentals account for roughly 20% of the facility's total revenue.
- Concessions account for a nominal amount of supplementary income.
- Contract revenue

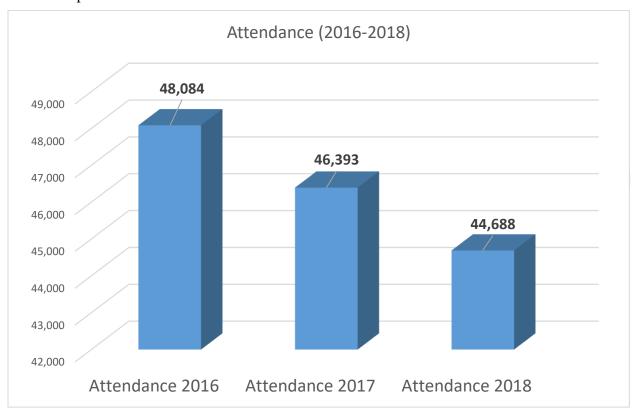


When reviewing the total revenue for the Swimming Pool, the three-year average is \$221,778 with the monthly average at \$18,481. This should be the benchmark for monthly revenue, taking into consideration that the summer months revenue will exceed these number, and other months will be just below. Over the past 3 years of operation, February, August, and September have historically had the lowest monthly revenue average. These revenue totals do not include grant revenue received by the City for FY2016-17 and FY 2017-18.



#### Attendance

An analysis of attendance numbers from 2016-2018 showed that the attendance at the pool has decreased by 5% each of the past 2 years. While some of this could be attributed to unexpected pool closures for maintenance purposes or swimming pool staff not properly taking attendance, the City should continue to track attendance and review monthly to develop solutions for any further drop in attendance.



27

#### Capacity Analysis

To effectively evaluate the potential for increasing revenue and attendance at the Swimming Pool, an analysis of the pool's overall capacity must take place. At 3,150 square feet and 165,000 gallons, with depths ranging from 3 feet to 10 feet, the pool has a capacity range of 82-125 users at any given time. This capacity is based upon a standard users per square foot ratio used within state health codes and the aquatics industry. Depending upon how the pool is setup, the pool capacity can drastically decrease.

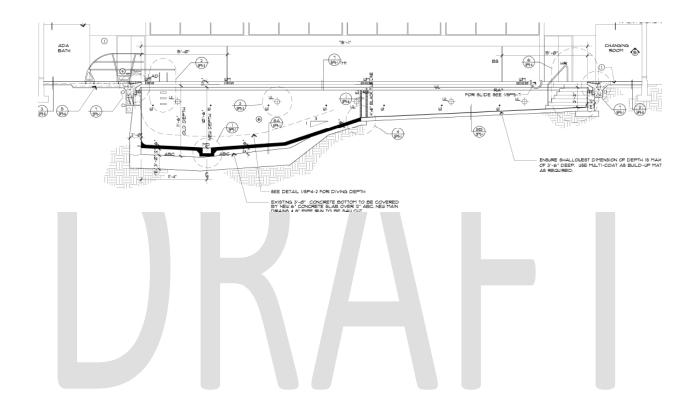
The chart below details the capacity of the Swimming Pool based on the size and depth of the pool and the assumption of turning over the holding capacity at one time,  $2\frac{1}{2}$  times per day. At 44,000 visits in 2018, there is an unused capacity of over 20,000 visits. The addition of a shallow, warm water programming pool could increase the annual capacity to 104,000. This addition is detailed on page 37 of the report.

	Existing Swimming Pool	Existing Swimming Pool + Pool Addition
WET-SIDE CAPACITY		
Training (Available 25-Yard Lanes)		
Indoor Lap	6	6
Total	6	6
Estimated Training Holding Capacity	30	30
Daily Training Capacity	90	90
Recreation (Surface Area Sq. Ft.)		
Indoor Lap	3,153	3,153
Indoor Therapy	0	1,200
Total	3,153	4,353
Shallow Water	1,577	2,777
Deep Water	1,577	1,577
		107
Total Holding Capacity	79	127
Total Daily Facility Capacity	197	317
Total Annual Maximum Capacity	64,735	104,155

Based on the depth profile of the pool below, the shallow end and deep end have a similar amount of square feet, though the shallow end has double the capacity because shallow water is more functional for users and can hold one user for every 25 square feet of water while deep water can hold one user for every 100 square feet.

• Lap swim would have a capacity of less than 30 assuming there are 4 swimmers per lane.

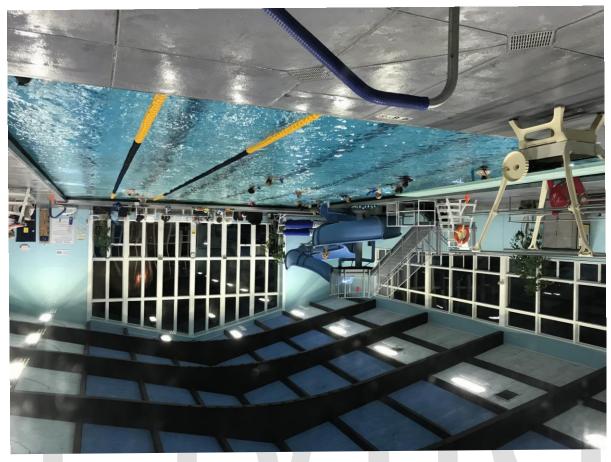
- Recreational swim has the highest capacity of 79-125.
- Swim team practice capacity could max out at 30-42 swimmers at 5-7 swimmers per lane.
- Water fitness and water walking activity capacities range from 40 to 50 depending upon the type of class being taught and if the class is in the shallow end, deep end, or both.



The following pictures were taken during CH's initial site visit on Thursday, January 29 at 9:00 a.m., 5:00 p.m., and 8:00 p.m. Based on these pictures and the number of users in the pool at various times throughout the day, opportunity exists to revise the pool schedule to allow for more lap swimming times, offer swim lessons at more convenient times, and open the pool to additional revenue opportunities.







#### Pool Schedule

Based on the current pool schedule for 2019 the Swimming Pool offers a variety of programs that meet the fitness, recreational, competitive, and instructional needs of the Crescent City community. Starting April 1, the Swimming Pool started offering regular times for kayaking and paddleboards.

# **City of Crescent City**

Fred Endert Municipal Swimming Pool

# January 2nd through March 31st, 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	l
5:30		Lap	Master's	Lap	Master's	Lap		5:30
a.m.	4 7	Swim	Swim	Swim	Swim	Swim		a.m.
	O O	5:30 - 7	Lap	5:30 - 7	Lap	5:30 - 7		
7:00		Aerobics,	Swim	Aerobics,	Swim	Aerobics,	l	7:00
		Exercise	6:30 - 8	Exercise	6:30 - 8	Exercise		
8:00		Walk/Jog,	Exercise,	Walk/Jog,	Exercise,	Walk/Jog	Lap	8:00
		Exercise	DW Aerobics	Aqua Bump	DW Aerobics	Exercise	Swim	
9:00	C	Walk/Jog,	Aerobics,	Class 8:30	Aerobics,	Walk/Jog	8:00 -9:20	9:00
	L	Exercise	Exercise	Exercise	Exercise	Exercise		Ī
10:00	0		Walking,	Drop-in	Walking,		Water	10:00
	S	Rental	Jogging,	Babies & Tots	Jogging,	Rental	Walking,	
11:00	E	Available	Width Laps	Rental	Width Laps	Available	Jogging	11:00
	D	10:00 - 12	8:00 - 12	11:00 - 12	8:00 - 12	10:00 - 12	10:00 - 12	l
12:00		Lap	Lap	Lap	Lap	Lap	Lap	12:00
noon	5	Swim	Swim	Swim	Swim	Swim	Swim	noon
1:00	U	Walking,	Exercise	Walking,	Exercise	Walking,	Open	1:00
p.m.	N	Jogging	& Laps	Jogging	& Laps	Jogging	Recreation	p.m.
	D	& Laps,	Exercise,	& Laps	Exercise,	& Laps	Swim 🍠	2:00
	Α	1 - 2:45	Width Laps	1 - 2:45	Width Laps	1 - 2:45	1 - 3:00	l
3:00	Y	Lifeguard	Group	Open	Group	Individual	Family	3:00
	5	Training &	Swimming	Recreation	Swimming	Swimming	Recreation	
4:00		Development	Lessons	Swim 🍠	Lessons	Lessons	Swim	4:00
4:30		3:00 - 5:00	3:00 - 5:00	3:00 - 5:00	3:00 - 5:00	3:00 - 5:00	3 - 5:00	l
5:00						Lap Swim	Rental	5:00
		CCSC	CCSC	CCSC	CCSC	5 - 6:00	Available	l
6:00		5:00 - 7:00	5:00 - 7:00	5:00 - 7:00	5:00 - 7:00	Open	Rental	6:00
						Recreation	Available	
7:00		Aerobics	Walk/Jog	Aerobics	Aerobics	Swim	Open	7:00
		& Laps	Width Laps	& Laps	& Laps	43	Recreation	
8:00		7 - 8:15	7 - 8:15	7 - 8:15	7 - 8:15	<b>**</b>	Swim 🍠	8:00
						6 - 8:30	7 - 8:45	l
9:00	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	9:00

\*Schedule is subject to change based on staff availability.

	Admission	10 Visit	50 Visit	Annual
Child (3-6)	\$2.50	N/A	N/A	N/A
Youth / Senior (7 - 17 / 60+)	\$5.00	\$40.00	\$160.00	\$450.00
Adult (18 - 59)	\$5.50	\$45.00	\$180.00	\$525.00

# **City of Crescent City**

Fred Endert Municipal Swimming Pool

# April 1st through June 13th

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	l
5:30		Lap	Masters	Lap	Masters	Lap		5:30
a.m.	1 23:	Swim	Swim	Swim	Swim	Swim		a.m.
	<b>O</b>	5:30 - 7	Lap	5:30 - 7	Lap	5:30 - 7		l
7:00		Aerobics,	Swim	Aerobics,	Swim	Aerobics,		7:00
	4	Exercise	6:30 - 8	Exercise	6:30 - 8	Exercise		l
8:00		Walk/Jog,	Exercise,	Walk/Jog,	Exercise,	Walk/Jog	Lap	8:00
		Exercise	DW Aerobics	Aqua Bump	DW Aerobics	Exercise	Swim	l
9:00	С	Walk/Jog,	Aerobics,	Aerobics,	Aerobics,	Walk/Jog	8:00 -9:30	9:00
	L	Exercise	Exercise	Exercise	Exercise	Exercise		l
10:00	0	Paddle Board	Walking,	Drop-in	Walking,	Paddleboard	Water	10:00
	S	& Kayaks	Jogging,	Babies & Tots	Jogging,	& Kayaks	Walking,	l
11:00	E	10 - 11:00	Width Laps	Bonus Laps	Width Laps	10 - 11:00	Jogging	11:00
	D	Rental	8:00 - 12	11 - 12:00	8:00 - 12	Rental	10:00 - 12	l
12:00		Lap	Lap	Lap	Lap	Lap	Lap	12:00
noon	5	Swim	Swim	Swim	Swim	Swim	Swim	noon
1:00	U	Walking,	Exercise	Walking,	Exercise	Walking,	Open	1:00
p.m.	N	Jogging	& Laps	Jogging	& Laps	Jogging	Recreation	p.m.
	D	& Laps,	Exercise,	& Laps	Exercise,	& Laps	Swim 🏈	2:00
	Α	1 - 2:45	Width Laps	1 - 2:45	Width Laps	1 - 2:45	1 - 3:00	l
3:00	Y	Kayak &	Group	Open	Group	Individual	Family	3:00
	5	Paddle Board	Swimming	Recreation	Swimming	Swimming	Recreation	l
4:00		Lessons	Lessons	Swim 🍠	Lessons	Lessons	Swim	4:00
4:30		3:00 - 5:00	3:00 - 5:00	3:00 - 5:00	3:00 - 5:00	3:00 - 5:00	3 - 5:00	l
5:00						Lap Swim	Rental	5:00
		CCSC	CCSC	CCSC	CCSC	5 - 6:00	Available	l
6:00		5:00 - 7:00	5:00 - 7:00	5:00 - 7:00	5:00 - 7:00	Open	Rental	6:00
						Recreation	Available	l
7:00		Aerobics	Exercise	Aerobics,	Aerobics	Swim	Open	7:00
		& Laps	& Laps	& Laps	& Laps	4	Recreation	l
8:00		7 - 8:15	7 - 8:15	7 - 8:15	7 - 8:15		Swim . 🍠	8:00
0.00		, 0.15	7 0.15	, 0.10	, 0.15	6 8:20	•	0.00
9:00	Cundou	Manday	Tuesday	Madagaday	Thursday	6 - 8:30	7 - 8:45	9:00
9:00	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	9:00
	scriedule	is subject t	o change L	ased on sta				1
				Admission	10 Visit	50 Visit	Annual	l
	Child ( 3 - 6 )			\$2.50	N/A	N/A	N/A	l
		or (7 - 17 / 60+)	)	\$5.00	\$40.00	\$160.00	\$450.00	l
	Adult (18 - 5	59)		\$5.50	\$45.00	\$180.00	\$525.00	J

After analyzing the pool schedule, considering the comments received through meeting with and surveying the community, and incorporating the City's desire to increase revenue at the pool, the following options should be considered regarding the pool's schedule:

- Community requested the ability to swim laps throughout the day, not only during certain designated times. Based on current usage, consider offering a minimum of 2 lap lanes throughout the day for lap swimming.
- Swim lessons and CCSC have exclusive use of the pool from 3:00 p.m. to 5:00 p.m. and 5:00 p.m. to 7:00 p.m. This is "primetime" for a swimming pool user and offering other activities during this time should show an increase in revenue and user satisfaction.
- Community feedback included a request for swim lessons to be scheduled after 5:00 p.m. to allow for parents who work later into the day to bring their children.
- Analyze the usage of open recreation swim and family swim on Wednesday afternoons, Saturdays, and Sundays to determine the ideal schedule for offering these open swim times. Based on attendance numbers provided by the City, Saturday evenings are the most well attended with an average of 35 users.
- Based on the Swimming Pool's operating budget of \$547,679 and operating 90 hours per week, the cost to operate the pool per hour is \$110. With the City's goal to decrease the existing subsidy for the pool, programs should be evaluated based on the revenue per hour for each activity.
- For Saturday evening recreation swim, 35 users generate approximately \$143 in revenue based on an average of \$4.09 per person (average per capita expenditure per visit for the pool) with expenses of \$220 to operate the pool during that time for a cost recovery rate of 65%. Based on the cost recovery rate that is above the average of 43.49%, the City should continue to operate during this time. Any recreational swim times that do not meet at least a 43.49% cost recovery should be evaluated to see what type of higher revenue-generating program could take place to increase usage and revenue during that time.
- The Swimming Pool should continue to offer programs for active aging adults and senior citizens in the Crescent City community. These programs range from drop-in water walking to shallow and deep-water aerobics, as well as classes that are specific to individuals with arthritis and mobility issues.

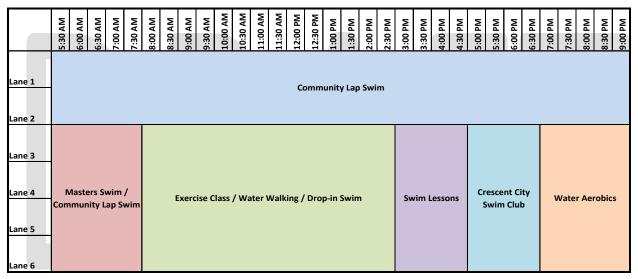
# Pool Schedule and Configuration Options

The below graphic details a possible way to set up the pool during the afternoon times to ensure the following have pool space allocated:

- Public lap swim
- Recreational swim
- Aquatic programs
- Crescent City Swim Association

# **Option 1**

The first option below takes the current schedule and adds community lap swim throughout the day, starting at 5:30 a.m. and having a minimum of two lanes open until the pool closes at the end of the day. This will help increase the attractiveness of the annual membership because more lap swim times are offered throughout the day and are not limited to morning, noon, and evening.



#### **Option 2**

The second option includes adding lap swim throughout the day, except for 5:00 p.m. to 7:00 p.m., where swim lessons would be held to meet the schedules of parents with children who are unable to attend from 3:00 p.m. to 5:00 p.m. This option would reduce the number of lanes for CCSC to 4 during this time.

	5:30 AM	6:00 AM	6:30 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM	9:00 PM
Lane 1										Com	mun	ity L	ap Sv	vim										Sw	rim L	esso	ns	Com	mun	ity La	ıp Sw	im
Lane 2 Lane 3																																
Lane 4	M Comi			vim / ap Sv			E	xerci	ise C	lass ,	/ Wa	ter V	Valki	ng/	Dro	p-in S	Swim	1		Sw	rim L	esso	ns		esce			v	/ater	· Aero	bics	
Lane 5																																
Lane 6																																

# **Option 3**

The third option would include community lap swim throughout the day until 3:00 p.m. where the facility would close from 3:00 p.m. to 5:00 p.m. Since the community requested swim lessons to be shifted later, the Swimming Pool could save personnel expenses (approx. \$6,000) during this time without the community losing any programming time. CCSC would have 4 lanes from 5:00 p.m. to 7:00 p.m., while swim lessons would occupy two lanes. In this option community lap swim would not be offered from 3:00 p.m. to 7:00 p.m. like the current schedule.

	5:30 AM	6:00 AM	6:30 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM	9:00 PM
Lane 1								Com				wim		_	_									•	rim L			Com	mun	ity La		
Lane 3																					Clo	sed										
Lane 4 Lane 5	M Comi		rs Sv ity La				E	xerc	ise C	lass ,	/ Wa	ter V	Valki	ing /	Dro	p-in S	Swim	1							escei wim			V	/ater	· Aero	obics	
Lane 6																																

Based on the above three options for pool programming, either Option 1 or Option 2 would provide the community with the most flexibility in terms of lap swimming and more convenient swimming lessons. It is also possible to provide the Option 1 schedule for Mondays, Wednesdays and Fridays, and the Option 2 schedule for Tuesdays and Thursdays.

The following options show a graphical representation of potential ways to divide the swimming pool to better meet the needs of the community based on the feedback received through the public outreach process.

# Swim Lessons / CCSC – 5:00 p.m. to 7:00 p.m.

This option allows the Swimming Pool to conduct lessons from 5:00 p.m. to 7:00 p.m. in two lanes, while scheduled CCSC in the remaining 4 lanes.



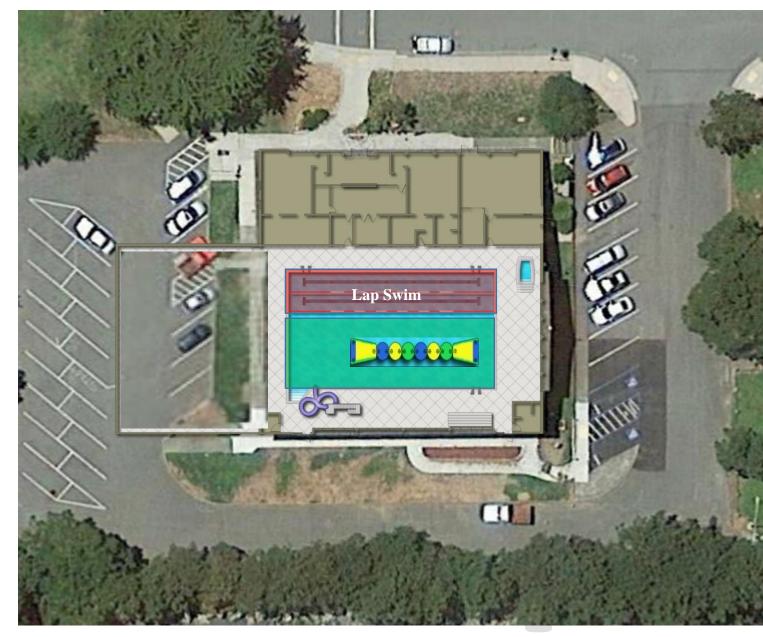
# Lap Swim / Aquatic Programs – 5:30 a.m. to 5:00 p.m.

This option allows 2 lanes to be designated for lap swim throughout the day and the other 4 lanes for various aquatic programs.



# Recreational Swim - Various Times

during recreational swim time while also allowing two lap lanes to be open for lap swimming. This option includes the addition of an inflatable obstacle course (like a Wibit) in the lap pool



#### Rate Structure and Revenue Analysis

# **Daily Rate and Annual Memberships**

Within the aquatics industry across the country, the daily rate for open lap swim has encroached upon \$8.00-\$10.00 over the past several years. While a rate increase to this fee would be substantial for the Crescent City community, consideration should be made to increasing the daily rate from \$5.50 to \$6.50 would create an additional \$4,000 to \$6,000 in revenue per year and help to increase the value of a monthly or annual pass purchase.

The \$525 price of an annual pass necessitates the passholder to visit 95 times (8 visits per month) before the pass starts to pay for itself. While this pass cost to number of visits ratio is in line with other municipal aquatic centers, most of those facilities are open on Sundays, some holidays, and do not close for two weeks of maintenance on an annual basis as does the Fred Endert Municipal Swimming Pool.

One area to consider would be including a monthly pass. Based on the current price structure, the Swimming Pool is receiving revenue from daily admission and annual memberships; however, they are not receiving revenue from those who purchase monthly memberships and do not visit the facility enough to pay for the cost of the membership. When the ratio of monthly visits and the cost of a membership are closer, it is more appealing to buy the monthly pass; this is a key source of revenue for facilities.

The existing punch pass system lowers the value of the annual membership as the per visit cost is very similar, and users can purchase in small visit increments without the upfront commitment of the annual pass. The punch passes divide out to approximately \$3.60 per visit. For the user purchasing the annual pass to get that daily rate equivalent, they must visit 150 times. As mentioned above, when Sundays and holidays are taken out of the available days, this is a large financial and use commitment at the beginning of the year for even the most serious swimming pool users.

The monthly rate should be the equivalent of the cost of 8 to 9 daily visits. Consideration should also be made to allow users to pay the annual rate of \$525 in 12 monthly increments of \$43.75. This will help to spread the revenue of the annual pass over the course of the year via recurring credit card charges instead of the current revenue bump in the month of December.

If the daily rate is increased incrementally over the course of the next few years, the costs for the monthly and annual pass will be more attractive to regular users.

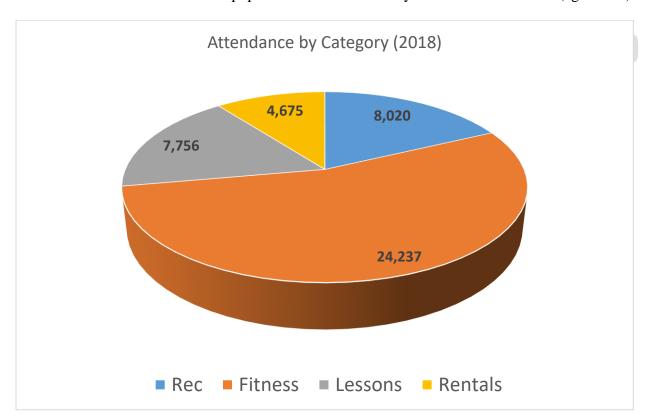
Another option would be to lower the annual pass to the price of the December discount. By doing so, the City is not penalizing potential users for purchasing the pass outside the month of December. If the City decides to open the pool on Sundays, the annual pass rate of \$525 could remain "as-is" since the pass holders would be receiving an additional 50 days of usage, a value of \$275 at the normal daily rate.

#### **Non-Resident Rate**

Throughout the community input, several comments were made regarding the City providing a discount for city residents to use the pool or to charge non-resident users a "non-resident" fee. Non-residents have historically paid a 10%-20% premium above and beyond the resident rate for recreational activities. This would place the non-resident rate within the range of \$6.00 to \$6.50 and could generate an additional \$7,500 to \$10,000 annually. It was noted that the Swimming Pool had a non-resident rate in the past, but it was removed several years ago.

#### Revenue Enhancements

The Swimming Pool saw a 5% decrease in attendance each of the past two years. Recreational swimming visits accounted for less than 20% of all Swimming Pool visits in 2018. According to the US Census Bureau Statistical Data, swimming is the fourth most popular recreational activity in the United States and the most popular recreational activity for children and teens (ages 7-17).



The City should consider increasing the recreational offerings at the Swimming Pool, such as offering an inflatable obstacle course (\$15,000 expense) or a climbing wall (\$25,000 expense). The inclusion of these amenities could generate an additional \$8,421 per year in admission revenue and would help increase the non-lap swimming, year-round attendance for both residents and non-residents. The inclusion of a marketing funds within the facility expense budget could be used to help promote these types of activities to the Crescent City community.

Expanding the times and lanes for lap swimming throughout the day could also prove to be a key driver for increased revenue. The expenses for the pool are essentially fixed and creating more avenues for use throughout the day with more convenient times for lap swim would increase

opportunities to generate revenue. Providing lap lanes all day would generate 2,500 to 3,000 additional visits per year which would equate to an annual revenue increase of approximately \$10,180. The attendance and revenue projection increases are based upon the existing memberships and attendance to the Swimming Pool, in addition to increasing the number of memberships sold due to the availability of lap lanes throughout the day which makes the facility more attractive and usable to those whose schedules have historically prevented them from visiting during lap swim times.

	Existing Attendance	Projected Attendance	Projected Revenue Increase
Recreation Swim	8,020	10,426	\$8,421
Lap Swim	9,700	12,603	\$10,180

The fees for swimming lessons should also be evaluated. The current fees equate to \$6.25 per class while national the cost per class is trending towards \$10.00-\$12.00.

- Several options exist to increase the revenue from swimming lessons.
  - Reduce class time Classes are currently at 30 minutes, and it is not recommended to shorten them further.
    - O Decrease the instructor to child ratio Most aquatic facilities keep a ratio of no more than 1 instructor for every 5 students to ensure the safety of all participants and the quality of time spent with each student.
    - O Increase fee (incrementally over the next 2-3 years) The cost of swimming lessons at \$6.25 per class is only nominally higher than the pool admission of \$5.50 while swimming lessons have a significantly higher cost due to the required ratios of staff to participants. Through the community outreach process, commenters requested that swimming lessons remain affordable to the community, and the current prices are already too high for some.
  - It must be stated that reducing the annual subsidy of the Swimming Pool and keeping swim lessons affordable to all do not necessarily exist in harmony with one another. In fact, those desired outcomes being available to everyone regardless of ability to pay and coming as close to cost-neutral as possible directly oppose one another. CH recommends finalizing and memorializing the priorities for the Fred Endert Municipal Swimming Pool to maintain perspective and make decisions in the future. This is also an opportunity to work with community partners to help subsidize swimming lessons for those who are unable to afford them without the City subsidizing the entire financial cost.
  - Special Events provide another opportunity for increasing usage, attendance, exposure and revenue at the Swimming Pool and can typically recover 100% of their costs.
    - o **Dive-In Movies** Weekend evening "dive-in" movies are popular throughout the aquatics industry and provide a way to program the pool that appeals to a wider segment of the community. An inflatable screen and projector are need for this event to be offered.
    - o **Aquatic Egg Hunt** Conduct an in-water egg hunt during the spring and allow registrants to stay afterwards for open recreational swim.

- Camps Weeklong camps emphasizing water safety, water skills, outside games and arts and crafts, similar to the school break holiday camp offered earlier this year.
- o Friday Night Lights Facility open later than normal on Friday evenings.
- o **Theme Night** Pick a theme (pirate, Spiderman, superheroes, etc.) and hand out goodies, discount admission, etc. at various times throughout the year.
- Water Safety Fair Offer a community-wide water safety day with stations throughout the Swimming Pool that teach various aspects of water safety, as well promotes the program offerings of the pool.
- Shark Week Shark-themed games and goodies and end the night with divein movie (Jaws, Finding Nemo, etc.)
- o **Anniversary Celebration/Birthday Bash** Annual day celebrating the facility opening with original admission prices for recreational swim
- o **Back to School Bash** Special event the week before school starts with school supply giveaways and reduced admission cost

The chart below details revenue and expense projections for the next 10 years. The expense projections include an initial increase in 2020 for the minimum wage hike, and then an average of 3% per year to account for inflation. The revenue projection includes an increase in 2020 that includes the addition of lap swimming availability throughout the day and the addition of an inflatable obstacle course to recreational swim times. It assumes a moderate price increase in 2021 (\$0.50), 2024 (\$0.25) and 2027 (\$0.25).

Year	Expense Budget	Revenue	<b>Annual Subsidy</b>	Cost Recovery
		Projection		Rate
2019	\$547,679	\$238,192	-\$309,487	43.49%
2020	\$601,189	\$256,793	-\$344,397	42.71%
2021	\$619,225	\$274,124	-\$345,101	44.27%
2022	\$637,802	\$274,124	-\$363,678	42.98%
2023	\$656,936	\$274,124	-\$382,812	41.73%
2024	\$676,644	\$290,609	-\$386,035	42.95%
2025	\$696,943	\$290,609	-\$406,334	41.70%
2026	\$717,852	\$290,609	-\$427,242	40.48%
2027	\$739,387	\$299,275	-\$440,112	40.48%
2028	\$761,569	\$299,275	-\$462,294	39.30%
2029	\$784,416	\$299,275	-\$485,141	38.15%

<sup>\*</sup>This chart will continue to be revised based on the feedback received from City staff and City Council at the workshop on April 15, 2019.

#### CAPITAL IMPROVEMENTS

# **Programming Pool Addition**

Based upon the feedback from stakeholders, City staff, and community members, there is an option to expand the current facility to include a 1,200 SF programming pool (35x35). This expansion could take place on the south end of the facility into the parking lot. The addition of this pool would provide several enhanced opportunities for the swimming pool's program offerings. Below is a rendering that shows the layout and required space for the programming pool.

- Provides warmer water for swim lessons, fitness classes, and water walking
- Allows added capacity in the lap pool for lap swimming due to additional water space for walking, fitness classes, and other user groups
- Design includes accessible and inclusive elements
- Includes recreational features and amenities that enhance the multi-purpose use of the pool



The following spreadsheet details the cost to build a shallow-water programming pool to the Fred Endert Municipal Swimming Pool. The estimate includes the overall construction cost for the facility and includes allowances of 5% for inflation, 10% for project contingencies, and 10% for indirect costs.

	OPINION	OF PROJECT	COST		
Description	Unit	Amount	Cost per Unit	Opinion of Cost	Opinion of Cost
Indoor Aquatic Center		2,281	611	\$1,393,957	\$1,393,957
8-Lane, 25-Yard Competition Pool	Sq. Ft.	1,156	350	\$404,600	
Competitive Natatorium	Sq. Ft.	2,116	450	\$952,200	
Pool Mechanical Room	Sq. Ft.	165	225	\$37,157	
Unit		Sq. Ft.	Cost	Opinion of Cost	Opinion of Cost
Efficiency		456		\$159,680	\$159,680
Circulation and Walls (20%)		456	350	\$159,680	
Unit		Sq. Ft.	Cost	Opinion of Cost	Opinion of Cost
Total Building Construction Costs		2,737	568	1,553,637	1,553,637
Site Construction Costs (parking, landscaping, utilities, v	walks)			\$136,869	\$136,869
Furniture, Fixtures, Equipment				\$17,000	\$17,000
Subtotal			624	\$1,707,506	\$1,707,506
Inflation (1 year)	5.0	%		\$85,375	\$85,375
Contingency	10.0	%		\$179,288	\$179,288
Indirect Costs	10.09	%		\$197,217	\$197,217
Opinion of Probable Cost				\$2,169,386	\$2,169,386
Total Estimated Project Costs:				\$2,169,386	\$2,169,386
Say			793	\$2,170,000	\$2,170,000
	Source: Counsiln	nan-Hunsaker (N	March 2019)		

#### Programming Pool Expenses

The following chart considers the annual expenses necessary to operate the additional shallow, warm water pool and does not consist of the capital costs to build the addition, which would need to be funded through a grant.

#### **Facility Staff**

Projected annual payroll expenses reflect benefits and taxes in accordance with the City of Crescent City's existed employee pay structure for lifeguards.

# **Direct Expenses**

Direct expenses are day-to-day products used to operate aquatic centers. Repair and Maintenance includes a budget allowance for facility repairs and general maintenance associated with the pool and pool mechanical system. Office supplies, program supplies, custodial supplies, repair supplies, and chemicals are included. In determining annual chemical expense, chemical treatment assumes the use of liquid or tablet chlorine and muriatic acid (pH buffer). Chemical use can depend upon bather load and chemical balance of the water. In estimating annual costs, medium bather load figures are assumed.

#### **Utilities**

Total costs include energy, energy demand and delivery charges. Caution must be used when comparing this cost with operating expenses of other facilities across the country. Electricity calculations are based on 2018 utility rate information and includes both demand and energy costs. Water and sewer services will be needed for domestic use and compensation for evaporation and backwashing purposes. Backwash water and domestic water will be released to the sanitary system. This does not include landscape irrigation. A figure of \$4.00 for every 1,000 gallons was estimated.

#### **Capital Replacement Fund**

The manufacturers of some types of mechanical equipment recommend annual maintenance programs to ensure proper performance of their equipment. Much of this work will be performed by outside contractors. In addition, for daily operation of the facilities, miscellaneous items will need to be repaired by outside firms. The capital replacement fund sets money aside for repairs and replacement.

Direct Facility Exp	ense Budget
	Swimming Pool Addition
Facility Staff	
Lifeguard Personel	\$78,886
Total Labor	\$78,886
Direct Facility Expenses	
Repair and Maintenance	\$5,300
Operating Supplies	\$3,180
Chemicals	\$9,517
Total Commodities	\$17,997
Utilities HVAC	\$12,240
Electricity	\$7,557
Pool Heating	\$5,017
Water & Sewer	\$4,432
Total Utilities	\$29,245
<b>Total Operating Expenses</b>	\$126,128
Capital Replacement Fund	\$10,500
Total Expense	\$136,628

Revenue generation with the new programming pool would need to include a variety of program offerings that would include all levels of swim lessons, water fitness class for adults and seniors, as well as including recreational amenities into the pool such as water basketball goals, water volleyball, etc. The addition of this pool would not only increase the capacity of the Swimming Pool complex, but also allow the ability to offer separate water temperatures for the different aquatic user groups, and free up the main pool for increased capacity for lap swim throughout the day. This would equate to an increase in of 12,000 to 14,000 users per year with an additional \$60,000 of revenue and a cost recovery rate for the new programming pool of approximately 50%.

#### Facility Evaluation

In reviewing the pool and pool's mechanical system, the following items were noted.

- The pool's sand filters are original to the facility. CH typically assigns a lifespan of 15-20 years for sand filters. These will need to be replaced in the next renovation.
- The pool chemicals are stored next to each other in the same space. A separate dedicated and ventilated chemical storage room for both the sanitizer and pH buffer is recommended and is the current industry standard. The existing chemical storage area does not meet the current requirement or standard. Dedicated chemical storage spaces should be included in any future renovation plans.
- The pool and spa are controlled by Chemtrol chemical controllers. The chemical controller automatically adds chlorine and the pH buffer, maintaining the proper chemical balance throughout each day. The controller is in good working condition and is appropriate for this type of usage. During a future renovation, the opportunity exists to upgrade the chemical controllers to newer models that allow the facility manager to monitor chemical levels remotely.
- The chart below details the scope and costs for a mechanical renovation of the lap pool's system.

TEM	Area (SF): 3,400 Perimeter (LF): 498 UNIT	Avg. Depth (ft):  Volume (gals):  UNIT COST		Turnover (hrs): 5.00 Recirc Rate (gpm): 546.7	
ite Costs			Q07		
Demolition	C.Y.	\$35,000.00	1	\$35,000.00	
Chemical Storage Rooms	C.Y.	\$400.00	120	\$48,000.00	
Pool Piping					
Exposed Mechanical Room Piping	LF	\$40.93	587	\$24,038.64	
Branch Cost	LF	\$21.94	300	\$6,582.30	
Fittings Cost	LS	\$30,620.94	1	\$30,620.94	
Mechanical Equipment					\$61,241
Chemical Controller	LS	\$14,337.50	1	\$14,337.50	
Sanitizer	LS	\$7,837.50	1	\$14,337.50 \$7,837.50	
ph Buffer	LS	\$3,691.25	1	\$3,691.25	
Filtration	LS	\$56,592.08	1	\$56,592.08	
Pumps and Controls	LS	\$13,000.00	1	\$13,000.00	
VFDs	LS	\$6,500.00	1	\$6,500.00	
UV Disinfection System	EA	\$49.200.16	1	\$49,200.16	
Pool Heating	LS	\$28,000.00	1	\$28,000.00	
eatures					
Features Pumps and Controls	LS	\$13,000.00	1	\$13,000.00	
VFDs	LS	\$6,500.00	1	\$6,500.00	
Piping Adaptation at Pump	LF	\$3,500.00	1	\$3,500.00	
				POOL SUBTOTAL	\$346,400
UBTOTAL (Inflation & contractor mark-up not include	od)			TOTAL POOL COSTS \$	346,400

- The ADA Act requires that swimming pools and spas with a perimeter that is less than 300' have a minimum of one accessible means of entry (compliant ramp or lift) and requires accessible lifts to be capable of unassisted operation from both the deck and water levels. Controls and operating mechanisms shall be unobstructed when the lift is in use. The Swimming Pool currently has one portable lift that is used for both the pool and the spa. According to the ADA Act, both the pool and the spa will need their own lift. The existing lift can be used for one of the bodies of water.

- The depth and slope of the pool does not meet the minimum California code requirement for a 1-meter diving board. The red line in Figure 1.5 denotes the required depth and slope, which is deeper than the current depth of the pool. Figure 1.6 denotes the required dimensions of the pool to operate a 1-meter diving board, a minimum depth of 11 ½ feet. Diving dimensions within state codes are not typically "grandfathered" and city staff should seek clarification from the State of California on this issue. Counsilman-Hunsaker would recommended to take the diving board out of operation at this time. There are options to replace the 1-meter board with a ½ or ¾ board.
- Based on a pool volume of 164,000 and the observed flow rate of 400 gallons per minute (GPM), the current turnover rate is 6.8 hours, 0.8 hours above the code maximum of 6 hours. While there were no reports of any water clarity issues at the Swimming Pool related to the turnover rate, pool staff should continue to observe the flow rate as the 400 GPM flow rate could have been when the filter was dirty. After backwashing, it's possible the flow rate would be maintained at 455 GPM which would meet the code minimum 6-hour turnover.

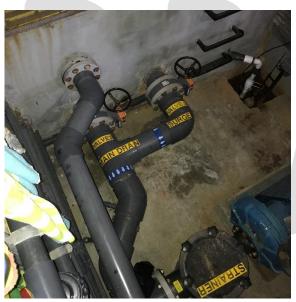




Fig. 1.1 Pump Pit

Fig. 1.2 Pool Filtration System

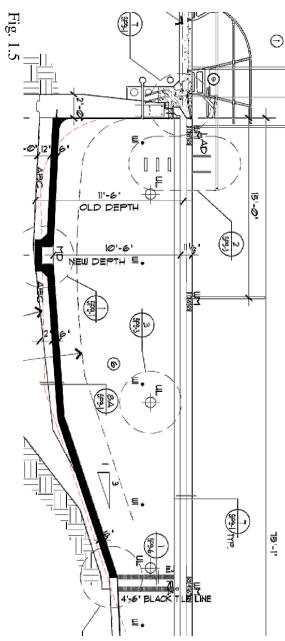
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1.3 Spa Filtration System

Fig. 1.4 Pool and Spa Chemical Controllers



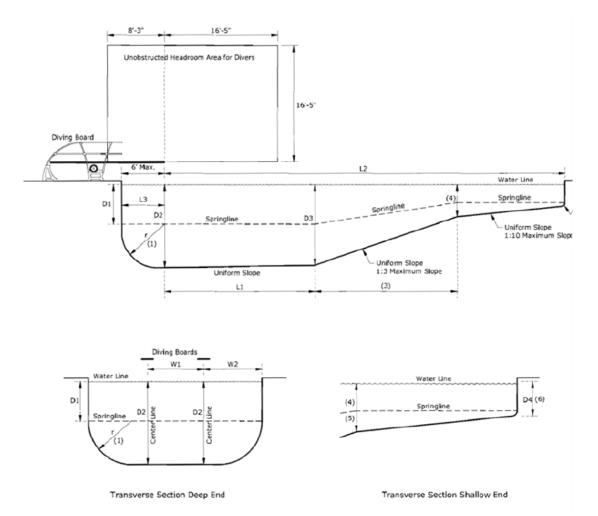


FIGURE 31B-1
DEPTHS AND CLEARANCES FOR POOLS WITH DIVING BOARDS GREATER THAN 30 INCHES (762 mm) ABOVE THE WATER LINE

TABLE 31B-1

		DE	PTH OF WATE	R		LENGTH OF SECTION								
BOARDS AND PLATFORMS	DIM	D1	D2	Dз	D4	L1	L2	L3	W1	W2				
1-meter board	Min.	5'-6"	11'-6"	11'-2"	0'-0"	16'-5"	29'-7"	5'-11"	7'-11"	8'-3"				
3-meter board	Min.	6'-6"	12'-6"	12'-2"	0'-0"	19'-9"	33'-8"	5'-11"	8'-7"	11'-6"				

Fig. 1.6

#### Sustainable Technology

# **Variable Frequency Drive (VFD)**

A VFD is a system for controlling the rotational speed of an alternating current (AC) electric motor by controlling the frequency of the electrical power supplied to the motor. This should be considered during a future renovation but can also be installed as a stand-along addition. VFDs range in cost from \$3,000 to \$5,000 and would have an operational payback of less than 3 years for the Swimming Pool.

#### **Chlorine Generation**

Chlorine generation (salt water) systems produce the required pool sanitizing agent on-site to minimize necessity for deliveries and handling of chemicals. Typically, the facility needs to pay less than \$2.00 per gallon of chlorine and \$0.10 per KWH of electricity to pay off the initial capital costs of the chlorine generation system. Based on the Swimming Pool's current bulk rate for chlorine, this is not a recommended addition at this time.

#### **Ultraviolet Light (UV)**

With the use of UV, the frequency of super-chlorination of the pool is reduced; this is the only quantifiable chlorine savings that can be attributed to the use of UV. The elimination of combined chlorine by a UV system will significantly reduce the amount of corrosion of ferrous materials exposed to the pool environment and enhance the indoor air quality. UV systems range in cost from \$30,000 to \$50,000. Cost savings would be negligible with the inclusion of UV.

#### **Heat Reduction - Pool Cover**

Pool covers are already in use by the Fred Endert Municipal Swimming Pool staff and help to reduce the energy costs of heating the water by preventing heat loss overnight when the pool is not open to the public.

#### **Heat Reduction - Geothermal**

A geothermal pool heating system can be a good fit with the right combination of budget, conditions, and environmental concerns. The capital costs are highly dependent on access to a geothermal source. Annual pool heating costs could be reduced by 50% with the inclusion of geothermal.

CH recommends using the existing pool heater through the end of its useful life and then replace it with a more efficient heater during a future renovation.

#### Solar

The two primary options for solar energy include using solar energy through a power-purchase agreement or by purchasing the equipment outright. Depending on the agreement type and capital cost of the equipment, the payback typically takes approximately 15 years. A recent example of an indoor aquatic facility installing solar had an initial capital investment of \$60,000, and annual electrical savings of \$3,000. A grant provided 75% of the funding, which makes the payback on the system installation less than 5 years.

#### Regenerative Media Filter

Regenerative media (RM) filters are any filter system that reuses the media without the need for backwashing. The operation of the system follows the same mode as most other filters during

filtration; water passes through media to remove particulate matter. Significant water savings can be achieved by eliminating frequent backwashing. A regenerative media filters would also take up less space in the pool mechanical room that the current filter which could provide additional storage space for pool equipment. The following chart details the typical capital expenses for a high-rate sand filter compared to regenerative media, as well as the annual operational cost differences. This chart is an example cost savings and does not take into account Crescent City actuals. Regenerative media filtration has an approximate 7-year payback and should be considered as a part of a future mechanical renovation.

#### **INITIAL CAPITAL EXPENSES**

ITEM / DESCRIPTION	SAND FILTER COST	DEFENDER FILTER COST	COST VARIANCE
FILTER PURCHASE PRICE	\$22,400	\$57,581	(\$35,181)
MECHANICAL SPACE	\$0	\$0	\$0
INSTALLATION LABOR VARIANCE	\$3,360	\$0	\$3,360
FILTER MEDIA	\$783	\$27	\$756
TOTAL CAPITAL COSTS:	\$26,543	\$57,608	(\$31,065)

#### **ANNUAL OPERATING EXPENSES**

ITEM / DESCRIPTION	SAND FILTER COST	DEFENDER FILTER COST	COST VARIANCE
ELECTRICAL COSTS	\$3,371	\$2,649	\$722
POTABLE WATER FEE	\$1,252	\$139	\$1,114
MAKE-UP: CHEMICALS	\$1,789	\$119	\$1,670
MAKE-UP: HEAT	\$966	\$107	\$859
SANITARY SEWER FEE	\$1,252	\$139	\$1,114
PERLITE MEDIA	\$0	\$322	(\$322)
ANNUAL OPERATING COSTS:	\$8,630	\$3,474	\$5,156

#### **APPENDIX I: MEETING NOTES**

# January 31, 2019

The following summarizes notes from the stakeholder meetings and community meeting on Thursday, January 31, 2019, for the Fred Endert Swimming Pool Master Plan.

# ■ Meeting #1 – Glen Haven, Dragonflys, CEL

- o The swimming pool is vital to the community for those with developmental disabilities
- o All three programs would prefer a designated time for special needs' programs
- o Groups would prefer a business rate instead of the punch pass system
- o Frustration with the pool's inconsistent water temperature
- o Requested updated locker rooms with better ADA accessible areas
- Lack of shared space creates situations where their clients are interacting with public water walkers and exercise classes
- o The hot tub is a needed amenity

# Meeting #2 – UIHS, CCSC, Masters Swimming, Health and Human Services, County Recreation, School District

- o Questions regarding the current subsidy level of the pool
- o Request to have the swimming pool stop selling sodas and candy
- CCSC currently has 42 swimmers and have stopped advertising because of the lack of pool space available
- CCSC practices from September to May and pays approximately \$2,300/month for lane rental
- Lifeguards are not on stand during CCSC practice, but it was noted that several (5) were on-duty during that time
- Masters Swimming currently has 15 swimmers who purchase punch cards from masters, who then rents the pool for \$57/day for practice
- Daily cleaning of the pool has been an issue early in the morning, bathrooms and pool not cleaned thoroughly
- o Masters feels the pool is a great asset to make Crescent City attractive to people looking to move to the area
- O Swimmers during lap swim have a lack of "pool etiquette" which deters more people from visiting the pool
- Lane lines have constant wear and tear with removal several times per day for programming purposes
- Health and Human Services view the pool as an asset and provides passes to various groups to advocate for a healthy lifestyle for both children and adults
- o The school district has 4,500 students, 70% of who live below the poverty level
- o All 4<sup>th</sup> graders attend swimming lessons at the pool
- o The school district has difficulty attracting and retaining employees due to a lack of community amenities and the pool is an area where the district would consider partnering with the City to increase membership and attendance

- o Starting a high school swim team is something that the district is still considering
- o Comments regarding current membership model and ways to revise it
  - Eliminate punch pass
  - Eliminate annual pass
- o Enhance marketing in the community about the pool and develop an online registration system
- Better structure of pool hours for working families, certain user groups dictate the current pool schedule
- Incorporate non-resident fee structure
- o Creation of family events for bonding time

# Community Meeting

- Multiple comments describing the pool as a jewel, asset and gem to the Crescent City community
- The inability to have water temperatures to meet the needs of the various aquatic user groups came up several times
- Lack of facility cleanliness and recurring maintenance issues (heater not-functional properly) were mentioned
- o The pool's offerings are a great asset to the community
- o Improve locker rooms with new shower heads, ADA rails in the women's restroom
- o Request for City to explore partnerships with other area agencies
- Opportunity to improve tracking attendance for pool usage
- Several comments requesting lap lanes open all day long, instead of early morning, noon and after 7pm
- o Request from multiple speakers to reopen the facility on Sunday
- o Lap lane etiquette could help enhance the pool user experience
- The pool has helped community members meet others with similar interests through open swim and programs
- o Compliment on the hard work of pool management and staff
- Facility should reach out to those with language and cultural barriers to increase usage and impact to the community

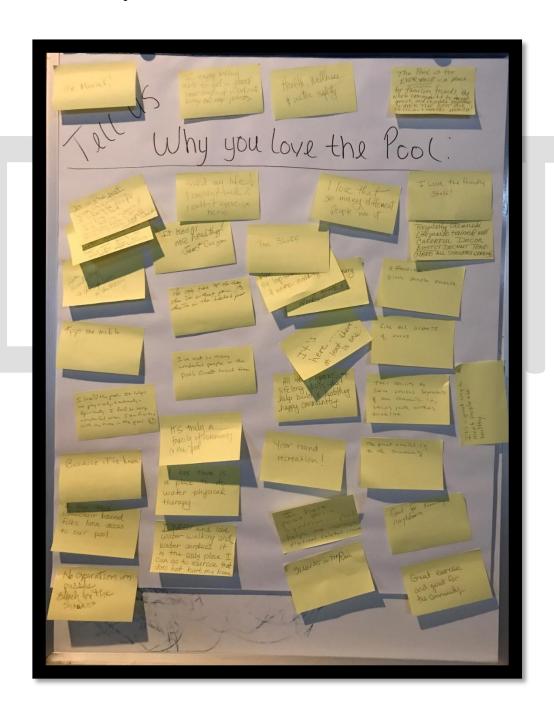
# Community Meeting Comment Boards

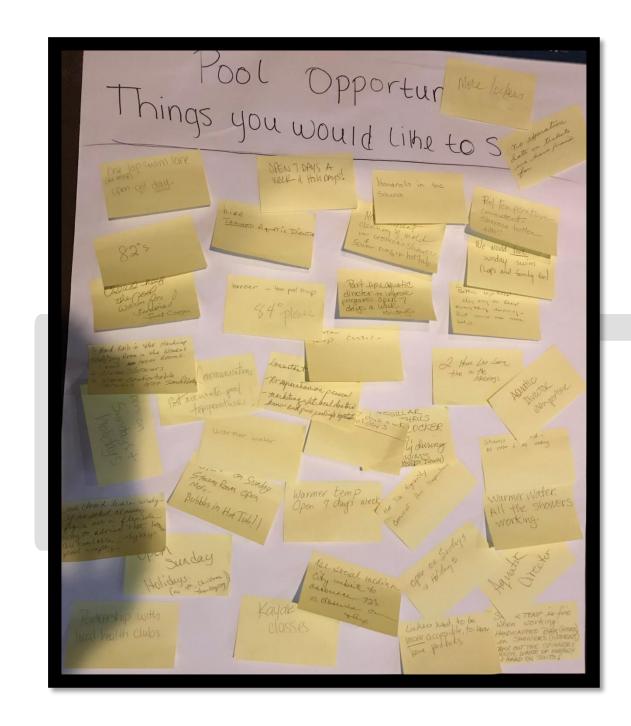
- Why You Love the Pool
  - It's the best form of exercise.
  - It keeps me healthy!
  - I couldn't walk if I couldn't exercise here.
  - I love that so many different people use it.
  - Keeps me mobile
  - I've met so many wonderful people in the pool, great social time.
  - All the programs and lifelong skills that help build a healthy, happy community.
  - I love the friendly staff.
  - It's affordable and gives people exercise.
  - Their ability to serve various segments of our community
  - There are multiple options and times for lap swim, aerobics and water walking.
  - I love the pool. It helps me physically, emotionally and spiritually. I feel so wonderful when I' am finished with me time at the pool.
  - I love that wheelchair-bound folks have access to our pool.
  - It's truly a family of community at the pool.
  - I love there is a place to do water physical therapy.
  - I need and love water walking, and water aerobics and it is the only place that I can go to exercise that does not hurt my knee.
  - Year-round recreation.
  - Health, wellness and water safety
  - The pool is for everyone.
  - The mural
  - I enjoy being able to get a good low impact workout on my joints.
  - Great exercise and good for the community

#### **Output** Pool Opportunities: Things You Would Like to See

- One lap swim lane open all day
- Water temperature requests
  - 82 degrees
  - 84 degrees
- Please keep the pool warm for seniors.
- Open 7 days a week and holidays
- Install hand rails in the women's locker room stall.
- Hire trained aquatic director
- Handrails in the sauna
- Part-time aquatic director to improve programs
- More lockers
- No expiration date on pool passes
- We would love a Sunday swim (laps and family swim).
- Consistent pool temperature
- 2-hour lap swim time in the mornings
- All the showers working

- Use social media and City website to announce low temperatures or pool closure
- Too many lockers have padlocks on them
- Offer kayak classes
- Take out the suit spinner
- Partnership with local health clubs
- Use closed times wisely
- Open steam room more, bubbles in the hot tub





#### March 19, 2019

The following notes are meant to provide a synopsis for meetings on March 19, 2019 for the Fred Endert Municipal Swimming Pool 10-Year Master Plan. George Deines with Counsilman-Hunsaker was on-site to meet with City leadership and conduct a community meeting. These notes are meant to provide an overview of the discussions during the site visit.

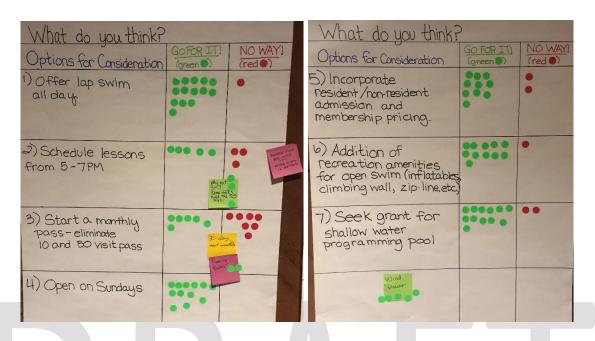
# Wild Rivers Community Foundation Meeting, 9:00 a.m.

- The Foundation provides an avenue for local donors to donate money and see their dollars at work
- The Foundation provides connection to funding throughout the geographic region of Del Norte County (CA) and Curry County (OR) by developing partnerships and leveraging resources
- o Support Building Healthy Communities (BHC) initiative invested in 14 CA communities to increase health outcomes through systems and policy changes
- o Provide summer youth mini-grants safe, healthy and fun activities
- o There is currently no fund at the Foundation to support the pool
- Potential partnership opportunities include funding children's programs at the pool, specifically those focused on teaching and promoting water safety

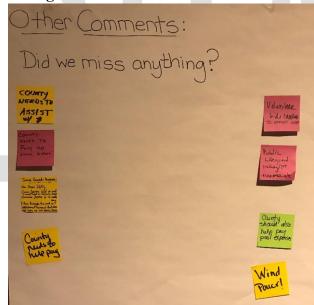
# ■ Community Meeting, 6:00 p.m.

- Support for maximizing the pool's current schedule to allow for lap swim throughout the day
- Comments supporting swim lessons after 5:00 p.m., in addition to keeping some swim times in the early afternoon
- Pool should continue to focus on providing affordable swimming lessons to the community
- Ensure the pool provides recreational swimming opportunities for those in the community without discretionary income
- o No comments in favor of eliminating current lap, recreational or family swim times
- Support for inclusion of inflatables and climbing wall to increase the recreational value of the pool
- O Comments supporting the addition of a shallow programming pool to provide warmer water for lessons, fitness, water walking and children's swim lessons
- o Mixed reviews on the elimination of the 10 and 50 punch cards in lieu of a monthly pass
- o Support for starting resident / non-resident rate for pool admission for City residents
  - Questions regarding City versus County discount, and percentage of users that current swim at the pool
  - Matt responded a higher percentage of current users are County, not City residents

# Voting Boards – Options for Consideration



Voting Boards – Other Comments



# City Council Presentation - April 15, 2019

On Monday, April 15, CH presented a draft of the Fred Endert Municipal Swimming Pool Master Plan to the Crescent City - City Council. The following details the feedback received from the community.

#### Speaker #1

- Sunday's would be a great asset to the community, schedule efficiently to reduce personnel hours
- o Questions regarding pool temperature requirements

#### Speaker #2

o Request to eliminate the annual pass and only charge per visit

#### Speaker #3

- o Provided a handout on pool temperatures, prefers 84-86 degrees
- o Report left out therapeutic comments, numbers have reduced over time
- In support of having extra lap lanes from 2-3pm and a pool temperature of 84 degrees
- Air temperature not mentioned in report

# Speaker #4

- County rate or county support
- Sunday crowd could increase with recreational swimmers

#### Speaker #5

- Requested City to have conversations with the County to discuss funding options
- o Inflatable and climbing wall could be grant funded
- o Family swim has a different feel from open swim time so please do not eliminate it
- o Existing punch pass system needs to stay for the consistent user

#### Speaker #6

- o Report finalized before May 6 / May 21, comments by May 1
- o Being able to see the pool temperature online is great

#### Speaker #7

o Please evaluate the policy regarding food on the deck for birthday parties

#### Speaker #8

- o Explore resources for alternate forms of revenue, retail, and concessions
- o Provided supportive comments for the pool email updates

#### Speaker #9

- Requested that the swimming Pool provide equipment (kickboards, pull buoys, etc.)
- o The air temperature in the pool is too cold

#### Speaker #10

o City should market the pool to out of town visitors

# **APPENDIX II: AREA PROVIDERS**

# **Providers within 115-mile Radius**

# Fred Endert Municipal Pool

1000 Play St.

Crescent City, CA 95531

707-464-9503

Driving distance from Crescent City: .7 miles, 4

minutes



25-yard, 6-lane, 84-degree indoor pool

Salt water chlorination system

Sauna

Jacuzzi

Water slide

Locker rooms

# **Programs**

Swim lessons

Swim team

Water fitness

Masters swim club

Recreational swimming

Lap swim

Lifeguard training



Category	Admission	10 Visit	50 Visit	Annual
Child (3-6)	\$2.50	n/a	n/a	n/a
Youth / Senior (7-17 / 60+)	\$5.00	\$40.00	\$160.00	\$450.00
Adult (18-59)	\$5.50	\$45.00	\$180.00	\$525.00

### **Brookings Swimming Pool**

1130 Ransom Ave.

OR 97415 Brookings,

541-469-4711

Driving distance from Crescent City: 27 miles,

35 minutes



Outdoor swimming pool

Accessible chair lift

Diving board

Locker rooms

Restrooms

Showers



Swim lessons

Water exercise

Lap swimming

Recreational swiimming



Category	Resident	Non- Resident	Ten Swim Pass Resident	Ten Swim Pass Non- Resident	Season Pass Resident	Season Pass Non- Resident
Youth (4-17 yrs)	\$2.50	\$3.75	\$21	\$32	\$72	\$92
Adult (18-64 yrs)	\$3	\$4.50	\$26	\$39	\$90	\$123
Senior (65+)	\$2.50	\$3.75	\$21	\$32	\$72	\$92
Family	\$11	\$14.50				



### **Arcata Community Pool**

1150 16<sup>th</sup> Street Arcata, CA 95521 707-822-6801

Driving distance from Crescent City: 76 miles, 1 hour 28 minutes



### **Features**

6, 25-yard lap pool
Depths ranging from 2.5 to 12 feet
1-meter diving board

Water slide

Observation seating area

### **Programs**

Swim lessons

Masters swim

Kayak instruction

Recreational swim

### Admission Fees

Adult       \$8.50       -         Senior       \$7.25       -         Youth       \$5.00       \$4.00         Ten Visit Pass - expires 1 year from purchase         Adult       \$76       -         Senior       \$65       -         Youth       \$45       -         One Month Pass*       *       -         Adult       \$79       -         Senior       \$70       -         Youth       \$55       -         Family***       \$155       -         Adult       \$220       -         Senior       \$195       -         Youth       \$145       -         Family***       \$430       -         Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Passes	Regular	Discount*
Senior       \$7.25       -         Youth       \$5.00       \$4.00         Ten Visit Pass - expires 1 year from purchase         Adult       \$76       -         Senior       \$65       -         Youth       \$45       -         One Month Pass*         Adult       \$79       -         Senior       \$70       -         Youth       \$55       -         Family***       \$155       -         Adult       \$220       -         Senior       \$145       -         Youth       \$145       -         Family***       \$430       -         Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	One Visit*		
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Senior       \$65       -         Youth       \$45       -         One Month Pass*       -       -         Adult       \$79       -         Senior       \$70       -         Youth       \$55       -         Family**       \$155       -         Adult       \$220       -         Senior       \$195       -         Youth       \$145       -         Family**       \$430       -         Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Ten Visit Pass - expires 1 year from purchase		
Youth       \$45       -         One Month Pass*       ***       -         Adult       \$79       -         Senior       \$70       -         Youth       \$55       -         Family***       \$155       -         Adult       \$220       -         Senior       \$195       -         Youth       \$145       -         Family***       \$430       -         Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Adult	\$76	-
One Month Pass*         Adult       \$79       -         Senior       \$70       -         Youth       \$55       -         Family**       \$155       -         Three Month Pass         Adult       \$220       -         Senior       \$195       -         Youth       \$145       -         Family**       \$430       -         Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Senior	\$65	-
Adult       \$79       -         Senior       \$70       -         Youth       \$55       -         Family**       \$155       -         Adult       \$220       -         Senior       \$195       -         Youth       \$145       -         Family**       \$430       -         Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Youth	\$45	-
Senior       \$70       -         Youth       \$55       -         Family**       \$155       -         Three Month Pass         Adult       \$220       -         Senior       \$195       -         Youth       \$145       -         Family**       \$430       -         Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	One Month Pass*		
Youth       \$55       -         Family**       \$155       -         Three Month Pass         Adult       \$220       -         Senior       \$195       -         Youth       \$145       -         Family**       \$430       -         Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Adult	\$79	-
Family**       \$155       -         Three Month Pass         Adult       \$220       -         Senior       \$195       -         Youth       \$145       -         Family**       \$430       -         Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Senior	\$70	-
Three Month Pass         Adult       \$220       -         Senior       \$195       -         Youth       \$145       -         Family**       \$430       -         Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Youth	\$55	-
Adult       \$220       -         Senior       \$195       -         Youth       \$145       -         Family**       \$430       -         Season Pass       -       -         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Family**	\$155	-
Senior       \$195       -         Youth       \$145       -         Family**       \$430       -         Season Pass       -       -         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Three Month Pass		
Youth       \$145       -         Family**       \$430       -         Season Pass       -       -         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Adult	\$220	-
Family**       \$430       -         Season Pass       \$510       -         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Senior	\$195	-
Season Pass         Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Youth	\$145	-
Adult       \$510       -         Senior       \$465       -         Youth       \$315       -	Family**	\$430	-
Senior     \$465     -       Youth     \$315     -	Season Pass		
Youth \$315 -	Adult	\$510	-
· · · · · · · · · · · · · · · · · · ·	Senior	\$465	-
Family** \$945 -	Youth	\$315	-
	Family**	\$945	-

### **Jackson Aquatic Center**

815 Summit Ave.

Medford, OR 97501

541-774-2507

Distance from Crescent City: 111

miles, 2 hours 11 min



### **Features**

Outdoor pool

Diving board

Baby pool

Park with playground

### **Programs**

Swim lessons

Party rentals

Recreational swimming

Water exercise

### **Fees**

Daily Activities					
Activity	Days	Time	Price		
Lap Swim (18+)	Mon-Fri	12pm to 1pm	\$3		
Fri Evening Lap Swim Only (18+)	Fri	5:30pm to 7pm	\$3		
Water Tai Chi	Fri	8:15-9:45am	\$25-\$31		

## **Open Swim**

Days	Time	Youth	Adult (18+)
Mon-Fri	1-5pm   7-9pm	\$2	\$3
Sat	1-5pm   6-8pm	\$2	\$3
Sun (Discount Day)	1-5pm	\$1	\$1

### APPENDIX III: OPEN-ENDED SURVEY RESULTS

Q3: If you do not regularly visit the pool, please explain why.

Twice a week

I do visit at least 2 days a week

Cost.

Hours, cost, no child care like the YMCA

My work hrs conflict and when I can go it's very busy I would like to do laps

I was a participant in the grand opening ceremony, I taught swimming, attended family swims, my children were swim team members, and I can remember the long cold winters with little or no recreational activities.

N/A

Not enough aerobic exercise programs being offered.

The times of the programs offered are at inconvenient times, and it is expensive.

I'm usually too busy to swim but when I do it's usually at the river.

I don't like getting into the (any) water.

Don't think about it and unsure if life jackets can be used during recreational swim with my toddler

I used to a couple times per week stopped going because the temperature is too cool often and caused muscle spasms in my back

Live in Hiouchi and work during the day in town. No adult/lap swim available from 4pm-7pm. Don't want to drive back into town so late.

Only if things are broken like hot tub or sauna and also if water is too cold to swim.

Crescent City Swim Club

NA

Family swims conflict with schedule

From Brookings, so only come when ours isn't open.

I prefer to swim outdoors

Time. I also have 3 kids ages 2,4,6 which would be difficult on my own.

I went when I was younger, if I have kids I will take them to lessons. I keep meaning to go and start using the pool again.

I don't have young kids and feel strange going to rec swim alone as an adult. Would live to swim for exercise in the evening.

NA

Pool is currently close for repairs!!!

When they stopped using the salt water system I quit going when I had been going several times per week. The chemicals give me a skin rash.

Son doesn't like to go.

NA

I do not use the pool mainly for the inconvenience of timing of when lap swim is available vs. when I have time.

schedule does not fit with our family's schedule. I wish it was open on Sundays.

I visit regularly.

N/A

Too far, don't know the schedule.

"Too cold

Hot tub not open during times my child can swim

Too many rules"

The times that the pool is opened for recreational or family swims.

Too expensive...I'm on a limited budget

the schedule do not match the right schedule for myself

I just don't think about it until it's time for swim lessons for my kids.

N/a

Because of chemicals in pools

We do

Always mean to go more but haven't yet. There aren't enough times that I can bring my kids to swim and we can't always make it on the days available.

N/A

Not open on Sundays hard to get down there other days of the week

Because there are too many kids who don't listen. And you can only go to family swim with your family so. And there's hardly even a time to use the hot tub.

Disabled & immune compromised.

too crowded

Recreational swim hours not flexible

Because I didn't know about it. If I had known about the pool I would take my family regularly.

To be honest it's the fact the homeless shower in the showers

Time

Haven't lived here that long.

Cost and availability

In winter it seems days are too short and cold weather, I just don't want to go out. Summer is better, longer days and no school stuff to deal with.

Na

My kids lost interest in going. I feel manager for all these years not keeping up with the times has taken the fun out of it. Also, been charged for extra for hot tube and sauna was not accepted well

Timing

Frustrating scheduling, restricted hours, crowded lap lanes or limitations with lap swimming, sauna or hot tub being unavailable

I do

New to the area and the pool is closed

The 5 o'clock hour isn't available to me when I get off work. I used to go 2-3 times per week but going back to town for 7 PM lap swim was very inconvenient.

N/A

Because I was working but now I'm retired and was looking forward to using it regularly for s fitness routine

Expensive

price is too expensive for a family of 6

Schedules sometimes conflict, I don't go to the swim times when all the kids are in the pool.

Depends on my schedule

I have a lung condition and the chlorine in the pool keeps from being able to use it.

The hours for fitness don't work for people who have full time jobs. I want to go at 5-6 and that time isn't available, and the weekend hours are also not available or at a really bad time of day.

Physical therapy appts. Usually twice a week, depends on scheduling.

Cold winter

The arrogance of the swim team. Why can't we WAIT for our class to start IN the pool area, rather than in the lobby? Because they rent "the whole space"? And why did they KEEP insisting our veteran remove her prosthetic on the pool deck and use crutches, which she doesn't USE? Two separate incidents. Unbelievable.

Time

I do visit regularly

I don't go as much now as I did when my kids were small

I don't have a good understanding of the schedule. I'd like more times available on a Sunday and kid private lessons on the weekend.

N/A

Cost and time available

I work a lot

I don't live 8n CC as anymore but in the 90's I used the pool as a kid and it was a blast!

"I do"

N/A

The water is too cold

Cost

The times for water aerobics class doesn't always fit my schedule.

I just don't

N/a

I am new to the area and did not know it was there.

Not financially able to currently

We seasonally do swim lessons.

Sunday open swim would be great because my Sundays are the most open for time

I don't hear/think about it enough. I would love to go more but when I'm planning a day out in the community, I don't think about the pool

Am new to town. Displaced from Carr fire in Redding. Heard pool was closed for repair. Plan on using the pool with my children.

Work/school/family

Too expensive, need more family swim time. Needs to be open all weekend. Offer special deals for families.

I would like to use this community resource more, I would say we might go about once every 2-3 months, my children love it and I just need to make a habit to go more often. Usually our schedules interfere with recreation times. Also need to sign my children up for swimming lessons.

Fun with my kids

Too much chlorine in water. Not good for cancer patients.

My son is just now at an age to enjoy swimming.

Normally go to beaches and rivers

My own laziness hope to visit more

I don't want to

## Q4: What is your favorite amenity or program at the Fred Endert Municipal Swimming Pool?

Water aerobics, Warner walking

Children's swimming lessons

No lane lines

lap swims early in the morning

hot tub

Hit showers hot tub

exercise swimming for health reasons and back pain ... using spa and sauna

Hot tub

Lap swim

Swimming lessons

lap swims

Hot tub

**CCSC** 

Water Aerobics

Deep water aerobics program.

Water Aerobics

Lap swimming and the jacuzzi

lockers are nice, the open lap swim is great, and so are the swim lessons.

not competitive lap swimming

Lap swim, only time the hot tub is on

I like how the fourth graders go to their pool for field trips and they get free lessons.

Hot tub and sauna.

Bathing suit dryer is cool

Swim team.

The exercises

Lap swim

Programs offered, physical therapy and because my children our on swim team.

**CCSC** 

OPEN ADULT SWIM PERIODS

Swim lessons

Water aerobics

Swim team

Lap swimming and the hot tub

My children took swim lessons and I think its a great program.

Lap Swim

Water Aerobics and lap swims

Swimming lessons, rec swim.

I live that they offer swim lessons for my niece and nephew.

Free time

The Aerobics classes, and the showers and the rental of lockers.... ALSO the importance of water therapy, a better hot tub might be real nice. Physical therapy is also important

Lap swimming

Lap swimming

"#1 Hot Tub

#2 Sauna"

Lessons, activists for older folks.

**Fitness** 

Family dressing room.

Water walking for me. Kids slide for grandsons

The Mural

recreation swim. lessons are great but seem too short. availability to rent for parties. I would like to try water aerobics

Hot showers. Hot tub.

The spinner! The front desk staff. Lap times.

Lap swims/Masters

Aerobics

Deep water aerobics

lap swim (the length of the pool)

Masters workout

**Fitness** 

Family swim.

Adult time for walking and swimming.

The mural and the sauna

laps

The changing rooms.
Aerobics class
slide
Swim lessons

Hot tub and sauna

Swim Club

Waterslide

Lap swimming

Water aerobics

Lap swim

N/a

Swimming lessons

Slide and diving board, though I wish there was a high dive.

not crowded usually

**Recreation Swim** 

The pool

The slide

Aerobics

When my health was better I enjoyed lap swimming & exercise class. (When younger I was a competitive swimmer on Santa Clara Swim team, working out 3-4 hours daily!)

Width Lap swim

The night swim classes with Paula, we use devices! I do what I can to keep my back pain under control...

Lap swimming

My child likes the water slide. Heard the swim lesson programs are good but never fits my work schedule so I can't bring my child.

n/a

Swim team

Individual swim lessons for my daughter

Rec swim for kids

The sauna

?

Deep water aerobics

Pool and hot tub

Not sure, I will have to go check it out.

I live the slide but haven't been when it's on for long time. Enjoy the lap/exercise time where I have room to hide swim back and forth.

The slide

Rec. Time for my kids. Years ago

Lap swim is primarily what I go to the pool for. However, one time I attended a private party that rented the space and I thoroughly enjoyed the water slide and diving board.

Swim lessons, family swim

Family swim, rec swim, winter Swim Camp

Lap swimming and sauna

The slide

Water aerobics

Hot tub

Open recreation swim

lap swim

Exercise time

Hot tub

Water aerobics and hot tub.

Fitness classes and spa.

Fitness

hot tub and slide

I love the hot tub, and don't like going to the pool when the hot tub isn't working, which seems to happen frequently.

Recreational swimming

My grandkids love the slide

Water aerobics classes

The fast spin dryer

All current programs

Everything

"Water aerobics

"

Swim lessons for my grandchildren

Sauna

Exercise and fitness in the morning for seniors.

Aerobics

The CCSC Swim team

The hot tub and pool

Free swim and swim lessons

Lesson, free time and of course the slide

Deep water aerobics

The pool

Free swim birthday parties

Swim lessons for my kids

In general, indoor swimming!

Slide

Night swim

Swim club for my kids

Heated pool (84 degrees)

Lessons and swim club

My daughters are on swim team and absolutely love it.

Don't have any

Sauna and jacuzzi

Hot tub

Water aerobics class.

Swimming

I would like to learn more about what is being offered at this facility.

Open swim

Spa

Private lessons.

Swimming lessons is one of the best programs we have since we live where there's lots of water around

Open swim

lap swim

Toddler swim lessons

Exercise classes

Swimming lessons

The slide

Swimming lessons

Lap swim

Family swim

Swim lessons

Slide

Free swimming or exercise

I want to start my son in the infant swimming classes.

Lap swims and the clean & spacious locker rooms

All the programs they offer are great. Even though I don't use them all. It's niceto know they are there if I ever decide to use them.

Lap swim

Open swim

Slide but could use a cooler one

Although i don't use the pool, I think the pool parties for birthdays are great. Also, the swimming lessons.

Q7: If child care was available at the swimming pool, would you be able to utilize the swimming pool more? If so, what times would be best and what programs would you attend? No Yes! Morning exercise programs No I have no children Everyday Children do not live at home Yes no No N/A ves Does not impact my initiative to use the pool. yes, most definitely. The lap swim and the child swim lessons since I have two little ones I could take one to lessons while the other was in child care then switch them. Also, to be able to use the sauna after swimming since children cannot use it. Child care, I feel, is something the pool has been missing for a long time. I'm not sure N/A NA Not me personally, but great idea to check out. No Yes, early morning or mid-afternoon or after 7 n/a DON'T HAVE KIDS Yes! Evenings or 8-10am NA No, I don't have kids

It would be a nice idea, I don't have any kids, so I would not utilize it. But if I did have kids it

would be nice.

I do not have young children at home.

"Yes, after 3pm or sat/sun anytime.

No NA 8-10 am 2-5pm No advantage for me No NA No, I do not have children Wednesday afternoons (early-out days) Child care is not something I need. n/a but great idea! "Yes. We need swim lessons from 5-7pm and on weekends. Parents need to have a lane open to work out while kids are at lessons. Parents need to be able to sit inside " Friday evenings and Sunday's (10am - 3pm) NA N/A N/A No Not interested No don't need it No, I would not use it more. N/A My child is old enough not to need that. n/a Yes, exercise type of programs/ aerobics. Yes, the free-swimming hours for my fitness Maybe. I would think mornings would be best for parents with littles. Lap swim Possibly 10ish, for exercise. NA No

N/A

No

Yes, I would be able to do lap swim.

lap swim. anytime!

Possibly for lap Swimming

We would still use it the same but I'm sure many residents would be grateful for child care services.

No, I don't have children

No

Good idea!

No

Wouldn't make a difference

Yes, I would. In the after-school hours and evenings. I would sign up for swimming lessons, water aerobics and free swim times.

Evenings after 5, fitness programs

My kids aren't little so no. I would love for fitness activities be available to parents and their kids together. I send my kids there for exercise. I know most of the fitness classes are adult only. Kids could Benefit from them too. I would bring him with me if I could.

No kids

Don't need

I have no children

I don't need child care.

No

No. I don't have children, but I do feel that it is a very useful amenity to provide.

Not needed my kids are older

N/A

No

I don't have children

N/A. I send my kids there to swim

no

No

N/A

NA

This is non-applicable to my house hold.



Not an issue for me personally,

Yes. Play area, mini pool

I don't have children

I don't need childcare, but it is a good idea

Not applicable

No

No kids

Do not require child care.

I have no children.

N/a

My kids would probably want to swim with me

N/A

No

Yes! Water Aerobics maybe

N/A

No

No

N/A

Yes, on weekends

Yes

No children in family

No

Yes. Mid-morning and afternoon classes.

Yes, I would

I am retired so child care isn't important to me. Exercise classes would interest me while school was in session. It would be great to keep the pool available for the children in the area.

No, I rather enjoy swimming with my kids

Yes, I would.

N/a

Maybe

Yes. Around 3-5 pm

No, all kids need to be in the water. Maybe offer another person to help with small children in the pool

Na

No

I don't have children myself that would use these services, but I have had some of my friends say they would use the pool if there was child care. As far as times go, I believe the best times would be based on the program that is being offered and another factor would be whether small children are allowed in the pool at that time. For example, if there was an aerobics class being offered that would be a great time because you can't do an aerobics class with a small child.

No

No

I don't have kids, but I imagine it would be nice to have childcare

# Q8: Are there any alternative swimming pool programs that you would like to see offered, such as kayak lessons, paddle board classes or SCUBA?

kayak and paddle board classes would be of inerest

Yes

Those all sound great

Yes

not really

Ni

more aerobic classes for seniors ... stretching and arthritis exercises ... core body strengthening

Under water basket weaving, scuba, kayaking, high diving competitions

Fitness for children so there will be no interference with adult programs

All of the above

Kayak

scuba

Kayak and paddle board classes do interest me.

Kayaking, Scuba, After school activities for children, high diving class/competitive

All.

SCUBA!

Paddle board classes would be fun

All these would be nice.

That would be cool! Especially since we have so many options here to utilize all of these

Yes! All are wonderful ideas, maybe a water polo league could be encouraged, or synchronize swim class could be super fun.

Yes! Kayak, paddle board and SCUBA.

Maybe

first aid/CPR training for non-lifeguards.

SENIOR CLASSES THAT FOCUS ON BALANCE, ETC

Kayak and paddle boards

No

Scuba!!

I think all three of those are a great idea

"All

"

Adult Water Safety courses Paddle board classes sound like fun! No Any of the above Yes, all of the above would be great Yes to all the above mentioned No Kayaking SCUBA lessons would be interesting, I would like to see Aqua Zumba for our senior population, soggy doggie swim days and more family swim activities for the community. yes, to all suggested. life guarding? SCUBA for sure. Water polo league. Paddle board class would be nice. more lap lane times! but definitely some of these other lessons, esp paddleboard! All of the above. all the above, water yoga on mats, Possibly No No no Pick up water polo games would be fun but would need some referees All the above Those sound fun Snorkel and SCUBA senior fitness is what we want Scuba I would like to see more programs that involve younger children age range 5yr-15yr so the children can have an activity this summer **SCUBA** Scuba

Those would be fun.

**SCUBA** 

All

Scuba

Those would all be neat...if there was an alternative to chemicals for maintenance

Absolutely. Yes, to all of the above. And prenatal water aerobics

Scuba would be great!

yes!

Water Polo

Scuba would be interesting

No

Scuba

Scuba would be appropriate. I learned to scuba at a swimming pool years ago.

No

Open more lanes for lap swim more often., please.

Those would all be nice.

no

Scuba

Kayak lessons would be great for our area

Kayak lessons and scuba for my boys would be great. I think the classes you offered over winter break should be offered more often, because we were on vacation on winter break. If they were in the after school hours a lot more kids would be able to participate if it is not during vacation breaks.

Paddle board and scuba!!!!

Any of those

Not in a swimming pool

More water fitness classes

Kayak could be fun and not as scary as learning in the river.

All of them

More opportunities for swim lessons, especially for adults. I've encountered many adults with interest in learning to improve their swimming either for fitness or safety. The masters program is too intimidating for new swimmers.

Scuba

The kids loved all the lessons at winter swim camp

Yes, but that would reduce the amount of time for the already limited time available for lap swim. Would love to see more challenging fitness classes aimed towards younger, more fit individuals.

Scuba would be nice

SCUBA might be fun

Scuba!

no

No

Paddle board

Kayak or paddleboard

Any of these would be great maybe even some type of sports like volleyball etc.



"Scuba would be great

"

Scuba, kayak

Yes all the above for family members

Scuba would be fabulous

Unsure

Lap swimming for slow swimmers

All of those

Pole dancing in the pool

I am mostly interested the the water aerobics. I wish the instructor was paid. Paula does such a fabulous job, for no reimbursement.

All of the above

Padle board or water yoga or other wayer fitness classes

Kayak lessons and paddle board lessons as well a SCUBA would be amazing

Kayak and paddle board

Not for me

Scuba

Kayak lessons

Paddle board

No

Scuba

No

Yes

No

All of those options sound interesting if it's financially worth providing to the public

Scuba

No

Kayak

Scuba

Kayak lessons would be great.

I don't know

Paddle board

Scuba, kayak and paddle board classes are great ideas

Scuba would be awesome!

N/a

Scuba

Kayak, paddle board and scuba would all be amazing.

I missed the program over winter break, offer more like that. Please offer discount prices for multiple kids.

Paddle board

More senior swimming programs

Kayak/paddle board/scuba would all be enjoyable. A more robust masters swim program would be nice as well.

Kayak lessons and paddle board lessons would be great since so many people do those activities in our community.

Kayak roll class, water polo

Scuba

Scuba

All the above sounds great. How about Recreation leagues? Water polo, volleyball

Q9: The swimming pool currently offers swimming lessons Tuesday and Thursday afternoons at 3:00, 3:30, 4:00 and 4:30 p.m. Each session runs for 3 weeks for a total of 6, 30-minute lessons. If you are unable to bring your children for these times, what is the optimal time for swim classes to be offered?

n/a

I think you should keep these times, but expand them to 5-7.

Mornings are best

6-6:30

I have no children

After work hours. More than 6 classes! No child can learn to swim in 6 lessons.

Three days a week some after work hrs. So, people who work or are single parent's camper dissipate with their children, 8 classes would be great. And make it a Little more affordable maybe based on income there's a lot of low-income families who can't participate.

N/A

N/A

11 pm

Does not impact my decision to use pool.

Wed, Fri, Sat. are days I can bring them. the times of 3,330,4 work well though

I'm not sure

N/A

What about a 5:30p class

If it matters, people find a way. But likely be helpful for parents if there were weekend opportunities.

N/A

Yes 3 to 4:30

n/a

Monday or Wednesday

NA

Consider after 5pm for those who have to work until 5

5,530, 6

Maybe after 5pm when I get off work, but I don't have any kids at the moment to take to lessons.

I don't know, I have no kids

NA

This time has always worked for us

### N/A

Saturday and Sunday or mornings during summer

I believe you should offer them on the weekend and after 6 on weekdays seasonally.

Wednesday (after early out) and any weekday after 5

This does not apply to me.

n/a/

"I am unable to attend those times.

5-8pm and weekends work for my family. "

needs to go to 6pm at least one day a week. Most of us have to work and this give working families options

NA

N/A

No children at home. Might want to offer swim lessons for adults

Weekends

Evenings and/or weekends. I work M-F 8-5 and am a single parent.

n/a

4:30 and later and/or weekends.

anything past 5pm maybe some evening classes for the whole family

I think earlier for the guppies since they don't have school to deal with.

Friday as well

The current schedule is great for us.

Later

N/a

I would rather 45 min lessons for 2 weeks. I drive all the way from Brookings.

These times are fine.

Anytime in the evenings after 5pm.

Weekends any time

11:00, 12:00

5:30pm or any time after would be great!

You need evening and weekend hours. Older kids don't get out of school until 4 pm.

5 or 530pm

Na

Don't have children

should have one-hour lessons.

My daughter in- law works until 5 and has to use vacation to take her daughter.

5pm

N/a

N/a - I don't have children.

These are good times

N/A

Saturday

Saturdays

Saturday and Sunday

N/A

Not applicable

Parents don't get off work until 5, so after 5

Na

How about some swim classes for adults???

Saturday

NA

Does not apply to me.

I don't have children that need swim lessons

After 5 and on weekends especially on weekends work better

I think some later classes would be nice, so the working parents can bring their children

N/A

Weekends

Evening after school

After 5

N/A

5:30' 6:00

Doesnt apply

N/A

Weekend AM classes

6:00

N/a

Evening classes would be nice for us parents that work until 5!

### N/A

5:30 or later, I don't get off work until 5, it weekends.

Don't have any issues with those times.

Mornings

530 would be good

Perfect times for me and my family.

N/a

"Offer 5 days a week, need to have all levels available.

"

I work 8:00 a.m. to 5:00 p.m. Monday-Friday. My schedule is the one reason why I haven't been able to get my kids to swim lessons.

Na

O

### Saturdays!

Evening lessons might be a thought for children who have parents who work fulltime and are not able to do anything until after 5 pm.

My kids don't get home from school until 415. Classes in evening would be preferred

Need to have times in the evening. Those seem unreasonable for working parents. What about swim lessons for adults?

## Q10: What types of future opportunities do you envision for the Fred Endert Municipal Swimming Pool?

n/a

The smaller warmer pool for PT, exercise

24 hr usage with membership.

don't know

More activities for kids and families. A second, warmer shallow pool for therapy and classes.

Not sure. Just want to swim every day!

more water aerobic exercises and classes for seniors

Options for kids with special needs, Autism. Lower or special rates for families with special needs. Swimming

Child care, more inclusive activities for the whole community (other than just lap swim and free swim) after school program—like YMCA. Family prices, it's really expensive, especially when you have two adults and two or more kids. Monthly flat rates or yearly flat rates. Water safety for children.

I'm hoping this year my daughter can do swim lessons. My husband and I both work and it has been a challenging to get her there

it is impossible to measure future benefits, but water awareness is very important, who knows if even one life was saved, but I think the people are out there. They might not even be aware of the pools benefit for them

Not sure

I understand this does not apply but I would like to see better management of the pool.

peeing contest

Expand to a greater variety of swimming exercise classes, such as; aqua yoga, a challenged water aerobic workout.

Since I pool is closed I swam at the Arcata pool. They have lap lanes in place at all times. If the new pool design included some all hour's lap lanes it may alleviate the number of swimmers during the limited lap swimming.

Afterschool activities, community events, child care

Costs supplemented by others to accommodate those with disabilities. Negotiate a reduced cost to swimmer by negotiating an agreement with Veteran's Services, Health and Human Services, and Redwood Coast Regional Center, among others. With partnerships, more disadvantaged people could enjoy the pool. The support organizations should support the use fee for the benefit of their clients.

I'm not sure

Kayak, paddle board, and SCUBA lessons.

Adding a party/ sitting/ conference/ staging area or room off the back of the pool would be a huge benefit.

"Swim events

Lap swim available all day"

Child care

### BRING IN SPORTS EVENTS, LIKE H.S. SWIM TREM COMPETITIONS

Swim team less expensive

Deep water aerobics 5 days a week

Swim meet location

More aquatic training like what was mentioned before - kayaking, paddle boarding, etc.

Movie night, more open swim time, childcare, longer ours/days.

The haunted pool that was done around Halloween several years ago was really cool

Just keep it open

sustainability, and respect for these hard-working employees who are great, reliable safety trained and very respectful. I love the employees.

There should be more hours for lap swimming. The noon lap swim is always crowded. There are times where 2 lanes could be open without impacting other programs. Also, the Saturday morning swim is too crowded because 3 lanes are always taken by the master's Swim. Sometimes there are hardly any master's swimmers and they use all three lanes while the rest on the swimmers are crowded.

A public Gym!

Baby and me

Taking my grandchildren to swim, and I'd love to be able to go back to less chemicals in the water, so I could use the pool

Larger 2-sided pool.

Open for people to have private party

This facility is amazing and has great potential. I imagine a hub where individuals can go to events, and classes all year long. Also, an obstacle I course would be awesome.

partner with College of the Redwoods to offer college PE classes. Also partner with local High Schools for their PE.

"I would like to see more time and lanes for lap swimming during the day. I think it would be nice if there was a separate pool available where those who needing physical therapy and low-impact exercise can do so comfortably. Also, some organized water sports, such as polo would be nice.

"

Sunday hours. More lap lane times. Consistent water temp (82). Better usage of 'down times (ex: no classes scheduled that day) - announcements to be made via emails/FB/webpage. Contact the

YMCA for inclusion in their programming! Beachfront Park YMCA. Smiles, /outreach/enthusiasm/creativity. Thy

A warm, shallow pool for older folks, little kid swim lessons, therapy.

expansion to include warmer smaller water walking pool that can also be used for swim lessons in the later afternoons

Swim meets

consistent water temperature of 84F. The same opportunities but cleaner shower area. There is often slimy brown mold on shower walls. A plan to keep the pool cleaner is important to me.

Market the facility to some of the outdoor adventure/Kayak tour type businesses to rent time to hold demos of their products and competency training /certification

Evening fitness classes

Build in Brookings

I think that charging a little more for non-city residents is fair unless the county starts contributing. It would be fun to have a "tweenage" night once a week for that age group with appropriate music as a way to give them something to do.

...

Better swimming lesson times and make it more attracting to families with 8-5 pm work schedules.

Lower fees for seniors on social security

I would love to see the Swimming Pool to become a recreational attraction for the community. Since our community is revolved around ocean and rivers and nature it would be the best tourist attraction for our community

N/A

Expansion. Possibly even more amenities. Indoor tennis, indoor basketball etc.

Swim meets

I would love to have a children's wading pool, or at least a set of stairs that young kids can play on. It is hard to get young kids comfortable in the water, when there is no where that they can touch the bottom. A heater where the kids sit and wait for swimming lessons would be great too. They are always shivering after they shower, but before lessons start. Thanks, we love the pool.

Different types of lessons and activities

Open more

N/a

An adjacent room for parties, training, or community meetings would be lovely.

More community events held at the pool, more affordable birthday packages.

Dive In Movies, and Scholarships for swimming.

I hope that the hot tub will be open to the public even if it's going to not for certain ages

Stay open & keep clean! Having to go in showers that homeless are using is unacceptable!

Size expansion for exercise pool. See the aquatic center in Dallas, Oregon for reference.

I would love to see a restricted section for being able to hold parties and eat foods. You sell food snd snacks, so why not? A lot of people would even pay to use that space.

Cater more to its community needs. More advertising so the community knows there is a pool. Rental for pool parties. Summer activities for the families in our area.

More lap swim or water walking for people with arthritis

9

Sounds like it needs a diving area.

Sorry, no ideas. I sure appreciate that has always been available. Been going there since my 5th grade class had lessons and I'm 53 now.

More family swim days/time

If management doesn't change nothing well

More lap swim or having a dedicated lap lane during most of the operating hours.

Just please stay open. One of our kids' favorite thing to do is swim...

Better, more mature staffing, longer hours of operation, more lap swim opportunities

The slide to be opened more

More swim lessons and aqua aerobics and therapy

I would like to see a 24-hr card pass for adults that would be swim at your own risk when no life guard is present. Similar to how gyms with pools function.

Open 7 days a week

Anything that would increase use by the community.

It would just be nice if it's up and running, it's a pain when it isn't.

Music n swim game nights

Better hours for working adults, more adult programs...

Unsure

I would like to see a vertical evacuation apparatus near the pool in case the cascade subduction zone gives. It is unrealistic that a crowd especially senior can safely evacuate the pol and get to 9th St before a tsunami following a near event arrives.

The opportunity to wait for my class in the pool area while the swim team has the pool? I have to travel 25 miles to get there and have an hour to kill between my chiropractor appointment and pool time.

Swim meets so our local team doesn't have to travel as often.

Silver sneaker program

Keep water warmer

I would like to see a warmer water temp for aerobic classes (maybe this could be done by adjusting the schedule so that lap swimming did not butt up against aerobics); cleaner woman's dressing room and shower area; equipment fixed in a timely manner. Thank you.

Swim parties at a reasonable rate.

Swim camp

Better shower

Prefer the free swim. Just fun getting in the pool.

Continued to be open

A more prominent competitive swim club

9

Swim meets

To have local swim meets

Hope the water is warmer

PLEASE: more time for width laps and exercise

Not sure

Swim lessons for the children in the area. I'm new to the area but having this for children would be wonderful.

Offer the silver sneakers program

More aerobic classes

Adult/senior swim team. Pm practice/ workouts.

No clue

Homeschool swim...during school hours

More community involvement at the swimming pool would be nice, like during our big events like the Fourth of July or the car show

Idk

Taking advantage of winter weather and using the pool.

Bigger!!

Open all weekend, charge less to rent out the pool for parties, way too expensive. More short camps with lessons in water sports. Free life guard lessons. Swim team is very expensive is you have multiple kids, maybe subsidized would help.

Na

A different slide for smaller kids. A game time for age appropriate.

Growth. As it stands lap swimmers, water aerobics, swim lessons, and recreational swimmers all compete for pool time, so ace, and temperature. Separate pools would help ease some of this. For example, swim lessons and a water aerobics could have their own warmer shallow pool. Recreation

swims and lap swims could split the rest. Having 1-2 lap lanes in all day is done by many other facilities.

I am sure you guys are already doing this but maybe see what other pools in the area are offering as far as programs go and see if there is any area that our pool is lacking in and see if we could incorporate any of those programs here if they would be relevant to our area.

Open Sundays. More lap swim opportunities.

It should be privatized.

Deep water aerobics offered after 6pm

More community events at the pool



### CITY COUNCIL AGENDA REPORT

TO:

MAYOR INSCORE AND MEMBERS OF THE COUNCIL

FROM:

ERIC WIER, CITY MANAGER

BY:

SUNNY VALERO, HUMAN RESOURCES ADMINISTRATOR

DATE:

JULY 1, 2019

**SUBJECT:** 

DIRECTOR OF RECREATION & EVENTS COORDINATOR

EMPLOYMENT AGREEMENT

### **RECOMMENDATION**

Hear Staff Report

- Receive Public Comment
- Approve and adopt Resolution No. 2019-28, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPOINTING HOLLY WENDT DIRECTOR OF RECREATION AND EVENTS COORDINATOR AND APPROVING AN EMPLOYMENT AGREEMENT

### **BACKGROUND**

On April 15, 2019 the position of Director of Recreation & Events Coordinator for the City of Crescent City was added to the Position Control as a result of a February 6, 2019 Strategic Priorities Workshop where City Council approved and directed staff to create the Director of Recreation & Events Coordinator job description.

The recruitment process started immediately and was advertised and openly recruited for from April 2019 to May 2019. This new position reflects the City's commitment to develop programs and opportunities that improve the quality of life for our residents. The Director will be directly responsible for planning, directing, supervising and coordinating recreational activities, City parks and facilities, as well as management of the Shoreline RV Park, Cultural Center and Fred Endert Municipal Pool. This position will also be responsible for coordinating and facilitating special events and to provide assistance to the City Manager's office on special projects and programs. One of the goals of this position will be to increase tourism in the community by developing and promoting public events.

The Director of Recreation will be responsible for coordinating a variety of programs, events and activities that provide a well-rounded number of things for a variety of community members and working with other organizations and agencies as needed.

From a highly competitive recruitment with multiple well qualified candidates, Ms. Wendt was determined by the City Manager and the Interview Panel to be the best fit for the position. She met or exceeded the desired education and experience required for the position.

### **ANALYSIS**

Ms. Wendt has extensive experience in program coordination, marketing, and community outreach as well

service and focusing on the customer experience that this position can create. All of these attributes and her management philosophies are ideal for this position and will be essential in achieving the Council's direction when this position was authorized.

Crescent City Municipal Code 2.08.080 states that it shall be the duty of the City Manager to appoint, remove, promote and demote any and all officers and employees of the City, except as otherwise provided herein. The appointment or removal of any department head shall be subject to approval of the City Council.

### FISCAL ANALYSIS

The employment agreement reflects a starting salary of \$64,036 which is within the annual salary range for the Director of Recreation's position and will receive the same benefits as the base benefits specified in that certain Memorandum of Understanding (MOU) between the City and the Crescent City Management Employees' Association. The position is included in the approved FY19-20 budget and no additional appropriations are required.

#### STRATEGIC PLAN ANALYSIS

This action supports the following Strategic Plan goals:

Goal 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors

Goal 1(E): Target economic development improvements that provide additional benefit by enhancing quality of life for residents

Goal 2(C): Research and implement methods to increase local tourism and funding for tourism promotion Goal 2(F)(2): Maximize the use of the Cultural Center in a way that provides measurable value to the community

Goal 2(F)(3): Aid or lead in the promotion and coordination of community-wide events

Goal 2(F)(7): Engage with residents, visitors, and businesses through ongoing marketing of City products, services, and facilities

Goal 3(C): Maximize performance and value in all City Council, staff, volunteer and committee positions Goal 3(E): Recruit and retain highly qualified employees

#### **ATTACHMENTS**

1. Director of Recreation & Events Coordinator Employment Agreement

CM Finance

#### **RESOLUTION NO. 2019-28**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPOINTING HOLLY WENDT DIRECTOR OF RECREATION AND EVENTS COORDINATOR AND APPROVING AN EMPLOYMENT AGREEMENT

WHEREAS, the position of Director of Recreation and Events Coordinator is a new position and was added to the position control at the April 15, 2019 City Council meeting; and

WHEREAS, the City has conducted an external recruitment for the City's next Recreation Director / Events Coordinator; and

WHEREAS, the City Manager has selected Holly Wendt, who is qualified and exceeds the desired education and experience for the Recreation Director & Events Coordinator; and

WHEREAS, the City Manager wishes to officially appoint and employ Holly Wendt as the Director of Recreation / Events Coordinator of the City of Crescent City.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City, California, that:

- 1. The City Manager's appointment of Holly Wendt as the Director of Recreation and Events Coordinator is hereby approved.
- 2. The Employment Agreement between the City of Crescent City and Holly Wendt, attached hereto and incorporated herein by this reference, is approved.
- 3. The City Manager is authorized to sign the Employment Agreement on behalf of the City.

**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City on this 1<sup>st</sup> day, of July, 2019, by the following polled vote:

AYES: NOES: ABSTAIN: ABSENT:	
ATTEST:	Blake Inscore, Mayor
Robin Patch, City Clerk	

# CITY OF CRESCENT CITY

# **EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement") made and entered into this 1st day of July 2019, by and between the City of Crescent City, County of Del Norte, State of California, a municipal corporation (referred to herein as "City") and Holly Wendt (referred to herein as "Employee").

# NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

#### 1. DUTIES & TERM

- (A) Holly Wendt accepts employment with City as the Director of Recreation / Events Coordinator of said City and is vested with the power to perform the various functions, duties and responsibilities as specified in Crescent City Municipal Code and the job classification attached hereto as Exhibit "A", each fully incorporated herein by reference, and to perform other legally-permissible and proper duties and functions as the City may assign from time to time.
- (B) Employee will begin performing services under this Agreement on July 2, 2019 the ("Commencement Date"). This Agreement will remain in full force and effect until terminated by the City or Employee as provided herein.
- (C) Nothing in this Agreement is intended to prevent, limit, or otherwise interfere with the right of City to terminate the services of Employee at any time. In the event City terminates the services of Employee for reasons other than those constituting good cause, the City must give Employee thirty days' written notice, unless the parties otherwise agree.
- (D) Nothing in this Agreement is intended to prevent, limit, or otherwise interfere with the right of Employee to resign at any time from her position with the City. In the event Employee voluntarily resigns her position with the City, Employee must give City a minimum of thirty days' written notice, unless the parties otherwise agree.

(E) This Agreement is contingent on Employee successfully completing the pre-employment requirements as outlined in the conditional offer of employment prior to the Commencement Date.

# 3. SALARY

- (A) <u>Base Salary</u>. As compensation for services rendered under this Agreement, City will pay Employee a base annual salary of \$64,036.00 payable in installments at the same pay periods as other employees of the City are paid.
- (B) <u>COLA</u>. Employee will receive the same Cost of Living Adjustment (COLA) afforded to the employees in the Crescent City Management Employee's Association, as approved from time to time by the City Council.
- (C) <u>Merit Increases</u>. Employee will be entitled to receive those merit increases as specified in paragraph 5(D) herein.

# 4. BENEFITS

- (A) <u>PERS</u>. The City agrees to maintain a 2.5% at age 55 PERS Retirement Program for Employee by paying the PERS employer contribution rate. Employee will pay the 8% member contribution rate and the remaining contribution for the '59 Survivor's Continuance Benefit.
- (B) <u>CCMEA Benefits</u>. Employee will receive the same benefits as the base benefits specified in that certain Memorandum of Understanding (MOU) between the City and the Crescent City Management Employees' Association, as amended from time to time (currently located at Sections 10, 11, 12 and 13).
- (C) Administrative Leave. Employee will receive eighty (80) hours of administrative leave each fiscal year as reimbursement for attending evening and weekend meetings, and other events requiring City representation. Such administrative leave will not carry forward from year to year, however, any unused administrative leave or floating holidays are paid out at the end of each fiscal year. Any unused accrued vacation time will be paid out when Employee leaves City employment.

### 5. PERFORMANCE EVALUATION

- (A) Goals and Objectives. Approximately annually, but not exceeding 18 months unless mutually agreed to in writing, the City Manager and Employee will define such goals and performance objectives as they may determine necessary for the proper operation of the Department in the attainment of the City Council's policy objectives; and the City Manager and Employee shall further establish a relative priority among those various goals and objectives. These goals and objectives should be attainable generally within the time limits as specified in the operating and capital budgets and appropriations provided.
- (B) Annual Report. Employee shall annually prepare a comprehensive report on the activities of the Recreation Department to be presented to the City Manager by April 1st. This report should include such items as activity, accomplishments and concerns of the Department, organizational review and any specific recommendations to increase the efficiency or quality of service of the Department. Any recommendations requiring additional financial expenditures should include justification and proposed revenue sources to support the proposal.
- (C) <u>Performance Evaluation</u>. The City Manager will review and evaluate the performance of Employee at least once each calendar year. The annual performance evaluation should include, but is not limited to, the annual goals and objectives as determined under Section 5 (A).
- (D) Non-Discretionary Merit Increase. (i) If Employee's annual performance in her first year is deemed "satisfactory" or better, based upon the goals and objectives determined under Section 5(A), then Employee will be entitled to receive an increase in annual base salary of five percent (5%) effective the first full pay period in August 2020, regardless of when the evaluation is actually completed. (ii) If Employee's second annual performance is deemed "satisfactory" or better, based upon the goals and objectives determined under Section 5(A), then Employee will be entitled to receive an increase in annual base salary of a minimum of five percent (5%) effective the first full pay period in August 2021,

regardless of when the evaluation is actually completed, so long as it is within the authorized salary range for the Recreation / Event Director position.

(E) <u>Future Discretionary Merit Increases</u>. In recognition of accomplishments and objectives, and excellent performance, a merit increase may be granted and approved by, and at the sole discretion of, the City Manager, so long as it is within the authorized salary range for the Recreation / Events Director position.

#### 6. HOURS OF WORK

- (A) Required Hours. Employee is required to devote her full work time to the duties and responsibilities of the position and any additional work time reasonably required to discharge the duties and functions as assigned by the City Manager, and as described in the City's job classification. Recreation / Events Director is an exempt position under both state and federal wage and hour laws.
- (B) Other Employment. Employee may not engage in other employment without the specific written authorization of the City Manager. The City Manager will consider the request and render a determination consistent with the Employer-Employee Relations Rules, Section 8-230.

#### 7. PROFESSIONAL DEVELOPMENT

- (A) <u>Professional Fees</u>. City agrees to pay for professional fees, dues, and subscriptions on behalf of Employee that are reasonably necessary to her continuation and participation in organizations desirable for her continued professional growth and advancement, at the discretion of the City Manager.
- (B) <u>Travel and Expenses</u>. City agrees to budget and pay for the travel and subsistence expenses of Employee for official travel, meetings, and occasions reasonably necessary to continue her professional development, and to attend required official or other functions on behalf of the City, at the sole, absolute, and arbitrary discretion of the City Manager.

#### 8. LIABILITY

City agrees to indemnify, hold harmless, and defend at its expense Employee from any and all claims, actions, losses, damages, charges, expenses, or attorney's fees to which Employee may be subject to, arising out of, or resulting from, the performance of her duties hereunder, excepting criminal acts or gross negligence. Notwithstanding the foregoing, City's obligation under this section does not apply to any punitive or exemplary damages that may be awarded by a court against the Employee.

#### 9. BONDING

City will bear the full cost of any fidelity or other bond required of Employee under any law or ordinance, in the performance of her duties as the Recreation / Event Director.

# 10. FINANCIAL DISCLOSURE

Employee must fully and timely comply with the FPPC Form 700 disclosure and filing requirements of the City's Conflict of Interest Code.

# 11. GENERAL PROVISIONS

- (A) Other Terms and Conditions. City may from time to time fix other terms and conditions relating to the performance of Employee hereunder, provided such terms and conditions are not inconsistent or in conflict with the provisions of this Agreement.
- (B) <u>Compliance with Law</u>. Employee must perform her duties in accordance with all the laws, ordinances, rules and regulations applicable to the position.
- (C) Entire Agreement. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement. Any prior discussions, negotiations, draft agreements or executed agreements are superseded by this Agreement. Except as expressly provided to the contrary, the provisions of this Agreement are solely for the benefit of the parties hereto and not for the benefit of any other person(s) or legal entity(ies).

- (D) <u>Amendment</u>. This Agreement may be amended at any time by mutual agreement of the parties, but any such amendment must be in writing, dated, and signed by the parties and attached hereto.
- (E) <u>No Waiver</u>. Any failure of a party to insist upon strict compliance with any term, undertaking, or condition of this Agreement may not be deemed to be a waiver of such term, undertaking, or condition. To be effective, a waiver must be in writing, signed and dated by the parties.
- (F) <u>Governing Law / Venue</u>. This Agreement will be governed by and construed in accordance with the laws of the State of California. The parties agree that venue for any dispute will be in Del Norte County, California.
- (G) <u>No Inducements</u>. Employee acknowledges that he has not been induced to enter into this Agreement by any representation or statements, oral or written, not expressly contained herein or expressly incorporated by reference. City makes no representations, warranties or guarantees, expressed or implied, other than expressed representations, warranties, and guarantees contained in this Agreement.
- (H) Notices. All required notices and communications regarding this Agreement shall be sent to the City of Crescent City at 377 "J" Street, Crescent City, California, 95531 (Attn: City Manager), unless Employee is notified to the contrary in writing. Employee must advise City, in writing, of her mailing address for the forwarding of any communications regarding this Agreement. Any written notice hereunder will become effective as of the date of mailing by registered or certified mail and will be deemed sufficiently given if sent to the addresses as stated in this Agreement, or at such other addresses as may hereafter be specified by notice in writing. In lieu of mailing, written notice will become effective as of the date it is personally delivered to the addressee.
- (I) <u>Severability</u>. If any provision or portion of this Agreement is held to be unconstitutional, invalid, or unenforceable by a court of competent jurisdiction, then the parties intend that the remainder of this Agreement not be affected

thereby and that the unaffected provisions of the Agreement remain in full force and effect.

(J) <u>Headings</u>. Headings are not substantive and are for the convenience of the parties only. Headings are not intended to be used in the interpretation of this Agreement.

IN WITNESS WHEREOF, this Employment Agreement was executed on the date last written below at Crescent City, California.

CITY OF CRESCENT CITY	EMPLOYEE
Dated:	Dated:
Eric Wier, City Manager	Holly Wendt
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

DATE:

**JULY 1, 2019** 

**SUBJECT:** 

FRESHWATER ENVIRONMENTAL CONTRACT AMENDMENT FOR

SOIL AND GROUNDWATER TESTING

# **RECOMMENDATION**

• Hear staff report

• Receive public comment

• Approve and authorize the City Manager to sign a contract amendment with Freshwater Environmental for soil and groundwater testing regarding the site investigation associated with 586 H Street (USTCF Claim#19245) and on an as needed basis.

# **BACKGROUND**

On February 17, 2019 the Council approved a contract with Freshwater Environmental for as needed engineering, environmental, and regulatory services. Freshwater has now added staff and has the expertise to complete site cleanup consulting and soil and groundwater testing. In general, the City needs these expert services when completing underground projects as well as when reviewing potential development properties that might require environmental cleanup activities.

One existing case that we are proposing to use these services on is regarding Case No. 1TDN161, known as the Former Archie's Chevron, located at 586 H Street, Crescent City CA. This is an unfortunate and somewhat unusual situation where unbeknownst to the City underground storage tanks (USTs) were placed in the City's Right of Way many years ago. The City working with the North Coast Regional Water Quality Control Board (NCRWQCB) completed the USTs tank removal in 2006, however site samples did confirm the presence of petroleum contamination. The approved investigation work plan to further evaluate the site was completed by SHN in 2008. However, funding from the Underground Storage Tank Cleanup Fund did not become available to the City until recently. The scope of work of this project is only to complete the further site investigation it does not include any cleanup activities that may or may not be needed.

# ITEM ANALYSIS

City staff received quotes from SHN, GHD and Freshwater Environmental to complete the work outlined in the approved work plan. Freshwater was the most economical and has expert staff who have a wealth of experience working with NCRWQB on similar site investigations.

The scope of work for this project includes the completion of the work plan as well as work associated with requesting and receiving reimbursement from Underground Storage Tank Cleanup Fund. The amendment to this contract would also allow City staff to utilize Freshwater Environmental's expert services on an as need basis for future projects within this very specialized field.

#### FISCAL ANALYSIS

The work associated with the completion of the work plan regarding Case No. 1TDN161 known as the Former Archie's Chevron is estimated to cost \$26,136. The City's deductible when using Underground Storage Tank Cleanup Funds is \$5,000. Both the expense of approximately \$26,000 and the revenue of approximately \$21,000 was included in the approved FY 19-20 Budget.

Other as needed services will be authorized on a case by cases basis. If additional budget appropriations are needed to facilitate this work, these work assignments would be brought back before the Council for approval.

# **ATTACHMENTS**

- 1. 2019 Freshwater Environmental Services Contract Amendment
- 2. Approved, 2008 586 H Street Site Investigation Work Plan (Case No. 1TDN161)
- 3. Freshwater Environmental Proposal to complete the Work Plan (USTCF Claim 19245)

Staff review:

CM: Legal: MTP

# AMENDMENT NO. 1 CITY OF CRESCENT CITY AGREEMENT FOR PROFESSIONAL SERVICES

This amendment to the agreement for professional services entered into by and between the City of Crescent City, a California municipal corporation ("CITY") and Freshwater Environmental Services, a California corporation ("CONSULTANT") on February 19, 2019 is effective as of the date written below.

- **1. Amendment to Exhibit A.** Exhibit A is hereby amended and replaced with the Exhibit A attached hereto and incorporated herein by this reference.
- **2. Amendment to Exhibit B.** Exhibit B is hereby amended and replaced with the Exhibit B attached hereto and incorporated herein by this reference.
- **3. Other Terms and Conditions.** All other terms and conditions of the agreement for professional services remain in full force and effect an unaffected hereby.

Executed by CITY and CONSULTANT on this	day of July, 2019.				
	CONSULTANT				
	•				
· · · · · · · · · · · · · · · · · · ·	•				
Martha D. Rice, City Attorney					

#### **EXHIBITS**

The following exhibits are attached hereto and incorporated herein by reference:

Exhibit A- Scope of Services

Exhibit B- Compensation

# **EXHIBIT A**

#### SCOPE OF WORK

# (1) ON-CALL AS NEEDED ENGINEERING SERVICES.

Each project will be initiated with a numbered task order, which will include a description of the scope of services for that specific project as well as a not-to-exceed sum or a time and materials agreement for compensation. CONSULTANT'S signature on the task order will indicate CONSULTANT'S acceptance and agreement to perform the services requested. Task orders with a not-to-exceed amount of \$50,000.00 or more must be taken to the City Council for approval.

# (2) SOIL AND GROUNDWATER INVESTIGATION AND REPORT OF FINDINGS (ARCHIE'S CHEVRON SITE).

The site of this specific task is the site of the Former Archie's Chevron, 586 H Street, Crescent City, CA and the adjacent right-of-way. This task is being paid for, in part, with funds from the Underground Storage Tank Cleanup Fund (USTCF Claim # 19245). A task order will be used for this task as well and include a not-to-exceed amount. If the task order exceeds \$50,000, it must be taken to the City Council for approval.

# (3) ON-CALL AS NEEDED SOIL AND GROUNDWATER INVESTIGATIONS.

Each project will be initiated with a numbered task order, which will include a description of the scope of services for that specific project as well as a not-to-exceed sum or a time and materials agreement for compensation. CONSULTANT'S signature on the task order will indicate CONSULTANT'S acceptance and agreement to perform the services requested. Task orders with a not-to-exceed amount of \$50,000.00 or more must be taken to the City Council for approval.

# **EXHIBIT B**

# **COMPENSATION**

- (1) FOR ON-CALL AS-NEEDED ENGINEERING SERVICES, the following rates shall apply:
  - All staff work at an hourly rate of \$95/hour
  - All consumables will be billed without FES markup
  - All subcontractors and laboratory fees will be billed direct without FES markup
  - Profit is the difference between the labor rate of \$95/hour minus wages and indirect company costs and will vary for each task order.
- (2) FOR THE SOIL AND GROUNDWATER INVESTIGATION AND REPORT OF FINDINGS FOR FORMER SITE OF ARCHIE'S CHEVRON, the following rates shall apply:

	Professional Services		
•	Project Manager	152	Hour
•	Project Admin.	65	Hour
•	Project Scientist	131	Hour
•	Staff Scientist	102	Hour
•	P.G. Senior Geologist (Review)	182	Hour
•	Report Admin.	65	Hour
	Charges without Markup		
•	Field Equipment (PID)	150	Day
•	Field Equipment (Survey rod and level)	51	Day
•	Field Equipment (soil sample kit)	36	Day
•	Field Equipment (water sample kit)	36	Day
•	Field Equipment (water level meter)	36	Day
•	Vehicle (miles)	0.622	Mile
•	County Boring permits	140	all
	Charges with Markup – the following charges will incur an additional 10% markup fee		
•	Field Equipment (Traffic Control signs/cones - rental)	300	Est.
•	Field Equipment (Water Filters for CAM 5 metals)	160	Est.
•	Drilling Subcontractor	4,197	Quote
•	soil samples - TPHmo/d, TPHg/VOCs, CAM 5 metals	160	Each
•	soil samples - 8270 (PAHs/PCP/TCP), PCBs	220	Each
•	water samples - TPHmo/d, TPHg/VOCs, CAM 5 metals	160	Each
•	water samples - 8270 (PAHs/PCP/TCP), PCBs	220	Each

(3) FOR ON-CALL AS NEEDED GROUNDWATER AND SOIL INVESTIGATIONS, the following rates shall apply:

#### **Principal Scientist:**

#### \$182/hour

- Licensed Review (P.G./P.E.) report review
- Expert review and testimony preparation (deposition/testimony at \$200/hour)
- Program management

#### **Senior Scientist:**

#### \$152/hour

- Project oversight and management
- Remedial planning and design
- Senior project evaluation
- Report preparation (text)
- Senior regulatory interface and meetings

#### **Associate Scientist:**

#### \$131/hour

- Report preparation (text)
- Drilling supervision and well design
- Data reduction, evaluation, and synthesis
- Lead staff for remedial pilot testing
- UST Clean-up Fund reimbursement request technical summary preparation
- Coordinate vendors and contractor services
- Project level meetings, regulatory correspondence, and client correspondence

#### **Staff Scientist:**

#### \$109/hour

- Report preparation (tables & figures)
- Remedial system installation oversight
- Permitting
- Soil excavation oversight
- Geotracker Compliance

#### Senior Field Technician:

#### \$102/hour

- Groundwater sampling
- Soil sampling
- Remedial excavation support

#### Field Technician:

#### \$87/hour

Minor field sampling and other activities

#### RR Analyst:

#### \$70/hour

RTAC & ETAC

#### Administrative:

#### \$65/hour

- Report production, copy, compile and mail
- Miscellaneous administrative

#### **Equipment**

Utility Vehicle (\$0.622)/mile)	varies
Organic Vapor Meter	\$145/day
Water Level Meter (Solinst)	\$36/day
Temp., pH, Conductivity Meter	\$58/day
Product Interface Probe	\$58/day
Survey Equipment	\$51/day
Air sampling pump	\$35/day
DO meter	\$58/day
Hand Auger	\$36/day

# Field Service Kits

Soil Sampling Kit	\$36/day
Groundwater Sampling Kit	\$36/day

#### Miscellaneous

Light-Duty Traffic Control (cones.)	\$12/day
	•
Heavy-Duty Traffic Control (signs, etc.)	varies
SS Tubes	\$15 each
Disposable Poly Bailers	\$12 each
Locking Caps (Expansion) 2"	\$29 each
Locking Caps (Expansion) 4"	\$32 each
Locks	\$15 each
Drums	\$75 each
Tedlar Bags	\$15 each

THIS PRICE LIST INCLUDES THE MOST COMMONLY UTILIZED PIECES OF FRESHWATER FIELD MATERIALS AND EQUIPMENT. SELECT LOW FREQUENCY ITEMS ARE NOT SHOWN.

SUBCONTRACTED SERVICES ARE CHARGED AT COST PLUS 10% (UNLESS SPECIFIED DIFFERENTLY OR ARRANGED OTHERWISE)



Linda S. Adams
Secretary for
Environmental Protection

# California Regional Water Quality Control Board North Coast Region

Bob Anderson, Chairman



Arnold Schwarzenegger Governor

www.waterboards.ca.gov/northcoast 5550 Skylane Boulevard, Suite A, Santa Rosa, California 95403 Phone: (877) 721-9203 (toll free) • Office: (707) 576-2220 • FAX: (707) 523-0135

May 5, 2008

Ms. Lesley Orr Crescent City Building Inspector/Code Enforcement Officer 377 J Street Crescent City, California 95531-4025

Subject:

Review of SHN Site Investigation Work Plan Addendum

File:

Former's Archie's Chevron, 586 H Street, Crescent City, California,

RB Case No. 1TDN161

Dear Ms. Orr:

The California Regional Water Quality Control Board, North Coast Region (Regional Water Board) reviewed the *Site Investigation Work Plan Addendum* (WPA) for the subject site on April 18, 2008. The WPA was prepared by a California-licensed Geologist who is employed by SHN Consulting Engineers & Geologists, Inc. (SHN). SHN prepared the WPA on the behalf of the City of Crescent City.

I concur with the SHN WPA and request notification for the commencement of field activities at least five business days prior to implementation. In addition, please send to my attention a summary report of field activities and test results within 90 days of this letter. If you have questions or require clarity on the content of this letter, please contact me by email at <a href="mailto:dparson@waterboards.ca.gov">dparson@waterboards.ca.gov</a> or by telephone at (707) 576-2556.

Sincerely,

David W. Parson PG 6037, CEG 1889

CRWQCB, North Coast Region

Cleanups Division

050508\_LTRtoLOrr2\_SHNWP\_RBCase#1TDN161.doc

Cc:

Mr. Temple Buchanan, Del Norte Realty, 550 H Street, Crescent City, CA 95531

Mr. Will Caplinger, City Planner for Crescent City, 377 J Street, Crescent City, CA 95531

Mr. Leon Perreault, County of Del Norte, Department of Health and Social Services, 880 Northcrest Drive, Crescent City, CA 95531

Mr. Jim Barnts, Director of Public Works, Department of Public Works, 377 J

Street, Crescent City, CA 95531

Mr. Jeff Delgado, State Water Resources Control Board, UST Cleanup Fund

Mr. Roland Rueber, SHN Consulting Engineers & Geologists, Inc., 812 W. Wabash, Eureka, CA 95501-2138

California Environmental Protection Agency

Reference: 008023

March 13, 2008

Mr. Dave Parson California Regional Water Quality Control Board, North Coast Region 5550 Skylane Blvd., Suite A Santa Rosa, CA 95403

Subject: Site Investigation Work Plan, Former Archie's Chevron, 586 H Street, Crescent

City, California; Case No. 1TDN161

Dear Mr. Parson:

#### Introduction

SHN Consulting Engineers & Geologists, Inc. (SHN) is submitting this work plan on behalf of the City of Crescent City, for the subject site located at 586 H Street, in Crescent City, California (Case No. 1TDN161, Figure 1). This work plan proposes a subsurface investigation for the investigation of the potential release of contaminants from former Underground Storage Tanks (USTs) at the site.

This work plan briefly summarizes previous activities conducted at the site and planned site activities. The proposed investigation for the site will include the installation of direct push soil borings/temporary well points, the collection of soil and groundwater samples for laboratory analysis, and submittal of a report of findings.

# Background

Background information was obtained from California Regional Water Quality Control Board, North Coast Region (RWQCB) letters dated January 3, September 25, and November 1, 2007, and a letter from the Del Norte County Department of Health and Social Services dated December 4, 2006. On December 1, 2006, three Underground Storage Tanks (USTs) were removed from within the City of Crescent City right-of-way, beneath the sidewalk, on the Sixth Street side of the former Archie's Chevron (Figure 2). The USTs removed on December 1, 2006, consisted of one, 2,000-gallon UST, one, 1,000-gallon UST, and one, 300-gallon UST. Waste oil was observed in two of the USTs, groundwater was observed at approximately 8 Feet Below Ground Surface (BGS), and soil discoloration and heavy petroleum odor appeared to extend into the saturated zone.

Analytical results from the December 1, 2006, tank pull suggests soil and groundwater, impacted in the form of degraded petroleum hydrocarbon contaminants and heavy metals, exist at the subject site. Laboratory results for fuel oxygenates, including Methyl Tertiary-Butyl Ether (MTBE), in soil and groundwater were reported below the laboratory detection limits.

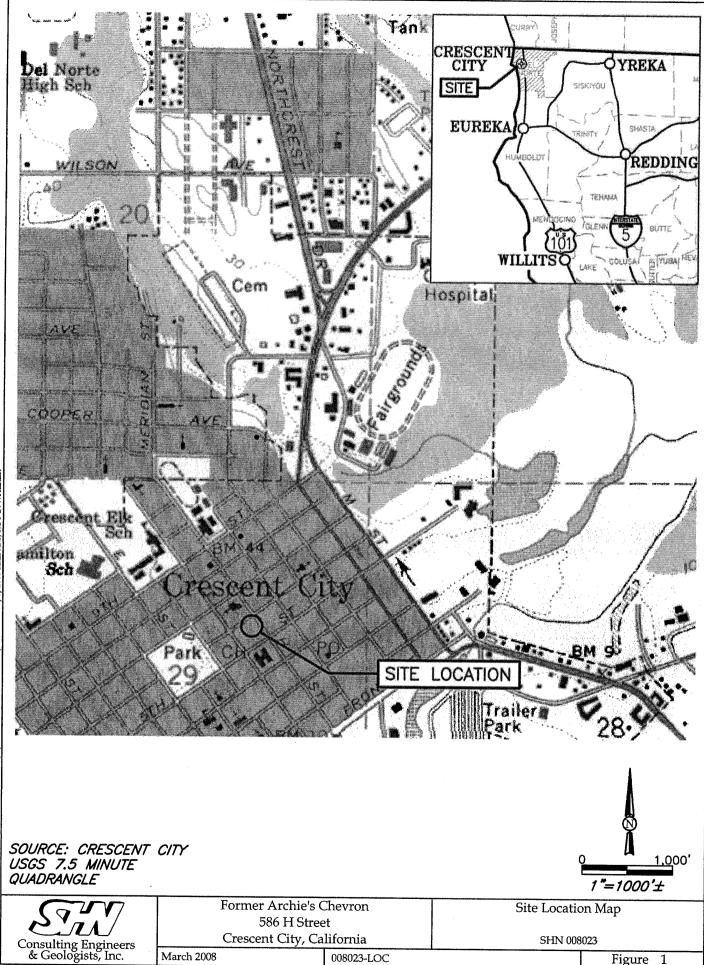
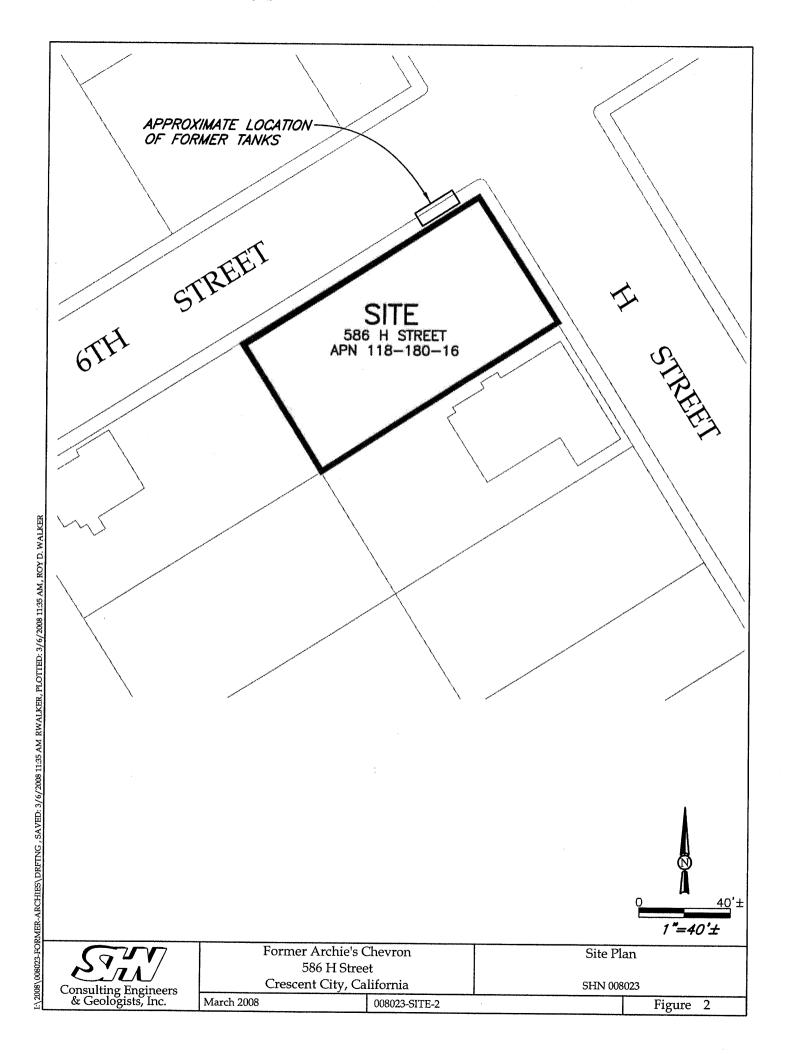


Figure 1

:\2008\008023-FORMER-ARCHIES\DRFTNG, SAVED: 3/6/2008 11:22 AM RWALKER, PLOTTED: 3/6/2008 11:22 AM, ROY D. WALKER



Dave Parson

Site Investigation Work Plan, Former Archie's Chevron, 586 H Street, Crescent City, California; Case No. 1TDN161

March 13, 2008

Page 2

In a letter dated November 1, 2007, the RWQCB requested a work plan to define the extent of contamination associated with the former USTs at the subject site.

# **Objective**

The objective of the proposed work is to investigate the extent of soil and groundwater contamination at the subject site. No previous subsurface investigation has been performed for this site, and the only soil and groundwater data available to date is from the December 1, 2006, tank removal activities. Soil borings will be installed to collect soil samples for identifying the extent of soil contamination and for observing soil types beneath the site. Soil borings will be converted to temporary well points for collection of groundwater samples and for recording depth-to-water measurements for estimation of a site hydraulic gradient. Following implementation of fieldwork, a report of findings will present the results, conclusions, and recommendations for future action at the site.

# Scope of Work

This scope of work is designed to provide the information needed to meet the objective of this investigation.

- Implement project, including subcontractor coordination and permit acquisition.
- Install up to 7 soil borings
- Install 7 temporary well points in select soil borings.
- Collect soil and groundwater samples.
- Perform a relative elevation survey of temporary well points.
- Submit samples for laboratory analysis.
- Prepare a report of findings.
- Submit all data to the California State Water Resources Control Board Geotracker® Database.

#### **Project Implementation**

In addition to providing this work plan, SHN will set up and coordinate all activities related to the project, including the acquisition of necessary permits from the Del Norte County Division of Environmental Health and the City of Crescent City, coordinating with a drilling subcontractor, and contacting Underground Service Alert.

#### **Field Activities**

The field program consists of completing up to 7 soil borings using direct-push technology. Soil and groundwater samples will be collected from each soil boring/temporary well point for laboratory analysis. The proposed work includes the collection and analyses of discrete soil samples and at greater depth than contamination identified during the initial tank pull.

Dave Parson
Site Investigation Work Plan, Former Archie's Chevron, 586 H Street, Crescent City, California;
Case No. 1TDN161
March 13, 2008
Page 3

# Soil Borings and Soil Sample Collection

The proposed locations of 7 initial soil borings at the site are shown in Figure 3. Additional borings may be placed in locations stepping out from the initial soil boring locations based on field observations. The proposed boring locations will be completed using a truck-mounted Geoprobe® unit with direct-push capabilities. The total drilling depth for each soil boring will be approximately 16-feet BGS. The total depth and number of borings may depend on field conditions encountered at the time of implementation and will be determined by field personnel based on observations of depth-to-groundwater, observations of contamination, and boring refusal.

Each boring will be continuously cored in 4-foot sections using a hollow, steel sampler lined with 1.25-inch Inside Diameter (I.D.) plastic tubes. Following retrieval of the sampler, the plastic tube will be removed and the core will be visually inspected for lithologic interpretation and identification of contamination. In addition to visual inspection of the cored material, soil samples will be screened with a field organic vapor analyzer.

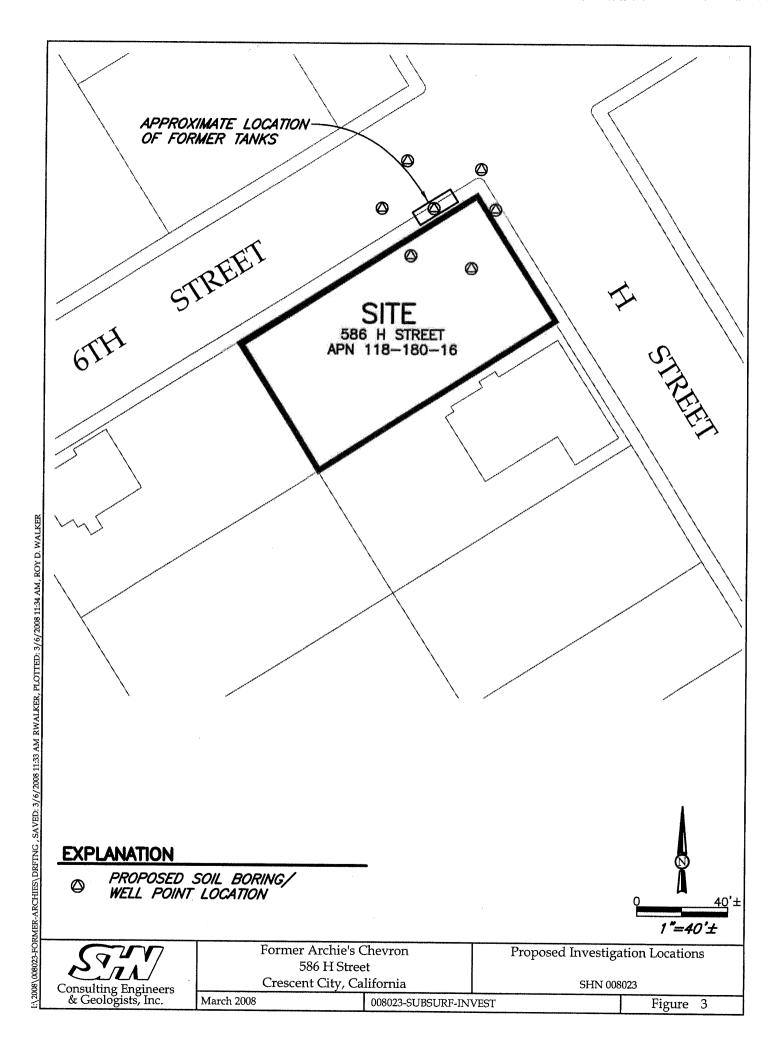
Soil samples will be collected for chemical analysis from each boring location completed. Soil samples will be collected for laboratory analyses at a minimum of approximately every 4 feet, and the selected core samples will be collected in laboratory supplied sample containers and sealed with Teflon® tape and end caps. The soil samples will be labeled with location, depth, date and time of collection, analysis requested, and the sampler's initials. Soil samples will be placed in an iced cooler and transported under chain-of-custody documentation to a State of California-certified analytical laboratory for chemical analysis of constituents described below.

Following completion of each soil boring, the boring may be converted to a temporary well point or backfilled with bentonite and completed at grade to match existing site conditions.

#### Temporary Well Points: Sample Collection and Water Level Measurements

The proposed locations of 7 initial temporary well points at the site are shown on Figure 3. The number, locations, and depths of the temporary well points will be determined from observations of depth-to-groundwater and observations of contaminant impacts observed in soil borings. Upon completion of the direct-push soil borings, borings will be converted to a temporary well point for the collection of groundwater samples and depth-to-water measurements. The well points will be constructed using ¾-inch I.D. Polyvinyl Chloride (PVC) casing and 0.010-slotted well screen.

Each well point will be purged and sampled using a peristaltic pump and disposable tubing. Groundwater samples will be decanted directly into laboratory supplied sample containers, placed in an iced cooler, and transported under chain-of-custody documentation to a State of California-certified analytical laboratory for chemical analysis of constituents described below. Following the collection of a groundwater sample in each temporary well point, the well point will be capped and temporarily secured for at least 12 hours prior to measuring depth-to-groundwater. A relative



Dave Parson
Site Investigation Work Plan, Former Archie's Chevron, 586 H Street, Crescent City, California;
Case No. 1TDN161
March 13, 2008
Page 4

survey of temporary well point top-of-casing and ground surface elevations will be performed for use in conjunction with the depth-to-water measurements for estimation of a site hydraulic gradient.

Following depth-to-water measurement and relative elevation survey, the PVC casing will be removed and the borings will be backfilled with bentonite and completed at grade to match existing site conditions.

# **Laboratory Analysis**

Soil and groundwater samples collected during the site investigation will be analyzed for the following constituents:

- Total Petroleum Hydrocarbons as Motor Oil (TPHMO) and as Diesel (TPHD), with silica gel cleanup method in general accordance with Environmental Protection Agency (EPA) Method No. 8015B (pre- and post-silica gel cleanup results will be reported)
- Total Petroleum Hydrocarbons as Gasoline (TPHG) and Benzene, Toluene, Ethylbenzene and total Xylenes (BTEX), in general accordance with EPA Method No. 8021B
- CAM 5 metals, cadmium, chromium, nickel, lead, and zinc in general accordance with EPA Method No. 6010B or 200.8

For additional screening of constituents associated with waste oil tanks, up to 3 select soil and groundwater samples will be analyzed for the following constituents:

- Volatile Organic Compounds (VOCs) in general accordance wit EPA method 8260B
- Semi-Volatile Organic Compounds (SVOCs) in general accordance with EPA method 8270

For additional screening of metals in soil, the soil sample exhibiting the highest concentrations of CAM 5 metals will be analyzed for the CAM 17 metals in general accordance with EPA Method No. 6010B.

All analyses will be performed by a State of California-certified analytical laboratory.

# **Equipment Decontamination Procedures**

All boring equipment will be cleaned prior to bringing it on site. All direct push equipment and small equipment that requires on-site cleaning will be cleaned using the triple wash system. The equipment will be first washed in a water solution containing Liquinox® cleaner, followed by two distilled water rinses. If non-aqueous phase liquid (free-product) is encountered during site investigation activities, boring equipment will be cleaned using a steam-cleaner, prior to the triple wash system.

Dave Parson
Site Investigation Work Plan, Former Archie's Chevron, 586 H Street, Crescent City, California;
Case No. 1TDN161
March 13, 2008
Page 5

# **Investigation Derived Waste Management**

No soil cuttings will be generated during drilling activities. Water used in the decontamination of drilling equipment and tools, and from well point purging will be contained in 55-gallon Department of Transportation-approved drums and will be transported to SHN's purge water storage tank at 812 W. Wabash Ave. in Eureka, California. The water will be tested prior to discharging (under permit) to the City of Eureka wastewater collection system.

# Reporting

A report of findings discussing the results of all field activities will be prepared on behalf of the City of Crescent City for submittal to the RWQCB.

The report will be submitted within 60 days of performing the field activities .

Please call me at 707-441-8855, if you have any questions or comments.

Sincerely,

SHN Consulting Engineers & Geologists, Inc.

Roland Rueber, P.G.

Project Manager

RMR/TBB:lms

copy: Lesley Orr, City of Crescent City

Leon Perreault, Del Norte County, Division of Environmental Health

# CORRECTIVE ACTION COST PROPOSAL SOIL AND GROUNDWATER INVESTIGATION AND PREPARATION OF REPORT OF FINDINGS

5/30/2019

Former Archie's Chevron (USTCF Claim #19245) 586 H Street, Crescent City, CA

Description	Rate				10%	
Task 1 - Project Coordination and HETCE D	Raic	Unit	Count	Cost	Mark-up	Total
Task 1 Project Coordination and USTCF Reimbursement Preparation Project Manager						
Project Admin Geotracker Setup	152	Hour	2	304		304
Project Admin USTCF Reimbursement Preparation (ETAC/RTAC)	65	Hour	1	65		65
Sub-Total	65	Hour	8	520		520
- 1 Otal						\$889
Fask 2 Installation of (7) Soil Borings to 16-ft Bgs						
<ul> <li>Project Manager</li> </ul>	152	Hour	4	608		<b>600</b>
Project Scientist (H&S plan)	131	Hour	2	262		608
Project Scientist (Access Agreement Document prep)	131	Hour	2	262		262
Project Scientist (City & County permitting)	131	Hour	3	393		262
Project Scientist (Mob/demob -mark/call USA, mark locations/PU permits)	131	Hour	4	524		393
Project Scientist (FP/mob/demob)	131	Hour	7			524
Project Scientist (Drilling oversight/H&S/Surveying)	131	Hour		917		917
• Staff Scientist (PU Traffic gear/FP/mob/demob)	102		16	2,096		2,096
Staff Scientist (Sampling/Surveying)	102	Hour	10	1,020		1,020
Staff Scientist (pack/ship samples to lab)	102	Hour Hour	16	1,632		1,632
Field Equipment (PID)	150		3	306		306
Field Equipment (Survey rod and level)	51	Day	2	300		300
Field Equipment (soil sample kit)	36	Day	1	51		51
Field Equipment (water sample kit)	36	Day	2	72		72
Field Equipment (water level meter)		Day	2	72		72
Field Equipment (Traffic Control signs/cones - rental)	36	Day	2	72		72
Field Equipment (Water Filters for CAM 5 metals)	300	Est.	1	300	x	330
Vehicle (miles)	160	Est.	1	160	X	176
County Boring permits	0.622	Mile	530	330		330
Drilling Subcontractor	140	all	1	140		140
soil samples - TPHmo/d, TPHg/VOCs, CAM 5 metals	4,197	Quote	1	4,197	х	4,616
soil samples - 8270 (PAHs/PCP/TCP), PCBs	160	Each	21	3,360	X	3,696
water samples - TPHmo/d, TPHg/VOCs, CAM 5 metals	220	Each	3	660	X	726
water samples - 8270 (PAHs/PCP/TCP), PCBs	160	Each	7	1,120	x	1,232
Project Admin (geotracker uploads)	220	Each	3	660	x	726
ib-Total	65	Hour	3	195	,	195
•					į	\$20,754
ask 3 Site Investigation Report of Findings/ Site Conceptual Model					•	
Project Manager	152	Hour	2	304		304
Staff Scientist (Tables/Figures/Boring Logs)	109	Hour	13	1,417		1,417
Project Scientist (Text)	131	Hour	16	2,096		2,096
P.G. Senior Geologist (Review)	182	Hour	3	546		546
Report Admin.	65	Hour	2	130		130
b-Total			_		Γ	\$4,493
OTAL FOR TASKS 1 through 3						
A MILOUGILV					L	\$26,136



# CITY COUNCIL AGENDA REPORT

TO:

MAYOR INSCORE AND MEMBERS OF THE COUNCIL

FROM:

ERIC WIER, CITY MANAGER

DATE:

**JULY 1, 2019** 

**SUBJECT:** 

REQUEST FOR A LETTER IN OPPOSITION TO AB 516 (CHIU)

**AUTHORITY TO REMOVE VEHICLES** 

# **RECOMMENDATION**

• Hear staff report

• Take public comment

• Direct staff to draft a letter for the Mayor's signature in opposition to AB 516 (Chiu) Authority to Remove Vehicles.

# **BACKGROUND**

Sara Sanders, League of California Cities Regional Public Affairs Manager, sent a request for the Council to oppose AB 516 (Chiu).

# **ANALYSIS**

Please see the attached information from the League of California Cities.

# **FISCAL ANALYSIS**

There are no fiscal impacts in sending a letter in opposition.

# **ATTACHMENT(S)**

1. Letters in opposition from the League, et. al



#### 2018-2019 LEAGUE OFFICERS

President
Janet Arbuckle
Council Member,
Grass Valley

First Vice President

Randon Lane Mayor Pro Tem, Murrieta

Second Vice President
John F. Dunbar
Mayor, Yountville

Immediate Past President
Rich Garbarino
Vice Mayor,
South San Francisco

Executive Director
Carolyn M. Coleman

June 19, 2019

The Honorable Jim Beall Chair, Senate Transportation California State Capitol, Room 2082 Sacramento, CA 95814

RE: <u>AB 516 (Chiu) Authority to Remove Vehicles.</u>

Notice of Opposition (as amended June 18, 2019)

Dear Senator Beall,

The League of California Cities® (League) regretfully remains **Opposed** to AB 516 (Chiu), a measure that would eliminate the ability for cities and law enforcement to adequately enforce state and local vehicle violations, as amended.

As amended, AB 516:

- Prohibits cities from removing cars in violation of a 72-hour violation in a timely manner, allowing a car to remain unmoved for a minimum of 10 business days, or two weeks, after a violation has already occurred.
- Prohibits removing cars if they have five or more unpaid parking tickets or traffic violations.
- Prohibits the use of a boot on cars that have five or more unpaid parking tickets or traffic violations.

The immobilization of a vehicle is only used when someone has five or more unpaid parking tickets and has ignored the payment plans offered to them by the city, as established by recently chaptered bills AB 503 (2017) and AB 2544 (2018). These monthly payment plans can be as low as \$5-\$25 for an indigent person. This is a fair process that allows low-income individuals to pay their outstanding parking citations without impacting their ability to maintain their livelihood.

AB 516 also harms the ability for cities to prevent the improper storage of private vehicles on public streets, which can create and/or exacerbate blight and public safety hazards, especially in disadvantaged communities.

In some cities, complaints of abandoned vehicles and/or improperly stored vehicles are made every five minutes. In most cities, a low percentage of vehicles are actually towed for these violations, usually far in excess of 72 hours.



72-hour parking time restrictions are a key element in city efforts to protect the public right of way. Protection of the public right of way allows for residents to access the various facets of a city, including residential neighborhoods, government services, local businesses, and city attractions. Ensuring residents and visitors have access to their own homes or those of their relatives, city hall, parks, libraries, retail, restaurants, and cultural epicenters benefit from the city adequately enforcing these basic restrictions. Residential neighborhoods and major business corridors already struggle with limited parking spaces and will continue to struggle as communities densify, making parking enforcement much more essential.

Unfortunately, the approach in AB 516 rewards people who fail to pay their parking tickets or adhere to reasonable policies aimed at preventing abandonment and/or street storage of vehicles, regardless of income. AB 516 is not means tested and it eliminates proportional consequences for these sorts of vehicle violations even for the vast majority of the population that can afford to pay and comply with these rules. Ultimately, AB 516 will likely result in cities forgoing their abatement programs aimed at preserving the quality of life for all their residents.

For these reasons, the League remains **Opposed** to AB 516, as amended. If you have any questions, please feel free to contact me at (916) 658-8283.

Sincerely,

Rony Berdugo

Legislative Representative

Cc:

The Honorable David Chiu, California State Assembly Members, Senate Transportation Manny Leon, Consultant, Senate Transportation Ted Morley, Consultant, Senate Republican Caucus



























June 20, 2019



The Honorable Jim Beall, Chair, Senate Transportation The Honorable Pat Bates, Vice Chair, Senate Transportation

Members of Senate Transportation



From: California Business Properties Association

Building Owners and Managers Association of CA

California Apartment Association California Chamber of Commerce California Restaurant Association California Retailers Association

Commercial Real Estate Development Association - NAIOP of California

Greater San Fernando Valley Chamber of Commerce

National Federation of Independent Business

Official Police Garages of Los Angeles

United Chamber Advocacy Network (Elk Grove, Folsom Rancho Cordova, Roseville Area,

and El Dorado County Joint Chambers Coalition)



AB 516 (Chiu) Parking Laws Repeal -- OPPOSE

The groups above oppose AB 516 (Chiu) which would repeal several existing parking laws that would have a severely negative impact on commerce, especially in urban and already congested areas.

Specifically, AB 516 repeals several existing laws that authorize peace officers to tow vehicles for having five or more delinquent parking or traffic violations, for leaving a vehicle on a road for 72 or more consecutive hours, and for a having a lapsed vehicle registration more than six months.

We understand there is good intent behind the bill and having a car towed can be a financial hardship. However, removing all recourse for maintaining a modicum of organization of parking in public places is not the answer.

Unfortunately, even with these laws on the books, many people do not follow societal norms and courtesies for parking vehicles. Remove the ability of cities to manage their roads, and the problem will be compounded.

In commercial areas, circulation of vehicles is extremely important. Small businesses in downtown shopping, commerce, and tourist areas depend movement of vehicles throughout the day. Repealing a local government's ability to remove vehicle from these areas that are illegally parked will be detrimental.

Without the ability to remove vehicles individuals will just store them in a manner that impedes commerce, shopping, cultural events, and will induce gridlock in areas by making it extremely difficult for citizens to park in residential areas and commercial districts alike.

For these reasons we OPPOSE AB 516. If you have any questions about our position on this bill, please contact Matthew Hargrove at California Business Properties Association (916-443-4676).

Thank you for taking our views into consideration.





