



CITY OF CRESCENT CITY

Mayor Isaiah Wright
Council Member Raymond Altman
Council Member Kelly Schellong

Mayor Pro Tem Blake Inscore
Council Member Jason Greenough

AGENDA
REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF CRESCENT CITY
FLYNN CENTER BOARD CHAMBERS
981 H STREET
CRESCENT CITY, CA 95531

MONDAY APRIL 17, 2023 6:00 P.M.

CLOSED SESSION BEGINS AT 5:00 P.M.
OPEN SESSION BEGINS AT 6:00 P.M.

This meeting will be held in person at the location listed above. The City will provide alternative methods of participation for the convenience of the public. The City does not, however, guarantee that there will not be technological issues or interruptions. The public is hereby notified that if there is a technological issue with Zoom or YouTube, the meeting will continue in person as scheduled. The public may access and participate in the public meeting using one or more of the following methods:

- 1) The meeting will be streamed via Zoom (details below). The direct Zoom link will also be posted on the City of Crescent City website (www.crescentcity.org). During the meeting, public comment may be made by using the raise hand feature on Zoom;

ZOOM PHONE NUMBER: 1 (253) 215-8782 ZOOM WEBINAR ID: 813 2471 5922
MUTE / UNMUTE PRESS *6 RAISE HAND PRESS *9

- 2) The meeting will also be streamed on YouTube (channel: City of Crescent City, California), public comment may be made by calling in to the meeting using the Zoom phone number;
- 3) Public comments may also be made in advance by submitting written comment via publiccomment@crescentcity.org or by filing it with the City Clerk at 377 J Street, Crescent City, California, 95531. All public comments (via email or mail) must be received by the City Clerk prior to 12:00 p.m. the day of the meeting. Please identify the meeting date and agenda item to which your comment pertains in the subject line. Public comments so received will be forwarded to the City Council and posted on the website next to the agenda. **Written public comments will not be read aloud during the meeting.**

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

CLOSED SESSION

Call to order
Roll call
Pledge of Allegiance

CLOSED SESSION PUBLIC COMMENT PERIOD

CLOSED SESSION

- **Conference with Labor Negotiator** (Gov. Code § 54957.6): Agency Representative: Eric Wier, Employee Associations: Clerical Employees of Crescent City, Crescent City Employees Association, Crescent City Management Employees Association, and Crescent City Police Officers Association; Unrepresented Employees: Finance Director, Public Works Director, Chief of Police, Fire Chief, Housing Director, Economic Development & Recreation Director

REPORT OUT OF CLOSED SESSION

OPEN SESSION

Call to order
Roll call
Pledge of Allegiance

PUBLIC COMMENT PERIOD

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

- **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.

CEREMONIAL ITEMS

1. Missing and Murdered Indigenous Persons Proclamation

CONSENT CALENDAR

2. Council Meeting Minutes

- *Recommendation: Approve the April 3, 2023 meeting minutes of the City Council.*

3. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period March 25, 2023 through April 7, 2023.*

4. Payroll Report

- *Recommendation: Receive and file the biweekly payroll report for the period ending April 5, 2023, paid April 14, 2023.*

5. Financial Software Upgrade

- *Recommendation: Approve and authorize the City Manager to sign the Springbrook Holding Company, LLC agreement for software upgrade project to commence in FY 23-24 and direct staff to include in the FY 23-24 budget*

6. 2019-2020 Community Development Block Grant (CDBG) Business Assistance Loan Program Agreement

- *Recommendation: Approve and authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Claggett Wolfe Associates (CWA)*
- *Approve and authorize the City Manager to execute Amendment No. 1 to the Subrecipient Agreement with Arcata Economic Development Corporation*

7. Budget Amendment to CDBG Coronavirus Response (CDBG CV) Mobile Pantry Subrecipient Agreement

- *Recommendation: Approve and authorize the City Manager to execute Amendment No. 5 to the Subrecipient Agreement between the City of Crescent City and the Family Resource Center of the Redwoods for Mobile Pantry Services*

8. Washington Pump Station Diesel Tank Replacement

- *Recommendation: Approve and authorize the City Manager to sign a purchase order with Shields Harper for the purchase and delivery of a ConVault tank with appurtenances*
- *Approve and adopt Resolution No. 2023-24, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 BUDGET OF THE CITY OF CRESCENT CITY*

9. Fred Endert Pool Position Control (Add 1.3 FTE Lifeguards)

- *Recommendation: Approve and adopt Resolution No. 2023-25, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 POSITION CONTROL*

10. Letter of Support for Crescent City Harbor District Grant Application for Department of Transportation's Port Infrastructure Development Program Funding

- *Recommendation: Approve submission of a letter of support to the Crescent City Harbor District for their grant application through the Department of Transportation's Maritime Administration Port Infrastructure Development Program*

11. Self-Contained Breathing Apparatus (SCBA) Compressor Purchase for the Crescent City Fire Station

- *Recommendation: Approve and authorize the City Manager to purchase from Bauer Compressors Inc. a Self-Contained Breathing Apparatus (SCBA) compressor for the Crescent City Fire Station*

REPORTS AND PRESENTATIONS - None

PUBLIC HEARING - None

CONTINUING BUSINESS - None

NEW BUSINESS

12. Emergency Shelters & C-2 Zone Amendment

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Give direction to staff regarding the amendment to the C-2 Zone to include emergency shelters by right*

13. Crescent City Cultural Gateway and Beautification Project - Clean California Local Grant Application

- *Recommendation: Approve and adopt Resolution No. 2023-23, A RESOLUTION OF THE CITY OF CRESCENT CITY AUTHORIZING SUBMISSION AN APPLICATION TO THE CLEAN CALIFORNIA GRANT LOCAL PROGRAM FOR THE CRESCENT CITY CULTURAL GATEWAY AND BEAUTIFICATION PROJECT and authorizing the City Manager to act on behalf of the City for all agreements and reporting documents upon award*

14. Budget Request to Support City Involvement in the Forest Moon Festival

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and adopt Resolution No. 2023-26, A RESOLUTION OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 BUDGET*

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.)

ADJOURNMENT

Adjourn to the regular meeting of the City Council of the City of Crescent City on Monday, May 1, 2023 at 6:00 p.m. in the Flynn Center, 981 H Street, Crescent City, CA 95531.

POSTED:

April 14, 2023

/s/ Robin Altman

City Clerk/Administrative Analyst

Vision:

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

Mission:

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

Values:

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



Proclamation

of the

City of Crescent City

WHEREAS, Del Norte County is home to several tribes, including Tolowa Dee-ni' Nation, Elk Valley Rancheria, Yurok Tribe, Resighini Rancheria, and Tolowa Nation; and

WHEREAS, Native Americans as a whole are overrepresented as victims of violent crimes and the United States Department of Justice found that American Indian/Alaska Native women face murder rates more than ten times the national average; and

WHEREAS, homicide is the third leading cause of death of indigenous people ages 10-24 and the fourth leading cause of death of indigenous people ages 25-34; and

WHEREAS, the City recognizes the intergenerational impacts of years of violence against indigenous people that include trafficking and murder through missions, massacres, forced relocation, boarding schools, widespread removal of children from their families through the child welfare system, disproportionate incarceration, police violence, and high rates of gender violence; and

WHEREAS, these forms of violence play out to this day and directly contribute to issues like Missing and Murdered Indigenous Persons; and

WHEREAS, violence against indigenous people is a severe violation of human rights and the effects range from immediate to long-term physical, sexual and mental health costs, as well as death, for indigenous people; and

WHEREAS, advocating and investing in the protection of indigenous people sets a pathway towards equality, eradication of poverty, economic growth, and overall wellness in our communities;

NOW, THEREFORE, BE IT PROCLAIMED by the City Council of the City of Crescent City that May 5, 2023 is recognized by the City as the National Day of Awareness for Missing and Murdered Indigenous Persons; and

BE IT FURTHER PROCLAIMED that the City Council supports the ongoing work to address the many issues contributing to this tragedy; and

BE IT FURTHER PROCLAIMED that the City Council recognizes the importance of raising awareness as to the extent that the Missing and Murdered Indigenous Persons crisis impacts our community and local tribes.

Isaiah Wright, Mayor



CITY OF CRESCENT CITY

Mayor Isaiah Wright
Council Member Raymond Altman
Council Member Kelly Schellong

Mayor Pro Tem Blake Inscore
Council Member Jason Greenough

MINUTES
REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF CRESCENT CITY
FLYNN CENTER BOARD CHAMBERS
981 H STREET
CRESCENT CITY, CA 95531

MONDAY

APRIL 3, 2023

6:00 P.M.

OPEN SESSION

Call to order Mayor Wright called the meeting to order at 6:00 p.m.

Roll call Council Members present: Council Member Ray Altman, Council Member Kelly Schellong, Mayor Pro Tem Blake Inscore, and Mayor Isaiah Wright
Council Member absent: Council Member Jason Greenough
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, Finance Director Linda Leaver, Public Works Director Dave Yeager, Finance Technician Kristie Banks, Economic Development and Recreation Director Ashley Taylor, EMOT 2 Ben DeForge, Police Officer Connor Sperling and Police Chief Richard Griffin

Pledge of Allegiance led by Mayor Wright

PUBLIC COMMENT PERIOD

There were no comments from the public.

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

Council Member Altman: nothing to report

Council Member Schellong: RCTA meeting, CASA Silver Ball, celebrated Vietnam Veterans Day, Paragon Coffee House ribbon cutting

Mayor Pro Tem Inscore: DNSWMA meeting, Chamber Board Retreat, met with Harley and Jill Munger, Laura Haban, Ashley Taylor and City Manager Wier about the tile mural for the Sister City, Tri-Agency meeting, and Paragon Coffee ribbon cutting

Mayor Wright: CASA Crystal Ball would like the Council to have an item donated for auction

CEREMONIAL ITEMS

1. Sexual Assault Awareness Month Proclamation

Mayor Wright read the proclamation aloud and presented it to North Coast Rape Crisis Team Executive Director Amanda LeBlanc who addressed the Council and reported on the services rendered to the community.

2. Introduction of New Employee: Kristie Bates

Finance Director Leaver introduced Finance Technician Kristie Bates to the Council. Ms. Bates spoke to the Council and how she visited California as a youth and is thankful to be here in our community, working for the City.

3. Officer Connor Sperling FTO completion

Police Chief Griffin updated the Council on how Officer Sperling did very well on his training. Officer Sperling thanked the Council and community for the Measure S funds which allowed him to pursue his childhood dream of becoming a police officer. Chief Griffin stated that the two cadets in the Academy are both doing very well.

4. Ben DeForge Promotion to EMOT 2

Public Works Director Yeager introduced Ben DeForge to the Council, an Electrical Operations Maintenance Technician. Director Yeager explained to the Council and public what the role of an EMOT is for the City. EMOT DeForge thanked the Council and expressed his appreciation for working for the City and how he intends to keep promoting.

CONSENT CALENDAR

5. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period March 11, 2023 through March 24, 2023.*

6. Payroll Report

- *Recommendation: Receive and file the biweekly payroll report for the period ending March 25, 2023, paid March 31, 2023.*

7. Budget-to-Actual Financial Reports for February 2023

- *Recommendation: Receive and file the budget-to-actual reports for the month of February 2023*

8. Amador Tank Phase 2 Rehabilitation

- *Recommendation: Authorize the City Manager to sign the Memorandum of Agreement with Elk Valley Rancheria, California*
- *Approve plans and specifications for the Amador Tank Phase 2 Rehabilitation*
- *Authorize staff to advertise for bids for Amador Tank Phase 2 Rehabilitation*

9. CCPD & CCFR Budget Adjustment for Fiscal Year 2022-2023

- *Recommendation: Approve and adopt Resolution No. 2023-22, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 BUDGET OF THE CITY OF CRESCENT CITY*

10. Letter of Appreciation for DNHS Shop Class for Lighthouse Kiosk

- *Recommendation: Approve sending a letter of appreciation to the Del Norte High School Metal Fabrication class*

Council Member Schellong asked for item 5, 9 to be pulled from the Consent Calendar; the Council was in consensus.

Mayor Pro Tem Inscore asked for item 10 to be pulled from the Consent Calendar; the Council was in consensus.

There were no comments from the public.

On a motion by Council Member Schellong, seconded by Council Member Inscore, and carried on a 4-0 polled vote with Council Member Greenough being absent, the City Council of the City of Crescent City adopted the consent calendar consisting of items 6-8 as presented.

Council Member Schellong asked for item 5 to be pulled so she could explain that due to conflicts of interest with her current employment and some of the checks issued to clients she works with, she will be recusing herself from this item.

Council Member Schellong asked for an update on the CCPD expenditures and the schedule for patrol cars; Chief Griffin gave the update on the expenditures and schedule.

Mayor Pro Tem Inscore stated that he saw that DNHS Metal Shop Teacher Jeff VanPelt was present in the audience and wanted to allow recognition for this item. City Manager Wier showed an example of the Lighthouse toppers that the students made for the kiosks for Beachfront Park. Mayor Wright asked how these toppers are made; Mr. VanPelt explained how the cutter is used. He stated he appreciated that the students were being asked to be involved in these community projects.

There were no comments from the public.

On a motion by Council Member Inscore, seconded by Council Member Altman, and carried on a 4-0 polled vote with Council Member Greenough being absent, the City Council of the City of Crescent City adopted items 5, 9, 10 of the consent calendar as presented, Council Member Schellong recused herself from item 5

REPORTS AND PRESENTATIONS

11. Presentation of the Updated Tsunami Kiosk Walking Tour and Web Based Platform

City Manager Wier explained that due to the Kamome Event that is upcoming, Economic Development and Recreation Director Taylor suggested updating the Tsunami Kiosks. SeaReach has done an excellent job telling the story. Susan Juraz and Peter Reedijk of SeaReach gave an overview of the project including the self-guided tour portion. Mr. Reedijk went over the website portion of the walking tour. Council Member Schellong asked City Manager Wier if there was a revenue piece to this; City Manager Wier stated that there had been discussions for a sponsorship, it didn't work initially, however the option is still viable for an annual sponsorship. City Manager Wier stated that through the involvement of community leaders through the years, this tour has become a great success. Mayor Pro Tem Inscore stated that the Tsunami Memorial Fountain repair needs to be revisited especially since one of the kiosks is for that fountain.

PUBLIC HEARING - None

CONTINUING BUSINESS

12. Draft Tobacco Retail License Ordinance Discussion

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Give direction to staff regarding contents of the draft tobacco retail license ordinance*

City Attorney Rice stated that per Council direction at the last meeting, this ordinance should mirror the County's ordinance. She went over the details of what the ordinance would include. She stated that the City currently has 10 tobacco retail stores; there are two that have pharmacies, therefore if the Council approves this ordinance that prohibits stores with pharmacies to sell tobacco, there would be 8 stores total in the City that sell tobacco. The modifications to the ordinance were done in red and presented to the Council and in the public agenda. The ordinance states that July 1st is the deadline for retailers to have a Tobacco Retail License. Council Member Schellong asked about violations; in the appeal process could be a timely decision on the appeal. City Attorney Rice stated that the timeline is listed under Administrative Citations and it is 15 days and is laid out. Council Member Altman asked about violations; City Attorney Rice stated that the TRL would only affect two businesses and explained the violation process.

Sunny Baker: Public Health Manager for Del Norte County Health and Human Services: spoke on behalf of the Public Health Department and gave support of a TRL.

Alison Eckart: Principal, Del Norte High School: spoke in support of the TRL to reduce the availability of tobacco to students

Amber Wier: Project Director, NorCal 4 Health spoke in support of the TRL and spoke of the other agencies/organizations who also support the TRL.

Sabina Renner: owner of Renner Petroleum: her gas stations sell tobacco, however, she does not advertise for the product. Asked if the next person who takes over her business if they would be able to take her Tobacco Retail License? Supports the TRL, but would like it to be transferable.

Jay McCubrey: Tobacco Free North Coast, spoke in support of the Council's recent action regarding the TRL. Spoke in support of this TRL and spoke of other counties within the North Coast who are doing the same.

Mayor Wright asked if the County is the same for when a business closes; City Attorney Rice answered in the affirmative. His only concern is the transferability of the TRL. Council Member Altman agreed with Mayor Wright. He further stated that gas stations have changed companies several times. He stated that if this is passed, eventually, tobacco sales will completely be eliminated. Mayor Wright asked Council Member Altman would like to see the TRLs be transferable, he would. Mayor Pro Tem Inscore stated that we are making a policy decision based on what may happen, branding of gas station doesn't necessarily mean ownership has changed. He stated that if it was outlawed, there would be a lot of push back. Prohibiting a transfer would be agreeable if it was a health decision. Council Member Altman stated he agreed on some points, and stated that eventually this will eliminate tobacco from the City as some businesses may sell in the future due to several points, and then the non-transferable license will eliminate the sale of tobacco. Mayor Pro Tem Inscore stated that this can be brought back to the Council for revision in the future should the need arise. Council Member Schellong stated she would like to see tobacco removed from our community for health purposes and if the availability is limited, it will have good outcomes. Council Member Altman stated that it sounded like favoritism to who gets to sell tobacco. Stated it is not supporting local business. Does appreciate knowing that this can be brought back to a future Council meeting for amendment. Mayor Pro Tem Inscore stated he would like to hear from local businesses on this matter. Mayor Wright stated he would like to see language that includes the State average for retailers; City Attorney Rice stated it is 2 retailers per 2500 people; could be done by way of attrition. Council Member Schellong asked what would be contained in the application to receive a TRL; City Attorney Rice explained what items would be required. Mayor Pro Tem Inscore stated that he would be on board with the State average as long as the inmate population of PBSP was not included. Would like to keep the current retailers to sell tobacco; Mayor Wright stated that it would only be if the business sold.

On a motion by Mayor Pro Tem Inscore, seconded by Council Member Altman, and carried on a 4-0 polled vote, the City Council of the City of Crescent City directed staff to bring a draft Tobacco Retail License Ordinance with additional language regarding State averages based on population

City Attorney Rice asked for clarification if the limit is reached, is it the Council's desire to make them transferable. Council Member Schellong would like to see the option to keep it as is and an option to consider the population criteria. *City Attorney Rice stated the motion was not needed after all.*

13. Border Coast Regional Airport Authority Request for Funds for Runway Rehabilitation Project

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Consider BCRAA request for a \$77,000 contribution to the Airport's Runway 18-36 Rehabilitation Project; take action as necessary and appropriate*

City Manager Wier stated that the \$77k contribution is what is before the Council for approval for the Runway Rehabilitation Project. The Authority would be required to give the 5% match, BCRAA has requested each partner provide the 5%. Construction is set for next summer, they are looking for the commitment. City Manager Wier stated that there will be other budget priorities that are upcoming in the City's budget; this can be broken up into pieces for funding. Council Member Schellong is in full support of funding this and is fine with however the funding is decided. Would like to add the option to have a set aside for \$10k a year for future projects for the airport. Council Member Altman is in support of contributing for this project for next fiscal year. Mayor Pro Tem Inscore agreed with next year's budget and set aside for future partnership opportunities. Mayor Wright agreed with the Councilors. Council Member Altman asked if the \$10k set aside was separate from the annual contribution the County makes and if it was used for the runway; Director Cooley stated that the money the County pays annually is for the Airport administrative fees (operating expenses). Mayor Wright asked if any other of the JPA members have committed to the funding; Director Cooley stated they have not.

There were no comments from the public.

The Council was in consensus to have the \$77k in the 23/24 budget and other funding opportunities will be discussed.

Mayor Pro Tem Inscore stated he would like to have a presentation from Director Cooley at a future meeting.

NEW BUSINESS - None

CITY COUNCIL ITEMS

- **Legislative Matters – None**
- **City Manager Report and City Council Directives –** City Manager Wier reported on the following items:
 - Cookies with a Cop and Law Enforcement Administrators Del Norte (LEADN) awards
 - Chief Griffin reported that the ABC grant was submitted today; Cookies with a Cop came from Officer Valero – it is to connect children with law enforcement, ages 6-11. They will be instructed on how to speak effectively

with dispatch along with safety tips. State Farm, Lisa McKeown has given a donation for the “best decorated cookie” - the cookies will be donated by SeaQuake. LEADN Awards are back will be April 13th at 6:30 at the Crescent Elk Auditorium, encouraged the Council to be in attendance. Yurok Tribal Police Chief O’Rourke has asked for the Yurok Tribal colors be presented at this year’s event.

- Front Street Update
 - City Manager Wier stated that the funding sources – the Congressman Huffman funds are not tied to the \$750k; is set to bid April 13th. The Clean California Grant is being worked on and will be on the April 17th agenda – will have the Cultural Center section of Front Street for discussion.
- Kamome Event will be April 14th
- Beachfront Park Community Workshops the next day: April 15th: 9am, Pump Track, 10:30, Kid Town expansion, last discussion will be the Cultural Center usage at 1:30 p.m.
- Budget meeting with the Measure S Oversight Committee went well, part was before the Council this evening.
- Big thank you to Elk Valley Rancheria for the Amador Tank project.
- May 9th Budget Workshop
- April 10th – special closed session scheduled

Mayor Pro Tem Inscore asked if there was Council consensus to add the Tsunami Memorial Fountain to the 23/24 budget; Council was in consensus.

Mayor Wright would like to have a standard thank you letter for people who come and speak to the Council such as Gordon Clay, etc; the Council was in consensus.

ADJOURNMENT

There being no further business to come before the Council, Mayor Wright adjourned the meeting at 8:16 p.m. to the regular meeting of the City Council of the City of Crescent City on Monday, April 17, 2023 at 6:00 p.m. in the Flynn Center, 981 H Street, Crescent City, CA 95531.

ATTEST:

Robin Altman
City Clerk/Administrative Analyst

Accounts Payable

Checks by Date - Summary by Check Number

User: crawlings
Printed: 4/11/2023 2:34 PM



REVIEWED
crawlings , 4/11/2023 ,2:38:06 PM

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	04/05/2023	0.00	5,636.15
ACH	FITTAX	FIT Payroll Taxes Auto Pay	04/05/2023	0.00	23,429.52
ACH	PERS2	Public Emp Retirement Sys	04/05/2023	0.00	29,407.99
442607	FIRSTNAT	First National Auto Sales	04/05/2023	0.00	26,428.50
442608	CASTATE	CA State Disbursement Unit	04/05/2023	0.00	358.12
442609	ICMARE	Mission Square	04/05/2023	0.00	1,755.36
442610	AMAZON	Amazon Capital Services, Inc	04/06/2023	0.00	3,076.79
442611	AUTOZONE	Auto Zone	04/06/2023	0.00	242.22
442612	BALCHT	Tyler Balch	04/06/2023	0.00	347.46
442613	UB*05714	RICHARD BEARDEN	04/06/2023	0.00	155.30
442614	UB*05716	BENITEZ UNDERGROUND LLC	04/06/2023	0.00	444.62
442615	BLUEST	Blue Star Gas Associates	04/06/2023	0.00	10,469.04
442616	BommLore	Loren Bommelyn	04/06/2023	0.00	200.00
442617	BORGESJA	Jason Borges	04/06/2023	0.00	300.15
442618	CURRYE	Brad Coleman Inc	04/06/2023	0.00	268.44
442619	CARAHOSF	Carahsoft Technology Corporation	04/06/2023	0.00	60.98
442620	CHARTEC	Charter Communications	04/06/2023	0.00	503.98
442621	CIVIC	CivicPlus LLC	04/06/2023	0.00	4,544.00
442622	BATTSYS	Continental Battery Company	04/06/2023	0.00	118.95
442623	CRAYON	Crayon Software Experts, LLC	04/06/2023	0.00	1,167.75
442624	DNCOC2	D N Co Dept Inform Tech	04/06/2023	0.00	284.38
442625	MISSVS	Virginia Delatorre	04/06/2023	0.00	1,680.00
442626	DUNCANV	Vanessa Duncan	04/06/2023	0.00	300.15
442627	EMERGENC	Emergency Services Marketing Corp Inc.	04/06/2023	0.00	810.00
442628	ENGLUN	Englund Marine Supply Co.	04/06/2023	0.00	225.91
442629	FILMTEC	Filmtec Corporation	04/06/2023	0.00	5,638.08
442630	FRESWATE	Freshwater Environmental Services Inc	04/06/2023	0.00	3,728.00
442631	VERIZO2	Frontier California Inc	04/06/2023	0.00	268.09
442632	UB*05717	DAVID GARCIA	04/06/2023	0.00	190.06
442633	GEOTECH	Geotechnical Resources, Inc.	04/06/2023	0.00	6,825.25
442634	THILLR	Regina Goodgame-Thill	04/06/2023	0.00	297.34
442635	GRAING	Grainger	04/06/2023	0.00	939.07
442636	GRIFFINR	Richard Griffin	04/06/2023	0.00	98.05
442637	HernKat	Kat Hernandez	04/06/2023	0.00	100.00
442638	HDLASSOC	Hinderliter deLlamas & Associates	04/06/2023	0.00	1,201.31
442639	INDEPE	Independent Business Forms, Inc	04/06/2023	0.00	373.11
442640	LEXISNEX	LexisNexis Risk Data Management Inc	04/06/2023	0.00	200.00
442641	THRIFT	Malcolm Kelly Inc.	04/06/2023	0.00	161.40
442642	MalloryM	Michelle Malloroy	04/06/2023	0.00	200.00
442643	MAXWELLJ	Jon Maxwell	04/06/2023	0.00	300.15
442644	MISSIO	Mission Linen Supply	04/06/2023	0.00	198.55
442645	MITYLI	Mity-Lite Inc	04/06/2023	0.00	8,400.12
442646	JMORR	Jillian Morrison	04/06/2023	0.00	753.00
442647	NCCENT	NCL of Wisconsin Inc	04/06/2023	0.00	2,901.01
442648	NCLAB	North Coast Laboratories LTD	04/06/2023	0.00	175.00
442649	FRANKO	Orca Heating & Refrigeration Inc	04/06/2023	0.00	344.89
442650	OREILLY	O'Reilly Auto Enterprises LLC	04/06/2023	0.00	18.60

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
442651	OTIS E	Otis Elevator Company Inc	04/06/2023	0.00	348.94
442652	OUTDOO	Outdoor Creations Inc	04/06/2023	0.00	1,959.33
442653	MENDES	Pacific Packaging & Supply Co Inc	04/06/2023	0.00	434.32
442654	SUPERI	Petrusha Enterprises Inc	04/06/2023	0.00	335.00
442655	PincWit	Whitney Pincombe	04/06/2023	0.00	575.00
442656	HITECHSE	Pinger Industries, Inc.	04/06/2023	0.00	92.97
442657	DNDISP	Recology Del Norte	04/06/2023	0.00	1,790.28
442658	LEXISNE	RELX Inc	04/06/2023	0.00	220.00
442659	SHNCON	SHN Consulting Engineers & Geologists In	04/06/2023	0.00	35,939.13
442660	SIGMAALD	Sigma-Aldrich, Inc.	04/06/2023	0.00	444.57
442661	SMITHMJ	Mary Jo Smith	04/06/2023	0.00	124.20
442662	UB*05715	JOHN SNIDER	04/06/2023	0.00	163.33
442663	DNOFFI	Debra Stover	04/06/2023	0.00	493.45
442664	THERMSP	Thermo Scientific Portable Analytical Inst I	04/06/2023	0.00	38,974.33
442665	TOLOWA	Tolowa Dee-ni' Nation	04/06/2023	0.00	900.00
442666	TURNERJ	Jeremy Turner	04/06/2023	0.00	12,025.00
442667	RAYMOR	UBEO West, LLC	04/06/2023	0.00	42.01
442668	UNIVAR	Univar Solutions USA Inc.	04/06/2023	0.00	8,201.22
442669	CALCARDS	US Bank Corporate Pmt Systems	04/06/2023	0.00	19,358.97
442670	VERIZO3	Verizon Wireless Services LLC	04/06/2023	0.00	4,088.31
442671	CACEHA	Wiececke and Associates	04/06/2023	0.00	706.55
442672	ZUMAR	Zumar Industries Inc	04/06/2023	0.00	790.08
Report Total (69 checks):				0.00	273,533.83

AP

3-25-23 to 4-7-23 Council



User: crawlings
Printed: 4/11/2023 2:31:14 PM

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crawlings , 4/11/2023 ,2:38:09 PM

Check Num	Check Date	Acct 1	Description	Amount	Selected For Vo
0	4/5/2023	610-000-2185-000C	PR Batch 00033.03.2023 State Income Tax	2,123.46	False
0	4/5/2023	610-000-2185-000C	PR Batch 00003.03.2023 State Income Tax	3,512.69	False
0	4/5/2023	610-000-2189-000C	PR Batch 00003.03.2023 Federal Income Tax	11,344.65	False
0	4/5/2023	610-000-2188-000C	PR Batch 00033.03.2023 Medicare Employer Portion	1,030.00	False
0	4/5/2023	610-000-2188-000C	PR Batch 00003.03.2023 Medicare Employer Portion	1,633.59	False
0	4/5/2023	610-000-2188-000C	PR Batch 00033.03.2023 Medicare Employee Portion	1,030.00	False
0	4/5/2023	610-000-2188-000C	PR Batch 00003.03.2023 Medicare Employee Portion	1,633.59	False
0	4/5/2023	610-000-2189-000C	PR Batch 00033.03.2023 Federal Income Tax	6,757.69	False
0	4/5/2023	610-000-2187-000C	PR Batch 00033.03.2023 Survivor Benefit	19.69	False
0	4/5/2023	610-000-2187-000C	PR Batch 00033.03.2023 ER PERS Contribution	6,629.84	False
0	4/5/2023	610-000-2187-000C	PR Batch 00033.03.2023 EE PERS Contribution	5,182.70	False
0	4/5/2023	610-000-2187-000C	PR Batch 00003.03.2023 Survivor Benefit	35.34	False
0	4/5/2023	610-000-2187-000C	PR Batch 00003.03.2023 EE PERS Contribution	7,412.44	False
0	4/5/2023	610-000-2187-000C	PR Batch 00003.03.2023 Service Credit Purchase	413.20	False
0	4/5/2023	610-000-2187-000C	PR Batch 00003.03.2023 ER PERS Contribution	9,714.78	False
442607	4/5/2023	940-240-4930-202C	2019 Ford Police Interceptor VIN1FM5K8ARXKGB14976	26,428.50	False
442608	4/5/2023	610-000-2170-000C	PR Batch 00003.03.2023 Child Support-CA	96.00	False
442608	4/5/2023	610-000-2170-000C	PR Batch 00003.03.2023 Child Support-CA	158.76	False
442608	4/5/2023	610-000-2170-000C	PR Batch 00003.03.2023 Child Support CA Flat Amt 2	103.36	False
442609	4/5/2023	610-000-2178-000C	Plan 300878	115.00	False
442609	4/5/2023	610-000-2186-000C	Plan 306752	26.15	False
442609	4/5/2023	610-000-2178-000C	Plan 300878	428.96	False
442609	4/5/2023	610-000-2186-000C	Plan 306752	149.16	False
442609	4/5/2023	610-000-2178-000C	Plan 300878	200.00	False
442609	4/5/2023	610-000-2186-000C	Plan 306752	124.69	False
442609	4/5/2023	610-000-2186-000C	Plan 306752	711.40	False
442610	4/6/2023	412-100-4390-000C	fire pit	324.74	False
442610	4/6/2023	420-115-4310-000C	CH Office Supplies	7.72	False
442610	4/6/2023	419-130-4310-000C	CH Office Supplies	0.36	False
442610	4/6/2023	413-357-4310-000C	CH Office Supplies	1.28	False
442610	4/6/2023	001-112-4310-000C	CH Office Supplies	0.45	False
442610	4/6/2023	001-120-4310-000C	CH Office Supplies	6.85	False
442610	4/6/2023	001-313-4310-000C	CH Office Supplies	1.09	False
442610	4/6/2023	413-352-4310-000C	CH Office Supplies	0.60	False
442610	4/6/2023	412-100-4390-000C	fire pit	324.74	False
442610	4/6/2023	420-115-4310-000C	white board	38.52	False
442610	4/6/2023	419-120-4310-000C	whiteboard magnets	68.94	False
442610	4/6/2023	413-353-4310-000C	CH Office Supplies	0.56	False
442610	4/6/2023	419-111-4310-000C	CH Office Supplies	0.56	False
442610	4/6/2023	419-120-4310-000C	name plate	4.50	False
442610	4/6/2023	001-251-4310-000C	CH Office Supplies	0.56	False
442610	4/6/2023	001-480-4390-000C	Pool railing return	-40.58	False
442610	4/6/2023	001-114-4310-000C	CH Office Supplies	2.22	False
442610	4/6/2023	001-251-4310-000C	CH Office Supplies	0.45	False
442610	4/6/2023	001-130-4310-000C	CH Office Supplies	0.45	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Vo
442610	4/6/2023	413-130-4310-000C	CH Office Supplies	0.46	False
442610	4/6/2023	001-480-4370-000C	measuring cup	38.94	False
442610	4/6/2023	413-111-4310-0000	CH Office Supplies	1.26	False
442610	4/6/2023	001-114-4310-000C	CH Office Supplies	1.76	False
442610	4/6/2023	001-350-4310-000C	CH Office Supplies	2.93	False
442610	4/6/2023	001-350-4310-000C	CH Office Supplies	1.66	False
442610	4/6/2023	001-350-4310-000C	calendar	26.51	False
442610	4/6/2023	419-130-4310-000C	CH Office Supplies	0.46	False
442610	4/6/2023	413-352-4310-000C	CH Office Supplies	0.34	False
442610	4/6/2023	413-130-4310-000C	CH Office Supplies	0.80	False
442610	4/6/2023	001-470-4310-000C	CH Office Supplies	0.41	False
442610	4/6/2023	001-113-4310-000C	CH Office Supplies	1.67	False
442610	4/6/2023	001-130-4310-000C	CH Office Supplies	1.00	False
442610	4/6/2023	413-357-4310-000C	CH Office Supplies	2.27	False
442610	4/6/2023	420-115-4310-000C	CH Office Supplies	3.47	False
442610	4/6/2023	413-120-4310-000C	self inking stamp	7.57	False
442610	4/6/2023	001-110-4311-0000	25 ft retractable extension cord reel	173.17	False
442610	4/6/2023	001-470-4390-000C	phone charger	14.53	False
442610	4/6/2023	001-111-4310-0000	CH Office Supplies	0.60	False
442610	4/6/2023	413-357-4310-000C	CH Office Supplies	1.02	False
442610	4/6/2023	419-120-4310-000C	CH Office Supplies	4.30	False
442610	4/6/2023	001-112-4310-000C	CH Office Supplies	1.00	False
442610	4/6/2023	001-250-4310-000C	CH Office Supplies	0.87	False
442610	4/6/2023	001-120-4310-000C	name plate	4.51	False
442610	4/6/2023	001-111-4310-0000	CH Office Supplies	0.76	False
442610	4/6/2023	001-350-4310-000C	CH Office Supplies	1.32	False
442610	4/6/2023	001-471-4310-000C	CH Office Supplies	0.18	False
442610	4/6/2023	419-371-4310-000C	CH Office Supplies	4.86	False
442610	4/6/2023	001-114-4310-000C	CH Office Supplies	3.93	False
442610	4/6/2023	412-100-4310-000C	CH Office Supplies	0.54	False
442610	4/6/2023	413-111-4310-0000	CH Office Supplies	0.57	False
442610	4/6/2023	412-120-4310-000C	CH Office Supplies	0.45	False
442610	4/6/2023	001-313-4310-000C	CH Office Supplies	1.93	False
442610	4/6/2023	413-130-4310-000C	CH Office Supplies	0.36	False
442610	4/6/2023	413-120-4310-000C	CH Office Supplies	4.30	False
442610	4/6/2023	420-115-4390-000C	Lanyards	59.81	False
442610	4/6/2023	001-480-4370-000C	saftey glass dispenser	84.32	False
442610	4/6/2023	419-120-4310-000C	CH Office Supplies	7.59	False
442610	4/6/2023	419-111-4310-0000	CH Office Supplies	0.72	False
442610	4/6/2023	001-113-4310-000C	CH Office Supplies	2.12	False
442610	4/6/2023	001-130-4310-000C	CH Office Supplies	0.56	False
442610	4/6/2023	419-120-4310-000C	wall calendar	6.33	False
442610	4/6/2023	413-120-4310-000C	CH Office Supplies	3.41	False
442610	4/6/2023	001-250-4310-000C	CH Office Supplies	0.39	False
442610	4/6/2023	413-353-4310-000C	CH Office Supplies	1.26	False
442610	4/6/2023	001-113-4310-000C	CH Office Supplies	3.73	False
442610	4/6/2023	508-508-4390-000C	seat covers	136.38	False
442610	4/6/2023	001-471-4310-000C	CH Office Supplies	0.40	False
442610	4/6/2023	001-111-4310-0000	CH Office Supplies	1.33	False
442610	4/6/2023	419-111-4310-0000	CH Office Supplies	1.26	False
442610	4/6/2023	413-120-4310-000C	signs	5.17	False
442610	4/6/2023	001-250-4310-000C	CH Office Supplies	0.49	False
442610	4/6/2023	001-120-4310-000C	CH Office Supplies	3.89	False
442610	4/6/2023	001-110-4311-0000	equipment	772.80	False
442610	4/6/2023	412-100-4310-000C	CH Office Supplies	0.68	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Vo
442610	4/6/2023	412-100-4310-000C	CH Office Supplies	1.20	False
442610	4/6/2023	420-115-4310-000C	CH Office Supplies	4.38	False
442610	4/6/2023	413-111-4310-000C	CH Office Supplies	0.72	False
442610	4/6/2023	413-352-4310-000C	CH Office Supplies	0.27	False
442610	4/6/2023	413-120-4310-000C	wall calendar	6.32	False
442610	4/6/2023	412-120-4310-000C	CH Office Supplies	0.80	False
442610	4/6/2023	001-470-4310-000C	CH Office Supplies	0.33	False
442610	4/6/2023	001-364-4310-000C	CH Office Supplies	0.76	False
442610	4/6/2023	001-364-4310-000C	CH Office Supplies	1.33	False
442610	4/6/2023	419-120-4310-000C	CH Office Supplies	3.41	False
442610	4/6/2023	419-130-4310-000C	CH Office Supplies	0.80	False
442610	4/6/2023	419-371-4310-000C	CH Office Supplies	2.18	False
442610	4/6/2023	001-480-4310-000C	CH Office Supplies	0.39	False
442610	4/6/2023	419-120-4310-000C	self inking stamp	7.57	False
442610	4/6/2023	001-112-4310-000C	CH Office Supplies	0.57	False
442610	4/6/2023	413-120-4310-000C	name plate	4.50	False
442610	4/6/2023	001-120-4310-000C	CH Office Supplies	3.08	False
442610	4/6/2023	001-251-4310-000C	CH Office Supplies	1.00	False
442610	4/6/2023	001-313-4310-000C	CH Office Supplies	0.87	False
442610	4/6/2023	001-112-4434-000C	festival supplies	352.19	False
442610	4/6/2023	413-353-4310-000C	CH Office Supplies	0.72	False
442610	4/6/2023	413-120-4310-000C	CH Office Supplies	7.59	False
442610	4/6/2023	413-120-4310-000C	whiteboard magnets	68.94	False
442610	4/6/2023	001-364-4310-000C	CH Office Supplies	0.60	False
442610	4/6/2023	419-120-4310-000C	signs	5.17	False
442610	4/6/2023	419-371-4310-000C	CH Office Supplies	2.76	False
442610	4/6/2023	412-120-4310-000C	CH Office Supplies	0.36	False
442610	4/6/2023	001-470-4310-000C	CH Office Supplies	0.73	False
442610	4/6/2023	420-115-4312-000C	screen protector	25.88	False
442610	4/6/2023	001-480-4310-000C	CH Office Supplies	0.49	False
442610	4/6/2023	001-471-4310-000C	CH Office Supplies	0.23	False
442610	4/6/2023	001-480-4310-000C	CH Office Supplies	0.86	False
442611	4/6/2023	508-508-4390-000C	adapter/tri-ball	136.70	False
442611	4/6/2023	508-508-4390-000C	throttle cable #7	52.49	False
442611	4/6/2023	508-508-4390-000C	wiper transmission #7	53.03	False
442612	4/6/2023	001-240-4530-000C	Travel 12/14/22 - 12/18/22 - T Balch - Instructor Cert course -	347.46	False
442613	4/6/2023	419-000-2110-000C	Refund Check 111540-000, 1072 JACCARD ST	155.30	False
442614	4/6/2023	419-000-2110-000C	Refund Check 111569-000, HYDRANT METER- D- 101 & Harbor	444.62	False
442615	4/6/2023	506-506-4220-000C	Propane: 2/14-3/14/23 ACCT#02-1031563	38.05	False
442615	4/6/2023	001-471-4220-000C	Propane: 2/14-3/15/23 ACCT#02-0065468	11.00	False
442615	4/6/2023	001-240-4330-000C	Propane: 2/14-3/14/23 ACCT#02-1038315	38.05	False
442615	4/6/2023	001-480-4220-202C	Propane FY23: 2/14-3/14/23 ACCT#02-0065442	10,381.94	False
442616	4/6/2023	901-470-4799-4701	Tolowa Cultural Committee stipends: Jul 22 - Mar 23	200.00	False
442617	4/6/2023	001-230-4530-202C	Travel - J Borges - CSFA Training & Ed Expo 4/15/23 - 4/20/23 -	300.15	False
442618	4/6/2023	001-470-4390-000C	Park Shed theft replacements: apron chaps & wedges	268.44	False
442620	4/6/2023	420-115-4230-000C	Fiber Internet DIA @ 520 I St-3/21-4/20/23	399.00	False
442620	4/6/2023	413-352-4230-000C	broadband for security - 3/8-4/7/23	104.98	False
442621	4/6/2023	001-480-4409-202C	Set-up and 1st annual fee for CivicRec system	4,544.00	False
442622	4/6/2023	508-508-4390-000C	batteries	118.95	False
442623	4/6/2023	420-115-4450-000C	5 additional Office 365 licenses for new staff	1,167.75	False
442624	4/6/2023	001-113-4450-000C	3/20/23 board chambers broadcasting	185.94	False
442624	4/6/2023	001-113-4450-000C	3/6/23 board chambers broadcasting	98.44	False
442625	4/6/2023	001-470-4450-000C	Janitorial Services for Public Restrooms : 3/12-3/25/23	1,120.00	False
442625	4/6/2023	412-100-4450-000C	Janitorial Services for RV Park Restrooms : 3/12-3/25/23	560.00	False
442626	4/6/2023	001-230-4530-202C	Travel - V Duncan - CSFA Training & Ed Expo 4/15/23 - 4/20/23 -	300.15	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Vo
442627	4/6/2023	001-230-4409-000C	Annual subscription IAmResponding- 3/23/23 to 3/22/24	810.00	False
442628	4/6/2023	413-353-4390-000C	side mirror magnifier	1.43	False
442628	4/6/2023	419-371-4390-000C	weather watch pants	26.26	False
442628	4/6/2023	413-353-4390-000C	truck backup assist	2.77	False
442628	4/6/2023	419-371-4320-000C	boots	142.91	False
442628	4/6/2023	413-353-4390-000C	weather watch pants	26.26	False
442628	4/6/2023	001-364-4390-1002	weather watch pants	26.28	False
442629	4/6/2023	913-352-4799-3521	MemCornMemPulse Equipment	5,638.08	False
442630	4/6/2023	419-371-4409-000C	Assistance with WaterSMART grant application	3,728.00	False
442631	4/6/2023	001-240-4230-000C	Radio to Sherriff - 3/13-4/12/23	31.17	False
442631	4/6/2023	419-371-4230-000C	Water System Phone Bill 707-1006 - 3/13-4/12/23	30.00	False
442631	4/6/2023	419-371-4230-000C	Water System Phone 464-2826 - 3/13-4/12/23	90.13	False
442631	4/6/2023	419-371-4230-000C	707-465-3386 Water Scada Phone - 3/14-4/13/23	116.79	False
442632	4/6/2023	419-000-2110-000C	Refund Check 110763-000, 1007 GLENN ST	190.06	False
442633	4/6/2023	001-364-4409-202C	Pavement Management System	6,825.25	False
442634	4/6/2023	413-351-4530-000C	Travel R Goodgame Thill: CWEA conference 4/17/23 - 4/22/23, per	297.34	False
442635	4/6/2023	413-353-4390-000C	absorbent sock	294.36	False
442635	4/6/2023	001-480-4390-000C	Fuses	418.15	False
442635	4/6/2023	001-480-4390-000C	fuse clips	418.15	False
442635	4/6/2023	419-371-4390-000C	credit for duplicate payment	-166.99	False
442635	4/6/2023	506-506-4390-000C	credit for duplicate payment	-167.00	False
442635	4/6/2023	508-508-4390-000C	pipe wrench set	31.45	False
442635	4/6/2023	413-357-4390-000C	ballast	88.42	False
442635	4/6/2023	506-506-4390-000C	modular pulley	22.53	False
442636	4/6/2023	001-240-4530-000C	Travel 3/11/23 - 3/16/23 - R Griffin - Police Chiefs conference	98.05	False
442637	4/6/2023	001-480-3716-000C	Refund of rental w/slide	100.00	False
442638	4/6/2023	001-120-4409-000C	FY23 Sales tax auditing and reporting	1,201.31	False
442640	4/6/2023	001-240-4409-000C	Monthly service fee-Feb 23	200.00	False
442641	4/6/2023	419-371-4390-000C	glue/bushings	15.54	False
442641	4/6/2023	419-371-4390-000C	PVC couplers	38.78	False
442641	4/6/2023	001-470-4390-000C	auger	107.08	False
442642	4/6/2023	901-470-4799-4701	Tolowa Cultural Committee stipends: Jul 22 - Feb 23	200.00	False
442643	4/6/2023	001-230-4530-202C	Travel - J Maxwell - CSFA Training & Ed Expo 4/15/23 - 4/20/23 -	300.15	False
442644	4/6/2023	001-111-4370-0000	City Hall Mats	0.44	False
442644	4/6/2023	413-111-4370-0000	City Hall Mats	0.42	False
442644	4/6/2023	508-508-4320-000C	FY23 Laundry service/uniforms	30.14	False
442644	4/6/2023	413-353-4320-000C	FY23 Laundry service/uniforms	25.04	False
442644	4/6/2023	413-351-4320-000C	FY23 Laundry service/uniforms	16.47	False
442644	4/6/2023	001-480-4450-000C	Pool mats	32.61	False
442644	4/6/2023	001-313-4370-000C	City Hall Mats	0.65	False
442644	4/6/2023	001-471-4370-000C	City Hall Mats	0.14	False
442644	4/6/2023	412-100-4370-000C	City Hall Mats	0.40	False
442644	4/6/2023	413-353-4320-000C	FY23 Laundry service/uniforms	28.56	False
442644	4/6/2023	413-120-4370-000C	City Hall Mats	2.53	False
442644	4/6/2023	412-120-4370-000C	City Hall Mats	0.27	False
442644	4/6/2023	508-508-4320-000C	FY23 Laundry service/uniforms	33.66	False
442644	4/6/2023	001-130-4370-000C	City Hall Mats	0.33	False
442644	4/6/2023	001-112-4370-000C	City Hall Mats	0.33	False
442644	4/6/2023	419-130-4370-000C	City Hall Mats	0.27	False
442644	4/6/2023	001-480-4370-000C	City Hall Mats	0.28	False
442644	4/6/2023	413-353-4370-000C	City Hall Mats	0.42	False
442644	4/6/2023	420-115-4370-000C	City Hall Mats	2.58	False
442644	4/6/2023	413-130-4370-000C	City Hall Mats	0.27	False
442644	4/6/2023	001-251-4370-000C	City Hall Mats	0.33	False
442644	4/6/2023	001-250-4370-000C	City Hall Mats	0.29	False

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442644	4/6/2023	001-113-4370-000C	City Hall Mats	1.25	False
442644	4/6/2023	001-470-4370-000C	City Hall Mats	0.24	False
442644	4/6/2023	413-352-4370-000C	City Hall Mats	0.20	False
442644	4/6/2023	419-371-4370-000C	City Hall Mats	1.62	False
442644	4/6/2023	413-357-4370-000C	City Hall Mats	0.76	False
442644	4/6/2023	001-364-4370-000C	City Hall Mats	0.44	False
442644	4/6/2023	419-111-4370-000C	City Hall Mats	0.42	False
442644	4/6/2023	001-350-4370-000C	City Hall Mats	0.98	False
442644	4/6/2023	419-120-4370-000C	City Hall Mats	2.53	False
442644	4/6/2023	001-114-4370-000C	City Hall Mats	1.31	False
442644	4/6/2023	413-351-4320-000C	FY23 Laundry service/uniforms	9.85	False
442644	4/6/2023	001-120-4370-000C	City Hall Mats	2.29	False
442645	4/6/2023	001-471-4390-000C	23 round tables	8,400.12	False
442646	4/6/2023	001-112-4409-0AR	Art research - Val Polyanin art collection	753.00	False
442647	4/6/2023	413-351-4390-000C	ACS Chemicals, Reagents, equipment, and misc supplies. FY22-23	35.91	False
442647	4/6/2023	413-000-2122-000C	ACS Chemicals, Reagents, equipment, and misc supplies. FY22-23	-31.52	False
442647	4/6/2023	413-351-4390-000C	ACS Chemicals, Reagents, equipment, and misc supplies. FY22-23	601.71	False
442647	4/6/2023	413-000-2122-000C	ACS Chemicals, Reagents, equipment, and misc supplies. FY22-23	-155.55	False
442647	4/6/2023	413-000-2122-000C	ACS Chemicals, Reagents, equipment, and misc supplies. FY22-23	-2.00	False
442647	4/6/2023	413-000-2122-000C	ACS Chemicals, Reagents, equipment, and misc supplies. FY22-23	-28.80	False
442647	4/6/2023	413-351-4390-000C	ACS Chemicals, Reagents, equipment, and misc supplies. FY22-23	2,041.03	False
442647	4/6/2023	413-351-4390-000C	ACS Chemicals, Reagents, equipment, and misc supplies. FY22-23	440.23	False
442648	4/6/2023	413-352-4470-000C	General external regulatory lab tests for sewer utilities. FY22-	175.00	False
442649	4/6/2023	506-506-4450-000C	pressure switch	344.89	False
442650	4/6/2023	508-508-4390-000C	resistor #4	18.60	False
442651	4/6/2023	001-471-4450-000C	FY23 Elevator maintenance: Apr 23	348.94	False
442652	4/6/2023	001-470-4390-BEN	Memorial bench for Joe Borges from CCEA	1,959.33	False
442653	4/6/2023	001-120-4370-000C	Janitorial Supplies- City-Wide	1.62	False
442653	4/6/2023	001-470-4370-000C	Janitorial Supplies- City-Wide	45.55	False
442653	4/6/2023	413-352-4370-000C	Janitorial Supplies- City-Wide	4.05	False
442653	4/6/2023	001-113-4370-000C	Janitorial Supplies- City-Wide	0.41	False
442653	4/6/2023	001-111-4370-000C	Janitorial Supplies- City-Wide	0.40	False
442653	4/6/2023	001-251-4370-000C	Janitorial Supplies- City-Wide	0.21	False
442653	4/6/2023	001-480-4370-000C	Janitorial Supplies- City-Wide	10.12	False
442653	4/6/2023	413-120-4370-000C	Janitorial Supplies- City-Wide	0.40	False
442653	4/6/2023	001-480-4370-000C	Janitorial supplies	179.64	False
442653	4/6/2023	001-230-4370-000C	Janitorial supplies	153.44	False
442653	4/6/2023	420-115-4370-000C	Janitorial Supplies- City-Wide	0.41	False
442653	4/6/2023	001-114-4370-000C	Janitorial Supplies- City-Wide	0.41	False
442653	4/6/2023	001-313-4370-000C	Janitorial Supplies- City-Wide	0.41	False
442653	4/6/2023	506-506-4370-000C	Janitorial Supplies- City-Wide	4.05	False
442653	4/6/2023	412-100-4370-000C	Janitorial Supplies- City-Wide	4.05	False
442653	4/6/2023	001-350-4370-000C	Janitorial Supplies- City-Wide	11.54	False
442653	4/6/2023	001-471-4370-000C	Janitorial Supplies- City-Wide	4.05	False
442653	4/6/2023	001-240-4370-000C	Janitorial Supplies- City-Wide	4.05	False
442653	4/6/2023	508-508-4370-000C	Janitorial Supplies- City-Wide	5.06	False
442653	4/6/2023	419-120-4370-000C	Janitorial Supplies- City-Wide	0.40	False
442654	4/6/2023	001-240-4310-000C	Security system installation	140.00	False
442654	4/6/2023	413-357-4230-000C	tested smoke detectors	195.00	False
442655	4/6/2023	001-000-2230-000C	3/9-3/11/23 event deposit refund	575.00	False
442656	4/6/2023	001-240-4450-000C	April-June 23 alarm monitoring	92.97	False
442657	4/6/2023	412-100-4225-000C	Refuse disposal FY23 for Lighthouse Cove RV Park-Mar 23	1,790.28	False
442658	4/6/2023	001-130-4550-000C	Mar 23 services	220.00	False
442659	4/6/2023	117-364-4409-00as	TO #6 design reconstruction of A-Street	1,907.50	False
442659	4/6/2023	001-313-4409-000C	FY23 Planning Services	15,251.25	False

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442659	4/6/2023	419-371-4450-ENC	Emergency water line repair near Englund Marine	577.50	False
442659	4/6/2023	001-313-4409-000C	FY23 Planning Services	15,237.50	False
442659	4/6/2023	419-371-4450-ENC	Emergency water line repair near Englund Marine	2,965.38	False
442660	4/6/2023	413-351-4685-000C	Annual proficiency testing for ELAP certification	444.57	False
442661	4/6/2023	001-114-4390-000C	Advanced Bleeding Control digital card w/digital book	124.20	False
442662	4/6/2023	419-000-2110-000C	Refund Check 106702-000, 1148 K ST	163.33	False
442663	4/6/2023	001-114-4310-000C	CH Office Supplies	1.59	False
442663	4/6/2023	001-130-4310-000C	CH Office Supplies	0.41	False
442663	4/6/2023	413-353-4310-000C	CH Office Supplies	0.51	False
442663	4/6/2023	001-114-4310-000C	CH Office Supplies	1.86	False
442663	4/6/2023	412-120-4310-000C	CH Office Supplies	0.32	False
442663	4/6/2023	413-120-4310-000C	CH Office Supplies	3.59	False
442663	4/6/2023	001-112-4310-000C	CH Office Supplies	0.41	False
442663	4/6/2023	419-120-4310-000C	CH Office Supplies	3.59	False
442663	4/6/2023	001-471-4310-000C	CH Office Supplies	0.16	False
442663	4/6/2023	001-364-4310-000C	CH Office Supplies	0.63	False
442663	4/6/2023	001-111-4310-000C	CH Office Supplies	0.54	False
442663	4/6/2023	413-353-4310-000C	CH Office Supplies	0.60	False
442663	4/6/2023	419-120-4310-000C	language sheets for shut off notices	254.39	False
442663	4/6/2023	001-250-4310-000C	CH Office Supplies	0.41	False
442663	4/6/2023	001-251-4310-000C	CH Office Supplies	0.47	False
442663	4/6/2023	419-130-4310-000C	CH Office Supplies	0.38	False
442663	4/6/2023	419-371-4310-000C	CH Office Supplies	2.30	False
442663	4/6/2023	419-111-4310-000C	CH Office Supplies	0.60	False
442663	4/6/2023	413-120-4310-000C	calendar	7.84	False
442663	4/6/2023	001-250-4310-000C	CH Office Supplies	0.36	False
442663	4/6/2023	413-111-4310-000C	CH Office Supplies	0.51	False
442663	4/6/2023	419-371-4310-000C	CH Office Supplies	1.97	False
442663	4/6/2023	413-130-4310-000C	CH Office Supplies	0.38	False
442663	4/6/2023	001-350-4310-000C	CH Office Supplies	1.19	False
442663	4/6/2023	001-480-4310-000C	CH Office Supplies	0.41	False
442663	4/6/2023	001-240-4360-000C	lamination	29.44	False
442663	4/6/2023	419-120-4310-000C	CH Office Supplies	3.08	False
442663	4/6/2023	413-111-4310-000C	CH Office Supplies	0.60	False
442663	4/6/2023	420-115-4310-000C	CH Office Supplies	3.66	False
442663	4/6/2023	413-352-4310-000C	CH Office Supplies	0.28	False
442663	4/6/2023	419-111-4310-000C	CH Office Supplies	0.51	False
442663	4/6/2023	001-120-4310-000C	calendar	7.84	False
442663	4/6/2023	001-120-4310-000C	CH Office Supplies	3.24	False
442663	4/6/2023	420-115-4310-000C	CH Office Supplies	3.13	False
442663	4/6/2023	001-120-4310-000C	CH Office Supplies	2.78	False
442663	4/6/2023	001-113-4310-000C	CH Office Supplies	1.51	False
442663	4/6/2023	413-352-4310-000C	CH Office Supplies	0.24	False
442663	4/6/2023	001-471-4310-000C	CH Office Supplies	0.19	False
442663	4/6/2023	001-313-4310-000C	CH Office Supplies	0.79	False
442663	4/6/2023	001-251-4310-000C	CH Office Supplies	0.41	False
442663	4/6/2023	001-313-4310-000C	CH Office Supplies	0.91	False
442663	4/6/2023	412-100-4310-000C	CH Office Supplies	0.56	False
442663	4/6/2023	001-480-4310-000C	CH Office Supplies	0.35	False
442663	4/6/2023	001-470-4310-000C	CH Office Supplies	0.34	False
442663	4/6/2023	413-357-4310-000C	CH Office Supplies	1.07	False
442663	4/6/2023	001-112-4310-000C	Office Supplies	50.37	False
442663	4/6/2023	001-130-4310-000C	CH Office Supplies	0.48	False
442663	4/6/2023	413-130-4310-000C	CH Office Supplies	0.32	False
442663	4/6/2023	413-357-4310-000C	CH Office Supplies	0.92	False

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442663	4/6/2023	412-100-4310-000C	CH Office Supplies	0.49	False
442663	4/6/2023	419-120-4310-000C	calendar	7.85	False
442663	4/6/2023	419-130-4310-000C	CH Office Supplies	0.32	False
442663	4/6/2023	001-111-4310-0000	CH Office Supplies	0.63	False
442663	4/6/2023	001-364-4310-000C	CH Office Supplies	0.54	False
442663	4/6/2023	413-120-4310-000C	CH Office Supplies	3.08	False
442663	4/6/2023	001-350-4310-000C	CH Office Supplies	1.39	False
442663	4/6/2023	001-112-4310-000C	CH Office Supplies	0.47	False
442663	4/6/2023	412-120-4310-000C	CH Office Supplies	0.38	False
442663	4/6/2023	001-113-4310-000C	CH Office Supplies	1.77	False
442663	4/6/2023	001-470-4310-000C	CH Office Supplies	0.30	False
442663	4/6/2023	001-230-4310-000C	Office Supplies	41.69	False
442664	4/6/2023	001-240-4390-202C	Drug analyzer	38,974.33	False
442665	4/6/2023	901-470-4799-4701	Tolowa Cultural Committee Stipends for Jul 22 - Mar 23	900.00	False
442666	4/6/2023	001-470-4450-000C	Tree cleanup from storm damage	12,025.00	False
442667	4/6/2023	001-240-4450-000C	Mar 23 services	42.01	False
442668	4/6/2023	001-480-4340-000C	Sodium hypochlorite for swimming pool FY23	476.82	False
442668	4/6/2023	413-000-1202-000C	Sodium hypochlorite for WWTP FY23	5,817.14	False
442668	4/6/2023	419-371-4340-000C	Sodium hypochlorite for water system FY23	1,907.26	False
442669	4/6/2023	001-240-4310-000C	AMAZON: windshield wipes/K9 supplies	118.00	False
442669	4/6/2023	419-371-4450-000C	CALIFORNIA WATER ENVIRON: D. Borges CWEA renewal	100.00	False
442669	4/6/2023	001-240-4530-000C	Travel 3/11/23 - 3/16/23 - R Griffin - Police Chiefs conference	5.67	False
442669	4/6/2023	420-115-4450-000C	SPAM HERO: spam filtering	10.00	False
442669	4/6/2023	419-371-4450-000C	MONDAY.COM: online work order monthly service	71.45	False
442669	4/6/2023	001-350-4450-000C	MONDAY.COM: online work order monthly service	71.40	False
442669	4/6/2023	420-115-4450-000C	FUTUREQUEST: Tsunamiitour.us webhosting	8.95	False
442669	4/6/2023	420-115-4450-000C	FUTUREQUEST: Tsunamiitour.us webhosting	8.95	False
442669	4/6/2023	001-480-4450-000C	MONDAY.COM: online work order monthly service	71.45	False
442669	4/6/2023	001-240-4530-000C	Travel 3/11/23 - 3/16/23 - R Griffin - Police Chiefs conference	35.00	False
442669	4/6/2023	413-356-4390-3502	TRACTOR SUPPLY: tank for CSA spill	346.39	False
442669	4/6/2023	001-240-4530-000C	Travel 3/11/23 - 3/16/23 - R Griffin - Police Chiefs conference	453.18	False
442669	4/6/2023	001-480-4390-000C	SUPPLYHOUSE: valve	74.35	False
442669	4/6/2023	413-353-4450-000C	MONDAY.COM: online work order monthly service	71.45	False
442669	4/6/2023	001-480-4530-000C	STARFISH: training	169.00	False
442669	4/6/2023	506-506-4390-000C	HOME DEPOT: cabling for WWTP conf room	60.58	False
442669	4/6/2023	508-508-4390-600C	STRACUSE CRANK&MACHINE: head gasket & seal ring kit #513	164.00	False
442669	4/6/2023	420-115-4450-000C	APPLE: iCloud storage	0.99	False
442669	4/6/2023	420-115-4450-000C	ZOOM: ZOOM licenses for staff	319.86	False
442669	4/6/2023	001-230-4409-000C	FIRE PROGRAMS: fire archives	189.33	False
442669	4/6/2023	413-352-4240-000C	MAILROOM: solids testing shipment	119.00	False
442669	4/6/2023	001-480-4390-000C	WALMART: parts & supplies	43.52	False
442669	4/6/2023	940-240-4930-202C	HAMBRO: weight fee for new vehicle	36.40	False
442669	4/6/2023	419-120-4530-000C	GFO: Market & Credit Rating training for Leaver	42.50	False
442669	4/6/2023	940-240-4930-202C	CA DMV: registration expense for new PD vehicle	78.00	False
442669	4/6/2023	940-240-4930-202C	CA DMV: registration expense for new PD vehicle	3,714.00	False
442669	4/6/2023	001-113-4450-000C	A & B STORAGE: physical document storage	235.00	False
442669	4/6/2023	001-240-4391-000C	MAILROOM: Harper Motors shipment	109.84	False
442669	4/6/2023	420-115-4530-000C	COURSRA: GIS training for IT/GIS Tech	49.00	False
442669	4/6/2023	001-240-4310-000C	AMAZON: supplies	29.83	False
442669	4/6/2023	420-115-4450-000C	APPLE: iCloud storage	0.99	False
442669	4/6/2023	001-240-4530-000C	Travel 3/11/23 - 3/16/23 - R Griffin - Police Chiefs conference	1,409.44	False
442669	4/6/2023	001-230-4530-202C	Travel - V Duncan - CSFA Training & Ed Expo 4/15/23 - 4/20/23 -	1,002.40	False
442669	4/6/2023	420-115-4450-000C	SPAM HERO: spam filtering	10.00	False
442669	4/6/2023	419-371-4390-000C	APPLE: Atracker pro app for EMOT	2.99	False
442669	4/6/2023	001-240-4530-000C	Travel 3/11/23 - 3/16/23 - R Griffin - Police Chiefs conference	749.30	False

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442669	4/6/2023	420-115-4450-0000	DUO.COM: MFA for City accounts	180.00	False
442669	4/6/2023	001-114-4390-0000	AMAZON: blood clot simulator for class	70.35	False
442669	4/6/2023	001-240-4530-0000	SHEEPDOG: K9 training	675.00	False
442669	4/6/2023	001-480-4530-0000	STARFISH: training	250.00	False
442669	4/6/2023	001-240-4390-0000	AMAZON: windshield wipes	93.76	False
442669	4/6/2023	940-240-4930-2020	CHEVRON: new car pickup	36.20	False
442669	4/6/2023	001-240-4530-0000	Travel 3/11/23 - 3/16/23 - R Griffin - Police Chiefs conference	35.00	False
442669	4/6/2023	419-371-4450-0000	AMERICAN WATER COLLEGE: Lovdahl-Water course	179.99	False
442669	4/6/2023	001-240-4530-0000	Travel 3/11/23 - 3/16/23 - R Griffin - Police Chiefs conference	45.00	False
442669	4/6/2023	001-112-4550-0AR	ADOBE: Photoshop for Grants Coord.	20.99	False
442669	4/6/2023	001-114-4390-0000	AMAZON: tourniquet/simo/clotting solution	106.48	False
442669	4/6/2023	506-506-4390-0000	NORTHAMERICA HVA: circuit board	219.19	False
442669	4/6/2023	001-480-4390-0000	AUTOMATICS: adapter	283.65	False
442669	4/6/2023	001-120-4530-0000	GFO: Market & Credit Rating training for Leaver	42.50	False
442669	4/6/2023	001-230-4530-2020	Travel - J Maxwell - CSFA Training & Ed Expo 4/15/23 - 4/20/23 -	1,002.40	False
442669	4/6/2023	413-000-2122-0000	WWW.IMC-DIRECT: motor controller TAX	-10.78	False
442669	4/6/2023	001-000-2122-0000	AUTOMATICS: adapter TAX	-20.40	False
442669	4/6/2023	420-115-4450-0000	DNSFILTER: DNS filtering	88.00	False
442669	4/6/2023	940-240-4930-2020	CHEVRON: new car pickup	25.79	False
442669	4/6/2023	001-112-4550-0AR	ADOBE: Photoshop for Grant Coord	20.99	False
442669	4/6/2023	001-114-4390-0000	HARBOR FREIGHT: tarps	35.68	False
442669	4/6/2023	001-230-4390-0000	CRESCENT ACE: batteries for SCBAs	88.72	False
442669	4/6/2023	001-240-4310-0000	AMAZON: stamps/supplies	71.28	False
442669	4/6/2023	001-240-4310-0000	AMAZON: supplies	9.73	False
442669	4/6/2023	001-240-4380-2020	TRACTOR SUPPLY: K9 grooming tool	41.39	False
442669	4/6/2023	419-371-4390-0000	APPLE: Atracker Pro for EMOT	2.99	False
442669	4/6/2023	001-240-4391-0000	AUTOZONE: windshield wipes	66.23	False
442669	4/6/2023	420-115-4450-0000	MONDAY.COM: online work order monthly service	71.40	False
442669	4/6/2023	413-353-4390-0000	WWW.IMC-DIRECT: motor controller	150.41	False
442669	4/6/2023	412-100-4390-0000	SEARS: dryer heating element	320.00	False
442669	4/6/2023	001-480-4378-0000	WALMART: non-tax food	15.16	False
442669	4/6/2023	001-230-4530-2020	Travel - J Borges - CSFA Training & Ed Expo 4/15/23 - 4/20/23 -	1,002.40	False
442669	4/6/2023	001-240-4390-0000	IN*CRYSTAL: water	45.00	False
442669	4/6/2023	420-115-4312-0000	PARTS PEOPLE: replacement logic board for laptop	229.95	False
442669	4/6/2023	001-240-4391-0000	U-HAUL: equipment rental #57	62.95	False
442669	4/6/2023	420-115-4450-0000	ZOOM: ZOOM licenses for staff	319.86	False
442669	4/6/2023	420-115-4530-0000	COURSRA: GIS training for IT/GIS Tech	49.00	False
442669	4/6/2023	420-115-4450-0000	DUO.COM: MFA for City staff	180.00	False
442669	4/6/2023	420-115-4312-0000	WALMART: phone case	10.70	False
442669	4/6/2023	940-240-4930-2020	CA DMV: registration fees 2022 Ford Police Interceptor	770.00	False
442669	4/6/2023	001-240-4320-0000	AMAZON: boots	140.67	False
442669	4/6/2023	001-113-4450-0000	BEST SELF STOARGE: physical document storage	200.00	False
442669	4/6/2023	940-240-4930-2020	HAMBRO: weight fee for new vehicle	36.40	False
442669	4/6/2023	001-240-4530-0000	Travel 3/11/23 - 3/16/23 - R Griffin - Police Chiefs conference	54.00	False
442669	4/6/2023	001-240-4530-0000	Travel 3/11/23 - 3/16/23 - R Griffin - Police Chiefs conference	45.00	False
442669	4/6/2023	001-480-4370-0000	WALMART: janitorial supplies	4.58	False
442669	4/6/2023	001-240-4310-0000	AMAZON: supplies	19.46	False
442669	4/6/2023	420-115-4312-0000	BACK MARKET: replacement iPhone	322.32	False
442669	4/6/2023	508-508-4390-6000	STRACUSE CRANK&MACHINE: cylinder kit	250.05	False
442669	4/6/2023	412-100-4450-0000	MONDAY.COM: online work order monthly service	71.45	False
442669	4/6/2023	420-115-4450-0000	APPLE: iCloud storage	0.99	False
442669	4/6/2023	508-508-4450-0000	MONDAY.COM: online work order monthly service	71.40	False
442669	4/6/2023	420-115-4450-0000	DNSFILER: DNS filtering	88.00	False
442669	4/6/2023	001-240-4310-0000	AMAZON: supplies	28.13	False
442669	4/6/2023	940-240-4930-2020	CA DMV: car registration fees	16.18	False

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442669	4/6/2023	420-115-4312-0000	2CHECKO*MALWARE: Anyi-malware license	44.99	False
442669	4/6/2023	001-240-4390-0000	AMAZON: windshield wipes	56.18	False
442669	4/6/2023	001-480-4390-2020	SUPPLYHOUSE: replacement motor for bldg heat	722.45	False
442670	4/6/2023	413-353-4230-0000	707-951-4951 (PW IPAD) Service:	12.67	False
442670	4/6/2023	419-371-4230-0000	707-951-0430 (Borges, D) Service:	17.87	False
442670	4/6/2023	419-371-4230-0000	707-951-0714 (Borges, D) Service:	21.35	False
442670	4/6/2023	419-371-4230-0000	707-458-8617 (Leighton) Service:	13.48	False
442670	4/6/2023	001-350-4230-0000	707-951-3275 (Yeager) Service:	13.48	False
442670	4/6/2023	419-371-4230-0000	707-457-7454 (Leighton) Service:	13.34	False
442670	4/6/2023	413-353-4230-0000	707-951-4569 (Mayes) Service:	13.48	False
442670	4/6/2023	001-364-4230-0000	707-951-4951 (PW IPAD) Service:	12.67	False
442670	4/6/2023	001-364-4230-0000	707-951-4116 (Amarante) Service:	3.11	False
442670	4/6/2023	419-371-4230-0000	707-951-3319 (Smith, K) Service:	13.48	False
442670	4/6/2023	001-250-4230-0000	707-951-3447 (Minges) Service:	20.22	False
442670	4/6/2023	419-371-4230-0000	707-951-5285 (PW Spare) Service:	13.48	False
442670	4/6/2023	001-470-4230-0000	707-951-4418 (Clewell) Service:	8.09	False
442670	4/6/2023	413-353-4230-0000	707-951-0540 (Smith, K) Service:	3.81	False
442670	4/6/2023	508-508-4230-0000	707-951-0671 (Borges, J) Service:	40.44	False
442670	4/6/2023	413-353-4230-0000	707-951-0481 (Wylie) Service:	7.98	False
442670	4/6/2023	001-240-4230-0000	707-951-4609 (Pearson) Service:	40.44	False
442670	4/6/2023	001-471-4230-0000	707-458-4131 (Taylor) Service:	4.54	False
442670	4/6/2023	420-115-4230-0000	707-458-8649 (Patch, T) Service:	40.44	False
442670	4/6/2023	001-240-4230-0000	707-951-5433 (Sperling) Service:	40.44	False
442670	4/6/2023	001-350-4230-0000	707-951-3354 (Welton) Service:	13.48	False
442670	4/6/2023	001-480-4230-0000	707-951-4296 (Gil-Rodriguez) Service:	4.05	False
442670	4/6/2023	001-230-4230-0000	707-458-5216 (Fire Dept) Service:	38.01	False
442670	4/6/2023	420-115-4230-0000	707-458-8862 (Ludemann) Service:	40.44	False
442670	4/6/2023	413-352-4230-0000	707-951-5862 (LS Duty) Service:	40.44	False
442670	4/6/2023	001-364-4230-0000	707-951-0714 (Borges, D) Service:	10.45	False
442670	4/6/2023	412-100-4230-0000	707-458-4131 (Taylor) Service:	13.63	False
442670	4/6/2023	413-353-4230-0000	707-951-4918 (McAleenan) Service:	2.02	False
442670	4/6/2023	413-120-4230-0000	707-458-4813 (Rawlings) Service:	13.48	False
442670	4/6/2023	506-506-4230-0000	707-951-4296 (Gil-Rodriguez) Service:	19.01	False
442670	4/6/2023	413-353-4230-0000	707-457-7655 (PW IPad) Service:	13.34	False
442670	4/6/2023	413-353-4230-0000	707-951-4116 (Amarante) Service:	9.34	False
442670	4/6/2023	001-364-4230-0000	707-951-4569 (Mayes) Service:	13.48	False
442670	4/6/2023	419-371-4230-0000	707-951-4918 (McAleenan) Service:	11.73	False
442670	4/6/2023	506-506-4230-0000	707-951-0481 (Wylie) Service:	4.18	False
442670	4/6/2023	001-230-4230-0000	707-951-3561 (Carey) Service:	38.01	False
442670	4/6/2023	413-351-4230-0000	707-951-6540 (Lab-Desk) Service:	27.67	False
442670	4/6/2023	001-240-4230-0000	707-951-5438 (PD Spare) Service:	40.44	False
442670	4/6/2023	001-364-4230-0000	707-951-4821 (Kuder) Service:	0.40	False
442670	4/6/2023	419-130-4230-0000	707-458-8008 (Rice) Service:	10.11	False
442670	4/6/2023	413-351-4230-0000	707-951-5375 (Wood) Service:	40.44	False
442670	4/6/2023	419-371-4230-0000	707-951-4116 (Amarante) Service:	24.87	False
442670	4/6/2023	001-230-4230-0000	707-464-9113 (Fire Hall) Service:	27.67	False
442670	4/6/2023	001-120-4230-0000	707-951-3320 (Leaver) Service:	13.48	False
442670	4/6/2023	506-506-4230-0000	707-951-9336 (Lovdahl) Service:	26.96	False
442670	4/6/2023	413-120-4230-0000	707-951-3320 (Leaver) Service:	13.48	False
442670	4/6/2023	419-371-4230-0000	707-951-3170 (Wylie) Service:	13.48	False
442670	4/6/2023	419-371-4230-0000	707-951-4204 (Eiler) Service:	13.48	False
442670	4/6/2023	413-351-4230-0000	707-951-5017 (Lab) Service:	27.67	False
442670	4/6/2023	001-480-4230-0000	707-58-4818 (Morris) Service:	40.44	False
442670	4/6/2023	001-350-4230-0000	707-951-3319 (Smith, K) Service:	13.48	False
442670	4/6/2023	413-353-4230-0000	707-951-3905 (WWTP Spare) Service:	0.10	False

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442670	4/6/2023	412-100-4230-000C	707-951-3285 (Cordova) Service:	40.44	False
442670	4/6/2023	419-371-4230-000C	707-457-0899 (Ybarra) Service:	13.48	False
442670	4/6/2023	001-364-4230-000C	707-457-0899 (Ybarra) Service:	13.48	False
442670	4/6/2023	001-240-4230-000C	707-951-5329 (Owen, W) Service:	40.44	False
442670	4/6/2023	001-110-4230-000C	707-951-3135 (Greenough) Service:	40.44	False
442670	4/6/2023	413-351-4230-000C	707-951-0494 (Wood-Desk) Service:	27.67	False
442670	4/6/2023	001-480-4230-000C	707-951-0714 (Borges, D) Service:	6.82	False
442670	4/6/2023	419-371-4230-000C	707-951-0481 (Wylie) Service:	20.53	False
442670	4/6/2023	412-100-4230-000C	707-951-4515 (Lighthouse Cove RV) Service:	40.44	False
442670	4/6/2023	506-506-4230-000C	707-951-6752 (Wylie)	20.14	False
442670	4/6/2023	413-352-4230-000C	707-951-4821 (Kuder) Service:	19.82	False
442670	4/6/2023	413-352-4230-000C	707-951-6681 (WWTP) Service:	23.25	False
442670	4/6/2023	413-353-4230-000C	707-951-5285 (PW Spare) Service:	13.48	False
442670	4/6/2023	413-352-4230-000C	707-951-6831 (WWTP) Service:	23.25	False
442670	4/6/2023	413-353-4230-000C	707-951-0167 (WWTP Ops) Service:	27.67	False
442670	4/6/2023	001-230-4230-000C	707-951-6556 (Duncan) Service:	27.67	False
442670	4/6/2023	413-353-4230-000C	707-951-3354 (Welton) Service:	13.48	False
442670	4/6/2023	001-350-4230-000C	707-458-8617 (Leighton) Service:	13.48	False
442670	4/6/2023	001-240-4230-000C	707-951-4950 (Miller, E) Service:	40.44	False
442670	4/6/2023	413-351-4230-000C	707-951-9756 (Goodgame-Thill) Service:	27.67	False
442670	4/6/2023	419-120-4230-000C	707-458-4813 (Rawlings) Service:	13.48	False
442670	4/6/2023	413-352-4230-000C	707-951-4779 (WWTP Project Manager) Service:	27.67	False
442670	4/6/2023	001-364-4230-000C	707-951-4204 (Eiler) Service:	13.48	False
442670	4/6/2023	001-480-4230-000C	707-951-4364 (Young) Service:	40.44	False
442670	4/6/2023	413-120-4230-000C	707-458-8014 (Mattix) Service:	20.22	False
442670	4/6/2023	419-371-4230-000C	707-951-0540 (Smith, K) Service:	18.24	False
442670	4/6/2023	001-230-4230-000C	707-458-5323 - (Fire duty officers) Service:	40.01	False
442670	4/6/2023	001-110-4230-000C	707-951-0876 (Wright) Service:	40.44	False
442670	4/6/2023	001-364-4230-000C	707-951-0430 (Borges, D) Service:	8.74	False
442670	4/6/2023	001-112-4230-000C	707-458-4131 (Taylor) Service:	11.36	False
442670	4/6/2023	001-480-4230-000C	707-458-8452 (Garcia) Service:	40.44	False
442670	4/6/2023	413-111-4230-000C	707-951-3016 (Wier) Service:	15.15	False
442670	4/6/2023	419-112-4230-000C	707-458-4814 (Lacey) Service:	10.80	False
442670	4/6/2023	001-120-4230-000C	707-458-4813 (Rawlings) Service:	13.48	False
442670	4/6/2023	413-353-4230-000C	707-458-8617 (Leighton) Service:	13.48	False
442670	4/6/2023	508-508-4230-000C	707-951-0714 (Borges, D) Service:	6.82	False
442670	4/6/2023	413-120-4230-000C	707-458-4242 (McAndrews) Service:	16.18	False
442670	4/6/2023	001-110-4230-000C	707-458-5725 (Schellong) Service:	40.44	False
442670	4/6/2023	419-120-4230-000C	707-458-5026 (Meter Reader SPMR2) Service:	36.39	False
442670	4/6/2023	506-506-4230-000C	707-951-0540 (Smith, K) Service:	3.80	False
442670	4/6/2023	508-508-4230-000C	707-951-5149 (Huffman) Service:	40.44	False
442670	4/6/2023	001-111-4230-000C	707-951-3016 (Wier) Service:	15.14	False
442670	4/6/2023	001-480-4230-000C	707-951-0430 (Borges, D) Service:	5.70	False
442670	4/6/2023	413-353-4230-000C	707-951-4204 (Eiler) Service:	13.48	False
442670	4/6/2023	413-130-4230-000C	707-458-8008 (Rice) Service:	10.11	False
442670	4/6/2023	413-353-4230-000C	707-951-6752 (Wylie)	38.46	False
442670	4/6/2023	001-240-4230-000C	707-951-5250 (Balch) Service:	41.90	False
442670	4/6/2023	001-240-4230-000C	707-951-7001 (VIP Phone) Service:	0.10	False
442670	4/6/2023	412-100-4230-000C	707-951-9704 (Lighthouse Cove RV) Service:	27.67	False
442670	4/6/2023	001-240-4230-000C	707-951-4624 (Lo) Service:	40.44	False
442670	4/6/2023	001-230-4230-000C	707-951-6589 (Carey) Service:	27.67	False
442670	4/6/2023	413-353-4230-000C	707-457-7454 (Leighton) Service:	13.33	False
442670	4/6/2023	001-364-4230-000C	707-951-0481 (Wylie) Service:	5.32	False
442670	4/6/2023	001-240-4230-000C	707-951-4867 (Owen) Service:	40.44	False
442670	4/6/2023	413-351-4230-000C	707-951-6819 (Lab-Desk) Service:	27.67	False

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442670	4/6/2023	001-470-4230-000C	707-951-4296 (Gil-Rodriguez) Service:	14.15	False
442670	4/6/2023	412-100-4230-000C	707-951-4296 (Gil-Rodriguez) Service:	2.02	False
442670	4/6/2023	001-130-4230-000C	707-458-8008 (Rice) Service:	20.22	False
442670	4/6/2023	001-350-4230-000C	707-457-7655 (PW IPad) Service:	13.33	False
442670	4/6/2023	001-470-4230-000C	707-951-4116 (Amarante) Service:	3.12	False
442670	4/6/2023	413-353-4230-000C	707-951-4759 (Long) Service:	13.48	False
442670	4/6/2023	001-470-4230-000C	707-458-8283 (Hodges) Service:	22.24	False
442670	4/6/2023	001-240-4230-000C	707-951-5088 (Valero) Service:	40.44	False
442670	4/6/2023	413-112-4230-000C	707-458-4814 (Lacey) Service:	10.80	False
442670	4/6/2023	001-364-4230-000C	707-951-0540 (Smith, K) Service:	12.16	False
442670	4/6/2023	001-470-4230-000C	707-951-9336 (Lovdahl) Service:	13.48	False
442670	4/6/2023	413-352-4230-000C	707-951-0923 (Nova - Jacobs) Service:	38.01	False
442670	4/6/2023	001-114-4230-000C	707-951-3392 (Gonzales-Valero) Service:	40.44	False
442670	4/6/2023	001-470-4230-000C	707-951-4918 (McAleenan) Service:	22.24	False
442670	4/6/2023	413-353-4230-000C	707-951-3275 (Yeager) Service:	13.48	False
442670	4/6/2023	412-100-4230-000C	707-951-5029 (Lighthouse Cove RV) Service:	23.35	False
442670	4/6/2023	419-371-4230-000C	707-951-4821 (Kuder) Service:	20.22	False
442670	4/6/2023	419-120-4230-000C	707-458-8014 (Mattix) Service:	20.22	False
442670	4/6/2023	413-352-4230-000C	707-458-4722 (WWTP) Service:	38.01	False
442670	4/6/2023	419-371-4230-000C	707-951-4864 (DeForge) Service:	19.01	False
442670	4/6/2023	001-364-4230-000C	707-951-4864 (DeForge) Service:	9.30	False
442670	4/6/2023	419-120-4230-000C	707-458-8453 (Mtr Reader SPMR1)Service:	36.39	False
442670	4/6/2023	419-371-4230-000C	707-951-4759 (Long) Service:	13.48	False
442670	4/6/2023	419-371-4230-000C	707-951-6752 (Wylie)	98.90	False
442670	4/6/2023	001-240-4230-000C	707-951-4485 (Griffin) Service:	40.44	False
442670	4/6/2023	001-113-4230-000C	707-951-3378 (Altman, Robin) Service:	40.44	False
442670	4/6/2023	001-480-4230-000C	707-951-4864 (DeForge) Service:	6.06	False
442670	4/6/2023	001-480-4230-000C	707-458-4131 (Taylor) Service:	10.00	False
442670	4/6/2023	001-364-4230-000C	707-951-4418 (Clewell) Service:	2.02	False
442670	4/6/2023	413-353-4230-000C	707-951-3319 (Smith, K) Service:	13.48	False
442670	4/6/2023	001-364-4230-000C	707-951-4296 (Gil-Rodriguez) Service:	0.81	False
442670	4/6/2023	001-350-4230-000C	707-951-3170 (Wylie) Service:	13.48	False
442670	4/6/2023	413-353-4230-000C	707-951-3943 (Martinez) Service:	0.10	False
442670	4/6/2023	001-110-4230-000C	707-458-4323 (Altman, Ray) Service:	40.44	False
442670	4/6/2023	419-371-4230-000C	707-951-4296 (Gil-Rodriguez) Service:	0.40	False
442670	4/6/2023	413-353-4230-000C	707-951-3170 (Wylie) Service:	13.48	False
442670	4/6/2023	001-110-4230-000C	707-951-0517 (Inscore) Service:	45.44	False
442670	4/6/2023	419-371-4230-000C	707-951-3275 (Yeager) Service:	13.48	False
442670	4/6/2023	001-240-4230-000C	707-951-4494 (Wilson) Service:	40.44	False
442670	4/6/2023	508-508-4230-000C	707-951-4864 (DeForge) Service:	6.07	False
442670	4/6/2023	413-351-4230-000C	707-951-3225 (Lab) Service:	40.44	False
442670	4/6/2023	001-364-4230-000C	707-951-5285 (PW Spare) Service:	13.48	False
442670	4/6/2023	508-508-4230-000C	707-951-0430 (Borges, D) Service:	5.70	False
442670	4/6/2023	413-353-4230-000C	707-951-2294 (PW Callout)Service:	13.48	False
442670	4/6/2023	419-371-4230-000C	707-951-2294 (PW Callout)Service:	13.48	False
442670	4/6/2023	001-364-4230-000C	707-951-2294 (PW Callout)Service:	13.48	False
442670	4/6/2023	413-352-4230-000C	707-951-0002 (WWTP Lg Conf Rm) Service:	27.67	False
442670	4/6/2023	001-120-4230-000C	707-458-4242 (McAndrews) Service:	8.09	False
442670	4/6/2023	413-351-4230-000C	707-951-6970 (Lab-Desk) Service:	27.67	False
442670	4/6/2023	413-353-4230-000C	707-457-0899 (Ybarra) Service:	13.48	False
442670	4/6/2023	419-371-4230-000C	707-951-3354 (Welton) Service:	13.48	False
442670	4/6/2023	419-120-4230-000C	707-951-3320 (Leaver) Service:	13.48	False
442670	4/6/2023	001-470-4230-000C	707-458-4131 (Taylor) Service:	5.91	False
442670	4/6/2023	001-364-4230-000C	707-951-6752 (Wylie)	25.64	False
442670	4/6/2023	419-120-4230-000C	707-458-4242 (McAndrews) Service:	16.17	False

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442670	4/6/2023	419-371-4230-000C	707-951-4569 (Mayes) Service:	13.48	False
442670	4/6/2023	001-350-4230-000C	707-457-7454 (Leighton) Service:	13.34	False
442670	4/6/2023	001-240-4230-000C	707-458-8156 (Hutchens) Service:	40.44	False
442670	4/6/2023	001-240-4230-000C	707-458-5881 (Phillipa) Service:	40.44	False
442670	4/6/2023	001-240-4230-000C	707-951-5035 (Sanders) Service:	40.44	False
442670	4/6/2023	413-353-4230-000C	707-951-4418 (Clewell) Service:	16.58	False
442670	4/6/2023	419-111-4230-0000	707-951-3016 (Wier) Service:	15.15	False
442670	4/6/2023	001-364-4230-000C	707-951-4759 (Long) Service:	13.48	False
442670	4/6/2023	001-364-4230-000C	707-951-4918 (McAleenan) Service:	4.45	False
442670	4/6/2023	413-352-4230-000C	707-951-0023 (WWTP Operations 2) Service:	27.67	False
442670	4/6/2023	419-371-4230-000C	707-458-8283 (Hodges) Service:	11.73	False
442670	4/6/2023	419-371-4230-000C	707-951-4418 (Clewell) Service:	13.75	False
442670	4/6/2023	419-371-4230-000C	707-951-4951 (PW IPAD) Service:	12.67	False
442670	4/6/2023	001-230-4230-000C	707-951-3406 (Duncan) Service:	40.44	False
442670	4/6/2023	419-371-4230-000C	707-457-7655 (PW IPad) Service:	13.34	False
442670	4/6/2023	413-353-4230-000C	707-458-8283 (Hodges) Service:	2.02	False
442670	4/6/2023	001-112-4230-000C	707-458-4814 (Lacey) Service:	18.84	False
442670	4/6/2023	001-230-4230-000C	707-458-8906 (Carey) Service:	45.44	False
442670	4/6/2023	508-508-4230-000C	707-458-8283 (Hodges) Service:	4.45	False
442670	4/6/2023	001-240-4230-000C	707-951-4896 (Lopez) Service:	40.44	False
442671	4/6/2023	419-371-4390-000C	carbide/screws/nuts/bolts	26.79	False
442671	4/6/2023	419-371-4390-000C	sprayer	13.62	False
442671	4/6/2023	001-470-4390-000C	auger bit	33.11	False
442671	4/6/2023	001-230-4390-000C	screws/nuts/bolts	37.28	False
442671	4/6/2023	001-471-4390-000C	paracord/clasps	27.61	False
442671	4/6/2023	412-100-4390-000C	measruing wheel	77.93	False
442671	4/6/2023	001-470-4390-000C	rope/tape	12.24	False
442671	4/6/2023	506-506-4390-000C	sink parts	14.58	False
442671	4/6/2023	506-506-4390-000C	vacuum	86.59	False
442671	4/6/2023	001-471-4390-000C	table leg covers	80.44	False
442671	4/6/2023	001-470-4390-000C	screws/nuts/bolts	116.78	False
442671	4/6/2023	419-371-4390-000C	breaker vacuum/galv part/hose adapt/brush hex	24.31	False
442671	4/6/2023	419-371-4390-000C	hex key	46.74	False
442671	4/6/2023	413-353-4390-000C	face shield	18.50	False
442671	4/6/2023	419-371-4390-000C	breaker vacuum	23.35	False
442671	4/6/2023	506-506-4390-000C	breaker	8.37	False
442671	4/6/2023	001-470-4390-000C	screws/nuts/bolts	23.25	False
442671	4/6/2023	412-100-4390-000C	adapter	35.06	False
442672	4/6/2023	001-364-4390-1002	Street sign bases for caution signs	790.08	False
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				272,003.47	
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AP

3-25-23 to 4-7-23 Housing



User: crawlings
Printed: 4/11/2023 2:32:31 PM

REVIEWED
crawlings , 4/11/2023 ,2:38:13 PM

Check Date	Check Number	Description	Amount	Selected For Void
4/6/2023	442644	City Hall Mats	0.23	False
4/6/2023	442663	CH Office Supplies	0.28	False
4/6/2023	442610	CH Office Supplies	0.30	False
4/6/2023	442663	CH Office Supplies	0.31	False
4/6/2023	442610	CH Office Supplies	0.38	False
4/6/2023	442610	CH Office Supplies	0.66	False
4/6/2023	442653	Janitorial Supplies- City-Wide	4.05	False
4/6/2023	442663	Office Supplies-HA account	9.24	False
4/6/2023	442670	707-951-3447 (Minges) Service:	20.22	False
4/6/2023	442670	707-464-9216 (HA Office) Service:	23.25	False
4/6/2023	442663	Office Supplies-HA Account	26.27	False
4/6/2023	442670	707-951-0710 (Miller) Service:	27.67	False
4/6/2023	442670	707-951-0909 (Hurt) Service:	27.67	False
4/6/2023	442670	707-951-0902 (Hartwick) Service:	27.67	False
4/6/2023	442670	707-951-0897 (Stover) Service:	27.67	False
4/6/2023	442670	707-458-4817 (Hartwick) Service:	40.44	False
4/6/2023	442670	707-458-4816 (Hurt) Service:	40.44	False
4/6/2023	442670	707-485-4815 (Stover) Service:	40.44	False
4/6/2023	442670	707-458-5990 (Miller, M) Service:	40.44	False
4/6/2023	442669	VISTAPRINT: business cards	59.91	False
4/6/2023	442619	Service to verify work employment for tenants	60.98	False
4/6/2023	442669	HOME DEPOT:	257.64	False
4/6/2023	442639	Forms and printing	373.11	False
4/6/2023	442610	Printer	421.09	False
			1,530.36	

City of Crescent City
Biweekly Payroll Report for City Employees
Payroll Ending 4/5/23
Pay Date 4/14/23

Check Numbers: 110901 - 110906 (plus direct deposits)

Home Dept.	Regular Pay	Overtime	Gross Pay	Employees	Notes
City Council	3,509.84		3,509.84	5	
Administration	14,241.27	742.76	14,984.03	4	
Econ Dev / Grants	6,473.24	342.90	6,816.14	2	
Human Resources	2,571.70	313.43	2,885.13	1	
Finance	14,324.00	176.22	14,500.22	6	
City Attorney	4,930.84		4,930.84	1	
Fire	6,841.48		6,841.48	2	
Police	37,008.43	4,307.97	41,316.40	15	
Planning	1,469.36		1,469.36	1	
Public Works	49,432.05	1,090.01	50,522.06	21	
Recreation	1,657.88		1,657.88	1	
Swimming Pool	12,963.23	358.87	13,322.10	17	
Housing	10,009.34		10,009.34	4	
	165,432.66	7,332.16	172,764.82	80	

Payroll summarized above according to employees' home departments. Actual costs of employees are charged to department / fund where work was performed.



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: APRIL 17, 2023

SUBJECT: FINANCIAL SOFTWARE UPGRADE

RECOMMENDATION

- Authorize the City Manager to sign the Springbrook Holding Company, LLC agreement for software upgrade project to commence in FY 23-24 and direct staff to include in the FY 23-24 budget

BACKGROUND

The City has been using Springbrook as its financial software since 2005. Springbrook provides one central software that integrates all aspects of the City's finances, including accounting, payroll, human resources, fixed assets, utility billing, cash receipts, accounts payable, accounts receivable, business licenses, bank reconciliation, purchase orders, and general ledger tracking and reporting. Over time, Springbrook has made multiple upgrades to its systems to increase efficiency and provide more services.

Up to now, the City has utilized an "on-premises" version of Springbrook. Essentially, from time to time we purchase the latest version of the software and store it on our own servers. Our IT department maintains the servers, which requires us to purchase servers (and replace them every few years) and pay an annual maintenance fee for them. We also do our own data backups and maintain those. The last time the City paid for an upgraded version of Springbrook was in 2020. In addition to the cost of upgrading every few years, the City also pays an annual service fee (currently approximately \$27,000 per year).

ITEM ANALYSIS

Springbrook has made several improvements since the last time the City upgraded, and the City Council approved purchasing the next upgrade in the FY 22-23 budget. However, the project has had to be delayed due to staffing vacancies, as well as Springbrook launched a new upgrade which has increased the price. The newest version is called Springbrook Cirrus and is a cloud-based system.

Moving to the Cirrus platform will have several important benefits for the City:

- Efficiency – The City will no longer have to purchase and maintain an on-site server to house the Springbrook software and backups. All information and the program itself will be stored offsite, including robust backups, and maintained by Springbrook. This will reduce time and expenses for the City's IT Department.
- Functionality – Cirrus includes an extremely robust and easy-to-use reporting tool called Tableau. Currently, our existing version of Springbrook comes with a variety of canned reports – some of which are useful and some which do not meet the City's day-to-day needs. In those cases, we have the option to either pay Springbrook an additional fee to create custom reports for us or have City staff create our own reports. The report creation feature in our current version is not very user-friendly. Often, we are unable to create the reports we need within Springbrook, and we end up exporting data to Excel and creating what we need there. The Tableau feature that comes with Cirrus is very intuitive and allows staff to easily drag-and-drop tables of information from across various modules in Springbrook to create reports very quickly. This will help Finance Department staff be more efficient and also allow us to provide more useful information to other City departments. In addition, as a web-based platform, Cirrus will be available to City staff to log in from their computer without having to be connected to the City server. This means staff will be able to easily use the software if they are working from home or from another location (such as when we go to trainings out of town).
- Security - Cirrus cloud is hardened using recommended best practices including threat monitoring, encryption, patching, backups and access control. Data is stored only in U.S. based data centers. Springbrook maintains multiple compliance standards including PCI and performs vulnerability testing regularly. Springbrook also employs enterprise grade tools and applications to maintain and protect data that can be outside the affordability of small agencies.
- Automatic updates – In the past, as Springbrook released new versions of the software, the City would choose how often to purchase the newest version. Typically, this was every 3 – 5 years, as there is a one-time cost to each of these upgrades. Any upgrades that were released in-between the versions we purchased were not available to us until we purchased our next upgrade. With Cirrus, the City will automatically receive all upgrades as they are released, included in the annual contract.

Staff is requesting the Council authorize the City Manager to sign the project proposal, committing to the upgrade project which would begin in July. The costs will be part of the FY 23-24 budget, but Springbrook would need the City to agree to the project now in order to get on their implementation schedule.

FISCAL ANALYSIS

The initial estimate for the upgrade anticipated in FY 22-23 was \$32,000 per year for the new annual contract, which was an increase of approximately \$5,000 per year over the existing contract (\$27,000). However, the newest Springbrook platform (Cirrus) is a higher cost than initially anticipated (approximately \$38,000 per year). Therefore, the ongoing annual cost would be an increase of \$11,000 per year. There will also be a one-time project implementation cost of \$15,750. Since this upgrade addresses some cyber security concerns, which our insurance carrier GSRMA is promoting as an action item, staff is requesting to use RMAP funds to pay for the one-time implementation cost.

If approved, the implementation cost (and corresponding use of RMAP funds) of \$15,750 and the first annual cost of \$37,972.90 would be included in the FY 23-24 budget in the IT Department. Since the software supports all City departments, this cost is then allocated out to all City funds on a proportional basis. After the implementation, we will be able to phase out our current server (\$1500 per year maintenance, plus replacement cost \$6,000 approximately every 5 years).

The agreement is for three years and would automatically renew for successive years, unless the City provides 60 days' notice of non-renewal. The annual cost increases each year. In the past, the City's annual cost increase was based on Springbrook's cost determination and was not limited (we have seen annual increases ranging from 4% in a year to 12% in a year). Under this agreement, the annual cost increase cannot be more than 7% per year.

STRATEGIC PLAN ANALYSIS

This action is consistent with the following Strategic Plan Goals and Objectives:

Goal 1(B): Ensure that information shared between departments, with other agencies, and with the public is both accurate and timely

Goal 1(D): Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs

Goal 3(B): Maintain responsible fiscal management and accountability

Goal 3(D): Seek methods to create efficiencies and add additional value without compromising safety or performance

ATTACHMENTS

- Springbrook Cirrus quote and agreement

Order Form: Q-02478-1
Date: 7/8/2022, 1:51 PM
Expires On: 10/6/2022



Phone: (866) 777-0069
Email: info@sprbrk.com

Ship To:
 Fritz Ludemann
 City of Crescent, CA
 377 J Street
 Crescent City, California 95531
 fludemann@crescentcity.org

Bill To:
 Chrissy Rawlings
 City of Crescent, CA
 377 J Street
 Crescent City, California 95531
 crawlings@crescentcity.org

Account Manager	E-mail	Phone Number	Payment Terms
Gary Kaber	gary.kaber@sprbrk.com	520-820-6167	Net 30

Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Utility Billing Subscription	USD 13,700.00	1	41.165	USD 8,060.38
Accounts Receivable Subscription	USD 3,800.00	1	16.276	USD 3,181.50
Fixed Assets Subscription	USD 4,300.00	1	25.993	USD 3,182.30
Licenses and Permits Subscription	USD 4,300.00	1	16.174	USD 3,604.50
Project Management Subscription	USD 4,500.00	1	22.237	USD 3,499.33
Finance Suite Subscription	USD 12,900.00	1	45.170	USD 7,073.08
Human Resources Management Subscription	USD 4,950.00	1	20.587	USD 3,930.96
Payroll Subscription	USD 7,150.00	1	23.904	USD 5,440.85
Annual Product Pricing Total:				USD 37,972.90

Fixed Fee Professional Services					
PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
Fixed Fee Professional Services	Fixed Fee Professional Services	USD 15,750.00	1	0.000	USD 15,750.00
Fixed Fee Professional Services Total:					USD 15,750.00

Grand Total: USD 53,722.90
 * excludes applicable sales tax

Order Details

Customer Name: City of Crescent, CA

Customer Contact: Fritz Ludemann

Governing Agreement(s): This Order Form is governed by the applicable terms found at:
MSA: <https://sprbrk.app.box.com/v/sprbrk-saas-terms>
MLA: <https://sprbrk.app.box.com/v/sprbrk-onpremise-terms>
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 3 Years

Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days before the end of the Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than seven percent (7%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

** The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.*

Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

Products Ordered

Invoice Timing

Estimated Professional Services,
On-Site Professional Services, and
Travel Expenses*:

Monthly, in arrears for services in the prior month unless specified in Special Terms.

Fixed Fee Professional Services:

The Effective Date of this Order Form unless specified in Special Terms.

Print Services and Transaction Fees:

Monthly, in arrears for transactions in the prior month.

Hardware and One-Time Licenses:

Upon the Effective Date of this Order Form.

Software Licenses, Subscriptions,
Maintenance,
and Hosting (New):

Annually in advance upon Order Start Date.

Software Licenses, Subscriptions,
Maintenance, and Hosting
(Renewal):

Sixty (60) days in advance of the Order Start Date.

Software Subscriptions, Maintenance,
and Hosting (Add-Ons):

Upon delivery of the product, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.

Software Subscriptions (Migrations):

Upon delivery of the product, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.

** Professional Services pricing is based on expected hours using Springbrook's standard implementation methodology. Actual hours and billings may vary from this estimate. Please note that only when project costs exceed \$5,000 of this estimate, a signed change order will be required to continue work. Changes under \$5,000 will continue to be delivered and billed accordingly. On-site Professional Services will be subject to a daily minimum rate irrespective of hours on-site. All travel costs associated with on-site travel will be billed as incurred.*

Special Order Terms

Special Order Terms (if any):

Customer will retain their CivicPay Online and IVR Subscriptions.

By signing, both parties agree to the terms and conditions set forth in this agreement.

* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

Springbrook Holding Company, LLC

Crescent, CA - City of

Signature:_____

Signature:_____

Name (Print):_____

Name (Print):_____

Title:_____

Title:_____

Date:_____

Date:_____

Purchase Order # (if required)_____

Springbrook v7 to Cloud Migration Statement of Work

Following is a description of the project scope for a v7 premise upgrade of Springbrook Software to Springbrook's Enterprise Cloud solution. Any work or deliverables not explicitly stated below should be considered out of scope for the purposes of this agreement.

The process for migrating from a v7 premise installation of Springbrook to Springbrook's Enterprise Cloud solution consists of the following major phases:

1. **Performing a test migration.** During this phase, Springbrook staff will work directly with your IT or other staff to get a current copy of the existing Springbrook database and complete an initial conversion/upgrade of the database and load it to your Cloud database for review. Only one (1) conversion/test migration will be performed as part of this project.*
2. **Complete configuration of Springbrook Cloud.** During this phase, a Springbrook Professional Services Consultant will work with staff to complete configuration of the Cloud system, including configuring imports, exports, and check/bill prints to ensure the Cloud system works similarly to the existing premise version. Any request to change functionality from how things work in the premise version are generally considered out of scope for the purposes of this project – this includes, but is not limited to, setting up new users or modifying permission for existing users, configuring additional imports/exports for new banks, third-party bill printers, third-party AMI providers, changing the formats of existing check prints, etc.*
3. **Complete enhancement overview session.** During this phase, a Springbrook Professional Services Consultant will provide one (1) overview session to your key staff of differences between Springbrook Cloud and your current v7 software. The focus of this single session is generally on understanding the differences between the two versions and does not include training/re-training in the software.*
4. **Perform final data migration.** During this phase, we'll repeat the test migration, but this will be the last and final data migration to the Springbrook Cloud solution. Once Springbrook staff have obtained a copy of the current v7 database, staff will be unable to use the local version of Springbrook until the Cloud solution is live. In most cases, this downtime will span 2-3 business days (with the potential to extend up to 5 business days). Read-only access to the local v7 version of Springbrook will be available while the final Cloud migration is performed. Please note that integrated systems that rely on Springbrook data, including our CivicPay and Employee Self Service systems, will be unavailable during the final migration as well.
5. **Go live with Springbrook Cloud.** Once the final data migration has occurred and the Cloud system has been verified by Springbrook staff, it will be made available to your staff to begin live processing. A Springbrook Professional Services consultant will be available during the first week to field phone calls and emails regarding questions or issues discovered. Following the first week of go live, additional assistance with using Springbrook Cloud should be directed to Springbrook Technical Support resources.*

*If additional services are requested, a separate agreement will be required to govern the terms and cost for that additional out of scope work.



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: BRIDGET LACEY, GRANTS AND ECONOMIC DEVELOPMENT COORDINATOR

DATE: APRIL 17, 2023

SUBJECT: 2019-2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUSINESS ASSISTANCE LOAN PROGRAM AGREEMENT

RECOMMENDATION

- Approve and authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Claggett Wolfe Associates (CWA).
- Approve and authorize the City Manager to execute Amendment No. 1 to the Subrecipient Agreement with Arcata Economic Development Corporation

BACKGROUND

The Community Development Block Grant (CDBG) program is a federally funded program through the Department of Housing and Urban Development (HUD). The principal objective of CDBG is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for persons of low- and moderate-income.

As a non-entitlement jurisdiction (cities with population less than 50,000 and counties with populations less than 200,000), Crescent City applies for CDBG program funding through the State Department of Housing and Community Development (HCD). HCD receives funding from the federal government and releases a Notice of Funding Availability (NOFA) to invite applications from jurisdictions within California.

The City applied for and was awarded \$500,000 for a Business Assistance Loan Program under the 2020 CDBG NOFA. On July 6, 2020, the City entered into a Professional Services Agreement with Claggett Wolfe Associates (CWA) to act as the Program Operator for the Business Assistance Loan Program.

On August 28, 2020, the City entered into a Subrecipient Agreement with Arcata Economic Development Corporation (AEDC) to perform the underwriting and loan management services for the program.

On August 3, 2020, the City entered into a Professional Services Agreement with North Coast Small Business Development Center (NCSBDC) to perform the technical assistance services for the program.

On August 1, 2022, the CWA contract was amended to increase the compensation from \$60,000 to a “not to exceed” amount of \$80,000 due to the fact that some of the workload that was anticipated to be provided by NCSBDC was better suited to be provided by CWA.

The City has currently authorized three forgivable loans to businesses totaling \$195,000, with two additional loans moving through the process for an additional \$145,000.

ITEM ANALYSIS

As the program nears an end, it has been determined that additional dollars will be required for the Program Operator to get the final two loans through the process and all five loans forgiven and closed out on the back end. There are also remaining grant funds that were not initially included in the AEDC contract that the City intends to use to fund the final two forgivable loans.

NCSBDC has only expended \$3,465 of their contract amount of \$60,000. There is \$95,000 in grant funding that was not initially contracted out but is intended to be used for direct financing. Since the NCSBDC services will no longer be needed and approximately \$10,500 in general admin dollars is not likely to be expended by the deadline, there is approximately \$142,000 additional dollars remaining in the grant to fund the proposed contract amendments. City staff recommends increasing the CWA contract by \$12,000 and the AEDC contract by \$130,000 to ensure that all remaining forgivable loans are funded and serviced through the completion of the project. The proposed budget breakdown for the project is as follows:

Original Budget	
CWA (Program Operator):	\$ 60,000
NCSBDC (technical assistance):	\$ 60,000
AEDC (underwriting):	\$ 35,000
AEDC (direct financing):	\$215,000
City (general administration):	\$ 35,000
Total:	\$405,000

<u>Proposed Budget</u>	
CWA (Program Operator):	\$ 92,000
NCSBDC (technical assistance):	\$ 3,465
AEDC (underwriting):	\$ 35,000

AEDC (direct financing):	\$345,000
City (general administration):	\$ 24,535
Total:	\$500,000

FISCAL ANALYSIS

The cost of CWA services is fully covered by the CDBG grant. CDBG funds are on a reimbursement basis. CWA will invoice the City periodically, and the City will pay CWA and then submit a reimbursement request to HCD. HCD typically reimburses the City approximately 30 days after the reimbursement request has been submitted.

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(A): Enhance collaboration with other agencies and the community to better aid the public
- Goal 1(E): Target economic development improvements that provide additional benefit by enhancing the quality of life for residents
- Goal 2: Promote a thriving local economy
- Goal 2(D): Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities
- Goal 2(E): Create an environment that is conducive to attracting and retaining strong, sustainable businesses that reflect community needs and culture
- Goal 2(F)(1): Streamline services that support new, existing, and prospective businesses
- Goal 2(F)(9): Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs

ATTACHMENTS

1. Professional Services Agreement with CWA – Amendment No. 2
2. Subrecipient Agreement with AEDC – Amendment No. 1

**AMENDMENT NO. 2
TO
PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF CRESCENT CITY AND CLAGGETT WOLFE ASSOCIATES**

This Amendment No.1 is entered into on this 17th day of April 2023, by and between the City of Crescent City, a California municipal corporation, hereinafter referred to as the "CLIENT", and, Claggett Wolfe Associates, a California corporation, hereinafter referred to as the "CONSULTANT".

WHEREAS, CLIENT and CONSULTANT entered into a Consultant Agreement dated July 6, 2020 ("Contract"); and

WHEREAS, the Contract provides for Professional Services under the 2019-2020 Community Development Block Grant (CDBG) funding cycle, referenced in the Contract under Section 2(f); and

WHEREAS, the Agreement was amended on August 1, 2022 to account for taking on some of the workload that was anticipated to be provided by Arcata EDC. Since then some of the workload that was anticipated to be provided by North Coast Small Business Development Center will be provided by CONSULTANT instead, and thus, the compensation set forth in the Agreement and Amendment No. 1 require amendment at this time.

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

A. COMPENSATION

The Agreement and Amendment No. 1 provide for compensation to be paid by CLIENT to CONSULTANT based on a Not to Exceed amount of Eighty Thousand Dollars and Zero Cents (\$80,000) under Section 3(a) and Exhibit C. This Amendment No. 2 shall serve to increase the Contract amount to "Not to Exceed Ninety-Two Thousand Dollars and Zero Cents (\$92,000)."

B. TERMS AND CONDITIONS

Except as expressly modified in this Amendment No. 2, the terms and conditions of the Agreement, as amended, and the rights, duties, and obligations of the parties thereunder remain unchanged and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereby executed this Amendment No. 2 on this 17th day of April 2023.

CITY OF CRESCENT CITY:

CONSULTANT:

Eric Wier, City Manager

Charles D. Wolfe, Jr. President
Claggett Wolfe Associates

APPROVED AS TO FORM:

Martha Rice, City Attorney

**AMENDMENT NO. 1
TO
SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF CRESCENT CITY AND
ARCATA ECONOMIC DEVELOPMENT CORPORATION
FOR UNDERWRITING AND FUND MANAGEMENT SERVICES
IN SUPPORT OF THE CRESCENT CITY BUSINESS ASSISTANCE PROGRAM**

This Amendment No.1 is entered into on this 17th day of April 2023, by and between the City of Crescent City, a California municipal corporation, hereinafter referred to as the "GRANTEE", and, Arcata Economic Development Corporation, a California nonprofit corporation, hereinafter referred to as the "SUBRECIPIENT".

WHEREAS, GRANTEE and SUBRECIPIENT entered into a Subrecipient Agreement dated August 28, 2020 ("Contract"); and

WHEREAS, the Contract provides for Professional Services under the 2019-2020 Community Development Block Grant (CDBG) funding cycle, referenced in the Contract under Section 2(A); and

WHEREAS, the Agreement did not include the entire amount of available direct financing available to participants in the Business Assistance Program, and thus, the compensation set forth in the Agreement requires amendment at this time.

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

A. COMPENSATION

The Agreement provides for compensation to be paid by GRANTEE to SUBRECIPIENT based on a Not to Exceed amount of Two Hundred and Fifty Thousand Dollars and Zero Cents (\$250,000) under Section V. This Amendment No. 1 shall serve to increase the Contract amount to "Not to Exceed Three Hundred and Eighty Thousand Dollars and Zero Cents (\$380,000)."

B. TERMS AND CONDITIONS

Except as expressly modified in this Amendment No. 1, the terms and conditions of the Agreement, as amended, and the rights, duties, and obligations of the parties thereunder remain unchanged and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereby executed this Amendment No. 1 on this 17th day of April 2023.

CITY OF CRESCENT CITY:

ARCATA EDC:

Eric Wier, City Manager

Ross Welch, Executive Director

APPROVED AS TO FORM:

Martha Rice, City Attorney

CITY COUNCIL AGENDA REPORT



TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: BRIDGET LACEY, GRANTS AND ECONOMIC DEVELOPMENT COORDINATOR

DATE: APRIL 17, 2023

SUBJECT: BUDGET AMENDMENT TO CDBG CORONAVIRUS RESPONSE (CDBG CV) MOBILE PANTRY SUBRECIPIENT AGREEMENT

RECOMMENDATION

- Approve and authorize the City Manager to execute Amendment No. 5 to the Subrecipient Agreement between the City of Crescent City and the Family Resource Center of the Redwoods for Mobile Pantry Services

BACKGROUND

The Department of Housing and Community Development (HCD) administers the Community Development Block Grant (CDBG) program for non-entitlement jurisdictions in California. (Cities with populations less than 50,000 and Counties with populations less than 200,000 are considered non-entitlement areas, meaning they do not apply for CDBG funding directly from the Federal government but rather apply to the State.) This program provides grant funding for programs associated with economic development and services to low-income individuals and families. On January 27, 2021, the City was awarded \$500,000 in 2020 CDBG funding to operate a food bank. The Family Resource Center of the Redwoods (FRC) was selected as the City's subrecipient to run the Pacific Pantry with \$465,000 in grant funding allocated towards project services and \$35,000 allocated to general administrative services.

The CDBG program was allocated additional funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide funding to local agencies responding to the COVID-19 pandemic. This funding is non-competitive and allocated to all jurisdictions according to a formula. The projects must be specifically targeted to prevent, prepare for, and respond to COVID-19. Funding was awarded in multiple rounds.

For round 1 (CDBG CV-1), Crescent City and Del Norte County elected to pool their allocations totaling \$185,653 to fund a single project and selected the FRC to create and operate a mobile food pantry to serve the entire county, expanding the existing brick and mortar location of Pacific Pantry to help serve those who were sheltering in place. Since the City already had an existing relationship with the FRC, the City was asked to administer the grant funds and oversee the subrecipient.

The remaining rounds of funding (CV 2 and 3) were combined into one, and jurisdictions were encouraged to use the CV-2/3 funding to extend their CV-1 projects if possible. As a result, the City added the \$214,118 in CV-2/3 funding to the existing mobile pantry project to extend this project for an additional year. The CV-2/3 portion of this project is using only the City's allocation, and the County is using their CV-2/3 allocation for another project. The total amount awarded in CV funding for the FRC's mobile pantry project is \$431,766, with \$368,210 allocated to program expenses and \$63,556 allocated to general administrative services.

On January 9, 2023, the City transferred the general admin dollars for the CV-2/3 allocation to the project budget due to the fact that operating expenses to run the Pacific Pantry had increased after COVID and City staff was unlikely to spend all remaining general admin dollars before the expenditure deadline.

ANALYSIS

Due to a calculation error, the amount of general admin dollars that was transferred to the CV-2/3 project budget was incorrect. The time that City staff had spent reporting to HCD during the duration that the CV-2/3 contract was open, yet inactive, due to the fact that the CV-1 funds had not been fully expended yet, had not been considered. The total general admin dollars that have already been charged to HCD and therefore unavailable to transfer to the FRC Mobile Pantry project budget is \$1,159.00.

To correct this mistake, the FRC Mobile Pantry Agreement will need to be decreased by \$1,159.00 to account for the general admin grant funds that have already been expended. The proposed amendments are attached to this report for Council approval.

FISCAL ANALYSIS

Amending the subrecipient agreement with the FRC will decrease the program funds available to the FRC but it will not have a fiscal impact to the City.

STRATEGIC PLAN ANALYSIS

This report is consistent with 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(A): Enhance collaboration with other agencies and the community to better aid the public
- Goal 2(D): Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities
- Goal 2(F)(9): Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs
- Goal 3: Maintain responsible fiscal management and accountability

ATTACHMENTS

1. FRC Mobile Pantry Subrecipient Agreement Amendment No. 5

**AMENDMENT NO. 5
TO
SUBRECIPIENT AGREEMENT BETWEEN
THE CITY OF CRESCENT CITY
AND
THE FAMILY RESOURCE CENTER OF THE REDWOODS
FOR
MOBILE FOOD PANTRY SERVICES**

This Amendment No. 5 is entered into on this 17th day of April 2023, by and between the City of Crescent City, a California municipal corporation, hereinafter referred to as the "GRANTEE", and the Family Resource Center of the Redwoods, a California nonprofit corporation, hereinafter referred to as the "SUBRECIPIENT".

WHEREAS, GRANTEE and SUBRECIPIENT entered into a Subrecipient Agreement dated August 18, 2020 ("Agreement"); and

WHEREAS, the Agreement provides for implementing and operating a Mobile Food Pantry with CDBG-CV1 funding as referenced in the Agreement under Section II; and

WHEREAS, the Agreement was amended on February 1, 2021 to account for the additional funding which had become available through another CDBG-CV allocation (CDBG-CV2/3), again on March 15, 2021 to account for the decrease in the percentage of the grant that the City is allowed to retain for general administrative services on the CDBG-CV2/3 allocation, and again on December 19, 2022 to consolidate budget line items into one project budget; and again on January 9, 2023 to transfer \$31,995 in General Admin dollars to the project; and

WHEREAS, due to a calculation error, the amount available in General Admin dollars to transfer to the project is \$30,835 rather than \$31,995; and

WHEREAS, the Agreement now requires amendment to decrease the FRC project budget by \$1,159.

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

A. BUDGET

Section V of the Agreement and Amendment No. 4 provides the following budget:

Food Pantry Services	\$400,205
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This Amendment No. 5 serves to amend the budget as follows:

Food Pantry Services	\$399,046
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B. PAYMENT

Section V and Amendment No. 1, 2, 3, and 4 provides for compensation to be paid by GRANTEE to SUBRECIPIENT based on a Not to Exceed amount of Four Hundred Thousand, Two Hundred and Five Dollars (\$400,205). This Amendment No. 5 serves to decrease the compensation amount to **“Not to Exceed Three Hundred Ninety-Nine Thousand, Forty-Six Dollars (\$399,046).**

C. TERMS AND CONDITIONS

Except as expressly modified in this Amendment No. 5, the terms and conditions of the Agreement, as amended, and the rights, duties, and obligations of the parties thereunder remain unchanged and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereby executed this Amendment No. 5 on this 17th day of April 2023.

CITY OF CRESCENT CITY:

**FAMILY RESOURCE CENTER OF
THE REDWOODS:**

Eric Wier, City Manager

Amira Long, Executive Director

APPROVED AS TO FORM:

Martha D. Rice, City Attorney



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: DAVID YEAGER, PUBLIC WORKS DIRECTOR
ANDREW LEIGHTON, ENGINEERING PROJECT MANAGER**

DATE: APRIL 17, 2023

SUBJECT: WASHINGTON PUMP STATION DIESEL TANK REPLACEMENT

RECOMMENDATION

- Approve and Authorize the City Manager to sign a purchase order with Shields Harper for the purchase and delivery of a ConVault tank with appurtenances.
- Approve and adopt Resolution No. 2023-24, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 BUDGET OF THE CITY OF CRESCENT CITY.

BACKGROUND

The East Washington Boulevard water storage reservoir was constructed in 2001 and has a capacity of 4.15 million gallons of water. It is located at 1485 Burtshell Street, Crescent City, CA 95531. It is a welded steel above ground tank which is approximately 132-feet in diameter and 40-feet in height. The Washington Tank Booster station was installed at the same time consisting of three 75-HP pumps, a 300-kW generator and a 1,000-gallon double wall steel diesel tank.

ITEM ANALYSIS

The inner liner of the current 1,000-gallon double wall steel diesel tank has failed leaving only the secondary wall for diesel containment. The tank operates in a corrosive salt-water ocean environment which has led to this end-of-life failure. Replacement is mandatory and urgent, but not an emergency.

Providing diesel fuel to run the pumps in the event of a power outage requires 1,092 gallons of diesel for 7 days of generator provided backup power. Since the tank is only permitted to be filled to 80% capacity, the next upsize tank is a 2,000-gallon tank which will provide sufficient fuel for 10 days of operation.

City staff has recommended the acquisition of a concrete encased diesel storage tank (ConVault) which provides both fire and vehicle impact protection. The ConVault is also resistant to our sea air corrosive environment. The ConVault with stainless steel fittings carries a 30-year warranty.

Due to the greater weight of the ConVault tank (28,000-pounds), it is necessary to replace the existing 4-inch concrete foundation with a prefabricated 11-inch concrete slab to be placed on site prior to the ConVault tank installation. For timing it was deemed necessary to purchase a prefabricated slab to avoid the necessary curing period (30 days) for a cast-in-place concrete foundation. This enables us to minimize the risk of a power outage during the two-day installation.

The risk of a power outage during the installation will be further reduced by the use of a 150-gallon day tank installed prior to demolition of the existing steel tank. The 150-gallon tank will be capable of supplying fuel for 18 hours in the event of a power outage. The day tank's primary function is to cycle and remix the fuel within the ConVault once installation is complete.

Day one of the replacement will be the demolition of the existing double walled steel tank, removal of the existing foundation and site preparation for the installation of the new prefabricated concrete slab. The steel tank will be received by a local steel recycler. Disposal of the concrete slab and soils, and preparation for new slab installation will be contracted locally.

Day two of the installation will require the rental of a large crane to unload and place the prefabricated slab and tank. Plumbing and electrical connections will be performed by city staff.

Per City procurement procedure for informal bidding (public works projects over \$60,000 but less than \$200,000), many tank suppliers were contacted directly. Two responsive bids were received which were found to be in conflict due to their supplier/sales relationship. Shields Harper (sales) was chosen as they provided the most complete quote including necessary appurtenances. Estimated delivery is 20-22 weeks after issuance of purchase order.

FISCAL ANALYSIS

This is an unplanned replacement and thus, there are no budgeted funds for this project. City staff is requesting that the Council approve this resolution to allocate \$123,000 from the Water Fund to this Capital Improvement Project (CIP). City staff will perform the fuel and electrical connections. Some outside contracting will be required for the removal of the existing tank and foundation, as well as the preparation for the new tank and pad.

Item	Cost
2,000-gallon UL2085 ConVault Diesel Storage Tank with prefabricated foundation	\$50,125
150-gallon STS Series Simplex Day Tank	\$12,750
Tank trim parts, freight, and tax	\$12,675
Installation and Materials	\$5,000
Demolition & removal of existing tank and concrete pad	\$5,500
Site preparation for prefabricated concrete foundation	\$4,450

Crane Rental and Set Crew	\$12,000
Contingency (20%)	\$20,500
Total	\$123,000

If approved, the Water Fund will transfer \$123,000 into the Water CIP Fund, where the project will be managed.

The Water Fund working capital was \$3,425,465 as of the last completed audit (June 30, 2022). Working capital equals current assets less current liabilities and is used as an approximate estimate of available resources. The current FY 22-23 budget includes a planned decrease of \$1,782,066 which would bring the working capital to \$1,643,399. Most of this planned decrease is due to investment in capital improvement projects. Staff does not anticipate working capital will actually decrease to that level in the current fiscal year, as that depends on the timing of when capital project expenses are actually incurred. If those projects are not completed in the current fiscal year, the unused working capital will be carried over until the projects are complete. However, the working capital will decrease as the projects are completed. If this project is approved, the budgeted working capital balance will be \$1,520,399 after all projects are completed.

Actual results will always be dependent on the actual revenues and expenses incurred.

STRATEGIC PLAN ASSESSMENT

GOAL 1: SUPPORT QUALITY SERVICES, COMMUNITY SAFETY, AND HEALTH TO ENHANCE THE QUALITY OF LIFE AND EXPERIENCE OF OUR RESIDENTS AND VISITORS

D. Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs.

ATTACHMENTS

1. Resolution No. 2023-24
2. Contract with Shields Harper

RESOLUTION NO. 2023-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA
AMENDING THE FISCAL YEAR 2022-23 BUDGET OF THE CITY OF CRESCENT CITY**

WHEREAS, the budget for the fiscal year beginning July 1, 2022, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 20th day of June 2022; and

WHEREAS, the City Council adopted said budget by way of Resolution No. 2022-44 and has the authority to amend said budget from time to time; and

WHEREAS, the City of Crescent City owns and maintains the water infrastructure system including the Washington Tank, pump station, generator, and fuel storage; and

WHEREAS, the double wall steel diesel fuel tank has exceeded its useful life necessitating replacement; and

WHEREAS, the FY2022-23 budget does not contain this unplanned expense; and

WHEREAS, fulfillment of this necessity requires an amendment to the operating budget;

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

That the Fiscal Year 2022-23 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

1.	Fund	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
	Water Fund		\$123,000
	Water CIP Fund	\$123,000	\$123,000

2. That this capital improvement project budget will automatically roll over to the next fiscal year until the project is complete.

APPROVED and **ADOPTED** and made effective the same day at a regular meeting of the City Council for the City of Crescent City held on the 17th day of April 2023, by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk



Sales Rep: Andrew Rotter
Shields, Harper & Co.
2699 Del Monte St
West Sacramento, CA 95691-3809
916-372-0440

QUOTATION

Quote Number 1365479
Quote Date 3/31/2023
Customer ID 3042625
Quote Expires On 4/30/2023

Job Name: 2,000 Gallon Convault Tank & Day Tank			
Bill To: City of Crescent City 377 J St Crescent City, CA 95531-4008		Ship To: City of Crescent City 1485 Burtshell St Crescent City, CA 95531	
Quantity	Description	Unit Price	Ext. Price

CONVAULT TANK

1.00	SE-CV-2000 Convault 2,000 gallon UL2085 storage tank ConVault 2000 Gallon Tank. - 304SS All Top Protrusions (4) - Small Earthquake Restraint 26 Lbs. (8) - Anchor Bolt for EQ Restraint S.S. 3/4" x 5-1/2" Calcs Stamped by PE Freight for Tank(s) within 50 Miles Slab 2000 Gal 11'0" x 13'-3" x 10" Freight for Slab within 50 Miles	Donlee Pump Co.	50,125.00	50,125.00
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CONVAULT TANK DECAL PACKAGE

1.00	SE-MISC MISCELLANEOUS 2,000 GALLON CONVAULT TANK DECAL PACKAGE FOR DIESEL#2		450.00	450.00
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TANK TRIM

1.00	MB-354-0200 AV 2" updraft vent aluminum	Morrison Bros. Co.	20.96	20.96
1.00	MB-245-0600 AV 6" 8 oz/sq in emergency vent - Female thread, aluminum	Morrison Bros. Co.	116.78	116.78
1.00	MB-305GSP2000AKEVR 2 gauge stick port cap & adaptor w/ID tag CARB EVR	Morrison Bros. Co.	88.93	88.93
1.00	MB-718-7200 AG Liquid Level Gauge for tanks up to 72"	Morrison Bros. Co.	130.76	130.76
1.00	MB-724-1200 AI 2" leak indicator w/guard	Morrison Bros. Co.	88.55	88.55
1.00	SE-FL3 72" 3-piece 9' fold-n-lock gauge stick	B&K Tank Gauge	43.00	43.00
1.00	MB-9095X-2800 AV 2" overfill prevention valve, 13" adjustment, w/2" Male QD adaptor & cap	Morrison Bros. Co.	1,088.46	1,088.46
1.00	MB-305C-2000 AC 2 top seal cap	Morrison Bros. Co.	43.72	43.72
1.00	MB-419-02041TEVR 2 x 4' aluminum drop tube CARB EVR approved	Morrison Bros. Co.	51.78	51.78

Sales Rep: Andrew Rotter
Shields, Harper & Co.
2699 Del Monte St
West Sacramento, CA 95691-3809
916-372-0440



QUOTATION

Quote Number 1365479
Quote Date 3/31/2023
Customer ID 3042625
Quote Expires On 4/30/2023

<i>Quantity</i>	<i>Description</i>		<i>Unit Price</i>	<i>Ext. Price</i>
1.00	MB-539AS-0200ADEVR 2 diffuser slip-on CARB EVR approved	Morrison Bros. Co.	104.92	104.92
2.00	MB-184S-0400 MB 2" x 1" x 1" double tapped bushing stainless steel	Morrison Bros. Co.	40.28	80.56
2.00	FX-FF10X18HMXM346 1 x 18 MNPT x M swivel flex connector	Franklin Fueling Systems	132.38	264.76
2.00	MB-691BSS0500 1V 1 full port S/S locking ball valve	Morrison Bros. Co.	91.99	183.98
<u>SIMPLEX DAY TANK</u>				
1.00	SX-ST5150 STS Series DW 150 gallon tank	Simplex, Inc.	12,750.00	12,750.00

Sales Rep: Andrew Rotter
Shields, Harper & Co.
2699 Del Monte St
West Sacramento, CA 95691-3809
916-372-0440



QUOTATION

Quote Number 1365479
Quote Date 3/31/2023
Customer ID 3042625
Quote Expires On 4/30/2023

(1) OPT191-ST5 FLOAT SWITCH IN CONTAINMENT W/ALARM

(1) OPT063-B VENT CAP 2" NPT

(2) OPT064-ST5 EMERGENCY VENT CAP

(1) STD ST5 CONTROLLER
POWER AVAILABLE LIGHT, HIGH ALARM, LOW ALARM, LEAK ALARM INDICATOR,
PUMP RUNNING LIGHT, MODE H-O-A SWITCH, LEVEL INDICATION, HIGH FUEL
LEVEL EMERGENCY PUMP STOP SWITCH AND PUMP START/STOP CONTROL

(1) OPT404
4 GPM HIGHLIFT PUMP WITH LIP SEAL

(1) OPT645
1/3 HP, 115V AC, SINGLE PHASE, 60 HERTZ MOTOR, TEFC

(1) OPT060-A
FUEL STRAINER (STANDRD 1-25 GPM PUMPS)

(1) OPT070-A
CHECK VALVE (2-17 GPM PUMPS)

(1) OPT080-B
SOLENOID VALVE, AC, 3/4" NPT

(1) OPT087-B
MANUAL SHUT OFF VALVE, 3/4" BRASS/BRONZE

(1) OPT390
RETURN PUMP-OUT CONTROL WITH CHECK VALVE

(1) OPT407
7 GPM HIGHLIFT PUMP WITH LIP SEAL

(1) OPT745
1/2 HP, 230/115V AC, SINGLE PHASE, 60 HERTZ MOTOR, TEFC 120/1/60

INSTRUCTION MANUAL

Sales Rep: Andrew Rotter
Shields, Harper & Co.
2699 Del Monte St
West Sacramento, CA 95691-3809
916-372-0440



QUOTATION

Quote Number 1365479
Quote Date 3/31/2023
Customer ID 3042625
Quote Expires On 4/30/2023

SUB-TOTAL: 65,632.16

TAX: 5,414.65

Estimated Freight In:

Estimated Freight Out:

ESTIMATED FREIGHT: 4,500.00

QUOTE TOTAL: 75,546.81

Terms: Due On Receipt

FOB: SHIPPING POINT

Estimated Delivery: 20-22 Weeks

Ask your Shields, Harper & Co. Sales Rep about financing options!

- Payments may vary and are for estimation purposes only.
- Eligibility is subject to credit approval upon receipt of credit application.
- Advanced payment will require additional \$300 administrative fee.
- Proposal may not accurately account for sales tax, shipping, etc.
- Estimation based on a mature business with a good credit rating.

Example Monthly Payments

24 Months	\$3,480.87
36 Months	\$2,432.37
48 Months	\$1,910.62
60 Months	\$1,599.58
72 Months	\$1,393.86

Sales Rep: Andrew Rotter
Shields, Harper & Co.
2699 Del Monte St
West Sacramento, CA 95691-3809
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QUOTATION

Quote Number 1365479
Quote Date 3/31/2023
Customer ID 3042625
Quote Expires On 4/30/2023

TERMS AND CONDITIONS : All Sales transactions will be subject to the following terms and conditions

1. **PRICE.** Buyer shall pay the price in effect at time of delivery, together with transportation costs and applicable taxes. Prices quoted include discount for cash. In addition to the discount for cash a prompt payment discount for Wayne and Gasboy dispensers is included in the quoted price. The full price for dispensers must be paid within 30 days from date of invoice. Otherwise 2.5% will be added to the invoiced price.
2. **PAYMENT.** Terms for creditworthy open accounts are net thirty (30) days from date of invoice. No further allowance for mail/delivery time is ordered. Amounts in excess of account credit limit are due upon presentation. Late charge of one and one-half percent (1.5%) per month is charged only upon the past due amount. Buyer agrees such a charge is reasonable because of the anticipated or actual harm caused by the delinquency of the buyer. The difficulties of proof of loss, and the inconvenience or non-feasibility of Seller otherwise obtaining a remedy. The charge is not, however, an agreement, express or implied, to grant more time for payment. Some forms of payment may require additional fees or surcharges. Those may include but are not limited to wire transfers, credit cards, and checks made on non-standard accounts. Cashiers checks must be cleared (paid by the bank) before goods can be released. Deposits are required for all non-stock or special-order goods. In addition to late charges Seller may charge, and Buyer agrees to pay, for storage of customer/non-stock goods held for more than 30 days from date of invoice. Once invoicing has occurred the goods are property of the Buyer even if Seller continues to store goods in Seller's warehouse. No retainers are agreed or allowed.
3. **DELIVERY.** Seller shall, at its option, deliver the goods either F.O.B. manufacturer's plant or F.O.B. Seller's plant. Seller shall, at its option, deliver all of the goods at one time or in portions from time to time. Delivery dates are approximate, subject to normal variations customary in the industry and unforeseen delays. In no event shall Seller be liable for any damages to Buyer arising out of any delay or lateness in shipment. Seller will use its best efforts to effect timely delivery.
4. **TITLE AND RISK OF LOSS.** Full risk of loss and title passes to the Buyer upon delivery of the goods to a carrier at the F.O.B. point. This risk of loss provision shall govern even if: (i) Seller has made a nonconforming tender, (ii) Buyer has revoked acceptance of the goods; or (iii) Buyer has repudiated this Agreement after the goods have been identified to this Agreement. Buyer grants Seller a security interest in the goods to secure payment in full. Upon Buyer's default in payment, Seller may, at its option, enter the property where any goods are located and repossess the goods, with or without judicial process. Additionally, Seller may pursue any other remedies available at law or in equity.
5. **RETURN.** Goods may be returned only with the prior written approval of Seller. Returned goods must be referenced to Seller's invoice number and must be sent freight prepaid to the location directed by Seller. Seller may collect a reasonable handling charge. Custom made and/or Built-To-Order ("BTO") products are not normally returnable after the order has been placed. Some manufacturers offer a return privilege upon payment of restock charges. Seller will implement all available returns.
6. **NOTICE TO CALIFORNIA CUSTOMERS RE: LCFS.** (a) California's Low Carbon Fuel Standard ("LCFS") was enacted to ensure that the mix of fuels sold by California oil refiners and distributors meets applicable greenhouse gas emissions targets. California has a statewide goal to reduce carbon intensity of transportation fuels by at least 10% by 2020. (b) EV chargers can track the fueling of electric vehicles, which positively contributes to reducing California's carbon intensity. If applicable reporting requirements are met, LCFS credits are issued by the California Air Resources Board. An available LCFS credit may be claimed by certain owners and operators of electric vehicle charging stations, including both Buyer and Seller. However, the LCFS credits are only available to one party, meaning any available credits may be claimed by either Buyer or by Seller/SHC, but not by both. SHC intends to claim available LCFS credits generated from use of the Charging Stations but will not claim any available LCFS credits that Buyer intends to claim. (c) If Buyer intends to claim the LCFS credits, it must engage in the reporting and other administrative obligations necessary to generate such credits and Buyer agrees that it will provide SHC with written notice of its intent to claim LCFS credits within ten (10) days of the date of the delivery of the Charging Stations. If Buyer does not currently intend to claim the LCFS credits, but desires to do so at any time in the future, Buyer may, by providing written notice to SHC, elect to claim LCFS credits generated thirty (30) days and more after the date of such notice. Buyer represents and warrants to SHC that, in the absence of providing written notice, it will not claim any LCFS credits. All notices shall be provided by email to SHC at EVinfo@shieldsharper.com.
7. **LIMITATION OF WARRANTIES.** The sole warranty applicable to the goods is that of the manufacturer. All warranty claims must be made within the manufacturer's warranty period. Seller makes no warranties, express or implied, including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose. Any description of the goods contained in the Agreement or on any invoice is for the sole purpose of identifying the goods, is not part of the basis of the bargain, and does not constitute a warranty that the goods will conform to that description. The use of any sample or model in connection with this Agreement is for illustrative

Sales Rep: Andrew Rotter
Shields, Harper & Co.
2699 Del Monte St
West Sacramento, CA 95691-3809
916-372-0440



QUOTATION

Quote Number 1365479
Quote Date 3/31/2023
Customer ID 3042625
Quote Expires On 4/30/2023

purposes only, is not part of the basis of the bargain, and is not to be construed as a warranty that the goods will conform to the sample or model. No employee, agent or representative of Seller has any authority to bind Seller to any affirmation, representation or warranty concerning any goods or to assume for Seller any other liability in connection with any goods, except in writing, specifically included within this Agreement, and signed by an officer of Seller. Buyer shall hold for examination by Seller any goods claimed to be defective. In the event Buyer's claim is substantiated by Seller's examination, Seller shall, at its option, repair or replace the defective goods or credit an equitable portion of the purchase price against future purchases. It is expressly agreed that this Section 6 states Buyer's sole and exclusive remedy for any breach of warranty. Buyer agrees that no other remedy (including, without limitation, incidental or consequential damages) shall be available. This Section 6 allocates the risk of the failure of goods between Seller and Buyer as authorized by applicable law.

8. **LIMITATION OF LIABILITY FOR DAMAGES.** It is expressly agreed that Seller shall not be responsible for any direct, indirect, incidental, special or consequential damages whatsoever arising from breach of warranty, breach of contract, negligence, strict liability or any other legal theory. Such damages include, without limitation, loss of profits or revenue, cost of capital, loss of use of any equipment, or claims of customers of Buyer for such damages.

9. **FORCE MAJEURE.** Seller shall be excused for any non-delivery or default in performance in whole or in part due to acts of God, war, riot, terrorism, embargoes, acts of civil or military authorities, fires, floods, accidents, quarantine restrictions, strikes, differences with workmen, delays in transportation, shortage of fuel, labor or materials, or any circumstantial cause beyond the control of Seller in the reasonable conduct of business.

10. **GOVERNMENT REGULATIONS.** Seller makes no representation that the goods comply with any present or future federal, state or local regulation or ordinance. Compliance is Buyer's responsibility.

11. **COLLECTION COSTS.** In the event Buyer defaults in the terms of payment, Seller may recover from Buyer all costs, including without limitation, reasonable attorneys' fees and costs including experts' fees, whether or not such collection includes the commencement of a lawsuit.

12. **TERMS AND CONDITIONS.** Seller's acceptance of orders is expressly conditioned upon the terms and conditions herein which shall prevail notwithstanding any variance with the terms and conditions of any order submitted by Buyer. In the event of buyer issues a purchase order with terms and/or conditions different than offered, the Seller may void the quotation and/or issue a re-quote. If the Seller, solely at the Seller's discretion, chooses to accept the purchase order any terms and conditions which differ from those offered will resolve in favor of those offered by the Seller and new or additional terms and conditions in the purchase order will be void unless agreed to in writing by the Seller. No verbal instructions, promises, agreements, utterances, etc. are binding upon Seller.

13. **LAW.** California law governs this transaction.

14. **MODIFICATION OF AGREEMENT.** This Agreement sets forth the final expression of the agreement of the parties with respect to the goods covered by this Agreement, supersedes all prior or contemporaneous agreements among them concerning such goods, constitutes a complete and exclusive statement of the terms of this Agreement, and cannot be modified in any way, except in writing and signed by an officer of the Seller and an authorized representative of the Buying entity. From time to time these Terms and Conditions may be changed by Seller. Buyer agrees to Terms and Conditions in effect at the time of order acceptance.

15. **WAIVER.** Waiver of Seller of a breach of any of the terms and conditions set forth above or on the reverse side shall not be construed as a waiver of any other subsequent breach.

PRINT NAME and DATE (Required)

SIGNATURE and DATE (Required)

The above individual certifies that they are an authorized representative of the Buying entity and have been authorized to commit the Buyer to these Terms and Conditions.



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: ASHLEY TAYLOR, ECONOMIC DEVELOPMENT AND RECREATION DIRECTOR

DATE: APRIL 17, 2023

SUBJECT: FRED ENDERT POOL POSITION CONTROL (ADD 1.3 FTE LIFEGUARDS)

RECOMMENDATION

- Approve and adopt Resolution 2023-25, A RESOLUTION OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 POSITION CONTROL

BACKGROUND

In 2018, Counsilman-Hunsaker was engaged to develop the 10-Year Master Plan for the Fred Endert Municipal Pool. 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.

In 2019, The City received a grant of \$10,000 through Building Healthy Communities to perform non-traditional public outreach. 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. 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.

In general, the public feedback was very positive. The community views the pool as an incredibly valuable asset. 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.

Also expressed several times during interviews was a need for increased maintenance and the need for swim lessons to be offered during more convenient times for families and with more frequency.

ANALYSIS

The Pool Master Plan was formally adopted by the City Council on July 1, 2019, and several things have been done since then to address its contents, including a restructuring of position control in 2021 to include an additional Relief Supervisor to enhance overall supervisory control over the pool operations and improve oversight of lifeguard staff during all open hours of the pool.

Additionally, in response to concerns expressed in the empathy surveys received, Pool staff have worked to improve operations through the gradual increase in lifeguard staffing to address cleanliness of the facility and to offer more program opportunities, such as swim lessons and recreation swims.

In the past, swim lessons were offered in the morning hours only. Community feedback indicated a desire to see lessons offered during times that were more accessible for working parents, so the schedule now provides for evening options. The Del Norte County School District also now offers their 4th grade classes swim lessons in the mornings, making a total of 5 hours of group lessons twice a week that require increased lifeguard staffing to accommodate. The increase also requires increased training for lifeguards to teach the classes.

Feedback from the community also indicated that there weren't enough programs offered for children during the week after school, so an additional Recreation swim was added on Monday afternoons to accommodate early release days from school. With the additional day, Recreation swims are now offered three times per week, all of which include use of the slide. In the past, the slide has required there to be one additional lifeguard stationed at the bottom to ensure safe landing of the participant coming down. Due to changes in manufacturer requirements and regulations, the slide now necessitates one lifeguard to be stationed at the top of the slide, as well as the bottom. This has added an additional lifeguard staff for each Recreation swim offered throughout the month.

In response to the community feedback regarding maintenance, cleanliness of the facility, and customer service, the pool is also scheduling lifeguards to ensure not only adequate coverage of the programs but also covering the front desk and more frequent cleaning.

All of these program changes, in addition to the fact that the Pool did not have the annual 2 to 3 week closure for the annual maintenance this fiscal year have required an increase in the total number of full-time equivalent (FTE) temporary staff to be employed at the pool. To accommodate this increase, position control needs to be amended to include an additional 1.3 FTE positions, for a total of 6.7 FTE positions in the part-time lifeguard classification.

FISCAL ANALYSIS

The change in position control will not require any changes to this fiscal year's budget. An internal budget adjustment of approximately \$49,000 will be made to account for the increase in temporary wages utilizing unspent operational budget in this year. Increased staffing to meet the community and safety needs will be a consideration for upcoming budget discussions, although

POOL POSITION CONTROL UPDATE

April 17, 2023

in the FY 23/24 fiscal year we are expecting to close the facility for 6-8 weeks while completing the HVAC and Flooring capital improvement projects which will reduce the staffing hours required.

ATTACHMENTS

1. Resolution 2023-25 Amending FY 22-23 Position Control
2. FY 22-23 Position Control Update 04-17-23

RESOLUTION NO. 2023-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 POSITION CONTROL OF THE CITY OF CRESCENT CITY

WHEREAS, the City Council approves the Position Control listing all City job titles, pay ranges, and authorized number of full-time equivalents; and

WHEREAS, the City Council has the authority to amend said Position Control from time to time to match the needs of the City; and

WHEREAS, the Fred Endert Municipal Pool currently has 5.4 full-time equivalent positions in the City's Position Control for the classification of part-time lifeguards; and

WHEREAS, an increase in programming and facility needs at the Fred Endert Municipal Pool requires additional full-time equivalent temporary staff positions to be available in Position Control.

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

That the attached Position Control is hereby approved.

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 17th day of April 2023 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

City of Crescent City
Position Control
Authorized Positions & Pay Ranges 04.17.23

		Auth Pay Range - Current		Auth Pay Range - Proposed					
Position Title	Bargaining Unit	Min Annual	Max Annual	Min Annual	Max Annual	Current Auth FTE	Change	Proposed FTE	Notes
Administration									
City Manager	Contract	107,641	137,542	107,641	137,542	1.00		1.00	
City Attorney	Contract	102,259	128,202	102,259	128,202	1.00		1.00	
City Clerk / Administrative Analyst	CCMEA	63,672	77,405	63,672	77,405	1.00		1.00	
HR Manager	CCMEA	54,995	66,864	54,995	66,864	1.00		1.00	
Information Systems Administrator	CCMEA	70,206	85,332	70,206	85,332	1.00		1.00	
IT / GIS Technician	CCMEA	47,518	57,759	47,518	57,759	1.00		1.00	
Finance									
Director of Finance	Contract	94,709	118,735	94,709	118,735	1.00		1.00	
Finance Analysts						2.00		2.00	
Finance Analyst II	CCMEA	60,651	73,720	60,651	73,720				
Finance Analyst I	CCMEA	54,995	66,864	54,995	66,864				
Finance Technician and PR Admin						1.50		1.50	
Finance Technician	CCMEA	49,896	60,651	49,896	60,651				
Payroll Administrator	CCMEA	49,896	60,651	49,896	60,651				
Finance Technician Extra Help (Retired Annuitant)	Unrepresented	49,896	60,651	49,896	60,651				
Account Clerks						2.00		2.00	
Account Clerk II	CECC	39,099	47,518	39,099	47,518				
Account Clerk I	CECC	35,457	43,105	35,457	43,105				
Fire									
Fire Chief	Contract	94,709	118,735	94,709	118,735	1.00		1.00	
Career Fire Captain ***	Unrepresented	65,631	79,744	65,631	79,744	3.00		3.00	
Administrative Assistant	CECC	43,105	52,382	43,105	52,382	1.00		1.00	
Police									
Chief of Police	Contract	94,709	118,735	94,709	118,735	1.00		1.00	
Lieutenant	CCPOA	88,781	102,450	88,781	102,450	-		-	
Sergeant	CCPOA	70,999	88,095	70,999	88,095	4.00		4.00	
Police Officers and Recruits						10.00		10.00	
Police Officer	CCPOA	52,403	69,992	52,403	69,992	-		-	
Police Officer - Limited Term	CCPOA	52,403	69,992	52,403	69,992	-		-	
Police Recruit	CCPOA	38,606	38,606	38,606	38,606	-		-	
Records Specialist	CECC	43,105	52,382	43,105	52,382	1.25		1.25	
Planning, Building & Code Enforcement									
Planning Technician	CCMEA	47,518	57,759	47,518	57,759	-		-	
Building Inspector & Code Enforcement Officer *	CCMEA	52,382	63,672	52,382	63,672	0.46		0.46	
Office Technician **	CECC	35,457	43,105	35,457	43,105	1.00		1.00	
Economic Development and Recreation									
Economic Development and Recreation Director	Contract	89,055	111,671	89,055	111,671	1.00		1.00	
Grants and Economic Development Coordinator	CCMEA	60,651	73,720	60,651	73,720	1.00		1.00	
Recreation Lead	Unrepresented	31,720	38,480			-		-	
Economic Development and Recreation Assistant	Unrepresented			35,457	43,105	0.48		0.48	
RV Park Supervisor	CCEA	41,048	49,896	41,048	49,896	1.00		1.00	
Campground Attendant	Unrepresented	32,427	39,416	32,427	39,416	0.60		0.60	
Aquatics Supervisor	CCMEA	47,518	57,759	47,518	57,759	1.00		1.00	
Relief Supervisor/Lesson Coordinator	CCEA	41,048	49,896	41,048	49,896	2.00		2.00	
						5.40	1.30	6.70	6.7 full-time equivalents (each FTE equal to 2080 hours per year) for a total of 13,936 hours divided among all part-time lifeguards
Part-time Lifeguards									
Lifeguard - Designated Head Lifeguard	Unrepresented	32,760	37,440	32,760	38,480				
Lifeguard - Part-Time	Unrepresented	31,720	38,480	31,720	38,480				
Aquatic Specialty Program Instructor	Unrepresented	33,800	38,480	33,800	38,480				
Water Safety Aide	Unrepresented	32,240	35,360	32,240	35,360				
Public Works									
Director of Public Works	Contract	94,709	118,735	94,709	118,735	1.00		1.00	
Engineering Project Manager	CCMEA	60,651	73,720	60,651	73,720	1.00		1.00	
Engineering Technician	CCMEA	47,518	57,759	47,518	57,759	1.00		1.00	
Public Works Maintenance Manager	CCMEA	73,720	89,595	73,720	89,595	1.00		1.00	
Public Works Parks / Buildings / Maintenance Workers & Equipment Operators						12.04		12.04	
Maintenance Workers									
Senior Public Works Maintenance Worker	CCEA	49,896	60,651	49,896	60,651				
Maintenance Worker III	CCEA	41,048	49,896	41,048	49,896				
Maintenance Worker II	CCEA	37,235	45,247	37,235	45,247				
Maintenance Worker I	CCEA	35,457	43,105	35,457	43,105				
Maintenance Worker 1 (part-time and seasonal)	Unrepresented	35,457	43,105	35,457	43,105				
Equipment Operators									
Equipment Operator II	CCEA	45,247	54,995	45,247	54,995				
Equipment Operator I	CCEA	39,099	47,518	39,099	47,518				
Senior Bldgs & Parks Maintenance Worker	CCEA	41,048	49,896	41,048	49,896				
EMOT						3.00		3.00	
Senior Electrical Mechanical Operations Technician	CCEA	66,864	81,261	66,864	81,261				
Electrical Mechanical Operations Technician II	CCEA	57,759	70,206	57,759	70,206				
Electrical Mechanical Operations Technician I	CCEA	49,896	60,651	49,896	60,651				
Utility Mechanic	CCEA	41,048	49,896	41,048	49,896	1.00		1.00	
Laboratory Director	CCMEA	63,672	77,405	63,672	77,405	1.00		1.00	
Laboratory Assistant / Tech						1.48		1.48	
Laboratory Technician II	CCEA	52,382	63,672	52,382	63,672				
Laboratory Technician I	CCEA	43,105	52,382	43,105	52,382				
Laboratory Assistant	CCEA	35,457	43,105	35,457	43,105				
Fleet Mechanics						2.00		2.00	
Senior Mechanic	CCEA	57,759	70,206	57,759	70,206				
Mechanic II	CCEA	45,247	54,995	45,247	54,995				
Mechanic I	CCEA	37,235	45,247	37,235	45,247				
Housing Authority									
Housing Authority Director	Contract	89,055	111,671	89,055	111,671	1.00		1.00	
Housing Authority Inspector	CCEA	41,048	49,896	41,048	49,896	-		-	
Tenant Services Technician	CECC	43,105	52,382	43,105	52,382	2.00		2.00	
Office Technician	CECC	35,457	43,105	35,457	43,105	1.00		1.00	
Totals						76.21	1.30	77.51	

* 0.46 FTE split between Building/Code Enforcement and Housing Authority

** 1.0 FTE split between Planning and Public Works

*** Annual wages based on 48/96 schedule including scheduled FLSA overtime

Pay ranges do not include special pay, i.e. certification, longevity, merit, etc.

Min and max annual pay ranges are equivalent to base hourly rate times 2,080 hours per year. Actual hours for positions may be different.

CITY COUNCIL AGENDA REPORT



TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: ASHLEY TAYLOR, ECONOMIC DEVELOPMENT AND RECREATION DIRECTOR

DATE: APRIL 17, 2023

SUBJECT: LETTER OF SUPPORT FOR HARBOR DISTRICT'S APPLICATION FOR DEPARTMENT OF TRANSPORTATION'S PORT INFRASTRUCTURE DEVELOPMENT PROGRAM FUNDING

RECOMMENDATION

- Approve submission of a letter of support to the Crescent City Harbor District for their grant application through the Department of Transportation's Maritime Administration Port Infrastructure Development Program

BACKGROUND

The Crescent City Harbor District (CCHD) is addressing their natural hazard vulnerabilities by developing an armored and engineered harbor, including the construction of breakwaters to address future conditions and infrastructure resilience.

The design of the current breakwaters, which were built from 1965 to 1970, were not designed for the increased severity of storms and rising sea levels. Since their construction, the breakwaters have been subjected to the impacts of tsunamis, severe winter storms, and tidal surges. The breakwaters are now eroded and full of holes.

Failures in sections of the current breakwaters are endangering the safety of all harbor users and results in sporadic closures of transportation corridors, interruption to commercial fishing fleets being able to utilize the harbor and causes employment disruption in the businesses and services which support the commercial fleet and tourism industries.

The existing roadway facilities in the Harbor are also facing increased closures, damage, and loss of service due to climate related sea level rise and increasing storm severity that floods these facilities and poses an imminent threat to the continued use by all modes of

transportation. All Harbor roads and infrastructure are protected by a series of aging breakwaters and a failing seawall.

On the South side of the Harbor, storm severity has increased the frequency that Anchor Way and the US 101 /Anchor Way intersection are closed due to ocean waves washing across those roadways, damaging the existing infrastructure, and depositing debris, requiring cleanup and repair efforts before those facilities can be reopened.

ITEM ANALYSIS

CCHD is submitting a grant application to the Department of Transportation's Maritime Administration Port Infrastructure Development Program (PIDP) to construct new breakwaters that will improve the safety, efficiency, and reliability of the movement of goods in and out of, and within the port, and to make operational improvements that will improve port resilience.

The CCHD would use PIDP funding to build a new Inner Boat Basin breakwater; breakwaters along both sides of Anchor Way; and a new breakwater at the Whaler Island Groin. Failure of any one of the breakwaters would irreparably damage the financial health of the Crescent City Harbor District, the City of Crescent City and Del Norte County.

Crescent City Harbor District has requested that the City provide a letter of support to accompany their grant application. Because the construction of new breakwater infrastructure would improve the roadways and overall access to harbor facilities, this would in turn have positive economic impacts for Crescent City and the surrounding area and staff believe providing a letter of support is appropriate.

FISCAL ANALYSIS

There are no fiscal impacts related to this action.

STRATEGIC PLAN ASSESSMENT

GOAL 1: SUPPORT QUALITY SERVICES, COMMUNITY SAFETY, AND HEALTH TO ENHANCE THE QUALITY OF LIFE AND EXPERIENCE OF OUR RESIDENTS AND VISITORS

- A. Enhance collaboration with other agencies and the community to better aid the public
- B. Ensure that information shared between departments, with other agencies, and with the public is both accurate and timely
- D. Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs
- E. Target economic development improvements that provide additional benefit by enhancing the quality of life for residents

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY

- B. Support community organizations that provide measurable services to the community

- D. Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities

ATTACHMENTS

1. Letter of Support to the Department of Transportation for the Crescent City Harbor District proposed improvements to harbor breakwaters



City of Crescent City

Where the Redwoods Meet the Sea

377 J Street, Crescent City, CA 95531 • 707.464.7483 • Fax 707.465.4405 • www.crescentcity.org



April 18, 2023

U.S. Department of Transportation Maritime Administration
West Building
1200 New Jersey Avenue, SE
Washington, DC 20590

To Whom it May Concern:

The Crescent City Harbor District (CCHD), a public agency, is requesting a PIDP grant for a construction project which will:

1. improve the safety, efficiency, and reliability of the movement of goods into, out of, and within the port and;
2. make operational improvements to improve port resilience.

The existing roadway facilities in the Harbor are facing increased closures, damage, and loss of service due to climate related sea level rise and increasing storm severity that floods these facilities and poses an imminent threat to the continued use by all modes of transportation. The Crescent City Harbor District (CCHD) is addressing their natural hazard vulnerabilities by developing an armored and engineered harbor.

The Harbor District and key community partners are working together to foster long-term economic resilience through expanded job growth, workforce development, business assistance and community development. Built into the implementation of this project's components are poverty reduction; equity and inclusion; health (social, cultural, emotional, environmental, mental, physical and economic), and environmental protection. The objective of our partnership is to put Del Norte County in a more equitable position to create desired high-road jobs by establishing economic competitiveness for the region. Among the goals of this partnership:

- Invest in improving and maintaining a transportation system that meets the needs of local industry, residents and visitors.
- Seek funding for infrastructure improvements which improve safety and resilience.
- Support the expansion of sustainable fishery products.
- Create a thriving small business environment that fosters entrepreneurship and innovation.

The (organization/tribe/title) supports the CCHD's proposal to use MARAD funds to construct breakwaters which will incorporate future conditions and infrastructure resilience. The breakwaters will significantly increase the level of protection at the harbor to mitigate against a 50-year tsunami event, 100-year storm surges and 1.5-foot sea level rise to protect critical harbor infrastructure.

Sincerely,

Isaiah Wright
Mayor
City of Crescent City



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

DATE: APRIL 17, 2023

**SUBJECT: SELF CONTAINED BREATHING APPARATUS (SCBA) COMPRESSOR
PURCHASE CONTRACT FOR THE CRESCENT CITY FIRE STATION**

RECOMMENDATION

- Approve and authorize the City Manager to purchase from Bauer Compressor Inc. a Self-Contained Breathing Apparatus (SCBA) compressor for the Crescent City Fire Station

BACKGROUND

The Fiscal Year 2022-23 budget contains an expenditure for the Fire Department to purchase a Self-Contained Breathing Apparatus (SCBA) compressor, which is used to refill oxygen bottles for the firefighters. The purchase was recommended by the Measure S Oversight Committee and approved by the City Council.

On March 29, 2023, the Measure S Oversight Committee met and discussed items requested by the Fire Chief and the Chief of Police to fund public safety priorities needed this fiscal year (FY 22-23). Due to inflation and rising cost of equipment, the Fire Chief requested an additional \$5,000 to complete the purchase of a Self-Contained Breathing Apparatus (SCBA) Compressor. The Measure S Oversight Committee voted unanimously to recommend the increased amount to be budgeted for the purchase.

ANALYSIS

At the April 3, 2023, City Council meeting, the Council approved the budget adjustment for the SCBA compressor purchase, and upon authorization it will be ordered immediately. However, given long lead time of this equipment it is unknown if the item will be received in FY 22-23 or if the funds will need to be rolled over to next fiscal year.

Since the purchase is over the \$60,000 City Manager's contract authority, City Council authorization is required for the purchase.

FISCAL IMPACT

The purchase of the compressor in the amount of \$65,000 was unanimously recommended by the Measure S Oversight Committee and approved by the City Council. Approving the purchase agreement does not have any additional financial impact.

ATTACHMENTS

- Bauer Quote for SCBA compressor



Quality. Our DNA

BAUER COMPRESSORS Inc.
267 East Airway Blvd.
Livermore, CA 94551
(925)-449-7210
www.bauersf.com

PER CONTRACT #
1-19-42-07

Date: 3/10/2023
Quote # DK03102023-1
Customer ID
Expiration 5/1/2023

Customer:
Crescent City Fire and Rescue
255 W. Washington Blvd.
Crescent City, CA 95531
Customer Contact:
Fire Chief Kevin Carey
kcarey@crescentcity.org
(707) 464-2421

Line	QTY	UNIT	Part #	Description	Unit Price	Line Total
1	1	EA	VT-P/E3	13 SCFM / 10 HP Fixed SCBA Compressor Unit (Three Phase) 208V, 230V, or 460V	\$59,377.72 \$	59,377.72

Note: Prices do not include shipping/handling charges or sales tax unless specified. Quotation prices are valid for 60 days. Call 925-449-7210 if past expiration date. Thank you for the opportunity to submit this quotation. If you have any questions please give us a call.

Sincerely,

Dan Kroetch
Phone: +1 (925) 449-7210
Cell: +1 (510) 909-6157
Fax: +1 (925)-449-7201
dan.kroetch@bauersf.com

Subtotal	\$	59,377.72
8.250%		\$4,898.66
Freight		\$0.00
Installation		\$0.00
Total	\$	64,276.38

CITY COUNCIL AGENDA REPORT



TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: SOPHIA ROSS, CITY PLANNER & ETHAN LAWTON, CITY PLANNER

DATE: April 17, 2023

SUBJECT: EMERGENCY SHELTERS & C-2 ZONE AMENDMENT

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Council deliberation
- Give direction to staff regarding the amendment to the C-2 Zone to include emergency shelters by right.

BACKGROUND

AB 2339 amends state housing law expanding the definition of and requiring emergency shelters to be principally permitted in a zone that also allows residential use. The Planning Commission has heard and approved Resolution No. PC2023-04 to permit emergency shelters in the General Commercial (C-2) zone on March 9, 2023. HCD is likely to require the City to be in compliance with State law, including AB 2339, prior to obtaining a 6th Cycle Housing Element Certification. Staff suggest the use of REAP funding to move forward with this ongoing zone amendment.

CALIFORNIA ASSEMBLY BILL 2339:

On January 1, 2023, Assembly Bill 2339 became effective. Chapter 654, Statutes of 2022 (AB 2339), adds additional specificity on how cities and counties plan for emergency shelters and ensure sufficient capacity for low-income housing in their housing elements. Generally, AB 2339 amends State Housing Element Law regarding identification of zones and sites for emergency shelters and transitional and supportive housing.

Amendments to Government Code section 65583, subsection (a)(4) now require housing elements to:

1. Expand the definition of “emergency shelters” to include other interim interventions, including but not limited to, navigation centers, bridge housing, and respite or recuperative care.
2. Identify a zoning district to allow emergency shelters by right that also allows residential use.
3. Demonstrate the identified zone has adequate access to amenities / services.
4. Provide a calculation methodology for determining the sufficiency of sites available to accommodate the need for emergency shelters in the identified zoning designation.
5. Analyze any adopted written objective standards for potential governmental constraints.

CURRENT CRESCENT CITY ZONING AND REGULATIONS:

Currently, emergency shelters are allowed by right in the Public Facility (PF) district CCMC 17.33.10. No other zone in Crescent City explicitly allows emergency shelters by right or conditionally. The PF’s regulation of emergency shelters includes objective standards for development. However, these objective standards are set to be repealed at a later date as they conflict with AB2339 regulations.

CURRENT SERVICES IN CRESCENT CITY:

There are two housing options available for people experiencing homelessness in Crescent City: The Mission Possible Home and the Legacy House. Both facilities are currently used for transitional housing that provide services to help individuals find affordable permanent housing, although only the Legacy House is currently considered an emergency shelter. The Mission Possible home in Crescent City is not defined as emergency shelter because they do not offer a “low barrier” streamlined process to obtain permanent housing, instead the facility offers a mentorship program designed to address root causes of homelessness.

Del Norte Mission Possible currently operates Mission Possible Home. Their target population is low risk, homeless women who have a preexisting health condition, and who have a desire to learn and accept help. This is a 3-month program that has the capacity for 6 beds all of which are full. Del Norte Mission Possible is located at 1100 H St. within the **Low-Density Residential (R-1) district and an example of a residential care facility.**

Legacy House, formally Coastal Inn and Suites, was purchased in 2019 by the County and operates an emergency shelter for houseless individuals. The legacy house is undergoing renovations and can only accommodate half capacity at this time – roughly 17 beds all of which are full. The Legacy House intends to offer permanent housing post renovations for more than 30 people, reducing the number of emergency shelter beds offered to zero.

Legacy house is located at 665 L St. within the **General Commercial (C-2) district**. The County owns this property and therefore the site is not subject to the city zoning code. **The Legacy House is currently considered an Emergency Shelter under transitional housing and supplies 17 beds.**

POINT IN TIME COUNT

The NorCal Continuum of Care (NorCal CoC) performed the most recent certified Point in Time (PIT) count. The NorCal CoC completed the PIT in 2022 and covered 7 Counties in Northern California. NorCal CoC reported that in 2022 Del Norte County had 462 individuals experiencing homelessness. 393 individuals were unsheltered and 69 were sheltered. Of the total 462 individuals experiencing homelessness in Del Norte County, 88.3% are chronically homeless, 5% are under the age of 24, 5% are or have been victims of domestic violence, and 15% are veterans. The City does not have a PIT count specific to the City.

5th CYCLE HOUSING ELEMENT

The 5th Cycle Housing Element goals, policies, and implementation programs that are applicable to this zoning amendment include:

Goal D: To address, and where appropriate and legally possible, remove governmental constraints for all housing, including housing for special needs groups.

Policy D.1. The City shall promote the development of special housing needs, such as transitional and supportive housing, emergency shelters, and single-room occupancy units, consistent with state law.

Action D.1.1: The City currently allows for emergency shelters by right in the PF Zone. The PF zone includes properties that are located in and adjacent to the core area of the City where services are provided. Furthermore, the majority of services are provided by local agencies and historically emergency shelters have been operated within the PF Zone. To provide for additional capacity, this City is planning to amend its Zoning Code to permit emergency shelters in the C-2 Zone with a use permit.

CITY COUNCIL DIRECTION

On December 5, 2022, the City Council heard/discussed the 6th Cycle housing element. During this discussion council members expressed concern for the capacity of the Public Facility (PF) zoning to facilitate Emergency Shelters. Staff were given direction to investigate alternative zones to facilitate Emergency Shelters.

PLANNING COMMISSION ACTION

On February 9, 2023, the Planning Commission was presented information on current emergency shelters in the area, the 2022 PIT, emergency shelters in the PF district, and a comparison of the C-2 zone, and the R-3 zone analyzing consistency and constraints for compliance with AB2339. The Planning Commission gave staff direction to prepare a

zone amendment to include emergency shelters by right in the C-2 zone. There are roughly 10 acres of vacant and developable land within the C-2 district across 22 parcels.

On March 9, 2023, the Planning Commission heard the proposed C-2 zone amendment. The Commission considered potential impacts of the proposed C-2 zone amendment to include emergency shelters by right (principally permitted). The Planning Commission ultimately approved the C-2 zoning amendment by Resolution No. PC2023-04 (attached) with the following discussion:

- Current conditions, locations, and costs of homeless encampments.
- Potential attraction of additional individuals experiencing homelessness.
- Density of emergency shelters and increased crime.
- Input from Chief of Police Griffin.
- Amount of vacant land eligible within the C-2 zone.

ITEM ANALYSIS

The C-2 zone amendments included with this staff report contain the revisions recommended by the Planning Commission for City Council consideration. The Council can provide direction to staff based on review of the Planning Commission's recommended revisions, which include:

- Adding *"Emergency Shelters containing a maximum of thirty (30) beds and serving no more than thirty (30) persons per night"* to principally permitted uses.
- Adding *"Emergency Shelters exceeding thirty (30) beds and serving more than thirty (30) persons per night"* to uses subject to a Use Permit.
- Adding *"One (1) parking space per staff and one (1) parking space for every ten (10) beds"* to General Regulations.
- Adding *"Security during hours that the shelter is in operation, an on-site manager, and a minimum of one (1) fully trained staff person with at least one (1) year of homeless services experience on site at all times when a client is on the premises. Staff shall be mandated reporters for cases of abuse both physical and sexual"* to General Regulations.
- Adding *"No more than thirty (30) days of availability to residents, with extensions up to a total stay of sixty (60) days in any continuous twelve (12)-month period may be provided if no alternative housing is available"* to General Regulations.
- Adding *"Adequate external lighting shall be provided for security purposes to ensure fully lit parking, gathering, and waiting areas. Lighting shall be placed as not to create glare or impact adjoining parcels"* to General Regulations.
- Adding *"Bridge Housing means immediately transition vulnerable clients out of homelessness in order to provide a stable experience that can facilitate placement into permanent housing "the missing link between shelters and permanent housing"* to Zoning Definitions.
- Adding *"Navigation Centers means "housing first" low barrier, temporary, service-enriched shelter that helps homeless individuals and families to quickly obtain permanent housing"* to Zoning Definitions.

- Adding “*Residential Care Facility means a residential care facility for up to six persons above the age of 18 years or emancipated minors*” to Zoning Definitions.
- Adding “*Respite and Recuperative Care means generally medical care for persons who are too sick to join a shelter but not sick enough to require hospital-level care*” to Zoning Definitions.
- Adding “*Rooming House means a building containing 3 or more guestrooms, used, designed, or intended to be used, let or hired, to be occupied or which are occupied by 3 or more individuals with or without meals, for compensation, as permanent guests pursuant to a previous arrangement for compensation for definite periods, by the month or greater term, and in which rooms are not occupied by, nor meals served, to transients*” to Zoning Definitions.

FISCAL ANALYSIS

The cost of developing this zoning update is anticipated to be minimal and falls under the approved REAP grant expenses for zoning updates.

STRATEGIC PLAN ANALYSIS

This action is consistent with the following Strategic Plan Goals and Objectives: GOAL 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors; (F) Incorporate health considerations into decision making.

ATTACHMENTS

1. AB 2339
2. APN / Zoning Reference Map
3. C-2 Zone Amendment
4. Definitions Amendment
5. C-2 Zone Amendment Approved Resolution (PC2023-04)
6. REAP Task Order
7. 2022 NorCal CoC Pit Report

**CITY OF CRESCENT CITY
CITY COUNCIL MEETING**



**ATTACHMENT 1
ASSEMBLY BILL NO. 2339**

An act to amend Sections 65583 and 65863 of the Government Code, relating to land use.

[Approved by Governor, September 28, 2022. Filed with Secretary of State, September 28, 2022.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2339, Bloom. Housing element: emergency shelters: regional housing need.

(1) The Planning and Zoning Law requires the legislative body of each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city that includes a housing element. Existing law requires that the housing element identify adequate sites for housing, including rental housing, factory-built housing, mobilehomes, and emergency shelters, and make adequate provision for the existing and projected needs of all economic segments of a community. Existing law also requires that the housing element include an analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels.

This bill would revise the requirements of the housing element, as described above, in connection with zoning designations that allow residential use, including mixed use, where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit. The bill would delete language regarding emergency shelter standards structured in relation to residential and commercial developments and instead require that emergency shelters only be subject to specified written, objective standards. The bill would specify that emergency shelters for purposes of these provisions include other interim intervention, including, but not limited to, navigation centers, bridge housing, and respite or recuperative care.

The bill would require that identified zoning designations where emergency shelters are allowed to include sites that meet at least one of certain prescribed standards. In this regard, the bill would require those sites to be either (1) vacant and zoned for residential use; (2) vacant and zoned for nonresidential use if the local government can demonstrate how the sites are located near amenities and services that serve people experiencing homelessness; or (3) nonvacant if the site is suitable for use as a shelter in the current planning period, as specified. The bill would also authorize a local government to accommodate its need for emergency shelters on sites owned by the local government if it demonstrates that the sites will be made available for emergency shelter during the planning period, they are suitable for residential use, and the sites are located near amenities, as specified. The bill would require the identified zoning designations to include

sufficient sites to accommodate the need for shelters, as specified. The bill would also require that the number of people experiencing homelessness that can be accommodated on each identified site under these provisions be demonstrated by dividing the square footage of the site by a minimum of 200 square feet per person, except as specified.

(2) The Planning and Zoning Law requires a city, county, or city and county to ensure that its housing element inventory, as described, or its housing element program to make sites available, as described, can accommodate its share of the regional housing need at all times throughout the planning period.

This bill would require each city, county, or city and county to ensure that its housing element inventory or its housing element program can accommodate its remaining unmet share of the regional housing need and any remaining unaccommodated portion of the regional housing need, as defined, from the prior planning period, at all times throughout the planning period.

Existing law also prohibits a city, county, or city and county from reducing, requiring, or permitting the reduction of the residential density to a lower residential density that is below the density that was utilized by the Department of Housing and Community Development in determining compliance with housing element law, unless the city, county, or city and county makes specified written findings supported by substantial evidence.

The bill would instead prohibit a city, county, or city and county from reducing, requiring, or permitting the reduction of the residential density to a lower residential density for any parcel identified to meet its current share of the regional housing need or any unaccommodated portion of the regional housing need, as defined, from the prior planning period, unless the city, county, or city and county makes specified written findings supported by substantial evidence.

(3) By imposing various new duties on local governments with regard to the administration of housing elements, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

DIGEST KEY

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Section 65583 of the Government Code is amended to read:

65583.

The housing element shall consist of an identification and analysis of existing and projected housing needs and a statement of goals, policies, quantified objectives, financial resources, and scheduled programs for the preservation, improvement, and development of housing. The housing element shall identify adequate sites for housing, including rental housing, factory-built housing, mobilehomes, and emergency shelters, and shall make adequate provision for the existing and projected needs of all economic segments of the community. The element shall contain all of the following:

- (a) An assessment of housing needs and an inventory of resources and constraints relevant to the meeting of these needs. The assessment and inventory shall include all of the following:
- (1) An analysis of population and employment trends and documentation of projections and a quantification of the locality's existing and projected housing needs for all income levels, including extremely low income households, as defined in subdivision (b) of Section 50105 and Section 50106 of the Health and Safety Code. These existing and projected needs shall include the locality's share of the regional housing need in accordance with Section 65584. Local agencies shall calculate the subset of very low income households allotted under Section 65584 that qualify as extremely low income households. The local agency may either use available census data to calculate the percentage of very low income households that qualify as extremely low income households or presume that 50 percent of the very low income households qualify as extremely low income households. The number of extremely low income households and very low income households shall equal the jurisdiction's allocation of very low income households pursuant to Section 65584.
 - (2) An analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, including overcrowding, and housing stock condition.
 - (3) An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites, and an analysis of the relationship of the sites identified in the land inventory to the jurisdiction's duty to affirmatively further fair housing.
 - (4) (A) The identification of one or more zoning designations that allow residential uses, including mixed uses, where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit and that are suitable for residential uses. The identified zoning designations shall include sufficient sites meeting the requirements of

subparagraph (H) with sufficient capacity, as described in subparagraph (I), to accommodate the need for emergency shelter identified in paragraph (7), except that each local government shall identify a zoning designation or designations that can accommodate at least one year-round emergency shelter. If the local government cannot identify a zoning designation or designations with sufficient capacity, the local government shall include a program to amend its zoning ordinance to meet the requirements of this paragraph within one year of the adoption of the housing element. The local government may identify additional zoning designations where emergency shelters are permitted with a conditional use permit. The local government shall also demonstrate that existing or proposed permit processing, development, and management standards that apply to emergency shelters are objective and encourage and facilitate the development of, or conversion to, emergency shelters.

(B) Emergency shelters shall only be subject to the following written, objective standards:

- (i) The maximum number of beds or persons permitted to be served nightly by the facility.
- (ii) Sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone.
- (iii) The size and location of exterior and interior onsite waiting and client intake areas.
- (iv) The provision of onsite management.
- (v) The proximity to other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart.
- (vi) The length of stay.
- (vii) Lighting.
- (viii) Security during hours that the emergency shelter is in operation.

(C) For purposes of this paragraph, “emergency shelter” shall include other interim interventions, including, but not limited to, a navigation center, bridge housing, and respite or recuperative care.

(D) The permit processing, development, and management standards applied under this paragraph shall not be deemed to be discretionary acts within the meaning of the

California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code).

(E) If a local government has adopted written, objective standards pursuant to subparagraph (B), the local government shall include an analysis of the standards in the analysis of constraints pursuant to paragraph (5).

(F) A local government that can demonstrate, to the satisfaction of the department, the existence of one or more emergency shelters either within its jurisdiction or pursuant to a multijurisdictional agreement that can accommodate that jurisdiction's need and the needs of the other jurisdictions that are a part of the agreement for emergency shelter identified in paragraph (7) may comply with the zoning requirements of subparagraph (A) by identifying a zoning designation where new emergency shelters are allowed with a conditional use permit.

(G) A local government with an existing ordinance or ordinances that comply with this paragraph shall not be required to take additional action to identify zoning designations for emergency shelters. The housing element must only describe how existing ordinances, policies, and standards are consistent with the requirements of this paragraph.

(H) The zoning designation or designations where emergency shelters are allowed, as described in subparagraph (A), shall include sites that meet at least one of the following standards:

(i) Vacant sites zoned for residential use.

(ii) Vacant sites zoned for nonresidential use that allow residential development, if the local government can demonstrate how the sites with this zoning designation that are being used to satisfy the requirements of paragraph (1) are located near amenities and services that serve people experiencing homelessness, which may include, health care, transportation, retail, employment, and social services, or that the local government will provide free transportation to services or offer services onsite.

(iii) Nonvacant sites zoned for residential use or for nonresidential use that allow residential development that are suitable for use as a shelter in the current planning period, or which can be redeveloped for use as a shelter in the current planning period. A nonvacant site with an existing use shall be presumed to impede emergency shelter development absent an analysis based on substantial evidence that the use is likely to be discontinued during the planning period. The analysis shall consider current market demand for the current uses, market conditions, and incentives or standards to encourage shelter development.

(I) The zoning designation or designations shall have sufficient sites meeting the requirements of subparagraph (H) to accommodate the need for shelters identified pursuant to paragraph (7). The number of people experiencing homelessness that can be accommodated on any site shall be demonstrated by dividing the square footage of the site by a minimum of 200 square feet per person, unless the locality can demonstrate that one or more shelters were developed on sites that have fewer square feet per person during the prior planning period or the locality provides similar evidence to the department demonstrating that the site can accommodate more people experiencing homelessness. Any standard applied pursuant to this subparagraph is intended only for calculating site capacity pursuant to this section, and shall not be constructed as establishing a development standard applicable to the siting, development, or approval of a shelter.

(J) Notwithstanding subparagraph (H), a local government may accommodate the need for emergency shelters identified pursuant to paragraph (7) on sites owned by the local government if it demonstrates with substantial evidence that the sites will be made available for emergency shelter during the planning period, they are suitable for residential use, and the sites are located near amenities and services that serve people experiencing homelessness, which may include health care, transportation, retail, employment, and social services, or that the local government will provide free transportation to services or offer services onsite.

(5) An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, local processing and permit procedures, and any locally adopted ordinances that directly impact the cost and supply of residential development. The analysis shall also demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need in accordance with Section 65584 and from meeting the need for housing for persons with disabilities, supportive housing, transitional housing, and emergency shelters identified pursuant to paragraph (7).

(6) An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing, the price of land, the cost of construction, the requests to develop housing at densities below those anticipated in the analysis required by subdivision (c) of Section 65583.2, and the length of time between receiving approval for a housing development and submittal of an application for building permits for that housing development that hinder the construction of a locality's share of the regional housing need in accordance with Section 65584. The analysis shall also demonstrate local efforts to remove nongovernmental constraints that create a gap between the locality's planning for the development of housing for all income levels and the

construction of that housing.

(7) An analysis of any special housing needs, such as those of the elderly; persons with disabilities, including a developmental disability, as defined in Section 4512 of the Welfare and Institutions Code; large families; farmworkers; families with female heads of households; and families and persons in need of emergency shelter. The need for emergency shelter shall be assessed based on the capacity necessary to accommodate the most recent homeless point-in-time count conducted before the start of the planning period, the need for emergency shelter based on number of beds available on a year-round and seasonal basis, the number of shelter beds that go unused on an average monthly basis within a one-year period, and the percentage of those in emergency shelters that move to permanent housing solutions. The need for emergency shelter may be reduced by the number of supportive housing units that are identified in an adopted 10-year plan to end chronic homelessness and that are either vacant or for which funding has been identified to allow construction during the planning period. An analysis of special housing needs by a city or county may include an analysis of the need for frequent user coordinated care housing services.

(8) An analysis of opportunities for energy conservation with respect to residential development. Cities and counties are encouraged to include weatherization and energy efficiency improvements as part of publicly subsidized housing rehabilitation projects. This may include energy efficiency measures that encompass the building envelope, its heating and cooling systems, and its electrical system.

(9) An analysis of existing assisted housing developments that are eligible to change from low-income housing uses during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of restrictions on use. "Assisted housing developments," for the purpose of this section, shall mean multifamily rental housing that receives governmental assistance under federal programs listed in subdivision (a) of Section 65863.10, state and local multifamily revenue bond programs, local redevelopment programs, the federal Community Development Block Grant Program, or local in-lieu fees. "Assisted housing developments" shall also include multifamily rental units that were developed pursuant to a local inclusionary housing program or used to qualify for a density bonus pursuant to Section 65916.

(A) The analysis shall include a listing of each development by project name and address, the type of governmental assistance received, the earliest possible date of change from low-income use, and the total number of elderly and nonelderly units that could be lost from the locality's low-income housing stock in each year during the 10-year period. For purposes of state and federally funded projects, the analysis required by this subparagraph need only contain information available on a statewide basis.

(B) The analysis shall estimate the total cost of producing new rental housing that is comparable in size and rent levels, to replace the units that could change from low-income use, and an estimated cost of preserving the assisted housing developments. This

cost analysis for replacement housing may be done aggregately for each five-year period and does not have to contain a project-by-project cost estimate.

(C) The analysis shall identify public and private nonprofit corporations known to the local government that have legal and managerial capacity to acquire and manage these housing developments.

(D) The analysis shall identify and consider the use of all federal, state, and local financing and subsidy programs that can be used to preserve, for lower income households, the assisted housing developments, identified in this paragraph, including, but not limited to, federal Community Development Block Grant Program funds, tax increment funds received by a redevelopment agency of the community, and administrative fees received by a housing authority operating within the community. In considering the use of these financing and subsidy programs, the analysis shall identify the amounts of funds under each available program that have not been legally obligated for other purposes and that could be available for use in preserving assisted housing developments.

(b) (1) A statement of the community's goals, quantified objectives, and policies relative to affirmatively furthering fair housing and to the maintenance, preservation, improvement, and development of housing.

(2) It is recognized that the total housing needs identified pursuant to subdivision (a) may exceed available resources and the community's ability to satisfy this need within the content of the general plan requirements outlined in Article 5 (commencing with Section 65300). Under these circumstances, the quantified objectives need not be identical to the total housing needs. The quantified objectives shall establish the maximum number of housing units by income category, including extremely low income, that can be constructed, rehabilitated, and conserved over a five-year time period.

(c) A program that sets forth a schedule of actions during the planning period, each with a timeline for implementation, that may recognize that certain programs are ongoing, such that there will be beneficial impacts of the programs within the planning period, that the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the housing element through the administration of land use and development controls, the provision of regulatory concessions and incentives, the utilization of appropriate federal and state financing and subsidy programs when available, and the utilization of moneys in a low- and moderate-income housing fund of an agency if the locality has established a redevelopment project area pursuant to the Community Redevelopment Law (Division 24 (commencing with Section 33000) of the Health and Safety Code). In order to make adequate provision for the housing needs of all economic segments of the community, the program shall do all of the following:

(1) Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory completed pursuant to paragraph (3) of subdivision (a) without rezoning, and to comply with the requirements of Section 65584.09. Sites shall be identified as needed to affirmatively further fair housing and to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing.

(A) Where the inventory of sites, pursuant to paragraph (3) of subdivision (a), does not identify adequate sites to accommodate the need for groups of all household income levels pursuant to Section 65584, rezoning of those sites, including adoption of minimum density and development standards, for jurisdictions with an eight-year housing element planning period pursuant to Section 65588, shall be completed no later than three years after either the date the housing element is adopted pursuant to subdivision (f) of Section 65585 or the date that is 90 days after receipt of comments from the department pursuant to subdivision (b) of Section 65585, whichever is earlier, unless the deadline is extended pursuant to subdivision (f). Notwithstanding the foregoing, for a local government that fails to adopt a housing element that the department has found to be in substantial compliance with this article within 120 days of the statutory deadline in Section 65588 for adoption of the housing element, rezoning of those sites, including adoption of minimum density and development standards, shall be completed no later than one year from the statutory deadline in Section 65588 for adoption of the housing element.

(B) Where the inventory of sites, pursuant to paragraph (3) of subdivision (a), does not identify adequate sites to accommodate the need for groups of all household income levels pursuant to Section 65584, the program shall identify sites that can be developed for housing within the planning period pursuant to subdivision (h) of Section 65583.2. The identification of sites shall include all components specified in Section 65583.2.

(C) Where the inventory of sites pursuant to paragraph (3) of subdivision (a) does not identify adequate sites to accommodate the need for farmworker housing, the program shall provide for sufficient sites to meet the need with zoning that permits farmworker housing use by right, including density and development standards that could accommodate and facilitate the feasibility of the development of farmworker housing for low- and very low income households.

(2) Assist in the development of adequate housing to meet the needs of extremely low, very low, low-, and moderate-income households.

(3) Address and, where appropriate and legally possible, remove governmental and

nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. Transitional housing and supportive housing shall be considered a residential use of property and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone. Supportive housing, as defined in Section 65650, shall be a use by right in all zones where multifamily and mixed uses are permitted, as provided in Article 11 (commencing with Section 65650).

(4) Conserve and improve the condition of the existing affordable housing stock, which may include addressing ways to mitigate the loss of dwelling units demolished by public or private action.

(5) Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law.

(6) Preserve for lower income households the assisted housing developments identified pursuant to paragraph (9) of subdivision (a). The program for preservation of the assisted housing developments shall utilize, to the extent necessary, all available federal, state, and local financing and subsidy programs identified in paragraph (9) of subdivision (a), except where a community has other urgent needs for which alternative funding sources are not available. The program may include strategies that involve local regulation and technical assistance.

(7) Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent, as defined in Section 50053 of the Health and Safety Code, for very low, low-, or moderate-income households. For purposes of this paragraph, “accessory dwelling units” has the same meaning as “accessory dwelling unit” as defined in paragraph (4) of subdivision (i) of Section 65852.2.

(8) Include an identification of the agencies and officials responsible for the implementation of the various actions and the means by which consistency will be achieved with other general plan elements and community goals.

(9) Include a diligent effort by the local government to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort.

(10) (A) Affirmatively further fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2. The program shall include an assessment of fair housing in the jurisdiction that shall include all of the following components:

(i) A summary of fair housing issues in the jurisdiction and an assessment of the jurisdiction's fair housing enforcement and fair housing outreach capacity.

(ii) An analysis of available federal, state, and local data and knowledge to identify integration and segregation patterns and trends, racially or ethnically concentrated areas of poverty and affluence, disparities in access to opportunity, and disproportionate housing needs, including displacement risk. The analysis shall identify and examine such patterns, trends, areas, disparities, and needs, both within the jurisdiction and comparing the jurisdiction to the region in which it is located, based on race and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2) and Section 65008.

(iii) An assessment of the contributing factors, including the local and regional historical origins and current policies and practices, for the fair housing issues identified under clauses (i) and (ii).

(iv) An identification of the jurisdiction's fair housing priorities and goals, giving highest priority to those factors identified in clause (iii) that limit or deny fair housing choice or access to opportunity, or negatively impact fair housing or civil rights compliance, and identifying the metrics and milestones for determining what fair housing results will be achieved.

(v) Strategies and actions to implement those priorities and goals, which may include, but are not limited to, enhancing mobility strategies and encouraging development of new affordable housing in areas of opportunity, as well as place-based strategies to encourage community revitalization, including preservation of existing affordable housing, and protecting existing residents from displacement.

(B) A jurisdiction that completes or revises an assessment of fair housing pursuant to Subpart A (commencing with Section 5.150) of Part 5 of Subtitle A of Title 24 of the Code of Federal Regulations, as published in Volume 80 of the Federal Register, Number 136, page 42272, dated July 16, 2015, or an analysis of impediments to fair housing choice in accordance with the requirements of Section 91.225 of Title 24 of the Code of Federal Regulations in effect before August 17, 2015, may incorporate relevant portions of that assessment or revised assessment of fair housing or analysis or revised analysis of impediments to fair housing into its housing element.

(C) The requirements of this paragraph shall apply to housing elements due to be

revised pursuant to Section 65588 on or after January 1, 2021.

(d) (1) A local government may satisfy all or part of its requirement to identify a zone or zones suitable for the development of emergency shelters pursuant to paragraph (4) of subdivision (a) by adopting and implementing a multijurisdictional agreement, with a maximum of two other adjacent communities, that requires the participating jurisdictions to develop at least one year-round emergency shelter within two years of the beginning of the planning period.

(2) The agreement shall allocate a portion of the new shelter capacity to each jurisdiction as credit toward its emergency shelter need, and each jurisdiction shall describe how the capacity was allocated as part of its housing element.

(3) Each member jurisdiction of a multijurisdictional agreement shall describe in its housing element all of the following:

(A) How the joint facility will meet the jurisdiction's emergency shelter need.

(B) The jurisdiction's contribution to the facility for both the development and ongoing operation and management of the facility.

(C) The amount and source of the funding that the jurisdiction contributes to the facility.

(4) The aggregate capacity claimed by the participating jurisdictions in their housing elements shall not exceed the actual capacity of the shelter.

(e) Except as otherwise provided in this article, amendments to this article that alter the required content of a housing element shall apply to both of the following:

(1) A housing element or housing element amendment prepared pursuant to subdivision (e) of Section 65588 or Section 65584.02, when a city, county, or city and county submits a draft to the department for review pursuant to Section 65585 more than 90 days after the effective date of the amendment to this section.

(2) Any housing element or housing element amendment prepared pursuant to subdivision (e) of Section 65588 or Section 65584.02, when the city, county, or city and county fails to submit the first draft to the department before the due date specified in Section 65588 or 65584.02.

(f) The deadline for completing required rezoning pursuant to subparagraph (A) of paragraph (1) of subdivision (c) shall be extended by one year if the local government has completed the rezoning at densities sufficient to accommodate at least 75 percent of the units for low- and very low income households and if the legislative body at the conclusion of a public hearing determines, based upon substantial evidence, that any of the following circumstances exist:

(1) The local government has been unable to complete the rezoning because of the action or inaction beyond the control of the local government of any other state, federal, or local agency.

(2) The local government is unable to complete the rezoning because of infrastructure deficiencies due to fiscal or regulatory constraints.

(3) The local government must undertake a major revision to its general plan in order to accommodate the housing-related policies of a sustainable communities strategy or an alternative planning strategy adopted pursuant to Section 65080.

The resolution and the findings shall be transmitted to the department together with a detailed budget and schedule for preparation and adoption of the required rezonings, including plans for citizen participation and expected interim action. The schedule shall provide for adoption of the required rezoning within one year of the adoption of the resolution.

(g) (1) If a local government fails to complete the rezoning by the deadline provided in subparagraph (A) of paragraph (1) of subdivision (c), as it may be extended pursuant to subdivision (f), except as provided in paragraph (2), a local government may not disapprove a housing development project, nor require a conditional use permit, planned unit development permit, or other locally imposed discretionary permit, or impose a condition that would render the project infeasible, if the housing development project (A) is proposed to be located on a site required to be rezoned pursuant to the program action required by that subparagraph and (B) complies with applicable, objective general plan and zoning standards and criteria, including design review standards, described in the program action required by that subparagraph. Any subdivision of sites shall be subject to the Subdivision Map Act (Division 2 (commencing with Section 66410)). Design review shall not constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code.

(2) A local government may disapprove a housing development described in paragraph (1) if it makes written findings supported by substantial evidence on the record that both of the following conditions exist:

(A) The housing development project would have a specific, adverse impact upon the public health or safety unless the project is disapproved or approved upon the condition that the project be developed at a lower density. As used in this paragraph, a “specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

(B) There is no feasible method to satisfactorily mitigate or avoid the adverse impact identified pursuant to paragraph (1), other than the disapproval of the housing

development project or the approval of the project upon the condition that it be developed at a lower density.

(3) The applicant or any interested person may bring an action to enforce this subdivision. If a court finds that the local agency disapproved a project or conditioned its approval in violation of this subdivision, the court shall issue an order or judgment compelling compliance within 60 days. The court shall retain jurisdiction to ensure that its order or judgment is carried out. If the court determines that its order or judgment has not been carried out within 60 days, the court may issue further orders to ensure that the purposes and policies of this subdivision are fulfilled. In any such action, the city, county, or city and county shall bear the burden of proof.

(4) For purposes of this subdivision, “housing development project” means a project to construct residential units for which the project developer provides sufficient legal commitments to the appropriate local agency to ensure the continued availability and use of at least 49 percent of the housing units for very low, low-, and moderate-income households with an affordable housing cost or affordable rent, as defined in Section 50052.5 or 50053 of the Health and Safety Code, respectively, for the period required by the applicable financing.

(h) An action to enforce the program actions of the housing element shall be brought pursuant to Section 1085 of the Code of Civil Procedure.

(i) Notwithstanding any other law, the otherwise applicable timeframe set forth in paragraph (2) of subdivision (b) and subdivision (d) of Section 21080.3.1 of the Public Resources Code, and paragraph (3) of subdivision (d) of Section 21082.3 of the Public Resources Code, for a Native American tribe to respond to a lead agency and request consultation in writing is extended by 30 days for any housing development project application determined or deemed to be complete on or after March 4, 2020, and prior to December 31, 2021.

(j) On or after January 1, 2024, at the discretion of the department, the analysis of government constraints pursuant to paragraph (5) of subdivision (a) may include an analysis of constraints upon the maintenance, improvement, or development of housing for persons with a characteristic identified in subdivision (b) of Section 51 of the Civil Code. The implementation of this subdivision is contingent upon an appropriation by the Legislature in the annual Budget Act or another statute for this purpose.

SEC. 2. Section 65863 of the Government Code is amended to read:
65863.

(a) Each city, county, or city and county shall ensure that its housing element inventory described in paragraph (3) of subdivision (a) of Section 65583 or its housing element program to make sites available pursuant to paragraph (1) of subdivision (c) of Section 65583, including sites rezoned pursuant to Section 65584.09, can accommodate, at all times throughout the planning period, its remaining unmet share of the regional housing need allocated pursuant to

Section 65584, and any remaining unaccommodated portion of the regional housing need from the prior planning period, except as provided in paragraph (2) of subdivision (c). At no time, except as provided in paragraph (2) of subdivision (c), shall a city, county, or city and county by administrative, quasi-judicial, legislative, or other action permit or cause its inventory of sites identified in the housing element to be insufficient to meet its remaining unmet share of the regional housing need for lower and moderate-income households.

(b) (1) No city, county, or city and county shall, by administrative, quasi-judicial, legislative, or other action, reduce, or require or permit the reduction of, the residential density for any parcel identified to meet its current share of the regional housing need or any unaccommodated portion of the regional housing need from the prior planning period to, or allow development of any parcel at, a lower residential density, as defined in paragraphs (1) and (2) of subdivision (g), unless the city, county, or city and county makes written findings supported by substantial evidence of both of the following:

(A) The reduction is consistent with the adopted general plan, including the housing element.

(B) The remaining sites identified in the housing element are adequate to meet the requirements of Section 65583.2 and to accommodate the jurisdiction's share of the regional housing need pursuant to Section 65584. The finding shall include a quantification of the remaining unmet need for the jurisdiction's share of the regional housing need at each income level and the remaining capacity of sites identified in the housing element to accommodate that need by income level.

(2) If a city, county, or city and county, by administrative, quasi-judicial, legislative, or other action, allows development of any parcel with fewer units by income category than identified in the jurisdiction's housing element for that parcel, the city, county, or city and county shall make a written finding supported by substantial evidence as to whether or not remaining sites identified in the housing element are adequate to meet the requirements of Section 65583.2 and to accommodate the jurisdiction's share of the regional housing need pursuant to Section 65584. The finding shall include a quantification of the remaining unmet need for the jurisdiction's share of the regional housing need at each income level and the remaining capacity of sites identified in the housing element to accommodate that need by income level.

(c) (1) If a reduction in residential density for any parcel would result in the remaining sites in the housing element not being adequate to meet the requirements of Section 65583.2 and to accommodate the jurisdiction's share of the regional housing need pursuant to Section 65584, the jurisdiction may reduce the density on that parcel if it identifies sufficient additional, adequate, and available sites with an equal or greater residential density in the jurisdiction so that there is no net loss of residential unit capacity.

(2) If the approval of a development project results in fewer units by income category than

identified in the jurisdiction's housing element for that parcel and the jurisdiction does not find that the remaining sites in the housing element are adequate to accommodate the jurisdiction's share of the regional housing need by income level, the jurisdiction shall within 180 days identify and make available additional adequate sites to accommodate the jurisdiction's share of the regional housing need by income level. Nothing in this section shall authorize a city, county, or city and county to disapprove a housing development project on the basis that approval of the housing project would require compliance with this paragraph.

(d) The requirements of this section shall be in addition to any other law that may restrict or limit the reduction of residential density.

(e) This section requires that a city, county, or city and county be solely responsible for compliance with this section, unless a project applicant requests in their initial application, as submitted, a density that would result in the remaining sites in the housing element not being adequate to accommodate the jurisdiction's share of the regional housing need pursuant to Section 65584. In that case, the city, county, or city and county may require the project applicant to comply with this section. The submission of an application for purposes of this subdivision does not depend on the application being deemed complete or being accepted by the city, county, or city and county.

(f) This section shall not be construed to apply to parcels that, prior to January 1, 2003, were either (1) subject to a development agreement, or (2) parcels for which an application for a subdivision map had been submitted.

(g) (1) If the local jurisdiction has adopted a housing element for the current planning period that is in substantial compliance with Article 10.6 (commencing with Section 65580) of Chapter 3, for purposes of this section, "lower residential density" means the following:

(A) For sites on which the zoning designation permits residential use and that are identified in the local jurisdiction's housing element inventory described in paragraph (3) of subdivision (a) of Section 65583, fewer units on the site than were projected by the jurisdiction to be accommodated on the site pursuant to subdivision (c) of Section 65583.2.

(B) For sites that have been or will be rezoned pursuant to the local jurisdiction's housing element program described in paragraph (1) of subdivision (c) of Section 65583, fewer units for the site than were projected to be developed on the site in the housing element program.

(2) (A) If the local jurisdiction has not adopted a housing element for the current planning period within 90 days of the deadline established by Section 65588 or the adopted housing element is not in substantial compliance with Article 10.6 (commencing with Section 65580)

of Chapter 3 within 180 days of the deadline established by Section 65588, “lower residential density” means any of the following:

- (i) For residentially zoned sites, a density that is lower than 80 percent of the maximum allowable residential density for that parcel or 80 percent of the maximum density required by paragraph (3) of subdivision (c) of Section 65583.2, whichever is greater.
 - (ii) For sites on which residential and nonresidential uses are permitted, a use that would result in the development of fewer than 80 percent of the number of residential units that would be allowed under the maximum residential density for the site parcel or 80 percent of the maximum density required by paragraph (3) of subdivision (c) of Section 65583.2, whichever is greater.
- (B) If the council of governments fails to complete a final housing need allocation pursuant to the deadlines established by Section 65584.05, then for purposes of this paragraph, the deadline pursuant to Section 65588 shall be extended by a time period equal to the number of days of delay incurred by the council of governments in completing the final housing need allocation.
- (h) An action that obligates a jurisdiction to identify and make available additional adequate sites for residential development pursuant to this section creates no obligation under the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code) to identify, analyze, or mitigate the environmental impacts of that subsequent action to identify and make available additional adequate sites as a reasonably foreseeable consequence of that action. Nothing in this subdivision shall be construed as a determination as to whether or not the subsequent action by a city, county, or city and county to identify and make available additional adequate sites is a “project” for purposes of the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code).
- (i) For purposes of this section, “unaccommodated portion of the regional housing need” means the portion of the local government’s regional housing need from the prior planning period that is required to be accommodated onsite zoned or rezoned pursuant to Section 65584.09.
- (j) Notwithstanding Section 65803, this section shall also apply to a charter city.

SEC. 3.

No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because a local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated by this act, within the meaning of Section 17556 of the Government Code.

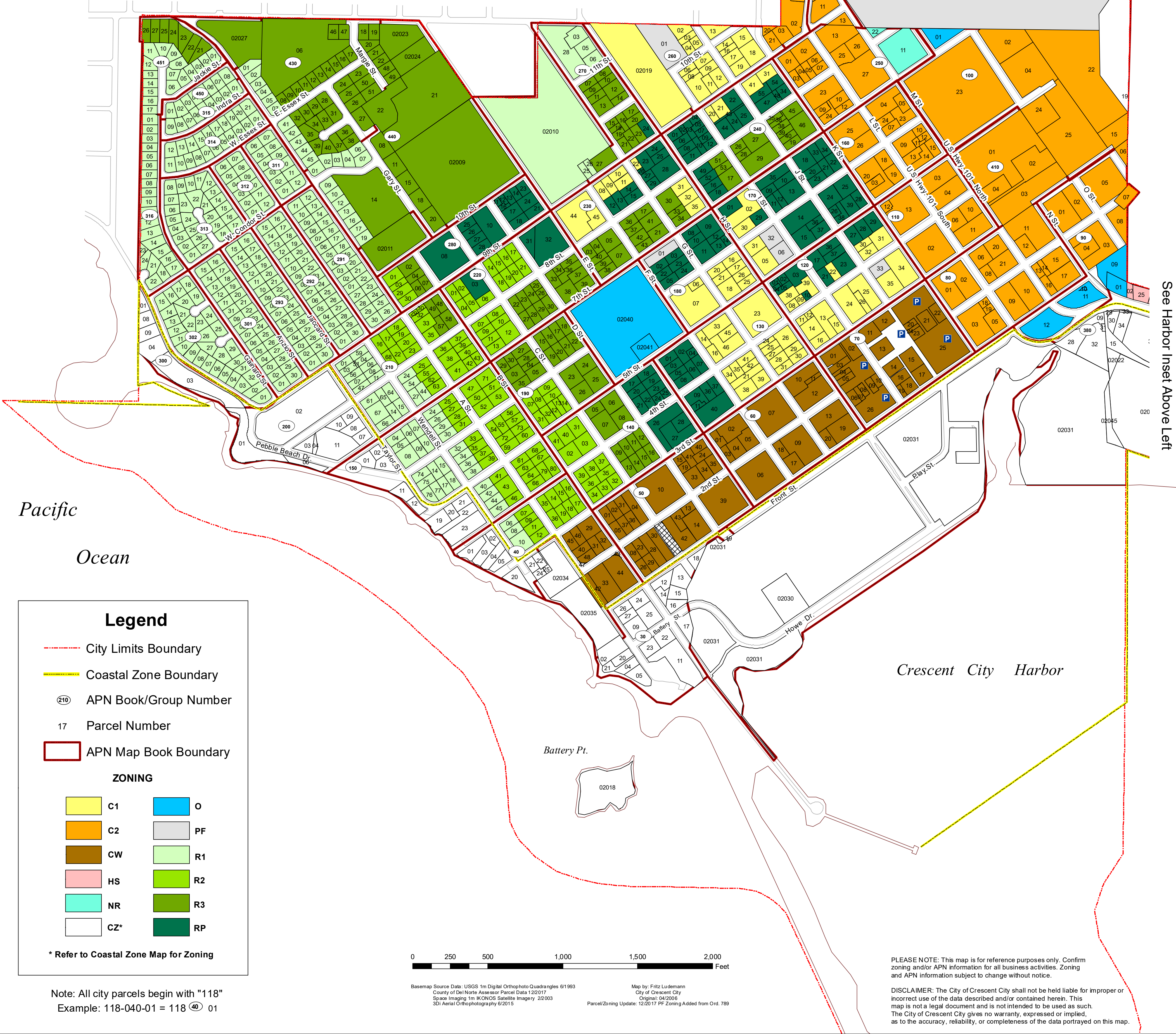
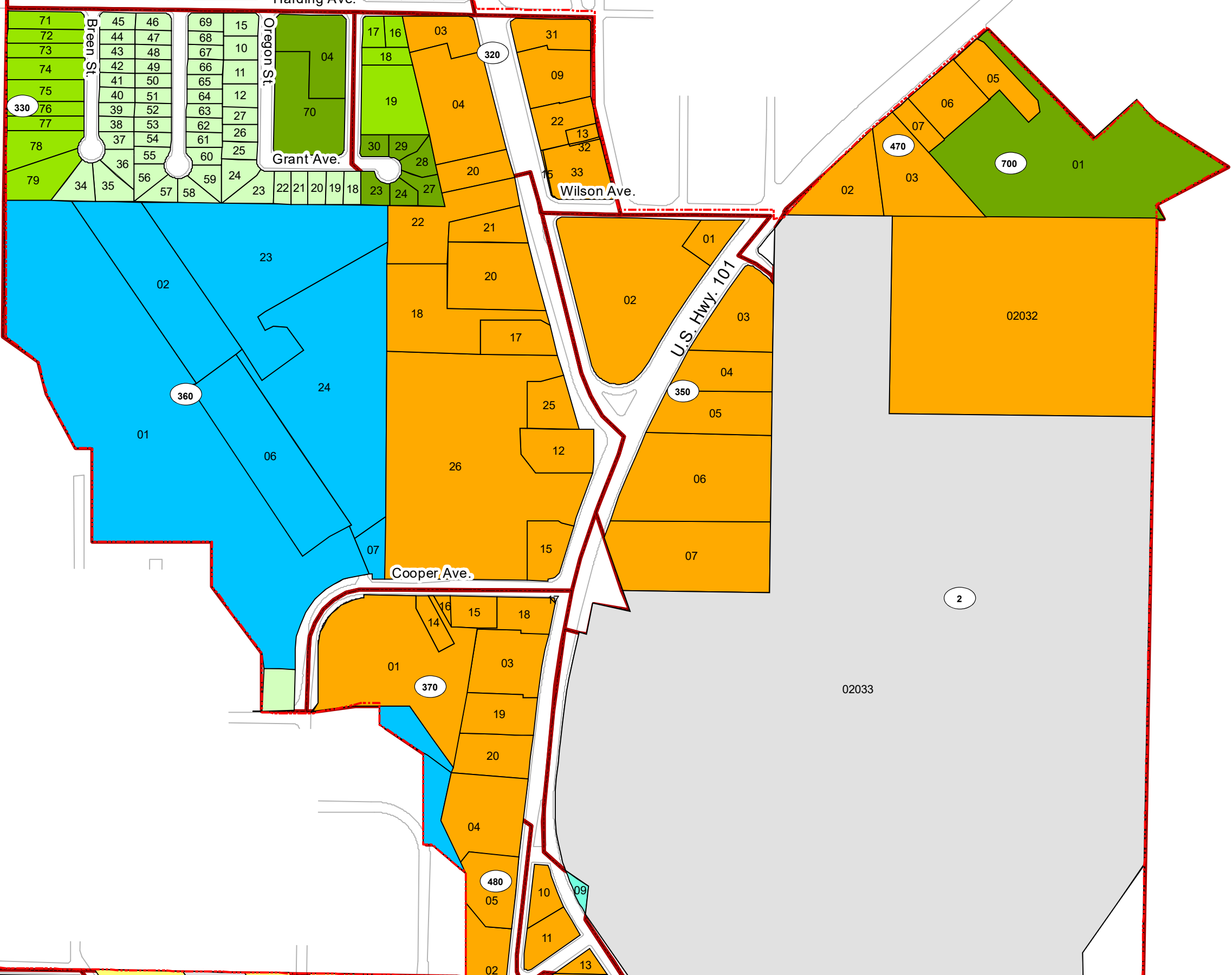
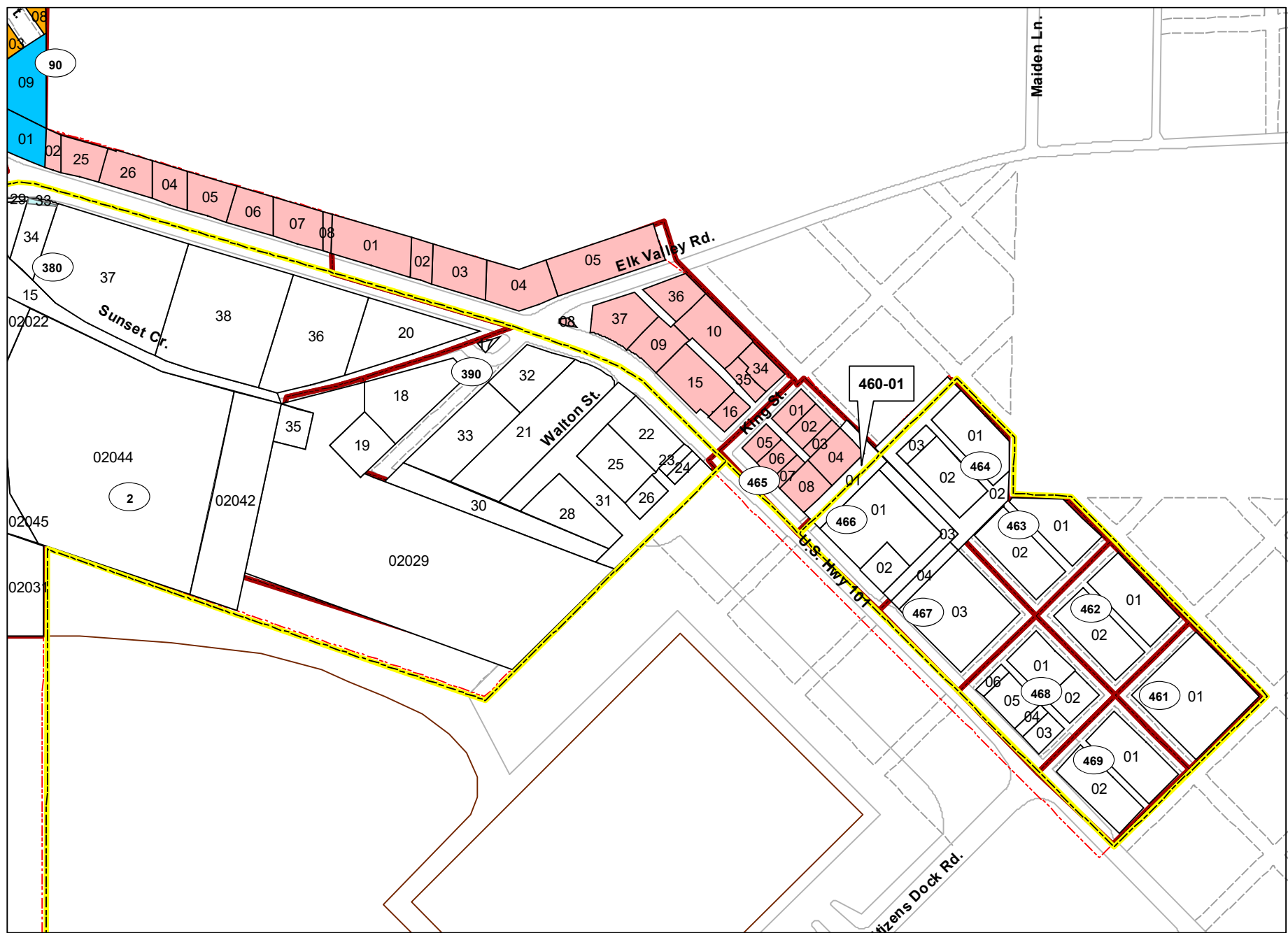
City of Crescent City
APN / Zoning Reference Map



December 2017



Harbor Inset



See Harbor Inset Above Left

Legend

- City Limits Boundary
- Coastal Zone Boundary
- APN Book/Group Number
- Parcel Number
- APN Map Book Boundary

ZONING

C1	O
C2	PF
CW	R1
HS	R2
NR	R3
CZ*	RP

* Refer to Coastal Zone Map for Zoning

Note: All city parcels begin with "118"
Example: 118-040-01 = 118 40 01

Base map Source Data: USGS 1m Digital Orthophoto Quadrangles 6/1993
County of Del Norte Assessor Parcel Data 1/2017
Spaer Imaging 1m IKONOS Satellite Imagery 2/2003
3D Aerial Orthophotography 6/2015
Map by: Fritz Ludemann
City of Crescent City
Original: 04/2008
Parcel/Zoning Update: 12/2017 PF Zoning Added from Ord. 789

PLEASE NOTE: This map is for reference purposes only. Confirm zoning and/or APN information for all business activities. Zoning and APN information subject to change without notice.

DISCLAIMER: The City of Crescent City shall not be held liable for improper or incorrect use of the data described and/or contained herein. This map is not a legal document and is not intended to be used as such. The City of Crescent City gives no warranty, expressed or implied, as to the accuracy, reliability, or completeness of the data portrayed on this map.



ATTACHMENT 3
C-2 ZONING AMENDMENTS

Chapter 17.22 (C-2) GENERAL COMMERCIAL DISTRICT

Changes: addition is underlined, and ~~deletion is crossed out~~

17.22.010 C-2 Purpose.

The purpose of the General Commercial district is intended primarily to serve as the central trading area of the city.

- A. The C-2 district accommodates and enhances several of the existing dominant features of the central area and provides the permanent shopping goods, financial and business, supportive services, as well as the entertainment center of the community.
- B. In the C-2 district no building or land shall be used and no building shall be erected or structurally altered, unless otherwise provided herein except for one or more of the uses set forth in Section 17.22.020. (Ord. 700 § 5 (Exh. A), 2003)

17.22.020 C-2 Principally Permitted Uses.

~~A.~~ The principal permitted general commercial use in the C-2 district includes:

- ~~1.~~ A. Retail and wholesale sales located inside a building, such as: large or small shops, stores, centers, and outlets.
- ~~2.~~ B. Services located inside a building, such as: offices, financial institutions and personal service shops, including laundromats, small item repairs and printing services.
- ~~3.~~ C. Indoor and outdoor recreational or travel activities and services, such as: all eating and drinking places (including drive-thru services), hotels and motels, theaters, entertainment centers, and bus stations.
4. D. Medical centers and services including convalescent homes.
- ~~5.~~ E. Accessory structures, such as: parking lots and secondary storage buildings.
- ~~6.~~ F. Improvements to existing residential uses which can be demonstrated to have been legally established before the year 2001.
- G. Emergency Shelters containing a maximum of thirty (30) beds and serving no more than thirty (30) persons per night.

17.22.025 C-2 Uses Subject to a Use Permit

~~A.~~ C-2 uses for which a use permit must first be secured:

- ~~1.~~ A. Outdoor service or accessory storage areas, such as: auto sales, communications facilities, automobile service storage, and uncovered lumber yard or nursery areas.
- ~~2.~~ B. Medical facilities for animals such as veterinary clinics and animal hospitals.
- ~~3.~~ C. One residential unit for occupancy by the manager/caretaker of an existing commercial facility.
4. D. Residential units up to thirty units per acre density, as either a mixed-use activity which is secondary to an existing or proposed commercial use, or as a residential-only development.
- ~~5.~~ E. Assisted care residential facilities.
- ~~6.~~ F. Non-profit organization offices.

- ~~7. G.~~ Stores in which more than fifty percent of the merchandise is second-hand.
- ~~8. H.~~ Mortuaries.
- ~~9. I.~~ Car, boat or other vehicle washing facilities.
- ~~10. J.~~ Local and regional public utility and community service facilities.
- ~~11. K.~~ Gas stations and light-commercial automobile service uses.
- ~~12. L.~~ Cannabis uses conducted pursuant to Chapter 17.95 (Commercial Cannabis Regulations), including: storefront retail, non-storefront retail (delivery only), cultivation (indoor only), non-volatile manufacturing, processing facilities, distribution, microbusinesses, and testing laboratories. (Ord. 819 § 3, 2020; Ord. 715 § 2, 2006; Ord. 700 § 5 (Exh. A), 2003)
- M. Emergency Shelters exceeding thirty (30) beds and serving more than thirty (30) persons per night.

17.22.030 C-2 Uses Prohibited.

Uses prohibited in the C-2 district include:

- A. Truck and heavy equipment repair shops;
- B. Any manufacturing use not specifically defined herein; and
- C. Outdoor recreation or entertainment facilities which generate excessive noise, dust or glare. (Ord. 700 § 5 (Exh. A), 2003)

17.22.040 C-2 Height and Area Regulations.

In the C-2 district the height of buildings and the maximum dimensions of yards and lots shall be as follows:

- A. Height. The maximum building height shall be forty-five (45) feet.
- B. Yard and Areas.
 - 1. Front Yard Setbacks: None required except where adjacent properties abutting upon the C-2 use are in a zone of greater requirements, then the front yard shall conform to the more restrictive zone;
 - 2. Side Yards Setbacks: None required except where the side yard of the C-2 use abuts upon the side yard of a residential or an RP use, and the side yard shall be five feet;
 - 3. Rear Yard Setbacks: Minimum ten (10) feet;
 - 4. Lot Area. No minimum; and
 - 5. Lot Coverage. The maximum total building square footage shall be fifty (50) percent of the size of the lot. Parking areas shall not be counted as building square footage. Residential units which are on the ground floor shall be counted, however residential units above the ground floor shall not be counted in the square footage. (Ord. 700 § 5 (Exh. A), 2003)

17.22.050 C-2 Building Placement.

Whenever property classified for a C-2 use is separated from adjacent residential property by a permanent open space or landscaped parking area of no less than twenty-five (25) feet in width, the required front yard or side yard setback shall not be required. (Ord. 700 § 5 (Exh. A), 2003)

17.22.060 C-2 General Requirements.

The general requirements for the C-2 District shall be as follows:

- A. Parking. See Chapter 17.42 for parking requirements.
- B. Fencing. See Chapter 17.40 for fencing requirements.
- C. Signs. See Chapter 17.38 for sign requirements. (Ord. 700 § 5 (Exh. A), 2003)
- D. Landscaping. See Chapters 17.41 and 17.43 for Landscaping Standards.

17.22.070 C-2 Site Plan and Architectural Review.

All uses permitted in the C-2 district except those requiring a use permit shall be subject to and approval of a site plan and architectural review. Architectural review for use permit uses shall be conducted by the planning commission as part of the use permit process. Procedure for such submittal and approval will be found under Chapter 17.46. (Ord. 700 § 5 (Exh. A), 2003)

17.22.080 C-2 General Regulations.

- A. Outdoor uses shall be subject to the provision of landscaping and/or solid screen fencing relative to the type of use. Material and equipment storage and automobiles awaiting service overnight or longer shall be confined behind a six (6)-foot solid wall or fence.
- B. There shall be no manufacture compounding, processing, or treatment of products other than that which is clearly incidental and essential to a retail store or business and where such completed products are sold at retail on the premises.
- C. There shall be no display of goods outside of the structure except for those uses customarily conducted in the open such as automobile sales.
- D. Accessory uses shall be permitted only to the extent necessary to the limited uses permitted under this part.
- E. The above general commercial uses shall not be objectionable due to odor, dust, smoke, noise, vibration, or other similar causes beyond the level of the ordinary neighborhood retail establishment. (Ord. 700 § 5 (Exh. A), 2003)
- F. Emergency Shelters shall provide:
 - 1. One (1) parking space per staff and one (1) parking space for every ten (10) beds.
 - 2. Security during hours that the shelter is in operation, an on-site manager, and a minimum of one (1) fully trained staff person with at least one (1) year of homeless services experience on site at all times when a client is on the premises. Staff shall be mandated reporters for cases of abuse both physical and sexual.
 - 3. No more than thirty (30) days of availability to residents, with extensions up to a total stay of sixty (60) days in any continuous twelve (12)-month period may be provided if no alternative housing is available.
 - 4. Adequate external lighting shall be provided for security purposes to ensure fully lit parking, gathering, and waiting areas. Lighting shall be placed as not to create glare or impact adjoining parcels.



ATTACHMENT 4
ZONING DEFINITIONS AMENDMENTS

Chapter 17.04 (ZONING) DEFINITIONS

Changes: addition is underlined, and ~~deletion is crossed out~~

17.04.005 Scope.

“Lot” includes the word “plot”; “building” includes the word “structure”; “occupied” includes the words “arranged or designed for” or “intended to be occupied”; “planning commission” means the planning commission of Crescent City. (Prior code § 30-700 (1))

17.04.010 Accessory building.

“Accessory building” means the building or the part of the building, the use of which is subordinate or incidental to that of the main building on the lot. Construction of said structure may only commence upon the completion of construction of certain portions of the main building as prescribed in Sections 17.10.040, 17.14.040, and 17.16.040. (Ord. 558 § 2, 1980; prior code § 30-700 (2))

17.04.015 Accessory living quarters.

“Accessory living quarters” means living quarters within an accessory building for the sole use of persons employed on the premises, having no kitchen or cooking facilities and not rented or used as a separate dwelling. (Prior code § 30-700 (3))

17.04.020 Accessory use.

“Accessory use” means a use incidental and subordinate to the principal use of a lot or building located upon the same lot. (Prior code § 30-700 (4))

17.04.025 Advertising sign.

“Advertising sign” means any sign used primarily for advertising purposes. (Prior code § 30-700 (6))

17.04.030 Advertising structure.

“Advertising structure” means any structure of any kind or character erected or maintained for advertising purposes, upon which any advertising sign may be placed, including advertising statuary. (Prior code § 30-700 (5))

17.04.035 Agriculture.

“Agriculture” means the tilling of soil, the raising of crops, horticulture, small livestock farming, dairying or animal husbandry, including all uses customarily incidental thereto, but not including slaughter houses, feed yards, hog farms, fertilizer works, bone yards or plants for the reduction of animal matter or any other industrial or agricultural use which is similarly objectionable because of noise, odor, smoke, dust or fumes. (Prior code § 30-700 (7))

17.04.040 Alley.

“Alley” means a public way, not exceeding twenty feet in width for the use of pedestrians and/or vehicles, which affords only a secondary means of access to the abutting property. (Prior code § 30-700 (8))

17.04.045 Apartment.

“Apartment” means a room, or suite of rooms, which is intended or designed to be occupied by one family for living, kitchen cooking, and sleeping purposes as a dwelling unit. (Ord. 695 § 2, 2003)

17.04.050 Apartment house.

For a definition of “apartment house”, see “Dwelling, multiple”, Section 17.04.155. (Prior code § 30-700 (9))

17.04.055 Area, building.

“Building area” means the aggregate of the maximum horizontal cross section area of the main building on a lot, excluding cornices, eaves, gutters, or chimneys projecting not more than four feet, steps, one-story open porches, bay windows not extending through more than one story and not projecting more than four feet, balconies and terraces. (Prior code § 30-700 (10))

17.04.060 Automobile and trailer sales area.

“Automobile and trailer sales area” means an open area used for the display, sale or rental of new or used automobiles or trailers, and where repair work is limited to minor incidental repair of automobiles or trailers to be displayed, rented or sold on the premises. (Prior code § 30-700 (11))

17.04.065 Automobile wrecking.

“Automobile wrecking” means the dismantling or wrecking of used motor vehicles or trailers, or the storage, sale or dumping of dismantled or partially dismantled, obsolete or wrecked vehicles or their parts. (Prior code § 30-700 (12))

17.04.070 Basement or cellar.

“Basement or cellar” means a story partly or wholly underground, and having more than one-half of its height below the average level of the adjoining ground. A basement, when designed for dwelling or occupied by business or manufacturing, shall be considered a story. (Prior code § 30-700 (13))

17.04.075 Block.

“Block” means that property abutting on one side of a street and lying between the two nearest intersecting or intercepting streets, or nearest intersection of intercepting streets and railroad right-of-way, waterway or natural barrier or unsubdivided acreage. (Prior code § 30-700 (14))

17.04.080 Bridge Housing.

“Bridge Housing” means immediately transition vulnerable clients out of homelessness in order to provide a stable experience that can facilitate placement into permanent housing “the missing link between shelters and permanent housing.”

17.04.085 Building.

“Building” means any structure built for the occupancy, shelter or enclosure of person, animal, chattels or personal property of any kind. (Prior code § 30-700 (16))

17.04.090 Building height.

“Building height” means the vertical distance from the average ground level of the site to the highest point of structure. (Prior code § 30-700 (17))

17.04.095 Building main.

“Building main” means a building in which is conducted the principal use of the lot upon which it is situated. In any residential district any dwelling shall be deemed to be a main building on the lot. (Prior code § 30-700 (18))

17.04.100 Building site.

“Building site” means a lot or lots under one ownership or control, or such land area as may be required herein for building purposes. (Prior code § 30-700 (19))

17.04.103 Care facility, residential.

“Residential care facility” means a facility licensed by the state of California for habilitative, congregate, foster or group home uses as a health care, community care or recovery care use. Definitions, categorization as to large or small and applicability of zoning or other restrictions shall be as set forth in the California Health and Safety Codes. (Ord. 700 § 5 (Exh. A (part)), 2003; Ord. 695 § 2, 2003)

17.04.105 Carport.

“Carport” means a permanent roofed structure used or intended to be used for automobile shelter and storage. (Prior code § 30-700 (20))

17.04.110 Cemetery.

“Cemetery” means land used or intended to be used for the burial of the dead and dedicated for cemetery purposes, including columbarium, crematoriums, mausoleums and mortuaries, when operated in conjunction with and within the boundary of such cemetery. (Prior code § 30-700 (21))

17.04.115 Centerline.

The centerline of a street as referred to in this title means the right-of-way centerline as established by the city engineer, by the County Surveyor, by the State Division of Highways, or subdivision map or if such centerline has not been established, the planning commission shall designate the centerline. (Prior code § 30-700 (22))

17.04.120 Common open space.

“Common open space” means a parcel or parcels of land, water, or land and water included in a planned unit development and designed and intended for the use of all residents thereof. Common open space may contain complimentary recreational structures and improvements designed and intended for the benefit and enjoyment of the residents of the planned unit development. (Prior code § 30-700 (23))

17.04.125 Community-use facility or center.

“Community-use facility or center” means a multipurpose building, group of buildings or area which is owned and operated by a public agency or nonprofit organization, open to the public and designed to accommodate public gatherings or meetings for the purposes of recreational, educational or cultural endeavors. Single-purpose offices or agencies operated by nonprofit organizations such as, but not limited to, the Red Cross, United Crusade, Family Service Agency, Blood Bank, etc., shall not constitute a community-use facility or center. (Prior code § 30-700 (24))

17.04.130 Court.

“Court” means an open area other than a yard, on the same lot with a building or buildings, bounded on two or more sides by such building or buildings. (Prior code § 30-700 (25))

17.04.135 Dairy.

“Dairy” means any premises where three or more cows or goats are kept, milked or maintained. (Prior code § 30-700 (26))

17.04.140 District.

“District” means a portion of the territory of the city within which certain regulations and requirements or various combinations thereof apply under the provisions of this title. (Prior code § 30-700 (27))

17.04.145 Dormitory.

“Dormitory” means a place where one or more rooms are provided, to be occupied for sleeping purposes by more than two persons not members of the same family and where independent cooking facilities are not provided. (Ord. 700 § 5 (Exh. A (part)), 2003; Ord. 695 § 2, 2003)

17.04.150 Drive-ins.

“Drive-ins” means premises with off-street parking facilities thereon, upon which premises are located restaurants, eating or food establishments from which establishments prepared food or drink, capable of being consumed by patrons or customers in automobiles on the premises, is sold or served. (Prior code § 30-700 (29))

17.04.155 Dwelling, multiple.

“Multiple dwelling” means a building with three or more dwelling units designed to be occupied by three or more families, each living independently as a separate housekeeping unit, including apartment houses, or courts, apartment hotels and flats, but not including motels. (Ord. 695 § 2, 2003)

17.04.160 Dwelling, one-family.

“One-family dwelling” means a detached building which is a dwelling unit designed to be occupied by one family exclusively. (Ord. 695 § 2, 2003)

17.04.165 Dwelling, two-family.

“Two-family dwelling” means a building with two dwelling units designed to be occupied by

two families exclusively, living independently of each other. (Ord. 695 § 2, 2003)

17.04.170 Dwelling group.

“Dwelling group” means a group or row of detached or semi-detached dwellings occupying a parcel of land in one ownership and having a yard, court, or place in common, including bungalow courts and apartment courts, but not included motels. (Prior code § 30-700 (33))

17.04.175 Dwelling unit.

“Dwelling unit” means a building or portion thereof used and/or designed for occupancy by one family for living or sleeping purposes and having one kitchen. (Prior code § 30-700 (34))

17.04.179 Emergency Shelter.

“Emergency shelter” means housing with minimal supportive services for homeless persons. Those using the facility shall be transient occupants and the length of stay is not more than six ~~days~~ months and is typically less. No individual or household may be denied emergency shelter because of an inability to pay. (Ord. 791 § 3, 2015)

17.04.180 Essential service.

“Essential service” means the erection, construction, alteration or maintenance by public utilities or municipal departments or commissions of underground or overhead gas, electrical, steam or water transmission or distribution systems, collection, communication, supply or disposal systems, including poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants and other similar equipment and accessories in connection therewith, including buildings reasonably necessary for the furnishing of adequate service by such public utilities or municipal departments or commissions or for the public health or safety or general welfare. (Prior code § 30-700 (35))

17.04.185 Family.

“Family” means a household of one or more persons occupying a premises and living together as a single nonprofit housekeeping unit, as distinguished from a group occupying a hotel, club, fraternity or sorority house. (Ord. 700 § 5, 2003; Ord. 695 § 2, 2003)

17.04.190 Fraternity or sorority house.

“Fraternity or sorority house” means a dwelling maintained exclusively for members affiliated with an academic or professional college or university or other recognized institution of higher learning. (Prior code § 30-700 (37))

17.04.195 Frontage.

“Frontage” means all the property abutting on one side of a street between two streets intersecting it (crossing or terminating) measured along the street line. (Prior code § 30-700 (38))

17.04.200 Front wall.

“Front wall” means the wall of a building or other structure nearest to the street upon which the building faces, excluding cornices, canopies, eaves or any other architectural embellishments extending up to, but not in excess of, thirty inches beyond said front wall. (Prior code § 30-700 (39))

17.04.205 Garage, private.

“Private garage” means an accessory building or portion of the main building designed and/or used for the shelter or storage of vehicles by the occupants of the main building. (Prior code § 30-700 (40))

17.04.210 Garage, public.

“Public garage” means any building, other than a private or storage garage, used for the storage, care or repair of motor vehicles or where the vehicles are kept for hire or sale. (Prior code § 30-700 (41))

17.04.215 Garage, storage.

“Storage garage” means any building other than a public or private garage used exclusively for the storage of motor vehicles. (Prior code § 30-700 (42))

17.04.220 Grade.

“Grade” means the elevation of the finished surface of the ground adjacent to the exterior walls of the building; except that where the exterior walls are within five feet of a street line, the elevation of the sidewalk at the center of such exterior wall or walls shall be taken as the grade. (Prior code § 30-700 (43))

17.04.230 Guestroom.

“Guestroom” means a room which is designed and/or used by one or more guests for sleeping purposes, but in which no provision is made for cooking. (Prior code § 30-700 (45))

17.04.235 Home occupations.

“Home occupations” means an individually provided service, or an individual office or studio use customarily carried on in a dwelling by a resident thereof, which use is merely incidental to the residential use of the dwelling, and is carried on with the normal equipment customarily found in a dwelling; provided, that no assistants outside the home are employed and provided the use is conducted in the main dwelling and not in an accessory building. A home occupation produces no evidence of its existence beyond the dwelling other than on unlighted sign no larger than that permitted for the residence by the sign code and no outside storage of materials, products, equipment or vehicles other than the personal transport vehicle(s) of the resident business owner(s). (Ord. 700 § 5 (Exh. A (part)), 2003; prior code § 30-700 (46))

17.04.240 Hospital, sanitarium, nursing or convalescent homes.

“Hospital, sanitarium, nursing or convalescent homes” mean a building or any portion thereof used or designed for the housing of sick, mentally ill, injured, convalescent or infirm persons for the purpose of medical treatment; provided, that this definition shall not include rooms in any one-, two-, or three-family dwelling, hotel, apartment hotel not ordinarily intended to be occupied by said persons. (Ord. 695 § 2, 2003)

17.04.245 Hotel.

“Hotel” means a building containing six or more guestrooms used by six or more guests, with or without meals, where such lodging is provided for compensation for thirty days or less, and no

provision is made for kitchen facilities in any individual room or suite, but excluding hospitals and buildings where human beings are housed and detained under legal restraint. (Ord. 695 § 2, 2003)

17.04.247 Hotel, residential.

“Residential hotel” means a building containing six or more guestrooms used by six or more guests, with or without meals, where such lodging is provided for compensation for the purpose of occupancy longer than thirty days, and no provision is made for kitchen facilities in any individual room or suite. (Ord. 695 § 2, 2003)

17.04.250 Junk.

“Junk” means any worn out, cast-off or discarded article or material which is ready for destruction or has been collected or stored for salvage or conversion to some use. Any article or material which, unaltered or unchanged and without further reconditioning, can be used for its original purpose as readily as when new, shall not be considered junk; provided that second hand auto parts within this category shall be considered junk unless enclosed within a building or an eight-foot solid fence. (Prior code § 30-700 (49))

17.04.260 Kennel.

“Kennel” means any lot or premises on which four or more dogs over four months old are kept, maintained, boarded or offered for sale. (Prior code § 30-700 (51))

17.04.265 Kitchen.

“Kitchen” means any room, all or any part of which is designed or used for cooking and preparation of food. The use of a portable microwave oven or mini-refrigerator appliance utilizing one hundred ten volt plugs for the purpose of incidental wet-bar or snack bar purpose without a food storage, cook stove or preparational/clean-up area shall not constitute a kitchen. (Ord. 695 § 2, 2003)

17.04.270 Labor camp.

“Labor camp” means premises used for residential or living purposes for temporary or seasonal periods by five or more unrelated persons or families employed to perform agricultural or industrial labor. (Prior code § 30-700 (53))

17.04.275 Landowner.

“Landowner” means the legal or beneficial owner or owners of all of the land included in or proposed to be included in a planned unit development. (Prior code § 30-700 (54))

17.04.280 Loading space.

“Loading space” means an off-street space or berth on the same lot with a building or contiguous to a group of buildings for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials, and which abuts upon a street, alley or other appropriate means of access. (Prior code § 30-700 (55))

17.04.285 Lodging or roominghouse.

“Lodging or roominghouse” means a building having no more than five guestrooms with a

maximum of two persons per room, where lodging is provided for compensation, for time periods of one month or longer. Communal meals may or may not be provided in a single dining facility however no guestroom shall have separate kitchen facilities. (Ord. 695 § 2, 2003)

17.04.290 Lots.

“Lot” means land occupied or to be occupied by a use, building or a unit group of buildings and accessory buildings and uses, together with such yards, open spaces, lot-width and area as required by this title, and having its principal frontage upon a street. (Prior code § 30-700 (57))

17.04.295 Lot area.

“Lot area” means the total horizontal area included within lot lines of a lot. (Prior code § 30-700 (58))

17.04.300 Lot, corner.

“Corner lot” means a lot situated at the intersection of two or more streets, or bounded on two or more adjacent sides by street lines. (Prior code § 30-700 (59))

17.04.305 Lot, interior.

“Interior lot” means a lot other than a corner lot. (Prior code § 30-700 (60))

17.04.310 Lot, key.

“Key lot” means the first interior lot to the rear or a reversed corner lot, the front line of which is a continuation of the side line of the reversed corner lot, exclusive of the width of any alley, and fronting on the street which intersects or intercepts the street upon which the corner lot fronts. (Prior code § 30-700 (61))

17.04.315 Lot line, front.

“Front lot line” means in the case of an interior lot, a line separating the lot from a street or place; and in the case of a corner lot or reversed corner lot, the shorter street frontage shall be considered the front of the lot. (Ord. 629 Exh. A, 1988; prior code § 30-700 (63))

17.04.320 Lot line, rear.

“Rear lot line” means a line which is opposite and most distant from the front lot line, and, in the case of an irregular, triangular or gore-shaped lot, a line within a lot ten feet in length, parallel to and at the maximum distance from the front lot line. (Prior code § 30-700 (64))

17.04.325 Lot line, side.

“Side lot line” means any lot lines other than the front or rear lot lines. (Prior code § 30-700 (65))

17.04.330 Lot of record.

“Lot of record” means land held in separate ownership as shown on the records of the County Recorder at the time of the passage of this title. (Prior code § 30-700 (66))

17.04.335 Lot reversed corner.

“Lot reversed corner” means a corner lot which rears upon the side of another lot, whether or not across an alley. (Prior code § 30-700 (67))

17.04.340 Lot, through.

“Through lot” means a lot having frontage on two parallel or approximately parallel streets. (Prior code § 30-700 (68))

17.04.345 Lot width.

“Lot width” means the average horizontal distance between side lot lines measured at right angles to the lot depth. (Prior code § 30-700 (62))

17.04.350 Marina.

“Marina” means a marina in a recreational use consisting of a small harbor or boat basin providing dockage, supplies, services, including but not limited to office space for management, sale of boats, marina supplies and incidental refreshments and marine insurance for a small pleasure craft. Nothing shall be construed as to prohibit the dry-land storage of small craft, trailers or appurtenances required for the operation of such craft but does not include the major repair and overhaul of such crafts. (Prior code § 30-700 (69))

17.04.353 Mixed use development.

“Mixed use development” means development upon one property which consists of both residential and non-residential commercial business, retail, office, or service uses. (Ord. 695 § 2, 2003)

17.04.360 Mobile home park.

“Mobile home park” means any area or premises where space for mobile homes is rented, held for rent or on which free occupancy or camping is permitted to house-trailer owners or users for the purpose of securing their trade but not including automobile or trailer-sales lots, on which unoccupied house trailers are parked for inspection and sales. (Prior code § 30-700 (71))

17.04.365 Motel.

“Motel” means a building or group of two or more detached, semi-detached or attached buildings containing guestrooms or apartments with automobile storage space provided in connection therewith, which building or group is designed, intended, or used primarily for the accommodation of automobile travelers visiting thirty days or less; including groups designated as auto cabins, motor courts, motels and similar designation. Where apartments are provided they shall constitute less than fifty percent of the total number of rooms and apartments in the facility. (Ord. 695 § 2, 2003)

17.04.370 Motor freight depot.

“Motor freight depot” means a place, building or part thereof where merchandise, property or freight transported by motor vehicles including trailers is received, stored, transferred, loaded, unloaded or delivered, and where any parking space, gasoline or fuel oil filling area service or repair shop or other accessory service is operated in conjunction therewith. (Prior code § 30-700 (73))

17.04.375 Natural production use.

“Natural production use” means any of the following uses: Agriculture, mining production,

storage or distribution of water supplies, forestry cutting and splitting of wood, extraction of minerals, and other natural materials. (Prior code § 30-700 (74))

17.04.378 Navigation Centers.

“Navigation Centers” means “housing first” low barrier, temporary, service-enriched shelter that helps homeless individuals and families to quickly obtain permanent housing.

17.04.380 Nonconforming building.

“Nonconforming building” means a building or portion thereof lawfully existing at the date of passage of the ordinance establishing the district in which such building is located, and which does not conform to the use regulation of the said district, or which does not conform to all the height or area regulations required in said district. (Prior code § 30-700 (75))

17.04.385 Nonconforming lot.

“Nonconforming lot” means a lot which does not conform to the area and width regulations of the district in which it is located or which does not conform to the subdivision regulations. (Prior code § 30-700 (76))

17.04.390 Nonconforming use.

“Nonconforming use” means a use which lawfully occupied a building or land at the date of passage of the ordinance or amendment thereto establishing the district in which such building or land is located, and which does not conform to the use regulation of the said district. (Prior code § 30-700 (77))

17.04.400 Parking area, public.

“Public parking area” means an open area, other than a street, used for the temporary parking of more than four automobiles and available for public use, whether free, for compensation, or as an accommodation for clients or customers. (Prior code § 30-700 (79))

17.04.405 Parking space, automobile.

“Automobile parking space” means space within a public or private parking area of a building for the temporary parking or storage of one automobile. (Prior code § 30-700 (80))

17.04.410 Patio, covered.

“Covered patio” means an area which is covered partially or completely by a solid or open roof which is supported by upright support, columns, pillars, posts, or walls. (Prior code § 30-700 (81))

17.04.415 Place.

“Place” means an open occupied space, other than a street, permanently reserved as the principal means of access to abutting property including courts of access. (Prior code § 30-700 (82))

17.04.425 Pool hall or billiard parlor.

“Pool hall or billiard parlor” means a place where billiards or pool is played for a charge; provided, however, that this term shall not apply to any nonprofit society, club, fraternal, labor or other organization having adopted bylaws and duly elected directors and members having

exclusive use of the playing facilities for which use no charge is made. (Prior code § 30-700 (84))

17.04.426 Residential Care Facility.

“Residential Care Facility” means a residential care facility for up to six persons above the age of 18 years or emancipated minors.

17.04.427 Respite and Recuperative Care.

“Respite and Recuperative Care” means generally medical care for persons who are too sick to join a shelter but not sick enough to require hospital-level care.

17.04.428 Rooming House.

“Rooming House” means a building containing 3 or more guestrooms, used, designed, or intended to be used, let or hired, to be occupied or which are occupied by 3 or more individuals with or without meals, for compensation, as permanent guests pursuant to a previous arrangement for compensation for definite periods, by the month or greater term, and in which rooms are not occupied by, nor meals served, to transients.

17.04.430 Schools, elementary and high.

“Elementary and high schools” mean public or private elementary, junior and senior high schools. Does not include trade schools, vocational schools, business schools, or other schools not devoted primarily to academic instruction. (Prior code § 30-700 (85))

17.04.435 Second-hand store.

“Second-hand store” means a place in which used goods including but not limited to clothing, jewelry, furniture, appliances, room furnishings, musical instruments, typewriters, business machines, tools, motors, machines, instruments, firearms, or any similar second-hand articles or article or thing is primarily sold. This term shall not include sales of second-hand motor vehicles, trailers or farm equipment, and shall not include junk dealers or wrecking yards. (Prior code § 30-700 (86))

17.04.440 Service station.

“Service station” means any building, structure, premises or other place used primarily for the retail sale and dispensation of motor fuels, lubricants and motor vehicle accessories, and the rendering of minor services and repairs to such vehicles but not including painting or body and fender repair. (Prior code § 30-700 (87))

17.04.445 Setback.

“Setback” means the minimum horizontal distance from the building to the property line as prescribed by this title. (Prior code § 30-700 (88))

17.04.450 Sign.

“Sign” means any words, letters, figures, numerals, emblems, designs or other marks shown on any card, cloth, paper, metal, painted glass, wooden, plaster, stone or other sign or device of any kind or character by which anything is made known and used to attract attention for advertising purposes. (Prior code § 30-700 (89))

17.04.455 Sign area.

“Sign area” means and is determined as follows:

A. Where the lettered or illustrative material of a sign is placed upon a sign board or other part of a sign structure, whether framed or unframed, and having a continuous or essentially continuous surface or face (whether flat, curved, spherical, cylindrical, angulated or otherwise), the sign area is the area of the surface or face of the board or sign structure upon which it is placed. Building walls shall not be considered to be sign structures for the purposes of this subsection.

B. Where the lettered or illustrative material comprising a sign is not placed in the manner described in A above, the sign area is the area which would be encompassed within a frame extending two inches beyond the outermost boundaries of the lettered or illustrative material. This subsection shall be used for, but shall not be limited to, determining the sign area of signs painted or otherwise placed directly upon building walls. (Prior code § 30-700 (90))

17.04.457 Small wind energy conversion system (WECS).

A machine that converts the kinetic energy in the wind into a usable form that will be used primarily to reduce onsite consumption of utility power. (Ord. 752 § 6, 2010)

17.04.460 Street.

“Street” means a public thoroughfare dedicated as such or condemned for use as such, other than an alley, which affords the principal means of access to abutting property. (Prior code § 30-700 (91))

17.04.465 Street-line.

“Street-line” means the boundary line between a street and abutting property. (Prior code § 30-700 (92))

17.04.470 Structural alterations.

“Structural alterations” means any change in the supporting members of a structure such as the bearing walls or partitions, columns, beams or girders. (Prior code § 30-700 (93))

17.04.475 Structure.

“Structure” means anything constructed or erected, the use of which requires location on or under the ground or attached to something having a permanent location on the ground, except awnings, benches, statuary, swimming pools, fish ponds, pavement, fences or walls used as fences, or any similar object. (Prior code § 30-700 (94))

17.04.476 Supportive Housing.

“Supportive Housing” means housing with no limit on length of stay, that is occupied by the target population as defined in Health and Safety Code Section 50675.14(b)(3), and that is linked to on- or off-site services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live, and when possible, work in the community. (Ord. 791 § 3, 2015)

17.04.478 Total extended height.

The height of a small wind energy conversion system above grade to a blade tip at its highest

point of travel. (Ord. 752 § 6, 2010)

17.04.479 Tower height.

The height above grade of the fixed portion of the tower, excluding the wind turbine itself. (Ord. 752 § 6, 2010)

17.04.480 Townhouse or row house.

“Townhouse or row house” means one of a group of no less than four attached dwelling units where each dwelling unit is located on a separate lot. (Prior code § 30-700 (95))

17.04.484 Transitional Housing.

“Transitional housing” means the same as that term is defined in Section 50675.2(h) of the Health and Safety Code, buildings configured as rental housing developments, but operated under program requirements that call for termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months. (Ord. 791 § 3, 2015)

17.04.485 Truck terminal.

“Truck terminal” means a place where any heavy duty commercial vehicle or trailer over six feet wide or twenty feet or more in length and including, but not limited to, dump trucks, vans, tractors, pole or pipe dollies and cattle trucks are stored or regularly parked or a place in which the servicing or repairs of trucks is the primary business. (Prior code § 30-700 (96))

17.04.490 Use.

“Use” means the purpose for which land or a building is arranged, designed or intended, or for which either land or building is or may be occupied or maintained. Uses described within this title are more specifically defined in the latest edition of the Standard Industrial Classification Manual, on file with the city clerk. (Prior code § 30-700 (97))

17.04.495 Yard.

“Yard” means an open space other than a court, on the same lot with a building, unoccupied and unobstructed from the ground upward except as otherwise provided herein. (Prior code § 30-700 (98))

17.04.500 Yard, front.

“Front yard” means an area extending across the front of the lot between the side lot lines, the depth of which is the minimum horizontal distance from the front line of the lot to the nearest line of the main building. (Prior code § 30-700 (99))

17.04.505 Yard, rear.

“Rear yard” means an area extending across the full width of the lot between the main building and the rear lot line; depth of the required rear yard to be measured horizontally from the nearest part of a main building toward the nearest point of the rear lot line. (Prior code § 30-700 (100))

17.04.510 Yard, side.

“Side yard” means an area between a main building and the side lot line, extending from the

ATTACHMENT 4
DEFINITIONS AMENDMENTS

front yard, or front lot line to the rear yard; width of the required side yard to be measured horizontally from the nearest point of the side lot line toward the nearest part of the main building. (Prior code § 30-700 (101))

**CITY OF CRESCENT CITY PLANNING COMMISSION
AND ARCHITECTURAL REVIEW COMMITTEE**



RESOLUTION NO. PC2023-04

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CRESCENT CITY ZONING AMENDMENTS TO THE C-2 (GENERAL COMMERCIAL DISTRICT) ZONING (CHAPTER 17.22) AND ZONING DEFINITIONS (CHAPTER 17.04) TO ALLOW EMERGENCY SHELTERS.

WHEREAS, On January 1, 2023, California State Assembly Bill 2339 (AB 2339) amended Chapter 654, Statutes of 2022 adding additional specificity on how cities and counties plan for emergency shelters and ensure sufficient capacity for low-income housing in their housing elements; and

WHEREAS, the Planning Commission may initiate a zoning amendment per the City's Municipal Code 17.58.010; and

WHEREAS, the Notice of Public Hearing was published in the Triplicate newspaper on Friday, February 24, 2023, and mailed out on Thursday, February 23, 2023, to property owners within 300-feet of the C-2 zone, exceeding the 5-day requirement per the City's Municipal Code 17.58.030(B)(1)&(2); and

WHEREAS, the Planning Commission has held a public hearing on Thursday, March 9, 2023, at 5:30 PM regarding this C-2 zoning amendment; and

WHEREAS, the proposed C-2 zoning amendment will not result in significant and unavoidable impacts on the environment and is categorically exempt from the California Environmental Quality Act (CEQA) under the "common-sense" exemption (CEQA Guidelines §15061(b)(3));

WHEREAS, the proposed location of the project will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Planning Commission of the City of Crescent City recommends that the City Council of the City of Crescent City consider amending the C-2 zone and zoning definitions to allow emergency shelters.

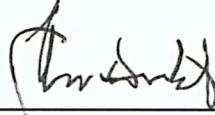
PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Crescent City held on this 9th day of March 2023, by the following polled vote.

AYES: Planning Commission Member Wendt, Walp, Dewar, Kime, Tinkler

NOES: None

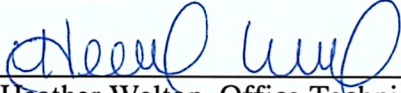
ABSTAIN: None

ABSENT: None



Jon Wendt, Chairperson

ATTEST:



Heather Welton, Office Technician

Task Order #4 to Master Agreement

CLIENT: City of Crescent City

AGREEMENT FOR PROFESSIONAL SERVICES DATE: November 7, 2022

SHN JOB NUMBER: 022111

SERVICES TO BE PERFORMED:

1. Client shall provide:
 - A. Any available information necessary to complete the requested services
2. Consultant shall perform the following services:
 - A. Complete scope of work as identified in Exhibit A

COMPENSATION:

Client agrees to compensate Consultant as follows:

Time and expenses not to exceed \$ 75,000 in accordance with SHN's 2023 Fee Schedule without express written authorization of the Client.

CONDITIONS AND OTHER PROVISIONS:

This Task Order shall be made to the original Agreement between Client and SHN on the date referenced above. All other conditions and provisions of Agreement shall remain in full force and effect.

APPROVED

CLIENT:

BY: [Signature]

NAME: Eric Wiser

TITLE: City Manager

DATE: 11/8/22

CONSULTANT:

BY: Bob Brown

NAME: Bob Brown

TITLE: Planning Principal

DATE: November 3, 2022

[End of Task Order]



EXHIBIT A to Task Order #4

Scope of Work

Task	Completed by	Est. Cost	Begin	End
1. Promote increased zoning capacity	SHN	15,000.00	1-Sep-21	1-Jan-23
2. Prioritize infill development	SHN	10,000.00	1-Sep-21	1-Jan-23
3. Development of housing development checklists and templates	SHN	7,000.00	1-Sep-21	1-Jan-23
4. Public Engagement Campaign	City and SHN	11,000.00	1-Jan-22	31-Apr-23
5. Digitizing Planning Files	City	10,000.00	1-Sep-21	31-Apr-23
6. Housing entitlement assistance	City and SHN	24,000.00	1-Sep-21	31-Apr-23
7. Environmental Review, CEQA filing fees for land use changes	City and SHN	8,000.00	1-Sep-21	31-Apr-23
8. Administration of tasks, invoicing, file management	City	5,000.00	1-Sep-21	31-Apr-23
Total		90,000.00		



NorCal
Continuum of Care™

2022 Point in Time Report



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The NorCal Continuum of Care (NorCal CoC) is a seven-county homeless consortium governed by an Executive Board. The NorCal CoC is charged by the U.S. Department of Housing and Urban Development (HUD) to conduct a Point-In-Time (PIT) Count each year. This PIT Count develops important, person-specific data which helps communities to prioritize the most vulnerable and chronically homeless persons for rapid rehousing, transitional housing, Permanent Supportive Housing, or other permanent housing resources.

The PIT Count helps HUD and local Continuum of Cares' (CoCs) to understand the number and characteristics of homeless individuals sleeping in shelters or on the street or other places not meant for human habitation. This one-night, unduplicated count of sheltered and unsheltered homeless people within each CoC across the nation is reported using a standardized chart with various populations and subpopulations of homeless individuals and families. HUD requires the use of reliable methods to conduct the count and reserves the right to ask communities to verify their data. For more information on PIT Counts, please visit:

[PIT and HIC Guides, Tools, and Webinars - HUD Exchange](#)

The annual PIT Count of the homeless provides a statewide snapshot of homeless households in our communities; where they find shelter, what their needs are, and what factors contribute to making them homeless. The 2022 PIT Count reveals important demographics and other information relating to families and individuals who were homeless on the night of January 25, 2022. The count is planned, coordinated, and carried out locally by the joint effort of government agencies, community-based organizations, and numerous local volunteers. The information gathered enables each community to better allocate housing resources and services to prevent and end homelessness. The PIT Count is accompanied by the Housing Inventory Count (HIC) which details the number of beds available to meet the immediate housing needs of those without homes.

The data collected also serves as a measure for how the community is resolving homelessness and provides the federal and state government information to determine funding needs and eligibility. The PIT Count produces a standard set of data, comparable and available nationwide, which HUD provides to Congress in its Longitudinal Systems Analysis (LSA). Information regarding the LSA can be accessed here:

<https://www.hudexchange.info/homelessness-assistance/lsa/>

Nationwide PIT and HIC Count Data is available to the public on the HUD Exchange website.
<https://www.hudexchange.info/programs/coc/coc-homeless-populations-and-subpopulations-reports/>

The NorCal CoC Lead Agency, Shasta County Community Action Agency, prepared this report to provide comprehensive data from the NorCal CoC region's 2022 PIT Count. The NorCal CoC region encompasses the counties of Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou including all cities in those counties.



This report provides an in-depth look at the region's homelessness, including demographic information and county profiles which contain each county's snapshot of homelessness.

The goal of this report is to educate the community, elected officials, and community stakeholders on the NorCal CoC's homeless population in hopes of improving community awareness and to provide data for local decision-makers. Any questions regarding this report can be directed to:

Shasta County Community Action Agency
1450 Court Street, Suite 108
Redding, CA 96001

Email: hmis@co.shasta.ca.us

Information regarding the NorCal CoC can be accessed here:

www.NorCalCoC.org

Federal Definitions of Homelessness

HUD's definition of homelessness is utilized each year for the annual PIT Count. According to HUD, a person/household is considered homeless only when they reside in one of the places described below at the time of the PIT Count.

An unsheltered homeless person/household resides in: A place not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, or on the street.

A sheltered homeless person/household resides in: A supervised publicly, or privately operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs).

Why Do We Count In January?

HUD requires all CoCs nationwide to complete an annual PIT Count focusing on one night during the last 10 days of January.

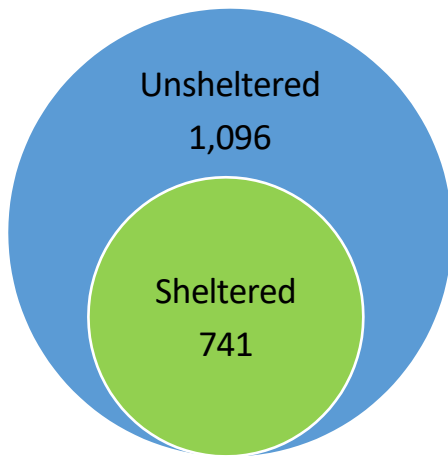
Counting and interviewing people sleeping in unsheltered locations during the winter months can provide a more precise count of people who are unable or unwilling to access emergency shelter or other crisis response assistance in fair weather months. By conducting the count in January, it allows CoCs sufficient time to compile data and report the information to HUD via the Homelessness Data Exchange (HDX) in advance of the annual CoC program competition. This timeframe also provides consistency with the data HUD receives from CoCs nationwide.

Conducting the count on a night when the shelters are most full provides a more accurate count. It is generally easier to count individuals in a shelter than to locate them on the street or in an environment not designed as a regular sleeping accommodation for people. HUD recognizes that a January count is not intended to represent the extent to which people may be unsheltered at other times during the year or over more than a one-night period.

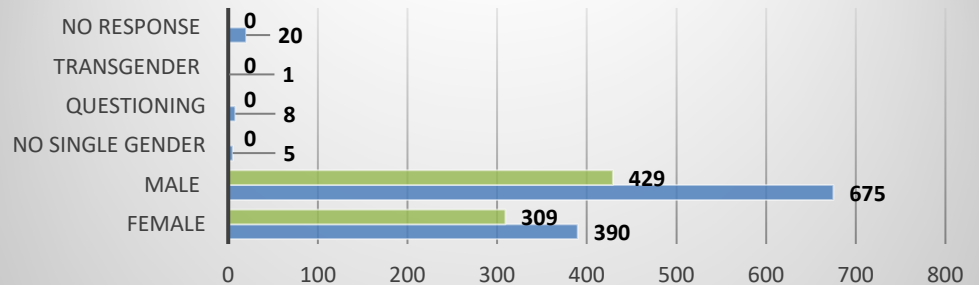
Note: To ensure the safety and comfort of those who participated, respondents were not required to complete all survey questions. Missing values are listed as "did not respond" or values were extrapolated per HUD guidelines.

2022 Point in Time Summary*

Total Count
1,837



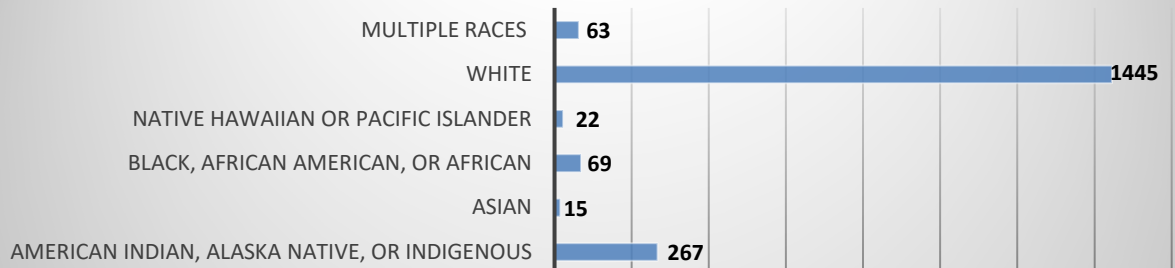
Gender



	Female	Male	No Single Gender	Questioning	Transgender	No Response
Sheltered	309	429	0	0	0	0
Unsheltered	390	675	5	8	1	20

Sheltered Unsheltered

Total Persons By Race

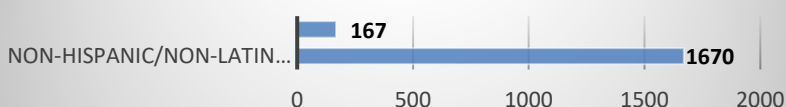


	American Indian, Alaska Native, or Indigenous	Asian	Black, African American, or African	Native Hawaiian or Pacific Islander	White	Multiple Races
Total Persons	267	15	69	22	1445	63

Total Persons

Total Persons served by Race equals 1,881 which is greater than the actual count of 1,837 due to individual's reporting one or more Races.

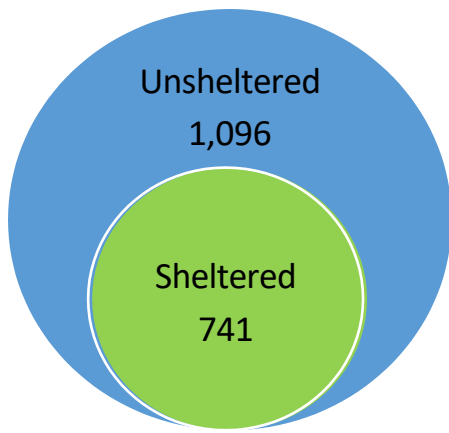
Ethnicity



	Non-Hispanic/Non-Latin (a) (o) (x)	Hispanic/Latin (a) (o) (x)
Total Persons	1670	167

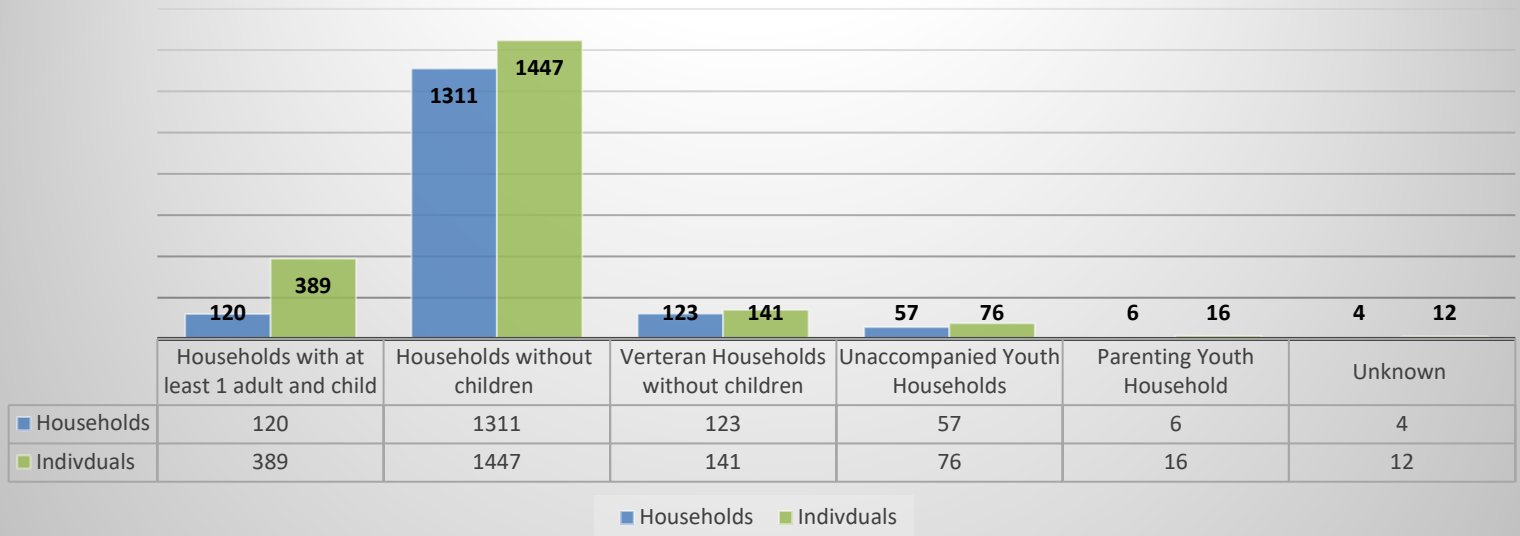
*The NorCal 2022 Point in Time Summary's missing values were extrapolated per HUD guidelines.

**The "Additional Household Types" are a subset of "Household Types". Calculated Percentages have been rounded +/- .5%.

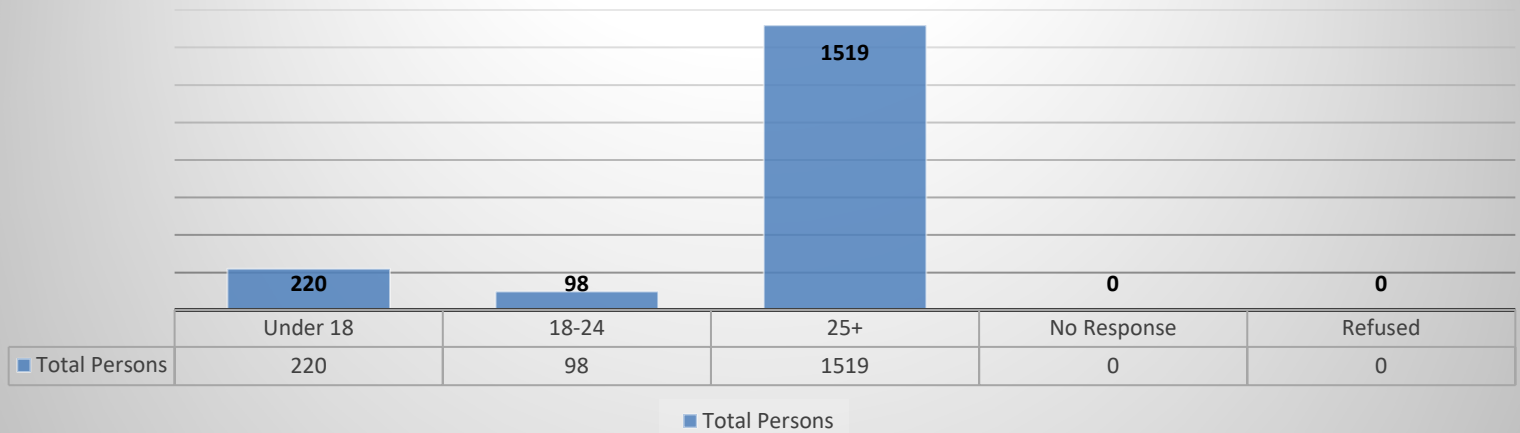


Total Count 1837

Household Types



Ages of sheltered & unsheltered individuals

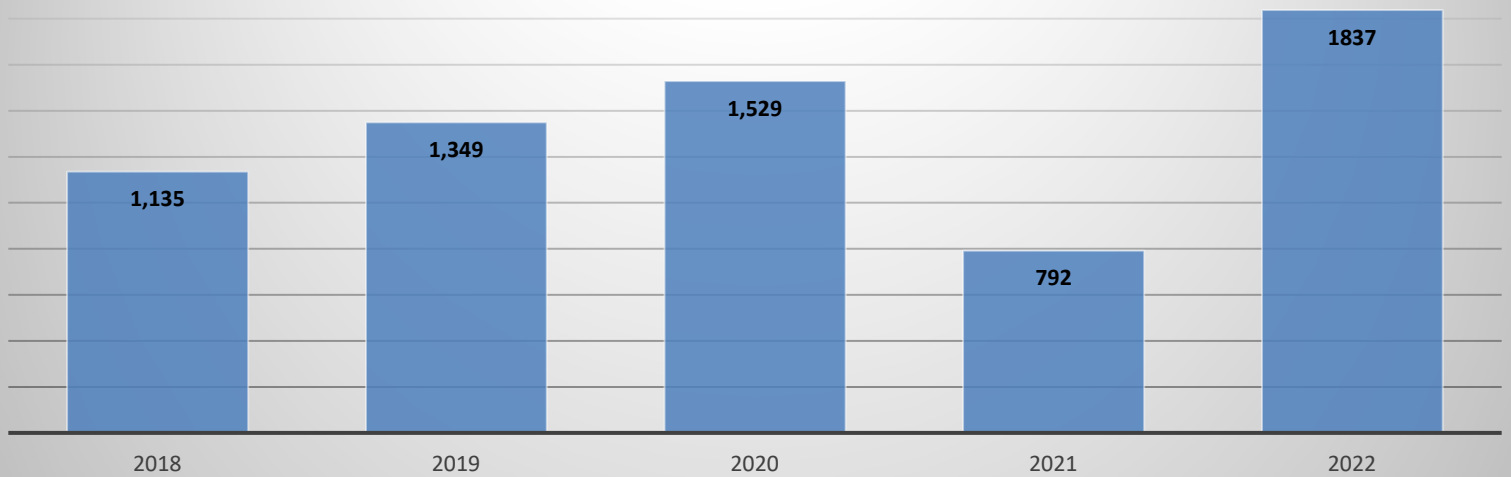


*The NorCal 2022 Point in Time Summary's missing values were extrapolated per HUD guidelines.

5 Year Summary

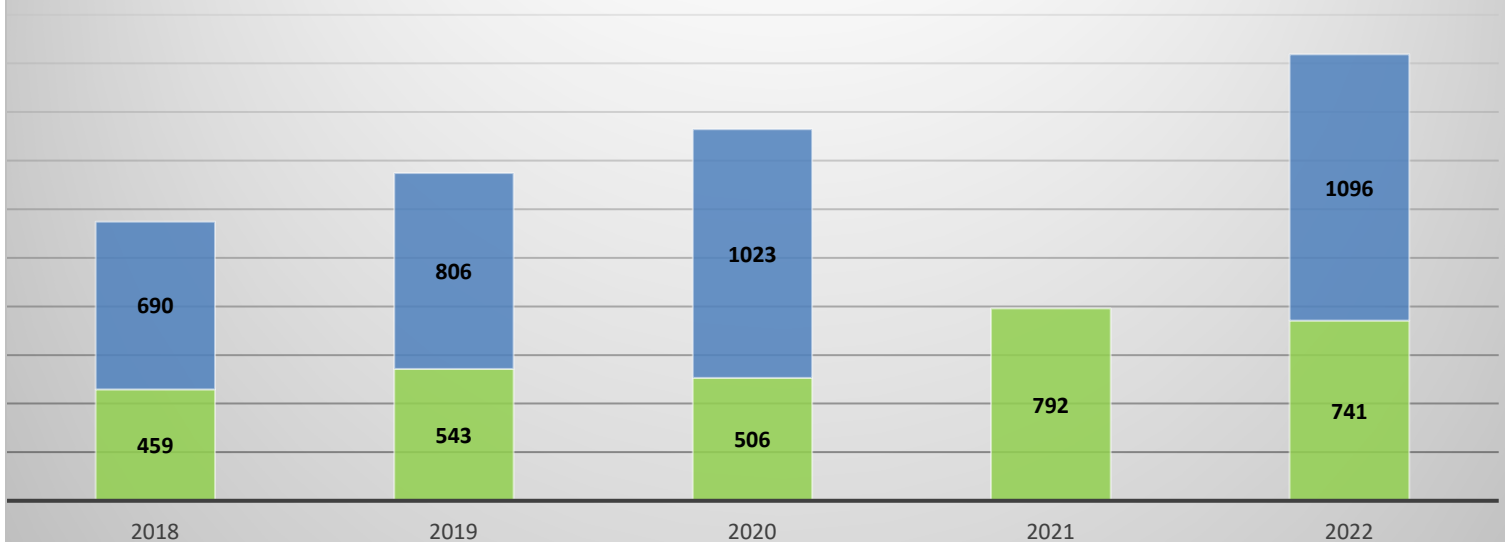
NorCal CoC wide, 1,837 homeless individuals were counted between the evening of January 25th and the entire day of January 26, 2022. Due to the demographics of the NorCal CoC, surveys were completed up to 7 days after the count to include service locations. Due to Covid-19 only a sheltered count was conducted for the 2021 PIT count.

Total PIT Count



Total PIT Count Unsheltered vs Sheltered

Sheltered Unsheltered



Note: Calculated Percentages have been rounded +/- .5%.

Sheltered Data Summary

Data is collected on individuals who are staying in shelters and transitional housing units to gain an accurate count of persons temporarily housed throughout the NorCal CoC region.

This effort resulted in 741 persons in the sheltered count.

This sheltered data is vital to gaining an accurate overall count of the homeless population and to understand where homeless people are receiving shelter. As per HUD guidelines, the number reported does not include homeless individuals in hospitals, residential rehabilitation facilities, jails or those sleeping on a friend or family's couch.

Throughout the region, shelters and facilities report the number of homeless individuals and families who occupied their facilities on the same day of the unsheltered enumeration effort for the night of January 25, 2022. This helps ensure individuals are not duplicated in the count.

HUD requires communities to report their bed inventory and utilization of those beds on the night of the count. The data is taken from the organizations within the NorCal CoC region that provide Emergency Shelter, Transitional Housing, Permanent Supportive Housing, and Rapid Re-Housing beds. In 2022, there was a total of 1563 beds reported to be available, with a total number of 1139 beds being utilized on the day of the count. This is an 73% percent utilization rate. **The Utilization chart below shows only Emergency Shelter, and Transitional Housing.**

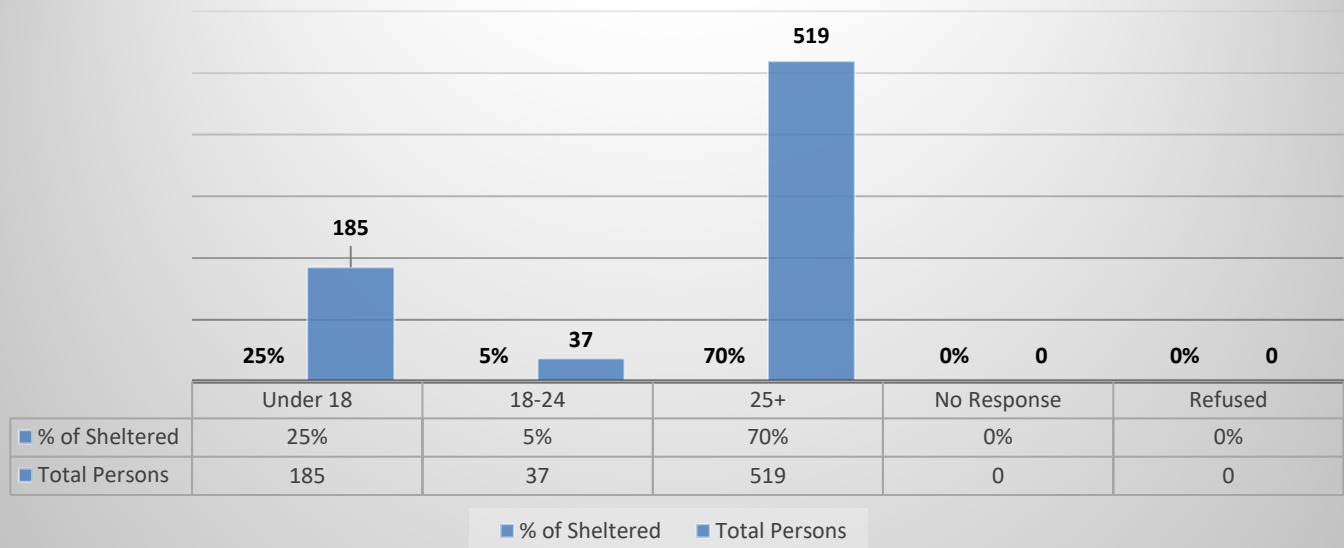
Utilization		
Year	Emergency Shelter	Transitional Housing
2018	248	211
2019	338	205
2020	358	148
2021	527	265
2022	449	292

Emergency shelter means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

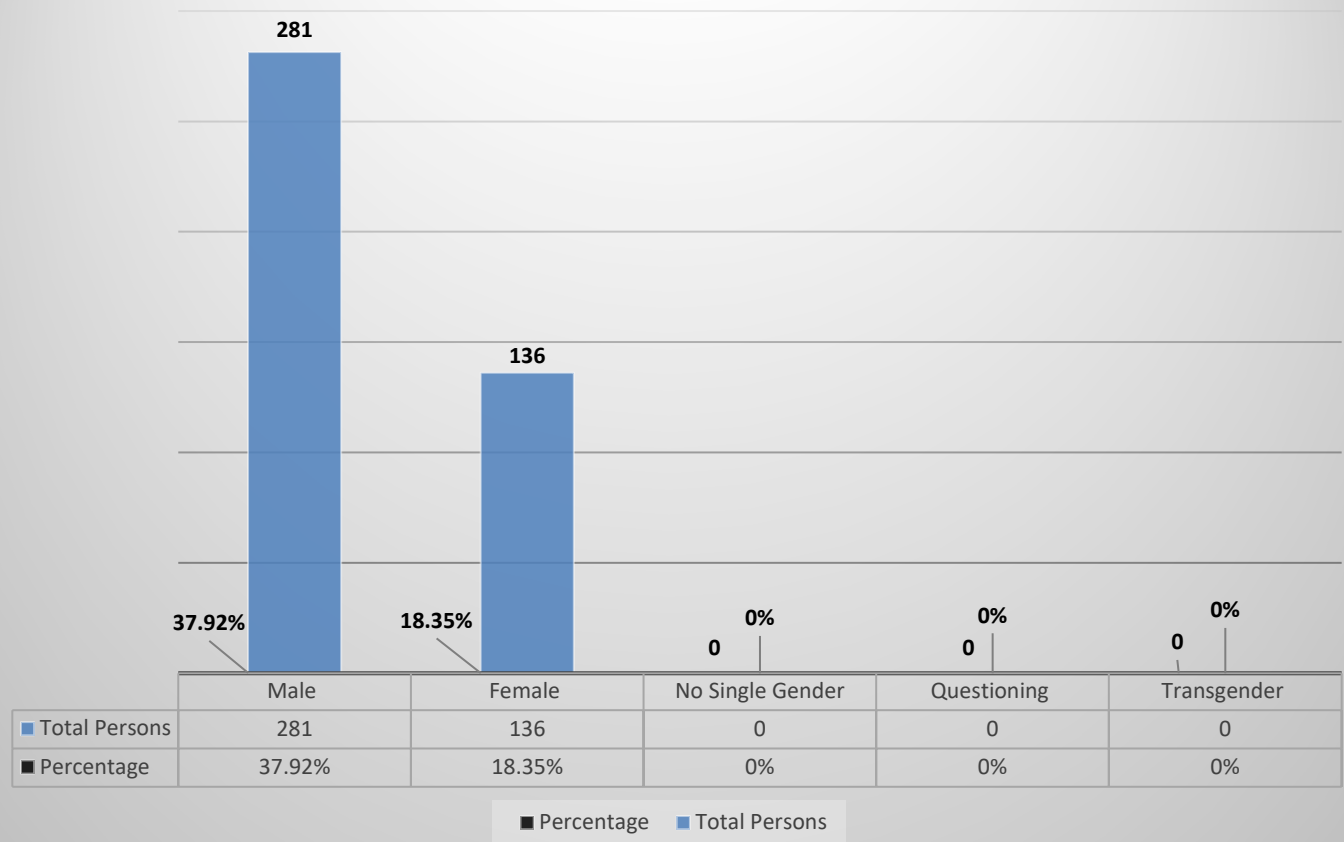
Transitional Housing means a project designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living. The housing is short-term, typically less than 24 months. In addition to providing safe housing for those in need, other services are available to help participants become self-sufficient.

Note: Calculated Percentages have been rounded +/- .5%.

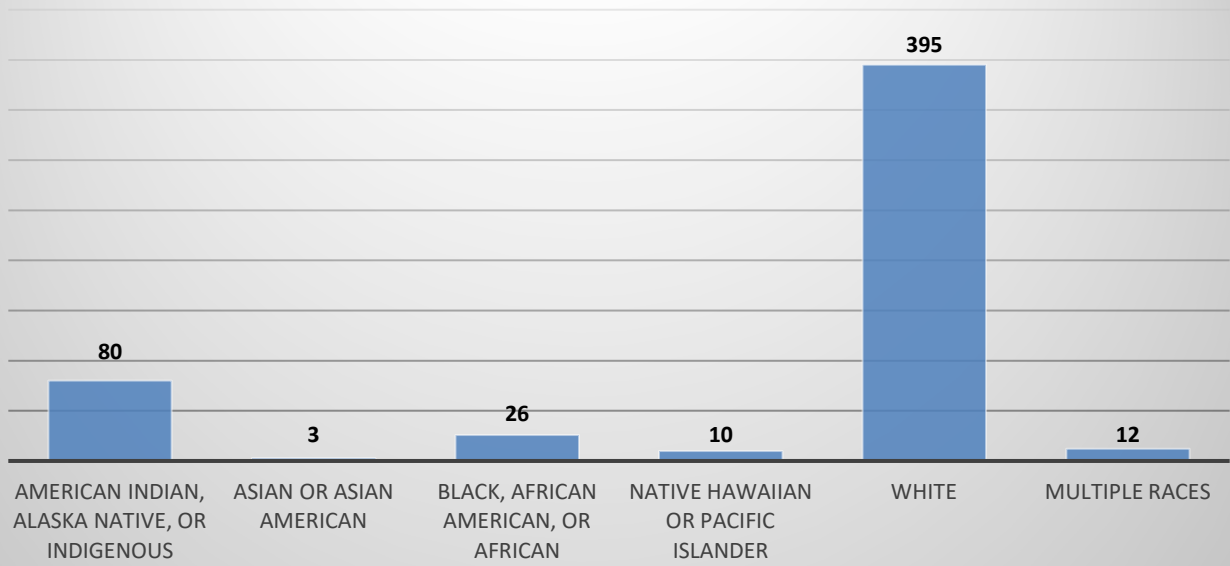
AGE



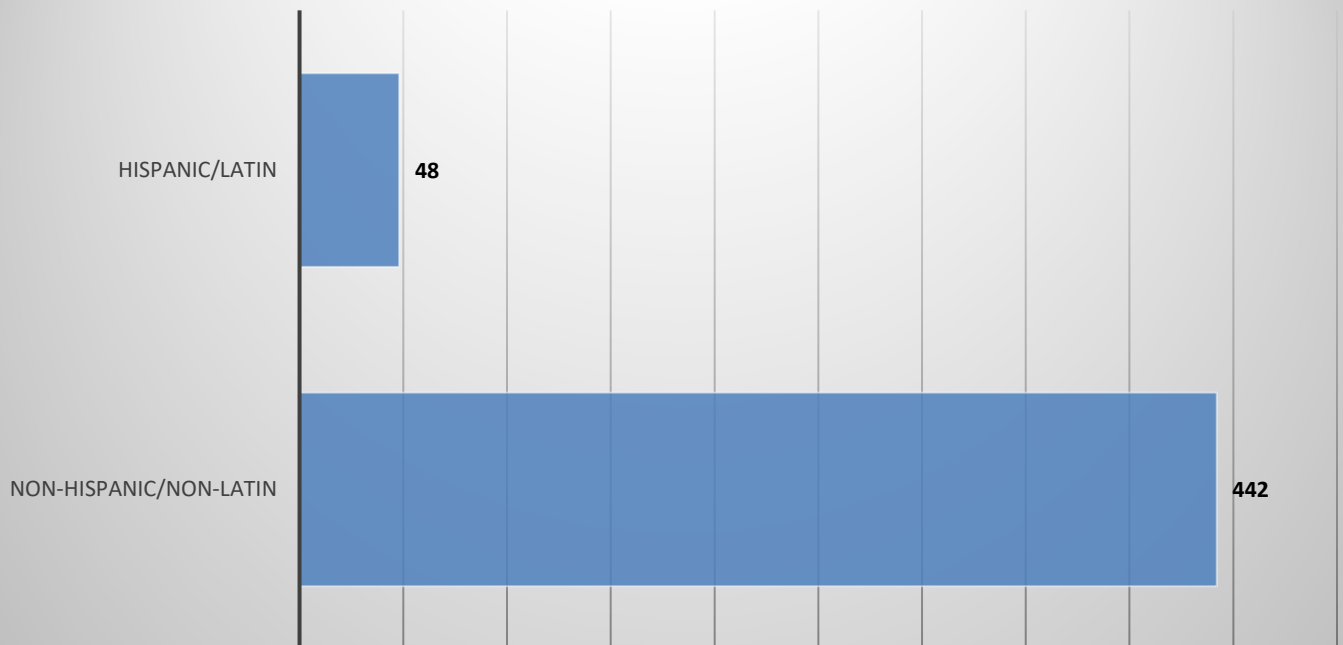
Gender



Race



Ethnicity



Unsheltered Survey Results

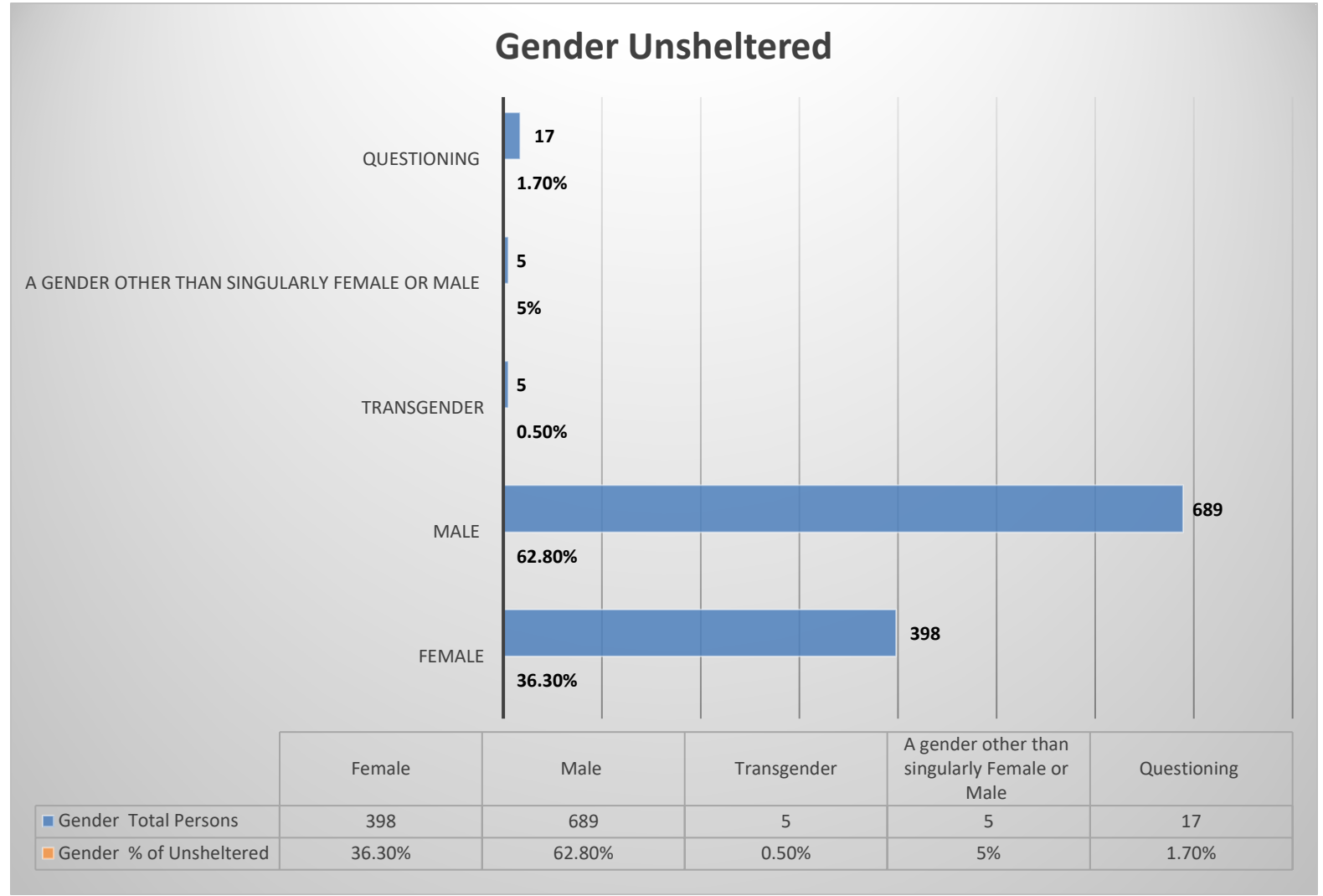
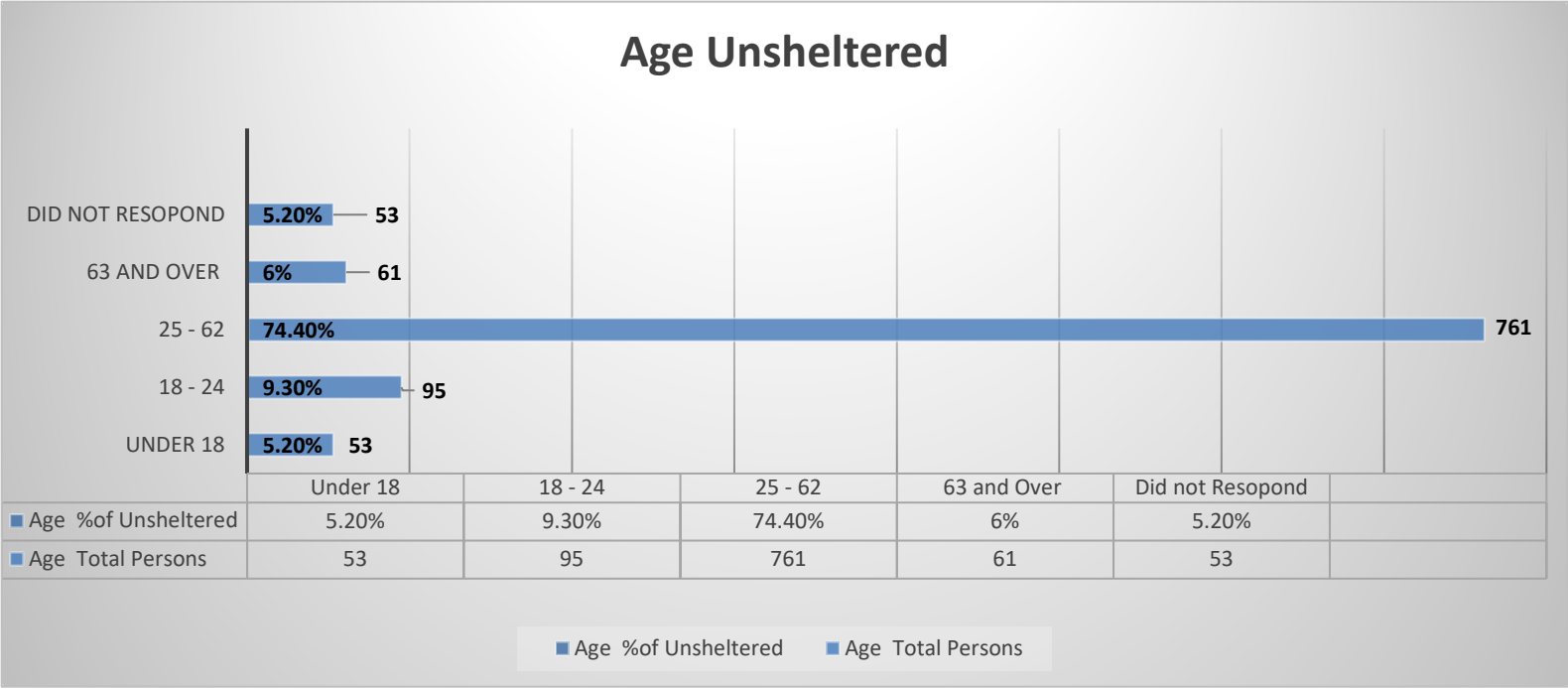
The following section of this report provides an overview of the findings generated from the 2022 NorCal CoC Unsheltered Survey Count. Surveys were administered to homeless individuals January 25th through February 4, 2022.

This effort resulted in 1,096 persons in the unsheltered count.

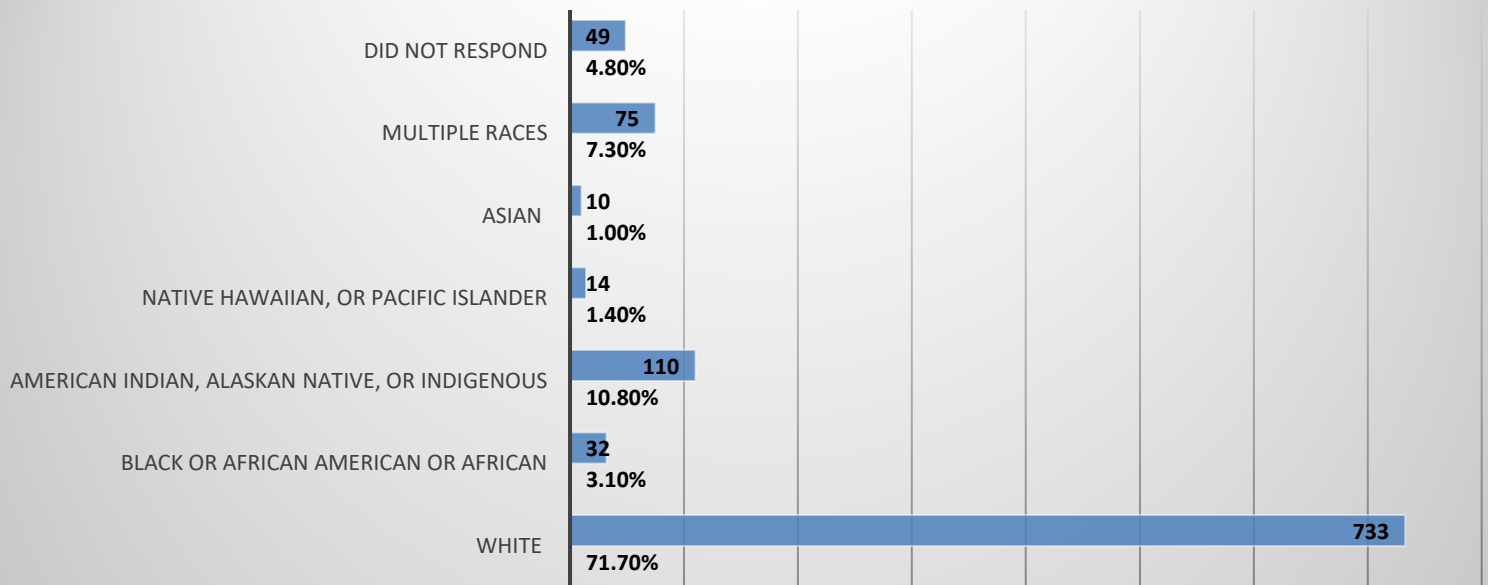
The PIT Count does not capture what homelessness looks like for every person or family. Many cycle between literal homelessness and “at-risk” of literal homelessness, such as those who are staying with friends or family, individuals that pay to stay in a hotel or are under the threat of an eviction. Per HUD guidelines, these individuals are not included in the PIT Count. Also, a snap-shot of a single night’s count does not cover an entire season or year to show the full scope of homelessness in any given community.

Note: To ensure the safety and comfort of those who participated, respondents were not required to complete all survey questions. All responses were self-reported by those that agreed to respond. Missing values are listed as “did not respond” or values were extrapolated per HUD guidelines





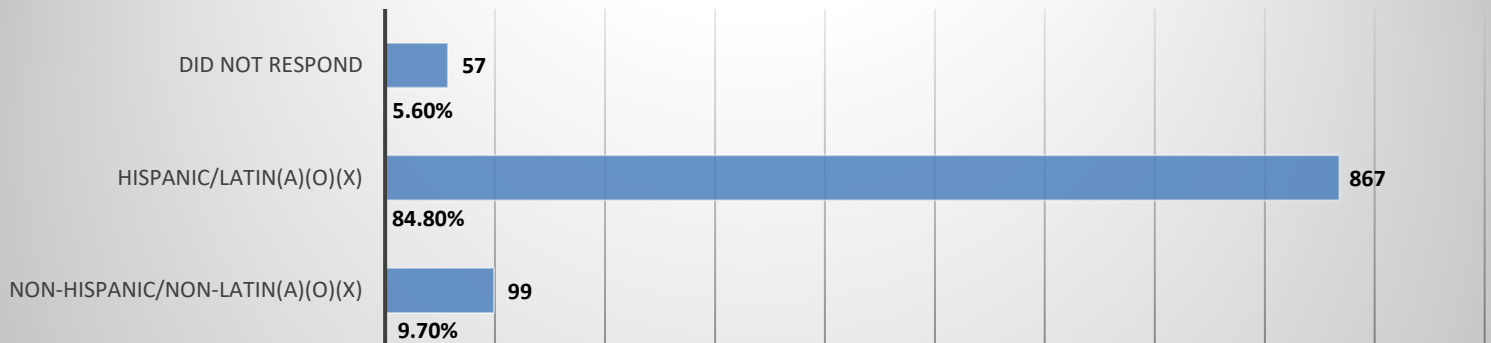
Race



	White	Black or African American or African	American Indian, Alaskan Native, or Indigenous	Native Hawaiian, or Pacific Islander	Asian	Multiple Races	Did Not Respond
■ Total Persons	733	32	110	14	10	75	49
■ % of Unsheltered	71.70%	3.10%	10.80%	1.40%	1.00%	7.30%	4.80%

■ Total Persons ■ % of Unsheltered

Ethnicity



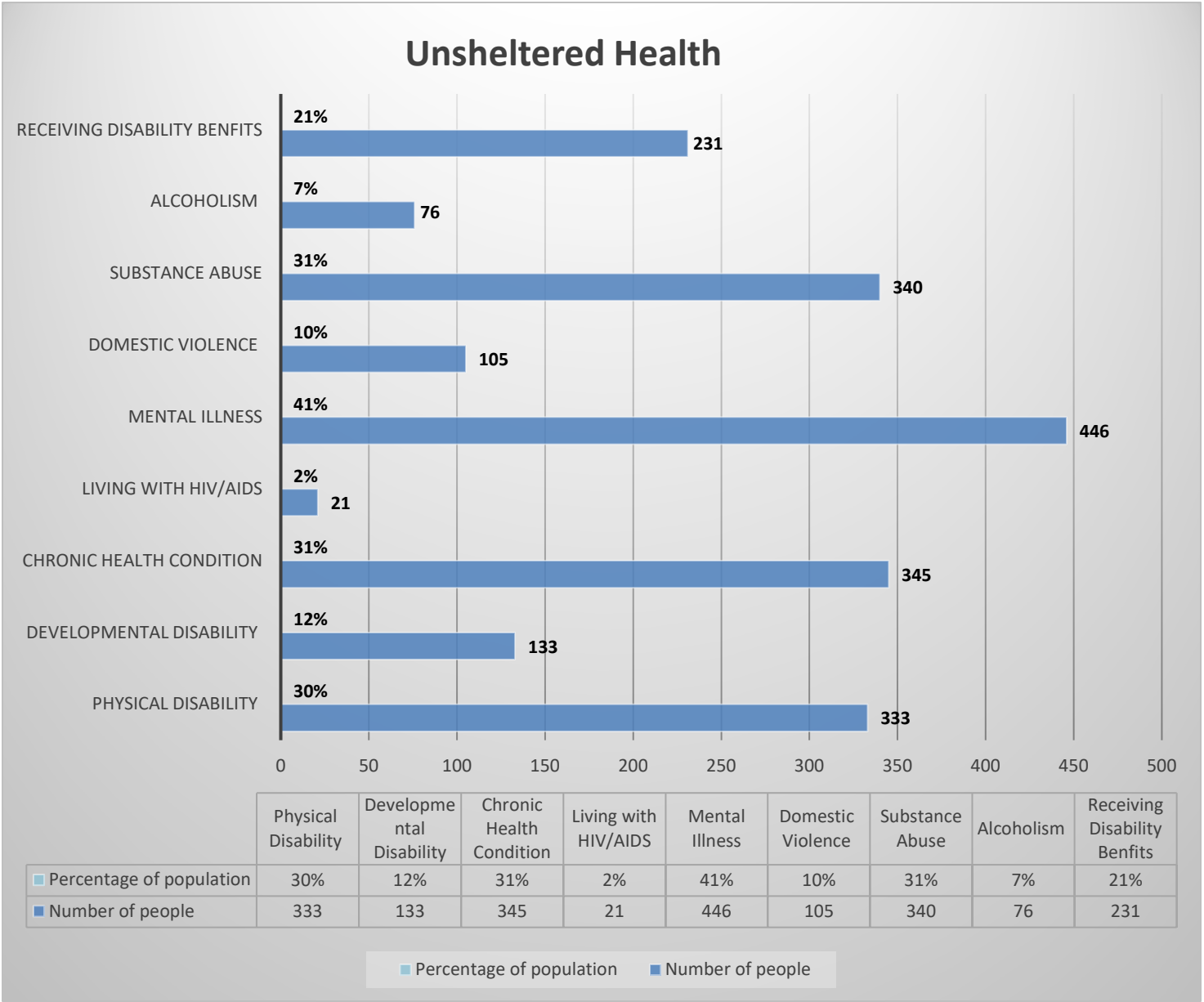
	Non-Hispanic/Non-Latin(a)(o)(x)	Hispanic/Latin(a)(o)(x)	Did Not Respond
■ % of Unsheltered	9.70%	84.80%	5.60%
■ Total Persons	99	867	57

■ % of Unsheltered ■ Total Persons

Note: Calculated Percentages have been rounded +/- .5%.

One of the greatest challenges facing unsheltered homeless individuals is to avoid illness. Every year the survey seeks to estimate the prevalence of certain health characteristics and disabilities among those experiencing homelessness. A part of the survey process was to ask respondents health questions.

Note: To ensure the safety and comfort of those who participated, respondents were not required to complete all survey questions. This survey question allowed for each respondent to have multiple responses.

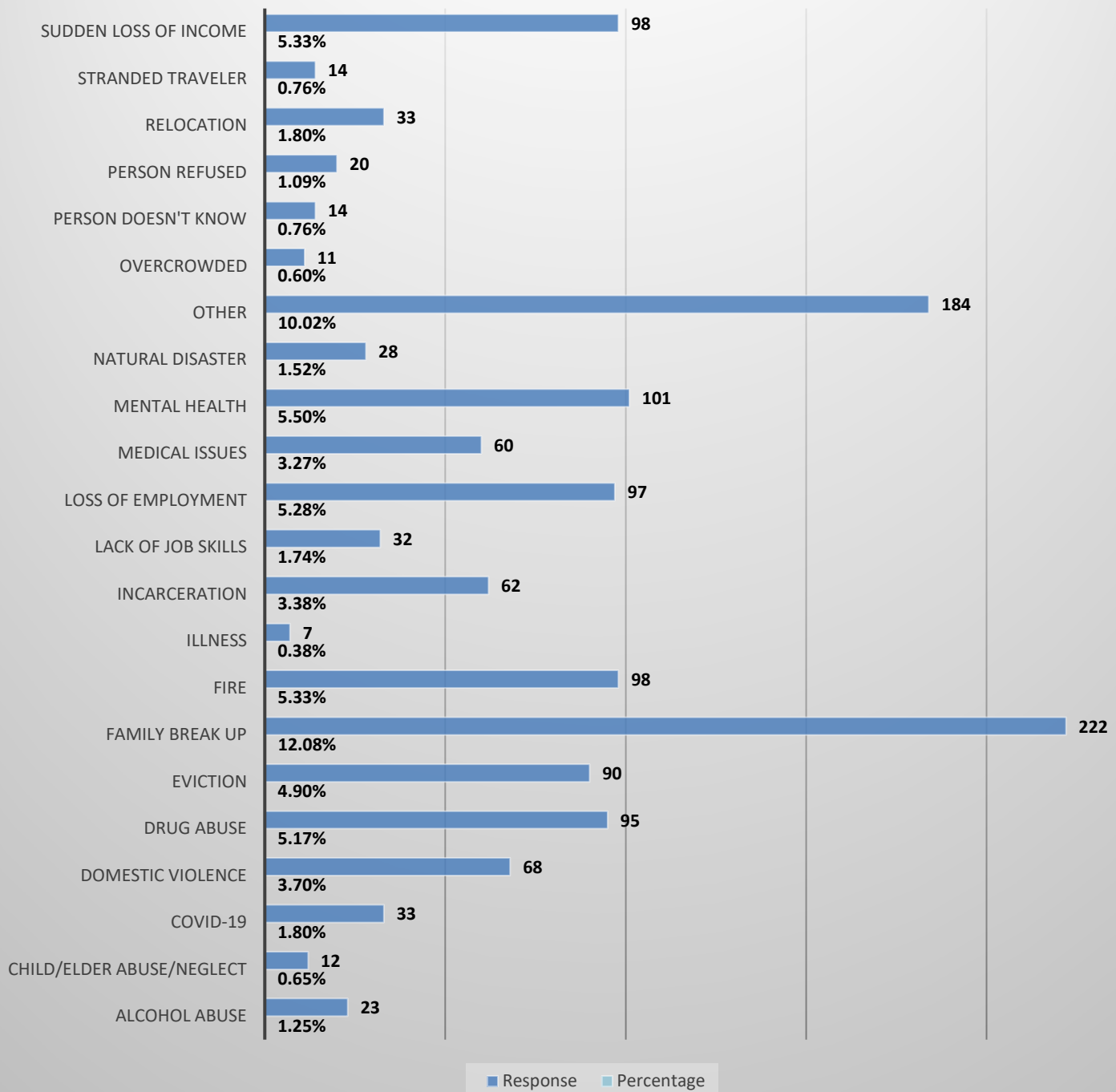


Note: Calculated Percentages have been rounded +/- .5%.

Primary Reason for Homelessness

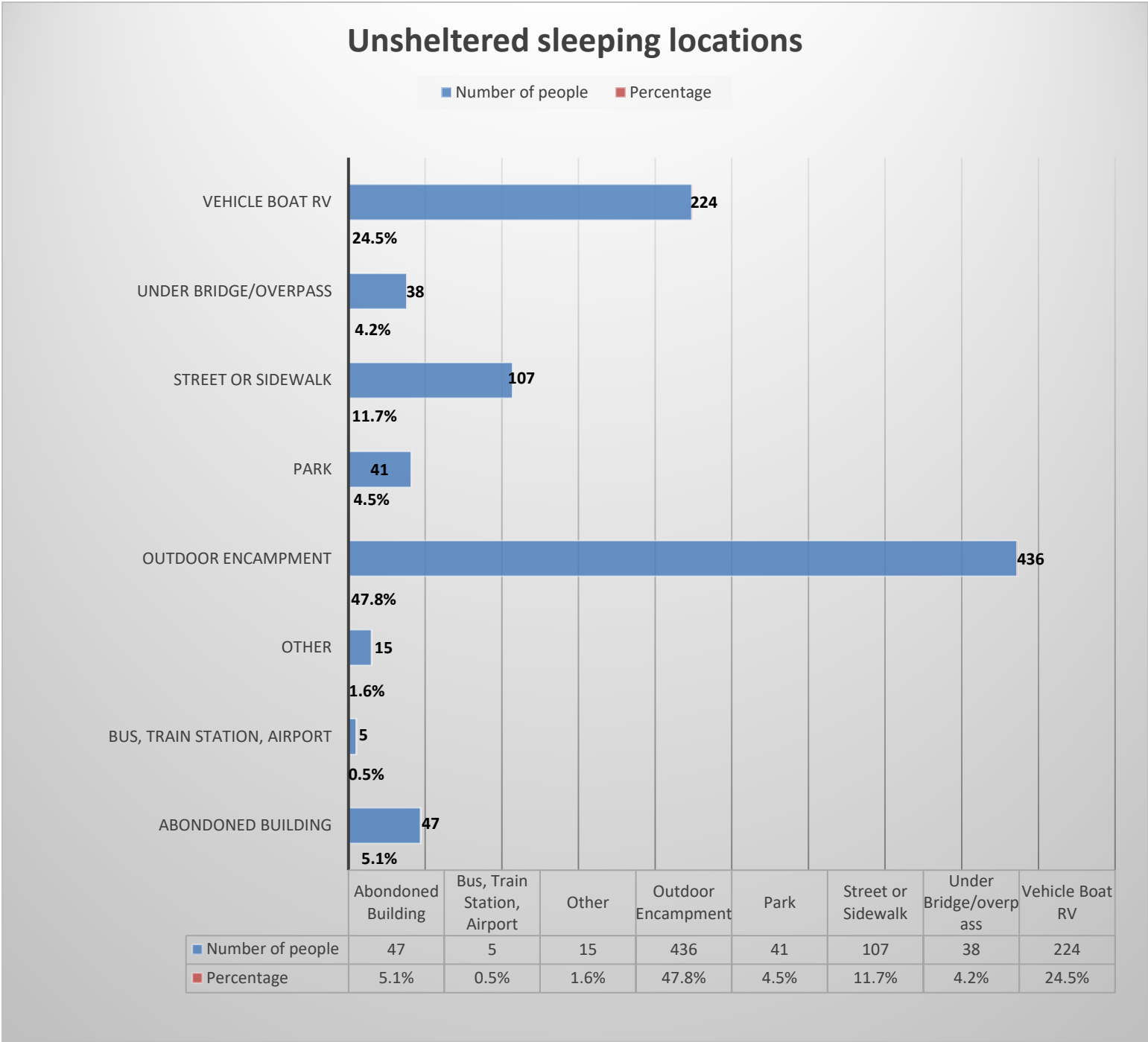
The primary reason for homelessness was added this year to the 2022 Point in Time survey. This question was added to provide a better understanding of the causes of homelessness.

Primary Reason For Homelessness, The top four reasons reported for unshelter & Sheltered in 2022 are: Family Break up, Other, Mental Health, and Fire.



Unsheltered Sleeping Locations

In an effort to better understand the sleeping locations of the unsheltered population, respondents were asked to identify where they slept the night of January 25, 2022.



Note: Calculated Percentages have been rounded +/- .5%.

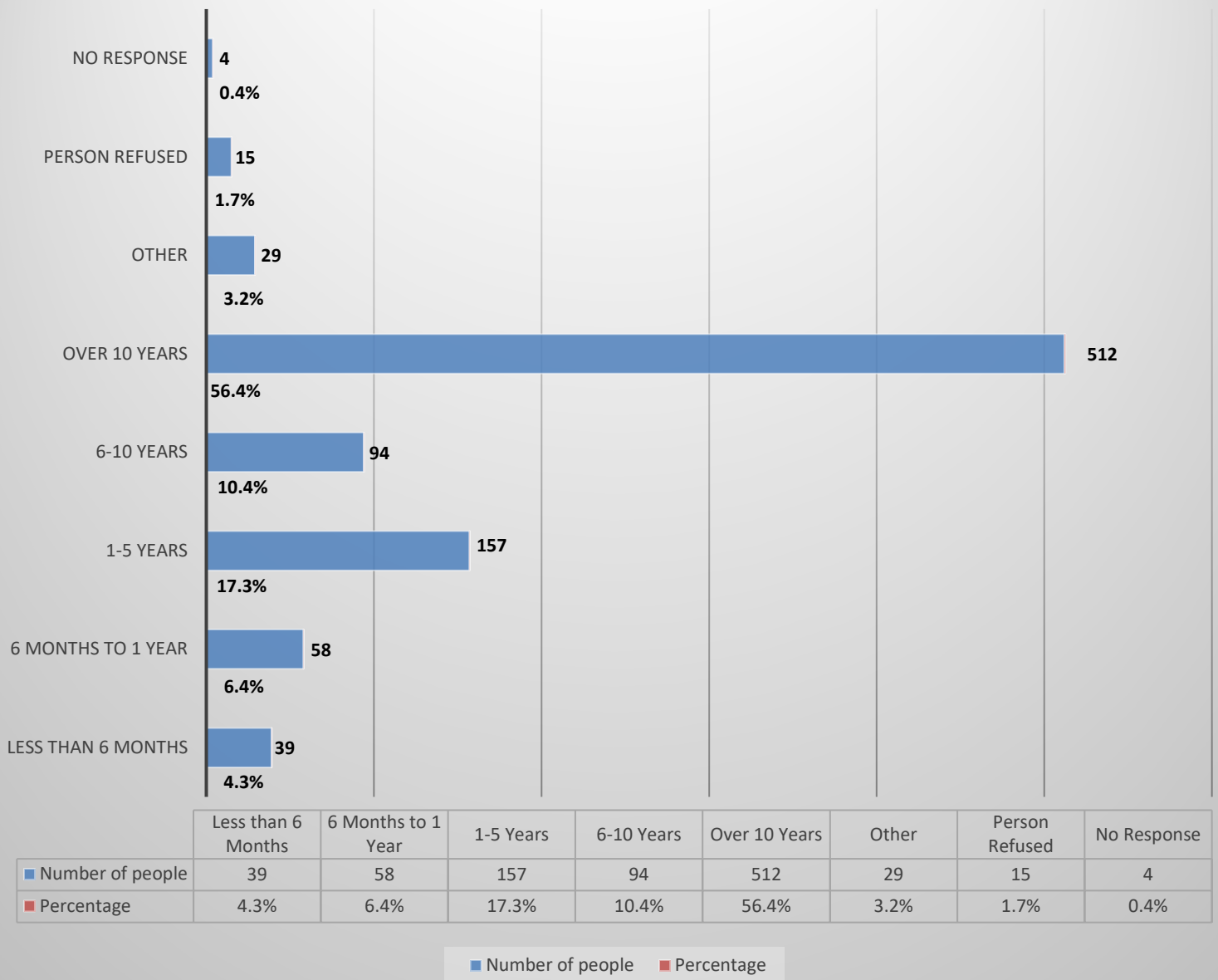
Unsheltered Residency

Respondents were asked, “How long have you lived in this county?” This provides a better understanding of the transient nature of the homeless population.

The respondents that have been in their county of residence greater than 6 years total 66.8% of the total unsheltered. The respondents that have been in their county of residence between 1 year and 10 years total 27.7% of the total unsheltered.

Length of Residency

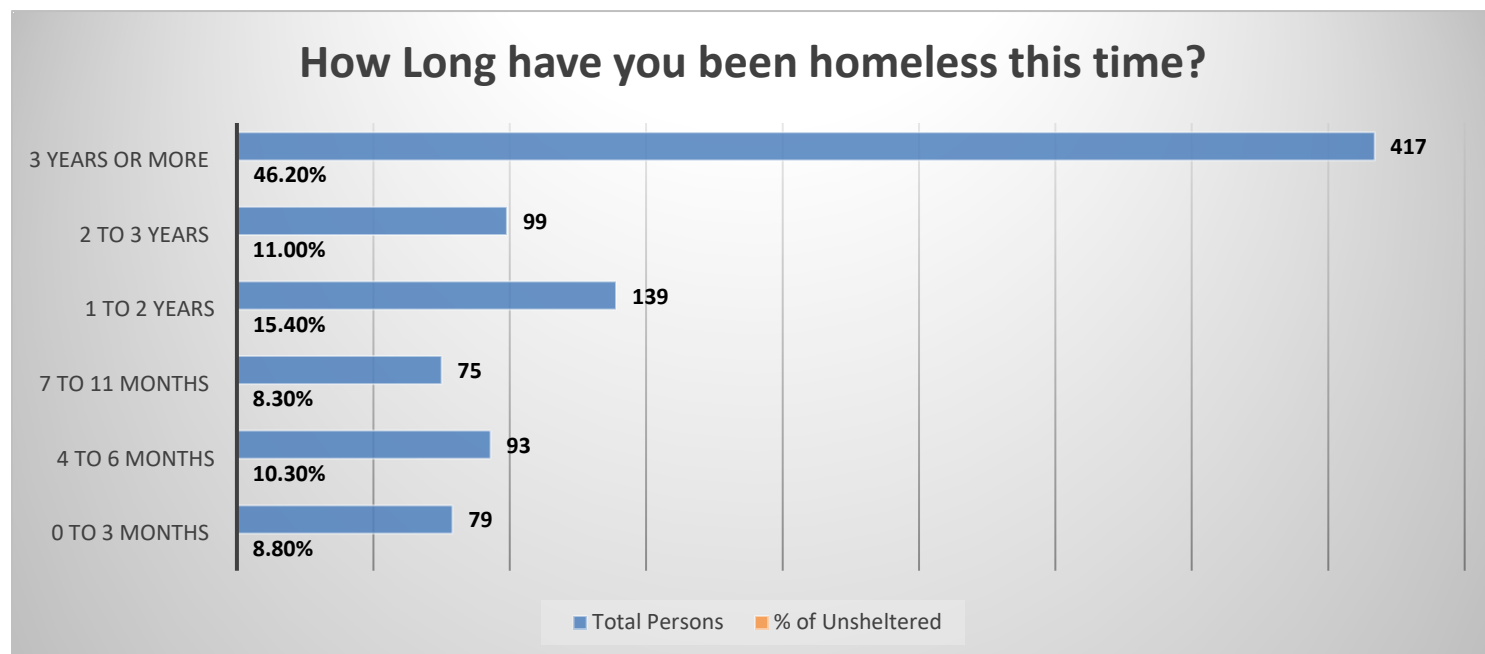
Unsheltered Residency



Note: Calculated Percentages have been rounded +/- .5%.

Unsheltered Reoccurrence of Homelessness

The unsheltered survey measures the duration of homelessness. This is a critical marker that indicates a person may become chronically homeless. The following questions were asked to help identify those who may be chronically homeless.



Note: Calculated Percentages have been rounded +/- .5%.

Chronic Homelessness Results

HUD defines a chronically homeless individual as an adult (persons 18 years or older) who has a disability and:

- Has either been continuously homeless for a year or more
- OR
- Has had at least four separate occasions of homelessness in the past three years where the combined total length of time is at least 12 months. Each period separating the occasions must include at least seven nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.

To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter/safe haven during that time. For purposes of the PIT Count, persons living in transitional housing at the time of the PIT Count are not included in this subpopulation category. The chronic homeless population represents one of the most vulnerable populations and some of the hardest to house.

Chronic Homelessness in NorCal CoC Region

According to the 2022 PIT data, out of a total of 1,586 individuals who completed the PIT survey, 31.21% percent of NorCal CoC's homeless population reported being chronically homeless.

Chronic Homelessness Summary

Summary	2018	2019	2020	2021	2022	% Increase from 2020
Unsheltered	324	259	376	0	495	31.6%
Sheltered*	107	62	59	18	79	33.9%
Total	431	321	435	18	574	31.95%

Note: Calculated Percentages have been rounded +/- .5%.

*Total Sheltered includes Emergency Shelter and Transitional Housing reported by respondents.

Veterans

Veterans are more likely than civilians to experience homelessness. Like the general homeless population, veterans are at a significantly increased risk of homelessness if they are of low socioeconomic status, have a mental health disorder, and/or a history of substance abuse.

Additionally, veterans experience a higher prevalence of traumatic brain injuries (TBI) and Post-Traumatic Stress Disorder (PTSD), both of which have been found to be among the most substantial risk factors for homelessness.

Veterans face the same shortage of affordable housing options and living wage jobs as all Americans, and these factors, combined with the increased likelihood veterans will exhibit symptoms of PTSD, substance abuse, or mental illness, can compound to put veterans at a greater risk of homelessness than the general population. A total of 73 chronically homeless persons were identified as a veteran.

The 2022 PIT Count identified an overall increase of 0.2% in veteran homelessness from 2020.

Based upon the total PIT Count of 1,837, 3.7% of the sheltered population and 3.4% of the unsheltered population identified as veterans.

Homeless Veteran Summary

	2018	2019	2020	2021	2022	% Change from 2020
Unsheltered	68	58	80	0	64	-20.0%
Sheltered*	56	28	49	79	68	38.76%
Total Homeless	124	86	129	79	132	0.2%

. Note: Calculated Percentages have been rounded +/- .5%.

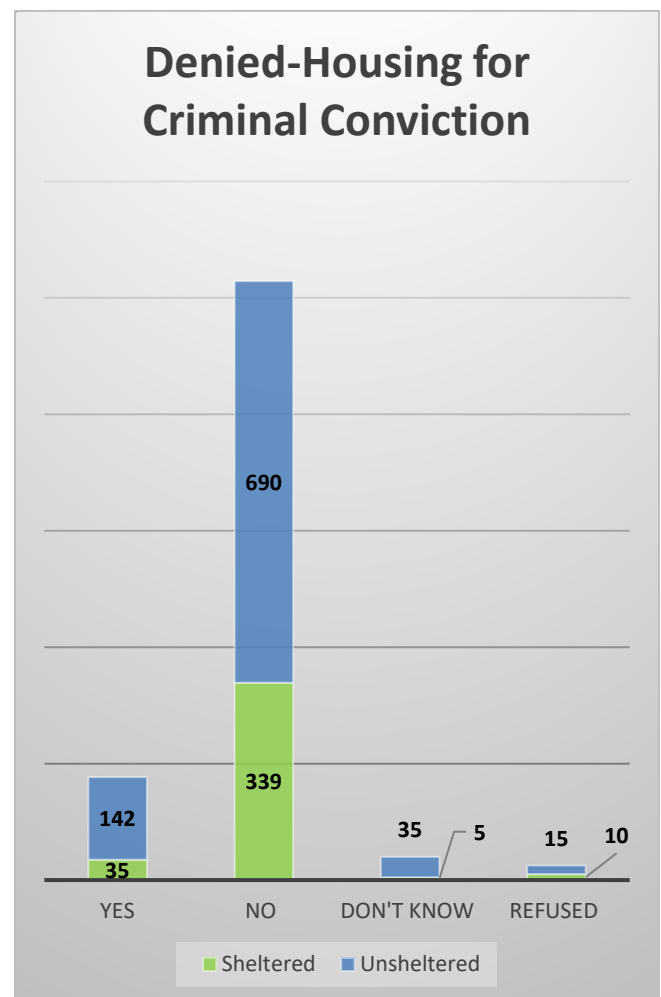
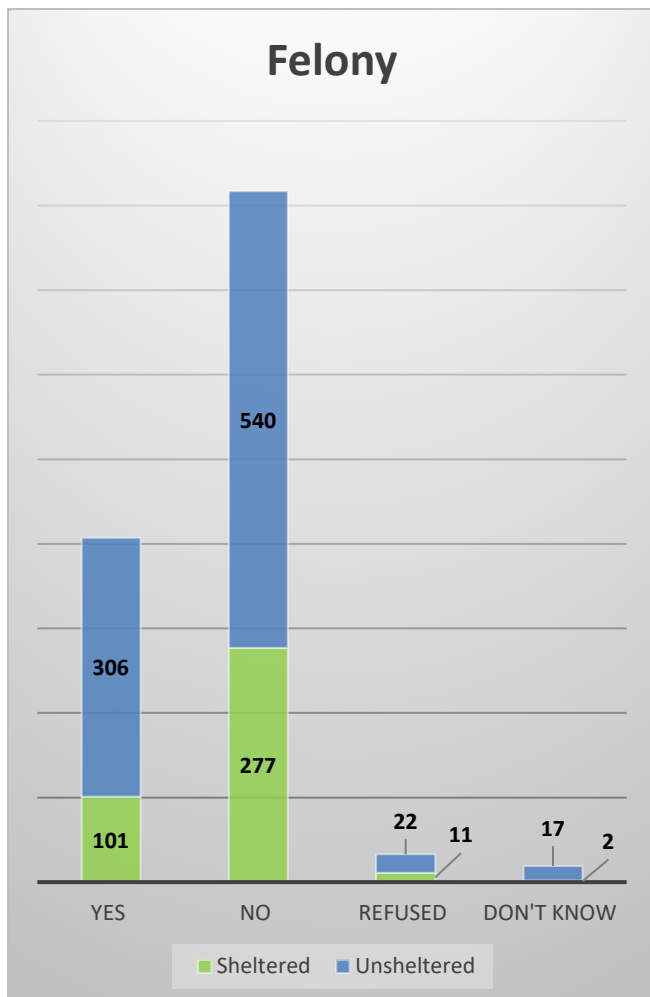


For many years, the NorCal CoC has collected data on the relationship between incarceration and homelessness with individuals who are incarcerated during the night of the PIT Count. The question asked was “Do you have a felony conviction?” In more recent years, a follow up question was added, “Have you been denied housing due to a criminal conviction?”

Many members of the community and service providers have shared anecdotal evidence suggesting a high correlation of engagement with the criminal justice system and homelessness.

Data collection at a local level allows agencies to evaluate the needs for this segment of the population by connecting the dots between the cycles of incarceration and homelessness. Individuals recently released from the criminal justice system often face housing challenges that may contribute to their homelessness.

10% of the respondents stated they have been denied housing due to their felony convictions or criminal history.



Note: Calculated Percentages have been rounded +/- .5%.



NorCal CoC includes 23,922 square miles and encompasses seven counties. The following section breaks down the 2022 PIT Count data by County to take a closer look at local trends.

Each county faces its own unique challenges with their homeless population. Two of the counties in the NorCal CoC are home to a state prison facility, while many of the counties are small rural counties, all with limited resources to address homelessness.

NOTE: To ensure the safety and comfort of those who participated, respondents were not required to complete all survey questions. Missing values for each county are a result of those who did not respond.

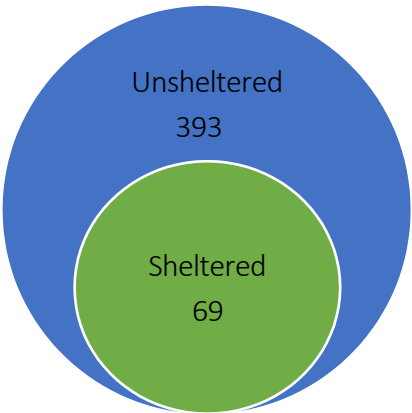


Del Norte County



Total Homeless in Del Norte County

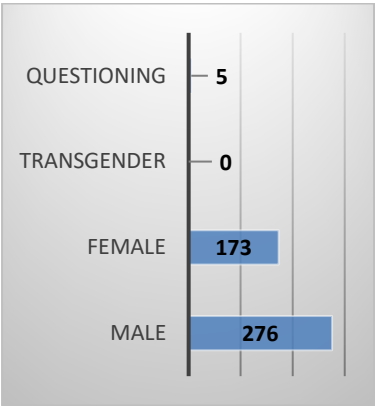
462



The total homeless count in Del Norte County represents 25.15% of the total homeless count in the NorCal CoC Region.

Homeless Profile	Total
Male	276
Female	173
Transgender	0
Questioning	5
Did Not Respond	8

Respondents were not required to answer all survey questions.



Additional Demographics		% of Total Del Norte County
Chronically Homeless	408	88.3%
Veteran	31	14.9%
Domestic Violence Victim	22	4.7%
Felony Conviction	150	32.4%
Natural Disaster	12	2.6%
COVID - 19	8	1.7%
Youth (18 to 24)	20	4.3%
Children (under 18)	26	0.56%

Additional Demographics provided are a subset of the total count and some respondents may be included in more than one subset. For example: A respondent may be a Veteran and may also be Chronically Homeless. The total is the number the respondents reported. Note: Calculated Percentages have been rounded +/- .5%.

Population and Household Demographics [Del Norte County, California Population 2022 \(worldpopulationreview.com\)](#)

Del Norte County is a county in California with a population of 28,028. There are 9,945 households in the county with an average household size of 2.47 persons. 36.9% of households in Del Norte County are renters.

Income and Rent Overburden in Del Norte County

The median gross income for households in Del Norte County is \$45,283 a year, or \$3,773 a month. The median rent for the county is \$980 a month.

Households who pay more than thirty percent of their gross income are considered to be Rent Overburdened. In Del Norte County, a household making less than \$2,693 a month would be considered overburdened when renting an apartment at or above the median rent. 47.63% of households who rent are overburdened in Del Norte County.

Area Median Income in Del Norte County

Affordable housing program eligibility is commonly determined by one's income. Each household's income is compared to the incomes of all other households in the area. This is accomplished through a statistic established by the government called the Area Median Income, most often referred to as AMI. The AMI is calculated and published each year by HUD. In Del Norte County, HUD calculates the Low (80%) Area Median Income (\$63,600) for a family of four as \$62,300. This data can be found at the following link:

[FY 2022 Income Limits Documentation System -- Summary for Del Norte County, California \(huduser.gov\)](#)

Fair Market Rents in Del Norte County [2022 Fair Market Rent in Del Norte County | RentData.org](#)

Fair Market Rents, often abbreviated as FMR, can be used to better understand the average housing costs of an area. Notably, Fair Market Rents are used to establish the payment standards for the Housing Choice Voucher Program, maximum rents in HOME financed rental projects and initial rents for Section 8 project-based assistance.

Studio	One BR	Two BR	Three BR	Four BR
\$651	\$831	\$980	\$1,355	\$1,677

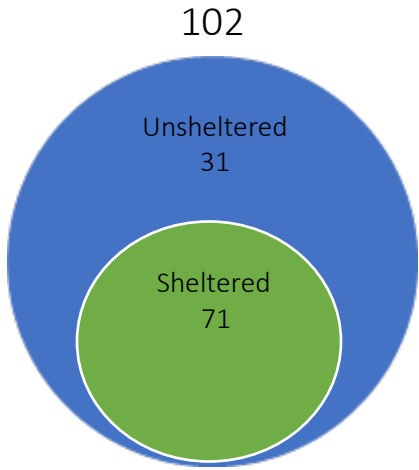


Lassen County

The sheltered homeless count in Lassen County represents 5.08 % of the total sheltered homeless count in the NorCal CoC Region

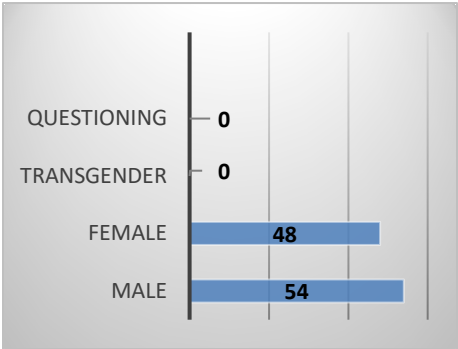


Total homeless in Lassen County



Homeless Profile	Total
Male	54
Female	48
Transgender	0
Questioning	0

Respondents were not required to answer all survey questions.



Additional Demographics		% of Total Lassen County
Chronically Homeless	7	6.8%
Veteran	3	2.9%
Domestic Violence Victim	5	4.9%
Felony conviction	17	16.6%
COVID - 19	1	1%
Natural Disaster	7	6.8%
Children (under 18)	23	22.5%

Additional Demographics provided are a subset of the total count and some respondents may be included in more than one subset. For example: A respondent may be a Veteran and may also be Chronically Homeless. The total is the number the respondents reported. Note: Calculated Percentages have been rounded +/- .5%.

Lassen County

Population and Household Demographics [Lassen County, California Population 2022 \(worldpopulationreview.com\)](https://worldpopulationreview.com/country-rankings/lassen-county-california-population-2022)

Lassen County is a county in California with a population of 30,438. There are 9,280 households in the county with an average household size of 2.26 persons. 32.4% of the occupied housing units in Lassen County are renter-occupied.

Income and Rent Overburden in Lassen County

The median gross income for households in Lassen County is \$56,352 a year, or \$4,696 a month. The median rent for the county is \$937 a month.

Households who pay more than thirty percent of their gross income are considered to be Rent Overburdened. In Lassen County, a household making less than \$3,186 a month would be considered overburdened when renting an apartment at or above the median rent. 27% of households who rent are overburdened in Lassen County.

Area Median Income in Lassen County [FY 2022 Income Limits Documentation System -- Summary for Lassen County, California \(huduser.gov\)](https://huduser.gov/fy-2022-income-limits-documentation-system-summary-for-lassen-county-california)

Affordable housing program eligibility is commonly determined by one's income. Each household's income is compared to the incomes of all other households in the area. This is accomplished through a statistic established by the government called the Area Median Income, most often referred to as AMI. The AMI is calculated and published each year by HUD. In Lassen County, HUD calculates the 2022 Low (80%) Area Median Income (\$73,700) for a family of four as \$64,250.

Fair Market Rents in Lassen County [2022 Fair Market Rent in Lassen County | RentData.org](https://rentdata.org/2022-fair-market-rent-in-lassen-county)

Fair Market Rents, often abbreviated as FMR, can be used to better understand the average housing costs of an area. Notably, Fair Market Rents are used to establish the payment standards for the Housing Choice Voucher Program, maximum rents in HOME financed rental projects and initial rents for Section 8 project-based assistance.

Studio	One BR	Two BR	Three BR	Four BR
\$623	\$712	\$937	\$1,331	\$1,372

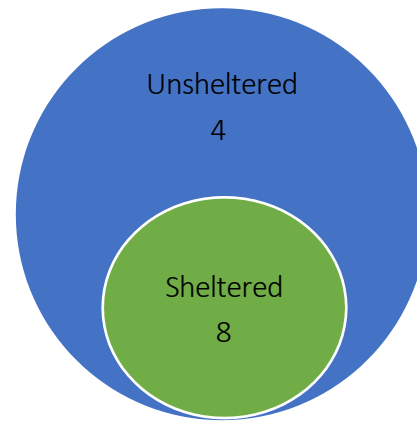


Modoc County



Total Homeless in Modoc County

12

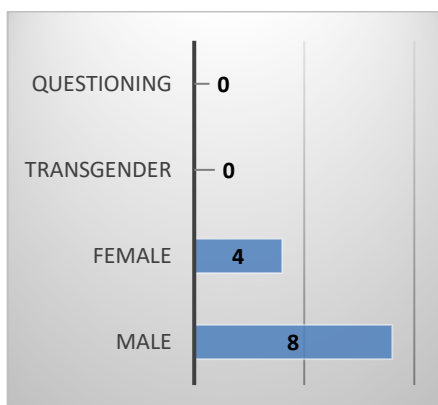


The total homeless count in Modoc County represents 1.0% of the total homeless count in the NorCal CoC Region.

Homeless Profile	Total
Male	8
Female	4
Transgender	0
Questioning	0
Did Not Respond	0

Respondents were not required to answer all survey questions.

Additional Demographics		% of Total Modoc County
Chronically Homeless	3	25%
Veteran	0	N/A
Domestic Violence Victim	0	N/A
Felony conviction	2	16.6%
COVID - 19	0	0%
Natural Disaster	0	0%
Children (under 18)	0	N/A



Additional Demographics provided are a subset of the total count and some respondents may be included in more than one subset. For example: A respondent may be a Veteran and may also be Chronically Homeless. The total is the number the respondents reported. Note: Calculated Percentages have been rounded +/- .5%.

Modoc County

Population and Household Demographics [Modoc County, California Population 2022 \(worldpopulationreview.com\)](#)

Modoc County is a county in California with a population of 8,964. There are 3,616 households in the county with an average household size of 2.33 persons. 25.1% of households in Modoc County are renters.

Income and Rent Overburden in Modoc County

The median gross income for households in Modoc County is \$45,507 a year, or \$3,792 a month. The median rent for the county is \$653 a month.

Households who pay more than thirty percent of their gross income are considered to be Rent Overburdened. In Modoc County, a household making less than \$2,177 a month would be considered overburdened when renting an apartment at or above the median rent. 52.86% of households who rent are overburdened in Modoc County.

Area Median Income in Modoc County [FY 2022 Income Limits Documentation System – Summary for Modoc County, California \(huduser.gov\)](#)

Affordable housing program eligibility is commonly determined by one’s income. Each household’s income is compared to the incomes of all other households in the area. This is accomplished through a statistic established by the government called the Area Median Income, most often referred to as AMI. The AMI is calculated and published each year by HUD. In Modoc County, HUD calculates the Low (80%) Area Median Income (\$63,600) for a family of four as \$62,300.

Fair Market Rents in Modoc County [2022 Fair Market Rent in Modoc County | RentData.org](#)

Fair Market Rents, often abbreviated as FMR, can be used to better understand the average housing costs of an area. Notably, Fair Market Rents are used to establish the payment standards for the Housing Choice Voucher Program, maximum rents in HOME financed rental projects and initial rents for Section 8 project based assistance.

Studio	One BR	Two BR	Three BR	Four BR
\$605	\$609	\$801	\$1,047	\$1,273

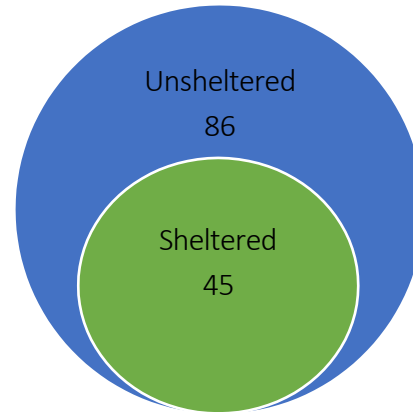


Plumas County



Total Homeless in Plumas County

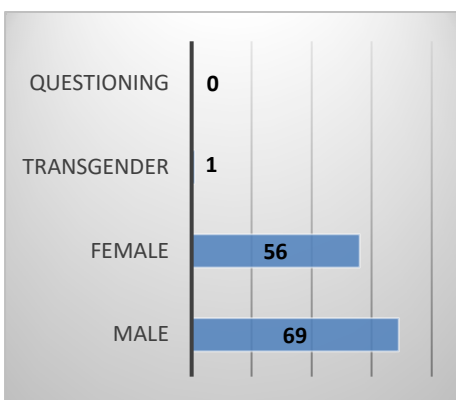
131



The total homeless count in Plumas County represents 7.5% of the total homeless count in the NorCal CoC Region.

Homeless Profile	Total
Male	69
Female	56
Transgender	1
Did Not Respond	5

Respondents were not required to answer all survey questions.



Additional Demographics		% of Total Plumas County
Chronically Homeless	9	6.8%
Veteran	4	3.0%
Domestic Violence Victim	0	N/A
Felony Conviction	25	19.1%
COVID - 19	0	0%
Natural Disaster	29	22.5%
Youth (18 to 24)	10	7.6%
Children (under 18)	15	11.4%

Additional Demographics provided are a subset of the total count and some respondents may be included in more than one subset. For example: A respondent may be a Veteran and may also be Chronically Homeless. The total is the number the respondents reported. Note: Calculated Percentages have been rounded +/- .5%.

Population and Household Demographics [Plumas County, California Population 2022 \(worldpopulationreview.com\)](#)

Plumas County is a county in California with a population of 19,005. There are 8,450 households in the county with an average household size of 2.16 persons. 27.1% of households in Plumas County are renters.

Income and Rent Overburden in Plumas County

The median gross income for households in Plumas County is \$55,359 a year, or \$4,613 a month. The median rent for the county is \$915 a month.

Households who pay more than thirty percent of their gross income are considered to be Rent Overburdened. In Plumas County, a household making less than \$2,787 a month would be considered overburdened when renting an apartment at or above the median rent. 47.38% of households who rent are overburdened in Plumas County.

Area Median Income in Plumas County: [FY 2022 Income Limits Documentation System -- Summary for Plumas County, California \(huduser.gov\)](#)

Affordable housing program eligibility is commonly determined by one's income. Each household's income is compared to the incomes of all other households in the area. This is accomplished through a statistic established by the government called the Area Median Income, most often referred to as AMI. The AMI is calculated and published each year by HUD. In Plumas County, HUD calculates the Low (80%) Area Median Income (\$82,400) for a family of four as \$65,350

Fair Market Rents in Plumas County: [2022 Fair Market Rent in Plumas County | RentData.org](#)

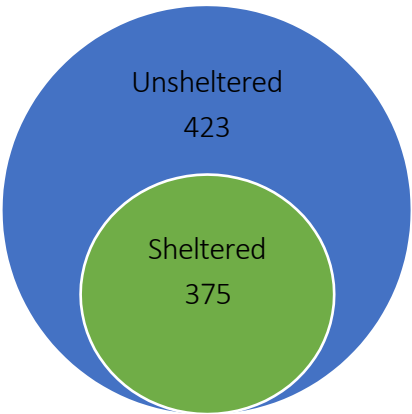
Fair Market Rents, often abbreviated as FMR, can be used to better understand the average housing costs of an area. Notably, Fair Market Rents are used to establish the payment standards for the Housing Choice Voucher Program, maximum rents in HOME financed rental projects and initial rents for Section 8 project-based assistance.

Studio	One BR	Two BR	Three BR	Four BR
\$608	\$716	\$915	\$1,300	\$1,566





Total Homeless in Shasta County
798

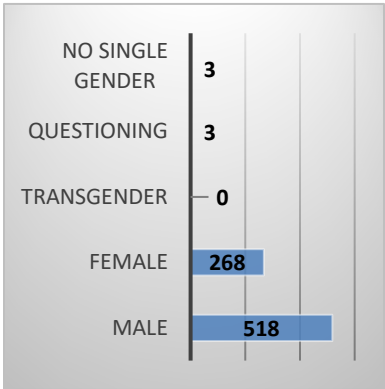


The total homeless count in Shasta County represents 43.5% of the total homeless count in the NorCal CoC Region.

Homeless Profile	Total
Male	518
Female	268
Transgender	0
Questioning	3
No single Gender	3
Did not Respond	6

Respondents were not required to answer all survey questions.

Additional Demographics		% of Total Shasta County
Chronically Homeless	187	23.4%
Veteran	80	10.0%
Domestic Violence Victim	20	2.5%
Felony Conviction	156	19.5%
Natural Disaster	7	1.0%
COVID - 19	10	1.25%
Fires	12	1.5%
Youth (18 to 24)	35	4.4%



Additional Demographics provided are a subset of the total count and some respondents may be included in more than one subset. For example: A respondent may be a Veteran and may also be Chronically Homeless. The total is the number the respondents reported. Note: Calculated Percentages have been rounded +/- .5%.

Shasta County

Population and Household Demographics: [Shasta County, California Population 2022 \(worldpopulationreview.com\)](https://worldpopulationreview.com/us/population/shasta-county-california/)

Shasta County is a county in California with a population of 181,193. There are 71,181 households in the county with an average household size of 2.47 persons. 36% of households in Shasta County are renters.

Income and Rent Overburden in Shasta County

The median gross income for households in Shasta County is \$36,087 a year, or \$3,007 a month. The median rent for the county is \$954 a month.

Households who pay more than thirty percent of their gross income are considered to be Rent Overburdened. In Shasta County, a household making less than \$3,087 a month would be considered overburdened when renting an apartment at or above the median rent. 55.94% of households who rent are overburdened in Shasta County.

Area Median Income in Shasta County: [FY 2022 Income Limits Documentation System -- Summary for Shasta County, California \(huduser.gov\)](https://huduser.gov/fy2022-income-limits-documentation-system-summary-shasta-county-california)

Affordable housing program eligibility is commonly determined by one's income. Each household's income is compared to the incomes of all other households in the area. This is accomplished through a statistic established by the government called the Area Median Income, most often referred to as AMI. The AMI is calculated and published each year by HUD. In Shasta County, HUD calculates the Low (80%) Area Median Income (\$89,800) for a family of four as \$63,500.

Fair Market Rents in Shasta County: [FY2022 FMR Schedule.pdf \(huduser.gov\)](https://huduser.gov/fy2022-fmr-schedule.pdf)

Fair Market Rents, often abbreviated as FMR, can be used to better understand the average housing costs of an area. Notably, Fair Market Rents are used to establish the payment standards for the Housing Choice Voucher Program, maximum rents in HOME financed rental projects and initial rents for Section 8 project-based assistance.

Studio	One BR	Two BR	Three BR	Four BR
\$834	\$954	\$1,255	\$1,783	\$2,148

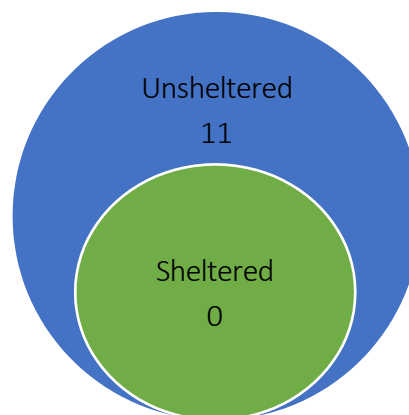


Sierra County



Total Homeless in Sierra County

11

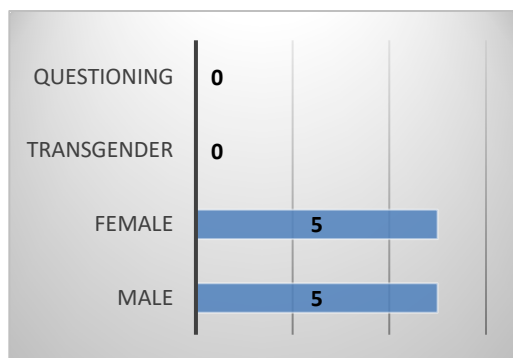


The total homeless count in Sierra County represents 0.6% of the total homeless count in the NorCal CoC Region.

Homeless Profile	Total
Male	5
Female	5
Did Not Respond	1

Respondents were not required to answer all survey questions.

Additional Demographics		% of Total Sierra County
Chronically Homeless	2	18.1%
Veteran	0	N/A
Domestic Violence Victim	0	N/A
Felony Conviction	0	N/A
COVID - 19	0	0%
Natura Disaster	0	0%
Youth (18 to 24)	0	N/A
Children (under 18)	2	18.1%



Additional Demographics provided are a subset of the total count and some respondents may be included in more than one subset. For example: A respondent may be a Veteran and may also be Chronically Homeless. The total is the number the respondents reported. Note: Calculated Percentages have been rounded +/- .5%.

Population and Household Demographics: [Sierra County, California Population 2022 \(worldpopulationreview.com\)](https://worldpopulationreview.com/country-rankings/sierra-county-california-population-2022)

Sierra County is a County in California with a population of 3,029. There are 1,319 households in the county with an average household size of 2.28 persons. 24.6% of households in Sierra County are renters.

Income and Rent Overburden in Sierra County

The median gross income for households in Sierra County is \$33,250 a year, or \$2,770 a month. The median rent for the county is \$938 a month.

Households who pay more than thirty percent of their gross income are considered to be Rent Overburdened. In Sierra County, a household making less than \$3,127 a month would be considered overburdened when renting an apartment at or above the median rent. 60.89% of households who rent are overburdened in Sierra County.

Area Median Income in Sierra County: [FY 2022 Income Limits Documentation System -- Summary for Sierra County, California \(huduser.gov\)](https://huduser.gov/fy2022-income-limits-documentation-system-summary-for-sierra-county-california)

Affordable housing program eligibility is commonly determined by one's income. Each household's income is compared to the incomes of all other households in the area. This is accomplished through a statistic established by the government called the Area Median Income, most often referred to as AMI. The AMI is calculated and published each year by HUD. In Sierra County, HUD calculates the Low (80%) Area Median Income (\$90,000) for a family of four as \$72,000.

Fair Market Rents in Sierra County: [FY2022 FMR Schedule.pdf \(huduser.gov\)](https://huduser.gov/fy2022-fmr-schedule.pdf)

Fair Market Rents, often abbreviated as FMR, can be used to better understand the average housing costs of an area. Notably, Fair Market Rents are used to establish the payment standards for the Housing Choice Voucher Program, maximum rents in HOME financed rental projects and initial rents for Section 8 project-based assistance.

Studio	One BR	Two BR	Three BR	Four BR
\$754	\$855	\$1,114	\$1,593	\$1,767

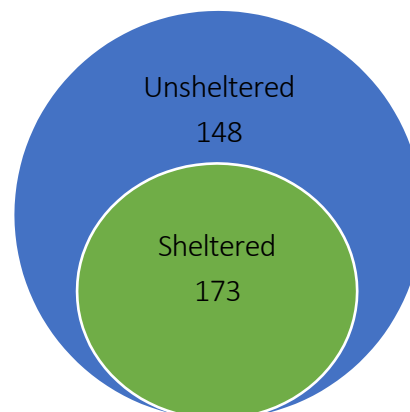


Siskiyou County



Total Homeless in Siskiyou County

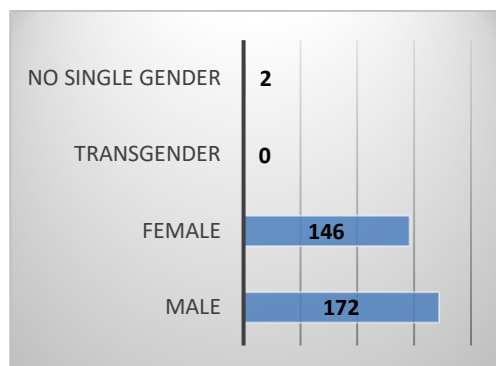
321



The total homeless count in Siskiyou County represents 17.5% of the total homeless count in the NorCal CoC Region.

Homeless Profile	Total
Male	172
Female	146
Transgender	0
No single Gender	2
Did Not Respond	1

Respondents were not required to answer all survey questions.



Additional Demographics		% of Total Siskiyou County
Chronically Homeless	83	25.8%
Veteran	11	3.4%
Domestic Violence Victim	18	5.9%
Felony Conviction	57	17.7%
COVID - 19	14	4.4%
Natural Disaster	31	9.6%
Youth (18 to 24)	26	8.1%
Children (under 18)	61	19.0%

Additional Demographics provided are a subset of the total count and some respondents may be included in more than one subset. For example: A respondent may be a Veteran and may also be Chronically Homeless. The total is the number the respondents reported. Note: Calculated Percentages have been rounded +/- .5%.

Population and Household Demographics: [Siskiyou County, California Population 2022 \(worldpopulationreview.com\)](https://worldpopulationreview.com/country-rankings/siskiyou-county-california-population-2022)

Siskiyou County is a county in California with a population of 43,506. There are 19,240 households in the county with an average household size of 2.23 persons. 40.4% of households in Siskiyou County are renters.

Income and Rent Overburden in Siskiyou County

The average median gross income for households in Siskiyou County is \$30,910 a year, or \$2,575 a month. The median rent for the county is \$914 a month.

Households who pay more than thirty percent of their gross income are considered to be Rent Overburdened. In Siskiyou County, a household making less than \$2,687 a month would be considered overburdened when renting an apartment at or above the median rent. 53.69% of households who rent are overburdened in Siskiyou County.

Area Median Income in Siskiyou County: [FY 2022 Income Limits Documentation System -- Summary for Siskiyou County, California \(huduser.gov\)](https://huduser.gov/fy2022-income-limits-documentation-system-summary-for-siskiyou-county-california)

Affordable housing program eligibility is commonly determined by one's income. Each household's income is compared to the incomes of all other households in the area. This is accomplished through a statistic established by the government called the Area Median Income, most often referred to as AMI. The AMI is calculated and published each year by HUD. In Siskiyou County, HUD calculates the Low (80%) Area Median Income (\$62,700) for a family of four as \$62,300.

Fair Market Rents in Siskiyou County: [2022 Fair Market Rent in Siskiyou County | RentData.org](https://rentdata.org/2022-fair-market-rent-in-siskiyou-county)

Fair Market Rents, often abbreviated as FMR, can be used to better understand the average housing costs of an area. Notably, Fair Market Rents are used to establish the payment standards for the Housing Choice Voucher Program, maximum rents in HOME financed rental projects and initial rents for Section 8 project-based assistance.

Studio	One BR	Two BR	Three BR	Four BR
\$682	\$701	\$922	\$1,310	\$1,358



Methodology

The NorCal Executive Board approved the Point in Time Methodology as required by HUD. A combination of HUD approved methods was used to create the most accurate count for the one-night count.

The NorCal CoC uses a census style approach to count unsheltered individuals. This approach provides a direct and complete count of all people and their characteristics. Local homeless service providers and advocates are active and valued partners in the planning and implementation of PIT Count represented in this report, as well as previous PIT Counts. The planning team invited the public and law enforcement partners for their input on several aspects related to the PIT Count. Examples of this includes known locations of the homeless community, survey wording, additional data collected, and volunteer recruitment. For the sheltered target population, the counting approach utilized a random sample.

The survey contained HUD required questions and local questions. The local questions came from community organizations that had specific areas of concern. The subsequent, in-depth qualitative survey was used to gain a more comprehensive understanding of the experiences and demographics of those counted in the counties. Survey coordinators worked to ensure a representative sample of respondents, garnering information from subpopulations that are often hidden or hard to reach. As volunteers encountered unsheltered homeless persons, they were instructed to use HUD's Observational Tool if respondents declined to participate in the survey. Missing values are listed in this report as "did not respond" or values were extrapolated using HUD's extrapolation tool.

Extrapolation

The HUD Extrapolation Tool was used on portions of this report and in the final submission to HUD. The tool assists the CoC in extrapolation of gender, ethnicity, and race information within each household category for people whom the CoC was not able to collect this information. This tool may be used for extrapolation if reliable data exists for 80 percent or more of the clients. Extrapolation is needed to ensure the number of homeless individuals are not underestimated as a result of unreported data during the time of the count.

Volunteer Recruitment and Training

Many individuals who live and/or work in each county supported NorCal CoC's effort to count the local homeless population. To participate in the count, all volunteers were required to attend a training in the weeks preceding the survey process. Volunteers used paper surveys and were trained on basics such as etiquette, safety and how to administer the survey. Volunteers canvassed routes in each county. In many instances, teams received maps which identified the area to be canvassed which clearly showed the boundaries of the counting area.

Data Quality Checks

The NorCal Lead Agency (Lead Agency), Shasta County Housing and Community Action Agency, oversaw the Point in Time data collection with the assistance of trained staff and volunteers. Due to number of volunteers conducting surveys and completing the data entry, an audit of each survey was completed by the Lead Agency. The audit included evaluating the surveys for data quality, checking the data entry for completeness, and using data logic checks to identify duplicate clients. During the data quality review, it was determined some surveys submitted included people not meeting the definition of homeless or that had already been interviewed. The identified surveys were excluded from being counted in the NorCal CoC 2022 PIT Count.

Note: the NorCal 2022 Point in Time Summary's missing values were extrapolated per HUD guidelines.

Summary of Data Quality Issues

Number of Individuals and Reason for Removal	85 clients removed due to already being interviewed 91 clients did not meet the HUD definition of homelessness
Data Quality Issues	173
Persons Missing Age Information	7
Person Missing Sleeping Location	0
Persons Missing Gender	21
Persons Missing Ethnicity	33
Persons Missing Race	64
Persons Missing Relationship to Head of Household	28
Persons with Unknown Household Type	20



Appendix A: Definitions and Abbreviations [Annual](#)

[Homeless Assessment Report \(AHAR\)](#)

HUD's annual report to Congress on the nature and extent of homelessness nationwide. The report details yearly homelessness counts, demographics, trends, and service usage; reports are compared and contrasted to data collected for previous years, helping to determine if homelessness is increasing or decreasing.

[Bed Utilization](#)

An indicator of whether shelter beds are occupied on a particular night or over a period of time.

[Chronically Homeless Individual](#)

A homeless adult individual (persons 18 years or older) with a disability who:

- Has been continuously homeless for a year or more

(OR)

- Has had at least four separate occasions of homelessness in the past three years where the combined total length of time is at least 12 months. Each period separating the occasions must include at least seven nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.

[Continuum of Care \(CoC\)](#)

The primary decision-making entity defined in the funding application to HUD as the official body representing a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency.

[Coordinated Entry System](#)

A centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

[Disabling Condition](#)

For the purposes of this study, a disabling condition is defined as physical disability, mental illness, depression, alcohol or drug abuse, chronic health problems, HIV/AIDS, Post-traumatic stress disorder (PTSD), or a developmental disability that impacts a person's ability to getting housing and/or remaining housed.

[Emergency Shelter \(ES\)](#)

A homeless program that is intended to provide short-term support and emergency housing to homeless individuals. Individuals who are staying in an Emergency Shelter are still considered literally homeless. Emergency shelter may take the form of a congregate shelter, motel voucher, or domestic violence shelter.

[Family](#)

Defined as a household with at least one adult and one child under 18.

Homeless Management Information System (HMIS)

The information system designated by the CoC to process Protected Personal Information (PPI) and other data in order to create an unduplicated accounting of homelessness within the CoC. An HMIS may provide other functions beyond unduplicated accounting.

Housing Inventory Count (HIC)

The Point-in-Time inventory of provider programs within the CoC that provide beds and units dedicated to serve persons who are homeless. It should reflect the number of beds and units available on the night designated for the count that are dedicated to serve persons who are homeless, per the HUD homeless definition.

Housing and Urban Development (HUD)

A federal organization aiming to increase homeownership, support community development, and increase access to affordable housing free from discrimination

Permanent Supportive Housing (PSH)

Long-term, community-based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables the special-needs populations to live as independently as possible in a permanent setting. Permanent housing can be provided in one structure or in several structures and at one site or in multiple structures at scattered sites.

Point-in-Time (PIT)

A snapshot of the homeless population taken on a given day. Since 2005, HUD requires all CoC applicants to complete this count every other year in the last week of January. This count includes a street count in addition to a count of all clients in emergency and transitional beds.

Rapid Re-Housing

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Eligible costs also include utilities, rental application fees, security deposits and last month's rent.

Sheltered Homeless

Sheltered homeless individuals are those who are living in emergency shelters or transitional housing programs.

Single Individual

Refers to an unaccompanied adult or youth.

Transitional Age Youth

Also known as TAY, refers to an unaccompanied youth aged 18-24 years.

Unaccompanied Children

Refers to children under the age of 18 who do not have a parent or guardian present.

Unsheltered Homeless

Homeless individuals unaccompanied by a child under the age of 18 who are living on the streets or in abandoned buildings, storage structures, vehicles, encampments, or any other place unfit for human habitation.

Data Sources

Statistical data on each county was gathered from the following sources:

[FY2022 FMR Schedule.pdf \(huduser.gov\)](#)

<https://www.rentdata.org>

[2022 World Population by Country](#)
[\(worldpopulationreview.com\)](http://worldpopulationreview.com)

Acknowledgements

The NorCal Continuum of Care would like to thank the many individuals and agencies who contributed to the 2022 Point-In-Time Count. The participation of community volunteers and partner agencies is critical to the NorCal CoC's PIT success. Countless community volunteers, City and County employees, and local community-based organizations assisted with the count, from the initial planning to the publication of this report. It is impossible to name every person involved, but their support was inspiring and invaluable to this process.

[Del Norte County – Lead Organizer: Roy Jackson, Rebecca Green, Daphne Cortese-Lambert](#)

[Shasta County – Lead Organizer: David Colefield, Denise Keokhamdy, Dawn Pittore, Kristen Schreder](#)

[Sierra County – Lead Organizer: Laurie Marsh](#)

[Siskiyou County – Lead Organizer: Maddelyn Bryan, Duane Kegg](#)

[Modoc County – Lead Organizer: Carol Madison](#)

[Lassen County – Lead Organizer: Grace Poor, Jayson Vial, Krystal Dalton, Orland McElmurry](#)

[Plumas County – Lead Organizer: Cathy Rahmeyer, Kristin Quade](#)

CITY COUNCIL AGENDA REPORT



TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: BRIDGET LACEY, GRANTS AND ECONOMIC DEVELOPMENT COORDINATOR

DATE: APRIL 17, 2023

SUBJECT: CRESCENT CITY CULTURAL GATEWAY AND BEAUTIFICATION PROJECT – CLEAN CALIFORNIA LOCAL GRANT APPLICATION

RECOMMENDATION

- Approve and adopt Resolution No. 2023-23, a Resolution of the City of Crescent City authorizing submission of an application to the Clean California Grant Local Program for the Crescent City Cultural Gateway and Beautification Project and authorizing the City Manager to act on behalf of the City for all agreements and reporting documents upon award.

BACKGROUND

The Clean California Local Grant Program (CCLGP) is a competitive statewide program created to beautify and clean up local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces.

Assembly Bill 149 (Sec.16) created the Clean California Local Grant Program of 2021 and was codified under Streets and Highway Code 91.41 et al. The Program is one part of the nearly \$1.1 billion Clean California (Clean CA) initiative that takes direct aim at the continuous trash accumulation that has overwhelmed the California Department of Transportation (Caltrans) and its partners. Other parts of the Clean CA initiative include litter abatement efforts, state beautification and safety projects, and public education campaigns. Significant investments in time and resources are needed to collect, recycle, and dispose of litter and hazardous waste.

Approximately \$100 million was added to the CCLGP to be made available in fiscal year 2023-24 State budget. This funding will be used to implement a second cycle of funding for the program.

ITEM ANALYSIS

City staff believe the Crescent City Cultural Gateway and Beautification Project to be a perfect fit for this funding opportunity and would like permission to submit an application for approximately \$3,000,000. If awarded, these funds will be used to improve the public space located at the juncture of US Highway 101 South and Front Street. The Crescent City Cultural Gateway and Beautification project aims to clean-up and beautify this section of Front Street by establishing a gateway, expanding the Beachfront Park beyond US Highway 101 to Front and N Street, restoring Elk Creek, improving public access at the Cultural Center/Visitor's Center and Veteran's Monument, establishing a designated starting point for the Tolowa Interpretive Walk, and moving the Transit Hub to a safer and more convenient location.

The Crescent City Cultural Gateway and Beautification project will have a significant impact on the economy and quality of life for Crescent City residents as well as for tourists and residents of the Northern California Coast. The project will include the following components:

- **Elk Creek Clean-up** (west side of Highway 101, running along Beachfront Park and RV Park): organize stream cleanups, , install trash bins, and install interpretive elements in immediate area.
- **Gateway Monuments, Landscaping, and Public Art** (Front Street from L to N Streets, aka the S-Curve): two gateway monuments at L and M Street will be constructed to help establish a sense of arrival and guide visitors down Front Street to Beachfront Park, the Visitor's Center, and all relevant Tolowa points of interest along the California Coastal Trail. The gateways will feature Tolowa design elements welcoming visitors to the city and acknowledging the ancestral lands of the Tolowa people. The section of Front Street from L to N will be updated to coincide with the Beachfront Park General Development Plan, providing a seamless transition from US Highway 101 South to Front Street and Beachfront Park. Landscaping berms will be constructed to mimic other natural environmental design elements found in the Beachfront Park as well as the native landscape. Additional public art pieces will be added to this area to enhance the overall design and help to slow traffic by becoming a visual point of interest. The berms will also guide the traveler's eye up to the gateway signage, further punctuating access to the park.
- **Cultural Center/Visitor's Center Entrance** (Front between J and K Street): As the feasibility study for the Cultural Center/Visitor's Center is nearing completion, the first step will be to complete the entrance to the building. The design will include stamped concrete inspired by Tolowa basket design patterns, tying directly to the adjacent Tolowa Cultural Interpretive Area, and conveniently located trash bins. A similarly designed concrete pad to the east will highlight an information hub consisting of multiple interpretive kiosks to help guide visitors to local points of interest. The proposed redesign will make the entrance ADA compliant, by removing the stairs, and substantially improving visibility from US

Highway 101 South and Front Street. Additional parking will also be added to both the Cultural Center/Visitor's Center entrance and Veteran's Monument. This parking will make each destination more accessible as well as ADA compliant.

- **Tolowa Interpretive Walk Entrance** (Front and K Street): Additional landscaping elements and another Tolowa basket patterned concrete pad, like the one at the Cultural Center/Visitor's Center entrance, will be constructed to initiate the beginning of the Tolowa Interpretive Walk next to Elk Creek.
- **Transit Center Relocation** (Front between J and K Street): To add parking at the Veteran's Monument, the Transit Center will need to be moved to the preferred location of the library parking lot, across the street from the Cultural Center/Visitor's Center. While this grant will not cover the full plans for the Transit Center at its newly proposed location, it will allow for continued Redwood Coast Transit Authority bus parking as well as charter bus staging. This Front Street transit depot will also include some landscaping elements such as trees and trash bins.

The grant application timeline is as follows:

- | | |
|---|------------------------------|
| • Resolution authorizing the City Manager to submit an application | April 17, 2023 |
| • Application defining the project scope, budget, timeline, and objectives | April 28, 2023 |
| • Award Announcements for the \$100 million in available funding | August/September 2023 |
| • Expenditure Deadline | June 30, 2026 |
| • Project Closeout and all infrastructure components open to the public. | November 1, 2026 |
| • Final Reimbursement from Caltrans | December 31, 2026 |

FISCAL ANALYSIS

Adoption of this resolution allows the City to apply for these competitive funds. There will be no matching funds required for this grant due to the fact that the project area is considered part of a “Severely Disadvantaged Community”.

To avoid any potential cash flow issues due to the fact that the City is already involved in several other large projects with grants already awarded and new grant applications outstanding, City staff has opted to include a request for advance payment in the application. Utilizing the advance payment option will not affect the scoring of the application. However it will require monthly, rather than quarterly, reporting and a more detailed spending plan.

STRATEGIC PLAN ASSESSMENT

This action supports the following Strategic Plan goals:

- Goal 1(E): Target economic development improvements that provide additional benefit by enhancing the quality of life for residents
- Goal 2(F)(1): Streamline services that support new, existing, and prospective businesses
- Goal 2(F)(9): Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs

ATTACHMENTS

- Resolution No. 2023-23

RESOLUTION NO. 2023-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING AN APPLICATION FOR 2023 GRANT FUNDING, AUTHORIZE SUBMITTAL, AUTHORIZE SIGNATOR, AND AUTHORIZE THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO WITH CALTRANS FOR THE CLEAN CALIFORNIA LOCAL GRANT PROGRAM

WHEREAS, the City Council of the City of Crescent City is eligible to receive State funding for certain transportation related work through the California Department of Transportation;

WHEREAS, the California Department of Transportation has issued a Notice of Funding Available for the 2023 Clean California Local Grant Program; and

WHEREAS, the City intends to apply for up to \$3,000,000 for the Crescent City Cultural Gateway and Beautification project under the 2023 Clean California Local Grant Program; and

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation, upon award, before such funds can be claimed through the Clean California Local Grant Program; and

WHEREAS, the City wishes to delegate authorization to execute these agreements and any amendments thereto.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City as follows:

SECTION 1

The City Council of the City of Crescent City has reviewed and hereby approves and authorizes the submittal of an application up to \$3,000,000 for the Crescent City Cultural Gateway and Beautification project to Caltrans for the Clean California Grant Program.

SECTION 2

The City Manager is hereby authorized and directed to sign this application and act on the City's behalf in all matters pertaining to this application.

SECTION 3

If the application is awarded, the City Council of the City of Crescent City authorizes the City Manager, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation (Caltrans).

SECTION 4

If the application is awarded, the City Manager or designee is authorized to sign Funds Requests and other required reporting forms.

APPROVED and ADOPTED and made effective the same day at a meeting of the City Council of the City of Crescent City held on the 17th day of April 2023 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

CITY COUNCIL AGENDA REPORT



TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: ASHLEY TAYLOR, ECONOMIC DEVELOPMENT AND RECREATION DIRECTOR

DATE: APRIL 17, 2023

SUBJECT: BUDGET REQUEST TO SUPPORT CITY INVOLVEMENT IN THE FOREST MOON FESTIVAL

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Adopt Resolution 2023-26, A RESOLUTION OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 BUDGET

BACKGROUND

This year marks the 40th anniversary of the release of Star Wars: Return of the Jedi, a movie that not only was and continues to be a worldwide phenomenon, but also has strong ties specific to Del Norte and Humboldt County communities. Significant parts of the movie were filmed in this region, including iconic scenes such as the speeder chase in Endor that features Redwood Forest landscape being weaved in and out of by storm troopers, followed by Luke Skywalker and Princess Leia. These scenes are some of the most memorable and captivating, and they were captured in real world locations like Jedediah Smith State Park, privately owned properties, and other locations throughout the two counties.

ITEM ANALYSIS

Because of the association the film has with this region, the Humboldt-Del Norte Film Commission is organizing the Forest Moon Festival, a two-day event taking place June 2-3 that will feature four screenings of Star Wars: Return of the Jedi between the two counties and will include various themed activities and events put on by partnering agencies.

The City has been asked to co-host two events as part of the festival that would mirror similar activities taking place in Humboldt County. In Eureka at Sequoia Park, the film will be screened on Friday night and on Saturday afternoon there will be a Jedi Training Course set up in the park for families to participate in. Similarly, the Film Commission is working with the City to offer a screening at Beachfront Park on Friday night and would like to have the City host a Jedi Training Course in Beachfront Park the following day on Saturday.

This festival is a great opportunity for this community to capitalize on the tremendous following the Star Wars franchise carries and bring travelers from surrounding areas to Del Norte County. The festival has already been featured in regional and state publications, including the Press Democrat, The San Francisco Gate, North Coast Journal, and the Times Standard.

FISCAL ANALYSIS

The movie screening in Beachfront Park will be a co-hosted event between the City and Humboldt-Del Norte Film Commission, therefore no fees will be charged for use of the park.

For the Jedi Training Course, the City does not plan to charge admission. Instead, the goal of the event would be to encourage travelers to stay in the community through Saturday and continue to patronize local business throughout their stay. Staff are requesting a small budget of \$3,000 that would roughly cover the cost of materials for the training course, small prizes, promotion, portable restrooms for the film screening, and crafting materials for children to create light sabers.

STRATEGIC PLAN ASSESSMENT

GOAL 1: SUPPORT QUALITY SERVICES, COMMUNITY SAFETY, AND HEALTH TO ENHANCE THE QUALITY OF LIFE AND EXPERIENCE OF OUR RESIDENTS AND VISITORS

- A. Enhance collaboration with other agencies and the community to better aid the public
- B. Ensure that information shared between departments, with other agencies, and with the public is both accurate and timely
- E. Target economic development improvements that provide additional benefit by enhancing the quality of life for residents

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY

- B. Support community organizations that provide measurable services to the community
- D. Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities

ATTACHMENTS

1. Resolution 2023-26 Amending the Fiscal Year 2022-23 Budget

RESOLUTION NO. 2023-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 BUDGET OF THE CITY OF CRESCENT CITY

WHEREAS, the budget for the fiscal year beginning July 1, 2022, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 20th day of June 2022; and

WHEREAS, the City Council adopted said budget by way of Resolution No. 2022-44 and has the authority to amend said budget from time to time; and

WHEREAS, the Humboldt-Del Norte Film Commission is organizing a Forest Moon Festival June 2-3 in celebration of the 40th anniversary of the Star Wars film, Return of the Jedi; and

WHEREAS, this festival is an optimal opportunity for Crescent City to capitalize on the popularity of the film and attract tourism; and

WHEREAS, the City would like to contribute to this festival by offering a Jedi Training Course event at Beachfront Park on Saturday, June 3rd, with a small budget of \$3,000; and

WHEREAS, offering this event requires an amendment to the budget.

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

1. That the Fiscal Year 2022-23 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	\$0	\$3,000

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 17th day of April 2023 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk