



CITY OF CRESCENT CITY

MAYOR RAY ALTMAN
COUNCIL MEMBER DARAN DOOLEY
COUNCIL MEMBER CANDACE TINKLER

MAYOR PRO TEM ISAIAH WRIGHT
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

JULY 21, 2025

6:00 P.M.

This meeting will be held in person at the location listed above. The City will broadcast the meeting on YouTube, however, if there is a technological issue with YouTube, the meeting will continue in person as scheduled. The public may access and participate in the public meeting by (1) attending the meeting in person and making public comment when called for by the Mayor or (2) by submitting a 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. 12. 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

OPEN SESSION

Call to order
Roll call
Pledge of Allegiance

CEREMONIAL ITEMS

- **Fire Chief Commendations**
- **Introduction of CHP Lt. Commander Castro**
- **Introduction of new City employees**
- **Oath of Office for Reserve Police Officer Magnolia Valero**

REPORTS AND PRESENTATIONS - None

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.

CONSENT CALENDAR

The consent calendar contains items deemed to be non-controversial and routine in nature. All items on the consent calendar will be considered as a block and voted upon in one vote unless a member of the City Council “pulls” an item from consent for individual consideration. Public comment will be taken on the consent agenda as a whole, unless an item is pulled. Any pulled item will receive its own public comment opportunity.

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period June 28, 2025 through July 11, 2025.*

2. Council Meeting Minutes

- *Recommendation: Approve and adopt the June 16, 2025, July 7, 2025, and July 9, 2025 meeting minutes of the City Council.*

3. Payroll Report

- *Recommendation: Receive and file the biweekly payroll reports for the period ending July 12, 2025 paid July 28, 2025.*

4. Budget Adjustment for Code Enforcement Legal Services

- *Recommendation: Approve and adopt Resolution No. 2025-32, A RESOLUTION OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 25-26 BUDGET OF THE CITY OF CRESCENT CITY*
- *Approve and authorize the City Manager to sign Amendment No. 5 to the Legal Services Agreement with Civica Law Group*

5. Budget Adjustment - Ecological Rights Foundation Agreement

- *Recommendation: Approve and adopt Resolution No. 2025-33, A RESOLUTION OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 25-26 BUDGET OF THE CITY OF CRESCENT CITY*

PUBLIC HEARING

6. Delinquent Sewer Accounts

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Close public hearing*
- *Further Council discussion*
- *City Council may revise, change, reduce, or modify any charge, or may overrule any or all objections*
- *Approve and adopt Resolution No. 2025-34, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF WITH ORDINARY PROPERTY TAXES*

CONTINUING BUSINESS - None

NEW BUSINESS

7. CCPD National Night Out Donation

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and adopt Resolution No. 2025-35, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 25-26 BUDGET OF THE CITY OF CRESCENT CITY*

CITY COUNCIL ITEMS

- **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.
- **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.)
 - **Jetty Improvements**
 - **Fire rings during the 4th of July**

ADJOURNMENT

Adjourn to the regular meeting of the City Council of the City of Crescent City on Monday, July 28, 2025 at 5:30 p.m. at the Wastewater Treatment Facility, 210 Battery Street, Crescent City, CA 95531.

POSTED:

July 18, 2025

/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:

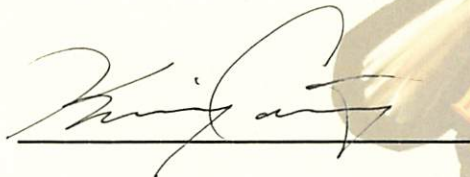
Accountability
Honesty & Integrity
Excellent Customer Service
Effective & Active Communication
Teamwork
Fiscally Responsible

CRESCENT CITY FIRE & RESCUE

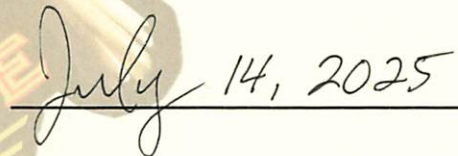
Distinguished Service Commendation

Captain Beau Smith

For exemplary leadership and courageous decision-making during the life-threatening Anchor Way Incident. Captain Smith demonstrated selfless dedication by placing the safety of his crew above his own, serving our community with honor, bravery, and unwavering commitment.



Kevin Carey, Fire Chief



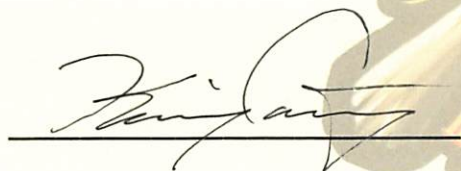
Date

CRESCENT CITY FIRE & RESCUE

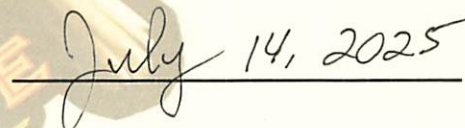
Distinguished Service Commendation

Engineer Dave Bowdish

In recognition of his professionalism and composure during a dangerous and complex emergency response. Engineer Bowdish prioritized the safety of his crew, followed the direction of his Officer with precision, and played a vital role in protecting his team under extraordinary circumstances.



Kevin Carey, Fire Chief



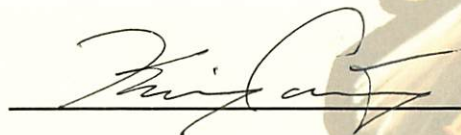
Date

CRESCENT CITY FIRE & RESCUE

Distinguished Service Commendation

Firefighter Eugene Starkey

In recognition of his steadfast dedication and bravery while facing a physical threat under extreme duress. Firefighter Starkey remained composed, safeguarded his fellow crew members, and exemplified the core value of "service above self."



Kevin Carey, Fire Chief



Date

INTRODUCTION OF CHP
LT. COMMANDER CASTRO



INTRODUCTION OF NEW CITY EMPLOYEES

OATH OF OFFICE
FOR
RESERVE POLICE OFFICER
MAGNOLIA VALERO



Accounts Payable

Checks by Date - Summary by Check Number

User: kbates@crescentcity.org
Printed: 7/16/2025 12:11 PM

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Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	07/07/2025	0.00	5,870.70
ACH	FITTAX	FIT Payroll Taxes Auto Pay	07/07/2025	0.00	24,809.00
ACH	PERS2	Public Emp Retirement Sys	07/07/2025	0.00	38,952.12
ACH	PERS2	Public Emp Retirement Sys	07/09/2025	0.00	70.80
ACH	PERS1	PERS Health	07/09/2025	0.00	95,921.56
ACH	PERS2	Public Emp Retirement Sys	07/09/2025	0.00	104,214.00
ACH	FITTAX	FIT Payroll Taxes Auto Pay	07/10/2025	0.00	545.47
448589	CASTATE	CA State Disbursement Unit	07/07/2025	0.00	88.84
448590	WAMUTU	Crescent City Employees Association	07/07/2025	0.00	90.00
448591	CCPOLI	Crescent City Police Officer's Association	07/07/2025	0.00	550.00
448592	ICMARE	Mission Square	07/07/2025	0.00	9,500.85
448593	PORACRMT	PORAC RMT	07/07/2025	0.00	550.00
448594	ADAMS	Adams Commercial General Contracting	07/03/2025	0.00	62,831.40
448595	AMAZON	Amazon Capital Services, Inc	07/03/2025	0.00	3,205.10
448596	AUTOZONE	Auto Zone	07/03/2025	0.00	16.79
448597	BLUEST	Blue Star Gas Associates	07/03/2025	0.00	69.18
448598	CURRYE	Brad Coleman Inc	07/03/2025	0.00	235.41
448599	CRENNE	C Renner Petroleum Inc	07/03/2025	0.00	160.82
448600	DNCOSH	D N Co Sheriffs Office	07/03/2025	0.00	33,494.00
448601	DNCOUN	D N Co Unified School Dst	07/03/2025	0.00	3,481.86
448602	EUREKAO	Eureka Oxygen Co.	07/03/2025	0.00	127.90
448603	FREEMMRK	Freeman Rock Inc.	07/03/2025	0.00	1,126.49
448604	GRAING	Grainger	07/03/2025	0.00	331.16
448605	HDFOWLER	H. D. Fowler Company, Inc	07/03/2025	0.00	24,405.25
448606	HAMBRO	Hambro Forest Products	07/03/2025	0.00	36.40
448607	HAMWSG	Hambro WSG Inc	07/03/2025	0.00	10,782.06
448608	INDEPE	Independent Business Forms, Inc	07/03/2025	0.00	738.78
448609	LNCURT	L.N. Curtis & Sons	07/03/2025	0.00	30,546.07
448610	LESSCH	Les Schwab Tire Centers of California Inc	07/03/2025	0.00	39.96
448611	THRIFT	Malcolm Kelly Inc.	07/03/2025	0.00	824.71
448612	NCLAB	Microbac Laboratories, Inc.	07/03/2025	0.00	705.00
448613	MISSIO	Mission Linen Supply	07/03/2025	0.00	88.69
448614	JACOBS	Operations Management International, Inc.	07/03/2025	0.00	175,477.56
448615	OREILLY	O'Reilly Auto Enterprises LLC	07/03/2025	0.00	90.29
448616	OWENEQ	Owen Equipment Sales	07/03/2025	0.00	231.64
448617	MENDES	Pacific Packaging & Supply Co Inc	07/03/2025	0.00	155.41
448618	PACSUR	Pacific Survey Supply	07/03/2025	0.00	5,626.00
448619	HITECHSE	Pinger Industries, Inc.	07/03/2025	0.00	1,385.00
448620	SMITHMJ	Kimberly D Smith	07/03/2025	0.00	49.00
448621	IAMSTAR	Starguard Elite LLC	07/03/2025	0.00	240.00
448622	DNOFFI	Debra Stover	07/03/2025	0.00	82.41
448623	TIDEWA	Tidewater Contractors Inc	07/03/2025	0.00	24,462.45
448624	CALCARDS	US Bank Corporate Pmt Systems	07/03/2025	0.00	1,594.33
448625	WILLDAN	Willdan Financial Services	07/03/2025	0.00	740.00
448626	LAFCO	Del Norte Local Agency Formation Commi	07/03/2025	0.00	48,251.50
448627	DUBOIS	Jason DuBois	07/03/2025	0.00	162.36
448628	HAPPY	MRI Software LLC	07/03/2025	0.00	25,711.40

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
448629	NANMCK	Nan McKay & Assocociate Inc	07/03/2025	0.00	419.00
448630	HITECHSE	Pinger Industries, Inc.	07/03/2025	0.00	863.76
448631	QUADIENT	Quadient Finance USA Inc	07/03/2025	0.00	2,000.00
448632	ZCAWTR1	St Wtr Resource Cntrl Brd	07/03/2025	0.00	70.00
448633	CALCARDS	US Bank Corporate Pmt Systems	07/03/2025	0.00	3,188.67
448634	AMFAM	American Family Life	07/09/2025	0.00	966.14
448635	GARYBUCH	Gary R. Buchholz	07/09/2025	0.00	1,476.90
448636	REDWMO	Kevin J Caldwell MD Inc	07/09/2025	0.00	294.00
448637	NORTCOAS	NorthCoast Health Screening	07/09/2025	0.00	620.00
448638	PARS	PARS, Public Agency Retirement	07/09/2025	0.00	600.00
448732	ICMARE	Mission Square	07/10/2025	0.00	3,173.28
448733	CALORE	AirMedCare	07/09/2025	0.00	90.00
448734	AMLIF	Ameritas Life Ins. Corp.	07/09/2025	0.00	5,234.88
448735	CLEA	California Law Enforcement Association	07/09/2025	0.00	352.00
448736	CHUBB	Chubb National Insurance Company	07/09/2025	0.00	353.00
448737	DNAMBU	Del Norte Ambulance Inc.	07/09/2025	0.00	140.00
448738	STANDAI	Standard Insurance Company	07/09/2025	0.00	2,921.03
Report Total (64 checks):				0.00	761,432.38

AP
06-28-25 to 07-11-25 Council

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Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
0	7/7/2025	610-000-2185-00000	PR Batch 07911.06.2025 State Income Tax	0.46	False
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0	7/7/2025	610-000-2185-00000	PR Batch 07111.07.2025 State Income Tax	116.43	False
0	7/7/2025	610-000-2185-00000	PR Batch 00711.07.2025 State Income Tax	2,409.88	False
0	7/7/2025	610-000-2189-00000	PR Batch 00711.07.2025 Federal Income Tax	6,797.77	False
0	7/7/2025	610-000-2188-00000	PR Batch 07111.07.2025 Medicare Employee Portion	62.76	False
0	7/7/2025	610-000-2188-00000	PR Batch 07111.07.2025 Medicare Employer Portion	62.76	False
0	7/7/2025	610-000-2189-00000	PR Batch 00771.07.2025 Federal Income Tax	10,631.82	False
0	7/7/2025	610-000-2188-00000	PR Batch 00771.07.2025 Medicare Employer Portion	1,806.99	False
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0	7/7/2025	610-000-2189-00000	PR Batch 07111.07.2025 Federal Income Tax	266.61	False
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0	7/7/2025	610-000-2188-00000	PR Batch 00771.07.2025 Medicare Employee Portion	1,806.99	False
0	7/7/2025	610-000-2188-00000	PR Batch 07911.06.2025 Medicare Employer Portion	215.83	False
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0	7/7/2025	610-000-2188-00000	PR Batch 00711.07.2025 Medicare Employer Portion	1,241.20	False
0	7/7/2025	610-000-2187-00000	PR Batch 00771.07.2025 Survivor Benefit	38.13	False
0	7/7/2025	610-000-2187-00000	PR Batch 07111.07.2025 EE PERS Contribution	494.69	False
0	7/7/2025	610-000-2187-00000	PR Batch 00771.07.2025 ER PERS Contribution	11,465.02	False
0	7/7/2025	610-000-2187-00000	PR Batch 07111.07.2025 ER PERS Contribution	495.05	False
0	7/7/2025	610-000-2187-00000	PR Batch 00771.07.2025 MO EE PERS Contribution	177.37	False
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0	7/7/2025	610-000-2187-00000	PR Batch 00771.07.2025 EE PERS Contribution	8,744.55	False
0	7/7/2025	610-000-2187-00000	PR Batch 07111.07.2025 Survivor Benefit	0.93	False
0	7/7/2025	610-000-2187-00000	PR Batch 00711.07.2025 ER PERS Contribution	9,500.75	False
0	7/7/2025	610-000-2187-00000	PR Batch 00771.07.2025 Service Credit Purchase	413.20	False
0	7/7/2025	610-000-2187-00000	PR Batch 00711.07.2025 Survivor Benefit	22.96	False
0	7/9/2025	610-000-2173-00000	July 25 Premiums - Active	89,841.93	False
0	7/9/2025	001-111-4125-00000	July 25 Admin Fees - Active	215.62	False
0	7/9/2025	630-111-4409-00000	July 25 Admin Fees - Retirees	42.01	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
0	7/9/2025	630-000-4125-00000	July 25 Premiums - Retired	5,822.00	False
0	7/9/2025	001-230-4121-00000	FY25 Survivor Benefit Plan #25611	70.80	False
0	7/9/2025	610-000-1510-00000	PERS UAL FY26 Plan 6983	1,975.83	False
0	7/9/2025	610-000-1510-00000	PERS UAL FY26 Plan 6984	27,762.92	False
0	7/9/2025	610-000-1510-00000	PERS UAL FY26 Plan 25612	495.92	False
0	7/9/2025	610-000-1510-00000	PERS UAL FY26 Plan 26908	1,213.00	False
0	7/9/2025	610-000-1510-00000	PERS UAL FY26 Plan 1341	72,766.33	False
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0	7/10/2025	610-000-2188-00000	PR Batch 79111.07.2025 Medicare Employee Portion	155.47	False
0	7/10/2025	610-000-2188-00000	PR Batch 79911.07.2025 Medicare Employer Portion	16.22	False
0	7/10/2025	610-000-2189-00000	PR Batch 79111.07.2025 Federal Income Tax	150.47	False
0	7/10/2025	610-000-2189-00000	PR Batch 79911.07.2025 Federal Income Tax	51.62	False
0	7/10/2025	610-000-2188-00000	PR Batch 79911.07.2025 Medicare Employee Portion	16.22	False
448589	7/7/2025	610-000-2170-00000	PR Batch 00771.07.2025 Child Support-CA	88.84	False
448590	7/7/2025	610-000-2184-00000	PR Batch 00711.07.2025 CCEA Monthly Dues	15.00	False
448590	7/7/2025	610-000-2184-00000	PR Batch 00771.07.2025 CCEA Monthly Dues	75.00	False
448591	7/7/2025	610-000-2181-00000	PR Batch 00711.07.2025 CCPOA Dues	550.00	False
448592	7/7/2025	610-000-2186-00000	Plan # 306752	7.75	False
448592	7/7/2025	610-000-2186-00000	Plan # 306752	36.95	False
448592	7/7/2025	610-000-2186-00000	Plan # 306752	230.92	False
448592	7/7/2025	610-000-2186-00000	Plan # 306752	589.24	False
448592	7/7/2025	610-000-2186-00000	Plan # 306752	48.43	False
448592	7/7/2025	610-000-2178-00000	Plan # 300878	2,050.00	False
448592	7/7/2025	610-000-2178-00000	Plan # 300878	2,165.00	False
448592	7/7/2025	610-000-2178-00000	Plan # 300878	2,736.42	False
448592	7/7/2025	610-000-2186-00000	Plan # 306752	193.51	False
448592	7/7/2025	610-000-2186-00000	Plan # 306752	123.58	False
448592	7/7/2025	610-000-2186-00000	Plan # 306752	922.80	False
448592	7/7/2025	610-000-2178-00000	Plan # 300878	294.63	False
448592	7/7/2025	610-000-2178-00000	Plan # 300878	101.62	False
448593	7/7/2025	610-000-2182-00000	PR Batch 00711.07.2025 PORAC RMT	550.00	False
448594	7/3/2025	901-000-2112-00000	Fred Endert Pool HVAC Project PARTIAL retention release.	62,831.40	False
448595	7/3/2025	001-240-4470-00000	Vehicle laptop mount, magnetic mic.	458.78	False
448595	7/3/2025	001-112-4390-00000	PA System Accessories	206.63	False
448595	7/3/2025	001-240-4390-2020S	Medical supplies.	478.74	False
448595	7/3/2025	001-112-4390-00000	PA System Accessories	43.25	False
448595	7/3/2025	001-480-4390-2020S	Swim Lesson platform	771.81	False
448595	7/3/2025	001-240-4390-2020S	Medical first-aid supplies.	499.12	False
448595	7/3/2025	001-112-4390-00000	Speakers for downtown	255.74	False
448595	7/3/2025	001-240-4390-2020S	Medical first-aid supplies.	472.10	False
448595	7/3/2025	001-112-4310-00000	Calendar	18.93	False
448596	7/3/2025	001-230-4390-00000	Wheel and tire cleaner	16.79	False
448597	7/3/2025	001-471-4220-00000	Propane04/15/25 - 05/15/25 (ACCT 02-0065468)	15.46	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
448597	7/3/2025	001-471-4220-00000	Propane-finance charge (ACCT 02-0065468)	2.00	False
448597	7/3/2025	001-112-4220-00000	Propane- Finance Charge (ACCT 02-1031563)	6.05	False
448597	7/3/2025	001-112-4220-00000	Propane- 05/14/25-06/16/2025 (ACCT 02-1031563)	11.00	False
448597	7/3/2025	001-471-4220-00000	Propane- 05/15/25 -06/17/2025 (ACCT 02-0065468)	19.67	False
448597	7/3/2025	001-240-4220-00000	Propane- Finance charge (ACCT 02-1038315)	2.00	False
448597	7/3/2025	001-240-4220-00000	Propane- 05/14/25 - 06/15/2025 (ACCT 02-1038315)	11.00	False
448597	7/3/2025	001-471-4220-00000	Propane- Finance Charge (ACCT 02-0065468)	2.00	False
448598	7/3/2025	001-000-2122-00000	Trimmer head, connector - TAX	-19.42	False
448598	7/3/2025	001-470-4390-00000	Trimmer head, connector	254.83	False
448599	7/3/2025	001-230-4330-00000	Fuel- Fire Dept FY 25	160.82	False
448600	7/3/2025	001-240-4475-00000	Disptach services FY 24-25 Qrt. 3	33,494.00	False
448601	7/3/2025	001-230-4330-00000	Fuel for FY 24/25 MAY 2025	1,643.04	False
448601	7/3/2025	001-230-4330-00000	Fuel for FY 24/25 APR 2025	994.92	False
448601	7/3/2025	001-230-4330-00000	Fuel for FY 24/25- MAR 2025	843.90	False
448602	7/3/2025	001-230-4390-00000	Cylinder rental	127.90	False
448603	7/3/2025	901-240-4799-2020S	30 CY of 6 Sack Concrete for 911 7th St- PD sidewalk,ADA ramp	1,126.49	False
448604	7/3/2025	001-470-4390-00000	Pet waste bags	331.16	False
448605	7/3/2025	919-371-4799-37118	(50) 1" Kamsstrup water meters for AMR project	26,409.75	False
448605	7/3/2025	919-000-2122-00000	(50) 1" Kamsstrup water meters for AMR project- TAX	-2,004.50	False
448606	7/3/2025	412-100-4450-00000	RV Storage	36.40	False
448607	7/3/2025	413-000-1202-00000	Sludge Processing	2,154.32	False
448607	7/3/2025	413-000-1202-00000	Sludge Processing	2,093.21	False
448607	7/3/2025	413-000-1202-00000	Sludge Processing	2,260.81	False
448607	7/3/2025	413-000-1202-00000	Sludge Processing	2,028.62	False
448607	7/3/2025	413-000-1202-00000	Sludge Processing	2,245.10	False
448608	7/3/2025	413-357-4310-00000	CH -Office Supplies	25.12	False
448608	7/3/2025	413-353-4310-00000	CH -Office Supplies	14.04	False
448608	7/3/2025	001-250-4310-00000	CH -Office Supplies	14.03	False
448608	7/3/2025	413-111-4310-00000	CH -Office Supplies	12.56	False
448608	7/3/2025	001-470-4310-00000	CH -Office Supplies	14.77	False
448608	7/3/2025	001-350-4310-00000	CH -Office Supplies	33.24	False
448608	7/3/2025	420-115-4310-00000	CH -Office Supplies	84.96	False
448608	7/3/2025	413-130-4310-00000	CH -Office Supplies	7.39	False
448608	7/3/2025	419-120-4310-00000	CH -Office Supplies	77.57	False
448608	7/3/2025	001-130-4310-00000	CH -Office Supplies	14.78	False
448608	7/3/2025	001-313-4310-00000	CH -Office Supplies	19.95	False
448608	7/3/2025	419-113-4310-00000	CH -Office Supplies	13.30	False
448608	7/3/2025	412-100-4310-00000	CH -Office Supplies	14.78	False
448608	7/3/2025	413-352-4310-00000	CH -Office Supplies	6.65	False
448608	7/3/2025	001-113-4310-00000	CH -Office Supplies	13.30	False
448608	7/3/2025	001-251-4310-00000	CH -Office Supplies	61.32	False
448608	7/3/2025	412-113-4310-00000	CH -Office Supplies	1.48	False
448608	7/3/2025	001-471-4310-00000	CH -Office Supplies	16.99	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
448608	7/3/2025	419-371-4310-00000	CH -Office Supplies	45.81	False
448608	7/3/2025	001-112-4310-00000	CH -Office Supplies	10.34	False
448608	7/3/2025	412-120-4310-00000	CH -Office Supplies	11.82	False
448608	7/3/2025	419-130-4310-00000	CH -Office Supplies	7.38	False
448608	7/3/2025	001-364-4310-00000	CH -Office Supplies	14.03	False
448608	7/3/2025	001-120-4310-00000	CH -Office Supplies	65.75	False
448608	7/3/2025	001-111-4310-00000	CH -Office Supplies	12.56	False
448608	7/3/2025	419-111-4310-00000	CH -Office Supplies	14.04	False
448608	7/3/2025	413-113-4310-00000	CH -Office Supplies	13.30	False
448608	7/3/2025	001-480-4310-00000	CH -Office Supplies	9.60	False
448608	7/3/2025	413-120-4310-00000	CH -Office Supplies	76.83	False
448609	7/3/2025	121-230-4390-00000	(28) Helmet lights w/ mounts, (30) Survivor flashlights	4,565.36	False
448609	7/3/2025	001-230-4390-00000	Hose, nozzles, and fittings	11,162.40	False
448609	7/3/2025	001-230-4390-2020S	Hose, nozzles, and fittings	14,818.31	False
448610	7/3/2025	930-230-4930-2020S	Simulator installation.	39.96	False
448611	7/3/2025	001-470-4390-00000	Brother Johnathn valves and couplings.	343.88	False
448611	7/3/2025	001-470-4390-00000	Brother Johnathn repairs	139.58	False
448611	7/3/2025	412-100-4390-00000	Faucet	155.76	False
448611	7/3/2025	001-470-4390-00000	Urinal kit, pans	185.49	False
448612	7/3/2025	419-371-4470-00000	General external regulatory lab tests for water utilities FY25	63.00	False
448612	7/3/2025	419-371-4470-00000	General external regulatory lab tests for water utilities FY25	642.00	False
448613	7/3/2025	001-480-4370-00000	Towles and mats	70.61	False
448613	7/3/2025	413-351-4320-00000	Uniforms for FY 25	18.08	False
448614	7/3/2025	413-352-4340-00000	WWTP Annual Operating Contract - Chemicals	11,420.83	False
448614	7/3/2025	413-352-4409-00000	WWTP Annual Operating Contract	122,507.06	False
448614	7/3/2025	413-351-4409-00000	WWTP Annual Operating Contract - Lab Support May 2025	1,560.00	False
448614	7/3/2025	413-000-1202-00000	Credit for solids hauling Jun 2025	-20,795.80	False
448614	7/3/2025	413-352-4450-00000	WWTP Annual Operating Contract (Maintenance)	13,333.33	False
448614	7/3/2025	413-352-4409-00000	PHASE 1 CC WWTP, RBC Capital Up Prog pmnt no. 31	47,452.14	False
448615	7/3/2025	508-508-4390-60003	Air filter	70.23	False
448615	7/3/2025	001-230-4390-00000	Clips	12.06	False
448615	7/3/2025	508-508-4390-00000	Fuel filter #37	8.00	False
448616	7/3/2025	508-508-4390-00000	Fltler cartridge	231.64	False
448617	7/3/2025	001-230-4370-00000	Janitorial Supplies- Fire house	155.41	False
448618	7/3/2025	419-372-4390-41028	Cableline tracer, magnetic locator	357.85	False
448618	7/3/2025	001-364-4350-10023	Cableline tracer, magnetic locator	2,028.17	False
448618	7/3/2025	419-371-4390-00000	Cableline tracer, magnetic locator	1,317.11	False
448618	7/3/2025	419-372-4390-00000	Cableline tracer, magnetic locator	357.85	False
448618	7/3/2025	001-000-2122-00000	Cableline tracer, magnetic locator TAX	-153.17	False
448618	7/3/2025	413-353-4390-00000	Cableline tracer, magnetic locator	2,029.17	False
448618	7/3/2025	413-000-2122-00000	Cableline tracer, magnetic locator- TAX	-153.17	False
448618	7/3/2025	419-000-2122-00000	Cableline tracer, magnetic locator TAX	-157.81	False
448619	7/3/2025	001-480-4409-00000	Security alarm for pool ADA door	1,385.00	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
448620	7/3/2025	001-114-4409-00000	Safety Training - Bloodborne pathogens training.	10.00	False
448620	7/3/2025	001-114-4409-00000	Safety Trainin- Respiratory protection training.	15.00	False
448620	7/3/2025	001-114-4409-00000	Safety Training- Intro to Cal/OSHA: IIPP	24.00	False
448621	7/3/2025	001-480-4530-00000	Training certifications	240.00	False
448622	7/3/2025	412-100-4310-00000	RV office supplies	69.54	False
448622	7/3/2025	506-506-4390-00000	Lamination	6.50	False
448622	7/3/2025	001-240-4310-00000	PD- office supplies	6.37	False
448623	7/3/2025	901-000-2112-00000	Beachfront Park phase 1A retention release	24,462.45	False
448624	7/3/2025	420-115-4450-00000	Splashtop remote access	1,510.95	False
448624	7/3/2025	001-350-4450-00000	Splashtop remote access	83.38	False
448625	7/3/2025	413-352-4409-00000	Sewer rate study	740.00	False
448626	7/3/2025	001-313-4455-00000	City apportionment	48,251.50	False
448627	7/3/2025	419-371-4320-04320	Protective footwear reimbursment FY'26	54.12	False
448627	7/3/2025	413-353-4320-04320	Protective footwear reimbursment FY'26	54.12	False
448627	7/3/2025	001-364-4320-04320	Protective footwear reimbursment FY'26	54.12	False
448630	7/3/2025	001-240-4450-00000	Alarm montoring JUL-SEPT	119.97	False
448630	7/3/2025	001-112-4450-00000	Alarm montoring JULY-SEPT	119.97	False
448630	7/3/2025	001-230-4451-00000	Alarm montoring JUL-SEPT	143.97	False
448630	7/3/2025	506-506-4230-00000	Alarm montoring JULY-JUNE	359.88	False
448630	7/3/2025	412-100-4230-00000	Alarm montoring JULY-SEPT	119.97	False
448632	7/3/2025	413-351-4550-00000	Tara Wood Distribution 1 certificate	70.00	False
448633	7/3/2025	001-350-4450-00000	Splashtop remote access	166.77	False
448633	7/3/2025	420-115-4450-00000	Splashtop remote access	3,021.90	False
448634	7/9/2025	610-000-2174-00000	June 25 Premiums - Acct # Q9377	966.14	False
448635	7/9/2025	001-240-4407-00000	Background Investigation services	1,476.90	False
448636	7/9/2025	001-364-4407-00000	Pre-employment Screening - PW	17.00	False
448636	7/9/2025	412-100-4407-00000	Pre-employment Screening - PW	6.00	False
448636	7/9/2025	001-470-4407-00000	Pre-employment Screening - PW	6.00	False
448636	7/9/2025	001-230-4407-00000	Pre-employment Screening - Fire	194.00	False
448636	7/9/2025	419-371-4407-00000	Pre-employment Screening - PW	39.00	False
448636	7/9/2025	413-353-4407-00000	Pre-employment Screening - PW	6.00	False
448636	7/9/2025	001-480-4407-00000	Pre-employment Screening - PW	12.00	False
448636	7/9/2025	506-506-4407-00000	Pre-employment Screening - PW	14.00	False
448637	7/9/2025	413-353-4407-00000	Pre-employment screening - PW	4.50	False
448637	7/9/2025	001-470-4407-00000	Pre-employment screening - PW	75.00	False
448637	7/9/2025	001-480-4407-00000	Pre-employment screening - PW	9.00	False
448637	7/9/2025	506-506-4407-00000	Pre-employment screening - PW	10.50	False
448637	7/9/2025	001-364-4407-00000	Pre-employment screening - PW	12.75	False
448637	7/9/2025	001-240-4407-00000	Pre-employment screening - Police	180.00	False
448637	7/9/2025	419-371-4407-00000	Pre-employment screening - PW	7.00	False
448637	7/9/2025	001-240-4407-00000	Pre-employment screening - PW	70.00	False
448637	7/9/2025	412-100-4407-00000	Pre-employment screening - PW	4.50	False
448637	7/9/2025	001-230-4407-00000	Pre-employment screening - Fire	150.00	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
448637	7/9/2025	506-506-4407-00000	Pre-employment screening - PW	42.00	False
448637	7/9/2025	001-470-4407-00000	Pre-employment screening - PW	4.50	False
448637	7/9/2025	412-100-4407-00000	Pre-employment screening - PW	7.00	False
448637	7/9/2025	419-371-4407-00000	Pre-employment screening - PW	29.25	False
448637	7/9/2025	001-471-4407-00000	Pre-employment screening - PW	7.00	False
448637	7/9/2025	001-480-4407-00000	Pre-employment screening - PW	7.00	False
448638	7/9/2025	630-111-4409-00000	Feb 25 Fees	300.00	False
448638	7/9/2025	630-111-4409-00000	April 25 Fees	300.00	False
448732	7/10/2025	610-000-2178-00000	Plan # 300878	2,285.25	False
448732	7/10/2025	610-000-2186-00000	Plan # 306752	139.38	False
448732	7/10/2025	610-000-2186-00000	Plan # 306752	664.73	False
448732	7/10/2025	610-000-2186-00000	Plan # 306752	69.37	False
448732	7/10/2025	610-000-2186-00000	Plan # 306752	14.55	False
448733	7/9/2025	610-000-2180-00000	Pro-rated Membership - Rec Dept 6/25/25-1/30/26	45.00	False
448733	7/9/2025	610-000-2180-00000	Pro-rated Membership - PW 6/24/25-1/30/26	45.00	False
448734	7/9/2025	610-000-2177-00000	Jul 25 Premiums - Policy # 010-21636 00001	5,234.88	False
448735	7/9/2025	610-000-2179-00000	July 25 Billing	352.00	False
448736	7/9/2025	610-000-2183-00000	WC Out of State Policy - 7/8/25-7/7/26 - Acct# 770011235531001C	353.00	False
448737	7/9/2025	610-000-2180-00000	Pro-rated Memberships - Police - 06/17/25-02/28/26	70.00	False
448737	7/9/2025	610-000-2180-00000	Pro-rated Memberships - PW , Rec Dept - 06/26/25-02/28/26	70.00	False
448738	7/9/2025	610-000-2179-00000	July 25 Premiums - Policy # 00 639849 0001	2,921.03	False
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AP
06-28-25 to 07-11-25 Housing

User: kbates@crenscntcity.org
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kkozak , 7/16/2025, 2:12:50 PM



Check Date	Check Number	Description	Amount	Selected For Void
7/3/2025	448608	CH -Office Supplies	1.48	False
7/3/2025	448608	CH -Office Supplies	9.61	False
7/3/2025	448629	PIH Alert subscription	419.00	False
7/3/2025	448631	USPS-POC postage	2,000.00	False
7/3/2025	448628	Happy Software update and renewal 07/01/25 - 06/30/2026	25,711.40	False
			28,141.49	



CITY OF CRESCENT CITY

MAYOR RAY ALTMAN
COUNCIL MEMBER DARAN DOOLEY
COUNCIL MEMBER CANDACE TINKLER

MAYOR PRO TEM ISAIAH WRIGHT
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

JUNE 16, 2025

6:00 P.M.

CLOSED SESSION

Call to order Mayor Altman called the closed session to order at 5:00 p.m.

Roll call Council Members present: Council Member Daran Dooley, Council Member Jason Greenough, Council Member Candace Tinkler, Mayor Pro Tem Isaiah Wright, and Mayor Ray Altman
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, and City Clerk/Administrative Analyst Robin Altman

- **Conference with Legal Counsel – Existing Litigation (Gov. Code § 54956.9(d)(1)):** Crescent City v. Garland Donaldson (DNSC Case No. CVCV-25-1065); Walter Meder v. City Council of Crescent City (DNSC Case No. CVCV-25-1069)
- **Conference with Legal Counsel – Potential Litigation (Gov. Code § 54956.9(d)(2)):** Government Claim of Murietta Nip
- **Conference with Legal Counsel – Anticipated Litigation (Gov. Code § 54956.9(d)(4)):** one case
- **Conference with Labor Negotiator (Gov. Code § 54957.6):** Agency Representative: Eric Wier, Employee Association: Crescent City Employees Association, Crescent City Management Employees Association, Clerical Employees of Crescent City, Crescent City Police Officers Association, Crescent City Career Firefighters Association, and All Unrepresented Employees

City Attorney Rice announced for the record that Meder v. Crescent City and the anticipated litigation item would not be discussed in closed session because outside legal counsel is not available this evening.

OPEN SESSION

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

Roll call Council Members present: Council Member Daran Dooley, Council Member Jason Greenough, Council Member Candace Tinkler, Mayor Pro Tem Isaiah Wright, and Mayor Ray Altman
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, Fire Chief Kevin Carey (via Zoom), Finance Director Linda Leaver, Finance Technician AP Melissa Leeper, EMOT Damien Camper, EMOT Jonathan Ruth, Recreation and Events Coordinator Kelly Feola, Public Works Director Dave Yeager, and Police Chief Richard Griffin

Pledge of Allegiance led by Mayor Altman

REPORT OUT OF CLOSED SESSION

City Attorney Rice reported that on motion by Council Member Greenough and seconded by Mayor Pro Tem Wright, the City Council voted unanimously to deny the claim of Murietta Nip.

CEREMONIAL ITEMS

- **Introduction of New Employees – Finance Department and Public Works**

Finance Director Leaver introduced new employee, Melissa Leeper as the new Finance Technician AP. Public Works Director introduced new employee Jonathan Ruth and promoted employee Damien Camper, both EMOTs to the Council.

REPORTS AND PRESENTATIONS

- **Forest Moon**

Recreation and Events Coordinator Feola reported on the Forest Moon event to the Council. Cassandra Hesselstine of Humboldt/Del Norte Film Commission gave a report on the Commission's part in planning the event.

PUBLIC COMMENT PERIOD

There were no comments from the public.

CONSENT CALENDAR

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period May 17, 2025 through May 30, 2025.*

2. Payroll Report

- *Recommendation: Receive and file the biweekly payroll reports for the period ending May 17, 2025 paid May 23, 2025.*

3. Budget-to-Actual Summary as of April 30, 2025

- *Recommendation: Receive and file budget-to-actual summary of the City's major operating funds for Fiscal Year 2024-25 as of April 30, 2025*

4. Crescent City Cross-Connection Control Plan

- *Recommendation: Approve and adopt Resolution No. 2025-22, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE 2025 CRESCENT CITY CROSS-CONNECTION CONTROL PLAN*

5. Budget Adjustment for Greenworks Contract Amendment

- *Recommendation: Approve and adopt Resolution No. 2025-23, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 24-25 BUDGET OF THE CITY OF CRESCENT CITY*

6. Sea Reach LTD Contract Amendment No. 1

- *Recommendation: Approve and authorize the City Manager to sign Amendment No. 1 to the Professional Services Agreement with Sea Reach, Ltd. for professional interpretive design and fabrication services*

There were no comments from the public on the consent calendar.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Greenough, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 1-6 as presented.

PUBLIC HEARING

7. Public Hearing Annual Job Vacancy Report

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Technical questions for staff*
- *Receive public comment*
- *Close public hearing*
- *Give direction as necessary and appropriate as it pertains to vacancies, recruitment and retention.*

Mayor Altman opened the public hearing at 6:31 p.m.

City Attorney Rice reported to the Council that there is a new requirement to have a public hearing and report on job vacancies within the agency to include the status of the vacancies, recruitment and retention efforts. She went over those items for the public and the Council and that there have been no changes to policies.

There were no comments from the public.

Mayor Altman closed the public hearing at 6:35 p.m.

8. Annual Water Supply and Demand Assessment

- *Recommendation: Open the public hearing*
- *Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Close the public hearing*
- *Further Council discussion*
- *Receive and approve and 2025 Annual Water Supply and Demand Assessment*

Mayor Altman opened the public hearing at 6:37 p.m.

City Manager Wier stated that this report is mandated to occur annually to look at our water supply and our community's resilience to drought and water shortages. Orrin Plocher, of Freshwater Environmental, conducted the report. Mr. Plocher went over the report for the Council.

There were no comments from the public.

Mayor Altman closed the public hearing at 6:40 p.m.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Dooley, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City received and approved the 2025 Annual Water Supply and Demand Assessment.

Due to Director Tedd Ward of the Del Norte Solid Waste Authority being present, Mayor Altman asked for Council consensus to move item 12 to be heard before item 9.

12. Review of Draft FY 25/26 Budget and Approval Process for the Del Norte Solid Waste Management Authority

- *Recommendation: Hear staff report*
- *Technical questions from the council*
- *Receive public comment*
- *Further Council discussion*
- *Take no action; a lack of response is to be treated as approval of the budget as presented, or:*
- *If there are any specific comments that should be addressed by the Del Norte Solid Waste Management Authority Board before adoption of this budget, such written comments should be approved and submitted to the Authority. If there is a written objection to the proposed Authority budget, this body should also designate a representative to be present at the Authority meeting scheduled for June 17th so such concerns may be resolved and the Authority may adopt a budget for Fiscal Year 2025/2026 before June 30, 2025.*

Director Ward advised that since the DNSWMA is a joint powers authority, the budget goes before the Council, as well as the Board of Supervisors.

There were no comments from the public.

On a motion by Council Member Greenough, seconded by Mayor Pro Tem Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved the budget of the Del Norte Solid Waste Management Authority.

9. Fiscal Year 2025-26 Budget, Position Control, New Fund, and Appropriations Limit

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further discussion from the Council*
- *Adopt Resolution No. 2025-24, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE ANNUAL BUDGET OF THE CITY OF CRESCENT CITY, INCLUDING ANY ATTACHMENTS AND/OR APPENDICES, FOR FISCAL YEAR 2025-26*
- *Adopt Resolution No. 2025-25, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SELECTING THE ANNUAL ADJUSTMENT FACTORS*

**FOR THE CALCULATION OF THE FISCAL YEAR 2025-26 APPROPRIATIONS
LIMIT FOR THE CITY OF CRESCENT CITY**

- **Adopt Resolution 2024-26, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING A NEW DEBT SERVICE FUND FOR THE POLICE DEPARTMENT FACILITY PROJECT**

Mayor Altman opened the public hearing at 6:45 p.m.

Finance Director Leaver reported to the Council the budget that was presented to the Council at the previous Budget Workshop.

There were no comments from the public.

Mayor Altman closed the public hearing at 6:59 p.m.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Greenough, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2025-24, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE ANNUAL BUDGET OF THE CITY OF CRESCENT CITY, INCLUDING ANY ATTACHMENTS AND/OR APPENDICES, FOR FISCAL YEAR 2025-26, adopted Resolution No. 2025-25, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SELECTING THE ANNUAL ADJUSTMENT FACTORS FOR THE CALCULATION OF THE FISCAL YEAR 2025-26 APPROPRIATIONS LIMIT FOR THE CITY OF CRESCENT CITY and adopted Resolution 2024-26, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING A NEW DEBT SERVICE FUND FOR THE POLICE DEPARTMENT FACILITY PROJECT.

CONTINUING BUSINESS

10. Crandall Arambula Contract Amendment No. 2

- *Recommendation: Hear staff report*
- *Technical questions for staff*
- *Receive public comment*
- *Council discussion*
- *Approve and authorize the City Manager to sign Amendment No. 2 to the Professional Services Agreement with Crandall Arambula P.C.*
- *Approve and adopt Resolution No. 2025-27, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT AMENDING THE FY 25-26 BUDGET OF THE CITY OF CRESCENT CITY*

City Manager Wier reported to the Council the background with this amendment. The original scope was centered around receiving a grant. The City was conditionally awarded the EDA funds and are awaiting word on CDBG funds. Due to things at the Federal level, this funding is on hold. The City wants to move forward with Crandall Arambula for the Downtown Specific Plan while waiting for the funds. Mr. Arambula presented the concept plans to the Council for the downtown area.

There following resident addressed the Council:

Roger Gitlin: is looking forward to seeing improvements of how the City looks.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Greenough, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City Approve and

authorize the City Manager to sign Amendment No. 2 to the Professional Services Agreement with Crandall Arambula P.C. and approved and adopted Resolution No. 2025-27, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT AMENDING THE FY 25-26 BUDGET OF THE CITY OF CRESCENT CITY.

NEW BUSINESS

11. Military Equipment Use Policy

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Waive full reading, read by title only and adopt Ordinance No. 856, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY CONFIRMING APPROVAL OF THE CCPD MILITARY EQUIPMENT USE POLICY*

City Attorney Rice reported to the Council that this ordinance is required to come before the Council for adoption annually. She stated that there have not been any changes since last year.

There were no comments from the public.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Tinkler, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City waived full reading, read by title only and adopted Ordinance No. 856, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY CONFIRMING APPROVAL OF THE CCPD MILITARY EQUIPMENT USE POLICY.

13. Reserve Police Officer Program

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Waive full reading, read by title only and introduce Ordinance No. 854, An Ordinance of the City Council of the City of Crescent City Amending the Crescent City Municipal Code by Adding Section 2.40.050, Reserve Police Officer Program, to Chapter 2.40, Police Department, of Title 2, Administration*

Chief Griffin reported to the Council that CCPD already has a Reserve Officer program, however, this ordinance is required to establish the program. Council Member Greenough asked if the reserve officers would help cover overtime; Chief Griffin stated that no, they will not be used first for that purpose, standard officers would get the overtime. Council Member Greenough further asked how the schedules would look like; Chief Griffin stated that these positions are volunteer, therefore they create their own schedules. He further stated that there is a former officer who is interested in being a reserve with CCPD. Council Member Tinkler asked if young community member would be considered for this program so they can test out the position; Chief Griffin stated that in order to be a police officer, you have to be 21 years old. His plan is to utilize the Community Service Officer position for the youth between 18-21 years old.

There were no comments from the public.

On a motion by Council Member Greenough, seconded by Mayor Pro Tem Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City waived full reading, read by title only and introduced Ordinance No. 854, An Ordinance of the City Council of the City of Crescent City Amending the Crescent City Municipal Code by Adding Section 2.40.050, Reserve Police Officer Program, to Chapter 2.40, Police Department, of Title 2, Administration.

CITY COUNCIL ITEMS

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

Council Member Greenough: congratulated this year's graduates of Del Norte High School. He asked Chief Griffin if the protests on Saturday caused any problems; Chief Griffin stated it was a peaceful event.

➤ **Legislative Matters – None**

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

- **4th of July**

City Manager Wier reported how the City has prepared for the upcoming 4th of July celebration. Recreation and Events Coordinator Feola visited over 40 businesses to post the no illegal firework campaign. Both Police Chief Griffin and Fire Chief Carey went over their plans for the event. City Manager Wier also reported on upcoming events at the pool: Swim Club from July 7th – 23rd, and a Summer Swim Clinic that costs \$75. The Downtown Divas will be doing an event called Wine and Dine scheduled for June 20th.

ADJOURNMENT

There being no further business to come before the Council, Mayor Altman adjourned the meeting at 8:03 p.m. to the regular meeting of the City Council of the City of Crescent City on Monday, July 7, 2025 at 6:00 p.m. in the Board Chambers of the Flynn Center, 981 H Street, Crescent City, CA 95531.

ATTEST:

Robin Altman
City Clerk/Administrative Analyst



CITY OF CRESCENT CITY

MAYOR RAY ALTMAN
COUNCIL MEMBER DARAN DOOLEY
COUNCIL MEMBER CANDACE TINKLER

MAYOR PRO TEM ISAIAH WRIGHT
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

JULY 7, 2025

6:00 P.M.

CLOSED SESSION

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

Roll call Council Members present: Council Member Daran Dooley, Council Member Jason Greenough, Mayor Pro Tem Isaiah Wright and Mayor Ray Altman
Council Member absent at roll call: Council Member Candace Tinkler
Staff present: City Manager Eric Wier, City Attorney Martha Rice, and City Clerk/Administrative Analyst Robin Altman

- **Conference with Legal Counsel – Existing Litigation (Gov. Code § 54956.9(d)(1)):** Crescent City v. Lounge Chair Investments, et al (DNSC Case No. CVUJ-22-1131); Crescent City v. Garland Donaldson (DNSC Case No. CVCV-25-1065); Walter Meder v. City Council of Crescent City (DNSC Case No. CVCV-25-1069)
- **Conference with Legal Counsel – Anticipated Litigation (Gov. Code § 54956.9(d)(4)):** one case
- **Conference with Labor Negotiator (Gov. Code § 54957.6): Agency Representative:** Eric Wier, Employee Association: Crescent City Employees Association, Crescent City Management Employees Association, Clerical Employees of Crescent City, Crescent City Police Officers Association, Crescent City Career Firefighters Association, and All Unrepresented Employees

City Attorney Rice stated that the Meder case as well as the anticipated litigation will not be discussed in closed session as there is no outside legal counsel available for tonight's meeting.

There were no comments from the public on closed session items.

Council Member Tinkler joined the closed session already in progress at 5:19 p.m.

Closed session adjourned at 5:55 p.m.

OPEN SESSION

Call to order Mayor Altman called the open session to order at 6:00 p.m.

Roll call Council Members present: Council Member Daran Dooley, Council Member Jason Greenough, Council Member Candace Tinkler, Mayor Pro Tem Isaiah Wright and Mayor Ray Altman
Staff present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, Finance Director Linda Leaver, Public Works Director Dave Yeager, Economic Development and Grants Manager Bridget Lacey (via Zoom), Fire Chief Kevin Carey, Career Fire Captain Jason Borges, Firefighter Rich Wier, Battalion Chief Darrin Short, Firefighter Dana Reno, Firefighter Noya Reno, Firefighter Jesse Campos, Firefighter Mackenzie < >, Firefighter Misty Starkey, Career Fire Captain Beau Smith, Firefighter Dennis Sutton, Recreation and Events Coordinator Kelly Feola and Police Chief Richard Griffin

Pledge of Allegiance led by Mayor Altman

City Attorney Rice reported no actions were taken on closed session items.

CEREMONIAL ITEMS

- **Crescent City Fire & Rescue 125 Year Anniversary Proclamation**

Mayor Altman read the proclamation aloud and presented it to Battalion Chief Richard Wier. City Manager Wier reported to the Council his experience with the fire department. Suggested people visit the Historical Society to see the old fire equipment from the 1800s. He also explained how incredible it is for the Department to have an ISO rating of 2, which is very rare for a volunteer or combination department to achieve.

REPORTS AND PRESENTATIONS - None

PUBLIC COMMENT PERIOD

There were no comments from the public.

CONSENT CALENDAR

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period May 31, 2025 through June 13, 2025 and for the period June 14, 2025 through June 27, 2025.*

2. Council Meeting Minutes

- *Recommendation: Approve and adopt the May 13, 2025 closed session, May 13, 2025, May 14, 2025, and May 19, 2025 meeting minutes of the City Council.*

3. Payroll Report

- *Recommendation: Receive and file the biweekly payroll reports for the period ending June 14, 2025 paid June 20, 2025 and for the period ending June 28, 2025 paid July 3, 2025.*

4. Budget-to-Actual Summary as of May 31, 2025

- *Recommendation: Receive and file budget-to-actual summary of the City's major operating funds for Fiscal Year 2024-25 as of May 31, 2025*

5. Crescent City Management Employees Association MOU Amendment No. 2

- *Recommendation: Approve and adopt Resolution No. 2025-28, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY RATIFYING AMENDMENT*

NO. 2 TO THE MEMORANDUM OF UNDERSTANDING WITH THE CRESCENT CITY MANAGEMENT EMPLOYEES ASSOCIATION

There were no comments from the public on the consent calendar.

On a motion by Council Member Greenough, seconded by Mayor Pro Tem Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 1-5 as presented.

PUBLIC HEARING - None

CONTINUING BUSINESS

6. Reserve Officer Program

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Waive full reading, read by title only and adopt Ordinance No. 857, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE CRESCENT CITY MUNICIPAL CODE BY ADDING SECTION 2.40.050, RESERVE POLICE OFFICER PROGRAM, TO CHAPTER 2.40, POLICE DEPARTMENT, OF TITLE 2, ADMINISTRATION*

City Attorney Rice went over the ordinance which has already been before the Council at it's introduction. Chief Griffin stated that the reserve officers would not be used first to cover overtime. Mayor Pro Tem Wright asked how the 4th of July would work with the reserve officers for scheduling; Chief Griffin explained that this position is a volunteer one, therefore he would not schedule them, it is based on when they want to work.

There were no comments from the public.

On a motion by Mayor Pro Tem Wright , seconded by Council Member Tinkler, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City waived full reading, read by title only and adopted Ordinance No. 857, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE CRESCENT CITY MUNICIPAL CODE BY ADDING SECTION 2.40.050, RESERVE POLICE OFFICER PROGRAM, TO CHAPTER 2.40, POLICE DEPARTMENT, OF TITLE 2, ADMINISTRATION.

NEW BUSINESS

7. Award of Contract for the Fred Endert Pool Roof Replacement Project

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve the plans and specifications for the Fred Endert Pool Roof Replacement Project*
- *Approve and authorize the City Manager to sign a construction contract with Red Sky Roofing for completion of the Fred Endert Pool Roof Replacement Project*
- *Authorize the City Manager to approve and sign change orders in an aggregate amount not to exceed \$25,000 for the Fred Endert Pool Roof Replacement Project*

Public Works Director Yeager went over the project that went before the Council during the Budget Workshop. There will be a 16-day closure of the pool during construction. Council Member Greenough stated that the bid results had a wide range between the bidders' amounts and asked if there be sufficient funds for the project. Director Yeager explained that two of the three bidders are from well out of the area, such as Los Angeles, one is local and we are within the initial budget. Council Member Dooley asked if the pool would be potentially closed for longer than 16 days and if so, what's the process; Director Yeager stated that yes, it could go over that length of time, however there are incentives in the contract for the contractor to stay within the timeframe set for the project. City Manager Wier stated that during the closure, there will be opportunities to have training for the lifeguards. Mayor Altman asked if there was a consideration to place owls on the roof to deter the seagulls; Director Yeager stated that due to the material, damage is not a concern.

There were no comments from the public.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Tinkler, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved the plans and specifications for the Fred Endert Pool Roof Replacement Project, approved and authorize the City Manager to sign a construction contract with Red Sky Roofing for completion of the Fred Endert Pool Roof Replacement Project and authorized the City Manager to approve and sign change orders in an aggregate amount not to exceed \$25,000 for the Fred Endert Pool Roof Replacement Project.

8. Human Resources Manager / Human Resources Analyst Position Control Update and Resolution for Wages, Benefits, and Working Conditions

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and adopt Resolution No. 2025-30, A RESOLUTION OF THE CITY OF CRESCENT CITY UPDATING THE POSITION CONTROL FOR FISCAL YEAR 2025-26*
- *Approve and adopt Resolution No. 2025-31, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING WAGES, BENEFITS AND WORKING CONDITIONS FOR UNREPRESENTED, CONFIDENTIAL POSITIONS*

City Manager Wier stated that this position came out of the Budget Workshop. Currently, we have an HR consultant, that has worked well, but not ideal as they are located in Sacramento. City staff prefer an in-person HR department for a more personal experience. Additionally, the current consultant has other cities they serve, and we need someone solely focused on the City. He explained the difference between the two positions. The Council is also being asked to modify the salary to be closer to other Director positions. Council Member Greenough asked if this was already included in the budget; City Manager Wier stated that the Analyst position is budgeted, but the Manager position is not. Mayor Altman stated that this is good for upward mobility and agrees having HR in office is very important.

There were no comments from the public.

On a motion by Council Member Greenough, seconded by Mayor Pro Tem Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City Approve and adopt Resolution No. 2025-30, A RESOLUTION OF THE CITY OF CRESCENT CITY UPDATING THE POSITION CONTROL FOR FISCAL YEAR 2025-26, and approved and adopted Resolution No. 2025-31, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY

CITY COUNCIL ITEMS

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

Council Member Greenough: enjoyed being a part of the 4th of July parade.

Council Member Tinkler: reported the Border Coast Airport Authority is still seeking a new Airport Director. Enjoyed being a part of the 4th of July parade and appreciated that her neighborhood was quiet this year.

Mayor Altman asked Fire Chief Carey and Police Chief Griffin to report on the activities for their respective departments for the 4th. Chief Carey reported this was a calm year for his department and Chief Griffin agreed it was for CCPD as well. Council Member Greenough asked for the Fireworks Ordinance could clarify having beach fires; City Manager Wier stated they are all to be in fire rings. Council Member Tinkler stated a business owner on Front & 2nd St. requested more notice for street closures.

➤ **Legislative Matters –** None

➤ **City Manager Report and City Council Directives –** City Manager Wier reported on the following:

- Front Street project is being delayed a little bit due to the improvements to the California Coastal Trail.
- Commended the Chiefs and the work they did on the 4th and how well it all went. As well as Recreation and Events Coordinator Feola getting all of the firework notices out to 40 business and Public Works Maintenance Manager Wade Mayes for the work he did with his staff for the 4th of July.

ADJOURNMENT

There being no further business to come before the Council, Mayor Altman adjourned the meeting at 6:59 p.m. to the special meeting of the City Council of the City of Crescent City on Wednesday, July 9, 2025 at 5:30 p.m. in the conference room of the Wastewater Treatment Facility, 210 Battery Street, Crescent City, CA 95531.

ATTEST:

Robin Altman
City Clerk/Administrative Analyst



CITY OF CRESCENT CITY

MAYOR RAY ALTMAN
COUNCIL MEMBER DARAN DOOLEY
COUNCIL MEMBER CANDACE TINKLER

MAYOR PRO TEM ISAIAH WRIGHT
COUNCIL MEMBER JASON GREENOUGH

MINUTES SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY WWTP CONFERENCE ROOM 210 BATTERY STREET CRESCENT CITY, CA 95531

WEDNESDAY

JULY 9, 2025

5:30 P.M.

OPEN SESSION

Call to order Mayor Altman called the meeting to order at 5:31 p.m.

Roll call Council Members present: Council Member Daran Dooley, Council Member Jason Greenough, Council Member Candace Tinkler, Mayor Pro Tem Isaiah Wright, and Mayor Ray Altman
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, Economic Development and Grants Manager Bridget Lacey, Finance Director Linda Leaver, Public Works Director Dave Yeager, and Police Chief Richard Griffin

Pledge of Allegiance led by Mayor Altman

NEW BUSINESS

1. Mellon Foundation Grant Award Acceptance

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and authorize the City Manager to sign the Grant Agreement for the Mellon Foundation award in the amount of \$2,000,000 and act on the City's behalf in all matters pertaining to this grant award.*
- *Approve and adopt Resolution No. 2025-29, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET OF THE CITY OF CRESCENT CITY*

City Manager Wier reported to the Council that Economic Development and Grants Manager Lacey was able to obtain a \$2million grant for the Tolowa Cultural Trail project. Manager Lacey was also able to obtain a \$300k grant that will pay for more of the Tolowa nodes on the interpretive trail. City Manager Wier showed the design concept for the Tolowa basket lithomosaic that will be in the concrete in front of the Cultural Center and on the Elk Creek side. Council Member Tinkler asked how the lithomosaic going to be done before the Cultural Center has its updated design. This particular project is for the smaller basket design which is on the Elk Creek side of the Cultural Center. The larger basket design will be done in 2026.

There were no comments from the public.

On a motion by Mayor Pro Tem Wright, and seconded by Council Member Tinkler, the City Council of the City of Crescent City approved and authorized the City Manager to sign the Grant Agreement for the Mellon Foundation award in the amount of \$2,000,000 and act on the City's behalf in all matters pertaining to this grant award, and approved and adopted Resolution No. 2025-29, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET OF THE CITY OF CRESCENT CITY.

2. Beachfront Park – Public Art Fabrication and Installation

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and authorize the City Manager to sign a professional services agreement with T. B. Penick & Sons, Inc. to fabricate and install (3) lithomosaic public art elements in Beachfront Park as part of the Tolowa Cultural Trail and Cultural Gateway and Beautification Project*

City Manager Wier included this item in the previous report; therefore no additional report was given.

There were no comments from the public.

On a motion by Council Member Greenough, and seconded by Mayor Pro Tem Wright, the City Council of the City of Crescent City approved and authorized the City Manager to sign a professional services agreement with T. B. Penick & Sons, Inc. to fabricate and install (3) lithomosaic public art elements in Beachfront Park as part of the Tolowa Cultural Trail and Cultural Gateway and Beautification Project

3. Mayor's Appointment of a Council Member to Serve as a Stakeholder for the Downtown Specific Plan

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Appointment of one Council Member to serve as a stakeholder for the Downtown Specific Plan*

City Manager Wier explained the consultant for the Downtown Specific Plan will be having a public input meeting and would like a Council Member on the stakeholder group panel. Council Member Tinkler stated she would like to volunteer to be on the panel due to her interest in urban planning. The Council was in consensus to appoint Council Member Tinkler to the stakeholder group.

CLOSED SESSION

- **Conference with Labor Negotiator (Gov. Code § 54957.6):** Agency Representative: Eric Wier, Employee Association: Clerical Employees of Crescent City, Crescent City Employees Association, Crescent City Management Association, Crescent City Police Officers Association; Unrepresented Employees: All unrepresented positions

REPORT OUT OF CLOSED SESSION

City Attorney Rice stated there were no actions taken on the closed session item.

ADJOURNMENT

There being no further business to come before the Council, Mayor Altman adjourned the meeting at 5:53 p.m. to closed session. The closed session adjourned at 7:03 p.m. to the regular meeting of the City Council of the City of Crescent City on Monday, July 21, 2025 at 6:00 p.m. in the Board Chambers of the Flynn Center, 981 H Street, Crescent City, CA 95531.

ATTEST:

Robin Altman
City Clerk/Administrative Analyst

City of Crescent City					
Biweekly Payroll Report					
Payroll Ending 07/12/2025					
Pay Date 07/18/2025					
Check Numbers: 111549 - 111557 (Plus Direct Deposits)					
Home Dept.	Regular Pay	Overtime	Gross Pay	Employees	Notes
City Council (110)	1,409.85	-	1,409.85	5	
Administration (111)	19,864.19	522.48	20,386.67	5	
Finance (120)	17,795.09	253.65	18,048.74	7	
City Attorney (130)	5,333.21	-	5,333.21	1	
Fire (230)	19,818.54	780.90	20,599.44	5	
Police (240)	44,495.01	6,788.37	51,283.38	15	
Planning (313)	4,028.41	-	4,028.41	2	
Public Works (350)	60,318.38	3,008.13	63,326.51	25	
Recreation (450)	5,185.51	426.25	5,611.76	2	
Swimming Pool (480)	14,980.28	689.46	15,669.74	17	
Housing (490)	11,642.73	-	11,642.73	4	
	204,871.20	12,469.24	217,340.44	88	
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 ALTMAN AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: MARTHA D. RICE, CITY ATTORNEY

DATE: JULY 21, 2025

SUBJECT: BUDGET AMENDMENT FOR CODE ENFORCEMENT LEGAL SERVICES

RECOMMENDATION

- Approve and adopt Resolution No. 2025-32, A Resolution of the City Council of the City of Crescent City Amending the Fiscal Year 2024-25 Budget for the City of Crescent City
- Approve and authorize the City Manager to sign Amendment No. 5 to the Legal Services Agreement with Civica Law Group

BACKGROUND

The City entered into a contract with Civica Law Group in 2023 for code enforcement / nuisance abatement legal services. The City has been working with Civica Law Group's managing partner Matthew Silver since 2013. Nuisance abatement using the Health & Safety Code receivership process is time-consuming and labor-intensive work. Mr. Silver and his team have become experts in the field. Civica Law Group is currently representing the City in the final stages of the receivership for 200 A Street (former A Street health clinic) and an abandoned residence on W Essex, a newly filed receivership for an occupied residence on Margie Street, a potential receivership for another occupied residence, and a building permit dispute that has turned into a lawsuit (city attorney has a conflict of interest due to the location of the subject property).

ITEM ANALYSIS

The contract with Civica Law Group provides an annual budget of \$60,000, unless otherwise authorized and amended by the City Council. The current budget and contract under Amendment No. 4 authorize \$135,000 for FY 24-25. We have received the final invoice for the 24-25 fiscal year, and we have exceeded that budget. Staff recommend authorizing an additional \$13,000 to cover legal services through June 30. This change will require an amendment to the contract and a budget adjustment.

FISCAL ANALYSIS

The budget amendment increases expenses in the General Fund by \$13,000 for FY 2024-25. The City will seek recovery of expenses from the parties responsible.

STRATEGIC PLAN ANALYSIS

This item 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 Resident and Visitors

ATTACHMENTS

1. Resolution No. 2025-32 (budget amendment)
2. Amendment No. 5 to Civica Law Group legal services

RESOLUTION NO. 2025-32

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING
THE FISCAL YEAR 2024-25 BUDGET OF THE CITY OF CRESCENT CITY**

WHEREAS, the budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, as submitted by the City Manager, has been reviewed by the City Council and a duly-noticed public hearing held thereon the 17th day of June 2024; and

WHEREAS, the City Council adopted said budget by way of Resolution No. 2024-47 and has the authority to amend said budget from time to time; and

WHEREAS, the City has a contract for special counsel services for code enforcement / nuisance abatement; and

WHEREAS, the City's current code enforcement workload is larger than expected; and

WHEREAS, an amendment to the budget is required to authorize the payment for necessary code enforcement services.

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

1. That the Fiscal Year 2024-25 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	\$13,000

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 21st day of July 2025 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ray Altman, Mayor

ATTEST:

Robin Altman, City Clerk

**AMENDMENT NO. 5 TO AGREEMENT BETWEEN CIVICA LAW GROUP, APC
AND THE CITY OF CRESCENT CITY FOR SPECIAL COUNSEL LEGAL SERVICES**

This Amendment No. 5 to the Agreement between Civica Law Group, APC and the City of Crescent City for Special Counsel Legal Services is entered into and made effective July 21, 2025 for the purpose of amending the terms of compensation.

WHEREAS, the parties entered into the original legal services agreement on March 1, 2023; and

WHEREAS, the agreement, as amended, provides for an annual budget of \$60,000 for legal services that renews each fiscal year; and

WHEREAS, the City's current code enforcement efforts require a higher level of effort than the annual standard budget allows; and

WHEREAS, June of 2025 legal services came in higher than anticipated.

NOW, THEREFORE, for valuable consideration, the receipt of which is hereby acknowledged, the parties agree to the following amendment to the Agreement.

1. COMPENSATION. Paragraph 3.3 is amended so that the total authorized budget for FY 24-25 is one hundred forty-eight thousand dollars (\$148,000).
2. OTHER TERMS. All other terms and conditions of the Agreement for Special Counsel Legal Services, as amended, remain in full force and effect and are unchanged by this Amendment No. 5.
3. COUNTERPARTS/SIGNATURES. Each party agrees that this Amendment may be electronically signed, and that any electronic signatures appearing on this Amendment are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility. This Amendment may be signed in counterparts, each of which shall constitute an original.

CITY OF CRESCENT CITY

CIVICA LAW GROUP, APC

By: Eric Wier, City Manager

By: Matthew Silver, Esq., Managing Partner

Approved as to form:

Martha D. Rice, City Attorney



CITY COUNCIL AGENDA REPORT

TO: MAYOR ALTMAN AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: MARTHA D. RICE, CITY ATTORNEY

DATE: JULY 21, 2025

SUBJECT: BUDGET AMENDMENT – ECOLOGICAL RIGHTS FOUNDATION AGREEMENT

RECOMMENDATION

- Approve and adopt Resolution No. 2025-33, A Resolution of the City Council of the City of Crescent City Amending the Fiscal Year 2025-26 Budget for the City of Crescent City

BACKGROUND

The Ecological Rights Foundation issued three separate notice(s) of intent to file suit for alleged violations of law relating to the City's stormwater system, sewer collection system and the City's waiver from the State's Phase 2 Small MS4 General Permit. The parties came to an agreement to settle all claims and avoid expensive and protracted litigation, which was approved by the proper court on July 11, 2025.

ITEM ANALYSIS

The parties came to an agreement to settle all claims and avoid expensive and protracted litigation, which was approved by the proper court on July 11, 2025. An amendment to the budget is required to authorize the expenditure of funds in accordance with the terms of the agreement, which include: (1) \$25,000 for a supplemental environmental project, (2) \$25,000 for agreement oversight costs, and (3) \$87,500 for complainant's attorney's fees and costs investigating the matter.

FISCAL ANALYSIS

The budget amendment increases expenses in the General Fund by \$91,667 and the Sewer Fund by \$45,833 FY 2025-26.

ATTACHMENTS

1. Resolution No. 2025-33 (budget amendment)

RESOLUTION NO. 2025-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET OF THE CITY OF CRESCENT CITY

WHEREAS, the budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, as submitted by the City Manager, has been reviewed by the City Council and a duly-noticed public hearing held thereon the 16th day of June 2025; and

WHEREAS, the City Council adopted said budget by way of Resolution No. 2025-24 and has the authority to amend said budget from time to time; and

WHEREAS, Ecological Rights Foundation issued notice(s) of intent to file suit for alleged violations of law relating to the City's stormwater system and the City's exemption from the State's Phase 2 Small MS4 General Permit; and

WHEREAS, the parties came to an agreement to settle all claims and avoid expensive and protracted litigation, which was approved by the proper court on July 11, 2025; and

WHEREAS, an amendment to the budget is required to authorize the expenditure of funds in accordance with the terms of the agreement.

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

1. That the Fiscal Year 2025-26 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	\$91,667
Sewer Fund	\$0	\$45,833

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 21st day of July 2025 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ray Altman, Mayor

ATTEST:

Robin Altman, City Clerk

CITY COUNCIL AGENDA REPORT



TO: MAYOR ALTMAN AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: JULY 21, 2025

SUBJECT: DELINQUENT SEWER-ONLY ACCOUNTS PUBLIC HEARING

RECOMMENDATION

- Public hearing
 - Open public hearing
 - Receive staff report
 - Technical questions from Council
 - Receive public comments
 - Close public hearing
- Further discussion from Council
- City Council may revise, change, reduce, or modify any charge, or may overrule any or all objections
- Approve and adopt Resolution No. 2025-34, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF WITH ORDINARY PROPERTY TAXES

BACKGROUND

When the City provides sewer service to parcels of property where the property owner is responsible for the charges and such charges subsequently become delinquent, Section 5473 of the Health and Safety Code and Chapter 13.13 of the Crescent City Municipal Code provide:

1. That a written report be prepared describing the parcel where the service was rendered and stating the amount of delinquency.
2. That each property owner be notified of the time and place when a public hearing will be held to hear any and all objections and protests regarding the report as prepared. (Notice was mailed to affected property owners on July 3,

2025 and the notice of public hearing was published in the Triplicate on July 9, 2025.)

3. That upon Council approval, the report is to be filed with the County Auditor for collection as a special assessment upon the current tax roll. The deadline for filing the report of sewer delinquencies with the County of Del Norte is August 1, 2025.

ITEM ANALYSIS

The attached report lists accounts with delinquent sewer charges, meaning the property owner owes at least two months of sewer charges. For customers with both water and sewer service provided by the City, delinquent accounts are normally handled by suspending water service. In the case of the attached accounts, the customer receives only sewer service from the City and therefore disconnection of water service is not an option. For these accounts (referred to as “Sewer Only” accounts), delinquent balances are placed on the property tax roll of the property owner once per year.

The affected property owners were mailed a notice on July 3, 2025, and a notice of this hearing was published in the Triplicate on July 9, 2025. The property owners who received notice are attached to this report. The mailed notice informed the affected property owners that they may pay the delinquent balance by 12:00 pm on the date of the public hearing to have their account removed from the list. Staff will provide an updated report at the public hearing to remove the names of any property owners who have paid their balance before noon on the day of the hearing. Property owners also have the right to attend the public hearing and make an objection to the City Council. The Council may change or reduce any of the attached charges or may overrule any or all objections.

Upon approval of the Council, the updated list of delinquent sewer charges will be sent to the County auditor to be added to the FY 2025-26 property tax roll.

FISCAL ANALYSIS

The attached report shows those parcels of property which have delinquent sewer charges as of July 3, 2025. The total amount due to the City’s Sewer Fund for these accounts as of that date was \$16,140.54, which if not collected will result in a loss of revenue. The amount to be included on the 2025-26 tax roll will include the sewer charges plus a 6% administrative fee.

The actual list to be sent to the County for collection will be the updated list provided at the public hearing (to remove any accounts which have paid by noon on the hearing date) plus any revisions the Council may direct staff to update at the public hearing.

STRATEGIC PLAN ASSESSMENT

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

ATTACHMENTS

- Resolution No. 2025-34
- Delinquent sewer accounts list as of July 3, 2025

RESOLUTION NO. 2025-34

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN
PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF WITH
ORDINARY PROPERTY TAXES**

WHEREAS, the City Council finds it to be in the public interest to collect certain delinquent sewer-only service charges upon the 2025-26 tax rolls as authorized pursuant to Section 5473 of the Health and Safety Code and Section 13.13 of the Crescent City Municipal Code; and

WHEREAS, the required public hearing has been held and those property owners affected by the assessment were notified of said public hearing in order for the City Council to consider their comments and act upon same.

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

1. That the delinquent sewer account balances shown on the attached report shall constitute a special assessment upon the real property to which they relate; and
2. That staff is hereby directed to file the attached report with the Auditor of the County of Del Norte for collection thereof at the same time and in the same manner as ordinary property taxes are collected.

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 21st day of July 2025, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ray Altman, Mayor

ATTEST:

Robin Altman, City Clerk

**CITY OF CRESCENT CITY
DELINQUENT SEWER-ONLY ACCOUNTS AS OF 7/3/25
FOR PUBLIC HEARING 7/21/25**

CUST. #	CUSTOMER	LOT/ADDRESS	PARCEL	TAX LOT	ACCOUNT BALANCE	6% ADMIN FEE	TOTAL TO TAX ROLL
005545-000	BINGHAM BETTY R	2450 OLIVER AVE	115133015000	11513315	137.28	8.24	145.52
005658-000	EDGMON RUBY M	321 DARBY ST	115150001000	11515001	200.42	12.02	212.44
005663-000	CHILDS LARRY T	222 HUMBOLDT RD	115275002000	11527502	131.78	7.90	139.68
006113-002	KOCKRITZ LOUISE	208 W WASHINGTON BLVD	116140011000	11614011	406.34	24.38	430.72
007250-000	WORLEY JAMES A. & TINA S.	727 LAKE ST	120136004000	12013604	822.13	49.33	871.46
007282-000	COPE PHYLLIS M	555 E COOLIDGE AVE	117093001000	11709301	200.42	12.02	212.44
007298-000	PEDERSEN LARRY J. & KAREN C.	1591 OREGON ST	116154015000	11615415	822.13	49.33	871.46
007305-000	WILLIAMS CHARLES & PATRICIA	270 ARNETT ST	116160005000	11616005	131.78	7.90	139.68
007312-000	HARRIS PAUL	300 MADISON AVE	116171022000	11617122	131.78	7.90	139.68
007353-000	EHRHARDT MICHAEL T	1875 WILDWOOD LN	116171004000	11617104	822.13	49.33	871.46
007400-000	COSTELLO ERIC J	1335 JORDAN ST	117082008000	11708208	822.13	49.33	871.46
007477-000	HERNANDEZ MARIA R	1379 JORDAN ST	117082002000	11708202	822.13	49.33	871.46
007479-000	MAVRIS GEORGE M	1336 HARROLD ST	117082007000	11708207	822.13	49.33	871.46
007482-000	SCHUMACK DEBRA M	1303 HARROLD ST	117083012000	11708312	822.13	49.33	871.46
007502-000	SANDERS MONA	615 MODOC ST	120124008000	12012408	462.26	27.74	490.00
007533-000	FIELD TUAN & LESLEY	140 VICTORIA LN	116172043000	11617243	822.13	49.33	871.46
101536-001	JESION BARBARA A	1301 BURTSCHHELL ST	117041008000	11704108	200.42	12.02	212.44
101749-000	NAVA ETAL CARMEN DELATORRE	1319 JORDAN ST	117082012000	11708212	131.78	7.90	139.68
102928-001	WEBSTER ANTHONY J	1330 BURTSCHHELL PL	117041007000	11704107	337.70	20.26	357.96
104164-000	APPEL RICHARD M	1724 WILDWOOD LN	116172014000	11617214	822.13	49.33	871.46
104511-000	BURDG DENISE & CLINT	250 E MADISON AVE	116171033000	11617133	131.78	7.90	139.68
105580-000	SUSA BRYAN	1317 BURTSCHHELL PL	117041011000	11704111	822.13	49.33	871.46

CUST. #	CUSTOMER	LOT/ADDRESS	PARCEL	TAX LOT	ACCOUNT BALANCE	6% ADMIN FEE	TOTAL TO TAX ROLL
105820-000	LEDESMA ARTHUR	1343 DOUGLAS ST	117084009000	11708409	200.42	12.02	212.44
106152-000	INGRAM KYLE EUGENE	325 HUMBOLDT RD	115151001000	11515101	258.18	15.48	273.66
106276-008	SCHAUERMAN SAM	215 E WASHINGTON BLVD	118403002000	11840302	95.00	5.70	100.70
106926-003	COBB BOBBY RAY	340 WALDO ST	115241009000	11524109	131.78	7.90	139.68
107885-000	AINSWORTH ANTHONY	1352 BURTSCHHELL PL	117041004000	11704104	131.78	7.90	139.68
108605-000	ADLER ANGELA A	221 E MADISON AVE	116172050000	11617250	348.80	20.92	369.72
108765-000	GAMEZ JUAN P	355 E MADISON AVE	116172020000	11617220	131.78	7.90	139.68
110232-000	HARLING MICHAEL	125 BARKER ST	115224012000	11522412	681.52	40.88	722.40
110693-000	LAWRENCE M JACOBS 2020 TRUST THE	713 E WASHINGTON BLVD	117051012000	11705112	131.78	7.90	139.68
110971-000	KAYS MARY MAGDELENA	1763 WILDWOOD LN	116172009000	11617209	337.70	20.26	357.96
110988-008	MAGUIRE PAUL J	1297 HARROLD ST/609 E. COOLIDGE AVE	117094001000	11709401	258.06	15.48	273.54
111099-000	MICHAEL CAROLINE	160 KENWOOD LN	120140017000	12014017	337.70	20.26	357.96
111248-000	STORIE DONALD ESTATE OF	277 ADAMS AVE	116160065000	11616065	519.21	31.15	550.36
111572-000	BELTRAM RICHARD TODD	150 VICTORIA LN	116172031000	11617231	200.42	12.02	212.44
112407-000	PATRICK SR. DAVID	1743 WILDWOOD LN	116172013000	11617213	269.06	16.14	285.20
112564-000	ARRIOLA III ROBERT	1310 BURTSCHHELL ST	117084016000	11708416	318.18	19.08	337.26
112590-000	KOLMAN DEIDRA	290 ARNETT ST	116160052000	11616052	688.76	41.32	730.08
113016-000	1345 REDDY AVE LLC	1345 REDDY AVE	120133001000	12013301	275.37	16.51	291.88
	TOTAL				16,140.54	968.30	17,108.84

CITY COUNCIL AGENDA REPORT



TO: MAYOR ALTMAN AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: RICHARD GRIFFIN, CHIEF OF POLICE

DATE: JULY 21ST, 2025

SUBJECT: CCPD NATIONAL NIGHT OUT DONATION

RECOMMENDATION

- Hear staff report
- Technical questions for the Council
- Receive public comment
- Further Council discussion
- Approve and adopt Resolution No. 2025-35, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET

BACKGROUND

The Crescent City Police Department has been successful in establishing our Police Cadet Program with initial donations from various members of the community and through fundraising events. CCPD is continually looking to keep expanding the programs and provide for further opportunities for youth involved with the program. Funds from the Police Cadet program have been spent on equipment utilized during different events throughout the calendar year. One of the major events that the CCPD Cadets help out with, and which the department utilizes as a recruitment event, is the National Night Out event.

ANALYSIS

This year Chief Richard Griffin has secured a donation from the Crescent City McDonald's in the total amount of \$1200.00. This donation specifically covered the amount for renting bounce houses during the National Night Out event in Beachfront Park this year.

A budget adjustment is being requested for the donation received with an expenditure of the same amount.

FINANCIAL IMPACT

There will be no net fiscal impact to the City's budget to receive and spend the donation. A budget amendment is attached that would allow the receipt of the donation and a corresponding expenditure.

STRATEGIC PLAN ANALYSIS

This action supports:

Goal 1 "Support quality services and community safety to enhance the lives of our citizens and visitors", Subsection C. "Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States."

Attachments

1. Resolution No. 2025-35 (budget adjustment)

RESOLUTION NO. 2025-35

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING
THE FISCAL YEAR 2024-25 BUDGET OF THE CITY OF CRESCENT CITY**

WHEREAS, the budget for the fiscal year beginning July 1, 2025, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 16th day of June 2025; and

WHEREAS, the City Council adopted said budget by way of Resolution 2025-24 and has the authority to amend said budget from time to time; and

WHEREAS, the Chief of Police has secured a donation to support the Crescent City Police Cadet Program; and

WHEREAS, the maintenance of the Cadet Program using donated funds requires an amendment to the adopted budget.

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

That the Fiscal Year 2025-26 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

Fund	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	\$1,200	\$1,200

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 21st day of July 2025, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ray Altman, Mayor

ATTEST:

Robin Altman, City Clerk