CITY OF CRESCENT CITY

MAYOR RAY ALTMAN | MAYOR PRO TEM ISAIAH WRIGHT
COUNCIL MEMBER DARAN DOOLEY | COUNCIL MEMBER JASON GREENOUGH
COUNCIL MEMBER CANDACE TINKLER

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 OCTOBER 6, 2025 6:00 P.M.

PLEASE NOTE: 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 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

CLOSED SESSION
Call to order
Roll call

- **Conference with Legal Counsel –** Crescent City v. Garland Donaldson (DNSC Case NO. CVCV-25-1065); Crescent City v. Vonnie Von Bargen (DNSC Case No. CVCV-24-1011)

- **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

OPEN SESSION

Call to order
Roll call
Pledge of Allegiance

REPORT OUT OF CLOSED SESSION

CEREMONIAL ITEMS

- **Indigenous Peoples Day Proclamation**
- **Fire Prevention Week Proclamation**
- **Domestic Violence Awareness Month Proclamation**
- **Bully Prevention Month Proclamation**

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 podium 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 September 6, 2025 through September 19, 2025.*

2. **Council Meeting Minutes**
   - *Recommendation: Approve and adopt the September 15, 2025 meeting minutes of the City Council and the September 29, 2025 meeting minutes of the special closed session.*

3. **Payroll Report**
   - *Recommendation: Receive and file the biweekly payroll reports for the period ending September 20, 2025 paid September 26, 2025.*

4. **Budget-to-Actual Summary as of August 31, 2025**
   - *Recommendation: Receive and file budget-to-actual summary of the City's major operating funds for Fiscal Year 2025-26 as of August 31, 2025*

5. **Meadowbrook Preliminary Engineering Report Contract Award and Budget Amendment Resolution**
    - *Recommendation: Approve and adopt Resolution No. 2025-45, 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*

6. **Amendment No. 9 to Agreement for Operations, Maintenance, and Management Services for Wastewater Treatment Plant with Operations Management International, Inc. (Jacobs)**
    - *Recommendation: Approve Amendment No. 9 to Agreement for Operations, Maintenance, and Management Services for Wastewater Treatment Plant with Operations Management International, Inc. (Jacobs)*

7. **Voting Delegate Designation for the League of California Cities 2025 Annual Conference**
    - *Recommendation: Appoint Council Member Greenough to represent the City at the 2025 League of California Cities Annual Conference*

PUBLIC HEARING - None

CONTINUING BUSINESS - None

NEW BUSINESS

8. **Technical Assistance Planning Grant Amendment No. 2 for the Design of WWTP Rotating Biological Contractor (RBC) Capital Upgrade, Membrane Bioreactor (MBR) Replacement and Biosolids/Digester Optimization Project**
    - *Recommendation: Hear staff report*
    - *Technical questions from the Council*
    - *Receive public comment*
    - *Further Council discussion*
    - *Adopt the Crescent City WWTF Final Project Report (September 2025)*
    - *Approve and adopt Resolution No. 2025-47, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE CITY MANAGER TO EXECUTE AND SUBMIT A FINANCIAL ASSISTANCE APPLICATION TO THE STATE WATER RESOURCES CONTROL BOARD*
    - *Approve and adopt Resolution No. 2025-48, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY REGARDING WWTP PROJECT EXPENDITURES TO BE REIMBURSED BY FUNDS PROVIDED BY THE STATE WATER RESOURCES CONTROL BOARD*

9. Measure S Street Improvements Fall 2025 Project Contract Award

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve Plans and Specifications for the "MEASURE S STREET IMPROVEMENTS Fall 2025"*
- *Approve and authorize the City Manager to sign a construction contract with ST Rhoades Construction Inc. for the Measure S Street Improvements Fall 2025 Project.*
- *Approve and Authorize the City Manager to sign Contract Change Order #1 for additional paving repairs on 8th Street.*
- *Authorize the City Manager to approve and sign future change orders in an aggregate amount not to exceed $50,000*
- *Find that the project is categorically exempt per CEQA guidelines Class 1 § 15301(a) – Existing Facilities and Class 3 § 15303 – New Construction*

10. Fred Endert Pool Roof Replacement Project Notice of Completion

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Authorize the City Manager to sign and file a Notice of Completion for the Crescent City Fred Endert Pool Roof Replacement Project (Contract #2025-1087)*

11. US Economic Development Administration (EDA) Grant Acceptance to Update the 2019-2024 Del Norte County Comprehensive Economic Development Strategy (CEDS)

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and authorize the City Manager to execute a grant agreement and any amendments thereto for EDA funding in the amount of $76,000 to update the 2019-2024 Del Norte County CEDS*
- *Approve and adopt Resolution No. 2025-46, 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*

12. Alternative Procedures for Public Notice

- *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. 858, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADDING SECTION 1.04.080, PUBLIC NOTICE ALTERNATIVE PROCEDURE, TO CHAPTER 1.04, GENERAL PROVISIONS, OF TITLE 1, GENERAL PROVISIONS, OF THE CRESCENT CITY MUNICIPAL CODE*

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.)

ADJOURNMENT

Adjourn to the regular meeting of the City Council of the City of Crescent City on Monday, October 20, 2025 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531.

POSTED:

October 3, 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

Proclamation

of the

City of Crescent City

WHEREAS, the City of Crescent City recognizes that the lands known as the Americas have been occupied by Indigenous peoples since time immemorial; and

WHEREAS, Indigenous Peoples' Day is a day to celebrate the Indigenous peoples who call California home and who persevered in the face of unimaginable challenges to shape California's past, present and future; and

WHEREAS, peoples indigenous to California have survived the forces of systematic and legalized oppression, violence and discrimination, including a government funded effort to erase them from existence known as the "war of extermination," the criminalization of their culture and language, the taking of their homelands, and the forced separation of families through legal slavery and forced enrollment in boarding schools; and

WHEREAS, Crescent City was founded upon the ancestral homelands and villages of the Taa-laa-wa dee-ni', a place named "Taa-'at-dvn" long before it was incorporated as a city in 1854; and

WHEREAS, the 1850s were a particularly brutal period in Del Norte County as several organized attacks on Tolowa villages resulted in the deaths of hundreds of men, women, children, and elders, with the Yan'-daa-k'vt assault being the second largest massacre of Indigenous People on American soil; and

WHEREAS, acknowledging this brutal past as part of our collective history is an essential step toward healing and gaining a better understanding of our Indigenous community; and

WHEREAS, southern Del Norte County is the ancestral home of the Yurok People, who constitute an integral part of both our region's history and the current community that is Crescent City; and

WHEREAS, the City recognizes the value of the many contributions made to our community through Indigenous Peoples' knowledge, labor, spirituality, technology, science, philosophy, arts and the deep cultural contribution that have substantially shaped the character of Crescent City; and

WHEREAS, the City of Crescent City promotes the closing of the equity gap for Indigenous Peoples through policies and practices that reflect the experiences of Indigenous Peoples, ensuring greater access and opportunity, and honoring our nation's Indigenous history and contributions; and

WHEREAS, three years ago, the City invited representatives from the Tolowa Dee-ni' Nation, the Elk Valley Rancheria, and the Tolowa Nation to serve on a Taa-laa-wa Cultural Committee to consult and advise on certain City projects, particularly those related to the Beachfront Park Master Plan; and

WHEREAS, the Taa-laa-wa Cultural Committee has worked tirelessly with City staff and consultants to create the Tolowa Cultural Trail, an interpretive walk where Tolowa history and culture are shared by the Tolowa People along a rebuilt coastal pathway in Beachfront Park.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Crescent City recognizes Monday, October 13, 2025 as Indigenous Peoples' Day; and

BE IT FURTHER PROCLAIMED that the City of Crescent City shall continue its efforts to partner with the Taa-laa-wa dee-ni' to promote the prosperity and well-being of the local Indigenous community; and

BE IT FURTHER PROCLAIMED that Indigenous Peoples' Day shall be used to reflect upon the ongoing struggles of Indigenous People on this land, and to celebrate the thriving culture and value that Indigenous Peoples add to our City; and

BE IT FURTHER PROCLAIMED that the City Council of the City of Crescent City encourages other businesses, organizations, and public institutions to recognize Indigenous Peoples' Day.

Signed this 6th day of October 2025.

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Mayor Ray Altman

Proclamation

of the

City of Crescent City

WHEREAS, the City of Crescent City is committed to ensuring the safety and security of all those living in Crescent City and visiting ; and

WHEREAS, fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and

WHEREAS, most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

WHEREAS, residents should follow three key calls to action: Buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and

WHEREAS, lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certification, or exposing batteries to damage can result in fire or explosion; and

WHEREAS, the proper disposal and recycling of lithium-ion batteries help prevent environmental hazards and reduce fire risks in the home and community; and

WHEREAS, Crescent City first responders are dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

WHEREAS, the 2025 Fire Prevention Week™ theme, “Charge into Fire Safety™: Lithium-Ion Batteries in Your Home,” serves to remind us of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities.

NOW THEREFORE, BE IT PROCLAIMED, that we, the City Council of the City of Crescent City, do hereby proclaim October 5–11, 2025, as Fire Prevention Week throughout Crescent City, California.

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Mayor Ray Altman

Proclamation

of the

City of Crescent City

WHEREAS, nearly 1 in 3 women and 1 in 4 men in our country have suffered physical violence by an intimate partner, and domestic violence impacts people of every age, ethnicity, nationality, economic status, and belief; and

WHEREAS, victims of domestic violence are deprived of autonomy and security, face threats to their health and safety, and, in many instances, find themselves left with significant financial insecurity; and

WHEREAS, crimes like domestic violence inhibit our community from reaching its fullest potential and, although great progress in bringing awareness to and providing protections against domestic violence has been made, much work remains; and

WHEREAS, the City reaffirms its dedication to providing a community where no one suffers the pain and hardship caused by domestic violence, and recognizes the advocates, victim service providers, and organizations who work tirelessly to prevent domestic violence and extend hope and healing to survivors and victims of domestic violence;

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Crescent City do hereby proclaim the month of October, 2025 as Domestic Violence Awareness Month and urge that we rededicate ourselves to upholding the basic human right to be free from violence and abuse.

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Mayor Ray Altman

Proclamation

of the

City of Crescent City

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

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

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

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

NOW, THEREFORE, the City Council of the City of Crescent City hereby proclaims the month of October, 2025 as

BULLY PREVENTION MONTH

BE IT FURTHER RESOLVED, that the City Council of the City of Crescent City encourage all schools, students, parents, recreational programs, religious institutions and community businesses and organizations become engaged in a variety of awareness and prevention activities designed to make our communities safe for all children, adolescents and adults. Start with supporting a friend who is getting bullied to move from being a bystander to becoming an upstander when they witness someone being bullied.

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Mayor Ray Altman

Accounts Payable

Checks by Date - Summary by Check Number

User: kbates@crescentcity.org
Printed: 9/23/2025 12:46 PM

REVIEWED
kkozak , 9/23/2025, 2:50:02 PM

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	09/15/2025	0.00	6,961.61
ACH	FITTAX	FIT Payroll Taxes Auto Pay	09/15/2025	0.00	27,241.99
ACH	PERS2	Public Emp Retirement Sys	09/15/2025	0.00	39,245.43
ACH	PERS1	PERS Health	09/09/2025	0.00	88,039.52
ACH	PERS2	Public Emp Retirement Sys	09/09/2025	0.00	104,914.00
ACH	EDDTAX	State of California EDD TAX Auto Pay	09/12/2025	0.00	5.22
ACH	FITTAX	FIT Payroll Taxes Auto Pay	09/12/2025	0.00	809.95
ACH	FITTAX	FIT Payroll Taxes Auto Pay	09/19/2025	0.00	845.65
449226	AMAZON	Amazon Capital Services, Inc	09/08/2025	0.00	2,061.86
449227	BLUEST	Blue Star Gas Associates	09/08/2025	0.00	4,273.65
449228	CURRYE	Brad Coleman Inc	09/08/2025	0.00	397.96
449229	CRENNE	C Renner Petroleum Inc	09/08/2025	0.00	3,287.63
449230	CANON	Canon Solutions America Inc	09/08/2025	0.00	8,394.79
449231	CIVICA	Civica Law Group APC	09/08/2025	0.00	22,275.68
449232	DNCBOS	Del Norte County	09/08/2025	0.00	70.00
449233	DISTOP	Distributor Operations, Inc.	09/08/2025	0.00	170.44
449234	FRANKLIN	Franklin Miller, Inc.	09/08/2025	0.00	144,804.10
449235	VERIZO2	Frontier California Inc	09/08/2025	0.00	154.57
449236	NEWEFFEX	Adam Grubbs	09/08/2025	0.00	11,500.00
449237	HAMWSG	Hambro WSG Inc	09/08/2025	0.00	4,050.25
449238	HARDY	Hardy Diagnostics	09/08/2025	0.00	561.84
449239	INFOSEND	Infosend Inc.	09/08/2025	0.00	1,029.91
449240	KUCKGLEN	Glen Kuck	09/08/2025	0.00	128.00
449241	THRIFT	Malcolm Kelly Inc.	09/08/2025	0.00	84.77
449242	MCALEENA	Michael McAleenan	09/08/2025	0.00	450.30
449243	MCDONGA	Gary McDonald	09/08/2025	0.00	41.10
449244	NCLAB	Microbac Laboratories, Inc.	09/08/2025	0.00	183.00
449245	MISSIO	Mission Linen Supply	09/08/2025	0.00	75.49
449246	NORTHR	Northridge Electric LLC	09/08/2025	0.00	368.00
449247	JACOBS	Operations Management International, Inc.	09/08/2025	0.00	40,446.69
449248	LEXISNE	RELX Inc	09/08/2025	0.00	304.00
449249	SHNCON	SHN Consulting Engineers & Geologists In	09/08/2025	0.00	2,658.75
449250	SNAPON	Snap-On Inc	09/08/2025	0.00	137.48
449251	ZCAJUSTA	ST CA Dept Of Justice	09/08/2025	0.00	160.00
449252	DNOFFI	Debra Stover	09/08/2025	0.00	239.17
449253	TULLYCON	Tully, Inc.	09/08/2025	0.00	950.00
449254	UNDERG	Underground Svc Alert Inc	09/08/2025	0.00	1,098.31
449255	CALCARDS	US Bank Corporate Pmt Systems	09/08/2025	0.00	269.16
449256	USPS	USPS (QUADIENT - POC)	09/08/2025	0.00	5,000.00
449257	CRENNE	C Renner Petroleum Inc	09/08/2025	0.00	3,427.89
449258	CRANDALL	Crandall Arambula PC	09/08/2025	0.00	29,350.50
449259	GREENWOF	GreenWorks, P.C.	09/08/2025	0.00	8,148.75
449260	HIBBARD	Lisa Hibbard	09/08/2025	0.00	62.00
449261	MISSIO	Mission Linen Supply	09/08/2025	0.00	5.00
449262	SHNCON	SHN Consulting Engineers & Geologists In	09/08/2025	0.00	2,981.25
449263	TECHNI	Technical Systems Inc	09/08/2025	0.00	13,142.45
449264	PARS	PARS, Public Agency Retirement	09/08/2025	0.00	600.00

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Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
449265	CALORE	AirMedCare	09/09/2025	0.00	64.00
449266	AMFAM	American Family Life	09/09/2025	0.00	966.14
449267	AMLIF	Ameritas Life Ins. Corp.	09/09/2025	0.00	5,234.88
449268	CLEA	California Law Enforcement Association	09/09/2025	0.00	352.00
449269	NORTCOAS	NorthCoast Health Screening	09/09/2025	0.00	355.00
449270	SELMAN	One80 Intermediaries Inc.	09/09/2025	0.00	168.00
449271	STANDAI	Standard Insurance Company	09/09/2025	0.00	3,020.46
449272	VISION	Vision Service Plan	09/09/2025	0.00	1,171.15
449273	EDDUI	Employment Development Dept	09/09/2025	0.00	1,665.00
449274	ICMARE	Mission Square	09/12/2025	0.00	3,504.80
449275	AECOM	AECOM Technical Services Inc	09/15/2025	0.00	5,403.75
449276	DNCO	Del Norte County	09/15/2025	0.00	6,219.48
449277	FERGJOHN	John Ferguson	09/15/2025	0.00	167.39
449278	GREENWOF	GreenWorks, P.C.	09/15/2025	0.00	39,001.89
449279	HDFOWLER	H. D. Fowler Company, Inc	09/15/2025	0.00	3,205.38
449280	LEXISNE	RELX Inc	09/15/2025	0.00	304.00
449281	CAMPSPOT	Rezplot Systems, LLC	09/15/2025	0.00	1,751.30
449282	AECOM	AECOM Technical Services Inc	09/15/2025	0.00	3,148.11
449283	UB*06276	MCKENZIE AMOS	09/15/2025	0.00	53.70
449284	BENNETTZ	Zane Bennett	09/15/2025	0.00	154.00
449285	BOWLES	Gian Bowles	09/15/2025	0.00	293.00
449286	UB*06273	C. RENNER PETROLEUM INC.	09/15/2025	0.00	201.00
449287	UB*06277	FORREST CARON	09/15/2025	0.00	164.37
449288	CHAMPION	Champion Awards, Engraving & Promotion	09/15/2025	0.00	15.20
449289	CORNING	Corning Ford Inc	09/15/2025	0.00	30,708.31
449290	DAILYT	Country Media Inc.	09/15/2025	0.00	979.40
449291	UB*06269	SHIRLEY CURTIS	09/15/2025	0.00	58.21
449292	UB*06286	TRU DE WOLF	09/15/2025	0.00	194.71
449293	UB*06283	TIFFANY EDLER	09/15/2025	0.00	224.31
449294	UB*06281	JANIE FRENCH	09/15/2025	0.00	31.13
449295	GALEAWIL	Galea Wildlife Consulting Inc.	09/15/2025	0.00	6,337.50
449296	UB*06279	MARY GAYLORD	09/15/2025	0.00	92.50
449297	UB*06290	DOMINGO GEMIGNIANI	09/15/2025	0.00	304.66
449298	UB*06280	CHRIS GOODYEAR	09/15/2025	0.00	78.74
449299	Home Dep	Home Depot Credit Services	09/15/2025	0.00	15,424.25
449300	J&LLEAS	J & L Leasing	09/15/2025	0.00	450.00
449301	JOHNCLIN	Clinton Johnson	09/15/2025	0.00	77.00
449302	UB*06275	JENNIFER KING	09/15/2025	0.00	195.77
449303	KOEHNE	Amy Koehne	09/15/2025	0.00	45.50
449304	BICOASTA	KPOD, LLC.	09/15/2025	0.00	450.00
449305	MCCRORIE	Angie McCrorie	09/15/2025	0.00	192.90
449306	UB*06264	THOMAS MILLER	09/15/2025	0.00	63.14
449307	MINAGLIA	Nicole Minaglia	09/15/2025	0.00	166.50
449308	UB*06284	WARREN MOELL	09/15/2025	0.00	10.46
449309	UB*06285	WILLIAM MORTON	09/15/2025	0.00	155.30
449310	JACOBS	Operations Management International, Inc.	09/15/2025	0.00	148,661.22
449311	UB*06278	DANIELLE PRESTON	09/15/2025	0.00	189.60
449312	UB*06262	JUDY REMINGTON	09/15/2025	0.00	5.50
449313	CAMPSPOT	Rezplot Systems, LLC	09/15/2025	0.00	1,531.00
449314	UB*06274	RNS FUELS	09/15/2025	0.00	76.50
449315	SPRING	SBRK Finance Holdings, Inc	09/15/2025	0.00	47,362.12
449316	SHNCON	SHN Consulting Engineers & Geologists In	09/15/2025	0.00	19,080.00
449317	SMITHMJ	Kimberly D Smith	09/15/2025	0.00	3,008.00
449318	TANEYAMB	Amber Taney	09/15/2025	0.00	1,500.00
449319	USCCLLC	USCC Services LLC	09/15/2025	0.00	4,451.62
449320	UB*06282	SHEILA VAUGHN	09/15/2025	0.00	39.45
449321	VERIZO3	Verizon Wireless Services LLC	09/15/2025	0.00	2,443.40

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
449322	UB*06288	ELIZABETH WALKINGTON	09/15/2025	0.00	149.35
449323	UB*06287	JOSHUA WELCH	09/15/2025	0.00	155.30
449324	UB*06289	AMY SALE WHALE'S TAIL CANDY AN	09/15/2025	0.00	191.73
449325	CASTATE	CA State Disbursement Unit	09/15/2025	0.00	88.84
449326	WAMUTU	Crescent City Employees Association	09/15/2025	0.00	85.00
449327	CCPOLI	Crescent City Police Officer's Association	09/15/2025	0.00	550.00
449328	ICMARE	Mission Square	09/15/2025	0.00	5,232.71
449329	PORACRMT	PORAC RMT	09/15/2025	0.00	550.00
449330	ICMARE	Mission Square	09/19/2025	0.00	5,475.02
			Report Total (113 checks):	0.00	955,058.76

AP
09-06-25 to 09.19-25 Council

REVIEWED
kkozak , 9/23/2025, 2:50:08 PM

User: kbates@crescentcity.org
Printed: 9/23/2025 12:45:58 PM

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
0	9/9/2025	630-000-4125-00000	Sept 25 Premiums - Retirees	5,822.00	False
0	9/9/2025	001-111-4125-00000	Sept 25 Admin Fees - Active	65.71	False
0	9/9/2025	610-000-2173-00000	Sept 25 Premiums - Active	82,137.81	False
0	9/9/2025	630-111-4409-00000	Sept 25 Admin Fees - Retirees	14.00	False
0	9/9/2025	419-120-4409-00000	Gasb 68 - Misc	104.00	False
0	9/9/2025	001-120-4409-00000	Gasb 68 - Misc	105.00	False
0	9/9/2025	001-120-4409-00000	Gasb 68 - Safety	350.00	False
0	9/9/2025	413-120-4409-00000	Gasb 68 - Misc	105.00	False
0	9/9/2025	412-120-4409-00000	Gasb 68 - Misc	18.00	False
0	9/9/2025	610-000-1510-00000	FY26 Sept PERS UAL - Plan 26908	1,213.00	False
0	9/9/2025	610-000-1510-00000	FY26 Sept PERS UAL - Plan 1341	72,766.33	False
0	9/9/2025	610-000-1510-00000	FY26 Sept PERS UAL - Plan 6984	27,762.92	False
0	9/9/2025	610-000-1510-00000	FY26 Sept PERS UAL - Plan 25612	495.92	False
0	9/9/2025	610-000-1510-00000	FY26 Sept PERS UAL - Plan 6983	1,975.83	False
0	9/12/2025	610-000-2185-00000	PR Batch 07911.08.2025 State Income Tax	5.22	False
0	9/12/2025	610-000-2188-00000	PR Batch 07911.08.2025 Medicare Employer Portion	223.86	False
0	9/12/2025	610-000-2188-00000	PR Batch 07911.08.2025 Medicare Employee Portion	223.86	False
0	9/12/2025	610-000-2189-00000	PR Batch 07911.08.2025 Federal Income Tax	362.23	False
0	9/15/2025	610-000-2185-00000	PR Batch 00011.09.2025 State Income Tax	3,060.95	False
0	9/15/2025	610-000-2185-00000	PR Batch 00001.09.2025 State Income Tax	3,900.66	False
0	9/15/2025	610-000-2189-00000	PR Batch 00001.09.2025 Federal Income Tax	12,632.83	False
0	9/15/2025	610-000-2188-00000	PR Batch 00001.09.2025 Medicare Employer Portion	1,905.93	False
0	9/15/2025	610-000-2189-00000	PR Batch 00011.09.2025 Federal Income Tax	8,160.88	False
0	9/15/2025	610-000-2188-00000	PR Batch 00001.09.2025 Medicare Employee Portion	1,905.93	False
0	9/15/2025	610-000-2187-00000	PR Batch 00001.09.2025 Survivor Benefit	37.20	False
0	9/15/2025	610-000-2188-00000	PR Batch 00011.09.2025 Medicare Employee Portion	1,318.21	False
0	9/15/2025	610-000-2188-00000	PR Batch 00011.09.2025 Medicare Employer Portion	1,318.21	False
0	9/15/2025	610-000-2187-00000	PR Batch 00011.09.2025 Survivor Benefit	22.96	False
0	9/15/2025	610-000-2187-00000	PR Batch 00011.09.2025 EE PERS Contribution	7,888.42	False
0	9/19/2025	610-000-2188-00000	PR Batch 07911.09.2025 Medicare Employee Portion	237.68	False
0	9/15/2025	610-000-2187-00000	PR Batch 00001.09.2025 EE PERS Contribution	8,863.00	False
0	9/15/2025	610-000-2187-00000	PR Batch 00001.09.2025 MO EE PERS Contribution	177.37	False
0	9/15/2025	610-000-2187-00000	PR Batch 00011.09.2025 ER PERS Contribution	9,983.92	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
0	9/15/2025	610-000-2187-00000	PR Batch 00001.09.2025 Service Credit Purchase	413.20	False
0	9/15/2025	610-000-2187-00000	PR Batch 00001.09.2025 ER PERS Contribution	11,859.36	False
0	9/19/2025	610-000-2189-00000	PR Batch 07911.09.2025 Federal Income Tax	370.29	False
0	9/19/2025	610-000-2188-00000	PR Batch 07911.09.2025 Medicare Employer Portion	237.68	False
449226	9/8/2025	508-508-4390-00000	Seat covers and rocker panel.	627.07	False
449226	9/8/2025	420-115-4390-00000	Laptop Chargers	46.75	False
449226	9/8/2025	001-240-4390-00000	Ethernet cable and socket/ ratchet wrench.	294.96	False
449226	9/8/2025	001-240-4310-00000	Flash drives, pens, adhesive tags/ labels.	310.02	False
449226	9/8/2025	001-480-4390-00000	Pool patch kit.	170.32	False
449226	9/8/2025	001-240-4390-00000	Tools	34.19	False
449226	9/8/2025	412-100-4310-00000	Sign holders	15.58	False
449226	9/8/2025	412-100-4390-00000	Bulk pet waste bags.	59.53	False
449226	9/8/2025	001-240-4310-00000	Port plug with waterproof cover	10.37	False
449226	9/8/2025	001-480-4390-00000	Leather work gloves.	10.81	False
449226	9/8/2025	420-115-4390-00000	Display support.	138.55	False
449226	9/8/2025	001-240-4310-00000	Batteries, USB C cable bulk, key accessories, label maker labels	199.99	False
449226	9/8/2025	001-240-4390-00000	Phone and tablet repair kits/tools.	143.72	False
449227	9/8/2025	001-240-4220-00000	FY 26 Propane-07/14-08/14/25 ACCT# 02-1038315	11.00	False
449227	9/8/2025	001-480-4220-2020S	FY26 Propane-07/14-08/14/25 ACCT#02-0065442	4,196.78	False
449227	9/8/2025	001-240-4220-00000	FY 26 Propane-Finance Charge 07/14-08/14/25 ACCT# 02-1038315	2.00	False
449227	9/8/2025	001-471-4220-00000	FY 26 Propane-Finance Charge 07/15- 08/15/25 ACCT# 02-0065468	2.00	False
449227	9/8/2025	001-471-4220-00000	FY 26 Propane- 07/15- 08/15/25 ACCT# 02-0065468	11.00	False
449227	9/8/2025	001-480-4220-2020S	FY26 Propane- Finance Charge- 07/14-08/14/25 ACCT # 02-0065442	50.87	False
449228	9/8/2025	001-000-2122-00000	Complete forestry hel (TAX)	-23.76	False
449228	9/8/2025	508-508-4390-00000	Ignition module OPS	119.07	False
449228	9/8/2025	001-470-4390-00000	Complete forestry hel	311.73	False
449228	9/8/2025	508-000-2122-00000	Ignition module OPS (TAX)	-9.08	False
449229	9/8/2025	001-240-4330-00000	FY26 Fuel for Patrol Cars- July 2025- ACCT# 0215111	2,319.75	False
449229	9/8/2025	001-240-4330-00000	FY26 Fuel for Patrol Cars- July 2025 ACCT# 0215111	967.88	False
449230	9/8/2025	001-120-4312-00000	Copier for Admin Offices	2,798.26	False
449230	9/8/2025	413-120-4312-00000	Copier for Admin Offices	2,798.26	False
449230	9/8/2025	419-120-4312-00000	Copier for Admin Offices	2,798.27	False
449231	9/8/2025	001-250-4410-00000	Legal Services- July 2025- General Code Enforcement.	845.60	False
449231	9/8/2025	001-250-4410-00200	Legal Services- July 2025- 200 A St.	181.20	False
449231	9/8/2025	001-250-4410-00179	Legal Services- July 2025 179 W. Essex St.	632.00	False
449231	9/8/2025	001-250-4410-120WC	Legal Services- July 2025 120 W. Coolidge	634.20	False
449231	9/8/2025	001-250-4410-01430	Legal Services- July 2025 1430 Margie St.	6,698.49	False
449231	9/8/2025	001-250-4410-01405	Legal Services- July 2025- Meder v. Crescent City	13,284.19	False
449232	9/8/2025	412-113-4450-00000	Use of Board Chambers- July 2025	2.80	False
449232	9/8/2025	413-113-4450-00000	Use of Board Chambers- July 2025	22.40	False
449232	9/8/2025	001-113-4450-00000	Use of Board Chambers- July 2025	22.40	False
449232	9/8/2025	419-113-4450-00000	Use of Board Chambers- July 2025	22.40	False
449233	9/8/2025	508-508-4390-00000	Oil	170.44	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449234	9/8/2025	913-352-4799-35235	2x Spiralift	144,804.10	False
449235	9/8/2025	001-240-4230-00000	Radio to Sherriff -	28.95	False
449235	9/8/2025	419-371-4230-00000	Water System Phone 464-2826 -	97.77	False
449235	9/8/2025	419-371-4230-00000	Water System Phone Bill 707-1006 -	27.85	False
449236	9/8/2025	413-357-4450-00000	Stain siding at WWTP Lab and WWTP fence	11,500.00	False
449237	9/8/2025	413-000-1202-00000	Sludge Processing	2,191.35	False
449237	9/8/2025	413-000-1202-00000	Sludge Processing	1,858.90	False
449238	9/8/2025	413-351-4390-00000	FY26 Microbiological Testing: dehydrated media, sterile supplies	561.84	False
449239	9/8/2025	419-120-4240-00000	Print and Mail Utility Bills	514.96	False
449239	9/8/2025	413-120-4240-00000	Print and Mail Utility Bills	514.95	False
449240	9/8/2025	412-000-3570-00000	REFUND: 3/23-3/25/25 Stay (Conf#8646)	116.36	False
449240	9/8/2025	001-000-3221-00000	REFUND: 3/23-3/25/25 Stay (Conf#8646)	11.64	False
449241	9/8/2025	001-470-4390-00000	Adapter, coupler	20.33	False
449241	9/8/2025	001-470-4390-00000	PVC parts	64.44	False
449242	9/8/2025	419-371-4530-00000	9/8-9/10/25 - Davis, CA (Water test): per diem.	180.00	False
449242	9/8/2025	419-371-4530-00000	9/14-9/19/25 - Redding, CA (Trucking School): per diem	270.30	False
449243	9/8/2025	001-000-3221-00000	REFUND for stay 08/31-09/12/25 Conf # 11392	3.74	False
449243	9/8/2025	412-000-3570-00000	REFUND for stay 08/31-09/12/25 Conf # 11392	37.36	False
449244	9/8/2025	413-352-4470-00000	External testing	183.00	False
449245	9/8/2025	001-250-4370-00000	City Hall Mats	0.50	False
449245	9/8/2025	001-350-4370-00000	City Hall Mats	1.13	False
449245	9/8/2025	001-111-4370-00000	City Hall Mats	0.43	False
449245	9/8/2025	412-130-4370-00000	City Hall Mats	0.06	False
449245	9/8/2025	001-120-4370-00000	City Hall Mats	2.24	False
449245	9/8/2025	001-313-4370-00000	City Hall Mats	0.57	False
449245	9/8/2025	419-114-4370-00000	City Hall Mats	0.19	False
449245	9/8/2025	419-371-4370-00000	City Hall Mats	1.44	False
449245	9/8/2025	413-351-4320-00000	FY 26 Laundry services/uniforms- Lab	25.51	False
449245	9/8/2025	419-130-4370-00000	City Hall Mats	0.24	False
449245	9/8/2025	001-113-4370-00000	City Hall Mats	0.42	False
449245	9/8/2025	413-357-4370-00000	City Hall Mats	0.79	False
449245	9/8/2025	413-111-4370-00000	City Hall Mats	0.41	False
449245	9/8/2025	001-130-4370-00000	City Hall Mats	0.47	False
449245	9/8/2025	001-470-4370-00000	City Hall Mats	0.16	False
449245	9/8/2025	001-364-4370-00000	City Hall Mats	0.46	False
449245	9/8/2025	001-112-4370-00000	City Hall Mats	0.92	False
449245	9/8/2025	419-114-4370-00000	City Hall Mats	0.19	False
449245	9/8/2025	420-115-4370-00000	City Hall Mats	2.72	False
449245	9/8/2025	419-113-4370-00000	City Hall Mats	0.41	False
449245	9/8/2025	412-120-4370-00000	City Hall Mats	0.38	False
449245	9/8/2025	001-120-4370-00000	City Hall Mats	2.24	False
449245	9/8/2025	419-113-4370-00000	City Hall Mats	0.41	False
449245	9/8/2025	413-352-4370-00000	City Hall Mats	0.20	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449245	9/8/2025	413-130-4370-00000	City Hall Mats	0.24	False
449245	9/8/2025	001-251-4370-00000	City Hall Mats	2.19	False
449245	9/8/2025	001-130-4370-00000	City Hall Mats	0.47	False
449245	9/8/2025	420-115-4370-00000	City Hall Mats	2.72	False
449245	9/8/2025	413-113-4370-00000	City Hall Mats	0.41	False
449245	9/8/2025	412-111-4370-00000	City Hall Mats	0.07	False
449245	9/8/2025	412-100-4370-00000	City Hall Mats	0.34	False
449245	9/8/2025	413-130-4370-00000	City Hall Mats	0.24	False
449245	9/8/2025	412-120-4370-00000	City Hall Mats	0.38	False
449245	9/8/2025	412-114-4370-00000	City Hall Mats	0.04	False
449245	9/8/2025	413-114-4370-00000	City Hall Mats	0.16	False
449245	9/8/2025	001-112-4370-00000	City Hall Mats	0.92	False
449245	9/8/2025	001-114-4370-00000	City Hall Mats	0.97	False
449245	9/8/2025	413-352-4370-00000	City Hall Mats	0.20	False
449245	9/8/2025	419-120-4370-00000	City Hall Mats	2.40	False
449245	9/8/2025	412-113-4370-00000	City Hall Mats	0.05	False
449245	9/8/2025	413-120-4370-00000	City Hall Mats	2.42	False
449245	9/8/2025	001-480-4370-00000	City Hall Mats	0.34	False
449245	9/8/2025	413-353-4370-00000	City Hall Mats	0.46	False
449245	9/8/2025	001-251-4370-00000	City Hall Mats	2.19	False
449245	9/8/2025	001-471-4370-00000	City Hall Mats	0.31	False
449245	9/8/2025	419-111-4370-00000	City Hall Mats	0.45	False
449245	9/8/2025	001-313-4370-00000	City Hall Mats	0.57	False
449245	9/8/2025	413-357-4370-00000	City Hall Mats	0.79	False
449245	9/8/2025	413-120-4370-00000	City Hall Mats	2.42	False
449245	9/8/2025	001-471-4370-00000	City Hall Mats	0.31	False
449245	9/8/2025	001-250-4370-00000	City Hall Mats	0.50	False
449245	9/8/2025	001-470-4370-00000	City Hall Mats	0.16	False
449245	9/8/2025	412-100-4370-00000	City Hall Mats	0.34	False
449245	9/8/2025	419-371-4370-00000	City Hall Mats	1.44	False
449245	9/8/2025	001-113-4370-00000	City Hall Mats	0.42	False
449245	9/8/2025	001-114-4370-00000	City Hall Mats	0.97	False
449245	9/8/2025	413-111-4370-00000	City Hall Mats	0.41	False
449245	9/8/2025	419-120-4370-00000	City Hall Mats	2.40	False
449245	9/8/2025	419-130-4370-00000	City Hall Mats	0.24	False
449245	9/8/2025	001-364-4370-00000	City Hall Mats	0.46	False
449245	9/8/2025	001-111-4370-00000	City Hall Mats	0.43	False
449245	9/8/2025	413-114-4370-00000	City Hall Mats	0.16	False
449245	9/8/2025	412-113-4370-00000	City Hall Mats	0.05	False
449245	9/8/2025	412-111-4370-00000	City Hall Mats	0.07	False
449245	9/8/2025	412-114-4370-00000	City Hall Mats	0.04	False
449245	9/8/2025	412-130-4370-00000	City Hall Mats	0.06	False
449245	9/8/2025	413-353-4370-00000	City Hall Mats	0.46	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449245	9/8/2025	419-111-4370-00000	City Hall Mats	0.45	False
449245	9/8/2025	001-480-4370-00000	City Hall Mats	0.34	False
449245	9/8/2025	413-113-4370-00000	City Hall Mats	0.41	False
449245	9/8/2025	001-350-4370-00000	City Hall Mats	1.13	False
449246	9/8/2025	413-352-4450-00000	Service pump WWTP	368.00	False
449247	9/8/2025	413-352-4409-00000	PHASE 1 CC WWTP RBC Prog Pmnt No. 33	40,446.69	False
449248	9/8/2025	419-130-4550-00000	Legal Support- Aug 2025	76.00	False
449248	9/8/2025	001-130-4550-00000	Legal Support- Aug 2025	152.00	False
449248	9/8/2025	413-130-4550-00000	Legal Support- Aug 2025	76.00	False
449249	9/8/2025	412-100-4799-COAST	Permits for Lighthouse Cove RV Park Additions- CDP assistance.	2,128.75	False
449249	9/8/2025	903-364-4799-PBBEO	Emergency CDP Pebble Beach EO- JULY 2025	530.00	False
449250	9/8/2025	508-508-4390-00000	Adapter	137.48	False
449251	9/8/2025	001-230-4407-00000	Fingerprinting	32.00	False
449251	9/8/2025	001-480-4407-00000	Fingerprinting	32.00	False
449251	9/8/2025	412-100-4407-00000	Fingerprinting (2)	64.00	False
449251	9/8/2025	001-240-4411-00000	Fingerprinting	32.00	False
449252	9/8/2025	413-113-4311-00000	Office Chair	76.53	False
449252	9/8/2025	001-113-4311-00000	Office Chair	76.53	False
449252	9/8/2025	419-113-4311-00000	Office Chair	76.54	False
449252	9/8/2025	412-113-4311-00000	Office Chair	9.57	False
449253	9/8/2025	001-364-4390-2020S	WPCP Trail	950.00	False
449254	9/8/2025	001-350-4550-00000	Annual membership for USA north	1,098.31	False
449255	9/8/2025	001-480-4390-00000	WALMART- Food/snacks for event.	52.11	False
449255	9/8/2025	001-480-4390-00000	MAILROOM- Copies for event.	10.05	False
449255	9/8/2025	001-480-4320-00000	KIEFER AQUA- Equipment for uniforms.	119.08	False
449255	9/8/2025	001-480-4390-00000	IN THE SWIM- Chemicals	87.92	False
449256	9/8/2025	001-000-1510-00000	Reset postage	5,000.00	False
449257	9/8/2025	001-240-4330-00000	Fule for PD FY 25- June.	626.86	False
449257	9/8/2025	001-240-4330-00000	Fule for PD FY 25- June.	2,801.03	False
449258	9/8/2025	412-100-4409-00000	Downtown Specific Plan: Urban design services. 06/15-06/30/25	10,000.00	False
449258	9/8/2025	001-112-4409-00000	Downtown Specific Plan: Urban design services.06/15-06/30/25	19,350.50	False
449259	9/8/2025	901-470-4799-47012	Beachfront Park Master Plan Prog Pymnt No. 30	7,825.00	False
449259	9/8/2025	901-470-4799-47012	Beachfront Park Master Plan Prog Pymnt No. 31	323.75	False
449260	9/8/2025	001-000-3221-00000	REFUND for stay- 08/29-09/02/25 Conf # 10538	5.64	False
449260	9/8/2025	412-000-3570-00000	REFUND for stay- 08/29-09/02/25 Conf # 10538	56.36	False
449261	9/8/2025	413-353-4320-00000	Laundry srvs/uniforms Orginal invoice total was wrong. Short $5.	5.00	False
449262	9/8/2025	412-100-4799-COAST	Lighthouse Cove RV improvements	2,981.25	False
449263	9/8/2025	413-352-4409-00000	WWTP SCADA support.	2,535.00	False
449263	9/8/2025	413-352-4409-00000	Rockwell software WWTP	9,534.95	False
449263	9/8/2025	419-371-4409-00000	Water annual SCADA software maintenance.	1,072.50	False
449264	9/8/2025	630-111-4409-00000	May 2025 Admin Fees	300.00	False
449264	9/8/2025	630-111-4409-00000	June 2025 Admin Fees	300.00	False
449265	9/9/2025	001-230-4125-00000	Pro-Rated Annual memberships (8/27-1/30/26) - Fire	64.00	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449266	9/9/2025	610-000-2174-00000	Aug premiums pd in Sept - Acct# Q9377	966.14	False
449267	9/9/2025	610-000-2177-00000	Sept 25 Premiums - Policy # 010-21636 00001	5,234.88	False
449268	9/9/2025	610-000-2179-00000	Sept 25 Billing	352.00	False
449269	9/9/2025	412-100-4407-00000	Pre-employment Screening - RV Park	90.00	False
449269	9/9/2025	001-364-4409-00000	Pre-employment Screening - PW CDL for streets	85.00	False
449269	9/9/2025	001-240-4407-00000	Pre-employment Screening - Police	90.00	False
449269	9/9/2025	001-230-4407-00000	Pre-employment Screening - Fire	90.00	False
449270	9/9/2025	001-230-4125-00000	Sept Billing	168.00	False
449271	9/9/2025	610-000-2179-00000	Sept 2025 premiums	3,020.46	False
449272	9/9/2025	610-000-2175-00000	Sept 25 Premiums - Client ID # 12003309	1,171.15	False
449273	9/9/2025	001-114-4124-00000	FY25 Unemployment Apr-June 2025	1,427.00	False
449273	9/9/2025	001-480-4124-00000	FY25 Unemployment Apr-June 2025	-473.00	False
449273	9/9/2025	001-230-4124-00000	FY25 Unemployment Apr-June 2025	711.00	False
449274	9/12/2025	610-000-2186-00000	Plan # 306752	200.73	False
449274	9/12/2025	610-000-2186-00000	Plan # 306752	957.23	False
449274	9/12/2025	610-000-2178-00000	Plan # 300878	2,346.84	False
449275	9/15/2025	919-371-4799-37114	Surge Tank Analysis Prog Pmnt No. 11	5,403.75	False
449276	9/15/2025	117-364-4789-00000	FY25: RMRA Pass-through per annexation agrmnt. May Revneue.	2,313.11	False
449276	9/15/2025	117-364-4789-00000	FY25: RMRA Pass-through per annexation agrmnt- June Revenue	2,584.78	False
449276	9/15/2025	115-364-4787-00000	FY25: Gas Tax Section 2107 Pass- June Revenue	766.74	False
449276	9/15/2025	115-364-4785-00000	FY25: Gas Tax Section 2105 Pass-through June Revenue	554.85	False
449277	9/15/2025	001-000-3221-00000	REFUND for stay- 06/19 thru 06-30/25 Conf# 10394	15.22	False
449277	9/15/2025	412-000-3570-00000	REFUND for stay- 06/19 thru 06-30/25 Conf# 10394	152.17	False
449278	9/15/2025	156-364-4799-0CGBP	Pro Srvs Agmn for the design of Clean CA Projec Prog Pmnt No. 11	3,803.88	False
449278	9/15/2025	901-364-4799-0GATE	Gateway Refinement: Design services Prog Pmnt No. 3	855.00	False
449278	9/15/2025	156-364-4799-0CGBP	Pro Srvs Agmnt for the design of Clean CA Projec Prog Pmnt No10	29,003.26	False
449278	9/15/2025	901-364-4799-0GATE	Gateway Refinement: Design services Prog Pmnt No.4	5,339.75	False
449279	9/15/2025	919-371-4799-37118	Meter boxes for single apartment complex switch over to ARM.	3,205.38	False
449280	9/15/2025	419-130-4550-00000	Legal Support- June 2025	76.00	False
449280	9/15/2025	001-130-4550-00000	Legal Support- June 2025	152.00	False
449280	9/15/2025	413-130-4550-00000	Legal Support- June 2025	76.00	False
449281	9/15/2025	412-100-4409-00000	Online booking fees - reservation for RV park 06/01-06/30/25	1,751.30	False
449282	9/15/2025	901-480-4799-2020S	Construction for Fred Endert Pool HVAC project.09/07/24-07/25/25	3,148.11	False
449283	9/15/2025	419-000-2110-00000	Refund Check 112311-000, 105 GARNER LN	53.70	False
449284	9/15/2025	001-000-3221-00000	REFUND for stay- 08/30-09/05/25 Conf # 11981	14.00	False
449284	9/15/2025	412-000-3570-00000	REFUND for stay- 08/30-09/05/25 Conf # 11981	140.00	False
449285	9/15/2025	001-000-3221-00000	REFUND for stay- 09/02-09/06/25 Conf# 11795	26.64	False
449285	9/15/2025	412-000-3570-00000	REFUND for stay- 09/02-09/06/25 Conf# 11795	266.36	False
449286	9/15/2025	419-000-2110-00000	Refund Check 009456-000, 255 HWY 101 S	201.00	False
449287	9/15/2025	419-000-2110-00000	Refund Check 109574-000, 305 BUTTE ST	164.37	False
449288	9/15/2025	001-113-4310-00000	Placard for frame.	4.86	False
449288	9/15/2025	412-113-4310-00000	Placard for frame.	0.61	False
449288	9/15/2025	419-113-4310-00000	Placard for frame.	4.87	False

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449288	9/15/2025	413-113-4310-00000	Placard for frame.	4.86	False
449289	9/15/2025	508-508-4930-00000	Used 2021 F-250 Utility Truck Vin# 1FD7X2A68MED10216	30,708.31	False
449290	9/15/2025	413-113-4430-00000	Notice of public hearing. Ad# 416600 on 07/31/25	44.77	False
449290	9/15/2025	001-113-4430-00000	Notice of public hearing. Ad# 416600 on 07/31/25	44.77	False
449290	9/15/2025	412-113-4430-00000	Notice of public hearing. Ad# 416600 on 07/31/25	5.60	False
449290	9/15/2025	412-113-4430-00000	Summary of Ordinance No. 857. Ad# 416083 on 07/23/25	2.01	False
449290	9/15/2025	413-113-4430-00000	Summary of Ordinance No. 857. Ad# 416083 on 07/23/25	16.07	False
449290	9/15/2025	419-113-4430-00000	Summary of Ordinance No. 857. Ad# 416083 on 07/23/25	16.08	False
449290	9/15/2025	419-113-4430-00000	Notice of public hearing. Ad# 416600 on 07/31/25	44.77	False
449290	9/15/2025	001-113-4430-00000	Summary of Ordinance No. 857. Ad# 416083 on 07/23/25	16.07	False
449290	9/15/2025	419-113-4430-00000	Notice of public hearing. Ad#415789 on 07/09/25	29.85	False
449290	9/15/2025	001-113-4430-00000	Notice of public hearing. Ad#415789 on 07/09/25	29.85	False
449290	9/15/2025	413-113-4430-00000	Summary of ordinance No. 856. Ad# 415240 on 07/02/25	22.96	False
449290	9/15/2025	412-113-4430-00000	Notice of public hearing. Ad#415789 on 07/09/25	3.73	False
449290	9/15/2025	117-364-4799-00fst	Front St improvements Phase 1C re-issue. Ad#416066 on 07/16/25	548.89	False
449290	9/15/2025	001-113-4430-00000	Proposed Ordinance No. 857 Ad# 415449 om 07/02/25	24.11	False
449290	9/15/2025	001-113-4430-00000	Summary of ordinance No. 856. Ad# 415240 on 07/02/25	22.96	False
449290	9/15/2025	419-113-4430-00000	Summary of ordinance No. 856. Ad# 415240 on 07/02/25	22.96	False
449290	9/15/2025	413-113-4430-00000	Notice of public hearing. Ad#415789 on 07/09/25	29.85	False
449290	9/15/2025	412-113-4430-00000	Proposed Ordinance No. 857 Ad# 415449 om 07/02/25	3.01	False
449290	9/15/2025	413-113-4430-00000	Proposed Ordinance No. 857 Ad# 415449 om 07/02/25	24.11	False
449290	9/15/2025	412-113-4430-00000	Summary of ordinance No. 856. Ad# 415240 on 07/02/25	2.87	False
449290	9/15/2025	419-113-4430-00000	Proposed Ordinance No. 857 Ad# 415449 om 07/02/25	24.11	False
449291	9/15/2025	419-000-2110-00000	Refund Check 110024-000, 185 SMUGGLERS COVE WAY	58.21	False
449292	9/15/2025	419-000-2110-00000	Refund Check 112578-003, 820 C ST #1	194.71	False
449293	9/15/2025	419-000-2110-00000	Refund Check 111845-000, 211 BREAKWATER DR	224.31	False
449294	9/15/2025	419-000-2110-00000	Refund Check 109115-004, 1151 ANZIO ST	31.13	False
449295	9/15/2025	413-352-4409-00000	WWTP Fallout Biological Survey	6,337.50	False
449296	9/15/2025	419-000-2110-00000	Refund Check 009238-000, 1282 GAINARD ST	92.50	False
449297	9/15/2025	419-000-2110-00000	Refund Check 109389-000, 485 J ST #B	304.66	False
449298	9/15/2025	419-000-2110-00000	Refund Check 110323-000, 328 LAUFF AVE	78.74	False
449299	9/15/2025	001-470-4390-00000	Gasser, lighter	37.76	False
449299	9/15/2025	001-470-4390-00000	Brush and staples	152.50	False
449299	9/15/2025	001-470-4390-00000	Adhesive, wheel, tapcons, duct tape	127.72	False
449299	9/15/2025	901-240-4799-2020s	Connectors, covers	13.20	False
449299	9/15/2025	419-371-4390-00000	Sump pump	312.84	False
449299	9/15/2025	413-351-4390-00000	Ant killer	21.57	False
449299	9/15/2025	413-353-4390-00000	Junction box	17.30	False
449299	9/15/2025	901-240-4799-2020s	Outer box, conduit, connectors	39.91	False
449299	9/15/2025	001-364-4350-10023	Silicone	32.13	False
449299	9/15/2025	001-480-4390-00000	O ring	3.39	False
449299	9/15/2025	001-470-4390-00000	Drain, liquafeed, vigoro	369.93	False
449299	9/15/2025	001-470-4390-00000	Screw driver, risers	56.82	False

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449299	9/15/2025	001-470-4390-00000	Wire wheel	24.87	False
449299	9/15/2025	419-371-4390-00000	Battery	161.84	False
449299	9/15/2025	413-351-4390-00000	Barrel	865.68	False
449299	9/15/2025	001-364-4390-10025	Screws, washers	495.60	False
449299	9/15/2025	901-240-4799-2020s	Stucco	12.35	False
449299	9/15/2025	001-364-4390-10025	Organizer	53.59	False
449299	9/15/2025	001-480-4390-00000	Muratic acid	172.85	False
449299	9/15/2025	901-240-4799-2020s	Switch box	4.82	False
449299	9/15/2025	001-364-4390-10025	Battery	161.83	False
449299	9/15/2025	413-353-4390-00000	Earplugs, gauge, auto plug, blade set	45.58	False
449299	9/15/2025	413-351-4390-00000	Barrel return	-108.25	False
449299	9/15/2025	419-371-4390-00000	Organizer	53.58	False
449299	9/15/2025	419-371-4390-00000	Earplugs, gauge, auto plug, blade set	45.58	False
449299	9/15/2025	001-364-4390-10025	Earplugs, gauge, auto plug, blade set	45.57	False
449299	9/15/2025	901-240-4799-2020s	Couplers	6.81	False
449299	9/15/2025	419-371-4390-00000	Adapter set, nuts & bolts	81.80	False
449299	9/15/2025	901-240-4799-2020s	Door moulding	32.45	False
449299	9/15/2025	412-100-4390-00000	Door sweep	19.46	False
449299	9/15/2025	412-100-4390-00000	Picnic tables	1,900.87	False
449299	9/15/2025	001-470-4390-00000	Bolts	37.67	False
449299	9/15/2025	001-364-4390-10025	Nozzle, brush killer, paint	83.64	False
449299	9/15/2025	001-364-4350-10023	Pipe	158.22	False
449299	9/15/2025	001-470-4390-00000	pin return	-32.95	False
449299	9/15/2025	001-364-4350-10023	Lumber	76.71	False
449299	9/15/2025	001-364-4350-10023	Splicer	75.83	False
449299	9/15/2025	001-364-4350-10023	Screwdriver, cords	272.76	False
449299	9/15/2025	001-470-4390-00000	Hex bolt	39.79	False
449299	9/15/2025	506-506-4390-00000	Box lock, box	23.45	False
449299	9/15/2025	001-470-4390-00000	Riser, couplers	45.03	False
449299	9/15/2025	001-470-4390-00000	Caps, plugs	68.65	False
449299	9/15/2025	901-240-4799-2020s	Drive pin	33.30	False
449299	9/15/2025	506-506-4390-00000	Bottle water	6.18	False
449299	9/15/2025	001-470-4390-00000	Risers, connectors	121.81	False
449299	9/15/2025	901-240-4799-2020s	Joint knife, pail	46.15	False
449299	9/15/2025	001-364-4350-10023	Conduit, lumber	232.48	False
449299	9/15/2025	413-351-4390-00000	Staples	34.58	False
449299	9/15/2025	901-240-4799-2020s	Drywall	81.08	False
449299	9/15/2025	001-470-4390-00000	Patio plus	86.28	False
449299	9/15/2025	001-470-4390-00000	Safety walk	110.76	False
449299	9/15/2025	419-371-4390-00000	Ladder hanger, sawzall	669.83	False
449299	9/15/2025	901-240-4799-2020s	Straight connector	18.86	False
449299	9/15/2025	901-240-4799-2020s	Cable tie, adapters	51.71	False
449299	9/15/2025	901-240-4799-2020s	Pail	24.52	False

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449299	9/15/2025	901-240-4799-2020s	Drywall screen	18.38	False
449299	9/15/2025	001-470-4390-00000	Bucket, spray paint, paint	47.52	False
449299	9/15/2025	001-470-4390-00000	Tape, glue	73.33	False
449299	9/15/2025	506-506-4390-00000	Gloves, drill strip, brush	70.78	False
449299	9/15/2025	901-240-4799-2020s	Conduits, bushings, adapters	238.19	False
449299	9/15/2025	001-470-4390-00000	Pliers, markers, wrenches, bolt cutters	73.51	False
449299	9/15/2025	419-371-4390-00000	Pliers, markers, wrenches, bolt cutters	73.51	False
449299	9/15/2025	506-506-4390-00000	Pliers	72.43	False
449299	9/15/2025	413-353-4390-00000	Pliers, markers, wrenches, bolt cutters	73.52	False
449299	9/15/2025	901-240-4799-2020s	Adapter	53.00	False
449299	9/15/2025	419-371-4390-00000	Shockwave	5.38	False
449299	9/15/2025	001-470-4390-00000	Lumber	12.50	False
449299	9/15/2025	001-364-4390-10025	Laser level tripod, adapters	421.04	False
449299	9/15/2025	506-506-4390-00000	Water bottle	18.54	False
449299	9/15/2025	506-506-4390-00000	Screws	37.18	False
449299	9/15/2025	419-371-4390-00000	Tapcon	9.40	False
449299	9/15/2025	419-371-4390-00000	Mounting tape	16.74	False
449299	9/15/2025	001-470-4390-00000	Shockwave, screw	29.67	False
449299	9/15/2025	001-364-4390-10025	Couplings, nozzles, quickrete	122.90	False
449299	9/15/2025	419-371-4390-00000	Wrap, quickrete	21.05	False
449299	9/15/2025	506-506-4390-00000	Bucket	21.43	False
449299	9/15/2025	001-471-4390-00000	Lights	54.09	False
449299	9/15/2025	419-371-4390-00000	Batteries, battery charger	79.64	False
449299	9/15/2025	506-506-4390-00000	Blades	38.02	False
449299	9/15/2025	412-100-4390-00000	Rope	16.59	False
449299	9/15/2025	413-353-4390-00000	Batteries, battery charger	79.64	False
449299	9/15/2025	419-371-4390-00000	Chisel set, screwdriver, tape measure	83.66	False
449299	9/15/2025	001-470-4390-00000	Klean strip	43.20	False
449299	9/15/2025	001-364-4390-10025	Batteries, battery charger	79.65	False
449299	9/15/2025	001-471-4390-00000	Battery	97.33	False
449299	9/15/2025	901-240-4799-2020s	Rubber mallet, paint	308.44	False
449299	9/15/2025	001-470-4390-00000	Graffiti remover, primer	47.53	False
449299	9/15/2025	419-371-4390-00000	Primer, couplings, pvc parts	39.28	False
449299	9/15/2025	508-508-4390-00000	Brass parts	37.08	False
449299	9/15/2025	506-506-4390-00000	Shelves, scour pads	443.78	False
449299	9/15/2025	412-100-4390-00000	Burn pits	714.43	False
449299	9/15/2025	419-371-4390-00000	Plant prop	128.28	False
449299	9/15/2025	506-506-4390-00000	Bottle water	49.44	False
449299	9/15/2025	901-240-4799-2020s	Bolts	2.96	False
449299	9/15/2025	901-240-4799-2020s	Bolts	2.96	False
449299	9/15/2025	412-100-4390-00000	Rope return	-26.24	False
449299	9/15/2025	001-364-4390-10025	Chisel set, screwdriver, tape measure	83.67	False
449299	9/15/2025	001-470-4390-00000	Spray paint, galvenized parts	44.27	False

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449299	9/15/2025	001-470-4390-00000	Tape	4.24	False
449299	9/15/2025	419-371-4390-00000	Grease gun	37.56	False
449299	9/15/2025	001-470-4390-00000	Paint, drop cloth	156.88	False
449299	9/15/2025	001-470-4390-00000	Bucket, caution tape, brush	67.97	False
449299	9/15/2025	001-470-4390-00000	Coil chain	7.14	False
449299	9/15/2025	901-240-4799-2020s	Keyed entry	23.78	False
449299	9/15/2025	001-470-4390-00000	Cam lock	8.64	False
449299	9/15/2025	001-364-4390-10025	Drill bit set, adapter, hex	71.13	False
449299	9/15/2025	001-470-4390-00000	Threadlocker	45.66	False
449299	9/15/2025	001-470-4390-00000	Fertilizer	168.74	False
449299	9/15/2025	901-240-4799-2020s	Bushing, connectors	25.25	False
449299	9/15/2025	419-371-4390-00000	Cloth, hammer, electrical tape	91.34	False
449299	9/15/2025	901-240-4799-2020s	Box, nail plate	9.22	False
449299	9/15/2025	001-364-4390-10025	Sakrete	194.20	False
449299	9/15/2025	901-240-4799-2020s	Cable, cover, pvc parts, outlet plate	176.58	False
449299	9/15/2025	506-506-4390-00000	Broom	68.64	False
449299	9/15/2025	001-470-4390-00000	Grass seed	73.58	False
449299	9/15/2025	413-353-4390-00000	Chisel set, screwdriver, tape measure	83.67	False
449299	9/15/2025	419-371-4390-00000	Lumber	7.03	False
449299	9/15/2025	901-240-4799-2020s	Nail stop, box	11.91	False
449299	9/15/2025	901-240-4799-2020s	Shims, door	979.14	False
449299	9/15/2025	901-240-4799-2020s	Nail stop, box	26.22	False
449299	9/15/2025	901-240-4799-2020s	Box	19.27	False
449299	9/15/2025	412-100-4390-00000	Clorox, swiffer wet jet	111.32	False
449299	9/15/2025	506-506-4390-00000	Cords, power strip, hose reel	216.31	False
449299	9/15/2025	001-470-4390-00000	pin return	-32.94	False
449299	9/15/2025	001-470-4390-00000	Hex nuts	14.97	False
449299	9/15/2025	506-506-4390-00000	Poles, boxes, mini rollers, wall hooks, disinfectant	259.50	False
449299	9/15/2025	001-470-4390-00000	Hex bolt	32.95	False
449299	9/15/2025	001-470-4390-00000	Washer and nuts return	-44.73	False
449299	9/15/2025	901-240-4799-2020s	ceiling	510.41	False
449299	9/15/2025	001-470-4390-00000	Brushes, bucket	67.74	False
449299	9/15/2025	419-371-4390-00000	Drill bit set, adapter, hex	71.12	False
449299	9/15/2025	001-470-4390-00000	Paint, washers & bolts	161.66	False
449299	9/15/2025	901-240-4799-2020s	Connectors, vapor tite, handy box	108.64	False
449299	9/15/2025	419-371-4390-00000	Lumber	3.52	False
449300	9/15/2025	001-230-4390-00000	Gloves, tactical tourniquet, finger pluse Ox.	450.00	False
449301	9/15/2025	001-000-3221-00000	REFUND for stay- 08/07-08/14/25 Conf # 11376	7.00	False
449301	9/15/2025	412-000-3570-00000	REFUND for stay- 08/07-08/14/25 Conf # 11376	70.00	False
449302	9/15/2025	419-000-2110-00000	Refund Check 109787-000, 264 CHILDS AVE	195.77	False
449303	9/15/2025	001-000-3221-00000	REFUND for stay-11/03-11/07/25 Conf# 11182	4.14	False
449303	9/15/2025	412-000-3570-00000	REFUND for stay-11/03-11/07/25 Conf# 11182	41.36	False
449304	9/15/2025	412-100-4430-00000	KPOD Radio Spot- 07/15/25	31.51	False

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449304	9/15/2025	412-100-4430-00000	KPOD Radio Spots- 07/15-07/15/2025	2.99	False
449304	9/15/2025	001-480-4430-00000	KPOD Radio Spots-07/31/25	49.32	False
449304	9/15/2025	412-100-4430-00000	KPOD Radio Spots-07/15/2025	31.51	False
449304	9/15/2025	001-112-4430-00000	KPOD Radio Spots-07/15/25	5.33	False
449304	9/15/2025	001-112-4430-00000	KPOD Radio Spots- 07/15-07/15/2025	5.33	False
449304	9/15/2025	412-100-4430-00000	KPOD Radio Spots-07/15/25	2.99	False
449304	9/15/2025	412-100-4430-00000	KPOD Radio Spots-07/15/25	2.99	False
449304	9/15/2025	412-100-4430-00000	KPOD Radio Spots-07/15/25	31.51	False
449304	9/15/2025	001-112-4430-00000	KPOD Radio Spots-07/31/25	5.33	False
449304	9/15/2025	001-480-4430-00000	KPOD Radio Spots-07/15-07/15/2025	4.68	False
449304	9/15/2025	001-112-4430-00000	KPOD Radio Spots07/15/25	56.17	False
449304	9/15/2025	001-480-4430-00000	KPOD Radio Spots-07/15/25	4.68	False
449304	9/15/2025	001-480-4430-00000	KPOD Radio Spots-07/31/25	49.32	False
449304	9/15/2025	001-480-4430-00000	KPOD Radio Spots-07/15/25	49.32	False
449304	9/15/2025	001-112-4430-00000	KPOD Radio Spots-07/15/25	56.17	False
449304	9/15/2025	001-112-4430-00000	KPOD Radio Spots- 07/15/2025	56.17	False
449304	9/15/2025	001-480-4430-00000	KPOD Radio Spots-07/15/25	4.68	False
449305	9/15/2025	001-000-3221-00000	REFUND for stay on 10/22-10/25/25 Conf # 12019	17.54	False
449305	9/15/2025	412-000-3570-00000	REFUND for stay on 10/22-10/25/25 Conf # 12019	175.36	False
449306	9/15/2025	413-000-2110-00000	Refund Check 109885-000, 135 FAIRFAX CT	63.14	False
449307	9/15/2025	001-000-3221-00000	REFUND for stay on 10/22-10/25/25 Conf # 12020	15.14	False
449307	9/15/2025	412-000-3570-00000	REFUND for stay on 10/22-10/25/25 Conf # 12020	151.36	False
449308	9/15/2025	419-000-2110-00000	Refund Check 007046-000, 690 N PEBBLE BEACH DR	10.46	False
449309	9/15/2025	419-000-2110-00000	Refund Check 106344-001, 1110 OREGON ST	155.30	False
449310	9/15/2025	413-352-4409-00000	WWTP Operations Contract- Support for July 2025	122,507.06	False
449310	9/15/2025	413-352-4450-00000	WWTP Operations Contract- Repairs	13,333.33	False
449310	9/15/2025	413-351-4409-00000	WWTP Operations Contract- Lab support June 2025	1,400.00	False
449310	9/15/2025	413-352-4340-00000	WWTP Operations Contract- Chemicals.	11,420.83	False
449311	9/15/2025	419-000-2110-00000	Refund Check 107264-001, 2447 QUINLAN AVE	189.60	False
449312	9/15/2025	413-000-2110-00000	Refund Check 111810-000, 2702 OLIVER AVE	5.50	False
449313	9/15/2025	412-100-4409-00000	FY26 - Reservation System 08/01-08/31/25	1,531.00	False
449314	9/15/2025	419-000-2110-00000	Refund Check 008494-000, 1089 HWY 101 NO	76.50	False
449315	9/15/2025	419-120-4409-00000	Springbrook annual cloud renewal - 7/1/25-6/30/26	5,445.00	False
449315	9/15/2025	420-115-4450-00000	Springbrook cloud renewal -7/1/25-6/30/26 Lic.& permit. CREDIT.	-3,974.00	False
449315	9/15/2025	420-115-4450-00000	Springbrook cloud renewal -7/1/25-6/30/26 Lic.& permit.	3,974.00	False
449315	9/15/2025	420-115-4450-00000	Springbrook annual cloud renewal - 7/1/25-6/30/26	41,917.12	False
449316	9/15/2025	001-313-4409-00000	FY26 Planning services - Task Order 22	18,438.75	False
449316	9/15/2025	901-470-4799-47010	Task Order 20 - BFP CEQA & CDP	641.25	False
449317	9/15/2025	001-114-4409-00000	FY26 Safety training- Workplace violence prevention.	156.00	False
449317	9/15/2025	001-114-4409-00000	FY26 Safety training- Ergonomics in construction	180.00	False
449317	9/15/2025	001-114-4409-00000	FY26 Safety training- Work place violence prevention.	504.00	False
449317	9/15/2025	001-114-4409-00000	FY26 -Safety consultant, recordkeeping.	50.00	False
449317	9/15/2025	001-114-4409-00000	FY26 Safety training-CPR renewal	80.00	False

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449317	9/15/2025	001-114-4409-00000	FY26 Safety training- Meetings and reporting.	577.50	False
449317	9/15/2025	001-114-4409-00000	FY26 Safety training- Fire Extinguisher training	36.00	False
449317	9/15/2025	001-114-4409-00000	FY26 Safety training- Reporting, investigations, meeting's	1,060.50	False
449317	9/15/2025	001-114-4409-00000	FY26 Safety training- Excavation for competent person.	364.00	False
449318	9/15/2025	001-480-4409-2020S	Painting of depth markers for pool safety requirements.	1,500.00	False
449319	9/15/2025	001-364-4230-00000	707-951-0714 Dan Borges	10.64	False
449319	9/15/2025	001-110-4230-00000	707-458-5124 Daran Dooley	14.81	False
449319	9/15/2025	001-110-4230-00000	707-458-4131 Candace Tinkler	14.81	False
449319	9/15/2025	001-470-4230-00000	707-951-4418 Jonathan Clewell	9.26	False
449319	9/15/2025	413-353-4230-00000	707-458-5572 Michael Cordova	15.27	False
449319	9/15/2025	001-110-4230-00000	707-951-0876 Isaiah Wright	14.81	False
449319	9/15/2025	419-371-4230-00000	707-951-0714 Dan Borges	21.75	False
449319	9/15/2025	413-120-4230-00000	707-458-8014 Gwyn Mattix	23.14	False
449319	9/15/2025	413-353-4230-00000	707-951-0517 Michael Kimbrell	15.27	False
449319	9/15/2025	001-350-4230-00000	707-457-7655 PW IPad	8.27	False
449319	9/15/2025	001-240-4230-00000	707-951-4950 Ethan Miller	46.28	False
449319	9/15/2025	412-100-4230-00000	707-458-4393 Sean O'Neil	0.46	False
449319	9/15/2025	413-351-4230-00000	707-951-5375 Tara Wood	46.28	False
449319	9/15/2025	413-353-4230-00000	707-951-3354 Heather Welton	15.42	False
449319	9/15/2025	413-353-4230-00000	707-951-5862 Lift Stations Duty Phone	46.28	False
449319	9/15/2025	001-364-4230-00000	707-951-4918 Mike McAleenan	5.09	False
449319	9/15/2025	419-110-4230-00000	707-458-4131 Candace Tinkler	14.81	False
449319	9/15/2025	419-371-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	0.46	False
449319	9/15/2025	001-240-4230-00000	707-951-4867 Garrett Shannon	46.28	False
449319	9/15/2025	001-240-4230-00000	707-954-5634 Police Dept Wireless Hotspot	43.79	False
449319	9/15/2025	413-353-4230-00000	707-951-1982 Jason DuBois	13.23	False
449319	9/15/2025	001-240-4230-00000	707-951-4624 Yeng Lo	46.28	False
449319	9/15/2025	001-470-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	16.20	False
449319	9/15/2025	001-364-4230-00000	707-458-5644 Richard Ybarra	3.68	False
449319	9/15/2025	413-353-4230-00000	707-457-7655 PW IPad	8.26	False
449319	9/15/2025	419-371-4230-00000	707-951-3319 Cliff Van Hook	15.43	False
449319	9/15/2025	001-350-4230-00000	707-951-3354 Heather Welton	15.43	False
449319	9/15/2025	412-110-4230-00000	707-951-0876 Isaiah Wright	1.85	False
449319	9/15/2025	001-350-4230-00000	707-457-7454 Andrew Leighton iPad	8.26	False
449319	9/15/2025	420-115-4230-00000	707-458-5725 IT	46.28	False
449319	9/15/2025	001-251-4230-00000	815-243-0687 Dan Minges	9.42	False
449319	9/15/2025	419-113-4230-00000	707-951-3378 Robin Altman	14.81	False
449319	9/15/2025	412-110-4230-00000	707-458-5124 Daran Dooley	1.85	False
449319	9/15/2025	001-240-4230-00000	707-954-2498 Police Dept Wireless Hotspot	43.79	False
449319	9/15/2025	419-371-4230-00000	707-458-5644 Richard Ybarra	29.39	False
449319	9/15/2025	001-120-4230-00000	707-458-4242 Adrienne McAndrews	9.26	False
449319	9/15/2025	001-470-4230-00000	707-458-4393 Sean O'Neil	0.92	False
449319	9/15/2025	419-371-4230-00000	707-951-4418 Jonathan Clewell	15.74	False

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449319	9/15/2025	001-350-4230-00000	707-951-3319 Cliff Van Hook	15.42	False
449319	9/15/2025	001-480-4230-00000	707-951-4364 Richard Neeley	46.28	False
449319	9/15/2025	001-251-4230-00000	707-458-5306 Sean Rosenthal	18.51	False
449319	9/15/2025	419-371-4230-00000	707-727-6756 Water System	23.22	False
449319	9/15/2025	413-353-4230-00000	707-457-0899 Israel Chavez	15.42	False
449319	9/15/2025	001-364-4230-00000	707-951-4821 Caleb Dean	15.74	False
449319	9/15/2025	413-110-4230-00000	707-458-4131 Candace Tinkler	14.81	False
449319	9/15/2025	508-508-4230-00000	707-951-5149 Bill Huffman	46.28	False
449319	9/15/2025	413-120-4230-00000	707-951-3320 Linda Leaver	15.43	False
449319	9/15/2025	001-240-4230-00000	707-951-5433 Connor Sperling	46.28	False
449319	9/15/2025	413-353-4230-00000	707-951-4918 Mike McAleenan	2.32	False
449319	9/15/2025	419-371-4230-00000	707-951-4918 Mike McAleenan	13.42	False
449319	9/15/2025	413-353-4230-00000	707-951-4759 Chris Long	15.42	False
449319	9/15/2025	419-371-4230-00000	707-951-5704 Chris Long	8.26	False
449319	9/15/2025	419-120-4230-00000	707-951-3320 Linda Leaver	15.42	False
449319	9/15/2025	419-371-4230-00000	707-951-4759 Chris Long	15.43	False
449319	9/15/2025	001-480-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	4.63	False
449319	9/15/2025	001-364-4230-00000	707-457-0899 Israel Chavez	15.43	False
449319	9/15/2025	001-364-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	0.93	False
449319	9/15/2025	001-230-4230-00000	707-954-9143 Fire Dept - Apparatus	24.79	False
449319	9/15/2025	419-120-4230-00000	707-458-8014 Gwyn Mattix	23.14	False
449319	9/15/2025	412-100-4230-00000	707-951-3285 Victor Cordova	46.28	False
449319	9/15/2025	001-240-4230-00000	707-951-5438 Gloria Bobertz	46.28	False
449319	9/15/2025	420-115-4230-00000	707-954-7245 Taylor Patch	46.28	False
449319	9/15/2025	001-240-4230-00000	707-458-5881 Jordan Fillippa	46.28	False
449319	9/15/2025	001-112-4230-00000	707-458-4814 Bridget Lacey	21.56	False
449319	9/15/2025	506-506-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	21.75	False
449319	9/15/2025	001-240-4230-00000	707-951-4485 Richard Griffin	46.28	False
449319	9/15/2025	413-352-4230-00000	707-458-4393 Sean O'Neil	11.57	False
449319	9/15/2025	413-111-4230-00000	707-951-3016 Eric Wier	15.43	False
449319	9/15/2025	419-120-4230-00000	707-458-4242 Adrienne McAndrews	18.51	False
449319	9/15/2025	001-240-4230-00000	707-458-8156 Elizabeth Hutchens	46.28	False
449319	9/15/2025	419-371-4230-00000	707-457-7655 PW IPad	8.26	False
449319	9/15/2025	419-371-4230-00000	707-458-8617 Andrew Leighton	15.42	False
449319	9/15/2025	001-364-4230-00000	707-951-0517 Michael Kimbrell	15.27	False
449319	9/15/2025	419-371-4230-00000	707-951-4821 Caleb Dean	15.27	False
449319	9/15/2025	420-115-4230-00000	General Fees & Credits	109.59	False
449319	9/15/2025	001-240-4230-00000	707-954-6816 Police Dept Wireless Hotspot	46.79	False
449319	9/15/2025	001-470-4230-00000	707-951-9336 Dustin Lovdahl	15.43	False
449319	9/15/2025	001-113-4230-00000	707-951-3378 Robin Altman	14.81	False
449319	9/15/2025	001-251-4230-00000	707-727-6673 Sean Rosenthal	23.54	False
449319	9/15/2025	412-113-4230-00000	707-951-3378 Robin Altman	1.85	False
449319	9/15/2025	001-364-4230-00000	707-951-4569 Wade Mayes	15.42	False

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449319	9/15/2025	001-240-4230-00000	707-954-6581 Colton Maxwell	46.28	False
449319	9/15/2025	001-230-4230-00000	707-457-0794 Crescent Fire Captain	24.79	False
449319	9/15/2025	001-240-4230-00000	707-951-3170 Caleb Natelborg	46.28	False
449319	9/15/2025	001-240-4230-00000	707-458-8283 Axel Aguilera	46.28	False
449319	9/15/2025	413-110-4230-00000	707-458-5124 Daran Dooley	14.81	False
449319	9/15/2025	506-506-4230-00000	707-951-9336 Dustin Lovdahl	30.85	False
449319	9/15/2025	508-508-4230-00000	707-951-0714 Dan Borges	6.94	False
449319	9/15/2025	413-353-4230-00000	707-458-4393 Sean O'Neil	6.02	False
449319	9/15/2025	001-240-4230-00000	707-951-4609 Alex Pearson	46.28	False
449319	9/15/2025	001-364-4230-00000	707-951-4864 Joshua Clark	15.74	False
449319	9/15/2025	001-230-4230-00000	707-457-0714 Everett Buell	46.28	False
449319	9/15/2025	001-470-4230-00000	707-951-4918 Mike McAleenan	25.45	False
449319	9/15/2025	413-110-4230-00000	707-951-3135 Jason Greenough	14.81	False
449319	9/15/2025	419-371-4230-00000	707-951-0517 Michael Kimbrell	15.74	False
449319	9/15/2025	413-353-4230-00000	707-951-5662 Wade Mayes	8.26	False
449319	9/15/2025	419-120-4230-00000	707-458-4937 Meter Reader 2	46.28	False
449319	9/15/2025	419-371-4230-00000	304-920-4865 Water System	23.22	False
449319	9/15/2025	413-120-4230-00000	707-458-4813 Chrissy Rawlings	15.42	False
449319	9/15/2025	413-353-4230-00000	707-951-4821 Caleb Dean	15.27	False
449319	9/15/2025	412-100-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	2.31	False
449319	9/15/2025	413-353-4230-00000	707-951-3319 Cliff Van Hook	15.43	False
449319	9/15/2025	001-364-4230-00000	707-951-5704 Chris Long	8.27	False
449319	9/15/2025	001-230-4230-00000	707-458-8906 Kevin Carey	46.28	False
449319	9/15/2025	001-480-4230-00000	707-951-0430 Dan Borges	3.72	False
449319	9/15/2025	001-364-4230-00000	707-458-4393 Sean O'Neil	4.63	False
449319	9/15/2025	419-371-4230-00000	707-457-7454 Andrew Leighton iPad	8.26	False
449319	9/15/2025	419-371-4230-00000	707-951-3354 Heather Welton	15.43	False
449319	9/15/2025	413-353-4230-00000	707-458-5644 Richard Ybarra	9.53	False
449319	9/15/2025	001-364-4230-00000	707-951-4418 Jonathan Clewell	2.31	False
449319	9/15/2025	419-120-4230-00000	707-458-4813 Chrissy Rawlings	15.43	False
449319	9/15/2025	001-230-4230-00000	707-458-5323 Fire Captains	24.79	False
449319	9/15/2025	419-110-4230-00000	707-458-4323 Ray Altman	14.81	False
449319	9/15/2025	001-480-4230-00000	707-727-6741 Pool	21.22	False
449319	9/15/2025	413-120-4230-00000	707-951-5285 Kristie Kozak	15.42	False
449319	9/15/2025	001-480-4230-00000	563-513-6759 Pool	23.54	False
449319	9/15/2025	412-110-4230-00000	707-458-4323 Ray Altman	1.85	False
449319	9/15/2025	001-250-4230-00000	815-243-0687 Dan Minges	2.35	False
449319	9/15/2025	419-110-4230-00000	707-458-5124 Daran Dooley	14.81	False
449319	9/15/2025	001-364-4230-00000	707-951-4759 Chris Long	15.43	False
449319	9/15/2025	413-120-4230-00000	707-458-4242 Adrienne McAndrews	18.51	False
449319	9/15/2025	001-250-4230-00000	707-951-3447 Dan Minges	23.14	False
449319	9/15/2025	413-352-4230-00000	707-458-4722 Jacobs - WWTP	24.79	False
449319	9/15/2025	001-240-4230-00000	707-951-5035 Daniel Sanders	46.28	False

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449319	9/15/2025	413-351-4230-00000	707-951-3225 Regina Thill	46.28	False
449319	9/15/2025	413-353-4230-00000	707-951-4569 Wade Mayes	15.43	False
449319	9/15/2025	001-250-4230-00000	707-458-5306 Sean Rosenthal	4.63	False
449319	9/15/2025	001-240-4230-00000	707-951-5132 Zackery Turkins	46.28	False
449319	9/15/2025	419-111-4230-00000	707-951-3016 Eric Wier	15.43	False
449319	9/15/2025	001-130-4230-00000	707-458-8008 Martha Rice	23.14	False
449319	9/15/2025	413-112-4230-00000	707-458-4814 Bridget Lacey	12.36	False
449319	9/15/2025	419-371-4230-00000	707-458-5572 Michael Cordova	15.74	False
449319	9/15/2025	001-240-4230-00000	707-951-4896 Anthony Lopez	46.28	False
449319	9/15/2025	419-110-4230-00000	707-951-0876 Isaiah Wright	14.81	False
449319	9/15/2025	419-120-4230-00000	707-951-5285 Kristie Kozak	15.43	False
449319	9/15/2025	001-350-4230-00000	707-458-8617 Andrew Leighton	15.43	False
449319	9/15/2025	001-230-4230-00000	707-951-3406 Vanessa Duncan	46.28	False
449319	9/15/2025	419-120-4230-00000	707-458-8453 Meter Reader SPMR1	46.28	False
449319	9/15/2025	001-470-4230-00000	707-458-5644 Richard Ybarra	3.68	False
449319	9/15/2025	419-371-4230-00000	707-457-0899 Israel Chavez	15.43	False
449319	9/15/2025	001-230-4230-00000	707-457-0715 Beau Smith	46.28	False
449319	9/15/2025	001-480-4230-00000	707-458-4818 William Morris	46.28	False
449319	9/15/2025	412-100-4230-00000	707-951-4515 Lighthouse Cove RV	46.28	False
449319	9/15/2025	413-353-4230-00000	707-458-8617 Andrew Leighton	15.43	False
449319	9/15/2025	413-120-4230-00000	707-458-5594 Diane Swarts	10.04	False
449319	9/15/2025	508-508-4230-00000	707-951-4204 Damien Camper	46.28	False
449319	9/15/2025	419-110-4230-00000	707-951-3135 Jason Greenough	14.81	False
449319	9/15/2025	419-371-4230-00000	707-951-3275 David Yeager	15.43	False
449319	9/15/2025	001-110-4230-00000	707-951-3135 Jason Greenough	14.81	False
449319	9/15/2025	001-364-4230-00000	707-951-0430 Dan Borges	5.70	False
449319	9/15/2025	419-112-4230-00000	707-458-4814 Bridget Lacey	12.36	False
449319	9/15/2025	419-120-4230-00000	707-458-5026 Meter Reader SPMR2	46.28	False
449319	9/15/2025	413-130-4230-00000	707-458-8008 Martha Rice	11.57	False
449319	9/15/2025	001-364-4230-00000	707-458-5572 Michael Cordova	15.27	False
449319	9/15/2025	413-353-4230-00000	707-951-5704 Chris Long	8.26	False
449319	9/15/2025	419-371-4230-00000	707-458-4393 Sean O'Neil	22.68	False
449319	9/15/2025	001-350-4230-00000	707-951-3275 David Yeager	15.43	False
449319	9/15/2025	419-371-4230-00000	707-951-4569 Wade Mayes	15.43	False
449319	9/15/2025	419-371-4230-00000	540-320-5351 Water System	23.22	False
449319	9/15/2025	001-110-4230-00000	707-458-4323 Ray Altman	14.81	False
449319	9/15/2025	001-120-4230-00000	707-458-4813 Chrissy Rawlings	15.43	False
449319	9/15/2025	001-230-4230-00000	707-457-0795 Crescent Fire Captain	24.79	False
449319	9/15/2025	001-230-4230-00000	707-458-5216 CrescentFire	24.79	False
449319	9/15/2025	412-110-4230-00000	707-458-4131 Candace Tinkler	1.85	False
449319	9/15/2025	413-110-4230-00000	707-951-0876 Isaiah Wright	14.81	False
449319	9/15/2025	508-508-4230-00000	707-951-0430 Dan Borges	3.72	False
449319	9/15/2025	413-113-4230-00000	707-951-3378 Robin Altman	14.81	False

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449319	9/15/2025	419-130-4230-00000	707-458-8008 Martha Rice	11.57	False
449319	9/15/2025	419-371-4230-00000	707-951-1982 Jason DuBois	29.39	False
449319	9/15/2025	419-371-4230-00000	707-951-5662 Wade Mayes	8.27	False
449319	9/15/2025	001-480-4230-00000	707-951-0714 Dan Borges	6.95	False
449319	9/15/2025	001-480-4230-00000	707-458-8452 Alissa Garcia	46.28	False
449319	9/15/2025	413-110-4230-00000	707-458-4323 Ray Altman	14.81	False
449319	9/15/2025	413-353-4230-00000	707-951-3275 David Yeager	15.42	False
449319	9/15/2025	001-240-4230-00000	707-951-5329 Samantha Aguirre	46.28	False
449319	9/15/2025	001-120-4230-00000	707-458-5594 Diane Swarts	22.63	False
449319	9/15/2025	413-353-4230-00000	707-951-4418 Jonathan Clewell	18.97	False
449319	9/15/2025	001-120-4230-00000	707-951-5285 Kristie Kozak	15.43	False
449319	9/15/2025	419-371-4230-00000	707-951-0430 Dan Borges	11.65	False
449319	9/15/2025	420-115-4230-00000	707-458-8649 Taylor Patch	46.28	False
449319	9/15/2025	001-240-4230-00000	707-951-5250 Police Department	46.28	False
449319	9/15/2025	419-371-4230-00000	707-951-4864 Joshua Clark	15.27	False
449319	9/15/2025	001-120-4230-00000	707-951-3320 Linda Leaver	15.43	False
449319	9/15/2025	420-115-4230-00000	707-458-8862 Fritz Ludemann	46.28	False
449319	9/15/2025	001-230-4230-00000	707-951-0671 Jason Borges	46.28	False
449319	9/15/2025	001-364-4230-00000	707-951-5662 Wade Mayes	8.26	False
449319	9/15/2025	419-120-4230-00000	707-458-5594 Diane Swarts	10.37	False
449319	9/15/2025	001-240-4230-00000	707-951-5088 Magnolia Valero	46.28	False
449319	9/15/2025	413-353-4230-00000	707-457-7454 Andrew Leighton iPad	8.27	False
449319	9/15/2025	001-364-4230-00000	707-951-1982 Jason DuBois	3.66	False
449319	9/15/2025	412-120-4230-00000	707-458-5594 Diane Swarts	2.18	False
449319	9/15/2025	412-110-4230-00000	707-951-3135 Jason Greenough	1.85	False
449319	9/15/2025	413-352-4230-00000	707-951-0923 Austin Nova (Jacobs)	24.79	False
449319	9/15/2025	413-353-4230-00000	707-951-4864 Joshua Clark	15.27	False
449319	9/15/2025	001-111-4230-00000	707-951-3016 Eric Wier	15.42	False
449319	9/15/2025	001-240-4230-00000	707-951-4494 Ed Wilson	46.28	False
449320	9/15/2025	419-000-2110-00000	Refund Check 103150-002, 275 E MACKEN AVE	39.45	False
449321	9/15/2025	420-115-4230-00000	707-951-5305 Open Line (IT)	17.87	False
449321	9/15/2025	420-115-4230-00000	707-951-1598 (Patch) Service	17.87	False
449321	9/15/2025	419-112-4230-00000	707-951-1975 (Lacey) Service:	4.77	False
449321	9/15/2025	001-251-4230-00000	707-951-5158 (Rosenthal) Service:	7.14	False
449321	9/15/2025	001-111-4230-00000	707-951-3898 (Conference Room) Service:	9.34	False
449321	9/15/2025	508-508-4230-00000	707-951-3374 Corp Yard Auto Recept - Fritz	22.34	False
449321	9/15/2025	001-120-4230-00000	707-951-5834 Melissa Leeper	5.96	False
449321	9/15/2025	001-240-4230-00000	707-951-5684 Garrett Shannon	17.87	False
449321	9/15/2025	001-350-4230-00000	707-951-2627 (Van Hook) Service:	5.95	False
449321	9/15/2025	001-240-4230-00000	707-457-7977 Police Auto Receptionist	22.34	False
449321	9/15/2025	412-100-4230-00000	707-951-9704 (Lighthouse Cove RV) Service:	28.02	False
449321	9/15/2025	413-352-4230-00000	707-951-5922 WWTP Auto Recept - Fritz	22.34	False
449321	9/15/2025	001-230-4230-00000	707-464-9113 (Fire Hall) Service:	28.02	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449321	9/15/2025	001-240-4230-00000	707-951-3963 (Hutchens) Service:	28.02	False
449321	9/15/2025	001-120-4230-00000	707-951-5342 Rawlings	5.96	False
449321	9/15/2025	413-351-4230-00000	707-951-9756 (Goodgame-Thill) Service:	28.02	False
449321	9/15/2025	413-112-4230-00000	707-951-1975 (Lacey) Service:	4.77	False
449321	9/15/2025	419-371-4230-00000	707-951-0540 PW SPARE	18.24	False
449321	9/15/2025	001-120-4230-00000	707-951-5054 (Leaver) Service:	5.95	False
449321	9/15/2025	419-111-4230-00000	707-951-3898 (Conference Room) Service:	9.34	False
449321	9/15/2025	413-353-4230-00000	707-951-3904 Wade Mayes	5.88	False
449321	9/15/2025	412-120-4230-00000	707-951-5644 Diane Swarts	0.84	False
449321	9/15/2025	001-240-4230-00000	707-951-5115 (Pearson) Service:	17.87	False
449321	9/15/2025	001-240-4230-00000	707-457-0884 Dash Cam	40.01	False
449321	9/15/2025	419-120-4230-00000	707-951-5342 Rawlings	5.95	False
449321	9/15/2025	413-120-4230-00000	707-951-3907 (Cash Receipting) Service:	9.34	False
449321	9/15/2025	419-371-4230-00000	707-951-4116 (Amarante) Service:	23.58	False
449321	9/15/2025	413-352-4230-00000	707-951-6831 (WWTP) - Fritz	22.34	False
449321	9/15/2025	001-470-4230-00000	707-951-4116 (Amarante) Service:	2.95	False
449321	9/15/2025	001-240-4230-00000	707-457-0881 Dash Cam	40.15	False
449321	9/15/2025	413-353-4230-00000	707-951-2627 (Van Hook) Service:	5.96	False
449321	9/15/2025	001-240-4230-00000	707-457-0890 Dash Cam	40.01	False
449321	9/15/2025	001-111-4230-00000	707-951-3228 (Wier) Service:	5.95	False
449321	9/15/2025	413-353-4230-00000	707-951-0481 PW SPARE	7.98	False
449321	9/15/2025	001-230-4230-00000	707-951-5234 Kevin Carey	17.87	False
449321	9/15/2025	419-120-4230-00000	707-951-3930 (Water/Sewer UB Line) Sevice:	14.01	False
449321	9/15/2025	001-240-4230-00000	707-457-0891 Dash Cam	40.01	False
449321	9/15/2025	001-240-4230-00000	707-951-3150 (Sanders) Service:	17.87	False
449321	9/15/2025	001-364-4230-00000	707-951-4951 (PW IPAD) Service:	12.67	False
449321	9/15/2025	001-130-4230-00000	707-951-3063 (Rice) Service:	8.94	False
449321	9/15/2025	001-114-4230-00000	707-951-3392 HR LINE	26.84	False
449321	9/15/2025	413-111-4230-00000	707-951-3228 (Wier) Service:	5.96	False
449321	9/15/2025	001-480-4230-00000	707-951-5192 Neeley	17.87	False
449321	9/15/2025	413-353-4230-00000	707-951-3905 (WWTP Spare) Service:	1.11	False
449321	9/15/2025	001-240-4230-00000	707-951-5170 (Sperling) Service:	17.87	False
449321	9/15/2025	001-480-4230-00000	707-951-1991 (Borges, D) Service	2.68	False
449321	9/15/2025	001-480-4230-00000	707-457-0732 Fred Endert Pool	22.34	False
449321	9/15/2025	001-350-4230-00000	707-951-3927 (Welton) Service:	9.34	False
449321	9/15/2025	001-240-4230-00000	707-951-1946 (Lopez) Service:	17.87	False
449321	9/15/2025	413-352-4230-00000	707-951-3294 WWTP Auto Recept - Fritz	22.34	False
449321	9/15/2025	419-371-4230-00000	707-951-3904 Wade Mayes	15.13	False
449321	9/15/2025	001-120-4230-00000	707-951-3907 (Cash Receipting) Service:	9.34	False
449321	9/15/2025	419-120-4230-00000	707-457-0842 UB Auto Receptionist	11.17	False
449321	9/15/2025	413-352-4230-00000	707-951-6681 (WWTP) - Fritz	22.34	False
449321	9/15/2025	413-352-4230-00000	707-951-5005 WWTP Auto Recept - Fritz	22.34	False
449321	9/15/2025	413-351-4230-00000	707-951-5017 (Lab) Service:	28.02	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449321	9/15/2025	413-113-4230-00000	707-951-5239 Altman, Robin	5.72	False
449321	9/15/2025	419-120-4230-00000	707-951-5644 Diane Swarts	4.00	False
449321	9/15/2025	419-371-4230-00000	707-951-2627 (Van Hook) Service:	5.96	False
449321	9/15/2025	001-240-4230-00000	707-951-5023 (Phillippa) Service:	17.87	False
449321	9/15/2025	413-353-4230-00000	707-951-3943 (Martinez) Service:	1.11	False
449321	9/15/2025	413-120-4230-00000	707-951-5342 Rawlings	5.96	False
449321	9/15/2025	001-350-4230-00000	707-951-9082 PW Auto Receptionist	7.45	False
449321	9/15/2025	413-353-4230-00000	707-951-0167 (WWTP Ops) Service:	28.02	False
449321	9/15/2025	508-508-4230-00000	707-951-5080 Camper	17.87	False
449321	9/15/2025	001-230-4230-00000	707-951-3561 (Carey) Service:	38.01	False
449321	9/15/2025	413-353-4230-00000	707-951-9082 PW Auto Receptionist	7.44	False
449321	9/15/2025	419-120-4230-00000	707-951-3355 (Kozak) Service:	5.95	False
449321	9/15/2025	001-240-4230-00000	707-951-5300 Valero, Magnolia	17.87	False
449321	9/15/2025	001-240-4230-00000	707-457-0873 Dash Cam	40.01	False
449321	9/15/2025	001-240-4230-00000	707-951-3960 (Griffin) Service:	28.02	False
449321	9/15/2025	001-240-4230-00000	707-457-0866 Dash Cam	40.01	False
449321	9/15/2025	506-506-4230-00000	707-951-3904 Wade Mayes	3.08	False
449321	9/15/2025	001-240-4230-00000	707-951-5205 Owen	17.87	False
449321	9/15/2025	413-353-4230-00000	707-951-4951 (PW IPAD) Service:	12.67	False
449321	9/15/2025	419-120-4230-00000	707-951-5834 Melissa Leeper	5.96	False
449321	9/15/2025	413-111-4230-00000	707-951-3898 (Conference Room) Service:	9.34	False
449321	9/15/2025	413-120-4230-00000	707-951-5054 (Leaver) Service:	5.96	False
449321	9/15/2025	413-351-4230-00000	707-951-6970 (Lab-Desk) Service:	28.02	False
449321	9/15/2025	001-240-4230-00000	707-951-1988 (Aguirre) Service:	17.87	False
449321	9/15/2025	001-480-4230-00000	707-951-5194 Kelly Feola	3.93	False
449321	9/15/2025	001-470-4230-00000	707-951-5194 Kelly Feola	2.32	False
449321	9/15/2025	001-240-4230-00000	707-951-3152 (Lo) Service:	17.87	False
449321	9/15/2025	001-364-4230-00000	707-951-0540 PW SPARE	12.16	False
449321	9/15/2025	506-506-4230-00000	707-951-0540 PW SPARE	3.80	False
449321	9/15/2025	419-371-4230-00000	707-951-1991 (Borges, D) Service	8.40	False
449321	9/15/2025	413-353-4230-00000	707-951-5143 (Yeager) Service:	5.96	False
449321	9/15/2025	413-120-4230-00000	707-457-0842 UB Auto Receptionist	11.17	False
449321	9/15/2025	001-120-4230-00000	707-951-5644 Diane Swarts	8.74	False
449321	9/15/2025	419-120-4230-00000	707-951-5054 (Leaver) Service:	5.96	False
449321	9/15/2025	001-471-4230-00000	707-951-5194 Kelly Feola	1.79	False
449321	9/15/2025	419-113-4230-00000	707-951-5239 Altman, Robin	5.72	False
449321	9/15/2025	001-250-4230-00000	707-951-5158 (Rosenthal) Service:	1.79	False
449321	9/15/2025	413-352-4230-00000	707-951-0002 (WWTP Lg Conf Rm) Service:	28.02	False
449321	9/15/2025	413-114-4230-00000	707-951-3392 HR LINE	4.10	False
449321	9/15/2025	419-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.44	False
449321	9/15/2025	413-130-4230-00000	707-951-3063 (Rice) Service:	4.47	False
449321	9/15/2025	413-352-4230-00000	707-951-3105 WWTP Auto Recept - Fritz	22.34	False
449321	9/15/2025	419-120-4230-00000	707-951-3907 (Cash Receipting) Service:	9.34	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449321	9/15/2025	001-364-4230-00000	707-951-0481 PW SPARE	5.32	False
449321	9/15/2025	001-240-4230-00000	707-457-0867 Dash Cam	40.01	False
449321	9/15/2025	413-120-4230-00000	707-951-5834 Melissa Leeper	5.95	False
449321	9/15/2025	001-350-4230-00000	707-951-5179 Leighton	5.96	False
449321	9/15/2025	419-371-4230-00000	707-951-9082 PW Auto Receptionist	7.45	False
449321	9/15/2025	412-100-4230-00000	707-951-5194 Kelly Feola	5.36	False
449321	9/15/2025	506-506-4230-00000	707-951-0481 PW SPARE	4.18	False
449321	9/15/2025	413-352-4230-00000	707-951-4779 (WWTP Project Manager) Service:	28.02	False
449321	9/15/2025	001-112-4230-00000	707-951-1975 (Lacey) Service:	8.33	False
449321	9/15/2025	419-371-4230-00000	707-951-4951 (PW IPAD) Service:	12.67	False
449321	9/15/2025	508-508-4230-00000	707-951-1991 (Borges, D) Service	2.68	False
449321	9/15/2025	001-240-4230-00000	707-951-1958 (Wilson) Service:	17.87	False
449321	9/15/2025	001-240-4230-00000	707-951-7001 (VIP Phone) Service:	1.11	False
449321	9/15/2025	412-100-4230-00000	707-951-0023 Lighthouse Cove RV	28.02	False
449321	9/15/2025	419-114-4230-00000	707-951-3392 HR LINE	4.52	False
449321	9/15/2025	419-130-4230-00000	707-951-3063 (Rice) Service:	4.46	False
449321	9/15/2025	001-240-4230-00000	707-951-3471 (Miller) Service:	17.87	False
449321	9/15/2025	419-371-4230-00000	707-951-3927 (Welton) Service:	9.34	False
449321	9/15/2025	001-364-4230-00000	707-951-3904 Wade Mayes	3.93	False
449321	9/15/2025	001-240-4230-00000	707-457-0885 Dash Cam	40.01	False
449321	9/15/2025	001-240-4230-00000	707-457-0877 Dash Cam	40.01	False
449321	9/15/2025	413-352-4230-00000	707-951-3119 WWTP Auto Recept - Fritz	22.34	False
449321	9/15/2025	001-112-4230-00000	707-951-5194 Kelly Feola	4.47	False
449321	9/15/2025	413-353-4230-00000	707-951-4116 (Amarante) Service:	8.86	False
449321	9/15/2025	001-230-4230-00000	707-951-5356 Vanessa Duncan	17.87	False
449321	9/15/2025	413-353-4230-00000	707-951-0540 PW SPARE	3.81	False
449321	9/15/2025	413-351-4230-00000	707-951-0494 (Wood-Desk) Service:	28.02	False
449321	9/15/2025	001-120-4230-00000	707-951-3355 (Kozak) Service:	5.96	False
449321	9/15/2025	508-508-4230-00000	707-951-3928 (Huffman) Service	28.02	False
449321	9/15/2025	001-480-4230-00000	707-951-3921 (Pool Front Counter) Service:	28.02	False
449321	9/15/2025	413-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.45	False
449321	9/15/2025	413-353-4230-00000	707-951-3927 (Welton) Service:	9.34	False
449321	9/15/2025	001-480-4230-00000	707-951-3962 (A Garcia) Service:	28.02	False
449321	9/15/2025	412-113-4230-00000	707-951-5239 Altman, Robin	0.71	False
449321	9/15/2025	413-120-4230-00000	707-951-5644 Diane Swarts	3.88	False
449321	9/15/2025	413-120-4230-00000	707-951-3355 (Kozak) Service:	5.96	False
449321	9/15/2025	001-350-4230-00000	707-951-5143 (Yeager) Service:	5.96	False
449321	9/15/2025	001-364-4230-00000	707-951-1991 (Borges, D) Service	4.11	False
449321	9/15/2025	001-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.45	False
449321	9/15/2025	413-351-4230-00000	707-951-6819 (Lab-Desk) Service:	28.02	False
449321	9/15/2025	001-113-4230-00000	707-951-5239 Altman, Robin	5.72	False
449321	9/15/2025	419-120-4230-00000	707-951-2294 SPMR Meter Reader	38.34	False
449321	9/15/2025	412-100-4230-00000	707-951-5029 (Lighthouse Cove RV) Service:	23.46	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449321	9/15/2025	419-371-4230-00000	707-951-5143 (Yeager) Service:	5.95	False
449321	9/15/2025	419-371-4230-00000	707-951-5179 Leighton	5.95	False
449321	9/15/2025	419-371-4230-00000	707-951-0481 PW SPARE	20.53	False
449321	9/15/2025	001-240-4230-00000	707-457-0870 Dash Cam	40.01	False
449321	9/15/2025	419-111-4230-00000	707-951-3228 (Wier) Service:	5.96	False
449321	9/15/2025	412-114-4230-00000	707-951-3392 HR LINE	0.96	False
449321	9/15/2025	413-353-4230-00000	707-951-5179 Leighton	5.96	False
449321	9/15/2025	001-480-4230-00000	707-951-5193 W Morris	17.87	False
449321	9/15/2025	001-250-4230-00000	707-951-3288 (Minges) Service:	8.93	False
449321	9/15/2025	001-240-4230-00000	707-951-5326 Aguilera	17.87	False
449321	9/15/2025	001-364-4230-00000	707-951-4116 (Amarante) Service:	2.95	False
449321	9/15/2025	413-120-4230-00000	707-951-3930 (Water/Sewer UB Line) Service:	14.01	False
449321	9/15/2025	420-115-4230-00000	707-951-1613 IT Use	17.87	False
449321	9/15/2025	001-240-4230-00000	707-458-5225 Dash Cam	74.86	False
449322	9/15/2025	419-000-2110-00000	Refund Check 111348-000, 623 C ST	149.35	False
449323	9/15/2025	419-000-2110-00000	Refund Check 112294-000, 485 J ST #E	155.30	False
449324	9/15/2025	419-000-2110-00000	Refund Check 111466-000, 391 M ST	191.73	False
449325	9/15/2025	610-000-2170-00000	PR Batch 00001.09.2025 Child Support-CA	88.84	False
449326	9/15/2025	610-000-2184-00000	PR Batch 00011.09.2025 CCEA Monthly Dues	10.00	False
449326	9/15/2025	610-000-2184-00000	PR Batch 00001.09.2025 CCEA Monthly Dues	75.00	False
449327	9/15/2025	610-000-2181-00000	PR Batch 00011.09.2025 CCPOA Dues	550.00	False
449328	9/15/2025	610-000-2186-00000	Plan# 306752	42.63	False
449328	9/15/2025	610-000-2186-00000	Plan# 306752	203.29	False
449328	9/15/2025	610-000-2178-00000	Plan# 300878	282.70	False
449328	9/15/2025	610-000-2178-00000	Plan# 300878	2,165.00	False
449328	9/15/2025	610-000-2186-00000	Plan# 306752	318.77	False
449328	9/15/2025	610-000-2186-00000	Plan# 306752	66.85	False
449328	9/15/2025	610-000-2178-00000	Plan# 300878	2,050.00	False
449328	9/15/2025	610-000-2178-00000	Plan# 300878	103.47	False
449329	9/15/2025	610-000-2182-00000	PR Batch 00011.09.2025 PORAC RMT	550.00	False
449330	9/19/2025	610-000-2186-00000	Plan # 306752	213.07	False
449330	9/19/2025	610-000-2186-00000	Plan # 306752	1,016.21	False
449330	9/19/2025	610-000-2178-00000	Plan # 300878	4,245.74	False
				954,641.90	

AP
09-06-25 to 09.19-25 Housing

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kkozak , 9/23/2025, 2:50:22 PM

User: kbates@crescentcity.org
Printed: 9/23/2025 12:46:25 PM

Check Date	Check Number	Description	Amount	Selected For Void
9/15/2025	449321	707-951-5644 Diane Swarts	0.41	False
9/15/2025	449319	707-458-5594 Diane Swarts	1.06	False
9/15/2025	449321	707-951-3392 HR LINE	1.92	False
9/15/2025	449321	707-951-3288 (Minges) Service:	8.94	False
9/15/2025	449321	707-951-5158 (Rosenthal) Service:	8.94	False
9/15/2025	449319	815-243-0687 Dan Minges	11.77	False
9/9/2025	0	Gasb 68 - Misc	18.00	False
9/15/2025	449321	707-464-9216 (HA Office) Service:	22.34	False
9/15/2025	449319	707-951-3447 Dan Minges	23.14	False
9/15/2025	449319	707-458-5306 Sean Rosenthal	23.14	False
9/15/2025	449321	707-951-0710 (Miller) Service:	28.02	False
9/15/2025	449321	707-951-0909 (Hurt) Service:	28.02	False
9/15/2025	449321	707-951-0897 (Stover) Service:	28.02	False
9/15/2025	449321	707-951-0902 (Hartwick) Service:	28.02	False
9/15/2025	449319	707-458-5990 Megan Miller	46.28	False
9/15/2025	449319	707-458-4815 Stephanie Stover	46.28	False
9/15/2025	449319	707-458-4816 Jolene Hurt	46.28	False
9/15/2025	449319	707-458-4817 Wendy Hartwick	46.28	False
			416.86	

CITY OF CRESCENT CITY

MAYOR RAY ALTMAN
MAYOR PRO TEM ISAIAH WRIGHT
COUNCIL MEMBER DARAN DOOLEY
COUNCIL MEMBER JASON GREENOUGH
COUNCIL MEMBER CANDACE TINKLER

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 **SEPTEMBER 15, 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)): Regional Water Quality Control Board Administrative Civil Liability Complaint R1-2025-0034 (Crescent City Wastewater Treatment Facility)
- **Conference with Legal Counsel –** Potential Litigation (Gov. Code § 54956.9(d)(2)): Government Claim of Adam Spencer, et al
- **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

Closed session adjourned at 6:01 p.m.

OPEN SESSION

Call to order Mayor Altman called the meeting to order at 6:03 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, IT GIS Technician Taylor Patch, Finance Director Linda Leaver, 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 the following action taken on closed session items:

On a motion by Mayor Pro Tem Wright, seconded by Council Member Greenough and carried unanimously, the City Council of the City of Crescent City rejected the government claim of Adam Spencer, Colin Spencer, Tieran Gannon and the estate of Jack Spencer dated August 14, 2025.

On a motion by Council Member Tinkler, seconded by Mayor Pro Tem Wright, and carried unanimously, the City Council of the City of Crescent City authorized the City Manager to waive the hearing and negotiate the settlement with the Regional Water Quality Control Board.

CEREMONIAL ITEMS

- **Suicide Awareness and Prevention Month Proclamation**

Mayor Altman read the proclamation aloud and presented it to Gordon Clay of Zero Attempts. Mr. Clay spoke to the Council about suicide awareness.

Mayor Altman reported that Council Member Greenough had a request for the Council to be added to the agenda. Council Member Greenough asked for a moment of silence for Charlie Kirk. Mayor Altman called for a moment of silence at 6:21 p.m.

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 July 26, 2025 through August 8, 2025, for the period August 9, 2025 through August 22, 2025 and for the period August 23, 2025 to September 5, 2025.*

2. **Council Meeting Minutes**
   - *Recommendation: Approve and adopt the June 2, 2025 and August 18, 2025 meeting minutes of the City Council.*

3. **Payroll Report**
   - *Recommendation: Receive and file the biweekly payroll reports for the period ending August 9, 2025 paid August 15, 2025, for the period ending August 23, 2025 paid August 29, 2025 and for the period ending September 6, 2025 paid September 12, 2025.*

4. **Park Irrigation Improvement Budget Amendment**
   - *Recommendation: Approve and adopt Resolution No. 2025-41, 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*

5. **Fiscal Amendment for FY 24-25 Planning Services and Task Order #22 for FY 25-26 Planning Services**
    - *Recommendation: Approve and authorize the City Manager to sign Task Order 13 Amendment 2 with SHN Consulting Engineers & Geologists for planning services for FY 24-25*
    - *Approve and authorize the City Manager to sign Task Order 22 with SHN Consulting Engineers & Geologists for planning services for FY 25-26*

6. **2024 CDBG Budget**
    - *Recommendation: Approve and adopt Resolution No. 2025-42, 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*

7. **2023 HOME Grant – Creation of Special Revenue Fund and Budget**
    - *Recommendation: Approve and adopt Resolution No. 2025-43, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING A NEW FUND FOR THE 23-HOME-16305 GRANT AND ASSOCIATED PROJECTS*
    - *Approve and adopt Resolution No. 2025-44, 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*

There were no comments from the public.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Greenough, the City Council of the City of Crescent City adopted the consent calendar consisting of items 1-7 as presented.

PUBLIC HEARING - None

CONTINUING BUSINESS - None

NEW BUSINESS

8. **Redwood Coast Transit Authority (RCTA) Transit Center Agreement**
    - *Recommendation: Hear staff report*
    - *Technical questions from the Council*
    - *Receive public comment*
    - *Further Council discussion*
    - *Approve and authorize the City Manager to sign an Agreement with the Redwood Coast Transit Authority Regarding the Lease of City Property for Use as a Transit Center*

City Manager Wier reported to the Council on the project as it has been before the Council several times. City Attorney Rice went over the details of the Agreement. Mayor Pro Tem Wright asked about the term of the agreement; City Attorney Rice stated it would be negotiated later.

There were no comments from the public

On a motion by Mayor Pro Tem Wright, seconded by Council Member Greenough, the City Council of the City of Crescent City approved and authorized the City Manager to sign an Agreement with the Redwood Coast Transit Authority Regarding the Lease of City Property for Use as a Transit Center.

9. Front Street Gateway Improvements Phase 1C Re-issue Construction Contract Award

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve the following plans and specifications:*
    1. *Front Street Improvements Play to L Streets Plans, dated June 2, 2025;*
    2. *Cultural Gateway and Beautification Project Paths of Culture and Interpretive Node Plans, dated May 9, 2025; and*
    3. *Front Street Gateway Improvements Phase 1C Re-Issue Specifications.*
- *Approve and Authorize the City Manager to sign:*
    1. *A contract with Tidewater Contractors, Inc. for the construction of the Front Street Gateway Improvements Phase 1C project;*
    2. *Contract Change Order #1 with Tidewater Contractors, Inc. for the deletion of the current irrigation design and construction included in the contract pricing provided by Tidewater; and*
    3. *Change orders in an aggregate amount not to exceed $100,000, with no single change order more than $75,000.*
- *Reaffirm staff's CEQA determination that the project is categorically exempt per CEQA guidelines Class 1 § 15301(a) – Existing Facilities and Class 3 § 15303 – New Construction.*

City Manager Wier reported to the Council the overall details of the project and grant funding. Director Yeager gave more details about the project and the funding sources. Council Member Greenough asked about the Cultural Center and the flags are not hung properly and would like to see a flag pole added to the design. The Council was in consensus to have a design plan brought back to the Council for the flagpole. Council Member Tinkler stated her concern about the irrigation and that it needs to be done properly so the plants are taken care of. Director Yeager stated that only one contractor bid the irrigation. Council Member Greenough stated that the lumber, mining and fishing industry should be acknowledged in the Park design. City Manager Wier explained that the full design of the Park will be brought back to the Council at a future Council meeting. City Manager Wier asked if there was Council consensus to ask the Measure S Oversight Committee for $300k in contingency; the Council was in consensus.

There were no comments from the public.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Tinkler, the City Council of the City of Crescent City approved the following plans and specifications: Front Street Improvements Play to L Streets Plans, dated June 2, 2025; Cultural Gateway and Beautification Project Paths of Culture and Interpretive Node Plans, dated May 9, 2025; and Front Street Gateway Improvements Phase 1C Re-Issue Specifications. Approved and authorized the City Manager to sign: A contract with Tidewater Contractors, Inc. for the construction of the Front Street Gateway Improvements Phase 1C project; Contract Change Order #1 with Tidewater Contractors, Inc. for the deletion of the current irrigation design and construction included in the contract pricing provided by Tidewater; and Change orders in an aggregate amount not to exceed $100,000, with no single change order more than $75,000.Reaffirm staff's CEQA determination that the project is categorically exempt per CEQA guidelines Class 1 § 15301(a) – Existing Facilities and Class 3 § 15303 – New Construction.

10. CCPD ABC OTS Local Enforcement Grant Application 2025

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve the submission of a grant application for ABC Office of Traffic Safety Local Enforcement Grant Program in the amount of $16,900 and authorize the City Manager to sign the grant agreement if the grant is awarded*

Chief Griffin stated that this is like the ABC grant; this will cover labor expenses and travel for training that is required for when you get this grant. CCPD did not get the ABC grant this year.

There were no comments from the public.

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 approved the submission of a grant application for ABC Office of Traffic Safety Local Enforcement Grant Program in the amount of $16,900 and authorized the City Manager to sign the grant agreement if the grant is awarded.

11. City Council Stipends

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Council discussion and direction regarding Council Member stipends*

City Attorney Rice reported to the Council a background of the stipends and that the last time it was discussed was in 2009. The new maximum stipend set by the State is $950. She went over what City Council Members in Humboldt receive for stipends. The Council that last approved the stipend said it would be after the next election and states that the Council can make that same decision. Council Member Tinkler appreciated seeing the comparable amounts from other areas; is hesitant due to the needs of the City's infrastructure. Council Member Greenough concurred with Council Member Tinkler. Mayor Altman stated his reason for this discussion was because he wanted to know the history and he is also concerned that no one has been running against current Council Members and would like to see more of an incentive for citizens to be more involved and has something that keeps up with inflation. This should also be for after the election so it would not benefit the sitting Council. Mayor Pro Tem Wright stated that the current Council stipend is very close to our neighbors in the south. Council Member Tinkler stated she would like for more public involvement and would like tools to encourage people to run for a seat on the City Council. The Council was in consensus to drop the topic.

There were no comments from the public.

CITY COUNCIL ITEMS

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

Council Member Greenough: thanked the Council for the moment of silence; wants to add pieces to the Beachfront Park Master Plan.

Council Member Tinkler: would like see the other pieces for the Park such as fishing, logging, and mining can be placed in other spots of the community, not all in the Park.

Mayor Altman asked if there was Council consensus to add extra pieces to the design; City Manager Wier explained that these pieces have already been placed in the design and will come back before the Council.

- **Legislative Matters –** None

- **City Manager Report and City Council Directives –** City Manager Wier reported that the Planning Commission did make a decision to bring a sign ordinance before the Council regarding electric signs as well as changes to the cannabis ordinance.

  - **Jetty Improvement Update**
    - Director Yeager gave an update on the improvements made to the jetty by the Army Corps of Engineers. They have added a fortified gate with more signs stating that it is unsafe for walking.
  - **Fred Endert Pool Update**
    - Director Yeager gave an update on the pool roof project as well as other ongoing projects inside of the building. Director Feola reported to the Council that there are alot of new swimmers at the Pool. The Swim Team will have a mini-meet on October 18th with Brookings Swim Team. Sea Cruise is October 4th, first Pump Track event is on October 11th, the Library's BBQ and Books event raised $1200 for the library. Last week the VFW Auxillary did an event for our local First Responders. October 25th will be the annual Monster Splash at the Pool. A video of the World Expo is on the City's Facebook page.
  - Chief Griffin reported to the Council regarding the request for $110k for a mobile unit from a grant.

ADJOURNMENT

There being no further business to come before the Council, Mayor Altman retired to closed session at 7:55 p.m. The closed session adjourned at 8:15 p.m., with nothing to report out, to the regular meeting of the City Council of the City of Crescent City on Monday, October 6, 2025 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531.

ATTEST:

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Robin Altman, City Clerk/Administrative Analyst

CITY OF CRESCENT CITY

MINUTES
SPECIAL CLOSED SESSION
CITY COUNCIL OF THE CITY OF CRESCENT CITY

WASTEWATER TREATMENT FACILITY
210 BATTERY STREET
CRESCENT CITY, CA 95531

MONDAY **SEPTEMBER 29, 2025** **5:00 P.M.**

CLOSED SESSION

Call to order Mayor Altman called the meeting to order at 5:07 p.m.

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

- **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

Mayor Pro Tem Wright arrived to the meeting in progress at 5:10 p.m.

There were no members of the public present for comments on the agenda, and no public comments received via email.

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

ADJOURNMENT
There being no further business to come before the Council, Mayor Altman adjourned the meeting at 6:38 p.m. to the regular meeting of the City Council of the City of Crescent City on Monday, October 6, 2025 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531.

ATTEST:

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Robin Altman, City Clerk/Administrative Analyst

City of Crescent City

Biweekly Payroll Report

Payroll Ending 09/20/2025

Pay Date 09/26/2025

Check Numbers: 111608 - 111616 (Plus Direct Deposits)

Home Dept.	Regular Pay	Overtime	Gross Pay	Employees	Notes
City Council (110)	1,409.85	-	1,409.85	5	
Administration (111)	19,864.16	1,564.67	21,428.83	5	
Finance (120)	19,776.75	304.53	20,081.28	7	
City Attorney (130)	5,333.20	-	5,333.20	1	
Fire (230)	20,390.68	1,724.40	22,115.08	5	
Police (240)	42,773.02	6,838.41	49,611.43	15	
Planning (313)	1,589.26	-	1,589.26	1	
Public Works (350)	60,573.06	3,968.02	64,541.08	26	
Recreation (450)	5,185.51	18.53	5,204.04	2	
Swimming Pool (480)	15,533.95	449.44	15,983.39	17	
Housing (490)	11,642.75	-	11,642.75	4	
	204,072.19	14,868.00	218,940.19	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: LINDA LEAVER, FINANCE DIRECTOR

DATE: OCTOBER 6, 2025

SUBJECT: BUDGET-TO-ACTUAL SUMMARY AS OF AUGUST 31, 2025

RECOMMENDATION

- Receive and file budget-to-actual summary of the City's major operating funds for Fiscal Year 2025-26 as of August 31, 2025

BACKGROUND

In order to provide timely information to the City Council and to the public, the City's Finance Department has prepared the attached budget-to-actual reports. These reports provide a summary as of August 31, 2025 of the fiscal year-to-date revenues and expenses of the City's major operating funds: General Fund, Housing Authority Fund, RV Park Fund, Sewer Fund and Water Fund.

ITEM ANALYSIS

Finance Department staff is currently working to close the books for FY 2024-25, which ended June 30, 2025. During this process, many of the revenues and invoices received in July and August are accrued back to the prior fiscal year, resulting in July and August activity for the current year appearing very low. The data in the attached reports may change as the year-end process is finalized. Final results for FY 2024-25 will be presented to the Council later this year.

As of August 31, 2025, we are 17% through the fiscal year, with 83% of the year remaining. If revenues were received and expenditures made evenly throughout the year, there would be 83% of each budget line remaining. However, revenues and expenditures are not even throughout the year for many reasons. Many revenues are not received evenly throughout the year (particularly tax revenues and grant reimbursements), most expenses are not recorded until the invoice is received in the following month, and budgets may include large projects that have not yet been completed. In addition, the

Finance Department is currently working on closing the books for the fiscal year just ended, resulting in current year activity appearing low.

This report summarizes the actual revenues and expenditures for the year to date; additional information is provided in the budget-to-actual reports attached.

- **General Fund**

General Fund revenues show that 98% of the budgeted amount is yet to be received. This is dependent on the timing of when certain revenues are received. For example, most taxes, third party billings, and grant reimbursements are recorded quarterly. In addition, many revenues received in July and August 2025 are accrued back to Fiscal Year 2024-25. General Fund actual expenditures show that 89% of the budgeted amount is yet to be expended. For comparison, as of August last year, revenues were 98% remaining and expenditures were 86% remaining.

- **Housing Authority Fund**

The Housing Authority is funded by monthly disbursements from the federal government. At this point, actual revenues show 84% remaining to be received and actual expenditures have remaining amounts of 84%. For comparison, as of August last year, revenues were 84% remaining and expenditures were 84% remaining.

- **RV Park Fund**

Revenues collected by the Recreational Vehicle Park (RV Park) show 66% of operating revenues are remaining to be collected. RV Park revenues are highly seasonal, and most rental revenues are typically received in the summer months. Operating expenses in the RV Park show 85% of the budget left to be expended. For comparison, as of August last year, operating revenues were 69% remaining and operating expenses were 84% remaining.

- **Sewer Fund**

The Sewer Fund earns revenue primarily from charges to the users of its services. Actual revenues show 84% of the total operating revenue budget remaining to be collected. Operational expenses (not including debt service or capital improvements) show 90% of the budget remaining to be expended. For comparison, as of August last year, operating revenues were 85% remaining and operating expenses were 87% remaining.

- **Water Fund**

The Water Fund earns revenue primarily from charges for service. Actual revenues show 82% of the budget remaining to be collected and 84% of budgeted operational expenses (not including capital improvements) remaining to be

expended. For comparison, as of August last year, operating revenues were 82% remaining and operating expenses were 83% remaining.

- **Summary**

The following table summarizes the actual revenues and expenses for the City's five major operating funds, not including encumbrances:

	Budget	Actual	Remaining $	Remaining %
General Fund				
Revenue	10,412,218	201,891	10,210,327	98%
Expense	12,225,100	1,378,173	10,846,927	89%
Net	(1,812,882)	(1,176,282)		
Housing Fund				
Revenue	4,669,583	756,510	3,913,073	84%
Expense	4,706,030	3,022	4,703,008	100%
Net	(36,447)	753,488		
RV Park Fund				
Revenue	627,786	211,448	416,338	66%
Expense	654,449	97,776	556,673	85%
Capital Grant Revenue	835,000	-	835,000	100%
Capital Expense	835,000	-	835,000	100%
Net	(26,663)	113,672		
Sewer Fund				
Revenue	6,120,415	956,946	5,163,469	84%
Operating Expense	5,754,919	546,999	5,207,920	90%
Debt Service	1,697,663	1,697,663	-	0%
Transfer to Sewer CIP Fund	75,000	-	75,000	
Transfer to Equipment ISF	16,000	-	16,000	100%
Net	(1,423,167)	(1,287,716)		
Water Fund				
Revenue	3,123,741	553,877	2,569,864	82%
Operating Expense	3,178,226	521,387	2,656,839	84%
Debt Service	-	-	-	
Transfer to Water CIP Fund	400,000	-	400,000	100%
Transfer to Equipment ISF	12,150	-	12,150	100%
Net	(466,635)	32,490		

- **Long-term Liabilities**

The City's long-term liability balances are included in the table below. Net Pension Liability, Net OPEB Liability, Compensated Absences, and Subscriptions Payable are updated annually during the audit process. These amounts below are from the most recent audit that has been completed (June 30, 2024). The Sewer Fund loan balance is updated when payments are made each July. The Water Fund loan was

paid off in FY 23-24. This table does not include interfund balances (amounts owed from one City fund to another).

Liability	Fund	Balance	As of
Net Pension Liability	Multiple	13,453,813	6/30/2024
Net OPEB Liability	Multiple	715,126	6/30/2024
Compensated Absences	Multiple	411,762	6/30/2024
Subscriptions Payable	IT	71,620	6/30/2024
SRF Loan	Sewer	25,464,940	7/31/2025

Note that the fiscal year ended June 30, 2025, and City staff will be working to close the books for several months. The June 2025 budget to actual report will be provided to the Council after the year end processing is completed.

FISCAL ANALYSIS

Preparation of this report is informational in nature and has no direct fiscal impact.

STRATEGIC PLAN ASSESSMENT

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

ATTACHMENTS

1. Monthly budget-to-actual report as of August 31, 2025

City of Crescent City
FY 2025-26 General Fund Operating Report
As of August 31, 2025

% of Year Remaining: ***83%***

				Remaining before Encumbrances			Remaining after Encumbrances	
Description	**Notes**	**Budget**	**Actual**	**$ Remaining**	**% Remaining**	**Encumbrances**	**$ Remaining**	**% Remaining**
Non-Departmental Revenue								
Tax Revenue	1	7,743,963	65,390	7,678,573	99%	-	7,678,573	99%
Licenses & Permits	1	258,535	56,788	201,747	78%	-	201,747	78%
Interest Income	1	150,000	183	149,817	100%	-	149,817	100%
Lease-Rental Income		36,182	6,921	29,261	81%	-	29,261	81%
Other Revenue		11,150	355	10,795	97%	-	10,795	97%
Departmental Revenue								
City Manager		92,796	-	92,796	100%	-	92,796	100%
Econ Dev / Comm Supp / Grants		64,000	1,526	62,474	98%	-	62,474	98%
Human Resources		24,786	-	24,786	100%	-	24,786	100%
Finance		-	100	(100)		-	(100)	
Fire	1	1,100,392	-	1,100,392	100%	-	1,100,392	100%
Police	1	280,074	7,290	272,784	97%	-	272,784	97%
Code Enforcement		100,000	-	100,000	100%	-	100,000	100%
Building Inspection		93,050	33,705	59,345	64%	-	59,345	64%
Planning		11,100	1,583	9,517	86%	-	9,517	86%
Streets		208,685	96	208,589	100%	-	208,589	100%
Parks		5,000	551	4,449	89%	-	4,449	89%
Cultural Center		6,200	832	5,368	87%	-	5,368	87%
Swimming Pool		226,305	26,571	199,734	88%	-	199,734	88%
General Fund Revenue Total		**10,412,218**	**201,891**	**10,210,327**	**98%**	**-**	**10,210,327**	**98%**
Non-Departmental Expenditures		204,332	-	204,332	100%	-	204,332	100%
City Council		34,385	4,151	30,234	88%	-	30,234	88%
City Manager		180,174	15,113	165,061	92%	-	165,061	92%
Econ Dev / Comm Supp / Grants		508,051	51,760	456,291	90%	1,700	454,591	89%
City Clerk		55,465	7,935	47,530	86%	-	47,530	86%
Human Resources		139,612	4,978	134,634	96%	16,343	118,291	85%
Finance		400,273	59,661	340,612	85%	14,083	326,529	82%
City Attorney		103,852	13,850	90,002	87%	-	90,002	87%
Fire		2,178,026	172,883	2,005,143	92%	46,788	1,958,355	90%
Police		3,723,789	534,138	3,189,651	86%	336,417	2,853,234	77%
Code Enforcement		174,124	14,021	160,103	92%	-	160,103	92%
Building Inspection		226,247	26,484	199,763	88%	-	199,763	88%
Planning		325,232	61,365	263,867	81%	185,000	78,867	24%
Public Works Admin		163,629	21,982	141,647	87%	2,500	139,147	85%
Streets		1,752,485	152,236	1,600,249	91%	90,010	1,510,240	86%
Parks		649,058	79,759	569,299	88%	44,700	524,599	81%
Cultural Center		149,182	25,911	123,271	83%	14,098	109,173	73%
Swimming Pool		1,257,184	131,945	1,125,239	90%	89,498	1,035,741	82%
General Fund Expenditure Total		**12,225,100**	**1,378,173**	**10,846,927**	**89%**	**841,137**	**10,005,790**	**82%**
Net Operating Results		**(1,812,882)**	**(1,176,282)**					

Audited fund balance 6/30/24	**5,176,051**
Estimated fund balance 6/30/25	**4,695,483**
Budgeted fund balance 6/30/26	**2,882,601**
Estimated fund balance 6/30/26 if 5% operational unspent	**3,421,735**

Notes:

1 General Fund revenues are not received evenly throughout the year. Many taxes, third party billings, interest, and grant revenues are received quarterly or semiannually.

City of Crescent City
FY 2025-26 Housing Fund Operating Report
As of August 31, 2025

% of Year Remaining: ***83%***

				Remaining before Encumbrances			Remaining after Encumbrances	
Description	**Notes**	**Budget**	**Actual**	**$ Remaining**	**% Remaining**	**Encumbrances**	**$ Remaining**	**% Remaining**
Revenue								
Housing Choice Voucher Program								
Housing Assistance Revenue		3,669,720	592,692	3,077,028	84%	-	3,077,028	84%
Admin Revenue		572,528	90,997	481,531	84%	-	481,531	84%
Emergency Housing Voucher Program								
Housing Assistance Revenue		70,200	11,660	58,540	83%	-	58,540	83%
Admin Revenue		11,907	2,205	9,702	81%	-	9,702	81%
Mainstream Voucher Program								
Housing Assistance Revenue		273,600	48,236	225,364	82%	-	225,364	82%
Admin Revenue		47,628	8,069	39,559	83%	-	39,559	83%
Other Revenues								
Interest		6,000	32	5,968	99%	-	5,968	99%
Port In - Admin			187	(187)		-	(187)	
Port In - HAP			2,432	(2,432)		-	(2,432)	
Recovery-Admin		9,000	-	9,000	100%	-	9,000	100%
Recovery-HAP		9,000	-	9,000	100%	-	9,000	100%
Revenue Total		**4,669,583**	**756,510**	**3,913,073**	**84%**	**-**	**3,913,073**	**84%**
Expenditures by Department								
City Manager		5,558	512	5,046	91%	-	5,046	91%
Human Resources		8,417	63	8,354	99%	-	8,354	99%
Finance		11,839	2,367	9,472	80%	-	9,472	80%
City Attorney		2,413	80	2,333	97%	-	2,333	97%
Housing Authority								
Housing Assistance Payments		4,013,520	636,458	3,377,062	84%	-	3,377,062	84%
Admin		664,283	107,159	557,124	84%	15,089	542,035	82%
Expense Total		**4,706,030**	**746,639**	**3,959,391**	**84%**	**15,089**	**3,944,302**	**84%**
Net Operating Results		**(36,447)**	**9,871**					
Audited fund balance 6/30/24		**466,907**						
Budgeted ending fund balance 6/30/25		**373,505**						
Budgeted ending fund balance 6/30/26		**337,058**						

City of Crescent City
FY 2025-26 RV Park Fund Operating Report
As of August 31, 2025

% of Year Remaining: ***83%***

				Remaining before Encumbrances			Remaining after Encumbrances	
Description	**Notes**	**Budget**	**Actual**	**$ Remaining**	**% Remaining**	**Encumbrances**	**$ Remaining**	**% Remaining**
Revenue								
Interest		10,000	-	10,000	100%	-	10,000	100%
Misc Sales		14,500	3,974	10,526	73%	-	10,526	73%
Rental Revenue		603,286	207,474	395,812	66%	-	395,812	66%
Other Revenue		-	-	-		-	-	
Revenue Total		**627,786**	**211,448**	**416,338**	**66%**	**-**	**416,338**	**66%**
Operating Expenses by Department								
RV Park		548,306	88,340	459,966	84%	94,706	365,260	67%
City Council		4,075	593	3,482	85%	-	3,482	85%
City Manager		13,673	1,703	11,970	88%	-	11,970	88%
City Clerk		6,529	766	5,763	88%	-	5,763	88%
Human Resources		4,009	28	3,981	99%	-	3,981	99%
Finance		65,981	4,916	61,065	93%	504	60,561	92%
City Attorney		11,876	1,431	10,445	88%	-	10,445	88%
Expense Total		**654,449**	**97,776**	**556,673**	**85%**	**95,210**	**461,464**	**71%**
Net Operating Results		**(26,663)**	**113,672**					
Capital Grant Revenue		835,000	-					
Capital Expenses		835,000	-					
Net		**(26,663)**	**113,672**					
Audited working capital 6/30/24		**563,013**						
Budgeted ending working capital 6/30/25		**536,350**						

City of Crescent City
FY 2025-26 Sewer Fund Operating Report
As of August 31, 2025

% of Year Remaining: ***83%***

				Remaining before Encumbrances			Remaining after Encumbrances	
Description	**Notes**	**Budget**	**Actual**	**$ Remaining**	**% Remaining**	**Encumbrances**	**$ Remaining**	**% Remaining**
Revenue								
Interest		100,000	5	99,995	100%	-	99,995	100%
Other Income	1	27,800	8,197	19,603	71%	-	19,603	71%
Charges for Services		4,578,264	779,470	3,798,794	83%	-	3,798,794	83%
Sewer Connections	2	200,000	163,626	36,374	18%	-	36,374	18%
Sewer Lab	3	134,400	5,648	128,752	96%	-	128,752	96%
County Collection System (CSA)	4	269,177	-	269,177	100%	-	269,177	100%
Grant Revenue		616,700	-	616,700	100%	-	616,700	100%
Transfers In		194,074	-	194,074	100%	-	194,074	100%
Revenue Total		**6,120,415**	**956,946**	**5,163,469**	**84%**	**-**	**5,163,469**	**84%**
Expenses by Department								
City Council		43,374	8,685	34,689	80%	-	34,689	80%
City Manager		135,559	29,934	105,625	78%	-	105,625	78%
Econ Dev / Grants		67,370	14,857	52,513	78%	-	52,513	78%
City Clerk		77,933	17,053	60,880	78%	-	60,880	78%
Human Resources		25,646	3,428	22,218	87%	-	22,218	87%
Finance		486,769	94,066	392,703	81%	36,213	356,490	73%
City Attorney		74,319	15,208	59,111	80%	-	59,111	80%
Sewer Lab		506,546	91,056	415,490	82%	76,586	338,905	67%
WWTP Operations		3,239,512	39,789	3,199,723	99%	2,318,375	881,347	27%
City Collection System		550,130	126,565	423,565	77%	18,171	405,394	74%
County Collection System (CSA)		271,485	43,624	227,861	84%	9,600	218,261	80%
WWTP Major Maintenance		276,276	62,735	213,541	77%	12,819	200,722	73%
Operating Expense Total		**5,754,919**	**546,999**	**5,207,920**	**90%**	**2,471,764**	**2,736,156**	**48%**
Debt Service	5	1,697,663	1,697,663					
Transfers to Sewer CIP Fund		75,000	-					
Transfers to Equipment ISF		16,000	-					
Total Expenses		**7,543,582**	**2,244,662**					
Net		**(1,423,167)**	**(1,287,716)**					

Audited working capital 6/30/24	**4,967,917**
Budgeted working capital 6/30/25	**3,095,287**
Estimated working capital 6/30/25	**4,239,186**
Budgeted Sewer Fund Net FY26	**(1,423,167)**
Budgeted Sewer CIP Fund Net FY26	**(789,074)**
Budgeted ending working capital 6/30/26	**2,026,945**

NOTES:

1 NSF and late fees for all utility accounts are recorded here and then allocated between water and sewer at the end of the year.
2 Actual results depend on the number of connections requested.
3 Internal lab services are billed after each quarter; external customers are billed the month following service.
4 Amounts depend on actual expenditures, billed to County
5 Annual debt service payment is made in July.

City of Crescent City
FY 2025-26 Water Fund Operating Report
As of August 31, 2025

% of Year Remaining: ***83%***

				Remaining before Encumbrances			Remaining after Encumbrances	
Description	**Notes**	**Budget**	**Actual**	**$ Remaining**	**% Remaining**	**Encumbrances**	**$ Remaining**	**% Remaining**
Revenue								
Interest		67,500	27	67,473	100%	-	67,473	100%
Rental Revenue	1	24,648	2,054	22,594	92%	-	22,594	92%
Other Revenue	2	27,196	-	27,196	100%	-	27,196	100%
Charges for Services		2,695,897	483,656	2,212,241	82%	-	2,212,241	82%
Water Connections	3	95,000	68,140	26,860	28%	-	26,860	28%
Water CSD Admin Revenue		3,300	-	3,300	100%	-	3,300	100%
Transfers In		210,200	-	210,200	100%	-	210,200	100%
Revenue Total		**3,123,741**	**553,877**	**2,569,864**	**82%**	**-**	**2,569,864**	**82%**
Expenses by Department								
City Council		42,748	8,548	34,200	80%	-	34,200	80%
City Manager		134,430	30,018	104,412	78%	-	104,412	78%
Econ Dev / Grants		60,729	13,478	47,251	78%	-	47,251	78%
City Clerk		71,166	15,646	55,520	78%	-	55,520	78%
Human Resources		27,724	3,537	24,187	87%	-	24,187	87%
Finance		466,310	96,802	369,508	79%	38,720	330,788	71%
City Attorney		63,026	13,901	49,125	78%	-	49,125	78%
Water Operations		2,253,437	324,292	1,929,145	86%	155,133	1,774,012	79%
Water CSD		58,656	15,164	43,492	74%	600	42,892	73%
Operating Expense Total		**3,178,226**	**521,387**	**2,656,839**	**84%**	**194,453**	**2,462,386**	**77%**
Transfers to Water CIP Fund		400,000	-					
Transfers to Equipment ISF		12,150	-					
Total Expenses		**3,590,376**	**521,387**					
Net		**(466,635)**	**32,490**					

Audited working capital 6/30/24	**4,287,753**
Budgeted working capital 6/30/25	**2,444,501**
Estimated working capital 6/30/25	**4,018,606**
Budgeted Water Fund Net FY26	**(466,635)**
Budgeted Water CIP Fund Net FY26	**(1,058,989)**
Budgeted ending working capital 6/30/26	**2,492,982**

NOTES:

1 Cell tower rent.

2 NSF and late fees are allocated at the end of the year.

3 Includes both the connection fee and charges for equipment/materials related to the connection. Water connection revenues are dependent upon new connections requested.

CITY COUNCIL AGENDA REPORT

TO: MAYOR ALTMAN AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

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

DATE: OCTOBER 6, 2025

SUBJECT: MEADOWBROOK PRELIMINARY ENGINEERING REPORT CONTRACT AWARD AND BUDGET AMENDMENT RESOLUTION

RECOMMENDATION

- Approve and adopt Resolution No. 2025-45, 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

BACKGROUND

The City of Crescent City and the Del Norte County Flood Control District on behalf of subzone W-1 (Meadowbrook) entered into a water service agreement on July 13, 1970 for a term of 60 years. Per this agreement, the City has taken over management, control and maintenance of the water system with the exception that Meadowbrook is still responsible for the integrity of the system and for major repairs at their expense. The City maintains the meters, service lines, mains and appurtenances up to 10% of that year's water revenue. Extension of main lines may only be installed under the authority of the Board of Directors of Meadowbrook. With the elimination of the Flood Control District, Del Norte County Engineering has taken over complete management of the Meadowbrook District, with the maintenance contract still under the control of the City.

The City's water system was initially constructed in 1958. Over the years the system has been expanded upon. A water system master plan was completed in 1992.

Staff issued a short format RFQ on July 24, 2019 for the development of a water system model to inform staff on decisions about replacement of pumps at the Ranney pumping station and other capital upgrades to the water system. Stover Engineering, in conjunction with Kennedy/Jenks, was selected as the most qualified to complete the requested services. On January 28, 2020, the City and Stover Engineering executed Tast Order 6 to build a steady state water model of the City water system working under Time and Materials not to exceed $50,000. The technical memorandum of the Water Distribution Modeling Hydraulic Analysis was published on June 11, 2021. Recommendations from this study included ensuring means of adequate system pressure to local service

connections, conducting a surge analysis, and pump replacement in-kind at the Ranney collector. Due to the limitations of a “static” analysis TO 6 was amended to expand the scope to include a “dynamic” hydraulic analysis

Task Order 6 Amendment 1 to the Water System Evaluation/Model was executed between the City and Stover Engineering on July 21, 2020 on the basis of Time and Materials and an additional not to exceed $98,000 to expand the scope of the water model to an all-pipe hydraulic model. The resulting Existing Water Distribution System Evaluation Report was published in October 2022 and recommended eight projects. Project #3, recommended an overhaul and reinstatement of the abandoned in place 125hp pump located at Booster Station #1 at the intersection of Wonder Stump Road and Elk Valley Cross Road. The design intent of this recommendation was to meet fire flows in the Meadowbrook neighborhood which the 25hp pump proved insufficient to accommodate.

Water report TO6a2 Water System Evaluation/Model T&M allocated an additional not to exceed $35,500 on February 16, 2021 for a surge model analysis of City water system. This study led to the development of the surge tank currently being installed at the Ranney Collector.

Staff issued a request for qualifications (RFQ) on February 15, 2022 for Engineering, Planning, Environmental, Architectural & Related Support Services to assist the City in development and completion of essential Capital Improvement Projects (CIP) and other tasks. Council approved contracts with twelve engineering, planning, architectural, and engineering support teams to assist with capital improvement projects, special projects, and projects to implement new and existing regulatory requirements.

The City and Stover Engineering entered into a professional services agreement on May 26, 2022 to provide engineering services per subsequent task orders. Stover provided Task Order 5 under the 2022 agreement on September 29, 2025 date with a 2025 rate sheet. Stover in conjunction with Kennedy-Jenks was chosen for their capability and capacity to perform modifications to the City’s water distribution model.

The 25hp pump at Booster Station #1 failed on November 8, 2024.

ITEM ANALYSIS

The 25hp pump located at Booster Station #1 operated from 6:30am to 10:00pm with a pressure setpoint to maintain 53.5psi measured at the Parkway Pressure Transducer. Between 10:00pm and 6:30am, the Meadowbrook system pressure is sustained by the Ranney pump station and pressure regulated by the water level in the elevated tank. While the 25hp pump is off during the night hours, the dynamic water model predicted 35psi at four locations in the Meadowbrook water district as well as a lack of volumetric flow to meet 1,500gpm fire flow and recommended use of the 125hp pump at Booster Station #1 to meet fire demand.

The 125hp pump at Booster Station #1 was originally used to provide high flow to the City through a 10" water main along Railroad Avenue when that pipe was the only conduit. The City has since added a 24" redundant water main on Lake Earl Drive to supply the City's volumetric flow needs making the 125hp pump at Booster Station #1 unnecessary. A second engineering opinion regarding the rehabilitation and reinstatement of the 125hp pump pointed out that the water service customers along Elk Valley Cross Road would require pressure reducing valves while the 125hp pump is operating to prevent damage to their equipment (boilers, hot water heaters, pipes, etc.).

For this reason, the City approached Stover for Task Order 5 (TO 5) to design the "right-sized" pump to replace the 25hp pump so that it meets their pressure and fire flow demands. TO 5 will screen the following 5 alternatives to address the immediate needs for correcting the Meadowbrook water supply and to propose future projects which will be appended into the Water Master Plan.

1. Increasing the size of transmission mains on Elk Valley Cross Road
2. Replacement of Church Tree tank (currently 30,000 gallons) and replumb the network to backfeed Meadowbrook
3. Specify the "right-sized" pump to replace the 25hp and 125hp pumps at Booster Station #1
4. Adding dedicated storage to the Meadowbrook Service area
5. Installation of a dedicated fire pump at Booster Station #1

TO 5 will also encompass data collection/review, hydraulic modeling, cost estimates and a final Preliminary Engineering Report.

FISCAL ANALYSIS

TO 5 proposed a time and materials not to exceed budget of $52,261. Del Norte County has agreed to split the costs of this engineering report as the majority of the customers beyond the booster pump are within their controlled Meadowbrook District. This project already had an approved $10,000 allocation from the City Council in the FY 25-26 budget. TO 5 will result in an additional cost to the City's water fund of $42,261. The attached resolution accounts for $26,130.50 in revenue from Del Norte County and additional net expenses of $16,130.50 in the City's Water Fund.

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

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

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY

A. Evaluate and optimize additional revenue sources

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

GOAL 3: OBTAIN THE HIGHEST LEVELS OF ORGANIZATIONAL EXCELLENCE

B. Maintain responsible fiscal management and accountability

ATTACHMENTS

1. Task Order 5 with Stover Engineering
2. Resolution No. 2025-45

Task Order 5 to Master Agreement

CLIENT: City of Crescent City

AGREEMENT FOR PROFESSIONAL SERVICES DATE: May 16, 2022

STOVER JOB NUMBER: 4852.05 – Meadowbrook Water Project Engineering Report

SERVICES TO BE PERFORMED:

The City of Crescent City (City) currently supplies water to the Meadowbrook CSD Service Area (Meadowbrook) located to the southeast of the intersection of Hwy 101 and Hwy 199 via Booster Station #1 (see Figure 1). Stover Engineering (Consultant), in association with Kennedy/Jenks Consultants, Inc. (KJ), provided the City with a Water Distribution System Evaluation Report in 2022 which identified fire flow deficiencies in Meadowbrook. As part of KJ's 2022 Report, the City's water distribution system hydraulic model was updated and calibrated based on 2018 billing data. The City is now requesting a Preliminary Engineering Report (PER) to evaluate potential infrastructure solutions to the fire flow capacity issue using the updated hydraulic model.

Booster Station #1 contains two horizontal split case centrifugal pumps. The primary duty pump is a 20 horsepower (HP) pump that serves Meadowbrook's domestic water demands during the day. This pump has recently failed and the City must replace it. The second pump is a 150 HP pump that is currently inactive and its status and condition are unknown. At nighttime, the Meadowbrook duty pump shuts off and Meadowbrook demands are met by the City's main pressure zone through a check valve connected to the City's 10-inch transmission main off of Railroad Avenue. Meadowbrook has no dedicated zone storage.

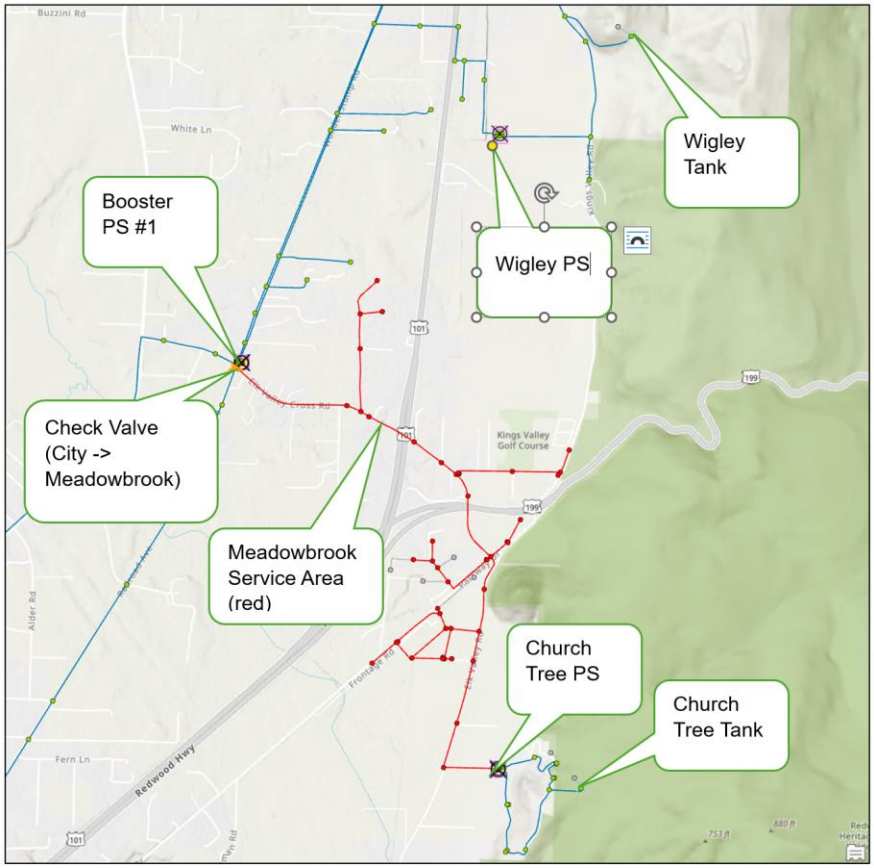

Figure 1 – Meadowbrook Service Area

An analysis is needed to identify improvements needed to address the fire flow deficiencies within the Meadowbrook Service Area. The City has also requested assistance in selecting a new duty pump. The following scope of services describes work to be completed by Consultant for this analysis.

Task 1 – Project Management, Meetings, and Quality Control

1.1 Project Management

Provide project management and administration, consisting of team coordination, communication, budget and schedule tracking, and invoicing. It is assumed that the project will be completed within 4 months from Notice to Proceed.

1.2 Meetings

Conduct a total of three, 1-hour virtual meetings to review the analysis results with Consultant and the City. Up to two KJ staff and one Stover staff will attend each meeting. These milestone meetings will include the following:

1. Project Kickoff – Review Data Request and Scope of Project.

2. Alternatives Screening – Review proposed alternatives to be included for further analysis in the PER.

3. Draft PER Review – Review the preliminary findings of the PER and incorporate City feedback.

1.3 Quality Control

Provide review of model results and project deliverables utilizing Consultant's QA/QC program.

Task 1 Assumptions:

- Budgeting for this task assumes a project duration of 4 months.
- No site visits by KJ staff are included in this scope of work.

Task 1 Deliverables:

- Monthly invoices. A total of 4 invoices is assumed.
- Meeting agenda and notes in electronic (PDF) format.

Task 2 Alternatives Analysis

2.1 Data Collection and Review

Consultant will review previous reports, maps, and data provided by the City as it relates to the Meadowbrook Service Area. It is assumed that the following will be provided to Consultant by others:

- Required fire flow/residual system pressure (1,500 gpm @ 20 psi will be assumed unless otherwise noted).
- Photos of Booster Station #1 interior, including pump nameplates, interior of motor control center (MCC) panels, programmable logic controller (PLC), breakers, switchboards, and any instrumentation, including control valves and pressure/flow transmitters/transducers. Stover Engineering staff will conduct a site visit with City staff to obtain photos and understand operations to convey to KJ.
- Other relevant documents.

Consultant will identify and report information gaps to the City.

2.2 Preliminary Alternatives Screening

Consultant will develop project descriptions for five potential infrastructure alternatives to include in the PER to address providing needed fire flow. These alternatives will consist of the following:

1. Increasing the size of transmission mains (primarily on Elk Valley Cross Road).
2. Replace Churchtree Tank and replumb the the network to back-feed Meadowbrook and the rest of the system to support fire flow..
3. Alternate pump and controls for Booster Station #1. Prioritize Booster #1 pump replacement for alternatives screening.

4. Adding dedicated storage to the Meadowbrook Service Area.
5. Installation of dedicated fire pump at Booster Station #1.

Consultant will review the potential alternatives with the City during the Preliminary Alternatives Screening meeting to discuss potential fatal flaws. Two alternatives will be selected from the initial list of five to receive further detailed evaluation in the subsequent tasks.

2.3 Hydraulic Modeling

Consultant will use the City's previously calibrated hydraulic model to evaluate the two infrastructure alternatives selected in Task 2.2. Consultant will compare the results of each alternative evaluation with the system's existing fire flow capacity to determine which alternative best helps Meadowbrook meet the fire flow and residual system pressure requirements. Consultant will work with the City to confirm the existing system fire flow controls for the analyses (status of Washington/Amador pumps, etc.).

Consultant will also use the calibrated hydraulic model to select a new duty pump to replace the existing failed pump.

2.4 Develop Cost Estimates

Consultant will develop AACE Class 5 Opinion of Probable Construction Costs (OPCCs) for up to two alternatives. Anticipated annual O&M costs and an anticipated lifecycle cost, represented as net present value, will also be determined.

Task 2 Assumptions:

- The City will provide all requested data. Site visits for Kennedy Jenks staff are not included in this scope of work, however Stover Engineering will conduct site visits as needed.
- Consutlant will use the existing maximum day demand (MDD) scenario in the calibrated model developed as part of the Water Distribution System Evaluation Report completed in 2022.
- No additional field testing or model calibration will be performed as part of this scope of work.
- All fire flow model runs will be steady-state.
- All normal duty conditions for selection of the duty pump will be steady-state.

Task 2 Deliverables:

- Data request in electronic (PDF) format.
- Description of potential infrastructure alternatives for fatal flaw analysis in electronic (PDF) format.

Task 3 Preliminary Engineering Report

Consultant will prepare a Preliminary Engineering Report (PER) summarizing the findings of the alternatives screening analysis, hydraulic evaluation, and cost estimating tasks. The PER will be provided to the City for review and comment. Consultant will address comments received from the City and will issue a final PER.

Task 3 Deliverables:

- Draft PER in electronic (Microsoft Word) format.
- Final PER in electronic (PDF) format.

COMPENSATION:

Client agrees to compensate Consultant as follows:

Time and expenses not to exceed $52,261 in accordance with Consultant's and KJ's 2025 Fee Schedules (Exhibit A) and as above, without express written authorization of the Client. This budget is based on the attached estimated work breakdowns (Exhibit B).

Where Consultant has provided the Client with a breakdown of the total compensation into tasks and/or subtasks, such breakdowns are estimates only. Consultant may re-allocate compensation between tasks and/or subtasks, provided total compensation is not exceeded without the approval of Client.

CONDITIONS AND OTHER PROVISIONS:

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

APPROVED

CLIENT:	CONSULTANT (Stover Engineering):
BY:_____	BY: [signature]
NAME:_____	NAME: WARY L. STOVER, PE
TITLE:_____	TITLE: PRINCIPAL
DATE:_____	DATE: 9-29-25

[End of Task Order]

EXHIBIT A
Initial:
Client___
Consultant___

Stover Engineering Standard Rates and Charges for Services

1. The following maximum hourly rates for professional services are to be charged as compensation for services rendered (actual rates invoiced will be based on individual performing the services):

Principal Engineer	$168.00/hour	Project Engineer/Surveyor	$166.00/hour
Staff Engineer/Surveyor	$160.00/hour	Assistant Engineer/Surveyor	$130.00/hour
Sr. Engineer/Survey Tech	$130.00/hour	Engineer/Survey Technician	$100.00/hour
Clerical	$ 80.00/hour	Expert Witness	$340.00/hour (Depositions/Hearings 2 HR min)
Construction Manager	$168.00/hour		

Services subject to State or Federal Prevailing Wages *Ask for up-to-date Quote*
(See Note 6 below)

2. In addition to the hourly professional service rates, the following direct charges shall be made:

CADD Plots on Bond	$2.00 per 24”x36” sheet
Digital Scan	$3.00 per 24”x36” sheet
Digital Copies/Prints	$2.00 per 24”x36” sheet plus Scan
Ink on Mylar Original Plots	$20.00 per 24”x36” sheet
Photocopies	$0.15 per single sided page
Photocopies (Color)	$0.80 per single sided page
Mileage	Current government rate per mile traveled
Automatic Level	$25.00 per day
Total Station	$80.00 per day
Survey Monument and Cap (5/8” Rebar, Plastic Cap)	$10.00 each
Turbidimeter/ph Meter for SWPPP QSP	$12.00 per Rain Day
Other Direct Expenses	Cost plus 10%

3. MATERIALS TESTING

Field Compaction Testing (ASTM 2922, Cal 231)	Staff Time + Mileage + Gauge
Nuclear Gauge	$30.00/hr
Concrete Field Sampling (ASTM C-31, C-143)	Staff Time + Mileage
Other Tests not listed above or by another firm	Staff Time or Negotiated Fee

4. Overtime, which is requested by the Client or necessary by law, will be charged at 130% of the applicable hourly service rates.

5. Unless specified otherwise within this Agreement, subconsultants and subcontractors nominally will be cost plus 10% for their own rates, which may be higher than Consultant’s Rates listed above.

6. Unless expressly conditioned in the Agreement, all work performed under this Agreement is professional in nature and Client expressly agrees that it is not subject to payment of State or Federal prevailing wages. Client agrees that if it is subsequently determined at a later date that portions of the work are subject to prevailing wages and must be paid to employees, Consultant shall be additionally compensated by Client the cost difference between the regular wage paid and prevailing wage to be paid times 1.35, plus the cost of any fines levied for violation of prevailing wage laws, plus reasonable and necessary legal fees and costs for defense related to prevailing wage issues.

These rates are effective until 1 January 2026 when at such time they may be modified.

[End of Standard Rates and Charges]

Client/Address: Stover Engineering
711 H Street
Crescent City, CA 95531

Proposal Date: August 26, 2025

Schedule of Charges

Date: 2025 Labor Rates

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1	$155
Engineer-Scientist-Specialist 2	$165
Engineer-Scientist-Specialist 3	$180
Engineer-Scientist-Specialist 4	$200
Engineer-Scientist-Specialist 5	$225
Engineer-Scientist-Specialist 6	$245
Engineer-Scientist-Specialist 7	$270
Engineer-Scientist-Specialist 8	$295
Engineer-Scientist-Specialist 9	$305
Senior CAD-Designer	$180
CAD-Designer	$170
Senior CAD-Technician	$165
CAD-Technician	$150
Project Assistant	$150
Administrative Assistant	$133

In addition to the above Hourly Rates, an APC charge of $5.00 per hour will be added to Personnel Compensation for costs supporting projects including telecommunications, software, information technology, internal photocopying, shipping, and other support activity costs related to the support of projects.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
b. Consultants, soils engineers, surveyors, contractors, and other outside services.
c. Rented vehicles, local public transportation and taxis, travel and subsistence.
d. Project specific telecommunications and delivery charges.
e. Special fees, insurance, permits, and licenses applicable to the work.
f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective 1 January 2024 through 31 December 2025. After 31 December 2025, invoices will reflect the Schedule of Charges currently in effect.

EXHIBIT B

9/8/2025

Meadowbrook Water PER	Estimated Level of Effort, Hours													
	WARD - PE	RYAN - PE/PLS		ZACHARY - ASST ENGR	GARRET - SR TECH				DONNA - ADMIN	Total Hours	Labor, $	Subcon, $	ODC, $	TOTAL, $
Maximum Hourly Rate	166	163		95	119				75					
Task Description												no mark-up		
										-	-			-
1.1 Project Management	6								2	8	1,146	4,080		5,226
1.2 Meetngs	6									6	996	2,205		3,201
1.3 QA/QC	1									1	166	2,200		2,366
										-	-			-
2.1 Data Collection & Review	8			16						24	2,848	4,030		6,878
2.2 Preliminary Alternatives Screening	2									2	332	3,480		3,812
2.3 Hydraulic Modeling										-	-	8,400		8,400
2.4 Develop Cost Estimates	2									2	332	5,200		5,532
										-	-			-
3.1 Draft Preliminary Engineering Report	2									2	332	11,276		11,608
3.2 Final PER	2									2	332	4,856		5,188
										-	-			-
										-	-			-
										-	-			-
										-	-			-
										-	-			-
										-	-			-
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										-	-			-
										-	-			-
										-	-			-
										-	-			-
										-	-			-
Mileage @ 0.70/mile										-	-		50	50
Total Station @ $80/day										-	-			-
Survey Pins/Caps @ $10 Ea										-	-			-
Mylar @ $15										-	-			-
Prints @ $2										-	-			-
										-	-			-
TOTAL	29	0	0	16	0	0	0	0	2	47	6,484	45,727	50	$ 52,261

S:\4852.05 CC Meadowbrook Water Study\00 Project Management\EstimateForm.xlsx

STOVER ENGINEERING

EXHIBIT B

Kennedy Jen

Proposal Fee Estimate (Assoc. Proj. Costs per Schedule of Charges)

CLIENT Name: Stover Engineering

PROJECT Description: Meadowbrook Fire Protection PER

Proposal/Job Number: P24007 **Date:** 8/26/2025

January 1, 2024 Rates Classification:	Eng-Sci-8	Eng-Sci-7 Charles W.	Eng-Sci-7 Paul C.	Eng-Sci-6 Janet H.	Eng-Sci-5 Connor R	Eng-Sci-4 Joette J	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	CAD-Design	Project Assistant	Admin. Assist.	Aide	Total	KJ Labor	KJ Assoc. Proj. Costs	KJ ODCs	KJ ODCs Markup	Total Labor	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	$295	$270	$270	$245	$225	$200	$180	$165	$155	$170	$150	$133	$108	Hours	Fees	$5.00	Fees	10%			Fees
Task 1 - Project Management																					
1.1 Project Management		2			14						2			18	$3,990	$90		$0	$4,080	$0	$4,080
1.2 Meetings		3			6									9	$2,160	$45		$0	$2,205	$0	$2,205
1.3 QA/QC			8											8	$2,160	$40		$0	$2,200	$0	$2,200
Phase 1 - Subtotal	0	5	8	0	20	0	0	0	0	0	2	0	0	35	$8,310	$175	$0	$0	$8,485	$0	$8,485
Task 2 - Alternatives Analysis																					
2.1 Data Collection & Review			2		8	8								18	$3,940	$90		$0	$4,030	$0	$4,030
2.2 Preliminary Alternatives Screening					8	8								16	$3,400	$80		$0	$3,480	$0	$3,480
2.3 Hydraulic Modeling					8	32								40	$8,200	$200		$0	$8,400	$0	$8,400
2.4 Develop Cost Estimates				4	4	16								24	$5,080	$120		$0	$5,200	$0	$5,200
Phase 2 - Subtotal	0	0	2	4	28	64	0	0	0	0	0	0	0	98	$20,620	$490	$0	$0	$21,110	$0	$21,110
Task 3 - Preliminary Engineering Report																					
3.1 Draft PER		1	7		24	16						2		50	$11,026	$250		$0	$11,276	$0	$11,276
3.2 Final PER		1	3		8	8						2		22	$4,746	$110		$0	$4,856	$0	$4,856
Phase 3 - Subtotal	0	2	10	0	32	24	0	0	0	0	0	4	0	72	$15,772	$360	$0	$0	$16,132	$0	$16,132
All Phases Total	**0**	**7**	**20**	**4**	**80**	**88**	**0**	**0**	**0**	**0**	**2**	**4**	**0**	**205**	**$44,702**	**$1,025**	**$0**	**$0**	**$45,727**	**$0**	**$45,727**

RESOLUTION NO. 2025-45

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, the City operates the Del Norte County Flood Control District on behalf of Subzone W-1 (Meadowbrook) distribution system; and

WHEREAS, the City operates the Church Tree Community Service District (CCSD) distribution system; and

WHEREAS, booster pump #1 located on Wonder Stump road just north of Elk Valley Crossing failed on November 8, 2024 due to exceeding expected life; and

WHEREAS, the results of the proposed engineering plan including the sizing of the booster pump #1 benefit the City as well as the County; and

WHEREAS, Del Norte county has agreed to a cost share of 50/50 for the requested engineering study; and

WHEREAS, fulfillment of these priorities requires an amendment to the City's Fiscal Year 2025-26 budget.

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)
Water Fund	$26,130.50	$42,261.00

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 6th day of October 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: **MARTHA D. RICE, CITY ATTORNEY**

DATE: **OCTOBER 6, 2025**

SUBJECT: **AMENDMENT NO. 9 TO AGREEMENT FOR OPERATIONS, MAINTENANCE AND MANAGEMENT SERVICES FOR WASTEWATER TREATMENT PLANT WITH OPERATIONS MANAGEMENT INTERNATIONAL, INC (JACOBS)**

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further council discussion
- Approve Amendment No. 9 to Agreement for Operations, Maintenance and Management Services for Wastewater Treatment Plan with Operations Management International, Inc. (Jacobs)

BACKGROUND

The City of Crescent City owns, operates, and maintains the Wastewater Treatment Plant, a Water Quality Laboratory, and related facilities. The Wastewater Treatment Plant has a design capacity of 1.86 million gallons per day (MGD) average dry weather flow with a permitted ocean discharge.). The WWTP is classified as a Class IV facility because it includes tertiary treatment and is operated under a NPDES Permit administered through the North Coast Regional Water Quality Control Board.

In 2019, the City signed a contract with Operations Management International, Inc. (also known as Jacobs Engineering) to perform operations, maintenance and management for the City's wastewater treatment plant. The base fee is increased each year according to a predetermined formula set forth in original agreement.

ITEM ANALYSIS

Amendment No. 9 makes the following changes to the current agreement:

1. Term: adjusted through June 30, 2030 to recognize the automatic 5-year renewal clause within the original agreement
2. Base Fee: increased to $1,597,785.83 for FY 25-26
3. Repairs Budget: $176,000
4. Chemicals Budget: $128,680
5. Base Fee Adjustment Factor Formula: remove 2% kicker, update ECI to ECI-Pacific; minimum increase up to 2% and maximum increase up to 5% - specifically:

   Former: [((ECI).50 + (CPI).50))] + 1.02
   ECI = Employment Cost Index for Total Comp for Civilian Workers
   CPI = Consumer Price Index for Water and Sewer Trash Collection Services

   New: [((ECI).5 + (CPI).5))] + 1.00
   ECI = Employment Cost Index for Total Comp for Pacific Civilian Workers
   CPI = Consumer Price Index for Water and Sewer Trash Collection Services

The repairs budget and the chemicals budget are rebateable, meaning that if Jacobs spends less than the budget, the City gets a credit. If Jacobs spends more than the budget, the City must pay the overage.

FISCAL ANALYSIS

The fiscal impact of Amendment No. 9 is an increase in the base fee of $149,148.83 or 10.3% over FY 24-25. This increase is due to a combination of the annual escalation formula and an adjustment to account for the increase in electricity rates. The escalation factor is 4.6% equating to $68,085.10 and the increase for electricity is $59,616.00.

STRATEGIC PLAN ASSESSMENT

This report is consistent with the following Strategic Plan Goals:

- Goal 2: 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
- Goal 3: Obtain the Highest Levels of Organizational Excellence
  - B: Maintain responsible fiscal management and accountability

ATTACHMENTS

1. Amendment No. 9 to Agreement for Operations, Maintenance and Management Services for Wastewater Treatment Plan with Operations Management International, Inc. (Jacobs)

AMENDMENT NO. 09

to the

AGREEMENT FOR OPERATIONS, MAINTENANCE AND MANAGEMENT SERVICES WASTEWATER TREATMENT PLANT

for the

CITY OF CRESCENT CITY, CALIFORNIA

This Amendment No. 09 (the "Amendment") to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services for City of Crescent City, California, dated August 5, 2019 (the "Agreement") is made and entered into this 6th day of October 2025 by and between the City of Crescent City, California (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "Contractor").

NOW, THEREFORE, Owner and Contractor agree to amend the Agreement as follows:

1. Section 2, Subsection 2.1 is hereby deleted in its entirety and is replaced with the following:

   2.1 The Initial Term of this Agreement will commence on September 9, 2019 (the "Commencement Date") and continue through June 30, 2030. Upon conclusion of the Initial Term, this Agreement will be automatically renewed for successive terms of five (5) years each ("Renewal Term"), unless cancelled by either party not less than one hundred eighty (180) calendar days prior to expiration.

2. Appendix D, Section D.1.1 is hereby deleted in its entirety and is replaced with the following:

   D.1.1 Owner shall pay to Contractor as compensation for services performed under this Agreement a Base Annual Fee of One Million Five Hundred Ninety-Seven Thousand Seven Hundred Eighty-Five Dollars and Eighty-Three Cents ($1,597,785.83) for the seventh period of the Agreement covering July 1, 2025, through June 30, 2026. The base fee represents an increase of 4.6-percent based on the adjustment factor formula and a one-time electricity rate increase of $59,616. The above Base Annual Fee is exclusive of Repairs and rebateable Chemicals. Such amounts are addressed in Sections D.1.2 and D.1.3 respectively below.

   The base fee shall be escalated as specified in Section D.4 of Appendix D.

   Subsequent years' Base Fees shall be determined as hereinafter specified. Upon each contract year negotiation, Contractor shall continue to invoice Owner at the previous amount until the new contract price is agreed upon. Upon written notice agreement between the parties as to the new contract year base fee, Contractor shall issue an invoice retroactively adjusting the previous Base Fee amount. The Base Fee amount is based on the facilities in service as of the date of this Amendment and capacity and

characteristics identified in Appendix B. Any additional costs incurred as a result of operating and maintaining new facilities coming online, or Contractor support for bringing such facilities online, shall be a change in scope and entitle Contractor to a change in compensation.

3. Appendix D, Section D.1.2 is hereby deleted in its entirety and is replaced with the following:

D.1.2 Limitations

The total amount Contractor will be required to pay for Repairs will not exceed the annual Repairs Limit of $190,000.00 for the first contract year and $176,000 for subsequent years.

Contractor shall provide Owner with a detailed invoice of Repairs more than the annual Repairs Limit, and Owner shall pay Contractor for all Repairs in excess of such limit. Contractor shall rebate to Owner the amount that the actual cost of Repairs is less than the annual Repairs Limit.

4. Appendix D, Section D.1.3 is hereby deleted in its entirety and is replaced with the following:

D.1.3 Rebateable Chemicals

The total amount Contractor shall be required to pay for Chemicals shall not exceed the annual Chemicals Limit of One Hundred Twenty-Eight Thousand Six Hundred Eighty Dollars and Zero Cents ($128,680.00) for the period set forth in Section D.1.1 of Appendix D.

Contractor shall provide Owner with a detailed invoice of Chemicals more than the annual Chemicals Limit, and Owner shall pay Contractor for the cost of Chemicals in excess of such Limit. Contractor shall rebate to Owner the amount that the actual cost of Chemicals is less than the annual Chemicals Limit.

The Chemicals Limit shall be negotiated each year, three months prior to anniversary of the effective date hereof in accordance with D.1.1, above; should Owner and Contractor fail to agree, the Chemicals Limit will be determined by the prior year's actual expenses, based on a Chemicals Cost plus application of the Consumer Price Index (CPI) component of the Base Fee Adjustment Formula shown in Appendix D.4 of the Agreement.

5. Appendix D, Section D.4 is hereby deleted in its entirety and is replaced with the following:

D.4 BASE FEE ADJUSTMENT FORMULA

$$ABF = BF \times AF$$

Where:

BF = Base Fee specified in Subsection D.1.1 of this Appendix

ABF = Adjusted Base Fee

AF = Adjustment Factor as determined by the formula:

AF = [((ECI) .50 + (CPI) .50))] +1

ECI = The twelve-month percent change (from the 4th quarter of the prior year to the 4th quarter in the current year) in the Employment Cost Index Pacific Census Division for Total Compensation for Civilian Workers, Not Seasonally Adjusted as published by U. S. Department of Labor, Bureau of Labor Statistics in the Detailed Report Series ID: CIU2010000000249I.

CPI = The twelve-month percent change (from January of the prior year to January of the current year) in the Consumer Price Index for Water and Sewer and Trash Collection Services as published by U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report Series ID: CUUR0000SEHG01.

The Annual Base Fee increase shall not be less than 2% or more than 5% unless there are circumstances as described in Subsection D.2.1 of this Appendix, where costs have increased in advance of the index established increases.

6. Appendix H, attached hereto, is hereby added as a new appendix to the Agreement and documents previously approved out of scope services subject to Section 13.2 of the Agreement.

This Amendment together with all previous Amendments and the Agreement constitute the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of this Amendment by their signatures on the following page.

OPERATIONS MANAGEMENT INTERNATIONAL, INC.		**CITY OF CRESCENT CITY, CA**	
Signature:	_____	Signature:	_____
Name:	Howard Brewen	Name:	Ray Altman
Title:	Geographic Director of Operations	Title:	Mayor
Date:	_____	Date:	_____

APPENDIX H – PREVIOUSLY APPROVED OUT OF SCOPE SERVICES

The following out of scope services have been approved by the Parties:

Amendment Number:	Amendment Date:	Project Name:
3	September13, 2021	Crescent City Wastewater Treatment Facility Influent Gate Improvement Project
4*	April 19, 2022	Crescent City Wastewater Treatment Plant RBC Capital Upgrade & Biosolids/Digester Optimization Project
6	January 22, 2024	Crescent City WWTP – Laboratory Support Services
7	September 16, 2024	Evaluate Upgrades to the Rotating Biological Contractor (RBC), Membrane Bioreactor (MBR) and Biosolids processes
8	December 16, 2024	Crescent City WWTP – Laboratory Support Services

*Amendment 4 is superseded by Amendment 7.

Future out of scope services will be addressed in separate out of scope letters and mutually agreed upon between the Parties.

Jacobs

September 29, 2025

Mr. Eric Weir
City Manager
City of Crescent City
377 J Street
Crescent City, CA 95531

Dear Eric,

It was a pleasure meeting with you and your team earlier this year. We have appreciated your diligence and care in helping to arrive at an agreeable solution for how we will address the rising cost of electricity and the impacts to this contract. Based on our most recent conversations, Jacobs has updated the contract to reflect the agreed upon changes. The previous language, updated language, and resulting impacts are included for your review below.

Section 2. Term, Subsection 2.1

Previous Terms	The Initial Term of this Agreement will commence on September 9, 2019 (the "Commencement Date") and continue through June 30, 2025. For purposes of aligning with the Owner's fiscal year, the first contract year of the Agreement will be from September 9, 2019 through June 30, 2020. Upon conclusion of the Initial Term, this Agreement will be automatically renewed for successive terms of five (5) years each ("Renewal Term"), unless cancelled by either party not less than one hundred eighty (180) calendar days prior to expiration.
Updated Terms	The Initial Term of this Agreement will commence on September 9, 2019 (the "Commencement Date") and continue through June 30, 2030. Upon conclusion of the Initial Term, this Agreement will be automatically renewed for successive terms of five (5) years each ("Renewal Term"), unless cancelled by either party not less than one hundred eighty (180) calendar days prior to expiration.
Explanation of Change	Extend the agreement for an additional five years and removal of unnecessary language about initial term.

Appendix D, Section D.1.1

Previous Terms	Owner shall pay to Contractor as compensations for services performed under this Agreement a Base Annual Fee of One Million Four Hundred Seventy Thousand Eighty-Four dollars and Seventy-Three Cents ($1,470,084.73) plus a repairs budget of One Hundred Sixty Thousand Dollars ($160,000) and plus a chemicals budget of One Hundred Thirty-Seven Thousand Fifty Dollars and Zero Cents ($137,050.00) per year for the sixth period of the Agreement covering July 1, 2024, through June 30, 2025.
Updated Terms	Owner shall pay to Contractor as compensation for services performed under this Agreement a Base Annual Fee of One Million Five Hundred Ninety-Seven Thousand Seven Hundred Eighty-Five Dollars and Eighty-Three Cents ($1,597,785.83) for the seventh period of the Agreement covering July 1, 2025, through June 30, 2026. The above Base Annual Fee is exclusive of Repairs and rebateable Chemicals. Such amounts are addressed in Sections D.1.2 and D.1.3 respectively below.
Explanation of Change	The Annual Base Fee is set using the contractual annual adjustment formula identified in Appendix D, which increases the base fee by 4.6% ($68,085.10). The updated base fee also includes a one-time adjustment of $59,616 for electricity rate increases.

Appendix D, Section D.1.2 Limitations

Previous Terms	The total amount Contractor will be required to pay for Repairs will not exceed the annual Repairs Limit of $190,000.00 for the first contract year and $160,000 for subsequent years as identified under Subsection D.1.1 of this Appendix. Contractor shall provide Owner with a detailed invoice of Repairs over the annual Repairs Limit, and Owner shall pay Contractor for all Repairs in excess of such limit. Contractor shall rebate to Owner the entire amount that the cost of Repairs is less than the annual Repairs Limit.
Updated Terms	The total amount Contractor will be required to pay for Repairs will not exceed the annual Repairs Limit of $190,000.00 for the first contract year and $176,000 for subsequent years. Contractor shall provide Owner with a detailed invoice of Repairs more than the annual Repairs Limit, and Owner shall pay Contractor for all Repairs in excess of such limit. Contractor shall rebate to Owner the amount that the actual cost of Repairs is less than the annual Repairs Limit.
Explanation of Change	The Repairs Limit was increased by 10%.

Appendix D, Section D.1.3 Rebateable Chemicals

Previous Terms	The total amount Contractor shall be required to pay for Chemicals shall not exceed the annual Chemicals Limit of One Hundred Thirty-Seven Thousand Fifty Dollars and Zero Cents ($137,050.00) for the period set forth in Section D1.1 of Appendix D. Contractor shall provide Owner with a detailed invoice of the cost of Chemicals that are over the annual Chemicals Limit, and Owner shall pay Contractor for the cost of Chemicals in excess of the Chemicals Limit. Contractor will rebate to Owner the amount that the actual cost of Chemicals is less than the annual Chemicals Limit. The Chemicals Limit shall be negotiated each eyar, three months prior to anniversary of the effective date herof in accordance with D.1.1, above; should Owner and Contractor fail to agree, the Chemicals Limit will be determined by the prior year's actual expeses, based on a Chemicals Cost plus application of the Consumer Price Index (CPI) component of the Base Fee Adjustment Formula shown in Appendix D.4 of the Agreement. Contractor will perform additional services as allowed under Section 3.2 of the Agreement. The scope of additional services is outlined in the attached document "Crescent City WWTP – Laboratory Support Services". Owner shall pay to Contractor as compensation for the addtional services performed under this Agreement on a Time & Materials basis as outlined in the Attachment. The true-up of the rebateable Chemicals for the sixth period of the Agreement covering July 1, 2023 through June 30, 2024 is Sixty-Two Thousand Three Hundred Fifty-Five Dollars and Ninety-Six Cents ($62,355.96) beyond the original limit of One Hundred Thirty-Seven Thousand Fifty Dollars and Zero Cents ($137,050.00) totalling One Hundred Ninety-Nine Thousand Four Hundred Five Dollars and Ninety-Sex Cents ($199,405.96).
Updated Terms	The total amount Contractor shall be required to pay for Chemicals shall not exceed the annual Chemicals Limit of One Hundred Twenty-Eight Thousand Six Hundred Eighty Dollars and Zero Cents ($128,680.00) for the period set forth in Section D.1.1 of Appendix D. Contractor shall provide Owner with a detailed invoice of Chemicals more than the annual Chemicals Limit, and Owner shall pay Contractor for the cost of Chemicals in excess of such Limit. Contractor shall rebate to Owner the amount that the actual cost of Chemicals is less than the annual Chemicals Limit. The Chemicals Limit shall be negotiated each year, three months prior to anniversary of the effective date hereof in accordance with D.1.1, above; should Owner and Contractor fail to agree, the Chemicals Limit will be determined by the prior year's actual expenses, based on a Chemicals Cost plus application of the Consumer Price Index (CPI) component of the Base Fee Adjustment Formula shown in Appendix D.4 of the Agreement.

Explanation of Change	Removed budget for hypochlorite because the client covers that cost entirely, directly. Unnecessary language in this section related to the out of scope services and true-up has also been removed.

Appendix D.4 Base Fee Adjustment Formula

Previous Terms	ABF = BF x AF Where: BF = Base Fee Specified in Subsection D.1.1 of this Appendix ABF = Adjusted Base Fee AF = Adjustment Factor as determined by the formula: AF = [((ECI).50 + (CPI).50))] +1.02 ECI = The twelve-month percent change (from the 1st quarter of the prior year to the 1st quarter in the current year) in the Employment Cost Index for Total Compensation for Civilian Workers, Not Seasonally Adjusted as published by U.S. Department of Labor, Bureau of Labor Statistics in the Detailed Report Series ID: CIU1 010000000000A. CPI = The twelve-month percent change (from January of the prior year to January of the current year) in the Consumer Price Index for Water and Sewer and Trash Collection Services as published by U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report Series Id: CUUR0000SEHG01.
Updated Terms	BASE FEE ADJUSTMENT FORMULA ABF = BF x AF Where: BF = Base Fee specified in Subsection D.1.1 of this Appendix ABF = Adjusted Base Fee AF = Adjustment Factor as determined by the formula: AF = [((ECI) .50 + (CPI) .50))] +1 ECI = The twelve-month percent change (from the 4th quarter of the prior year to the 4th quarter in the current year) in the Employment Cost Index Pacific Census Division for Total Compensation for Civilian Workers, Not Seasonally Adjusted as published by U. S. Department of Labor, Bureau of Labor Statistics in the Detailed Report Series ID: CIU2010000000249I. CPI = The twelve-month percent change (from January of the prior year to January of the current year) in the Consumer Price Index for Water and Sewer and Trash Collection Services as published by U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report Series ID: CUUR0000SEHG01. The Annual Base Fee increase shall not be less than 2% or more than 5% unless there are circumstances as described in Subsection D.2.1 of this Appendix, where costs have increased in advance of the index established increases.
Explanation of Change	Jacobs and the City have agreed to update the escalation formula with the following changes: - Previously, Jacobs applied a fixed adjustment factor ("+1.02") which considered that neither ECI or CPI are directly and solely correlated to the services Jacobs provides

	and provided Jacobs protection from inflation that may not be accounted for in those indices. Jacobs has agreed to remove that adjustment factor in this contract in exchange for adjustment of the base fee increase range. The previous range was defined as "not less than 1.5% or more than 4%." The updated range is defined as "not less than 2% or more than 5%." - Updated to use ECI Pacific Census division data

Appendix H – Out of Scope Services

Previous Terms	Not previously defined.
Updated Terms	See the attached Appendix H in Amendment 9.
Explanation of Change	This appendix has been added to capture the out of scope services approved by the City to date.

Our Jacobs team members are committed to and invested in continuing to support the City of Crescent City, and we look forward to continuing to build on this partnership as you plan for the future. Please contact me if you have any questions about these renewal terms.

Attachments/Inclusions:

Crescent City_OMM_08052019_final (Original Contract)

Crescent City_OMM_08052019_A9 (Proposed Amendment 9)

Sincerely,

Howard Brewen

Geographic Director of Operations – California, Jacobs

Attachment -
Crescent City_OMM_08052019_final (Original Contract)

AGREEMENT
for
OPERATIONS, MAINTENANCE and MANAGEMENT SERVICES for the CITY OF CRESCENT CITY WWTP

AGREEMENT FOR OPERATIONS, MAINTENANCE AND MANAGEMENT SERVICES WASTEWATER TREATMENT PLANT

THIS AGREEMENT is made and entered into this 5th day of August 2019 ("Effective Date") by and between the City of Crescent City, California whose address for any formal notice is 377 J Street, Crescent City, California 95531 ("Owner") and Operations Management International, Inc., whose address for any formal notice is 9191 S. Jamaica Street, Englewood, CO 80112 ("Contractor"), collectively referred to as the "Parties".

STATEMENT OF PURPOSE

WHEREAS, the Owner owns certain facilities and systems which are further described in **Appendix C**; and

WHEREAS, Owner desires to employ Contractor to perform certain operation and maintenance services as further described in **Appendix A** under the terms and conditions set forth in this Agreement.

NOW THEREFORE, Owner and Contractor agree as follows:

1. DEFINITIONS

1.1 "Adequate Nutrients" means plant influent nitrogen, phosphorous, and iron contents proportional to BOD_5 in the ratio of five (5) parts nitrogen, one (1) part phosphorous, and one-half (0.5) part iron for each one hundred (100) parts BOD_5.

1.2 "Base Fee" means the compensation paid by Owner to Contractor for the base services defined in **Appendix A** of this Agreement for any contract year of the Agreement. The Parties will renegotiate the Base Fee annually. The Base Fee specified in **Appendix D** includes Owner's expenses for operating the project as set forth in **Appendix D**. The Base Fee does not include payments for services requested by Owner that are incidental to or outside the Scope of Services as defined in **Appendix A.**

1.3 "Biologically Toxic Substances" means any substance or combination of substances contained in the plant influent in sufficiently high concentrations so as to interfere with the biological processes necessary for the removal of the organic and chemical constituents of the wastewater required to meet the discharge requirements of any of Owner's Permits as listed in **Appendix F**. Biologically Toxic Substances include but are not limited to heavy metals, phenols, cyanides, pesticides, and herbicides.

1.4 "BOD_5" means Biochemical Oxygen Demand over a five (5) day period.

1.5 "Capital Expenditures" means any expenditures for (i) the purchase of new equipment or facility items that cost more than Five Thousand Dollars ($5,000.00); (ii) Major Repairs that significantly extend equipment or facility service life and cost more than Five Thousand Dollars ($5,000.00); or (iii) expenditures that are planned, non-routine,

and budgeted by Owner. Capital Expenditures are not Repairs. Owner is responsible for payment of Capital Expenditures, unless otherwise agreed to by the Parties.

1.6 "Change in Scope" means events or services beyond the Scope of Services set forth in **Appendix A.**

1.7 "Commencement Date" means the date services will begin for the Owner under this Agreement as defined in Section 2.1.

1.8 "Initial Term" means the first term of the Agreement as defined in Section 2.1.

1.9 "Permit" means the permits issued to the Owner for the operation of its facilities and services. This includes the NPDES Permit No. CA0022756. Copies of these Permits are included in **Appendix F.**

1.10 "Preventive Maintenance" means routine and/or repetitive activities required or recommended by the equipment or facility manufacturer or Contractor to maximize the service life of the equipment, sewer, vehicles, and facility.

1.11 "Project" means all equipment, vehicles, grounds, and facilities described in **Appendix C** and **Appendix E.**

1.12 "Renewal Term" means any additional term of this Agreement beyond the Initial Term of the Agreement as defined in Section 2.1.

1.13 "Repairs" means non-routine/non-repetitive activities required for operational continuity, safety, and performance generally resulting from failure or necessary to avert a failure of the equipment, sewer, vehicle, or facility or some component thereof.

1.14 "Repair Limit" means the total Repair expenditures for the Project included as part of the Base Fee. Contractor will bill the Owner for the Repair Limit specified in **Appendix D**. The Repairs Limit does not include labor costs for Repairs performed by Contractor staff assigned to the Project.

1.15 "Unforeseen Circumstances" means any event or condition that has an effect on the rights or obligations of the Parties under this Agreement or the Project beyond the reasonable control of the party, which constitutes a justification for a delay in or non-performance of action required by this Agreement. Unforeseen Circumstances include, but are not limited to:

1.15.1 an act of God, landslide, lightening, earthquake, tornado, fire, explosion, flood, failure to possess sufficient property rights, acts of the public enemy, war blockade, sabotage, insurrection, riot or civil disturbance or a pandemic event;

1.15.2 any change in law, regulation, rule, requirement, interpretation or statute adopted, promulgated, issued or otherwise specifically modified or changed by any local, state, provincial, federal or other governmental body;

1.15.3 labor disputes, strikes, work slowdowns or work stoppages, but excluding labor disputes, strike or work slowdowns or stoppages by employees of Contractor;

1.15.4 the presence of Biologically Toxic Substances in the influent or the presence of hazardous wastes, materials or liquids in the influent or raw water supply, which detrimentally affect the machinery, infrastructure or processes at the Project; and/or

1.15.5 loss of or inability to obtain service from a utility necessary to furnish power for the operation and maintenance of the Project.

2. TERM

2.1 The Initial Term of this Agreement will commence on September 9, 2019 (the "Commencement Date") and continue through June 30, 2025. For purposes of aligning with the Owner's fiscal year, the first contract year of the Agreement will be from September 9, 2019 through June 30, 2020. Upon conclusion of the Initial Term, this Agreement will be automatically renewed for successive terms of five (5) years each ("Renewal Term"), unless cancelled by either party not less than one hundred eighty (180) calendar days prior to expiration.

2.2 Either party may terminate this Agreement for a material breach by the other party if the other party fails to correct the breach within thirty (30) calendar days after receiving written notice of the breach. In the event of a breach by Owner for non-payment of Contractor's invoices, Contractor may terminate this Agreement if Owner fails to make outstanding payments on non-contested amounts within thirty (30 calendar days after receiving written notice of the breach.

2.3 Upon notice of termination by Owner, Contractor shall assist Owner in assuming operation of the Project. If Contractor incurs additional cost at the request of Owner, Owner shall pay Contractor for the total cost incurred within thirty (30) calendar days of invoice receipt.

2.4 Upon termination of this Agreement and all renewals and extensions of it, Contractor shall return the Project to Owner in the same condition as it was upon the Commencement Date of this Agreement, excluding ordinary wear and tear. Equipment and other personal property purchased by Contractor for use in the routine operation or maintenance practices of the Project and billed to the Project will become the property of the Owner upon termination of this Agreement. However, any equipment or

personal property purchased by Contractor and not billed to the Project will be the property of Contractor and removed from the Project by Contractor at the termination of this Agreement.

2.5 Upon termination of this Agreement, Contractor will turn over to Owner all maintenance, operational, and regulatory records. If these records are maintained in proprietary software, the Contractor will convert data to an editable form such as Word, Excel, data base, etc.

3. SERVICES AND STANDARD OF PERFORMANCE

3.1 Contractor shall perform the services set forth in **Appendix A** for the facilities described in **Appendix C**, within the design capacity and capability of these facilities as further described in **Appendix B**.

3.2 Contractor shall perform the services with the degree of skill and diligence normally employed by operations and maintenance personnel performing the same or similar services.

4. OWNER RESPONSIBILITIES

4.1 The Owner shall pay for all Capital Expenditures, as defined in Section 1.5. Contractor will not allocate Capital Expenditure against the Repair Limit unless otherwise agreed to by the Parties. Any loss, damage or injury resulting from Owner's failure to provide Capital Expenditures and/or funds when reasonably requested by Contractor shall be the sole responsibility of Owner.

The Owner shall have the right to condition its approval of Capital Expenditures upon the sharing of net cost savings expected to result from any work performed. In the event any Capital Expenditure is reasonably expected to result in a net cost savings to either party, the parties shall negotiate in good faith the extent to which any such costs savings shall be shared.

4.2 The Owner shall pay for all Repairs in excess of the Repair Limit. Any loss, damage or injury resulting from Owner's failure to provide funds in excess of the Repair Limit when reasonably requested by Contractor shall be the sole responsibility of Owner.

4.3 Owner shall provide for the disposal of screenings, grit, scum, sludges, and biosolids (collectively, "Residuals") to approved disposal sites, the cost of which will be reimbursed by Contractor. In the event that Owner is unable to secure disposal rates comparable to those in place at the Commencement Date or if disposal rates increase in excess of the agreed upon escalation in any Contract Year, the Parties shall negotiate additional compensation for Contractor and may elect for Contractor to provide such services. Contractor shall take steps to reduce vector attraction associated with these wastes (cover, bag, chemical, etc. where applicable). Owner and Contractor agree that Owner is the owner and Generator of the Residuals.

4.4 Owner will perform all required permit and process-related water quality testing, according to the schedule described in **Appendix G**.

4.5 The Owner shall maintain and renew, with respect to all existing portions of the Project, warranties, guarantees, easements, permits, authorizations and licenses granted to the Owner, to the extent the maintenance is not a responsibility of Contractor under this Agreement. All land, buildings, facilities, easements, licenses, structures, rights-of-way, equipment and vehicles presently or subsequently acquired by Owner will remain the exclusive property of Owner unless specifically agreed upon in writing by the Parties.

4.6 The Owner shall pay all amounts associated with the occupancy or operation of the Project and the performance of the obligations as listed in **Appendix A** including, but not limited to, all excise, ad valorem, property, franchise, occupational and disposal taxes, or other taxes associated with the Project. Taxes imposed upon Contractor's net income and/or payroll taxes for Contractor employees are not included.

4.7 The Owner shall provide Contractor within a reasonable time after request, any piece of Owner's heavy equipment that is available so that Contractor may discharge its obligations under this Agreement in the most cost-effective manner. In emergency situations, Owner will use its best efforts to provide the requested equipment within one (1) hour of the request.

4.8 Owner shall provide all registrations and licenses for Owner's vehicles and heavy equipment used in connection with the Project.

4.9 The Owner shall provide Contractor use of the vehicles and equipment currently in use at the Project, described in **Appendix E**. Vehicles and equipment will be in road safe condition. Contractor will be responsible for the cost of operation, maintenance and fuel for vehicles and equipment, unless otherwise agreed to between the Parties. Owner shall retain title and ownership of the vehicles and equipment provided. Use of the vehicles and equipment by Contractor will be limited to duties within the course and scope of this Agreement, unless otherwise agreed to in writing by the Parties. The

Parties may supplement this Agreement to provide for an agreed schedule of replacement of the vehicles and equipment and provision of any other insurance coverage deemed necessary or appropriate.

4.10 The Owner agrees to not offer employment or other compensation to the Project Manager of Contractor directly working on this Project, for a period of two (2) years after the end date of this Agreement or re-assignment of Project personnel from this Project.

4.11 Owner shall provide to Contractor all data in Owner's possession relating to the Project, including, but not limited to, operations and maintenance manuals, warranties or any other data necessary to operate, manage and maintain the Project. Contractor may reasonably rely upon the accuracy and completeness of the information provided by the Owner.

4.12 Owner warrants that during the interim period between the initial Project inspection by Contractor during the bidding process and the commencement of Contractor's services identified in **Appendix A**, the Project, facilities and equipment have been operated only in the normal course of business, all scheduled and proper maintenance has been performed, and there are no issues known to Owner regarding the condition of the facilities or the Project and/or any equipment used by the Project or facilities. Owner warrants and agrees that it will turn over the Project, facilities and equipment to Contractor in good working order and in compliance with the NPDES permit(s) and all other applicable laws, rules and regulations. In the event Owner fails to comply with the provisions of this clause, Owner will be liable for all costs incurred by Contractor resulting from such failure.

4.13 Owner shall keep trees and shrubs trimmed, maintain grass, and keep other grounds free of noxious weeds

4.14 Owner shall own and maintain the SCADA system; be responsible for hardware and software upgrades and service and maintain a City network at the wastewater treatment plant.

5. COMPENSATION AND PAYMENT

Appendix D describes compensation for services.

6. INDEMNITY AND LIABILITY

6.1 Contractor, to the fullest extent allowed by law, hereby agrees to indemnify and hold Owner, and Owner's officers, officials, employees and agents, harmless from any claim, liability or damages for property damage or bodily injury (including death), and including reasonable attorneys' fees and expenses of litigation, which may arise from Contractor's negligent operations, acts or omissions in the performance of this Agreement, to the proportionate extent such negligence contributed to the damages, injury, or loss, whether such negligent operation be by Contractor or by a subcontractor

of Contractor. Indemnification does not apply to the settlement of a claim, suit, action, or demand by Owner without the prior written approval of Contractor.

6.2 Owner, to the fullest extent allowable by law, agrees to indemnify and hold Contractor harmless from any claim, liability or damages for property damage or bodily injury (including death), and including reasonable attorneys' fees and expenses of litigation, which may arise during the performance of this Agreement, except to the proportionate extent caused by the negligence or willful misconduct of Contractor, its employees or its subcontractors. Indemnification does not apply to the settlement of a claim, suit, action, or demand by Contractor without the prior written approval of Owner.

6.3 In no event will Contractor, its subcontractors or their officers or employees be liable for Owner's incidental, special, indirect or consequential damages, whether such liability arises in breach of contract or warranty, tort including negligence, strict or statutory liability, or any other cause of action.

6.4 Contractor's responsibility is to operate the facilities in compliance with current laws and regulations, to the extent of their design and physical capacity. It is not part of Contractor's scope to test for or eliminate water borne bacteria or viruses except as required by current laws and regulations. It is not part of Contractor's scope to comply with new regulations that contain permit limits or Maximum Contaminant Levels that are beyond the capability of the Owner's facilities.

7. HAZARDOUS SUBSTANCES

7.1 If Contractor encounters or suspects asbestos or hazardous substances in any form on the facilities, Contractor will stop its own work in the affected portions of the facilities to permit testing and evaluation.

7.2 If Contractor suspects asbestos on the facilities, Owner will have, in a timely manner, a qualified contractor perform remediation services. Contractor will have no obligation to resume its performance of the services until it receives adequate proof that the affected area is treated.

7.3 If Contractor suspects hazardous substances other than asbestos on the facilities where Contractor performs services, the Parties may agree for Contractor to conduct tests to determine the extent of the hazardous condition and recommend necessary remedial measures. Contractor will perform these services under a separate agreement negotiated by the Parties and for an additional fee.

7.4 Contractor will not be liable for any delays in performing the services caused by or related to the presence of asbestos or another hazardous substance.

7.5 Contractor assumes no risk and/or liability for any hazardous waste or conditions present at the facilities prior to the commencement of this Agreement or for any hazardous waste or conditions attributable to any party other than Contractor.

7.6 In the event that Owner requests Contractor, in the performance of the services set forth herein, to execute Hazardous Waste Manifests on its behalf, Owner must execute a Letter of Authorization, the form of which will be agreed upon by both Parties, delegating such authority to Contractor prior to Contractor undertaking this duty.

7.7 The Parties agree that in the performance of services by Contractor under this Agreement, Owner is requesting Contractor to undertake inherently unsafe obligations for Owner's benefit involving the presence or potential presence of hazardous substances. Therefore, Owner agrees to hold harmless, indemnify, and defend Contractor from and against any and all claims, losses, damages, liability, and costs including, but not limited to, costs of defense arising out of or in any way connected with the presence, discharge, release, or escape of contaminants of any kind, unless such liability arises out of the negligence or willful misconduct of Contractor, its employees or its subcontractors in the performance of services under this Agreement.

8. FINES AND CIVIL PENALTIES

8.1 Contractor will be liable for fines or civil penalties, which may be imposed by a regulatory or enforcement agency for violations occurring on or after the Commencement Date, as a result of the failure to comply with the terms and conditions of any duly authorized permit, court order, administrative order, law, statute, or ordinance for reasons resulting from Contractor's breach, negligence or willful misconduct during the term of this Agreement. Owner will assist Contractor to contest any such fines in administrative proceedings and/or in court prior to any payment by Contractor. Contractor shall pay the costs of contesting any such fines.

8.2 Contractor will not be liable for fines or civil penalties that (i) result from violations that occurred prior to the Commencement Date of this Agreement; (ii) increase the assessment of any fine or civil penalty caused by Contractor's negligent operations because of violations which occurred prior to the Commencement Date, to the extent of such increase; (iii) result from inadequate infrastructure or investment in the technology necessary to comply with permit requirements and/or changes in applicable regulations or (iv) are otherwise directly related to the ownership of the Project.

9. INSURANCE

9.1 Contractor shall provide the following insurance policies throughout the term of the Agreement, and shall provide to Owner an ACORD-form Certificate of Insurance (COI) demonstrating compliance with this provision:

9.1.1 Worker's Compensation providing statutory coverage and Employer's Liability Insurance providing limits of One Million Dollars ($1,000,000) each accident, One Million Dollars ($1,000,000) disease-each employee, and One Million Dollars ($1,000,000) disease-policy limit. Self-insured retentions need to be declared to and approved by the Owner.

9.1.2 Business Automobile Insurance providing Two Million Dollars ($2,000,000) combined single limits covering claims for injuries to members of the public

and/or damages to property of others arising from the use of Contractor owned, leased/ hired, or borrowed/ non owned motor vehicles, or Owner owned vehicles used by Contractor including onsite and offsite operations. Limits may be satisfied using primary and excess/umbrella policies. Business Auto form shall be the equivalent of CA0001. Self-insured retentions need to be declared to and approved by the Owner. The Automobile Liability policy shall be endorsed to include Transportation Pollution Liability insurance, covering materials to be transported by Contractor pursuant to the contract. This coverage may also be provided by the Contractor's Pollution Liability policy.

9.1.3 Commercial General Liability (CGL) Insurance providing limits of Ten Million Dollars ($10,000,000) per occurrence and aggregate, covering claims for injuries to members of the public or damages to property of others arising out of any covered act or omission of Contractor or any of its employees or subcontractors for whom Contractor is legally liable. Limits may be satisfied through the use of primary and excess/umbrella policies. The CGL form shall be the equivalent of CG0001. Self-insured retentions shall be declared to and approved by the Owner.

9.1.4 Contractor's Pollution Liability (CPL) Insurance providing limits of Two Million Dollars ($2,000,000) per claim and Four Million Dollars ($4,000,000) aggregate. CPL coverage will provide for liability due to pollution conditions caused by or exacerbated by Contractor and will include coverage related to the remediation of pollutants and for third-party claims alleging bodily injury and/or damage to third-party property due to pollutants. Claims made coverage will include a retroactive date that predates all Work executed per this Agreement. Coverage shall be maintained for two (2) years after contract completion. Self-insured retentions shall be declared to and approved by the Owner.

9.2 The Contractor's General Liability, Automobile Liability, Excess/Umbrella (if applicable), and Pollution Liability policies shall contain or be endorsed to contain the following provisions:

9.2.1 Owner and Owner's directors, officers, officials, employees, volunteers, and representatives are to be covered as additional insured in Contractor's commercial general liability, automobile liability, excess/umbrella, and contractor's pollution liability policies with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided by ISO Forms CG 20 10 **and** CG 20 37 endorsements added to the Contractor's general liability insurance.

9.3 Contractor's commercial general liability, automobile liability, employer's liability, excess/umbrella, and contractor's pollution liability policies will be primary and non-contributory to any other coverage available to Owner.

9.4 Contractor's policies will provide at least thirty (30) days written notice to Owner prior to any cancellation, non-renewal or material change in coverage contemplated in Section 9 (except ten (10) days' notice for non-payment of premium).

9.5 Owner shall maintain the following insurance policies throughout the term of the Agreement, and shall provide Contractor with a COI to demonstrate compliance with this provision:

9.5.1 "All Risk" Property Insurance covering all property on a replacement cost basis and including Owner-supplied vehicles and equipment for the full fair market value of such property.

9.5.2 Liability Insurance covering all motor vehicles and equipment provided by Owner and operated by Contractor under this Agreement.

9.6 Owner and Contractor shall provide a waiver of subrogation against the Contractor and other insurance policies required under Section 9, and each party shall waive any claim against the other arising in contract or in tort that are covered by their respective insurance policies identified under Section 9.

9.7 Certificates of Insurance ("COI").

9.7.1 The Parties shall provide a COI evidencing the required insurance policies, limits, term of insurance, insured parties, and other information sufficient to demonstrate conformance with this Section 9 and its subsections. Certificates of insurance will reference the project name as identified on the first page of this Agreement.

9.7.2 In the event the COI provided indicates that any required insurance will expire during the period of this Agreement the party shall furnish, on or before the expiration date, a renewed COI as proof that equal and like coverage for the balance of the period of the Agreement and any extension thereafter has been procured and in effect.

9.7.3 In the event a COI evidencing the renewed coverage is not available prior to the policy renewal date, that party shall provide to the other party, within ten (10) days of the policy's(ies') renewal date(s). The party shall furnish the insurance certificates to the other party immediately upon the first party's receipt.

9.8 Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Owner is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format least as broad as CG 20 38 04 13.

9.9 If General Liability and/or Contractors Pollution Liability coverages are written on a claims-made form:

9.9.1 The retroactive date must be shown and must be before the date of the contract or the beginning of contract work, whichever is earlier.

9.9.2 Insurance must be maintained, and evidence of insurance must be provided for two (2) years after completion of the contract of work.

If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase an extended period coverage for a period of two (2) years after completion of contract work.

10. LABOR DISPUTES

In the event activities by Owner's employee groups or unions causes disruption in Contractor's ability to perform its obligations under this Agreement, Owner, with Contractor's assistance, or Contractor at its own option, may seek appropriate injunctive court orders during any such disruption. Contractor shall operate the facilities on a best efforts basis until any such disruptions cease, but Contractor will not be obligated to assure compliance with all contract conditions.

11. UNFORESEEN CIRCUMSTANCE

11.1 Neither party will be liable for damages, delays, or failure to perform its obligations under this Agreement if such failure is due to any Unforeseen Circumstance beyond its reasonable control. The party invoking this clause shall notify the other party immediately by verbal communication and in writing of the nature and extent of the contingency within ten (10) business days after its occurrence and shall take reasonable measures to mitigate any impact of an Unforeseen Circumstance.

11.2 In the case of Unforeseen Circumstances, Owner agrees to pay any costs (including without limitation all overtime charges and additional equipment charges) incurred by Contractor in connection with the Unforeseen Circumstance.

12. ACCESS TO FACILITIES AND PROPERTIES

12.1 Owner will make its facilities accessible to Contractor as required for Contractor's performance of its services and will secure access to any other Owner property necessary for performance of Contractor's services.

12.2 Contractor will provide 24-hour per day access to Project for Owner's personnel. Owner's employees, designated by Owner's Representative, may visit the Project at any time. Contractor will provide Owner keys for the Project. All visitors to the Project shall comply with Contractor's operating and safety procedures.

13. CHANGES

13.1 Owner and Contractor, from time to time, may make changes to this Agreement or to any of the services performed under this Agreement. The Parties must mutually agree upon all changes. Changes must be in writing in the form of a change order, addendum or amendment to the Agreement executed by both Parties.

13.2 Owner and Contractor may agree to out of scope services performed under the terms of this Agreement. The Parties must mutually agree upon out of scope services Out of scope services must be in writing. Compensation for the out of scope services will be invoiced to Owner in an amount equal to Contractor's cost-plus fifteen percent (15%), unless otherwise agreed to by the Parties, and will be due and payable by Owner commencing the month following performance of the out of scope services. The Owner retains the right to solicit bids from 3rd party entities for non-scope work, as well as the Contractor. The Owner may retain any entity for non-scope work.

13.3 In the event the scope of services change ("Change in Scope"), Contractor will be entitled to additional compensation if the Change in Scope results in additional costs to Contractor for providing such services. The occurrence of one or more of the following events will constitute a Change in Scope:

13.3.1 Any change in Project operations, personnel qualifications, required certification, staffing or other cost that is a result of an Unforeseen Circumstance. Contractor's will invoice Owner the amount equal to Contractor's cost-plus fifteen percent (15%). The invoice will be due and payable by Owner commencing the month following when the Change in Scope occurs.

13.3.2 Any change in Project operations, personnel qualifications, required certification, staffing or other cost that is a result of the issuance of a new permit or a permit renewal

13.3.3 Increases of ten percent (10%) or more in the Wastewater Treatment Plant influent flow or loadings, as set forth in **Appendix B**, as demonstrated by a twelve (12) month floating average compared to the prior twelve (12) month period. The Parties must mutually agree upon compensation for the Changes in Scope.

13.3.4 Increases or decreases in rates or other related charges (including taxes) imposed upon Contractor by a taxing authority, excluding taxes based on Contractor's net income. In the event rates or other related charges change, the Parties may increase or decrease the Base Fee by an amount equal to cost differential associated with the change.

13.3.5 Support services provided by Contractor for Owner's capital projects. Parties must mutually agree upon compensation for the Changes in Scope.

14. WARRANTIES

14.1 To the best of its knowledge, Contractor warrants that all materials and equipment furnished under this Agreement will be of good quality and free from defective workmanship and materials.

14.2 Contractor shall pass through to Owner the warranty extended by the manufacturer for all products, equipment, systems or materials.

14.3 All other warranties, express or implied, including any warranty of merchantability and any warranty of fitness for a particular purpose are expressly disclaimed.

15. NO THIRD-PARTY BENEFICIARIES

This Agreement gives no rights or benefits to anyone other than Owner and Contractor and has no third-party beneficiaries.

16. JURISDICTION

16. JURISDICTION & VENUE

This Agreement will be governed by and interpreted in accordance with the laws of the State of California. For the purposes of litigating any dispute that arises directly or indirectly from the relationship of the Parties under this Agreement, the Parties hereby submit to the exclusive jurisdiction of the State of California and agree that such litigation shall be conducted only in the Superior Court of Del Norte County, California, or the federal courts for the Northern District of California.

17. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this Agreement are held for any reason to be invalid, illegal, or unenforceable, the enforceability of the remaining provisions will not be impaired thereby.

18. AUTHORITY

Both Parties represent and warrant to the other party that the execution, delivery and performance of this Agreement have been duly authorized by the responsible parties thereof. Both Parties warrant that all required approvals have been obtained and the executing party has authority to bind the party.

19. NOTICE

Whenever either party desires to give notice to the other, notices must be in writing, sent by certified United States mail with return receipt requested, hand delivered or by national commercial express delivery service, to the addresses listed in introductory paragraph of this Agreement. Notice will be deemed given upon receipt by any method of delivery authorized in this provision.

20. NO WAIVER

The failure of any party at any time to require performance of any provision or to resort to any remedy provided under this Agreement will in no way affect the right of that party to require performance or to resort to a remedy at any time thereafter, nor will the waiver by any party of a breach be deemed to be a waiver of any subsequent breach. A waiver will not be effective unless it is in writing and signed by the party against whom the waiver is being enforced.

21. SURVIVAL OF PROVISIONS

Any terms or conditions of this Agreement that require acts beyond the date of its termination will survive the termination of this Agreement, will remain in full force and effect unless and until the terms of conditions are completed, and will be fully enforceable by either party.

22. ASSIGNMENT

Neither party will have the power to or will assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract or otherwise, without the prior written consent of the other party. Any unauthorized assignment is void and unenforceable. These conditions and the entire Agreement is binding on and inures to the benefit of the Parties and their respective permitted successors, and assigns.

23. NO CONFLICT OF INTEREST FOR FUTURE WORK

The services performed by Contractor under this Agreement do not preclude Contractor from proposing on or for providing services to Owner in the future. Information and knowledge gained by Contractor in providing the Services under this Agreement will not constitute a conflict of interest in proposing on or providing any additional services for Owner.

24. DISPUTE RESOLUTION

The Parties will use their best efforts to resolve amicably any dispute. The City Public Works Director and Contractor's Project Manager will first try to resolve any disputes. If they fail to resolve the dispute, the City Manager and Contractor's Regional Manager will try to resolve the dispute. Failing these steps, all claims, counterclaims, disputes and other matters in question between the Owner and the Contractor that are not resolved will be decided by mediation and/or

arbitration if the parties mutually agree. All mediation and/or arbitration will take place in Del Norte County, CA.

25. CAPTIONS AND HEADINGS

The captions and headings of the paragraphs and sections are set forth only for the convenience and reference of the Parties and are not intended in any way to define, limit or describe the scope or intent of this Agreement.

26. ENTIRE AGREEMENT

This Agreement, together with all Appendices attached hereto, contains all representations and the entire understanding between the Parties with respect to the subject matter of this Agreement. This Agreement and its Appendices replace any prior correspondence, memoranda, or agreements, whether or not such correspondence, memoranda or agreements are in conflict with this Agreement. The Parties mutually declare there are no oral understandings or promises not contained in the Agreement, which contains the complete, integrated, and final agreement between the Parties.

The following Appendices are hereby made a part of this Agreement:

Appendix A Scope of Services

Appendix B Capacity and Characteristics

Appendix C Location of Project

Appendix D Compensation and Payment

Appendix E Project Vehicles and Equipment

Appendix F Permits

Appendix G Water Quality Sampling and Analysis

IN WITNESSES WHEREOF, the Parties execute below:

CITY OF CRESCENT CITY

Date: 8-15-19

By: Blake Inscore, Mayor

ATTEST:

Robin Patch, City Clerk

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

OPERATIONS MANAGEMENT INTERNATIONAL, INC.

Date: 8/12/2019

Andrew Appleton

Vice President

APPENDIX A - SCOPE OF SERVICE

Contractor shall perform the following services for the benefit of the Owner:

A.1 GENERAL

A.1.1 Staff

A.1.1.01 Staff the Project with a sufficient number of qualified employees who possess the managerial, administrative, and technical skills to perform the services specified in this Agreement.

(a) Owner shall have the right to interview and approve the proposed full-time, on-site Project Manager and also interview and approve the candidate prior to Contractor making a change in that position. Owner shall not unreasonably withhold approval of such change. Contractor shall replace the Project Manager at the request of Owner, after notice and a reasonable opportunity for corrective action, in the event Owner determines that an unworkable relationship has developed between the Project Manager and Owner.

A.1.1.02 Operate, maintain and/or monitor and staff the Project Monday through Friday during normal business hours. Contractor shall be responsive to alarms and emergency calls 24 hours per day, 7 days per week in order to maintain compliance with permits at no additional cost to the Owner. Contractor shall designate a minimum of one (1) staff member as standby to respond to alarms and emergency calls.

A.1.1.03 Place at each permanently staffed Project facility, a copy of Contractor's corporate safety program and provide all employees training specific to this Program, within forty-five (45) days from the effective date of this Agreement. Owner will pay the cost of any capital improvement required at the Project to bring the facilities within OSHA compliance.

A.1.1.04 Provide and document job related training for personnel in the areas including but not limited to operation, quality, maintenance, safety, supervisory skills, regulatory compliance, laboratory, and energy management. Where the law or regulation requires employees to hold current licenses, certificates or authority to perform the work required of their respective positions, Contractor shall provide the training and agree with the employee to a reasonable time frame for the employee to qualify for such certificate, license or authority.

A.1.1.05 Comply with all State and Federal requirements regarding affirmative action and provisions for minority hiring

A.1.1.06 Perform a complete condition assessment of wastewater plant assets within the first twelve months.

A.1.1.07 Complete a biosolids utilization study within first eighteen (18) months of the contract.

A.1.1.08 Provide Owner with a one (1) year and five (5) year capital improvement plan, and update these plans annually.

A.1.1.09 Implement and install CMMS system. Contractor to provide maintenance records to Owner upon 30 days' notice.

A.1.1.10 Both Parties agree to establish a value for Owner owned inventory whereas an inventory register will be submitted to the Owner within twelve (12) months from the contract effective date. Contractor shall provide an inventory summary. Contractor must turn over the established value of the inventory plus inflation at termination of the Contract.

A.1.2 Alterations, Repairs and Maintenance

A.1.2.01 Alter, as needed, the process and/or facilities to achieve the objectives of this Agreement. No alteration will be executed without Owner's written approval if alteration will cost in excess of Five Thousand Dollars ($5,000.00). The Parties will not consider Alterations under this section to be a Repair under this Agreement.

A.1.2.02 Perform Preventative Maintenance and Repairs for the Project, including general building maintenance, subject to the Repairs Limit noted in Subsection D.1.2.

A.1.2.03 Upon Owner request, Contractor shall provide maintenance records for any repair/replacement charged to Owner, whether included in the Repairs Limit or not. Inadequate maintenance or lack of proof of maintenance may deem the repair a Contractor expense, not Owner.

A.1.2.04 Pay all costs incurred in normal Project operations except as otherwise included in Article 4 - Owner's Responsibilities.

A.1.2.05 Maintain aesthetics of the facilities, including maintaining all facilities in a clean, neat and orderly fashion.

A.1.2.06 Keep administrative and other occupied spaces clean, dry, and habitable. Other spaces and floors will be free of sewage, screenings, sludge and debris.

A.1.2.07 Equipment, tools, and material will be properly stored.

A.1.2.08 In any emergency affecting the safety of persons or property, or regulatory compliance, Contractor shall act without written amendment or change order, at Contractor's discretion, to prevent threatened damage, injury or loss. In the

event emergency expenditures exceed Five Thousand Dollars ($5,000.00) in aggregate, Contractor shall obtain prior approval from Owner. Contractor will notify Owner of the emergency as soon as reasonably possible, and Owner will compensate Contractor for any emergency work notwithstanding the lack of written amendment or change order. Such compensation will include Contractor's direct costs for the emergency work plus fifteen percent (15%).

A.1.2.09 Utilize Owner provided security devices during Contractor's hours of operation to protect against any losses resulting from theft, damage or unauthorized use of the Project. Existing security devices include fencing, lockable structures, and limited intrusion alarm. Upon exiting the Project, Contractor shall lock all Project gates and structures and activate any security alarms.

A.2 WASTEWATER TREATMENT PLANT

A.2.1 Within the design capacity and capability of the Wastewater Treatment Plant (the "WWTP"), manage, operate, and maintain the WWTP so that effluent discharged from the WWTP meets of the Clean Water Act and the requirements specified in NPDES Permit No. CA0022756 and other applicable/related permits issued by EPA, the State or local authorities, unless one or more of the following occurs: (i) WWTP influent does not contain Adequate Nutrients to support operation of the WWTP's biological processes and/or contains Biologically Toxic Substances or other substances that may cause pass-through or interference that cannot be removed by the existing processes and facilities; (ii) discharge into Owner's sewer system that violate any or all regulations as stated in the applicable Sewer Ordinance and, (iii) the flow, influent biochemical demand (BOD5) and/or total suspended solids (TSS) exceeds the WWTP's design parameters and other parameters that exceed the plant's Maximum Allowable Headworks Loadings; in which case **Appendix B** specifies responsibilities and remedies.

A.2.2 Within the design capacity and capability of the WWTP, operate the WWTP in a manner that minimizes odor and noise.

A.2.3 Prepare and submit to Owner for transmittal to appropriate agencies, all regulatory reports pertaining to routine operation and maintenance of the facilities specified in this Agreement.

A.2.4 Comply with all current local, State and Federal notice and reporting requirements, regarding violations, upsets, excursions, or emergencies related to the Plant. The Contractor must notify the Owner within 24 hours of Contractor knowledge of the event and provide the Owner with a written summary of any failure to meet the NPDES or any other regulatory requirement within one week of the event. The summary must include what happened, what caused it, actions taken, results of violation, needed actions to prevent re-occurrence.

A.2.5 Assist the Owner with the NPDES permit renewal process by providing Project information within Contractor's possession and control. Any additional assistance requested by the Owner will constitute a Change in Scope.

A.2.6 If Contractor uses land application as the method for disposal of biosolids, Contractor shall comply with the State and Federal regulations, including 40 CFR 503 applicable to the land application method. Specifically, Contractor shall assist Owner in securing all permits and land use agreements, perform soils and biosolids testing, and report the volume and quantity of biosolids land applied. Contractor may use the existing Owner secured permits and land application sites.

A.2.7 Where applicable, monitor and report the volume and nature of septic tank hauler discharges.

A.2.8 Provide and document all Preventive Maintenance for the WWTP. Owner will have the right to inspect these records during normal business hours.

A.2.9 Provide and document Repairs for the WWTP. Contractor will provide Owner with a monthly report on the expenditures of Repairs

A.2.10 Provide monthly and annual reports.

A.3 WATER QUALITY LABORATORY

A.3.1 The Owner currently operates an ELAP certified Water Quality Laboratory near the wastewater treatment plant and will perform all laboratory testing and sampling as described in Appendix G and currently required by the State and Federal Clean Water Act, NPDES Permit, NPDES referenced documents and all Federal or State issued permits. The Owner shall also be responsible for maintaining the laboratory's ELAP accreditation while the laboratory is in operation

APPENDIX B - CAPACITY AND CHARACTERISTICS

B.1 CAPACITY AND CHARACTERISTICS OF WASTEWATER TREATMENT PLANT

B.1.1 Wastewater Treatment Plant Design Capacity is described as follows:

Parameter	Plant
___ Flow, million gallons/day	1.86 MGD
___ BOD_5, pounds per day	not specified
___ TSS, pounds per day	not specified
___ Peak Wet Weather	6.12 MGD

All parameters will be based on the design average dry weather flow with the Daily Peaking Factor being the multiplier applied to the design average dry weather flow.

B.1.2 Contractor will not be responsible for fines or legal action resulting from discharge violations within the period that influent exceeds design parameters, does not contain Adequate Nutrients, contains Biologically Toxic Substances, and the subsequent recovery period. Contractor must provide proof these conditions existed.

B.1.3 The Base Fee for services under this Agreement is based on the following Project influent characteristics, five (5) year averages from 2014 – 2018, per current information provided by Owner:

Parameter	Plant
___ Flow, million gallons/day	1.57 MGD
___ BOD_5, pounds per day	210 mg/L
___ TSS, pounds per day	191 mg/L

APPENDIX C - LOCATION OF PROJECT

C.1 Contractor agrees to provide the services necessary for the operation, maintenance, and management of the facilities described herein.

C.1.1 All equipment, grounds, and facilities now existing within the current property boundaries of or being used to operate Owner's WWTP located at:

210 Battery Street
Crescent City, CA 95531

APPENDIX D - COMPENSATION, PAYMENT AND BASE FEE ADJUSTMENT FORMULA

D.1 COMPENSATION

D.1.1 Owner shall pay to Contractor as compensation for services performed under this Agreement a Base Annual Fee of One Million Two Hundred Forty-Seven Thousand Eight Hundred One Dollars ($1,247,801) plus a repairs budget of One Hundred Sixty Thousand Dollars per year. For the first period of the Contract covering September 9, 2019 through June 30, 2020, the Contractor will be compensated on a pro-rated basis of 296 days, which is One Million Eleven Thousand Nine Hundred Fifteen Dollars ($1,011,915) plus a repairs budget of One Hundred Ninety Thousand Dollars ($190,000). The base fee shall be escalated as specified in Section D.4 of this Appendix.

D.1.1.01 The Base Fee includes all labor, supplies, and consumables for normal Project operations, except: (a) the annual repairs limit specified in Subsection D.1.1; (b) except as otherwise set forth in Section D.4; and subject to any limitations on these expenditures as set forth in Subsection D.1.2.

D.1.1.02 The services provided under this Agreement assume reasonably expected overtime for normal breakdowns or services required after hours. Any additional expenses including straight or overtime wages caused by Unforeseen Circumstances will be billed to the Owner for reimbursement.

D.1.1.03 If, at any time, during the first twelve months following the Commencement Date, (i) Contractor discovers new information about the condition of the Project or facilities that materially differs from the information reasonably available to Contractor prior to execution of this Agreement; and (ii) such information substantially impacts the ability of Contractor to meet the performance objectives described herein or causes a material increase in the operating and maintenance costs incurred by Contractor to meet such performance objective, Contractor will be entitled to an equitable adjustment mutually agreed upon by both Parties.

D.1.2 Limitations

The total amount Contractor will be required to pay for Repairs will not exceed the annual Repairs Limit of $190,000.00 for the first contract year and $160,000 for subsequent years as identified under Subsection D.1.1 of this Appendix. Contractor shall provide Owner with a detailed invoice of Repairs over the annual Repairs Limit, and Owner shall pay Contractor for all Repairs in excess of such limit. Contractor shall rebate to Owner the entire amount that the cost of Repairs is less than the annual Repairs Limit.

D.2 CHANGES IN COMPENSATION

D.2.1 Changes in the Base Fee will be negotiated annually, three (3) months prior to July 1st each year. Owner and Contractor agree that in principal that the Base Fee Adjustment Formula be used as the starting point for annual adjustments show in Section D.4 of this Appendix.

However should the cost for labor, healthcare costs, benefits, chemicals, solids disposal, utilities, etc. escalate at a rate higher than the established CPI or ECI index, the parties agree to negotiate in good faith and take such additional costs into consideration as part of the Base Fee adjustment. Upon each contract year renegotiation, Contractor shall continue to invoice Owner at the previous amount until written agreement between the Parties as to the new contract year Base Fee, upon which Contractor shall issue an invoice retroactively adjusting the previous contract year Base Fee amount. In the event that Owner and Contractor fail to agree on an adjustment to the Base Fee by the anniversary of July 1st, 2020, the Base Fee will be automatically adjusted using the Base Fee Adjustment Formula shown in Section D.4 of this Appendix and shall be invoiced accordingly.

D.2.2 The Parties will negotiate compensation for Changes in Scope in accordance with Appendix B.

D.2.3 During the operating period, the Contractor may suggest to the Owner capital modifications, staff restructuring, and/or modified operating procedures for the facility for more cost-effective operation and maintenance of the facilities that may reduce the Service Fee or Pass Thru Costs. Such suggestions, including the costs, benefits, and anticipated net savings shall be provided in writing to the Owner. If the Owner approves such modifications, and such modifications result in a net savings, the Contractor shall be entitled to 50 percent of the net savings, and the Owner shall be entitled to 50 percent of the net savings, unless otherwise agreed to by both parties. Such net savings shall occur after recovery of the documented costs for researching, planning and implementation and/or the capital expense and shall be either a one-time payment to the Contractor, or an annual payment, depending on the nature of the modification and the resulting net savings. Recovery of Contractor costs does not include items for which Contractor is already obligated under this Agreement.

D.3 PAYMENT OF COMPENSATION

D.3.1 One-twelfth (1/12) of the Base Fee for the current year will be invoiced on the first of the month for each month that services are provided.

D.3.2 All other compensation to Contractor is due on receipt of Contractor's invoice and payable within thirty (30) calendar days.

D.3.3 Owner shall pay interest at an annual rate equal to nine percent (9%), subject to limitation provided by law, on payments not paid and received within thirty (30) calendar days. Interest will be calculated from the due date of the invoice.

D.3.4 In the event of a contested billing, Owner may only withhold the contested portion from payment. The Owner will pay Contractor the undisputed portion in accordance with Subsection D.3.2 of this Appendix. Interest will accrue on any contested portion of the billing and shall be immediately payable if the contested billing is resolved in favor of Contractor. No interest will be due on any contested portion of the billing if the contested portion is mutually resolved.

D.4 BASE FEE ADJUSTMENT FORMULA

$$ABF = BF \times AF$$

Where:

BF = Base Fee specified in Subsection D.1.1 of this Appendix

ABF = Adjusted Base Fee

AF = Adjustment Factor as determined by the formula:

AF = [((ECI) .50 + (CPI) .50))] +1.02

ECI = The twelve-month percent change (from the 4th quarter of the prior year to the 4th quarter in the current year) in the Employment Cost Index for Total Compensation for Civilian Workers, Not Seasonally Adjusted as published by U. S. Department of Labor, Bureau of Labor Statistics in the Detailed Report Series ID: CIU1010000000000A.

CPI = The twelve month percent change (from January of the prior year to January of the current year) in the Consumer Price Index for Water and Sewer and Trash Collection Services as published by U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report Series Id: CUUR0000SEGH01.

The Annual Base Fee increase shall not be less than 1.5% or more than 4% unless there are circumstances as described in Subsection D.2.1 of this Appendix, where costs have increased in advance of the index established increases.

APPENDIX E- PROJECT VEHICLES AND EQUIPMENT

Owner will provide the following vehicles, rolling stock, and other equipment:

Pickup Trucks

Forklift

Ladders and safety equipment

Two way radios

Laboratory Equipment

APPENDIX F– PERMITS

NPDES Permit No. CA0022756

Copy resides with Owner

APPENDIX G – WATER QUALITY SAMPLING AND ANALYSIS

Owner currently operates and will make available to Contractor a fully-functional ELAP Certified Water Quality Laboratory that will provide all required sampling, testing, and analyses of samples in compliance with state and federal requirements. Routine analyses and procedures for NPDES reporting, as well as process control sampling and analysis, will be analyzed by the Water Quality Laboratory staff. It is not anticipated that additional testing will be needed, however, should accelerated testing be required due to regulatory requirement or due to process upset of conditional changes the Owner shall provide such additional analysis at no cost to the Contractor. The Contractor will provide advance notice of any additional testing needs to minimize any impact to the Owner.

In the event Owner closes its Water Quality Laboratory, Contractor shall become responsible for all regulatory and process control sampling and analysis. Compensation will be based on Contractor's cost plus 15%.

The regulatory compliance sampling plan is shown below:

Parameter	Measurement Frequency	Sample Type	Sample Location	Units	Responsibility
Flow	Report	Report	Effluent	MGD	Owner
Biochemical Oxygen Demand	Weekly	24-Hr Composite	Effluent, Influent	mg/L	Owner
Total Suspended Solids	Weekly	24-Hr Composite	Effluent, Influent	mg/L	Owner
Ammonia Nitrogen (as N)	2x / Week	24-Hr Composite	Effluent	mg/L	Owner
Settleable Solids	Daily	24-Hr Composite	Effluent	mg/L	Owner
Fecal Coliform	Weekly	Grab	Effluent	cts/100 mL	Owner
Total Coliform	Weekly	Grab	RSW	cts/100 mL	Owner
Enterococcus	Weekly	Grab	RSW	cts/100 mL	Owner
Total Residual Chlorine	Daily	Grab	Effluent	mg/L	Owner
pH	Daily	Grab	Effluent	S.U.	Owner
Turbidity	Weekly	Grab	Effluent	ntu	Owner
Oil and Grease	Monthly	Grab	Effluent	mg/L	Owner
Copper, Nickel	Monthly	Composite	Effluent	mg/L	Owner

Parameter	Measurement Frequency	Sample Type	Sample Location	Units	Responsibility
Dieldrin, TCDD Equivalents	Annually	Composite	Effluent	mg/L	Owner
Ocean Plan, Table 1	Annually	Composite	Effluent, Influent	mg/L	Owner
Chronic Toxicity	Semi-Annually	Composite	Effluent	P/F	Owner
CBOD5 Minimum % Removal	Monthly	Calculation	Calculation	%	Owner
Total Suspended Solids Minimum % Removal	Monthly	Calculation	Calculation	%	Owner

The process control monitoring plan is shown below:

Process Area	Parameter	Frequency
Influent	TSS/VSS	Daily
	pH/Temp	Daily
	Conductivity	3X Week
	Alkalinity	Weekly
	Ammonia	Weekly
	TKN	Weekly
	Phosphorus	Weekly
Primary Effluent	BOD	Weekly
	TSS/VSS	Daily
Secondary Effluent	BOD	Weekly
	TSS/VSS	Daily
Aeration Tank/Basin	TSS/VSS	Daily
	Micro	2X Week
Rotary Drum Thickener	TSS	Daily (when running)
Gravity Thickener	TSS	Daily (when running)
Digester	TSS/VSS	2X Week
Belt Filter Press	TSS (Cake % Solids)	Daily (when running)

Attachment -
Crescent City_OMM_08052019_A9 (Proposed Amendment 9)

AMENDMENT NO. 09

to the

AGREEMENT FOR OPERATIONS, MAINTENANCE AND MANAGEMENT SERVICES WASTEWATER TREATMENT PLANT

for the

CITY OF CRESCENT CITY, CALIFORNIA

This Amendment No. 09 (the "Amendment") to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services for City of Crescent City, California, dated August 5, 2019 (the "Agreement") is made and entered into this ___ day of _____ 2025 by and between the City of Crescent City, California (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "Contractor").

NOW, THEREFORE, Owner and Contractor agree to amend the Agreement as follows:

1. Section 2, Subsection 2.1 is hereby deleted in its entirety and is replaced with the following:

   2.1 The Initial Term of this Agreement will commence on September 9, 2019 (the "Commencement Date") and continue through June 30, 2030. Upon conclusion of the Initial Term, this Agreement will be automatically renewed for successive terms of five (5) years each ("Renewal Term"), unless cancelled by either party not less than one hundred eighty (180) calendar days prior to expiration.

2. Appendix D, Section D.1.1 is hereby deleted in its entirety and is replaced with the following:

   D.1.1 Owner shall pay to Contractor as compensation for services performed under this Agreement a Base Annual Fee of One Million Five Hundred Ninety-Seven Thousand Seven Hundred Eighty-Five Dollars and Eighty-Three Cents ($1,597,785.83) for the seventh period of the Agreement covering July 1, 2025, through June 30, 2026. The above Base Annual Fee is exclusive of Repairs and rebateable Chemicals. Such amounts are addressed in Sections D.1.2 and D.1.3 respectively below.

   The base fee shall be escalated as specified in Section D.4 of Appendix D.

   Subsequent years' Base Fees shall be determined as hereinafter specified. Upon each contract year negotiation, Contractor shall continue to invoice Owner at the previous amount until the new contract price is agreed upon. Upon written notice agreement between the parties as to the new contract year base fee, Contractor shall issue an invoice retroactively adjusting the previous Base Fee amount. The Base Fee amount is based on the facilities in service as of the date of this Amendment and capacity and characteristics identified in Appendix B. Any additional costs incurred as a result of operating and maintaining new facilities coming online, or

Contractor support for bringing such facilities online, shall be a change in scope and entitle Contractor to a change in compensation.

3. Appendix D, Section D.1.2 is hereby deleted in its entirety and is replaced with the following:

D.1.2 Limitations

The total amount Contractor will be required to pay for Repairs will not exceed the annual Repairs Limit of $190,000.00 for the first contract year and $176,000 for subsequent years.

Contractor shall provide Owner with a detailed invoice of Repairs more than the annual Repairs Limit, and Owner shall pay Contractor for all Repairs in excess of such limit. Contractor shall rebate to Owner the amount that the actual cost of Repairs is less than the annual Repairs Limit.

4. Appendix D, Section D.1.3 is hereby deleted in its entirety and is replaced with the following:

D.1.3 Rebateable Chemicals

The total amount Contractor shall be required to pay for Chemicals shall not exceed the annual Chemicals Limit of One Hundred Twenty-Eight Thousand Six Hundred Eighty Dollars and Zero Cents ($128,680.00) for the period set forth in Section D.1.1 of Appendix D.

Contractor shall provide Owner with a detailed invoice of Chemicals more than the annual Chemicals Limit, and Owner shall pay Contractor for the cost of Chemicals in excess of such Limit. Contractor shall rebate to Owner the amount that the actual cost of Chemicals is less than the annual Chemicals Limit.

The Chemicals Limit shall be negotiated each year, three months prior to anniversary of the effective date hereof in accordance with D.1.1, above; should Owner and Contractor fail to agree, the Chemicals Limit will be determined by the prior year's actual expenses, based on a Chemicals Cost plus application of the Consumer Price Index (CPI) component of the Base Fee Adjustment Formula shown in Appendix D.4 of the Agreement.

5. Appendix D, Section D.4 is hereby deleted in its entirety and is replaced with the following:

D.4 BASE FEE ADJUSTMENT FORMULA

$$ABF = BF \times AF$$

Where:

BF = Base Fee specified in Subsection D.1.1 of this Appendix

ABF = Adjusted Base Fee

AF = Adjustment Factor as determined by the formula:

AF = [((ECI) .50 + (CPI) .50))] +1

ECI = The twelve-month percent change (from the 4th quarter of the prior year to the 4th quarter in the current year) in the Employment Cost Index Pacific Census Division for Total Compensation for Civilian Workers, Not Seasonally Adjusted as published by U. S. Department of Labor, Bureau of Labor Statistics in the Detailed Report Series ID: CIU2010000000249I.

CPI = The twelve-month percent change (from January of the prior year to January of the current year) in the Consumer Price Index for Water and Sewer and Trash Collection Services as published by U.S. Department of Labor, Bureau of Labor Statistics in the CPI Detailed Report Series ID: CUUR0000SEHG01.

The Annual Base Fee increase shall not be less than 2% or more than 5% unless there are circumstances as described in Subsection D.2.1 of this Appendix, where costs have increased in advance of the index established increases.

6. Appendix H, attached hereto, is hereby added as a new appendix to the Agreement and documents previously approved out of scope services subject to Section 13.2 of the Agreement.

This Amendment together with all previous Amendments and the Agreement constitute the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of this Amendment by their signatures on the following page.

OPERATIONS MANAGEMENT INTERNATIONAL, INC.		**CITY OF CRESCENT CITY, CA**	
Signature:		Signature:	
Name:	Howard Brewen	Name:	Blake Inscore
Title:	Geographic Director of Operations	Title:	Mayor
Date:		Date:	

APPENDIX H – PREVIOUSLY APPROVED OUT OF SCOPE SERVICES

The following out of scope services have been approved by the Parties:

Amendment Number:	Amendment Date:	Project Name:
3	September13, 2021	Crescent City Wastewater Treatment Facility Influent Gate Improvement Project
4*	April 19, 2022	Crescent City Wastewater Treatment Plant RBC Capital Upgrade & Biosolids/Digester Optimization Project
6	January 22, 2024	Crescent City WWTP – Laboratory Support Services
7	September 16, 2024	Evaluate Upgrades to the Rotating Biological Contractor (RBC), Membrane Bioreactor (MBR) and Biosolids processes
8	December 16, 2024	Crescent City WWTP – Laboratory Support Services

*Amendment 4 is superseded by Amendment 7.

Future out of scope services will be addressed in separate out of scope letters and mutually agreed upon between the Parties.

CITY COUNCIL AGENDA REPORT

TO: MAYOR ALTMAN AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: ROBIN ALTMAN, CITY CLERK/ADMINISTRATIVE ANALYST

DATE: OCTOBER 6, 2025

SUBJECT: VOTING DELEGATE DESIGNATION FOR THE LEAGUE OF CALIFORNIA CITIES 2025 ANNUAL CONFERENCE

RECOMMENDATION

- Appoint Council Member Greenough to represent the City at the 2025 League of California Cities Annual Conference.

BACKGROUND/ITEM ANALYSIS

Every year, the League of California Cities hosts the Annual Conference and during this conference, the League usually presents their Resolutions Packet. These resolutions are given to cities throughout California for their Council to review and take a position, so the voting delegate can represent the City's position at the conference. However, this year no resolutions were submitted to the League of California Cities for approval by the deadline. Because resolutions can be introduced by members onsite and will be heard by the delegates during the General Assembly, the City will need to appoint a delegate. This year, Council Member Greenough is the only Council Member attending the conference.

FISCAL IMPACT

None.

ATTACHMENTS

1. Memo from the League of California Cities

LEAGUE OF CALIFORNIA CITIES

Council Action Advised by September 24, 2025

DATE: Wednesday, July 16, 2025

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 8-10, 2025
Long Beach Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the Cal Cities Annual Conference and Expo. The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 10, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through the online submission portal by Wed., Sept. 24. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the Cal Cities website.

LEAGUE OF CALIFORNIA CITIES

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' event and meeting policy in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 8, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 9, 7:30 a.m.-4:00 p.m. On Friday, Oct. 10, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 24. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

LEAGUE OF CALIFORNIA CITIES

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.

2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.

4. **Signing Initiated Resolution Petitions**. Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.

6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

7. **Resolving Disputes**. In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

LEAGUE OF CALIFORNIA CITIES

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions

Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees

The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions

The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee

The Resolutions Committee considers all resolutions. General Resolutions approved[1] by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.[2]

General Assembly

During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates —one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

[1] The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.
[2] Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

For more information visit www.calcities.org/general-assembly

CITY COUNCIL AGENDA REPORT

TO: MAYOR ALTMAN AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

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

DATE: OCTOBER 6, 2025

SUBJECT: TECHNICAL ASSISTANCE PLANNING GRANT AMENDMENT NO. 2 FOR THE DESIGN OF WWTP ROTATING BIOLOGICAL CONTACTOR (RBC) CAPITAL UPGRADE, MEMBRANE BIOREACTOR (MBR) REPLACEMENT AND BIOSOLIDS/DIGESTER OPTIMIZATION PROJECT

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Adopt the Crescent City Wastewater Treatment Facility Final Project Report (September 2025)
- Approve and adopt Resolution No. 2025-47, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE CITY MANAGER TO EXECUTE AND SUBMIT A FINANCIAL ASSISTANCE APPLICATION TO THE STATE WATER RESOURCES CONTROL BOARD
- Approve and adopt Resolution No. 2025-48, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY REGARDING WWTP PROJECT EXPENDITURES TO BE REIMBURSED BY FUNDS PROVIDED BY THE STATE WATER RESOURCES CONTROL BOARD

BACKGROUND

The Crescent City Wastewater Treatment Plant (WWTP) serves a disadvantaged community (DAC) and has struggled to meet the financial commitments of the SRF loan for a major plant renovation which was completed in 2011. Although the City was successful in completing a Proposition 218 process to address revenue deficiency with rates, a ballot referendum (Measure Q) rejected the proposed rate increases in November 2016. An updated financial pro forma analysis completed in 2018 indicated the Sewer Fund would deplete all reserves and go negative by fiscal year 2023-24 if budgeted operating costs and revenue remained unchanged. Over the past years the City has worked closely with the State Water Board Division of Financial Assistance, and Regional

Water Quality Board to develop a strategic plan to address this shortfall. Key elements of the plan include the following:

- Revenue – Increase revenue through addition of new customers and reduction in facility variable and fixed operating costs using Prop 1 and other grant processes.
- Relief – Seek relief of debt principal. The City has tried this approach and was unsuccessful in obtaining debt relief.
- Restructure – Restructuring debt to increase the period or restructure how the SRF loan is amortized. Staff has worked with the SWRCB over the past several years on this element. Great strides have been accomplished including extending the loan period from 20 to 30 years, reducing the interest rate from 2.4% to 0%, and financially shaping the loan amortization. These actions will save this community more than 14 million dollars over the life of the loan.
- Rates – Continue to analyze rates to ensure an equitable rate structure and sustainable utility.
- Operations - Optimizing operations and stabilizing plant staffing by engaging Jacobs Engineering in 2019 as our WWTP operations team.
- Grant funding – the City has actively been seeking grant funding for capital improvements.

In 2019, the City signed a contract with Operations Management International, Inc. (Jacobs) to perform operations, maintenance and management for the City's wastewater treatment plant.

The California Regional Water Quality Control Board North Coast Region (NCRWQCB) Technical Assistance Grant was awarded to the City of Crescent City and presented to City Council for acceptance on May 17, 2021. The City Council approved Resolution No. 2021-29 authorizing the City Manager to execute the contract and approved Resolution No. 2021-30 adjusting the budget for the grant acceptance.

On June 2, 2021, the NCRWQCB fully executed and awarded a 100% forgivable loan to the City of Crescent City in the sum of $393,405. The grant that the City obtained only covered Phase 1 of the project development to take the project through preliminary design.

On April 18, 2022, the City Council authorized the City Manager to execute Amendment 4 with Jacobs in the amount of $370,002 for phase 1 of the design project to optimize the Rotating Biological Contactors (RBC) and Digesters. These projects would be designed with a goal to optimize operations, decrease major maintenance, and increase efficiencies.

On December 12, 2023, the NCRWQCB issued Order No. R1-2023-0039 which lowered allowable limits related to enterococci and total coliform that apply to the discharge of treated wastewater from the facility.

On December 14, 2023, the City submitted the Final draft of the Project Report to the NCRWQCB outlining necessary facility improvements to meet previous Waste Discharge

Requirements (WDR) of the R1-2017-0002. These included rehabilitation of the primary clarifiers; replacement of the RBCs; adding digester feed storage tanks to stabilize flow; rehabilitation, upsizing and added redundancy to the digesters; and various other repairs to other buildings and equipment.

On April 8, 2024, the City Council adopted and approved Resolution No. 2024-22 and authorized the City Manager to sign Amendment No. 1 to Agreement SWRCB-D2001037. The agreement was fully executed on April 10, 2024, increasing the funding from $393,405 to $951,243 and extending the project timing for a work completion date of August 31, 2025. On the same date the City Council adopted and approved Resolution No. 2024-23, adjusting the budget for grant acceptance.

On September 16, 2024, the City Council authorized the City Manager to execute Amendment 7 with Jacobs in the amount of $951,243 which nullified the previous Amendment 4, eliminated the MBR replacement which had already been completed with sewer funds, added the plantwide review of the secondary fluid and solids handling processes, developed a raw wastewater influent sampling plan, performed onsite structural, corrosion, and process/mechanical inspections, completion of 30% plans and specifications and a cost estimate, added various miscellaneous improvements to the equipment and buildings, and project management.

During calendar year 2024, the City's WWTP reported 29 violations of disinfection effluent limits indicating a consistent inability to comply with the enterococci and total coliform limits. The City has been able to demonstrate that during flows lower than 1 million gallons per day (MGD) we are able to meet our discharge limits by running all the wastewater through the Membrane Bio-Reactor (MBR) equipment. During times of high flow (>1 MGD), the facility has to divert excess flow through the RBCs which are not able to meet the new R1-2023-0039 levels.

On June 6, 2025, the NCRWQCB issued Time Schedule Order (TSO) No. R1-2025-0015 temporarily setting the enterococci and total coliform limits back to R1-2017-0002 levels during periods of wastewater flow exceeding 1.1 MGD. The TSO also sets May 1, 2030 as the date to achieve full compliance with final effluent limitations and waives Mandatory Minimum Penalties (MMP) for the period of the TSO and within the allowable discharge limitations.

On August 21, 2025, the City Manager submitted a second Amendment request to the Division of Financial Assistance (DFA) to increase the scope, cost and timing of the project due to the aforementioned difficulties meeting the WPA effluent levels. Amendment 2 will encompass improved secondary treatment giving the city WWTP the ability to meet R1-2023-0039 discharge limits with some resiliency against future limit reductions. Contingent upon NCRWQCB approval of the Amendment request, City staff will present a resolution for acceptance of Amendment 2 at a future meeting.

On August 26, 2025, the city received Administrative Civil Liability (ACL) Complaint No. R1-2025-0034 covering the period from January 1, 2024 to August 1, 2025 (the period from the execution of WPA R1-2023-0039 until TSO R1-2025-0015) citing 76 chronic

violations including chlorine and total residual effluent limitations including settleable solids, Ammonia, Nitrogen, enterococci, and total coliform for a MMP of $228,000.

After a thorough review of the Draft Project Report (dated 12/14/2023), it became clear that the proposed project would not contain sufficient technology to meet the new R1-2023-0039 effluent levels, nor would it grant resiliency for the City against future effluent level reductions. Within the scope of NCRWQCB Amendment 1 and Jacobs Amendment 7, Jacobs has prepared a Final Project Report for City Council review prior to adoption at the regularly scheduled October 6, 2025 City Council meeting. The Final Project Report (2025) recommends a comprehensive package of improvements to restore compliance, address aging infrastructure, and provide operational resiliency. The recommended improvements are listed under section “Item Analysis”.

ITEM ANALYSIS

The City of Crescent City Wastewater Treatment Plant (WWTP) received a Time Schedule Order R1-2025-0015, which was adopted June 6, 2025, to provide time schedules to comply with the new effluent limitations for enterococci and total coliform bacteria, established under National Pollutant Discharge Elimination System (NPDES) Permit Order Number (No.) R1-2023-0039 (Permit) adopted on December 12, 2023. Historically, the WWTP demonstrated consistent compliance with bacterial indicator requirements. From 2020 to 2023, during the term of Order No. R1-2017-0002, 19 exceedances were reported on bacterial indicators, an average of six violations per year. With the new NPDES Permit (Order No. R1-2023-0039), in 2024, the plant has already reported 41 bacterial violations, including: 21 enterococci, 18 total coliform, and 2 fecal coliform. Most of these occurred during wet weather flows when the aging rotating biological contactor (RBC) trains have to be brought online and solids removal efficiency is reduced.

Site visits were conducted to observe the condition of the City WWTP and collect and assess further information required to develop recommended improvements to comply with the new Permit requirements. In general, the major unit processes (primary clarifiers, rotating biological contactors, and digesters) are past their expected useful life and in need of major repair and rehabilitation, described as follows, to maintain continuous ongoing service in accordance with the City’s Permit:

- **Primary Clarifiers:** Originally installed in 1973. Recommended improvements included concrete repair and resurfacing, baffle addition, and replacement of wood-framed structures and clarifier mechanisms.
- **Replace RBCs with attached growth media process:** RBC system was originally installed in 1979, has exceeded its typical useful life expectancy of 20 years, and does not provide sufficient treatment to meet existing NPDES permit requirements. The RBCs will be replaced with an attached growth biological process within the RBC structure.
- **Retrofit Secondary Clarifiers:** All three secondary clarifiers will have existing drain valves replaced and converted to the following within each clarifier: (1) 1-million-gallon-per-day membrane bioreactor (MBR) system, (2) cloth filtration system to treat flows

after the attached growth media process; and (3) waste-activated sludge storage and digested sludge storage facility. The improvements are recommended within the existing basins because of space constraints and tsunami code requirements.

- **Gravity Thickener:** Rehabilitate the gravity thickener to extend the useful life of the thickener.
- **Anaerobic Digesters:** Originally installed in the 1950s and 1979. Several key features and pieces of equipment are failing or inadequate. For example, the floating covers of both digesters have severe corrosion, with the oldest digester cover having material failure where gas can freely escape. The boiler that provides heating for the digesters is at the end of its expected life and is difficult to maintain and keep operational. No redundant boiler is available. Because of these and other inadequacies, the solids retention time of the digestion system is low, resulting in poor performance and low solids reduction. Operations staff report that the digester has had severe foaming issues in the past, which is likely caused by overloading the single operating digester.[1] The selected project will include major upgrades to allow both digesters to be operated in parallel, each with fixed covers and redundant boiler capacity. These improvements will increase retention time and promote more stable digestion performance.
- **Heating, Ventilation, and Cooling Improvements:** MBR and dewatering buildings require improvements to the existing heating, ventilation, and air conditioning systems to continue to support the equipment housed in the buildings.

Table 1 presents the proposed milestones and timelines required for the project implementation. Section 5 describes conditions and limitations to this schedule. Figure 1 shows the proposed site plan and list of recommended improvements.

[1] Currently, the secondary digester allows gas to freely escape because of corrosion and is not functioning as a digester.

Table 1. Proposed Schedule

Project Milestones	Approximate Schedule/Timeline
Notice to Proceed (State Water Resources Control Board Division of Financial Assistance Funding Approval)	November 30, 2023
General Information Package	March 2026
Technical Package	March 2026
Environmental Package	March 2026
Financial Security Package	March 2026
Basis of Design Report and Cost Estimate	July 2025 to October 2025
Completed CWSRF Application Submitted	March 2026
DFA Funding Application Review Period and Funding Agreement Development	March 2026 to March 2028
Bidding and Award Design	March 2028 to May 2028
Full Detailed Design, Permitting, and Cost Estimates	June 2028 to June 2030
Bidding and Award Construction	July to September 2030
Construction (60 months estimated)	
Notice to Proceed	October 2030
Completion	October 2035

CWSRF = Clean Water State Revolving Fund

DFA = Division of Financial Assistance

Figure 1. Recommended Improvements

Recommended Improvements

Digesters:
-Selective demolition
-Digester structural modifications (2 ft extension)
-Gas conditioning system addition
-HVAC improvements
-Fixed cover and boiler improvements
-Electrical, instrumentation, and controls improvements

Primary Clarifiers:
-Concrete restoration
-Replaced wood walkways with metal walkways
-Add baffle at RBC influent channel
-Replace clarifier mechanism wear strips
-Replace Building #1 and #2
-Replace north side sludge pump gear box
-Provide shelf spare mechanism drive
-Replace T-valve buried primary influent valves
-Renovate primary effluent flow structure, including motor operated valves and gates
-Electrical, instrumentation, and controls improvements

Dewatering Building:
-Belt Filter Press HVAC
-Potential replacement of Belt Filter Press

MBR Building:
-Additional MBR equipment in support the new MBR

Secondary Treatment Part 1:
-Remove and demolish existing covers and equipment
-Concrete restoration
-New handrailing
-Blower and housing addition
-Replace RBCs with attached growth biological process
-Electrical, instrumentation, and controls improvements

Secondary Treatment Part 2:
-Retrofit one secondary clarifier basin to add one additional MBR train
-Retrofit one secondary clarifier basin to add cloth filtration system
-Retrofit one secondary clarifier basin to add WAS and digested sludge storage
-Electrical, instrumentation, and controls improvements

FISCAL ANALYSIS

Adoption of the Final Project Report does not have any financial impact but is necessary to meet the requirements for grant funding to improve the WWTP to become compliant with current and future permit regulations. Non-compliance with permit regulation results in Mandatory Minimum Penalties (MMPs) and potentially ACLs that would result in fines and lawsuits that the City would need to pay for not complying with NCRWQCB water quality requirements.

The adoption of the Final Project Report is a critical step toward completing the Clean Water State Revolving Fund (CWSRF) Construction Financial Assistance Application. The resolution delegating signature authority to the City Manager is required by the State Water Board in order to submit the financial package of the CWSRF application. Based on the 2025-26 CWSRF Intended Use Plan, the City could be eligible to receive up to $50 million dollars in grant funding and qualify for low interest loans if the project exceeds the grant cap. The City is eligible because the 2025-26 IUP prioritizes communities who are requesting funding to improve wastewater facilities to address violations specifically for disadvantaged communities.

Future fiscal impacts will depend on grant and loan terms secured through the CWSRF Program.

An opinion of probable construction cost was prepared for the selected project. This construction cost opinion is a Class 5 estimate as defined by the Association for the Advancement of Cost Engineering International. Table ES-1 summarizes the opinion of probable construction cost for the selected alternative, along with the estimated accuracy range.

Table ES-1. Opinion of Probable Construction Cost and Estimated Accuracy Range – Selected Alternative

Alternative	Low Range -20%	Opinion of Probable Construction Cost	High Range +50%
Selected Alternative	$46,160,000	$57,700,000	$86,550,000

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.

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

GOAL 2: Promote a thriving local economy
A. Evaluate and optimize additional revenue sources

GOAL 3: Obtain the highest levels of organizational excellence
B. Maintain responsible fiscal management and accountability

ATTACHMENTS

1. Crescent City Wastewater Treatment Plant Final Project Report (September 2025)
2. Resolution No. 2025-47 (Application and Agreement)
3. Resolution No. 2025-48 (Reimbursement)

Jacobs

Crescent City WWTP RBC Capital Upgrade & Biosolids/Disgester Optimization Project Report

Document no: 250911112115_57ee610a
Version: Final

City of Crescent City

Crescent City Wastewater Treatment Facility
September 2025

Crescent City WWTP RBC Capital Upgrade & Biosolids/Digester Optimization Project Report

Client name:	City of Crescent City		
Project name:	Crescent City Wastewater Treatment Facility		
Project no:	W8Y18700		
Document no:	250911112115_57ee610a	**Project manager:**	Jasmine Diaz
Version:	Final	**Prepared by:**	Jasmine Diaz, Barbara Andrade, Carl Koester, Ryujiro Tsuchihashi, and Michelle Melkonians
Date:	September 2025	**Client representatives:**	Eric Weir, David Keaser, Andrew Leighton, Martha Rice, and Linda Leaver

Document History and Status

Version	Date	Author	Reviewed	Approved
00	12/12/23	Kevin Kennedy, Dan Robillard, Dawn Riekenbrauck, Corey Klibert, and Massimo Romano	Ted Couch	Kevin Kennedy
01	6/30/25	Jasmine Diaz, Barbara Andrade, Carl Koester, Ryujiro Tsuchihashi, Michelle Melkonians	Jasmine Diaz, Barbara Andrade	Jasmine Diaz
02	9/12/25	Jasmine Diaz, Barbara Andrade, Carl Koester, Ryujiro Tsuchihashi, Michelle Melkonians	Jasmine Diaz, Barbara Andrade, Olivia Kalb, Kim Andretta	Jasmine Diaz

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Executive Summary

The City of Crescent City Wastewater Treatment Facility (WWTF) received a Time Schedule Order R1-2025-0015, which was adopted June 6, 2025, to provide time schedules to comply with the new effluent limitations for enterococci and total coliform bacteria, established under National Pollutant Discharge Elimination System (NPDES) Permit Order Number (No.) R1-2023-0039 (Permit) adopted on December 12, 2023.

Historically, the WWTF demonstrated consistent compliance with bacterial indicator requirements. From 2020 to 2023, during the term of Order No. R1-2017-0002, 19 exceedances were reported on bacterial indicators, an average of six violations per year. With the new NPDES Permit (Order No. R1-2023-0039), in 2024, the plant has already reported 41 bacterial violations, including: 21 enterococci, 18 total coliform, and 2 fecal coliform. Most of these occurred during wet weather flows when the aging rotating biological contactor (RBC) trains have to be brought online and solids removal efficiency is reduced.

Site visits were conducted to observe the condition of the City WWTF and collect and assess further information required to develop recommended improvements to comply with the new Permit requirements. In general, the major unit processes (primary clarifiers, rotating biological contactors, and digesters) are past their expected useful life and in need of major repair and rehabilitation, described as follows, to maintain continuous ongoing service in accordance with the City's Permit:

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Selected Alternative	$46,160,000	$57,700,000	$86,550,000

Appendix D provides a copy of the construction cost estimate and supporting information.

Table ES-2 presents the proposed milestones and timelines required for the project implementation. Section 5 describes conditions and limitations to this schedule. Figure ES-1 shows the proposed site plan and list of recommended improvements.

Table ES-2. Proposed Schedule

Project Milestones	Approximate Schedule/Timeline
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Environmental Package	March 2026
Financial Security Package	March 2026
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Tables

Figures

Acronyms and Abbreviations

°C	degree(s) Celsius
AACE	Association for the Advancement of Cost Engineering
ADW	average dry weather
ADWF	average dry-weather flow
ANSI	American National Standards Institute
ASCE	American Society of Civil Engineers
AVG	average
BFP	belt filter press
BOD	biochemical oxygen demand
BOD_5	5-day biochemical oxygen demand
$CaCO_3$	calcium carbonate
CBC	*California Building Code*
CCB	chlorine contact basin
CCTV	closed-circuit television
CFR	*Code of Federal Regulations*
CFU	colony forming unit(s)
CIP	Capital Improvement Plan
City	City of Crescent City
COD	chemical oxygen demand
CSA	Del Norte County Service Area
CWSRF	Clean Water State Revolving Fund
DFO	Department of Finance
EPA	U.S. Environmental Protection Agency
ft^2	square foot (feet)
gal/day	gallon(s) per day
gfd	gallon(s) per square foot per day
gpm/ft^2	gallon(s) per minute per square foot

GT	Gravity Thickener
hp	horsepower
HVAC	heating, ventilation, and air conditioning
I&I	inflow and infiltration
IEBC	International Existing Building Code
IND	Industrial Service Supply
lb/day	pound(s) per day
lb/day/ft^2	pound(s) per day per square foot
MAX	maximum
MBH	million British thermal unit(s) per hour
MBR	membrane bioreactor
MDWW	maximum day wet weather
mg/L	milligram(s) per liter
MGD	million gallon(s) per day
MIN	minimum
mL	milliliter(s)
MLSS	mixed liquor solids
MMWW	maximum month wet weather
MPN	most probable number
NCRWQCB	North Coast Regional Water Quality Control Board
NH_3	ammonia
No.	number
NPDES	National Pollutant Discharge Elimination System
RAS	return-activated sludge
RBC	rotating biological contactor
RDII	rain dependent inflow and infiltration
RDT	rotary drum thickener
SB	Senate Bill
sBOD	soluble biochemical oxygen demand

$sBOD_5$	soluble 5-day biochemical oxygen demand
SCADA	supervisory control and data acquisition
scfm	standard cubic foot (feet) per minute
sCOD	soluble chemical oxygen demand
SS	settleable solids
SSES	Sanitary Sewer Evaluation Survey
SRT	solids retention time
SWRCB	State Water Resources Control Board
TKN	total Kjeldahl nitrogen
TP	total phosphorus
TS	total solids
TSO	time schedule order
TSS	total suspended solids
TWAS	thickened waste activated sludge
UV	ultraviolet
VS	volatile solids
VSS	volatile suspended solids
WAS	waste activated sludge
WWTF	Crescent City Wastewater Treatment Facility

1. Background and Project Area

The City of Crescent City (City) owns the Crescent City Wastewater Treatment Facility (WWTF), which was constructed in the early 1950s. The WWTF has undergone several improvements and modifications and needs rehabilitation to maintain ongoing operations and continuous regulatory compliance. The City is required to comply with waste discharge requirements under the City's National Pollutant Discharge Elimination System (NPDES) permit (Order Number [No.] R1-2023-0039). The WWTF permitted average dry-weather flow (ADWF) and peak day wet weather flow capacity is 1.86 million gallon(s) per day (MGD) and 6.12 MGD, respectively. The WWTF discharges tertiary treated effluent into the Pacific Ocean through an outfall.

On June 6, 2025, the City received a Time Schedule Order (TSO) (R1-2025-0015), which provides the City a 5-year compliance schedule to bring the WWTF into full compliance with the effluent limitations contained in the NPDES permit. The TSO provides interim effluent limitations for enterococci and total coliform bacteria when flows exceed the capacity of the membrane bioreactor (MBR) system.

The proposed improvements under this project are intended to address the bacterial indicator violations that triggered the TSO and achieve compliance with the City's current NPDES permit. These improvements are designed to enhance disinfection reliability during high-flow events, reduce reliance on aging secondary treatment units, and design a WWTF that can consistently meet effluent limits under all flow conditions.

To support implementation, the City is pursuing Clean Water State Revolving Fund (CWSRF) grant funding with principal forgiveness, administered through the State Water Resources Control Board (SWRCB) Division of Financial Assistance. According to the 2025 to 2026 Intended Use Plan, the WWTF qualifies as serving a disadvantaged community, and the project is eligible for grant funding based on its primary purpose of correcting ongoing permit violations.

1.1 Vicinity and Service Area

The City is on the Northern California coast, 15 miles south of the Oregon border in Del Norte County as shown on Figure 1-1. Figure 1-2 presents the WWTF and its associated service area. The service area includes the City limits and the surrounding Del Norte County Service Area (CSA). The CSA consists of the following two subareas:

- CSA District #1: Bertsch Ocean View Area to the east
- CSA District #2: Northeast area (North of the City)

1.1.1 Relevant Hydrological, Geologic, and Topographic Features

The service area is on the Smith River Plain bordered by the Pacific Ocean to the west and the base of the Coast Mountain Range to the east. The topography within 2 miles of the City is essentially flat and slopes gently south toward the harbor and east toward Elk Creek. The City has a maximum elevation change of 66 feet and an average elevation above sea level of 19 feet. The area within 2 miles of the City is covered by herbaceous vegetation (35%), water (34%), and artificial surfaces (24%).

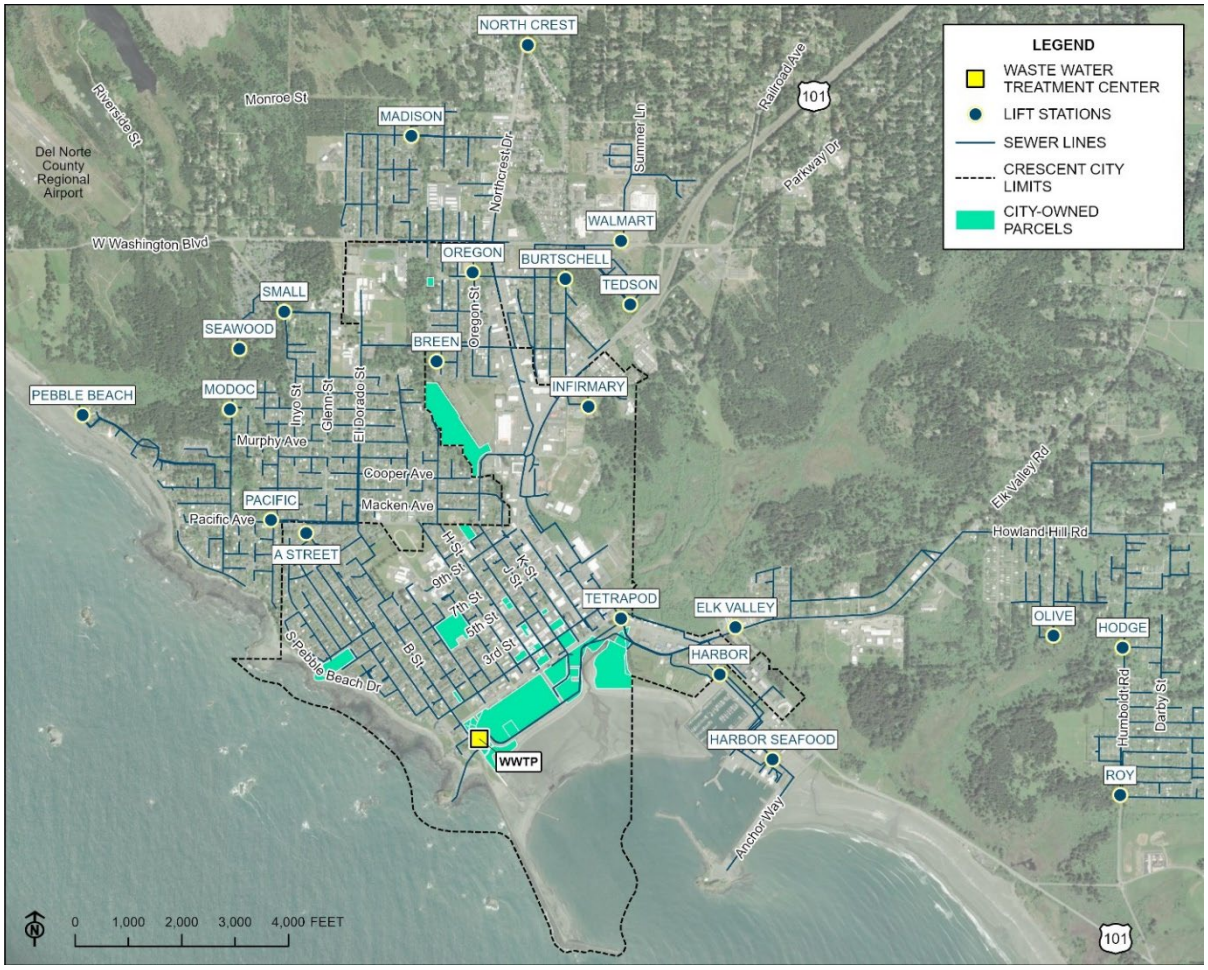
1.1.2 Existing Collection and Treatment Facilities

The City and CSA maintain separate sanitary sewer collection systems within the service area. Flows generated within the CSA are collected and conveyed to the City's collection system. The City system then conveys combined City and County-generated flows to the WWTF for subsequent treatment and disposal.

The collection system has 16 lift stations with the CSA service area and six lift stations within the City limits (Figure 1-1). In 2023, the City solicited third-party services to conduct closed-circuit television (CCTV) inspections of 286 of 443 maintenance holes and 93,883 of 133,000 linear feet of gravity sewer lines within the City service area to evaluate the condition of the collection system. All the City maintenance holes and sewer lines were evaluated according to the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program grading system. There is a significant rain dependent inflow and infiltration (RDII) problem that is causing the WWTF to violate the City's NPDES permit when flows exceed the ADWF capacity of the existing MBR facility.

The existing WWTF's liquid treatment system consists of a headworks, primary clarifiers, an RBC with secondary clarifiers, an MBR operated in parallel, and chlorine disinfection. Part of the MBR effluent is disinfected with ultraviolet (UV) disinfection to provide disinfected tertiary recycled water. The rest of the effluent is discharged to the Pacific Ocean through an ocean outfall. The solids treatment system consists of a gravity thickener (GT) for primary and secondary sludge, a rotary drum thickener (RDT) for waste-activated sludge (WAS), two anaerobic digesters operated in series, and belt filter press (BFP) for sludge dewatering. Digester gas generated in the anaerobic digestion process is used for digester heating boilers, and excess gas is being flared. Currently, one of the digesters is heated and mixed, and the second digester is operated as a sludge holding tank. The dewatered cake is hauled out for landfill. Section 2.1 presents the existing treatment facility's unit processes.

Figure 1-1. Crescent City Collection Map with Lift Stations



1.2 Current Land Uses and Trends

Figure 1-3 presents the Land Use Diagram of the 2003 Crescent City General Plan (CCC 2003). Land uses include residential, commercial, industrial, and other land use designations allowed in the different geographic areas of the City's planning area.

Figure 1-2. Crescent City and County Service Areas

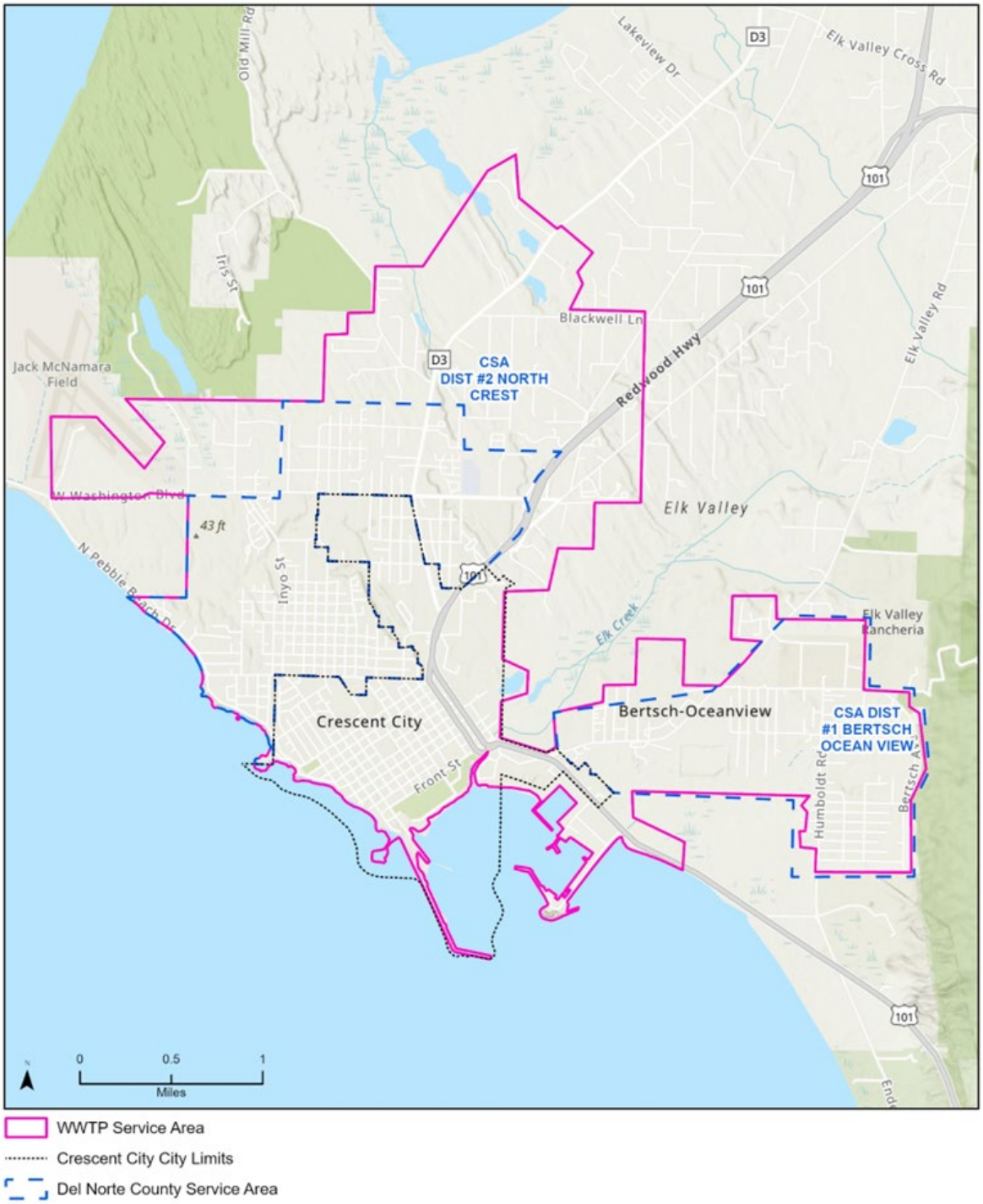
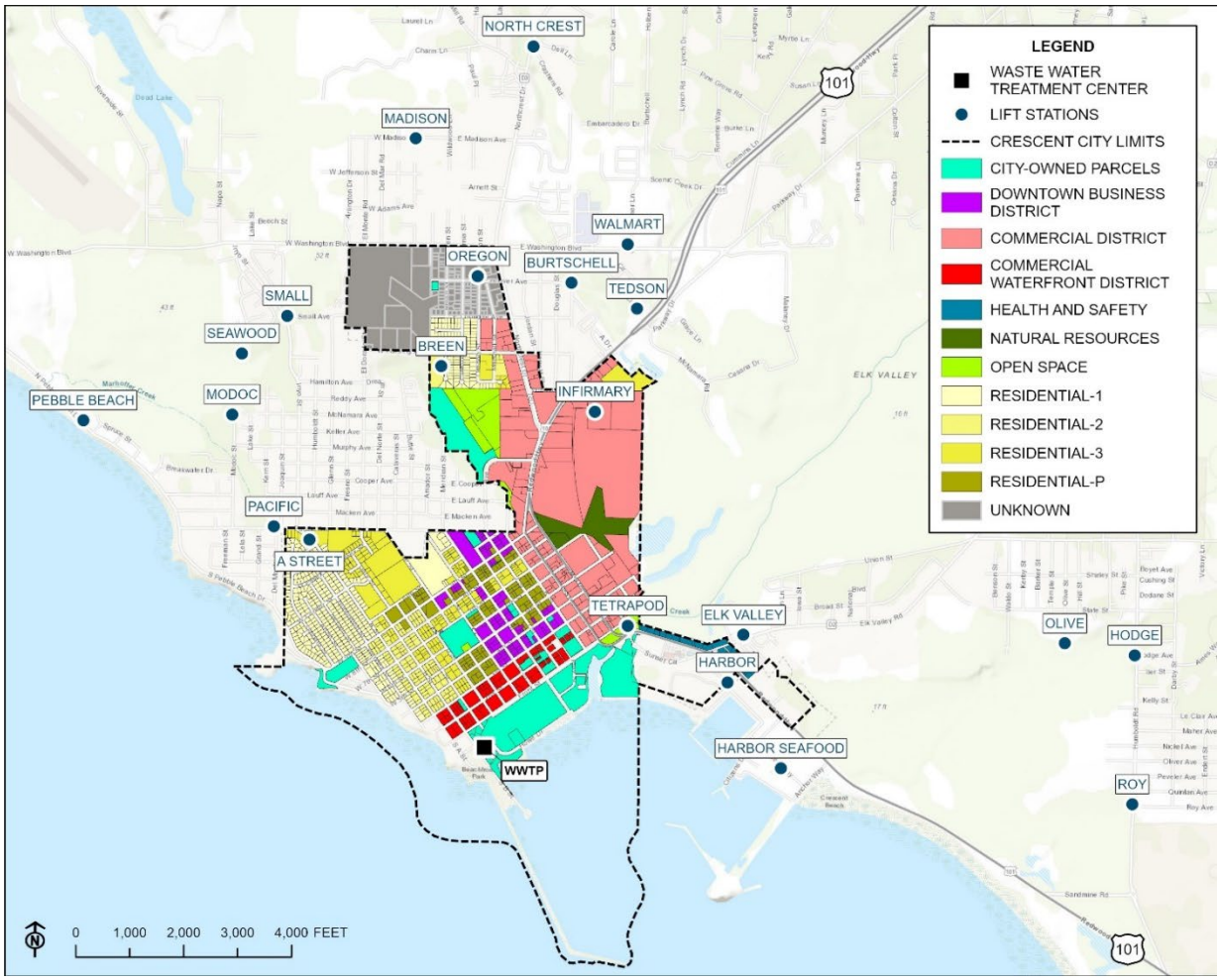


Figure 1-3. General Plan Land Use Diagram



1.3 Current System Users and Potential New Users

As described in the NPDES permit, the WWTF serves a residential population of approximately 15,372, with a small number of commercial and institutional users. As described in this section, the service area population has decreased since 2010.

1.4 Current Population and Population Trends

The 2022 to 2030 City of Crescent City Housing Element Update section on population growth shows that historically from 2010 to 2019, population in the City and the County has decreased over that period (HCD 2023).

The 2022 to 2030 Housing Element Update (HCD 2023) states that the State of California's Department of Finance (DOF) provides population projections for the state and all counties through 2060. Long-term population projections for the City were not available. Figure 1-4 presents the City's and County's population data from 2010 to 2019. Figure 1-5 displays the DOF's expected population growth for Del Norte County. The data on Figure 1-4 show a decline in population in both the City and County, and Figure 1-5 projections indicate a steady decline is set to continue in the overall population of the County. The City's population trends will likely mirror that of the County.

It should be noted that Figure 1-4 shows the City's census population, which includes residents at the Pelican Bay State Prison.

Figure 1-4. 2022 to 2030 City of Crescent City Housing Element Update – 2010 to 2019 Population Growth

Table 5-1 Population Growth (2010-2019)

Jurisdiction	2010	2015	Growth Rate (2010-2015)	2019	Growth Rate (2015-2019)
Crescent City	7,676	7,120	-7.2%	6,676	-6.2%
Del Norte County	28,471	27,788	-2.4%	27,495	-1.1%

Source: American Community Survey 5-year population estimates (2015-2019, 2011-2015, 2006-2010) Table B01003.
Note: Population counts vary slightly based on the source of data and type of survey.

Source: HCD 2023

Since 2010, the City's population has been in decline. From 2010 to 2015, the City experienced a 7.2% decrease in population, as shown on Figure 1-4, and an annual growth rate of negative 1.45%. Similarly, Del Norte County's population between 2010 and 2015 experienced a negative 2.4% change, as shown on Figure 1-4. From 2015 to 2019, the City experienced a 6.2% decrease in population and an annual growth rate of negative 1.56%, while the County experienced a 1.1% decrease in population. The 2020 Census (ACD 2020 recorded the City's population at 6,673. From 2019 to 2020, the City's growth rate was negative 0.04%. The DOF anticipates an annual growth rate in the County of negative 0.14% between 2020 and 2060 (HCD 2023), marginally similar to the growth rate experienced between 2019 and 2020 in the City. Based on the growth rate experienced between 2019 and 2020 in the City and DOF's projected annual growth rate of the County, the City can be expected to maintain a stable population for the duration of the current planning period. The projected growth of the City is still within the population projections threshold established in the 2001 General Plan (CCC 2001).

The same section in the City's updated housing element also foresees future population growth in the County to decrease from 2020 to 2060 (HCD 2023).

Figure 1-5. 2022 to 2030 City of Crescent City Housing Element Update – Population Projections

Table 5-2 Department of Finance Population Projection (2020-2060)

Del Norte County Population Projections	2020	2030	2040	2050	2060	Annual Growth 2020-2060
Del Norte County	27,193	26,750	26,498	25,975	25,720	-0.14%
Population Increase/ Decrease	None	-443	-252	-523	-225	-5.4%

Source: California Department of Finance. Demographic Research Unit. Report P-2A: Total Population Projections, California Counties, 2010-2060 (Baseline 2019 Population Projections; Vintage 2020 Release). Sacramento: California. July 2021.

Based on the 2022 to 2030 City of Crescent City Housing Element update (HCD 2023), the City does not anticipate growth in the County through 2060. The alternatives under evaluation are assuming that flows will not increase over the life of the project because of population growth. Therefore, the NPDES permit projected flows were used to project flows over time for the alternative analysis.

2. Existing Facilities, Wastewater Characteristics, and Current Effluent Water Quality

This section describes existing facilities, wastewater characteristics, and effluent water quality.

2.1 Description of Existing Treatment Facility

The WWTF treatment process is composed of physical, mechanical, biological, and chemical methods that combine to treat sewage from the incorporated Crescent City area. The influent raw waste is composed of primarily domestic sewage with some commercial contributions. The WWTF is permitted to treat and discharge an annual average daily flow of 1.86 MGD, with peak day flow of 6.12 MGD, that primarily discharges tertiary treated effluent through an ocean outfall.

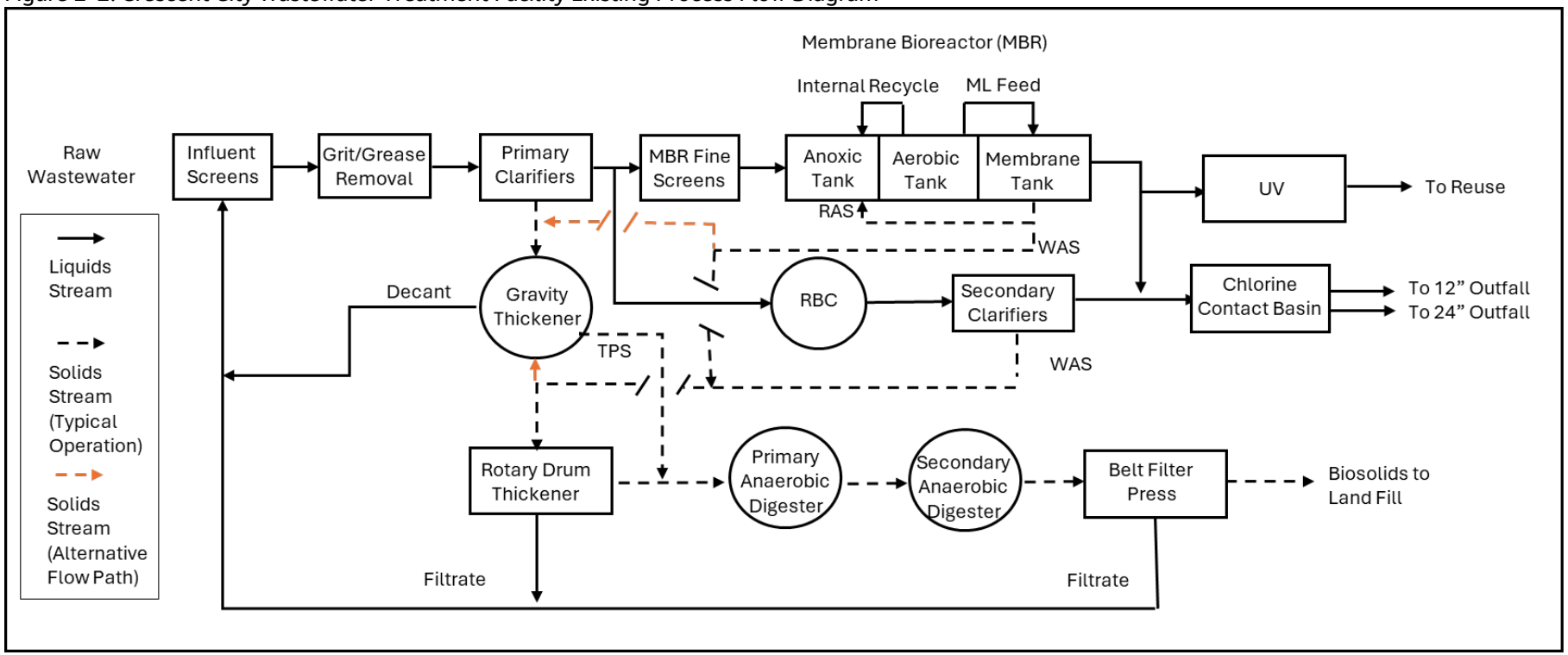
The original treatment facility was constructed in the early 1950s and has since had many improvements, most notably in 2010. The original treatment facility consisted of a headworks, influent wet well, pump house, "Clarigester" (solids separator), and a gravity outfall. The first major upgrade occurred in 1973 and consisted of installing primary clarification, converting the Clarigester to an anaerobic digester, and constructing new disinfection and solids-handling facilities. The plant was expanded again in 1979 to provide secondary treatment, including additional raw wastewater pumps, RBCs, secondary clarifiers, new chlorine contact basin (CCB) and chlorination facilities, and a new digester. Since the 1979 expansion, additional improvements include the following:

- Installation of a third secondary clarifier in 1983
- Replacement of the comminutor with a bar screen and hydraulic improvements in 1991
- Installation of new dewatering facility in 1983
- Addition of new chlorinators and sulfonators in 1996
- Addition of effluent pumps in 2002
- Replacement of the chlorinators with sodium hypochlorite and bisulfite disinfection facilities in 2003
- Addition of a MBR system and buildings in 2010
- Installation of a new influent screen in 2014
- Sewer rehabilitation on B Street in 2016
- Treatment facility drainage improvements in 2020
- Sewer and storm drain improvements on Front and C Streets in 2020
- Lift station supervisory control and data acquisition (SCADA) improvements in 2021

Figure 2-1 shows the current WWTF site plan, and Figure 2-2 shows the liquid and solids treatment process flow diagram.

Figure 2-1. Crescent City Wastewater Treatment Facility Site Plan

Figure 2-2. Crescent City Wastewater Treatment Facility Existing Process Flow Diagram



The WWTF liquid treatment stream is composed of preliminary, primary, secondary, and disinfection treatment. The preliminary process is composed of screening and aerated grit removal, which are ultimately disposed of in a landfill. The primary treatment process removes particulate settleable solids by gravity and allows the soluble biodegradable liquid stream to flow through to the downstream processes. The particulate settled solids are sent to the solids stream treatment process for further treatment. The secondary treatment process is composed of two separate treatment streams, with one being an RBC and the other being an MBR process. The RBC effluent flow is sent to a secondary clarifier for gravity settling of solids, and the effluent is combined with the MBR permeate for downstream disinfection. One goal of both secondary treatment processes is to convert the soluble readily biodegradable carbon or soluble biochemical oxygen demand (sBOD) to biological cells, which are ultimately removed in the solids treatment stream. The other goal in treatment is removal of nitrogen in the MBR process through anoxic and aerobic biological reactions. Disinfection of the combined secondary effluents are accomplished by dosing sodium hypochlorite to achieve a chlorine residual near 3 milligrams per liter (mg/L). Dechlorination is then completed by adding sodium bisulfite after post chlorine contact chamber. The final effluent is then discharged to the ocean on the south side of Battery Point Lighthouse.

In the solid process stream, primary sludge is pumped into the GT. GT sludge is thickened and fed to the anaerobic digester. WAS, including the MBR wasting, is accomplished by pumping the WAS to the RDT. The thickened waste activated sludge (TWAS) is then fed directly to the anaerobic digester. Digested sludge is dewatered using a BFP; BFP cake is then transported to the landfill.

The WWTF's primary treatment system consists of two aerated grit removal tanks followed by two rectangular primary clarifiers. Primary sludge is pumped to the GT. Floatable scum and grease are mechanically skimmed and pumped to the GT.

Secondary treatment is provided by operating the RBC and MBR in parallel. The RBC system consists of three trains of four-stage RBCs with a combined surface area of 1.2 million square feet (ft^2). Flow from the RBCs reach three rectangular secondary clarifiers, where the biological solids settle. The solids are drawn to hoppers at the inlet end of the tanks, where the solids are removed and pumped to the RDT with an option to be pumped to the GT.

The existing RBC facility has been experiencing recurring mechanical issues. As of March 2025, four of 12 RBC units were offline for mechanical issues, and the remaining RBC units are not up to the expected treatment performance, resulting in high suspended solids in the clarified effluent.

The MBR treatment system uses a similar population of bacteria and identical biochemical pathways to those found in other aerated biological processes to convert soluble and particulate biochemical oxygen demand (BOD). Bacteria are concentrated and supplied with oxygen in the aeration basin. The bacteria consume BOD and convert it to carbon dioxide and water as they metabolize and reproduce.

2.2 Sources of Wastewater to the Facility

Wastewater flowing into the WWTF is predominantly domestic sources from the City and CSA, and the three following Significant Industrial Users contribute to the influent flows and constituent loading:

- **Rumiano Cheese Company:** The flow permit limit is 100,000 gallons per day. The site is sampled weekly for pH; monthly for BOD, total suspended solids (TSS), and settleable solids (SS); and annually for oil and grease and ammonia. The site is also inspected semiannually.
- **Seaquake Brewery:** Discharges are inspected and sampled semiannually for several constituents.
- **Port O Pints Brewery:** Discharges are inspected and sampled semiannually for several constituents.

2.3 Sources of Industrial or Other Problem Constituents and Current Control Measures

The primary industrial contributors are Rumiano Cheese Company and Seaquake and Port O Pints Breweries. All three are monitored and inspected regularly and as part of the City's Pretreatment Program.

The Pretreatment Coordinator maintains a database with information on each industrial sewer user. The database stores all information regarding the users, including contacts, itemized discharges, pretreatment devices, and condition notes from inspections. The database also includes the pretreatment permits, sampling data, inspection reports, and any notices of violation or communication.

In September 2019, a local limits evaluation based on the approved workplan was performed. Pretreatment permits were updated accordingly based on the information learned in the local limits evaluation.

In 2020, the City performed a survey identifying additional sites with interceptor devices, which have been added to the fats, oils, and grease database. All businesses with interceptors are visited at least annually to verify they properly maintain interceptors. All visits are recorded in a database maintained by the Pretreatment Coordinator. New locations are now added yearly as the facility continues to learn about additional grease trap locations from the County and City.

In 2020, all active dental facilities discharging to the sewer system filled out the One-Time Compliance Report for Dental Discharges to comply with *Code of Federal Regulations* (CFR) Title 40, Part 441.50. Five of the six active dental facilities were found to be subject to the dental amalgam rule and have installed mercury amalgam separators.

2.4 Information on Discharge Violations

The City WWTF received a TSO (Order No. R1-2025-0015), which was adopted June 6, 2025, to provide time schedules to comply with the new effluent limitations for enterococci and total coliform bacteria, established under the NPDES permit (Order No. R1-2023-0039) adopted on December 12, 2023.

Under the current NPDES permit term, the WWTF experienced permit limit exceedances for fecal coliform; total coliform; ammonia, 5-day biochemical oxygen demand (BOD_5), settleable solids; and total residual chlorine. Receiving water monitoring was accelerated when laboratory results came back with permit limit exceedances on enterococcus density. Typically, these exceedance results were during large storm events and returned to below limit values in follow-up sampling results. Table 2-1 summarizes these permit violations.

The current discharge permit requires 85% removal of BOD and 85% removal of TSS, and the current discharge permit limits effluent BOD and TSS to less than 30 mg/L monthly average. These permit requirements were met throughout the permit term.

Table 2-1 summarizes Crescent City WWTF's reported effluent quality related violations in accordance with California Integrated Water Quality System Facility Identification 216106 for calendar years 2020 to 2025.

Table 2-1. Crescent City Wastewater Treatment Facility Violations Breakdown from 2020 to 2024

Year	Type of Violation									
	Fecal Coliform	Total Coliform	Chlorine	Ammonia	Late Report	BOD5	Settleable Solids	Gap in Monitor	Entero coccus	Total per Year
2020	3	0	8	0	0	0	1	0	5	17
2021	2	0	2	0	0	0	1	4	1	10
2022	2	0	1	0	0	1	0	0	2	6
2023	2	0	1	0	0	1	0	0	2	6
2024	2	18	1	3	1	0	0	0	21	46
Total	11	18	13	3	1	2	2	4	31	

2.5 Wastewater Influent Characteristics and Variations

Table 2-2 summarizes average (AVG), minimum (MIN), and maximum (MAX) daily influent flow and pollutant characteristics data for the period of January 2021 through June 2024. Influent flow in MGD, BOD and TSS loading in pound per day (lb/day) are presented. ADWF flows ranged between 0.83 and 1.48 MGD between January 2021 and June 2024. Maximum monthly flow was 3.44 MGD.

Table 2-2. Crescent City Wastewater Treatment Facility Influent Wastewater Characteristics

Month	Flows (MGD)			TSS (lb/day)			BOD (lb/day)		
	AVG	MIN	MAX	AVG	MIN	MAX	AVG	MIN	MAX
January 2021	2.22	1.51	4.46	3099	2113	4897	3002	2487	3915
February 2021	2.62	1.84	5.19	3173	1693	4145	2952	2121	3582
March 2021	1.94	1.51	2.84	3053	829	4775	2937	2273	3770
April 2021	1.27	1.14	1.47	2869	2077	3704	2839	2393	3239
May 2021	1.08	1.02	1.14	2518	1991	3126	2719	2401	3467
June 2021	1.07	0.97	1.47	2792	1977	4037	2931	2461	3739
July 2021	1.00	0.96	1.05	3098	2054	4234	3160	2801	3512
August 2021	0.96	0.91	1.00	2964	2066	4205	2895	2314	3342
September 2021	0.96	0.89	1.26	2864	1814	5538	2869	1993	4504
October 2021	1.10	0.88	1.96	2483	1508	4524	2849	1852	5638
November 2021	1.48	0.96	2.13	2578	1577	4653	2776	1965	3747
December 2021	1.51	0.92	2.11	1992	1359	2960	2297	1883	2756
January 2022	1.71	1.07	3.10	2175	1554	3438	2697	2015	4057
February 2022	1.07	0.96	1.20	2047	1635	2863	2523	2106	2969
March 2022	1.18	0.87	1.71	2115	1756	3011	2865	2263	4195
April 2022	1.42	0.99	1.88	2254	1872	3049	2979	2383	3768

Month	Flows (MGD)			TSS (lb/day)			BOD (lb/day)		
	AVG	MIN	MAX	AVG	MIN	MAX	AVG	MIN	MAX
May 2022	1.48	1.19	1.82	2227	1980	2611	2625	2108	3375
June 2022	1.36	1.14	1.85	2274	1903	2696	3032	2398	3866
July 2022	1.17	1.07	1.39	2492	2140	3103	3183	2656	3869
August 2022	1.00	0.81	1.28	2377	1889	2999	2607	2155	3544
September 2022	0.93	0.87	1.06	2467	1601	4166	2411	1255	3203
October 2022	0.91	0.85	0.99	2074	1758	2460	2406	2093	2893
November 2022	1.06	0.93	1.43	2129	1586	2640	2440	2047	3123
December 2022	1.51	0.96	3.55	2325	1518	4118	2759	1897	4175
January 2023	2.57	1.61	4.72	2403	2091	2903	2694	1861	3271
February 2023	1.70	1.37	2.61	2211	1949	2435	2749	2305	3978
March 2023	2.89	1.40	5.27	2826	1429	4576	2841	1347	4488
April 2023	2.21	1.45	3.20	3050	2361	4251	2908	2307	3625
May 2023	1.27	1.06	1.54	2524	2057	3158	2518	2137	2959
June 2023	0.98	0.93	1.05	2120	1824	2680	2271	1646	2721
July 2023	0.93	0.86	1.03	2068	1542	2465	2475	2068	4104
August 2023	0.83	0.48	0.92	2075	1743	3061	2338	1768	2605
September 2023	0.84	0.78	1.06	1982	1694	2537	2377	2078	3060
October 2023	0.86	0.52	1.08	1902	1429	2248	2307	1696	2880
November 2023	1.11	0.80	1.47	2057	1445	3362	2417	1887	2758
December 2023	1.82	1.32	3.47	2256	1552	2931	2301	1758	3232
January 2024	3.23	1.65	6.45	3072	1615	7408	2697	1857	5536
February 2024	3.44	2.36	5.07	2976	2169	4651	3361	2118	5084
March 2024	2.97	1.97	4.90	2565	2050	3304	3243	2105	7324
April 2024	1.55	1.21	2.31	2339	1709	3640	2700	1967	3795
May 2024	1.37	1.06	2.65	2036	1744	2378	2468	2194	2743
June 2024	1.07	0.98	1.47	2062	1686	2899	2585	1750	3135
AVG	1.52	1.12	2.32	2451	1770	3544	2714	2075	3704
MIN	0.83	0.48	0.92	1902	829	2248	2271	1255	2605
MAX	3.44	2.36	6.45	3173	2361	7408	3361	2801	7324

Based on the 2021 to 2024 data, the following are current flows and loads:

- ADWF
  - Flow = 1.06 MGD
  - BOD load = 2904 lb/day
  - TSS load = 2786 lb/day
- MMWW
  - Flow = 3.44 MGD
  - BOD load = 3361 lb/day
  - TSS load = 3173 lb/day

2.6 Wastewater Characteristics Profiling Through Treatment Process

To supplement routine monitoring data and develop a whole-plant process model for the WWTF, special sampling was conducted in October 2022. This sampling campaign focused on capturing a comprehensive wastewater quality profile across liquid and solids treatment unit processes. It included key parameters, such as TSS, volatile suspended solids (VSS), chemical oxygen demand (COD), soluble COD (sCOD), BOD_5, soluble BOD_5 ($sBOD_5$), total Kjeldahl nitrogen (TKN), ammonia (NH_3), total phosphorus (TP), and alkalinity. For the solids stream, additional measurements included total solids (TS) and volatile solids (VS). These data were used to calibrate a whole-plant process model and evaluate performance across each major treatment step.

During the sampling period, one of the two anaerobic digesters was unexpectedly taken offline, causing the remaining digester to become overloaded. This imbalance led to significant foaming and a drop in VS reduction efficiency. As a result, filtrate from the BFP contained elevated concentrations of TSS and BOD, which were recycled back to the headworks, increasing the overall organic and solids load across the treatment plant above typical levels. While influent quality during the special sampling period appeared consistent with historical norms, the process conditions captured in the data may not fully reflect steady-state operation.

Figure 2-3 shows the sampling locations used during this campaign. Table 2-3 summarizes average liquid stream sampling results from each major treatment stage, while Table 2-4 presents corresponding results from the solids stream.

Figure 2-3. Sampling Locations

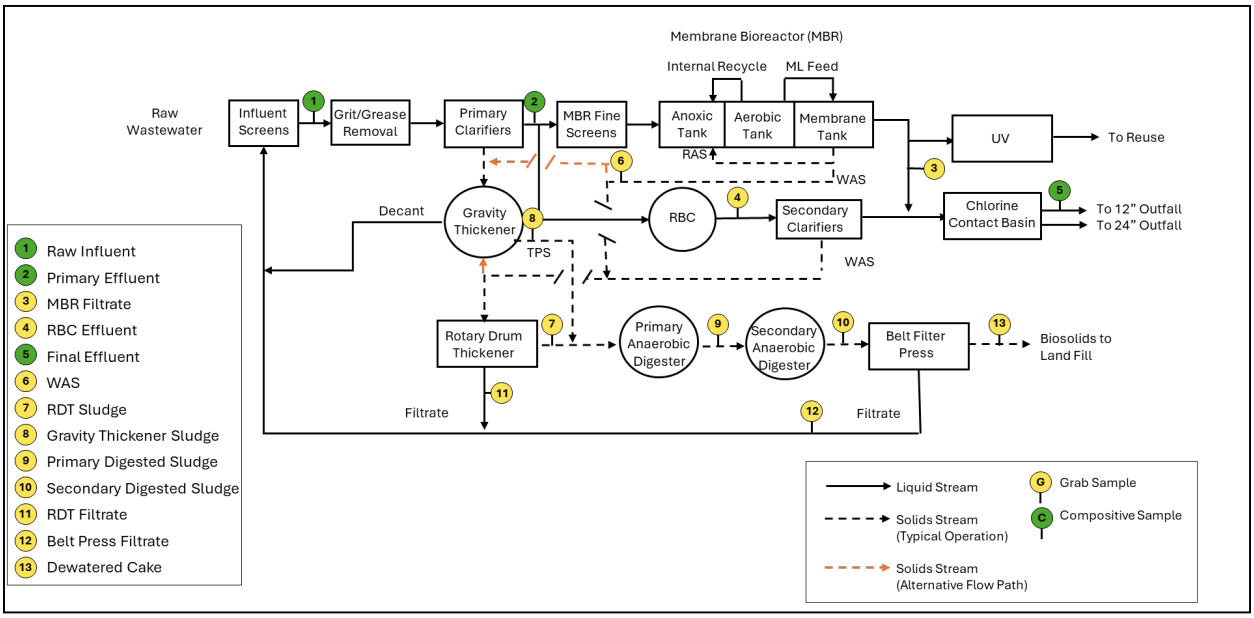


Table 2-3 and Table 2-4 summarize the average sampling results for the liquids stream and the solids stream, respectively.

Table 2-3. Liquids Stream Special Sampling Results

	Units	Influent	Primary Effluent	MBR Filtrate	RBC Effluent	Final Effluent
TSS Concentration	mg/L	268	97	< 2	117	12
TSS Loading	lb/day	1,911	689	-	-	94
VSS Concentration	mg/L	249	91	-	107	-
VSS Loading	lb/day	1,775	649	-	-	-
COD Concentration	mg/L	665	478	17	241	71
COD Loading	lb/day	4,738	3,403	120	-	539
sCOD Concentration	mg/L	241	298	16	102	-
sCOD Loading	lb/day	1,717	2,123	113	-	-
BOD_5 Concentration	mg/L	313	243	< 1.8	61	17
BOD_5 Loading	lb/day	2,237	1,737	-	-	129
$sBOD_5$ Concentration	mg/L	-	153	-	37	-
$sBOD_5$ Loading	lb/day	-	1,091	-	-	-
TKN	mg/L	-	45.0	2.3	43.6	18.9
NH_3	mg/L	33.1	34.9	3.6	34.5	16.5
TP	mg/L	-	8.8	4.5	-	6.2
Alkalinity	mg/L as $CaCO_3$	259	-	104	-	158
TSS Removal	%	-	63%	99%	56%	95%
BOD Removal	%	-	22%	-	75%	95%

	Units	Influent	Primary Effluent	MBR Filtrate	RBC Effluent	Final Effluent
VSS/TSS Ratio	-	0.93	0.94	-	0.92	-
sCOD/COD ratio	-	0.36	0.61	0.96	0.42	-
COD/BOD Ratio	-	2.14	1.99	-	3.95	-
sBOD/BOD Ratio	-	-	0.61	-	0.60	-

$CaCO_3$ = calcium carbonate

Table 2-4. Solids Stream Special Sampling Results

Parameter	Units	MBR RAS/WAS	RDT	Gravity Thickener	Digested Sludge	Dewatered Cake
Flow	gal/day	19,572	-	-	-	-
TSS Concentration	mg/L	3,943	-	-	-	-
TSS Loading	lb/day	644	-	-	-	-
VSS Concentration	mg/L	3,458	-	-	-	-
TS	%	-	3.08	1.32	2.10	16.73
VS	%	-	87.8	88.3	79.8	79.60
pH	-	-	6.42	5.70	6.9	-
Alkalinity	mg/L as $CaCO_3$	-	-	-	3,992	-

gal/day = gallon(s) per day

RAS = return-activated sludge

2.7 Wastewater Effluent Characteristics and Variations

Table 2-5 summarizes AVG, MIN, and MAX effluent data for the period from January 2021 and June 2024. Effluent flow in MGD, BOD_5 in mg/L, and TSS in mg/L are presented. The current discharge permit recognizes the dilute sewage condition and requires 85% removal of BOD_5 and 85% removal of TSS. These permit requirements were met throughout the permit period.

Table 2-5. Crescent City Wastewater Treatment Facility Effluent Wastewater Characteristics

	Flows (MGD)			TSS (mg/L)			BOD_5 (mg/L)		
Month	AVG	MIN	MAX	AVG	MIN	MAX	AVG	MIN	MAX
January 2021	1.89	1.31	3.86	16.5	9.5	26.8	18.2	13.4	23.7
February 2021	2.42	1.53	5.27	9.8	7.3	16.0	12.5	10.8	15.1
March 2021	1.71	1.21	2.49	9.0	7.6	13.2	14.7	11.8	21.2
April 2021	1.04	0.83	1.27	13.8	9.8	22.1	16.6	11.8	26.4
May 2021	0.87	0.78	1.02	11.4	7.7	31.7	13.0	9.3	35.7
June 2021	0.85	0.71	1.26	10.0	6.1	20.3	17.4	9.3	36.2
July 2021	0.79	0.67	0.94	11.9	8.6	15.6	16.4	11.6	19.2
August 2021	0.79	0.73	0.85	6.6	5.4	9.0	9.0	7.5	10.7
September 2021	0.78	0.67	1.09	7.4	4.3	11.9	11.6	7.6	18.1

Month	Flows (MGD)			TSS (mg/L)			BOD_5 (mg/L)		
	AVG	MIN	MAX	AVG	MIN	MAX	AVG	MIN	MAX
October 2021	0.95	0.64	1.56	8.2	6.4	11.0	13.6	9.9	17.6
November 2021	1.45	1.06	2.23	10.8	5.5	17.5	15.4	12.5	17.9
December 2021	1.72	1.04	2.34	13.3	9.1	39.3	16.8	13.1	27.0
January 2022	1.60	1.12	2.56	9.0	7.1	12.4	13.3	10.1	20.4
February 2022	.04	0.91	1.24	10.1	8.3	12.4	16.2	14.3	18.8
March 2022	1.03	0.85	1.21	12.8	10.7	17.0	20.0	15.7	24.3
April 2022	1.28	0.88	1.78	15.7	9.5	29.9	22.2	15.4	29.5
May 2022	1.35	0.65	1.67	11.1	8.5	13.8	18.1	13.2	21.4
June 2022	1.24	1.07	1.59	11.2	6.0	16.7	21.6	11.0	34.8
July 2022	1.02	0.96	1.12	13.1	10.5	18.7	37.2	20.4	70.6
August 2022	0.94	0.82	0.99	10.0	7.3	18.1	19.7	12.6	34.8
September 2022	0.88	0.82	1.19	13.1	9.4	20.1	18.3	13.4	24.3
October 2022	0.88	0.81	1.41	12.3	5.5	32.8	15.5	9.7	29.9
November 2022	0.95	0.83	1.27	10.3	5.1	20.7	17.1	9.5	37.4
December 2022	1.46	0.93	3.44	10.1	6.0	14.3	15.6	11.3	25.6
January 2023	2.57	1.61	4.72	10.9	7.5	15.8	17.4	13.0	24.0
February 2023	1.58	1.20	2.46	9.3	5.6	13.1	19.4	12.0	27.9
March 2023	2.90	1.87	5.36	11.3	6.7	16.3	19.2	14.9	25.7
April 2023	2.23	1.06	3.23	11.1	8.9	15.2	20.7	17.5	29.7
May 2023	1.32	0.82	1.67	10.8	8.9	15.2	25.1	21.1	31.2
June 2023	0.94	0.82	1.45	15.5	8.9	29.3	29.8	18.4	61.2
July 2023	0.85	0.76	0.95	10.4	5.8	13.9	24.3	12.4	34.4
August 2023	0.80	0.43	0.99	9.3	6.1	13.2	17.7	11.3	32.1
September 2023	0.83	0.74	1.06	7.7	5.4	9.7	15.4	11.5	21.4
October 2023	0.87	0.77	1.03	8.9	5.0	13.8	17.8	10.9	25.4
November 2023	1.12	0.76	1.55	9.1	6.9	11.5	15.6	11.8	21.2
December 2023	1.96	1.31	3.59	13.1	10.9	16.1	8.8	6.9	14.0
January 2024	3.23	1.65	6.45	9.5	6.2	13.3	13.7	10.0	18.0
February 2024	3.44	2.36	5.06	9.7	6.1	15.0	17.3	11.1	22.3
March 2024	2.97	1.97	4.90	10.1	7.3	14.2	17.8	16.9	19.2
April 2024	1.55	1.21	2.31	9.2	5.9	11.6	19.5	14.3	26.5
May 2024	1.36	1.06	2.65	11.4	5.3	14.2	22.4	11.0	32.4
June 2024	1.06	0.98	1.27	11.5	5.9	23.2	24.9	8.3	52.7

Month	Flows (MGD)			TSS (mg/L)			BOD_5 (mg/L)		
	AVG	MIN	MAX	AVG	MIN	MAX	AVG	MIN	MAX
AVG	**1.30**	**0.94**	**1.99**	**10.9**	**7.3**	**17.5**	**18.0**	**12.3**	**27.6**
MIN	**0.78**	**0.43**	**0.85**	**6.6**	**4.3**	**9.0**	**8.8**	**6.9**	**10.7**
MAX	**2.90**	**1.87**	**5.36**	**16.5**	**10.9**	**39.3**	**37.2**	**21.1**	**70.6**

2.8 Past Efforts to Address Compliance and Operational Issues Through Collection System Improvements and Wastewater Treatment Facility System

The City and CSA maintain separate sanitary sewer collection systems within the service area. Flows generated within the CSA are collected and conveyed to the City's collection system. The City's system then conveys combined City and County-generated flows to the WWTF.

Figure 2-4 demonstrates monthly influent flow variations from 2020 to 2024, and during the rainy season, which is typically from October to May of each year, influent flows increase significantly at the WWTF.

During intense storm events, RDII can stress the collection system. The collection system is susceptible to RDII, and thus, the City recently (2021) chose to have a contractor install a collection system pump station SCADA system and pump station control center elements to improve control and monitoring of the collection system.

In 2016, the City completed a sewer rehabilitation and replacement project on B Street.

In 2020, the City completed a Capital Improvement Plan (CIP) to replace the storm system and sewer pipeline infrastructure on C Street and a portion of Front Street.

In 2023, the City contracted third-party services to conduct inspections and CCTV of 286 of 443 maintenance holes and approximately 93,883 of 133,000 linear feet of gravity sewer lines to collect information on the condition of the collection system.

The City has an inflow and infiltration study programmed into their 2025 to 2030 CIP to allow them to use the CCTV and inspection data to help them identify and prioritize improvements that can be made to the collection system to reduce RDII flowing to the WWTF.

The City performs monthly preventive maintenance on known trouble spots throughout the collection system. The City's Sanitary Sewer Management Plan is currently under review.

The City can comply with the new NPDES permit when flows do not exceed 1.1 MGD and use the secondary clarifiers for flow equalization when flows exceed that flow to reduce the likelihood of non-compliance from flows that only receive secondary treatment from the RBCs. As a result, the City can comply with the new permit with existing processes when ADWFs are received by the WWTF.

2.9 Current Asset, Operation and Maintenance Management Systems

Operations Management International, Inc. initiated an asset management system improvement project when they began operation in September 2019. All existing assets have migrated to Maintenance

Connection, which has been used since to track and monitor asset preventive maintenance activities. The first phase of the improvements was to replace the outdated workstations to have Windows 10 instead of Windows 7, which receives security and operational updates by Microsoft. Appendix E presents more information regarding the installation and Maintenance Connection .

2.10 Excessive Infiltration and Inflow Evaluation

The City and the North Coast Regional Water Quality Control Board (NCRWQCB) have recognized that the main contributing factor to the new permit violations are a direct result of RDII. The WWTF consistently receives inflow and infiltration (I&I) flows that exceeds the ADWF of 1.1 MGD during even modest rain events. These elevated flows result in violations of effluent limits, particularly for disinfection-related parameters.

While a comprehensive RDII evaluation has not been completed, the City included in their CIP to perform one. On April 1, 2025, the City provided the NCRWQCB with a workplan for a Sanitary Sewer Evaluation Survey (SESS), where they are expected to perform an RDII evaluation as part of the workplan.

The terms in the NPDES Permit that are consistently violated when flows exceed 1.1 MGD include the following:

- **Disinfection:** Disinfected effluent discharged from the wastewater treatment plant through Discharge Point 001 to the Pacific Ocean shall not contain fecal coliform bacteria exceeding the following concentrations, as measured at Monitoring Location EFF-001:
  - Enterococci:
    - The 6-week rolling geometric mean of enterococci shall not exceed 30 Colony Forming Units (CFU) per 100 mL; and
    - No sample shall exceed a CFU of 110 per 100 mL.
  - Total Coliform Organisms
    - The median value of total coliform bacteria shall not exceed a most probable number (MPN) of 70 per 100 mL in a calendar month; and
    - Not more than 10 percent of the samples collected in a calendar month shall exceed an MPN of 230 per 100 mL.

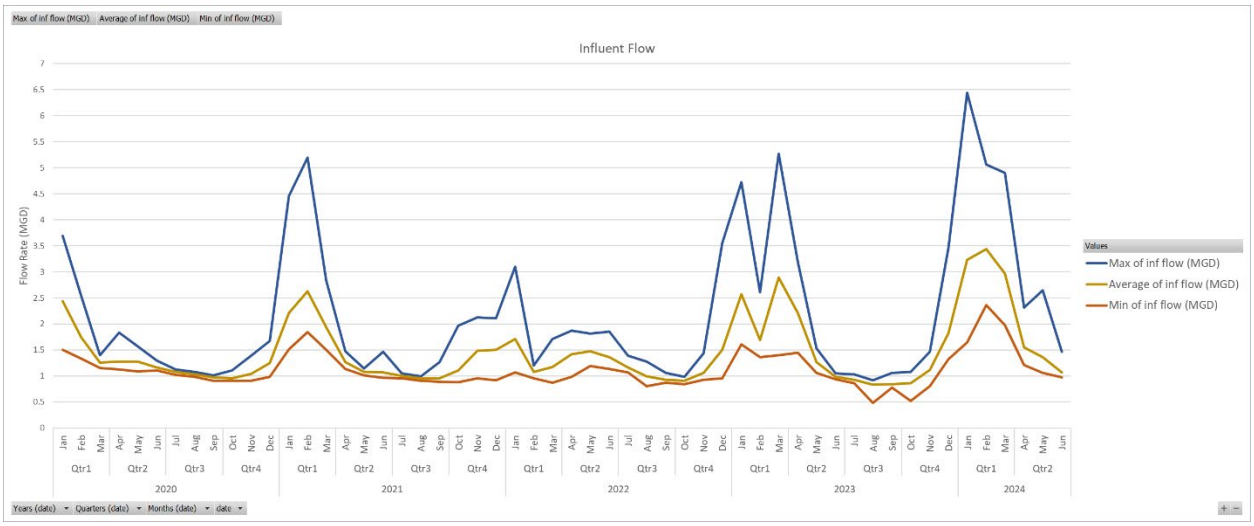
The TSO issued provides interim regulatory relief and recognizes that exceedances above ADWF levels require different compliance measures. Specifically, the TSO outlines interim maximum weekly effluent limitations based on the 95th percentile of historical data, as shown in Table 2-6.

Table 2-6. 95th Percentile Concentrations for Interim Effluent Limitations

Parameter	Units	Maximum Weekly Effluent Limitation
Total Coliform Bacteria	MPN/100 mL	939
Enterococci	MPN/100 mL	610

These TSO values serve as interim limits to account for high-flow conditions until permanent improvements can be implemented. However, consistent exceedance of both NPDES permit and TSO limits during wet weather underscores the need for a robust RDII evaluation and mitigation strategy. The City's SSES workplan, once implemented, will inform targeted actions to reduce RDII and restore compliance during wet weather events.

Figure 2-4. Wastewater Treatment Facility Influent Flow 2020 to 2024 (MGD)



3. Treatment Objectives for Discharge and Reuse

This section describes the reason for the project, performance characteristics, discharge requirements, and projected future flow rates.

3.1 Project Need, Objectives, and Expected Benefits

The WWTF discharges to the Pacific Ocean in accordance with Order No. R1-2023-0039 under NPDES No. CA 0022756. This order is issued pursuant to Section 402 of the *Federal Clean Water Act* and regulations adopted by the U.S. Environmental Protection Agency (EPA) and Chapter 5.5, Division 7 of the *California Water Code* (commencing with Section 13370). It serves as an NPDES permit authorizing the City to discharge into waters of the Pacific Ocean at Discharge Location 001. The City received a TSO (Order No, R1-2025-0015), which was adopted June 6, 2025, because of chronic violations of Order No. R1-2023-0039. The TSO will allow the City time to address the violations through this improvement project because the compliance issues cannot be addressed with only operational improvements. The WWTF requires infrastructure improvements to comply with the City's NPDES Permit.

The City also developed a Project Charter that outlines the vision, mission, and guiding principles for the project to make sure the City's needs are met as they move toward compliance. The Project Charter elements are shown as follows:

- **Vision:** Develop a sustainable community asset that provides reliable and cost-effective wastewater services, supports a vibrant local economy, and preserves the region's natural resources.
- **Mission:** Deliver a reliable, efficient wastewater system project that protects public health, minimizes community impacts, proactively meets regulatory requirements, and pursues funding opportunities to meet current and future needs.
- **Guiding Principles:**
  - Always consider the ratepayer mindset.
  - Show the value of the services we provide.
  - Support sustainable growth.
  - Be a good steward of the environment.
  - Create an inviting environment.
  - Be transparent, honest, and respectful to build and enhance trust.
  - Build a community asset.
  - Maintain a high standard of performance.
  - Actively participate and support knowledge-based decisions.
  - Commit to tackling the community's unique challenges.
  - Inform, educate and engage the community.
  - Understand the "why" and expand the "possible."

The guiding principles were used to develop the decision-making criteria that allowed the City to select the final alternative in Section 5.

The beneficial uses of the receiving stream (RSW-001) as established by the Water Quality Control Plan (NCRWQCB 2018) for the North Coast Region (Basin Plan) and California Ocean Plan (California Water Resources Control Board 2019) are as follows:

Existing:

- Navigation
- Water Contact Recreation
- Non-Contact Water Recreation
- Commercial and Sport Fishing
- Wildlife Habitat
- Rare, Threatened, or Endangered Species
- Marine Habitat
- Migration of Aquatic Organisms
- Spawning, Reproduction, or Early Development
- Shellfish Harvesting
- Aquaculture

Potential

- Industrial Service Supply
- Industrial Process Supply
- Preservation of Areas of Special Biological Significance

Treated wastewater may also be discharged to the recycled water system at Discharge Point 002. The WWTF does not currently recycle treated effluent but may in the future. The beneficial uses of the receiving stream (002) as established by the Water Quality Control Plan (NCRWQCB 2018) for the North Coast Region (Basin Plan) are as follows:

Existing:

- Municipal and Domestic Supply
- Agriculture Supply
- Industrial Service Supply
- Native American Culture

Potential:

- Industrial Process Supply
- Aquaculture

Most unit processes within the WWTF are in need of rehabilitation, except for the MBR system, which is the most recently installed process at the WWTF. Major rehabilitation is needed for the primary clarifier, RBC, and biosolids processes. The aeration basin for the MBR system has not been taken offline since the MBR first went online and is in need of service. Improvements are also required to optimize and improve operation of the WWTF, improve water quality, and support ongoing regulatory compliance.

3.2 Performance Characteristics Required for Efficient Treatment

WWTF performance-related requirements are specified within the existing NPDES permit in Section IV "Effluent Limitations and Discharge Specifications."

A whole-plant biological process model was developed using an iterative process simulator, Pro2D[2] (developed by Jacobs), to evaluate plant performance projected from NPDES permit conditions with the improvements proposed in this report. The following section describes the setup and calibration of the process model with current conditions.

3.2.1 Model Development and Calibration

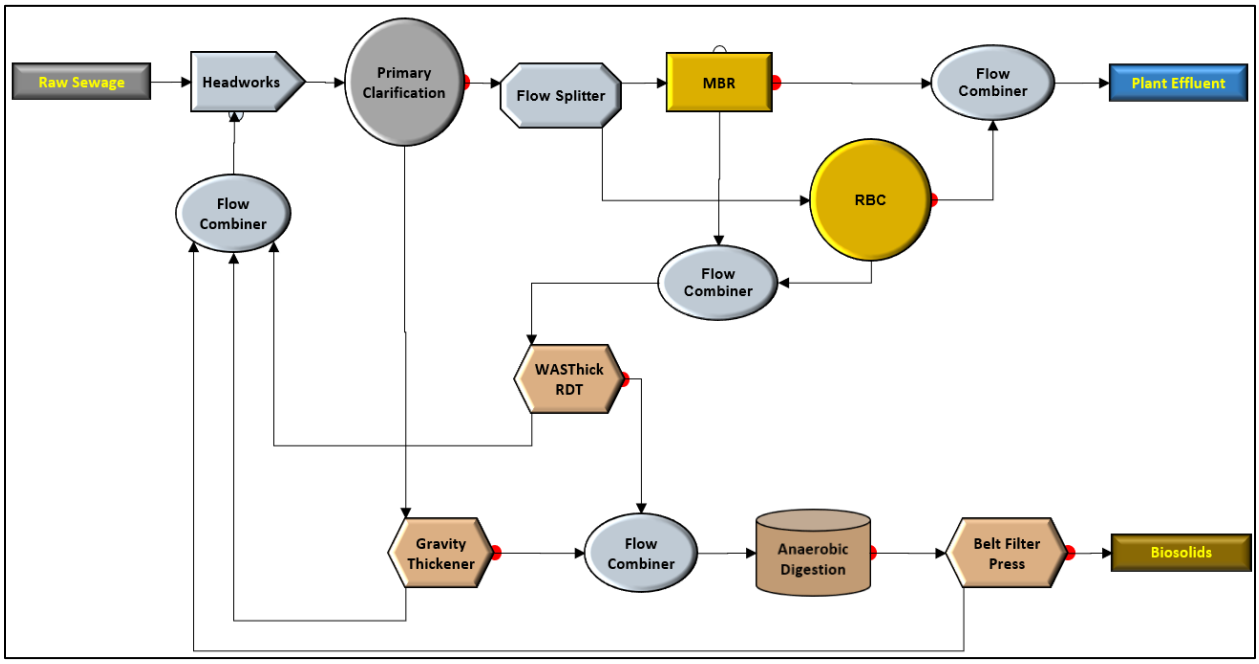
The process model was built to reflect existing conditions at the WWTF, using appropriate measurements from plant record drawings and operating information from historical data and plant staff. The special sampling period data, taken during October 2022, was used as a basis for calibrating the process model. During this period, one of the two anaerobic digesters was unexpectedly removed from service, which resulted in the operating digester being overloaded. This condition resulted in the reduced VS in the operating digester, which led to increased organic and solids loading being returned to headworks and affecting the liquid side of treatment performance.

3.2.2 Model Setup

The model setup reflects the current operations at the WWTF (refer to Figure 3-1). Unit process sizing was based on plant record drawings, and performance criteria were based on historical operating data during the calibration period and discussions with plant staff.

Figure 3-1 presents a schematic of the WWTF Pro2D^2 model.

Figure 3-1. Crecent City Wastewater Treatment Plant Process Flow Schematic in Pro2D^2 Simulator



3.2.3 Model Calibration

The purpose of the model calibration is to minimize the difference between observed or operating conditions and model results through adjustment of model parameters. The Pro2D^2 model was calibrated to historical data to confirm the Pro2D^2 model is similar to the existing operating conditions. Model parameters were adjusted to result in good agreement with historical conditions, which was defined by reaching the target "stop criteria," or acceptable error, identified in *Wastewater Treatment Process Modeling, Manual of Practice No. 31* (Water Environment Federation 2014).

Calibration results demonstrate overall good agreement with historical data with respect to *Wastewater Treatment Process Modeling, Manual of Practice No. 31* (Water Environment Federation 2014) acceptable error ranges, except for MBR WAS TSS Load, which was predicted in the simulation to be lower than the historical value. This can be explained by the additional BOD_5 and TSS being recycled from the dewatered filtrate because of the unexpected removal of one of the digesters from service. The impact of this event is also observed in the difference of model-predicted digester sludge TSS and VSS compared to the historical data, where incomplete digestion was observed.

With those considerations, the calibration of the model was sufficiently close at this point. Further application of the calibrated model to the proposed improvements is discussed in Section 4 and Appendix C.

3.3 Health-Related Water Characteristics Required for Discharge, Operational, and Onsite Requirements.

Health-related effluent limits are specific within the NPDES permit (refer to Appendix A).

3.4 Wastewater Discharge Requirements and Anticipated Changes in Discharge Requirements

Discharge requirements are specified within Section IV of the NPDES permit in Appendix A; refer to Figure 3-2 for effluent discharge requirements.

Figure 3-2. Table 2 – NPDES Permit R1-2023-0039 Effluent Requirements

Parameter	Units	Average Monthly	Average Weekly	Maximum Daily	Instantaneous Minimum	Instantaneous Maximum	Six-Month Median
Biochemical Oxygen Demand 5-day @ 20°C (BOD_5)	mg/L	30	45	--	--	--	--
Total Suspended Solids	mg/L	30	45	--	--	--	--
pH	standard units	--	--	--	6.0	9.0	--
Oil and Grease	mg/L	25	40	--	--	75	--
Ammonia Nitrogen, Total (as N)	mg/L	--	--	72	--	180	18
Settleable Solids	mL/L	1.0	1.5	--	--	3.0	--
Turbidity	NTU	75	100	--	--	225	--
Copper, Total Recoverable	µg/L	--	--	300	--	840	32
Silver, Total Recoverable	µg/L	--	--	79	--	200	16
Endosulfan[4]	µg/L	--	--	0.54	--	0.81	0.27
Endrin	µg/L	--	--	0.12	--	0.18	0.060
Total Residual Chlorine[5]	µg/L	--	--	240	--	1800	60
DDT[6]	µg/L	0.0051	--	--	--	--	--

Heptachlor	µg/L	0.0015	--	--	--	--	--
Dieldrin	µg/L	0.0012	--	--	--	--	--

Table Notes

1. See Definitions in Attachment A and Compliance Determination discussion in section 7 of this Order.
2. The sum of the concentrations of endosulfan-alpha, endosulfan-beta, and endosulfan sulfate, as identified in Attachment A of this Order and Appendix I of the Ocean Plan under the Endosulfan definition.
3. See section 7.12 of this Order regarding compliance with chlorine residual effluent limitations.
4. The sum of the concentrations of 4,4'DDT, 2,4'DDT, 4,4'DDE, 2,4'DDE, 4,4'DDD, and 2,4'DDD.

Source: NCRWQCB 2023

In addition to these numeric limitations, specific disinfection performance criteria apply to Discharge Point 001, particularly for bacterial indicators. These parameters are consistently challenging to meet during wet weather events because of increased flows from RDII. When influent flow exceeds 1.1 MGD, the WWTF frequently experiences violations of disinfection-related limits, as summarized as follows:

- **Disinfection:** Disinfected effluent discharged from the wastewater treatment plant through Discharge Point 001 to the Pacific Ocean shall not contain fecal coliform bacteria exceeding the following concentrations, as measured at Monitoring Location EFF-001:
  - Enterococci
  - The 6-week rolling geometric mean of enterococci shall not exceed 30 CFU per 100 mL.; and
    - No sample shall exceed a CFU of 110 per 100 mL.
  - Total Coliform Organisms
    - The median value of total coliform bacteria shall not exceed an MPN of 70 per 100 mL in a calendar month; and
    - Not more than 10 percent of the samples collected in a calendar month shall exceed an MPN of 230 per 100 mL.
  - Fecal Coliform
    - The 30-day geometric mean of fecal coliform density not to exceed 200 per 100 mL.

These bacterial limits, required for protection of water contact recreation and marine habitat uses, are most vulnerable to exceedance during storm events when high influent flows cause treatment performance degradation, particularly in the disinfection process.

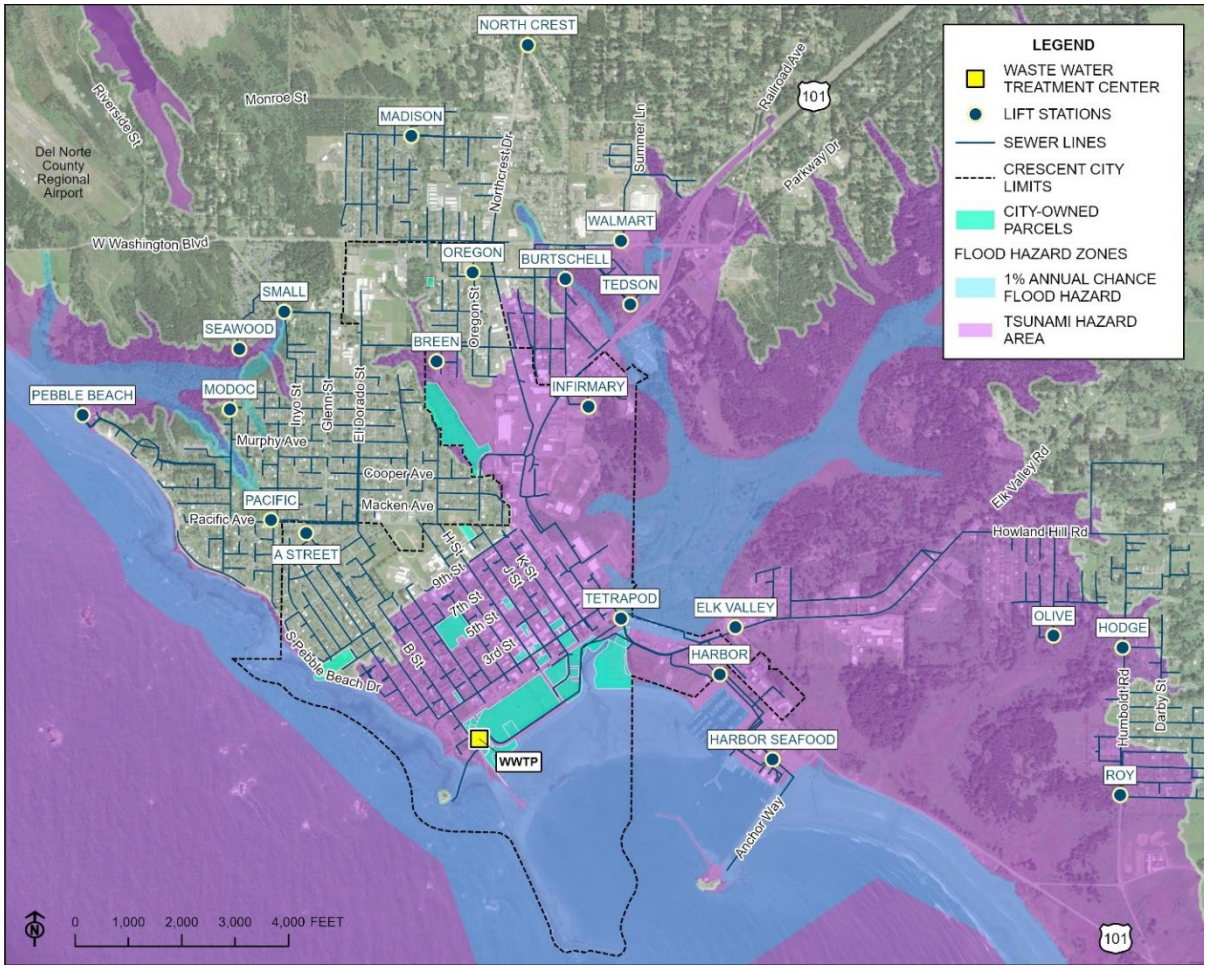
Although the updated NPDES permit (2023) included more stringent limitations than the prior permit, no additional significant changes to effluent requirements are currently anticipated. The City's ongoing capital planning and alternatives evaluation already account for these newer standards. Compliance with the revised effluent limits has been a key factor in the evaluation and selection of recommended treatment improvements.

3.5 Seismic and Tsunami Design Approach

The *California Building Code* (CBC) applies to all construction, alteration, relocation, enlargement, replacement, repair, equipment, maintenance, and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures in the State of California. The intent of the building code is to establish the minimum requirements to provide a reasonable level of safety, public health, and general welfare through structural strength, means of egress facilities, stability, sanitation, safety to life and property from fire, explosion and other hazards and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations. Design of any new facility or alteration is required to comply with the current CBC.

Crescent City is in a seismically active area susceptible to tsunami, and the WWTF is in a mapped tsunami zone, as shown on Figure 3-3.

Figure 3-3. Crescent City Service Area Tsunami Vicinity Map

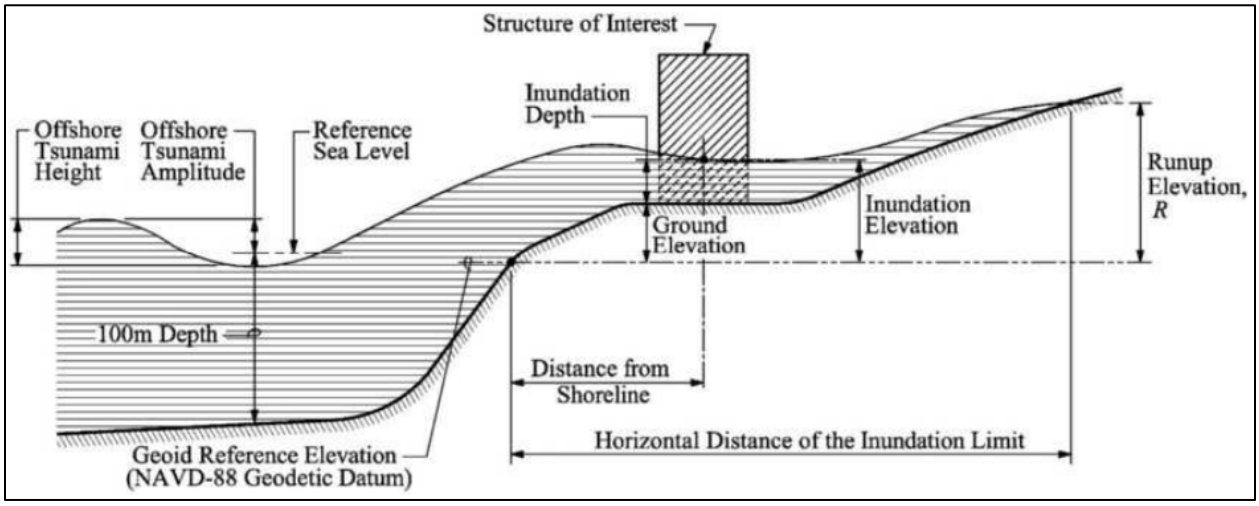


Source: FEMA n.d.

The anticipated codes to be used for this project will be the 2025 CBC adopted American Society of Civil Engineers (ASCE) Standard 7-22, Minimum Design Loads and Associated Criteria for Buildings and Other Structures, to define loading requirements for all buildings and structures.

Chapter 6 of ASCE 7-22 (the tsunami design chapter) includes design requirements, including hydrostatic and hydrodynamic forces, waterborne debris accumulation and impact loads, subsidence, and scour effects for buildings and other structures located within mapped tsunami design zones. The tsunami loadings are a function of the inundation depth at the site and can be extremely large in magnitude. Inundation depth is determined through an analysis in ASCE 7 that uses the energy grade line analysis method and is influenced by the site's distance between the ocean and runup point, ground elevation, and topography. Waterborne debris impact loading includes impacts from submerged tumbling boulders, shipping containers, and ships. Foundation design needs to consider under seepage forces, general erosion, and scour.

Figure 3-4. ASCE 7-16 Illustration of Key Tsunami Definitions



To comply with the CBC, this project will assign different risk categories to new and existing facilities in accordance with the IBC 2024 and assumed to be adopted as the CBC 2025. New facilities at the WWTF will be assigned to Tsunami Risk Category III and Seismic Risk Category IV. The facilities will be designed for global stability and to performance criteria required by the associated risk category. New facilities will be designed to be inundated during a tsunami event with the non-structural equipment not being designed for tsunami in accordance with exception 1, Section 1604.5. New facilities and new equipment will be designed to comply with the requirements of Risk Category IV for all other loading conditions. Existing facilities are not required to meet current code specified loading, for continued service life will not be modified or altered in a way to affect loading beyond allowable values as required by the International Existing Building Code (IEBC).

3.6 Projected Future Flow Rates and Influent Characteristics

The WWTF has been designed and permitted to accept and treat flows of 1.86 MGD at ADWF conditions and 6.12 MGD at peak day wet weather conditions. To determine projected BOD_5 and TSS loadings at projected flows from the NPDES permit, loading concentrations at current conditions were multiplied by projected flows. Projected maximum month flow was developed by multiplying the maximum month-to-average dry-weather (ADW) peaking factor by the design ADWF.

Table 3-1 summarizes the projected WWTF influent flow and loads.

Table 3-1. Crescent City Wastewater Treatment Facility Projected Influent Flow and Loads

Parameter	Unit	NPDES	Projected from NPDES permit
Flow			
ADWF	MGD	1.86	1.86
Maximum Month Wet Weather Flow	MGD	—	4.43
Maximum Day Wet Weather Flow	MGD	6.12	6.12
BOD_5			
ADW	lb/day	—	4,918
ADW Concentration	mg/L	—	317
Maximum Month Wet Weather	lb/day	—	5,756
MMWW Concentration	mg/L	—	156
MDWW	lb/day	—	6,682
MDWW Concentration	mg/L	—	131
TSS			
ADW	lb/day	—	4,546
ADW Concentration	mg/L	—	293
MMWW	lb/day	—	6,083
MMWW Concentration	mg/L	—	165
MDWW	lb/day	—	6,694
MDWW Concentration	mg/L	—	131

MDWW = maximum day wet weather

MMWW = maximum month wet weather

3.7 Additional Facilities or Actions Needed to Comply with Discharge Requirements

To comply with discharge requirements, the City will need to make structural improvements to the WWTF to be able to adequately treat any flows that exceed the capacity of the existing MBR system. The selected project is necessary for compliance with the current permit.

If funding is obtained and the improvements recommended in this report are constructed, then the City will be able to comply with the current permit. Future regulatory changes exceeding the upgraded WWTF's capacity may require the City to relocate the WWTF to a property outside the tsunami risk zone. To begin the multi-phase relocation of the WWTF outside the tsunami hazard area, the City has earmarked funds in its CIP for property acquisition.

4. Project Alternatives Analysis

This section presents the development and evaluation of treatment process improvement alternatives for the Crescent City WWTF. The alternatives were developed in response to the facility's aging infrastructure, operational constraints, and compliance challenges, specifically related to effluent quality limitations associated with the existing RBCs. The alternative analysis is focused on the liquid treatment process and the selected project includes improvements to the rest of the facility would support the selected liquid treatment process, detailed in Sections 5.7 through 5.11

The purpose of this alternatives analysis is to identify and compare feasible treatment strategies that will support long-term compliance with the City's NPDES permit, improve operational flexibility, and meet future regulatory and capacity requirements. Each alternative was evaluated based on consistent design assumptions, projected treatment performance, operational feasibility, and planning-level costs.

This analysis was prepared in accordance with the CWSRF guidelines, which require that alternatives be assessed relative to defined planning and design criteria, life-cycle cost assumptions, and long-term sustainability. In addition, the analysis reflects the priorities of *California Government Code* Section 65041.1 and EPA guidance regarding water and energy efficiency, resilience, and environmental sustainability.

The sections that follow provide the design basis and cost estimating methodology for the alternatives (Section 4.1), the alternatives development and planning assumptions (Section 4.1), and a summary of the treatment alternatives considered (Section 4.3). Sections 4.4 through 4.7 present detailed evaluations for each alternative. Appendix C provides process model outputs.

4.1 Planning and Design Parameters and Assumptions

This section outlines the relevant planning assumptions, design criteria, and cost evaluation parameters used as the foundation for developing and comparing the liquid treatment process alternatives. These parameters form the technical basis for the preliminary sizing of unit processes and inform the Class 5 planning-level construction cost estimates used in the evaluation.

4.1.1 Relevant Design Criteria and Planning Period

The liquid treatment process improvement alternatives were developed to address the performance and operational challenges described in Section 2 and to meet the treatment objectives outlined in Section 3. The basis of evaluation is the projected future flow rates and influent characteristics summarized in Section 3.6. All alternatives were evaluated assuming the facility must ultimately accommodate the project flow and loads corresponding to the current NPDES permit. The design planning period extends 30 years from the expected construction completion date, aligning with the expected useful life of key infrastructure components and with CWSRF planning assumptions.

Critical drivers guiding the development of alternatives included the following:

- Improvement of secondary effluent quality to provide reliable disinfection performance. The existing RBCs produce effluent with elevated TSS, reducing the effectiveness of chlorine disinfection.
- Redundancy and operational flexibility. The plant currently operates with a single MBR train and cannot fully take the system offline for required maintenance. Operational redundancy is necessary to support continued operations during maintenance events and high wet weather flows.

As described in the following subsections, all alternatives were developed based on a consistent set of planning assumptions related to the influent pump station, primary clarifiers, CCB, hydraulic grade constraints, peak hour flow conditions, and structural limitations of existing concrete basins. These assumptions will be detailed and confirmed during the next phase of design.

4.1.2 Cost Parameters and Estimate Basis

The opinion of probable construction cost is based on Jacobs' collective experience. In providing opinions of construction cost, Jacobs has no control over the following:

- Cost or price of labor and materials
- Unknown or latent conditions of existing equipment or structures
- Competitive bidding procedures and market conditions
- Time or quality of performance
- Other economic and operational features that may materially affect the ultimate project cost or schedule

Jacobs cannot guarantee that proposals, bids, quantities, and actual construction cost will not vary from its opinion.

Based on the level of project definition developed for the alternatives analysis, Class 5 estimates were prepared based on the scope details for each alternative provided in this report and in accordance with the Association for the Advancement of Cost Engineering (AACE) International recommended practices.

Class 5 estimates have an expected accuracy range of -20% to -50% on the low side and +30% to +100% on the high side. Estimate accuracy depends on the various underlying assumptions, inclusions, and exclusions described in this report. Actual project costs may differ and can be significantly affected by factors, such as changes in the external environment, the method by which the project is executed and controlled, and other factors that may affect the estimate basis or otherwise affect the project. Estimate accuracy ranges are only assessments based on the cost estimating methods and data employed in preparing the estimate and are not a guarantee of actual project costs.

The estimate includes project specific vendor quotes for the following items:

- MemPulse MBR System, DuPont proposal dated 2023, and escalated to 2025 dollars
- WavTex system, Entex Technologies proposal dated April 3, 2025
- Cloth disk filters, Aqua Aerobic Systems Proposal dated April 22, 2025
- Radial beam fixed digester cover, WesTec proposal dated March 22, 2023, and escalated to 2025 dollars
- Digester gas conditioning system, Unison proposal dated March 22, 2023, and escalated to 2025 dollars

Estimated direct construction costs are based on local prevailing wage rates for the City, including all fringe and burden, and readily available market pricing for materials, equipment, and subcontractor costs obtained from recent historical data, online sources, or database sources, such as R.S. Means.

The total probable construction cost is estimated by applying the following markups to direct construction costs:

- Division 1 – General conditions, 16.4%
- Sales tax, 8.25%
- General contractor overhead and profit, 12%

- Insurance and bonds, 2.0%

Based on the level of project definition, an estimate contingency of 40% is applied to account for the cost associated with the further development and refinement of the design and details that are not available at this project phase.

The estimates exclude unforeseen subsurface of existing conditions, hazardous material abatement, permitting costs, escalation to midpoint of construction, construction change order allowance, indirect project costs, such as owner's costs and salaries and design and engineering services, and land or easement acquisition costs.

Appendix D provides additional estimate notes, assumptions, allowances, exclusions, and cost details are included on the estimate detail sheets.

Life-cycle cost comparisons are included in the scoring and selection matrix presented in Section 4.10.

4.2 Approach to Alternatives Development

Four liquid treatment process improvement alternatives were developed based on the facility's compliance challenges, operational constraints, and long-term capacity needs. Each alternative includes a filtration step for flows not routed through the MBR, to reduce TSS entering the CCB.

Preliminary sizing of major unit processes was performed for each alternative using the process model described in Section 3.2, based on projected MMWW conditions. Treatment performance was estimated for each configuration. Solids treatment improvements, which are common to all alternatives, are addressed separately in Section 5.7 through 5.10.

Table 4-1 summarizes the major elements of each alternative.

Table 4-1. Liquid Treatment Process Improvement Alternatives

Alternative	Existing RBC Facility	MBR	Filtration
Alternative 1	Decommission	One additional MBR train by secondary clarifier retrofit	Secondary clarifier retrofit for non-MBR flows
Alternative 2	Attached growth process retrofit	No additional MBR	Secondary clarifier retrofit for attached growth effluent
Alternative 3	Attached growth process retrofit	One additional MBR train by secondary clarifier retrofit	Secondary clarifier retrofit for attached growth effluent
Alternative 4	Decommission	One additional MBR train newly constructed next to existing MBR	Secondary clarifier retrofit for non-MBR flows

4.3 Summary of Key Planning Assumptions

The following assumptions, which will be refined in the next design phase for the selected project, were made to streamline the alternatives analysis:

- Influent pump station, existing primary clarifiers, and CCB will remain unchanged for all alternatives, except for the rehabilitation work identified separately from the liquid treatment process improvement evaluation.

- There will be sufficient head between the primary effluent flow splitter and the existing secondary clarifier basins, and additional pumping will not be required as long as the unit processes retrofitted within the secondary clarifiers have the same hydraulic grade as the current secondary clarifier hydraulic grade.
- Peak hour flow, as summarized in Section 2, is highly dependent on the service area's I&I conditions. As the City continues to evaluate and implement I&I reduction efforts, future peak hour flows may change. For the purpose of this analysis, observed peak hour flow data from 2024 to 2025 was used as the basis for filtration process sizing.
- Based on the proposed scope of improvements, retrofits to existing concrete structures are not anticipated to exceed the thresholds that would trigger mandatory compliance with current tsunami or seismic loading requirements under CBC. Modifications have been evaluated in accordance with the IEBC, and no changes are proposed that would alter structural loading conditions beyond allowable limits. As such, the existing structures may retain their current classification and will not require significant upgrades for tsunami or seismic loading because of the planned work.

All alternatives will include a filtration process for the flows not going through the MBR process to lower the particulate matters entering the CCB. The process model described in Section 3.2 was modified for each of the alternatives to estimate the process sizing and projected treatment performance. Projected from NPDES permit MMWW condition was used for the basis of biological treatment process sizing.

4.4 Alternative 1

Alternative 1 proposed to add a second MBR train by retrofitting one of the three existing secondary clarifier basins. Primary effluent flows exceeding the combined capacity of the two MBR trains will bypass the MBR system and be directed to a filtration process installed in one of the remaining secondary clarifiers. Effluent form both the MBR and filtration system will be combined and conveyed to the existing CCB for final disinfection.

The RBC system will be decommissioned. Major mechanical components will be removed, but the concrete structure and RBC drain line will remain in place. This retained infrastructure may be repurposed for flow equalization. In that configuration, excess influent could be temporarily stored in the RBC basin and later drained back to the headworks via the plant drain once peak flows subside.

Figure 4-1 displays a schematic of Alternative 1, and Table 4-2 summarizes associated plant modifications. One secondary clarifier will be retrofitted to MBR, and another will house the filtration process. The third clarifier will be converted into a WAS tank and a digested sludge storage tank (refer to Section 5.8).

The new MBR train will include permeate pumps, process air blowers, air scour blowers, and a control panel, which will be installed in the existing MBR building where spaces for the additional MBR train equipment have been allocated for the future expansion. The new MBR trains will share the existing MBR chemical cleaning infrastructure. Waste activated sludge from the new MBR will be routed through the existing RAS/WAS box and conveyed to the RDT.

For the filtration process, AquaAerobic was contacted to explore feasible options for retrofitting a clarifier basin. The following criteria were considered:

- Filters must fit into a single clarifier basin without triggering seismic and tsunami code compliance requirements.

- Filters must be capable of treating primary effluent without the need for intermediate pumping to the existing CCB.
- The filtration process must accommodate up to 12 MGD of peak hour flow diverted from the MBR system.

The following two filter configurations were evaluated:

- MiniDisk: Approximately 3 feet in diameter, and 10 disks can be packaged into one unit.
- AquaDisk: Approximately 6 feet in diameter, and 24 disks can be packaged into one unit.

According to AquaAerobic, up to 12 MiniDisk units can be installed in a single clarifier basin, providing approximately 6.5 MGD of treatment capacity for primary effluent. The AquaDisk configuration could accommodate up to 10 MGD with two units. The MiniDisk option will most likely meet the restriction to not trigger the tsunami code compliance issue, whereas there is a risk of triggering the tsunami code requirements with AquaDisk, because of height and structural layout, this could not be confirmed at the time of analysis. For consistency across all alternatives, the MiniDisk footprint (which has a larger space requirement) was used for layout considerations, while the higher-cost AquaDisk was used as the basis for cost estimating. Filter configurations will be confirmed and refined during the next phase of design.

Backwash waste from the filtration process, expected to contain less than 1,500 mg/L of solids, will be conveyed to the plant drain because it is not suitable for return to the RDT based on the low concentration of the backwash waste solids.

Figure 4-1. Alternative 1 Process Flow Diagram

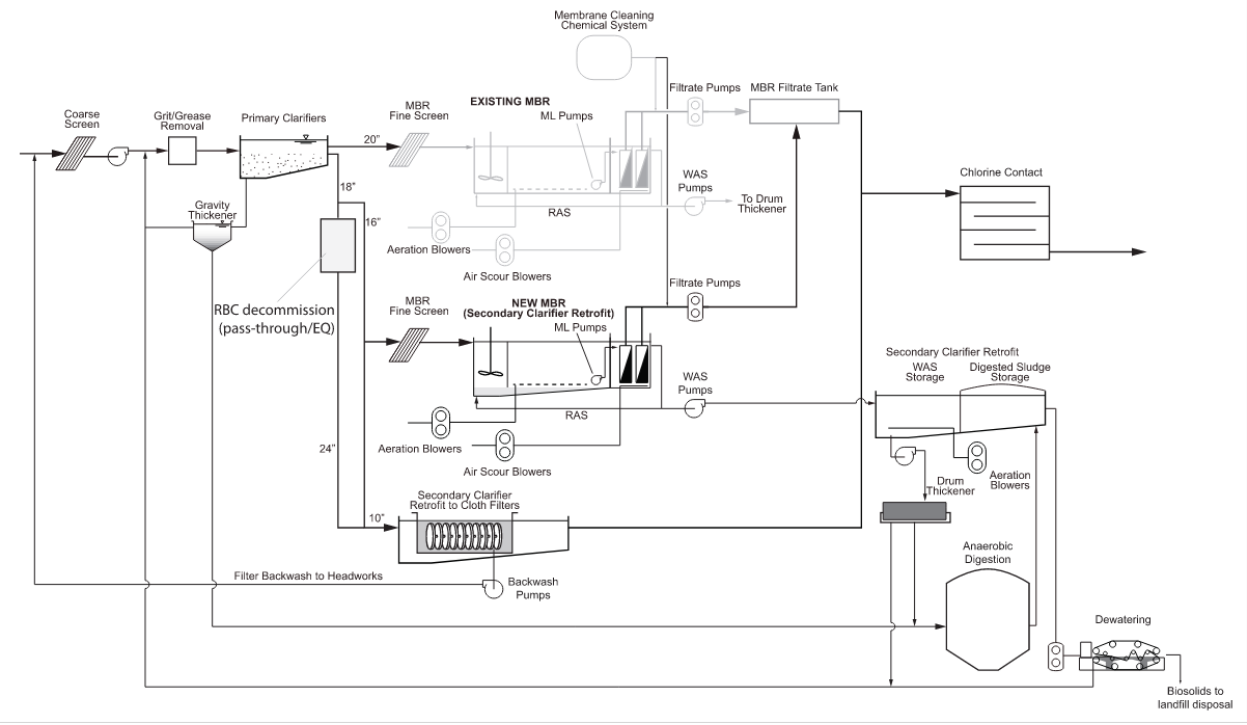


Table 4-2. Alternative 1 Summary of Liquid Stream Plant Modifications

Unit Process	Descriptions
RBC	▪ To be decommissioned.
Flow diversion	▪ Add a valve to 18-inch RBC influent line (normal flows to RBC bypass line, excess flow to decommissioned RBC).
New MBR fine screen	▪ Install 1- to 2-millimeter screen, with 1.7-MGD capacity (tentative location is within the retrofit secondary clarifier).
New MBR aeration basin tank and new filtration tank modifications (two existing clarifiers to be modified)	▪ Remove existing secondary clarifier mechanism. ▪ Remove launder/weirs. ▪ Remove scum collector. ▪ Remove walkway. ▪ Level tank bottom.
New MBR aeration basin tank Anoxic zone - 12.5 ft by 18 ft by 19 ft (LxWxD) Aerobic zone - 50.4 ft by 18 ft by 9 ft (LxWxD)	▪ Install baffle wall separating anoxic and aerobic zones. ▪ Install a wall separating aeration basin and membrane tanks. ▪ Install anoxic mixers. ▪ Install aeration grid, process air piping. ▪ Install mixed liquor pumps (submersible) and pipes to MBR tanks.
New membrane tanks 8 ft by 13.5 ft by 8.3 ft (LxWxD) each	▪ Retrofit membrane tanks area into three membrane tanks (three tanks). ▪ Install membrane racks with modules and air scour system (1.1-MGD average, 1.7-MGD peak). ▪ Install membrane racks with air scouring mechanism. ▪ Install membrane rack support and removal monorail and hoist. ▪ Install grating on the membrane tanks. ▪ Install RAS channel (or pipe). ▪ Install WAS pumps (one duty and one standby). ▪ Install filtrate and permeate pipes with air ejectors (three each). ▪ Install air scour pipes.
MBR building modifications	▪ Install filtrate and permeate pumps (three each). ▪ Install air scour blowers (three each). ▪ Install instrument air compressor (one each). ▪ Install MBR control panel (one each). ▪ Modify existing chemical cleaning system to connect to the new MBR (shared use with existing MBR). ▪ Install all connecting pipes for chemical cleaning, filtrate/permeate, air scour, and air supply.
Filtration system	▪ Install steel tank filtration units. ▪ Install cloth filter disks. ▪ Install backwash pumps. ▪ Clarifier inlet to be connected to the filter influent header and filter units. ▪ Filter outlet piping. ▪ Filtration system control panels. ▪ Install walkways with grating.

4.4.1 Preliminary Layout

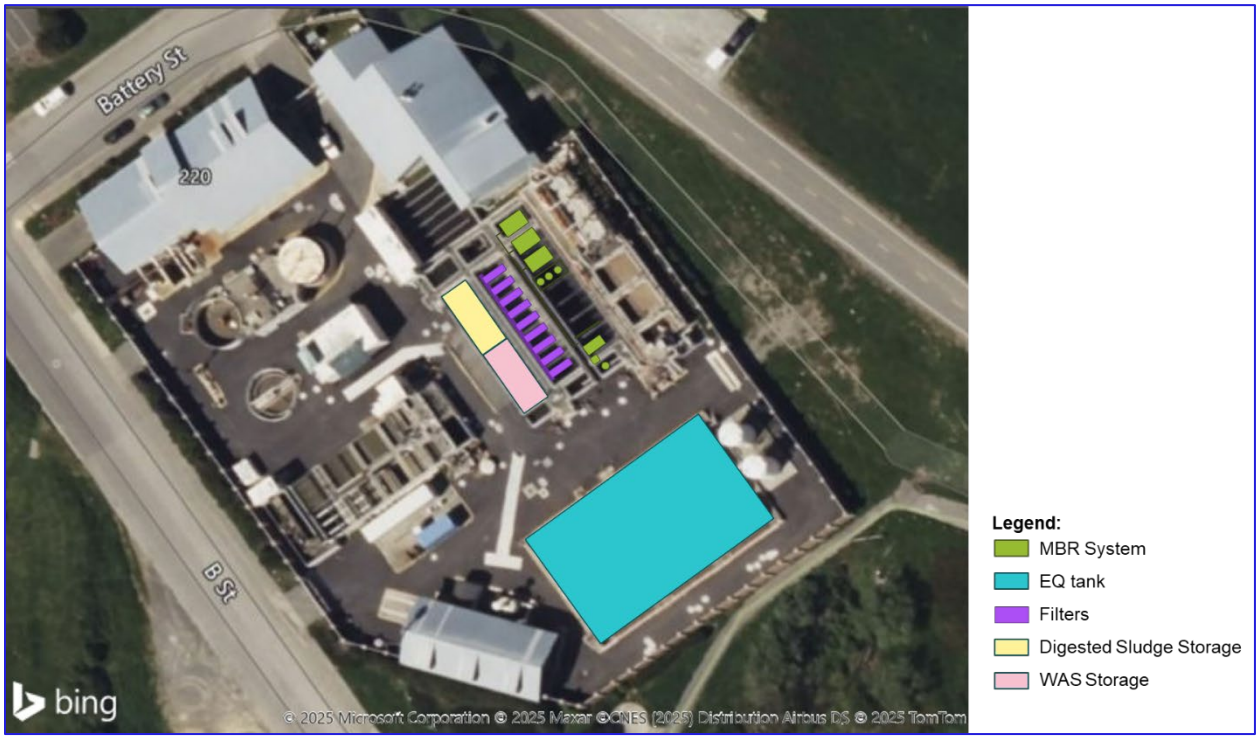
For planning and cost estimation purposes, the proposed MBR train under Alternative 1 assumes the use of DuPont (Memcor) membrane equipment system, consistent with the existing MBR system. The DuPont system configuration includes membrane tanks that receive mixed liquor from the adjacent aeration basin via submersible feed pumps. RAS flows by gravity through a pipe or channel back to the head of the aeration basin.

Membrane modules are assembled onto a rack, and multiple racks are placed into each membrane tank. Each rack is approximately 10 inches thick and designed for individual removal. The modular approach reduces the space requirement for the membrane maintenance and replacement compared to most other membrane equipment systems, which require the removal of the entire cassettes. Because of the compact footprint and compatibility with existing infrastructure, the secondary clarifier adjacent to the existing MBR system was assumed to be the basin retrofitted for MBR.

The filtration process will be in the middle clarifier, which will be modified to house steel tank disk filter units. Backwash pumps and associated piping will be installed within the basin. Filter backwash waste will be collected to the backwash waste header and discharged to the plant drain.

The clarifier on the west side will be retrofitted into aerated WAS storage and digested sludge storage. A portion of the clarifier will be allocated for the digested sludge pump station. Aeration blowers for the aerated WAS storage will be placed on the west side of the clarifier. Figure 4-2 presents a preliminary layout for Alternative 1.

Figure 4-2. Alternative 1 Design Overlay



4.4.2 Projected Performance

The process model was updated to reflect one clarifier retrofitted as an MBR and one clarifier retrofitted for filtration. At projected dry-weather flows and loads, the new MBR is expected to provide approximately 1.1 MGD treatment capacity at the MMWW condition. At the projected NPDES permit ADWF conditions, all flow would be treated by the two MBR trains; however, at the MMWW condition, the model predicts that approximately 2.3 MGD of additional flow, on a daily average basis, would exceed the combined MBR capacity and be diverted to the filtration system. The combined flow of MBR effluent and filtered effluent is projected to have the BOD_5 and TSS levels of 30 mg/L and 8 mg/L, respectively, at the projected from NPDES permit MMWW condition.

It should be noted that in addition to being close to the discharge limit for the effluent BOD concentration, this alternative will have part of the flow treated with primary clarification and filtration without biological treatment.

4.4.3 Operational Considerations

Under normal operating conditions, primary effluent will flow and be distributed between the two MBR trains using existing piping infrastructure. The new MBR will receive flow via the existing 16-inch RBC bypass pipe, while the existing MBR will continue to be fed through the 20-inch influent pipe.

At higher flows during wet weather events, the flow may pass through the decommissioned RBC and split between the MBR and filtration process using the existing pipes. Additional hydraulic modeling will be conducted during the next design phase to identify flow thresholds that would trigger the need to pass the flow through the decommissioned RBC basin and to define flow control strategies for managing peak events.

The existing MBR has an average, peak day, and peak hour flows of 1.2 MGD, 1.5 MGD and 1.9 MGD, respectively. Assuming the same peaking factors, the combined capacity of the two MBR trains is estimated to be 3.6 MGD at peak hour. With a projected peak hour influent of 12 MGD, approximately 8.4 MGD would be diverted directly to the filtration process.

If the MiniDisk system (with an estimated capacity of 6.5 MGD) is implemented, any excess flow—up to approximately 2 MG—may bypass the filters and be discharged directly into the combined effluent before disinfection. If the AquaDisk system is used (estimated to handle up to 10 MGD), all excess flow would be routed through filtration before it is combined with the MBR effluent. It should be noted that the peak hour and instantaneous peak flow through the filter will be subject to the hydraulics, and actual overflow beyond the rated capacity will need to be assessed further.

4.4.4 Cost Estimate

A Class 5 planning-level opinion of probable construction cost was developed for Alternative 1 in accordance with AACE International recommended practices. The estimate reflects the conceptual level of design developed for this phase and is based on the scope and preliminary sizing of treatment process components described in Sections 4.1 through 4.3.

Costs were compiled from a combination of vendor quotations, historical data, and unit pricing adjusted for 2025 dollars and local market conditions in the City. The estimate includes allowances for general conditions, contractor overhead and profit, bonds, insurance, sales tax, and a design development contingency consistent with a Class 5 level estimate. Key vendor proposals were incorporated for major components, such as the MBR system, filtration units, and blower systems, as outlined in Section 4.1.2.

Because of the conceptual nature of the design at this stage, a contingency of 40% was applied to account for scope refinement in future design phases. The estimate does not include escalation to midpoint of construction, owner costs, permitting, land or easement acquisition, or unknown site conditions.

Table 4-3 summarizes the opinion of probable construction cost for Alternative 1, along with the estimated accuracy range.

Table 4-3. Opinion of Probable Construction Cost and Estimated Accuracy Range – Alternative 1

Alternative	Low Range -20%	Opinion of Probable Construction Cost	High Range +50%
Alternative 1	$41,320,000	$51,650,000	$77,480,000

This estimate provides a comparative basis for evaluating capital cost implications across all alternatives. Life-cycle cost and operational cost impacts are further considered in the scoring and selection framework presented in Section 4.10.

4.5 Alternative 2

Alternative 2 proposes retrofitting the existing RBC structure with a new attached growth biological treatment process while maintaining the existing MBR train and incorporating filtration. Under this concept, primary effluent flows exceeding the existing MBR train's capacity will flow to the attached growth system, and the resulting effluent will be directed to a filtration process installed within one of the remaining secondary clarifier basins. The MBR effluent and filtered effluent will be combined and flow into the existing CCB. Filter backwash will be routed to the headworks via an existing plant drain.

Figure 4-3 presents a schematic of Alternative 2, and Table 4-4 summarizes the unit processes/facilities included in this concept. Similar to Alternative 1, one of the secondary clarifier basins will be repurposed to provide aerated WAS storage and digested sludge storage.

The attached growth system will be installed within the existing RBC basin, replacing the decommissioned RBC equipment. Treated effluent from this system will flow directly to the disk filters. The design and performance characteristics of the filtration system are consistent with those described in Alternative 1.

Figure 4-3. Alternative 2 Process Flow Diagram

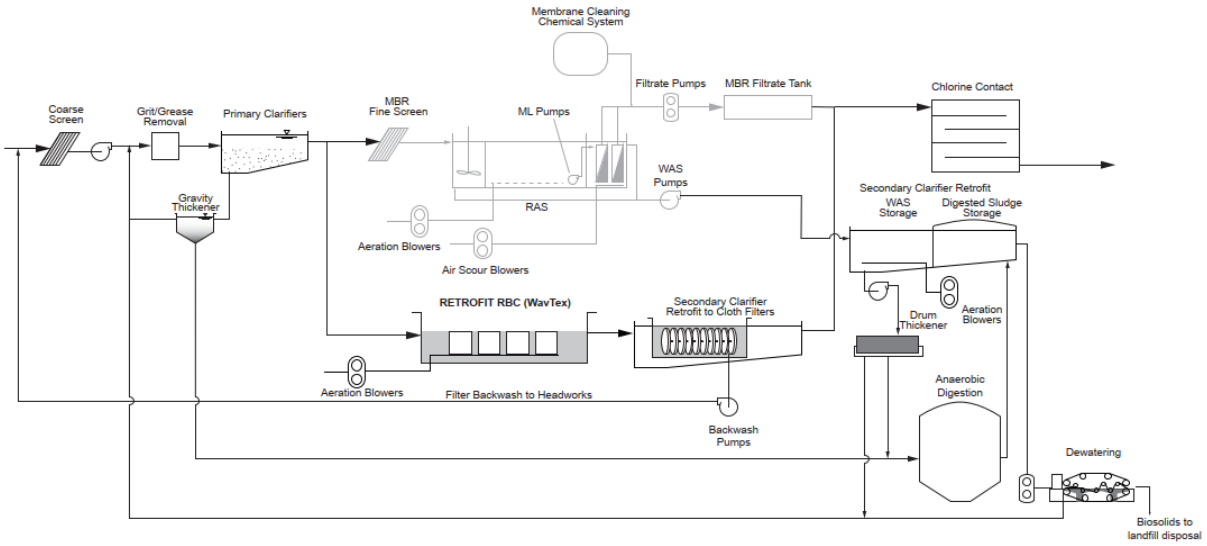


Table 4-4. Alternative 2 Summary of Liquid Stream Plant Modifications

Unit Process	Descriptions
RBC	▪ Retrofit WavTex modules (x24). ▪ Retrofit process blowers. ▪ Retrofit control panel. ▪ Retrofit process air piping.
Secondary Clarifier Basin	▪ Mechanism removal. ▪ Leveling tank bottom. ▪ Remove launder/weir. ▪ Remove scum collector. ▪ Remove walkway. ▪ Install new walkways with grating.
Disk Filters	▪ Install steel tanks (x12). ▪ Install disk filter modules (x12). ▪ Install backwash pumps (x12). ▪ Filter inlet piping. ▪ Filter outlet piping. ▪ Install filtration system control panel.

4.5.1 Preliminary Layout

The attached growth process proposed for Alternative 2 is based on the WavTex™ system by Entex (Chapel Hill, North Carolina). This system uses a moving woven media fixed-film mounted within modular frames, which are aerated by integrated fine-bubble diffusers. WavTex modules are designed to be installed in existing concrete basins and operate similarly to RBC trains, with multiple cells arranged in series. A set (duty-standby) of aeration blowers will be installed next to the existing RBC structure.

Based on Entex's input, a 12-module system can treat approximately 1,000 lb/day of BOD_5, with an estimated solids yield of 337 lb/day. Under projected MMWW conditions, the influent BOD_5 load is estimated at 5,756 lb/day. Accounting for primary clarification and diversion of higher strength flows to the existing MBR, approximately 2,000 lb/day of BOD_5 loading is anticipated to be directed to the attached growth system. To meet this requirement, 24 WavTex modules would be installed within the RBC basin.

The WavTex modules will be arranged in three parallel trains, each consisting of four RBC cells housing two modules per cell (eight modules per train). Aeration blowers will be installed adjacent to the RBC structure to serve the WavTex system. Figure 4-4 presents a preliminary layout for Alternative 2.

Figure 4-4. Alternative 2 Design Overlay

4.5.2 Projected Performance

The updated process model for this alternative includes retrofitting one clarifier for filtration and converting the RBC basin to an attached growth process. Under MMWW flows and loads, the combined effluent from the MBR and attached growth-filtration process is projected to have the BOD_5 and TSS levels of 25 mg/L and 12 mg/L, respectively.

This configuration would provide biological treatment for all flows and is expected to meet NPDES permit limits. However, the projected BOD_5 concentration is close to the regulatory limit. This projection is based on steady-state modeling at 4.43 MGD, and therefore, this alternative may be vulnerable for the effluent quality compliance limits at the buildout wet weather conditions.

4.5.3 Operational Considerations

During dry-weather flows, primary effluent up to 1.2 MGD (average), 1.5 MGD (peak day), and 1.9 MGD (peak hour) will be treated by the existing MBR system through the 20-inch influent pipe. Flows above that threshold during wet weather events will be diverted to the attached growth system installed in the retrofitted RBC basin. Effluent from the attached growth system will be directed to the filtration system for solids removal before disinfection.

At the projected peak hour influent flow of 12 MGD, approximately 10.1 MGD would be diverted to the attached growth and filtration train. If the MiniDisk configuration is used (estimated capacity: 6.5 MGD), up to 3.6 MGD of attached growth effluent could overflow filtration and flow directly into the combined effluent before disinfection. If the AquaDisk system is selected (estimated capacity: 10 MGD), it is expected to treat nearly the entire attached growth effluent volume during peak flow conditions.

As with Alternative 1, actual filter overflow and hydraulic behavior will be further evaluated during next phases of design. As the peak flow will be attenuated through the treatment processes and a short period of diluted flow exceeding the rated treatment capacity is likely acceptable, it is anticipated that the peak flow exceeding the filter capacity could be lowered, and all flows will be treated through the attached growth-filter and MBR.

4.5.4 Cost Estimate

A Class 5 planning-level opinion of probable construction cost was developed for Alternative 2 in accordance with AACE International recommended practices. The estimate reflects the conceptual level of design developed for this phase and is based on the scope and preliminary sizing of treatment process components described in Sections 4.1 through 4.3.

Costs were compiled from a combination of vendor quotations, historical data, and unit pricing adjusted for 2025 dollars and local market conditions in the City. The estimate includes allowances for general conditions, contractor overhead and profit, bonds, insurance, sales tax, and a design development contingency consistent with a Class 5 level estimate. Key vendor proposals were incorporated for major components, such as the MBR system, filtration units, and blower systems, as outlined in Section 4.1.2.

Because of the conceptual nature of the design at this stage, a contingency of 40% was applied to account for scope refinement in future design phases. The estimate does not include escalation to midpoint of construction, owner costs, permitting, land or easement acquisition, or unknown site conditions.

Table 4-5 summarizes the opinion of probable construction cost for Alternative 2, along with the estimated accuracy range.

Table 4-5. Opinion of Probable Construction Cost and Estimated Accuracy Range – Alternative 2

Alternative	Low Range -20%	Opinion of Probable Construction Cost	High Range +50%
Alternative 2	$32,380,000	$40,470,000	$60,710,000

This estimate provides a comparative basis for evaluating capital cost implications across all alternatives. Life-cycle cost and operational cost impacts are further considered in the scoring and selection framework presented in Section 4.10.

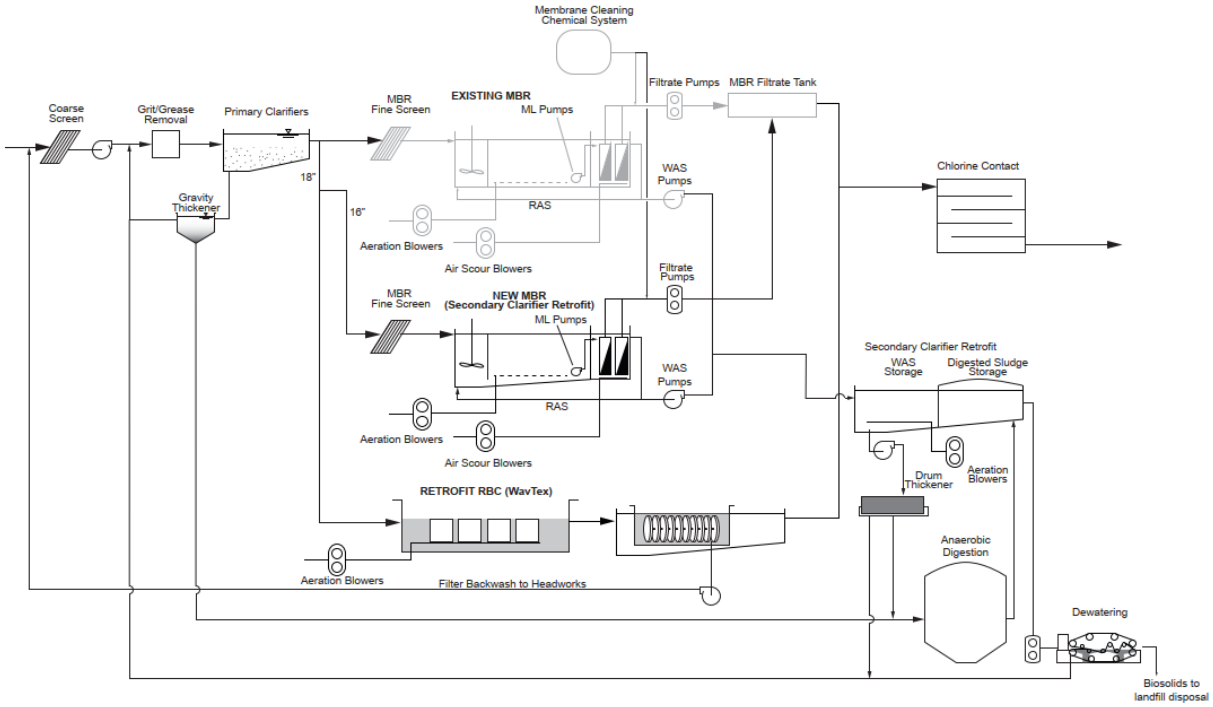
4.6 Alternative 3

Alternative 3 combines the key elements of Alternatives 1 and 2. A second MBR train will be added by retrofitting one of the three existing secondary clarifier trains. The existing RBC structure will be retrofitted to house a new attached growth biological treatment process. Effluent from the attached growth system, along with associated solids, will be directed to a filtration system installed in one of the remaining secondary clarifier basins. MBR effluent and filtered effluent will be blended in the existing effluent channel and discharged to the existing CCB for final disinfection.

The third secondary clarifier will be repurposed to provide aerated WAS storage and digested sludge storage.

Figure 4-5 presents a schematic of Alternative 3, and Table 4-6 summarizes unit processes/facilities included in this concept.

Figure 4-5. Alternative 3 Process Flow Diagram



4.6.1 Preliminary Layout

The attached growth system will use 24 WavTex modules, consistent with the configuration described in Alternative 2. Modules will be installed in the existing RBC basin, arranged in three parallel trains. Each train will consist of four RBC cells, with two WavTex modules per cell (eight cells per train).

The secondary clarifier closest to the primary clarifiers will be divided into two zones: one for aerated WAS storage and the other for digested sludge storage. The digested sludge pump station will be installed within the basin footprint. The middle clarifier will house the filtration system, and the clarifier adjacent to the existing MBR will be retrofitted for the new MBR train. Note that clarifier assignments are preliminary and will be confirmed during detailed design.

Figure 4-6 shows a preliminary layout of the proposed facility configuration.

Figure 4-6. Alternative 3 Design Overlay

Table 4-6. Alternative 3 Summary of Liquid Stream Plant Modifications

Unit Process	Descriptions
RBC retrofit to aerated attached growth process	▪ Retrofit attached growth modules (24). ▪ Retrofit process blowers. ▪ Retrofit control panel. ▪ Retrofit process air piping.
Flow diversion	▪ Add a valve to 18-inch RBC influent line for flow control between.
MBR fine screen	▪ Install new 1- to 2-millimeter screen with 1.7-MGD peak capacity (tentative location is within the retrofit secondary clarifier).
New MBR aeration basin tank and new filtration tank modifications (two existing clarifiers to be modified)	▪ Remove existing secondary clarifier mechanism. ▪ Remove launder and weir. ▪ Remove scum collector. ▪ Remove walkway. ▪ Leveling tank bottom.
New MBR aeration basin tank Anoxic zone 12.5 feet by 18 feet by 9 feet (LxWxD) Aerobic zone 50.4 feet by 18 feet by 9 feet (LxWxD)	▪ Install baffle wall separating anoxic and aerobic zones. ▪ Install a wall separating aeration basin and membrane tanks. ▪ Install anoxic mixers. ▪ Install aeration grid, process air piping. ▪ Install mixed liquor pumps (submersible) and pipes to MBR tanks.

Unit Process	Descriptions
New membrane tanks 8 feet by 13.5 feet by 8.3 feet (LxWxD) each	▪ Retrofit membrane tanks area into three membrane tanks (three tanks). ▪ Install membrane racks with modules and air scour system (1.1-MGD average and 1.7-MGD peak). ▪ Install membrane racks with air scouring system. ▪ Install membrane rack support and remove monorail and hoist. ▪ Install grating on the membrane tanks. ▪ Install RAS channel and pipe. ▪ Install WAS pumps (one duty and one standby). ▪ Install filtrate and permeate pipes (membrane racks – pump – filtrate tank) with air ejectors (three each). ▪ Install air scour pipes (from membrane building to membrane racks).
Membrane building modifications	▪ Install filtrate/permeate pumps (three each). ▪ Install air scour blowers (three each). ▪ Install MBR control panel (one each). ▪ Modify existing chemical cleaning system to connect to the new MBR (share use with existing MBR). ▪ Install instrument air compressor(s). ▪ Install all connecting pipes for chemical cleaning, filtrate/permeate, air scour air supply.
Attached growth effluent filtration system	▪ Install steel tank filtration units. ▪ Install cloth filter modules. ▪ Install backwash pumps. ▪ Clarifier inlet to be connected to the filter influent header, and to filter units. ▪ Install filter outlet piping. ▪ Install filtration system control panel. ▪ Install walkways with grating.

4.6.2 Projected Performance

The process model was updated to reflect one clarifier retrofitted as an MBR, one for filtration, and the RBC basin converted to an attached growth system. At projected dry-weather flows and loads, the new MBR is expected to provide approximately 1.1 MGD of treatment capacity under MMWW conditions. The existing MBR has a design capacity of 1.2 MGD.

At the projected NPDES permit ADWF conditions, all flow can be treated by the two MBR trains. Under MMWW conditions, approximately 2.3 MGD (daily average) will be directed to the attached growth and filtration system. The combined MBR effluent and filtered effluent flows are projected to have the BOD_5 and TSS levels of 16 mg/L and 8 mg/L, respectively. This configuration will provide the most robust treatment meeting the effluent limits with reasonable margins, and all flows will be passed through biological treatment processes.

4.6.3 Operational Considerations

During normal operating conditions, primary effluent will be distributed between the two MBR trains. The existing MBR will receive flow via the 20-inch pipe, handling up to 1.2 MGD (average), 1.5 MGD (peak day), and 1.9 MGD (peak hour). The new MBR will receive flow through the 16-inch RBC bypass pipe, with expected MMWW treatment capacity of 1.1 MGD (average), 1.4 MGD (peak day), and 1.7 MGD (peak hour).

Flows in excess of the combined MBR capacity will be directed to the attached growth system. Treated effluent from this system will pass through the filters before disinfection.

At a peak hour influent flow of 12 MGD, up to 3.6 MGD may be treated by the MBR system. The remaining 8.4 MGD will be processed by the attached growth and filtration train. If the MiniDisk system is used (capacity: 6.5 MGD), up to 1.9 MGD of flow could exceed the filtration system's capacity and bypass directly to disinfection. If the AquaDisk system is selected (rated at 10 MGD), all attached growth effluent is expected to be filtered before disinfection. As with the previous alternatives, actual performance and filter overflow will be subject to hydraulic modeling during next phases of design.

4.6.4 Cost Estimate

A Class 5 planning-level opinion of probable construction cost was developed for Alternative 3 in accordance with AACE International recommended practices. The estimate reflects the conceptual level of design developed for this phase and is based on the scope and preliminary sizing of treatment process components described in Sections 4.1 through 4.3.

Costs were compiled from a combination of vendor quotations, historical data, and unit pricing adjusted for 2025 dollars and local market conditions in the City. The estimate includes allowances for general conditions, contractor overhead and profit, bonds, insurance, sales tax, and a design development contingency consistent with a Class 5 level estimate. Key vendor proposals were incorporated for major components such as the MBR system, filtration units, and blower systems, as outlined in Section 4.1.2.

Because of the conceptual nature of the design at this stage, a contingency of 40% was applied to account for scope refinement in future design phases. The estimate does not include escalation to midpoint of construction, owner costs, permitting, land or easement acquisition, or unknown site conditions.

Table 4-7 summarizes the opinion of probable construction cost for Alternative 3, along with the estimated accuracy range.

Table 4-7. Opinion of Probable Construction Cost and Estimated Accuracy Range – Alternative 3

Alternative	Low Range -20%	Opinion of Probable Construction Cost	High Range +50%
Alternative 3	$46,160,000	$57,700,000	$86,550,000

This estimate provides a comparative basis for evaluating capital cost implications across all alternatives. Life-cycle cost and operational cost impacts are further considered in the scoring and selection framework presented in Section 4.10.

4.7 Alternative 4

Alternative 4 is a subalternative to Alternative 1. It proposes to construct a new, second MBR train as a mirror image of the existing MBR system, northeast of the current facility. Unlike Alternative 1, which involves retrofitting an existing clarifier basin, this option adds new infrastructure to expand biological treatment capacity. Primary effluent flows that exceed the combined MBR capacity will be diverted to a filtration system retrofitted into one of the three existing secondary clarifier basins.

The existing RBC process is assumed to be decommissioned. Major mechanical components will be removed, while the concrete structure and RBC drain line will remain in place and may be used for flow equalization. The MBR and filtered effluents will be blended at the existing effluent channel and conveyed to the CCB for final disinfection.

Figure 4-7 presents a schematic of Alternative 4, and Table 4-8 summarizes unit processes/facilities included in this concept.

Figure 4-7. Alternative 4 Process Flow Diagram

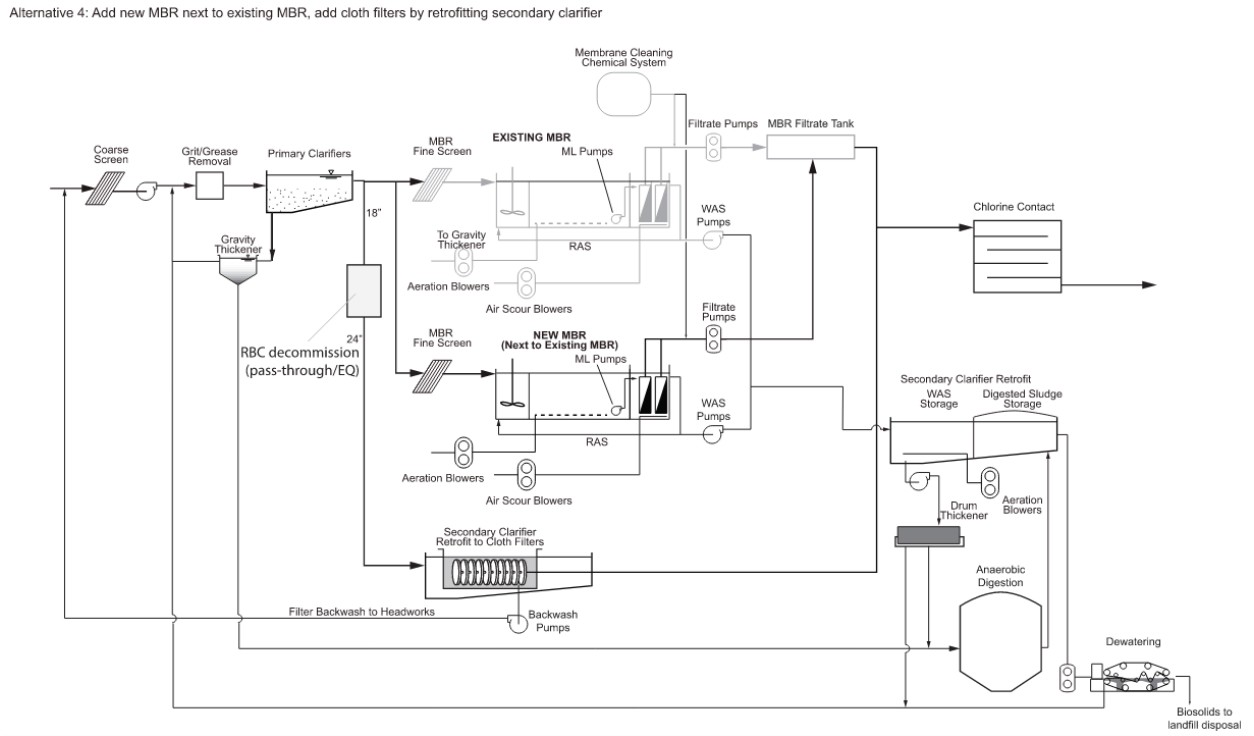


Table 4-8. Alternative 4 Summary of Liquid Stream Plant Modifications

Unit Process	Descriptions
RBC	▪ To be decommissioned.
Non-MBR flow diversion	▪ Pass through RBC bypass, and excess to pass flow through decommissioned RBC.
New MBR fine screen	▪ Install new 1- to 2-millimeter screen with 2-MGD capacity (tentative location is at the influent of new MBR).
New bioreactor and membrane tanks	▪ Construct mirror image of the existing bioreactor and MBR tanks. ▪ Install mixed liquor pump station. ▪ Membrane tank grating. ▪ Membrane rack removal monorail/hoist. ▪ RAS channel. ▪ WAS pump station. ▪ Install anoxic mixers. ▪ Install aeration grid and air piping with air ejectors. ▪ Install membrane racks with modules and air scout system (1.3-MGD average, 2-MGD peak).
Membrane equipment system	▪ Install filtrate and permeate pumps (three each). ▪ Install air scour blowers (three each). ▪ Install instrument air compressor (one each). ▪ Install MBR control panel (one each). ▪ Modify existing chemical cleaning system to connect to the new MBR (shared use with existing MBR). ▪ Install all connecting pipes for chemical cleaning, filtrate and permeate, and process and air scour air supply.
Clarifier modifications for the filtration system	▪ Remove existing secondary clarifier mechanism. ▪ Remove launder and weir. ▪ Remove scum collector. ▪ Remove walkway. ▪ Leveling tank bottom.
Bypass filtration system	▪ Install steel tank filtration units. ▪ Install cloth filter disks. ▪ Install backwash pumps. ▪ Clarifier inlet to be connected to the filter influent header and filter units. ▪ Install filter outlet piping. ▪ Install filtration system control panel. ▪ Install walkways with grating.

4.7.1 Preliminary Layout

The new MBR train will replicate the layout and design of the existing MBR, northeast of the current facility footprint. This will require extending the WWTF fence line but is assumed to remain within the property boundary. Primary effluent will flow to the new MBR via an extension of the existing 20-inch MBR influent pipe. Flow exceeding the combined MBR capacity will be routed to filtration via the 16-inch RBC bypass line during normal and wet weather events.

The filtration system will be installed in the middle clarifier basin, and the southwest clarifier will be converted into aerated WAS storage and digested sludge storage. The clarifier adjacent to the existing MBR will be abandoned in place under this alternative.

The new MBR will include permeate pumps, process air blowers, air scour blowers, and a control panel, all housed in the existing MBR building. Chemical cleaning will be shared with the existing MBR system.

Figure 4-8 presents a preliminary layout for Alternative 4.

Figure 4-8. Alterative 4 Design Overlay

4.7.2 Projected Performance

The process model was updated to reflect the addition of a new, mirrored MBR train and a filtration process retrofitted into an existing clarifier. Using projections from the NPDES permit dry-weather flows and loads, the new MBR is expected to provide approximately 1.2 MGD of treatment capacity. Combined with the existing MBR's 1.2 MGD capacity, the two trains would treat the entire influent under ADWF conditions.

Using projections from NPDES permit MMWW conditions, the model predicts that up to 2.07 MGD could be diverted to the new MBR, depending on final module sizing and hydraulic design. The remaining 0.4 MGD would bypass to filtration. The blended effluent from the MBR and filtered flows is projected to meet 21.7 mg/L BOD_5 and 8.3 mg/L TSS, which is within NPDES permit limits but closer to the compliance threshold than Alternative 3.

While this alternative will provide projected effluent quality to be in compliance with the discharge limit with reasonable margin, this alternative will have part of the flow to be treated with primary clarification and filtration but no biological treatment during the wet weather conditions.

4.7.3 Operational Considerations

Under normal flow conditions, primary effluent will be distributed between the existing and new MBR trains via the existing 20-inch influent pipe. During wet weather events, flows exceeding the MBR capacity may pass through the decommissioned RBC or the 16-inch bypass line to filtration.

The existing MBR provides 1.2 MGD (average), 1.5 MGD (peak day), and 1.9 MGD (peak hour) treatment capacity. Assuming a similar design for the new MBR, the two trains would together provide approximately 3.8 MGD of peak hour treatment. Based on projections from NPDES permit MMWW, up to 6.2 MGD could be routed through the two MBR trains for short durations if hydraulic loading conditions allow.

At a peak hour influent of 12 MGD, approximately 5.8 MGD would bypass to the filtration system. If the MiniDisk system is used (capacity: 6.5 MGD), up to 1.7 MGD of flow could exceed the rated capacity and flow directly to the disinfection system. If the AquaDisk system is selected (rated at 10 MGD), it would be able to filter the entire bypass flow. As with the previous alternatives, actual performance and filter overflow will be subject to hydraulic modeling during next phases of design.

4.7.4 Cost Estimate

A Class 5 planning-level opinion of probable construction cost was developed for Alternative 4 in accordance with AACE International recommended practices. The estimate reflects the conceptual level of design developed for this phase and is based on the scope and preliminary sizing of treatment process components described in Sections 4.1 through 4.3.

Costs were compiled from a combination of vendor quotations, historical data, and unit pricing adjusted for 2025 dollars and local market conditions in the City. The estimate includes allowances for general conditions, contractor overhead and profit, bonds, insurance, sales tax, and a design development contingency consistent with a Class 5 level estimate. Key vendor proposals were incorporated for major components such as the MBR system, filtration units, and blower systems, as outlined in Section 4.1.2.

Because of the conceptual nature of the design at this stage, a contingency of 40% was applied to account for scope refinement in future design phases. The estimate does not include escalation to midpoint of construction, owner costs, permitting, land or easement acquisition, or unknown site conditions.

Table 4-9 summarizes the opinion of probable construction cost for Alternative 4, along with the estimated accuracy range.

Table 4-9. Opinion of Probable Construction Cost and Estimated Accuracy Range – Alternative 4

Alternative	Low Range -20%	Opinion of Probable Construction Cost	High Range +50%
Alternative 4	$51,720,000	$64,650,000	$96,980,000

This estimate provides a comparative basis for evaluating capital cost implications across all alternatives. Life-cycle cost and operational cost impacts are further considered in the scoring and selection framework presented in Section 4.10.

4.8 Compliance Requirements and Treatment Reliability

Among the four alternatives considered, Alternatives 1 and 4 include configurations where primary effluent exceeding the combined MBR treatment capacity would bypass biological treatment and be directed to filtration followed by disinfection. While the process model predicts these alternatives could meet effluent limits under most conditions, the projected BOD_5 concentrations approach the permit limits, which leaves limited compliance margin during high loading events.

In addition, the NPDES permit (Order No. R1-2023-0039) includes a provision requiring that all influent wastewater be treated using processes no less protective than those currently in operation. Because the existing facility treats 100% of the flow biologically, either via MBR or RBC, sending a portion of primary effluent directly to filtration and disinfection, as proposed in Alternatives 1 and 4, may not meet this permit condition.

Alternative 3, which includes both a second MBR train and an attached growth biological treatment process, would ensure all flow is biologically treated before filtration and disinfection. While modeled BOD_5 and TSS levels under MMWW conditions are slightly higher when one MBR train is offline, projected effluent concentrations remain within NPDES permit limits, providing better regulatory confidence and operational flexibility.

In Alternative 2, all flow receives biological treatment via the existing MBR and the attached growth process. The model predicts that effluent BOD_5 and TSS concentrations will remain in compliance under both ADWF and MMWW conditions, as long as both biological treatment systems remain in operation. However, if the MBR train were taken offline, effluent quality would degrade significantly, potentially exceeding permit limits even under average conditions. This limits operational flexibility for maintenance or downtime events.

To assess the relative reliability of Alternatives 2 and 3, the process model was run under both average dry weather and MMWW conditions with one of the MBR trains offline. The projected effluent concentrations for each scenario are summarized in Table 4-10 and Table 4-11.

Table 4-10. Liquid Stream Capacity Turning Off Existing Membrane Bioreactor (Alternative 2)

	Historic (Current)	25% Projected Flows from NPDES Permit	50% Projected Flows from NPDES Permit	75% Projected Flows from NPDES Permit	Full Projected Flows from NPDES Permit
ADWF					
Influent flow (MGD)	1.06	1.26	1.46	1.66	1.86
Influent BOD load (lb/day)	2,904	3,408	3,911	4,415	4,918
Effluent BOD_5 with existing MBR (mg/L)	2	2	4	8	12
Effluent TSS with existing MBR (mg/L)	1	1	4	7	9
Effluent BOD_5 with no MBR (mg/L)	33	35	37	38	40

	Historic (Current)	25% Projected Flows from NPDES Permit	50% Projected Flows from NPDES Permit	75% Projected Flows from NPDES Permit	Full Projected Flows from NPDES Permit
Effluent TSS with no MBR (mg/L)	35	35	34	34	34
MMWW					
Influent flow (MGD)	3.44	3.69	3.94	4.18	4.43
Influent BOD load (lb/day)	3,361	3,960	4,559	5,157	5,756
Effluent BOD_5 with existing MBR (mg/L)	15	17	20	22	25
Effluent TSS with existing MBR (mg/L)	8	9	10	11	12
Effluent BOD_5 with no MBR (mg/L)	29	33	36	39	41
Effluent TSS with no MBR (mg/L)	13	14	16	17	18

Table 4-11. Liquid Stream Capacity with (Alternative 3)

	Historic (Current)	25% Projected Flows from NPDES Permit	50% Projected Flows from NPDES Permit	75% Projected Flows from NPDES Permit	Full Projected Flows from NPDES Permit
ADWF					
Influent flow (MGD)	1.06	1.26	1.46	1.66	1.86
Influent BOD load (lb/day)	2,904	3,408	3,911	4,415	4,918
Effluent BOD_5 with second MBR (mg/L)	2	2	2	2	2
Effluent TSS with second MBR (mg/L)	1	1	1	1	1
Effluent BOD_5 without second MBR (mg/L)	2	2	4	8	12

	Historic (Current)	25% Projected Flows from NPDES Permit	50% Projected Flows from NPDES Permit	75% Projected Flows from NPDES Permit	Full Projected Flows from NPDES Permit
Effluent TSS without second MBR (mg/L)	1	2	4	7	9
MMWW					
MMWW influent flow (MGD)	3.44	3.69	3.94	4.18	4.43
MMWW influent BOD load (lb/day)	3,361	3,960	4,559	5,157	5,756
Effluent BOD_5 with second MBR (mg/L)	3	6	9	13	16
Effluent TSS with second MBR (mg/L)	2	4	5	6	8
Effluent BOD_5 without second MBR (mg/L)	15	17	20	22	25
Effluent TSS without second MBR (mg/L)	8	9	10	11	12

4.9 Biosolids Treatment Process and Disposal Considerations

The biosolids management strategy for the WWTF is currently centered on anaerobic digestion followed by dewatering and offsite disposal at a landfill. The project includes several critical improvements to stabilize and enhance biosolids treatment performance, improve process control, and enable compliance with both current federal regulations and future state mandates. The upgrades are designed to preserve operational flexibility, improve VS reduction, and provide long-term sustainability of biosolids handling and disposal.

4.9.1 Regulatory Context

Federal biosolids treatment and disposal requirements are governed under 40 CFR Part 503. These regulations establish standards for pathogen and vector attraction reduction, as well as pollutant limits, to ensure biosolids can be safely land-applied, composted, or otherwise beneficially reused. To meet these standards, biosolids must be treated to Class B or Class A levels, depending on the intended disposal method.

In addition, California is implementing Senate Bill (SB) 1383, a statewide mandate to reduce the landfilling of organic waste, including biosolids, by 75% by the year 2025. This regulation, coupled with rising landfill costs and reduced disposal options, increases the need to update the biosolids management approach in the City and consider long-term alternatives beyond landfill disposal.

4.9.2 Existing System and Planned Upgrades

Biosolids at the WWTF are produced from a combination of primary sludge and WAS. WAS from both the existing and proposed new MBR trains will be directed to a new aerated WAS storage tank, which will provide up to two days of equalized volume and reduce the digester foaming issues that have been reported under intermittent feeding regimes. The stored WAS will be thickened using the existing RDT before being pumped to the anaerobic digesters.

The existing digestion system consists of two anaerobic digesters, each with significant structural and operational deficiencies. The selected project will include major upgrades to allow both digesters to be operated in parallel, each with fixed covers and redundant boiler capacity. These improvements will increase retention time and promote more stable digestion performance.

Additional enhancements include the following:

- Installation of a new 0.6 million British thermal unit per hour (MBH) hot water boiler (plus optional standby unit), replacing the aging and oversized steam boiler.
- Addition of a digester gas conditioning system to reduce hydrogen sulfide and moisture before the biogas is used as boiler fuel.

4.9.3 Current and Projected Disposal Costs

The WWTF disposes of dewatered biosolids at the Dry Creek Landfill in White City, Oregon. The hauling distance is approximately 121 miles, and landfill options within California's North Coast region remain limited. Table 4-12 summarizes recent cost trends.

In 2023, unit hauling and disposal costs increased 30% to $175 per wet ton over the previous year's unit cost of $123 per wet ton. Coupled with the gradual increase in total tons produced each year, the cost in 2023 could be nearly double what it was in 2021. Refer to Table 4-12 for quantity and cost of disposal at the landfill over the past 5 years and estimated 2023 values.

Table 4-12. Tonnage and Cost of Crescent City Biosolids Hauling and Disposal

Year	Dry Tons	Wet Tons	Rate ($/wet ton)	Annual Disposal Cost
2019	135	900	$123	$110,700
2020	144	960	$123	$118,080
2021	138	920	$123	$113,160
2022	162	1,080	$123	$132,840
2023	173	1,152	$175	$201,048

4.9.4 Long-Term Disposal Options

To reduce future disposal risk and support long-term sustainability, the project considered alternatives to landfill disposal. Table 4-13 summarizes the options evaluated.

Table 4-13. Crescent City Biosolids Disposal Alternatives

Option	Permit Requirements	Necessary Steps	Time to Implement
Option 1: No Change	Unclassified digested biosolids—status quo	▪ Need to rehabilitate existing digesters to resolve structural, equipment, environmental, and safety concerns. ▪ May need additional offsite storage.	Digester rehab will require 3 to 5 years to complete
Option 2: Crescent City Class B Land Application Program	Crescent City Class B land application permit	▪ Rehabilitate existing digesters meet Class B biosolids requirements. ▪ Offsite storage sites, funding and infrastructure needed. ▪ Land application sites need to be identified and secured, either City-owned, or contracted with nearby landowners.	5 to 7 years
Option 3: Class A Composting	Regional composting facility would need solids waste permit	▪ Need to rehabilitate existing digesters to resolve structural, equipment, environmental, and safety concerns. ▪ Site and funding must be identified and secured. ▪ Time delay in implementation. ▪ Need to negotiate price. ▪ Need contract in place to reduce risk. ▪ Will need additional storage.	6 to 8 years
Option 4: Class A Drying	Air permit may be required	▪ Need to rehabilitate existing digesters to resolve structural, equipment, environmental, and safety concerns while dryer and program are constructed.[a] ▪ Site and funding must be identified and secured. ▪ Time delay in implementation. ▪ Will need additional storage.	6 to 8 years

[a] Class A drying will not necessarily require solids to be digested. Once a drying system is implemented, digesters can be taken out of service.

Option 1 presents the simplest near-term path, but costs and regulatory pressures are likely to increase. Options 2 to 4 would require capital investment and program development but offer improved long-term cost control and environmental benefits.

4.9.5 Recommendations

The selected project includes the foundational upgrades required to enable all long-term disposal options described previously. Therefore, the following steps are recommended:

1. Implement the digester, WAS storage, and gas handling upgrades as described in Section 5 to stabilize and optimize Class B biosolids production.

2. Monitor the evolving regulatory and market conditions related to SB 1383 and Oregon landfill acceptance.
3. Pursue planning, permitting, and grant funding for advanced biosolids management infrastructure (for example, Class B land application or Class A processing) in future capital phases.

The upgrades included in the selected project will enhance biosolids treatment reliability, provide operational flexibility, and support compliance with both current and anticipated future regulations. These improvements position the City to respond proactively to rising disposal costs and tightening sustainability mandates.

4.10 Evaluation Selection Criteria and Scoring Matrix

This section documents the multicriteria decision framework used to evaluate and compare the four treatment alternatives and ultimately recommend a single project. The process was structured and transparent, combining two facilitated workshops with consensus-based weighting of evaluation criteria and a formal scoring matrix.

The selection criteria were defined through a collaborative process with the City, including two facilitated workshops held on December 19, 2024, and May 1, 2025. Each criterion was assigned a weight based on its criticality to project success, as determined through live stakeholder polling and discussion. Criteria were evaluated using a qualitative scale—High (3), Medium (2), Low (1)—and scored accordingly. Weighted scores were then summed to compare the overall performance of each alternative.

The selection criteria and evaluation process were developed in consideration of the California Government Code Section 65041.1, which outlines statewide planning priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety. The evaluation also reflects sustainability best practices and climate adaptation goals, including those recommended by EPA for promoting water and energy efficiency in wastewater infrastructure planning.

Table 4-14 summarizes the final criteria, their assigned weights, and their alignment with applicable state planning priorities and sustainability objectives.

Table 4-14. Evaluation Criteria, Weighting, and Alignment with State Planning and Sustainability Goals

Selection Criteria	Criteria Weight	Alignment with CA Government Code Section 65041.1 (2017)	Climate Change/ Sustainability Consideration
Ability to meet NPDES discharge permit requirements	5	Section 65041.1(b): Protects water quality and habitats	Reduces risk of discharge violations.
Serviceability	1	-	Promotes long-term operability and reduced maintenance emissions.
Likelihood to meet future requirements	3	Section 65041.1(b): Anticipates evolving environmental protections	Promotes adaptive responses to climate-driven standards (for example, nutrients).
Redundancy	3	Section 65041.1(c)(1): Considers infrastructure efficiency and reliability	Reduces risk of discharge violations.

Selection Criteria	Criteria Weight	Alignment with CA Government Code Section 65041.1 (2017)	Climate Change/ Sustainability Consideration
Ability to be fully funded by grants	4	-	Encourages financially sustainable investments.
Leverage of existing Infrastructure	4	Section 65041.1(a): Supports infill development and equity through infrastructure reuse	Minimizes greenfield disturbance.
Risk of temporary lower quality effluent discharge during construction phase	2	Section 65041.1(b): Protects water quality and habitats	Reduces risk of discharge violations.
Operational complexity and staff need	3	Section 65041.1(c)(3): Appropriateness for community scale and growth	-
Land requirements	3	Section 65041.1(c)(2): Considers expansion into undeveloped areas	Reduces environmental footprint and preserves open space.
Potential for increase odor	3	Section 65041.1(b): Protects quality of life and recreation lands	Aligns with air quality and public health resilience goals.
Biosolids generation	1	Section 65041.1(b): Considers waste impact on land resources	Supports waste management and GHG reductions.
Capital cost (Class V Estimate -20%, +100%)	4	Section 65041.1(c)(1): Considers cost-efficient development	Reduces related emissions and resource use.
Operational and maintenance cost	4	Section 65041.1(c)(1): Supports economic sustainability	Promotes low-energy operations and GHG mitigation.
Life-cycle cost	4	Section 65041.1(c)(1): Prioritizes long-term infrastructure value	Aligns with sustainable, climate-resilient investment practices.
Potential Rate payer impact	5	Section 65041.1(a): Considers equity, especially for disadvantaged communities	Supports economic resilience and affordability.
Aesthetic impact	2	Section 65041.1(a): Preserves community character and historic resources	Improves public perception and acceptance of infrastructure.
Accessibility impacts during construction (roads)	1	Section 65041.1(c)(2): Minimizes disruption to existing developed areas	Reduces GHG emissions from detours and construction activity.

GHG = greenhouse gas

Each alternative was then evaluated against the following criteria using a qualitative three-point scale:

- High (H = 3) – Clearly favorable performance or benefit
- Medium (M = 2) – Acceptable or moderate performance
- Low (L = 1) – Underperforming or higher risk

Each rating was multiplied by the assigned criterion weight, and the results were summed to develop a composite weighted score for each alternative. This process allowed both qualitative and quantitative factors to be considered in a consistent, balanced manner.

Using this framework, each alternative was scored against the defined criteria, and the composite scores were used to rank and compare the options. Table 4-15 summarizes the full scoring matrix. Alternative 3 emerged as the highest-scoring option, offering the strongest combination of regulatory performance, infrastructure reuse, resiliency, cost-effectiveness, and sustainability benefits.

Table 4-15: Alternative Selection Criteria Application and Weighting

Selection Criteria	Criteria Weight	Alternate 1 – MBR at Secondary Tank + Filter	Alternate 1 – Points	Alternate 2 – Retrofit RBC with Alternative Process + Filter	Alternate 2 – Points	Alternate 3 – Alternates 1&2 Combined	Alternate 3 – Points	Alternate 4 – New MBR Tanks + Filter	Alternate 4 – Points
Ability to meet NPDES discharge permit requirements	5	Medium	10	Low	5	High	15	High	15
Serviceability	1	High	3	Medium	2	Medium	2	High	3
Likelihood to meet future requirements	3	Medium	6	Low	3	High	9	Medium	6
Redundancy	3	Medium	6	Low	3	High	9	Medium	6
Ability to be fully funded by grants	4	Medium	8	Medium	8	Medium	8	Medium	8
Leverage of existing Infrastructure	4	High	12	High	12	High	12	Low	4
Risk of temporary lower quality effluent discharge during construction phase	2	Medium	4	High	2	Medium	4	Low	6
Operational complexity and staff needs	3	Medium	6	Low	9	High	3	Medium	6
Land requirements	3	Low	9	Low	9	Low	9	High	3
Potential for increase odor	3	Medium	6	Medium	6	Low	9	Medium	6
Biosolids generation	1	Low	3	High	1	Low	3	Low	3
Capital cost (-20%, +100%)	4	Medium	8	Low	12	Medium	8	High	4

Selection Criteria	Criteria Weight	Alternate 1 – MBR at Secondary Tank + Filter	Alternate 1 – Points	Alternate 2 – Retrofit RBC with Alternative Process + Filter	Alternate 2 – Points	Alternate 3 – Alternates 1&2 Combined	Alternate 3 – Points	Alternate 4 – New MBR Tanks + Filter	Alternate 4 – Points
Operational and maintenance cost	4	Medium	8	Low	12	Medium	8	Medium	8
Life-cycle cost	4	Medium	8	Low	12	Medium	8	Medium	8
Potential rate payer impact	5	Medium	10	Low	15	Medium	10	High	5
Aesthetic impact	2	Low	6	Low	6	Low	6	Medium	4
Accessibility impacts during construction (roads)	1	Low	3	Low	3	Low	3	Medium	2
Alternative total points		Alternate 1 – MBR at secondary tank + filter	116	Alternate 2 – retrofit RBC with alternative process + filter	120	Alternate 3 – Alternates 1&2 combined	126	Alternate 4 – new MBR tanks + filter	97

After the workshop, the project team tested the robustness of the result by re-running the matrix under three scenarios: (1) equal weights for all criteria, (2) double weight on “meeting future regulations,” and (3) omission of the three least-important criteria. In every scenario, Alternative 3 remained the top-ranking option. The sensitivity exercise demonstrated that the recommendation is resilient across a reasonable range of stakeholder perspectives.

5. Selected Project

Following the workshops with the City, Alternative 3 was selected as the recommended approach for liquid treatment process improvements, as described in Section 4.6. Alternative 3 includes the following major improvements:

- Retrofit of the existing RBC basin with an alternative attached growth biological treatment process
- Addition of a second MBR train by retrofitting one of the three existing secondary clarifier basins
- Installation of disk filter units to treat the effluent from the attached growth process, using another secondary clarifier basin

The existing headworks and primary clarifiers will remain in service without process changes, although rehabilitation work will be performed on the primary clarifiers as part of the project.

Improvements to solids handling facilities will be implemented to increase solids retention time (SRT), stabilize feed rates to the anaerobic digesters, and preserve operational flexibility for the dewatering process.

The subsections that follow provide detailed descriptions of the recommended improvements by unit process.

5.1 Primary Clarifiers

Existing primary clarifiers are three rectangular clarifiers with chain and flight solids collection mechanism. Screened and de-gritted influent flow is pumped into the primary clarifier distribution box, and the flow is split into three trains of clarifiers. Solids collected in the primary clarifiers are transferred to the GT to thicken the solids concentration before the thickened solids are fed to the anaerobic digester. Supernatant of the gravity thicker is drained into the plant drain and sent back to upstream of the headworks.

Significant wear was observed on the floor of the primary clarifiers during the conditions assessment conducted in August 2022. Scraper wear tracks have experienced severe corrosion and require replacement. Operations are currently working to keep the sludge blankets down to limit pressure and damage on flights. The following sections discuss various components needing repair or replacement.

Based on the conditions assessment, the following are the recommended improvements for the primary clarifier:

- Clarifier concrete resurfacing: The primary clarifier concrete surfaces exhibit signs of wear and require repair and resurfacing in several locations.
- Replace wood framing with metal structures, as shown on Figure 5-1 and Figure 5-2.
- Add baffle at RBC channel: Primary effluent flow split design has overflow gate to the RBC system and underflow gate to the MBR system. Chamber and channel to MBR is a dead end and filled with floatable solids with no way for removal. Figure 5-3 shows the location of the baffle placement.
- Replace wear strips and shoes: Although wear strips (Virgin Gar-Dur UHMW-PE) have been replaced in the past, significant floor wear and damage to wear tracks remain. Replacement is required.
- Primary clarifier building replacements: The two buildings at the primary clarifier need to be demolished and replaced.
- Replace gear box of north primary sludge pump; the old gear box will be rebuilt for spare use.

- Provide shelf spare primary clarifier drive.
- Replace T-valve of buried primary influent valves.
- Renovate the primary effluent flow structure, including motor-operated valves and gates.
- Electrical, instrumentation, and controls improvements to support aforementioned items described.

Figure 5-1. Wood Framing at Primary Clarifiers

Figure 5-2. Wood Framing at Primary Clarifiers

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The wood framing on both Figure 5-1 and Figure 5-2 are examples of what needs to be replaced with metal structures.

Figure 5-3. Channel to Membrane Bioreactor in Need of Baffle

5.2 Attached Growth Biological Treatment

The selected project includes the conversion of the existing RBC system into an attached growth biological treatment process. The existing RBC units, including wheels, shafts, and covers, will be removed. In their place, modular fixed-film biological treatment media will be installed within the existing concrete RBC cells.

The selected basis of design for this treatment process is the WavTex system by Entex, a moving media biological treatment system with integrated aeration. Each WavTex module is designed to fit within the flat-bottom RBC cells and includes woven media panels supported in frames, with air introduced via integrated fine-bubble diffusers.

Each RBC cell measures 26 feet 4 inches wide, with a usable flat-bottom length of approximately 6 feet (refer to Figure 5-4). Each WavTex module is 6 feet long by 10 feet wide by 6 feet deep, and two modules will be placed in each RBC cell. With four cells per train and three parallel trains, the complete system will include 24 modules (eight per train).

Aeration blowers will be installed adjacent to the RBC structure to provide process air to the modules. Associated piping will deliver air to each cell. A preliminary design basis for the attached growth system is provided in Table 5-1.

The WavTex system was originally sized by Entex to treat approximately 1,000 lb/day of BOD_5 using 12 modules (four per train). To accommodate an estimated 2,000 lb/day of BOD_5 under MMWW conditions, the system was scaled up to include 24 modules. The sizing is based on the assumption that treatment capacity is approximately proportional to organic loading.

This design basis is preliminary and will be further refined during the next design phase, including additional analysis to confirm hydraulic capacity, organic loading rates, and potential structural modifications needed to optimize flow through the system. Initial modeling assumes sufficient hydraulic head exists to allow flow through the attached growth modules and downstream disk filters, ultimately discharging to the CCB. Final hydraulic evaluation will be completed during detailed design.

Treated effluent containing excess biomass and inert solids from the attached growth system will be directed to the downstream disk filtration system for solids removal before disinfection.

Figure 5-4. Attached Growth Frame Preliminary Layout

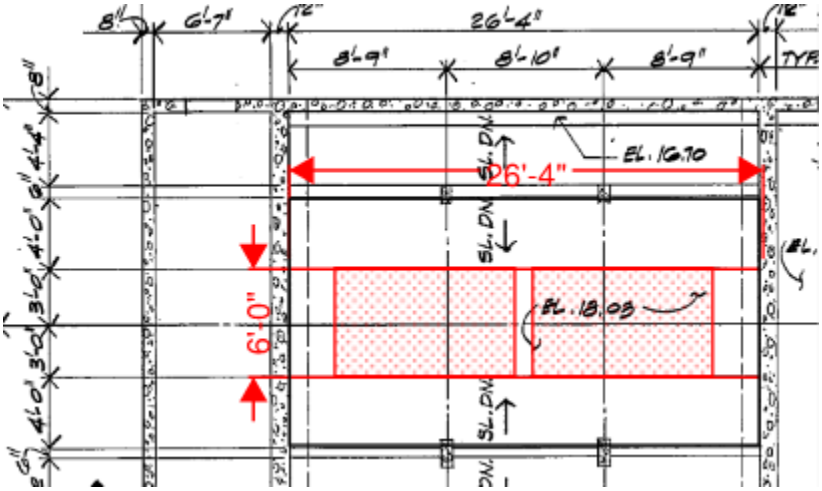

Table 5-1. Attached Growth Process Design Basis

Parameter	Unit	Value
ADWF to attached growth process	MGD	<0.5
MMWW flow to attached growth process	MGD	1.6
Number of trains	each	3
Number of cells per train	each	4
Number of modules per train	each	2
Total number of modules	each	24
Attached growth module size (LxWxD)	ft/ft/ft	6/10/6
Organic loading rate at MMWW with two MBR trains online	lb/day	920
Maximum organic loading to attached growth process	lb/day	2,000
Estimated solids yield at maximum loading	lb/day	670
Aeration requirements at maximum loading	scfm	4,640
Number of blowers	each	3 (2 duty 1 standby)
Blower sizing (each)	hp	50

hp = horsepower

scfm = standard cubic foot (feet) per minute

5.3 Cloth Filters

The proposed disk filtration system will treat the attached growth treatment process effluent. Steel tank disk filter units will be installed within the existing CCB. Filtered effluent will merge with the MBR filtrate, and filter backwash water will be sent back to the headworks. Two options for the disk filters were evaluated during the alternative evaluation phase, and the preliminary design configuration will be developed during the next design phase. The following two options were evaluated:

- AquaAerobic MiniDisk
- AquaAerobic AquaDisk

The MiniDisk option features smaller disk modules that can be installed within the footprint of the existing secondary clarifier basins. According to AquaAerobic, up to 12 10-disk MiniDisk units can be installed in one clarifier basin, with a total peak hour treatment capacity of approximately 6.5 MGD. The typical capacity rating for each 10-disk unit under tertiary conditions is approximately 1 MGD; however, the design capacity in this application reflects higher influent solids concentrations and increased solids loading. The proposed MiniDisk sizing provides a maximum hydraulic loading of 3.28 gallons per minute per square foot (gpm/ft^2) and a maximum solids loading of 2.40 pounds per day per square foot (lb/day/ft^2).

The AquaDisk option consists of two larger disk filter units with a total peak hour capacity of 10 MGD. Each unit includes 24 6-foot diameter disks, installed in a steel tank approximately 9 feet in height (10 feet, including above-tank equipment). The proposed AquaDisk configuration provides a maximum hydraulic loading of 3.23 gpm/ft^2 and a maximum solids loading of 2.36 lb/day/ft^2.

The filter design parameters are summarized in Table 5-2.

Table 5-2. Cloth Filter Design Considerations

Parameter	Unit	MiniDisk	AquaDisk
Maximum month flow with two MBRs online	MGD	1.6	1.6
Peak hour flow (proposed capacity)	MGD	6.5	10
Number of units	each	12	2
Hydraulic loading at peak flow	gpm/ft^2	3.28	3.23
Solids loading at peak flow	lb/day/ft^2	2.40	2.36
Number of disk per unit	each	10	24
Disk diameter	feet	3	6
Filter type	—	PF- 14 OptiFiber® nominal 5-micron	PF- 14 OptiFiber® nominal 5-micron

Further analysis will be conducted during the next design phase to determine the final filter configuration. Evaluation criteria will include the following:

- The ability of the MiniDisk units to treat attached growth effluent effectively over a range of operating conditions, including peak wet weather flows.
- The potential for the larger AquaDisk units to trigger seismic or tsunami code compliance requirements because of tank height and configuration.

Other disk filter options offered by qualified manufacturers will also be considered. The selected system will prioritize compatibility with the available clarifier footprint and minimize structural code compliance issues.

5.4 New Membrane Bioreactor Train

The existing MBR system will remain unchanged under the proposed project, except for integration with the new MBR train through the plant's local control panel and SCADA system. A second MBR process train will be installed by retrofitting one of the existing secondary clarifier basins into bioreactor and membrane tanks. The new train will use the existing MBR building to house shared infrastructure, including process air blowers, filtrate and permeate pumps, air scour blowers, and the control panel.

Chemical storage and metering systems currently used for the existing MBR will also be shared with the new MBR train to reduce capital and operational costs.

For planning purposes, the secondary clarifier basin selected for retrofit was assumed to be the one closest to the existing MBR. This assumption will be revisited and confirmed during the next design phase, once updated layout and hydraulic analyses are completed.

Table 5-3 summarizes the available bioreactor volume, membrane tank dimensions, and membrane rack configuration. These values are based on preliminary design assumptions and will be refined in collaboration with membrane equipment manufacturers during final design. The new MBR train is expected to receive a portion of the influent flow; because wet weather influent tends to be more diluted, the system may accommodate higher flows under MMWW conditions than during dry weather. This will be considered during membrane sizing and design development.

Permeate from the new membrane system will discharge to the existing filtrate tank, where it will be blended with filtered effluent in the plant's effluent channel before entering the CCB for disinfection.

WAS from the new MBR train will be directed to the modified secondary clarifier sludge box and pumped to the aerated WAS storage tank, as described in Section 5.8. During the design phase, the option to send WAS directly from the new MBR to the RDT will be evaluated to improve operational flexibility.

Table 5-3. New Membrane Bioreactor Train Basis of Design

Parameter	Unit	MMWW	ADWF
MBR train flows			
Average (sustained) flow	MGD	1.6	1.1
Peak day flow	MGD	2.0	1.3
Peak hour flow	MGD	2.5	1.7
Design temperature	°C	15	20
Solids Retention Time	days	10	8
Target MLSS entering membrane tanks	mg/L	10,000	10,000
WAS production	lb/day	660	830
Bioreactor sizing			
Number of trains	—	1	
Anoxic zone volume	gallons	15,300	
Aerobic zone volume	gallons	61,100	

Parameter	Unit	MMWW	ADWF
Membrane tanks			
Number of membrane tanks	each	3	
Tank volume (each)	gallons	6,700	
Flux with all tanks online	gfd	15.7	7.6
Surface area per module	ft^2	538 (based on DuPont B50N)	
Number of modules	each	192 (64 modules/train)	
Number of modules per rack	each	16	
Number of racks per tank	each	4	

°C = degree(s) Celsius

gfd = gallon(s) per square foot per day

MLSS = mixed liquor suspended solids

5.5 Chlorine Contact Basins (Existing)

No modification to the CCBs is included in this project.

5.6 Equalization

No flow equalization tank will be included in the project. Based on the 2022 to 2024 hourly flow data, the peak hour influent flow could be up to 11.8 MGD. There were two storm events in 2024 that led to the peak hour flow to exceed 10 MGD. With the recommended alternative consisting of an alternative attached growth treatment process and two MBR trains, some of the peak hour flows could be attenuated within the treatment process basins.

5.7 Gravity Thickener

The GT receives primary sludge from the primary settling tank to increase the solids concentration of the digester feed. The supernatant from the GT is returned to the headworks. The GT will be rehabilitated to extend the useful life of the process.

5.8 Waste Activated Sludge Storage

With the anaerobic digester modifications described in Section 5.10, and ongoing operational issues with the existing anerobic digester, including foaming because of varying digester feed rates, equalization of digester feed by WAS storage tank is included in the project. One of the three secondary clarifier basins will be retrofitted into a WAS storage and a digested sludge storage. Tentative volume is approximately 56,000 gallons, taking 52 feet length of the secondary clarifier on the deeper side. Coarse bubble aeration will be provided to keep mixed liquid in suspension. At the flow projected from the NPDES permit MMWW condition, the WAS storage will provide approximately 2 days of storage volume. Aeration blowers will be placed next to the clarifier basin. WAS from both existing and new MBR will be transferred to the WAS storage tank. Stored WAS will be pumped out to the RDT at a controlled pace. The location of WAS pump station will be determined during the design phase. Operational flexibility to send WAS directly from the existing MBR's WAS line and the new MBR train's WAS box will be considered.

5.9 Rotary Drum Thickener

WAS from the existing MBR and RBC clarifiers is pumped to the RDT to increase the solids concentration of the digester feed. The selected project will send the solids from the attached growth and filtration process back to the headworks. RDT will thicken the WAS from two MBR trains only. To provide consistent digester feed, WAS will be collected into the aerated WAS storage tank constructed into one of the secondary clarifier basins. Aeration will be provided to the storage tank to maintain solids in suspension and avoid the solids becoming anaerobic. The stored WAS will be fed to the digesters via a new set of WAS feed pumps. Location and size of the WAS feed pump will be assessed during the next design phase. There will be no modification to the RDT unit.

5.10 Digesters

There are two digesters currently configured as a two-stage (primary and secondary) anaerobic digestion system. Table 5-4 summarizes the existing digester parameters.

Table 5-4. Digester Parameters

Parameter	Units	Value
Diameter	feet	24
Depth (Primary Digester)	feet	25
Depth (Secondary Digester)	feet	21.13
Volume (Primary Digester)	gallons	84,500
Volume (Secondary Digester)	gallons	71,500
Total Volume	gallons	156,000
Total Volume	cubic feet	20,860

Several key features and pieces of equipment in the digesters are failing or inadequate. The floating covers of both digesters have severe corrosion, with the oldest digester cover having material failure where digester gas can freely escape. The rollers and guides for the floating covers are out of alignment, bent, and corroded, and the covers have tipped in the past. The boiler that provides process heating for the digesters is at the end of its expected life and is difficult to keep operational. No redundant boiler is available. Because the current secondary digester freely lets gas escape because of corrosion and the removed pressure-relief valves, it should not be used as a digester (not heated) in its current condition. As a result, the SRT of the system is low, resulting in poor digester performance and low VS reduction. Operations staff report that the digester has severe foaming issues, which is likely caused by overloading the single operating anaerobic digester. Currently, there is no sludge storage upstream of digestion, and the sludge feed is intermittent, with long periods between feeding cycles. This intermittent influent can result in poor digester performance as the biology is subjected to uneven feeding. Even feeding typically results in better solids reduction and digester gas production. The WAS storage described in Section 5.8 will provide the flexibility to operate the RDT unit. However, to stabilize the digester operation, it is recommended that the RDT be operated as consistently as practical to provide consistent feed to the digesters.

The existing digester pumped mixing systems, sludge transfer, and sludge recirculation are in good condition and do not require replacement. The digester building is an electrical Class 1, Division 1 area because of its access door within the classified space around the digester tanks. Newer electrical systems are compliant with the classification, but original or older electrical systems, such as lights, receptacles, and some enclosures, are not. Improvements to the ventilation system may be required to increase the airflow rates or replace the motors and controls to comply with electrical code requirements.

Digester gas is collected and can be used to fuel the boiler or is sent to the waste gas burner. Other than providing a sediment and moisture trap, there is no digester gas treatment or cleaning system.
The existing waste gas burner is a candlestick-type that has significant corrosion around the base and attachment hardware. It is approximately 13 feet from the outside of the secondary digester.

5.10.1 Anaerobic Digester Improvements

The first priority is to rehabilitate the existing digestion process so it can adequately treat biosolids for current conditions. To accomplish this, both digesters should be run in a parallel operation mode at a constant volume to provide adequate retention time. It is recommended that the digesters be provided with fixed covers to avoid any tipping/alignment issues that have been occurring in the existing digesters. The current primary digester (newer digester) does not have a constant top of wall elevation; there is a 2-foot step where the digester shares a wall with the digester control building. To install a fixed cover, the top of wall will need to be raised so that it is all at a uniform elevation.

The existing boiler is a 1.5 million MBH steam system. It requires a feedwater conditioning system and an American Society of Mechanical Engineers certified technician to perform maintenance and repair, which is difficult to find locally. The size is much larger than what is estimated to be required based on the amount of influent flow and heat lost to the environment. It is recommended that at least one new hot water boiler sized at approximately 0.6 MBH be installed. If adequate room exists, it is recommended that a standby 0.6 MBH boiler be installed for redundancy. An existing steam-to-hot water heat exchanger, water conditioning system, and steam condenser can be removed and replaced with new hot water piping, control valves, and water circulation pumps.

If the new boiler(s) are to be fueled with digester gas, it is recommended to add a digester gas conditioning system to remove hydrogen sulfide and moisture from the gas. This will decrease the amount of corrosion to the boiler to extend its lifespan. A set of vessels with ferric hydroxide-impregnated ceramic media will remove hydrogen sulfide, and a two-stage chilled water heat exchanger will remove moisture in the digester gas. The boilers should also be supplied with a secondary fuel, such as natural gas or diesel for backup.

5.10.2 Digested Sludge Storage

Because the anaerobic digesters will be operated in parallel after implementation of this project, there is less flexibility to hold digested sludge within the digester tanks. To allow operators to hold off dewatering for a limited period, a digested sludge storage tank will be added by retrofitting part of the west secondary clarifier. The digested sludge storage will be along with the WAS storage tank, and it will be covered to control odor and methane emissions. Offgas from the headspace of the digested sludge storage will be introduced to the WAS aeration to mitigate the odor emission. There will be a digested sludge pump station within the clarifier basin to send the stored sludge to dewatering.

Digested sludge piping will be modified to divert the digested sludge from the digesters into the storage tank via existing sludge pump station within the digester building. The allocated volume for digested sludge storage is approximately 32,500 gallons occupying about 30 feet of the clarifier length. At this storage volume, digested sludge produced at the projected NPDES ADWF condition can be stored about 3 days.

5.10.3 Digester Gas Flare

The waste gas burner is on the west side of GT and the anaerobic digester. When the burner reaches the end of its useful life, it is recommended to install an enclosed-type waste gas burner to reduce the setback distance requirements. The industry standard for determining required setbacks from waste gas burners is CSA/American National Standards Institute (ANSI) B149.6:20, Code for digester gas, landfill gas, and biogas generation and utilization. Because the CSA/ANSI code is not a mandatory requirement for the existing system, it is not required to be relocated now.

5.11 Belt Filter Press

The facility's solids dewatering is currently performed using a single 1.5-meter BFP, manufactured by Ashbrook-Simon-Hartley, within the solids handling building. Based on plant operating data, the belt filter press consistently produces a cake solids concentration of 12% to 15% TS from digested sludge.

The system is designed for continuous operation with minimal operator oversight; however, under current conditions, the belt press typically operates 8 to 10 hours per day, 7 days per week, and requires a higher level of operator attention than originally intended. The facility includes a bypass line that allows for liquid disposal of sludge, which provides operational flexibility for managing different disposal strategies and site availability.

The BFP has a rated solids loading capacity of 38,400 lb/day and a hydraulic loading capacity of 300 gpm. This capacity is considered sufficient to accommodate future flows and solids loads resulting from the selected project improvements.

The existing BFP was originally installed in 2005, and although it remains functional, it is approaching the end of its useful life. As such, BFP replacement will be evaluated and included in the next phase of design or future capital improvement planning.

5.12 Miscellaneous Improvements

Other recommended improvements that do not fit in the previous categories include heating, ventilation, and air conditioning (HVAC) improvements. The BFP building has a squirrel cage type fan and a motor that needs to be rebuilt. In the chemical room, the HVAC needs to be replaced because stainless steel is not compatible with sodium bisulfite.

5.13 Summary of Recommended Improvements

Figure 5-5 presents a revised process flow diagram of the WWTF showing the recommended improvements per Alternative 3.

Figure 5-5. Crescent City Wastewater Treatment Facility Process Flow Diagram with Recommended Improvements

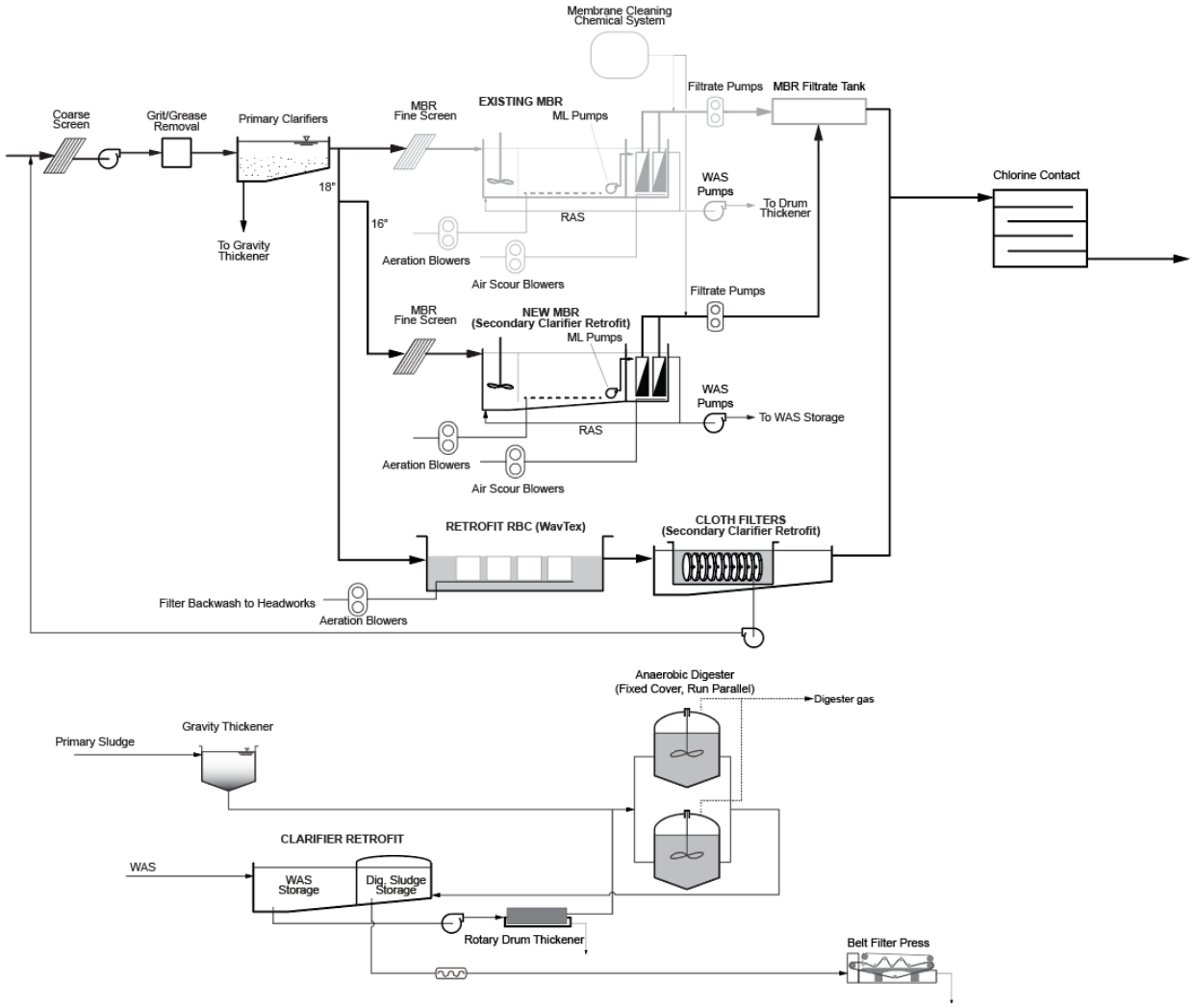

Figure 5-6 presents a site plan and summary of the recommended improvements. The facilities to be upgraded or rehabilitated are color-coded, and a description of the project scope for each facility is provided in the legend.

Figure 5-6. Crescent City Wastewater Treatment Facility Process Flow Schematic with Recommended Improvements

Recommended Improvements

Digesters:
-Selective demolition
-Digester structural modifications (2 ft extension)
-Gas conditioning system addition
-HVAC improvements
-Fixed cover and boiler improvements
-Electrical, instrumentation, and controls improvements

Primary Clarifiers:
-Concrete restoration
-Replaced wood walkways with metal walkways
-Add baffle at RBC influent channel
-Replace clarifier mechanism wear strips
-Replace Building #1 and #2
-Replace north side sludge pump gear box
-Provide shelf spare mechanism drive
-Replace T-valve buried primary influent valves
-Renovate primary effluent flow structure, including motor operated valves and gates
-Electrical, instrumentation, and controls improvements

Dewatering Building:
-Belt Filter Press HVAC
-Potential replacement of Belt Filter Press

MBR Building:
-Additional MBR equipment in support the new MBR

Secondary Treatment Part 1:
-Remove and demolish existing covers and equipment
-Concrete restoration
-New handrailing
-Blower and housing addition
-Replace RBCs with attached growth biological process
-Electrical, instrumentation, and controls improvements

Secondary Treatment Part 2:
-Retrofit one secondary clarifier basin to add one additional MBR train
-Retrofit one secondary clarifier basin to add cloth filtration system
-Retrofit one secondary clarifier basin to add WAS and digested sludge storage
-Electrical, instrumentation, and controls improvements

5.14 Proposed Schedule

Table 5-5 summarizes proposed milestones and timelines required for the project implementation through construction. The proposed schedule is subject to various conditions and requirements, including the following:

- Grant application review and approval by SWRCB
- Grant agreement preparation and approval by SWRCB
- Environmental review and participating agencies
- 60-month construction estimate, given the need to sequence improvements (such as digesters) to maintain continuous operation
- Other constraints and issues that are out of the control of the City or Jacobs

Table 5-5. Proposed Project Schedule

Project Milestones	Approximate Schedule/Timeline
Notice to Proceed (SWRCB Division of Financial Assistance Funding Approval)	November 30, 2023
General Information Package	March 2026
Technical Package	March 2026
Environmental Package	March 2026
Financial Security Package	March 2026
Basis of Design Report and Cost Estimate	July 2025 to October 2025
Completed CWSRF Application Submitted	March 2026
DFA Funding Application Review Period and Funding Agreement Development	March 2026 to March 2028
Bidding and Award Design	March 2028 to May 2028
Full Detailed Design, Permitting, and Cost Estimates	June 2028 to June 2030
Bidding and Award Construction	July to September 2030
Construction (60 months estimated)	
Notice to Proceed	October 2030
Completion	October 2035

DFA = Division of Financial Assistance

5.15 Estimate of Probable Construction Costs

An opinion of probable construction cost was prepared for the selected project. This construction cost opinion is a Class 5 estimate as defined by AACE International.

Table 5-6 summarizes the opinion of probable construction cost for the selected alternative, along with the estimated accuracy range.

Table 5-6. Opinion of Probable Construction Cost and Estimated Accuracy Range – Selected Alternative (Alternative 3)

Alternative	Low Range -20%	Opinion of Probable Construction Cost	High Range +50%
Selected Alternative	$46,160,000	$57,700,000	$86,550,000

Appendix D provides a copy of the construction cost estimate and supporting information.

6. References

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Appendix A
NPDES Permit

Appendix B
Site Visit Notes, OMI Condition Assessment and 2025 CIP Table

Appendix C
Process Calculations

Appendix D
Estimate of Probable Construction Cost Estimate and Supporting Information

Appendix E
Maintenance Connection

Appendix F
Field Report

RESOLUTION NO. 2025-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE CITY MANAGER TO EXECUTE A FINANCIAL ASSISTANCE APPLICATION AND AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD

WHEREAS, the City desires to apply to the State Water Resources Control Board for financial assistance to design improvements to its wastewater treatment plant; and

WHEREAS, the State Water Resources Control Board requires an authorizing resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City (the "Entity") as follows:

1. The City Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Crescent City WWTP RBC Capital Upgrade & Biosolids/Digester Optimization Project (the "Project").

2. This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

3. The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

APPROVED and **ADOPTED** and made effective the same day by the City Council of the City of Crescent City at a meeting held on the 6th day of October 2025 by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Ray Altman, Mayor

ATTEST:

_____
Robin Altman, City Clerk

CERTIFICATION

I do hereby certify that the foregoing Resolution No. 2025-46 is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City Council of the City of Crescent City held on October 6, 2025.

_____

Robin Altman, City Clerk
City of Crescent City

RESOLUTION NO. 2025-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY REGARDING WWTP PROJECT EXPENDITURES TO BE REIMBURSED BY FUNDS PROVIDED BY THE STATE WATER RESOURCES CONTROL BOARD

WHEREAS, the City of Crescent City (the “Agency”) desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its wastewater treatment system, including certain treatment facilities, pipelines and other infrastructure (the “Project”); and

WHEREAS, the Agency intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board (State Water Board); and

WHEREAS, the State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"), and

WHEREAS, prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds the Agency desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the Agency; and

WHEREAS, the Agency has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Agency for the Expenditures from the proceeds of the Obligations.

NOW, THEREFORE, the City Council of the City of Crescent City (the “Agency”) does hereby resolve, order and determine as follows:

1. The Agency hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.
2. The reasonably expected maximum principal amount of the Project Funds is $86,550,000.

3. This resolution is being adopted no later than 60 days after the date on which the Agency will expend moneys for the construction portion of the Project costs to be reimbursed with Project Funds.

4. Each Agency expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

5. To the best of our knowledge, this Agency is not aware of the previous adoption of official intents by the Agency that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

6. This resolution is adopted as official intent of the Agency in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

7. All the recitals in this Resolution are true and correct and this Agency so finds, determines and represents.

APPROVED and **ADOPTED** and made effective the same day by the City Council of the City of Crescent City at a meeting held on the 6th day of October 2025 by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Ray Altman, Mayor

ATTEST:

Robin Altman, City Clerk

CERTIFICATION

I do hereby certify that the foregoing Resolution No. 2025-48 is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the City Council of the City of Crescent City held on October 6, 2025.

Robin Altman, City Clerk
City of Crescent City

CITY COUNCIL AGENDA REPORT

TO: MAYOR ALTMAN AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

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

DATE: OCTOBER 6, 2025

SUBJECT: MEASURE S STREET IMPROVEMENTS FALL 2025 PROJECT CONTRACT AWARD

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Approve Plans and Specifications for the "MEASURE S STREET IMPROVEMENTS Fall 2025"
- Approve and Authorize the City Manager to sign a construction contract with ST Rhoades Construction Inc. for the Measure S Street Improvements Fall 2025 Project.
- Approve and Authorize the City Manager to sign Contract Change Order #1 for additional paving repairs on 8th Street.
- Authorize the City Manager to approve and sign future change orders in an aggregate amount not to exceed $50,000
- Find that the project is categorically exempt per CEQA guidelines Class 1 § 15301(a) – Existing Facilities and Class 3 § 15303 – New Construction

BACKGROUND

On November 3, 2020, the voters of the City approved Measure S, authorizing the imposition of a local 1% transactions and use (sales) tax within the City. The Ordinance was formally adopted by the City Council on December 7, 2020. The collection of the tax began on April 1, 2021. Measure S is intended to fund essential General Fund services including Fire, Police, Streets, and the operation of Fred Endert Pool.

The Measure S Oversight Committee meets several times each year to discuss the use of these funds and makes recommendations to the City Council. The Committee met April 8th and April 17, 2025 to review the status of Measure S funds and develop a recommendation for FY 2025-26 expenditures. The final result of those meetings was the adoption of Resolution No. MS2025-02 recommending priorities to be funded with

Measure S in FY 25-26. It was recommended that the City fund two projects in Fiscal Year 2025-2026 with each project being in value of approximately $600,000 utilizing Measure S funds for street preservation. At the June 16, 2025 City Council meeting, the Fiscal Year 2025-26 Budget was adopted including the recommendations made by the Measure S Oversight Committee.

The Measure S Street Repair Project Fall FY25-26 was put out to bid on August 19, 2025. Bids were opened and read aloud publicly on September 23, 2025 at 2:00pm at 377 J Street. A second Measure S Street Repair project will be let out in the Spring of FY25-26 to fulfill the guidelines established by the Measure S Committee and the City Council.

ITEM ANALYSIS

The City received four responsive bids, with ST Rhoades Construction Inc. being the apparent low bidder. No bid protests were submitted during the protest period. ST Rhoades Construction Inc. has supplied a responsive bid including the bid schedule, bid guarantee bond, a list of proposed subcontractors, the certification of their experience and qualifications, and the non-collusion affidavit. ST Rhoades Construction Inc. has a Crescent City business license, has a current and active A General Engineering license with the Contractors State License Board, is registered with the Department of Industrial Relations, and is not on the suspension or debarment listings with State of California.

The Notice of Award was mailed on September 26, 2025 to ST Rhoades Construction Inc. The proposed project addresses street repairs as allocated and approved by the Measure S Oversight Committee as well as adopted by the City Council. These repairs are required to maintain public safety, provide efficient access for both pedestrians and vehicles, as well as prolonging the functional life of existing City assets.

The scope of work below summarizes the plans and specifications attached to this staff report. City staff is requesting City Council approval of said plans and specifications.

Asphalt Repairs:

Following the “Best First” approach and focusing repairs on higher traffic collector streets, the following locations are proposed for Asphalt Patching Repair.

Base Bid

Address	Description	Asphalt (SF)
7th Street H to I	Mill & Inlay	2,880
7th Street K to L	Mill & Inlay	8,640
8th Street A to D	Mill & Inlay	20,800
8th Street D to E (west)	Mill & Inlay	3,640
C Street 9th to 10th	Mill & Inlay	8,640
D Street 9th to 10th	Mill & Inlay	3,380
E Street 4th to 5th	Mill & Inlay	8,640

The base bid project includes a designed repair area of 56,620 square feet and placement of 1,320 tons of asphalt concrete. This base bid also includes the contractor's mobilization, traffic control, road striping and crosswalks, including striping in poor shape adjacent to the paving repairs, as well as resetting the effected manhole covers and valve boxes.

Project Timing

City staff recommends award of the Measure S Street Improvements Fall 2025 Project to ST Rhoades Construction Inc. The environmental permitting via CEQA is complete and the plans are shovel ready. Depending upon the contractor's availability, construction is to start immediately with anticipated completion this Winter.

Notice of Award:	September 26, 2025
Council Award of Contract:	October 6, 2025
Execution of Contract:	October 7, 2025
Construction:	October 20, 2025 – November 30, 2025
Notice of Completion:	December 15, 2025

FISCAL ANALYSIS

Bids Submitted:

Contractor	Base Bid
City's Engineering Estimate	$535,000.00
ST Rhoades Construction Inc.	**$349,801.00**
Darren Taylor Construction, Inc.	$542,683.55
GR Sundberg, Inc.	$722,245.00
Tidewater Contractors, Inc.	$430,068.00

Contract award is based on the Base Bid amount only. ST Rhoades Construction Inc. provided the lowest bid. Based on the available funding and the pricing received, staff recommends awarding the Base Bid for in the amount of $349,801.

The intent of this project was to invest approximately $600,000 of Measure S money into the repair of City Streets in the fall of 2025. The City received competitively bid unit cost values below the anticipated costs. Staff has constructed a Change Order to include additional street repairs to fit within the scope of the bid project. Future designed Measure S projects included additional road repairs to 8th Street. As this Fall FY25 project includes repairs to 8th Street from A Street to just east of D Street, we wish to expand our repairs of 8th Street from this end point on 8th Street to west of H Street on 8th. Change Order #1 extends these paving repairs on 8th Street, as well as the contractor's increased costs for mobilization, traffic control, the associated striping and resetting the effected manholes and valve boxes. It is anticipated that this change order will repair an additional 24,000 square feet of road surface and place an additional 490 tons of asphalt. The cost for this additional work is $152,415.00.

Additionally, staff requests $50,000 for a 10 percent project contingency.

Measure S Streets & Concrete Improvements FY25 Project Budget

ST Rhoades Construction Inc. Bid Contract	$349,801.00
Contract Change Order #1	$152,415.00
Project Contingency	$50,000.00
Total Anticipated Project Budget	**$552,216.00**

Funding for this project will come from the already budgeted Measure S streets maintenance capital fund. Any contingency monies not spent by this project will remain Measure S funds to be used on future road project maintenance.

FY26 (Fall 2025) Measure S Maintenance Project Funding

Measure S Street and Concrete Maintenance Funds	$600,000.00
Total Anticipated Project Funding	**$600,000.00**

Additionally, two other similar size (approximately $500,000 to $600,000) Measure S street maintenance projects are planned. One in the Spring of 2026 and another in the Fall of 2026. The exact funding available for each project will be dependent on the actual expenditures of this project and the Front Street project.

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

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

ATTACHMENTS

1. Contract with ST Rhoades Construction, Inc.
2. Contract Change Order #1
3. Plans “PART C – Site Map” https://www.crescentcity.org/media/2025.08.13 Part C - Site Map.pdf
4. Specifications https://www.crescentcity.org/media/2025.08.25_Measure_S_Street_Improvements_Fall_2025_Specifications.pdf

SECTION 00 52 00

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 20____, by and between the City of Crescent City, a California municipal corporation, hereinafter called the "Owner," and S.T. Rhoades Construction, Inc, hereinafter called the "Contractor."

WITNESSETH:

WHEREAS, the Owner has caused a project manual to be prepared comprised of one volume of bidding and contract requirements and technical specifications and one volume of drawings for the construction of the Measure S Street Improvements Fall 2025 as described therein, and

WHEREAS, the Contractor has offered to perform the proposed work in accordance with the terms of the contract as defined in Section 00 72 00 of the specifications.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained in the contract and to be performed, the Contractor hereby agrees to complete the work at the price and on the terms and conditions therein contained, and the Owner agrees to pay the Contractor the contract price provided therein for the fulfillment of the work and the performance of the covenants set forth herein.

The further terms, conditions, and covenants of this agreement are set forth in the contract documents, each of which is attached hereto and by this reference made a part hereof:

Volume one containing Part A, Bidding and Contract Requirements (including Addenda numbers 1 through 1); Part B, Technical Specifications; and Part C, a set of drawings consisting of one volume.

IN WITNESS WHEREOF, this agreement has been executed on this _____ day of _____, 20___.

_____
Signature for Owner

_____
Title of Signatory

Attest: _____
Signature

_____
Title of Signatory

S.T. RHOADES CONSTRUCTION INC
Name of Contractor

_____
Signature for Contractor

ESTIMATOR
Title of Signatory

Attest: Kathie Smith
Signature

OFFICE MANAGER
Title of Signatory

END OF SECTION

CHANGE ORDER

ORDER NO. 1

Date: October 1, 2025

NAME OF PROJECT: Measure S Street Improvements Fall 2025

OWNER: City of Crescent City
CONTRACTOR: ST Rhoades Construction, Inc.
Original CONTRACT PRICE: $349,801.00

The following changes are herby made to the CONTRACT DOCUMENTS:

1.	Bid Item 1 - Mobilization	$	6,920.00
2.	Bid Item 2 - Water Pollution Prevention Best Management Practices	$	400.00
3.	Bid Item 3 - Traffic Control	$	9,480.00
4.	Bid Item 11 - Asphalt Concrete Placement	$	92,610.00
5.	Bid Item 12 - White "STOP" thermoplastic	$	2,975.00
6.	Bid Item 13 - White 12" Thermoplastic - Bars & (1) solid bar crosswalk	$	15,680.00
7.	Bid Item 16 - Manhole Collars	$	1,900.00
8.	Bid Item 17 - Valve Box Collars	$	10,450.00
9.	Bid Item 18 - 8th & F Intersection Asphalt Mill Removal - 0.25'	$	1,061.20
10.	Bid Item 19 - 8th D to E West Half Widen Asphalt Mill Removal - 0.25'	$	1,337.11
11.	Bid Item 20 - 8th D to E East Half Asphalt Mill Removal - 0.25'	$	1,833.75
12.	Bid Item 21 - 8th F to G East End Asphalt Mill Removal - 0.25'	$	1,528.12
13.	Bid Item 22 - 8th G to H Asphalt Mill Removal - 0.25'	$	4,584.37
14.	Bid Item 23 - 8th H to I Asphalt Mill Removal - 0.25'	$	1,655.47

Justification (Listed by Item Number): Scope Increase

1. Change Item 1 to increase the scope +40% of Mobilization at the contracted amount of $17,300.00/LS = $6,920.00
2. Change Item 2 to increase the scope +40% of Water Pollution Prevention Best Management Practices at the contracted amount of $1,000.00/LS = $400.00
3. Change Item 3 to increase the scope +40% of Traffic Control at the contracted amount of $23,700/LS = $9,480.00
4. Change Item 11 to increase 490 Tons of Asphalt Concrete Placement at the contracted amount of $189.00/Ton = $92,610.00
5. Change Item 12 to increase 7 Each quantity of White "STOP" thermoplastic at the contracted amount of $425.00/EA = $2,975.00
6. Change Item 13 to increase 560 LF of White 12" thermoplastic at the contracted amount of $28.00/LF = $15,680.00
7. Change Item 16 to increase 2 Each quantity Manhole Collars at the contracted amount of $950.00/EA = $1,900.00
8. Change Item 17 to increase 11 Each quantity Valve Box Collars at the contracted amount of $950.00/EA = $10,450.00
9. Add Item 18 to include 2,122 SF of 0.25' Asphalt Mill Removal at 8th and F Street Intersection at the negotiated amount of $0.50/SF = $1,061.20
10. Add Item 19 to include 2,674 SF of 0.25' Asphalt Mill Removal at 8th Street D to E West Half at the negotiated amount of $0.50/SF = $1,337.11
11. Add Item 20 to include 3,667 SF of 0.25' Asphalt Mill Removal at 8th Street D to E East Half at the negotiated amount of $0.50/SF = $1,833.75
12. Add Item 21 to include 3,056 SF of 0.25' Asphalt Mill Removal at 8th Street F to G East End at the negotiated amount of $0.50/SF = $1,528.12
13. Add Item 22 to include 9,169 SF of 0.25' Asphalt Mill Removal at 8th Street G to H at the negotiated amount of $0.50/SF = $4,584.37
14. Add Item 23 to include 3,311 SF of 0.25' Asphalt Mill Removal at 8th Street H to I at the negotiated amount of $0.50/SF = $1,655.47

Change to CONTRACT PRICE

CONTRACT PRICE adjusted by previous CHANGE ORDERS:	$	349,801.00
CONTRACT PRICE due to this CHANGE ORDER will be increased:	$	152,415.00
CONTRACT PRICE including this CHANGE ORDER will be:	$	502,216.00

Change to CONTRACT TIME

The CONTRACT TIME is not affected by this Change Order.

Requested by:

Owner — Date

Recommended by: David Yeg — 10/2/25

Owner's Public Works Director — Date

Accepted by: — 10/2/25

Contractor — Date

CITY COUNCIL AGENDA REPORT

TO: MAYOR ALTMAN AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: DAVID YEAGER, PUBLIC WORKS DIRECTOR
CLIFF VAN HOOK, ENGINEERING PROJECT MANAGER

DATE: OCTOBER 6, 2025

SUBJECT: FRED ENDERT POOL HVAC PROJECT NOTICE OF COMPLETION

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Authorize the City Manager to sign and file a Notice of Completion for the Crescent City Fred Endert Pool Roof Replacement Project (Contract #2025-1087).

BACKGROUND

The Fred Endert Municipal Swimming Pool is owned and operated by the City of Crescent City and has been serving the community of Crescent City and Del Norte County since 1966. During a renovation project in 2008, the spa was installed, an ADA bathroom was installed, the locker rooms and lobby were remodeled, the mechanical room had repairs and upgrades, and the pool deck was improved. In 2015, a new asphalt shingle roof was installed.

In Fiscal Year 2025, the City of Crescent City completed the Fred Endert Pool HVAC Project and the Fred Endert Pool Deck and Locker Room Flooring Project. This included two new boilers, two new air handlers with dehumidification capabilities, new exhaust fans, and new epoxy flooring throughout the facility. During this construction time frame when the pool was empty and the air was dryer, it was discovered that following heavy rains water was penetrating the roof system through hundreds of small holes. Water would not drip through the ceiling until the roofing system became saturated from a series of storm events. It was determined that some of the moisture dropping from the ceiling was penetrating rainwater and not condensed moisture from a pool air-handling system lacking dehumidification.

A local roofing contractor conducted an exploratory investigation to try to pinpoint the cause of the leaks. It was determined that the acidity of the bird droppings was damaging

the asphalt shingles. On a dry day, you can see the shingles have small, corroded areas which allow slow leaks to start working their way through the underlayment.

Due to the extent of the damage to the roofing membrane, a full roof replacement was warranted. Staff brought the need for a roof replacement to Council at the March 3, 2025 Council meeting. At that time, staff recommended installing a standing seam metal roof due to its ability to withstand our coastal environment. A similar roof had already been installed at the City owned Cultural Center. This recommendation was discussed with the Measure S Oversight Committee at their April 8 budget discussion, and the Committee approved including Measure S funding for a portion of this project. The project was also discussed at the City's May 13-14 budget workshop, and the Council directed staff to include the proposed $100,000 in Measure S funding and $175,000 from the General Fund in the FY 25-26 budget.

On June 2, 2025, the Fred Endert Pool Roof Replacement Project was advertised. Two addenda were issued, and 4 bids were received on June 26, 2025. Red Sky Roofing was the low bid, which came in at $179,910 for the base bid and bid additive 1. On July 7, 2025, the City Council approved and authorized City Manager to sign an agreement with Red Sky, Inc to perform the project.

The Fred Endert Pool was closed to the public, and construction began on August 18, 2025. The project was substantially completed on September 5, 2025, and was re-opened to the public on September 8, 2025.

ITEM ANALYSIS

All labor compliance documentation has been submitted and verified. Below is a financial recap of the project:

Item	Dollars ($)	Notes/Comments
Available Funding	$ 275,000.00	$175,000 from the General Fund $100,000 from Measure S
Original Contract Amount	$179,910.00	Includes Base Bid and Bid Additive 1
CO 1: Replacement of 222 additional sheets of ½" CDX, dry rot repairs in the roof structure, cut in ventilation notches in blocking , Bird Spikes along ridge, (4) tie off anchor points	$22,452.04	Based Bid included 180 sheets sheathing replacement, a total of 402 was required. Dry rot and venting repairs were due to unforeseen conditions
Total Contractor Costs	**$202,362.04**	
Total Remaining Funds	**$72,637.96**	Remaining Measure S Funds

FISCAL ANALYSIS

Filing a notice of completion does not have a direct fiscal impact.

The unspent Measure S funding will remain within the Measure S fund for other street, police, fire, or pool related expenditures with recommendation by the Measure S committee and approval by the City Council.

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

C. Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs.
F. Incorporate health considerations into decision-making across departments and policy areas by:
    d. Examining methods to maintain, enhance, and expand park and recreation facilities.

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY

F. Plan and prepare for the growth and future needs of the Crescent City community by:
    g. Engaging with residents, visitors, and businesses through ongoing marketing of City products, services, and facilities.

ATTACHMENTS

1. Notice of Completion

Recording requested by
And after recording, return to:

City of Crescent City
Public Works Department
377 J Street
Crescent City, CA 95531

Exempt from recording fees per Gov. Code § 27383
Exempt from SB 2 fees per Gov. Code § 27388.1(a)(2)(D)

NOTICE OF COMPLETION AND ACCEPTANCE OF PUBLIC WORKS PROJECT
CONTRACT # 2025-1087

NOTICE IS HEREBY GIVEN by the City of Crescent City, that the Contract for the project entitled the **Fred Endert Pool Roof Replacement Project** (Contract # 2025-1087) which was let to:

Red Sky, Inc.
300 Standard Veneer Road, Crescent City, CA 95531

as contractor, was completed on September 5, 2025 and accepted by the City Council of the City of Crescent City on October 6, 2025. The name and address of the owner of the property referred to above is the **City of Crescent City, 377 J Street, Crescent City, CA 95531** and the nature of the interest of the owner in the said property is fee. The work consisted of removal and disposal of the existing roof, dry rot repairs, and installation of a new standing seam metal roof.

The project for public works improvements and the property on which said improvements are located within the Crescent City Beachfront Park beginning at a point where the southerly prolongation of the East City Limit Line of the City of Crescent City intersects a line which is 3200.0 feet southeasterly, at right angles, from and parallel to the City Base Line on the center line of & Second Street in said City; thence Southwesterly along said parallel line to the center line of the main Breakwater in Crescent City Harbor; thence Northwesterly along the center line of said Breakwater and the centerline of “A” Street; to the Southeasterly line of Front Street in said City; thence Northeasterly and Easterly along the Southeasterly line of Front Street and the Southerly line of Highway U.S. 101 to the East City Limit Line; thence South along said East City Limit and its Southerly prolongation to the point of beginning in the City of Crescent City, County of Del Norte, State of California.

VERIFICATION

I, the undersigned, declare that I am the City Manager of the City of Crescent City and that I have read the foregoing notice and know the contents thereof and that the same is true to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is true and correct.

Executed at Crescent City, California on this _____ day of October, 2025.

By:_____
Eric M. Wier, City Manager

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Del Norte

On _____before me, _____, Notary Public

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal. [seal]

_____
Signature

CITY COUNCIL AGENDA REPORT

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

FROM: **ERIC WIER, CITY MANAGER**

BY: **BRIDGET LACEY, GRANTS AND ECONOMIC DEVELOPMENT COORDINATOR**

DATE: **OCTOBER 6, 2025**

SUBJECT: **US ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) GRANT ACCEPTANCE TO UPDATE THE 2019-2024 DEL NORTE COUNTY COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS).**

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and authorize the City Manager to execute a grant agreement and any amendments thereto for EDA funding in the amount of $76,000 to update the 2019-2024 Del Norte County CEDS.
- Approve and adopt Resolution No. 2025-46, 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

BACKGROUND

For federal fiscal year (FY) 2023, the US Economic Development Administration (EDA) was appropriated $39.5 million for the Economic Adjustment Assistance (EAA) grant program and released a Notice of Funding Opportunity (NOFO) for these funds on March 15, 2023. Subject to the availability of funds, awards made under this NOFO will assist communities and regions in devising and implementing long-term economic development efforts through a variety of non-construction and construction projects. Under this program, EDA assists eligible recipients in creating regional and local economic development plans designed to build capacity and guide the economic prosperity and resilience of an area or region. EAA investments are designed to help communities catalyze public-private partnerships to foster collaboration, attract investment, and create jobs.

The current countywide CEDS was adopted by the City, County, and Harbor District in March of 2020 and covers years 2019-2024. This planning document expired at the end of 2024. In August of 2024 City staff submitted an application for EDA funding in the amount of $76,000 with an in-kind match of $34,350 to update the existing CEDS. On September 17, 2025, the City received notice that a full award of $76,000 had been issued.

ITEM ANALYSIS

The countywide CEDS provides a guide for accomplishing the City's economic development goals and will be a requirement for other funding opportunities. The City will be partnering with the County of Del Norte and the Crescent City Harbor District to complete the update and will include a number of community stakeholders in the process. The period of performance for this grant will be from September 1, 2025 to February 28, 2027. Some of the tools used and data collected for this plan will also help inform several other City projects currently underway, such as the Downtown Specific Plan and the Business Assistance Loan Program. If execution of the grant agreement is authorized by the Council, staff will issue a request for proposals to procure an economic development consultant to complete the scope of work.

As you may recall, the City also applied for funding through EDA to complete Phase II of the Downtown Specific Plan and had initially received a conditional award along with the CEDS application, before the change in administration. We have since been informed that this application has been moved to the FY26 funding cycle. We have been assured that this does not mean the application was denied, yet it is not clear what the next steps are to move this application forward at this time.

FISCAL ANALYSIS

If Council approves the award, the City will receive a total of $76,000 in grant funding for the countywide CEDS to implement this multi-agency project. The grant requires a 30% match, or $34,350, which can be in the form of in-kind services, over the next year and a half, split among the participating agencies. The City has agreed to contribute $15,000 in staff time; the County has agreed to contribute $12,083.20 in staff time and $1,050 in facility rental fees; and the Crescent City Harbor District has agreed to contribute $6,217 in staff time. EDA grant funding operates on a reimbursement basis, so the City will need to expend the funds first and then request reimbursement for the grant funds.

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(D): Collaborate with other jurisdictions and nonprofits 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)(9): Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs

ATTACHMENTS

1. EDA Grant Award Packet
2. Resolution No. 2025-46 (budget amendment)

Department of Commerce

Economic Development Administration

Notice of Award (NoA)
ED25SEA0G0153

RECIPIENT INFORMATION

1. **Recipient Name(s)**
   City of Crescent City
   377 J Street Crescent City, CA 95531-400
   US
2. **Congressional District of Recipient**
   CA-02
3. **Employer Identification Number (EIN)**
   946000552
4. **UEI**
   EJK8M8KRTY59
5. **Recipient POC**
   Bridget Lacey
   blacey@crescentcity.org
6. **Authorized Official**
   Eric Wier
   ewier@crescentcity.org

FEDERAL AGENCY CONTACT INFORMATION

7. **Grant Specialist**
   Sharon Metiva
   smetiva@eda.gov
8. **Program Officer**
   Chris Cox
   ccox@eda.gov
9. **Grant Officer**
   Kerstin Millius
   kmillius@eda.gov

FEDERAL AWARD INFORMATION

10. **Award Number / FAIN**
    ED25SEA0G0153
11. **Award Type**
    Grant
12. **Period of performance Start Date & End Date**
    09/01/2025 - 02/28/2027
13. **Federal Share of Cost**
    $ 76000
14. **Recipient Share of Cost**
    $ 34350
15. **Total Federal and Recipient Cost**
    $ 110350

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16. **Statutory Authority**
    Public Works and Economic Development Act of 1965, as amended (PWEDA) (42
    u.s.c. 3121 et seq.).
17. **NOFO/RFA #**
    PLLTA2021
18. **Project Title**
    CA. FY25 -SP- City of Crescent City – CEDS
19. **Assistance Listing Number and Name**
    11.302 - Economic Development Support for Planning
20. **Award Action Type**
    New Competing
21. **Multiyear Award?**
    No
22. **R&D Award?**
    No
23. **Construction Award?**
    No
24. **Grants Officer – Signature and Date**
    –
25. **Recipient – Signature and Date**

BY ACCEPTING THIS AWARD, THE RECIPIENT IS AFFIRMING THAT IT WILL COMPLY WITH ALL THE TERMS AND CONDITIONS OF THE AWARD. THE AWARD MUST BE ACCEPTED BY THE APPLICANT'S AUTHORIZED OFFICIAL.

RECIPIENT NAME: City of Crescent City
PROJECT TITLE: 2024 CEDS Update
AWARD NUMBER: ED25SEA0G0153

This Notice of Award includes the following sections and incorporates all regulations, documents and authorities referenced therein.

I. BUDGET INFORMATION
II. GENERAL TERMS AND CONDITIONS
III. SPECIFIC AWARD CONDITIONS
IV. OTHER

Should there be a discrepancy among these documents, the Specific Award Conditions, including any references, shall control.

SECTION I – BUDGET INFORMATION

The following is the Authorized Budget for this award. Reference Section III – Specific Award Conditions for conditions related to the Authorized Budget.

Item	Federal Share	Non-Federal Share	Total
Personnel	$	$ 33,300	$ 33,300
Fringe Benefit	$	$	$
Travel	$	$	$
Equipment	$	$	$
Supplies	$	$	$
Contractual	$ 60,000	$ 0	$ 60,000
Construction	$	$	$
Other	$ 16,000	$ 1,050	$ 17,050
Indirect Charges	$	$	$
Total Project Costs	$ 76,000	$ 34,350	$ 110,350

SECTION II – GENERAL TERMS AND CONDITIONS

The following regulations and general terms and conditions apply to this award:

□ 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements, as Adopted Pursuant to 2 CFR § 1327.101 for Federal Awards
□ Department of Commerce Financial Assistance General Terms and Conditions
□ Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements
□ 13 CFR Chapter III Economic Development Administration, Department of Commerce Regulations
□ Other:

SECTION III – SPECIFIC AWARD CONDITIONS

The following Specific Award Conditions apply to this award:

See Attachment A

SECTION IV – OTHER

SPECIFIC AWARD CONDITIONS
U.S. DEPARTMENT OF COMMERCE
Economic Development Administration (EDA)
Attachment A to the Notice of Award

NON-CONSTRUCTION PROJECTS: Economic Adjustment Assistance, Short Term Planning, and Technical Assistance (University Centers and Local Technical Assistance) Programs under Sections 203, 207 and 209 of the Public Works and Economic Development Act of 1965, as amended, 42 U.S.C. §§ 3143, 3147 and 3149

Project Title: Economic Development Support for Planning	
Recipient Name: City of Crescent City	**Project Number:** ED25SEA0G0153

1. Additional Included Documents (Nonconstruction)

In addition to the regulations, documents, or authorities incorporated by reference on the Notice of Award, the following additional documents are incorporated by reference into this Award:

i. The Recipient's application, including any attachments, project descriptions, schedules, and subsequently submitted supplemental documentation

ii. Authorized Scope of Work (Attachment 1)

Should there be a discrepancy among these documents, the Specific Award Conditions shall control.

2. Allowable Costs and Authorized Budget

Total allowable costs will be determined after the final financial documents are submitted in accordance with the applicable authorities specified on the Notice of Award, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. part 200, and the Authorized Budget. Except as otherwise expressly provided for within these Specific Award Conditions, the federal share of the allowable costs will be based on the Investment Rate for the Award, as established on the Notice of Award or any subsequent Amendment. In the event of an underrun in total allowable costs for this project, the federal share of allowable costs will be determined by the Investment Rate. The federal share of total allowable costs may not exceed the dollar amount specified on the original Award or any subsequent amendments.

3. Award Disbursements (Non Construction Reimbursement)

Reimbursement basis only. EDA will make disbursements using the Department of the Treasury's Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation required by ASAP. Complete information concerning the ASAP system may be obtained by visiting https://www.fiscal.treasury.gov/asap/. To receive disbursements, the Recipient

must submit a "Request for Advance or Reimbursement" (Form SF-270 or any successor form) for the applicable period electronically to the Project Officer, who will review and process the request. Prior to the initial disbursement, Recipients must complete a Form SF-3881, “ACH Vendor/Miscellaneous Payment Enrollment Form.” The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award. Instructions for submitting the form will be provided during the project kick-off conference.

4. **Controlling Specific Award Conditions**
   Should there be a discrepancy between the Specific Award Conditions in EDGE and those in the Notice of Award, the Specific Award Conditions in EDE shall prevail.

5. **DOC General Terms and Conditions**

   The Department of Commerce (DOC) Financial Assistance Standard Terms and Conditions (STCs) have been updated to incorporate revisions to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are effective October 1, 2024 and codified at 2 CFR part 200 (see the Final Rule published on April 22, 2024 (89 FR 30046)) and have been renamed as the DOC Financial Assistance General Terms and Conditions (GTCs). The DOC GTCs dated May 19, 2025 are incorporated under this Award and are included in the Award Package. Any reference to the DOC STCs within the Award Package, including the NOA and these SACs, is a reference to the DOC GTCs.

6. **Executive Order 14173: Ending Illegal Discrimination and Restoring Merit-Based Opportunity**

   This award term implements Executive Order 14173, 90 FR 8633 (Jan. 21, 2025), Ending Illegal Discrimination and Restoring Merit-Based Opportunity. By accepting this U.S. Department of Commerce financial assistance award, the recipient: (1) agrees that compliance in all respects with all applicable Federal antidiscrimination laws is material to the government’s payment decisions for purposes of section 3729(b)(4) of Title 31 United States Code; and (2) certifies to the Department that it does not operate any programs promoting diversity, equity, and inclusion that violate any applicable Federal anti-discrimination laws.

7. **Federal Share**

   The EDA participation in total eligible project costs will be limited to the lesser of the EDA grant amount or the EDA share of total allowable project costs (as stated on the Notice of Award or the most recent Amendment).

8. **Final Project Progress Reports (Non Construction)**
   A final project progress report must be submitted no more than 120 calendar days after the Authorized Award End Date, unless an extension is granted in writing by EDA. Final Project Reports may be posted on EDA’s website, used for promotional materials or policy reviews, or otherwise shared. Recipients should not include any copyrighted or other sensitive business information in these reports. There is no page limit for Final Project Reports; however, such reports should concisely communicate key project information and should: i. Provide a high-level overview of the activities undertaken; ii. Outline the specific regional need the project was designed to address and

explain how the project addressed that need and advanced economic development; iii. Document the expected and actual economic benefits of the project as of the time the report is written; iv. Detail lessons learned during the project that may be of assistance to EDA or other communities undertaking similar efforts; and v. Provide any other information necessary to understand the project and its impacts.

9. **Financial Reports**

   Financial Status Reports (SF-425) must be submitted to EDA on a semi-annual basis via EDA's Grants Management Portal for the reporting periods ending March 31 and September 30, or any portion thereof if applicable, for the period of performance set forth in the Notice of Award or as later memorialized through a mutually agreed-upon Amendment to the Award. Form SF-425 (and instructions for completing this form) is available at: https://www.grants.gov/forms/post-award-reporting-forms.html. Reports are due no later than 30 calendar days following the end of the reporting period.

10. **Final Financial Report (Non-Construction)**

    A final Form SF-425 must be submitted no more than 120 calendar days after the Authorized Award End Date specified on the Notice of Award (or any subsequently executed Amendment to the Notice of Award), unless an extension is granted in writing by EDA pursuant to 2 CFR § 200.344. Final Financial Reports should follow the instructions for submitting mid-term financial reports, but should ensure that all fields accurately reflect the total outlays for the entire project period and that all matching funds and program income (if applicable) are fully reported. Determination of the final grant rate and final balances owed to the government will be determined based on the information on the final Form SF-425, so it is imperative that it be submitted in a timely and accurate manner.

11. **Freedom of Information Act (FOIA)**

    EDA is responsible for meeting its Freedom of Information Act (FOIA) (5 U.S.C. § 552) responsibilities for its records. DOC regulations at 15 C.F.R. part 4 set forth the requirements and procedures that EDA must follow in order to make the requested material, information, and records publicly available. Unless prohibited by law and to the extent required under the FOIA, contents of applications and other information submitted by applicants and recipients may be released in response to a FOIA request. The Recipient should be aware that EDA may make certain application information publicly available. Accordingly, the Recipient should notify EDA if it believes any Application information to be confidential.

12. **New 5-Year CEDS**

    Grantee must no later than February 28, 2027 submit the final 5-year CEDS, along with EDR approval letter.

13. **Nonrelocation (Nonconstruction)**

    In signing this Award, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation of existing jobs within the U.S. that are located outside of its

jurisdiction to within its jurisdiction in competition with other U.S. jurisdictions for those same jobs. In the event that EDA determines that its assistance was used for those purposes, EDA retains the right to pursue appropriate enforcement action in accord with 2 C.F.R. §§ 200.339 through 200.343 and the DOC STCs, including suspension of disbursements and termination of the Award, which may include the establishment of a debt requiring the Recipient to reimburse EDA.

14. Performance Measures Requirements (Non-construction)

The **Annual Program Outputs Questionnaire for EDA Grantees (Non-Infrastructure Programs) (Form ED-916)** must be submitted by Recipient to EDA on an annual basis during the period of performance of this Award, or as otherwise directed by EDA. EDA will provide Recipient with the first electronic Outputs Questionnaire approximately one year after the date the period of performance starts, as set forth in the Notice of Award. EDA will then provide Recipient subsequent electronic Outputs Questionnaires approximately every year thereafter through the end of the period of performance, or any portion thereof if applicable. Recipient must complete and submit to EDA each electronic Outputs Questionnaire within 30 days of receipt.

The **Annual Capacity Outcomes Questionnaire for EDA Grantees Serving Clients (Non-Infrastructure Programs) (Form ED-917)** or the **Annual Capacity Outcomes Questionnaire for EDA Grantees not Serving Clients (Non-infrastructure programs) (Form ED-918)** must be submitted by Recipient to EDA on an annual basis for five years, or as otherwise directed by EDA. For the Planning, University Center and Trade Adjustment Assistance for Firms programs, the ED-917 or ED-918 forms must be submitted by Recipient to EDA on an annual basis, through the end of the period of performance, or any portion thereof if applicable. If Recipient will directly serve clients (i.e. beneficiaries) under the Authorized Scope of Work, Recipient must submit Form ED-917; if Recipient will not directly serve clients under the Authorized Scope of Work, Recipient must submit Form ED-918. (Recipient should consult the EDA project officer listed on the Notice of Award if Recipient is unsure whether activities in the Authorized Scope of Work constitute serving clients.) Recipient will automatically receive whichever Outcomes Questionnaire is most appropriate, as determined by the EDA project officer, for the Authorized Scope of Work. EDA will provide Recipient with the first electronic Outcomes Questionnaire approximately one year after the date the period of performance starts, as set forth in the Notice of Award. EDA will then provide Recipient subsequent electronic Outcomes Questionnaires approximately every 12 months thereafter for a total of five years, notwithstanding the end of the period of performance. Recipient must complete and submit to EDA each Outcomes Questionnaire within 30 days of receipt.

EDA may revise or replace the Outputs Questionnaire and/or the Outcomes Questionnaire at any time during or following the period of performance of this Award. Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993 and the Government Performance and Results Modernization Act of 2010 (collectively, GPRA Reports). Recipient must collect sufficient data and retain sufficient documentation to enable

Recipient to complete required GPRA Reports. Failure to submit to EDA required GPRA Reports might adversely impact the ability of the Recipient to secure future funding from EDA.

15. Planning Coordination

In keeping with regional economic development principles, Recipient should coordinate economic development planning and implementation projects with other economic development organizations affecting the area, especially EDA-funded recipients such as State and urban planning grantees, adjoining Economic Development Districts (EDDs) and Indian Tribes, and University Centers (UCs).

16. Procurement

The Recipient agrees that all procurement transactions will be in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. §§ 200.317-200.327.

17. Project Contact Information

Recipient agrees to notify EDA promptly of any changes to Recipient's contact information as specified in the Notice of Award.

18. Project Development Time Schedule (Nonconstruction)

Recipient agrees to the following project development time schedule:

i. Return of executed Notice of Award due no later than 30 calendar days after receipt of Notice of Award

ii. Authorized Award End Date is as indicated on the Notice of Award or most recent Amendment

iii. Submission of final reports, including Federal Financial Report (Form SF-425) due no later than 120 calendar days from the Authorized Award End Date

Recipient shall diligently pursue the development and implementation of the project upon receipt of the Award so as to ensure completion within this time schedule. Recipient shall promptly notify EDA in writing of any event which could substantially delay meeting any of the prescribed time limits for the project set forth in the Award, including those set forth above. Recipient further acknowledges that failure to meet the development time schedule may result in EDA taking action to terminate the Award in accordance with the regulations set forth at 2 CFR §§ 200.339 through 200.343, as applicable.

19. Project Progress Reports (Nonconstruction)

The Recipient agrees to provide the Project Officer with project progress reports, communicating the important activities and accomplishments of the project, on a semi-annual basis for the periods ending March 31 and September 30, or any portion thereof, for the entire project period. Reports are due no later than one month following the end of the semi-annual period. Progress Reports must be submitted to EDA via EDA's Grants Management Portal in a concise, clear format that outlines the following information in three to six pages: a. a clear, concise overview of the activities undertaken during the reporting period; b. descriptions of accomplishments, benefits, and impacts of the Project and activities, including specific outcomes of Project activities such as job creation/retention, private investment, increased regional collaboration, enhanced regional capacity, and other positive economic benefits; c. upcoming or potential press events or opportunities for collaborative press events to highlight Project activities and benefits; d. a comparison of Project progress with the Project timeline and explanations of any departures from the targeted schedule, descriptions of how these departures will be remedied, and projections of the course of work for the next period; e. an outline of challenges that currently impact or could impact progress on the Project over the next reporting period and means of mitigating this risk; and f. an outline of any areas where EDA assistance (e.g., connections to subject matter experts or other resources, amplifications of activities or impacts) is needed to support the Project; and g. any other key information that would be helpful to your EDA Project Officer.

20. Reaffirmation of Application

Recipient acknowledges that Recipient's Application for this Award may have been submitted to EDA and signed by Recipient, or by an authorized representative of Recipient, electronically without providing an original "wet" signature. In addition, the Recipient or an authorized representative of Recipient may have accepted the Award electronically, which includes drawing down any funds under this Award. Regardless of who submitted the Application to EDA or the means by which Recipient submitted the Application or accepted the Award, Recipient hereby reaffirms and states that:

i. All data in the applicable Application were true and correct when the Application was submitted and remain true and correct as of the date of this Award;
ii. The Application was, as of the date of submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient; and

iii. Recipient has read, understood, and will comply with all terms of this Award, including the Assurances and Certifications submitted with, or attached to, the Application and through the System for Award Management (SAM.gov).

The Recipient agrees to immediately notify the EDA of any material changes to the Application within 30 calendar days of the date the Recipient becomes of aware of such changes. For purposes of this provision, the term "Application" includes all documentation and any information provided to EDA as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by EDA after submission of the initial Application.

21. Recipient's Duty to Refrain from Employing Certain Government Employees

For the two-year period beginning on the date the EDA executes this Award, any Recipient(s) that is a nonprofit organization or District Organization agrees that it will not employ, offer any office or employment to, or retain for professional services any person who, on the date the EDA executes this Award or within the one-year period ending on that date:

a. Served as an officer, attorney, agent, or employee of the Department of Commerce; and

b. Occupied a position or engaged in activities that the Assistant Secretary of Commerce determines involved discretion with respect to the Award of Investment Assistance under PWEDA.

In addition to nonprofit organizations or District Organizations, EDA may require another Eligible Recipient to execute an agreement to abide by the above-described post-employment restriction on a case-by-case basis; for example, when an institution of higher education implements activities under or related to the Award through a separate nonprofit organization or association.

The two-year period and associated restrictions referenced above also shall apply beginning on the date the EDA executes any cost amendment to this Award that provides additional funds to the Recipient(s).

22. Refund Checks, Interest, or Unused Funds

If the Recipient needs to return money to EDA, it may use one of the following two methods:

i. The first is the pay.gov website, which allows the Recipient to pay EDA online. The Recipient will have the option to make a one-time payment or to set up an account to make regular payments.

ii. The second is paper check conversion. All checks must be made payable to "Department of Commerce, Economic Development Administration" and include the award number and a description of no more than two words identifying the reason for the payment. A copy of the check should be provided to the EDA Project Officer. The check should be mailed to NOAA's Accounting Office, which processes EDA's accounting functions, at the following address:

NOAA OCFO
Attn: Finance Office, Travel Dept.
1315 East West Highway, SSMC3
Silver Spring, MD 20910

When funds are remitted to EDA by check, the check will be converted into an electronic funds transfer (EFT) by using the account information on the check to debit the payor's account electronically. The debit from the payor's account will usually occur within 24 hours. If the EFT cannot be completed because of insufficient funds, EDA will charge a one-time fee of $25.00, which will be collected by EFT.

23. Scope of Work

This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the Authorized Scope of Work (Attachment 1). All work on this project must be consistent with the Authorized Scope of Work, unless the Grants Officer has authorized a modification of the scope of work memorialized in writing through execution of an amendment to the Notice of Award.

24. Staffing Changes

The Authorized Staffing Plan sets forth Recipient staff primarily responsible for administering this Award. In the event of a change in the professional staff positions primarily funded with the EDA grant, Recipient shall provide the name of the individual selected to fill the position to the Project Officer and a copy of their resume within 30 business days of the selection.

25. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Along with other controlling law, this Award is governed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 C.F.R. part 200.

26. Use of EDA Logo (Non-Construction)

Recipient may use the EDA logo pursuant to the below terms and conditions for the following limited purposes:

• Press releases, social media posts, and websites that build awareness of this Award (note that some advertising and marketing activities are not allowable costs under federal awards as provided at 2 CFR 200.421); and

• Work products and deliverables developed under this Award (e.g. tools, publications, resource guides, brochures, PowerPoint presentations, technical assistance materials).

Recipient may not use the EDA logo for other purposes, including lobbying or issue advocacy, endorsing a product or organization, or communications to elected officials or federal agencies. Recipient may not use the EDA logo in a negative or defamatory manner. Recipient must request and obtain EDA permission prior to certain uses of the EDA logo (see section B, below).

A. Grant of License: EDA hereby grants to Recipient a non-exclusive, royalty-free right to use the EDA logo for the limited purposes described above (the "License"). Recipient agrees that: (1) the EDA logo will not be used in a way that would suggest that it is the property of Recipient or any other third party, and (2) Recipient will include the following notice in conjunction with its use of the EDA logo, as appropriate: "The EDA logo is a trademark of the Economic Development Administration, used with permission." This License does not grant Recipient the right to use any seal, emblem, logo, or other symbol of the U.S. Department of Commerce or EDA that is not the EDA logo.

B. Required Approvals for Certain Uses of the EDA Logo: Before Recipient uses the EDA logo for press releases and related materials, Recipient shall send a sample of each print, product, design, or other work to show the proposed use to the EDA Regional Office Public Affairs Specialist (whose contact information may be obtained from the Project Officer for this Award). Recipient shall not use the EDA logo for the above uses until receiving written approval (including via email) from EDA of the

proposed use.

C. Quality Control: EDA shall have the right, at all reasonable times, to inspect Recipient's goods, services, and promotional activities employing the EDA logo to ensure that such use is of proper quality and otherwise consistent with this License.

D. Duration and Termination: The License shall terminate on the Award End Date. Recipient may request a renewal of the License for an additional term subject to the express written consent of EDA. Such consent shall be in the form of a properly executed agreement signed by authorized signatories of EDA and Recipient. Upon termination of the License, all rights of Recipient to use the EDA logo shall immediately terminate. EDA may terminate the License unilaterally and without cause at any time, including if EDA determines that Recipient's use of the EDA logo is inconsistent with the License.

E. Validity and Ownership of EDA Logo: Recipient acknowledges and agrees that EDA is the owner of all right, title, and interest in the EDA logo, and all such right, title, interest, and ownership shall remain with EDA. Recipient further acknowledges that Recipient shall not acquire any right, title, interest, or ownership in the EDA logo by virtue of the License or use other than the license granted hereunder and disclaims any such right, title, interest, or ownership. Recipient is prohibited from interfering with EDA's rights in the EDA logo, including challenging EDA's use, registration of, or application to register the EDA logo alone or in combination with other words or designs, as a U.S. or foreign trademark anywhere in the world. Recipient is further prohibited from attempting to register the EDA logo, any derivatives thereof, or any confusingly similar mark, whether or not registered by EDA, alone or in combination with other words or designs, as a U.S. or foreign trademark or as a part of a domain name.

F. Assignments and Sub-Licenses: The License is not assignable, and any attempt by Recipient to assign any portion of the License shall be deemed a breach of the License and will result in immediate termination of the License. Recipient may subcontract, thereby engaging in a limited sublicensing arrangement as applicable, for manufacturing and distribution activities under the License; Recipient shall provide notice to EDA—and must receive prior approval from EDA—of any such subcontract prior to manufacturing and distribution activities.

G. Governing Law: The License shall be interpreted and implemented in accordance with the Federal common law as interpreted by the U.S. District Court for the District of Columbia, without giving effect to any conflict of law principle that would result in the application of the substantive law of another jurisdiction.

H. Indemnification: Recipient agrees to indemnify and hold EDA harmless from any and all claims, damages, and attorneys' fees arising from the use of the EDA logo by the Recipient and its operations, except to the extent that any such claims, damages, or attorneys' fees arose in connection with any act or failure to act by the U.S. Department of Commerce or any agency, department, or subdivision thereof.

I. Obtaining the EDA Logo: For an electronic version of the EDA logo, Recipient should contact the EDA Regional Office Public Affairs Specialist (whose contact information may be obtained from the Project Officer for this Award).

27. Waste, Fraud, and Abuse

Consistent with 2 C.F.R. part 200, at EDA's direction, at any time(s) during the estimated useful life of the Project, Recipient's key personnel will take a training on preventing waste, fraud and abuse as provided by the Government. Key personnel include those responsible for managing the Recipient's finances and overseeing any contractors, sub-contractors, or sub-grantees (for financial matters and/or general oversight related to this Project). EDA will provide instructions on when and how to take the training. Within 60 days of the date of Award, the Recipient shall provide to the Project Officer all Certificates of Completion for the Waste, Fraud, and Abuse training. In the event there are co-recipients of this Award, the obligations in the Specific Award Condition shall apply to all recipients whether or not designated in this Award as the Lead Recipient. Further, Recipient will monitor award activities for common fraud schemes (hereinafter "Fraud Schemes"), such as but not limited to: • false claims for materials and labor, • bribes related to the acquisition of materials and labor, • product substitution, • mismarking or mislabeling on products and materials, and • time and materials overcharging. Should Recipient detect any Fraud Schemes or any other suspicious activity, Recipient will contact the EDA staff listed above and the Department of Commerce, Office of Inspector General, as indicated at https://www.oig.doc.gov/Pages/Contact-Us.aspx, as soon as possible.

City of Crescent City – EDA Authorized Scope of Work-Attachment 1 to NOA

The Comprehensive Economic Development Strategy (CEDS) will be developed by implementing the following tasks:

- Task 1: Prepare RFP, review submitted proposals, and schedule interviews. Score proposals and select consultant to prepare revised CEDS.
- Task 2: Collect and analyze community demographic and economic information; review and analyze infrastructure status; ascertain regional, national and international economic trends and relationships. Prepare summary of key indicators.
- Task 3: Assemble and convene a steering committee of key business leaders and stakeholders to (1) review key demographic, economic, infrastructure, and other date; (2) design a strategy for maximizing community input for review of the Working Matrix; and (3) design and recommend distribution of a business-enabling environment survey.
- Task 4: With assistance of the consultant, schedule, design and convene community workshops to plan concerns, and effective processes to guide identification/revision or deletion of goals and strategies; and to rate and prioritize recommended goals and strategies.
- Task 5: Compile date received from research, business surveys, and community workshops to finalize goals and strategies to be included in the revised CEDS.
- Task 6: Assemble goals and strategies into a Draft Comprehensive Economic Development Strategy, including a description of each strategy; identification of each entity responsible for strategy implementation; quantification of costs and feasibility, if adequate information is available; estimate effects of strategy implantation; and a list of possible next steps, including timelines for implementation of each strategy. Recommendations and conclusions will be included in the CEDS.
- Task 7: Grantee provides the draft 5-Year CEDS and the checklist to the EDR prior to the public comment period. This allows for corrections or adjustments to be made to the 5-Year CEDS. Once the EDR provides preliminary approval the Grantee should move forward with the public comment period and board approval.
- Task 8: Present Draft CEDS to stakeholders, planning partners, and provide the document for public comment for at least 30 days.
- Task 9: Incorporate recommended changes per community and planning partner input into the final CEDS.
- Task 10: Present final CEDS to board/council for acceptance.
- Task 11: Submit final plan to the Economic Development Administration for approval.

EDA Authorized Staffing Plan - Attachment 2 to the Notice of Award

Staffing Plan - Budget					
Name	Annual Salary/Rate	% of Annual Hours for project	Annual $ from Award	Number of Years	Total Cost by Employee
Eric Wier	$170,768	1%	$1,708	2.00	$3,415.36
Bridget Lacey	$89,960	2%	$1,799	2.00	$3,598.40
Linda Leaver	$136,802	1%	$1,368	2.00	$2,736.03
Vacant	$105,872	1%	$1,029	2.00	$2,058.16
Dave Yeager	$123,261	1%	$863	2.00	$1,725.65
Fallon Dudley	$52,000	2%	$780	2.00	$1,466.40
Neal Lopez	$320,486	1%	$3,082	1.00	$3,081.60
Randy Hooper	$250,432	1%	$2,408	1.00	$2,408.00
Antoinette Self	$161,179	0%	$775	1.00	$774.90
Kylie Goughnour	$130,312	0%	$626	1.00	$626.50
Heidi Kunstal	$324,251	1%	$3,118	1.00	$3,117.80
Jon Olson	$215,738	1%	$2,074	1.00	$2,074.20
Timothy Petrick	$140,712	2%	$3,383	1.00	$3,382.50
Mike Rademaker	$117,915	2%	$2,835	1.00	$2,834.50
	$0	0%	$0	0.00	$0.00
Total Personnel Costs					**$33,300.00**
Total Fringe Costs (Please Provide the Basis for Fringe Calculations)				0.00%	**$0**

Staffing Plan - Narrative		
Name	Title	Project Responsibilities
Eric Wier	City Manager	Project Manager and CEDS committee member: will oversee the consultant h
Bridget Lacey	Grants and ED Coordinator	Grant Administrator and CEDS committee member: responsible for submittir
Vacant	Recreation and Events Coordinator	Community Outreach Lead: will ensure that meaningful public engagement is
Dave Yeager	Public Works Director	Infrastructure Specialist: help guide regional needs, provide input on feasibili
Linda Leaver	Finance Director	Financial Oversight: ensure grant expenses are properly accounted for, respo
Fallon Dudley	ED and Recreation Assistant	Public Outreach Specialist: will conduct extensive meaningful public engager
Neal Lopez	County Administrative Officer	County Lead: responsible for reporting planning study findings to County Boa
Randy Hooper	Asst. County Admin Officer	CEDS committee member and project partner: provides regional and instituti
Antoinette Self	Admin Services Manager	CEDS committee member and project partner: provides regional and instituti
Kylie Goughnour	Admin Services Coordinator	CEDS committee member and project partner: provides regional and instituti
Heidi Kunstal	Director of Community Development	CEDS committee member and project partner: provides regional and instituti
Jon Olson	County Engineer	Infrastructure Specialist: help guide regional needs, provide input on feasibili
Timothy Petrick	Harbormaster	Harbor Lead: responsible for reporting planning study findings to Harbor boar
Mike Rademaker	Asst. Harbormaster	CEDS committee member and project partner: provides regional and instituti

RESOLUTION NO. 2025-46

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, the current countywide CEDS was adopted by the City, County, and Harbor in March of 2020 and covers years 2019-2024; and

WHEREAS, in August of 2024 City staff submitted an application for US Economic Development Administration (EDA) funding in the amount of $76,000 with an in-kind match of $34,350 to update the existing CEDS (City $15,000 in staff time; County $12,083.20 in staff time and $1,050 in facility rental fees; Harbor District $6,217 in staff time); and

WHEREAS, on September 17, 2025, the City received notice that a full award of $76,000 had been issued by the EDA for the development of an updated countywide CEDS, which provides a guide for accomplishing the City's economic development goals and will be a requirement for other funding opportunities; and

WHEREAS, fulfillment of these priorities requires an amendment to the City's Fiscal Year 2025-26 budget.

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	$76,000	$76,000

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 6th day of October 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: **MARTHA D. RICE, CITY ATTORNEY**

DATE: **OCTOBER 6, 2025**

SUBJECT: **ALTERNATE PROCEDURES FOR PUBLIC NOTICE**

RECOMMENDATION

- Hear staff report
- Technical questions for staff
- Receive public comment
- Further Council discussion
- Waive full reading, read by title only, and introduce Ordinance No. 858, An Ordinance of the City Council of the City of Crescent City Adding Section 1.04.080, Public Notice Alternate Procedure, to Chapter 1.04, General Provisions, of Title 1, General Provisions, of the Crescent City Municipal Code

BACKGROUND

As a local government agency, the City is often required to give the general public notice of upcoming public hearings on certain public business, including Zoning Code amendments, land use permits, setting of fees and charges, the annual adoption of the military equipment use policy, adoption of the annual budget, the annual report on employment vacancies, the annual delinquent sewer assessments, and many others. There are also various items of public business that are not public hearings which also require public notice, such as formal bid solicitations and adopted ordinances.

State law often requires that public notice be given by publishing said notice in a "newspaper of general circulation" within the City. Government Code Section 6000 defines a "newspaper of general circulation" is defined as "published for the dissemination of local or telegraphic news and intelligence of a general character, which has a bona fide subscription list of paying subscribers, and has been established, printed and published at regular intervals in the State, county, or city where publication, notice by publication, or official advertising is to be given or made for at least one year preceding the date of the publication, notice or advertisement." Additionally, a newspaper must be published at least once per calendar week.

The Triplicate recently announced that the September 17th edition of the Triplicate was its last. Staff began preparing for how to conduct business without a newspaper of general circulation for the publishing of public notices. Most state statutes allow an alternate procedure when there is no newspaper of general circulation. This alternate procedure generally consists of posting the notice in the three public locations within the City. Alternatively, some statutes direct that notice be published in the nearest newspaper of general circulation.

Over the course of time, as the City's municipal code has developed, various sections of the Code comply with state law by requiring notice be published in a newspaper of general circulation within the City. These ordinances, however, did not identify an alternate procedure. Thus, although the City would be complying with state law in posting public notices in three public locations, the City would technically be in violation of the municipal code. The purpose of the requested action tonight is to amend the municipal code to include alternative publication procedures.

ITEM ANALYSIS

Recently, Dan Schmidt announced that he had purchased the Triplicate. So long as the Triplicate maintains its legal designation as a newspaper of general circulation, continues to be published at least one per week, and circulates within the City, public notices will continue to be published in the Triplicate. However, staff were prepared to follow the alternative procedure and recommend that the Council amend the municipal code to allow for that alternative procedure if the City no longer has a newspaper of general circulation in the future.

The ordinance adds Section 1.04.080 to the municipal code. This new section authorizes the City to utilize state law alternative procedures when there is no newspaper of general circulation being circulated within the City.

FISCAL ANALYSIS

This action will not have a fiscal impact.

STRATEGIC PLAN ANALYSIS

This item 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 Resident and Visitors
- Goal 3: Obtain the Highest Levels of Organizational Excellence

ATTACHMENTS

1. Ordinance No. 858

ORDINANCE NO. 858

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADDING SECTION 1.04.080, PUBLIC NOTICE ALTERNATE PROCEDURE, TO CHAPTER 1.04, GENERAL PROVISIONS, OF TITLE 1, GENERAL PROVISIONS, OF THE CRESCENT CITY MUNICIPAL CODE

WHEREAS, the City of Crescent City is a general law city with the constitutional authority ("police power") to make laws and regulations to protect the public health, safety and welfare; and

WHEREAS, the City of Crescent City and the County of Del Norte no longer have a newspaper that meets the legal definition of a "newspaper of general circulation"; and

WHEREAS, various California statutes and sections of the Crescent City Municipal Code require that public notice be given by publishing notice in a "newspaper of general circulation"; and

WHEREAS, the City Council desires to adopt an official alternative method to provide public notice when there is no qualified "newspaper of general circulation" within the City.

NOW, THEREFORE, the City Council of the City of Crescent City ordains as follows:

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

SECTION 2. CODE AMENDMENT. Chapter 1.04, General Provisions, of Title 1, General Provisions, of the Crescent City Municipal Code is hereby amended by adding Section 1.04.080, Public Notice Alternate Procedure, to read as follows:

1.04.080 Public Notice Alternate Procedure.

A. Applicability.

The alternate procedures provided in this section apply when (1) this Code requires notice be given by publication in a newspaper of general circulation and (2) there is no duly certified "newspaper of general circulation" being published within Crescent City or Del Norte County at least one day every calendar week.

B. Posting.

If State law authorizes posting in three public locations within the City as an alternative procedure for giving public notice, then posting in three public locations is also authorized as an alternative procedure under this Code.

C. Nearest Publication.

If State law authorizes publishing in the nearest newspaper of general circulation as an alternative procedure for giving public notice, then publishing in the nearest newspaper of general circulation is also authorized as an alternative procedure under this Code.

D. Resolution of City Council.

The City Council shall establish by resolution three public locations within the City where public notices shall be posted pursuant to Section 1.04.080.B. Said resolution may be amended or superseded from time to time.

[END TEXT AMENDMENT]

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

SECTION 4. CEQA FINDINGS. This Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA), and the CEQA Guidelines, and has been found to be exempt from CEQA under Section 15061(b)(3) as this ordinance does not have the potential for causing a significant effect on the environment.

SECTION 5. EFFECTIVE DATE & PUBLICATION. This Ordinance will become effective 30 days after the date of its adoption. The City Clerk shall cause this ordinance to be published in three public locations around the City within 15 days of its adoption in accordance with the requirements of Government Code Section 36933.

INTRODUCED by the City Council of the City of Crescent City at a regular meeting of the City Council held the 6th day of October.

PASSED AND ADOPTED by the City Council of the City of Crescent City at a regular meeting of the City Council held this _____day of_____2025 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Ray Altman, Mayor

ATTEST:

_____
Robin Altman, City Clerk

APPROVED AS TO FORM:

_____
Martha D. Rice, City Attorney