



# CITY OF CRESCENT CITY

MAYOR RAY ALTMAN  
COUNCIL MEMBER DARAN DOOLEY  
COUNCIL MEMBER CANDACE TINKLER

MAYOR PRO TEM ISAIAH WRIGHT  
COUNCIL MEMBER JASON GREENOUGH

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

**MONDAY**

**OCTOBER 20, 2025**

**6:00 P.M.**

**This meeting will be held in person at the location listed above.** The City will broadcast the meeting on YouTube, however, if there is a technological issue with YouTube, the meeting will continue in person as scheduled. The public may access and participate in the public meeting by (1) attending the meeting in person and making public comment when called for by the Mayor or (2) by submitting a written comment via [publiccomment@crecentcity.org](mailto:publiccomment@crecentcity.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](http://www.crescentcity.org)

## **OPEN SESSION**

Call to order  
Roll call  
Pledge of Allegiance

## **CEREMONIAL ITEMS**

- **Introduction of New Employees: Lifeguards: Amelia Rinn and Ben Shrewsberry, Mechanic Justin Phelan and HR Manager Sara Barbour**

## **REPORTS AND PRESENTATIONS**

- **Report from Border Coast Airport Authority Director Sean Rosenthal**

## **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 20, 2025 through October 3, 2025.*

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

- *Recommendation: Approve and adopt the October 6, 2025 meeting minutes of the City Council.*

### **3. Payroll Report**

- *Recommendation: Receive and file the biweekly payroll reports for the period ending October 4, 2025 paid October 10, 2025.*

### **4. Budget Amendment for Water Main Repair Within the Bertsch Ocean View Community Services District**

- *Recommendation: Approve and adopt Resolution No. 2025-47, 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*

## **PUBLIC HEARING**

### **5. Alternative Procedures for Public Notice**

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Close public hearing*
- *Further Council discussion*
- *Waive full reading, read by title only and adopt 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*
- *Approve and adopt Resolution No. 2025-48, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING LOCATIONS FOR POSTING PUBLIC NOTICES*

## **ADJOURN TO THE CRESCENT CITY HOUSING AUTHORITY BOARD OF DIRECTORS**

Call to order  
Roll Call

### **HOUSING AUTHORITY CONSENT CALENDAR**

#### **6. HA Meeting Minutes**

- *Recommendation: Approve and adopt the March 17, 2025 meeting minutes of the Crescent City Housing Authority Board of Directors.*

#### **7. 2026 Payment Standard Schedule**

- *Recommendation: Approve and authorize the 2026 payment standard schedule for the HCV program*

#### **8. 2026 Utility Allowance Schedules**

- *Recommendation: Approve and authorize the 2026 utility allowance schedules for the HCV program*

#### **9. Housing Advisory Commissioner Appointments**

- *Recommendation: Approve applications for Erica Green and Daphne Cortese Lambert to serve on the Housing Advisory Commission*

### **HOUSING AUTHORITY PUBLIC HEARING**

#### **~~10. Administrative Plan Revisions: Chapter 4 – Applications, Waiting List and Tenant Selection~~**

- *Recommendation: Open the public hearing*
- *Hear staff report*
- *Technical questions from the Board*
- *Receive public comment*
- *Close the public hearing*
- *Further Board discussion*
- *Approve and adopt Resolution No. HA2025-02, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT CITY HOUSING AUTHORITY AMENDING CHAPTER 4 OF THE ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM*

### **HOUSING AUTHORITY ADJOURNMENT**

Adjourn to the next meeting of the Crescent City Housing Authority Board of Directors on Monday, November 17, 2025 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531

### **RECONVENE THE CITY COUNCIL MEETING**

### **CONTINUING BUSINESS - None**

## **NEW BUSINESS**

### **11. Nomination for Crescent City to be on the 2026-2028 GSRMA Board of Directors**

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Consider and possibly take action on submitting a nomination for the City of Crescent City to have a seat on the GSRMA Board*

## **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, November 3, 2025 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531.

## **POSTED:**

October 16, 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

# INTRODUCTION OF NEW EMPLOYEES

SARA BARBOUR  
JUSTIN PHELAN  
AMELIA RINN  
BEN SHREWSBERRY

REPORT FROM  
BORDER COAST  
REGIONAL AIRPORT AUTHORITY  
DIRECTOR SEAN ROSENTHAL

# Accounts Payable

## Checks by Date - Summary by Check Number

User: kbates@crescentcity.org  
Printed: 10/8/2025 7:47 AM

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kkozak , 10/8/2025, 9:49:35 AM



Check No	Vendor No	Vendor Name	Check Date		Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	09/29/2025		0.00	6,252.70
ACH	FITTAX	FIT Payroll Taxes Auto Pay	09/29/2025		0.00	24,699.07
ACH	PERS2	Public Emp Retirement Sys	09/29/2025		0.00	38,380.04
449331	DNCOSH	D N Co Sheriffs Office	09/22/2025		0.00	103,270.22
449332	GENCODE	ICC Codification, Inc.	09/22/2025		0.00	2,225.00
449333	SRA	Smith River Alliance, Inc.	09/22/2025		0.00	7,166.23
449334	CALCARDS	US Bank Corporate Pmt Systems	09/22/2025		0.00	1,275.36
449335	HIGHNOTE	Highnote Winery	09/22/2025	VOID	56.00	0.00
449336	ATTClts	A T & T Corp	09/22/2025		0.00	105.62
449337	ALERTALL	Alert-All Corporation	09/22/2025		0.00	954.77
449338	PATCHROB	Robin Altman	09/22/2025		0.00	29.66
449339	AMAZON	Amazon Capital Services, Inc	09/22/2025		0.00	1,611.61
449340	BALCHT	Tyler Balch	09/22/2025		0.00	1,234.14
449341	BBEST&KR	Best Best & Krieger LLP	09/22/2025		0.00	1,374.50
449342	BLUEST	Blue Star Gas Associates	09/22/2025		0.00	120.17
449343	CURRYE	Brad Coleman Inc	09/22/2025		0.00	649.99
449344	BUTZC	Colette Butz	09/22/2025		0.00	908.51
449345	CRENNE	C Renner Petroleum Inc	09/22/2025		0.00	4,479.14
449346	CAMPTO	Campton Electric Inc	09/22/2025		0.00	458.44
449347	CANON	Canon Solutions America Inc	09/22/2025		0.00	74.99
449348	CCDNCH	Cc-Dn Chamber Of Commerce	09/22/2025		0.00	65.00
449349	CHARTEC	Charter Communications	09/22/2025		0.00	1,084.95
449350	CIVICA	Civica Law Group APC	09/22/2025		0.00	19,586.65
449351	CRANDALL	Crandall Arambula PC	09/22/2025		0.00	23,030.00
449352	DELCUR	Del-Cur Supply Co-Op	09/22/2025		0.00	1,069.50
449353	DTSLANG	DTS Language Services, Inc	09/22/2025		0.00	420.00
449354	EFFDEL	Efficiency Delivery LLC	09/22/2025		0.00	30.00
449355	EUREKAO	Eureka Oxygen Co.	09/22/2025		0.00	127.90
449356	FALLCRES	Fall Crest Designs	09/22/2025		0.00	19.00
449357	FASTENAL	Fastenal Company	09/22/2025		0.00	462.34
449358	FLOYDBRE	Brett Floyd	09/22/2025		0.00	231.92
449359	FRESWATE	Freshwater Environmental Services Inc	09/22/2025		0.00	2,650.59
449360	VERIZO2	Frontier California Inc	09/22/2025		0.00	2,527.24
449361	NAPA	GDMI ENT INC	09/22/2025		0.00	523.69
449362	GREENOUG	Jason Greenough	09/22/2025		0.00	260.40
449363	HDFOWLER	H. D. Fowler Company, Inc	09/22/2025		0.00	1,909.88
449364	HACHCO	Hach Company Inc	09/22/2025		0.00	2,202.37
449365	HAMBRO	Hambro Forest Products	09/22/2025		0.00	36.40
449366	HAMWSG	Hambro WSG Inc	09/22/2025		0.00	3,734.94
449367	FailSafe	Justin Hill	09/22/2025		0.00	5,320.00
449368	INFOSEND	Infosend Inc.	09/22/2025		0.00	3,658.64
449369	RECALL	Iron Mountain	09/22/2025		0.00	274.00
449370	BICOASTA	KPOD, LLC.	09/22/2025		0.00	450.00
449371	LESSCH	Les Schwab Tire Centers of California Inc	09/22/2025		0.00	894.60
449372	LUNDERST	Kristi Lunderstadt	09/22/2025		0.00	293.00
449373	THRIFT	Malcolm Kelly Inc.	09/22/2025		0.00	1,048.74
449374	MATTILA	Elmer Mattila	09/22/2025		0.00	66.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
449375	MCCAMPBI	McC Campbell Analytical, Inc	09/22/2025	0.00	274.00
449376	MEYERSPO	Meyers Police K-9 Training, LLC	09/22/2025	0.00	800.00
449377	NCLAB	Microbac Laboratories, Inc.	09/22/2025	0.00	218.00
449378	MISSIO	Mission Linen Supply	09/22/2025	0.00	235.24
449379	MORJON	Mor-Jon Inc	09/22/2025	0.00	123.11
449380	NATELBOR	Caleb Natelborg	09/22/2025	0.00	1,238.81
449381	JACOBS	Operations Management International, Inc.	09/22/2025	0.00	127,082.91
449382	FRANKO	Orca Heating & Refrigeration Inc	09/22/2025	0.00	997.00
449383	OREILLY	O'Reilly Auto Enterprises LLC	09/22/2025	0.00	109.81
449384	PACESUPP	Pace Supply Corp	09/22/2025	0.00	22,586.31
449385	MENDES	Pacific Packaging & Supply Co Inc	09/22/2025	0.00	1,896.39
449386	PENDERGR	Sandra Pendergrass	09/22/2025	0.00	2.20
449387	HITECHSE	Pinger Industries, Inc.	09/22/2025	0.00	119.97
449388	DNDISP	Recology Del Norte	09/22/2025	0.00	3,862.32
449389	PLATT	Rexel USA, Inc.	09/22/2025	0.00	1,982.05
449390	ROOKTREV	Trevor Rook	09/22/2025	0.00	81.24
449391	ROSSJAN	Matthew Ross	09/22/2025	0.00	225.00
449392	SPRING	SBRK Finance Holdings, Inc	09/22/2025	0.00	2,754.80
449393	LINCOL	SCP Distributors LLC	09/22/2025	0.00	622.64
449394	SEAREACH	Sea Reach Ltd	09/22/2025	0.00	5,000.00
449395	SEAL	Robert Seal	09/22/2025	0.00	33.00
449396	SMITHALI	Alias Smith	09/22/2025	0.00	65.08
449397	SMITHDAV	David Smith	09/22/2025	0.00	65.40
449398	SPAETH	Marc Spaeth	09/22/2025	0.00	139.00
449399	DNOFFI	Debra Stover	09/22/2025	0.00	307.87
449400	THOMASBr	Brett Thomas	09/22/2025	0.00	62.00
449401	TIDEWA	Tidewater Contractors Inc	09/22/2025	0.00	161,459.15
449402	UNIVAR	Univar Solutions USA Inc.	09/22/2025	0.00	17,312.81
449403	CALCARDS	US Bank Corporate Pmt Systems	09/22/2025	0.00	3,504.65
449404	VERIZO3	Verizon Wireless Services LLC	09/22/2025	0.00	1,244.34
449405	WAHLUN	Wahlund Construction Inc	09/22/2025	0.00	54,250.00
449406	WIERER	Eric Wier	09/22/2025	0.00	162.80
449407	WOODWAR	Heather Woodward	09/22/2025	0.00	62.00
449408	ZUMAR	Zumar Industries Inc	09/22/2025	0.00	366.33
449409	CASTATE	CA State Disbursement Unit	09/29/2025	0.00	88.84
449410	WAMUTU	Crescent City Employees Association	09/29/2025	0.00	90.00
449411	CCPOLI	Crescent City Police Officer's Association	09/29/2025	0.00	550.00
449412	ICMARE	Mission Square	09/29/2025	0.00	3,644.11
449413	PORACRMT	PORAC RMT	09/29/2025	0.00	550.00
449414	ALLIEDIN	Allied International Security, Inc	09/29/2025	0.00	10,500.50
449415	AMAZON	Amazon Capital Services, Inc	09/29/2025	0.00	512.72
449416	CURRYE	Brad Coleman Inc	09/29/2025	0.00	2,202.27
449417	CAMPTO	Campton Electric Inc	09/29/2025	0.00	72.74
449418	CANON	Canon Solutions America Inc	09/29/2025	0.00	180.20
449419	CHARTEC	Charter Communications	09/29/2025	0.00	2,387.61
449420	COLLEG2	College Of The Redwoods	09/29/2025	0.00	13,299.00
449421	DELCUR	Del-Cur Supply Co-Op	09/29/2025	0.00	259.40
449422	DISTOP	Distributor Operations, Inc.	09/29/2025	0.00	312.73
449423	ELDORADO	Eldorado Stormwater Solutions, LLC	09/29/2025	0.00	1,700.00
449424	NAPA	GDMI ENT INC	09/29/2025	0.00	1,768.92
449425	HDFOWLER	H. D. Fowler Company, Inc	09/29/2025	0.00	2,854.03
449426	HAMWSG	Hambro WSG Inc	09/29/2025	0.00	4,173.58
449427	TOWN&COI	Jacobson and Miller PC	09/29/2025	0.00	833.00
449428	THRIFT	Malcolm Kelly Inc.	09/29/2025	0.00	58.81
449429	MISSIO	Mission Linen Supply	09/29/2025	0.00	341.96
449430	MORRISEU	Eugene Morris	09/29/2025	0.00	169.00
449431	NCAGLOV	NCG Safety Inc	09/29/2025	0.00	254.64



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
449432	JACOBS	Operations Management International, Inc.	09/29/2025	0.00	63,108.84
449433	OREILLY	O'Reilly Auto Enterprises LLC	09/29/2025	0.00	59.51
449434	REDSKY	Red Sky Inc.	09/29/2025	0.00	179,910.00
449435	SMITHMJ	Kimberly D Smith	09/29/2025	0.00	24.00
449436	SNAPON	Snap-On Inc	09/29/2025	0.00	204.05
449437	ZCAWTR1	St Wtr Resource Cntrl Brd	09/29/2025	0.00	80.00
449438	STOVER	Ward Stover	09/29/2025	0.00	29.75
449439	TIDEWA	Tidewater Contractors Inc	09/29/2025	0.00	2,791.23
449440	RAYMOR	UBEO West, LLC	09/29/2025	0.00	63.85
449441	CALCARDS	US Bank Corporate Pmt Systems	09/29/2025	0.00	1,664.38
449442	YOUNGM	Michael Young	09/29/2025	0.00	620.00
449443	LOYENG	Yeng Lo	09/29/2025	0.00	857.85
Report Total (116 checks):				56.00	972,711.66

AP  
09-20-25 to 10-03-25 Council

REVIEWED  
kkozak , 10/8/2025, 9:49:45 AM



User: kbates@crescentcity.org  
Printed: 10/8/2025 7:46:33 AM

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
0	9/29/2025	610-000-2185-00000	PR Batch 00002.09.2025 State Income Tax	3,589.06	False
0	9/29/2025	610-000-2185-00000	PR Batch 00022.09.2025 State Income Tax	2,663.64	False
0	9/29/2025	610-000-2189-00000	PR Batch 00022.09.2025 Federal Income Tax	7,459.70	False
0	9/29/2025	610-000-2189-00000	PR Batch 00002.09.2025 Federal Income Tax	10,981.57	False
0	9/29/2025	610-000-2188-00000	PR Batch 00002.09.2025 Medicare Employee Portion	1,825.42	False
0	9/29/2025	610-000-2188-00000	PR Batch 00002.09.2025 Medicare Employer Portion	1,825.42	False
0	9/29/2025	610-000-2188-00000	PR Batch 00022.09.2025 Medicare Employer Portion	1,303.48	False
0	9/29/2025	610-000-2188-00000	PR Batch 00022.09.2025 Medicare Employee Portion	1,303.48	False
0	9/29/2025	610-000-2187-00000	PR Batch 00022.09.2025 Survivor Benefit	22.96	False
0	9/29/2025	610-000-2187-00000	PR Batch 00002.09.2025 ER PERS Contribution	11,542.22	False
0	9/29/2025	610-000-2187-00000	PR Batch 00002.09.2025 EE PERS Contribution	8,732.88	False
0	9/29/2025	610-000-2187-00000	PR Batch 00002.09.2025 Survivor Benefit	38.13	False
0	9/29/2025	610-000-2187-00000	PR Batch 00002.09.2025 MO EE PERS Contribution	177.37	False
0	9/29/2025	610-000-2187-00000	PR Batch 00022.09.2025 ER PERS Contribution	9,740.28	False
0	9/29/2025	610-000-2187-00000	PR Batch 00002.09.2025 Service Credit Purchase	413.20	False
0	9/29/2025	610-000-2187-00000	PR Batch 00022.09.2025 EE PERS Contribution	7,713.00	False
449331	9/22/2025	001-240-4435-00000	FY25 Animal Control Services	66,073.22	False
449331	9/22/2025	001-240-4475-00000	Disptach services FY 24-25: 4th qtr	37,197.00	False
449332	9/22/2025	412-113-4450-00000	Municode Supplement	89.00	False
449332	9/22/2025	001-113-4450-00000	Municode Supplement	712.00	False
449332	9/22/2025	413-113-4450-00000	Municode Supplement	712.00	False
449332	9/22/2025	419-113-4450-00000	Municode Supplement	712.00	False
449333	9/22/2025	156-364-4799-0CGBP	Single clean-up for California Clean Grant.	7,166.23	False
449334	9/22/2025	001-230-4530-2020S	SHASTA COLLEGE- Company Officer 2D for Capt. Borges	278.50	False
449334	9/22/2025	001-230-4530-2020S	SHASTA COLLEGE- Instructor 2- N. Decker	247.50	False
449334	9/22/2025	001-230-4409-00000	FIRE PROGRAMS- Fire archives	248.00	False
449334	9/22/2025	001-230-4310-00000	AMAZON- Label maker.	23.80	False
449334	9/22/2025	001-230-4390-00000	HOME DEPOT- Station supplies.	79.69	False
449334	9/22/2025	001-230-4390-00000	HARBOR FREIGHT- Cases for AED's and bolt cutters	180.72	False
449334	9/22/2025	001-230-4391-00000	HOME DEPOT- Batteries for 5111	7.44	False
449334	9/22/2025	001-230-4390-00000	HOME DEPOT- Gas for tools	155.69	False
449334	9/22/2025	001-230-4390-2020S	AMAZON- Traffic cones.	54.02	False
449336	9/22/2025	001-240-4230-00000	Clets Line Maintenance -	105.62	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449337	9/22/2025	001-230-4530-2020S	Recruitment & Retention- Educational and Promotional Supplies.	954.77	False
449338	9/22/2025	001-000-2111-00000	Reissuance of ck # 441606	29.66	False
449339	9/22/2025	419-120-4310-00000	RETURN- Large printer stand	-36.58	False
449339	9/22/2025	001-120-4310-00000	RETURN- Large printer stand	-36.57	False
449339	9/22/2025	413-120-4310-00000	RETURN- Large printer stand	-36.57	False
449339	9/22/2025	419-120-4310-00000	Notebooks, highlighters.	9.69	False
449339	9/22/2025	001-120-4310-00000	Notebooks, highlighters.	9.68	False
449339	9/22/2025	413-120-4310-00000	Notebooks, highlighters.	9.68	False
449339	9/22/2025	420-115-4390-00000	Power cable for HW printer.	9.00	False
449339	9/22/2025	413-352-4310-00000	CH -Office Supplies	0.13	False
449339	9/22/2025	001-113-4310-00000	CH -Office Supplies	0.26	False
449339	9/22/2025	413-357-4310-00000	CH -Office Supplies	0.52	False
449339	9/22/2025	412-100-4310-00000	CH -Office Supplies	0.22	False
449339	9/22/2025	412-120-4310-00000	CH -Office Supplies	0.25	False
449339	9/22/2025	001-313-4310-00000	CH -Office Supplies	0.37	False
449339	9/22/2025	419-371-4310-00000	CH -Office Supplies	0.93	False
449339	9/22/2025	001-480-4310-00000	CH -Office Supplies	0.21	False
449339	9/22/2025	412-114-4310-00000	CH -Office Supplies	0.02	False
449339	9/22/2025	001-114-4310-00000	CH -Office Supplies	0.63	False
449339	9/22/2025	419-130-4310-00000	CH -Office Supplies	0.16	False
449339	9/22/2025	001-471-4310-00000	CH -Office Supplies	0.20	False
449339	9/22/2025	413-120-4310-00000	CH -Office Supplies	1.55	False
449339	9/22/2025	413-113-4310-00000	CH -Office Supplies	0.27	False
449339	9/22/2025	001-120-4310-00000	CH -Office Supplies	1.44	False
449339	9/22/2025	419-114-4310-00000	CH -Office Supplies	0.12	False
449339	9/22/2025	001-350-4310-00000	CH -Office Supplies	0.73	False
449339	9/22/2025	413-130-4310-00000	CH -Office Supplies	0.15	False
449339	9/22/2025	001-112-4310-00000	CH -Office Supplies	0.59	False
449339	9/22/2025	419-120-4310-00000	CH -Office Supplies	1.55	False
449339	9/22/2025	001-364-4310-00000	CH -Office Supplies	0.29	False
449339	9/22/2025	419-113-4310-00000	CH -Office Supplies	0.27	False
449339	9/22/2025	001-251-4310-00000	CH -Office Supplies	1.42	False
449339	9/22/2025	420-115-4310-00000	CH -Office Supplies	1.75	False
449339	9/22/2025	412-113-4310-00000	CH -Office Supplies	0.03	False
449339	9/22/2025	001-111-4310-00000	CH -Office Supplies	0.28	False
449339	9/22/2025	413-111-4310-00000	CH -Office Supplies	0.26	False
449339	9/22/2025	001-130-4310-00000	CH -Office Supplies	0.31	False
449339	9/22/2025	412-130-4310-00000	CH -Office Supplies	0.05	False
449339	9/22/2025	001-470-4310-00000	CH -Office Supplies	0.11	False
449339	9/22/2025	413-353-4310-00000	CH -Office Supplies	0.29	False
449339	9/22/2025	001-250-4310-00000	CH -Office Supplies	0.32	False
449339	9/22/2025	419-111-4310-00000	CH -Office Supplies	0.29	False
449339	9/22/2025	413-114-4310-00000	CH -Office Supplies	0.10	False

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449339	9/22/2025	412-111-4310-00000	CH -Office Supplies	0.04	False
449339	9/22/2025	001-240-4380-00000	Dog food	966.53	False
449339	9/22/2025	420-115-4450-00000	Annual business prime membership	377.79	False
449339	9/22/2025	508-508-4390-00000	Trailer tester, lawn mower tire.	282.78	False
449339	9/22/2025	001-470-4390-00000	Live ladybugs	42.22	False
449339	9/22/2025	420-115-4310-00000	CH -Office Supplies	1.97	False
449339	9/22/2025	413-114-4310-00000	CH -Office Supplies	0.12	False
449339	9/22/2025	001-470-4310-00000	CH -Office Supplies	0.12	False
449339	9/22/2025	419-114-4310-00000	CH -Office Supplies	0.14	False
449339	9/22/2025	412-113-4310-00000	CH -Office Supplies	0.03	False
449339	9/22/2025	412-130-4310-00000	CH -Office Supplies	0.05	False
449339	9/22/2025	001-364-4310-00000	CH -Office Supplies	0.33	False
449339	9/22/2025	413-113-4310-00000	CH -Office Supplies	0.31	False
449339	9/22/2025	001-113-4310-00000	CH -Office Supplies	0.30	False
449339	9/22/2025	001-130-4310-00000	CH -Office Supplies	0.35	False
449339	9/22/2025	412-114-4310-00000	CH -Office Supplies	0.02	False
449339	9/22/2025	001-313-4310-00000	CH -Office Supplies	0.42	False
449339	9/22/2025	419-111-4310-00000	CH -Office Supplies	0.33	False
449339	9/22/2025	001-250-4310-00000	CH -Office Supplies	0.36	False
449339	9/22/2025	412-100-4310-00000	CH -Office Supplies	0.25	False
449339	9/22/2025	001-114-4310-00000	CH -Office Supplies	0.71	False
449339	9/22/2025	001-480-4310-00000	CH -Office Supplies	0.24	False
449339	9/22/2025	419-371-4310-00000	CH -Office Supplies	1.06	False
449339	9/22/2025	419-130-4310-00000	CH -Office Supplies	0.17	False
449339	9/22/2025	413-130-4310-00000	CH -Office Supplies	0.17	False
449339	9/22/2025	412-111-4310-00000	CH -Office Supplies	0.05	False
449339	9/22/2025	419-120-4310-00000	CH -Office Supplies	1.75	False
449339	9/22/2025	419-113-4310-00000	CH -Office Supplies	0.30	False
449339	9/22/2025	413-352-4310-00000	CH -Office Supplies	0.15	False
449339	9/22/2025	413-353-4310-00000	CH -Office Supplies	0.33	False
449339	9/22/2025	001-350-4310-00000	CH -Office Supplies	0.82	False
449339	9/22/2025	001-112-4310-00000	CH -Office Supplies	0.67	False
449339	9/22/2025	001-111-4310-00000	CH -Office Supplies	0.32	False
449339	9/22/2025	413-357-4310-00000	CH -Office Supplies	0.58	False
449339	9/22/2025	413-111-4310-00000	CH -Office Supplies	0.29	False
449339	9/22/2025	412-120-4310-00000	CH -Office Supplies	0.28	False
449339	9/22/2025	001-120-4310-00000	CH -Office Supplies	1.63	False
449339	9/22/2025	413-120-4310-00000	CH -Office Supplies	1.76	False
449339	9/22/2025	001-471-4310-00000	CH -Office Supplies	0.23	False
449339	9/22/2025	001-251-4310-00000	CH -Office Supplies	1.60	False
449339	9/22/2025	508-508-4390-00000	RETURN- Seat cover	-346.38	False
449339	9/22/2025	001-240-4391-00000	Struts	30.30	False
449340	9/22/2025	001-000-2111-00000	Reissuance of ck # 111408	1,234.14	False

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449341	9/22/2025	001-130-4410-00000	Legal services- Aug 2025. Matter # 82610.00009	1,374.50	False
449342	9/22/2025	419-371-4220-00000	Tank rent for Acct # 02-1062483	107.17	False
449342	9/22/2025	001-112-4220-00000	Finance charge. Acct#02-1031563	2.00	False
449342	9/22/2025	001-112-4220-00000	FY 26 propane 07/14-08/14/25 Acct#02-1031563	11.00	False
449343	9/22/2025	001-000-2122-00000	Fix Tube TAX	-53.62	False
449343	9/22/2025	001-470-4390-00000	Fix Tube	703.61	False
449344	9/22/2025	001-000-2111-00000	Reissuance of ck# 111242	484.64	False
449344	9/22/2025	001-000-2111-00000	Reissuance of ck# 111410	423.87	False
449345	9/22/2025	508-508-4330-00000	FY 26 Diesel and Gas for city facilities/corp yard. Acct # 215	4,479.14	False
449346	9/22/2025	001-364-4350-10023	Streetlight lights.	342.44	False
449346	9/22/2025	001-364-4350-10023	Street Lights	90.76	False
449346	9/22/2025	506-506-4390-00000	Building Lights	25.24	False
449348	9/22/2025	001-113-4450-00000	Use of Board Chambers Aug 2025	20.80	False
449348	9/22/2025	412-113-4450-00000	Use of Board Chambers Aug 2025	2.60	False
449348	9/22/2025	419-113-4450-00000	Use of Board Chambers Aug 2025	20.80	False
449348	9/22/2025	413-113-4450-00000	Use of Board Chambers Aug 2025	20.80	False
449349	9/22/2025	001-350-4230-00000	177063601 CH Internet Service	9.51	False
449349	9/22/2025	419-371-4230-00000	Internet Svc (246595701 - Amador) -	134.99	False
449349	9/22/2025	001-480-4230-00000	177063601 CH Internet Service	2.86	False
449349	9/22/2025	001-364-4230-00000	177063601 CH Internet Service	3.80	False
449349	9/22/2025	413-352-4230-00000	broadband for security	114.99	False
449349	9/22/2025	001-313-4230-00000	177063601 CH Internet Service	4.85	False
449349	9/22/2025	419-371-4230-00000	broadband for security	100.00	False
449349	9/22/2025	419-371-4230-00000	broadband for security	100.00	False
449349	9/22/2025	419-113-4230-00000	177063601 CH Internet Service	3.46	False
449349	9/22/2025	412-100-4230-00000	177063601 CH Internet Service	2.86	False
449349	9/22/2025	001-111-4230-00000	177063601 CH Internet Service	3.65	False
449349	9/22/2025	413-357-4230-00000	177063601 CH Internet Service	6.66	False
449349	9/22/2025	413-111-4230-00000	177063601 CH Internet Service	3.42	False
449349	9/22/2025	419-130-4230-00000	177063601 CH Internet Service	1.99	False
449349	9/22/2025	419-371-4230-00000	Internet Svc (246787001 - Burtshell)	84.99	False
449349	9/22/2025	001-112-4230-00000	177063601 CH Internet Service	7.77	False
449349	9/22/2025	001-471-4230-00000	177063601 CH Internet Service	2.60	False
449349	9/22/2025	413-114-4230-00000	177063601 CH Internet Service	1.34	False
449349	9/22/2025	420-115-4230-00000	177063601 CH Internet Service	22.83	False
449349	9/22/2025	001-130-4230-00000	177063601 CH Internet Service	3.99	False
449349	9/22/2025	413-352-4230-00000	177063601 CH Internet Service	1.70	False
449349	9/22/2025	413-130-4230-00000	177063601 CH Internet Service	2.00	False
449349	9/22/2025	001-240-4230-00000	Internet Service -	169.99	False
449349	9/22/2025	412-100-4230-00000	Internet Service -	170.00	False
449349	9/22/2025	001-251-4230-00000	177063601 CH Internet Service	18.44	False
449349	9/22/2025	413-120-4230-00000	177063601 CH Internet Service	20.31	False
449349	9/22/2025	419-111-4230-00000	177063601 CH Internet Service	3.76	False

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449349	9/22/2025	412-130-4230-00000	177063601 CH Internet Service	0.56	False
449349	9/22/2025	412-114-4230-00000	177063601 CH Internet Service	0.29	False
449349	9/22/2025	419-371-4230-00000	177063601 CH Internet Service	12.16	False
449349	9/22/2025	001-114-4230-00000	177063601 CH Internet Service	8.17	False
449349	9/22/2025	419-114-4230-00000	177063601 CH Internet Service	1.58	False
449349	9/22/2025	419-120-4230-00000	177063601 CH Internet Service	20.16	False
449349	9/22/2025	413-353-4230-00000	177063601 CH Internet Service	3.80	False
449349	9/22/2025	001-120-4230-00000	177063601 CH Internet Service	18.83	False
449349	9/22/2025	412-113-4230-00000	177063601 CH Internet Service	0.44	False
449349	9/22/2025	413-113-4230-00000	177063601 CH Internet Service	3.47	False
449349	9/22/2025	412-111-4230-00000	177063601 CH Internet Service	0.56	False
449349	9/22/2025	001-113-4230-00000	177063601 CH Internet Service	3.47	False
449349	9/22/2025	412-120-4230-00000	177063601 CH Internet Service	3.15	False
449349	9/22/2025	001-470-4230-00000	177063601 CH Internet Service	1.37	False
449349	9/22/2025	001-250-4230-00000	177063601 CH Internet Service	4.18	False
449350	9/22/2025	001-250-4410-01430	Legal Services- Aug 2025- 1430 Margie St.	8,846.25	False
449350	9/22/2025	001-250-4410-120WC	Legal Services- Aug 2025- 120 W Coolidge	1,117.40	False
449350	9/22/2025	001-250-4410-01405	Legal Services- Aug 2025- Meder v Crescent City	8,717.00	False
449350	9/22/2025	001-250-4410-00200	Legal Services- Aug 2025- 200 A St.	302.00	False
449350	9/22/2025	001-250-4410-00000	Legal Services- Aug 2025- General Code Enforcement.	604.00	False
449351	9/22/2025	001-112-4409-00000	Downtown Specific Plan: urban design services. PRog Pmnt No. 2	23,030.00	False
449352	9/22/2025	001-470-4390-00000	Bark	578.87	False
449352	9/22/2025	001-000-2122-00000	Bark- TAX	-44.12	False
449352	9/22/2025	001-470-4390-00000	Bark	578.87	False
449352	9/22/2025	001-000-2122-00000	Bark- TAX	-44.12	False
449353	9/22/2025	001-480-4409-00000	English ASL interpreting service.	420.00	False
449354	9/22/2025	413-352-4470-00000	FY26 Sample Delivery to NCL for WW and DW	30.00	False
449355	9/22/2025	001-230-4390-00000	Cylinder rental	127.90	False
449356	9/22/2025	001-000-2160-00000	REFUND- Business licence.	4.00	False
449356	9/22/2025	001-000-3230-00000	REFUND- Business licence.	15.00	False
449357	9/22/2025	508-508-4390-00000	Safety/PW Supplies	77.03	False
449357	9/22/2025	419-371-4390-00000	Safety/PW Supplies	77.07	False
449357	9/22/2025	413-353-4390-00000	Safety/PW Supplies	77.07	False
449357	9/22/2025	001-470-4390-00000	Safety/PW Supplies	77.03	False
449357	9/22/2025	001-364-4390-10025	Safety/PW Supplies	77.07	False
449357	9/22/2025	506-506-4390-00000	Safety/PW Supplies	77.07	False
449358	9/22/2025	001-000-2111-00000	Reissuance of ck # 109962	231.92	False
449359	9/22/2025	419-371-4409-00000	FY26 Water Regulatory Services - Task Order 12	1,342.59	False
449359	9/22/2025	413-353-4409-00000	FY26 Sewer Regulatory Services - Task Order 13	290.67	False
449359	9/22/2025	413-352-4409-00000	FY26 Sewer Regulatory Services - Task Order 13	581.33	False
449359	9/22/2025	419-371-4409-00000	FY26 Cross Connection Services - Task Order 15	436.00	False
449360	9/22/2025	420-115-4230-00000	707-197-0009 monthly phone	790.00	False
449360	9/22/2025	413-353-4230-00000	707 465-4405 downstairs fax	1.31	False

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449360	9/22/2025	419-113-4230-00000	707 465-4405 downstairs fax	1.19	False
449360	9/22/2025	412-130-4230-00000	707 465-4405 downstairs fax	0.19	False
449360	9/22/2025	419-371-4230-00000	707 465-4405 downstairs fax	4.17	False
449360	9/22/2025	419-111-4230-00000	707 465-4405 downstairs fax	1.29	False
449360	9/22/2025	412-120-4230-00000	707 465-4405 downstairs fax	1.08	False
449360	9/22/2025	001-471-4230-00000	Cult Cntr Elev Alrm 707-464-4582	115.21	False
449360	9/22/2025	413-357-4230-00000	707 465-4405 downstairs fax	2.28	False
449360	9/22/2025	001-130-4230-00000	707 465-4405 downstairs fax	1.37	False
449360	9/22/2025	001-251-4230-00000	707 465-4405 downstairs fax	6.33	False
449360	9/22/2025	412-114-4230-00000	707 465-4405 downstairs fax	0.10	False
449360	9/22/2025	413-120-4230-00000	707 465-4405 downstairs fax	6.98	False
449360	9/22/2025	413-351-4230-00000	707 465-5275 Lab Phone Line	222.44	False
449360	9/22/2025	508-508-4230-00000	707-464-6628 Corp Yard Fax	120.68	False
449360	9/22/2025	419-114-4230-00000	707 465-4405 downstairs fax	0.54	False
449360	9/22/2025	001-112-4230-00000	707 465-4405 downstairs fax	2.67	False
449360	9/22/2025	001-480-4230-00000	707-464-6940 monthly phone	71.26	False
449360	9/22/2025	001-471-4230-00000	707-465-3914 monthly phone	117.08	False
449360	9/22/2025	413-114-4230-00000	707 465-4405 downstairs fax	0.46	False
449360	9/22/2025	001-471-4230-00000	707 465-4405 downstairs fax	0.90	False
449360	9/22/2025	412-113-4230-00000	707 465-4405 downstairs fax	0.16	False
449360	9/22/2025	413-352-4230-00000	Treatment Plant Phone: 465-3054	233.01	False
449360	9/22/2025	413-113-4230-00000	707 465-4405 downstairs fax	1.19	False
449360	9/22/2025	419-120-4230-00000	707 465-4405 downstairs fax	6.92	False
449360	9/22/2025	001-111-4230-00000	707 465-4405 downstairs fax	1.25	False
449360	9/22/2025	412-100-4230-00000	707 465-4405 downstairs fax	0.98	False
449360	9/22/2025	001-364-4230-00000	707 465-4405 downstairs fax	1.31	False
449360	9/22/2025	419-130-4230-00000	707 465-4405 downstairs fax	0.68	False
449360	9/22/2025	413-130-4230-00000	707 465-4405 downstairs fax	0.68	False
449360	9/22/2025	413-352-4230-00000	WWTP phone	337.35	False
449360	9/22/2025	001-313-4230-00000	707 465-4405 downstairs fax	1.67	False
449360	9/22/2025	412-111-4230-00000	707 465-4405 downstairs fax	0.20	False
449360	9/22/2025	420-115-4230-00000	707 465-4405 downstairs fax	7.83	False
449360	9/22/2025	001-120-4230-00000	707 465-4405 downstairs fax	6.46	False
449360	9/22/2025	001-470-4230-00000	707 465-4405 downstairs fax	0.47	False
449360	9/22/2025	001-114-4230-00000	707 465-4405 downstairs fax	2.81	False
449360	9/22/2025	001-250-4230-00000	707 465-4405 downstairs fax	1.43	False
449360	9/22/2025	413-352-4230-00000	707 465-4405 downstairs fax	0.58	False
449360	9/22/2025	001-240-4230-00000	707-465-5129 monthly phone	120.68	False
449360	9/22/2025	001-480-4230-00000	707-464-1372 monthly phone	126.39	False
449360	9/22/2025	001-480-4230-00000	707 465-4405 downstairs fax	0.98	False
449360	9/22/2025	001-113-4230-00000	707 465-4405 downstairs fax	1.19	False
449360	9/22/2025	419-371-4230-00000	707-001-0001 SCADA telemetry link	42.72	False
449360	9/22/2025	001-350-4230-00000	707 465-4405 downstairs fax	3.27	False

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449360	9/22/2025	413-111-4230-00000	707 465-4405 downstairs fax	1.18	False
449361	9/22/2025	508-508-4390-60001	Brake Drum #5113	523.69	False
449362	9/22/2025	001-000-2111-00000	Reissuances of ck # 109561	260.40	False
449363	9/22/2025	419-371-4390-00000	Material bench stock order.	1,909.88	False
449364	9/22/2025	413-351-4390-00000	FY26 Various Lab Supplies.	2,202.37	False
449365	9/22/2025	412-100-4450-00000	RV Storage	36.40	False
449366	9/22/2025	413-000-1202-00000	Sludge processing	1,894.64	False
449366	9/22/2025	413-000-1202-00000	Sludge processing	1,840.30	False
449367	9/22/2025	001-230-4450-00000	FY26 Annual pump tests, ground ladder testing and aerial inspect	1,840.00	False
449367	9/22/2025	001-230-4450-00000	FY26 Annual pump tests, ground ladder testing and aerial inspect	3,480.00	False
449368	9/22/2025	413-120-4240-00000	Print and Mail Utility Bills- Aug 2025	1,829.32	False
449368	9/22/2025	419-120-4240-00000	Print and Mail Utility Bills Aug 2025	1,829.32	False
449369	9/22/2025	413-113-4450-00000	Shredding services from 07/23 - 08/26/25	87.68	False
449369	9/22/2025	419-113-4450-00000	Shredding services from 07/23 - 08/26/25	87.68	False
449369	9/22/2025	001-113-4450-00000	Shredding services from 07/23 - 08/26/25	87.68	False
449369	9/22/2025	412-113-4450-00000	Shredding services from 07/23 - 08/26/25	10.96	False
449370	9/22/2025	001-480-4430-00000	KPOD Radio Spot- 08/15/25	4.68	False
449370	9/22/2025	412-100-4430-00000	KPOD Radio Spots 08/06-08/26/25 and 08/15/25	31.51	False
449370	9/22/2025	412-100-4430-00000	KPOD Radio Spots 08/15/25	2.99	False
449370	9/22/2025	001-112-4430-00000	KPOD Radio Spots- 08/15/25	5.33	False
449370	9/22/2025	412-100-4430-00000	KPOD Radio Spots 08/01-08/29/25 and 08/15/25	31.51	False
449370	9/22/2025	001-480-4430-00000	KPOD Radio Spots- 08/15/25	4.68	False
449370	9/22/2025	001-112-4430-00000	KPOD Radio Spots- 08/06-08/26/25 and 08/15/25	56.17	False
449370	9/22/2025	412-100-4430-00000	KPOD Radio Spots- 08/15/25	2.99	False
449370	9/22/2025	001-480-4430-00000	KPOD Radio Spots 08/03-08/31/25 and 08/15/25.	49.32	False
449370	9/22/2025	001-112-4430-00000	KPOD Radio Spots- 08/15/25	5.33	False
449370	9/22/2025	412-100-4430-00000	KPOD Radio Spots 08/15/25	2.99	False
449370	9/22/2025	001-112-4430-00000	KPOD Radio Spots 08/01-08/29/25 and 08/15/25	56.17	False
449370	9/22/2025	001-112-4430-00000	KPOD Radio Spots 08/03-08/31/25 and 08/15/25	56.17	False
449370	9/22/2025	001-480-4430-00000	KPOD Radio Spots -08/15/25	4.68	False
449370	9/22/2025	001-112-4430-00000	KPOD Radio Spots 08/15/25	5.33	False
449370	9/22/2025	001-480-4430-00000	KPOD Radio Spots 08/06-08/26/25 and 08/15/25	49.32	False
449370	9/22/2025	001-480-4430-00000	KPOD Radio Spots 08/01-08/29/25 and 08/15/25	49.32	False
449370	9/22/2025	412-100-4430-00000	KPOD Radio Spots 08/03-08/31/25 and 08/15/25	31.51	False
449371	9/22/2025	001-230-4391-00000	Replacement of left front tire on #5111	894.60	False
449372	9/22/2025	412-000-3570-00000	REFUND for stay- 09/11-09/15/25 Conf # 10325	266.36	False
449372	9/22/2025	001-000-3221-00000	REFUND for stay- 09/11-09/15/25 Conf # 10325	26.64	False
449373	9/22/2025	001-470-4390-00000	Faucet	197.02	False
449373	9/22/2025	001-364-4390-2020s	PVC parts	177.19	False
449373	9/22/2025	419-371-4390-00000	Brass bushings, ball valve	143.94	False
449373	9/22/2025	419-371-4390-00000	Galvanized parts.	319.43	False
449373	9/22/2025	419-371-4390-00000	Gate valve	89.57	False
449373	9/22/2025	001-470-4390-00000	PVC Parts	103.40	False



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449373	9/22/2025	419-371-4390-00000	Coupler	18.19	False
449374	9/22/2025	001-000-3221-00000	REFUND for stay- 09/18-09/20/25 Conf# 11892	6.00	False
449374	9/22/2025	412-000-3570-00000	REFUND for stay- 09/18-09/20/25 Conf# 11892	60.00	False
449375	9/22/2025	413-352-4470-00000	FY26 External regulatory NPDES quarterly pesticides testing.	274.00	False
449376	9/22/2025	001-240-4530-2020S	FY26 Monthly K9 Maint Fees - Kostya Aug 2025	400.00	False
449376	9/22/2025	001-240-4530-2020S	FY26 Monthly K9 Maint Fees - Murtaugh Aug 2025	400.00	False
449377	9/22/2025	413-351-4685-00000	FY26 External lab test for CCWQL	74.00	False
449377	9/22/2025	413-351-4685-00000	FY26 External lab test for CCWQL	144.00	False
449378	9/22/2025	413-114-4370-00000	City Hall Mats	0.16	False
449378	9/22/2025	412-100-4370-00000	City Hall Mats	0.34	False
449378	9/22/2025	413-351-4320-00000	FY 26 Laundry services/uniforms	25.51	False
449378	9/22/2025	412-120-4370-00000	City Hall Mats	0.38	False
449378	9/22/2025	419-120-4370-00000	City Hall Mats	2.40	False
449378	9/22/2025	413-111-4370-00000	City Hall Mats	0.41	False
449378	9/22/2025	412-114-4370-00000	City Hall Mats	0.04	False
449378	9/22/2025	001-130-4370-00000	City Hall Mats	0.47	False
449378	9/22/2025	413-357-4370-00000	City Hall Mats	0.79	False
449378	9/22/2025	001-111-4370-00000	City Hall Mats	0.43	False
449378	9/22/2025	419-130-4370-00000	City Hall Mats	0.24	False
449378	9/22/2025	413-353-4370-00000	City Hall Mats	0.46	False
449378	9/22/2025	001-114-4370-00000	City Hall Mats	0.97	False
449378	9/22/2025	413-120-4370-00000	City Hall Mats	2.42	False
449378	9/22/2025	001-470-4370-00000	City Hall Mats	0.16	False
449378	9/22/2025	412-111-4370-00000	City Hall Mats	0.07	False
449378	9/22/2025	001-350-4370-00000	City Hall Mats	1.13	False
449378	9/22/2025	412-113-4370-00000	City Hall Mats	0.05	False
449378	9/22/2025	001-250-4370-00000	City Hall Mats	0.50	False
449378	9/22/2025	413-352-4370-00000	City Hall Mats	0.20	False
449378	9/22/2025	001-112-4370-00000	City Hall Mats	0.92	False
449378	9/22/2025	001-480-4370-00000	Pool mats and towels	83.84	False
449378	9/22/2025	413-351-4320-00000	FY 26 Laundry services/uniforms	18.08	False
449378	9/22/2025	413-351-4685-00000	Gloves	57.83	False
449378	9/22/2025	413-130-4370-00000	City Hall Mats	0.24	False
449378	9/22/2025	001-480-4370-00000	City Hall Mats	0.34	False
449378	9/22/2025	001-120-4370-00000	City Hall Mats	2.24	False
449378	9/22/2025	412-130-4370-00000	City Hall Mats	0.06	False
449378	9/22/2025	001-364-4370-00000	City Hall Mats	0.46	False
449378	9/22/2025	420-115-4370-00000	City Hall Mats	2.72	False
449378	9/22/2025	413-113-4370-00000	City Hall Mats	0.41	False
449378	9/22/2025	001-113-4370-00000	City Hall Mats	0.42	False
449378	9/22/2025	001-251-4370-00000	City Hall Mats	2.19	False
449378	9/22/2025	419-113-4370-00000	City Hall Mats	0.41	False
449378	9/22/2025	001-313-4370-00000	City Hall Mats	0.57	False

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449378	9/22/2025	419-371-4370-00000	City Hall Mats	1.44	False
449378	9/22/2025	419-111-4370-00000	City Hall Mats	0.45	False
449378	9/22/2025	001-471-4370-00000	City Hall Mats	0.31	False
449378	9/22/2025	419-114-4370-00000	City Hall Mats	0.19	False
449378	9/22/2025	413-113-4370-00000	City Hall Mats	0.41	False
449378	9/22/2025	413-120-4370-00000	City Hall Mats	2.42	False
449378	9/22/2025	001-364-4370-00000	City Hall Mats	0.46	False
449378	9/22/2025	001-470-4370-00000	City Hall Mats	0.16	False
449378	9/22/2025	001-480-4370-00000	City Hall Mats	0.34	False
449378	9/22/2025	413-357-4370-00000	City Hall Mats	0.79	False
449378	9/22/2025	413-114-4370-00000	City Hall Mats	0.16	False
449378	9/22/2025	420-115-4370-00000	City Hall Mats	2.72	False
449378	9/22/2025	412-111-4370-00000	City Hall Mats	0.07	False
449378	9/22/2025	412-100-4370-00000	City Hall Mats	0.34	False
449378	9/22/2025	419-130-4370-00000	City Hall Mats	0.24	False
449378	9/22/2025	413-111-4370-00000	City Hall Mats	0.41	False
449378	9/22/2025	413-352-4370-00000	City Hall Mats	0.20	False
449378	9/22/2025	001-130-4370-00000	City Hall Mats	0.47	False
449378	9/22/2025	419-120-4370-00000	City Hall Mats	2.40	False
449378	9/22/2025	413-130-4370-00000	City Hall Mats	0.24	False
449378	9/22/2025	001-471-4370-00000	City Hall Mats	0.31	False
449378	9/22/2025	419-111-4370-00000	City Hall Mats	0.45	False
449378	9/22/2025	412-113-4370-00000	City Hall Mats	0.05	False
449378	9/22/2025	001-111-4370-00000	City Hall Mats	0.43	False
449378	9/22/2025	001-313-4370-00000	City Hall Mats	0.57	False
449378	9/22/2025	001-251-4370-00000	City Hall Mats	2.19	False
449378	9/22/2025	001-114-4370-00000	City Hall Mats	0.97	False
449378	9/22/2025	419-114-4370-00000	City Hall Mats	0.19	False
449378	9/22/2025	001-112-4370-00000	City Hall Mats	0.92	False
449378	9/22/2025	001-120-4370-00000	City Hall Mats	2.24	False
449378	9/22/2025	412-130-4370-00000	City Hall Mats	0.06	False
449378	9/22/2025	419-371-4370-00000	City Hall Mats	1.44	False
449378	9/22/2025	412-120-4370-00000	City Hall Mats	0.38	False
449378	9/22/2025	001-250-4370-00000	City Hall Mats	0.50	False
449378	9/22/2025	419-113-4370-00000	City Hall Mats	0.41	False
449378	9/22/2025	413-353-4370-00000	City Hall Mats	0.46	False
449378	9/22/2025	001-113-4370-00000	City Hall Mats	0.42	False
449378	9/22/2025	412-114-4370-00000	City Hall Mats	0.04	False
449378	9/22/2025	001-350-4370-00000	City Hall Mats	1.13	False
449379	9/22/2025	419-371-4390-00000	Emery cloths and kr oil.	123.11	False
449380	9/22/2025	001-000-2111-00000	Reissunce of check # 110779	267.36	False
449380	9/22/2025	001-000-2111-00000	Reissunce of check # 110310	401.94	False
449380	9/22/2025	001-000-2111-00000	Reissunce of check # 110346	496.78	False

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449380	9/22/2025	001-000-2111-00000	Reissuance of check # 110755	72.73	False
449381	9/22/2025	413-000-1202-00000	WWTP Operations Contract.	-21,178.31	False
449381	9/22/2025	413-352-4409-00000	WWTP Operations Contract.	122,507.06	False
449381	9/22/2025	413-352-4450-00000	WWTP Operations Contract	13,333.33	False
449381	9/22/2025	413-352-4340-00000	WWTP Operations Contract	11,420.83	False
449381	9/22/2025	413-351-4409-00000	WWTP Operations Contract	1,000.00	False
449383	9/22/2025	508-508-4390-00000	Bushing and returned reducer.	-2.17	False
449383	9/22/2025	508-508-4390-00000	Floor mat	32.46	False
449383	9/22/2025	508-508-4390-60001	Antifreeze	46.53	False
449383	9/22/2025	001-230-4391-00000	Impact adaptor	11.36	False
449383	9/22/2025	508-508-4390-60001	Gear lube	21.63	False
449384	9/22/2025	419-371-4390-00000	Service charge for late payment.	333.79	False
449384	9/22/2025	919-371-4799-37118	Meter boxes and lids	15,576.76	False
449384	9/22/2025	419-371-4390-00000	Meter boxes and lids	6,675.76	False
449385	9/22/2025	420-115-4370-00000	Janitorial Supplies- City-Wide	3.66	False
449385	9/22/2025	413-120-4370-00000	Janitorial Supplies- City-Wide	3.66	False
449385	9/22/2025	001-480-4370-00000	Janitorial Supplies- City-Wide	91.60	False
449385	9/22/2025	001-240-4370-00000	Janitorial Supplies- City-Wide	36.64	False
449385	9/22/2025	001-111-4370-00000	Janitorial Supplies- City-Wide	3.66	False
449385	9/22/2025	001-350-4370-00000	Janitorial Supplies- City-Wide	104.43	False
449385	9/22/2025	001-120-4370-00000	Janitorial Supplies- City-Wide	14.66	False
449385	9/22/2025	412-100-4370-00000	Janitorial Supplies- City-Wide	36.65	False
449385	9/22/2025	508-508-4370-00000	Janitorial Supplies- City-Wide	45.81	False
449385	9/22/2025	001-113-4370-00000	Janitorial Supplies- City-Wide	3.66	False
449385	9/22/2025	413-352-4370-00000	Janitorial Supplies- City-Wide	36.65	False
449385	9/22/2025	419-120-4370-00000	Janitorial Supplies- City-Wide	3.67	False
449385	9/22/2025	506-506-4370-00000	Janitorial Supplies- City-Wide	36.64	False
449385	9/22/2025	001-313-4370-00000	Janitorial Supplies- City-Wide	3.67	False
449385	9/22/2025	001-251-4370-00000	Janitorial Supplies- City-Wide	1.83	False
449385	9/22/2025	001-471-4370-00000	Janitorial Supplies- City-Wide	36.64	False
449385	9/22/2025	001-470-4370-00000	Janitorial Supplies- City-Wide	412.22	False
449385	9/22/2025	001-114-4370-00000	Janitorial Supplies- City-Wide	3.66	False
449385	9/22/2025	001-480-4370-00000	Janitorial Supplies- City-Wide	98.03	False
449385	9/22/2025	413-120-4370-00000	Janitorial Supplies- City-Wide	3.92	False
449385	9/22/2025	001-251-4370-00000	Janitorial Supplies- City-Wide	1.96	False
449385	9/22/2025	506-506-4370-00000	Janitorial Supplies- City-Wide	39.21	False
449385	9/22/2025	001-471-4370-00000	Janitorial Supplies- City-Wide	39.22	False
449385	9/22/2025	001-240-4370-00000	Janitorial Supplies- City-Wide	39.21	False
449385	9/22/2025	001-350-4370-00000	Janitorial Supplies- City-Wide	111.76	False
449385	9/22/2025	001-470-4370-00000	Janitorial Supplies- City-Wide	441.15	False
449385	9/22/2025	412-100-4370-00000	Janitorial Supplies- City-Wide	39.22	False
449385	9/22/2025	001-313-4370-00000	Janitorial Supplies- City-Wide	3.92	False
449385	9/22/2025	413-352-4370-00000	Janitorial Supplies- City-Wide	39.22	False

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449385	9/22/2025	001-120-4370-00000	Janitorial Supplies- City-Wide	15.69	False
449385	9/22/2025	001-114-4370-00000	Janitorial Supplies- City-Wide	3.92	False
449385	9/22/2025	420-115-4370-00000	Janitorial Supplies- City-Wide	3.92	False
449385	9/22/2025	508-508-4370-00000	Janitorial Supplies- City-Wide	49.02	False
449385	9/22/2025	001-111-4370-00000	Janitorial Supplies- City-Wide	3.92	False
449385	9/22/2025	001-113-4370-00000	Janitorial Supplies- City-Wide	3.92	False
449385	9/22/2025	419-120-4370-00000	Janitorial Supplies- City-Wide	3.92	False
449386	9/22/2025	001-000-3221-00000	REFUND for stay- 08/29 thru 08/31/25 Conf# 11935	0.20	False
449386	9/22/2025	412-000-3570-00000	REFUND for stay- 08/29 thru 08/31/25 Conf# 11935	2.00	False
449387	9/22/2025	001-240-4450-00000	Alarm monitoring- Oct- Dec 2025	119.97	False
449388	9/22/2025	412-100-4225-00000	FY26 Trash & Bin Service: 08/01-08/31/25	3,862.32	False
449389	9/22/2025	419-371-4390-00000	Replacement multi-meter for water system SCADA maintenance	1,982.05	False
449390	9/22/2025	001-000-2111-00000	Reissuances of ck # 109644	6.98	False
449390	9/22/2025	001-000-2111-00000	Reissuances of ck #111422	9.23	False
449390	9/22/2025	001-000-2111-00000	Reissuances of ck #110945	9.31	False
449390	9/22/2025	001-000-2111-00000	Reissuances of ck #110965	46.41	False
449390	9/22/2025	001-000-2111-00000	Reissuances of ck #111167	9.31	False
449391	9/22/2025	001-230-4451-00000	Services at 520 I st. for Aug 2025	225.00	False
449392	9/22/2025	419-120-4415-00000	Online & IVR Utility payment processing. Aug 2025	1,377.40	False
449392	9/22/2025	413-120-4415-00000	Online & IVR Utility payment processing. Aug 2025	1,377.40	False
449393	9/22/2025	001-480-4390-00000	Backwash guges- pool	622.64	False
449394	9/22/2025	901-470-4799-TLCL2	TCT Welcome Station fabrication and installation.	5,000.00	False
449395	9/22/2025	001-000-3221-00000	REFUND for stay-09/01 thru 09/04 Conf # 12032	3.00	False
449395	9/22/2025	412-000-3570-00000	REFUND for stay-09/01 thru 09/04 Conf # 12032	30.00	False
449396	9/22/2025	001-000-2111-00000	Reissuance of ck # 110191	65.08	False
449397	9/22/2025	001-000-2111-00000	Reissunce of check # 110236	9.30	False
449397	9/22/2025	001-000-2111-00000	Reissunce of check # 109983	56.10	False
449398	9/22/2025	001-000-3221-00000	REFUND for stay- 09/12-09/14/25 Conf #10989	12.64	False
449398	9/22/2025	412-000-3570-00000	REFUND for stay- 09/12-09/14/25 Conf #10989	126.36	False
449399	9/22/2025	413-357-4310-00000	CH Office Supplies	1.70	False
449399	9/22/2025	419-120-4310-00000	CH Office Supplies- Water shut off notices.	254.39	False
449399	9/22/2025	413-353-4310-00000	CH Office Supplies	0.97	False
449399	9/22/2025	419-114-4210-00000	CH Office Supplies	0.40	False
449399	9/22/2025	001-112-4310-00000	CH Office Supplies	1.98	False
449399	9/22/2025	420-115-4310-00000	CH Office Supplies	5.81	False
449399	9/22/2025	001-120-4310-00000	CH Office Supplies	4.80	False
449399	9/22/2025	412-113-4310-00000	CH Office Supplies	0.11	False
449399	9/22/2025	001-364-4310-00000	CH Office Supplies	0.97	False
449399	9/22/2025	001-114-4310-00000	CH Office Supplies	2.08	False
449399	9/22/2025	419-371-4310-00000	CH Office Supplies	3.10	False
449399	9/22/2025	001-251-4310-00000	CH Office Supplies	4.69	False
449399	9/22/2025	419-113-4310-00000	CH Office Supplies	0.88	False
449399	9/22/2025	419-111-4310-00000	CH Office Supplies	0.96	False

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449399	9/22/2025	412-114-4310-00000	CH Office Supplies	0.08	False
449399	9/22/2025	001-130-4310-00000	CH Office Supplies	1.02	False
449399	9/22/2025	413-111-4310-00000	CH Office Supplies	0.87	False
449399	9/22/2025	413-114-4210-00000	CH Office Supplies	0.34	False
449399	9/22/2025	413-130-4310-00000	CH Office Supplies	0.50	False
449399	9/22/2025	419-120-4310-00000	CH Office Supplies	5.13	False
449399	9/22/2025	001-480-4310-00000	CH Office Supplies	0.73	False
449399	9/22/2025	412-111-4310-00000	CH Office Supplies	0.14	False
449399	9/22/2025	413-352-4310-00000	CH Office Supplies	0.43	False
449399	9/22/2025	413-113-4310-00000	CH Office Supplies	0.88	False
449399	9/22/2025	001-111-4310-00000	CH Office Supplies	0.93	False
449399	9/22/2025	412-130-4310-00000	CH Office Supplies	0.14	False
449399	9/22/2025	001-113-4310-00000	CH Office Supplies	0.88	False
449399	9/22/2025	412-120-4310-00000	CH Office Supplies	0.80	False
449399	9/22/2025	001-250-4310-00000	CH Office Supplies	1.07	False
449399	9/22/2025	412-100-4310-00000	CH Office Supplies	0.73	False
449399	9/22/2025	001-470-4310-00000	CH Office Supplies	0.35	False
449399	9/22/2025	419-130-4310-00000	CH Office Supplies	0.51	False
449399	9/22/2025	001-313-4310-00000	CH Office Supplies	1.24	False
449399	9/22/2025	001-350-4310-00000	CH Office Supplies	2.42	False
449399	9/22/2025	001-471-4310-00000	CH Office Supplies	0.67	False
449399	9/22/2025	413-120-4310-00000	CH Office Supplies	5.17	False
449400	9/22/2025	001-000-3221-00000	REFUND for stay- 09/03 thru 09/07 Conf#11998	5.64	False
449400	9/22/2025	412-000-3570-00000	REFUND for stay- 09/03 thru 09/07 Conf#11998	56.36	False
449401	9/22/2025	901-000-2112-00000	HSIP Pedestrian Improvement Project. Prog Pmnt No1. Retention	-8,497.85	False
449401	9/22/2025	901-364-4799-0HSIP	HSIP Pedestrian Improvement Project. Prog Pmnt No1.	169,957.00	False
449402	9/22/2025	413-352-4340-00000	FY26 Sodium Hypochlorite.	13,328.56	False
449402	9/22/2025	001-480-4340-00000	FY26 Sodium Hypochlorite.	650.15	False
449402	9/22/2025	419-371-4340-00000	FY26 Sodium Hypochlorite	3,334.10	False
449403	9/22/2025	420-115-4450-00000	SPAM HERO- Spam filter Aug 2025	10.00	False
449403	9/22/2025	001-114-4407-00000	YOUR MEMBERSHIP- HR job posting.	153.30	False
449403	9/22/2025	001-240-4380-00000	CC HAY & FEED- Dog food.	160.64	False
449403	9/22/2025	419-113-4450-00000	STOREWELL - Physical document storage	75.20	False
449403	9/22/2025	901-240-4799-2020S	HOME DEPOT- Network equipment for PD Remodel.	7.55	False
449403	9/22/2025	001-114-4550-00000	SAFETY CULTURE- Annual renewal	1,728.00	False
449403	9/22/2025	001-240-4530-00000	PRI MANAGEMENT GROUP- Records Training.	801.50	False
449403	9/22/2025	413-113-4450-00000	STOREWELL - Physical document storage	75.20	False
449403	9/22/2025	412-114-4407-00000	YOUR MEMBERSHIP- HR job posting.	5.48	False
449403	9/22/2025	412-113-4450-00000	STOREWELL - Physical document storage	9.40	False
449403	9/22/2025	001-113-4450-00000	STOREWELL - Physical document storage	75.20	False
449403	9/22/2025	001-251-4407-00000	CAL BUILDING OFFICALS- Bld inspector job posting.	255.00	False
449403	9/22/2025	001-240-4550-00000	CA ASSOCIATION- Prop/Evidence membership.	60.00	False
449403	9/22/2025	420-115-4312-00000	BUSINESS APPLE- iCloud sub for 07/17-08/17/25	27.96	False

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449403	9/22/2025	413-114-4407-00000	YOUR MEMBERSHIP- HR job posting.	23.43	False
449403	9/22/2025	419-114-4407-00000	YOUR MEMBERSHIP- HR job posting.	25.84	False
449404	9/22/2025	419-371-4230-00000	Water SCADA Cellular	1,244.34	False
449405	9/22/2025	919-371-4799-37114	Northcrest Water Main:Part pmnt.Replacement for check # 449095	54,250.00	False
449406	9/22/2025	001-000-2111-00000	Reissuance of ck # 441324	162.80	False
449407	9/22/2025	412-000-3570-00000	REFUND for stay- 09/12-09/14/25 Conf# 9941	56.36	False
449407	9/22/2025	001-000-3221-00000	REFUND for stay- 09/12-09/14/25 Conf# 9941	5.64	False
449408	9/22/2025	001-364-4390-10025	Brackets for signs.	366.33	False
449409	9/29/2025	610-000-2170-00000	PR Batch 00002.09.2025 Child Support-CA	88.84	False
449410	9/29/2025	610-000-2184-00000	PR Batch 00002.09.2025 CCEA Monthly Dues	80.00	False
449410	9/29/2025	610-000-2184-00000	PR Batch 00022.09.2025 CCEA Monthly Dues	10.00	False
449411	9/29/2025	610-000-2181-00000	PR Batch 00022.09.2025 CCPOA Dues	550.00	False
449412	9/29/2025	610-000-2178-00000	Plan # 300878	65.00	False
449412	9/29/2025	610-000-2186-00000	Plan # 306752	742.11	False
449412	9/29/2025	610-000-2178-00000	Plan # 300878	290.70	False
449412	9/29/2025	610-000-2186-00000	Plan # 306752	155.61	False
449412	9/29/2025	610-000-2178-00000	Plan # 300878	98.84	False
449412	9/29/2025	610-000-2178-00000	Plan # 300878	2,050.00	False
449412	9/29/2025	610-000-2186-00000	Plan # 306752	41.92	False
449412	9/29/2025	610-000-2186-00000	Plan # 306752	199.93	False
449413	9/29/2025	610-000-2182-00000	PR Batch 00022.09.2025 PORAC RMT	550.00	False
449414	9/29/2025	412-100-4409-00000	RV Park Security FY26: 09/01-09/15/25	3,500.14	False
449414	9/29/2025	412-100-4409-00000	RV Park Security FY26: 08/16-08/31/25	3,619.14	False
449414	9/29/2025	412-100-4409-00000	RV Park Security FY26: 07/16-07/31/25	3,381.22	False
449415	9/29/2025	413-130-4310-00000	CH Office Supplies	0.57	False
449415	9/29/2025	419-371-4310-00000	CH Office Supplies	3.48	False
449415	9/29/2025	001-471-4310-00000	CH Office Supplies	0.75	False
449415	9/29/2025	419-114-4210-00000	CH Office Supplies	0.46	False
449415	9/29/2025	413-357-4310-00000	CH Office Supplies	1.91	False
449415	9/29/2025	001-250-4310-00000	CH Office Supplies	1.19	False
449415	9/29/2025	412-114-4310-00000	CH Office Supplies	0.08	False
449415	9/29/2025	419-113-4310-00000	CH Office Supplies	0.99	False
449415	9/29/2025	419-130-4310-00000	CH Office Supplies	0.57	False
449415	9/29/2025	001-111-4310-00000	CH Office Supplies	1.05	False
449415	9/29/2025	412-111-4310-00000	CH Office Supplies	0.17	False
449415	9/29/2025	413-111-4310-00000	CH Office Supplies	0.98	False
449415	9/29/2025	001-364-4310-00000	CH Office Supplies	1.09	False
449415	9/29/2025	413-352-4310-00000	CH Office Supplies	0.49	False
449415	9/29/2025	413-113-4310-00000	CH Office Supplies	0.99	False
449415	9/29/2025	419-120-4310-00000	CH Office Supplies	5.76	False
449415	9/29/2025	001-120-4310-00000	CH Office Supplies	5.39	False
449415	9/29/2025	001-112-4310-00000	CH Office Supplies	2.22	False
449415	9/29/2025	412-120-4310-00000	CH Office Supplies	0.91	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449415	9/29/2025	419-111-4310-00000	CH Office Supplies	1.07	False
449415	9/29/2025	001-130-4310-00000	CH Office Supplies	1.14	False
449415	9/29/2025	413-353-4310-00000	CH Office Supplies	1.09	False
449415	9/29/2025	412-113-4310-00000	CH Office Supplies	0.13	False
449415	9/29/2025	420-115-4310-00000	CH Office Supplies	6.54	False
449415	9/29/2025	001-251-4310-00000	CH Office Supplies	5.28	False
449415	9/29/2025	001-350-4310-00000	CH Office Supplies	2.72	False
449415	9/29/2025	001-313-4310-00000	CH Office Supplies	1.39	False
449415	9/29/2025	001-113-4310-00000	CH Office Supplies	0.99	False
449415	9/29/2025	001-114-4310-00000	CH Office Supplies	2.33	False
449415	9/29/2025	001-480-4310-00000	CH Office Supplies	0.81	False
449415	9/29/2025	412-130-4310-00000	CH Office Supplies	0.16	False
449415	9/29/2025	413-120-4310-00000	CH Office Supplies	5.81	False
449415	9/29/2025	412-100-4310-00000	CH Office Supplies	0.81	False
449415	9/29/2025	001-470-4310-00000	CH Office Supplies	0.39	False
449415	9/29/2025	413-120-4310-00000	Envelopes, folders, receipt paper.	42.56	False
449415	9/29/2025	001-120-4310-00000	Envelopes, folders, receipt paper.	42.56	False
449415	9/29/2025	001-480-4340-00000	Chemicals for pool.	75.76	False
449415	9/29/2025	419-113-4310-00000	Frame.	9.07	False
449415	9/29/2025	001-480-4390-00000	Remote control.	7.33	False
449415	9/29/2025	001-120-4310-00000	Payroll enevolopes.	11.18	False
449415	9/29/2025	001-240-4391-00000	Struts	32.35	False
449415	9/29/2025	508-508-4390-00000	Trailer tester.	179.95	False
449415	9/29/2025	001-240-4391-00000	Struts- REFUND	-32.35	False
449415	9/29/2025	413-113-4310-00000	Frame.	9.07	False
449415	9/29/2025	419-120-4310-00000	Payroll enevolopes.	11.19	False
449415	9/29/2025	413-120-4310-00000	Payroll enevolopes.	11.18	False
449415	9/29/2025	001-113-4310-00000	Frame.	9.07	False
449415	9/29/2025	412-113-4310-00000	Frame.	1.13	False
449415	9/29/2025	413-114-4210-00000	CH Office Supplies	0.39	False
449415	9/29/2025	419-120-4310-00000	Envelopes, folders, receipt paper.	42.57	False
449416	9/29/2025	001-470-4390-00000	Landscape equipment.	388.97	False
449416	9/29/2025	001-000-2122-00000	Stihl chainsaw. TAX	-82.50	False
449416	9/29/2025	001-470-4390-00000	Pole pruner.	878.98	False
449416	9/29/2025	001-000-2122-00000	Pole pruner. TAX	-66.99	False
449416	9/29/2025	001-470-4390-00000	Stihl chainsaw.	1,082.48	False
449416	9/29/2025	001-000-2122-00000	Landscape equipment. TAX	-29.64	False
449416	9/29/2025	001-000-2122-00000	Bracket shield, heat shield. TAX	-2.56	False
449416	9/29/2025	001-470-4390-00000	Bracket shield, heat shield.	33.53	False
449417	9/29/2025	001-480-4390-00000	Breaker. qty 2	72.74	False
449418	9/29/2025	413-120-4409-00000	Copier maintenance 08/07-09/06/25	30.78	False
449418	9/29/2025	419-120-4409-00000	Copier maintenance 08/07-09/06/25	30.79	False
449418	9/29/2025	001-120-4409-00000	Copier maintenance 08/07-09/06/25	30.78	False



Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449418	9/29/2025	506-506-4450-00000	Copier maintenance 07/25-08/24/25	65.98	False
449418	9/29/2025	506-506-4450-00000	Copier maintenance 08/25-09/24/25	21.87	False
449419	9/29/2025	412-100-4230-00000	TV and WiFi Services FY26	2,387.61	False
449420	9/29/2025	001-240-4530-00000	136th Academy Enrollment fees. C Maxwell and C Natelborg	3,299.00	False
449420	9/29/2025	001-240-4530-2020S	136th Academy Enrollment fees. C Maxwell and C Natelborg	10,000.00	False
449421	9/29/2025	001-470-4390-00000	Limestone weed and feed.	280.80	False
449421	9/29/2025	001-000-2122-00000	Limestone weed and feed. TAX	-21.40	False
449422	9/29/2025	508-508-4390-00000	Battery.	312.73	False
449423	9/29/2025	001-364-4450-2020S	SWPP for Front Street Storm Drain Project. Plan development.	1,700.00	False
449424	9/29/2025	508-508-4390-00000	Valves	74.66	False
449424	9/29/2025	001-230-4391-00000	Filters	128.01	False
449424	9/29/2025	508-508-4390-00000	Batteries	12.88	False
449424	9/29/2025	508-508-4390-00000	Core deposit	-117.99	False
449424	9/29/2025	508-508-4390-00000	Lift support, joint stud	66.40	False
449424	9/29/2025	001-230-4391-00000	Track bar	103.29	False
449424	9/29/2025	508-508-4390-60001	Filters	100.25	False
449424	9/29/2025	508-508-4390-00000	Flywheel, starter	449.36	False
449424	9/29/2025	508-508-4390-60001	Hub cap, wheel kit, brake drum	623.29	False
449424	9/29/2025	508-508-4390-00000	Power inverter	199.23	False
449424	9/29/2025	508-508-4390-00000	Ball joint stud	66.40	False
449424	9/29/2025	508-508-4390-00000	Fuel filter	63.14	False
449425	9/29/2025	001-470-4390-00000	Parts for Stamps/Front Street Islands. Composite double check.	1,187.63	False
449425	9/29/2025	001-470-4390-00000	PVC parts	679.16	False
449425	9/29/2025	001-480-4390-00000	Sprinklers.	987.24	False
449426	9/29/2025	413-000-1202-00000	Sludge processing.	2,098.41	False
449426	9/29/2025	413-000-1202-00000	Sludge processing.	2,075.17	False
449427	9/29/2025	001-240-4380-2020S	FY26 Medical care for Kostya	546.00	False
449427	9/29/2025	001-240-4380-00000	FY26 Medical care for Murtaugh.	287.00	False
449428	9/29/2025	419-371-4390-00000	PVC parts.	33.65	False
449428	9/29/2025	001-470-4390-00000	PVC parts.	25.16	False
449429	9/29/2025	412-130-4370-00000	City Hall Mats	0.06	False
449429	9/29/2025	001-313-4370-00000	City Hall Mats	0.57	False
449429	9/29/2025	001-470-4370-00000	City Hall Mats	0.16	False
449429	9/29/2025	419-120-4370-00000	City Hall Mats	2.40	False
449429	9/29/2025	001-130-4370-00000	City Hall Mats	0.47	False
449429	9/29/2025	412-113-4370-00000	City Hall Mats	0.05	False
449429	9/29/2025	413-353-4370-00000	City Hall Mats	0.46	False
449429	9/29/2025	413-113-4370-00000	City Hall Mats	0.41	False
449429	9/29/2025	412-111-4370-00000	City Hall Mats	0.07	False
449429	9/29/2025	419-371-4370-00000	City Hall Mats	1.44	False
449429	9/29/2025	420-115-4370-00000	City Hall Mats	2.72	False
449429	9/29/2025	001-480-4370-00000	City Hall Mats	0.34	False
449429	9/29/2025	413-353-4320-00000	FY 26 Laundry services/uniforms	43.07	False



Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449429	9/29/2025	508-508-4320-00000	FY 26 Laundry services/uniforms	39.05	False
449429	9/29/2025	508-508-4320-00000	FY 26 Laundry services/uniforms	39.05	False
449429	9/29/2025	413-353-4320-00000	FY 26 Laundry services/uniforms	43.07	False
449429	9/29/2025	413-353-4320-00000	FY 26 Laundry services/uniforms	43.07	False
449429	9/29/2025	508-508-4320-00000	FY 26 Laundry services/uniforms	39.05	False
449429	9/29/2025	413-357-4370-00000	City Hall Mats	0.79	False
449429	9/29/2025	001-350-4370-00000	City Hall Mats	1.13	False
449429	9/29/2025	001-114-4370-00000	City Hall Mats	0.97	False
449429	9/29/2025	412-100-4370-00000	City Hall Mats	0.34	False
449429	9/29/2025	413-130-4370-00000	City Hall Mats	0.24	False
449429	9/29/2025	419-113-4370-00000	City Hall Mats	0.41	False
449429	9/29/2025	412-120-4370-00000	City Hall Mats	0.38	False
449429	9/29/2025	001-364-4370-00000	City Hall Mats	0.46	False
449429	9/29/2025	001-251-4370-00000	City Hall Mats	2.19	False
449429	9/29/2025	412-114-4370-00000	City Hall Mats	0.04	False
449429	9/29/2025	001-112-4370-00000	City Hall Mats	0.92	False
449429	9/29/2025	001-120-4370-00000	City Hall Mats	2.24	False
449429	9/29/2025	001-113-4370-00000	City Hall Mats	0.42	False
449429	9/29/2025	413-120-4370-00000	City Hall Mats	2.42	False
449429	9/29/2025	419-111-4370-00000	City Hall Mats	0.45	False
449429	9/29/2025	419-130-4370-00000	City Hall Mats	0.24	False
449429	9/29/2025	413-111-4370-00000	City Hall Mats	0.41	False
449429	9/29/2025	419-114-4370-00000	City Hall Mats	0.19	False
449429	9/29/2025	001-471-4370-00000	City Hall Mats	0.31	False
449429	9/29/2025	413-352-4370-00000	City Hall Mats	0.20	False
449429	9/29/2025	413-114-4370-00000	City Hall Mats	0.16	False
449429	9/29/2025	001-250-4370-00000	City Hall Mats	0.50	False
449429	9/29/2025	001-111-4370-00000	City Hall Mats	0.43	False
449429	9/29/2025	001-480-4370-00000	FY 26 Laundry services- Mats and towels for the pool.	70.61	False
449430	9/29/2025	412-000-3570-00000	REFUND for stay- 09/12-09/22/25 Conf# 10681	140.00	False
449430	9/29/2025	001-000-3221-00000	REFUND for stay- 09/12-09/22/25 Conf# 10681	14.00	False
449430	9/29/2025	412-000-3825-00000	REFUND for stay- 09/12-09/22/25 Conf# 10681	15.00	False
449431	9/29/2025	001-364-4390-10025	Gloves qty 20	50.92	False
449431	9/29/2025	413-353-4390-00000	Gloves qty 20	50.92	False
449431	9/29/2025	419-371-4390-00000	Gloves qty 20	50.92	False
449431	9/29/2025	506-506-4390-00000	Gloves qty 20	50.96	False
449431	9/29/2025	508-508-4390-00000	Gloves qty 20	50.92	False
449432	9/29/2025	413-352-4409-00000	PHASE 1 CCWTP, RBC Capital Up, Prog Payment NO. 34	63,108.84	False
449433	9/29/2025	508-508-4390-00000	Reducer sleeve returned. Bushing purchased.	-2.17	False
449433	9/29/2025	508-508-4390-00000	Reducer sleeve.	29.22	False
449433	9/29/2025	508-508-4390-00000	Floor mats	32.46	False
449434	9/29/2025	901-480-4799-0ROOF	Re-roof Fred Endert pool/ CIP project.	175,000.00	False
449434	9/29/2025	901-480-4799-2020S	Re-roof Fred Endert pool/ CIP project	4,910.00	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449435	9/29/2025	001-114-4409-00000	FY26 Safety training. Workplace violence prevention online.	24.00	False
449436	9/29/2025	508-508-4390-00000	Tool	204.05	False
449437	9/29/2025	419-371-4550-00000	M. McAleenan D2 Certificate	80.00	False
449438	9/29/2025	001-251-4409-00000	120 Coolidge staking.	29.75	False
449439	9/29/2025	001-364-4450-2020S	Concrete for 10th and A Sidewalk.	1,137.17	False
449439	9/29/2025	001-364-4450-2020S	Concrete for 10th and A Sidewalk.	1,654.06	False
449440	9/29/2025	001-240-4450-00000	Maintenance of Canon copier at PD.	63.85	False
449441	9/29/2025	419-371-4530-00000	AMERICAN H2O COLLEGE- M. McAleenan renewal.	229.99	False
449441	9/29/2025	419-371-4530-00000	76: 7/29-7/31/25: Salinas, CA (H2o Op Classes): Mayes- fule	65.08	False
449441	9/29/2025	419-371-4530-00000	BEST WESTERN: 7/29-7/31/25 - Salinas, CA: DuBois - Hotel	339.72	False
449441	9/29/2025	419-371-4390-00000	TEQUIPMENT: Copper cold shot freeze head.	87.93	False
449441	9/29/2025	001-470-4390-00000	DEL-CUR: Limestone pellets.	410.27	False
449441	9/29/2025	419-371-4530-00000	BEST WESTERN:7/29-7/31/25:Salinas,CA(H2o Op Classes):Mayes-hotel	420.94	False
449441	9/29/2025	419-371-4530-00000	76: 7/29-7/31/25: Salinas, CA (H2o Op Classes): Mayes- fule.	71.74	False
449441	9/29/2025	001-000-2122-00000	DEL-CUR: Limestone pellets- TAX	-31.27	False
449441	9/29/2025	001-470-4390-00000	CASCADE HOME CNTR: Railroad ties.	69.98	False
449442	9/29/2025	001-470-4450-00000	Engineering design foundation of light pole at Peterson Park	620.00	False
449443	9/29/2025	001-240-4530-00000	09/28-10/11/25 - Santa Rosa: per diem (ADVANCE)	857.85	False
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AP  
09-20-25 to 10-03-25 Housing

User: kbates@crenscencity.org  
Printed: 10/8/2025 7:47:22 AM

REVIEWED  
kkozak , 10/8/2025, 9:49:58 AM



Check Date	Check Number	Description	Amount	Selected For Void
9/22/2025	449403	YOUR MEMBERSHIP- HR job posting.	10.95	False
9/22/2025	449339	Misc Office Supplies- Gloves, filters, scissors.	25.94	False
9/22/2025	449347	Copier Services FY25/26- 08/25-09/24/25	32.55	False
9/22/2025	449385	Janitorial Supplies- City-Wide	36.64	False
9/22/2025	449385	Janitorial Supplies- City-Wide	39.21	False
9/22/2025	449347	Copier Services FY25/26 - 07/25-08/24/25	42.44	False
9/22/2025	449360	707-464-2692 HA Fax Line	158.32	False
9/22/2025	449339	Misc Office Supplies- Monitors for housing tech.	269.78	False
9/22/2025	449382	HVAC Services FY25/26	997.00	False
			<hr/> <hr/>	
			1,612.83	
			<hr/> <hr/>	



# CITY OF CRESCENT CITY

MAYOR RAY ALTMAN  
COUNCIL MEMBER DARAN DOOLEY  
COUNCIL MEMBER CANDACE TINKLER

MAYOR PRO TEM ISAIAH WRIGHT  
COUNCIL MEMBER JASON GREENOUGH

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

**MONDAY**

**OCTOBER 6, 2025**

**6:00 P.M.**

**CLOSED SESSION**

**Call to order** Mayor Altman called the closed session to order at 5:02 p.m.

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

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

Closed session adjourned at 5:58 p.m.

**OPEN SESSION**

**Call to order** Mayor Altman called the open session to order at 6:04 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, Finance Director Linda Leaver, Public Works Director Dave Yeager, Grants Administrator Manager Bridget Lacey (via Zoom), IT Administrator Fritz Ludemann, Fire Chief Kevin Carey and Police Chief Richard Griffin

**Pledge of Allegiance** led by Mayor Altman

## **REPORT OUT OF CLOSED SESSION**

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

## **CEREMONIAL ITEMS**

- **Indigenous Peoples Day Proclamation**

Mayor Altman read the proclamation aloud and presented it to Chairman Phillip Williams of the Yurok Tribe.

- **Fire Prevention Week Proclamation**

Council Member Greenough read the proclamation aloud and Fire Chief Carey explained an upcoming event; Captain Reno reported details of the event to the Council and public.

- **Domestic Violence Awareness Month Proclamation**

Council Member Tinkler read the proclamation aloud and Amy Carlson of the Harrington House spoke about domestic violence.

- **Bully Prevention Month Proclamation**

Mayor Altman read the proclamation aloud. The proclamation will be mailed to Gordon Clay of Zero Attempts.

## **REPORTS AND PRESENTATIONS - None**

## **PUBLIC COMMENT PERIOD**

*The following residents addressed the Council:*

Susan Roberts: acknowledged the moment of silence at last Council meeting; she would like to have a moment of silence for the children killed at the school shooting that happened that same day. She asked to use the rest of her time on the clock to have a moment of silence for the children that died in the school shooting.

## **CONSENT CALENDAR**

### **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*

*On a motion by Council Member Greenough, seconded by Council Member Tinkler, and carried unanimously on a 3-0 polled vote, with Council Member Dooley and Mayor Pro Tem Wright absent, the City Council of the City of Crescent City adopted the consent calendar consisting of items 1-7 as presented.*

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

**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*

City Manager Wier reported that Plant Manager Austin Nova and Jessica Diaz from Jacobs are present to answer any questions from the Council regarding this project. City Manager Wier gave a detailed report on the project and that the infrastructure is now 50 years old. The new MBR is up to date and will keep us up to code. The City received an Administrative Civil Liability complaint citing 76 chronic violations which resulted in \$228,000 in fines. The Final Project Report (2025) recommends a comprehensive package of improvements to restore compliance, address aging infrastructure, and provide operational resiliency. Presently, we only have one MBR and have to run it at high capacity, not having redundancy needs to be fixed. City Manager Wier went over details of the overall project with various necessary improvements to the infrastructure. There is presently funding available in the amount of \$50million in grants through the State Revolving Fund. He further outlined the cost and funding of the project. Council Member Greenough is thankful the State had a solution for the City to mitigate the problems that created the violations. Mayor Altman asked for clarification on the funding to get as close as possible to be shovel ready and file for more funding; City Manager Wier stated that the State has currently given us \$951,243 to get through the design plans.

*There were no comments from the public.*

*On a motion by Council Member Greenough, seconded by Council Member Tinkler, and carried unanimously on a 3-0 polled vote, with Council Member Dooley and Mayor Pro Tem Wright absent, the City Council of the City of Crescent City adopted the Crescent City WWTF Final Project Report (September 2025), approved and adopted 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, approved and adopted 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 8<sup>th</sup> 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*

Director Yeager reported to the Council that Measure S funds will pay for the proposed street improvement project throughout the City. He detailed the streets that have already been rehabilitated. The proposed project area is 6<sup>th</sup> St from A St to H St. and ST Rhodes Construction had the lowest bid for \$349,801.00. Council Member Greenough asked if we would lose quality by having the bid \$150k lower than others; Director Yeager stated that quality will not be lost. Director Yeager went over the expense of the project with added contingency and contract change order will be \$552,216.

*There were no comments from the public.*

*On a motion by Council Member Tinkler, seconded by Council Member Greenough, and carried unanimously on a 3-0 polled vote, with Council Member Dooley and Mayor Pro Tem Wright absent, the City Council of the City of Crescent City approved Plans and Specifications for the “MEASURE S STREET IMPROVEMENTS Fall 2025, approved and authorized the City Manager to sign a construction contract with ST Rhoades Construction Inc. for the Measure S Street Improvements Fall 2025 Project, approved and authorized the City Manager to sign Contract Change Order #1 for additional paving repairs on 8<sup>th</sup> Street, authorized the City Manager to approve and sign future change orders in an aggregate amount not to exceed \$50,000 and found 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)*

Director Yeager reported to the Council that the pool roof project has been completed by Red Sky Roofing. \$72,638 will be returned to the Measure S fund.

*There were no comments from the public.*

*On a motion by Council Member Greenough, seconded by Council Member Tinkler, and carried unanimously on a 3-0 polled vote, with Council Member Dooley and Mayor Pro Tem Wright absent, the City Council of the City of Crescent City authorized 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*

City Manager Wier reported to the Council that if the 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.

*There were no comments from the public.*



*On a motion by Council Member Tinkler, seconded by Council Member Greenough, and carried unanimously on a 3-0 polled vote, with Council Member Dooley and Mayor Pro Tem Wright absent, the City Council of the City of Crescent City approved and authorized 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, approved and adopted 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 Attorney Rice reported to the Council that as a local agency, we are required to post various notices. A month ago, we learned our local newspaper was out of business. State law provides for alternative procedures such as posting in three different places. The Triplicate was purchased recently and is available for publications. In the event we lose our local paper, this ordinance will allow us to have an alternative posting as outlined by State law. We would post at three different locations: City Hall, the library, and the County; to also include posting on our website. This ordinance doesn't require it to be posted to the website, but City staff will be doing that anyway.

*There were no comments from the public.*

*On a motion by Council Member Greenough, seconded by Council Member Tinkler, and carried unanimously on a 3-0 polled vote, with Council Member Dooley and Mayor Pro Tem Wright absent, the City Council of the City of Crescent City waived full reading, read by title only and introduced 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 –**

Council Member Tinkler: volunteered Friday for the SeaCruise event; volunteers for the Tolowa Cultural Trail project; looking forward to the October 13<sup>th</sup> Setting the Stones event; attended the BCRAA meeting. One runway has already been redone. Would like the Airport Director could give a PowerPoint presentation to the Council. Local high school students will be painting small replicas of the boat Kamome and will be in various places around town. Volunteers for the < > of the Performing Arts.

### **➤ Legislative Matters – None**

➤ **City Manager Report and City Council Directives** – City Manager Wier reported that City staff have been working very hard on multiple projects. Setting of the Stones will be October 13<sup>th</sup> at 5:30p.m. open to the public. Pump Track event will be 11am-2pm with registration at 9am this Saturday, October 11<sup>th</sup>. Fire event is that same Saturday in the Home Depot parking lot. The pool Carnival will be < > following up with a “Spooky Swim”. The Council

was in consensus to have the Airport Director to give a presentation to the Council on the improvements.

**ADJOURNMENT**

There being no further business to come before the City Council, Mayor Altman adjourned the meeting at 7:49 p.m. 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.

**ATTEST:**

\_\_\_\_\_  
Robin Altman, City Clerk/Administrative Analyst

City of Crescent City					
Biweekly Payroll Report					
Payroll Ending 10/04/2025					
Pay Date 10/10/2025					
Check Numbers: 111617 - 111626 (Plus Direct Deposits)					
Home Dept.	Regular Pay	Overtime	Gross Pay	Employees	Notes
City Council (110)	3,509.85	-	3,509.85	5	
Administration (111)	19,864.19	-	19,864.19	5	
Finance (120)	17,648.49	-	17,648.49	7	
City Attorney (130)	5,333.20	-	5,333.20	1	
Fire (230)	19,402.32	5,170.46	24,572.78	5	
Police (240)	45,937.38	5,739.33	51,676.71	15	Includes final payout
Planning (313)	1,589.26	-	1,589.26	1	
Public Works (350)	61,257.53	1,403.61	62,661.14	26	
Recreation (450)	5,185.49	311.96	5,497.45	2	
Swimming Pool (480)	16,244.16	-	16,244.16	20	
Housing (490)	11,643.24	-	11,643.24	4	
	207,615.11	12,625.36	220,240.47	91	
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: DAVID YEAGER, PUBLIC WORKS DIRECTOR  
ANDREW LEIGHTON, ENGINEERING PROJECT MANAGER**

**DATE: OCTOBER 20, 2025**

**SUBJECT: BUDGET AMENDMENT FOR WATER MAIN REPAIR WITHIN THE  
BERTSCH OCEAN VIEW COMMUNITY SERVICES DISTRICT**

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### **RECOMMENDATION**

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Approve and adopt Resolution No. 2025-47, 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**

On October 8, 1991, the City of Crescent City and the Bertsch Ocean View Community Services District (BOV CSD) entered into an agreement for the operation and maintenance of the water distribution system in the BOV CSD. BOV CSD owns the infrastructure within the District, and City staff provide maintenance and billing services. Paragraph 1b of that agreement outlines that the BOVCSD is responsible for the integrity of the system and all major repairs (repairs costing more than \$1,500 in 1992 plus 4% per annum; equivalent to \$5,472.57 for 2025).

Around 6:00 a.m. on February 26, 2025, the 12-inch polyvinyl chloride (PVC) water main on Elk Valley Road between Maiden Lane and Iowa Street ruptured. The resulting water flow heaved the entire road and undermined the sidewalk and curb on the south side of the road.

Tidewater Contractors, Inc. trenched and revealed the 12-inch PVC line the same day. One entire 20-foot section of pipe was replaced including one residential connection. The pipe was pressure tested, the trench was backfilled, and water was restored at about 5:00 p.m. the same day. Asphalt street repairs were completed on March 5, 2025. The sidewalk, curb, and gutter were not repaired at that time.

On March 17, 2025, the City Council ratified the contract with Tidewater Contractors, Inc., approve and adopted Resolution No. 2025-07 to amend the FY25 budget allocating \$84,500 from the water fund for this project, to be reimbursed by BOV CSD.

The initial FY 25 budget of \$84,500 included replacing the sidewalk, as it seemed to settle behind the remaining curb and gutter. This replacement was not performed, as it was later determined that the sidewalk and the curb and gutter had both moved, requiring their replacement. Of the initial \$84,500 allocation, \$62,461.17 was spent and billed in FY 2025 to the Bertsch-Ocean View Community Services District. The balance of unspent funds remains in the City water fund.

### **ITEM ANALYSIS**

Some time after March 5, 2025 it was noticed that a large puddle developed in the road and driveway in front of the house at 303 Elk Valley Road creating a driving hazard. It was determined that water main break heaved the gutter pan up roughly 3 inches, preventing normal rain flows to reach the adjacent storm drain inlet. The county engineer provided detailed plans to repair 73 linear feet of curb and gutter with accompanying sidewalk to correct the flow line and minimize this large body of standing water.

Per City procurement procedures, the City is permitted to hire a contractor by direct contract for work performed costing less than \$75,000. Hemmingsen Contracting Co. Inc. (Hemmingsen) was chosen to perform the demolition work to remove the heaved sidewalk, curb, and gutter, as well as placing back the corrected asphalt grading to the new gutter flowline. The City will execute a Small Public Works Agreement not to exceed \$10,000 at prevailing labor wages, with equipment rates and mark-ups established by Caltrans. Hemmingsen was chosen for its capability and availability. Durham Concrete (Durham) was chosen to place the new sidewalk, curb, and gutter with a time and materials Small Public Works Agreement not to exceed \$12,000 at prevailing labor wages, with equipment rates and mark-ups established by Caltrans. Durham was chosen for its capability and availability.

### **FISCAL ANALYSIS**

The funds allocated in Fiscal Year 24/25 were not carried over to FY25/26 necessitating a re-allocation of funds to complete this second phase of the project.

The sidewalk, curb, and gutter estimated repair costs are included in the following tables. Invoicing from Hemmingsen and Durham will be based on a time and materials basis using State labor rates and Caltrans Equipment rates.

Contractor Items	Budgeted Cost
Demolition and Paving	\$10,000
Sidewalk, Curb & Gutter Repair	\$12,000
Total	\$22,000

The agreement between the BOV CSD and the City of Crescent City is for full reimbursement of labor, equipment, materials, administrative overhead, and public works overhead. This expense was unanticipated and exceeds budget allowances for repair costs. City staff is requesting a budget adjustment of \$22,000 from the Water Fund, which includes a reciprocal BOV CSD reimbursement of equal amount.

### **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

### **ATTACHMENTS**

1. Resolution No. 2025-47 (Budget Amendment)

**RESOLUTION NO. 2025-47**

**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 16<sup>th</sup> 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 maintains and operates the Bertsch Ocean View Community Services District water distribution systems; and

**WHEREAS**, on or about February 26, 2025, the 12-inch PVC water main located within Elk Valley Road catastrophically failed requiring replacement, and repair of the adjoining Del Norte County Street and sidewalk; and

**WHEREAS**, the repairs for which the BOV CSD are responsible are estimated to exceed \$1,500 (for 1992) plus 4% per annum (\$5,472.57 for 2025) designating this repair as major; and

**WHEREAS**, the need for this repair was not foreseen nor budgeted; 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	\$22,000	\$22,000

**APPROVED and ADOPTED** and made effective the same day at a meeting of the City Council of the City of Crescent City held on the 20<sup>th</sup> 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 20, 2025**

**SUBJECT: ALTERNATE PROCEDURES FOR PUBLIC NOTICE**

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### **RECOMMENDATION**

- Hear staff report
- Technical questions for staff
- Receive public comment
- Further Council discussion
- Waive full reading, read by title only, and adopt 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
- Approve and adopt Resolution No. 2025-48, A Resolution of the City Council of the City of Crescent City Establishing Locations for Posting Public Notices

### **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 17<sup>th</sup> 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.

Resolution No. 2025-48 establishes the locations for posting City notices (per the ordinance).

### **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
2. Resolution No. 2025-48

## **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**, 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 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 6<sup>th</sup> day of October 2025.

**PASSED AND ADOPTED** by the City Council of the City of Crescent City at a regular meeting of the City Council held this 20<sup>th</sup> day of October 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

**RESOLUTION NO. 2025-48**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
ESTABLISHING LOCATIONS FOR POSTING PUBLIC NOTICES**

**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**, 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, BE IT RESOLVED** by the City Council of the City of Crescent City, California, that the following locations are approved for the posting of public notices pursuant to Section 1.04.080 of the Crescent City Municipal Code:

1. Del Norte County Library, 190 Price Mall
2. Flynn Center, 981 H Street
3. Crescent City – City Hall, 377 J Street

**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 this 20<sup>th</sup> day of October 2025 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Ray Altman, Mayor

ATTEST:

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Robin Altman, City Clerk

ADJOURN TO THE  
CRESCENT CITY  
HOUSING AUTHORITY  
BOARD OF DIRECTORS



**MINUTES  
Crescent City Housing Authority  
REGULAR MEETING**

**March 17, 2025 AT 6:00 P.M.**

**FLYNN CENTER, 981 H STREET, CRESCENT CITY, CA 95531**

**Call to order** Chairman Altman called the meeting to order at 6:15 p.m.

**Roll Call** Board Members present: Board Member Daran Dooley, Board Member Jason Greenough, Board Member Candace Tinkler, Vice-Chair Isaiah Wright, and Chairman Ray Altman

Staff members present: City Manager Eric Wier, City Attorney Martha Rice, Board Secretary Robin Altman and Housing Authority Executive Director Megan Miller

**CONSENT CALENDAR**

**10. Housing Authority Meeting Minutes**

- *Recommendation: Approve and adopt the December 16, 2024 meeting minutes of the Crescent City Housing Authority*

*On a motion by Board Member Greenough, seconded by Vice-Chair Wright, and carried unanimously on a 5-0 polled vote the Housing Authority Board of Directors approved and adopted the December 16, 2024 meeting minutes of the Crescent City Housing Authority.*

**PUBLIC HEARING**

**11. Public Hearing: 5-Year PHA Plan FY Beginning July 1, 2025**

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Technical questions from the Board*
- *Receive public comment*
- *Close public hearing*
- *Further Board discussion*
- *Approve and adopt Resolution No. HA2025-01, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT CITY HOUSING AUTHORITY APPROVING THE 5-YEAR PLAN AND CERTIFICATIONS*

Mayor Altman opened the public hearing at 6:16 p.m.

Director Miller addressed the Council and gave a detailed presented of what the 5-year Plan consisted of. The Plan included the FY25 Goals and Objectives of the Housing Authority one of them being growing the program to be able to serve more families. Board Member Tinkler asked for an estimate of people in the community that still needed housing; Director Miller stated that the waiting list has 530 applicants, with 30% being out of the county applicants. Board Member Greenough asked about the VASH program; Director Miller said that program is doing better and we have 16 of the 28 vouchers presently utilized. Board Member Tinkler asked if Roosevelt Estates uses project-based vouchers; City Manager Wier stated that this particular apartment complex is leased a market rates and does not utilize Project Based Vouchers (PBV).

*There were no comments from the public.*

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

*On a motion by Board Member Greenough, seconded by Vice-Chair Wright, and carried unanimously on a 5-0 polled vote the Housing Authority Board of Directors approved and adopted Resolution No. HA2025-01, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT CITY HOUSING AUTHORITY APPROVING THE 5-YEAR PLAN AND CERTIFICATIONS.*

**ADJOURNMENT**

There being no further business to come before the Housing Authority Board of Directors, Chairman Altman adjourned the meeting at 6:36 p.m. to the next regular meeting of the Housing Authority of Monday, April 21, 2025.

**ATTEST:**

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Robin Altman  
City Clerk/Administrative Analyst





## HOUSING AUTHORITY BOARD AGENDA REPORT

**TO: CHAIRMAN ALTMAN AND MEMBERS OF THE BOARD**  
**FROM: ERIC WIER, CITY MANAGER**  
**BY: MEGAN MILLER, HOUSING DIRECTOR**  
**DATE: OCTOBER 20, 2025**  
**SUBJECT: 2026 HCV PAYMENT STANDARDS SCHEDULE**

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### **RECOMMENDATION**

- Approve the 2026 Payment Standards Schedule for the Housing Choice Voucher program.

### **BACKGROUND**

Payment standards are used to determine the amount of subsidy paid on behalf of the participating family. The payment standards are based on a scale of 90-110% of area Fair Market Rents ("FMR's") which are determined and published annually by HUD. Following annual publication of the FMR's, the payment standard schedule is re-evaluated to keep pace with current rent trends.

### **ANALYSIS**

We are proposing to set the payment standards very close to 100% of the 2026 FMR's to ensure our voucher holders can effectively compete with non-assisted renters for the limited supply of available rental stock.

If approved, the proposed payment standards will go into effect for all newly executed contracts or at the time of the family's annual recertification in 2026.

### **FISCAL IMPACT**

The proposed payment standards are projected to increase the Per Unit Cost by 9.8% by the end of calendar year 2026. The below table shows the current 2025 payment standards and the proposed 2026 payment standards:

### Comparison Table of 2025 / 2026 Payment Standards

<b><u>Number of Bedrooms</u></b>	<b><u>2025 Payment Standards</u></b>	<b><u>2026 Payment Standards</u></b>
0	\$860	\$950
1	\$1,050	\$1,210
2	\$1,250	\$1,350
3	\$1,730	\$1,885
4	\$2,005	\$2,200
5	\$2,245	\$2,540

A renewal inflation factor (1.08593) is applied to calendar year funding to account for anticipated increases to the Per Unit Cost. This inflation factor is included in the calendar year funding approved by HUD, and the portion that aligns with the City's fiscal year (January – June 2026) is already factored into the current FY budget (July 2026 – December 2026 will be included in the City's FY 26-27 budget process). Although the renewal inflation factor is slightly less than the overall payment standards increase, the budget is expected to be sufficient. This is because the PS increases will happen gradually as families reach their annual renewal dates throughout the year, some families will not see an increase at all because their gross rent is at or below the PS, some families will leave the program, and some FY 24-25 reserve is meant to be used when needed.

### **ATTACHMENT**

- 2026 Payment Standards Schedule for HCV Program

## **HOUSING CHOICE VOUCHER PROGRAM**

### **APPLICABLE PAYMENT STANDARDS – EFFECTIVE 1/1/2026**

**BASED ON 90-110% OF THE PUBLISHED FAIR MARKET RENTS**

<b>0 Bedroom</b>	<b>\$950</b>	<b>99.3% of FMR (\$957)</b>
<b>1 Bedroom</b>	<b>\$1210</b>	<b>99% of FMR (\$1222)</b>
<b>2 Bedroom</b>	<b>\$1350</b>	<b>98.5% of FMR (\$1370)</b>
<b>3 Bedroom</b>	<b>\$1885</b>	<b>99% of FMR (\$1905)</b>
<b>4 Bedroom</b>	<b>\$2200</b>	<b>97% of FMR (\$2277)</b>
<b>5 Bedroom</b>	<b>\$2540</b>	<b>97% of FMR (\$2618)</b>



## HOUSING AUTHORITY BOARD AGENDA REPORT

**TO: CHAIRMAN ALTMAN AND MEMBERS OF THE BOARD**

**FROM: ERIC WIER, CITY MANAGER**

**BY: MEGAN MILLER, HOUSING DIRECTOR**

**DATE: OCTOBER 20, 2025**

**SUBJECT: 2026 HCV PROGRAM UTILITY ALLOWANCE SCHEDULES**

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### **RECOMMENDATION**

- Approve the 2026 Utility Allowance Schedules for the Housing Choice Voucher program.

### **BACKGROUND**

Under the HCV program, the total tenant payment of rent includes both shelter and the costs for reasonable amounts of utilities which are not supplied by the owner. The amount that a PHA determines necessary to cover the tenant's reasonable utility costs is called the utility allowance. Separate schedules are maintained for single family detached (house) rental units and apartment/townhouse/duplex units.

The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. The objective is to establish allowances based on actual rates and average consumption estimates and should provide participating families an allowance that is adequate to cover expected average utility costs and other services over a 12-month period. Non-essential utilities, such as telephone and cable, are not included.

### **ANALYSIS**

The utility allowance schedules are reviewed annually. The review was performed by Nelrod, a company specializing in rate and consumption analysis. Their analysis revealed the following changes:

- **ELECTRICITY:** Baseline energy rates increased by 26% from the values represented in the previous year's schedules.
- **BOTTLE GAS/PROPANE:** The cost for propane increased by 9% from the values represented in the previous year's schedules. For the proposed 2026

schedules, the average fuel rate between suppliers Blue Star and Suburban calculates at \$5.49 per gallon (\$5.06/gallon in previous year schedules).

- KEROSENE: The cost for kerosene increased by 5% from the values represented in the previous year's schedules and calculates at \$4.49/gallon (\$4.29 per gallon in previous year's schedules).
- WATER/SEWER: No change; rates for the previous year's schedule and 2026 schedules are the same.
- GARBAGE: The cost for garbage service increased by 4% from the values represented in the previous year's schedules. The rate for garbage and recycling collection (64 gallons per month) calculates at \$54.11 (\$52.48 in the previous year's schedules.)

Implementation of the revised utility allowance schedules will go into effect immediately for all new admissions and for any participant families moving from one unit to another. They will otherwise become effective at the time of each participant family's annual recertification in 2026.

### **FISCAL IMPACT**

Families leasing a unit with a gross rent at or below the payment standard may see a slight decrease to their portion of rent where applicable allowances have increased. Families leasing a unit where the gross rent exceeds the payment standard will see no impact.

### **ATTACHMENT**

- 2026 HCV PROGRAM Utility Allowance Schedule

# 2026 HCV PROGRAM Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban  
Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA <b>City of Crescent City</b> <b>Housing Authority, CA</b>		Unit Type: <b>Multi-Family (High-Rise/Apartment/ Garden/Townhouse/Semi-Detached/Duplex)</b>				Date (mm/dd/yyyy)	
Utility of Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	Natural Gas	N/A	N/A	N/A	N/A	N/A	N/A
	Bottle Gas	\$126.00	\$148.00	\$170.00	\$192.00	\$214.00	\$242.00
	Electric	\$25.00	\$29.00	\$39.00	\$48.00	\$58.00	\$68.00
	Electric Heat Pump	\$22.00	\$25.00	\$30.00	\$34.00	\$38.00	\$41.00
	Fuel Oil						
	Kerosene	\$67.00	\$81.00	\$90.00	\$108.00	\$117.00	\$130.00
Cooking	Natural Gas	N/A	N/A	N/A	N/A	N/A	N/A
	Bottle Gas	\$16.00	\$16.00	\$27.00	\$38.00	\$49.00	\$55.00
	Electric	\$7.00	\$8.00	\$12.00	\$16.00	\$19.00	\$23.00
Other Electric	<i>(Includes Total Monthly Charges)</i>	\$0.00	\$0.00	\$0.00	\$20.00	\$32.00	\$44.00
Air Conditioning		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Heating	Natural Gas	N/A	N/A	N/A	N/A	N/A	N/A
	Bottle Gas	\$44.00	\$49.00	\$66.00	\$88.00	\$110.00	\$126.00
	Electric	\$17.00	\$21.00	\$26.00	\$32.00	\$38.00	\$43.00
	Fuel Oil						
Water		\$22.00	\$23.00	\$28.00	\$33.00	\$38.00	\$44.00
Sewer		\$72.00	\$72.00	\$72.00	\$72.00	\$72.00	\$72.00
Trash Collection		\$54.00	\$54.00	\$54.00	\$54.00	\$54.00	\$54.00
Range /Microwave		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Actual Family Allowances</b> -May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance	
Head of Household Name					Heating		
					Cooking		
					Other Electric		
					Air Conditioning		
Unit Address					Water Heating		
					Water		
					Sewer		
					Trash Collection		
					Other		
Number of Bedrooms					Range/Microwave		
					Refrigerator		
					Total		



adapted from form HUD-52667  
(04/2023)

# Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban  
Development

Office of Public and Indian Housing

OMB Approval No. 2577-0169

(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA <b>City of Crescent City</b> <b>Housing Authority, CA</b>		Unit Type <b>Single-Family</b> <b>(Detached House)</b>				Date (mm/dd/yyyy)	
Utility of Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	Natural Gas	N/A	N/A	N/A	N/A	N/A	N/A
	Bottle Gas	\$181.00	\$209.00	\$247.00	\$275.00	\$307.00	\$340.00
	Electric	\$56.00	\$66.00	\$77.00	\$88.00	\$99.00	\$110.00
	Electric Heat Pump	\$31.00	\$36.00	\$43.00	\$48.00	\$54.00	\$59.00
	Fuel Oil						
	Kerosene	\$99.00	\$117.00	\$135.00	\$148.00	\$166.00	\$189.00
Cooking	Natural Gas	N/A	N/A	N/A	N/A	N/A	N/A
	Bottle Gas	\$16.00	\$16.00	\$27.00	\$38.00	\$49.00	\$55.00
	Electric	\$7.00	\$8.00	\$12.00	\$16.00	\$19.00	\$23.00
Other Electric	<b>(Includes Total Monthly Charges)</b>	\$0.00	\$0.00	\$28.00	\$46.00	\$64.00	\$82.00
Air Conditioning		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Heating	Natural Gas	N/A	N/A	N/A	N/A	N/A	N/A
	Bottle Gas	\$49.00	\$60.00	\$82.00	\$110.00	\$132.00	\$159.00
	Electric	\$22.00	\$26.00	\$33.00	\$40.00	\$47.00	\$54.00
	Fuel Oil						
Water		\$22.00	\$23.00	\$28.00	\$33.00	\$38.00	\$44.00
Sewer		\$72.00	\$72.00	\$72.00	\$72.00	\$72.00	\$72.00
Trash Collection		\$54.00	\$54.00	\$54.00	\$54.00	\$54.00	\$54.00
Range /Microwave		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Actual Family Allowances</b> -May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance	
					Heating		
Head of Household Name					Cooking		
					Other Electric		
					Air Conditioning		
					Water Heating		
Unit Address					Water		
					Sewer		
					Trash Collection		
					Other		
					Range / Microwave		
Number of Bedrooms					Refrigerator		
					Total		



adapted from form HUD-52667

(04/2023)



## HOUSING AUTHORITY BOARD AGENDA REPORT

**TO: CHAIRMAN ALTMAN AND MEMBERS OF THE BOARD**

**FROM: ERIC WIER, CITY MANAGER**

**BY: MEGAN MILLER, HOUSING DIRECTOR**

**DATE: OCTOBER 20, 2025**

**SUBJECT: HOUSING ADVISORY COMMISSIONER APPOINTMENTS**

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### **RECOMMENDATION**

- Appoint Erica Green and Daphne Cortese-Lambert to serve on the Housing Advisory Commission.

### **BACKGROUND**

The Housing Advisory Commission serves as an oversight panel to the City of Crescent City Housing Authority. When substantial program changes are being recommended by CCHA management, the Housing Advisory Commission is the first line of review. The Housing Advisory Commission plays a significant role in development of the Annual and 5-Year PHA Plan.

### **ITEM ANALYSIS**

The Housing Advisory Commission is comprised of community members and Resident Advisory Board members, representing residents assisted by CCHA. We have two vacancies to fill, and Erica and Daphne were selected unanimously by the HAC for recommendation to the Board of Directors.

### **FISCAL IMPACT**

None.

### **ATTACHMENTS**

1. Application of Daphne Cortese-Lambert
2. Application of Erica Green





**CITY OF CRESCENT CITY  
HOUSING AUTHORITY**

235 H Street  
Crescent City, CA 95531

**Mayor Ray Altman**

Council Member Daran Dooley

**Mayor Pro Tem Isaiah Wright**

Council Member Jason Greenough

Council Member Candace Tinkler

**APPLICATION FOR APPOINTMENT  
for the  
CITY HOUSING AUTHORITY COMMISSION VACANCY**

THIS DOCUMENT IS PUBLIC INFORMATION

1. Name of applicant: Daphne Cortese-Lambert
2. Address: [REDACTED]
3. Home telephone number: [REDACTED]  
Telephone number where you may be reached during business hours, 8:00 a.m. to 5:00 p.m. [REDACTED]
4. Would you be available for meetings in the daytime yes, evenings yes, Weekends No?
5. Are you a City employee? Yes        No X
6. Are you a Housing Authority tenant? [REDACTED]
7. Brief resume: I have been serving the unhoused community for over 20 years in Del Norte County, was once an unhoused mother of 2, and understand barriers to housing. I am the founder of Del Norte Mission Possible. While I work as the Director and visionary of DNMP, I also am blessed with having the "boots on the ground" experience that enables me to hear directly from those we serve. I bring an innovative, positive, can-do attitude as I am grateful for the opportunity to serve our community.

## SUPPLEMENTAL QUESTIONNAIRE

**PLEASE ANSWER THE FOLLOWING QUESTIONS. A RESUME OR OTHER RELATED INFORMATION MAY BE ATTACHED.**

- A.** Please state your reason for wanting to serve on the Housing Authority Commission. I am interested in giving the unhoused a voice in planning and development of housing and working in collaboration for solutions. Housing is a community problem; I believe all members of the community need to be represented in order to bring solutions. I have been encouraged by seeing what our small, rural community can accomplish when we work together.
- B.** Please list those issues that you believe are important to the City's future. I believe affordable housing options, innovative solutions such as tiny home communities, permanent supportive housing options, tenant education, using our rural location and demographics to bring in state and federal funding, listening to the needs of our community and mitigating concerns, and the ability to think outside the box for solutions.
- C.** What is your experience on other agency or organization Boards and/or Commissions? I have been a member of the local Continuum of Care for 5 years. I have served on a board for 7 years. I have been a part of many ADHOC committees. I have served on the Food Rescue Committee. I have been a part of several housing collaboration committees throughout the years; one of which, resulted in the ERF Grant that is funding our community's campus shelter.
- D.** Other information that you believe is important in a review of this application.



**CITY OF CRESCENT CITY  
HOUSING AUTHORITY**

235 H Street  
Crescent City, CA 95531

**Mayor Ray Altman**  
Council Member Daran Dooley

**Mayor Pro Tem Isaiah Wright**  
Council Member Jason Greenough  
Council Member Candace Tinkler

**APPLICATION FOR APPOINTMENT  
for the  
CITY HOUSING AUTHORITY COMMISSION VACANCY**

THIS DOCUMENT IS PUBLIC INFORMATION

1. Name of applicant: Erica Lee Green

2. Address: [REDACTED] crescent city  
ca.

3. Home telephone number: [REDACTED]

Telephone number where you may be reached during business hours, 8:00 a.m.  
to 5:00 p.m. [REDACTED]

4. Would you be available for meetings in the daytime Y, evenings Y,  
Weekends Y?

5. Are you a City employee? Yes \_\_\_\_\_ No Y

6. Are you a Housing Authority tenant? [REDACTED]

7. Brief resume:

I don't have experience, but every decision that is made is going to affect me on a daily basis. I can be an advocate for the average person who participates in these programs, have a good attitude, sunny disposition and ~~be~~ could be a great addition and asset to the position.

## SUPPLEMENTAL QUESTIONNAIRE

**PLEASE ANSWER THE FOLLOWING QUESTIONS. A RESUME OR OTHER RELATED INFORMATION MAY BE ATTACHED.**

**A.** Please state your reason for wanting to serve on the Housing Authority Commission.

I think its a good opportunity and a certain needed perspective from the tenants point of view.

**B.** Please list those issues that you believe are important to the City's future.

- The effectiveness of HUD recipients/and Programs
- Homeless Help/Low income

**C.** What is your experience on other agency or organization Boards and/or Commissions?

I have no experience but hope to achieve that on HUDS board.

**D.** Other information that you believe is important in a review of this application.

my father and I have greatly benefited from this Program and would love to give back.



## **HOUSING AUTHORITY AGENDA REPORT**

**TO: CHAIRMAN ALTMAN AND MEMBERS OF THE BOARD**

**FROM: ERIC WIER, CITY MANAGER**

**BY: MEGAN MILLER, HOUSING DIRECTOR**

**DATE: OCTOBER 20, 2025**

**SUBJECT: ADMINISTRATIVE PLAN REVISIONS: CHAPTER 4 – APPLICATIONS,  
WAITING LIST AND TENANT SELECTION**

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### **RECOMMENDATION**

- Open the public hearing
  - Hear staff report
  - Technical questions for staff
  - Receive public comment
- Close the public hearing
- Further Board discussion
- Approve and adopt Resolution No. HA2025-02, A Resolution of the Board of Directors of the Crescent City Housing Authority Amending Chapter 4 of the Administrative Plan for the Housing Choice Voucher Program

### **BACKGROUND**

The Emergency Housing Voucher program (“EHV”) was created in 2021 under the American Rescue Plan (“ARP”) with the goal of reducing homelessness. The ARP made EHV funds available for obligation by HUD until September 30, 2030, and those funds will be cancelled as a matter of law effective September 30, 2035. However, due to historic increases in rental prices resulting in a higher per unit cost for EHV, HUD estimates that the Department will only have sufficient funds to cover all EHV families through part of Calendar Year 2026.

HUD is strongly encouraging Public Housing Authorities (“PHAs”) to transition EHV families to the HCV program (the traditional Housing Choice Voucher program) so that EHV families do not lose assistance and potentially face homelessness. To facilitate this transition, our Administrative Plan needs to be revised to include an EHV preference for waiting list applicants. The preference will enable us to place EHV families on the waiting list and select them for admission ahead of other applicants. The EHV families are already in units and under contract,

and there will be no interruption in housing assistance payments to the owners. The payments will simply be switched from the EHV funding source to HCV.

The EHV related changes can be found on page 14 and are italicized, underlined, and in red. In addition to the EHV-related revisions, we are also proposing to remove language related to opening/closing and purging of the waiting list, as these are practices we no longer use. Those changes can be found on pages 8 and 10 in strikethrough.

### **FISCAL IMPACT**

There is no direct fiscal impact resulting from this change. When the 11 EHV families transition to the HCV program, funds from the approved HCV budget will be used to cover their assistance.

### **ATTACHMENTS**

- Resolution No. HA2025-02
- CCHA Administrative Plan Chapter 4, with proposed changes identified as described above.

**RESOLUTION NO. HA2025-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT CITY HOUSING  
AUTHORITY AMENDING CHAPTER 4 OF THE ADMINISTRATIVE PLAN  
FOR THE HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, the Housing Advisory Commission of the City of the Crescent City Housing Authority (CCHA) has recommended revisions to Chapter 4 of the Administrative Plan for the Housing Choice Voucher Program; and

**WHEREAS**, the Housing Authority Board of Directors of the CCHA have reviewed the revised Administrative Plan and found that it conforms with HUD's rules and regulations as well as local policies governing the CCHA.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors for the Crescent City Housing Authority as follows:

1. That the revisions to Chapter 4 of Administrative Plan attached hereto are approved and together with unchanged chapters of the Administrative Plan is presented as the actual, working Administrative Plan of the Crescent City Housing Authority; and
2. That this resolution shall become effective immediately.

**APPROVED** and **ADOPTED** at a meeting of the Board of Directors of the Crescent City Housing Authority held this 20<sup>th</sup> day of October 2025 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Ray Altman, Chair of the Board of Directors  
Crescent City Housing Authority

ATTEST:

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Robin Altman, City Clerk



## Chapter 4

### APPLICATIONS, WAITING LIST AND TENANT SELECTION

#### INTRODUCTION

When a family wishes to receive Section 8 HCV assistance, the family must submit an application that provides CCHA with the information needed to determine the family's eligibility. HUD requires CCHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, CCHA must select families from the waiting list in accordance with HUD requirements and CCHA policies as stated in the administrative plan and the annual plan.

CCHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, selecting families from the waiting list and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or CCHA to receive preferential treatment. Funding earmarked exclusively for families with particular characteristics may also alter the order in which families are served.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that CCHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that CCHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and CCHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process and discusses how applicants can obtain and submit applications. It also specifies how CCHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how CCHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process CCHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide CCHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that CCHA has the information needed to make a final eligibility determination.



## **PART I: THE APPLICATION PROCESS**

### **4-I.A. OVERVIEW**

This part describes the policies that guide CCHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes CCHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

### **4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]**

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits CCHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by CCHA. However, CCHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of CCHA's application.

#### CCHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, CCHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, CCHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families may obtain application forms online, or from CCHA's office during normal business hours, although availability for the latter option is not always guaranteed. Families may also request – by telephone or by mail – that an application be sent to the family via first class mail.

Completed applications must be returned to CCHA by mail, by fax, or submitted in person during normal business hours. Applications must be complete in order to be accepted by CCHA for processing. If an application is incomplete, CCHA will notify the family of the additional information required.

#### **4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS**

##### **Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]**

CCHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard CCHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). CCHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or CCHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of CCHA's policies related to providing reasonable accommodations for people with disabilities.

##### **Limited English Proficiency**

CCHA is required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on CCHA's policies related to ensuring access to people with limited English proficiency (LEP).

#### **4-I.D. PLACEMENT ON THE WAITING LIST**

CCHA must review each complete application received and make a preliminary assessment of the family's eligibility. CCHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, CCHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

##### **Ineligible for Placement on the Waiting List**

###### CCHA Policy

If CCHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, CCHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

##### **Eligible for Placement on the Waiting List**

###### CCHA Policy

CCHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by CCHA.

## **PART II: MANAGING THE WAITING LIST**

### **4-II.A. OVERVIEW**

CCHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how CCHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

### **4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]**

CCHA's HCV waiting list must be organized in such a manner to allow CCHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires CCHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

#### CCHA Policy

CCHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program CCHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that CCHA maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

#### CCHA Policy

CCHA will not merge the HCV waiting list with the waiting list for any other program CCHA operates.

## 4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

### Closing the Waiting List

CCHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, CCHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

#### CCHA Policy

~~CCHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 36 months for the most current applicants. Where CCHA has particular preferences or funding criteria that require a specific category of family, CCHA may elect to continue to accept applications from these applicants while closing the waiting list to others.~~

*CCHA's waiting list will remain open.*

### Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until CCHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

#### CCHA Policy

~~CCHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.~~

~~CCHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to: Daily TriPLICATE~~

#### **4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]**

CCHA must conduct outreach as necessary to ensure that CCHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires CCHA to serve a specified percentage of extremely low-income families (see Chapter 4, Part III), CCHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

CCHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

CCHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low-income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for people with disabilities

##### CCHA Policy

CCHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in CCHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

## **4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES**

### CCHA Policy

While the family is on the waiting list, the family must promptly inform CCHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

## **4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]**

HUD requires CCHA to establish policies to use when removing applicant names from the waiting list.

### **Purging the Waiting List**

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to CCHA's request for information or updates because of the family member's disability, CCHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

### CCHA Policy

~~The waiting list will be updated annually to ensure that all applicants and applicant information is current and timely.~~

~~To update the waiting list, CCHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that CCHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.~~

~~The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by CCHA not later than 15 business days from the date of CCHA letter.~~

~~If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.~~

~~If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.~~

~~If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.~~

~~If a family is removed from the waiting list for failure to respond, the Executive Director may reinstate the family if s/he determines the lack of response was due to CCHA error, or to circumstances beyond the family's control.~~

## **Removal from the Waiting List**

### CCHA Policy

If at any time an applicant family is on the waiting list, CCHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because CCHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding CCHA's decision (see Chapter 16) [24 CFR 982.201(f)].



## **PART III: SELECTION FOR HCV ASSISTANCE**

### **4-III.A. OVERVIEW**

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families receive assistance from the waiting list depends on the selection method chosen by CCHA and is impacted in part by any selection preferences that the family qualifies for. The source of HCV funding also may affect the order in which families are selected from the waiting list.

CCHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to CCHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

#### **Special Admissions [24 CFR 982.203]**

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, CCHA may admit families that are not on the waiting list, or without considering the family's position on the waiting list. CCHA must maintain records showing that such families were admitted with special program funding.

#### **Targeted Funding [24 CFR 982.204(e)]**

HUD may award CCHA funding for a specified category of families on the waiting list. CCHA must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

#### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

#### 4-III.C. SELECTION METHOD

CCHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that CCHA will use [24 CFR 982.202(d)].

##### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

CCHA is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits CCHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with CCHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

##### CCHA Policy

1. CCHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding (“Insufficient funding preference”)
2. CCHA will offer a preference for currently assisted EHV families whose assistance is at risk of termination due to lack of program funding.
3. CCHA will offer a preference to any family with a Head of Household and/or spouse/co-head that is living or working in Del Norte County. Verification will be required for applicants who claim this preference.

Applicants who qualify for the Insufficient Funding Preference will be given highest priority, currently assisted EHV families at risk of termination will be given second-highest priority. and applicants qualifying for Residency Preference will be given third-highest priority.

Qualification for the Insufficient Funding Preference will be determined by CCHA and will not require additional verification from the applicant.

Qualification for the currently assisted EHV family preference will be determined by CCHA and will not require additional verification from the family.

The applicant’s eligibility for the Residency Preference will need to be verified before a voucher can be issued. Applicants will be required to certify as to their eligibility for the Residency Preference at the time of the initial application, and CCHA will place the applicant on the waiting list according to the information provided by the applicant. CCHA will begin the verification process at the time of the initial eligibility interview. Qualification for the Residency Preference will be based on current circumstances at the time of verification.

If the applicant is determined to be ineligible for the Residency Preference, the application will be placed back on the waiting list with non-preferred status, and CCHA will provide a written notice to the applicant stating the reasons for the determination. The notice will be sent to the applicant within 10 business days of the determination.

For applicants claiming the Residency Preference, CCHA will require two proofs of residency. Applicants claiming the Residency Preference must be able to provide verification of legitimate employment or a legal residence (domicile) in Del Norte County. A PO Box or “mailing only” address will not be considered adequate proof of residency. The following are acceptable forms of residency:

Copy of current residential lease  
Valid CA driver's license or identification card  
Copy of current utility bill  
Verification of benefits statement from Del Norte County Health and Human Services  
Verification of benefits statement from Social Security Administration  
Voter registration card  
Current credit report  
Documentation from employer confirming that applicant (head, spouse, or co-head) is employed, or will be employed, including start date, in Del Norte County  
Current paycheck stub with employer's address showing the business is located in Del Norte County  
Verification of services from local homeless advocacy organizations (~~Rural Human Services Food Bank, HARP/CAN~~)  
Other proof of residence address deemed acceptable by CCHA management

#### **Income Targeting Requirement [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during CCHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, CCHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

#### **CCHA Policy**

CCHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

## **Order of Selection**

The CCHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list, CCHA is required to use targeted funding to assist only those families who meet the specified criteria, and CCHA is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

### CCHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with CCHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by CCHA. Documentation will be maintained by CCHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that CCHA does not have to ask higher placed families each time targeted selections are made.

#### **4-III.D. NOTIFICATION OF SELECTION**

When a family has been selected from the waiting list, CCHA must notify the family.

##### CCHA Policy

CCHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

- Who is required to attend the interview

- Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation

- Other documents and information that should be brought to the interview

If a notification letter is returned to CCHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

#### **4-III.E. THE APPLICATION INTERVIEW**

HUD recommends that CCHA obtain the information and documentation needed to make an eligibility determination through a private interview [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if CCHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by CCHA [Notice PIH 2010-3].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

##### CCHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/co-head will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/co-head may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to CCHA.

The interview will be conducted only if the head of household or spouse/co-head provides appropriate documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

Pending disclosure and documentation of social security numbers, CCHA will allow the family to retain its place on the waiting list for 30 days. If not all household members have disclosed their SSNs at the next time CCHA is issuing vouchers, CCHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, CCHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, CCHA will provide translation services in accordance with CCHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact CCHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, CCHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without CCHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

#### **4-III.F. COMPLETING THE APPLICATION PROCESS**

CCHA must verify all information provided by the family (see Chapter 7). Based on verified information, CCHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted admission, or selection preference that affected the order in which the family was selected from the waiting list.

##### CCHA Policy

If CCHA determines that the family is ineligible, CCHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. CCHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If CCHA determines that the family is eligible to receive assistance, CCHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.



## **CITY COUNCIL AGENDA REPORT**

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

**FROM: ERIC WIER, CITY MANAGER**

**DATE: OCTOBER 20, 2025**

**SUBJECT: NOMINATION FOR CRESCENT CITY TO BE ON THE 2026 – 2028  
GSRMA BOARD OF DIRECTORS**

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### **RECOMMENDATION**

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Consider and possibly take action on submitting a nomination for the City of Crescent City to have a seat on the GSRMA board

### **BACKGROUND**

The City belongs to a risk-sharing pool for insurance purposes called Golden State Risk Management Authority (GSRMA). The Golden State Risk Management Board of Directors one representative from each of GSRMA's member types, including: cities, counties, fire districts, cemetery districts and special districts. This insures each member type participation in the governance of the risk pool.

Members of the board provide governance and oversight to the Authority. The Board of Directors for GSRMA reviews member services/loss prevention, claims, finance reports, proposed budgets and other administrative business. In addition, they, and their district serve as both liaison and example of best practices to the member industry group that they represent. These are important roles that make it beneficial to the Authority to encourage the professional development of board members and their associates in their respective district.



To encourage such professional development, the Authority will provide funds to the district of each board representative to reimburse them for the out-of-pocket costs of professional development related to their roles described above.

Each board member position shall be provided an annual budget for their district's professional development expense. These funds may be used to reimburse out-of-pocket costs associated with conference attendance, training, classes, etc. that are related to risk management or public agency best practices for their represented agency type.

### **ITEM ANALYSIS**

Golden State Risk Management Authority recently reached out to its city members to invite them to nominate themselves to fill the city district representative position on the GSRMA Board of Directors for the July 1, 2026 to June 30, 2028 term. Nominations are due by December 12, 2025. The GSRMA Board meets on the second Wednesday at 6pm every other month. These meetings are held in person with virtual attendance of any or all meetings as an option. If Crescent City is selected, staff will return to the Council to appoint an individual Council Member to be the representative.

The City Council needs to decide whether or not to nominate Crescent City to sit on the GSRMA board of directors for the 2026-2028 term.

### **FISCAL ANALYSIS**

There will be no direct fiscal impact as a result of appointing a council member to serve on the GSRMA board.

### **STRATEGIC PLAN ANALYSIS**

This action supports the following Strategic Plan Goals:

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

- A. Enhance collaboration with other agencies and the community to better aid the public

### **ATTACHMENTS**

None.