



# CITY OF CRESCENT CITY

MAYOR ISAIAH WRIGHT  
COUNCIL MEMBER JASON GREENOUGH

MAYOR PRO TEM CANDACE TINKLER  
COUNCIL MEMBER RAY ALTMAN

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

**MONDAY**

**NOVEMBER 17, 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 - None**

**REPORTS AND PRESENTATIONS - None**

## **PUBLIC COMMENT PERIOD**

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

## **CONSENT CALENDAR**

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

### **1. Warrant Claims List**

- *Recommendation: Receive and file the warrant claims list for the period October 18, 2025 through October 31, 2025.*

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

- *Recommendation: Approve and adopt the November 3, 2025 meeting minutes of the City Council.*

### **3. Payroll Report**

- *Recommendation: Receive and file the biweekly payroll reports for the period ending November 1, 2025 paid November 7, 2025.*

### **4. Cal Fire Grant Agreement and Budget Adjustment**

- *Recommendation: Approve and adopt Resolution No. 2025-50, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE CITY BUDGET FOR FISCAL YEAR 2025-26 AND APPROVING THE CAL FIRE COOPERATIVE FIRE PROTECTION GRANT AGREEMENT #7FG25032*

### **5. Surplus Vehicles**

- *Recommendation: Declare the attached list of vehicles surplus and authorize staff to auction the vehicles*

### **6. Budget Amendment for Water Main Repair within the Church Tree Community Services District**

- *Recommendation: Approve and adopt Resolution No. 2025-51, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING FISCAL YEAR 2025-26 BUDGET OF THE CITY OF CRESCENT CITY*

### **7. FY 2025-26 Budget Update for Multi-Year Projects**

- *Recommendation: Approve and adopt Resolution No. 2025-52, 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 - None**

## **CONTINUING BUSINESS**

### **8. Redundant Well Support Services Contract Award**

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and authorize the City Manager to sign a Professional Services Agreement with GHD for the design and support services for the installation of a redundant water well*
- *Authorize the City Manager to approve and sign change orders in an aggregate amount not to exceed \$60,000 or a single change order not to exceed \$20,000*

## **NEW BUSINESS**

### **9. California Department of Transportation Sustainable Transportation Planning Grant Application to Complete the Redwood Highway Multi-modal Transportation and Land Use Plan**

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Direct staff to prepare an application for California Department of Transportation funding through the Sustainable Transportation Planning Grant Program for the Redwood Highway Multi-modal Transportation & Land Use Plan (MTLUP) in the amount of \$443,353*

### **10. Signs Regulations Update (Muni Code Chapter 17.39)**

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Give direction to staff on the Planning Commission's recommended updates to the City's sign regulations*

### **11. Cannabis Regulations Update**

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Give direction to staff on the Planning Commission's recommended updates to the City's commercial cannabis regulations*

### **12. OPC Grant Application – Coastal Resiliency Strategy**

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Authorize staff to submit a grant application to the Ocean Protection Council for Development of Sea Level Rise Adaptation Plans in Compliance with SB 272*

## **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.)
  - Impacts on the City from the Federal shutdown.

## **ADJOURNMENT**

Adjourn to the regular meeting of the City Council of the City of Crescent City on Monday, December 1, 2025 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531.

## **POSTED:**

November 13, 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

# Accounts Payable

## Checks by Date - Summary by Check Number

User: kbates@crescentcity.org  
Printed: 11/4/2025 12:47 PM

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Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	10/27/2025	0.00	6,109.13
ACH	FITTAX	FIT Payroll Taxes Auto Pay	10/27/2025	0.00	24,314.35
ACH	PERS2	Public Emp Retirement Sys	10/27/2025	0.00	38,119.68
ACH	EDDTAX	State of California EDD TAX Auto Pay	10/18/2025	0.00	1.57
ACH	FITTAX	FIT Payroll Taxes Auto Pay	10/18/2025	0.00	78.65
ACH	FITTAX	FIT Payroll Taxes Auto Pay	10/24/2025	0.00	6.80
ACH	EDDTAX	State of California EDD TAX Auto Pay	10/28/2025	0.00	66.34
ACH	FITTAX	FIT Payroll Taxes Auto Pay	10/28/2025	0.00	306.98
449585	ADAMSASF	Adams Ashby Group	10/20/2025	0.00	3,000.00
449586	AECOM	AECOM Technical Services Inc	10/20/2025	0.00	3,004.89
449587	AMAZON	Amazon Capital Services, Inc	10/20/2025	0.00	839.06
449588	BERRYWIL	William Berry	10/20/2025	0.00	128.00
449589	BORGESJA	Jason Borges	10/20/2025	0.00	317.12
449590	BOWENR	Randy Bowen	10/20/2025	0.00	60.50
449591	ZCAEQUA1	Cal Dept of Tax and Fee Admin- Use Tax	10/20/2025	0.00	2,593.00
449592	ZCABUILD	California Building Standards Commission	10/20/2025	0.00	106.20
449593	CANON	Canon Solutions America Inc	10/20/2025	0.00	97.21
449594	CAREYK	Kevin Carey	10/20/2025	0.00	172.00
449595	CHARTEC	Charter Communications	10/20/2025	0.00	1,084.95
449596	CIVICA	Civica Law Group APC	10/20/2025	0.00	10,571.80
449597	CIVIC	CivicPlus LLC	10/20/2025	0.00	6,339.38
449598	DNCO	Del Norte County	10/20/2025	0.00	71,749.21
449599	ZCACONS	Dept Of Conservation	10/20/2025	0.00	447.70
449600	ENGLUN	Englund Marine Supply Co.	10/20/2025	0.00	755.59
449601	FASTENAL	Fastenal Company	10/20/2025	0.00	194.43
449602	FERGUS	Ferguson US Holdings Inc	10/20/2025	0.00	955.10
449603	FILLIPAJ	Jordan Fillippa	10/20/2025	0.00	122.40
449604	FRESWATE	Freshwater Environmental Services Inc	10/20/2025	0.00	4,033.00
449605	VERIZO2	Frontier California Inc	10/20/2025	0.00	2,527.24
449606	GHD INC	GHD Inc	10/20/2025	0.00	6,664.31
449607	GOLDSTAT	Golden State Risk Mgmt Auth	10/20/2025	0.00	800.00
449608	HAMWSG	Hambro WSG Inc	10/20/2025	0.00	4,209.32
449609	HARPER	Harvey M. Harper Company	10/20/2025	0.00	874.44
449610	HEMMIN	Hemmingsen Contracting Co Inc	10/20/2025	0.00	6,897.86
449611	Home Dep	Home Depot Credit Services	10/20/2025	0.00	9,438.07
449612	RECALL	Iron Mountain	10/20/2025	0.00	277.84
449613	LESSCH	Les Schwab Tire Centers of California Inc	10/20/2025	0.00	56.44
449614	LEXISNEX	LexisNexis Risk Data Management Inc	10/20/2025	0.00	304.00
449615	LOPEZA	Anthony Lopez	10/20/2025	0.00	172.00
449616	THRIFT	Malcolm Kelly Inc.	10/20/2025	0.00	143.71
449617	MICROBIO	Microbiologics, Inc	10/20/2025	0.00	950.16
449618	MISSIO	Mission Linen Supply	10/20/2025	0.00	438.04
449619	MOBILEHR	MobileHRNow LLC	10/20/2025	0.00	5,268.75
449620	NYKENEW	Nyke Newton	10/20/2025	0.00	250.00
449621	NORTHCOU	North Coast Unified Air Quality	10/20/2025	0.00	7,645.00
449622	NORTCOAS	NorthCoast Health Screening	10/20/2025	0.00	360.00
449623	OFFICEDE	Office Depot	10/20/2025	0.00	11.26

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
449624	JACOBS	Operations Management International, Inc.	10/20/2025	0.00	685.48
449625	OREILLY	O'Reilly Auto Enterprises LLC	10/20/2025	0.00	423.83
449626	PACECO	Pacific Ecorisk	10/20/2025	0.00	1,455.64
449627	MENDES	Pacific Packaging & Supply Co Inc	10/20/2025	0.00	312.47
449628	PACPOW	PacifiCorp	10/20/2025	0.00	53,469.68
449629	PATCHT	Taylor Patch	10/20/2025	0.00	367.62
449630	PHELAN	Justin Phelan	10/20/2025	0.00	200.00
449631	HITECHSE	Pinger Industries, Inc.	10/20/2025	0.00	119.97
449632	RAWLINGS	Christa Rawlings	10/20/2025	0.00	297.30
449633	DNDISP	Recology Del Norte	10/20/2025	0.00	3,138.14
449634	SANDERSD	Daniel Sanders	10/20/2025	0.00	117.30
449635	SHNCON	SHN Consulting Engineers & Geologists In	10/20/2025	0.00	1,433.75
449636	SMITHMJ	Kimberly D Smith	10/20/2025	0.00	1,405.00
449637	SRA	Smith River Alliance, Inc.	10/20/2025	0.00	8,864.72
449638	ZCADSA	State of California - Div of the State Archite	10/20/2025	0.00	105.60
449639	DNOFFI	Debra Stover	10/20/2025	0.00	47.81
449640	STOVER	Ward Stover	10/20/2025	0.00	621.50
449641	SUTTERJE	Jeffery Sutter	10/20/2025	0.00	45.50
449642	RAYMOR	UBEO West, LLC	10/20/2025	0.00	63.85
449643	CALCARDS	US Bank Corporate Pmt Systems	10/20/2025	0.00	11,445.16
449644	WHITEER	Eric White	10/20/2025	0.00	121.40
449645	WOODWES	Wes Wood	10/20/2025	0.00	106.00
449647	ICMARE	Mission Square	10/18/2025	0.00	62.19
449648	CASTATE	CA State Disbursement Unit	10/27/2025	0.00	88.84
449649	WAMUTU	Crescent City Employees Association	10/27/2025	0.00	90.00
449650	CCPOLI	Crescent City Police Officer's Association	10/27/2025	0.00	550.00
449651	ICMARE	Mission Square	10/27/2025	0.00	3,479.06
449652	PORACRMT	PORAC RMT	10/27/2025	0.00	550.00
449653	UB*06306	ADOPTION CLINICAL SERVICES	10/27/2025	0.00	244.29
449654	UB*06301	CESAR AHUMADA	10/27/2025	0.00	82.40
449655	UB*06302	MARIA ALEMAN	10/27/2025	0.00	152.58
449656	AMAZON	Amazon Capital Services, Inc	10/27/2025	0.00	1,460.92
449657	BERTSC	Bertsch-Oceanview Csd	10/27/2025	0.00	15,841.94
449658	BOBERTZG	Gloria Bobertz	10/27/2025	0.00	289.24
449659	BommLore	Loren Bommelyn	10/27/2025	0.00	600.00
449660	CURRYE	Brad Coleman Inc	10/27/2025	0.00	95.48
449661	UB*06312	RICHARD BROOKS	10/27/2025	0.00	14.86
449662	CANON	Canon Solutions America Inc	10/27/2025	0.00	230.90
449663	CAREYK	Kevin Carey	10/27/2025	0.00	750.00
449664	CENTRAE	Central Equipment	10/27/2025	0.00	233.08
449665	CHARTEC	Charter Communications	10/27/2025	0.00	420.82
449666	CHURCH	Churchtree Csd	10/27/2025	0.00	1,490.10
449667	DNCOFL	D N Co Flood Control Dist	10/27/2025	0.00	1,226.05
449668	DNCOTA	D N Co Tax Collector	10/27/2025	0.00	1,709.42
449669	DNCBOS	Del Norte County	10/27/2025	0.00	65.00
449670	ENGLUN	Englund Marine Supply Co.	10/27/2025	0.00	595.49
449671	EUREKAO	Eureka Oxygen Co.	10/27/2025	0.00	9,023.49
449672	FRASER&A	Donald Fraser	10/27/2025	0.00	600.00
449673	GLOVERDe	Dennis Glover	10/27/2025	0.00	60.50
449674	UB*06304	J JESUS GONZALEZ	10/27/2025	0.00	121.39
449675	GRAEYM	May Graey	10/27/2025	0.00	60.00
449676	GREENWOF	GreenWorks, P.C.	10/27/2025	0.00	9,202.98
449677	HDFOWLER	H. D. Fowler Company, Inc	10/27/2025	0.00	806.46
449678	HAMWSG	Hambro WSG Inc	10/27/2025	0.00	4,143.19
449679	UB*06307	KIM HARTT	10/27/2025	0.00	164.37
449680	USABLUEB	HD Supply, Inc.	10/27/2025	0.00	731.16
449681	HEMMIN	Hemmingsen Contracting Co Inc	10/27/2025	0.00	28,189.57

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
449682	UB*06318	LAUREN HIMMELREICH	10/27/2025	0.00	218.60
449683	HDLASSOC	Hinderliter deLlamas & Associates	10/27/2025	0.00	1,875.70
449684	UB*06305	RYAN HOFFMAN	10/27/2025	0.00	142.99
449685	HolmesM	Mark Holmes	10/27/2025	0.00	75.00
449686	INDUSTST	Industrial Steel & Supply Co., Inc	10/27/2025	0.00	348.48
449687	INFOSEND	Infosend Inc.	10/27/2025	0.00	1,031.34
449688	LESSCH	Les Schwab Tire Centers of California Inc	10/27/2025	0.00	31.99
449689	LOYENG	Yeng Lo	10/27/2025	0.00	285.95
449690	UB*06319	TYLER LOPEZ-KEENE	10/27/2025	0.00	158.45
449691	UB*06308	TONY MAESTAS	10/27/2025	0.00	154.20
449692	MalloryM	Michelle Malloroy	10/27/2025	0.00	600.00
449693	UB*06320	FRANK MC CALL	10/27/2025	0.00	155.30
449694	UB*06314	RAYMOND MC QUILLEN	10/27/2025	0.00	85.25
449695	MISSIO	Mission Linen Supply	10/27/2025	0.00	170.57
449696	TIMESS	MNG Partnership Holdings LLC	10/27/2025	0.00	905.97
449697	UB*06310	KHIYA NEWMAN	10/27/2025	0.00	7.84
449698	OREILLY	O'Reilly Auto Enterprises LLC	10/27/2025	0.00	590.19
449699	UB*06303	BIRGITTA OSBORNE	10/27/2025	0.00	103.35
449700	UB*06316	ROXANA PALACIOS	10/27/2025	0.00	130.46
449701	PATCHT	Taylor Patch	10/27/2025	0.00	750.00
449702	UB*06300	NAOMI PENA	10/27/2025	0.00	67.53
449703	UB*06313	RAWLIN RADLE	10/27/2025	0.00	22.50
449704	UB*06311	VICKY RAMBEAUX	10/27/2025	0.00	99.42
449705	UB*06317	PAMELA RAYBISCH	10/27/2025	0.00	33.11
449706	REDSKY	Red Sky Inc.	10/27/2025	0.00	14,210.00
449707	SPRING	SBRK Finance Holdings, Inc	10/27/2025	0.00	2,723.80
449708	SCHNEI	Cathy Schneider	10/27/2025	0.00	289.24
449709	SMITHMJ	Kimberly D Smith	10/27/2025	0.00	15.00
449710	UB*06315	ELLEN STEWART	10/27/2025	0.00	155.30
449711	DNOFFI	Debra Stover	10/27/2025	0.00	1,256.76
449712	UB*06321	MARK SVENNUNGSEN	10/27/2025	0.00	229.82
449713	TOLOWA	Tolowa Dee-ni' Nation	10/27/2025	0.00	1,600.00
449714	UNITEDRE	United Rentals (North America) Inc	10/27/2025	0.00	4,870.17
449715	UNIVAR	Univar Solutions USA Inc.	10/27/2025	0.00	500.12
449716	CALCARDS	US Bank Corporate Pmt Systems	10/27/2025	0.00	4,785.02
449717	UB*06309	THERESA WALLACE	10/27/2025	0.00	53.74
449718	WestGary	Gary Weston	10/27/2025	0.00	11.79
449719	WIERER	Eric Wier	10/27/2025	VOID	290.00
449720	GARCIAA	Alissa Garcia	10/30/2025	0.00	144.00

Report Total (143 checks):	290.00	430,025.92
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AP  
10-18-25 to 10-31-25 Council

User: kbates@crecentcity.org  
Printed: 11/4/2025 12:46:17 PM

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Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
0	10/18/2025	610-000-2185-00000	PR Batch 07722.10.2025 State Income Tax	1.57	False
0	10/18/2025	610-000-2188-00000	PR Batch 07722.10.2025 Medicare Employee Portion	12.02	False
0	10/18/2025	610-000-2188-00000	PR Batch 07722.10.2025 Medicare Employer Portion	12.02	False
0	10/18/2025	610-000-2189-00000	PR Batch 07722.10.2025 Federal Income Tax	54.61	False
0	10/24/2025	610-000-2188-00000	PR Batch 77222.10.2025 Medicare Employee Portion	3.40	False
0	10/24/2025	610-000-2188-00000	PR Batch 77222.10.2025 Medicare Employer Portion	3.40	False
0	10/27/2025	610-000-2185-00000	PR Batch 00722.10.2025 State Income Tax	2,652.27	False
0	10/27/2025	610-000-2185-00000	PR Batch 00722.10.2025 State Income Tax	3,456.86	False
0	10/27/2025	610-000-2188-00000	PR Batch 00772.10.2025 Medicare Employer Portion	1,776.74	False
0	10/27/2025	610-000-2188-00000	PR Batch 00722.10.2025 Medicare Employee Portion	1,295.04	False
0	10/27/2025	610-000-2189-00000	PR Batch 00772.10.2025 Federal Income Tax	10,815.56	False
0	10/27/2025	610-000-2189-00000	PR Batch 00722.10.2025 Federal Income Tax	7,355.23	False
0	10/27/2025	610-000-2188-00000	PR Batch 00772.10.2025 Medicare Employee Portion	1,776.74	False
0	10/27/2025	610-000-2188-00000	PR Batch 00722.10.2025 Medicare Employer Portion	1,295.04	False
0	10/27/2025	610-000-2187-00000	PR Batch 00722.10.2025 Survivor Benefit	22.03	False
0	10/27/2025	610-000-2187-00000	PR Batch 00772.10.2025 EE PERS Contribution	8,788.81	False
0	10/27/2025	610-000-2187-00000	PR Batch 00772.10.2025 MO EE PERS Contribution	177.37	False
0	10/27/2025	610-000-2187-00000	PR Batch 00772.10.2025 Service Credit Purchase	413.20	False
0	10/27/2025	610-000-2187-00000	PR Batch 00722.10.2025 EE PERS Contribution	7,480.63	False
0	10/27/2025	610-000-2187-00000	PR Batch 01111.10.2025 Survivor Benefit	0.93	False
0	10/27/2025	610-000-2187-00000	PR Batch 00722.10.2025 ER PERS Contribution	9,509.90	False
0	10/27/2025	610-000-2187-00000	PR Batch 01111.10.2025 ER PERS Contribution	44.93	False
0	10/27/2025	610-000-2187-00000	PR Batch 01111.10.2025 EE PERS Contribution	44.16	False
0	10/27/2025	610-000-2187-00000	PR Batch 00772.10.2025 Survivor Benefit	38.13	False
0	10/27/2025	610-000-2187-00000	PR Batch 00772.10.2025 ER PERS Contribution	11,599.59	False
0	10/28/2025	610-000-2185-00000	PR Batch 77722.10.2025 State Income Tax	66.34	False
0	10/28/2025	610-000-2188-00000	PR Batch 77722.10.2025 Medicare Employer Portion	40.41	False
0	10/28/2025	610-000-2189-00000	PR Batch 77722.10.2025 Federal Income Tax	226.16	False
0	10/28/2025	610-000-2188-00000	PR Batch 77722.10.2025 Medicare Employee Portion	40.41	False
449585	10/20/2025	159-485-4799-23ASP	Front Street CDBG labor compliance	3,000.00	False
449586	10/20/2025	919-371-4799-37114	Surge Tank Analysis Prog Pmnt No. 12	3,004.89	False
449587	10/20/2025	001-114-4409-00000	City first aid/ CPR class.	105.22	False
449587	10/20/2025	001-480-4390-00000	First aid supplies.	22.84	False



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449587	10/20/2025	506-506-4390-00000	Trash bags.	37.00	False
449587	10/20/2025	001-480-4320-00000	Uniforms.	29.22	False
449587	10/20/2025	901-240-4799-2020S	Putty pads.	32.45	False
449587	10/20/2025	508-508-4390-00000	Struts.	32.35	False
449587	10/20/2025	001-480-4320-00000	Uniform Equipment.	12.98	False
449587	10/20/2025	419-371-4390-00000	Connectors.	64.94	False
449587	10/20/2025	413-351-4390-00000	Ball valve.	116.93	False
449587	10/20/2025	001-480-4320-00000	Staff uniforms.	21.64	False
449587	10/20/2025	508-508-4390-00000	Connectors	64.94	False
449587	10/20/2025	001-364-4390-10025	Trash bags.	37.00	False
449587	10/20/2025	001-480-4390-00000	Storage organizers.	43.29	False
449587	10/20/2025	419-371-4390-00000	Trash bags.	37.00	False
449587	10/20/2025	001-480-4390-00000	Parts and supplies.	90.21	False
449587	10/20/2025	413-353-4390-00000	Trash bags.	37.00	False
449588	10/20/2025	412-000-3570-00000	REFUND for stay- 10/10-10/12/25 Conf# 12242	116.36	False
449588	10/20/2025	001-000-3221-00000	REFUND for stay- 10/10-10/12/25 Conf# 12242	11.64	False
449589	10/20/2025	001-230-4390-00000	Reimbursement for career Capt. uniform jacket.	162.32	False
449589	10/20/2025	508-508-4530-00000	10/2-10/4/25 - Riverside (Fire Mechanic Exam): per diem FINAL.	154.80	False
449590	10/20/2025	001-000-3221-00000	REFUND for stay- 10/06-10/08/25 Conf# 12424	5.50	False
449590	10/20/2025	412-000-3570-00000	REFUND for stay- 10/06-10/08/25 Conf# 12424	55.00	False
449591	10/20/2025	001-120-4400-00000	Use Tax Payable: 07/01/25-09/30/25	0.44	False
449591	10/20/2025	413-000-2122-00000	Use Tax Payable: 07/01/25-09/30/25	170.04	False
449591	10/20/2025	508-000-2122-00000	Use Tax Payable: 07/01/25-09/30/25	456.05	False
449591	10/20/2025	001-000-2122-00000	Use Tax Payable: 07/01/25-09/30/25	1,937.59	False
449591	10/20/2025	419-000-2122-00000	Use Tax Payable: 07/01/25-09/30/25	28.88	False
449592	10/20/2025	001-251-3312-00000	Admin Fees Payable: 07/01/25-09/30/25	118.00	False
449592	10/20/2025	001-251-3312-00000	Admin Fees Payable: 07/01/25-09/30/25 (retained)	-11.80	False
449594	10/20/2025	001-230-4535-00000	7/18-7/20/25: Rancho Cordova (District Purchase) -Per diem FINAL	172.00	False
449595	10/20/2025	001-113-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	3.47	False
449595	10/20/2025	412-100-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	2.86	False
449595	10/20/2025	419-371-4230-00000	broadband for security- 10/01-10/31/25	100.00	False
449595	10/20/2025	419-130-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	1.99	False
449595	10/20/2025	001-111-4230-00000	177063601 CH Internet Service-10/01-10/31/25	3.65	False
449595	10/20/2025	420-115-4230-00000	177063601 CH Internet Service -10/01-10/31/25	22.83	False
449595	10/20/2025	413-111-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	3.42	False
449595	10/20/2025	419-371-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	12.16	False
449595	10/20/2025	001-240-4230-00000	Internet Service - 10/01-10/31/25	169.99	False
449595	10/20/2025	413-352-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	1.70	False
449595	10/20/2025	419-111-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	3.76	False
449595	10/20/2025	413-114-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	1.34	False
449595	10/20/2025	419-371-4230-00000	broadband for security- 10/01-10/31/25	100.00	False
449595	10/20/2025	001-470-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	1.37	False
449595	10/20/2025	412-120-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	3.15	False

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449595	10/20/2025	001-471-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	2.60	False
449595	10/20/2025	001-112-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	7.77	False
449595	10/20/2025	412-100-4230-00000	Internet Service -10/01-10/31/25	170.00	False
449595	10/20/2025	413-120-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	20.31	False
449595	10/20/2025	001-480-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	2.86	False
449595	10/20/2025	001-250-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	4.18	False
449595	10/20/2025	413-352-4230-00000	broadband for security-10/01-10/31/25	114.99	False
449595	10/20/2025	001-350-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	9.51	False
449595	10/20/2025	419-120-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	20.16	False
449595	10/20/2025	001-120-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	18.83	False
449595	10/20/2025	412-130-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	0.56	False
449595	10/20/2025	412-114-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	0.29	False
449595	10/20/2025	413-130-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	2.00	False
449595	10/20/2025	001-130-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	3.99	False
449595	10/20/2025	419-371-4230-00000	Internet Svc (246595701 - Amador) -10/01-10/31/25	134.99	False
449595	10/20/2025	413-357-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	6.66	False
449595	10/20/2025	001-251-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	18.44	False
449595	10/20/2025	412-113-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	0.44	False
449595	10/20/2025	001-364-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	3.80	False
449595	10/20/2025	413-353-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	3.80	False
449595	10/20/2025	413-113-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	3.47	False
449595	10/20/2025	412-111-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	0.56	False
449595	10/20/2025	001-313-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	4.85	False
449595	10/20/2025	001-114-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	8.17	False
449595	10/20/2025	419-371-4230-00000	Internet Svc (246787001 - Burtschell) - 10/01-10/31/25	84.99	False
449595	10/20/2025	419-114-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	1.58	False
449595	10/20/2025	419-113-4230-00000	177063601 CH Internet Service- 10/01-10/31/25	3.46	False
449596	10/20/2025	001-250-4410-00200	220 A St.	392.60	False
449596	10/20/2025	001-250-4410-01430	1430 Margie St.	3,792.82	False
449596	10/20/2025	001-250-4410-00000	General code enforcement.	120.80	False
449596	10/20/2025	001-250-4410-00179	179 W. Essex St.	332.20	False
449596	10/20/2025	001-250-4410-01405	Meder v Crescent City.	5,782.38	False
449596	10/20/2025	001-250-4410-120WC	120 W Coolidge.	151.00	False
449597	10/20/2025	001-480-4409-2020S	Pool software fee and maint support - FY26	6,339.38	False
449598	10/20/2025	001-000-4780-00000	FY 24-25 Roosevelt Annexation sales tax per agreement.	71,749.21	False
449599	10/20/2025	001-000-2150-00000	Seismic Fees Payable: 07/01/25-09/30/25	367.30	False
449599	10/20/2025	001-000-2140-00000	Seismic Fees Payable: 07/01/25-09/30/25	80.40	False
449600	10/20/2025	419-371-4390-00000	Boots and pants bib.	140.70	False
449600	10/20/2025	413-353-4390-00000	Boots and pants bib.	140.70	False
449600	10/20/2025	001-470-4390-00000	Twine.	58.26	False
449600	10/20/2025	419-371-4390-00000	Boots and pants.	272.19	False
449600	10/20/2025	001-470-4390-00000	Boots.	142.38	False
449601	10/20/2025	419-371-4390-00000	Safety/PW Supplies	32.41	False

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449601	10/20/2025	506-506-4390-00000	Safety/PW Supplies	32.42	False
449601	10/20/2025	001-470-4390-00000	Safety/PW Supplies	32.39	False
449601	10/20/2025	508-508-4390-00000	Safety/PW Supplies	32.39	False
449601	10/20/2025	413-353-4390-00000	Safety/PW Supplies	32.41	False
449601	10/20/2025	001-364-4390-10025	Safety/PW Supplies	32.41	False
449602	10/20/2025	919-371-4799-37118	ARM service charge for Sept.	955.10	False
449603	10/20/2025	001-240-4530-00000	8/12-8/13/25 - Weaverville - SRP: per diem. TOTAL- Reissuance.	122.40	False
449604	10/20/2025	413-353-4409-00000	FY26 Sewer Regulatory Services - Task Order 13	145.33	False
449604	10/20/2025	419-371-4409-00000	FY26 Water Regulatory Services - Task Order 12	1,526.00	False
449604	10/20/2025	001-364-4409-00000	Task Order 14 - Stormwater Regulatory Services	1,526.00	False
449604	10/20/2025	419-371-4409-00000	FY26 Cross Connection Services - Task Order 15	545.00	False
449604	10/20/2025	413-352-4409-00000	FY26 Sewer Regulatory Services - Task Order 13	290.67	False
449605	10/20/2025	412-114-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.10	False
449605	10/20/2025	001-313-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.67	False
449605	10/20/2025	001-250-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.43	False
449605	10/20/2025	419-120-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	6.92	False
449605	10/20/2025	001-112-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	2.67	False
449605	10/20/2025	001-130-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.37	False
449605	10/20/2025	001-240-4230-00000	707-465-5129 monthly phone -09/30-10/29/25	120.68	False
449605	10/20/2025	413-111-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.18	False
449605	10/20/2025	001-471-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.90	False
449605	10/20/2025	001-364-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.31	False
449605	10/20/2025	419-371-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	4.17	False
449605	10/20/2025	413-351-4230-00000	707 465-5275 Lab Phone Line -09/30-10/29/25	222.44	False
449605	10/20/2025	413-357-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	2.28	False
449605	10/20/2025	001-480-4230-00000	707-464-6940 monthly phone -09/30-10/29/25	71.26	False
449605	10/20/2025	001-251-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	6.33	False
449605	10/20/2025	412-120-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.08	False
449605	10/20/2025	419-113-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.19	False
449605	10/20/2025	413-352-4230-00000	Treatment Plant Phone: 465-3054 -09/30-10/29/25	233.01	False
449605	10/20/2025	419-371-4230-00000	707-001-0001 SCADA telemetry link -09/30-10/29/25	42.72	False
449605	10/20/2025	413-353-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.31	False
449605	10/20/2025	001-480-4230-00000	707-464-1372 monthly phone -09/30-10/29/25	126.39	False
449605	10/20/2025	413-114-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.46	False
449605	10/20/2025	413-352-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.58	False
449605	10/20/2025	412-130-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.19	False
449605	10/20/2025	001-350-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	3.27	False
449605	10/20/2025	413-130-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.68	False
449605	10/20/2025	001-111-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.25	False
449605	10/20/2025	001-113-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.19	False
449605	10/20/2025	419-114-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.54	False
449605	10/20/2025	413-113-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.19	False
449605	10/20/2025	001-470-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.47	False

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449605	10/20/2025	001-471-4230-00000	707-465-3914 monthly phone -09/30-10/29/25	117.08	False
449605	10/20/2025	413-120-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	6.98	False
449605	10/20/2025	001-114-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	2.81	False
449605	10/20/2025	412-113-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.16	False
449605	10/20/2025	508-508-4230-00000	707-464-6628 Corp Yard Fax -09/30-10/29/25	120.68	False
449605	10/20/2025	001-471-4230-00000	Cult Cntr Elev Alrm 707-464-4582 -09/30-10/29/25	115.21	False
449605	10/20/2025	412-111-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.20	False
449605	10/20/2025	001-480-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.98	False
449605	10/20/2025	420-115-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	7.83	False
449605	10/20/2025	420-115-4230-00000	707-197-0009 monthly phone 10/02-11/01/25	790.00	False
449605	10/20/2025	412-100-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.98	False
449605	10/20/2025	419-111-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	1.29	False
449605	10/20/2025	001-120-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	6.46	False
449605	10/20/2025	413-352-4230-00000	WWTP phone -09/30-10/29/25	337.35	False
449605	10/20/2025	419-130-4230-00000	707 465-4405 downstairs fax -09/30-10/29/25	0.68	False
449606	10/20/2025	155-485-4409-22SDP	Storm Drain Master Plan. Prog pmnt no. 19	6,664.31	False
449607	10/20/2025	001-000-2255-00000	Reimbursement of restitution received- claim# 1201394	800.00	False
449608	10/20/2025	413-000-1202-00000	Sludge processing.	2,093.04	False
449608	10/20/2025	413-000-1202-00000	Sludge processing.	2,116.28	False
449609	10/20/2025	508-508-4390-00000	Axle assembly.	874.44	False
449610	10/20/2025	001-470-4390-00000	Screened dirt	243.56	False
449610	10/20/2025	001-470-4390-00000	Geotech.	162.38	False
449610	10/20/2025	001-364-4390-10025	3/4 gravel	2,013.45	False
449610	10/20/2025	001-364-4390-10025	3/4 gravel.	1,006.73	False
449610	10/20/2025	001-364-4390-10025	Parking lot bark.	730.69	False
449610	10/20/2025	001-470-4390-00000	Screened dirt	243.56	False
449610	10/20/2025	001-364-4390-10025	Parking fabric.	97.43	False
449610	10/20/2025	001-112-4390-00000	Forest moon lights.	446.14	False
449610	10/20/2025	001-364-4390-10025	D. Granite.	703.63	False
449610	10/20/2025	901-240-4799-2020S	PD sidewalk gravel.	1,006.73	False
449610	10/20/2025	001-470-4390-00000	Screened dirt	243.56	False
449611	10/20/2025	001-480-4390-00000	Screwdriver set, flat cover, conduit	30.94	False
449611	10/20/2025	506-506-4390-00000	Edgebar	25.92	False
449611	10/20/2025	506-506-4390-00000	Hose, markers, glues, soap stone, bit sets	214.56	False
449611	10/20/2025	001-480-4390-00000	Mini roller, telescopic pole	76.76	False
449611	10/20/2025	419-371-4390-00000	Simple green, brushes, paint	20.93	False
449611	10/20/2025	419-371-4390-00000	Diablo blades, wrenches, hackzall	181.54	False
449611	10/20/2025	419-371-4390-00000	Impact wrench	302.02	False
449611	10/20/2025	506-506-4390-00000	Window glazing	18.42	False
449611	10/20/2025	419-371-4390-00000	Brass key	36.11	False
449611	10/20/2025	001-470-4390-00000	Drain opener	10.26	False
449611	10/20/2025	001-480-4390-00000	Wire brushes and brushes	29.17	False
449611	10/20/2025	001-480-4390-00000	Backer rod	8.63	False

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449611	10/20/2025	001-240-4390-00000	Moulding, loctite	49.72	False
449611	10/20/2025	419-371-4390-00000	Pipe wrenches	52.64	False
449611	10/20/2025	001-480-4390-00000	Outlets, connectors	12.95	False
449611	10/20/2025	419-371-4390-00000	Putty knife, painter rags	35.66	False
449611	10/20/2025	001-480-4390-00000	Foam, nozzle, filter	82.15	False
449611	10/20/2025	001-470-4390-00000	License key	6.14	False
449611	10/20/2025	419-371-4390-00000	Couplings	14.98	False
449611	10/20/2025	001-470-4390-00000	Paint, brushes	40.99	False
449611	10/20/2025	001-364-4350-10023	Anti-ox compound	10.80	False
449611	10/20/2025	001-480-4390-00000	Painters plastic, duct tape	40.01	False
449611	10/20/2025	506-506-4390-00000	Masonite slab	224.92	False
449611	10/20/2025	413-353-4390-00000	Padlock	95.86	False
449611	10/20/2025	419-371-4390-00000	Traffic stripping,	75.27	False
449611	10/20/2025	001-470-4390-00000	Pliers, easy seal	51.35	False
449611	10/20/2025	001-470-4390-00000	Kilz paint	23.77	False
449611	10/20/2025	001-480-4390-00000	Paint stick, wire	48.06	False
449611	10/20/2025	506-506-4390-00000	Swing top trash can	22.70	False
449611	10/20/2025	001-364-4390-10025	Clamp	28.71	False
449611	10/20/2025	419-371-4390-00000	Hose, markers, glues, soap stone, bit sets	214.55	False
449611	10/20/2025	001-480-4340-00000	Muratic acid	172.85	False
449611	10/20/2025	412-100-4390-00000	Wallplate	29.11	False
449611	10/20/2025	419-371-4390-00000	Return	-71.80	False
449611	10/20/2025	419-371-4390-00000	Batteries, hackzall	71.81	False
449611	10/20/2025	001-480-4390-00000	Microfiber roll, brooms, scour pads, cleaner, squeegee	142.60	False
449611	10/20/2025	001-364-4350-10023	Tubing, wire connectors, pvc elbow	152.55	False
449611	10/20/2025	001-364-4390-10025	Magnet, rubber mat	52.42	False
449611	10/20/2025	419-371-4390-00000	Drill battery Starter kit	139.64	False
449611	10/20/2025	506-506-4390-00000	Klean strip	11.89	False
449611	10/20/2025	506-506-4390-00000	Brass key	21.52	False
449611	10/20/2025	419-371-4390-00000	Heat gun, coupling	367.84	False
449611	10/20/2025	001-364-4390-10025	Chain, padlock	54.34	False
449611	10/20/2025	413-353-4390-00000	Brushes and gloves	24.78	False
449611	10/20/2025	001-480-4390-00000	Tape, adapter, conduit	66.23	False
449611	10/20/2025	413-353-4390-00000	Bottle water, diablo blades, paddle switch	168.29	False
449611	10/20/2025	001-470-4390-00000	Paint	14.03	False
449611	10/20/2025	001-364-4390-10025	Batteries, hackzall	71.80	False
449611	10/20/2025	506-506-4390-00000	Mini roller tray, liner	19.42	False
449611	10/20/2025	001-470-4390-00000	Blade set, bushings, couplers	48.14	False
449611	10/20/2025	001-470-4390-00000	Hand pump, water hose, cordless drill	288.96	False
449611	10/20/2025	419-371-4390-00000	Epoxy, knife, stringer wheel, rubber mat	189.20	False
449611	10/20/2025	506-506-4390-00000	Booster cable	21.63	False
449611	10/20/2025	001-470-4390-00000	Indoor controller	75.74	False
449611	10/20/2025	001-364-4390-10025	Tool box, towels, grit paper, epoxy	135.05	False

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449611	10/20/2025	001-470-4390-00000	Turf builder	34.58	False
449611	10/20/2025	001-480-4390-00000	Putty spreader, grout bag	36.87	False
449611	10/20/2025	413-353-4390-00000	Drill battery Starter kit	139.64	False
449611	10/20/2025	506-506-4390-00000	Hose, torch	144.32	False
449611	10/20/2025	001-480-4390-00000	Backer rod, outlet detector	95.17	False
449611	10/20/2025	506-506-4390-00000	Door moulding	32.45	False
449611	10/20/2025	001-364-4390-10025	Diablo blades, wrenches, hackzall	181.53	False
449611	10/20/2025	506-506-4390-00000	Drop cloth	10.74	False
449611	10/20/2025	001-470-4390-00000	Multi meter	43.27	False
449611	10/20/2025	506-506-4390-00000	Wood round	43.28	False
449611	10/20/2025	413-353-4390-00000	Tool box, towels, grit paper, epoxy	135.06	False
449611	10/20/2025	001-480-4390-00000	Plywood, lumber	55.66	False
449611	10/20/2025	506-506-4390-00000	Water	74.16	False
449611	10/20/2025	001-364-4390-10025	Concrete	148.97	False
449611	10/20/2025	001-470-4390-00000	Pvc parts, couplings	94.33	False
449611	10/20/2025	506-506-4390-00000	Tool bags, storage organizer	189.33	False
449611	10/20/2025	419-371-4390-00000	Magnet, rubber mat	52.41	False
449611	10/20/2025	001-480-4390-00000	Caution tape	11.88	False
449611	10/20/2025	001-470-4390-00000	Helmet	365.89	False
449611	10/20/2025	413-353-4390-00000	Batteries, hackzall	71.81	False
449611	10/20/2025	001-480-4390-00000	Connectors	9.24	False
449611	10/20/2025	001-364-4390-10025	Platform with buckets	128.82	False
449611	10/20/2025	506-506-4390-00000	LED lights	75.78	False
449611	10/20/2025	506-506-4390-00000	Pipe strap, downspout	19.81	False
449611	10/20/2025	419-371-4390-00000	Shovel	32.45	False
449611	10/20/2025	419-371-4390-00000	Diablo blades	85.44	False
449611	10/20/2025	001-480-4390-00000	Paint, foam brushes, klean strip, paint thinners	165.97	False
449611	10/20/2025	001-480-4390-00000	Adapter	5.69	False
449611	10/20/2025	001-240-4390-00000	Staples	4.03	False
449611	10/20/2025	419-371-4390-00000	Pvc parts and supplies	188.66	False
449611	10/20/2025	413-353-4390-00000	Simple green, brushes, paint	20.93	False
449611	10/20/2025	419-371-4390-00000	Wire wheel, brush	14.01	False
449611	10/20/2025	419-371-4390-00000	Water pressure gauge, gloves, safety glasses, bucket	107.86	False
449611	10/20/2025	412-100-4390-00000	Swiffer wet jet	15.12	False
449611	10/20/2025	506-506-4390-00000	Window glazing, caulking tool kit	21.07	False
449611	10/20/2025	001-470-4390-00000	Adapters	18.40	False
449611	10/20/2025	419-371-4390-00000	Bottle water, diablo blades, paddle switch	168.30	False
449611	10/20/2025	419-371-4390-00000	Brushes and gloves	24.78	False
449611	10/20/2025	001-480-4390-00000	Fertilizer	42.19	False
449611	10/20/2025	001-470-4390-00000	Gopher gasser	51.80	False
449611	10/20/2025	001-480-4390-00000	Locknut	4.15	False
449611	10/20/2025	419-371-4390-00000	Hex keys	35.69	False
449611	10/20/2025	419-371-4390-00000	Tool box, towels, grit paper, epoxy	135.06	False

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449611	10/20/2025	001-240-4390-00000	Voltage tester	32.46	False
449611	10/20/2025	413-353-4390-00000	Magnet, rubber mat	52.41	False
449611	10/20/2025	419-371-4390-00000	Water bottles	30.90	False
449611	10/20/2025	001-364-4390-10025	Pick	31.65	False
449611	10/20/2025	001-470-4390-00000	Pipe, couplings, pvc parts	39.40	False
449611	10/20/2025	001-364-4390-10025	Pipe Wrenches	52.64	False
449611	10/20/2025	001-364-4390-10025	Connector brush	221.78	False
449611	10/20/2025	001-480-4390-00000	Extension Cord	37.74	False
449611	10/20/2025	001-364-4390-10025	Return	-71.81	False
449611	10/20/2025	001-240-4390-00000	Wall unit	452.49	False
449611	10/20/2025	001-480-4390-00000	Straps, cable, connectors	176.01	False
449611	10/20/2025	419-371-4390-00000	Tapcon, cutter	143.23	False
449611	10/20/2025	001-470-4390-00000	Gasser	32.38	False
449611	10/20/2025	001-480-4390-00000	Wallplate	2.12	False
449611	10/20/2025	506-506-4390-00000	Sealant	9.18	False
449611	10/20/2025	413-353-4390-00000	Pipe wrenches	52.64	False
449611	10/20/2025	413-353-4390-00000	Diablo blades, wrenches, hackzall	181.54	False
449611	10/20/2025	001-364-4350-10023	Couplings and pvc cement	17.13	False
449611	10/20/2025	419-371-4390-00000	Concrete	64.69	False
449611	10/20/2025	001-480-4390-00000	Caution tape	11.88	False
449611	10/20/2025	412-100-4390-00000	irrigation controller	79.53	False
449611	10/20/2025	413-353-4390-00000	Return	-71.80	False
449611	10/20/2025	001-364-4390-10025	Drill battery Starter kit	139.65	False
449611	10/20/2025	001-364-4390-10025	Concrete	29.10	False
449612	10/20/2025	419-113-4450-00000	Shreding services from 08/27 - 09/23/25	88.91	False
449612	10/20/2025	001-113-4450-00000	Shreding services from 08/27 - 09/23/25	88.91	False
449612	10/20/2025	413-113-4450-00000	Shreding services from 08/27 - 09/23/25	88.91	False
449612	10/20/2025	412-113-4450-00000	Shreding services from 08/27 - 09/23/25	11.11	False
449613	10/20/2025	508-508-4390-00000	Tire repair.	56.44	False
449614	10/20/2025	001-130-4550-00000	FY 26 Legal support. 09/01-09/30/25	152.00	False
449614	10/20/2025	419-130-4550-00000	FY 26 Legal support. 09/01-09/30/25	76.00	False
449614	10/20/2025	413-130-4550-00000	FY 26 Legal support. 09/01-09/30/25	76.00	False
449615	10/20/2025	001-240-4530-00000	9/1-9/2/2025 - West Sacramento (Agency Assist): per diem FINAL	172.00	False
449616	10/20/2025	413-353-4390-00000	Sewer parts.	46.72	False
449616	10/20/2025	419-371-4390-00000	Water parts.	96.99	False
449617	10/20/2025	413-351-4390-00000	FY26 ATCC Microorganisms	950.16	False
449618	10/20/2025	413-130-4310-00000	CH -Office Supplies	1.75	False
449618	10/20/2025	413-352-4310-00000	CH -Office Supplies	1.49	False
449618	10/20/2025	419-371-4310-00000	CH -Office Supplies	10.65	False
449618	10/20/2025	413-357-4310-00000	CH -Office Supplies	5.83	False
449618	10/20/2025	508-508-4320-00000	FY 26 Laundry services/uniforms	32.45	False
449618	10/20/2025	001-480-4370-00000	Towels and mats for pool.	70.61	False
449618	10/20/2025	412-120-4310-00000	CH -Office Supplies	2.76	False



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449618	10/20/2025	412-111-4310-00000	CH -Office Supplies	0.49	False
449618	10/20/2025	001-480-4370-00000	Towels and mats for pool.	70.61	False
449618	10/20/2025	001-120-4310-00000	CH -Office Supplies	16.51	False
449618	10/20/2025	001-471-4310-00000	CH -Office Supplies	2.28	False
449618	10/20/2025	413-111-4310-00000	CH -Office Supplies	3.00	False
449618	10/20/2025	001-251-4310-00000	CH -Office Supplies	16.16	False
449618	10/20/2025	413-113-4310-00000	CH -Office Supplies	3.04	False
449618	10/20/2025	001-364-4310-00000	CH -Office Supplies	3.33	False
449618	10/20/2025	001-470-4310-00000	CH -Office Supplies	1.20	False
449618	10/20/2025	419-120-4310-00000	CH -Office Supplies	17.67	False
449618	10/20/2025	413-351-4320-00000	FY 26 Laundry services/uniforms	54.83	False
449618	10/20/2025	001-350-4310-00000	CH -Office Supplies	8.34	False
449618	10/20/2025	419-114-4310-00000	CH -Office Supplies	1.38	False
449618	10/20/2025	412-113-4310-00000	CH -Office Supplies	0.39	False
449618	10/20/2025	413-351-4320-00000	FY 26 Laundry services/uniforms	25.51	False
449618	10/20/2025	001-111-4310-00000	CH -Office Supplies	3.20	False
449618	10/20/2025	001-113-4310-00000	CH -Office Supplies	3.04	False
449618	10/20/2025	419-130-4310-00000	CH -Office Supplies	1.75	False
449618	10/20/2025	001-480-4310-00000	CH -Office Supplies	2.50	False
449618	10/20/2025	412-130-4310-00000	CH -Office Supplies	0.50	False
449618	10/20/2025	419-113-4310-00000	CH -Office Supplies	3.04	False
449618	10/20/2025	419-111-4310-00000	CH -Office Supplies	3.29	False
449618	10/20/2025	413-353-4310-00000	CH -Office Supplies	3.33	False
449618	10/20/2025	412-100-4310-00000	CH -Office Supplies	2.50	False
449618	10/20/2025	412-114-4310-00000	CH -Office Supplies	0.25	False
449618	10/20/2025	413-120-4310-00000	CH -Office Supplies	17.79	False
449618	10/20/2025	001-112-4310-00000	CH -Office Supplies	6.81	False
449618	10/20/2025	420-115-4310-00000	CH -Office Supplies	20.01	False
449618	10/20/2025	001-250-4310-00000	CH -Office Supplies	3.66	False
449618	10/20/2025	001-114-4310-00000	CH -Office Supplies	7.16	False
449618	10/20/2025	413-114-4310-00000	CH -Office Supplies	1.18	False
449618	10/20/2025	001-130-4310-00000	CH -Office Supplies	3.50	False
449618	10/20/2025	001-313-4310-00000	CH -Office Supplies	4.25	False
449619	10/20/2025	001-114-4409-00000	Final HR Services - July1-July 30, 2025	3,688.13	False
449619	10/20/2025	413-114-4409-00000	Final HR Services - July1-July 30, 2025	563.76	False
449619	10/20/2025	419-114-4409-00000	Final HR Services - July1-July 30, 2025	621.70	False
449619	10/20/2025	412-114-4409-00000	Final HR Services - July1-July 30, 2025	131.72	False
449620	10/20/2025	412-100-4390-00000	FY26: firewood for RV Park	250.00	False
449621	10/20/2025	413-356-4685-35022	FY26 Air Quality for generators	1,029.10	False
449621	10/20/2025	419-371-4685-00000	FY26 Air Quality for generators	3,717.63	False
449621	10/20/2025	413-352-4685-00000	FY26 Air Quality for generators	2,898.27	False
449622	10/20/2025	001-230-4407-00000	Drug screening.	180.00	False
449622	10/20/2025	001-480-4407-00000	Drug screening.	180.00	False

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449624	10/20/2025	413-352-4340-00000	WWTP Operations Contract- Chemicals	938.38	False
449624	10/20/2025	413-352-4450-00000	WWTP Operations Contract- Repairs	-252.90	False
449625	10/20/2025	508-508-4390-00000	Spark plugs	67.73	False
449625	10/20/2025	508-508-4390-00000	Switch and battery.	312.66	False
449625	10/20/2025	508-508-4390-00000	Connector.	12.87	False
449625	10/20/2025	508-508-4390-00000	Air filter.	30.57	False
449626	10/20/2025	413-352-4470-00000	Chronic Toxicity required under WWTP NPDES permit	1,455.64	False
449627	10/20/2025	001-114-4370-00000	Janitorial Supplies- City-Wide	1.25	False
449627	10/20/2025	001-240-4370-00000	Janitorial Supplies- City-Wide	12.50	False
449627	10/20/2025	001-470-4370-00000	Janitorial Supplies- City-Wide	140.61	False
449627	10/20/2025	001-480-4370-00000	Janitorial Supplies- City-Wide	31.25	False
449627	10/20/2025	506-506-4370-00000	Janitorial Supplies- City-Wide	12.50	False
449627	10/20/2025	001-120-4370-00000	Janitorial Supplies- City-Wide	5.00	False
449627	10/20/2025	419-120-4370-00000	Janitorial Supplies- City-Wide	1.25	False
449627	10/20/2025	001-313-4370-00000	Janitorial Supplies- City-Wide	1.25	False
449627	10/20/2025	001-471-4370-00000	Janitorial Supplies- City-Wide	12.50	False
449627	10/20/2025	508-508-4370-00000	Janitorial Supplies- City-Wide	15.62	False
449627	10/20/2025	412-100-4370-00000	Janitorial Supplies- City-Wide	12.50	False
449627	10/20/2025	413-120-4370-00000	Janitorial Supplies- City-Wide	1.25	False
449627	10/20/2025	001-111-4370-00000	Janitorial Supplies- City-Wide	1.25	False
449627	10/20/2025	001-113-4370-00000	Janitorial Supplies- City-Wide	1.25	False
449627	10/20/2025	413-352-4370-00000	Janitorial Supplies- City-Wide	12.50	False
449627	10/20/2025	420-115-4370-00000	Janitorial Supplies- City-Wide	1.25	False
449627	10/20/2025	001-251-4370-00000	Janitorial Supplies- City-Wide	0.62	False
449627	10/20/2025	001-350-4370-00000	Janitorial Supplies- City-Wide	35.62	False
449628	10/20/2025	001-471-4210-00000	ITEM 27 Service at 1001 Front St - Cultural Cntr	1,302.78	False
449628	10/20/2025	001-480-4210-00000	ITEM 81 Service at 377 J St - City Hall	8.52	False
449628	10/20/2025	419-113-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.92	False
449628	10/20/2025	001-471-4210-00000	ITEM 81 Service at 377 J St - City Hall	7.77	False
449628	10/20/2025	419-371-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	3.25	False
449628	10/20/2025	001-120-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	5.03	False
449628	10/20/2025	419-371-4210-00000	ITEM 58 Service at KingsValley Rd Off Hwy101	1,064.78	False
449628	10/20/2025	412-111-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.09	False
449628	10/20/2025	419-371-4210-00000	ITEM 100 Service at 4605 Kings Valley Rd - pump	25.59	False
449628	10/20/2025	419-113-4210-00000	ITEM 81 Service at 377 J St - City Hall	10.34	False
449628	10/20/2025	001-114-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	1.26	False
449628	10/20/2025	001-470-4210-00000	ITEM 106 Service at Bro John Park Rstrms	30.83	False
449628	10/20/2025	001-470-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.21	False
449628	10/20/2025	001-364-4210-10023	ITEM 113 Service at Harding & Northcrest Lt	85.22	False
449628	10/20/2025	001-470-4210-00000	ITEM 96 Service at 424 Howe Dr - MarineMml Rstrm	28.06	False
449628	10/20/2025	419-371-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	1.87	False
449628	10/20/2025	001-251-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	2.84	False
449628	10/20/2025	001-364-4210-10023	ITEM 54 Service - Streetlights	110.27	False

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449628	10/20/2025	001-364-4210-10023	ITEM 117 Service at ABT 270 US Hwy 101S- lights	60.12	False
449628	10/20/2025	001-470-4210-00000	ITEM 110 Service at 1397 Front St	20.85	False
449628	10/20/2025	001-470-4210-00000	ITEM 89 Service at Mall Ltg Antlers Tr - Parks	20.85	False
449628	10/20/2025	001-364-4210-10023	ITEM 120 Service - Streetlights	217.11	False
449628	10/20/2025	420-115-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	3.52	False
449628	10/20/2025	508-508-4210-00000	ITEM 33 Service at Garage - Shop	863.74	False
449628	10/20/2025	001-112-4210-00000	ITEM 85 Service at 240 H St - Art Museum	341.33	False
449628	10/20/2025	412-114-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.08	False
449628	10/20/2025	413-130-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.30	False
449628	10/20/2025	001-364-4210-10023	ITEM 52 Service - Streetlights	21.98	False
449628	10/20/2025	413-352-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.26	False
449628	10/20/2025	001-313-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.29	False
449628	10/20/2025	413-120-4210-00000	ITEM 81 Service at 377 J St - City Hall	60.57	False
449628	10/20/2025	412-100-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.77	False
449628	10/20/2025	001-364-4210-10023	ITEM 121 Service - Streetlights	10.85	False
449628	10/20/2025	413-351-4210-00000	ITEM 11 Service at 195 B St - Lab	964.16	False
449628	10/20/2025	001-480-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.77	False
449628	10/20/2025	412-100-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.44	False
449628	10/20/2025	413-114-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.21	False
449628	10/20/2025	001-470-4210-00000	ITEM 21 Service at Mall Ltg Oasis Trms - Parks	20.85	False
449628	10/20/2025	001-250-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.11	False
449628	10/20/2025	001-480-4210-00000	ITEM 122 Service at 1000 Play St Add - Pool	69.25	False
449628	10/20/2025	001-114-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	2.19	False
449628	10/20/2025	001-364-4210-10023	ITEM 123 Service - Streetlights	29.70	False
449628	10/20/2025	001-470-4210-00000	ITEM 95 Service at 184 Battery - Park Restrooms	36.34	False
449628	10/20/2025	001-113-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.93	False
449628	10/20/2025	419-113-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.54	False
449628	10/20/2025	001-364-4210-10023	ITEM 77 Service - Streetlights	3,452.29	False
449628	10/20/2025	419-130-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.54	False
449628	10/20/2025	413-111-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.92	False
449628	10/20/2025	001-111-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.97	False
449628	10/20/2025	419-114-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.42	False
449628	10/20/2025	001-480-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.44	False
449628	10/20/2025	412-113-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.11	False
449628	10/20/2025	001-230-4210-00000	ITEM 75 Service at 520 I St - Fire Hall	808.42	False
449628	10/20/2025	412-100-4210-00000	ITEM 80 Service at 900 Sunset Cir #C - RV Park	2,203.73	False
449628	10/20/2025	413-353-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.58	False
449628	10/20/2025	001-470-4210-00000	ITEM 29 Service at Mason Mall Lighting - Parks	36.61	False
449628	10/20/2025	412-100-4210-00000	ITEM 82 Service at 900 Sunset Cir #A - RV Park	2,657.01	False
449628	10/20/2025	413-111-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.52	False
449628	10/20/2025	001-364-4210-10023	ITEM 53 Service - Streetlights	2,183.65	False
449628	10/20/2025	413-130-4210-00000	ITEM 81 Service at 377 J St - City HallI	5.95	False
449628	10/20/2025	419-371-4210-00000	ITEM 102 Service of Wonderstump Wtr Twr	97.53	False

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449628	10/20/2025	419-371-4210-00000	ITEM 61 Service at 46900 S Bank Rd - Water	18,775.56	False
449628	10/20/2025	413-114-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.35	False
449628	10/20/2025	001-111-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.57	False
449628	10/20/2025	420-115-4210-00000	ITEM 81 Service at 377 J St - City Hall	68.09	False
449628	10/20/2025	413-114-4210-00000	ITEM 81 Service at 377 J St - City Hall	4.01	False
449628	10/20/2025	001-240-4210-00000	ITEM 99 Service at 686 G St to Shop - PD	22.18	False
449628	10/20/2025	001-470-4210-00000	ITEM 103 Service at Mall for Lighting - Parks	67.31	False
449628	10/20/2025	413-353-4210-35019	ITEM 78 Service at 206 Williams Dr - Lift Statio	71.05	False
449628	10/20/2025	420-115-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	6.10	False
449628	10/20/2025	419-120-4210-00000	ITEM 81 Service at 377 J St - City Hall	60.14	False
449628	10/20/2025	001-313-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.75	False
449628	10/20/2025	001-364-4210-10023	ITEM 115 Service at 391 Front St - Streetlights	146.75	False
449628	10/20/2025	412-100-4210-00000	ITEM 81 Service at 377 J St - City Hall	8.52	False
449628	10/20/2025	413-120-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	3.13	False
449628	10/20/2025	419-114-4210-00000	ITEM 81 Service at 377 J St - City Hall	4.70	False
449628	10/20/2025	001-470-4210-00000	ITEM 17 Service at 7th St at ESt - Parks	71.14	False
449628	10/20/2025	413-353-4210-35019	ITEM 118 Service at Front & N - Lift Station	156.61	False
449628	10/20/2025	001-470-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.37	False
449628	10/20/2025	001-130-4210-00000	ITEM 81 Service at 377 J St - City Hall	11.90	False
449628	10/20/2025	419-111-4210-00000	ITEM 81 Service at 377 J St - City Hall	11.21	False
449628	10/20/2025	001-112-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	2.07	False
449628	10/20/2025	001-470-4210-00000	ITEM 93 Service at 7th & E St - Parks	328.51	False
449628	10/20/2025	001-250-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.64	False
449628	10/20/2025	419-371-4210-00000	ITEM 104 Service at 510 E Cooper Ave	21.38	False
449628	10/20/2025	419-371-4210-00000	ITEM 42 Service at NE Cor Macken & Amador Pump	1,530.25	False
449628	10/20/2025	001-111-4210-00000	ITEM 81 Service at 377 J St - City Hall	10.90	False
449628	10/20/2025	412-111-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.15	False
449628	10/20/2025	001-471-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.70	False
449628	10/20/2025	001-470-4210-00000	ITEM 97 Service at B St Pier Lighting - Parks	73.72	False
449628	10/20/2025	419-371-4210-00000	ITEM 87 Service at 4241 US Hwy 101 N	143.67	False
449628	10/20/2025	001-364-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.58	False
449628	10/20/2025	412-130-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.09	False
449628	10/20/2025	001-112-4210-00000	ITEM 81 Service at 377 J St - City Hall	23.18	False
449628	10/20/2025	001-470-4210-00000	ITEM 84 Service at SW Cor G/Front St Park	181.28	False
449628	10/20/2025	419-120-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	3.10	False
449628	10/20/2025	001-113-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.53	False
449628	10/20/2025	001-120-4210-00000	ITEM 81 Service at 377 J St - City Hall	56.19	False
449628	10/20/2025	001-251-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	4.92	False
449628	10/20/2025	419-111-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.00	False
449628	10/20/2025	412-100-4210-00000	ITEM 79 Service at 900 Sunset Cir #B - RV Park	2,164.24	False
449628	10/20/2025	419-371-4210-00000	ITEM 43 Service at SE Cor E Wash & Burtschl Tank	2,705.22	False
449628	10/20/2025	413-357-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	1.03	False
449628	10/20/2025	001-350-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	2.54	False

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449628	10/20/2025	001-130-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.61	False
449628	10/20/2025	001-112-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	1.19	False
449628	10/20/2025	419-371-4210-00000	ITEM 81 Service at 377 J St - City Hall	36.27	False
449628	10/20/2025	001-350-4210-00000	ITEM 81 Service at 377 J St - City Hall	28.37	False
449628	10/20/2025	001-313-4210-00000	ITEM 81 Service at 377 J St - City Hall	14.47	False
449628	10/20/2025	001-251-4210-00000	ITEM 81 Service at 377 J St - City Hall	55.00	False
449628	10/20/2025	001-240-4210-00000	ITEM 14 Service at 686 G St - PD	1,118.45	False
449628	10/20/2025	001-114-4210-00000	ITEM 81 Service at 377 J St - City Hall	24.37	False
449628	10/20/2025	419-371-4210-00000	ITEM 90 Service at Bertsch Es at MP51	30.41	False
449628	10/20/2025	001-364-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.02	False
449628	10/20/2025	413-120-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	5.42	False
449628	10/20/2025	413-353-4210-00000	ITEM 81 Service at 377 J St - City Hall	11.34	False
449628	10/20/2025	413-113-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.54	False
449628	10/20/2025	419-371-4210-00000	ITEM 56 Service at NE Cor W S Rd & EV X Rd Pump	49.87	False
449628	10/20/2025	001-470-4210-00000	ITEM 98 Service at Front & Play - Kid Town Rstrm	32.07	False
449628	10/20/2025	413-353-4210-35019	ITEM 112 Service at Breen Street Pump	71.28	False
449628	10/20/2025	413-353-4210-00000	ITEM 109 Service at Pacific & El Dorado	20.96	False
449628	10/20/2025	413-353-4210-35019	ITEM 64 Service at 141 StarfishWay -Sewer Statio	53.28	False
449628	10/20/2025	419-130-4210-00000	ITEM 81 Service at 377 J St - City Hall	5.95	False
449628	10/20/2025	001-470-4210-00000	ITEM 94 Service at 1205 Front St - Park Sprnklrs	21.11	False
449628	10/20/2025	001-480-4210-2020S	ITEM 25 Service at 1000 Play St - Pool	3,970.44	False
449628	10/20/2025	412-114-4210-00000	ITEM 81 Service at 377 J St - City Hall	0.88	False
449628	10/20/2025	419-371-4210-00000	ITEM 105 Service at ABT 500 E Cooper Ave	25.39	False
449628	10/20/2025	412-114-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Sire	0.05	False
449628	10/20/2025	413-113-4210-00000	ITEM 81 Service at 377 J St - City Hall	10.34	False
449628	10/20/2025	419-371-4210-00000	ITEM 114 Service at ABT 3160 Parkway Dr	25.40	False
449628	10/20/2025	413-353-4210-35019	ITEM 83 Service at King & Vance - Lift Station	193.23	False
449628	10/20/2025	001-130-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.06	False
449628	10/20/2025	419-371-4210-00000	ITEM 49 Service 206 Elk Valley Rd Pump Station	2,450.41	False
449628	10/20/2025	413-130-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.54	False
449628	10/20/2025	413-352-4210-00000	ITEM 81 Service at 377 J St - City Hall	5.07	False
449628	10/20/2025	001-364-4210-10023	ITEM 124 Service - Front & Play St- Streetlights	101.39	False
449628	10/20/2025	419-120-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	5.39	False
449628	10/20/2025	001-113-4210-00000	ITEM 81 Service at 377 J St - City Hall	10.33	False
449628	10/20/2025	413-113-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.93	False
449628	10/20/2025	001-470-4210-00000	ITEM 92 Service at Front & H Prking Lot - Parks	46.10	False
449628	10/20/2025	001-250-4210-00000	ITEM 81 Service at 377 J St - City Hall	12.46	False
449628	10/20/2025	412-111-4210-00000	ITEM 81 Service at 377 J St - City Hall	1.69	False
449628	10/20/2025	419-114-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.24	False
449628	10/20/2025	419-371-4210-00000	ITEM 101 Service at 4605 Kings Valley -Pumphouse	35.60	False
449628	10/20/2025	412-120-4210-00000	ITEM 81 Service at 377 J St - City Hall	9.39	False
449628	10/20/2025	412-120-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.48	False
449628	10/20/2025	413-353-4210-35019	ITEM 2 Service at Pacific & A - Sewer lift	38.28	False

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449628	10/20/2025	413-353-4210-35019	ITEM 86 Service at Pacific & A - Sewer Lift	60.89	False
449628	10/20/2025	508-508-4210-00000	ITEM 107 Service at 10th&I Strg & Lunch Rm -shop	190.29	False
449628	10/20/2025	001-364-4210-10023	ITEM 88 Service - Streetlights	494.25	False
449628	10/20/2025	001-364-4210-10023	ITEM 116 Service at 391 Front St -Corner Front&D	133.42	False
449628	10/20/2025	001-471-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.40	False
449628	10/20/2025	001-364-4210-10023	ITEM 111 Service at1190 Breen- 2 flashing lights	21.06	False
449628	10/20/2025	413-352-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.45	False
449628	10/20/2025	508-508-4210-00000	ITEM 34 Service at Garage Area Light - Shop	28.87	False
449628	10/20/2025	419-130-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.30	False
449628	10/20/2025	419-371-4210-00000	ITEM 119 Service at ABT Lake Earl Dr - Pump	27.41	False
449628	10/20/2025	001-350-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	1.47	False
449628	10/20/2025	412-113-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.07	False
449628	10/20/2025	001-364-4210-00000	ITEM 81 Service at 377 J St - City Hall	11.34	False
449628	10/20/2025	413-357-4210-00000	ITEM 81 Service at 377 J St - City Hall	19.86	False
449628	10/20/2025	412-130-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.15	False
449628	10/20/2025	413-353-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.01	False
449628	10/20/2025	419-111-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.58	False
449628	10/20/2025	412-120-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.85	False
449628	10/20/2025	001-470-4210-00000	ITEM 81 Service at 377 J St - City Hall	4.08	False
449628	10/20/2025	413-111-4210-00000	ITEM 81 Service at 377 J St - City Hall	10.21	False
449628	10/20/2025	413-357-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.78	False
449628	10/20/2025	412-113-4210-00000	ITEM 81 Service at 377 J St - City Hall	1.31	False
449628	10/20/2025	412-130-4210-00000	ITEM 81 Service at 377 J St - City Hall	1.69	False
449628	10/20/2025	001-120-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	2.91	False
449629	10/20/2025	420-115-4530-00000	10/27-10/30/25 - Las Vegas, NV: per diem, parking, uber ADVANCE	367.62	False
449630	10/20/2025	508-508-4320-04320	Protective Footwear Reimbursement- FY26	200.00	False
449631	10/20/2025	413-351-4230-00000	Alarm monitoring.	119.97	False
449632	10/20/2025	413-120-4530-00000	10/27-10/30/25: Las Vegas, NV - per diem ADVANCE	99.10	False
449632	10/20/2025	419-120-4530-00000	10/27-10/30/25: Las Vegas, NV (SB Conf) - per diem ADVANCE	99.10	False
449632	10/20/2025	001-120-4530-00000	10/27-10/30/25: Las Vegas, NV - per diem ADVANCE	99.10	False
449633	10/20/2025	412-100-4225-00000	FY26 Trash & Bin Service 09/01-09/30/25	3,138.14	False
449634	10/20/2025	001-240-4530-00000	10/23-10/25/2025 - Chico: per diem ADVANCE	117.30	False
449635	10/20/2025	901-240-4799-00000	NEPA documentation for the Police Department Addition	222.50	False
449635	10/20/2025	901-240-4799-2020S	NEPA documentation for the Police Department Addition	1,211.25	False
449636	10/20/2025	001-114-4409-00000	FY26 Safety training- Meetings and reporting.	1,354.50	False
449636	10/20/2025	001-114-4409-00000	FY26 Safety training- Intro to Cal/ OSHA: IIPP. Online.	15.00	False
449636	10/20/2025	001-114-4409-00000	FY26 Safety training- Bloodborne path training.	11.50	False
449636	10/20/2025	001-114-4409-00000	FY26 Safety training- workplace violence prevention. Online.	24.00	False
449637	10/20/2025	156-364-4799-0CGBP	Multiple cleanups for California Clean grant	8,864.72	False
449638	10/20/2025	001-000-2160-00000	SB1186 Fees Payable: 7/1/25-9/30/25	105.60	False
449639	10/20/2025	001-112-4390-00000	Pump track event.	12.26	False
449639	10/20/2025	412-100-4310-00000	Office supplies.	31.30	False
449640	10/20/2025	117-364-4409-00KST	K Street reconstruction design	621.50	False



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449641	10/20/2025	001-000-3221-00000	REFUND for stay- 11/02-11/08/25 Conf# 12054	4.14	False
449641	10/20/2025	412-000-3570-00000	REFUND for stay- 11/02-11/08/25 Conf# 12054	41.36	False
449642	10/20/2025	001-240-4450-00000	Maintenance of Canon copier at PD.	63.85	False
449643	10/20/2025	001-240-4390-00000	DMI: PD- dock for rugged tablet.	904.41	False
449643	10/20/2025	420-115-4450-00000	WETRANSFER: File transfer service.	9.99	False
449643	10/20/2025	508-508-4450-00000	FY26 Monday.com renewal	864.00	False
449643	10/20/2025	420-115-4450-00000	AXELLIANT: Office 365 additional license.	128.10	False
449643	10/20/2025	420-115-4450-00000	OPENAI: AI Subscription.	60.00	False
449643	10/20/2025	420-115-4450-00000	CLEVERBRIDGE: Altaro backup renewal.	208.25	False
449643	10/20/2025	001-350-4450-00000	FY26 Monday.com renewal	1,400.00	False
449643	10/20/2025	420-115-4450-00000	DUO: MFA for City staff.	210.00	False
449643	10/20/2025	420-115-4450-00000	SRFAX: Confidential fax.	12.60	False
449643	10/20/2025	420-115-4530-00000	CBT NUGGETS: IT Training subscription.	59.00	False
449643	10/20/2025	001-000-1350-00000	APPLE: Computer loan; Aguilera, A	814.79	False
449643	10/20/2025	420-115-4450-00000	ZOOM: Zoom subscription license.	355.86	False
449643	10/20/2025	420-115-4450-00000	SRFAX: Confidential fax.	12.60	False
449643	10/20/2025	420-115-4450-00000	DUO: MFA for City staff.	210.00	False
449643	10/20/2025	420-115-4450-00000	WASABI: Cloud backup.	46.41	False
449643	10/20/2025	420-115-4450-00000	WETRANSFER: File transfer service.	9.99	False
449643	10/20/2025	420-115-4450-00000	OPENAI: AI subscription.	60.00	False
449643	10/20/2025	001-480-4390-00000	WATER PROS H20- Pool Plaster.	100.00	False
449643	10/20/2025	413-352-4240-00000	MAILROOM- Lab Shipment wastewater.	162.11	False
449643	10/20/2025	420-115-4450-00000	WETRANSFER: File transfer service.	9.99	False
449643	10/20/2025	419-371-4409-00000	FY26 Monday.com renewal	2,136.00	False
449643	10/20/2025	420-115-4450-00000	WASABI: Cloud backup.	53.26	False
449643	10/20/2025	420-115-4530-00000	CBT NUGGETS: IT Training.	59.00	False
449643	10/20/2025	412-100-4450-00000	FY26 Monday.com renewal	400.00	False
449643	10/20/2025	420-115-4530-00000	SPRINGBROOK: Conference registration. T. Patch	795.00	False
449643	10/20/2025	420-115-4450-00000	WETRANSFER: File transfer service.	9.99	False
449643	10/20/2025	412-100-4390-00000	WAL-MART: Water for staff.	6.90	False
449643	10/20/2025	420-115-4450-00000	FY26 Monday.com renewal	900.00	False
449643	10/20/2025	420-115-4450-00000	DNSFILTER: DNS Filtering service.	198.00	False
449643	10/20/2025	420-115-4450-00000	DNSFILTER: DNS Filter.	198.00	False
449643	10/20/2025	508-508-4390-00000	COVERCRAFT: Seat Covers	842.66	False
449643	10/20/2025	420-115-4450-00000	CLEVERBRIDGE: Altaro backup renewal.	208.25	False
449644	10/20/2025	001-000-3221-00000	REFUND for stay- 10/21-10/24/25 Conf#	11.04	False
449644	10/20/2025	412-000-3570-00000	REFUND for stay- 10/21-10/24/25 Conf#	110.36	False
449645	10/20/2025	412-000-3570-00000	REFUND for stay-10/11-10/13/25 Conf# 12128	96.36	False
449645	10/20/2025	001-000-3221-00000	REFUND for stay-10/11-10/13/25 Conf# 12128	9.64	False
449647	10/18/2025	610-000-2186-00000	Plan # 306752	10.78	False
449647	10/18/2025	610-000-2186-00000	Plan # 306752	51.41	False
449648	10/27/2025	610-000-2170-00000	PR Batch 00772.10.2025 Child Support-CA	88.84	False
449649	10/27/2025	610-000-2184-00000	PR Batch 00772.10.2025 CCEA Monthly Dues	80.00	False



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449649	10/27/2025	610-000-2184-00000	PR Batch 00722.10.2025 CCEA Monthly Dues	10.00	False
449650	10/27/2025	610-000-2181-00000	PR Batch 00722.10.2025 CCPOA Dues	550.00	False
449651	10/27/2025	610-000-2186-00000	Plan # 306752	8.72	False
449651	10/27/2025	610-000-2186-00000	Plan # 306752	41.60	False
449651	10/27/2025	610-000-2178-00000	Plan # 300878	65.00	False
449651	10/27/2025	610-000-2178-00000	Plan # 300878	98.84	False
449651	10/27/2025	610-000-2186-00000	Plan # 306752	766.22	False
449651	10/27/2025	610-000-2178-00000	Plan # 300878	2,050.00	False
449651	10/27/2025	610-000-2186-00000	Plan # 306752	160.68	False
449651	10/27/2025	610-000-2178-00000	Plan # 300878	288.00	False
449652	10/27/2025	610-000-2182-00000	PR Batch 00722.10.2025 PORAC RMT	550.00	False
449653	10/27/2025	419-000-2110-00000	Refund Check 110411-000, 265 GRAND AVE	244.29	False
449654	10/27/2025	419-000-2110-00000	Refund Check 111485-000, 902 FRESNO ST	82.40	False
449655	10/27/2025	419-000-2110-00000	Refund Check 113019-000, 127 KERBY ST	152.58	False
449656	10/27/2025	419-120-4310-00000	Office Supplies.	13.65	False
449656	10/27/2025	001-120-4310-00000	Toner	50.10	False
449656	10/27/2025	001-130-4310-00000	CH Office Supplies	1.40	False
449656	10/27/2025	412-114-4310-00000	CH Office Supplies	0.29	False
449656	10/27/2025	001-364-4310-00000	CH Office Supplies	1.33	False
449656	10/27/2025	001-111-4310-00000	CH Office Supplies	1.28	False
449656	10/27/2025	001-480-4390-00000	Halloween Carnival	107.24	False
449656	10/27/2025	412-100-4310-00000	CH Office Supplies	2.78	False
449656	10/27/2025	419-130-4310-00000	CH Office Supplies	1.94	False
449656	10/27/2025	419-371-4310-00000	CH Office Supplies	4.26	False
449656	10/27/2025	001-250-4310-00000	CH Office Supplies	1.46	False
449656	10/27/2025	508-508-4390-00000	Lawn mower tire.	76.84	False
449656	10/27/2025	001-313-4310-00000	CH Office Supplies	4.72	False
449656	10/27/2025	420-115-4310-00000	CH Office Supplies	7.99	False
449656	10/27/2025	419-120-4310-00000	Toner	50.11	False
449656	10/27/2025	413-353-4310-00000	CH Office Supplies	1.33	False
449656	10/27/2025	001-480-4390-00000	Halloween Carnival	339.31	False
449656	10/27/2025	419-113-4310-00000	CH Office Supplies	1.21	False
449656	10/27/2025	413-120-4310-00000	CH Office Supplies	7.11	False
449656	10/27/2025	413-114-4210-00000	CH Office Supplies	1.30	False
449656	10/27/2025	001-120-4310-00000	CH Office Supplies	6.60	False
449656	10/27/2025	001-112-4310-00000	CH Office Supplies	2.72	False
449656	10/27/2025	001-480-4310-00000	CH Office Supplies	1.00	False
449656	10/27/2025	412-111-4310-00000	CH Office Supplies	0.20	False
449656	10/27/2025	412-130-4310-00000	CH Office Supplies	0.55	False
449656	10/27/2025	419-130-4310-00000	CH Office Supplies	0.70	False
449656	10/27/2025	419-114-4210-00000	CH Office Supplies	0.55	False
449656	10/27/2025	001-313-4310-00000	CH Office Supplies	1.70	False
449656	10/27/2025	419-113-4310-00000	CH Office Supplies	3.38	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449656	10/27/2025	412-120-4310-00000	CH Office Supplies	1.10	False
449656	10/27/2025	413-111-4310-00000	CH Office Supplies	1.20	False
449656	10/27/2025	412-120-4310-00000	CH Office Supplies	3.07	False
449656	10/27/2025	413-113-4310-00000	CH Office Supplies	1.21	False
449656	10/27/2025	419-371-4310-00000	CH Office Supplies	11.83	False
449656	10/27/2025	413-120-4310-00000	CH Office Supplies	19.76	False
449656	10/27/2025	001-470-4310-00000	CH Office Supplies	0.48	False
449656	10/27/2025	412-114-4310-00000	CH Office Supplies	0.10	False
449656	10/27/2025	001-114-4310-00000	CH Office Supplies	2.86	False
449656	10/27/2025	412-100-4310-00000	CH Office Supplies	1.00	False
449656	10/27/2025	001-112-4310-00000	CH Office Supplies	7.56	False
449656	10/27/2025	001-350-4310-00000	CH Office Supplies	3.34	False
449656	10/27/2025	419-120-4310-00000	CH Office Supplies	7.06	False
449656	10/27/2025	001-111-4310-00000	CH Office Supplies	3.55	False
449656	10/27/2025	412-130-4310-00000	CH Office Supplies	0.20	False
449656	10/27/2025	001-120-4310-00000	CH Office Supplies	18.33	False
449656	10/27/2025	412-113-4310-00000	CH Office Supplies	0.16	False
449656	10/27/2025	419-111-4310-00000	CH Office Supplies	3.66	False
449656	10/27/2025	001-120-4310-00000	Vent covers	3.60	False
449656	10/27/2025	001-364-4310-00000	CH Office Supplies	3.70	False
449656	10/27/2025	001-114-4310-00000	CH Office Supplies	7.95	False
449656	10/27/2025	001-471-4310-00000	CH Office Supplies	2.53	False
449656	10/27/2025	001-250-4310-00000	CH Office Supplies	4.07	False
449656	10/27/2025	413-114-4210-00000	CH Office Supplies	0.48	False
449656	10/27/2025	413-120-4310-00000	Toner	50.11	False
449656	10/27/2025	412-111-4310-00000	CH Office Supplies	0.55	False
449656	10/27/2025	419-111-4310-00000	CH Office Supplies	1.31	False
449656	10/27/2025	413-357-4310-00000	CH Office Supplies	2.33	False
449656	10/27/2025	001-251-4310-00000	CH Office Supplies	6.46	False
449656	10/27/2025	419-114-4210-00000	CH Office Supplies	1.53	False
449656	10/27/2025	413-353-4310-00000	CH Office Supplies	3.70	False
449656	10/27/2025	413-120-4310-00000	Office Supplies.	13.64	False
449656	10/27/2025	001-240-4390-00000	Rifle Flags	28.78	False
449656	10/27/2025	001-251-4310-00000	CH Office Supplies	17.94	False
449656	10/27/2025	413-130-4310-00000	CH Office Supplies	1.94	False
449656	10/27/2025	413-352-4310-00000	CH Office Supplies	0.60	False
449656	10/27/2025	413-130-4310-00000	CH Office Supplies	0.69	False
449656	10/27/2025	413-113-4310-00000	CH Office Supplies	3.38	False
449656	10/27/2025	420-115-4310-00000	CH Office Supplies	22.22	False
449656	10/27/2025	001-471-4310-00000	CH Office Supplies	0.91	False
449656	10/27/2025	001-113-4310-00000	CH Office Supplies	1.21	False
449656	10/27/2025	413-357-4310-00000	CH Office Supplies	6.47	False
449656	10/27/2025	001-480-4320-00000	Uniforms	200.73	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449656	10/27/2025	001-120-4310-00000	Office Supplies.	13.64	False
449656	10/27/2025	001-480-4310-00000	CH Office Supplies	2.78	False
449656	10/27/2025	001-350-4310-00000	CH Office Supplies	9.26	False
449656	10/27/2025	412-113-4310-00000	CH Office Supplies	0.43	False
449656	10/27/2025	419-120-4310-00000	CH Office Supplies	19.62	False
449656	10/27/2025	001-470-4310-00000	CH Office Supplies	1.33	False
449656	10/27/2025	413-111-4310-00000	CH Office Supplies	3.34	False
449656	10/27/2025	001-113-4310-00000	CH Office Supplies	3.37	False
449656	10/27/2025	413-352-4310-00000	CH Office Supplies	1.65	False
449656	10/27/2025	419-120-4310-00000	Vent covers	3.60	False
449656	10/27/2025	001-130-4310-00000	CH Office Supplies	3.89	False
449656	10/27/2025	413-120-4310-00000	Vent covers	3.60	False
449657	10/27/2025	419-372-3821-41028	Monthly Maintenance: Sep 2025	7,734.39	False
449657	10/27/2025	419-000-2115-00000	Monthly Maintenance: Sep 2025- Water Connections	1,440.00	False
449657	10/27/2025	419-372-3821-41028	Monthly Maintenance: Aug 2025	6,703.55	False
449657	10/27/2025	419-372-3821-41028	Monthly Maintenance: Sep 2025- Admin fee	-36.00	False
449658	10/27/2025	001-240-4393-0VIPS	04/25-04/27/25: Fort Bragg, CA-Missing persons investig: FINAL	289.24	False
449659	10/27/2025	901-470-4799-TLCL2	Tolowa Cultural Committee meeting stipend -07/01-09/30/25	400.00	False
449659	10/27/2025	901-470-4799-TLCL2	Tolowa Cultural Committee meeting stipend -05/07-06/25/25	200.00	False
449660	10/27/2025	001-470-4390-00000	Blower	98.90	False
449660	10/27/2025	001-000-2122-00000	Blower- TAX	-3.42	False
449661	10/27/2025	419-000-2110-00000	Refund Check 100194-001, 780 J ST	14.86	False
449662	10/27/2025	506-506-4450-00000	Coper maintenance. 09/07-10/06/25	113.37	False
449662	10/27/2025	506-506-4450-00000	Coper maintenance. 08/225-09/24/25	95.66	False
449662	10/27/2025	506-506-4450-00000	Coper maintenance. 09/25-10/24/25	21.87	False
449663	10/27/2025	001-230-4530-00000	Columbia Southern Uni: Fire Protection Tech course reimbursement	750.00	False
449664	10/27/2025	508-000-2122-00000	Kubota parts-TAX	-19.23	False
449664	10/27/2025	508-508-4390-00000	Kubota parts	252.31	False
449665	10/27/2025	412-100-4230-00000	254544301 RV Park Fiber 10/01-10/31/25	288.03	False
449665	10/27/2025	001-230-4230-00000	Cable & Internet Service- 10/09-11/08	132.79	False
449666	10/27/2025	419-372-3822-41029	Monthly Maintenance: Aug 2025	657.05	False
449666	10/27/2025	419-372-3822-41029	Monthly Maintenance: Sep 2025	833.05	False
449667	10/27/2025	419-372-3823-41030	Monthly Maintenance: Aug 2025	576.75	False
449667	10/27/2025	419-372-3823-41030	Monthly Maintenance: Sep 2025	649.30	False
449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 120-280-017-000	281.38	False
449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 110-222-025-000	106.26	False
449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 105-260-011-000	493.52	False
449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 106-021-012-000	45.12	False
449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 110-280-004-000	74.28	False
449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 120-135-002-000	26.22	False
449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 120-130-007-000	20.14	False
449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 120-135-001-000	25.82	False
449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 105-160-002-000	22.52	False

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449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 117-050-001-000	541.96	False
449668	10/27/2025	419-371-4680-00000	Property Tax: ASMT # 105-042-010-000	72.20	False
449669	10/27/2025	412-113-4450-00000	Use of Board Chambers Sept 2025	2.60	False
449669	10/27/2025	419-113-4450-00000	Use of Board Chambers Sept 2025	20.80	False
449669	10/27/2025	001-113-4450-00000	Use of Board Chambers Sept 2025	20.80	False
449669	10/27/2025	412-113-4450-00000	Use of Board Chambers Sept 2025	20.80	False
449670	10/27/2025	419-371-4390-00000	Bib, jacket, and boots.	595.49	False
449671	10/27/2025	508-508-4930-00000	Portable Welder w/ leads, w/o feeder	9,023.49	False
449672	10/27/2025	001-120-4409-00000	Preparation of ROPS 23-24 for Successor Agency	600.00	False
449673	10/27/2025	001-000-3221-00000	REFUND for stay-10/14-10/21/25 Conf# 12475	5.50	False
449673	10/27/2025	412-000-3570-00000	REFUND for stay-10/14-10/21/25 Conf# 12475	55.00	False
449674	10/27/2025	419-000-2110-00000	Refund Check 111539-001, 1045 ANZIO ST	121.39	False
449675	10/27/2025	001-480-3716-00000	REFUND- Adult month pass.	60.00	False
449676	10/27/2025	901-364-4799-0GATE	Gateway Refinement: Design services Prog pmnt no. 05	4,315.00	False
449676	10/27/2025	156-364-4799-0CGBP	Pro. Srvs. Agreement: Clean CA Project. Prog pmnt No. 12	4,887.98	False
449677	10/27/2025	001-470-4390-00000	Vacuum Breaker Assembly.	806.46	False
449678	10/27/2025	413-000-1202-00000	Sludge Processing	2,246.76	False
449678	10/27/2025	413-000-1202-00000	Sludge Processing	1,896.43	False
449679	10/27/2025	419-000-2110-00000	Refund Check 110459-000, 466 KERN ST	164.37	False
449680	10/27/2025	001-480-4390-00000	Ball Valve	608.25	False
449680	10/27/2025	001-480-4390-00000	Valve	122.91	False
449681	10/27/2025	419-371-4390-00000	3/4 Minus	194.85	False
449681	10/27/2025	001-364-4450-2020S	10th & A sidewalk repair	27,994.72	False
449682	10/27/2025	419-000-2110-00000	Refund Check 111212-000, 444 WINDING CREEK CIRCLE	218.60	False
449683	10/27/2025	001-120-4409-2020S	Sales tax auditing and reporting FY25 (July- Sept 2025)	600.00	False
449683	10/27/2025	001-120-4409-00000	Sales tax auditing and reporting FY25 (July- Sept 2025)	1,275.70	False
449684	10/27/2025	419-000-2110-00000	Refund Check 113209-000, 405 W ESSEX ST	142.99	False
449685	10/27/2025	001-000-2230-00000	Refund key deposit for 6/29/23 event	75.00	False
449686	10/27/2025	419-371-4390-00000	Floorplate	348.48	False
449687	10/27/2025	419-120-4240-00000	Print and Mail Utility Bills- Sept 2025	515.67	False
449687	10/27/2025	413-120-4240-00000	Print and Mail Utility Bills- Sept 2025	515.67	False
449688	10/27/2025	508-508-4390-00000	ATV Wheel fix	31.99	False
449689	10/27/2025	001-240-4530-00000	09/28-10/11/25 - Santa Rosa: per diem REMAINDER	285.95	False
449690	10/27/2025	419-000-2110-00000	Refund Check 112054-000, 246 8TH ST #2	158.45	False
449691	10/27/2025	419-000-2110-00000	Refund Check 112812-000, 2431 JONES AVE	154.20	False
449692	10/27/2025	901-470-4799-TLCL2	Tolowa Cultural Committee meeting stipend - 05/01-06/30/25	200.00	False
449692	10/27/2025	901-470-4799-TLCL2	Tolowa Cultural Committee meeting stipend - 07/01-09/30/25	400.00	False
449693	10/27/2025	419-000-2110-00000	Refund Check 105080-001, 678 C ST #B	155.30	False
449694	10/27/2025	419-000-2110-00000	Refund Check 108475-003, 171 8TH ST #A	85.25	False
449695	10/27/2025	412-120-4370-00000	City Hall Mats	0.38	False
449695	10/27/2025	419-114-4370-00000	City Hall Mats	0.19	False
449695	10/27/2025	420-115-4370-00000	City Hall Mats	2.72	False
449695	10/27/2025	420-115-4370-00000	City Hall Mats	2.72	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449695	10/27/2025	419-120-4370-00000	City Hall Mats	2.40	False
449695	10/27/2025	001-313-4370-00000	City Hall Mats	0.57	False
449695	10/27/2025	412-120-4370-00000	City Hall Mats	0.38	False
449695	10/27/2025	001-364-4370-00000	City Hall Mats	0.46	False
449695	10/27/2025	001-113-4370-00000	City Hall Mats	0.42	False
449695	10/27/2025	412-100-4370-00000	City Hall Mats	0.34	False
449695	10/27/2025	412-114-4370-00000	City Hall Mats	0.04	False
449695	10/27/2025	419-113-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	413-130-4370-00000	City Hall Mats	0.24	False
449695	10/27/2025	001-250-4370-00000	City Hall Mats	0.50	False
449695	10/27/2025	419-120-4370-00000	City Hall Mats	2.40	False
449695	10/27/2025	413-130-4370-00000	City Hall Mats	0.24	False
449695	10/27/2025	413-130-4370-00000	City Hall Mats	0.24	False
449695	10/27/2025	419-111-4370-00000	City Hall Mats	0.45	False
449695	10/27/2025	419-130-4370-00000	City Hall Mats	0.24	False
449695	10/27/2025	001-480-4370-00000	City Hall Mats	0.34	False
449695	10/27/2025	419-114-4370-00000	City Hall Mats	0.19	False
449695	10/27/2025	412-111-4370-00000	City Hall Mats	0.07	False
449695	10/27/2025	001-364-4370-00000	City Hall Mats	0.46	False
449695	10/27/2025	001-251-4370-00000	City Hall Mats	2.19	False
449695	10/27/2025	420-115-4370-00000	City Hall Mats	2.72	False
449695	10/27/2025	001-350-4370-00000	City Hall Mats	1.13	False
449695	10/27/2025	001-480-4370-00000	Mats and towels for the pool.	70.61	False
449695	10/27/2025	412-111-4370-00000	City Hall Mats	0.07	False
449695	10/27/2025	001-112-4370-00000	City Hall Mats	0.92	False
449695	10/27/2025	419-371-4370-00000	City Hall Mats	1.44	False
449695	10/27/2025	001-114-4370-00000	City Hall Mats	0.97	False
449695	10/27/2025	001-130-4370-00000	City Hall Mats	0.47	False
449695	10/27/2025	001-113-4370-00000	City Hall Mats	0.42	False
449695	10/27/2025	412-130-4370-00000	City Hall Mats	0.06	False
449695	10/27/2025	419-120-4370-00000	City Hall Mats	2.40	False
449695	10/27/2025	412-114-4370-00000	City Hall Mats	0.04	False
449695	10/27/2025	419-114-4370-00000	City Hall Mats	0.19	False
449695	10/27/2025	001-120-4370-00000	City Hall Mats	2.24	False
449695	10/27/2025	001-250-4370-00000	City Hall Mats	0.50	False
449695	10/27/2025	001-112-4370-00000	City Hall Mats	0.92	False
449695	10/27/2025	413-114-4370-00000	City Hall Mats	0.16	False
449695	10/27/2025	412-100-4370-00000	City Hall Mats	0.34	False
449695	10/27/2025	419-371-4370-00000	City Hall Mats	1.44	False
449695	10/27/2025	412-113-4370-00000	City Hall Mats	0.05	False
449695	10/27/2025	001-313-4370-00000	City Hall Mats	0.57	False
449695	10/27/2025	001-250-4370-00000	City Hall Mats	0.50	False
449695	10/27/2025	001-112-4370-00000	City Hall Mats	0.92	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449695	10/27/2025	001-480-4370-00000	City Hall Mats	0.34	False
449695	10/27/2025	001-111-4370-00000	City Hall Mats	0.43	False
449695	10/27/2025	001-350-4370-00000	City Hall Mats	1.13	False
449695	10/27/2025	413-357-4370-00000	City Hall Mats	0.79	False
449695	10/27/2025	413-113-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	001-130-4370-00000	City Hall Mats	0.47	False
449695	10/27/2025	412-113-4370-00000	City Hall Mats	0.05	False
449695	10/27/2025	001-113-4370-00000	City Hall Mats	0.42	False
449695	10/27/2025	001-111-4370-00000	City Hall Mats	0.43	False
449695	10/27/2025	001-250-4370-00000	City Hall Mats	0.50	False
449695	10/27/2025	412-130-4370-00000	City Hall Mats	0.06	False
449695	10/27/2025	001-114-4370-00000	City Hall Mats	0.97	False
449695	10/27/2025	413-352-4370-00000	City Hall Mats	0.20	False
449695	10/27/2025	413-353-4370-00000	City Hall Mats	0.46	False
449695	10/27/2025	001-470-4370-00000	City Hall Mats	0.16	False
449695	10/27/2025	001-114-4370-00000	City Hall Mats	0.97	False
449695	10/27/2025	413-353-4370-00000	City Hall Mats	0.46	False
449695	10/27/2025	001-470-4370-00000	City Hall Mats	0.16	False
449695	10/27/2025	001-111-4370-00000	City Hall Mats	0.43	False
449695	10/27/2025	412-130-4370-00000	City Hall Mats	0.06	False
449695	10/27/2025	001-471-4370-00000	City Hall Mats	0.31	False
449695	10/27/2025	412-114-4370-00000	City Hall Mats	0.04	False
449695	10/27/2025	001-112-4370-00000	City Hall Mats	0.92	False
449695	10/27/2025	001-364-4370-00000	City Hall Mats	0.46	False
449695	10/27/2025	419-130-4370-00000	City Hall Mats	0.24	False
449695	10/27/2025	001-120-4370-00000	City Hall Mats	2.24	False
449695	10/27/2025	412-120-4370-00000	City Hall Mats	0.38	False
449695	10/27/2025	413-120-4370-00000	City Hall Mats	2.42	False
449695	10/27/2025	419-114-4370-00000	City Hall Mats	0.19	False
449695	10/27/2025	413-114-4370-00000	City Hall Mats	0.16	False
449695	10/27/2025	413-113-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	419-111-4370-00000	City Hall Mats	0.45	False
449695	10/27/2025	001-350-4370-00000	City Hall Mats	1.13	False
449695	10/27/2025	001-313-4370-00000	City Hall Mats	0.57	False
449695	10/27/2025	419-111-4370-00000	City Hall Mats	0.45	False
449695	10/27/2025	001-364-4370-00000	City Hall Mats	0.46	False
449695	10/27/2025	412-120-4370-00000	City Hall Mats	0.38	False
449695	10/27/2025	413-113-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	001-471-4370-00000	City Hall Mats	0.31	False
449695	10/27/2025	413-111-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	420-115-4370-00000	City Hall Mats	2.72	False
449695	10/27/2025	413-352-4370-00000	City Hall Mats	0.20	False
449695	10/27/2025	413-357-4370-00000	City Hall Mats	0.79	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449695	10/27/2025	413-111-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	419-371-4370-00000	City Hall Mats	1.44	False
449695	10/27/2025	413-352-4370-00000	City Hall Mats	0.20	False
449695	10/27/2025	001-480-4370-00000	City Hall Mats	0.34	False
449695	10/27/2025	001-251-4370-00000	City Hall Mats	2.19	False
449695	10/27/2025	001-471-4370-00000	City Hall Mats	0.31	False
449695	10/27/2025	413-353-4370-00000	City Hall Mats	0.46	False
449695	10/27/2025	419-130-4370-00000	City Hall Mats	0.24	False
449695	10/27/2025	001-120-4370-00000	City Hall Mats	2.24	False
449695	10/27/2025	413-353-4370-00000	City Hall Mats	0.46	False
449695	10/27/2025	413-357-4370-00000	City Hall Mats	0.79	False
449695	10/27/2025	413-352-4370-00000	City Hall Mats	0.20	False
449695	10/27/2025	001-470-4370-00000	City Hall Mats	0.16	False
449695	10/27/2025	413-113-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	001-470-4370-00000	City Hall Mats	0.16	False
449695	10/27/2025	001-251-4370-00000	City Hall Mats	2.19	False
449695	10/27/2025	413-357-4370-00000	City Hall Mats	0.79	False
449695	10/27/2025	412-130-4370-00000	City Hall Mats	0.06	False
449695	10/27/2025	413-130-4370-00000	City Hall Mats	0.24	False
449695	10/27/2025	001-350-4370-00000	City Hall Mats	1.13	False
449695	10/27/2025	412-113-4370-00000	City Hall Mats	0.05	False
449695	10/27/2025	412-111-4370-00000	City Hall Mats	0.07	False
449695	10/27/2025	419-113-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	413-114-4370-00000	City Hall Mats	0.16	False
449695	10/27/2025	412-111-4370-00000	City Hall Mats	0.07	False
449695	10/27/2025	001-313-4370-00000	City Hall Mats	0.57	False
449695	10/27/2025	412-100-4370-00000	City Hall Mats	0.34	False
449695	10/27/2025	413-114-4370-00000	City Hall Mats	0.16	False
449695	10/27/2025	413-111-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	412-113-4370-00000	City Hall Mats	0.05	False
449695	10/27/2025	001-130-4370-00000	City Hall Mats	0.47	False
449695	10/27/2025	413-111-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	412-114-4370-00000	City Hall Mats	0.04	False
449695	10/27/2025	001-120-4370-00000	City Hall Mats	2.24	False
449695	10/27/2025	419-113-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	001-111-4370-00000	City Hall Mats	0.43	False
449695	10/27/2025	419-120-4370-00000	City Hall Mats	2.40	False
449695	10/27/2025	413-120-4370-00000	City Hall Mats	2.42	False
449695	10/27/2025	419-130-4370-00000	City Hall Mats	0.24	False
449695	10/27/2025	001-480-4370-00000	City Hall Mats	0.34	False
449695	10/27/2025	419-371-4370-00000	City Hall Mats	1.44	False
449695	10/27/2025	419-113-4370-00000	City Hall Mats	0.41	False
449695	10/27/2025	001-471-4370-00000	City Hall Mats	0.31	False



Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449695	10/27/2025	001-251-4370-00000	City Hall Mats	2.19	False
449695	10/27/2025	413-120-4370-00000	City Hall Mats	2.42	False
449695	10/27/2025	419-111-4370-00000	City Hall Mats	0.45	False
449695	10/27/2025	001-130-4370-00000	City Hall Mats	0.47	False
449695	10/27/2025	413-120-4370-00000	City Hall Mats	2.42	False
449695	10/27/2025	412-100-4370-00000	City Hall Mats	0.34	False
449695	10/27/2025	001-114-4370-00000	City Hall Mats	0.97	False
449695	10/27/2025	001-113-4370-00000	City Hall Mats	0.42	False
449696	10/27/2025	419-120-4430-00000	Public notice: Unclaimed funds.	301.99	False
449696	10/27/2025	413-120-4430-00000	Public notice: Unclaimed funds.	301.99	False
449696	10/27/2025	001-120-4430-00000	Public notice: Unclaimed funds.	301.99	False
449697	10/27/2025	419-000-2110-00000	Refund Check 112722-000, 1460 MACKEN AVE	7.84	False
449698	10/27/2025	508-508-4390-00000	Sockets	62.76	False
449698	10/27/2025	508-508-4390-00000	Disc pad set.	58.56	False
449698	10/27/2025	508-508-4390-00000	Fuel Filter	468.87	False
449699	10/27/2025	419-000-2110-00000	Refund Check 109954-000, 1100 HUNTINGTON ST	103.35	False
449700	10/27/2025	419-000-2110-00000	Refund Check 112228-000, 100 EMERALD CREEK DR	130.46	False
449701	10/27/2025	420-115-4530-00000	So. New Hamp Uni: Social Issues/Decision-Making. reimbursement	750.00	False
449702	10/27/2025	419-000-2110-00000	Refund Check 112683-000, 240 GLENN ST	67.53	False
449703	10/27/2025	419-000-2110-00000	Refund Check 009621-000, 200 CHURCH TREE RD	22.50	False
449704	10/27/2025	419-000-2110-00000	Refund Check 111506-000, 1231 NORTHCREST DR	99.42	False
449705	10/27/2025	419-000-2110-00000	Refund Check 108537-000, 121 COOKE ST	33.11	False
449706	10/27/2025	506-506-4450-00000	Re-roof lawyer office adjacent to housing authority	14,210.00	False
449707	10/27/2025	413-120-4415-00000	Online & IVR Utility payment processing. Sept 2025	1,361.90	False
449707	10/27/2025	419-120-4415-00000	Online & IVR Utility payment processing. Sept 2025	1,361.90	False
449708	10/27/2025	001-240-4393-0VIPS	04/25-04/27/25: Fort Bragg, CA-Missing persons investig: FINAL	289.24	False
449709	10/27/2025	001-114-4409-00000	FY26 Safety training: Intro to Cal/ OSHA: IIPP	15.00	False
449710	10/27/2025	419-000-2110-00000	Refund Check 109855-000, 608 G ST #B	155.30	False
449711	10/27/2025	419-111-4311-00000	CM Office Chair	398.62	False
449711	10/27/2025	413-111-4311-00000	CM Office Chair	398.61	False
449711	10/27/2025	001-111-4311-00000	CM Office Chair	398.61	False
449711	10/27/2025	419-371-4390-00000	Office supplies: Pens, clipboard, binders.	60.92	False
449712	10/27/2025	419-000-2110-00000	Refund Check 113118-000, 433 9TH ST	229.82	False
449713	10/27/2025	901-470-4799-47007	Tolowa mtg stipends: C. Ford, E. Reed, M. Jones. S. Steinruck	1,200.00	False
449713	10/27/2025	901-470-4799-47007	Tolowa mtg stipends: C. Ford, E. Reed, M. Jones. S. Steinruck	400.00	False
449714	10/27/2025	508-508-4930-00000	Hot water pressure washer	4,870.17	False
449715	10/27/2025	001-480-4340-00000	Chemicals for pool.	500.12	False
449716	10/27/2025	420-115-4530-00000	CBT NUGGETS: IT training.	59.00	False
449716	10/27/2025	413-351-4450-00000	PP*FSPRG: Diagnostic software for water comms.	104.97	False
449716	10/27/2025	001-000-1350-00000	PAYPAL: Ebay- Computer loan.	913.63	False
449716	10/27/2025	413-351-4450-00000	ZOOM: Subscription for staff.	355.86	False
449716	10/27/2025	420-115-4450-00000	DUO: MFA for city staff.	210.00	False
449716	10/27/2025	001-112-4409-00000	DNH: Domain hosting for downtown plan.	119.88	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
449716	10/27/2025	413-351-4450-00000	SRFAX: Confidential fax	12.60	False
449716	10/27/2025	413-351-4450-00000	IN*J ST TECH: FY26 Renewal WWTP Lab LIMS system	2,697.00	False
449716	10/27/2025	420-115-4450-00000	DNS FILTER- DNS content filtering.	198.00	False
449716	10/27/2025	420-115-4450-00000	OPEN AI: AI Subscription.	60.00	False
449716	10/27/2025	420-115-4450-00000	WASABI: Cloud backup.	54.08	False
449717	10/27/2025	419-000-2110-00000	Refund Check 104243-001, 778 ENDERT ST	53.74	False
449718	10/27/2025	001-000-3221-00000	REFUND for stay- 10/14-10/22/25 Conf # 12507	1.07	False
449718	10/27/2025	412-000-3570-00000	REFUND for stay- 10/14-10/22/25 Conf # 12507	10.72	False
449720	10/30/2025	001-480-4530-00000	10/31-11/2/25 Garcia,A- Eugene, OR (Starguard): per diem ADVANCE	144.00	False
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				428,903.27	
				<hr/>	
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# AP

## 10-18-25 to 10-31-25 Housing

User: kbates@crenscencity.org  
Printed: 11/4/2025 12:46:59 PM

REVIEWED  
kkozak , 11/4/2025, 2:49:34 PM



Check Date	Check Number	Description	Amount	Selected For Void
10/20/2025	449600	Fastners.	1.36	False
10/20/2025	449639	Misc Office Supplies FY25/26- File folders.	4.25	False
10/20/2025	449623	Misc Office Supplies- Paper	11.26	False
10/20/2025	449627	Janitorial Supplies- City-Wide	12.50	False
10/27/2025	449656	Misc Office Supplies: Desk pad calendar.	23.64	False
10/20/2025	449628	ITEM 23 Service at 235 H St - HA	24.32	False
10/20/2025	449593	Copier Services FY25/26. 09/25-10/24/25	26.56	False
10/27/2025	449656	Misc Office Supplies: Calendar and clock.	42.42	False
10/20/2025	449587	Misc Office Supplies- Manila file folders.	54.05	False
10/20/2025	449593	Copier Services FY25/26. 08/25-09/24/25	70.65	False
10/20/2025	449605	707-464-2692 HA Fax Line -09/30-10/29/25	158.32	False
10/27/2025	449656	Misc Office Supplies	162.00	False
10/20/2025	449619	Final HR Services - July1-July 30, 2025	263.44	False
10/20/2025	449628	ITEM 66 Service at 235 H St - HA	267.88	False
			<hr/> <hr/>	
			1,122.65	
			<hr/> <hr/>	



# CITY OF CRESCENT CITY

MAYOR RAY ALTMAN  
COUNCIL MEMBER JASON GREENOUGH

MAYOR PRO TEM ISAIAH WRIGHT  
COUNCIL MEMBER CANDACE TINKLER

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

**MONDAY**

**NOVEMBER 3, 2025**

**6:00 P.M.**

## **OPEN SESSION**

**Call to order** Mayor Altman called the meeting to order at 6:01 p.m.

**Roll call** Council Members present: Council Member Jason Greenough, Council Member Candace Tinkler, Mayor Pro Tem Isaiah Wright, and Mayor Ray Altman  
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, IT/GIS Technician Taylor Patch, Recreation and Events Coordinator Kelly Feola, and Police Chief Richard Griffin

**Pledge of Allegiance** led by Mayor Altman

## **CEREMONIAL ITEMS**

- **Veterans Day Proclamation**

Council Member Greenough read the proclamation aloud and Recreation and Events Coordinator Feola will present it to VFW Commander David Cooper at the Vet Cafe on Saturday.

- **Adoption Day Proclamation**

Mayor Pro Tem Wright read the proclamation aloud and gave his background with adoption.

## **REPORTS AND PRESENTATIONS - None**

## **PUBLIC COMMENT PERIOD**

*The following residents addressed the Council:*

Sam Strait: spoke about Eye on Del Norte and advised the Council to follow its news articles. He further stated that the Border Coast Regional Airport Authority is close to insolvency and recommended the City remove itself from the JPA.

Meaghan McGlasson: from the Library District and introduced the new Library Director Beth Quetschke.

## **CONSENT CALENDAR**

### **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 20, 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-to-actual Summary as of September 30, 2025**

- *Recommendation: Receive and file the budget-to-actual summary of the City's major operating funds for Fiscal Year 2025-26 as of September 30, 2025*

### **5. Quarterly Cash and Investments Report as of September 30, 2025**

- *Recommendation: Receive and file the quarterly cash and investments report as of September 30, 2025*

### **6. Amendment 1 to Task Order 1 for Plan Review Services**

- *Recommendation: Approve and authorize the City Manager to sign Task Order 1 Amendment 1 to the Professional Services Agreement with BPR Consulting Group LLC for Plan Review Support Services*

### **7. CCPD Officer Wellness and Mental Health Grant Budget Amendment**

- *Recommendation: Approve and adopt Resolution No. 2025-49, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET OF THE CITY OF CRESCENT CITY*

*There were no comments from the public.*

*On a motion by Mayor Pro Tem Wright, seconded by Council Member Council Member Greenough, and carried on a 4-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 1-7 as presented.*

## **PUBLIC HEARING - None**

## **CONTINUING BUSINESS - None**

## **NEW BUSINESS**

### **8. Lower Elk Creek Wetland Enhancement**

- *Recommendation: Hear staff report / presentation from Smith River Alliance*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve a letter to Smith River Alliance from the City Council endorsing the Lower Elk Creek Wetland Enhancement project*

Grant Werschull with Smith River Alliance gave a PowerPoint Presentation on the Lower Elk Creek Wetland Enhancement project. Council Member Tinkler spoke in support of this project and referenced the Sacramento River Trail that has a lot of pedestrian activity from hiking, to biking, to dog walking which was a huge economic boom for Redding. Council Member Greenough asked what the Land Use plan was for this area; Mr. Werschull stated the project area is owned by the California Department of Fish and Wildlife. Council Member Greenough asked what the funding source would be for the project; both the California Dept of Fish & Wildlife, the National Dept of Fish & Wildlife as well as NOAA will provide funding for this project. Council Member Greenough asked what recreation opportunities will be available at this location; Mr. Werschull stated fishing, hiking, birdwatching, dog walking, etc.

Sam Strait stated there are other recreational opportunities within the County at no additional expense. He is concerned with the expense of the project.

After the motion was made and seconded, Council Member Greenough wanted to reopen Council discussion after Mr. Strait's comment; Mayor Altman reopened Council discussion. Council Member Greenough asked about the safety measures of this project; Mr. Werschull explained that if this project was not completed, the damage threat of flooding and tsunami would be worse. Mayor Altman asked for clarification for the public that this is not only for recreation, but it is a flood resiliency plan; City Manager Wier answered in the affirmative. Council Member Greenough asked Chief Griffin if this project would cause any trouble for CCPD to enforce; Chief Griffin said that the majority of this project is CHP jurisdiction as it's owned by the State; does not have a problem with the project regarding law enforcement.

*On a motion by Council Member Wright, seconded by Council Member Tinkler, and carried on a 4-0 polled vote, the City Council of the City of Crescent City approved a letter to Smith River Alliance from the City Council endorsing the Lower Elk Creek Wetland Enhancement project.*

## **9. Accessory Dwelling Units Regulations Update**

- *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. 859, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 17.35, ACCESSORY DWELLING UNITS, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE*

City Attorney Rice went over the changes recommended by the Planning Commission to this ordinance for it to be in compliance with State law. Mayor Altman asked if these units would be subject to conditional use approvals; Council Member Tinkler stated her concern with parking and that would mean more vehicles parked on the street. She further asked about these being used as short-term rentals; City Attorney Rice stated that the Council had approved this so more housing can be added, and short-term rentals did not fall into that category. SHN Planner Lawton reported that the State waived parking for the benefit of housing as they'd rather have a parking problem rather than a housing problem. Council Member Greenough asked if there would be any consequences to not being in compliance; Planner Lawton said there are no harsh penalties but the State is moving in the direction of levying fines for not being in compliance. In addition, the City was contacted by the HCD Policy Enforcement Branch requesting that the City update the ordinance to comply with changes in State law. This ordinance will need to be enacted by the end of the year for compliance. City Manager Wier stated this is also connected to our Prohousing Designation.

*There were no comments from the public.*

*On a motion by Council Member Wright, seconded by Council Member Greenough, and carried on a 4-0 polled vote, the City Council of the City of Crescent City waived full reading, read by title only and introduced Ordinance No. 859, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 17.35, ACCESSORY DWELLING UNITS, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE.*

#### **10. Council Member Vacancy**

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Council has the following options:*
  - *Motion to fill the vacant City Council position by appointment and give direction as necessary and appropriate; OR*
  - *Motion to fill the vacancy by a special election to be held with the general municipal election in November 2026; OR*
  - *Motion to fill the vacancy by a special stand-alone election in Spring 2026*

City Attorney Rice went over the process to fill the vacant position on the City Council left by the resignation of Daran Dooley. The Council discussed the option of appointment as it was the best for the City.

Sam Strait: stated that the appointment process concerns him since the Council always votes in consensus. Feels the Council should wait until November 2026 for the people to choose who gets selected instead of the Council.

Council Member Tinkler is concerned with only having four on the Council as the potential for not having a quorum during flu season and having to cancel meetings. Appointing a Council Member is more of an efficient process. Mayor Altman stated it is important to fully represent the residents of the City with a full Council.

*On a motion by Council Member Greenough, seconded by Council Member Tinkler, and carried on a 4-0 polled vote, the City Council of the City of Crescent City decided to fill the vacant City Council position by appointment and directed staff to post the vacancy.*

#### **11. Selection of Mayor and Mayor Pro Tempore**

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Select a Mayor and Mayor Pro Tempore to serve for the next year*

City Clerk Altman reported to the Council the selection procedure.

*There were no comments from the public.*

Mayor Altman nominated Mayor Pro Tem Wright as Mayor for 2026; seconded by Council Member Greenough; Mayor Pro Tem Wright accepted the nomination.

Carried unanimously.

Mayor Altman nominated Council Member Tinkler as Mayor Pro Tem; seconded by Mayor Pro Tem Wright. Council Member Tinkler accepted the nomination.



Carried unanimously.

### **CITY COUNCIL ITEMS**

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

Council Member Greenough: asked for a discussion regarding the federal government shutdown on the next agenda and would like the Council to reach out to our Senators. He is concerned about our grant funding, SNAP benefits and federal workers going without pay. City Manager Wier stated that grants are impacted with some funding sources. *The Council was in consensus to bring this item back to the Council for discussion with Council Member Tinkler dissenting.*

➤ **Legislative Matters – None**

➤ **City Manager Report and City Council Directives –** City Manager Wier gave the following report:

- City Manager Wier commended Mayor Altman for his service as Mayor this year.
- December 5<sup>th</sup> is the Christmas Light Parade at 6:30 p.m.
- 26 students assisted with the cleanup of Elk Creek on October 28<sup>th</sup>.
- The storm that is headed in will be at its peak this Tuesday with 50mph gusts overnight. It will go on through Wednesday and through Friday with over 5 inches of rain in a week.

### **ADJOURNMENT**

There being no further business to come before the Council, Mayor Altman adjourned the meeting at 7:25 p.m. to the regular meeting of the City Council of the City of Crescent City on Monday, November 17, 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 11/01/2025					
Pay Date 11/07/2025					
Check Numbers: 111652 - 111662 (Plus Direct Deposits)					
Home Dept.	Regular Pay	Overtime	Gross Pay	Employees	Notes
City Council (110)	3,462.69	-	3,462.69	5	Includes final payout
Administration (111)	22,151.04	849.60	23,000.64	6	
Finance (120)	17,381.07	58.77	17,439.84	7	
City Attorney (130)	5,333.20	-	5,333.20	1	
Fire (230)	17,579.53	2,328.71	19,908.24	5	
Police (240)	36,252.07	11,608.78	47,860.85	14	
Planning (313)	1,589.26	-	1,589.26	1	
Public Works (350)	54,857.95	7,018.28	61,876.23	24	
Recreation (450)	5,166.95	18.53	5,185.48	2	
Swimming Pool (480)	17,348.01	1,411.63	18,759.64	21	Includes final payout
Housing (490)	11,642.73	-	11,642.73	4	
	192,764.50	23,294.30	216,058.80	90	
Payroll summarized above according to employees' home departments. Actual costs of employees are charged to department / fund where work was performed.					



## **CITY COUNCIL AGENDA REPORT**

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

**FROM: ERIC WIER, CITY MANAGER**

**BY: KEVIN CAREY, FIRE CHIEF**

**DATE: NOVEMBER 17, 2025**

**SUBJECT: CAL FIRE GRANT AGREEMENT AND BUDGET ADJUSTMENT**

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### **RECOMMENDATION**

Approve and adopt Resolution No. 2025-50, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE CITY BUDGET FOR FISCAL YEAR 2025-26 AND APPROVING THE CAL FIRE COOPERATIVE FIRE PROTECTION GRANT AGREEMENT #7FG25032

### **BACKGROUND**

Crescent City Fire & Rescue has been awarded funding under the 2025 CAL FIRE Volunteer Fire Capacity (VFC) Grant Program, Agreement #7FG25032. This federally funded program provides cost-share assistance to local and rural fire departments for training, communications, and safety equipment for volunteer firefighters.

The awarded project totals \$32,464, with CAL FIRE reimbursing \$16,232 (50 percent of eligible costs). The remaining \$16,232 local match will be shared between the Crescent Fire Protection District and the City of Crescent City—each contributing 25 percent of the total project cost.

The project will fund the purchase of structural bunker gear critical to firefighter safety and compliance, including:

- Six (6) structural bunker coats
- Seven (7) structural bunker pants
- Seven (7) pairs of structural firefighting boots

This equipment replaces aging gear and ensures compliance with current NFPA safety standards for structural firefighting.

## **FISCAL ANALYSIS**

The total project cost is \$32,464.

- CAL FIRE Reimbursement (50%): \$16,232
- Crescent Fire Protection District (25%): \$ 8,116
- City of Crescent City (25%): \$ 8,116

CAL FIRE will reimburse 50 percent of total expenditures upon project completion and submittal of proof of payment. The required match will be split between the City and Crescent Fire Protection District, and the City will bill the District for its share of the match. The match is already included in this year's budget.

This grant supports the department's ongoing effort to maintain NFPA-compliant safety equipment while leveraging outside funding sources to minimize local cost exposure.

## **STRATEGIC PLAN ANALYSIS**

This action supports Strategic Plan Goals:

- #1C – Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States.
- #2A – Evaluate and optimize additional revenue sources.
- #2D – Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities.
- #3B – Maintain responsible fiscal management and accountability.

## **ATTACHMENTS**

1. Resolution No. 2025-50
2. CAL FIRE Grant Agreement #7FG25032
3. Project Budget Summary

**RESOLUTION NO. 2025-50**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT  
AMENDING THE CITY BUDGET FOR FISCAL YEAR 2025-26 AND APPROVING THE CALFIRE  
COOPERATIVE FIRE PROTECTION GRANT AGREEMENT #7FG25032**

**WHEREAS**, the budget for the fiscal year beginning July 1, 2025, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 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**, Crescent City Fire & Rescue has secured a 50/50 grant through California Department of Forestry and Fire Protection (CAL FIRE) to outfit volunteers in NFPA and OSHA compliant structural personal protective equipment; and

**WHEREAS**, the City and Crescent Fire Protection District will each provide half of the required 50% match, with the City purchasing the equipment up front and then being reimbursed for 50% of the total cost through the grant and half of the required matching funds from the Crescent Fire Protection District; and

**WHEREAS**, the fulfillment of these priorities requires an amendment to the City's operating budget.

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

1. That CAL FIRE Cooperative Fire Protection Grant Agreement #7FG25032 is approved and the City Manager is authorized to execute the agreement.
2. That the Fiscal Year 2025-26 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

Fund	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	\$16,232	\$16,232

**APPROVED and ADOPTED** and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 17<sup>th</sup> day of November 2025, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Isaiah Wright, Mayor

ATTEST:

\_\_\_\_\_  
Robin Altman, City Clerk

State of California  
Department of Forestry and Fire Protection (CAL FIRE)  
Cooperative Fire Protection  
GRANT AGREEMENT

**APPLICANT:**

**PROJECT TITLE:** Volunteer Fire Capacity

**GRANT AGREEMENT:** 7FG25032

**PROJECT PERFORMANCE PERIOD is from date upon approval through August 31, 2026.**

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

**PROJECT DESCRIPTION:** Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

**Total State Grant not to exceed** **\$16,232.00** (or project costs, whichever is less).

*\*The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

**STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY  
AND FIRE PROTECTION**

<hr/> <p style="text-align: center;">Applicant</p>	<hr/>
By <hr/>	By <hr/>
Signature of Authorized Representative	
Title <hr/>	Title: <b>David Scheurich</b> <b>Staff Chief, Cooperative Fire Protection</b>
Date <hr/>	Date <hr/>

**CERTIFICATION OF FUNDING**

GRANT AGREEMENT NUMBER <b>7FG25032</b>	PO ID	SUPPLIER ID
FUND <b>0001</b>	FUND NAME General Fund	
PROJECT ID 354025DG2012154	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING <b>\$16,232.00</b>
GL UNIT 3540	BUD REF 001	CHAPTER 4
PROGRAM NUMBER 9999000FED	ENY <b>2025</b>	ADJ. INCREASING ENCUMBRANCE <b>\$ 0.00</b>
ACCOUNT 5340580	ALT ACCOUNT <b>5340580002</b>	ADJ. DECREASING ENCUMBRANCE <b>\$ 0.00</b>
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92801	UNENCUMBERED BALANCE <b>\$16,232.00</b>

**I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.**

\_\_\_\_\_  
Signature of CAL FIRE Accounting Officer

\_\_\_\_\_  
Date

# VOLUNTEER FIRE CAPACITY PROGRAM TERMS AND CONDITIONS

## DEPARTMENT OF FORESTRY AND FIRE PROTECTION

### STATE OF CALIFORNIA Natural Resources Agency

#### Agreement for the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and \_\_\_\_\_ hereinafter called "LOCAL AGENCY", covenants as follows:

#### RECITALS:

1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Volunteer Fire Capacity program in California, hereinafter referred to as VFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2106), as amended.
2. This is a subaward under the FY2025 State of California Volunteer Fire Capacity Projects Grant #25-DG-11052012-154 awarded to STATE by the Forest Service on September 20, 2025. The Federal Assistance Listing for the award is 10.698, Cooperative Fire Program. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
3. LOCAL AGENCY desires to participate in said VFC and agrees to the terms and conditions specified in the Procedural Guide for Volunteer Fire Capacity Program 2025.

NOW THEREFORE, it is mutually agreed between the parties as follows:

4. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
5. **INCORPORATION:** The Procedural Guide for Volunteer Fire Capacity Program 2025, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.
6. **TIMELINESS:** Time is of the essence in this Agreement.
7. **FORFEITURE OF AWARD:** LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than January 31, 2026 or LOCAL AGENCY will forfeit the funds.

8. GRANT AND BUDGET CONTINGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2025** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed **\$16,232.00** on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and AUGUST 31, 2026.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than NOVEMBER 1, 2026 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
10. LIMITATIONS: LOCAL AGENCY shall notify STATE prior to purchase of any Equipment as defined under 2 CFR 200.1 "Equipment." Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFC, upon expenditure of United States Government Funds. Pursuant to 2 CFR 200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$10,000, the federal government may retain a vested interest in accordance with paragraph 17 below.
11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use VFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFC Funds.



12. ADDRESSES: The mailing addresses of the parties hereto under the terms of the Agreement are:

LOCAL AGENCY:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
Attention: \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_  
E-mail \_\_\_\_\_

STATE:

**Department of Forestry and Fire Protection**  
**Grants Management Unit, Attn: VFC**  
**P. O. Box 944246**  
**Sacramento, California 94244-2460**  
**E-MAIL: [CALFIRE.GRANTS@fire.ca.gov](mailto:CALFIRE.GRANTS@fire.ca.gov)**

13. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
14. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
16. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
17. FEDERAL INTEREST IN EQUIPMENT: Items of equipment with a current fair market value in excess of \$10,000 (per-unit) may be retained or sold by LOCAL AGENCY once it is no longer needed for the original project, program, or for other activities supported by the awarding Federal agency. However, the Federal agency is entitled to an amount calculated by multiplying the percentage of the Federal agency's contribution towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the STATE may permit the LOCAL AGENCY to retain, from the Federal share, \$1,000 of the proceeds to cover expenses associated with the selling and handling of the equipment. LOCAL AGENCY will notify STATE of the disposal of such items.

18. EQUIPMENT INVENTORY: Any single item purchased in excess of \$10,000 will be assigned a VFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the VFC Property Number assigned.
19. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the California State Auditor, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
20. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
21. MONITORING: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
22. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
23. CIVIL RIGHTS: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public points of contact/reception areas.
24. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

- b. Establish a Drug-Free Awareness Program to inform employees about:
- 1) the dangers of drug abuse in the workplace;
  - 2) the person's or organization's policy of maintaining a drug-free workplace;
  - 3) any available counseling, rehabilitation and employee assistance programs; and,
  - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
- 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

25. **TERM:** The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through August 31, 2026.
26. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
27. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
28. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
29. **INDIRECT RATE:** LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or a de minimis rate if LOCAL AGENCY does not have an approved NICRA, not to exceed 15%. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.

30. MEDIA: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. ASSIGNMENT: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.

**E. Proposed Project (List individual items for funding. Include tax and shipping in unit cost):**

	Type	Item	Quantity	Unit Cost	Item Total
1.	Equipment - Structure	Bunker Coats Safety	6	\$ 2,788.00	\$ 16,728.00
2.	Equipment - Structure	Bunker Pants Safety	7	\$ 1,720.00	\$ 12,040.00
3.	Equipment - Structure	Structural FF Boots Safety	7	\$ 528.00	\$ 3,696.00
4.	Communications	BKr5000 Radios w/parts	3	\$ 2,433.00	<del>\$ 7,299.00</del>
5.					\$ 0.00
6.					\$ 0.00
7.					\$ 0.00
8.					\$ 0.00
9.					\$ 0.00
10.					\$ 0.00
11.					\$ 0.00
12.					\$ 0.00
13.					\$ 0.00
14.					\$ 0.00
15.					\$ 0.00
16.					\$ 0.00
17.					\$ 0.00
18.					\$ 0.00
19.					\$ 0.00
20.					\$ 0.00
21.					\$ 0.00
22.					\$ 0.00

**F. CAL FIRE USE ONLY (Formula-Driven)**

Award: \$16,232.00  
AJ

Project Total Cost: \$ 39,763.00

Approved Project: \$32,464.00



## CITY COUNCIL AGENDA REPORT

**TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL**  
**FROM: ERIC WIER, CITY MANAGER**  
**BY: DAVID YEAGER, PUBLIC WORKS DIRECTOR**  
**ANDREW LEIGHTON, ENGINEERING PROJECT MANAGER**  
**DATE: NOVEMBER 17, 2025**  
**SUBJECT: SURPLUS VEHICLES**

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### **RECOMMENDATION**

- Declare the attached list of vehicles surplus and authorize staff to auction the vehicles

### **BACKGROUND**

As City equipment cannot be utilized or is unsuitable for City use, that equipment should be declared surplus and sold (if of value) or disposed of. The City Municipal Code section 14.32.010 gives that authority to the City Manager:

#### ***14.32.010 Authority to sell surplus supplies and equipment.***

*The city manager or designee is authorized to dispose of supplies or equipment which cannot be used for any department, or which have become unsuitable for city use, or to exchange the same for, or trade the same on, new supplies or equipment, all in accordance with city-adopted policies. (Ord. 808 § 2, 2019)*

The City's Capital Asset Policy clarifies that surplus assets may be disposed of in a manner approved by the City Manager, so long as each asset is valued under \$5,000. In the case of capital assets such as vehicles which may generate public interest, staff feels it is best practice to bring the action before the Council for approval.

### **ITEM ANALYSIS**

The City's Senior Mechanic and Public Works Director have deemed the vehicles on the attached list to be unusable by the City and are requesting they be deemed surplus and sold. Staff is proposing to use an on-line equipment auction site named "GovDeals" to assist in the selling of the equipment. The auction process is as follows:

- Auction will run online for the duration selected (usually 7 – 10 days)
- After the auction closes, the buyers have 5 business days to submit payment and 10 business days to collect their items

- GovDeals will collect the money from the buyer that includes purchase price, sales tax & buyer's premium of 10%. GovDeals will only retain the 10% premium; the City will receive 100% of the purchase price
- After the asset is collected and marked as "picked up" by the City, the payment check will be processed from GovDeals and mailed to the City the following week.

The equipment will be advertised on the GovDeals website as well as on the City's social media.

### **FISCAL ANALYSIS**

The minimum requested bid price for each item is listed on the attached list of proposed surplus equipment. This is the minimum amount the City would receive. However since this is an auction, the amount received could be higher based on the amount bid for each piece of equipment. If there are no bids that meet the minimum requested sale price, the City could adjust the minimum and request GovDeals to conduct another auction.

If all vehicles are sold for their minimum asking price the City would receive \$4,393 in revenue to the Equipment Fund.

### **STRATEGIC PLAN ASSESSMENT**

GOAL 1: SUPPORT QUALITY SERVICES, COMMUNITY SAFETY, AND HEALTH TO ENHANCE THE QUALITY OF LIFE AND EXPERIENCE OF OUR RESIDENTS AND VISITORS  
D. Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs

GOAL 3: OBTAIN THE HIGHEST LEVELS OF ORGANIZATIONAL EXCELLENCE  
B. Maintain responsible fiscal management and accountability

### **ATTACHMENTS**

1. Proposed List of Surplus Vehicles (Nov 2025)



**City of Crescent City**

Surplus Vehicle List  
November 2025

VIN	Vehicle Description	Odometer Reading	Low Trade-in Value
1GNFK16Z66J171054	2006 Chevrolet Suburban	135,677	\$2,363
1GNEK13T26J110621	2006 Chevrolet Tahoe	136,442	\$2,030
Total			\$4,393



## **CITY COUNCIL AGENDA REPORT**

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

**FROM: ERIC WIER, CITY MANAGER**

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

**DATE: NOVEMBER 17, 2025**

**SUBJECT: BUDGET AMENDMENT FOR WATER MAIN REPAIR WITHIN THE  
CHURCH TREE COMMUNITY SERVICES DISTRICT**

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### **RECOMMENDATION**

- Approve and adopt Resolution No. 2025-51, 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 September 13, 1971, the City of Crescent City and the Church Tree Community Services District (CTCSD) entered into an agreement for the operation and maintenance of the water distribution system in the Church Tree neighborhood. The CTCSD is located on the east side of Elk Valley Road, supply Church Tree Road and surrounding streets off Church Tree Road. CTCSD owns the infrastructure within the District and City staff provide management, control, maintenance and billing services. Paragraph 3a of that agreement outlines that CTCSD is responsible for the integrity of the system and all major repairs (repairs costing more than 10% of that year's water revenue).

### **ITEM ANALYSIS**

In early June 2025 a water leak was found in the 2-inch supply line feeding the Church Tree booster pump on Church Tree Road. An emergency repair was performed by City crews. Additional parts had to be obtained to complete a permanent repair to the 4-inch water main, which needed to be replumbed at the pump house, repairing and correcting the piping to the booster pump, and the main line leading from the booster pump to the adjoining customers and the Church Tree water tank. The repair was completed in August 2025 necessitating a trench through Church Tree Road. Del Norte County directed the City to repair to full width the multiple repair holes that were created locating the initial leak, as well as the repair of the trench. With the amount of paving required by the County to maintain their standards for a public road, the City hired Hemmingsen Contracting Co., Inc. to perform the paving repair. Final paving of Church Tree Road was completed in October 2025.

### **FISCAL ANALYSIS**

The emergency repair, permanent repair, and paving are included in the following tables. Invoicing from Hemmingsen is based on a time and materials basis using State labor rates and Caltrans Equipment rates.

Item	Cost
4" Water Main Repair Parts	\$460.93
City Crew Labor	\$2,272.77
Demolition and Paving	\$10,586.46
Total	\$ 13,320.16

The agreement between CTCSD 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 \$13,350 from the Water Fund, which includes a reciprocal CTCSD revenue 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. 2025-51 (Budget Amendment)

**RESOLUTION NO. 2025-51**

**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 Church Tree Community Services District water distribution systems; and

**WHEREAS**, on or about June 2025, the 2-inch PVC supply line located on Church Tree Road near the pump house failed, requiring repair of the 2-inch supply line as well as a section of the 4" water main on Church Tree Road; and

**WHEREAS**, the repairs for which the Church Tree CSD are responsible exceed 10% of their revenue for this year designating this repair as major, therefore the responsibility of the CTCSD; 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	\$13,500	\$13,500

**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 17<sup>th</sup> day of November 2025 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Isaiah Wright, Mayor

ATTEST:

\_\_\_\_\_  
Robin Altman, City Clerk



## CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

**BY: LINDA LEAVER, DIRECTOR OF FINANCE**

**DATE: NOVEMBER 17, 2025**

**SUBJECT: FY 2025-26 BUDGET UPDATE FOR MULTI-YEAR PROJECTS**

---

### **RECOMMENDATION**

- Approve and adopt Resolution No. 2025-52, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET OF THE CITY OF CRESCENT CITY

### **BACKGROUND**

The annual budget for FY 2025-26 was adopted by the City Council on June 16, 2025 by way of Resolution No. 2025-24. Included with the budget resolution was direction that unused appropriations from FY 2024-25 related to ongoing capital, special, or grant projects would automatically be carried forward to the FY 2025-26 budget. When the budget document for FY 2025-26 was prepared, an estimate of each remaining project was included to allow work on these projects to continue uninterrupted. Now that expenses for FY 2024-25 have been finalized, staff has prepared an update for those project budgets. Staff is requesting the City Council to adopt Resolution 2025-52 to formally amend the FY 2025-26 budget to reflect the actual amounts remaining for these projects, to allow for more accurate project budgeting in the current year.

### **ITEM ANALYSIS**

At the end of FY 2024-25, the City was engaged in a variety of projects which have carried forward into the current year. Each project that was anticipated to be carried into the current year was assigned an estimated budget for FY 2025-26, although final expenses could not be known at the time of this year's budget preparation. Each multi-year project that was identified as requiring a budget update is described below, organized by fund. Budgeted expenses are updated to account for all amounts spent through June 30, 2025, with the remaining balance of the project to be budgeted in FY 2025-26. Any projects that are not completed by June 30, 2026 will again be rolled forward into the following fiscal year until the project is completed or has expired.

Note that the City is working on many projects that are not included in this report – only projects that were identified by staff as requiring a budget update are included here.

General Fund (Fund #001)

There are three projects in the General Fund that are carried over to FY 2024-25 and require a budget update.

- Cultural diversity grant: The City received a grant from the California Endowment for a cultural diversity project. The funding is being used as part of the Tolowa Cultural Trail project.
- Point of Honor: The Point of Honor is funded primarily through donations. The balance of donations is held in a separate line item, to be used only for the monument. Each fiscal year, the budget is updated to reflect the available balance in this account, to be used as needed for the monument.
- Cultural Center feasibility study (phase 2): this is a project funded by the General Fund, Redwood Parks Conservancy, State/National Parks, and the Chamber of Commerce for a feasibility study on turning the Cultural Center into a Discovery Center.
- Police donation programs: The Police Department has several small programs that are funded by General Fund contributions and outside donations. The balance is tracked in a separate line item. Each fiscal year, the budget is updated to reflect the new available balance.

General CIP (Fund # 901)

The General CIP fund includes several carry-over projects which require budget updates:

- Police Department facility improvements: This is finishing the design phase and some small preconstruction projects and is anticipated to go out to bid next year utilizing debt service through USDA. The design phase was funded by Measure S and the General Fund.
- Front Street (G Street to Play Street): The City is working on improvements to the next section of Front Street using General Fund, Measure S, ARPA, LTCO, Caltrans, and HUD funds. This portion of the project was completed last fiscal year, and there is a small balance remaining which will be carried over to assist with the next phase of Front Street (Play Street to Highway 101).
- Beachfront Park: The City has been awarded Prop 68 grant funds through the Per Capita, State Park Program, and Rural Recreation and Tourism Program funding for improvements to Beachfront Park. Additionally, the City has received grants from the Coastal Conservancy, California Endowment, Del Norte Health Care District, California Parks, and the Mellon Foundation to complete additional improvements.

Pebble Beach CIP (Fund # 903)

- Pebble Beach Bank Stabilization: Long-term design and emergency opening portions are funded through Federal Highways (administered by Cal Trans), Cal OES, Caltrans, and the City.

RMRA Fund (Fund #117)

This is funding received from the Road Maintenance and Rehabilitation Fund, which was authorized by SB1. These funds have primarily been used for project design and engineering to get shovel-ready street projects as well as for some maintenance and construction. These amounts need to be updated to allow spending of some of the unspent funds remaining from last year.

2022 CDBG Fund (Fund #155)

This CDBG funding is for a storm drain master plan study.

Clean California Fund (Fund #156)

This funding is through Clean California for the Cultural Gateway and Beautification Project along the S-curve and entrance to Front Street.

CPLHA Fund (Fund #157)

This is HUD funding for a low-income housing project development using Competitive Local Housing Allocation funds.

2023 CDBG Fund (Fund #158)

This CDBG funding is for street and storm drain improvements on F Street.

2023-A CDBG Fund (Fund #159)

This CDBG funding is for street and storm drain improvements on Front Street.

PLHA & PIP Fund (Fund #160)

This is HUD funding for low-income housing project development using Permanent Local Housing Allocation funds and Pro-housing Initiative Program funds.

Fire Vehicle and Equipment Fund (Fund #930)

This is funding set aside from Measure S for vehicles and equipment for the Fire Department. One of the vehicle purchases budgeted last year was not completed and the remaining balance needs to be re-budgeted to finish outfitting the vehicle this year.

RV Park Fund (Fund #412)

The RV Park Fund has a grant-funded capital improvement project to renovate the bathrooms and add accessible cabins, funded through the Coastal Conservancy.

Sewer Fund (Fund #413)



The Sewer Fund has a grant-funded design / feasibility study that will be updated. This is funded through the State Water Resources Control Board for future CIP improvements needed at the Wastewater Treatment Plant.

Sewer CIP (Fund #913)

Only one project in the Sewer CIP fund requires an update – the replacement of the influent screens. The main purchase was intended to be made last year but was delayed.

Water CIP (Fund #919)

There are several projects in the Water CIP Fund that require an update:

- Surge protection project (funded by City and Bureau of Reclamation grant)
- Automatic meter reading system (funded by City)
- Water main replacements (funded by City)
- Ground source well (funded by City and North Coast Regional Partnership)

Below is a summary of the projects to be updated:

FY25-26 BUDGET UPDATE FOR MULTI-YEAR PROJECTS | 5  
**NOVEMBER 17, 2025**

Fund	Project	Funding Source	Budget Adj (Rev)	Budget Adj (Exp)
General Fund	Cultural diversity grant	California Endowment	(419)	(419)
General Fund	Point of Honor	Donations, brick sales	-	(598)
General Fund	Cultural Center feasibility study (phase 2)	Gen Fund, Redwood Parks Conservancy, State Nat'l Parks, Chamber of Commerce	10,000	40,564
General Fund	PD programs	Gen Fund, donations	-	(2,131)
General Fund (#001) Total			9,581	37,416
General CIP Fund	PD facility improvements	Gen Fund, Measure S	-	(66,271)
General CIP Fund	Front Street	Measure S, ARPA, Gen Fund, LTCO, Caltrans, HUD	(129,869)	(11,599)
General CIP Fund	Beachfont Park improvements	Prop 68, Coastal Conservancy, CA Endowment, CA Parks, Health Care District, Mellon Foundation	37,084	(61,592)
General CIP Fund (#901) Total			(92,785)	(139,462)
Pebble Beach CIP Fund (#903)	Pebble Beach Drive	Federal Highways, Cal OES, Caltrans	3,608,302	(1,160,739)
RMRA Fund (#117)	Street projects SB1 / RMRA	SB1 / RMRA	-	125,000
2022 CDBG Fund (#155)	Storm drain master plan	CDBG	55,332	(1,472)
Clean CA Fund (#156)	Cultural gateway and beautification	Clean California	52	(148,342)
CPLHA Fund (#157)	Low-income housing development	HCD	(263)	(263)
2023 CDBG Fund (#158)	F Street	CDBG	-	(1,217)
2023-A CDBG Fund (#159)	Front Street	CDBG	-	(3,363)
PLHA & PIP Fund (#160)	Low-income housing development	HCD	(812)	(988)
Fire Veh/Equip Fund (#930)	Vehicles and equip for Fire Dept	Measure S	-	12,107
RV Park Fund (#412)	Bathrooms and cabins	Coastal Conservancy	-	(8,543)
Sewer Fund #413)	WWTP capital planning	SWRCB	(231,840)	(206,006)
Sewer CIP Fund (#913)	Influent screens	Sewer Fund	-	150,000
Water CIP Fund (#919)	Surge protection	Water Fund, BOR	-	(5,403)
Water CIP Fund (#919)	AMR system	Water Fund	-	206,844
Water CIP Fund (#919)	Water main replacements	Water Fund	-	70,000
Water CIP Fund (#919)	Ground source well	Water Fund, NCRP	(4,878)	(4,414)
Water CIP Fund (#919) Total			(4,878)	267,027

## **FISCAL ANALYSIS**

These projects have previously been authorized by the City Council and are simply carrying over from the prior fiscal year. In some cases, the projects are either partially or fully grant-funded. Timing issues due to closing the fiscal year while the projects are ongoing will have an impact on FY 2024-25 fund balances but will be resolved when the projects are completed. The fiscal impact of approving these adjustments is a shift from FY 2024-25 to FY 2025-26, but the long-term net impact is unchanged. The total adjustments for each fund are listed in the chart above.

City staff is currently working through the audit of FY 2024-25 and will be bringing details of FY 2024-25 actual results and updated fund balances / working capital balances to a future Council meeting. At that time, the projected FY 2025-26 ending balances will also be updated.

## **STRATEGIC PLAN ASSESSMENT**

This action supports the following Strategic Plan goals:

- Goal 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors.
- Goal 1(A): Enhance collaboration with other agencies and the community to better aid the public.
- Goal 1(D): Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs.
- Goal 1(E): Target economic development improvements that provide additional benefit by enhancing the quality of life for residents.
- Goal 3(B): Maintain responsible fiscal management and accountability.

## **ATTACHMENTS**

1. Resolution No. 2025-52

## RESOLUTION NO. 2025-52

### 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, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 16th day of June 2025; and

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

**WHEREAS**, the City was engaged in several projects that span multiple fiscal years at the time the budget was adopted; and

**WHEREAS**, the Fiscal Year 2025-26 budget needs to be updated to reflect the remaining amounts available to complete these projects.

### 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:

<b>Fund</b>	<b>Revenue Increase (Decrease)</b>	<b>Expense Increase (Decrease)</b>
General Fund	9,581	37,416
General CIP Fund	(92,785)	(139,462)
Pebble Beach CIP Fund	3,608,302	(1,160,739)
RMRA Fund	-	125,000
2022 CDBG Fund	55,332	(1,472)
Clean CA Fund	52	(148,342)
CPLHA Fund	(263)	(263)
2023 CDBG Fund	-	(1,217)
2023-A CDBG Fund	-	(3,363)
PLHA & PIP Fund	(812)	(988)
Fire Veh/Equip Fund	-	12,107
RV Park Fund	-	(8,543)
Sewer Fund	(231,840)	(206,006)
Sewer CIP Fund	-	150,000
Water CIP Fund	(4,878)	267,027

2. That capital improvement, special, and grant projects that span multiple years will continue to be rolled over to subsequent fiscal years until the projects are completed or expired.

**APPROVED and ADOPTED** and made effective the same day at a meeting of the City Council of the City of Crescent City held on the 17th day of November 2025, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Isaiah Wright, Mayor

ATTEST:

\_\_\_\_\_  
Robin Altman, City Clerk



## **CITY COUNCIL AGENDA REPORT**

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

**FROM: ERIC WIER, CITY MANAGER**

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

**DATE: NOVEMBER 17, 2025**

**SUBJECT: REDUNDANT WELL SUPPORT SERVICES CONTRACT AWARD**

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### **RECOMMENDATION**

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Approve and Authorize the City Manager to sign a Professional Services Agreement with GHD for the design and support services for the installation of a redundant water well.
- Authorize the City Manager to approve and sign change orders in an aggregate amount not to exceed \$60,000 or a single change order not to exceed \$20,000.

### **BACKGROUND**

Proposition 1, Chapter 7 Regional Water Security, Climate and Drought Preparedness (Water Code § 79740 – 79748) funding is intended to improve regional water self-reliance security and adapt to the effects on water supply arising out of climate change. Specifically, the purpose is to assist water infrastructure systems in adapting to climate change, provide incentives for water agencies throughout each watershed to collaborate in managing the region's water resources and set regional priorities for water infrastructure, and improve regional water self-reliance.

On June 30, 2022, City staff requested assistance from the North Coast Resource Partnership (NCRP) to fund a technical assistance study for an additional groundwater well. On August 29, 2022 NCRP allocated funding to support the City's request. NCRP selected GHD to conduct the feasibility study per their RFQ selection process. GHD produced the Crescent City Groundwater Well Feasibility Study on November 4, 2022 which detailed the installation of one 6" test well and two 12" production wells. The application for the Prop 1 Integrated Water Resource Management (IRWM) Round 2 funding titled "Crescent City Area Regional Water Supply Augmentation" was submitted on the same day. The application requesting approximately \$1.3 million was ratified by the City Council on November 21, 2022.

NCRP elected to partially fund the City's project. On January 17, 2023 the City Council adopted the NCRP Integrated Regional Water Management (IRWM) Plan and approved the reduced scope of work plan, which entailed drilling one 12" diameter well only instead of a test well and two full size wells. The estimated design and construction cost for this modified project scope is \$653,536. To fund the project, the City would fully utilize the NCRP \$500,000 grant, and the Council authorized funding the shortfall of \$153,536 from the Water Fund.

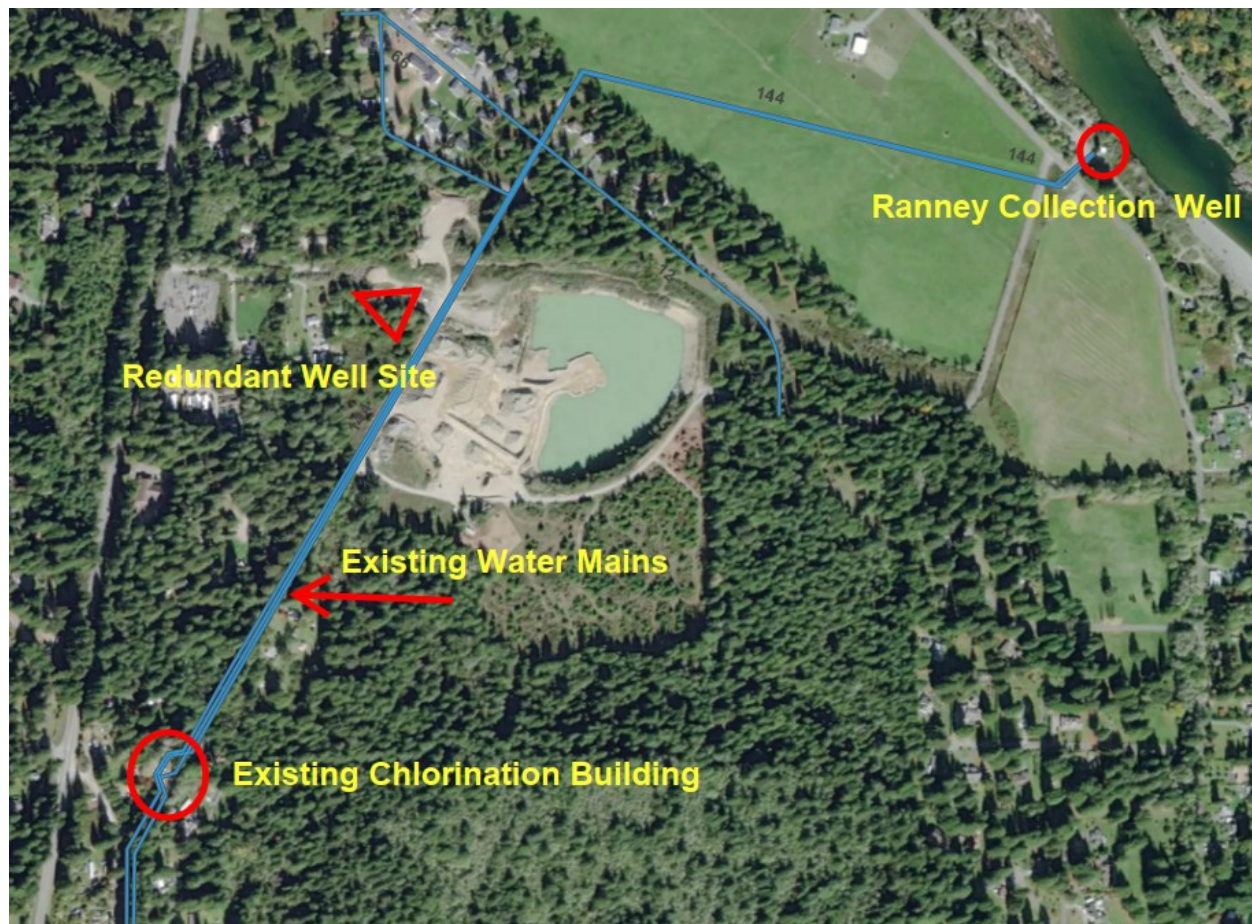
The grant agreement between the State of California Department of Water Resources (DWR) and Humboldt county was fully executed on November 22, 2023. Therein the City of Crescent City Area Regional Water Supply Augmentation is listed as project 2 and is allocated \$500,000 in grant funding with an "other cost share" amount of \$153,535. Anticipated costs for the project include \$10,702 for project administration; \$155,513 for planning, design, engineering, and environmental; and \$333,785 for construction and implementation.

Based on the January 17, 2023 pre-authorization, the City Manager signed the Prop 1 Round 2 Subgrant Agreement of the Integrated Regional Water Management (IRWM) Grant Agreement 46-15413 on September 4, 2024 which was countersigned by Humboldt County on September 27, 2024. This agreement formalized the grant allocation and enabled kicking off the project.

On May 1, 2025, city staff published the Request for Qualifications (RFQ) for the Feasibility Study, Design, and Support Services of the Redundant Municipal Water Well in the Triplicate, on the city website, on the local bid boards, and via direct contact. Two proposals were received and opened on June 12, 2025 at 2:00pm then circulated to a peer review committee for evaluation.



## **ITEM ANALYSIS**



The planned redundant well site is located between the existing Ranney Collection Well adjacent to the Smith River and the existing chlorination building on Relim Road. This well site has three benefits. The first is the water supply is assumed to be sufficient as it is located in the river's alluvial plain. Secondly any supply provided by this well will utilize the existing infrastructure for testing and treatment. And thirdly, as it is adjacent to the existing supply main, the infrastructure cost to run new pipe to the existing supply main will be minimal. SCADA and valving will need to be installed to monitor and potentially isolate this supply from the Smith River if ever needed. All of this information was presented within the RFQ when submitted to bidding engineers. The proposal submitted by GHD addresses all of the elements required to produce a viable well with connection to the City's existing supply.

GHD was chosen by a panel of reviewers and scored based on their qualifications, specific experience, their proposed project approach, and their schedule for performance.

### **Summary**

In Phase 1, GHD will provide design and project management for the construction of one 12-inch test well for which the city will provide the necessary permitting to convert to a

production well. Phase 1 will bid and construct the well and determine its viability. If the Phase 1 well is successful without negative impacts to the local water supply, GHD is to proceed with Phase 2 to produce 100% plans and specifications, bidding assistance, and construction management for a construction project to house, power and tie the production well into the municipal water system.

The following Scope of Work summarizes the GHD tasks as presented in their attached Scope of Services, before the Council for approval:

**Project Management (IRWM Task 1):** GHD to coordinate the project team, monitor budget and schedule, conduct meetings, implement quality control, and invoicing.

**Reporting (IRWM Task 2):** GHD will assist the city in communicating with the Grant Manager and producing quarterly project progress reports and project closeout documentation.

**Land Purchase (IRWM Task 3):** Not used

**Basis of Design / Feasibility Studies (IRWM Task 4):** GHD will prepare a Basis of Design Technical Memorandum including a review of previous studies, updated potential utility requirements, preliminary well design, identification of adjacent wells and monitoring requirements, mechanical design, electrical design, and an updated cost analysis and handling of contingencies.

**CEQA (IRWM Task 5):** To be performed by City

**Permitting (IRWM Task 6):** GHD will prepare the drilling permit for city submission to the County Del Norte Department of Health and Human Services. GHD will prepare a draft application for an amended drinking water permit for the proposed well.

Future Phase 2 activities after completion of the pump testing and confirmation of water yield and quality:

- 1) GHD will assist the City in preparing a draft of the required documentation for the State Water Resources Control Board Division of Drinking Water (DDW) to convert the well to production status.
- 2) The Drinking Water Source Assessment and Protection Plan will be completed prior to production status.
- 3) The City will create and submit the final well site permit application to the County of Del Norte Environmental Health and Building department.
- 4) If required the city will procure the Del Norte County Backflow Prevention Assembly Tester Application and Grading permits.

**Design (IRWM Task 7):** Is broken into four sub tasks including a bid package for well design of the drilling and development of the well, well testing and monitoring including groundwater level monitoring at adjacent properties, preparation of the well drilling and drawdown summary memorandum, and finally 100% engineering design plans and final bidding specifications for the waterworks, well house, and system tie-in.

**Project Monitoring Plan (IRWM Task 8):** GHD will develop and submit a Project Performance Monitoring Plan (PPMP) as a grant requirement to track project performance including the realization of project benefits. GHD will develop the PPMP after the project plans and specifications have been developed based on the required DWR grant format.

**Contracting Services: Bid Period Assistance (IRWM Task 9):** GHD to provide assistance during the bidding procedure for the construction of connecting the redundant well with the existing water system.

**Construction Administration (IRWM Task 10):** GHD will provide limited periodic onsite construction observation and construction administration based on available budget. The nature and extent of services will depend on the actual site conditions, contractor characteristics, contractor means and methods, weather, City availability, and other factors.

**Construction (IRWM Task 11):** Phase 2 including construction of the well house, piping to water main, power tie-in, and telemetry tie-in are to be bid and awarded at a future date.

Major Milestones Tentative Date

Council Authorization, Initiate Contracting	November 2025
Grant Scope and Schedule Amendment (City Task)	November 2025
Basis of Design / Feasibility Studies (Task 4)	December 2025
Complete CEQA Documentation (City Task)	February 2026
County Well Drilling Permit (Task 6)	February 2026
Well Drilling Bid Documents Completion (Task 7.1)	February 2026
Well Drilling Bid Opening (Task 9)	April 2026
Well Drilling Construction Begins (Task 10)	June 2026
Production Well Boring Initiation and Geophysical Logging (Task 10)	June 2026
Production Well Construction (Task 10)	July 2026
Pump Testing and Adjacent Well Monitoring (Task 7.2)	August-September 2026
Well Drilling Summary Memorandum (Task 7.3)	October 2026
City Decision on proceeding with Task 7.4	October 2026
Complete 50% Design for Well Housing and Site Development (Task 7.4)	November 2026
Complete 90% Design for Well Housing and Site Development	December 2026
Well Housing and Site Development Bid Documents (Task 7.4)	February 2027
Well Housing and Site Development Bid Opening (Task 9)	March 2027
Well Housing and Site Development Construction Begins (Task 10)	April 2027
Well Housing and Site Development Construction End (Task 10)	July 2027
Project Closeout (Task 2.2)	September 2027

The notice of tentative award was published on July 21, 2025. GHD has submitted all required insurance and a signed Professional Services Agreement (PSA) to the city for countersignature. City Staff is recommending that the City Council approve and authorize the City Manager to sign the agreement with GHD for the construction of one 12-inch test well and for the design of the future tie-in to the municipal water system.

Due to the nature of the reduced scale project eliminating the test well, it is understood by the City and NCRP that should the well fail any of the following criteria: water production quantity, water quality, and/or adjacent well impacts; that all work will stop and the project will be closed out. The City expects full reimbursement for expenses incurred to the close-out date from the grant provided through North Coast Resource Partnership (NCRP).

### **FISCAL ANALYSIS**

On 9/26/25 GHD submitted a proposal to complete the above listed tasks. The Professional Services Agreement attached gives the Not-to-Exceed contract price of \$272,900 with hourly rates and estimated level of effort in hours for each task as follows:

Non-Construction Tasks	GHD proposed hours	Engineering Cost Estimate
1.0 Project Management	140	\$18,540
2.0 Reporting	102	\$27,915
3.0 Land Acquisition	0	\$0
4.0 Feasibility Studies	208	\$22,575
5.0 CEQA	0	\$0
6.0 Permitting	79	\$12,810
7.0 Design	433	\$119,640
8.0 Project Monitoring Plan	7	\$1,680
9.0 Contracting Services	48	\$10,440
10.0 Construction Administration	328	\$59,300
Total	1,345	\$272,900

GHD has provided a proposal with hourly rates and estimated level of effort in hours. The Professional Services Agreement attached gives the Not-to-Exceed contract price of \$272,900. After conversations with local well installers, the anticipated cost of installing the well is approximately \$150,000, leaving the balance of the construction money for Phase 2, to connect the well to the existing supply infrastructure.

#### Engineering Opinion of Probable Costs:

Non-Construction Costs =	\$272,900.00
Construction Costs =	\$333,785.00
Contingency 7.1% =	<u>\$46,851.00</u>
Total	<u>\$653,536.00</u>

Available budget:

Funding Source	
IRWM Grant	\$500,000
Water Fund	\$153,536
<b>Original Project Budget</b>	<b>\$653,536</b>

Currently it is assumed there are sufficient funds available to complete the project. As Phase 2, incorporating the well into the City water's supply system is not currently designed, nor will it be bid and completed until 2027, the final construction costs are not known at this time.

### **STRATEGIC PLAN ASSESSMENT**

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

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

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY

A. Evaluate and optimize additional revenue sources

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

F. Plan and prepare for the growth and future needs of the Crescent City community by:

- Expanding on the success of grant funding by maximizing utilization of opportunities with corresponding community needs

GOAL 3: OBTAIN THE HIGHEST LEVELS OF ORGANIZATIONAL EXCELLENCE

B. Maintain responsible fiscal management and accountability

### **ATTACHMENTS**

1. Professional Services Agreement with GHD

**CITY OF CRESCENT CITY  
AGREEMENT FOR PROFESSIONAL SERVICES**

This agreement for professional services ("Agreement") is hereby entered into this 3<sup>rd</sup> day of November 2025 by and between the City of Crescent City, a California municipal corporation ("CITY") and GHD Inc., a California corporation ("CONSULTANT") for the design of a redundant groundwater well to augment the municipal water supply.

**RECITALS**

WHEREAS, CITY has determined it is necessary and desirable to secure certain technical and professional services; and

WHEREAS, the scope of work for said services (hereinafter "Project") is attached hereto as Exhibit "A" and is hereby incorporated by reference; and

WHEREAS, following a competitive solicitation and review of proposal, CONSULTANT was chosen to perform the work, and is qualified and willing to do so pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, IT IS AGREED by and between CITY and CONSULTANT as follows:

**AGREEMENT**

**1. INCORPORATION OF RECITALS.** The recitals set forth above, and all defined terms set forth in such recitals and in the introductory paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

**2. SCOPE OF SERVICES.**

**2.1. SERVICES TO BE PERFORMED.** Subject to policy direction and approvals as CITY through its staff may determine from time to time, CONSULTANT will perform the services set forth in Exhibit "A" attached hereto and incorporated herein by reference.

**2.2. SCHEDULE FOR PERFORMANCE.** CONSULTANT must perform the services identified in Exhibit A as expeditiously as is consistent with generally accepted standards of professional skill and care and the orderly progress of work. Target completion dates for key date sensitive tasks, are as follows:

DATE	TASK
Oct-25	Council Authorization, Initiate Contracting
Nov-25	Grant Scope and Schedule Amendment (City Task)
Dec-25	Basis of Design / Feasibility Studies (Task 4)
Feb-26	Complete CEQA Documentation (City Task)
Feb-26	County Well Drilling Permit (Task 6)

Feb-26	Well Drilling Bid Documents Completion (Task 7.1)
Apr-26	Well Drilling Bid Opening (Task 9)
Jun-26	Well Drilling Construction Begins (Task 10)
Jun-26	Production Well Boring Initiation and Geophysical Logging (Task 10)
Jul-26	Production Well Construction (Task 10)
Aug.-Sept. 2026	Pump Testing and Adjacent Well Monitoring (Task 7.2)
Oct-26	Well Drilling Summary Memorandum (Task 7.3)
Oct-26	City Decision on proceeding with Task 7.4
Nov-26	Complete 50% Design for Well Housing and Site Development (Task 7.4)
Dec-26	Complete 90% Design for Well Housing and Site Development
Feb-27	Well Housing and Site Development Bid Documents (Task 7.4)
Mar-27	Well Housing and Site Development Bid Opening (Task 9)
Apr-27	Well Housing and Site Development Construction Begins (Task 10)
Jul-27	Well Housing and Site Development Construction End (Task 10)
Sep-27	Project Closeout (Task 2.2)

**2.3. STANDARD OF QUALITY.** All work performed by CONSULTANT under this Agreement must be in accordance with all applicable legal requirements and must meet the standard of quality ordinarily to be expected of competent professionals in CONSULTANT'S field of expertise.

**2.4. COMPLIANCE WITH LAWS.** CONSULTANT must comply with all applicable federal, state, and local laws, codes, ordinances, regulations, orders, and decrees. CONSULTANT represents and warrants to CITY that CONSULTANT will, at its own cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals that are legally required for CONSULTANT to practice its profession or are necessary and incident to the lawful prosecution of the services it performs under this Agreement.

**2.5. PERSONNEL.** CONSULTANT agrees to assign only competent personnel according to the reasonable and customary standards of training and experience in the relevant field to perform services pursuant to this Agreement. Failure to assign such competent personnel will constitute grounds for termination of this Agreement by CITY.

### **3. COMPENSATION.**

**3.1. SCHEDULE OF PAYMENT.** The compensation to be paid by CITY to CONSULTANT for the services rendered hereunder will be based on the Not-to-Exceed amount of Two Hundred Seventy-Two Thousand Nine Hundred Dollars (\$272,900) as specified in Exhibit "B" attached hereto and incorporated herein by this reference.

**3.2. ADDITIONAL SERVICES.** CITY will make no payment to CONSULTANT for any extra, further, or additional services unless such services and payment have been mutually agreed to and this Agreement has been formally amended in accordance with Section 7.

**3.3. INVOICING AND PAYMENT.** CONSULTANT must submit monthly invoices within 10 calendar days of the end of the month in which the services invoiced were rendered. CITY will pay CONSULTANT within 30 days of receipt of CONSULTANT's invoice. If there is a dispute as to one or more line items on the invoice, CITY will pay the undisputed portion within 30 days of receipt. The parties will exercise good faith and diligence in the resolution of any disputed invoice amounts and CITY will pay promptly upon resolution of the dispute.

**4. WORK PRODUCT REVIEW.** CONSULTANT must make its work product available to CITY for review. If additional review and/or revision is required by CITY, CITY will conduct reviews in a timely manner.

**5. TERM OF AGREEMENT.** This Agreement is effective as of the date first above written and will remain in effect until completed, amended pursuant to Section 7, or terminated pursuant to Section 6.

### **6. EARLY TERMINATION.**

**6.1 WRITTEN NOTICE.** CITY has the right to terminate this Agreement for any reason, at any time, by serving upon CONSULTANT ten (10) calendar days advance written notice of termination. The notice is to be delivered and addressed to CONSULTANT as set forth in Section 11 of this Agreement.

**6.2 DELIVERY OF WRITINGS.** If CITY issues a notice of termination, CONSULTANT must deliver to CITY copies of all writings, whether or not completed, which were prepared by CONSULTANT, its employees, or its subcontractors, if any, pursuant to this Agreement. The term "writings" includes, but is not limited to, handwriting, typewriting, computer files and records, drawings, blueprints, printing, photostatting, photographs, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, symbols, or combinations thereof.



**6.3 PAYMENT FOR SERVICES RENDERED.** If CITY issues a notice of termination, CONSULTANT will be entitled to receive compensation for all services rendered prior to the effective date of termination.

**7. AMENDMENTS.** Modifications or amendments to the terms of this Agreement must be in writing and executed by both parties to be valid and enforceable.

**8. NONDISCLOSURE OF CONFIDENTIAL INFORMATION.** Except as required by law, CONSULTANT must not, either during or after the term of this Agreement, disclose to any third party any confidential information relative to the work of CITY without the prior written consent of CITY.

**9. DISCLOSURE.** CONSULTANT must provide CITY with full disclosure of any other clients that it is currently serving in Del Norte County, including a brief description of the nature of the work being performed. If CONSULTANT initiates service to new clients within Del Norte County during the term of this Agreement, CONSULTANT must disclose such service to CITY.

**10. INDEPENDENT CONTRACTOR.** In the performance of the services in this Agreement, CONSULTANT is an independent contractor and is not an agent or employee of CITY. CONSULTANT, its officers, employees, agents, and subcontractors, if any, have no power to bind or commit CITY to any decision or course of action, and must not represent to any person or business that they have such power. CONSULTANT has the right to exercise full control of the supervision of the services and over the employment, direction, compensation, and discharge of all persons assisting CONSULTANT in the performance of said service hereunder. CONSULTANT is solely responsible for all matters relating to the payment of its employees, including compliance with social security and income tax withholding, workers' compensation insurance, and all other regulations governing such matters.

## **11. NOTICE.**

**11.1 DELIVERY.** Any notices or other communications to be given to either party under this Agreement must be in writing, delivered to the addresses set forth below, and will be effective, as follows:

- (a)** by personal delivery, effective upon receipt by the addressee;
- (b)** by facsimile, effective upon receipt by the addressee, so long as a copy is provided by certified U.S. mail, return receipt requested, postmarked the same day as the facsimile;
- (c)** by certified U.S. mail, return receipt requested, effective 72 hours after deposit in the mail.

<b>IF TO CITY:</b>	<b>IF TO CONSULTANT:</b>
City of Crescent City Attn: City Manager 377 J Street Crescent City, CA 95531 Phone: (707) 464-7483 FAX: (707) 465-1719	GHD Inc. Attn: Ann Bechtel 718 Third Street Eureka, CA 95501 Phone: (858) 244-6969 ann.bechtel@ghd.com

**11.2 CHANGE OF ADDRESS.** Either party may change its address for notices by complying with the notice procedures in this Section.

**12. OWNERSHIP OF MATERIALS.** Except for CONSULTANT's pre-existing property, CITY is the owner of all records and information created, produced, or generated as part of the services performed under this Agreement. At any time during the term of this Agreement, at the request of CITY, CONSULTANT must deliver to CITY all writings, records, and information created or maintained pursuant to this Agreement. The term "writings" in this Section has the same definition as provided in Section 6.2. Reuse of work products by CITY for any purpose other than that intended under this Agreement will be at CITY's sole risk.

**13. BINDING AGREEMENT.** This Agreement binds the successors of CITY and CONSULTANT in the same manner as if they were expressly named herein.

**14. WAIVER.** Waiver by either party of any default, breach, or condition precedent may not be construed as a waiver of any other default, breach, or condition precedent or any other right under this Agreement. The failure of either party at any time to require performance by the other party of any provision hereof will not affect in any way the right to require such performance at a later time.

## **15. NONDISCRIMINATION.**

**15.1 COMPLIANCE.** CONSULTANT must comply with all federal and state anti-discrimination and civil rights laws. CONSULTANT must not discriminate in the conduct of the work under this Agreement against any employee, applicant for employment, or volunteer because of race, color, creed, religion, national origin, ancestry, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity, gender expression, age (40 and above), marital status, sexual orientation, denial of family and medical care leave, medical condition, genetic information, physical or mental disability (including HIV and AIDS), military or veteran status, denial of pregnancy disability leave or reasonable accommodation.

**15.2 POSTING.** CONSULTANT must post in conspicuous places, available to all employees and applicants for employment, notices that CONSULTANT will provide an atmosphere for employees, clients, and volunteers that is free from harassment or discrimination on the bases set forth above.

## 16.INSURANCE.

**16.1 REQUIRED COVERAGE.** CONSULTANT, at its sole cost and expense, must obtain and maintain in full force and effect throughout the entire term of this Agreement the following described insurance coverage with insurers authorized to conduct business in the State of California and with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by CITY.

	POLICY TYPE	MINIMUM COVERAGE LIMITS
(a)	Workers' Compensation	Per California Law
(b)	Employer's Liability	\$1,000,000 per accident for BI/Disease
(c)	Automobile Liability ISO Form # CA 0001	\$1,000,000 per accident for BI/PD, for all owned, non-owned and hired vehicles
(d)	Commercial General Liability ("CGL") ISO Form # CG 00 01	\$2,000,000 per occurrence for BI/PD, products and completed operations, personal and advertising injury; \$4,000,000 aggregate
(e)	Professional Liability (E&O)	\$1,000,000 per occurrence or claim; \$2,000,000 aggregate

**16.2 ADDITIONAL INSURED STATUS.** CITY, its elected and appointed officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of CONSULTANT including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to CONSULTANT'S insurance. Additionally, Humboldt County, its elected and appointed officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of CONSULTANT including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to CONSULTANT'S insurance.

**16.3 PRIMARY COVERAGE.** For any claims related to this Project, CONSULTANT'S insurance coverage will be primary insurance as respects CITY or Humboldt County, their elected and appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by CITY

or Humboldt County, their elected and appointed officials, employees, agents or volunteers will be in excess of CONSULTANT'S insurance and will not contribute with it.

**16.4 CGL PROVISIONS.** The coverage shall contain no special limitations on the scope of protection afforded to CITY or Humboldt County or their agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:

- (a) Includes contractual liability.
- (b) Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
- (c) Does not contain a pro-rata, excess only and/or escape clause.
- (d) Contains a cross liability, severability of interest or separation of insureds clause.

**16.5 NOTICE OF CANCELLATION.** Each insurance policy required by this Agreement must be endorsed to state that coverage may not be cancelled except after giving 30 days' prior written notice to CITY and Humboldt County.

COUNTY: County of Humboldt  
Attention: Risk Management  
825 Fifth Street, Room 131  
Eureka, California 95501

AND

CITY: City of Crescent City  
Attention: Eric Wier, City Manager  
377 J. Street  
Crescent City, California 95531

**16.6 WAIVER OF SUBROGATION.** CONSULTANT hereby grants CITY and Humboldt County a waiver of any right to subrogation which any insurer of said CONSULTANT may acquire against CITY or Humboldt County by virtue of the payment of any loss under such insurance. CONSULTANT agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not CITY or Humboldt County has received a waiver of subrogation endorsement from the insurer.

**16.7 SELF-INSURED RETENTIONS.** Self-insured retentions must be declared to and approved by CITY. CITY may require CONSULTANT to provide proof of ability to pay losses and related investigations, claim administration, and

defense expenses within the retention. The policy language must provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or CITY.

**16.8 CLAIMS-MADE POLICIES.** If any of the required policies provide coverage on a claims-made basis, then: (a) the retroactive date must be shown and must be before the commencement of work; (b) insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the work; and (c) if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the commencement of work, then CONSULTANT must purchase "extended reporting" coverage for a minimum of five (5) years after completion of the work.

**16.9 VERIFICATION OF COVERAGE.** CONSULTANT must provide CITY with Certificates of Insurance for all required coverages as well as Declarations and applicable Endorsement Pages prior to commencement of work. However, failure to obtain the required documents prior to the commencement of work will not operate to waive CONSULTANT's obligation to provide them at any time thereafter when requested. CITY reserves the right to demand complete, certified copies of all required insurance policies, including endorsements, required by the specifications, at any time.

**16.10 SUBCONTRACTORS.** CONSULTANT must require and verify that all subcontractors, if any, maintain insurance meeting all of the requirements stated herein. CONSULTANT must ensure that CITY, its elected and appointed officials, employees, agents and volunteers are additional insureds on all policies as required herein.

**16.11 LACK OF COVERAGE.** In the event that any required policy is canceled prior to the completion of the Project and CONSULTANT does not furnish a new Certificate of Insurance prior to cancellation, CITY may obtain the required insurance and deduct the premium(s) from contract monies due to CONSULTANT.

## **17. WORKERS' COMPENSATION.**

**17.1 COVENANT TO PROVIDE.** CONSULTANT warrants that it is aware of the provisions of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code. CONSULTANT further agrees that it will comply with such provisions before commencing the performance of the work under this Agreement.

**17.2 WAIVER OF SUBROGATION.** CONSULTANT and CONSULTANT'S insurance company agree to waive all rights of subrogation against CITY, its elected or appointed officials, agents, and employees for losses paid under

CONSULTANT'S workers' compensation insurance policy which arise from the work performed by CONSULTANT for CITY.

## **18. SPECIAL PROVISIONS.**

**18.1 RUSSIAN SANCTIONS.** On March 4, 2022 Governor Gavin Newsom issued Executive Order N-6-22 (EO) regarding sanctions in response to Russian aggression in Ukraine. The EO is located at <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>. As a CITY contractor, compliance with the economic sanctions imposed in response to Russia's action in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in termination of this Agreement.

**18.2 SUBCONTRACTS.** Any and all subcontracts will be subject to all applicable terms and conditions of this Agreement, including, without limitation, the licensing, certification and confidentiality requirements set forth herein. CONSULTANT shall remain legally responsible for the performance of all terms and conditions of this Agreement, including, without limitation, any and all services provided by third-parties under subcontracts.

**18.3 CONFLICT OF INTEREST.** CONSULTANT must exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with CITY'S interest. CONSULTANT must immediately notify CITY of any and all violations of this Section upon becoming aware of such violation.

## **19. GENERAL PROVISIONS.**

**19.1 INDEMNIFICATION.** CONSULTANT agrees to indemnify and save harmless CITY, its elected and appointed officers, agents, employees, and volunteers from any and all claims and losses, whatsoever, accruing or resulting to any person or other legal entity who may be injured or damaged to the extent resulting from any wrongful acts, errors and omissions, or negligence of CONSULTANT, its agents and employees, pertaining to the performance of this Agreement. CONSULTANT'S liability arising out of the performance of its obligations hereunder will be limited to the fees paid by CITY to CONSULTANT for services contemplated by this Agreement. This liability limitation does not apply to claims made by any third party, nor does it apply in the event of the willful misconduct or gross negligence of CONSULTANT, its principals, employees or agents.

**19.2 NO IMPLIED WAIVER.** Waiver by either party of any default, breach, or condition precedent may not be construed as a waiver of any other default,

breach, or condition precedent or any other right under this Agreement. The failure of either party at any time to require performance by the other party of any provision hereof will not affect in any way the right to require such performance at a later time.

**19.3 TIME OF THE ESSENCE.** CONSULTANT understands and agrees that time is of the essence in the completion of the work and services described herein.

**19.4 SURVIVAL.** Upon the expiration or other termination of this Agreement, the respective rights and obligations of the parties hereto shall survive such expiration or other termination to the extent necessary to carry out the intentions of the parties under this Agreement.

**19.5 SEVERABILITY.** If a court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provisions of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, will not be affected.

**19.6 GOVERNING LAW AND CHOICE OF FORUM.** This Agreement must be administered and interpreted under California law as written by both parties. Any litigation arising from this Agreement must be brought in the Superior Court of California, in and for Del Norte County.

**19.7 COSTS AND ATTORNEYS' FEES.** If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action will be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

**19.8 NO ASSIGNMENT.** This Agreement and any amendments hereto are not assignable by CONSULTANT either voluntarily or by operation of law without the prior written consent of CITY. Any attempt to assign this Agreement without such written consent will be legally void.

**19.9 INTEGRATION.** This Agreement constitutes the entire agreement of the parties and supersedes any prior negotiations, agreements, understandings, representations or statements regarding the subject matter hereof.

## **20.0 EXECUTION.**

**20.1 COUNTERPARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with California's Uniform Electronic Transactions Act Cal. Civ. Code 1633.1, et seq.) or other transmission methods, and any

counterpart so delivered shall be deemed to have been duly delivered and valid and effective for all purposes.

**20.2 AUTHORIZATION TO EXECUTE.** The signatories to this Agreement hereby represent and warrant that they have been duly authorized to legally bind and execute this Agreement on behalf of their respective parties.

Executed by CITY and CONSULTANT on this \_\_\_\_\_ day of November 2025.

**CITY OF CRESCENT CITY**

**CONSULTANT**

\_\_\_\_\_  
By: Eric Wier, City Manager

\_\_\_\_\_  
By:  
Its:

ATTEST:

\_\_\_\_\_  
Robin Altman, City Clerk

\_\_\_\_\_  
By:  
Its:

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha D. Rice, City Attorney

**EXHIBITS**

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

- Exhibit A- Scope of Services
- Exhibit B- Compensation
- Exhibit C- Grant Terms and Conditions



## **EXHIBIT A**

### **SCOPE OF WORK**

#### **UNDERSTANDING**

This Scope of Services reflects GHD's understanding of the City of Crescent City's (City) preferred approach to the Redundant Municipal Well Project. The scope presented herein has been modified from the approach outlined in the City's Request for Qualifications (RFQ) and the 2022 Initial Feasibility Study prepared by GHD.

The City has elected to proceed without constructing a separate test well prior to production well design. Instead, a single well will be drilled with the intent that it serve as the final production well, contingent upon its performance. The City intends to construct a single production well based on assumed parameters, without the benefit of site-specific design data that a test well would typically provide. This approach deviates from the recommendations in the 2022 Initial Feasibility Study, which advised a phased implementation beginning with a test well to confirm yield and viability.

GHD will provide services on a time and materials (T&M) basis to support the City's objectives. The City acknowledges that proceeding without a test well introduces technical and implementation risks, including uncertainty in well performance, potential impacts to cost and schedule, and limitations in design optimization. The City accepts full responsibility for any impacts to project feasibility, cost, or schedule that may result from these deviations.

GHD's efforts will focus on supporting the City's goals within the constraints of the available budget. It is recognized that the reduced scope may not fully achieve the original intent of the project as envisioned in the feasibility study. GHD will work collaboratively with the City to mitigate risks where feasible and document any limitations encountered during implementation.

#### **Task 1 – Project Management**

This task includes planning and coordinating the work of the project team, monitoring the project budget and schedule, conducting project team meetings, and implementing the Quality Assurance/Quality Control (QA/QC) procedures. GHD will provide monthly invoicing to the City.

##### **Deliverables:**

- Monthly invoices
- Updated project schedule (as needed)

## **Task 2 – Reporting**

### **Task 2.1 - Quarterly Project Progress Reports**

In this task, GHD will assist the City with grant administration by communicating periodically with the NCRP's Grant Manager regarding scope, schedule, budget, and coordination on deliverables. GHD will complete quarterly progress reports under this task.

#### Assumptions:

- The City will provide all records, documentation, and signatures needed for reports in a timely and organized fashion.
- GHD will prepare no more than 9 (nine) quarterly progress reports.
- The City will be responsible for preparing quarterly reimbursement requests to the NCRP.

#### Deliverables:

- Quarterly progress reports

### **Task 2.2 - Project Closeout and Record Drawings**

GHD will complete project close out documentation including summaries of the record of submittals and RFI's, site operation notes, photographs, test results received, pay requests, and project correspondence. GHD will prepare the project close out report. GHD will also prepare a set of contract record drawings for the project based on contractor supplied red line drawings and notes gathered by GHD during construction.

#### Assumptions:

- The City will provide all records, documentation, and signatures needed for close out reporting in a timely and organized fashion.

#### Deliverables:

- Final grant Close Out Report
- Notice of Completion and associated closeout memorandum
- Electronic transmittal of RFIs, submittals, photographs, test results, project correspondence, meeting records, O&M manuals, and Record Drawings.

## **Task 3 – Number Not Used**

## **Task 4 – Basis of Design**

GHD will prepare a brief Basis of Design (BOD) technical memorandum (TM) for a new production well. The BOD will include a review of the information used in the 2022 feasibility study to site a single production well. The BOD will summarize existing findings, assumptions, and the anticipated approach to the final design of the project. The TM will include:

- Overall project goals and update/review of background information
- Updated potential utility requirements
- Preliminary well design and conceptual layout relative to the City's water system
- Identification of adjacent wells and monitoring requirements
- Preliminary mechanical design

- Preliminary electrical design
- Updated estimated cost analysis and handling of contingencies

The basis of design TM will be reviewed with the City including one Microsoft Teams meeting workshop. Comments gathered on the draft memo will be carried through to the final memo.

Assumptions:

- A smaller diameter test well will not be constructed prior to the production well design. A single larger diameter well will be drilled with the intent that it serve as the final production well. Its viability will be assessed based on performance metrics during pump testing. GHD cannot guarantee yield or quality without prior test well data.
- The production well will not penetrate through hard rock

Deliverables:

- Basis of Design Report (Final) in electronic format

**Task 5 – CEQA (City Responsibility Only)** The City will be implementing all work related to this task, including all biological surveys, cultural resources survey, and other site specific data collect as needed for CEQA compliance. GHD is providing no CEQA related services, including no review of documents prepared by others.

## **Task 6 – Permitting**

GHD will prepare the drilling permit in coordination with the selected driller for submission to the Del Norte County Department of Health and Human Services.

GHD will prepare the draft application for amended drinking water permit for the proposed well. The application will include the following information:

- A preliminary source water assessment based on literature data
- Documentation demonstrating that a well site control zone with a 50-foot radius around the site can be established for protecting the source from vandalism, tampering, or other threats at the site by water system ownership, easement, zoning, lease, or an alternative approach approved by the Division based on its potential effectiveness in providing protection of the source from contamination;
- Design plans and specifications for the well; and
- Documentation required for compliance with the California Environmental Quality Act (CEQA).

Upon completion of pump testing and confirmation that the well meets minimum yield and water quality requirements, GHD will assist the City in preparing a draft of the required documentation for the State Water Resources Control Board Division of Drinking Water (DDW) to convert the well to production status, which may include final design and as-builts for the wellhead configurations, pipelines, and other features.

The Drinking Water Source Assessment and Protection Plan will be required for the well if put into permanent use in the system. DDW will schedule initial inspections prior to public supply system source water approval and permitting.

For the final well site development, a County of Del Norte Environmental Health and Building Permit would also be obtained by the City, if required.

Assumptions:

- This scope excludes the Drinking Water Source Assessment and Protection Plan, which will be prepared by the City. GHD may be able to assist as budget allows, or under a separate agreement.
- The City will obtain the County of Del Norte Environmental Health and Building Permit.
- The City will submit the final application to DDW

If the well does not produce water at sufficient volumes, this scope does not include work to permit the abandonment of the well. The scope of work from the initial well construction bid will include an additive bid task for abandonment of the non-producing well.

- The City will pay all permitting fees.
- No field work is included.
- If required, Del Norte County Backflow Prevention Assembly Tester Application and Grading Permits will be procured by the City.
- One electronic copy, PDF, Draft State Water Resources Control Board Division of Drinking Water Application for City finalization and submission

Deliverables:

- Draft Application for Amended Drinking Water Permit for City finalization and submission.
- One electronic copy, PDF, Del Norte County Department of Health and Human Services Well Permit Application for City submission

## **Task 7 – Production Well Design and Testing**

### **Task 7.1 - Well Design Package**

Task 7.1 will focus solely on the drilling and development of the well, allowing the City to proceed with construction of the well before proceeding with finalizing design for the remaining infrastructure under Task 7.4. GHD will complete the well design based on consultation with City representatives, permit requirements, site constraints, funding considerations, and other factors. The final design will include well depth and casing materials and dimensions, and development of the well procedures. The design and bid package will be prepared at the 60% and 100% stages, with each submittal including progressively detailed plans, specifications, and cost estimates.

Assumptions:

- The drilling subcontractor's scope within the well installation bid package will include the downhole geophysical log.
- The City will provide front-end documents for the bid package.
- The City will be responsible for the development of a permit waiver for well seal depth less than 50 feet if needed.

Deliverables:

- Bidding Package for well construction design plans, technical specifications, and cost estimate (electronic format)

### **Task 7.2 - Well Testing and Monitoring**

Once the production well is installed by the contractors, GHD will coordinate with the team performing the well drawdown test and the City for adjacent property owners to conduct groundwater level monitoring. As presented in the assumptions, up to two (2) nearby wells will be monitored during the pump drawdown test, and that information will be used to assess the impacts of pumping at the new City well on nearby wells. GHD will help the City identify the highest priority wells to monitor based on

available information on the local aquifer and direction of groundwater flows. Once pump testing and monitoring are complete, the well's capacity and productivity will inform the final design of the remaining system components.

Assumptions:

- The City is responsible for all coordination with identified property owners of wells to be included in the monitoring during the pump test, including initial outreach to obtain any access agreements as part of this task.
  - The City will pay for all water quality testing costs.
- Pump testing will consist of a step draw-down test and up to 24 hours of constant rate pumping.
- Only one pump curve analysis will be performed to determine final pump design requirements.
  - Monitoring of adjacent wells includes up to two identified domestic wells in the vicinity, using either manual depth to water measurements or with the installation of pressure transducers, depending on wellhead access and owner access agreements obtained by the City. Those participating well owners would agree to not pump their wells for at least 24-hours prior to and after the 24-hour pump test (a total of 72-hours) and allow GHD access to property and wells.

Deliverables:

- Step draw-down and constant rate pumping test results
- Private well groundwater level data (up to two wells)

**Task 7.3 - Well Drilling and Drawdown Monitoring Summary Memorandum**

Upon completion of Task 7.2, GHD will prepare a technical memorandum summarizing the drilling, construction, development, and pump testing of the production well. The memorandum will document key findings related to well yield, water quality, effects on nearby groundwater wells, and suitability for municipal use. Recommendations regarding production well integration will also be included. This summary will support the City's decision-making regarding whether to proceed with final infrastructure design under Task 7.4.

Assumptions:

- The City will review and approve the memorandum prior to initiating Task 7.4
- If the well does not meet production requirements, this scope does not include redesign or relocation efforts.

Deliverables:

- Well Drilling Summary and Recommendations Memorandum (electronic format)

**Task 7.4 - Well Housing and Site Development Bid Documents**

Following confirmation that the production well meets the City's performance requirements, GHD will initiate Task 7.4. This task includes the design and integration of the remaining infrastructure components necessary to bring the well into service. Key elements include construction of the prefabricated well house, tie-in to the existing water network, electrical service to the well, raw water pipeline connection, site restoration, final grading, and commissioning of the system.

GHD will complete the engineering design based on consultation with City representatives, permit requirements, site constraints, funding considerations, and other factors. The design and bid package will be prepared at the **50%, 90%, and Final stages**, with each submittal including progressively detailed plans, specifications, and cost estimates.

Assumptions:

- The City will provide system as-builts, plans, and construction details for the supply pipeline.
- The City will provide front-end documents for the bid package.
- The design will include up to 50 linear feet of piping to interconnect the well to the existing water system.
- The electrical design is limited to supplying power to the well, assuming adequate infrastructure exists within 50 feet of the well site.
- No coordination with utility companies or requests for new or modified services is included.
- The well housing will be a prefabricated structure and will not require structural design.
- SCADA systems and extensive instrumentation and controls are not included.
- No treatment design is included; the pipeline tie-in assumes raw water delivery.
- A geotechnical study is not required for the prefabricated structure.
- Utility locating is not included.

Deliverables:

- 50% engineering design plans, technical specifications table of contents, and cost estimate (electronic format)
- 90% engineering design plans, technical specifications, and cost estimate (electronic format)
- 100% engineering design plans, technical specifications, and cost estimate (electronic format)
- Final bidding package for infrastructure construction (electronic format)

## **Task 8 - Project Monitoring Plan**

GHD will develop and submit a Project Performance Monitoring Plan (PPMP) as a grant requirement to track project performance including the realization of project benefits. The PPMP will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, location of monitoring points, and will incorporate the requirements for the Post Performance Monitoring Report. GHD will develop the PPMP after the project plans and specifications have been developed based on the required DWR grant format.

Deliverables: Draft and final PPMP submitted via email.

## **Task 9 - Contracting Services: Bid Period Assistance**

Bidding assistance by GHD is based on the following:

- Prepare Advertisement for Bid for the City to publish in a local newspaper
- Provide PDF files of plans and specifications to Builders' Exchanges and the City
- Respond to contractor questions (up to 10)
- Issue Addenda during bidding (up to 3)
- Organize and conduct a virtual pre-bid meeting/conference
- Summarize the pre-bid conference and address questions from the conference via addendum
- Organize and conduct a public virtual bid opening
- Prepare a bid summary, review contractor bids, and develop an award recommendation memo
- Work with selected contractor on obtaining and verifying bonds and insurance
- Work with the City on preparing the contract documents for approval
  - o Notice of Award
  - o Contract/Agreement
  - o Notice to Proceed

Assumptions:

- The City will pay all bid advertisement fees and coordinate with local newspaper.

- Assumes the project will only be bid twice. Once for the Well Construction (Task 7.1) and once for the Well Housing and Site Development (Task 7.4).
- The City will pay all bid advertising fees.

Deliverables:

- Bid Advertisements for City coordination
- Up to three (3) Addenda
- Pre-bid conference sign-in sheet
- Bid results and Recommendation to Award Memorandum
- Draft Notice of Award, Contract, Notice to Proceed for City execution

## **Task 10 - Construction Administration**

GHD will provide limited periodic onsite construction observation and construction administration based on available budget. The nature and extent of services will depend on the actual site conditions, contractor characteristics, contractor means and methods, weather, City availability, and other factors.

Services may include items such as the below. Services will only be provided as budget is available.

- Provide periodic as needed on-site observation of construction activities for general conformance to the intent of the plans and specifications.
- Prepare Engineer's Daily Report for days with on-site construction observation.
- Coordinate Contract Administration requirements through the course of the project.
- Record working days, non-working days, and weather related days.
- Compile photo documentation of the construction areas, staging areas and access routes prior to construction and take representative progress photos during construction.
- Maintain a set of red line drawings during construction reflecting significant changes observed during construction.
- Coordinate, review, and manage Contractor submittals, shop drawings and certificates of compliance. Coordinate with City staff on submittals where staff have operations and maintenance interest. GHD is not reviewing submittals for safety nor inspecting for safety.
- Coordinate with City staff for tie-ins and other activities affecting City operations.
- Attend periodic construction meetings (during working weeks) and prepare agenda, and document meeting minutes.
- Monitor Contractor's construction schedule and progress for adherence to project schedule, coordinate with Contractor on planned activities, notify Contractor and City of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary.
- Manage Contractor correspondence including Requests For Information (RFIs), Potential Change Orders (PCOs) and Contract Change Order (CCOs). Coordinate with City staff on matters affecting operations or maintenance or that could affect project cost.
- Review Contractor's monthly payment requests. Compare requested quantities and values with Contractor's bid and schedule of values and the actual work completed. Review any differences in payment quantities with Contractor and rectify, prepare and submit recommendations of payment requests to City along with a monthly status report.
- Incorporate approved contract change orders into pay request process and values.
- Provide regular updates (via email) to the City on the status of the project and anticipated work for the upcoming week.

Assumptions:

- Environmental monitoring is excluded from GHD's scope.
- Construction administration is an allowance based on the available budget. Actual costs may be more depending on Contractor means and methods, site conditions, and other factors. The effort shall not exceed the budget for this task without additional authorization from the City.

- The City will supplement construction administration as necessary to implement the project.
- GHD will review up to twenty (20) submittals, five (5) RFI's, and five (5) change orders.
- Review of Contractor's certified payroll is not included within this scope.

Deliverables:

- Construction documentation including daily reports, redline drawings, executed change orders, pay request recommendations, and notice of completion. All deliverables will be in electronic PDFs.

## **GENERAL EXCLUSIONS AND ASSUMPTIONS**

- This scope does not include anything not specifically described above.
- The City is responsible for coordinating with grant manager and confirming that proposed scope modifications meet grant eligibility requirements.
- Per the Initial Feasibility Study by GHD dated November 2022, it was recommended that a test well be installed for the project. GHD acknowledges per Addendum No. 1 that the City has eliminated the test well phase as initially recommended. Should the selected location fail to yield sufficient production, GHD's scope excludes any redesign or relocation efforts for a new well site.
- The scope of services does not include payment of any fees for applications or permits, or newspaper advertisement/notification fees. The City will pay all fees.
- The City will provide required documentation and signatures for reimbursement requests as needed.
- Labor Compliance will be provided by the City, if needed. Prevailing wage would only apply during on-site construction observation.
- Geotechnical services and survey are not included with this scope.
- This scope does not include any pavement or material testing, construction staking.
- The Contractor will prepare the SWPPP.
- The scope of services does not include any design changes following the completion of the 100% design submittal.
- The City will complete its review of the plans and prepare any comments it has in a timely manner and will deliver one set of rectified comments to GHD following each review.
- The City will be responsible for overall grant management and Reimbursement Requests.
- The project design will be finalized in accordance with the City's decision to eliminate the test well phase and proceed directly to production well development. GHD does not control equipment and materials prices, which continue to increase. GHD will include bid alternates and specific cost escalation provisions in the project bid documents as appropriate. Construction supply lead times have also increased which may increase the project construction timeline, which is outside GHD's and the City's control.
- The City's legal counsel will review and approve the final contract documents.
- The scope assumes the project will be complete by December 2027; however, this timeline is contingent upon several factors including the Notice to Proceed (NTP) date, driller availability, weather conditions, and prompt review and approval of deliverables by the City.



## **EXHIBIT B**

### **COMPENSATION**

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$272,900 without written authorization based on the approved grant for the project as summarized below:

<b>Task</b>	<b>Compensation</b>
Task 1 – Project Management	\$18,540
Task 2 – Reporting	
Subtask 2.1 - Quarterly Project Progress Reports	\$7,025
Subtask 2.2 - Project Closeout and Record Drawings	\$20,890
Task 3 – Not Used	
Task 4 – Basis of Design	\$22,575
Task 5 – Not Used. CEQA done by City	
Task 6 – Permitting	
State Water Resource Control Board Division of Drinking Water - Permit Amendment	\$9,785
County of Del Norte Department of Environmental Health Well Drilling permit	\$3,025
Task 7 – Design	
Task 7.1 - Well Design Bid Documents	\$29,810
Task 7.2 - Well Testing and Monitoring	\$27,585
Task 7.3 - Well Drilling and Drawdown Monitoring Summary Memorandum	\$13,330
Task 7.4 - Well Housing and Site Development Bid Documents	\$48,915
Task 8 – Project Monitoring Plan	\$1,680
Task 9 – Contracting Services: Bid Period Assistance	\$10,440
Task 10 – Construction Administration	\$59,300
<b>Total</b>	<b>\$272,900</b>

GHD shall be paid within 30 days of the date of the invoice; payment to GHD is not contingent on payment to the City by any funding agency. The level of effort to complete the services above may be different than identified in the task budget above and will depend on the involvement and requests by the City and other agencies outside of GHD's control. GHD reserves the right to move budget between tasks within the approved budget total.

The attached rates for this scope are specific to this project and the Proposition 1 funding source that the City will be using for reimbursement.



GHD Class	GHD Description	FY 2026 Rate
<b>PROFESSIONAL</b>		
A001	Senior Technical Director 1	\$ 308.00
A002	Senior Technical Director 2	\$ 287.00
A003	Senior Technical Director 3	\$ 266.00
A004	Technical Director 1	\$ 255.50
A005	Technical Director 2	\$ 241.50
A006	Senior Professional 1	\$ 224.00
A007	Senior Professional 2	\$ 206.50
A008	Professional 1	\$ 199.50
A009	Professional 2	\$ 171.50
A010	Professional 3	\$ 157.50
A011	Vacationer / Intern	\$ 147.00
<b>CONSULTANT</b>		
V001	Executive Consultant 1	\$ 395.50
V002	Executive Consultant 2	\$ 364.00
V003	Senior Consultant 1	\$ 304.50
V004	Senior Consultant 2	\$ 273.00
V005	Consultant 1	\$ 227.50
V006	Consultant 2	\$ 185.50
V007	Consultant 3	\$ 157.50
<b>TECHNICAL</b>		
B001	Lead Design Technician 1	\$ 280.00
B002	Lead Design Technician 2	\$ 259.00
B003	Lead Design Technician 3	\$ 234.50
B004	Senior Design Technician 1	\$ 231.00
B005	Senior Design Technician 2	\$ 217.00
B006	Design Technician 1	\$ 199.50
B007	Design Technician 2	\$ 185.50
B008	Drafting/Design 1	\$ 178.50
B009	Drafting/Design 2	\$ 154.00
B010	Drafting/Design 3	\$ 143.50
B011	Drafting/Design 4	\$ 140.00
B012	Intern Drafting/Design	\$ 126.00

GHD Class	GHD Description	FY 2026 Rate
<b>ADMINISTRATION</b>		
C001	Business Services Manager 1	\$ 248.50
C002	Business Services Manager 2	\$ 220.50
C003	Senior Business Services Manager 1	\$ 171.50
C004	Senior Business Services Manager 2	\$ 161.00
C005	Business Services 1	\$ 143.50
C006	Business Services 2	\$ 136.50
C007	Business Services 3	\$ 105.00
<b>SITE BASED</b>		
S001	Senior Construction Manager	\$ 273.00
S002	Construction Manager	\$ 238.00
S003	Lead Site Engineer/Supervisor	\$ 210.00
S004	Senior Site Engineer	\$ 189.00
S005	Site Engineer	\$ 178.50
S006	Lead Inspector	\$ 182.00
S007	Senior Inspector	\$ 147.00
S008	Inspector / Specialist 1	\$ 129.50
S009	Inspector / Specialist 2	\$ 119.00
S010	Clerk / Specialist 3	\$ 112.00
S011	Senior Site Manager 1	\$ 115.50
S012	Senior Site Manager 2	\$ 108.50
S013	Senior Site Manager 3	\$ 101.50
S014	Senior Site Manager 4	\$ 98.00
S015	Operator/Labourer 1	\$ 98.00
S016	Operator/Labourer 2	\$ 91.00
S017	Operator/Labourer 3	\$ 77.00
<b>PROJECT SUPPORT</b>		
D001	Project Support Manager 1	\$ 294.00
D002	Project Support Manager 2	\$ 280.00
D003	Senior Project Support 1	\$ 248.50
D004	Senior Project Support 2	\$ 213.50
D005	Project Support 1	\$ 203.00
D006	Project Support 2	\$ 189.00
D007	Project Support 3	\$ 175.00
D008	Project Support 4	\$ 157.50
D009	Project Support 5	\$ 136.50
D010	Project Support 6	\$ 101.50



## **FY 2025-26 Rate Schedule Notes**

- 1) Rates are for employees of GHD companies.
- 2) An administration fee will apply to all invoices to cover in-house disbursements (Associated Project Costs) on a project. This will be charged at a rate of either:
  - Hourly rate of USD \$7.50
- 3) ~~All travel will be invoiced at economy class rates. Lodging and meal expenses will be at cost plus agreed markup unless a per diem rate is negotiated.~~
- 4) All other project related disbursements, expenses and subcontractor costs will be invoiced without a markup.
- 5) Fee schedule is subject to change annually.
- 6) Leased and personnel vehicles, field equipment and disposable field supplies will be invoiced at established rates. Personal vehicle mileage rates will be charged in accordance with government regulated standard rates.

## **TRAVEL REIMBURSEMENT**

Only ground transportation and lodging are eligible for grant reimbursement. Per diem costs will not be eligible for grant reimbursement. Any reimbursement for necessary travel shall be at rates not to exceed those set by the California Department of Human Resources. These rates may be found at:

<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>.

Reimbursement will be at the State travel amounts that are current as of the date costs are incurred.

## **EXHIBIT C**

### **GRANT TERMS AND CONDITIONS**

The work to be performed under this Agreement is funded with a Proposition 1 Round 2 Integrated Regional Water Management (IRW) Implementation Grant. The grant requires the following terms and conditions be incorporated into this Agreement.

#### **I. AUDIT AND RETENTION OF FINANCIAL AND PERFORMANCE RECORDS:**

**A. Maintenance and Preservation of Records.** CONSULTANT agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided pursuant to the terms and conditions of this Agreement, and to maintain and preserve said records for a minimum of seven (7) years after the date of final payment hereunder, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. Such records shall be original entry books with a general ledger itemizing all debits and credits for the services provided pursuant to the terms and conditions of this Agreement.

**B. General Audit and Examination Requirements.** Pursuant to California Government Code Section 8546.7, all records, documents, conditions and activities of CONSULTANT, and its subcontractors, related to the services provided pursuant to the terms and conditions of this Agreement, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment hereunder. CONSULTANT hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by CITY and Humboldt County and any other duly authorized local, state and/or federal agencies. CONSULTANT further agrees to allow interviews of any of its employees who might reasonably have information related to such records by CITY or Humboldt County and any other duly authorized local, state and/or federal agencies. All examinations, inspections and/or audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, without limitation, the costs of administering this Agreement.

CONSULTANT shall allow CITY, Humboldt County, DWR and any other duly authorized local, state and federal agencies to inspect, examine and audit any and all records, documents, facilities and work sites maintained by CONSULTANT, and its subcontractors hereunder, at any time during normal business hours, for a period of at least seven (7) years after the date of final payment hereunder, in order to evaluate the quality, appropriateness and timeliness of the services provided pursuant to the terms and conditions of this Agreement. For purposes of this provision, "records" and "documents" include, without limitation, any and all physical and electronic records originated or prepared pursuant to CONSULTANT's performance hereunder, including, but not limited to, working papers, reports, financial records and books of account, subcontracts and any

other documentation pertaining to the services provided pursuant to the terms and conditions of this Agreement. Upon request, at any time during the above-referenced seven (7) year period, CONSULTANT shall furnish any such record, or copy thereof, to CITY, Humboldt County, DWR and any other duly authorized local, state and federal agencies.

## **II. CONFIDENTIAL INFORMATION**

**A. Disclosure and Use of Confidential information.** In the performance of this Agreement, CONSULTANT may receive information that is confidential under local, state or federal law. CONSULTANT hereby agrees to protect all confidential information obtained pursuant to the terms and conditions of this Agreement in conformance with any and all applicable local, state and federal laws, regulations and standards.

**B. Continuing Compliance with Confidentiality Requirements.** Each party hereby acknowledges that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving, and that amendment of this Agreement may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the requirements of any and all applicable local, state and federal laws, regulations or standards.

**C. Incorporation of Provisions.** The foregoing provisions shall be included in all subcontracts relating to the services provided pursuant to the terms and conditions of this Agreement.

## **III. NON-DISCRIMINATION COMPLIANCE:**

**A. Professional Services and Employment.** In connection with the execution of this Agreement, CONSULTANT, and its subcontractors, shall not unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age, over forty (40) years of age; sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by local, state and federal laws, regulations or standards. Nothing herein shall be construed to require employment of unqualified persons.

**B. Compliance with Anti-Discrimination Laws.** CONSULTANT further assures that it, and its subcontractors, will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and Part 60 of Title 41 of the Code of Federal Regulations ("C.F.R."); and any other applicable local, state and/or federal laws and regulations, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of Title 2 of the California Code of Regulations ("C.C.R."), are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

#### **IV. CONFLICT OF INTEREST:**

CONSULTANT is subject to State and Federal conflict of interest laws.

**A. Current State Employees:** No State officer or employee shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any State agency, unless the employment, activity, or enterprise is required as a condition of regular State employment. No State officer or employee shall contract on his or her own behalf as an independent contractor with any State agency to provide goods or services.

**B. Former State Employees:** For the two-year period from the date he or she left State employment, no former State officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by any State agency. For the twelve month period from the date he or she left State employment, no former State officer or employee may enter into a contract with any State agency if he or she was employed by that State agency in a policy-making position in the same general subject area as the proposed contract within the twelve-month period prior to his or her leaving State service.

#### **V. DRUG-FREE WORKPLACE:**

By signing this Agreement, CONSULTANT does hereby certify, under penalty of perjury under the laws of State of California, compliance with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, § 8350 *et seq.*) and has or will provide a drug-free workplace by taking the following actions:

**A.** Publish a statement notifying employees, contractors, and subcontractors that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees, contractors, or subcontractors for violations, as required by Government Code section 8355.

**B.** Establish a Drug-Free Awareness Program, as required by Government Code section 8355 to inform employees, contractors, or subcontractors about all of the following:

1. The dangers of drug abuse in the workplace,
2. Grantee's policy of maintaining a drug-free workplace,
3. Any available counseling, rehabilitation, and employee assistance programs, and
4. Penalties that may be imposed upon employees, contractors, and subcontractors for drug abuse violations.

**C.** Provide, as required by Government Code section 8355, that every employee, contractor, and/or subcontractor who works under this Agreement:

1. Will receive a copy of Grantee's drug-free policy statement, and
2. Will agree to abide by terms of Grantee's conditions of employment, contract or subcontract.

## **VI. INSPECTIONS OF PROJECT:**

The City of Crescent City and the State of California shall have the right to inspect the work being performed at any and all reasonable times during the term of this Agreement. This right shall extend to any subcontracts.





## **CITY COUNCIL AGENDA REPORT**

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

**FROM: ERIC WIER, CITY MANAGER**

**BY: BRIDGET LACEY, GRANTS AND ECONOMIC DEVELOPMENT  
MANAGER**

**DATE: NOVEMBER 17, 2025**

**SUBJECT: CALIFORNIA DEPARTMENT OF TRANSPORTATION SUSTAINABLE  
TRANSPORTATION PLANNING GRANT APPLICATION TO  
COMPLETE THE REDWOOD HIGHWAY MULTI-MODAL  
TRANSPORTATION AND LAND USE PLAN.**

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### **RECOMMENDATION**

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Direct staff to prepare an application for California Department of Transportation funding through the Sustainable Transportation Planning Grant Program for the Redwood Highway Multi-modal Transportation & Land Use Plan (MTLUP) in the amount of \$443,353

### **BACKGROUND**

The Sustainable Transportation Planning Grant Program was created to support the California Department of Transportation's (Caltrans) Mission: Improving lives and communities through transportation.

The California Legislature passed, and Governor Edmund G. Brown Jr. signed into law, Senate Bill 1 (SB 1, Beall, Chapter 5, Statutes of 2017) – The Road Repair and accountability Act of 2017, a transportation funding bill that provides a reliable source of funds to maintain and integrate the State's multimodal transportation system. In addition to the \$9.5 million in traditional State and federal grants, approximately \$25 million in SB 1 funds for Sustainable Communities Grants is available for each grant cycle.

The State-funded Sustainable Communities grants (\$30 million) are intended to support and implement Regional Transportation Plan (RTP) Sustainable Communities Strategies/Alternative Planning Strategies (SCS/APS) (where applicable) and to ultimately achieve the State's greenhouse gas (GHG) reduction target of 40 and 80 percent below 1990 levels by 2030 and 2050, respectively.

The federal-funded Strategic Partnerships and Strategic Partnership Transit grants (\$4.5 million) support Federal Planning Factors and address State highway/transit issues of regional, interregional, and/or statewide significance, in partnership with Caltrans.

Eligible planning projects must have a transportation nexus per Article XIX Sections 2 and 3 of the California Constitution. Therefore, successful planning projects are expected to directly benefit the multimodal transportation system. These grants will also improve public health, social equity, environmental justice, the environment, and provide other important community benefits. The period of grant fund availability spans over three fiscal years and approximately 32 months for grant project activities after the grant agreement is executed and Caltrans issues a Notice to Proceed.

### **ITEM ANALYSIS**

On September 8, 2025, Caltrans released the fiscal year (FY) 2026-27 Sustainable Transportation Planning Grant Call for Applications.

Currently, the Highway 101 corridor through downtown is not an integrated land use and transportation corridor. While this stretch of Highway 101 adequately addresses through traffic and vehicle mobility, it is not a complete street because it does not integrate adjacent existing or potential land uses, nor does it include adequate facilities for walking, biking and transit modes. With the City's Downtown Specific Plan currently underway, it has become apparent that a critical piece to ensuring a more successful downtown will be to capture some of the traffic from Highway 101 and guide these visitors to the downtown corridor. City staff sees the Sustainable Transportation Grant as a great opportunity to further study and plan for the following elements along Highway 101 from Northcrest to the southern boundary of the City:

- Safety and accessibility for all users
- Multi-modal transportation options
- Link to downtown and harbor districts
- Traffic calming (i.e. narrowing of lanes or "road diet")
- Improvements to aesthetics (i.e. landscaping reflective of the City's connection to its natural resources)

With this funding, the City can plan for a more pedestrian and bike friendly Highway 101 corridor with wider sidewalks, protected bike lanes, comfortable transit shelters, and seamless connectivity to the downtown and harbor districts. The estimated timeline is as follows:

Submit application	11/21/25
Award announcements	August 2026
Contract execution	Sept 2026
Project begins	Oct 2026
Grant expenditure deadline	June 2029

## **FISCAL ANALYSIS**

This grant requires an 11.47% match, or \$50,853, which can be in the form of in-kind services. It is estimated that City in-kind services (staff time) to facilitate the project will be valued at a minimum of \$6,500. The City will then be responsible for contributing the remaining \$44,352. Tamera Leighton, Executive Director has confirmed Del Norte Local Transportation Commission (DNLTC) funding could be used for this match and if the Council approves this application, an item requesting DNLTC consideration of providing the match could be taken in January 2026. If the DNLTC does not approve the grant match funding, and the City is awarded the grant, the Council would have the option of funding the match amount with General Fund reserves or possibly RMRA (SB1) funding or decline to accept the grant award.

## **STRATEGIC PLAN ASSESSMENT**

This action supports the following Strategic Plan goals:

- Goal 1: Support quality services, community safety, and health to enhance the quality of life and experience of our residents and visitors
- Goal 1(A): Enhance collaboration with other agencies and the community to better aid the public
- Goal 1(E): Target economic development improvements that provide additional benefit by enhancing the quality of life for residents
- Goal 2(D): Collaborate with other jurisdictions and nonprofits to maximize regional effectiveness and amplify funding opportunities
- Goal 2(E): Create an environment that is conducive to attracting and retaining strong, sustainable businesses that reflect community needs and culture
- Goal 2(F)(9): Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs

## **ATTACHMENTS**

None.



## CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

**BY: MARTHA D. RICE, CITY ATTORNEY**

**DATE: NOVEMBER 17, 2025**

**SUBJECT: SIGNS REGULATIONS UPDATE (MUNI CODE CHAPTER 17.39)**

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### **RECOMMENDATION**

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Give direction to staff on the Planning Commission's recommended updates to the City's sign regulations

### **BACKGROUND**

On November 25, 2024, the City issued a sign permit for a new digital sign at Tsunami Lanes Bowling Alley. The application did not indicate that the sign would display offsite advertising, images that move, or that the sign would be displaying rotating images. These issues were brought to light initially due to the brightness of the sign during non-daylight hours. Conversations with the owner revealed that a sign company had him the sign on the premise that additional revenue could be generated through off-site advertising and promotions. However, this presents several issues because the current sign regulations do not allow off-site advertising, flashing lights, or changing of color intensity.

Planning staff offered the owner two pathways forward under the zoning code: (1) apply for a variance, or (2) initiate an amendment to the zoning code to allow the sign type. Dr. John Kirk elected to initiate an amendment to the zoning code.

The Planning Commission considered the requested amendment, staff concerns and public input over a couple of meetings. On October 16, 2025, the Planning Commission held a public hearing and subsequently adopted Resolution No. PC2025-11, recommending updates to Chapter 17.39, Signs, of the municipal code.

## **ITEM ANALYSIS**

The Planning Commission's recommendations include:

1. Adds definition of "digital sign"
  - *an LED digital display sign that may rotate images*
2. Adds definition of "off-site advertising"; removes definitions and references to "billboard" and "general advertising sign"
3. Adds regulations for "digital signs"
  - *Digital signs may contain static messages only. Signs may not display text which flashes, pulsates, moves or scrolls. Each complete message must fit on one screen.*
  - *Digital signs may not change message more than once every 15 seconds.*
  - *The content of a digital sign must transition by changing instantly (e.g., no fade-out or fade-in).*
  - *Any digital signs within 100 feet from HWY 101 must obtain any and all permits from Caltrans.*
4. Adds regulations for "off-site advertising"
  - *No off-site advertising sign may be erected, constructed, or maintained in excess of 100 square feet of display surface, in accordance with the allowable sign area regulations of this chapter.*
  - *Off-site advertising is only allowed in the C-2 Zone and must meet all applicable Caltrans requirements and regulations.*
  - *Each business is limited to two off-site advertising signs within the city limits.*
  - *Off-site advertising sign area counts toward the allowable sign area for both the business being advertised and the business hosting the off-site advertising sign.*
5. Limits off-site advertising signs to the C-2 zone
6. Adds regulations regarding "illumination" (brightness)
  - *During daylight hours between sunrise and sunset, luminance is limited to 10,000 nits.*
  - *At all other times, luminance is limited to 160 nits.*
  - *Digital signs may produce no more than 0.3 foot-candle of light when measured from the distance using the following formula: Measurement Distance= (Area of Sign Sq. Ft. × 100)*
  - *Each sign must have a light sensing device that will automatically adjust the brightness of the display as the natural ambient light conditions change.*
7. Removes references to coastal zones, the regulations for which are governed by Chapter 17.74, Coastal Zone Signs.

The City Council is required to consider the Planning Commission recommendation but is not bound by it. Staff is seeking direction and input regarding the Planning Commission's recommendations.

### **FISCAL ANALYSIS**

There is no direct fiscal impact other than the costs of publication.

### **STRATEGIC PLAN ANALYSIS**

This action supports the following Strategic Plan Goals:

#### **GOAL 1: PROMOTE A THRIVING LOCAL ECONOMY**

(E) Plan and prepare for the growth and future needs of the Crescent City community by: Evaluating and updating the City's Municipal Code to assure maximized efficiencies, clarity, and effectiveness.

### **ATTACHMENTS**

- Planning Commission Resolution No. PC2025-11
- PC recommended updates to Chapter 17.39



## **RESOLUTION NO. PC2025-11**

### **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CRESCENT CITY RECOMMENDING THE CITY COUNCIL ADOPT THE AMENDMENTS TO THE SIGNS REGULATIONS ORDINANCE, CHAPTER 17.39 OF THE CITY'S MUNICIPAL CODE.**

**WHEREAS**, Tsunami Lanes & FEC Inc. (John H Kirk) has submitted Zoning Ordinance Amendment Request (Application ZOA25-01) to amend the Signs Regulations Ordinance (Chapter 17.39) to allow off-site advertising within the C-2 zone (General Commercial District).

**WHEREAS**, the Planning Commission has considered this proposed project on this date at a duly noticed public hearing, staff report, and public testimony;

**WHEREAS**, the Planning Commission finds that the proposed ordinance amendments are consistent with the zoning purpose and objectives, in that, the amendments:

- a. "To preserve, protect and promote the public health, safety, peace, comfort, convenience, prosperity, and general welfare" (CCMC §17.02.010);
- b. "To provide a specific plan to guide the physical development of the city in such a manner as to achieve progressively the general arrangement of land uses depicted in the general plan" (CCMC §17.02.010(A));
- c. "To encourage a wholesome, serviceable, and pleasant living environment and to establish a stability of existing land uses which conform with the objectives, policies, principles, and standards of the general plan" (CCMC §17.02.010(B));
- d. "To prevent excessive population densities and overcrowding of land with structures" (CCMC §17.02.010(C));
- e. "To promote the safe, effective traffic circulation system, the provision of adequate off-street parking and truck loading facilities and the appropriate location of community facilities" (CCMC §17.02.010(D));
- f. "To protect and promote properly located commercial and industrial activities in order to preserve and strengthen the city's economic base" (CCMC §17.02.010(E));
- g. "To protect and enhance real property values and the city's natural assets" (CCMC §17.02.010(F));
- h. "To provide for the orderly development of new urban expansion that is logical, desirable, and in conformance with the objectives and policies of the general plan" (CCMC §17.02.010(G));

**WHEREAS**, the Planning Commission finds that the proposed ordinance amendments are consistent with the zoning purpose and objectives, in that, the

**ZONING ORDINANCE AMENDMENT (APPLICATION ZOA25-01)**  
*Amendments to the Signs Regulations Ordinance*

amendments:

- a. "Protect and enhance the architectural character, harmony and natural beauty of the community, its buildings and its various neighborhoods and districts."
- b. "Protect commercial districts from sign clutter."
- c. "Protect the public's ability to identify users and premises without confusion."
- d. "Eliminate unnecessary distractions which may jeopardize pedestrian or vehicular traffic safety."
- e. "Are as small in size and few in number as is consistent with their purpose of communicating identification and essential information."
- f. "Protect the right of the public to be directed, warned, advised and informed."
- g. "Possess a satisfactory aesthetic effect and pleasing elements of design that relates to the form, proportion, material, surface treatment and position."
- h. "Assure the maintenance of signs."
- i. "Implement the community design objectives expressed in the general plan."
- j. "Prohibit political signs on public utility or street sign poles because it is necessary to prevent visual distractions to motorists that create traffic hazards, prevent the obstruction of road hazards and road signs, and to prevent eyesores from proliferating along public streets."
- k. "Regulate the size of political signs because it is necessary for safety and aesthetic reasons, specifically that the strong winds common in the city would remove the signs, creating hazards and accumulation of debris, and extremely large or illuminated signs would create a distraction to motorists.";

**WHEREAS**, the Planning Commission finds that the proposed revisions can be determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15061(b)(3) (Common Sense Exemption). The City Council will make the CEQA determination if it proceeds.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Planning Commission of the City of Crescent City recommend that the City Council considers the revisions to the Signs Ordinance.

**PASSED AND ADOPTED** at a regular meeting of the Planning Commission of the City of Crescent City held on this 16th day of October 2025, by the following polled vote.

**AYES:** Hyatt, Delossio, Walp and Chair Shamblin

**NOES:**

**ABSTAIN:**

**ABSENT:**

  
\_\_\_\_\_  
Steve Shamblin, Chairperson

**ATTEST:**

  
\_\_\_\_\_  
Heather Welton, Community Development Specialist





## **PROPOSED ZONING ORDINANCE AMENDMENT**

### **Zoning Ordinance Amendment – Application ZOA25-01**

Tsunami Lanes & FEC Inc. (John H Kirk) has submitted a Zoning Ordinance Amendment Request (Application ZOA25-01) to amend the Signs Regulations Ordinance (Chapter 17.39) to allow LED digital display signs that rotate images within the C-2 zone (General Commercial District), which includes:

Note: Added = red underlined text, Deleted = ~~red text with strikethrough~~.

#### **Chapter 17.39 SIGNS**

Note: Chapter 17.39 applies to all signs erected in the city as of January 17, 1996, and for all signs erected in the coastal zone as of January 17, 1996, pending Coastal Commission approval. Chapter 17.39 shall not apply to legal nonconforming signs as defined in Section 17.39.030, except as provided in Section 17.39.020.

#### **§ 17.39.010 Purpose.**

A. The surroundings of the city are possessed of natural beauty having both giant redwoods and the Pacific Ocean at the disposal of its citizens. The city's economy is dependent on a vigorous local business economy, spawned in part by tourism and its residential environment. The purpose of this chapter is to regulate signs in the city. Signs have an obvious impact on the character, quality and economic health of the city. As a prominent part of the scenery, signs may attract the viewing public, affect the safety of vehicular and pedestrian traffic, and help set the tone of the community.

B. It is the intent of the city that this chapter emphasize the importance of business activity to the economic vitality of the city, help improve the ability of business owners and operators to identify their businesses to the community to enhance the furtherance of commerce, foster varied and interesting places of trade and promote public safety by making business signing visible to the passing public. This chapter is further intended to encourage the use of signs that:

1. Protect and enhance the architectural character, harmony and natural beauty of the community, its buildings and its various neighborhoods and districts;
2. Protect commercial districts from sign clutter;
3. Protect the public's ability to identify users and premises without confusion;
4. Eliminate unnecessary distractions which may jeopardize pedestrian or vehicular traffic safety;

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5. Are as small in size and few in number as is consistent with their purpose of communicating identification and essential information;
6. Protect the right of the public to be directed, warned, advised and informed;
7. Possess a satisfactory aesthetic effect and pleasing elements of design that relates to the form, proportion, material, surface treatment and position;
8. Assure the maintenance of signs;
9. Implement the community design objectives expressed in the general plan;
10. Prohibit political signs on public utility or street sign poles because it is necessary to prevent visual distractions to motorists that create traffic hazards, prevent the obstruction of road hazards and road signs, and to prevent eyesores from proliferating along public streets;
11. Regulate the size of political signs because it is necessary for safety and aesthetic reasons, specifically that the strong winds common in the city would remove the signs, creating hazards and accumulation of debris, and extremely large or illuminated signs would create a distraction to motorists.

C. The general sign usage provisions and regulations of this chapter shall apply. The additional sign usage authorized hereunder shall be strictly construed in its application.

(Ord. 672 § 5)

§ 17.39.020 Applicability.

A. This chapter shall apply to on-premises advertising displays which meet any of the following criteria:

1. On-premises advertising displays placed or constructed on or after January 17, 1996;
2. Any on-premises advertising display placed or constructed on or before January 17, 1996 that was not in compliance with all ordinances and regulations in effect at the time of its construction and erection or use;
3. Any on-premises advertising display which was lawfully erected, but whose use has ceased, or the structure upon which the display has been abandoned by its owner, for a period of not less than ninety days;
4. Any on-premises advertising display which has been more than fifty percent destroyed, and the destruction is other than facial copy replacement, and the display cannot be repaired within thirty days of the date of its destruction;
5. Any on-premises advertising display whose owner, outside of a change of copy, requests permission to remodel and remodels that advertising display, or expand or

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enlarge the building or land use upon which the advertising display is located, and the display is affected by the construction, enlargement or remodeling, or the cost of construction, enlargement or remodeling of the advertising display exceeds fifty percent of the cost of reconstruction of the building;

6. Any on-premises advertising display for which there has been an agreement between the sign permit holder and the city for its removal as of any given date;

7. Any on-premises advertising display which is a temporary sign;

8. Any on-premises advertising display which is or may become a danger to the public or is unsafe;

9. Any on-premises advertising display which constitutes a traffic hazard not created by relocation of streets or highways or by acts of any city or county;

10. Except where the provisions of this chapter provide for earlier sign removal, on-premises advertising displays located in redevelopment project areas created pursuant to Community Redevelopment Law of Division 24 of the California Health and Safety Code, shall be removed or made to conform within sixty days after written notice by the community development department, in accordance with the following schedule:

<b>Original Value of Sign</b>	<b>Amortization Period</b>
Less than \$500.00	One year
\$500.00 to \$999.00	Two years
\$1,000.00 to \$2,999.00	Four years
\$3,000.00 to \$5,999.00	Eight years
More than \$6,000.00	Ten years

The permit holder of a redevelopment area sign shall, upon written request of the community development department, furnish acceptable proof of the initial cost in the form of: (a) an original bill of sale, or (b) a depreciation schedule from state or federal income tax returns, or (c) a written appraisal by a sign manufacturer;

11. Advertising displays located in areas listed or eligible for listing on the National Register of Historic Places;

12. Advertising displays located in areas registered by the California Department of Parks and Recreation as a state landmark of historical interest pursuant to Section 5021 of the California Public Resources Code;

13. Advertising displays located in areas created as historic zones or individually registered properties by the city pursuant to Article 12 of Chapter 1 of Division 1 of Title 5 of the California Government Code.

B. Legal Nonconforming Signs.

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1. Legal nonconforming signs shall be removed or made to conform with the provisions of this chapter within sixty days after written notice by the community development department, when:

- a. The use of the premises changes and the exterior of the building or other site conditions are to be altered; or
- b. A sign is damaged or destroyed by any cause, to the extent that the cost of repairing or replacing it would be more than fifty percent of its value immediately prior to the damage; or
- c. In accordance with the provisions for abatement outlined in Section 17.39.190.

2. Except as otherwise provided in this chapter, nonconforming on-premises signs shall be made to conform to the provisions of this chapter upon the change of a name of any business, the relocation of any business, or an application for a sign for any business.

3. General Provisions. A legal nonconforming sign may not be:

- a. Changed to another nonconforming sign; or
- b. Structurally altered to extend its useful life; or
- c. Expanded, moved or relocated; or
- d. Re-established after damage or destruction of more than fifty percent of the dollar value of the sign as determined by the community development director.

4. Ordinary repair and maintenance may be made to a legal nonconforming sign provided that such maintenance and repair does not exceed twenty-five percent of the actual dollar value of the sign in any one year.

5. Exceptions to the provisions of this section may be granted, in the form of a variance, by the planning commission upon the application of any owner of a sign who presents substantial evidence showing the following:

- a. There are exceptional circumstances applicable to the property on which the nonconforming sign is located, including size, shape, topography, location or surroundings which make it practically impossible to identify effectively the property to the public if strict application of all the provisions of these regulations are required; or
- b. The sign possesses unique features which make it a significant part of the community character of the area in which it is located.

(Ord. 672 § 5)

§ 17.39.030 Definitions.

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As used in this chapter:

"Abandoned sign" means any sign or advertising display remaining in place or not maintained for a period of ninety days which no longer advertises or identifies an ongoing business, product or service available on the business premises where the sign or display is located.

"Advertising display" means the same as "sign."

"A-frame" means a sandwich board sign.

"Architecturally controlled sign" means any sign that is submitted as part of, or related to, the design of a building, or group of buildings, constructed for commercial purposes, and that has gone through an approved process of design review.

"Awning/canopy sign" means any sign that is a part of or attached to an awning, canopy or other fabric, plastic, or nonpermanent structural protective cover over the doorway, window, patio or other part of the exterior of a building. A marquee is not an awning or a canopy.

"Balloon" means a nonporous bag containing a gas lighter than air causing it to rise and float above the ground.

"Banner" means a sign made of flexible materials such as cloth, canvas, plastic or cardboard.

"Beacon" means a rapidly rotating fixed light giving the appearance of a flashing light.

"Bed and breakfast establishment" means a residential dwelling occupied by a resident person or family, containing individual living quarters occupied on a transient basis for compensation, and in which a breakfast may be provided to the guests.

~~"Billboard" means a large sign structure, exceeding 100-sf, which is made available for lease or rent for the purpose of off-site advertising.~~

"Changeable copy sign" means a sign that is designed so that characters, letters or illustrations can be changed or rearranged without altering the face of the sign.

"Community event" means an occasion or activity sponsored by either a governmental or quasi-governmental agency (such as the harbor district, city of Crescent City, Del Norte County, the Crescent City business and parking improvement district, or chamber of commerce) or by a not-for-profit organization (such as a church or a civic organization), the purpose of which is to benefit the community as a whole, either by raising funds through a specific event to address a specific issue (such as the United Way Ball), by publicizing the area to visitors (such as street fairs) or for the purpose of a community-wide celebration (such as the fourth of July).

"Construction signs" means a temporary sign erected on the premises on which

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construction is taking place identifying the names of the persons or companies involved in the project.

"Curbline" means the line at the face of the curb nearest to the street or roadway. In the absence of a curb, the curbline shall be established by the public works director.

"Directional sign" means an accessory sign designed to guide or direct pedestrian or vehicular traffic.

"Digital Sign" means an LED digital display sign that may rotate images.

"Display surface" means the area made available by the sign structure, including the background area, for the purpose of displaying an advertising message.

"Double-faced sign" means a sign with two faces only, with each face oriented one hundred eighty degrees from the other. Such sign may be a pole, projecting, hanging or roof sign.

"Enforcement officer" means the public employee or officer designated by the legislative body of the city to perform the duties imposed by these regulations.

"Flag" means a usually rectangular piece of fabric of distinctive design that is used as a symbol or as an attracting or signaling device. Corporate flags contain the name or logo of an incorporated business or organization. Governmental flags are duly recognized symbols of a city, state or nation.

"Flashing" means sudden bursts of light. In certain uses it appears to simulate movement.

"Freestanding sign" means a sign not attached to any building and having its own support structure, such as a pole or a monument-style base.

"Frontage" means the distance in feet of a lot measured along a street right-of-way.

~~"General advertising sign" is a sign which directs attention to a business, commodity, industry or other activity which is sold, offered or conducted elsewhere than on the premises upon which such sign is located, or to which it is affixed, and which is sold, offered or conducted on such premises only incidentally if at all.~~

"Grand opening" means the first thirty business days of a new business.

"Ground sign" means the same as "monument sign."

"Hanging sign" means a sign that is suspended from the underside of a horizontal plane surface, such as a marquee, awning or canopy, or from a bracket, and which is supported by that surface or bracket.

"Holiday decorations" means wording, symbols or pictures of a noncommercial nature

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which may be erected or displayed in reference to a specific seasonal, political or religious holiday. Sale announcements are not holiday decorations.

"Horizontal sign" means a projecting sign having its greatest dimension in a horizontal direction.

"Identification" means a sign giving the name, nature, logo, trademark or other identifying symbol of an establishment.

"Institutional use" means a nonprofit, public or quasi-public use or institution such as a church, library, public or private school, hospital, or municipally owned or operated building, structure or land used for a public purpose.

"Legal nonconforming signs" means on-premises advertising displays which do not conform to the provisions of this chapter but which lawfully existed and were maintained prior to January 17, 1996.

"Luminescence" means an emission of light produced by electrical action.

"Mansard roof" means a roof having two slopes on each side, with the lower slope steeper than the upper one.

"Marquee" means any permanent-roofed structure made of a nonflexible material, which is attached to and supported by a building, and which projects over public property.

"Monument/ground sign" means any sign other than a pole sign, placed upon or supported by the ground independent of any other structure.

"Mural" means a decorative scene or graphic design painted on and made an integral part of a wall surface, and making no reference to a specific business or brand of product offered for sale on the premises.

"Nameplate" means a small sign stating only the name and/or address of the occupant(s), and his or her profession or specialty. However, in the case of bed and breakfast establishments, only, nameplate additionally means a sign displaying the name of the establishment.

"Off-site advertising" means a sign that directs attention to a business, product, industry or other activity which is sold, offered, or conducted elsewhere than on the premises upon which the sign is located or to which it is affixed.

"On-premises advertising display" has the same definition as California Business and Professions Code Section 5490(b) as amended or supplanted.

Paper Signs. Paper signs tacked or otherwise fastened to a side of a building or bulletin board, or outside of a window are temporary signs unless enclosed in a frame with a glass, Plexiglas or equivalent cover.

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"Parapet" means the extension of the main walls of a building above the roof level, such as a false front. Parapet walls are often used to shield mechanical equipment or vents from view.

"Pennant" means a flag which tapers to one or two points. "Pennants" also refers to strings of small flags or strips which can be hung either attached to a building or across an open parking area.

"Placard" means a nonpermanent announcement or sign in the form of a small card, such as a poster or plaque.

"Pole sign" means a freestanding sign that is wholly supported by one or more posts or poles, free of braces or cables, either in the ground or in a concrete base.

"Portable sign" means a sign that is not permanently attached to the ground or to a structure.

"Projecting sign" means a sign other than a wall sign or awning sign which projects out from and is supported by a wall of a building or structure.

"Projection" means the distance by which a sign extends over or beyond the edge of a building.

"Public right-of-way (RoW)" means a public street, sidewalk or accessway.

"Real estate sign" means a sign of any size advertising real property for sale or lease, including "open house" signs.

"Revolving sign" means a sign whose face(s) turn round on an axis, usually a pole of any height.

"Right-of-way (RoW)" means the same as "public right-of-way."

"Roof height" means the vertical distance measured from the average grade level of the building (the ground) to the highest point of the roof, ridge or parapet wall.

"Roof sign" means a sign erected upon or above a roof or parapet of a building or structure.

"Sandwich board sign" means a portable sign consisting of two hinged boards designed to stand alone for display, and which may be folded and moved from place to place. Also known as an "A-frame."

"Setback" means the minimum horizontal distance from the building to the property line as prescribed by this title.

"Sign" means any writing, pictorial representation, symbol, banner, or other figure of similar character of any material that is used to identify, announce, direct attention to,



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communicate, inform or advertise.

"Sign area" means the area in square feet of the smallest rectangle enclosing the total exterior surface of a sign, or of one face of a double-faced sign.

"Sign height" means the vertical distance from the average grade at the base of the sign structure to the uppermost point of the sign.

"Sign structure" means any structure that supports, or is capable of supporting any sign as defined in this chapter. A sign structure may be a single pole, several poles, frame structure, or solid base, or may be an integral part of a building.

"Spinner" means any advertising or attention-getting device which includes a part or parts which turn, gyrate or revolve rapidly.

"Streamer" means any long wavy strip, either free-floating or attached at both ends, as alongside a building or over a parking lot or other open area.

"Structure" means that which is built or constructed; an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined in some definite manner; but not including fences, or walls used as fences that are three feet in height or less.

"Suspended sign" means the same as "hanging sign."

"Temporary sign" means any sign or advertising display constructed of fabric, canvas, paper, plywood or other such light material, not permanently erected, and constructed, created, intended or engineered to have a useful life of less than fifteen years.

Temporary signs may include, but are not limited to vehicle and trailer signs, banners, balloons, sandwich boards and paper signs.

"Time and temperature device" means any device which displays the current time and temperature, usually in the form of a clock and thermometer or an electronic digital display unit. Often such devices include the name or logo of the business upon whose premises the device is located.

"Trailer sign" means any sign mounted on a trailer or cart so as to be movable by being pulled about.

"Twirler" means the same as "spinner."

"Vehicle sign" means any sign which is painted or mounted on an operating or nonoperating vehicle, which is parked on or adjacent to any property, the principal purpose of which is to attract attention to any business, service, product or an activity, or to convey a message for which other avenues of expression are readily available. For the purpose of this chapter, vehicle sign regulations shall not apply to business vehicles on which the business name or logo is painted or attached, and which are driven in the normal course of business activity.

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"Vertical sign" means a projecting sign having its greatest dimension in a vertical direction.

"Wall sign" means a single-faced sign painted on or attached parallel to a building or wall.

"Window sign" means a sign maintained in or painted upon a window so that its message can be seen from the exterior of the structure. Window signs do not include holiday decorations.

(Ord. 672 § 5)

§ 17.39.040 Types—Generally.

The types of signs set forth in this section will be permitted for the various uses allowed in Sections 17.39.110 through 17.39.140 and must be limited to the restrictions set forth in Section 17.39.020, in addition to those required in Sections 17.39.050 through 17.39.080. Additional special use signs are also listed in this section.

A. Signs having Double Faces. Pole signs, revolving signs and projecting signs may have double faces. Where such signs and marquees have double faces, and are included in the total sign area, the area of only one face need be included in the total area allowed. Where the two faces are of different areas, the larger of the two must be counted as part of the total sign area.

B. Projecting Signs. Projecting signs identifying a business located on the premises shall be located no less than nine feet above the sidewalk, may not project above the roofline of a wall or building, and shall project into public property no more than thirty-six inches from the side of the building. The area of such sign shall be included in the total allowable aggregate sign area as provided in this chapter.

C. Wall Signs.

1. Flat wall sign(s) identifying each business conducted on the premises may be painted on the surface of the building or attached to the face of the building, no point of which shall project over eighteen inches from the face of the building. Wall signs shall not occupy more than fifty percent of the building surface envelope excluding window areas, and shall not project above the top of the wall or above the roofline of the building to which they are attached. The area of such sign shall be included in the total allowable aggregate sign area as provided in this chapter.

2. On buildings which are two or more stories in height, but which are occupied above the first floor by other than the ground floor business, the first floor envelope shall extend to the bottom of the second floor window line. The second floor envelope shall extend from the bottom of the second floor window line to the bottom of the above floor window line, or to a line one and one-half feet below the roofline or top of the wall.

D. Marquee Signs.

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1. For purposes of computing sign area, signs on the face of a marquee which is parallel to the front wall of a building shall be considered as part of the flat wall sign envelope, and signs on other faces of the marquee shall be considered as a double-faced projecting sign.

2. Single-faced or double-faced signs placed under marquees or canopies shall be limited to a maximum size of eighteen inches high and sixty inches long, and shall be not less than nine feet from the sidewalk to the bottom of the sign. Only one side of these signs shall be used in computing total aggregate sign area.

E. Pole or Freestanding Signs. Provisions for pole or freestanding signs shall be as follows:

1. Minimum height in a vehicular area: fourteen feet to the bottom of the sign;
2. Minimum height over a public pedestrian area: ten feet to the bottom of the sign;
3. Maximum height: thirty feet to the top of the sign absent a variance;
4. Minimum setback from the right-of-way line: one-half the distance from the road right-of-way line to the legal setback line;
5. Only one pole sign shall be permitted per parcel where allowed;
6. The minimum ground area of two feet around the perimeter of the base of all freestanding signs shall be landscaped. The community development director may exempt certain freestanding signs from this requirement where it is demonstrated by the applicant that the landscaping would unduly interfere with pedestrian or vehicular traffic, or where this requirement would be impossible to meet without compromising the stability of the sign structure.

F. Monument or Ground Signs. Monument or ground signs shall not exceed five or ten feet in height, depending upon the regulations for the zone in which the sign is being placed, unless a variance for a higher sign has first been approved by the planning commission. Such signs shall not impede vehicle sight distance.

G. Canopy or Awning Signs. Signage shall only be permitted on the valance of the canopy or awning, or as hanging signs suspended below the canopy. Hanging signs suspended below canopies shall not exceed eighteen inches in height or sixty inches in length, and shall be hung at a height not less than nine feet measured from the sidewalk to the bottom of the sign. Sign area shall be computed using only one face of the hanging sign.

H. Architecturally Controlled Signs. Architecturally controlled signs for a special development of an unusual nature or size may be reviewed and approved if acceptable by the planning commission for their conformance with the intent of this chapter, with the goals of the general plan, and for their appropriateness to the type of development to which they are related. The determination that such a review is desired may be made

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by the community development director.

I. Sandwich Board or A-Frame Signs.

1. Subject to an encroachment permit through public works if within city right-of-way.
2. Signs must be constructed of durable materials and in such a manner as not to present a hazard to pedestrian movement.

J. Pennant Signs. Pennants signs include wind-blown signs, double-faced signs, free-standing signs, small pole signs, portable signs, revolving signs, temporary signs, and vertical signs.

K. Digital signs.

1. Digital signs may contain static messages only. Signs may not display text which flashes, pulsates, moves or scrolls. Each complete message must fit on one screen.
2. Digital signs may not change message more than once every 15 seconds.
3. The content of a digital sign must transition by changing instantly (e.g., no fade-out or fade-in).
4. Any digital signs within 100 feet from HWY 101 must obtain any and all permits from Caltrans.

L. Off-site Advertising.

1. No off-site advertising sign may be erected, constructed, or maintained in excess of 100 square feet of display surface, in accordance with the allowable sign area regulations of this chapter.
2. Off-site advertising is only allowed in the C-2 Zone and must meet all applicable Caltrans requirements and regulations.
3. Each business is limited to two off-site advertising signs within the city limits.
4. Off-site advertising sign area counts toward the allowable sign area for both the business being advertised and the business hosting the off-site advertising sign.

~~K-M~~. Not Otherwise Specified. Any sign that is not otherwise defined above, may be reviewed by the community development director for a determination as to which approval criteria shall apply based upon the similarity of characteristics of the undefined sign as compared to those sign types that are defined.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.050 Special provisions.

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The following provisions shall apply to all signs generally permitted by this title:

A. A sign permit must be issued before the display of any signs other than exempt signs.

B. The use of any sign that is obnoxious in character or location or which is architecturally undesirable in the judgment of the community development director can be denied even though such sign complies with all other provisions of this title. The decision of the community development director is appealable to the planning commission. A fee may be charged to cover the cost of bringing the appeal before the planning commission.

C. Materials used in the construction of signs and sign structures and the construction thereof shall comply with the Underwriters Laboratory and the latest adopted edition of the Uniform Sign Code, Uniform Building Code, National Electric Code, and other applicable laws and ordinances.

D. Once constructed, the front and back of all signs and sign structures shall be fully painted and shall be maintained in a safe condition and neat appearance.

E. Signs that tend to attract motorists to a roadway-oriented business shall not be lighted except during hours that the merchandise or services are available.

F. Sign structures not used for signage purposes for more than twelve months shall be considered a nuisance and shall be removed.

(Ord. 672 § 5)

§ 17.39.060 Sign permits.

A. Terms. Sign permits may be revocable, conditional or valid for a term period, and may be issued only for the construction and display of signs as outlined in these provisions.

B. Permits Required. A sign shall not hereafter be erected, re-erected, constructed, altered or maintained, except as provided by this code and only then after a permit for the same has been issued by the community development department. A separate permit shall be required for a sign or signs for each business entity, and a separate permit shall be required for each group of signs on a single supporting structure. In addition, electrical permits shall be obtained for electrical signs. Each application for a sign permit shall be reviewed by the city building inspector who is authorized to determine if a building permit shall additionally be required as a condition to the issuance of a sign permit. A building permit shall be required when the proposed sign's erection, re-erection, construction, alteration or maintenance may potentially adversely affect the public's health, safety or welfare. Sign permits may be issued to any person with a possessory or estate hold interest in the real property where the sign is sought to be placed or to a contractor licensed by the Department of Consumer Affairs and

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employed by such person to perform the sign's erection, re-erection, construction, alteration or maintenance.

**C. Application for Permit.**

1. Application for a sign permit shall be made in writing upon forms furnished by the community development department. Such application shall contain the location by street and number of the proposed sign structure, as well as the name and address of the applicant and properly identify the applicant's interest in the real property where the sign is sought to be placed or as a contractor licensed by the Department of Consumer Affairs employed to perform the sign's erection, re-erection, construction, alteration or maintenance. The application must be accompanied by plans and specifications for all signs to be constructed. Such plans and specifications shall specify:

- a. The materials of which the sign and its structure shall be constructed; and
- b. The sign's location on the property; and
- c. The type of construction to be used in the sign; and
- d. The message and pictorial representations which will appear on the sign(s); and
- e. The dimensions of its size; and
- f. Any other existing signage or display already on the property.

2. Standard plans may be filed with the community development department.

3. The application will be reviewed by the city's building and community development departments, and must be approved by each prior to the issuance of any sign permit. The applicant shall submit any additional information required by the city's building and community development departments.

**D. Fees.** The sign permit application shall be accompanied by fees as established by resolution of the city council. In addition, signs subject to building and electrical permits shall be subject to the fees required for the issuance of those permits.

**E. Public Hearing.** The planning commission may hold public hearings to discuss sign permit applications whenever it determines that such a hearing is in the public interest. The planning commission may, through the public hearing process, designate such conditions as it deems necessary to ensure compliance with the purposes of this chapter, and may require a guarantee or bond to be posted to that effect.

**F. Issuance.** Within thirty days of receiving a complete application for a permit which is not contingent upon any action by the planning commission or on the issuance of any other permits, the application shall, in writing, be approved, conditionally approved or denied. Conditions imposed may only be such as will assure compliance with the provisions of these regulations.

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G. Inspections. All signs for which a building permit is required shall be subject to inspection as required by the building official. All signs may be reinspected at the discretion of the building official.

H. Revocation.

1. In any case where the conditions set forth in the approval of a sign permit have not been met, the permittee shall be noticed by certified mail, sent to the address shown on the sign permit application at least ten days prior to a hearing at which the status of the conditions are to be discussed. At the conclusion of the hearing, the planning commission may revoke the permit.

2. In any case where an approved sign permit has not been used within six months after the date of approval, then, without further action by the city council or planning commission, the sign permit granted shall become null and void.

(Ord. 672 § 5)

§ 17.39.070 Temporary permit required when.

The following types of signs and advertising devices are permitted with the issuance of a temporary permit from the community development department. The permit may impose conditions on the size, placement, structure, color, copy, conditions of removal or any other aspect of the display at the discretion of the community development director. Balloons may also be subject to approval by the building inspector, at his or her recommendation. A fee may be charged by the building department if an inspection of the balloon attachment is required.

A. Grand Opening Signs, Banners or Balloons. Pennants, signs, banners and/or balloons for the promotion of the grand opening of a new business for a period of not more than the first ninety business days of a new business. A use permit must be granted by the planning commission in order to display such devices for any longer than ninety days;

B. Promotional Signs, Banners or Balloons. Signs, banners, balloons, pennants or other advertising devices for the promotion of special sales or other business events lasting for a period of up to thirty days.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.080 Prohibited signs.

In addition to any sign or advertising display device not specifically allowed by these provisions, the following signs are prohibited.

A. Signs having one or a combination of the following characteristics:

1. Obscene or Offensive to Morals. Containing statements, words or pictures of an

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obscene, indecent or immoral character which, taken as a whole, appeal to the prurient interest in sex, and which signs are patently offensive and, when taken as a whole, do not have serious literary, artistic, political or scientific value,

2. Imitative of Official Signs. Signs (other than when used for traffic direction) which contain the words stop, go, slow, caution, danger, warning or similar words, or signs which imitate or may be construed as other public notices, such as zoning violations, building permits, business licenses and the like;

B. Moving signs having one or a combination of the following characteristics:

1. Flashing lights or changing of color intensity, unless otherwise permitted,

2. Wind-blown devices such as streamers, balloons, flares, propellers and similar attention-getting displays or devices with the exception of the following:

a. National, state and/or local government flags properly displayed and maintained upon a permanently mounted flagpole or bracket,

b. One corporate or logo flag of a size not to exceed any governmental flag displayed upon the same premises,

c. Twirlers or spinners, provided a use permit has first been obtained from the planning commission,

d. Holiday decorations, in season, displayed for an aggregate period not exceeding sixty days in any one calendar year, except no advertising of the business or products shall be permitted,

e. Wind-blown signs such as pennants obtained through a standard sign permit.

3. Where there is any production of smoke, sound or other substances;

C. Portable or temporary signs, including sandwich boards and pennants, except as permitted;

D. Obstructive to Use or Visibility—Hazardous Locations. No sign shall be erected in any manner which, in whole or in part, would create a hazardous condition to pedestrians or traffic alike, either by creating visual distraction, being color, sounds or glare, or by representing a traffic-control device; and

E. Signs in one or more of the following locations:

1. Within Public Places.

a. Within any public street, sidewalk, public parking lot, or right-of-way, unless they shall maintain a minimum clearance of fourteen feet above the adjoining grade level and after acquiring an encroachment permit from the Department of Public Works, except



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marquee signs as defined by this chapter, unless specifically provided for in this chapter,

b. Furthermore, no person except a duly authorized public officer or employee shall erect, construct, maintain, paste, print, nail, tack or otherwise fasten or affix any card, banner, flag, pennant, handbill, campaign sign, poster, sign, advertisement, or notice of any kind, or cause or suffer the same to be done, on any curbstone, lamppost, driveway, roadway, parkway, sidewalk, street, light standard, fire hydrant, bench, electrical light pole, power pole, telephone pole, traffic signal, bridge, wall, tree, parking meter, or on any other public property, except as may be required or permitted by ordinance or law; provided, that this provision shall not prohibit the placement, use and maintenance of warning signs designating street construction or repair and/or the location of underground utility lines,

c. Any flags, pennants, sign, handbill, campaign sign, poster or notice of any kind that is placed upon a public street or public property in violation of this subsection is declared to be a public nuisance and may be summarily abated in addition to other remedies provided by this code,

2. Roof signs, except mansard roof signs,

3. Projecting. Signs projecting more than thirty-six inches from the face of a building shall not be allowed except for awning or canopy signs,

4. Signs on Vehicles. No vehicle may be used as a platform or substitute for a ~~billboard~~, freestanding sign or movable sign, whether parked on private property or the public right-of-way. The parking of any such vehicle on any street or on public or private property, or the movement of any such vehicle in and/or along any street for the sole or primary purpose of displaying advertising matter is declared to be a nuisance and a violation of this Section. The following exceptions are permissible under these regulations:

a. The driving, operation and movement of vehicles displaying political campaign advertisements for candidates for public office or for ballot measures, provided the same is not otherwise prohibited by this section,

b. The identification of a business enterprise upon a vehicle used primarily for the purpose of and in the usual business of the owner for transporting or servicing goods or persons for commercial or other business purposes, provided that the identification is painted on or otherwise affixed so as not to project from the usual profile of the vehicle,

c. The incidental display of noncommercial stickers, plates, license plate brackets and the like; or of customary small identifications on license plate brackets or elsewhere, of vehicle manufacturers, models or types of vehicles, or dealers or entities from whom vehicles bearing the same were purchased or otherwise obtained,

d. A single isolated movement of a sign or sign equipment or materials from one place

to another within the city,

e. Vehicles located on construction sites that are directly involved with ongoing construction,

5. Miscellaneous Temporary Signs and Posters. The tacking, posting or otherwise affixing of signs of a miscellaneous character, visible from a public way, located on the walls of buildings, barns or sheds, on trees, poles, posts, fences, or other structures shall be prohibited, unless specifically permitted by this chapter;

F. Abandoned Signs.

1. In addition to the other requirements imposed by this chapter, signs advertising an activity, business, product or service no longer conducted on the premises on which the sign is located, or sign frames, structural members or supporting poles remaining unused for twelve months or longer, shall be removed from the site. Signs will be considered abandoned or dilapidated where the sign or any element of it is excessively weathered or structurally unsound or where the copy can no longer be seen or understood by a person with normal eyesight under normal viewing conditions,

2. This provision may be waived for set periods of time at the discretion of the community development director;

~~G. General advertising signs.~~

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.090 Variances.

A. Generally. When practical difficulties, unnecessary hardships or results inconsistent with the general intent and stated purpose of this chapter occur by reason of the strict application of the standards set forth in these regulations, a sign variance may be requested.

B. Application.

1. A request for a sign variance shall be made by submitting a completed permit application form and appropriate filing fee to the community development department, along with all supporting documentation pertinent to the situation, such as maps, photographs or sketches.

2. The request for variance shall be set for public hearing on the earliest available meeting date of the planning commission. The appellant shall be notified in writing of the meeting date. Notice of the hearing shall be published in a newspaper of general local circulation at least ten days prior to the hearing. The hearing may be continued from time to time.

C. Required Findings. The planning commission must make the following findings in

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order to approve a sign variance:

1. The strict application of the standards contained in this chapter deprives the appellant's property of privileges enjoyed by other property owners in the same vicinity and under identical use classification due to special circumstances applicable to the property including size, shape, topography, location or surroundings; and
2. The variance does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity with the same use classifications as the subject property.

**D. Variance Allowed.**

1. The planning commission may, upon approval of a variance sign permit, allow:
  - a. An increase in allowed height; and/or
  - b. An increase in size of not more than fifty percent; and/or
  - c. A reduction in the required setbacks.
2. Variances may not be granted to allow signs to meet the same standards as legal nonconforming signs in the same vicinity or use classification, and/or which may be competing for the same business patrons.

(Ord. 672 § 5)

**§ 17.39.100 Appeals.**

A. Appeals. Any person aggrieved by an action of the planning commission, or by city staff, may make an appeal of that decision. Appeals of decisions made by the planning department staff shall be submitted to the planning commission. Appeals of decisions made by the planning commission shall be submitted to the city clerk for review by the city council. Decisions of the city council are final, with the exception of coastal zone appealable areas. Decisions of approval for sign development(s) within the coastal zone appealable area may be appealed to the California Coastal Commission. Decisions of denial for development within such zones are final.

B. Application for Appeal. Application for appeal is made by filing a written request for appeal, along with any required appeal filing fee, within ten days of the action. The request must specify:

1. The person making the appeal, and their place of residence; and
2. The location of the proposed sign(s); and
3. The specific items of appeal and all supporting documentation; and

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4. The basis for the appeal, and any information substantiating that basis (for example, failure to comply with the city's general plan or with state or local laws, or reasons why the action would adversely affect surrounding property, the neighborhood or the city); and

5. The relief of action sought.

C. Appeal Process.

1. Who May Appeal. In case the applicant or any other person is not satisfied with any decision to approve or deny a sign permit, they may appeal such decision as provided in this subsection.

2. Appeal Letter Requirements. The appeal letter shall specify:

a. The person making the appeal;

b. The specific items of appeal and all supporting documentation;

c. The basis for such appeal and information substantiating the basis for appeal (e.g., failure to comply with the city's general plan, state or local laws or stating reasons why the action of the planning director or the planning commission would adversely affect surrounding property, the neighborhood, and/or the city);

d. The relief of action sought.

3. Where and How to Appeal.

a. Decisions of the planning director may be appealed to the planning commission, and decisions of the planning commission may be appealed to the city council. Any appeal must be submitted in writing within ten calendar days of the decision and shall be accompanied by an appeal filing fee. Appeals of decisions of the planning director shall be submitted to the planning commission. Appeals of decisions of the planning commission shall be submitted to the city clerk. The appeal shall be agendaized for consideration on the earliest available meeting date as determined by the city, but no later than thirty days from receipt of the appeal and filing fee. The appellant shall be notified in writing of the meeting date. In an appeal, the burden of proof is upon the appellant.

b. The appropriate reviewing authority shall consider the appeal and the record upon which the action appealed from was taken, and may, at its own discretion, cause the matter to be set for a public hearing.

c. If the appropriate reviewing authority causes the matter to be set for a public hearing, notice of the hearing shall be given by publication in a newspaper of general circulation, printed and published in the city, at least ten days before the hearing. The hearing may be continued from time to time.

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d. Within thirty days of the filing of the notice of appeal, the appropriate reviewing authority shall render its decision on the matter. Failure of the appropriate reviewing authority to render its decision on the matter within thirty days of the filing of the notice of appeal shall be deemed to be denial of the appeal and an affirmation of the action of the planning commission. The decision of the city council upon appeal is final and conclusive as to all things involved in the matter.

(Ord. 672 § 5)

§ 17.39.110 Residential zones.

The following signs are permitted in the city's residentially zoned districts (R1, R2, R3, ~~GZ-R1, GZ-R1B, GZ-R2~~):

A. 1. Institutional uses such as churches, schools, libraries, hospitals, community centers and/or public agency buildings such as fire or police stations may have wall, ground or monument signs with an area not to exceed one-half square foot of sign area for each linear foot of street frontage.

2. For parcels with multiple street frontages the allowable sign area shall be one-half square foot for each linear foot of the longest street frontage plus one-quarter square foot for each additional linear foot of frontage.

3. A sign permit shall be required for these uses, unless the entity or agency is categorically exempt.

B. Apartment complexes with four or more units may have one monument sign per street frontage not to exceed twenty-four square feet of area and five feet in height. A sign permit shall be required.

C. Approved and licensed home occupations, including day care homes, shall be allowed one name-plate not to exceed two square feet in size, stating the occupant's name, address and/or profession. A sign permit shall not be required for the nameplate.

D. Bed and Breakfast Establishments. Bed and breakfast establishments within residential zones may be permitted one sign per establishment. The sign may be one of the following:

1. One sign not to exceed twenty square feet in size. The sign may be a wall sign, hanging sign, or ground or monument sign not to exceed five feet in height. The sign shall be constructed of nonplastic materials, and only low-level lighting exterior illumination to light the sign shall be permitted. The sign must have approval of the community development department, and a sign permit shall be required.

2. One nameplate sign, made of nonplastic materials, not to exceed two square feet in size. The nameplate may bear the proprietor's name, address, and/or the name of the establishment. A sign permit shall not be required for the nameplate.

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E. Sandwich board signs or A-frame signs, with a valid business license or nonprofit business license exemption.

F. Pennant signs, with a valid business license or nonprofit business license exemption.

G. Exempt Signs. No permit required.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.120 Residential-professional zones (RP ~~and CZ-RP~~).

A. Sign Types Permitted. The following signs are permitted for licensed businesses in the city's residential-professional zoned districts (RP ~~and CZ-RP~~):

1. Wall signs;

2. Canopy signs;

3. Monument or ground signs not to exceed five feet in height, and not to impede vehicle sight distance;

4. Institutional uses such as churches, schools, libraries, hospitals, community centers and/or public agency buildings such as fire or police stations may have a wall, ground or monument sign. A sign permit is required for these uses;

5. Sandwich board signs or A-frame signs, with a valid business license or nonprofit business license exemption.

6. Pennant signs, with a valid business license or nonprofit business license exemption.

7. Exempt Signs. No permit required.

B. Allowable Sign Area.

1. The allowable sign area for nonresidential uses in the residential-professional districts is not to exceed one-half square foot of sign area for each linear foot of street frontage.

2. For parcels with multiple street frontages the allowable sign area shall be one-half square foot for each linear foot of the longest street frontage plus one-quarter square foot for each additional linear foot of frontage.

3. Canopy signs are not included in the total sign area of the property.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.130 Limited commercial (C1) ~~and commercial-waterfront (CW)~~ zones.

A. Sign Types Permitted. The following signs are permitted for licensed businesses in the city's limited commercial and commercial-waterfront zoning districts (C1 and CW):

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1. Wall signs;
2. Canopy signs;
3. Marquee signs;
4. Monument or ground signs not to exceed five feet in height;
5. Institutional uses such as churches, schools, libraries, hospitals, community centers and/or public agency buildings such as fire or police stations may have a ground or monument sign. A sign permit is required for these uses;
6. Hanging signs;
7. Projecting signs;
8. Window signs;
9. Sandwich board signs or A-frame signs.
10. Pennant signs.
11. Exempt Signs. No permit required.

B. Sign Types Prohibited. The following types of signs are prohibited in the C1 and CW zoning districts:

1. Pole signs, unless no other option is available to meet state requirements, such as for gasoline price signs;
2. Roof signs.

C. Allowable Sign Area.

1. The allowable sign area for nonresidential uses is not to exceed one square foot of sign area for each linear foot of street frontage.
2. For parcels with multiple street frontages the allowable sign area shall be one square foot for each linear foot of the longest street frontage plus one-half square foot for each additional linear foot of frontage.
3. No sign for any business shall exceed one hundred square feet, nor shall any business be restricted to less than twenty square feet of total sign area.
4. Buildings with over thirty thousand square feet of floor area shall be allowed to have one one-hundred-fifty-square-foot wall sign. Such sign shall be included in the total sign area for the parcel.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

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§ 17.39.140 General commercial (C2), ~~coastal zone general commercial (CZ-C2)~~, highway services (HS), ~~coastal zone highway services (CZ-HS)~~, ~~coastal zone harbor-related (CZ-HR)~~ and commercial-manufacturing (CM) zones.

A. Sign Types Permitted. The following signs are permitted for licensed businesses in the city's general commercial (C2), ~~coastal zone general commercial (CZ-C2)~~, highway services (HS), ~~coastal zone highway services (CZ-HS)~~, ~~coastal zone harbor-related (CZ-HR)~~ and commercial-manufacturing (CM) zoning districts:

1. Wall signs;
2. Awning or canopy signs;
3. Marquee signs;
4. Monument or ground signs not to exceed ten feet in height;
5. Institutional uses such as churches, schools, libraries, hospitals, community centers and/or public agency buildings such as fire or police stations may have a ground or monument sign. A sign permit is required for these uses;
6. Hanging signs;
7. Projecting signs;
8. Window signs;
9. Changeable ~~copy~~ signs, including digital signs;
10. Pole signs;
11. Banners. One promotional banner per street frontage. The banner must be mounted flat against the building, and must be maintained in a good condition. Tattered or torn banners must be removed;
12. Sandwich board signs or A-frame signs.
13. Pennant signs.
14. Off-site advertising signs are allowed in the C-2 zone only.

15. Exempt Signs. No permit required.

B. Use Permit Required. Twirlers or spinners are prohibited in these zones unless a use permit has first been approved by the planning commission.

C. Allowable Sign Area.

1. The allowable sign area for businesses in the general commercial (C2), ~~coastal zone~~



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~~general commercial (CZ-C2)~~, highway services (HS), ~~coastal zone highway services (CZ-HS)~~, ~~coastal zone harbor-related (CZ-HR)~~ and commercial-manufacturing (CM) districts is not to exceed one and one-half square feet of sign area for each linear foot of street frontage.

2. Every business shall be permitted at least twenty square feet of sign area. No sign may exceed one hundred fifty square feet of sign area, with the exception of buildings of greater than thirty thousand square feet in size, which are permitted to have one wall sign of two hundred square feet.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.150 Illumination.

All signs shall be subject to the following restrictions upon illumination:

A. Light from any illuminated sign shall be shaded, shielded or directed so that its intensity or brightness shall not be objectionable to surrounding areas and uses:

1. During daylight hours between sunrise and sunset, luminance is limited to 10,000 nits.
2. At all other times, luminance is limited to 160 nits.
3. Digital signs may produce no more than 0.3 foot-candle of light when measured from the distance using the following formula: Measurement Distance= (Area of Sign Sq. Ft. × 100)
4. Each sign must have a light sensing device that will automatically adjust the brightness of the display as the natural ambient light conditions change.

B. Except for public service signs such as time and temperature units and official traffic signs, no flashing lights, beacons or other interrupted illuminating devices shall be permitted, with the exception of permitted digital display signs.

C. Illuminated signs are prohibited except in commercial districts.

D. Illuminated signs shall not be lighted at night unless the service or product is available at that time.

(Ord. 672 § 5)

§ 17.39.160 Community promotion signs.

A. Murals. Murals with no commercial message shall be allowed in all nonresidential zones, and on commercial use buildings in the residential-professional zones. The design must have the approval of the architectural review committee. All murals shall be maintained in a clean and tidy condition.

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B. Vertical Banners. Decorative banners with no commercial message, designed to enhance the community's appearance, may be erected by not-for-profit agencies on the city's street light poles. Such banners may also be displayed by private businesses on poles located on private property. Approval must first be granted by the city council who may ask to see a sample banner before making their decision. The banners must be maintained in a good condition, with any torn or tattered banners being removed or repaired promptly. The city reserves the right to have any such banner(s) removed if it is felt that it no longer contributes to the aesthetic enhancement of the community.

C. Horizontal Banners. Street banners advertising public entertainment, community events or celebrations, or fund-raising events by community-oriented not-for-profit organizations may be installed if approved by the public works department at locations designated by the public works director. The banners may be installed fourteen days before the event begins, and must be removed no later than seven days after the end of the event. A Cal-Trans encroachment permit must be obtained if the banner will encroach upon a state highway.

(Ord. 672 § 5)

§ 17.39.170 Exempt signs.

Except for the regulation relating to construction, maintenance, public nuisance and safety the following types of non-illuminated signs shall be allowed without a sign permit and shall not be included in the determination of the type, number or area of signs allowed per business or parcel, or by zoning district:

A. Nameplates. Nameplate signs not exceeding two square feet in display surface, and which are attached flat against the building. One per residential dwelling unit, office or business;

B. Public Signs. Signs of a public, non-commercial nature which are placed by a duly recognized governmental agency, including, but not limited to directional signs, safety signs, handicapped parking signs and signs identifying places of scenic or historical interest;

C. Rental, or Room and Board Signs. One sign per frontage, not exceeding four square feet in area, announcing room and board, room, apartment or other dwelling unit for rent;

D. Directional Signs. One sign not to exceed three square feet per entrance or exit, indicating traffic movement onto, from or within a premises;

E. Construction Signs. Signs identifying the names of the architects, engineers, contractors or other involved professionals of a building, development or subdivision under construction, alteration, repair or formation. The signs may also identify the character of the enterprise or the purpose for which the building or development is intended. Such signs may be placed on the property or attached to the outside of the

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building or on-site construction office only during the period of time when the project is actively under construction. Such signs may not exceed thirty-two square feet in any commercial zone, or nine square feet in any residential zone, except as required by any governmental entity. The sign(s) must be removed before a certificate of occupancy will be issued;

F. Real Estate and Subdivision Signs. One unlighted sign per frontage stating that the site is for rent or sale by the owner or named agent and giving information regarding size, price and terms. Such signs may be placed in the yard or attached to the outside of the building. Freestanding real estate signs may not exceed three and one-half feet in height from the ground level to the top of the sign. Real estate signs may not exceed nine square feet in area. Real estate signs larger than nine square feet will require a building permit;

G. Political Campaign Signs.

1. It is the intent of this code to exempt campaign signs from the regulations of this chapter relative to the placement of general advertising signs in all zones of the city, and to thereby encourage participation by the electorate in political activity during the period of political campaigns, but to permit such uses subject to regulations that will assure that political signs will be located, constructed and removed in a manner so as to assure the public safety and general welfare and to avoid the creation of a public nuisance caused by the proliferation of political advertising which would be offensive to the senses and would interfere with the comfort and enjoyment of life or property. It is the purpose of the council, in adopting this chapter to provide such regulations as will contribute to the public safety and general welfare and insure the right of political expression to all members of the community,

2. Signs or posters announcing candidates seeking elective office, or encouraging a particular stance on a measure before the popular vote. Each sign located on private property, shall be placed only with the permission of the property owner or tenant, and posted in such a way as to not constitute a public nuisance or safety hazard, and may not block the views of vehicular traffic or obstruct the public right-of-way,

3. Campaign Signs in a Public Right-of-Way. Notwithstanding any other provision of this code, a campaign sign may be placed in the public right-of-way adjacent to a public street in commercially or industrially zoned areas or along prime or major arterials in residentially zoned areas subject to the following restrictions:

a. No sign shall be attached to any utility pole, public structure, pole or structure supporting a traffic-control sign or device, or hydrant,

b. No sign shall be placed on any tree or shrub by any nail, tack, spike or other method that will cause physical harm to the tree or shrub,

c. No sign shall be placed in such a manner as to obstruct the public use of the sidewalk or interfere with the visibility of persons operating motor vehicles or constitute a hazard

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to persons using the public road or right-of-way,

d. No sign shall be placed in the roadway or on the sidewalk,

e. No sign shall be placed in that portion of the public right-of-way or easement past the sidewalk without the consent of the adjoining property owner or person in possession if different from the owner,

4. No political sign shall be posted more than forty-five days prior to, or ten days following an election;

H. No Trespassing Signs. One sign per street frontage, not to exceed four square feet in area indicating limitation on the use of private property by other than the owners. If more than one sign per frontage is needed the property owner or business person may apply to the planning commission for a use permit;

I. Customer or Tenant Parking Only Signs. One sign per street frontage, not to exceed four square feet in area. The sign shall contain any of the following appropriate restrictions:

1. Customer parking only,

2. Tenant parking only, or

3. Private property, no parking, The sign shall also contain the telephone number of the city police department. The lettering on the sign must contrast with the background of the sign and be at least two inches high, and made with a one-half inch stroke. The sign shall also contain the words "Violators May Be Towed." If more than one sign per frontage is needed the property owners or business person may apply for a use permit;

J. Window signs;

K. Awning or canopy signs;

L. Corporate flags and governmental flags;

M. Garage Sale, Moving Sale, or Yard Sale Signs. Signs announcing the date(s) and location of a garage sale, moving sale or yard sale. Such signs shall not be posted in a manner which will block a public right-of-way, or which will block the vision of vehicular traffic. The signs must be removed once the date of the sale is passed;

N. Banners. One banner advertising products or services for sale on the premises per street frontage per business;

O. Barbershop Poles. Barber poles projecting not over eighteen inches from the face of the building where the barbershop is located or not projecting into the public right-of-way;

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P. Holiday Decorations. Displays of a decorative, noncommercial nature for the purpose of celebrating a seasonal, political or religious holiday or a recognized community celebration, in season, for an aggregate period of not more than sixty days in one calendar year;

Q. Temporary or Seasonal Sales Booths. Signs including, but not limited to, fireworks stands, pumpkin sales, Christmas tree lots, community crafts fairs, temporary certified farmer's markets, and similar signs;

R. Community or Special Event Signs, Including Banners. Signs and banners for noncommercial promotional events of a civic, charitable, educational, religious or community service organizations provided any applicable encroachment permit has been obtained from other governmental entities having jurisdiction. The signs or banners must be removed within fourteen days after the event.

(Ord. 672 § 5; Ord. 839, 10/7/2024)

§ 17.39.180 Historical signs.

Signs which have historical significance to the community but do not conform to the provisions of these regulations may be issued a permit to remain provided the planning commission makes the following findings:

- A. The sign has historical significance for the community.
- B. The sign does not create a traffic hazard.
- C. The sign does not create a visual nuisance to the character of the community.
- D. The sign is properly maintained and structurally sound, or can be made so as part of an historical designation or preservation process.
- E. The sign does not adversely affect adjacent properties.

(Ord. 672 § 5)

§ 17.39.190 Enforcement.

A. Administration.

1. All actions taken by department heads, officials, or other employees of the city vested with the duty or authority to issue any permit, license or certificate shall conform to the provisions of this chapter and shall issue no permit, license or certificate for uses, buildings, or structures or purposes in conflict with the provisions contained in this chapter. Any permit, certificate or license issued in conflict with the provisions of this chapter shall be void.

2. The community development director, public works director, building official, code

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enforcement officer, or other person authorized by the city manager, shall be authorized to enforce provisions of this chapter and to issue citations and make arrests pursuant to state and city codes.

a. The community development director or designee shall be responsible for the following functions:

i. Interpretations of this chapter; and

ii. The review of sign permit applications for conformance with this chapter.

b. The building official or designee shall be responsible for the following functions:

i. Inspections of signs and installation of signs;

ii. Inspections of purported violations of this chapter;

iii. The enforcement of this chapter by issuing final inspection approval of sign installations;

iv. Determination whether the sign applicant must apply for a building and/or electrical permit in addition to a sign permit.

B. Right of Entry. Whenever necessary to make an inspection to enforce any of the provisions of this code, or whenever the community development director, enforcement officer or their designee has reasonable cause to believe that there exists in any building or upon any premises any condition which makes such building or premises unsafe, dangerous or hazardous or may otherwise be in violation of the code, the community development director, enforcement officer or their designee may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed by this code.

C. Violations. Any sign or sign structure erected, constructed, altered, enlarged, converted, moved or maintained contrary to the provisions of this chapter and any use of land, building or premises established, conducted, operated or maintained contrary to the provisions of this chapter shall be and is declared to be unlawful and a public nuisance. All necessary legal proceedings for the abatement, removal and enjoinder thereof may be instituted in the manner provided by law and other steps as may be necessary to accomplish these ends may be utilized to apply to a court of competent jurisdiction to grant such relief as will remove and abate the structure or use and restrain and enjoin the person, firm, corporation or an organization from erecting, moving, altering or enlarging the structure or using the site contrary to the provisions of this chapter. The remedies prescribed by this section are cumulative and not exclusive.

D. Procedure.

1. The city manager, community development director, building official, city attorney or their designee may serve notice requiring the removal of any structure or use in

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*Zoning Ordinance Amendment – Application ZOA25-01*

violation of this chapter on the owner or the owner's authorized agent, on a tenant or on an architect, builder, contractor or other person who commits or participates in any violation.

2. In the event of a violation of this chapter or any regulation made under authority conferred herein, in addition to other remedies, the city attorney may institute any appropriate criminal prosecution, civil action or other proceedings to punish the perpetrator of such violation; to prevent such unlawful erection, movement, alteration, enlargement, maintenance or use; to restrain, enjoin, connect or abate such violation; to prevent the occupancy of such building, structure or land; or to prevent any illegal act, conduct, business or use in or about such premises.

E. Stop Work Orders. Whenever any sign work is being done contrary to the provisions of this chapter, the city manager, community development director, building official, city attorney or their designee may order the work stopped by notice in writing served on any persons engaged in doing such work or in causing such work to be done. Any such persons shall forthwith stop such work until authorized by the city to proceed with the work.

F. Revocation of Permit. Any permit issued under the terms of this chapter may be revoked by the community development director, public works director or building official when it appears that the sign has been erected or maintained in violation of the provisions of this chapter or any other ordinance or law. No such permit revocation shall be effective until the planning commission affirms the revocation after a hearing set for that purpose. Written notice of the time and place of such hearing shall be given to the permit holder at least ten days before the date set for the hearing. The notice shall contain a brief statement of the grounds for revoking the permit. Notice may be given either by personal delivery or by deposit in the United States mail a sealed envelope, registered mail, return receipt requested, postage prepaid and addressed to the permit holder.

G. Owner to Remove Signs. Within thirty days after the revocation of any permit as provided in subsection F of this section, or within ten days after affirmance of such revocation the sign or signs described in such revocation shall be removed by the former permit holder. If such removal is not completed within that time, the community development department shall cause such sign to be removed, and permit holder shall be liable to city for all costs reasonably associated with the sign removal including, but not limited to, all fees, salaries (including benefits) and disposal charges.

H. Nature of Removal.

1. A sign subject to removal shall be removed in a safe manner.

2. Any accessory structures or foundations or mounting materials that are unsightly or a danger to the safety and welfare of the citizens shall be removed along with the sign.

I. Removal—Assessment of Costs. The costs involved in the removal of signs by the

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city shall become a special assessment against the real property upon which the sign is located. The community development department shall notify, in writing, all persons having an interest of record in the official records of the county assessor of the amount of such assessment resulting from such work. Within five days of the service of such notice, any person having any right, title or interest in the property or any part thereof, may file with the planning commission a written request for a hearing on the correctness and/or reasonableness of such assessment. In the event of such timely written request, the planning commission shall set the matter for hearing, give such person reasonable notice thereof by first class mail, postage prepaid, hold such hearing, and determine the reasonableness and/or correctness of the assessment. The planning commission shall notify, by first class mail, postage prepaid, all such persons making such request of its decision in writing within five days thereof. If the total assessment determined as provided for in this section is not paid in full within ten days after receipt of such notice, the community development department shall record in the office of the county recorder a statement of the total balance still due and a legal description of the property. From the date of such recording, such balance due shall be a special assessment against the property.

J. Collection of Assessments. The assessment shall be collected at the same time and in the same manner as ordinary county taxes are collected, and shall be subject to the same penalties and same procedure and sale in case of delinquency as provided for ordinary county taxes. All laws applicable to the levy, collection and enforcement of county taxes shall be applicable to such special assessment.

K. Violation—Penalty. Any person, firm or corporation violating any provisions of this chapter shall be guilty of a misdemeanor or an infraction as charged per the prosecutorial discretion of the city attorney. Such person, firm or corporation shall be deemed guilty of a separate offense for each day during any portion of which any violation of this chapter is committed, continued or permitted by such person, firm or corporation.

L. Nuisance Abatement. The city council determines that the public peace, safety, morals, health and welfare require that all signs and advertising structures heretofore constructed or erected in violation of any ordinance of the city in effect at the time such sign was constructed or erected be and are hereby made subject to the same provisions of this section. Such signs shall be made to conform and comply with this chapter as soon as reasonably possible after January 17, 1996. All signs and advertising structures that are not made to conform and comply within a reasonable time shall be and are declared to be public nuisances and may be abated in the manner provided. All signs and advertising structures which are structurally unsafe, which constitute a fire hazard or which are otherwise dangerous to human life, or which constitute any hazard to safety, health or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage or abandonment, as specified in this chapter or any other effective ordinance, are, for the purposes of this section, unsafe signs or sign structures. All such unsafe signs or sign structures are declared to be public nuisances and shall be abated by repair,



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rehabilitation, demolition or removal.

(Ord. 672 § 5)

§ 17.39.200 Matrix of regulations.

SIZE REGULATIONS	Single - Family Res. Zones (R1, R1B, CZ-R1, CZ-R1B)	Multiple -Family Res. Zones (R2, CZ-R2, R3)	Apts . of 4 or more units (R3)	Residential- Professional Zones (RP-and-CZ-RP)	Limited Com. and Com. Wat. (C1, CZ-C1, CW,CZ-CW)	General Com. and Hwy. Services (C2, CZ-C2, HS,CZ-HS)	Commercial Manufacturing (CM)	Coastal-Zone-Harbor - Related (CZ-HR)	Bed and Breakfast Establishments
Nameplates, 2 sq. ft. of sign area, nonilluminated	X	X	X	X					X
½ sq. ft. of sign area for each linear ft. of frontage				X					
½ sq. ft. of sign area for each linear ft. of frontage plus ¼ sq. ft. of sign area for each ft. of frontage for multiple frontages	X	X	X	X					
1 sq. ft. of sign area for each linear ft. of frontage					X				
1 sq. ft. of sign area for each linear ft. of frontage plus ½ sq. ft. of sign area for each ft. of frontage for multiple frontages					X				
1 and ½ sq. ft. of sign area for						X	X	X	

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SIZE REGULATIONS	Single - Family Res. Zones (R1, R1B, <del>CZ-R1, CZ-R1B</del> )	Multiple -Family Res. Zones (R2, <del>CZ-R2</del> , R3)	Apts . of 4 or more units (R3)	Residential- Professional Zones (RP- <del>and CZ-RP</del> )	Limited Com. and Com. Wat. (C1, <del>CZ-C1, CW, CZ-CW</del> )	General Com. and Hwy. Services (C2, <del>CZ-C2, HS, CZ-HS</del> )	Commercial Manufacturing (CM)	<del>Coastal Zone - Harbor - Related (CZ-HR)</del>	Bed and Breakfast Establishments
each linear ft. of frontage									
Projecting sign extending not more than 36 inches from building					X	X	X	X	
One sign not to exceed 20 sq. ft. in area									X
Maximum sign area 100 sq. ft. per face					X				
Maximum sign area 150 sq. ft. per face						X			
Construction signs not to exceed 32 sq. ft. in area					X	X	X	X	
Construction signs not to exceed 9 sq. ft. in area	X	X	X	X					X
Real estate signs not to exceed 9 sq. ft. in area and 3 ½ ft. in height	X	X	X	X	X	X	X	X	X
HEIGHT REGULATIONS :									
30 foot maximum to top of pole sign						X	X	X	
14 ft. minimum						X	X	X	

**PROPOSED ZONING ORDINANCE AMENDMENT**  
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SIZE REGULATIONS	Single - Family Res. Zones (R1, R1B, <del>CZ-R1, CZ-R1B</del> )	Multiple -Family Res. Zones (R2, <del>CZ-R2, R3</del> )	Apts . of 4 or more units (R3)	Residential- Professional Zones (RP- <del>and CZ-RP</del> )	Limited Com. and Com. Wat. (C1, <del>CZ-C1, CW, CZ-CW</del> )	General Com. and Hwy. Services (C2, <del>CZ-C2, HS, CZ-HS</del> )	Commercial Manufacturing (CM)	<del>Coastal Zone-Harbor - Related (CZ-HR)</del>	Bed and Breakfast Establishments
to bottom of pole sign in a vehicular area									
10 ft. minimum to bottom of pole sign in a pedestrian area						X	X	X	
Ground or monument sign not to exceed 5 ft. in height and 20 sq. ft. in area									X
Ground or monument sign not to exceed 5 ft. in height and 24 sq. ft. in area			X						
Ground or monument sign not to exceed 5 ft. in height				X	X				
Ground or monument sign not to exceed 10 ft. in height						X	X	X	
One pole sign per parcel						X	X	X	
SIGN TYPE REGULATIONS :									
Wall signs				X	X	X	X	X	
Awning or canopy signs				X	X	X	X	X	
Marquee signs					X	X	X	X	
Monument or ground signs			X	X	X	X	X	X	

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**Zoning Ordinance Amendment – Application ZOA25-01**

SIZE REGULATIONS	Single - Family Res. Zones (R1, R1B, <del>CZ-R1, CZ-R1B</del> )	Multiple -Family Res. Zones (R2, <del>CZ-R2</del> , R3)	Apts . of 4 or more units (R3)	Residential- Professional Zones (RP- <del>and CZ-RP</del> )	Limited Com. and Com. Wat. (C1, <del>CZ-C1, CZ-CW, CZ-CW</del> )	General Com. and Hwy. Services (C2, <del>CZ-C2, HS, CZ-HS</del> )	Commercial Manufacturing (CM)	<del>Coastal Zone-Harbor - Related (CZ-HR)</del>	Bed and Breakfast Establishments
Hanging signs					X	X	X	X	
Projecting signs					X	X	X	X	
Sandwich Boards or A-frame signs	X	X	X	X	X	X	X	X	
Pennant Signs	X	X	X	X	X	X	X	X	
Window signs				X	X	X	X	X	
Changeable copy signs						X	X	X	
Pole signs						X	X	X	
Banners						X	X	X	
Nameplate signs	X	X		X	X	X	X	X	X
Illuminated signs					X	X	X	X	
<u>Digital Signs</u>						<del>X</del>			
<u>Off-site Advertising</u>						<del>X</del>			

-----END OF ORDINANCE-----



## **CITY COUNCIL AGENDA REPORT**

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

**FROM: ERIC WIER, CITY MANAGER**

**BY: MARTHA D. RICE, CITY ATTORNEY**

**DATE: NOVEMBER 17, 2025**

**SUBJECT: CANNABIS REGULATIONS UPDATE**

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### **RECOMMENDATION**

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Give direction to staff on the Planning Commission's recommended updates to the City's commercial cannabis regulations

### **BACKGROUND**

On April 6, 2020, the City Council adopted an ordinance establishing regulations for commercial cannabis operations in Crescent City. This ordinance is codified in Chapter 17.95 of municipal code.

Currently, within the city limits there are 6 storefront retail commercial cannabis businesses open to the public and one indoor cultivation facility. The City has had relatively few issues with these businesses. The most prevalent issue that we have had is odor complaints from the cultivation facility. Other smaller issues have arisen as with any type of business.

Over the past several months, the Planning Commission and staff have discussed various concerns regarding commercial cannabis operations, including but not limited to, the number of businesses, the location of businesses, and enforcement of regulations. On October 16, 2025, the Planning Commission held a public hearing and subsequently adopted Resolution No. PC2025-13, recommending updates to Chapter 17.95, Commercial Cannabis Regulations, of the municipal code.

### **ITEM ANALYSIS**

The Planning Commission's recommendations include:

1. Limiting the number of storefront cannabis retailers within the city limits to 8.
2. Not allowing any additional cannabis cultivation operations within the city limits.
3. Requiring that commercial cannabis permittees maintain a safe environment.
4. Requiring that commercial cannabis permittees pay all applicable license and permit fees to the City when due.
5. Clarifying that the \$15,000 surety bond be maintained during the life of the business.
6. No conditional use permit for cannabis will be issued until all application and licensing fees have been paid.
7. Requiring that a commercial cannabis permittee open its doors within 24 months of receiving the use permit or the permit will expire.
8. Declaring that a commercial cannabis permittee closes its doors for 60 or more consecutive days shall be deemed to have surrendered its permit.
9. Providing enforcement options to the Planning Commission if a business is not abiding by the regulations – suspension, revocation, or amendment of the permit.
10. Establishes procedures for permit revocation hearings.

The City Council is required to consider the Planning Commission recommendation but is not bound by it. Staff is seeking direction as to whether the City Council would like to see any changes to the Planning Commission's recommendations prior to bringing back an ordinance for introduction.

### **FISCAL ANALYSIS**

There is no direct fiscal impact other than the costs of publication.

### **STRATEGIC PLAN ANALYSIS**

This action supports the following Strategic Plan Goals:

#### **GOAL 1: PROMOTE A THRIVING LOCAL ECONOMY**

(E) Plan and prepare for the growth and future needs of the Crescent City community by: Evaluating and updating the City's Municipal Code to assure maximized efficiencies, clarity, and effectiveness.

### **ATTACHMENTS**

- Planning Commission Resolution No. PC2025-13
- PC recommended updates to Chapter 17.95

**CITY OF CRESCENT CITY**  
**PLANNING COMMISSION & ARCHITECTURAL DESIGN REVIEW COMMITTEE**

Commission Members: Steve Shamblyn, Chairperson \* Ray Walp, Vice-Chair  
Kristine DeCossio \* Shawna Hyatt \* Vacant



*Incorporated April 13, 1854*

*web: [www.crescentcity.org](http://www.crescentcity.org)*

**RESOLUTION NO. PC2025-13**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CRESCENT CITY RECOMMENDING THE CITY COUNCIL ADOPT THE AMENDMENTS TO THE COMMERCIAL CANNABIS REGULATIONS ORDINANCE, CHAPTER 17.95 OF THE CITY'S MUNICIPAL CODE.**

**WHEREAS**, the Planning Commission initiated a Zoning Ordinance Amendment Request to amend the Commercial Cannabis Regulations Ordinance (Chapter 17.95);

**WHEREAS**, the Planning Commission has considered this proposed project on this date at a duly noticed public hearing, staff report, and public testimony;

**WHEREAS**, the Planning Commission finds that the proposed ordinance amendments are consistent with the zoning purpose and objectives, in that, the amendments:

- a. "To preserve, protect and promote the public health, safety, peace, comfort, convenience, prosperity, and general welfare" (CCMC §17.02.010);
- b. "To provide a specific plan to guide the physical development of the city in such a manner as to achieve progressively the general arrangement of land uses depicted in the general plan" (CCMC §17.02.010(A));
- c. "To encourage a wholesome, serviceable, and pleasant living environment and to establish a stability of existing land uses which conform with the objectives, policies, principles, and standards of the general plan" (CCMC §17.02.010(B));
- d. "To prevent excessive population densities and overcrowding of land with structures" (CCMC §17.02.010(C));
- e. "To promote the safe, effective traffic circulation system, the provision of adequate off-street parking and truck loading facilities and the appropriate location of community facilities" (CCMC §17.02.010(D));
- f. "To protect and promote properly located commercial and industrial activities in order to preserve and strengthen the city's economic base" (CCMC §17.02.010(E));
- g. "To protect and enhance real property values and the city's natural assets" (CCMC §17.02.010(F));
- h. "To provide for the orderly development of new urban expansion that is logical, desirable, and in conformance with the objectives and policies of the general plan" (CCMC §17.02.010(G));

**WHEREAS**, the Planning Commission finds that the proposed revisions can be determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15061(b)(3) (Common Sense Exemption). The City Council will make the CEQA determination if it proceeds.

**ZONING ORDINANCE AMENDMENT**  
*Amendments to the Commercial Cannabis Regulations Ordinance*

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Planning Commission of the City of Crescent City recommend that the City Council adopt the amendments to the Commercial Cannabis Regulations Ordinance (Chapter 17.35) of the City's Municipal Code.

**PASSED AND ADOPTED** at a regular meeting of the Planning Commission of the City of Crescent City held on this 16th day of October 2025, by the following polled vote.

**AYES:** Hyatt, DeCossio, Waip and Chair Shamblin

**NOES:**

**ABSTAIN:**

**ABSENT:**

  
\_\_\_\_\_  
Steve Shamblin, Chairperson

**ATTEST:**

  
\_\_\_\_\_  
Heather Welton, Community Development Specialist



**CITY OF CRESCENT CITY**  
**PLANNING COMMISSION & ARCHITECTURAL DESIGN REVIEW COMMITTEE**

Commission Members: Steve Shamblin, Chairperson \* Ray Walp, Vice-Chair  
Kristine DeCossio \* Shawna Hyatt \* Vacant



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**AGENDA ITEM #3: ATTACHMENT A**  
**COMMERCIAL CANNABIS REGULATIONS ORDINANCE**  
**CCMC CHAPTER 17.95**

**Title 17. Zoning**

**Chapter 17.95. COMMERCIAL CANNABIS REGULATIONS**

**§ 17.95.010. Purpose and findings.**

A. Purpose. The purpose and intent of this chapter is to protect the public health, safety, and welfare through strong and effective regulatory and enforcement controls, to protect neighborhood character, and to minimize the potential negative impacts of commercial cannabis activity on people, communities, and the environment by establishing minimum land use controls. Within the Downtown Business (C-1) District, General Commercial (C-2) District, Waterfront Commercial (CW) District, and Highway Services (HS) District, commercial cannabis activity, as defined under Division 10 of the Business and Professions Code, may be permitted with a use permit, subject to the regulations governing the underlying zoning district, and the requirements set forth in this chapter.

B. Findings. The city council makes the following findings:

1. While cannabis is now legal in California for adult use (age twenty-one and older), it is still illegal for minors (under age twenty-one) to use and possess non-medicinal cannabis. The potential negative impacts on the health of minors and the intoxicating effects of cannabis justify regulations that help to: (a) keep cannabis out of the hands of minors; and (b) minimize the promotion of cannabis use in a manner that is directed or appealing to minors.

2. Commercial cannabis businesses are attractive targets for burglaries and robberies. Therefore, it is prudent to impose security requirements and other regulations on businesses that are aimed to provide a base level of protection against such thefts. Burglaries and robberies not only impact the business owner but also employees, patrons, the public, and law enforcement.

**§ 17.95.020. Interpretation and applicability.**

A. No part of this chapter is to be deemed to conflict with federal law as contained in the Controlled Substances Act, 21 U.S.C. Section 800 et seq., nor to otherwise permit any

activity that is prohibited under that Act or any other local, state, or federal law, statute, rule or regulation. Commercial cannabis activity in the city is controlled by the provisions of this chapter of the Crescent City Municipal Code.

B. Nothing in this chapter is intended, nor is it to be construed, to burden any defense to criminal prosecution otherwise afforded by California law.

C. Nothing in this chapter is intended, nor is it to be construed, to preclude a landlord from limiting or prohibiting commercial cannabis activities by tenants.

D. Nothing in this chapter is intended, nor is it to be construed, to exempt any cannabis-related activity from any and all applicable local and state construction, electrical, plumbing, land use, or any other building or land use standards or permitting requirements.

E. Nothing in this chapter is intended, nor is it to be construed, to make legal any cannabis-related activity that is otherwise prohibited under California law.

F. All commercial cannabis activity within city limits is subject to the provisions of this chapter, regardless if the activity existed or occurred prior to adoption of this chapter or at the time of subsequent amendments to this chapter.

#### **§ 17.95.030. Definitions.**

As used in this chapter, the following terms and phrases are defined as follows:

**“Active” in the context of a commercial cannabis use permit means a permit that has been duly issued and not revoked, expired, or surrendered. Suspended permits are considered “active” permits for purposes of this chapter.**

"Cannabis" means all parts of the plant *cannabis sativa* Linnaeus, *cannabis indica*, or *cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. Cannabis also means the separated resin, whether crude or purified, obtained from marijuana. Cannabis also means marijuana as defined by Section 11018 of the California Health and Safety Code as enacted by Chapter 1407 of the Statutes of 1972. Cannabis does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the

purpose of this chapter, cannabis does not mean "industrial hemp" as defined by Section 81000 of the California Food and Agricultural Code or Section 11018.5 of the California Health and Safety Code.

"Cannabis activity" means the commercial cultivation, possession, manufacture, processing, storing, laboratory testing, research and development, labeling, transportation, distribution, delivery, or sale of cannabis or a cannabis product.

"Cannabis goods" means cannabis, including dried flower, and products containing cannabis.

"Cannabis manufacturer" means a person required to be licensed as a manufacturer pursuant to Division 10 (commencing with Section 26000) of the Business and Professions Code.

"Cannabis microbusiness or microbusiness" means a person licensed to conduct multiple commercial cannabis activities, as described in Business and Professions Code Section 26070.

"Cannabis processing" means, but is not limited to, the following activities: manicuring, drying, curing, pressing, cooking, baking, infusing, grinding, bagging, packaging, and rolling.

"Cannabis retailer" means a person required to be licensed as a retailer pursuant to Division 10 (commencing with Section 26000) of the Business and Professions Code.

"Commercial cannabis activity" means the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, packaging, labeling, transportation, delivery, or sale of cannabis and cannabis products.

"Consumption" means the smoking, vaping, ingestion, or other method of use or consumption of cannabis goods.

"Cultivation" means any activity involving the indoor planting, growing, harvesting, drying, curing, grading, or trimming of commercial cannabis, including a nursery that produces only clones, immature plants, or seeds. This definition does not include outdoor cultivation or the processing (e.g., trimming) of commercial cannabis produced offsite.

"Cultivation area" means the cumulative gross floor area of the room or rooms where cannabis plants are grown.

"Delivery employee" means an individual employed by a permitted retailer or permitted microbusiness authorized to engage in retail sales who delivers cannabis goods from the permitted retailer or permitted microbusiness premises to a customer at a physical address.

"Distribution" means the procurement, sales, and transport of cannabis goods between licensed entities. Distribution also includes the inspection, storage, including during quality assurance and batch testing processes, labeling, packaging, and other processes required prior to transport to a licensed cannabis retailer or cannabis manufacturing facility.

"Facility" or "facilities" means a facility, premise, tenant space, site or location where one or more types of cannabis activity are undertaken.

"Manufacturing facility" means a facility for the production, preparation, propagation, or compounding of cannabis or cannabis products, either directly or indirectly, or by extraction methods, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis, and includes a location that packages or repackages cannabis or cannabis products, or labels or relabels its container.

"Non-storefront retail" means the commercial transfer of cannabis goods by delivery to a customer at a physical address. This definition does not include the mobile sales of cannabis goods.

"Non-volatile manufacturing" means a manufacturing process that does not involve the manufacturing, processing, generation, or storage of materials that constitute a physical or health hazard, as listed in Tables 307.1(1) and 307.1(2) of the California Building Code (CBC).

"Nursery" means a facility that produces only clones, immature plants, seeds, and other agricultural products used specifically for the propagation and cultivation of cannabis.

"Off-site advertising sign" means any sign, poster, display, billboard, or any other stationary or permanently affixed advertisement promoting the sale of cannabis or cannabis products which are not cultivated, manufactured, distributed or sold on the same lot.

"Person" means and includes any individual, firm, partnership, joint venture, limited liability company, association, social club, fraternal organization, corporation, estate, trust, business trust, receiver, assignee for the benefit of creditors, trustee, trustee in bankruptcy, or syndicate.

"Processing facility" means the location or facility where cannabis is dried, cured, graded, trimmed, and/or packaged by or under the control of one or more licensed cultivators, at a location separate from the cultivation site where the cannabis is grown and harvested.

"Storefront retail" means a physical storefront location that is open to the public and where cannabis goods are sold to customers. This definition includes the delivery of cannabis goods to a customer at a physical address.

"Testing laboratories" means a facility that offers or performs testing of cannabis or cannabis products where no commercial cultivation, processing, manufacturing, distribution, or sale of cannabis or cannabis products occurs.

"Volatile solvents" means a solvent that is or produces a flammable gas or vapor that, when present in the air in sufficient quantities, will create explosive or ignitable mixtures. For the purposes of this section, carbon dioxide and ethanol are non-volatile solvents, however, a use permit for manufacturing shall specify whether carbon dioxide or ethanol will be permitted.

**§ 17.95.040. Commercial cannabis uses allowed.**

The following commercial cannabis uses are allowed in city limits:

- A. Storefront retail.
- B. Non-storefront retail (delivery only).
- C. Cultivation (indoor only) under a use permit issued prior to January 1, 2026.
- D. Non-volatile manufacturing.
- E. Processing facilities.
- F. Distribution.
- G. Microbusinesses.

H. Testing laboratories.

**§ 17.95.050. Commercial cannabis uses prohibited.**

The following commercial cannabis uses are prohibited in city limits:

A. On-site consumption of cannabis.

B. Outdoor cultivation.

C. Volatile manufacturing or manufacturing facilities using volatile solvents.

D. Mobile or drive-thru retail sales.

**§ 17.95.060. Use permit required.**

A. Commercial cannabis activity is not allowed in the corporate limits of the city of Crescent City without a use permit. Use permits to conduct commercial cannabis activity are governed primarily by this chapter. There is a limit of eight (8) active commercial cannabis use permits for storefront retail at any one time. The procedures for use permits set forth in Chapter 17.54 of this title apply as well.

B. The use permit will be reviewed annually subject to the following requirements:

1. Annual Review at Staff Level: City staff will conduct an annual review of the use permit around the date of issuance of the state license to ensure the commercial cannabis activities are compliant with the terms of the use permit and approved operations.

2. Investigations: An onsite compliance inspection may be conducted, with at least twenty-four hours prior notice, by appropriate city officials during regular business hours (Monday – Friday, nine a.m. – five p.m.). Appropriate city officials include those officials identified in Section 17.95.150 of this chapter.

3. Annual Review at Planning Commission Level: At the discretion of city staff, annual review of the use permit may be conducted by the planning commission at a public hearing. The criteria for requiring annual review by the planning commission may include, but is are not limited to:

a. Any violation of any provision of this chapter during the prior year of operation of the commercial cannabis facility.

b. Receipt of one or more complaints by city staff concerning operation of the commercial cannabis facility during the prior year. City staff shall investigate all complaints received prior to determining whether review by the planning commission is warranted.

4. During annual review, the planning commission may revoke the use permit, recommend administrative penalties, amend the use permit to include conditions necessary to ensure compliance with the provisions of this chapter, or take no action.

5. As part of the annual review, the holder of the use permit must remit an annual review fee as set by resolution of the city council. The annual review fee is to be no more than the reasonable estimated amount to recover all costs of the city associated with conducting the review and monitoring compliance with the terms of the use permit for the next year.

C. All commercial cannabis activity will be subject to the following:

1. Before commencing operation of a commercial cannabis activity, the permittee must secure a license from the appropriate state licensing authority, pursuant to Division 10 of the Business and Professions Code. A copy of the license must be provided to the planning department.

2. The permittee must be in compliance with all conditions of the state license and all state laws, any violation of which will also constitute a violation of the Crescent City Municipal Code.

3. The permittee may operate only in accordance with the operating plans reviewed and approved by the city.

4. The permittee must timely remit all taxes required by state or local law to the appropriate agency and maintain all records necessary to determine the amount of tax owed, which records the city will have the right to inspect at all reasonable times.

5. The permittee must post or cause to be posted onsite the use permit and all required city and state permits and licenses required to operate. Such posting must be in a central location, visible to patrons, at the operating site, and in all vehicles that deliver or transport cannabis or cannabis products.

6. The permittee must maintain clear and adequate records and documentation demonstrating that all cannabis or cannabis products have been obtained from and are

provided to other permitted and licensed cannabis operations. The city will have the right to examine, monitor, and audit such records and documentation at all reasonable times.

7. Signs. See Chapter 17.38 for sign requirements, unless specified otherwise in this chapter. Pursuant to Section 17.38.170 (Architecturally-controlled signs), all signage for cannabis uses shall be subject to architectural review by the planning commission as part of the use permit process.

8. The permittee is not allowed to advertise or market cannabis or cannabis products on an off-site advertising sign in a publicly visible location within one thousand feet of the perimeter of any school providing instruction in kindergarten or any grades 1 through 12, public playground or playground area in a public park (e.g., a public park with equipment such as swings and seesaws, baseball diamonds, or basketball courts), day care center (as defined in Health and Safety Code Section 1596.76), youth center (as defined in Health and Safety Code Section 11353.1(e)(2)), community-use center, or public library.

9. The permittee must not market, license, distribute, sell, or cause to be marketed, licensed, distributed, or sold, any item or service to a person under twenty-one years of age, which bears the brand name, alone or in conjunction with, any other word, logo, symbol, motto, selling message, recognizable color or pattern of colors, or any other indicia or product identification identical with, or similar to, or identifiable with, those used for any brand of cannabis product.

10. The operation of a commercial cannabis facility must not adversely affect the health or safety of the facility occupants or employees, or nearby properties through creation of mold, mildew, dust, glare, heat, noise, noxious gases, smoke, traffic, vibration, surface runoff, or other impacts, or be hazardous because of the use or storage of materials, process, products, or wastes.

11. All retail cannabis uses (storefront and non-storefront) in the city must comply with the following setback requirements:

a. A retail cannabis use may not be located within a six hundred-foot radius of the perimeter of a public or private school providing instruction in kindergarten or grades 1 through 12 ("K-12 school") or a day care center (as defined in Health and Safety Code Section 1596.76). This does not include any private school in which education is primarily conducted in private homes nor does it include family child care homes.



b. The distance specified in this section shall be defined as the horizontal distance measured in a straight line from the property line of the sensitive land use (i.e., K-12 school or day care center) to the closest property line of the lot on which the retail cannabis use is located.

c. No setbacks are required between retail cannabis uses and the property containing the Del Norte County Fairgrounds (currently identified as APN 118-020-033).

d. Exceptions to the setback requirements in this section may be granted by the planning commission as specified in Section 17.95.060(C)(12) of this chapter.

12. An exception to the setback requirements in Section 17.95.060(C)(11) of this chapter may be granted by the planning commission when requested as part of a use permit application. To grant an exception, the planning commission must make one or more of the following findings:

a. The distance between the area on the property containing the sensitive land use (i.e., K-12 school or day care center) is a minimum of six hundred feet from the area on the property containing the retail cannabis use.

b. There is enough development or other buffering between the sensitive land use (i.e., K-12 school or day care center) and the retail cannabis use to minimize potential harmful impacts.

c. The location and design of the retail cannabis use is not likely to cause harmful impacts to minors at the sensitive land use (i.e., K-12 school or day care center) that is within the six hundred-foot radius.

13. Odor from cannabis activities must not be detectable from beyond the property boundaries. To achieve this, the area where cannabis activities capable of generating odors are conducted (e.g., cultivation, processing, manufacturing, testing, etc.), must be, at a minimum, mechanically ventilated with a carbon filter or other method to prevent the odor of cannabis from escaping the building and negatively impacting neighbors and the surrounding community. The ventilation and filtration system must be approved by the building official and installed prior to commencing cannabis activities within the structure. Failure to adequately control odors constitutes a public nuisance and subject to nuisance abatement procedures found in Title 8 of the Crescent City Municipal Code. Odor control issues may also be grounds for revocation of the use permit allowing commercial cannabis activity.

14. All waste cannabis material generated by cannabis activity must be stored in a secure location in the facility and disposed of at a permitted disposal facility.

15. All cannabis uses that propose to discharge effluent to the city's wastewater treatment system, including, but not limited to, waste products, chemical fertilizers or pesticides, are required to first obtain an Industrial Wastewater Discharge Permit from the Public Works Department. No such effluent may be discharged into septic systems, water systems, or other drainage systems including those that lead to rivers and streams.

16. The permittee must implement and maintain sufficient security measures to both deter and prevent unauthorized entrance into areas containing cannabis goods in compliance with Section 26070 of the California Business and Professions Code and any rules promulgated by the licensing authority. Security measures must include, but are not limited to, the following:

a. Prevent individuals from loitering on the premises of the retailer if they are not engaging in activity expressly related to the operations of the retailer;

b. Establish limited access areas accessible only to authorized dispensary personnel;

c. All cannabis facilities containing cultivation, processing, non-volatile manufacturing, and distribution are required to have a mantrap at the public entrance to the building. A mantrap is a small room with an entry door on one wall and an exit door on the opposite wall. Mantraps are used to separate non-secure areas from secure areas to prevent unauthorized access;

d. Store all cannabis goods in a secured and locked safe room, safe, or vault, and in a manner as to prevent diversion, theft, and loss, except for limited amounts of cannabis goods used for display purposes, samples, or immediate sale; and

e. Install security cameras on site.

17. The permittee is required to notify the Crescent City Police Department and the licensing authority within twenty-four hours after discovering any of the following:

a. Significant discrepancies identified during inventory;

b. Diversion, theft, loss, or any criminal activity involving the dispensary or any agent or employee of the retailer;

c. The loss or unauthorized alteration of records related to cannabis, patients, or retailer's employees or agents; or

d. Any other breach of security.

18. Operators of cannabis facilities are required to maintain active enrollment and participation in the state's track and trace program. The city may require participation in a track and trace program separate from the state's track and trace program. Any separate program will be in addition to the state's track and trace program.

19. To ensure compliance with the provisions of this chapter, an onsite compliance inspection may be conducted, with at least twenty-four hours prior notice, by appropriate city officials during regular business hours (Monday – Friday, nine a.m. – five p.m.). Appropriate city officials include those officials identified in Section 17.95.150 of this chapter.

**20. The permittee must maintain a safe environment and not participate in or tolerate conduct, activities, or behavior that endangers the health, safety or general welfare of the public.**

**21. The permittee must remit all applicable license and permit fees to city when due. Failure to pay any fee within thirty (30) days of its due date shall be considered a violation of this provision.**

**22. The permittee must maintain, through the life of the operation, a surety bond in an amount not less than fifteen thousand dollars, payable to the city, issued by a corporate surety approved by the city, which is licensed to transact surety business in the State of California.**

D. Before the planning commission approves any use permit for commercial cannabis activity, the planning commission must hold a public hearing, noticed pursuant to Government Code Section 65091, make the following findings, and set forth the facts supporting its determination in writing:

1. The applicant has demonstrated that it can and will comply with all requirements of the state and city to operate the proposed commercial cannabis activity.

2. The proposed activity, as conditioned, will not result in significant unavoidable impacts on the environment.

3. The operation plan includes adequate measures to minimize nuisances to the neighborhood and community, including minimizing odor, noise, light, traffic, and loitering.

4. The operation plan includes adequate security measures.

5. The proposed activity either: (a) meets the setback requirements in subsection (C)(11); or (b) makes the findings required by subsection (C)(12).

**6. The issuing of the use permit would not exceed the limit of eight (8) active commercial cannabis use permits for storefront retail at any one time.**

E. All applications for a use permit for a commercial cannabis activity shall be filed with the planning department. In all cases the application must contain, without limitation, the following documentation:

1. Notarized, written authorization from all persons and entities having a right, title, or interest in the property that is the subject of the application consenting to the application and the operation of the proposed commercial cannabis activity on the subject property.

2. The name and address of all persons and entities responsible for the operation of the commercial cannabis activity, including managers, corporate officers, any individual with an ownership interest, any member of a board of directors, any general or limited partner, and/or any member of a decision-making body for the commercial cannabis activity, and a complete list of all the valid licenses, including license type and license number which has been issued to each person by the state or any other city or county.

3. An application fee as prescribed by resolution of the city council. The application fee is to be no more than the reasonable estimated amount to recover all costs of the city associated with processing applications and monitoring compliance with the terms of the use permit for the next year. If the application is denied, then that portion of the fee attributed to monitoring activities will be refunded to the applicant.

4. An indemnification agreement on a form provided by the city.

5. Proof of having obtained a surety bond in an amount not less than fifteen thousand dollars, payable to the city, issued by a corporate surety approved by the city, which is licensed to transact surety business in the state of California.

6. A detailed operation plan, which includes:

a. Site plans, floor plans, conceptual improvement plans, and a general description of the nature, size, and type of commercial cannabis activity(ies) being requested;

b. Onsite security measures both physical and operational;

c. Standard operating procedures manual detailing how operations will comply with state and local regulations; how safety and quality of products will be ensured; recordkeeping procedures for financing, testing, and adverse effect recording; and product recall procedures;

d. Proposed hours of operation;

e. Waste disposal information;

f. Product supply chain information including where cultivation occurs, where the product is processed or manufactured, any required testing of cannabis or cannabis products, transportation, and packaging and labeling criteria;

g. A recordkeeping policy;

h. Track and trace measures;

i. Sustainability measures including water efficiency measures, energy efficiency measures, high efficiency mechanical systems, and alternative fuel transportation methods;

j. Odor prevention devices;

k. Size, height, colors, and design of any proposed signage at the site;

l. A parking plan, if applicable;

m. A storage protocol and hazardous response plan;

n. Information on products used during operation, including liquids, solvents, agents, and processes; and

o. A quality control plan.

7. An application that includes a request for an exception from the setback standards specified in subsection (C)(11) of this section, must also contain the following information:

a. A map drawn to scale illustrating the requested setback reduction. The map must clearly identify the distance between the proposed retail cannabis use and the sensitive land use from which the setback reduction is being requested.

b. A justification for making one or more of the findings specified in subsection (C)(12) of this section.

8. Such other information as city staff may reasonably require.

**F. No use permit may be issued until all applicable application and licensing fees associated with the business have been paid to the City.**

**G. If a permittee with a commercial cannabis use permit for storefront retail fails to commence business operations and open its doors to the public within twenty-four (24) months of the issuance of the use permit, then that permit shall automatically expire and be of no further force and effect. In addition, if a storefront retail business closes its doors to the public for more than sixty (60) consecutive days, then that permit shall be deemed surrendered and of no further force and effect.**

**§ 17.95.065. Suspension, revocation or amendment of use permit.**

**A. Suspension.**

**The expiration, suspension or revocation of a license, permit or entitlement issued by the State of California that is required for the operation of a commercial cannabis business permitted under this chapter, will result in the automatic suspension of the use permit and legal ability to conduct commercial cannabis operations under said use permit, unless and until such State license, permit or entitlement is reinstated.**

**B. Revocation.**

The Planning Commission may revoke a use permit issued under this chapter in accordance with procedures outlined in this section for the following reasons:

1. If a license, permit, or entitlement issued by the State of California that is required for the operation of a commercial cannabis business permitted under this chapter is expired, suspended or revoked and not reinstated within sixty (60) days.

2. Failure of a permittee to comply with any requirement imposed by the provisions of this Code (or successor provision or provisions), including, but not limited to, any rule, regulation, condition or standard adopted pursuant to this chapter, or any term or condition imposed on the commercial cannabis use permit, or any provision of State law.

#### C. Amendment.

As an alternative to revocation, the Planning Commission may amend the commercial cannabis use permit to include requirements and provisions to address the violations that the Planning Commission found to have occurred.

#### D. Notice and hearing – revocation proceedings.

1. If the City Manager, or their designee, determines that a ground for revocation of a commercial cannabis use permit exists, then they shall cause a hearing to be scheduled before the Planning Commission.

2. At least twenty-one (21) calendar days prior to the hearing, the permittee shall be provided written notice of the date, time, and location of the revocation hearing as well as the reasons therefor. The notice may be served on the permittee either personally or by certified first class mail to the address listed on the application.

3. At the date, time and location set forth in the Notice of Hearing, the Planning Commission will hear and consider the testimony of the City staff, the permittee, and/or their respective witnesses and documentary evidence properly submitted for consideration.

4. The following rules shall apply at the appeal hearing:

a. Hearings are informal, and formal rules of evidence and discovery do not apply. However, rules of privilege shall be applicable to the extent they are permitted by law, and irrelevant, collateral, undue, and repetitious testimony may be excluded.

b. The City bears the burden of proof to establish the grounds for suspension or revocation of a permit by a preponderance of evidence (i.e., more likely than not).

c. If the permittee, or their legal representative, fails to appear at the hearing, the Planning Commission may hold the hearing in their absence.

#### 5. Notice of decision; appeal rights.

a. Following the conclusion of the revocation hearing, the Planning Commission, shall determine if any ground exists for the revocation or amendment of a commercial cannabis use permit. If the planning Commission determines that no grounds for revocation exist, then the use permit will remain valid as issued. If the Planning Commission determines that one or more of the reasons or grounds do exist for the revocation or amendment of the commercial cannabis use permit, then the Planning shall issue a written decision within ten (10) business days. The written decision shall include the following information:

i. A finding and description of each reason or grounds for revocation or amendment.

ii. Any other finding, determination or requirement that is relevant or related to the subject matter of the appeal.

iii. A holding that the commercial cannabis use permit is revoked or amended. If amended, the specific amendments to the permit.

iv. Notice of appeal rights provided under this chapter.

#### E. Appeals.

##### 1. Notice of appeal.

a. Within ten (10) calendar days after the date of service of the notice of the decision of the Planning Commission to revoke a commercial cannabis use permit or to add conditions to a permit, an aggrieved party may appeal such



action by filing a written appeal with the City Clerk setting forth the reason why the decision was not proper. Date of service shall mean the date when a notice or written decision was personally delivered to the permittee, or the date when the notice was caused to be delivered by certified, first-class mail.

b. The Notice of Appeal shall be in writing and signed by the person making the appeal (“appellant”), or their legal representative, and shall contain the following:

i. Name, address, and telephone number of the appellant.

ii. Specify decisions, actions, or a particular part thereof, made that are the subject of the appeal.

iii. State with specificity the reasons and grounds for making the appeal, including, but not limited to, a statement of facts upon which the appeal is based in sufficient detail to enable the City Council to understand the nature of the controversy, the basis of the appeal, and the relief requested.

iv. All documents or other evidence pertinent to the appeal that the appellant requests the hearing officer or body to consider at the hearing.

v. An appeal fee, as established by resolution of the City Council.

c. Failure of the City Clerk to receive a timely appeal constitutes a waiver of the right to appeal the decision of the Planning Commission. In this event, the Planning Commission’s decision is final and binding.

d. In the event a written Notice of Appeal is timely filed, the revocation or amendment shall not become effective until a final decision has been rendered and issued by the City Council. Notices of appeal not served in a timely manner or served by non-operational businesses shall not serve to allow such businesses to operate pending appeal.

2. If no appeal is timely filed, the revocation or amendment shall become effective upon the expiration of the period for filing a written Notice of Appeal.

3. Appeal hearing and proceedings.

a. All appellants that timely file a written Notice of Appeal shall obtain review thereof before the City Council.

b. Upon receipt by the City Clerk of a timely-filed appeal, the City Clerk shall schedule the administrative appeal within sixty (60) days, and no sooner than thirty (30) days, after receipt of a timely filed Notice of Appeal. The appellant(s) listed on the written Notice of Appeal shall be notified in writing of the date, time, and location of the hearing at least ten (10) days before the date of the hearing (“notice of appeal hearing”).

c. The City Council shall preside over the hearing on appeal.

d. At the date, time and location set forth in the Notice of Appeal hearing, the City Council hear and consider the testimony of the appellant(s), City staff, and/or their witnesses, as well as any documentary evidence properly submitted for consideration.

e. The following rules shall apply at the appeal hearing:

i. Appeal hearings are informal, and formal rules of evidence and discovery do not apply. However, rules of privilege shall be applicable to the extent they are permitted by law, and irrelevant, collateral, undue, and repetitious testimony may be excluded.

ii. The City bears the burden of proof to establish the grounds for the revocation or amendment of a permit by a preponderance of evidence.

iii. The issuance of the Planning Commission’s notice of decision constitutes prima facie evidence of grounds for the revocation or amendment, and City staff who significantly took part in the investigation, which contributed to the Planning Commission issuing a notice of decision, may be required to participate in the appeal hearing.

iv. The City Council may accept and consider late evidence not submitted initially with the Notice of Appeal upon a showing by the appellant of good cause. The City Council shall determine whether a particular fact or facts amount to a good cause on a case-by-case basis.

v. If the appellant, or their legal representative, fails to appear at the appeal hearing, the City Council may cancel the appeal hearing and send a notice thereof to the appellant by certified, first class mail to the address(es) stated on the Notice of Appeal. A cancellation of a hearing due to non-

appearance of the appellant shall constitute the appellant's waiver of the right to appeal and a failure to exhaust all administrative remedies. In such instances, the Planning Commission's notice of decision is final and binding.

4. Decision of the City Council, or appointed hearing officer or body; final decision.

a. Following the conclusion of the appeal hearing, the City Council shall determine if any ground exists for the revocation or amendment of a Commercial Cannabis Use Permit. If the City Council determines that no grounds for revocation or amendment exist, the Planning Commission's notice of decision shall be deemed vacated. If the City Council determines that one or more of the reasons or grounds enumerated in the notice of decision exists, a written final decision shall be issued within ten (10) business days, which shall at minimum contain the following:

i. A finding and description of each reason or grounds for revocation or amendment.

ii. Any other finding, determination or requirement that is relevant or related to the subject matter of the appeal.

iii. A holding that the Planning Commission's decision is affirmed or modified.

b. The decision of the City Council, or appointed hearing officer or body, is final and conclusive and is subject to the time limits set forth in California Code of Civil Procedure Section 1094.6.

c. A copy of the final decision shall be served by certified, first-class mail on the appellant. If the appellant is not the owner of the real property in which the commercial cannabis business is located, or proposed to be located, a copy of the final decision may also be served on the property owner by first class mail to the address shown on the last equalized assessment roll. Failure of a person to receive a properly addressed final decision shall not invalidate any action or proceeding by the City pursuant to this chapter.

**§ 17.95.070. Storefront retail.**

Cannabis retailers conducting storefront retail, which can include deliveries, must meet the following minimum requirements:

- A. The use permit must specify whether the permittee may sell adult-use cannabis or medicinal cannabis, as those terms are used in Division 10 of the Business and Professions Code.
- B. The city shall limit the hours of operation for a retail facility to begin no earlier than six a.m. and to end no later than ten p.m.
- C. Retailers which have a retail/public floor area must have glass or transparent glazing in the windows and doors. No more than ten percent of any window or door area may be visually obstructed by signs, banners, or opaque coverings of any kind so that law enforcement personnel will have clear view of the entire public area in the premises from the public sidewalk.
- D. Retailers must not distribute any cannabis or cannabis product unless the cannabis goods are labeled, and in a tamper-evident package, in compliance with Section 26120 of the California Business and Professions Code and any additional rules promulgated by the licensing authority.
- E. Cannabis deliveries that are associated with a permitted retail facility located within city limits, and for which delivery originates from the retail facility, are only allowed when the delivery activity is specifically authorized under the use permit for the retail facility.
- F. Cannabis deliveries that are associated with a permitted retail facility located within city limits must comply with all state regulations, including those implemented by the Bureau of Cannabis Control. This includes, but is not limited to, California Code of Regulations Title 16 Sections 5415 through 5421.
- G. A vehicle used in the delivery of cannabis goods must not have any marking or other indications on the exterior of the vehicle that may indicate that the delivery employee is carrying cannabis goods for delivery.
- H. While carrying cannabis goods for delivery, a permitted retailer's delivery employee must ensure the cannabis goods are not visible to the public. Cannabis goods are required to be locked in a fully enclosed box, container, or cage that is secured on the inside of the vehicle.
- I. The retailer must not permit the smoking, vaping, ingestion, or consumption of cannabis onsite.
- J. Sale or consumption of alcohol or tobacco is not allowed onsite.

**§ 17.95.080. Non-storefront retail (delivery only).**

Cannabis retailers conducting non-storefront retail (delivery only) activities must meet the following minimum requirements:

- A. Cannabis deliveries originating from non-storefront retail facilities within city limits must comply with all state regulations, including those implemented by the Bureau of Cannabis Control. This includes, but is not limited to, California Code of Regulations Title 16 Sections 5414 through 5421.
- B. Cannabis deliveries originating from outside city limits, and delivering cannabis goods within city limits, are only allowed upon the granting of a business license.
- C. A vehicle used in the delivery of cannabis goods must not have any marking or other indications on the exterior of the vehicle that may indicate that the delivery employee is carrying cannabis goods for delivery.
- D. While carrying cannabis goods for delivery, a permitted retailer's delivery employee must ensure the cannabis goods are not visible to the public. Cannabis goods are required to be locked in a fully enclosed box, container, or cage that is secured on the inside of the vehicle.

**§ 17.95.090. Cultivation (indoor only).**

Cannabis cultivators must meet the following minimum requirements:

- A. The indoor cultivation of cannabis must comply with all applicable state, county, and local regulations, including fire and building codes. Outdoor cultivation is prohibited.
- B. Only one use permit for commercial cannabis cultivation may be possessed or used by a person or entity, including the representatives, agents, parent entities, or subsidiary entities of that person or entity.
- C. Only one use permit will be issued per legal parcel for commercial cannabis cultivation.
- D. The maximum cultivation area allowed is two thousand square feet.
- E. All cannabis cultivation activity must occur exclusively within a fully enclosed and secure structure.

F. Entrance to any cultivation area, and any cannabis storage areas, must be locked at all times, and under the control of the facility's staff.

G. Cannabis cultivation must be concealed from public view at all stages of growth and there may be no visual or auditory evidence of cultivation occurring at the premises from a public right-of-way or from an adjacent parcel. Indoor lighting used for the cultivation process must not be visible from outside the building.

H. Cannabis cultivation areas must be adequately secured to prevent unauthorized entry and must not be accessible to persons under twenty-one years of age.

I. Areas of the licensed premises for cultivation must be separated from the distribution and retail areas by a wall and all doors between the areas are to remain closed when not in use.

J. All areas recorded by the security cameras must have adequate lighting at all times to allow the surveillance cameras to effectively record images, except when lighting would interfere with the indoor cultivation cycle.

K. Applications for a use permit for cannabis cultivation are required to contain an energy calculator quantifying the expected electricity usage and greenhouse gas emissions, a list of energy efficiency measures, best practices, and proposed greenhouse gas emission offsets. A minimum of fifty percent emissions offset or equivalent in efficiency measures is encouraged for indoor cannabis cultivation.

**M. No use permits for cannabis cultivation shall be issued as of January 1, 2026.**

**§ 17.95.100. Non-volatile manufacturing.**

Cannabis manufacturers must meet the following minimum requirements:

A. Cannabis manufacturing shall be conducted using only non-volatile solvents, or no solvents.

B. All employees of a cannabis manufacturing facility operating potentially hazardous equipment are required to be trained on the proper use of equipment and on the proper hazard response protocols in the event of equipment failure. In addition, employees handling edible cannabis goods or ingredients are required to be trained on proper food safety practices.

**§ 17.95.110. Processing facilities.**

Cannabis processors must meet the following minimum requirements:

- A. Cannabis processing facilities are facilities that process cannabis material that is produced off-site.
- B. Processing facilities must be maintained in a clean and sanitary condition including all work surfaces and equipment.
- C. Processing operations must implement protocols which prevent processing contamination and mold and mildew growth on cannabis.
- D. Employees handling cannabis in processing operations must have access to facemasks and gloves in good operable condition as applicable to their job function.
- E. Employees must wash hands before and after handling cannabis or use gloves.
- F. Processing operations must implement safety protocols and provide all employees with adequate safety training relevant to their specific job functions, which may include:
  - 1. Employee accident reporting and investigation policies;
  - 2. Hazard communication policies, including maintenance of material safety data sheets (MSDS);
  - 3. Materials handling practices;
  - 4. Job hazard analyses; and
  - 5. Personal protective equipment policies, including respiratory protection.

**§ 17.95.120. Distribution.**

Cannabis distributors must meet the following minimum requirements:

- A. The distribution of cannabis goods within city limits must comply with all state regulations, including those implemented by the Bureau of Cannabis Control. This includes, but is not limited to, California Code of Regulations Title 16 Sections 5300 through 5315.
- B. Cannabis distribution conducted by a permitted cannabis use within city limits is only allowed when the distribution activity is specifically authorized through a use permit.

C. Cannabis distribution that is not conducted by a permitted cannabis use within city limits will only be allowed upon the granting of a business license.

**§ 17.95.130. Microbusinesses.**

Cannabis microbusinesses must meet the following minimum requirements:

A. Microbusinesses operating within city limits must comply with all state regulations, including those implemented by the Bureau of Cannabis Control. This includes, but is not limited to, California Code of Regulations Title 16 Sections 5500 through 5507.

B. A microbusiness may only conduct the commercial cannabis uses identified in Section 17.95.040 of this chapter.

C. All retail, non-volatile manufacturing, and distribution activities conducted by a permittee under a microbusiness must occur on the same premises.

D. Areas of the licensed premises for manufacturing and cultivation must be separated from the distribution and retail areas by a wall, and all doors between the areas are to remain closed.

**§ 17.95.140. Testing laboratories.**

Testing laboratories operating within city limits must comply with all state regulations, including those implemented by the Bureau of Cannabis Control. This includes, but is not limited to, California Code of Regulations Title 16 Sections 5700 through 5739.

**§ 17.95.150. Enforcement.**

This chapter may be enforced in any lawful manner by any peace officer, or by any employee, agent, or officer of any of the following city department or agencies:

A. Police department

B. Community development department

C. City attorney

D. Fire department

**§ 17.95.160. Public nuisance.**



Any violation of this chapter is hereby declared a public nuisance and may be abated by the city pursuant to Title 8 of this code.

**§ 17.95.170. Separate offense for each day.**

Any person who violated any provision of this chapter will be guilty of a separate offense for each and every day during which any person commits, continues to permit, or causes a violation thereof.

**§ 17.95.180. Criminal penalties.**

Any violation of any provision of this chapter may be prosecuted as a misdemeanor.

**§ 17.95.190. Administrative remedies.**

In addition to the civil remedies and criminal penalties set forth above, any violation of this chapter may be subject to administrative remedies, as set forth by Chapter 1.24.

**§ 17.95.200. Other ordinance code provisions.**

Notwithstanding this chapter, the city, its employees, agents, and officers have the authority to pursue any and all applicable remedies for any other violations of any local, state, or federal laws.

-----END OF ORDINANCE-----



## CITY COUNCIL AGENDA REPORT

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

**FROM: ERIC WIER, CITY MANAGER**

**BY: BOB BROWN, CONTRACT PLANNING DIRECTOR**

**DATE: NOVEMBER 17, 2025**

**SUBJECT: OPC GRANT APPLICATION – COASTAL RESILIENCY STRATEGY**

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### **RECOMMENDATION**

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Authorize staff to submit a grant application to the Ocean Protection Council for Development of Sea Level Rise Adaptation Plans in Compliance with SB 272

### **BACKGROUND**

SB 272 (Laird 2023) requires local governments to create sea-level rise (SLR) plans based on the best available science which include: (1) conducting Vulnerability Assessments of coastal hazards exacerbated by SLR; and (2) developing Adaptation Plans with recommended projects that could result in reduced coastal hazards. SB 272 requires the results of these two plans to be part of the Coastal Commission's approved City Local Coastal Program (LCP) before 2034. State funding for project implementation is currently available to jurisdictions that have completed this process.

### **ITEM ANALYSIS**

Currently there is funding available for jurisdictions to develop these Plans through the Ocean Protection Council (OPC). SHN, with the City, has been working towards submitting a grant application before December 12<sup>th</sup> to OPC for the City to address climate change resiliency, as is required by SB 272. Coastal Quest is under contract with OPC and has been providing the City with technical assistance for the OPC grant submission. The grant request will be for approximately \$320,000 over a 2-year period. The grant does not require a local match but includes approximately \$60,000 for City staff to participate in community engagement activities and grant administration, \$3,400 for materials and approximately \$7,700 in overhead reimbursement. SHN's \$260,000 role will include compiling the research of existing data, facilitating the community

engagement events and outreaches, developing the GIS vulnerability maps and compiling a prioritized list of City adaptation projects in order to qualify for future funding. It is intended that SHN will be responsible for completing the grant requirements and not create an extra burden on City staff.

The City of Crescent City has approximately 3.5 miles of coastline. The City is susceptible to coastal hazards, including both bluff retreat on its west side and storm surge/tsunami/flooding damage on its southern and eastern sides, both of which would be exacerbated by sea level rise (SLR). Through this proposed program, the City will:

- 1) Compile existing reports and research to determine the City's vulnerability to coastal hazards (flooding, tsunami, wave runup and overtopping, tidal inundation, bluff erosion, etc.) as a result of SLR;
- 2) Identify vulnerable community resources, infrastructure, environmentally sensitive habitat areas, coastal access, and tribal cultural resources; and
- 3) Develop and prioritize resilient adaptation strategies, which, as noted above, would qualify for future funding as long as it is available.

Community engagement will be incorporated throughout the process, providing information, and listening to concerns, needs and suggestions on adaptation strategies. Existing conditions assessment, vulnerability assessment, and adaptation strategies related to SLR, flooding, tsunami hazards, and erosion will ultimately result in an update to the City's local coastal program (LCP) to begin to address SB 272 requirements.

SHN is committed to engage in this Program in a manner that ensures that it is successfully completed within budget and time schedule. SHN has dedicated staff with necessary technical experience in Planning, Engineering, Geology, GIS, public facilitation, etc. providing guidance to help the City achieve its resiliency goals.

Some possible SLR scenarios to consider:

- Increased sea levels will increase the elevation of storm surges. Highway 101 is already overtopped at South Beach. Further overtopping could occur at the S curves on Highway 101 adjacent to Elk Creek, closing roadways during extreme storm events.
- Initially, Highway 101 and the Lighthouse Cove RV Park may be affected by king tides 2-4 times/year, requiring closure of both during those times.
- SLR could cause tidal influence further up the Elk Creek channel and change habitats in the Elk Creek wetlands east of Highway 101 into salt marsh or mudflats. Riparian vegetation would die back due to increased salt intrusion.
- SLR could cause tidal influence, combined with storm surges and stream flooding, to begin to inundate the eastern portion of the City by accessing the Elk Creek wetlands east of Highway 101. Increasing SLR will begin to inundate the eastern areas of the City and extend to both the north and west.
- Raised storm surges/wave cutting at the base of the unprotected western bluffs may increase the vulnerability of the bluffs to recede with possible loss of sections of Pebble Beach Drive, as occurred in 2023.

- Storm drain systems/culverts may back up and be less effective at discharging runoff, affecting drainage in the downtown area.
- Groundwater elevations may rise throughout the City, changing vegetation, drainage patterns and potentially ground stability.
- While the Wastewater Treatment Plant is above current projections of SLR, the collection system may be surcharged by tidal influence and increased groundwater levels, resulting in increased I/I at the plant.

### **FISCAL ANALYSIS**

There is no direct fiscal impact on the City. There is no match proposed/required for this grant and, while there are funds available to City staff to support this Project, SHN will be responsible for completion of this Project.

### **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
- (B) Ensure that information shared between departments, with other agencies, and with the public is both accurate and timely.
- (C) Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States.

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY

- (D) Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities.
- (F) Plan and prepare for the growth and future needs of the Crescent City community by: Expanding on the success of grant funding by maximizing utilization of opportunities with corresponding community needs.

### **ATTACHMENTS**

- OPC Grant Application Work Program



CALIFORNIA  
**OCEAN  
PROTECTION  
COUNCIL**



## OPC SB 1 Grant Program

### Track 1: SLR Adaptation Planning - Full Proposal

~~Please respond to the summary information and full proposal prompts on the following pages.  
Please submit all materials as one attached PDF file to [OPC-SB1@resources.ca.gov](mailto:OPC-SB1@resources.ca.gov) using the  
subject: [Main Applicant Name] Track 1 Project Proposal.~~

#### Section 1: Cover Page

##### Contact Information

<b>Lead Entity Name</b>	City of Crescent City
<b>Contact Person</b>	Bridget Lacey
<b>Position/Title</b>	Grants and Economic Development Manager
<b>Phone</b>	707-458-4814
<b>Email</b>	blacey@crescentcity.org
<b>Mailing Address</b>	377 J Street, Crescent City, CA 95531
<b>Federal Tax ID#</b>	94-6000-552

##### Subcontractor Information (if applicable)

Please list all subcontractors below. Use the example provided and copy/paste for each additional subcontractor that is included on the project team.

**Subcontractor 1 Name:** SHN

**Contact Person:** Bob Brown, AICP

**Position/Title:** Contract Community Development Director

**Phone & Email:** 707-499-9910, bbrown@shn-engr.com

**Mailing Address:** 812 W Wabash, Eureka CA 95501-2138

**Federal Tax ID #:** 942571944

**Brief Description of their role in the project:** SHN has provided city planning and engineering services to Crescent City on a contract basis for the last 6.5 years. SHN's coastal resiliency experience and knowledge of City functions, stakeholders and public influencers, city infrastructure and constraints qualifies them to take technical lead on this project, while the City still maintains grant administrative role and community involvement strategies.

**Letter of Commitment included in application? Yes**

### Project Information

<b>Project Name</b>	Crescent City Coastal Resiliency Plan
<b>Amount Requested</b>	\$XXX,000
<b>Total Project Cost</b>	\$XXX,000
<b>State Leveraged Funds</b>	\$0
<b>Non-State Leveraged Funds</b>	\$0
<b>Project Duration (in years)</b>	2

Please indicate which of the following project types of SLR Adaptation Planning will be addressed by the proposed project (check all that apply):

- ☐ Community Visioning (Phase 1)
- ☒ Vulnerability Assessments (Phase 1)
- ☒ Data/Information Gathering (Phase 2)
- ☒ Outer Coast SLR Adaptation Plans (Phase 3)
- ☐ Multi-jurisdictional San Francisco Bay Shoreline Adaptation Plans (Phase 3)
- ☐ Single Jurisdiction San Francisco Bay Subregional Shoreline Adaptation Plans (Phase 3)
  - ☐ City
  - ☐ County
- ☐ Sector Specific Adaptation Plans (Phase 3) - Please refer to Section III. G. Proposal Requirements of the Solicitation for instructions regarding projects seeking to complete a Sector Specific Adaptation Plan. **Do not complete a full proposal for a Sector Specific Adaptation Plan until you have received approval from OPC Staff.**

## Section 2: Application Completeness Checklist

When submitting your full proposal package, please indicate if you have included or completed each item listed.

Item	Requisite	Complete
<b>Section 1:</b> Cover Page	Required	<input type="checkbox"/>
<b>Section 2:</b> Application Completeness Checklist	Required	<input type="checkbox"/>
<b>Section 3:</b> Project Description	Required	<input type="checkbox"/>
<b>Section 4:</b> Project Work Plan	Required	<input type="checkbox"/>
<b>Section 5:</b> SLR Adaptation Criteria Justification	Required	<input type="checkbox"/>
<b>Section 6:</b> Project Schedule and Major Deliverables	Required	<input type="checkbox"/>
<b>Section 7:</b> Budget	Required	<input type="checkbox"/>
<b>Section 8:</b> Supplemental Documents		
a. Project Team Resumes or Curricula Vitae	Required	<input type="checkbox"/>
<del>b. Nonprofit Organization Pre-Award Questionnaire</del>	<del>Required<sup>1</sup></del>	<input type="checkbox"/>
<del>c. San Francisco Bay Multi-jurisdictional and Single Jurisdiction Subregional Shoreline Adaptation Plan Supplemental Questionnaire</del>	<del>Required<sup>2</sup></del>	<input type="checkbox"/>
d. Project Letters	Conditional <sup>3</sup>	<input type="checkbox"/>

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<sup>1</sup> ~~Required for nonprofit organizations only.~~

<sup>2</sup> ~~If an applicant is submitting a proposal for a Multi-jurisdictional SF Bay Shoreline Adaptation Plan or Single Jurisdiction SF Bay Subregional Shoreline Adaptation Plan, a Supplemental Questionnaire is required to be submitted with the full proposal package.~~

<sup>3</sup> ~~See Section 8 for further information regarding the requirements of Project Letters.~~

~~For Sections 3 – 8, provide responses to the prompts below and delete the instruction text to ensure the page limit is maximized. Please format responses in Calibri, size 12 font. When answering these prompts, please refer to the SB 1 SLR Adaptation Criteria and sections II. Solicitation Priorities and IV. Evaluation, Selection, and Award – Track 1 found within the Solicitation.~~



## Section 3: Project Description

### Summary

The City of Crescent City, located adjacent to Crescent City Harbor to the south and the Pacific Ocean to the west, is located in Del Norte County and has approximately 3.5 miles of coastline. The City is susceptible to coastal hazards, including tsunami damage that would be exacerbated by sea level rise (SLR). Through this program, the City will 1) compile existing reports and research to determine the City's vulnerability to coastal hazards (flooding, tsunami, wave runup and overtopping, tidal inundation, erosion, etc) as a result of SLR; 2) specifically identify vulnerable community resources, infrastructure, environmentally sensitive habitat areas, coastal access, and tribal cultural resources) and; 3) develop resilient adaptation strategies in response. Diverse community engagement will be incorporated throughout the process. Existing conditions assessment, vulnerability assessment, and adaptation strategies related to SLR, tsunami hazards, and erosion will ultimately result in an update to the City's local coastal program (LCP) to begin to address SB 272 requirements.

### Project Description

Crescent City is seeking \$XXX,XXX funds for the following SLR planning phases: Phase 1: Vulnerability Assessment, Phase 2 Funding: Data Collection, and Phase 3: Outer Coast SLR Adaptation Plan as defined in the SB 1 SLR Criteria.

Past studies indicated that while sea level is rising adjacent to the City, tectonic lift exceeded the SLR rate and Crescent City would not be adversely affected. After reviewing the OPC 2024 report and having witnessed damage from two recent tsunami events, the City desires to assess potential vulnerabilities and develop resilient adaptation strategies that may qualify the City for future funding opportunities to protect its citizenry.

The City of Crescent City Team will consist of both city employees (City) and their Consultant team (made up of its contract City Planners and Engineers from SHN.)

The project will meet OPC's Strategic Plan Objective 1.1: Build resiliency to Sea-level Rise, Coastal Storms, Erosion, and Flooding and Objective 2.2: Enhance engagement in underserved communities.

#### Phase 2 Funding - Existing Conditions Analysis

Crescent City is requesting Phase 2 funding to support relevant data collection on existing conditions necessary to complete the Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment. The Consultant team will lead the tabulation of key assets, their current conditions, and their approximate elevations and preliminary vulnerabilities using

available GIS resources from the City. These existing conditions analysis will group assets into broad categories to organize the future Vulnerability Assessment and Adaptation Plan (addressing transportation, wet and dry utilities, environmentally sensitive habitat areas, recreational, residential and commercial developments, etc.), consistent with the core sectors outlined in OPC's SLR Adaptation Criteria. The City will then qualitatively assign values to represent the asset's importance, which will be vetted by community engagement.

### Phase 1 - Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment

Crescent City is requesting Phase 1 funding to conduct a SLR analysis and vulnerability assessment with the goal of gaining comprehensive insights into the vulnerability of coastal assets and resources to SLR, including their exposure, sensitivity, and adaptive capacity, and to identify consistently threatened community assets, such as habitats and ecosystems, across different SLR scenarios. This information would be used to conduct a vulnerability assessment to determine and prioritize risks related to community resources, infrastructure, critical ecosystems, habitat, coastal access, and tribal cultural resources. The City will develop a coastal hazards assessment, resulting in a set of coastal hazard maps that depict flooding and erosion hazard areas with different SLR scenarios. The coastal hazards assessment will utilize the most recent updates from the Coastal Commission's 2024 SLR Policy Guidance and Critical Infrastructure Guidance documents, as well as the latest reports and recommendations on SLR science from the State of California.

### Phase 3 - Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan

Crescent City is requesting Phase 3 funding to develop a draft and final SLR, Tsunami Hazards, and Erosion Adaptation Plan. Resiliency concepts and strategies will be based on the vulnerability assessment report and input received by the public, with a focus on nature-based solutions and benefits to community resiliency. The City will develop a catalog of potential adaptation projects, strategies, and pathways, using the vulnerability assessment framework to prioritize projects for future project development. The draft SLR, Tsunami Hazards, and Erosion Adaptation Plan will evaluate the feasibility and effectiveness of various proposed protection, accommodation, and retreat strategies, including nature-based adaptation strategies. The final SLR, Tsunami Hazards, and Erosion Adaptation Plan will serve as the roadmap for the City's future SLR, tsunami, and erosion risk adaptation and can be used to support future funding applications for planning, design, and implementation of adaptation projects.

### Community Engagement and Outreach

This project will allow the City to continue its regional conversation with a diverse range of community stakeholders and partners through the development of a Community Engagement Plan to inform the Vulnerability Assessment and the Adaptation Plan options and beyond. The

City will work with project stakeholders through public outreach ensuring the public and stakeholders have the opportunity to provide early input on the SLR, Tsunami Hazards, and Erosion Adaptation Plan. Special effort will be made to ensure that disadvantaged communities, including low-income, minority, and other underserved communities, have equitable opportunities to engage with the content and in the process. Multiple opportunities to learn, and provide meaningful input into the process, will include city-wide noticing, an online survey, workshops, presentations at planning commission meetings, website and other social media presence.

The City's planning effort centers on community engagement and will build upon the existing framework and apply strategies that are outlined in the City's Economic Development Strategic Action Plan. The City, with their Consultant team, has combined experience to develop a sufficient sea level rise planning engagement strategy. This process will be designed to continue to cultivate existing relationships through community networks. Desired outcomes include 1) an aware citizenry about potential impacts of future SLR and related hazards; 2) an opportunity to provide input for prioritizing alternative strategies for addressing the vulnerabilities and; 3) an understanding that future costs may also be required to address both public and private vulnerabilities.

### **Relative Need for SLR Planning and Likelihood of Success**

The southern 1.75 mile portion of Crescent City Harbor is subject to coastal hazards. A tsunami as a result of the 1964 Alaska earthquake, destroyed 30 blocks of Crescent City's waterfront and downtown area. As a result, much of the debris was deposited along the shoreline creating Beachfront Park and the area where the City's RV park is located. A tsunami walking tour is provided in town highlighting many of the events of that tsunami. While several other tsunamis have occurred since, damage from two recent tsunamis, one in 2011 and more recently July 2025 highlights that the topography of the Crescent City Harbor results in a tsunami hazard that is greater than the rest of the California coast. Sea level rise would exacerbate this condition. In addition, the 1.75 miles of coastal bluff along the western portion of the City are vulnerable to storm surge coastal erosion; failure of a portion of Pebble Beach Drive in 2023 indicates the ongoing vulnerability of this area. Both public and private infrastructure and other improvements are vulnerable to SLR-related coastal hazards, but these have not been comprehensively assessed, nor has much thought gone into developing adaptations to address changes that may occur as a result of SLR. The City's 2011 Local Coastal Program does not adequately address needed policy changes, special study requirements or development standards in the Coastal Zone.

The citizenry in Crescent City is well informed of coastal hazards, living daily with earthquake and tsunami risks and winter storm impacts, and have been supportive of the City being

responsive to future needs. The City has a grant administrator that has a 100% success rate at efficiently administering grant funds for a variety of programs including low-income housing, recreation, emergencies, street repairs and public infrastructure improvements. The City has also contracted with SHN for the last 6.5 years to primarily provide land use planning and engineering services but has also utilized SHN's geologic, environmental, and survey services as well. These services augment the City's ability to complete this project on budget and schedule.

## **Community Description**

The City of Crescent City, located adjacent to Crescent City Harbor to the south and the Pacific Ocean to the west, is located in Del Norte County and has approximately 3.5 miles of coastline. Crescent City is only approximately 2.5 square miles in size and does not have distinct neighborhoods. The City limits are generally within ½ mile of the coast, within walking distance from all areas of the City and therefore no part of the City is left out of access to public and private services. Most of the City's subsidized housing developments are in desirable residential areas of the City that are adjacent to or within walking or biking distance of schools, parks, transit facilities, commercial services, and employment opportunities. Crescent City is considered a severely disadvantaged community (SDAC) on the NC Water Board Disadvantaged Community list due primarily to exposure to environmental burdens and low household income. CalEnviroScreen notes challenges like an acute housing crisis, economic disparities, lack of infrastructure, and limited access to essential resources. CA Healthy Places Index rates the City in the 15.6 percentile. Climate Change & Health Vulnerability Indicators for California (CCHVI) notes Del Norte County faces climate change exposures that pose considerable health risks to the population, especially to a number of vulnerable groups. Approximately 10% of the City's population identify as Native American, 12% Latino, and 6% Asian.

## **Tribal Partnership (if applicable)**

Both the Elk Valley Rancheria and the Tolowa Dee-Ni' Nation are located near Crescent City on ancestral land of the Tolowa Dee-Ni' Nation. The City works closely with and has meaningful discussion on City projects and events with both the Elk Valley Rancheria and the Tolowa Dee-Ni' Nation, who, while not included as active partners, have been and are considered stakeholders on other City efforts and will continue to be, especially during this project. Most recently the City has worked with local tribes on the design of the Tolowa Interpretive trail currently being constructed along the City's waterfront.

## **Project Area Map**

The attached Crescent City Project Area Map showing city limits also shows the southeastern area of the City that would be inundated from a 5-foot increase in SLR and a western bluff retreat vulnerability zone. Additionally shown is the current tsunami evacuation zone as a result of a Cascadia event.

## Section 4: Project Work Plan

### Task 1: Project Management,

**Task 1.1:** The City will effectively manage this project throughout its lifetime with support from the Consultant team. The City's grant administrator will track progress and schedule and submit quarterly reports, deliverables and invoices to OPC. Task 1.1 Deliverables: Quarterly Reports, Deliverables and Invoices

### Task 2: Existing Conditions Analysis, and Technical Memorandum

**Task 2.1:** The Consultant team will conduct an analysis of existing conditions through review of relevant resources to inventory the existing infrastructure, habitat, and other assets potentially within or adjacent to the City at risk from SLR. The City, with their Consultant Team, will closely coordinate data research with Stakeholders (as identified in Task 3.2) throughout the project who have shared/overlapping responsibility for some of the facilities, habitat, or other assets. This will establish the baseline condition of the Crescent City coastline in its current state. The existing conditions analysis will rely on the following:

- Review of documents (e.g., the 2026 Del Norte County Hazard Mitigation Plan-City Annex, the 2021 City of Crescent City Economic Development Strategic Action Plan, the 2025 CalTrans South Beach Transportation Climate Resiliency Plan, and the 2019 Crescent City Harbor District Sea Level Rise Assessment))
- GIS mapping data for the project area (e.g., topography, tidal elevations, existing infrastructure, habitat and open space areas, parcel information),
- Tribal cultural resources and input through meaningful tribal consultations
- Historical information (e.g., historical imagery and summaries of damaging storm and tsunami events),
- Coastal Hazard and Sea-Level Rise Data will be identified and gathered, including from FEMA, Pacific Institute, USGS CoSMoS, and other relevant sources (additional coastal data will be gathered and analyzed under Task 4).
- Local knowledge and experience by team members familiar with the project area, its facilities, and the ongoing and future management challenges and priorities of the City, the County, the Tribes, CalTrans, Coastal Commission and the Harbor District. Task 2.1 Deliverable: Draft Technical Memorandum with Existing Conditions Analysis.

**Task 2.2:** The City will identify stakeholders to review the Draft Technical Memorandum such as the California Coastal Commission, Del Norte County, Tribes, CalTrans, CDFW Crescent City Harbor District. The City will receive feedback from identified stakeholders and then will share the Draft Technical Memorandum with the public through their website and a regularly scheduled planning commission meeting(s) in order to obtain community feedback. Feedback from stakeholders and the community will be incorporated by the Consultant team into the Final Technical Memorandum. Task 2.2 Deliverables: Final Technical Memorandum.

### **Task 3: Stakeholder Outreach and Community Engagement**

**Task 3.1:** The City and the Consultant will work together to create a Community Engagement Plan that prioritizes equity and ensures that underserved communities have access to engage with the content, contribute to this project, and benefit from its outcomes. The Community Engagement Plan will assess the community's knowledge of SLR coastal hazards, concerns, needs, and suggestions on potential adaptation strategies and may include:

- Community awareness and participation effort: poster and social media campaign (such as encouraging public to upload pictures of King tides and share experiences with storm surges, bluff erosion and tsunamis).
- One short survey (~10 question, 2–3-minute) available both online and at public workshop to assess the community's knowledge of SLR coastal hazards, concerns, needs, and suggestions on potential adaptation strategies.
- Presentations with Maps (such as those available on CoSMos) of the coastal hazards for existing and future conditions with sea-level rise consistent with Task 4. These will be used for public education and input and available at public workshops, public meetings, pop-up events, etc.
- An SB1-SLR update on the City's website, published quarterly

**Task 3.1 Deliverables:** Community Engagement Plan with results of outreach

**Task 3.2:** The City and the Consultant will conduct regular coordination meetings with its stakeholders, including, but not limited to: Del Norte County, CalTrans, CDFW and Crescent City Harbor District, Elk Valley Rancheria, Tolowa Di-Ni' Nation. Coordination meetings can happen either via phone, email, live or through focused virtual meetings as needed. **Task 3.2**

**Deliverables:** meeting notes from coordination meetings

**Task 3.3:** The City, with its Consultant team, will present the Final Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment from Task 4, along with the conceptual pathways for priority adaptation identified in Task 5.1 to the public through 1 public workshop. The Consultant team will create outreach materials for this workshop and in partnership with the City will utilize engagement tools such as maps and hands-on activities to receive input from the community on Crescent City's vulnerability to sea level rise. Findings from the public workshop will be integrated into the drafting of the Draft SLR, Tsunami Hazards, and Erosion Adaptation Plan. **Task 3.3 Deliverables:** outreach materials, maps, description of hands-on activity.

**Task 3.4:** City and Consultant team will meet quarterly with California Coastal Commission (CCC) North Coast staff as part of stakeholder outreach and for development of Task 6- LCP Policy and Implementation Document. **Task 3.4 Deliverables:** meeting notes from CCC meetings.

**Task 3.5:** The City will present the Draft Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan, outlined in Task 5.2, to the City Council during a public meeting. Outreach efforts will be made by the City and the Consultant team to ensure the community is aware of this presentation. Comments on the draft will be added to the deliverables. Task 3.5 Deliverables: City Council staff report, presentation slides, and outreach materials

**Task 4: Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment**

**Task 4.1:** The Consultant team will conduct a SLR analysis and vulnerability assessment with the goal of gaining comprehensive insights into the vulnerability of coastal assets and resources to SLR, including their exposure, sensitivity, and adaptive capacity, and identify consistently threatened community assets, such as public and private infrastructure, environmentally sensitive habitat areas, and vulnerable bluffs, across different SLR scenarios. All core sectors included in the SLR Adaptation Criteria will be assessed in this vulnerability assessment. The Consultant team will first develop a coastal hazards assessment, through which a set of Coastal Hazard Maps will be generated depicting flooding and erosion hazard areas with different SLR scenarios. The OPC SLR Adaptation Criteria will be utilized for addressing physical impacts from Coastal Hazards. The coastal hazards assessment will also utilize the Coastal Commission's 2024 SLR Policy Guidance and Critical Infrastructure Guidance documents, as well as the latest reports and recommendations on SLR science from other sources. Task 4.1 Deliverables: Coastal Hazards Maps

**Task 4.2:** The Consultant team will use the Coastal Hazard Maps to inform the Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment. The Consultant will create a Draft Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment that will include:

- Prioritization of risks to community resources, infrastructure, critical ecosystems, and habitat.
- Consideration of coastal access and tribal cultural resources,
- Evaluation of vulnerability using numeric scores that will be assigned to exposure, sensitivity, and adaptive capacity of assets.
- Identifying a preliminary prioritization of assets at risk from SLR that will identify triggers and guide adaptation efforts.

Task 4.2 Deliverables: Draft Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment

**Task 4.3:** The City will share the Draft Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment with the identified stakeholders from Task 2. The City will also share the Draft Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment with the California Coastal Commission for feedback. Feedback will be incorporated by the Consultant team resulting in a Final Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment. Task 4.3 Deliverables: Draft Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment with CCC and stakeholder comments; Final Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment.



## **Task 5: Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan**

**Task 5.1:** The Consultant team, with input from the City, will develop conceptual pathways for priority adaptation actions based on the vulnerabilities found in the Final Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment. The City will then qualitatively assign values to represent the asset's importance, which will be vetted by community engagement. The Consultant will create a presentation to share these conceptual pathways with the community in Task 2. This will help inform the development of Task 5.2 deliverable.

Task 5.1 Deliverables: Conceptual Pathways for Priority Adaptation Actions Document

**Task 5.2:** The Consultant will use the Final Sea Level Rise, Tsunami Hazards, and Erosion Vulnerability Assessment, input from the City, identified stakeholders, and the public workshop to create the Draft Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan. This Draft Plan will focus on nature-based solutions and benefits to long-term community resilience. It will describe baseline and existing conditions of the Harbor, including existing critical infrastructure, recreational assets, and other assets at risk of impact from SLR. The Draft Plan will evaluate the feasibility and effectiveness of various proposed protection, accommodation, and retreat strategies, including nature-based adaptation strategies. The Consultant will develop a catalog of potential adaptation projects and strategies to include in the Draft Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan. The plan will also outline a preliminary monitoring strategy to inform adaptation pathways, and a financing strategy for funding future adaptation costs. Input from the community on preferred adaptation strategies will be incorporated. Task 5.2 Deliverables: Draft Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan

**Task 5.3:** The City will share the Draft Plan with the California Coastal Commission for feedback. Coastal Commission feedback, along with City Council and community-defined adaptation strategies on the Draft Plan from Task 2, will be incorporated by the Consultant into a Final Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan. The Final Plan will serve as the roadmap for the City's future SLR, tsunami, and erosion risk adaptation and can be used to support future funding applications for planning, design, and implementation of adaptation projects. Task 5.3 Deliverables: Draft Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan with CCC and public feedback comments, Final Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan.

## **Task 6: Administrative Draft LCP Policy and Implementation Document**

**Task 6.1:** The work completed during this project will ultimately result in preparation for an update to the City's Local Coastal Program (LCP) to begin to address requirements of SB 272. Based on work done in Tasks 1-5, the Consultant team, with support from the City, will develop and prepare an Administrative Sea Level Rise, Tsunami Hazards, and Erosion Policy and Implementation Document to identify the City's subsequent LCP update needs, which includes the Coastal General Plan and Chapters 17.6-18.86: Coastal Zoning Code. The City will use the latest versions [2024] of California Coastal Commission guidance documents, in addition to best practices and examples from other California coastal jurisdictions and information from public outreach to inform the draft policies and development standards. This task will be done in close coordination with Coastal Commission staff. Task does not include public hearing or CEQA. Task 6.1 Deliverables: Administrative Draft Sea Level Rise, Tsunami Hazards, and Erosion Policy and Implementation Document



## Section 5: SLR Adaptation Criteria Justification

### Missing Criteria Justification

Crescent City is prepared to meet the SLR Adaptation Criteria describing the minimum criteria that projects must meet to be eligible for SB 1 Grant Program funding. Each criterion has been incorporated into the project's work plan. The one criterion not included because it has already been accomplished by previous planning efforts is Community Visioning.

Community Visioning - While community engagement is an important part of the City's Work Plan, we are not proposing a distinct community visioning process. For a small and engaged rural community such as Crescent City, there are high levels of participation. From the City's Economic Development Strategic Action Plan (2021), to approval of the City's Housing Element (2023) leading to almost 300 units of low income and senior housing under construction, to major Beachfront Park improvements (2025) including a Tolowa Interpretive trail, update of the Local Hazard Mitigation Plan (2025), and initiation of a Downtown Specific Plan (2025), the City has already been provided direction from all segments of its citizenry and continues to receive this input through these current projects. Recent and ongoing coastal-related emergencies in the City (bluff collapse, tsunamis, storm surges) keep its citizenry aware of the risks of living in this rural, isolated city. Through the City's community outreach (Task 3), dissemination of information and receipt of input will continue throughout the process to assure maximum community engagement.

## Section 6: Project Schedule and Major Deliverables

### Project Schedule

While the schedule shown has the start date beginning in January of Year 1, the schedule will be adjusted to reflect the two-year period after receiving a notice to proceed (NTP). Green indicates duration of task; deliverable dates for each task are indicated by task number.

#### Year 1

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task 1			1.1			1.1			1.1			1.1
Task 2					2.1	2.2						
Task 3						3.1, 3.2	3.4		3.2	3.4		3.2
Task 4							4.1					4.2
Task 5												
Task 6												

#### Year 2

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task 1			1.1			1.1			1.1			1.1
Task 2												
Task 3	3.4		3.2	3.4		3.2	3.4 3.5		3.2 3.3	3.4	3.4	3.4
Task 4	4.3											
Task 5			5.1			5.2			5.3			
Task 6												6.1

## Major Deliverable Milestones

Task	Deliverable Name	Estimated Due Date from NTP
Task 1: Administration Coordination and Reporting	1.1 Quarterly Reports and Invoicing	1.1- Quarterly for two years
Task 2: Existing Baseline Conditions	2.1 Draft Technical Memorandums on Existing Baseline Conditions 2.2 Final Technical Memorandums on Existing Baseline Conditions	2.1- month 5 2.2- month 6
Task 3: Stakeholder Outreach and Community Engagement Plan	3.1 Stakeholder/ Community Engagement Plan 3.2 Stakeholder Coordination Meeting Notes 3.3 public workshop outreach materials, maps, description of hands-on activity 3.4 - meeting notes from CCC meetings 3.5 - City Council presentation slides and outreach materials	3.1 - 5 month 5 3.2 – quarterly 3.3 – month 21  3.4 - quarterly from Month 7 3.5 - month 19
Task 4: Vulnerability Assessment	4.1 Coastal Hazard Maps 4.2 Draft Vulnerability Assessment 4.3 Draft Vulnerability Assessment with CCC and stakeholder comments & Final Vulnerability Assessment	4.1 - month 7 4.2 - month 12 4.3 - month 13
Task 5: Adaptation Plan	5.1 Conceptual Pathways for Priority Adaptation Actions Document 5.2 Draft Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan 5.3 Draft Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan with CCC and public feedback comments & Final Sea Level Rise, Tsunami Hazards, and Erosion Adaptation Plan	5.1 - month 15  5.2 - month 18  5.3 - month 21
Task 6: LCP Policy and Implementation Document	6.1 Admin. LCP Policy and Implementation Document	6.1 - month 24

## Section 7: Budget+

### Budget Template

	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total
Personnel	\$7,080	\$6,420	\$11,160	\$7,080	\$8,740	\$7,480	\$60,812
Travel	\$0	\$375	\$750	\$500	\$500	\$0	\$2,125
Subcontractor(s)	\$9,600	\$46,080	\$46,080	\$49,300	\$70,640	\$32,560	\$260,300
Materials	\$100	\$1,200	\$4,200	\$1000	\$1000	\$200	\$7,700
Overhead	\$1,070	\$1,053	\$1,944	\$1,122	\$1,371	\$1,152	\$7,712
Task Total	\$17,857	\$55,128	\$64,134	\$59,002	\$80,751	\$41,392	319,764
Agreement Total:							319,764

### Budget Justification

The total cost for the scope of this project is \$XXX,XXX. The personnel and overhead costs associated with the project is Crescent City staff time and facilities. Subcontractor is SHN. All estimated costs are based on past project experience and budgets allocated for similar projects; a detailed breakdown is available upon request. The project will be overseen and managed by Crescent City staff, with SHN's support. SHN will support all tasks and lead the creation of the Vulnerability Assessment and the SLR Adaptation Plan.

**TASK 1: Project Management.** An estimated \$19,070 is needed to support administration, coordination, budgeting and reporting activities. Bridget Lacey (City) will lead grant management, reporting activities, and deliverables supported by other staff. She will be responsible for project closeout and invoicing. SHN will be responsible for tracking progress and providing deliverables to the City.

- City | Hours: 96 | Blended Rate \$73.75 | Overhead: \$1,170 | Total: \$8,250
- SHN | Hours: 48 | Blended Rate \$200.00 | Total: \$9,600
- Materials: \$ 1,220 for copying, large format printing, deliverables, and other incidental items

**TASK 2: Existing Conditions Analysis, and Technical Memorandum.** An estimated \$55,253 is needed to support the creation of a Draft Technical Memorandum (informed by the Existing Conditions Analysis). SHN will lead this task with researching available data, generating GIS mapping of coastal hazards and closely coordinating with City Staff and stakeholders who will support by providing data, previous reports, and other necessary information for inclusion in the Technical memorandum.

- City | Hours: 96 | Blended Rate \$73.75 | Overhead: \$1,170 | Total: \$8,250
- SHN | Hours: 48 | Blended Rate \$200.00 | Total: \$9,600
- Materials: \$ 1,220 for copying, large format printing, deliverables, and other incidental items

**TASK 3: Stakeholder Outreach and Community Engagement.** An estimated \$XX,XXX is needed throughout the term of the Project, to create a Community Engagement Plan that ensures that all portions of the community have access to engage with the content, contribute to this

project, and benefit from its outcomes. The Community Engagement Plan will assess the community's knowledge of SLR coastal hazards, concerns, needs, and suggestions on potential adaptation strategies. Materials will be developed and displayed at public workshops, events, and online presence. Quarterly meetings will be held throughout the Project with both the stakeholders and Coastal Commission staff. A final presentation will be provided to the public at a city council meeting.

- City | Hours: 96 | Blended Rate \$73.75 | Overhead: \$1,170 | Total: \$8,250
- SHN | Hours: 48 | Blended Rate \$200.00 | Total: \$9,600
- Materials: \$ 1,220 for copying, large format printing, deliverables, and other incidental item
- Travel is estimated at \$500 to support SHN travel to community engagement events and in person meetings with the City. (4 trips x 170 miles RT x \$0.75)

**TASK 4: SLR Vulnerability Assessment.** An estimated \$XXX,XXX is needed to support the creation of a SLR analysis and vulnerability assessment, which includes development of coastal hazard mapping, utilizing the OPC SLR Adaptation Criteria for addressing physical impacts from Coastal Hazards. Task also includes a Final SLR Vulnerability Assessment after public/agency review. The Consultant team will lead this task and closely coordinate with City Staff to ensure the SLR Adaptation Plan meets the needs of the jurisdiction and reflects community priorities.

- City | Hours: 96 | Blended Rate \$73.75 | Overhead: \$1,170 | Total: \$8,250
- SHN | Hours: 48 | Blended Rate \$200.00 | Total: \$9,600
- Materials: \$ 1,220 for copying, large format printing, deliverables, and other incidental items

**TASK 5: SLR Adaptation Plan.** An estimated \$XX,XXX is needed to support the creation of a SLR Adaptation Plan, which includes developing conceptual pathways for priority adaptation actions based on the vulnerabilities found in the Final Vulnerability Assessment and vetted by community engagement. This task includes identifying existing critical infrastructure, recreational assets, and other assets at risk of impact from SLR. Task also includes a Final SLR Adaptation Plan after a public workshop and public/agency review. The Consultant team will lead this task and closely coordinate with City Staff to ensure the SLR Adaptation Plan meets the needs of the jurisdiction and reflects community priorities. Task includes incorporating feedback into a Final SLR Adaptation Plan.

- City | Hours: 96 | Blended Rate \$73.75 | Overhead: \$1,170 | Total: \$8,250
- SHN | Hours: 48 | Blended Rate \$200.00 | Total: \$9,600
- Materials: \$ 1,220 for copying, large format printing, deliverables, and other incidental items

**TASK 6: LCP Policy and Implementation Document.** An estimated \$XX,XXX is needed to develop a Policy and Implementation Document to identify the City's subsequent LCP update needs, which may include the Coastal General Plan and Chapters 17.6-18.86: Coastal Zoning Code. The City will use the latest versions [2024] of California Coastal Commission guidance documents, in addition to best practices and examples from other California coastal jurisdictions and information from public outreach to inform the draft policies and development standards. This task will be done in close coordination with Coastal Commission staff and begin to address requirements of SB 272.

- City | Hours: 96 | Blended Rate \$73.75 | Overhead: \$1,170 | Total: \$8,250
- SHN | Hours: 48 | Blended Rate \$200.00 | Total: \$9,600
- Materials: \$ 1,220 for copying, large format printing, deliverables, and other incidental items

## Section 8: Supplementary Documents

a. Project Team Resumes or Curricula Vitae: *Provide for all key team members.*

b. Project Letters:

**Letters of Commitment** are those that demonstrate a firm commitment from a government entity/organization/person providing specific resources, funding, or services if the proposal is approved, and a commitment to carrying out the project and its deliverables as described in the proposal. These are **required** for the following scenarios:

- **Entities applying on behalf of a government (local, regional, or tribal):**
  - If the applicant is an organization or consultant applying on a government's behalf, a Letter of Commitment is required from the government entity. This letter should demonstrate effective support and collaboration between the two entities. The letter must come from an official with authority (e.g., planning department, sustainability department, mayor's office, county supervisor's office, etc.), and it should explain how the project outcomes will be utilized in the government's planning efforts, particularly for land use plans (LCPs) or SB 272 (Laird, 2023) compliance.
  - If an organization has a Memorandum of Understanding (MOU) with the government that specifically addresses collaborative efforts related to the project (e.g., fundraise, write grants, and serve as the grant administrator for resilience and adaptation projects), that would also be acceptable to take the place of a Letter of Commitment from the government.

A Letter of Commitment from pre-identified subcontractor(s) is **optional**. These Letters of Commitment should demonstrate subcontractor engagement, readiness to support the project, and provide evidence of feasibility and commitment from key partners.

**Letters of Support** are strongly encouraged for all projects to demonstrate broad engagement and community support for the project. These are optional.

**Additional letters of support, commitment, or tribal resolution(s)**, not described above, may be included as supplementary documentation.