



CITY OF CRESCENT CITY

MAYOR ISAIAH WRIGHT
COUNCIL MEMBER RAY ALTMAN
COUNCIL MEMBER STEVE SHAMBLIN

MAYOR PRO TEM CANDACE TINKLER
COUNCIL MEMBER JASON GREENOUGH

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

TUESDAY

FEBRUARY 17, 2026

6:00 P.M.

PLEASE TAKE NOTE: CLOSED SESSION BEGINS AT 5:30 P.M.
OPEN SESSION BEGINS AT 6:00 P.M.

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

CLOSED SESSION

Call to order
Roll call

Conference with Legal Counsel – Existing Litigation (Gov. Code § 54956.9(d)(1)): Crescent City v. Donaldson, et al (DNSC Case No. CVCV25-1065; Meder v. Crescent City (DNSC Case No. CVCV25-1069); Aguirre v. Crescent City (DNSC Case No. CVCV25-1182)

Conference with Legal Counsel - Potential Litigation (Gov. Code § 54956.9(d)(2)): one case

OPEN SESSION

Call to order
Roll call
Pledge of Allegiance

REPORT OUT OF CLOSED SESSION

CEREMONIAL ITEMS

- Introduction of new employees: Trinity Enos, Declan Williams, Finch Anderson, Ezra Jensen, Donovan Hintz

REPORTS AND PRESENTATIONS

- Visitors Bureau Annual Marketing Report
- CCPD Calls for Service Presentation

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 January 24, 2026 through February 6, 2026.*

2. Council Minutes

- *Recommendation: Approve and adopt the February 2, 2026 minutes of the City Council of the City of Crescent City.*

3. Payroll Report

- *Recommendation: Receive and file the biweekly payroll reports for the period ending February 7, 2026 paid February 13, 2026.*

4. Pelican Bay State Prison Citizens Advisory Commission Appointment

- *Recommendation: Mayor to appoint and Council to confirm the Mayor’s appointment to the Pelican Bay State Prisons Advisory Commission*

5. Budget-to-Actual Summary as of December 31, 2025

- *Recommendation: Receive and file budget-to-actual summary of the City’s major operating funds for Fiscal Year 2025-26 as of December 31, 2025*

6. Quarterly Cash and Investments Report as of December 31, 2025

- *Recommendation: Receive and file quarterly cash and investments report as of December 31, 2025*

CONTINUING BUSINESS

7. Amendment No. 1 to PHLA/PIP Agreement – Project Description

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and authorize the City Manager to sign Amendment No. 1 to the PLHA/PIP Loan Agreement between the City of Crescent City and Community System Solutions*

8. Signs Regulations Update (Muni Code Chapter 17.39)

- *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. 861, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 17.39, SIGNS, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE*

NEW BUSINESS

9. Updates to Employee Wages, Terms & Working Conditions

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and adopt:*
 1. *Comprehensive Compensation Study Prepared by Evergreen Consulting*
 2. *Resolution No. 2026-04, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING A MEMORANDUM OF UNDERSTANDING AND SIDE LETTER AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY MANAGEMENT EMPLOYEES ASSOCIATION FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2027*
 3. *Resolution No. 2026-05, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY EMPLOYEES ASSOCIATION FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2027*
 4. *Resolution No. 2026-06, A RESOLUTION OF THE CITY OF CRESCENT CITY APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND THE CLERICAL EMPLOYEES OF CRESCENT CITY FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2027*
 5. *Resolution No. 2026-07, A RESOLUTION OF THE CITY OF CRESCENT CITY APPROVING A MEMORANDUM OF UNDERSTANDING AND SIDE LETTER AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY POLICE OFFICERS ASSOCIATION FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2027*
 6. *Resolution No. 2026-08, A RESOLUTION OF THE CITY OF CRESCENT CITY APPROVING A MEMORANDUM OF UNDERSTANDING AND SIDE LETTER*

AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY FIREFIGHTERS ASSOCIATION FOR THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2027

7. Resolution No. 2026-09, A RESOLUTION OF THE CITY OF CRESCENT CITY ESTABLISHING COMPENSATION AND BENEFITS FOR UNREPRESENTED, CONFIDENTIAL CLASSIFICATIONS
8. Resolution No. 2026-10, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING SPECIAL PAYS AND WAGES FOR CONTRACT EMPLOYEES
9. Resolution No. 2026-11, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FY 2025-26 BUDGET AND POSITION CONTROL
10. Resolution No. 2026-12, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE TEMPORARY EMPLOYMENT AGREEMENT OF WILLIAM "BILL" GILLESPIE FOR THE RETIRED ANNUITANT POSITION OF INTERIM FIRE CHIEF

10. Utility Box Art Agreements

- Recommendation: Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and authorize the City Manager to sign the Pacific Power Utility Box Art Agreement and the Dirt & Glitter Utility Box Art Agreement

11. Amendment No. 6 to Professional Services Agreement with Greenworks, PC

- Recommendation: Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and authorize the City Manager to execute Amendment No. 6 to the Professional Services Agreement with GreenWorks, PC, increasing the contract amount by \$50,800

12. Sutter Coast Hospital Carestar Grant

- Recommendation: Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and adopt Resolution No. 2026-13, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FY2025-26 BUDGET OF THE CITY OF CRESCENT CITY
- Approve and authorize the City Manager and Chief of Police to sign the MOU regarding grant funds between Sutter Coast Hospital and the Crescent City Police Department

CITY COUNCIL ITEMS

- **Reports, Concerns, Referrals, Council travel and training reports** – In accordance with Gov't Code § 54954.2(a), City Council Members may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

- **Legislative Matters** – Consider miscellaneous legislative matters pertinent to the City of Crescent City. Authorize the Mayor to sign the appropriate letters and/or positions with respect to such matters.
- **City Manager Report and City Council Directives** – Pursuant to Crescent City Municipal Code § 2.08.200, the City Council may instruct the city manager on matters of importance to the administrative services of the City and provide direction with respect to subordinates of the City Manager. (Directives from individual Council Members that are not objected to by any member present shall be considered an order of the City Council.)

ADJOURNMENT

Adjourn to the regular meeting of the City Council of the City of Crescent City on Monday, March 2, 2026 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531.

POSTED:

February 13, 2026

/s/ Robin Altman, City Clerk/Administrative Analyst

Vision:

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

Mission:

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

Values:

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

INTRODUCTION
OF NEW EMPLOYEES

FINCH ANDERSON
TRINITY ENOS
DONAVAN HINTZ
EZRA JENSEN
DECLAN WILLIAMS



VISITORS BUREAU
ANNUAL
MARKETING REPORT



CCPD CALLS FOR SERVICE
PRESENTATION

Accounts Payable

Checks by Date - Summary by Check Number

User: kbates@crescentcity.org
 Printed: 2/10/2026 2:11 PM

REVIEWED
 kkozak , 2/10/2026, 4:13:13 PM



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	02/02/2026	0.00	6,198.61
ACH	FITTAX	FIT Payroll Taxes Auto Pay	02/02/2026	0.00	24,797.16
ACH	PERS2	Public Emp Retirement Sys	02/02/2026	0.00	38,287.20
ACH	EDDTAX	State of California EDD TAX Auto Pay	02/02/2026	0.00	43.34
ACH	FITTAX	FIT Payroll Taxes Auto Pay	02/02/2026	0.00	1,113.90
ACH	PERS1	PERS Health	02/05/2026	0.00	100,655.52
ACH	PERS2	Public Emp Retirement Sys	02/05/2026	0.00	104,214.00
450258	ATTClets	A T & T Corp	01/26/2026	0.00	107.22
450259	AMAZON	Amazon Capital Services, Inc	01/26/2026	0.00	4,378.76
450260	AXELLIAN	Axelliant LLC	01/26/2026	0.00	63.24
450261	BLUEST	Blue Star Gas Associates	01/26/2026	0.00	8,252.83
450262	CURRYE	Brad Coleman Inc	01/26/2026	0.00	366.28
450263	CRENNE	C Renner Petroleum Inc	01/26/2026	0.00	3,341.57
450264	CHARTEC	Charter Communications	01/26/2026	0.00	1,907.12
450265	CONNERB	Bridget Conner	01/26/2026	0.00	39.60
450266	COASTCAB	William Crowell	01/26/2026	0.00	70,000.00
450267	CUMMIN	Cummins Pacific LLC	01/26/2026	0.00	15,481.04
450268	ROTORO	Curry Transfer & Recycling Inc	01/26/2026	0.00	706.85
450269	DELLMA	Dell Marketing LP	01/26/2026	0.00	10,141.56
450270	LULIISH	Dezire Inc.	01/26/2026	0.00	7,239.85
450271	DISTOP	Distributor Operations, Inc.	01/26/2026	0.00	312.73
450272	CAMTECH	Cameron Eller	01/26/2026	0.00	70,000.00
450273	ENGLUN	Englund Marine Supply Co.	01/26/2026	0.00	919.31
450274	EUREKAO	Eureka Oxygen Co.	01/26/2026	0.00	133.48
450275	FASHIO	Fashion Blacksmith	01/26/2026	0.00	162.50
450276	FASTENAL	Fastenal Company	01/26/2026	0.00	441.02
450277	FERGUS	Ferguson US Holdings Inc	01/26/2026	0.00	81.19
450278	FRASER&A	Donald Fraser	01/26/2026	0.00	1,200.00
450279	FRESWATE	Freshwater Environmental Services Inc	01/26/2026	0.00	12,807.50
450280	GRAING	Grainger	01/26/2026	0.00	529.95
450281	HACHCO	Hach Company Inc	01/26/2026	0.00	733.73
450282	HAMBRO	Hambro Forest Products	01/26/2026	0.00	36.40
450283	HAMWSG	Hambro WSG Inc	01/26/2026	0.00	10,781.60
450284	USABLUEB	HD Supply, Inc.	01/26/2026	0.00	756.30
450285	HDLASSOC	Hinderliter deLlamas & Associates	01/26/2026	0.00	600.00
450286	IDEXX	IDEXX Distribution Inc.	01/26/2026	0.00	1,055.44
450287	J&LLEAS	J & L Leasing	01/26/2026	0.00	630.00
450288	TOWN&COI	Jacobson and Miller PC	01/26/2026	0.00	106.45
450289	LACAL	Lacal Equipment, Inc.	01/26/2026	0.00	405.15
450290	LAFEVER	Joshua LaFever	01/26/2026	0.00	491.07
450291	TERRY	Scott and Terry LaFollett	01/26/2026	0.00	623.81
450292	LESSCH	Les Schwab Tire Centers of California Inc	01/26/2026	0.00	30.98
450293	THRIFT	Malcolm Kelly Inc.	01/26/2026	0.00	96.31
450294	NCLAB	Microbac Laboratories, Inc.	01/26/2026	0.00	66.00
450295	MISSIO	Mission Linen Supply	01/26/2026	0.00	978.22
450296	MORJON	Mor-Jon Inc	01/26/2026	0.00	52.00
450297	NCAGLOV	NCG Safety Inc	01/26/2026	0.00	114.22

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
450298	OREILLY	O'Reilly Auto Enterprises LLC	01/26/2026	0.00	234.86
450299	OGWTRMEI	Original Watermen, Inc.	01/26/2026	0.00	980.82
450300	MENDES	Pacific Packaging & Supply Co Inc	01/26/2026	0.00	1,097.41
450301	PLACERLA	Placer Labs Inc.	01/26/2026	0.00	14,750.00
450302	PRECCON	PrecisionWorks LLC	01/26/2026	0.00	40,000.00
450303	Quality	Quality Control Services Inc.	01/26/2026	0.00	1,745.00
450304	DNDISP	Recology Del Norte	01/26/2026	0.00	1,931.16
450305	SPRING	SBRK Finance Holdings, Inc	01/26/2026	0.00	2,696.80
450306	SMITHMJ	Kimberly D Smith	01/26/2026	0.00	1,154.80
450307	ZCAJUSTA	ST CA Dept Of Justice	01/26/2026	0.00	143.00
450308	ZCAWTR1	St Wtr Resource Cntrl Brd	01/26/2026	0.00	80.00
450309	IAMSTAR	Starguard Elite LLC	01/26/2026	0.00	60.00
450310	PRAIRIE	Esther Stewart	01/26/2026	0.00	105,000.00
450311	DNOFFI	Debra Stover	01/26/2026	0.00	22.79
450312	STOVER	Ward Stover	01/26/2026	0.00	14,401.87
450313	TBPENICK	T.B. Penick & Sons, Inc.	01/26/2026	0.00	64,903.50
450314	TARENS	Erica Tarens	01/26/2026	0.00	35,000.00
450315	TIDEWA	Tidewater Contractors Inc	01/26/2026	0.00	1,036.08
450316	RAYMOR	UBEO West, LLC	01/26/2026	0.00	63.85
450317	CALCARDS	US Bank Corporate Pmt Systems	01/26/2026	0.00	435.00
450318	AMAZON	Amazon Capital Services, Inc	02/02/2026	0.00	3,677.04
450319	AUTOZONE	Auto Zone	02/02/2026	0.00	189.68
450320	BLUEST	Blue Star Gas Associates	02/02/2026	0.00	1.08
450321	CRENNE	C Renner Petroleum Inc	02/02/2026	0.00	6,775.57
450322	CANON	Canon Solutions America Inc	02/02/2026	0.00	66.74
450323	CENTRAE	Central Equipment	02/02/2026	0.00	596.00
450324	CHAMPION	Champion Awards, Engraving & Promotion	02/02/2026	0.00	100.07
450325	CIVICA	Civica Law Group APC	02/02/2026	0.00	5,736.90
450326	CUMMIN	Cummins Pacific LLC	02/02/2026	0.00	2,447.39
450327	DNCOUN	D N Co Unified School Dst	02/02/2026	0.00	2,161.03
450328	DNCBOS	Del Norte County	02/02/2026	0.00	120.00
450329	ENGLUN	Englund Marine Supply Co.	02/02/2026	0.00	175.44
450330	GALEAWIL	Galea Wildlife Consulting Inc.	02/02/2026	0.00	6,237.50
450331	NAPA	GDMI ENT INC	02/02/2026	0.00	2,556.85
450332	Home Dep	Home Depot Credit Services	02/02/2026	0.00	8,690.35
450333	HORAT	Joseph & Maria Horat	02/02/2026	0.00	130.44
450334	INDUSTST	Industrial Steel & Supply Co., Inc	02/02/2026	0.00	299.09
450335	INFOSEND	Infosend Inc.	02/02/2026	0.00	1,023.93
450336	J&LLEAS	J & L Leasing	02/02/2026	0.00	646.00
450337	LESSCH	Les Schwab Tire Centers of California Inc	02/02/2026	0.00	636.95
450338	THRIFT	Malcolm Kelly Inc.	02/02/2026	0.00	128.12
450339	MISSIO	Mission Linen Supply	02/02/2026	0.00	221.94
450340	OREILLY	O'Reilly Auto Enterprises LLC	02/02/2026	0.00	254.01
450341	OTIS E	Otis Elevator Company Inc	02/02/2026	0.00	439.56
450342	OWENEQ	Owen Equipment Sales	02/02/2026	0.00	953.35
450343	PACESUPP	Pace Supply Corp	02/02/2026	0.00	416.10
450344	MENDES	Pacific Packaging & Supply Co Inc	02/02/2026	0.00	1,565.74
450345	QUADIENT	Quadiant Finance USA Inc	02/02/2026	0.00	5,000.00
450346	ROSSJAN	Matthew Ross	02/02/2026	0.00	5,650.00
450347	SMITHMJ	Kimberly D Smith	02/02/2026	0.00	570.50
450348	SRA	Smith River Alliance, Inc.	02/02/2026	0.00	3,340.37
450349	SOUTHERN	Southern Oregon Wireless Inc	02/02/2026	0.00	1,450.00
450350	STONEJ	Jager Stone	02/02/2026	0.00	625.00
450351	DNOFFI	Debra Stover	02/02/2026	0.00	562.90
450352	SUNRIDGE	Sun Ridge Systems, Inc.	02/02/2026	0.00	10,419.00
450353	ZCAENV	SWRCB - ELAP Fees	02/02/2026	0.00	5,525.00
450354	TROMBL	Lee A. Tromble	02/02/2026	0.00	270.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
450355	CALCARDS	US Bank Corporate Pmt Systems	02/02/2026	0.00	10,102.51
450356	USCCLLC	USCC Services LLC	02/02/2026	0.00	11,200.67
450357	VERIZO3	Verizon Wireless Services LLC	02/02/2026	0.00	2,269.10
450358	ICMARE	Mission Square	02/02/2026	0.00	3,121.06
450359	ZCAFRAN2	State Of California	02/02/2026	0.00	228.51
450397	CALORE	AirMedCare	02/05/2026	0.00	5,250.00
450398	AMFAM	American Family Life	02/05/2026	0.00	1,779.02
450399	AMLIF	Ameritas Life Ins. Corp.	02/05/2026	0.00	5,540.16
450400	GARYBUCH	Gary R. Buchholz	02/05/2026	0.00	4,657.57
450401	CLEA	California Law Enforcement Association	02/05/2026	0.00	384.00
450402	EDDUI	Employment Development Dept	02/05/2026	0.00	1,657.00
450403	IBTPORAC	Research Association of California Insuran	02/05/2026	0.00	1,176.00
450404	REDWMO	Kevin J Caldwell MD Inc	02/05/2026	0.00	74.00
450405	NORTCOAS	NorthCoast Health Screening	02/05/2026	0.00	575.00
450406	PARS	PARS, Public Agency Retirement	02/05/2026	0.00	300.00
450407	STANDAI	Standard Insurance Company	02/05/2026	0.00	2,886.83
450408	VISION	Vision Service Plan	02/05/2026	0.00	1,191.00
Report Total (121 checks):				0.00	919,270.02

AP
01-24-26 to 02-06-26 Council

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User: kbates@crescentcity.org
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Check Num	Check Date	Acct 1	Description	Amount	Selected For Void
0	2/2/2026	610-000-2185-00000	PR Batch 00033.01.2026 State Income Tax	2,949.31	False
0	2/2/2026	610-000-2185-00000	PR Batch 00003.01.2026 State Income Tax	3,249.30	False
0	2/2/2026	610-000-2185-00000	PR Batch 00333.01.2026 State Income Tax	43.34	False
0	2/2/2026	610-000-2188-00000	PR Batch 00333.01.2026 Medicare Employee Portion	115.92	False
0	2/2/2026	610-000-2189-00000	PR Batch 00033.01.2026 Federal Income Tax	7,981.61	False
0	2/2/2026	610-000-2188-00000	PR Batch 00333.01.2026 Medicare Employer Portion	115.92	False
0	2/2/2026	610-000-2189-00000	PR Batch 00333.01.2026 Federal Income Tax	882.06	False
0	2/2/2026	610-000-2188-00000	PR Batch 00033.01.2026 Medicare Employer Portion	1,327.13	False
0	2/2/2026	610-000-2189-00000	PR Batch 00003.01.2026 Federal Income Tax	10,465.25	False
0	2/2/2026	610-000-2188-00000	PR Batch 00003.01.2026 Medicare Employee Portion	1,848.02	False
0	2/2/2026	610-000-2188-00000	PR Batch 00003.01.2026 Medicare Employer Portion	1,848.02	False
0	2/2/2026	610-000-2188-00000	PR Batch 00033.01.2026 Medicare Employee Portion	1,327.13	False
0	2/2/2026	610-000-2187-00000	PR Batch 00003.01.2026 Service Credit Purchase	413.20	False
0	2/2/2026	610-000-2187-00000	PR Batch 00003.01.2026 EE PERS Contribution	9,507.31	False
0	2/2/2026	610-000-2187-00000	PR Batch 00003.01.2026 Survivor Benefit	40.92	False
0	2/2/2026	610-000-2187-00000	PR Batch 00033.01.2026 ER PERS Contribution	8,566.18	False
0	2/2/2026	610-000-2187-00000	PR Batch 00033.01.2026 Survivor Benefit	21.87	False
0	2/2/2026	610-000-2187-00000	PR Batch 00003.01.2026 MO EE PERS Contribution	186.22	False
0	2/2/2026	610-000-2187-00000	PR Batch 00003.01.2026 ER PERS Contribution	12,346.73	False
0	2/2/2026	610-000-2187-00000	PR Batch 00033.01.2026 EE PERS Contribution	7,204.77	False
0	2/5/2026	630-111-4409-00000	Feb 2026 Admin Fees - Retirees	14.35	False
0	2/5/2026	630-000-4125-00000	Feb 2026 Premiums - Retirees	5,250.00	False
0	2/5/2026	610-000-2173-00000	Feb 2026 Premiums - Active	95,314.92	False
0	2/5/2026	001-111-4125-00000	Feb 2026 Admin Fees - Active	76.25	False
0	2/5/2026	610-000-1510-00000	FY26 PERS UAL - Plan # 26908	1,213.00	False
0	2/5/2026	610-000-1510-00000	FY26 PERS UAL - Plan # 1341	72,766.33	False
0	2/5/2026	610-000-1510-00000	FY26 PERS UAL - Plan # 6984	27,762.92	False
0	2/5/2026	610-000-1510-00000	FY26 PERS UAL - Plan # 25612	495.92	False
0	2/5/2026	610-000-1510-00000	FY26 PERS UAL - Plan # 6984	1,975.83	False
450258	1/26/2026	001-240-4230-00000	FY26 DOJ/CLETS Line:12/01-12/31/25	107.22	False
450259	1/26/2026	001-240-4320-00000	Academy equipment: Steamer for clothes, athletic wear.	105.14	False
450259	1/26/2026	001-240-4310-00000	Office supplies: Pens, sticky notes, memo pads.	142.03	False
450259	1/26/2026	508-508-4390-00000	Ignition switches.	41.12	False

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450259	1/26/2026	508-508-4390-00000	Parts.	9.73	False
450259	1/26/2026	419-371-4390-00000	iPhone case J. DuBois	43.29	False
450259	1/26/2026	420-115-4390-00000	Pool POE switch for cameras.	184.01	False
450259	1/26/2026	001-480-4390-00000	Spray bottle	12.20	False
450259	1/26/2026	001-480-4310-00000	Spray bottle	147.21	False
450259	1/26/2026	419-371-4409-00000	HDD for SCADA	432.98	False
450259	1/26/2026	420-115-4390-00000	Raspberry Pi case.	10.27	False
450259	1/26/2026	420-115-4390-00000	Rack fans.	89.16	False
450259	1/26/2026	413-356-4390-35022	Engine heater coolant.	75.68	False
450259	1/26/2026	001-480-4310-00000	Replace failing POS HW	365.88	False
450259	1/26/2026	420-115-4390-00000	Raspberry Pi power adapter.	12.33	False
450259	1/26/2026	001-240-4320-00000	Mouse pads, HDMI cables, floor mats, docking station, USB C	360.65	False
450259	1/26/2026	420-115-4312-00000	iPhone 16 Refresh materials.	343.24	False
450259	1/26/2026	420-115-4312-00000	iPhone 15 Refresh materials.	32.25	False
450259	1/26/2026	506-506-4390-00000	Stand alone keypad for gate opener.	80.64	False
450259	1/26/2026	001-240-4320-00000	Uniforms.	141.34	False
450259	1/26/2026	001-240-4310-00000	Cabinet and desk organizer, docking stations	191.26	False
450259	1/26/2026	001-240-4390-00000	Evidence rulers.	113.67	False
450259	1/26/2026	001-230-4390-00000	iPhone case for Capt. Buell.	33.76	False
450259	1/26/2026	001-240-4390-AB109	Training equipment.	975.84	False
450259	1/26/2026	001-114-4310-00000	HR office supplies.	35.61	False
450259	1/26/2026	412-114-4310-00000	HR office supplies.	1.27	False
450259	1/26/2026	419-114-4310-00000	HR office supplies.	6.01	False
450259	1/26/2026	413-114-4310-00000	HR office supplies.	5.44	False
450259	1/26/2026	508-508-4390-00000	Paint	52.33	False
450259	1/26/2026	419-130-4310-00000	CH -Office Supplies	0.58	False
450259	1/26/2026	412-100-4310-00000	CH -Office Supplies	0.82	False
450259	1/26/2026	001-480-4310-00000	CH -Office Supplies	0.82	False
450259	1/26/2026	413-357-4310-00000	CH -Office Supplies	1.91	False
450259	1/26/2026	001-313-4310-00000	CH -Office Supplies	1.39	False
450259	1/26/2026	001-251-4310-00000	CH -Office Supplies	5.28	False
450259	1/26/2026	412-130-4310-00000	CH -Office Supplies	0.16	False
450259	1/26/2026	001-364-4310-00000	CH -Office Supplies	1.09	False
450259	1/26/2026	001-470-4310-00000	CH -Office Supplies	0.40	False
450259	1/26/2026	412-120-4310-00000	CH -Office Supplies	0.90	False
450259	1/26/2026	001-112-4310-00000	CH -Office Supplies	2.23	False
450259	1/26/2026	413-352-4310-00000	CH -Office Supplies	0.49	False
450259	1/26/2026	001-471-4310-00000	CH -Office Supplies	0.74	False
450259	1/26/2026	419-111-4310-00000	CH -Office Supplies	1.08	False
450259	1/26/2026	420-115-4310-00000	CH -Office Supplies	6.55	False
450259	1/26/2026	419-114-4310-00000	CH -Office Supplies	0.45	False
450259	1/26/2026	413-120-4310-00000	CH -Office Supplies	5.83	False
450259	1/26/2026	412-113-4310-00000	CH -Office Supplies	0.13	False

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450259	1/26/2026	419-120-4310-00000	CH -Office Supplies	5.78	False
450259	1/26/2026	413-114-4310-00000	CH -Office Supplies	0.38	False
450259	1/26/2026	001-120-4310-00000	CH -Office Supplies	5.40	False
450259	1/26/2026	001-113-4310-00000	CH -Office Supplies	0.99	False
450259	1/26/2026	419-371-4310-00000	CH -Office Supplies	3.49	False
450259	1/26/2026	001-250-4310-00000	CH -Office Supplies	1.20	False
450259	1/26/2026	412-114-4310-00000	CH -Office Supplies	0.08	False
450259	1/26/2026	419-113-4310-00000	CH -Office Supplies	1.00	False
450259	1/26/2026	001-111-4310-00000	CH -Office Supplies	1.04	False
450259	1/26/2026	413-111-4310-00000	CH -Office Supplies	0.98	False
450259	1/26/2026	001-350-4310-00000	CH -Office Supplies	2.73	False
450259	1/26/2026	412-111-4310-00000	CH -Office Supplies	0.16	False
450259	1/26/2026	001-130-4310-00000	CH -Office Supplies	1.15	False
450259	1/26/2026	413-113-4310-00000	CH -Office Supplies	0.99	False
450259	1/26/2026	413-353-4310-00000	CH -Office Supplies	1.09	False
450259	1/26/2026	001-114-4310-00000	CH -Office Supplies	2.34	False
450259	1/26/2026	413-130-4310-00000	CH -Office Supplies	0.57	False
450259	1/26/2026	412-114-4310-00000	Binders and dividers.	2.35	False
450259	1/26/2026	001-114-4310-00000	Binders and dividers.	65.47	False
450259	1/26/2026	413-114-4310-00000	Binders and dividers.	10.05	False
450259	1/26/2026	419-114-4310-00000	Binders and dividers.	11.09	False
450259	1/26/2026	001-313-4310-00000	CH -Office Supplies	0.33	False
450259	1/26/2026	419-120-4310-00000	CH -Office Supplies	1.35	False
450259	1/26/2026	413-357-4310-00000	CH -Office Supplies	0.45	False
450259	1/26/2026	413-120-4310-00000	CH -Office Supplies	1.35	False
450259	1/26/2026	001-251-4310-00000	CH -Office Supplies	1.24	False
450259	1/26/2026	412-114-4310-00000	CH -Office Supplies	0.02	False
450259	1/26/2026	001-350-4310-00000	CH -Office Supplies	0.64	False
450259	1/26/2026	412-100-4310-00000	CH -Office Supplies	0.19	False
450259	1/26/2026	413-352-4310-00000	CH -Office Supplies	0.11	False
450259	1/26/2026	413-353-4310-00000	CH -Office Supplies	0.26	False
450259	1/26/2026	001-130-4310-00000	CH -Office Supplies	0.27	False
450259	1/26/2026	420-115-4310-00000	CH -Office Supplies	1.52	False
450259	1/26/2026	001-114-4310-00000	CH -Office Supplies	0.55	False
450259	1/26/2026	413-113-4310-00000	CH -Office Supplies	0.23	False
450259	1/26/2026	001-111-4310-00000	CH -Office Supplies	0.25	False
450259	1/26/2026	001-364-4310-00000	CH -Office Supplies	0.25	False
450259	1/26/2026	412-120-4310-00000	CH -Office Supplies	0.21	False
450259	1/26/2026	001-113-4310-00000	CH -Office Supplies	0.23	False
450259	1/26/2026	413-111-4310-00000	CH -Office Supplies	0.23	False
450259	1/26/2026	001-471-4310-00000	CH -Office Supplies	0.17	False
450259	1/26/2026	001-120-4310-00000	CH -Office Supplies	1.26	False
450259	1/26/2026	419-371-4310-00000	CH -Office Supplies	0.81	False

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450259	1/26/2026	001-250-4310-00000	CH -Office Supplies	0.28	False
450259	1/26/2026	001-480-4310-00000	CH -Office Supplies	0.19	False
450259	1/26/2026	419-113-4310-00000	CH -Office Supplies	0.23	False
450259	1/26/2026	412-130-4310-00000	CH -Office Supplies	0.04	False
450259	1/26/2026	419-114-4310-00000	CH -Office Supplies	0.11	False
450259	1/26/2026	412-113-4310-00000	CH -Office Supplies	0.02	False
450259	1/26/2026	413-114-4310-00000	CH -Office Supplies	0.09	False
450259	1/26/2026	419-111-4310-00000	CH -Office Supplies	0.25	False
450259	1/26/2026	001-470-4310-00000	CH -Office Supplies	0.09	False
450259	1/26/2026	001-112-4310-00000	CH -Office Supplies	0.52	False
450259	1/26/2026	412-111-4310-00000	CH -Office Supplies	0.04	False
450259	1/26/2026	413-130-4310-00000	CH -Office Supplies	0.14	False
450259	1/26/2026	419-130-4310-00000	CH -Office Supplies	0.13	False
450259	1/26/2026	001-480-4370-00000	Cleaning wipes.	19.42	False
450260	1/26/2026	420-115-4450-00000	Additional Microsoft 360 license (01/07-12/23/26)	63.24	False
450261	1/26/2026	001-230-4220-00000	FY26 Propane (ACCT#209979) Delivered 12/01/2025	255.68	False
450261	1/26/2026	001-112-4220-00000	FY26 Propane (ACCT#304812) 10/15-11/17/25	11.00	False
450261	1/26/2026	001-112-4220-00000	FY26 Propane (ACCT# 1031563) 11/17-12/15/25	11.00	False
450261	1/26/2026	001-471-4220-00000	FY26 Propane (ACCT#65468) 11/17-12/15/25	11.00	False
450261	1/26/2026	001-240-4220-00000	FY26 Propane (ACCT#1038315) 11/17-12/15/25	11.00	False
450261	1/26/2026	001-480-4220-00000	FY26 Propane (ACCT# 65442) 11/17-12/15/25	4,575.44	False
450261	1/26/2026	001-480-4220-00000	FY26 Propane (ACCT# 304763) 10/15-11/17/25	3,362.09	False
450261	1/26/2026	001-471-4220-00000	FY26 Propane (ACCT# 65468) 10/15-11/17/25	15.62	False
450262	1/26/2026	413-353-4390-00000	Ignition	47.51	False
450262	1/26/2026	413-000-2122-00000	Ignition TAX	-3.62	False
450262	1/26/2026	001-470-4390-00000	Parts	239.67	False
450262	1/26/2026	001-000-2122-00000	Parts TAX	-18.27	False
450262	1/26/2026	001-470-4390-00000	Chain loops.	71.42	False
450262	1/26/2026	001-364-4390-10025	Chain loops.	71.43	False
450262	1/26/2026	001-000-2122-00000	Chain loops. TAX	-10.89	False
450262	1/26/2026	001-000-2122-00000	CREDIT for double payment of invoice# 326039 TAX.	2.56	False
450262	1/26/2026	001-470-4390-00000	CREDIT for double payment of invoice# 326039	-33.53	False
450263	1/26/2026	001-240-4330-00000	FY26 Fuel for Patrol Cars: Dec '25	2,717.55	False
450263	1/26/2026	001-240-4330-00000	FY26 Fuel for Patrol Cars: Dec '25	624.02	False
450264	1/26/2026	412-100-4230-00000	TV and WiFi Services FY26: 01/01-01/31/26	1,907.12	False
450265	1/26/2026	412-000-3570-00000	REFUND for stay on 01/17-01/19/26. Conf# 13012	36.00	False
450265	1/26/2026	001-000-3221-00000	REFUND for stay on 01/17-01/19/26. Conf# 13012	3.60	False
450266	1/26/2026	161-485-4796-24BAL	Business Assistance Program: Coastal Cab forgivable loan (2FTE)	70,000.00	False
450267	1/26/2026	419-371-4450-00000	Repair of Ranney Collector genset	15,481.04	False
450268	1/26/2026	001-112-4392-00000	Christmas parade porta-potties.	706.85	False
450269	1/26/2026	001-240-4530-00000	4 Laptops for training and travel	5,363.67	False
450269	1/26/2026	419-120-4312-00000	Laptops for Finance Director and Finance Analyst	839.06	False
450269	1/26/2026	413-120-4312-00000	Laptops for Finance Director and Finance Analyst	839.05	False

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450269	1/26/2026	001-120-4312-00000	Laptops for Finance Director and Finance Analyst	864.47	False
450269	1/26/2026	001-240-4312-00000	Rims server and ProSupport (HW).	695.53	False
450269	1/26/2026	001-240-4312-00000	Purchase of laptop for Chief	1,539.78	False
450270	1/26/2026	001-112-4430-00000	FY26 Advertising and Marketing Services 10/28-12/29/25	218.75	False
450270	1/26/2026	412-100-4430-00000	FY26 Advertising and Marketing Services 10/28-12/29/25	751.25	False
450270	1/26/2026	001-480-4430-00000	FY26 Advertising and Marketing Services 10/28-12/29/25	6,269.85	False
450271	1/26/2026	508-508-4390-00000	Battery #31 (Qty 2)	312.73	False
450272	1/26/2026	161-485-4796-24BAL	Business Assistance Program: CamTech Computer Services forgivabl	70,000.00	False
450273	1/26/2026	419-371-4390-00000	Clamps and coupler.	162.29	False
450273	1/26/2026	001-470-4390-00000	Hose and chains.	362.31	False
450273	1/26/2026	001-364-4390-10025	Jacket and boots.	116.42	False
450273	1/26/2026	419-371-4390-00000	Jacket and boots.	116.41	False
450273	1/26/2026	413-353-4390-00000	Jacket and boots.	116.41	False
450273	1/26/2026	508-508-4390-00000	Separator kits.	45.47	False
450274	1/26/2026	001-230-4390-00000	Cylinder rental.	133.48	False
450275	1/26/2026	419-371-4390-00000	Created and modify design for Water valve covers.	162.50	False
450276	1/26/2026	419-371-4390-00000	Safety/PW Supplies	73.52	False
450276	1/26/2026	508-508-4390-00000	Safety/PW Supplies	73.47	False
450276	1/26/2026	506-506-4390-00000	Safety/PW Supplies	73.52	False
450276	1/26/2026	413-353-4390-00000	Safety/PW Supplies	73.52	False
450276	1/26/2026	001-470-4390-00000	Safety/PW Supplies	73.47	False
450276	1/26/2026	001-364-4390-10025	Safety/PW Supplies	73.52	False
450277	1/26/2026	419-371-4390-00000	Service charge for Dec '25	81.19	False
450278	1/26/2026	001-120-4409-00000	Preparation of ROPS 26-27 for Successor Agency	1,200.00	False
450279	1/26/2026	413-353-4409-00000	FY26 Sewer Regulatory Services - Task Order 13: 12/02/25-01/02/2	363.33	False
450279	1/26/2026	419-371-4409-00000	FY26 Water Regulatory Services - Task Order 12: Dec 2025	3,052.00	False
450279	1/26/2026	419-371-4409-00000	FY26 Cross Connection Services - Task Order 15: Dec 2025	2,834.00	False
450279	1/26/2026	001-364-4409-00000	Task Order 14 - Stormwater Regulatory Services: Dec 2025	5,831.50	False
450279	1/26/2026	413-352-4409-00000	FY26 Sewer Regulatory Services - Task Order 13: 12/02/25-01/02/2	726.67	False
450280	1/26/2026	419-371-4390-00000	Test leads	65.01	False
450280	1/26/2026	413-353-4390-00000	Safety glasses	57.36	False
450280	1/26/2026	419-371-4390-00000	Marking flags.	40.64	False
450280	1/26/2026	001-364-4390-10025	Marking flags.	40.66	False
450280	1/26/2026	001-364-4390-10025	Safety glasses	57.36	False
450280	1/26/2026	419-371-4390-00000	Safety glasses	57.36	False
450280	1/26/2026	413-353-4390-00000	Marking flags.	40.64	False
450280	1/26/2026	001-470-4390-00000	Safety glasses	57.36	False
450280	1/26/2026	506-506-4390-00000	Safety glasses	57.37	False
450280	1/26/2026	413-353-4390-00000	Sulfide.	56.19	False
450281	1/26/2026	413-351-4390-00000	FY26 Various Lab Supplies	733.73	False
450282	1/26/2026	412-100-4450-00000	5th wheel storage.	36.40	False
450283	1/26/2026	413-000-1202-00000	Sludge Processing.	2,017.98	False
450283	1/26/2026	413-000-1202-00000	Sludge Processing.	2,236.03	False

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450283	1/26/2026	413-000-1202-00000	Sludge Processing.	2,073.38	False
450283	1/26/2026	413-000-1202-00000	Sludge Processing.	2,221.74	False
450283	1/26/2026	413-000-1202-00000	Sludge Processing.	2,232.47	False
450284	1/26/2026	413-356-4390-35022	Wire and switch.	756.30	False
450285	1/26/2026	001-120-4409-2020S	Measure S audit and reporting FY '26 Oct-Dec.	600.00	False
450286	1/26/2026	413-351-4390-00000	Quanti tray sealer with 5 year care coverage	1,055.44	False
450287	1/26/2026	001-230-4530-00000	Hazmat course	630.00	False
450288	1/26/2026	001-240-4380-2020S	FY26 Medical care for Kostya: Annual Bordetella testing.	106.45	False
450289	1/26/2026	508-508-4390-00000	Water level sender.	405.15	False
450290	1/26/2026	412-000-3570-00000	REFUND for stay on 01/04-02/01/26. Conf# 12912	446.43	False
450290	1/26/2026	001-000-3221-00000	REFUND for stay on 01/04-02/01/26. Conf# 12912	44.64	False
450291	1/26/2026	412-100-4320-00000	T-shirts and custom embroidery.	623.81	False
450292	1/26/2026	001-240-4391-00000	Passenger wheel mounted and balanced.	30.98	False
450293	1/26/2026	001-470-4390-00000	PVC parts.	53.64	False
450293	1/26/2026	419-371-4390-00000	PVC	42.67	False
450294	1/26/2026	413-351-4685-00000	FY26 External lab test for CCWQL	66.00	False
450295	1/26/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	26.19	False
450295	1/26/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	63.80	False
450295	1/26/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	25.67	False
450295	1/26/2026	001-480-4370-00000	Janitorial service: Towles and mats for pool.	72.48	False
450295	1/26/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	42.70	False
450295	1/26/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	62.51	False
450295	1/26/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	18.56	False
450295	1/26/2026	001-480-4370-00000	FY 26 Laundry services: Towles and mats pool.	72.48	False
450295	1/26/2026	001-480-4370-00000	FY 26 Laundry services: Towles and mats pool.	70.61	False
450295	1/26/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	52.92	False
450295	1/26/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	33.11	False
450295	1/26/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	18.08	False
450295	1/26/2026	001-480-4370-00000	FY 26 Laundry services: Towles and mats pool.	72.48	False
450295	1/26/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	34.25	False
450295	1/26/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	26.19	False
450295	1/26/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	54.06	False
450295	1/26/2026	413-111-4370-00000	City Hall Mats	0.41	False
450295	1/26/2026	001-130-4370-00000	City Hall Mats	0.47	False
450295	1/26/2026	419-111-4370-00000	City Hall Mats	0.45	False
450295	1/26/2026	001-471-4370-00000	City Hall Mats	0.31	False
450295	1/26/2026	413-357-4370-00000	City Hall Mats	0.79	False
450295	1/26/2026	419-120-4370-00000	City Hall Mats	2.40	False
450295	1/26/2026	001-350-4370-00000	City Hall Mats	1.13	False
450295	1/26/2026	001-250-4370-00000	City Hall Mats	0.50	False
450295	1/26/2026	413-353-4370-00000	City Hall Mats	0.46	False
450295	1/26/2026	001-120-4370-00000	City Hall Mats	2.24	False
450295	1/26/2026	001-112-4370-00000	City Hall Mats	0.92	False

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450295	1/26/2026	001-313-4370-00000	City Hall Mats	0.57	False
450295	1/26/2026	413-352-4370-00000	City Hall Mats	0.20	False
450295	1/26/2026	412-130-4370-00000	City Hall Mats	0.06	False
450295	1/26/2026	001-114-4370-00000	City Hall Mats	0.97	False
450295	1/26/2026	412-120-4370-00000	City Hall Mats	0.38	False
450295	1/26/2026	413-120-4370-00000	City Hall Mats	2.42	False
450295	1/26/2026	412-113-4370-00000	City Hall Mats	0.05	False
450295	1/26/2026	412-111-4370-00000	City Hall Mats	0.07	False
450295	1/26/2026	419-113-4370-00000	City Hall Mats	0.41	False
450295	1/26/2026	419-371-4370-00000	City Hall Mats	1.44	False
450295	1/26/2026	001-113-4370-00000	City Hall Mats	0.42	False
450295	1/26/2026	419-130-4370-00000	City Hall Mats	0.24	False
450295	1/26/2026	001-470-4370-00000	City Hall Mats	0.16	False
450295	1/26/2026	419-114-4370-00000	City Hall Mats	0.19	False
450295	1/26/2026	001-251-4370-00000	City Hall Mats	2.19	False
450295	1/26/2026	413-113-4370-00000	City Hall Mats	0.41	False
450295	1/26/2026	412-100-4370-00000	City Hall Mats	0.34	False
450295	1/26/2026	001-364-4370-00000	City Hall Mats	0.46	False
450295	1/26/2026	413-130-4370-00000	City Hall Mats	0.24	False
450295	1/26/2026	420-115-4370-00000	City Hall Mats	2.72	False
450295	1/26/2026	412-114-4370-00000	City Hall Mats	0.04	False
450295	1/26/2026	001-480-4370-00000	City Hall Mats	0.34	False
450295	1/26/2026	413-114-4370-00000	City Hall Mats	0.16	False
450295	1/26/2026	001-111-4370-00000	City Hall Mats	0.43	False
450295	1/26/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	25.51	False
450295	1/26/2026	001-480-4370-00000	FY 26 Laundry services: Towles and mats pool.	70.61	False
450295	1/26/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	52.92	False
450295	1/26/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	33.11	False
450295	1/26/2026	413-130-4370-00000	City Hall Mats	0.24	False
450295	1/26/2026	001-112-4370-00000	City Hall Mats	0.92	False
450295	1/26/2026	001-111-4370-00000	City Hall Mats	0.43	False
450295	1/26/2026	001-114-4370-00000	City Hall Mats	0.97	False
450295	1/26/2026	412-113-4370-00000	City Hall Mats	0.05	False
450295	1/26/2026	419-111-4370-00000	City Hall Mats	0.45	False
450295	1/26/2026	412-120-4370-00000	City Hall Mats	0.38	False
450295	1/26/2026	419-114-4370-00000	City Hall Mats	0.19	False
450295	1/26/2026	419-120-4370-00000	City Hall Mats	2.40	False
450295	1/26/2026	001-130-4370-00000	City Hall Mats	0.47	False
450295	1/26/2026	001-471-4370-00000	City Hall Mats	0.31	False
450295	1/26/2026	412-111-4370-00000	City Hall Mats	0.07	False
450295	1/26/2026	419-113-4370-00000	City Hall Mats	0.41	False
450295	1/26/2026	413-114-4370-00000	City Hall Mats	0.16	False
450295	1/26/2026	412-130-4370-00000	City Hall Mats	0.06	False

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450295	1/26/2026	001-364-4370-00000	City Hall Mats	0.46	False
450295	1/26/2026	420-115-4370-00000	City Hall Mats	2.72	False
450295	1/26/2026	413-120-4370-00000	City Hall Mats	2.42	False
450295	1/26/2026	001-313-4370-00000	City Hall Mats	0.57	False
450295	1/26/2026	001-250-4370-00000	City Hall Mats	0.50	False
450295	1/26/2026	001-480-4370-00000	City Hall Mats	0.34	False
450295	1/26/2026	413-357-4370-00000	City Hall Mats	0.79	False
450295	1/26/2026	001-470-4370-00000	City Hall Mats	0.16	False
450295	1/26/2026	413-111-4370-00000	City Hall Mats	0.41	False
450295	1/26/2026	419-130-4370-00000	City Hall Mats	0.24	False
450295	1/26/2026	001-113-4370-00000	City Hall Mats	0.42	False
450295	1/26/2026	412-114-4370-00000	City Hall Mats	0.04	False
450295	1/26/2026	001-120-4370-00000	City Hall Mats	2.24	False
450295	1/26/2026	001-350-4370-00000	City Hall Mats	1.13	False
450295	1/26/2026	412-100-4370-00000	City Hall Mats	0.34	False
450295	1/26/2026	001-251-4370-00000	City Hall Mats	2.19	False
450295	1/26/2026	413-353-4370-00000	City Hall Mats	0.46	False
450295	1/26/2026	413-113-4370-00000	City Hall Mats	0.41	False
450295	1/26/2026	419-371-4370-00000	City Hall Mats	1.44	False
450295	1/26/2026	413-352-4370-00000	City Hall Mats	0.20	False
450296	1/26/2026	001-480-4390-00000	Axis bearings	52.00	False
450297	1/26/2026	508-508-4390-00000	Safety/PW Supplies	19.03	False
450297	1/26/2026	506-506-4390-00000	Safety/PW Supplies	19.04	False
450297	1/26/2026	001-470-4390-00000	Safety/PW Supplies	19.03	False
450297	1/26/2026	419-371-4390-00000	Safety/PW Supplies	19.04	False
450297	1/26/2026	001-364-4390-10025	Safety/PW Supplies	19.04	False
450297	1/26/2026	413-353-4390-00000	Safety/PW Supplies	19.04	False
450298	1/26/2026	508-508-4390-00000	Horn button.	7.57	False
450298	1/26/2026	508-508-4390-00000	Plastic	20.56	False
450298	1/26/2026	508-508-4390-00000	Plastic	20.56	False
450298	1/26/2026	001-230-4391-00000	Sealed beam.	45.98	False
450298	1/26/2026	001-230-4391-00000	Sealed beam.	45.98	False
450298	1/26/2026	001-230-4390-00000	Tire cleaner and tire shine.	57.31	False
450298	1/26/2026	508-508-4390-00000	Mini bulbs.	7.95	False
450298	1/26/2026	508-508-4390-60003	LED mini bulbs.	28.95	False
450299	1/26/2026	001-480-4320-00000	Uniforms.	980.82	False
450300	1/26/2026	001-230-4370-00000	Janitorial Supplies- Fire Department.	60.19	False
450300	1/26/2026	001-240-4370-00000	Janitorial Supplies- City-Wide	26.89	False
450300	1/26/2026	001-471-4370-00000	Janitorial Supplies- City-Wide	26.89	False
450300	1/26/2026	001-114-4370-00000	Janitorial Supplies- City-Wide	2.69	False
450300	1/26/2026	413-120-4370-00000	Janitorial Supplies- City-Wide	2.68	False
450300	1/26/2026	001-251-4370-00000	Janitorial Supplies- City-Wide	1.34	False
450300	1/26/2026	001-350-4370-00000	Janitorial Supplies- City-Wide	76.65	False

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450300	1/26/2026	001-480-4370-00000	Janitorial Supplies- City-Wide	67.23	False
450300	1/26/2026	001-470-4370-00000	Janitorial Supplies- City-Wide	302.53	False
450300	1/26/2026	001-113-4370-00000	Janitorial Supplies- City-Wide	2.69	False
450300	1/26/2026	506-506-4370-00000	Janitorial Supplies- City-Wide	26.89	False
450300	1/26/2026	420-115-4370-00000	Janitorial Supplies- City-Wide	2.69	False
450300	1/26/2026	419-120-4370-00000	Janitorial Supplies- City-Wide	2.69	False
450300	1/26/2026	413-352-4370-00000	Janitorial Supplies- City-Wide	26.90	False
450300	1/26/2026	412-100-4370-00000	Janitorial Supplies- City-Wide	26.89	False
450300	1/26/2026	001-120-4370-00000	Janitorial Supplies- City-Wide	10.76	False
450300	1/26/2026	001-111-4370-00000	Janitorial Supplies- City-Wide	2.68	False
450300	1/26/2026	001-313-4370-00000	Janitorial Supplies- City-Wide	2.68	False
450300	1/26/2026	508-508-4370-00000	Janitorial Supplies- City-Wide	33.62	False
450300	1/26/2026	001-313-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.08	False
450300	1/26/2026	001-471-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.79	False
450300	1/26/2026	420-115-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.08	False
450300	1/26/2026	001-114-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.08	False
450300	1/26/2026	413-120-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.08	False
450300	1/26/2026	412-100-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.79	False
450300	1/26/2026	001-350-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	2.25	False
450300	1/26/2026	001-251-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.04	False
450300	1/26/2026	001-470-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	8.89	False
450300	1/26/2026	001-240-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.79	False
450300	1/26/2026	001-120-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.32	False
450300	1/26/2026	001-480-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	1.97	False
450300	1/26/2026	508-508-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.99	False
450300	1/26/2026	413-352-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.79	False
450300	1/26/2026	419-120-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.08	False
450300	1/26/2026	001-111-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.08	False
450300	1/26/2026	506-506-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.79	False
450300	1/26/2026	001-113-4370-00000	Janitorial Supplies- City-Wide: Finance Charge	0.07	False
450300	1/26/2026	001-230-4370-00000	Janitorial Supplies- Fire Department.	345.18	False
450301	1/26/2026	001-112-4409-00000	Web-based location intelligence app software: Subscription.	14,750.00	False
450302	1/26/2026	001-364-4450-10025	FY26 Sidewalk Trip Hazard Grinding. REISSUANCE of ck#450050	20,000.00	False
450302	1/26/2026	001-364-4450-2020S	FY26 Sidewalk Trip Hazard Grinding. REISSUANCE of ck#450050	20,000.00	False
450303	1/26/2026	413-351-4450-00000	Annual scale, hood and oven calibrations	1,745.00	False
450304	1/26/2026	412-100-4225-00000	FY26 Trash & Bin Service 12/01-12/31/25	1,931.16	False
450305	1/26/2026	413-120-4415-00000	Online & IVR Utlity payment processing: Dec 2025	1,348.40	False
450305	1/26/2026	419-120-4415-00000	Online & IVR Utlity payment processing: Dec 2025	1,348.40	False
450306	1/26/2026	001-114-4409-00000	FY26 Safety training: reporting, documenting, inspections/review	619.50	False
450306	1/26/2026	412-110-4515-00000	FY26 Safety training: Sublimation Mugs	1.73	False
450306	1/26/2026	413-110-4515-00000	FY26 Safety training: Sublimation Mugs	13.86	False
450306	1/26/2026	419-110-4515-00000	FY26 Safety training: Sublimation Mugs	13.86	False
450306	1/26/2026	001-110-4515-00000	FY26 Safety training: Sublimation Mugs	13.85	False

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450306	1/26/2026	001-114-4409-00000	FY26 Safety training: Intro to Cal/ OSHA; IIPP	45.00	False
450306	1/26/2026	001-114-4409-00000	FY26 Safety training: Respiratory training (online).	32.00	False
450306	1/26/2026	001-114-4409-00000	FY26 Safety training: Bloodborne pathogens 1-year certs.	23.00	False
450306	1/26/2026	001-114-4409-00000	FY26 Safety training: Permit-required confined spaces.	392.00	False
450307	1/26/2026	001-240-4407-00000	Fingerprint apps, FBI, Cust of records.	143.00	False
450308	1/26/2026	419-371-4550-00000	C. Long D2 Certificate renewal.	80.00	False
450309	1/26/2026	001-480-4530-00000	Lifeguard cert: T. Martinez.	60.00	False
450310	1/26/2026	161-485-4796-24BAL	Business Assistance Program: Prairie Companion Co. (3FTE)	105,000.00	False
450311	1/26/2026	001-112-4310-00000	Welcome signs.	20.62	False
450311	1/26/2026	419-371-4390-00000	Lamination.	2.17	False
450312	1/26/2026	117-364-4409-003ST	3rd Street Topographic Survey: 12/01-12/31/25	10,921.87	False
450312	1/26/2026	117-364-4409-00KST	K Street reconstruction design. Dec 2025	274.50	False
450312	1/26/2026	419-372-4409-41029	TO5 Meadowbrook Water Model: 11/01-12/31/25	3,205.50	False
450313	1/26/2026	156-364-4799-0CGBP	Lithomosiatic TCC Art Elements: small basket and pebble mosiacs	28,090.00	False
450313	1/26/2026	901-470-4799-TLCL2	Lithomosiatic TCC Art Elements: small basket and pebble mosiacs	36,813.50	False
450314	1/26/2026	161-485-4796-24BAL	Business Assistance Program: Sacral Spaces forgivable loan (1FTE	35,000.00	False
450315	1/26/2026	001-364-4390-10025	A/C- 1/2" Dense.	1,036.08	False
450316	1/26/2026	001-240-4450-00000	Maintenance of copier at PD. 01/01-01/31/2026	63.85	False
450317	1/26/2026	419-113-4450-00000	BEST SELF: Physical document storage.	64.00	False
450317	1/26/2026	001-113-4450-00000	BEST SELF: Physical document storage.	64.00	False
450317	1/26/2026	001-113-4450-00000	STOREWELL: Physical document storage.	75.20	False
450317	1/26/2026	413-113-4450-00000	BEST SELF: Physical document storage.	64.00	False
450317	1/26/2026	413-113-4450-00000	STOREWELL: Physical document storage.	75.20	False
450317	1/26/2026	412-113-4450-00000	STOREWELL: Physical document storage.	9.40	False
450317	1/26/2026	412-113-4450-00000	BEST SELF: Physical document storage.	8.00	False
450317	1/26/2026	419-113-4450-00000	STOREWELL: Physical document storage.	75.20	False
450318	2/2/2026	001-111-4310-00000	Calendar for City Manager	14.47	False
450318	2/2/2026	001-120-4310-00000	Business license paper.	29.97	False
450318	2/2/2026	419-114-4310-00000	HR Office supplies: Folders, labels, dividers	10.92	False
450318	2/2/2026	412-114-4310-00000	HR Office supplies: Folders, labels, dividers	2.31	False
450318	2/2/2026	001-114-4310-00000	HR Office supplies: Folders, labels, dividers	64.79	False
450318	2/2/2026	413-114-4310-00000	HR Office supplies: Folders, labels, dividers	9.90	False
450318	2/2/2026	508-508-4390-00000	Cultural center AV equipment.	41.12	False
450318	2/2/2026	508-508-4390-00000	Cultural center AV equipment.	172.11	False
450318	2/2/2026	001-240-4320-00000	Boots.	90.89	False
450318	2/2/2026	001-240-4310-00000	Data/ charging cable.	18.39	False
450318	2/2/2026	001-240-4390-AB109	Cyber cave equipment.	951.44	False
450318	2/2/2026	001-480-4340-00000	Chemicals.	86.59	False
450318	2/2/2026	413-120-4310-00000	Toner for water dept.	54.09	False
450318	2/2/2026	419-120-4310-00000	Toner for water dept.	54.09	False
450318	2/2/2026	001-120-4310-00000	Toner for water dept.	54.08	False
450318	2/2/2026	419-120-4310-00000	Post-it's	4.08	False
450318	2/2/2026	413-120-4310-00000	Post-it's	4.08	False

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450318	2/2/2026	001-120-4310-00000	Post-it's	4.08	False
450318	2/2/2026	001-240-4390-AB109	Cybercrimes equipment.	658.02	False
450318	2/2/2026	001-480-4320-00000	Chems and uniforms.	17.31	False
450318	2/2/2026	001-240-4380-00000	No bark dog collar for Kostya.	135.30	False
450318	2/2/2026	001-480-4340-00000	Chems and uniforms.	53.45	False
450318	2/2/2026	001-240-4390-AB109	Patrol lights for officers.	886.50	False
450318	2/2/2026	001-113-4310-00000	CH Office Supplies	1.15	False
450318	2/2/2026	001-480-4310-00000	CH Office Supplies	0.95	False
450318	2/2/2026	419-371-4310-00000	CH Office Supplies	4.05	False
450318	2/2/2026	413-357-4310-00000	CH Office Supplies	2.22	False
450318	2/2/2026	412-120-4310-00000	CH Office Supplies	1.05	False
450318	2/2/2026	412-100-4310-00000	CH Office Supplies	0.95	False
450318	2/2/2026	413-353-4310-00000	CH Office Supplies	1.26	False
450318	2/2/2026	420-115-4310-00000	CH Office Supplies	7.60	False
450318	2/2/2026	001-114-4310-00000	CH Office Supplies	2.72	False
450318	2/2/2026	412-114-4310-00000	CH Office Supplies	0.10	False
450318	2/2/2026	001-350-4310-00000	CH Office Supplies	3.17	False
450318	2/2/2026	419-130-4310-00000	CH Office Supplies	0.66	False
450318	2/2/2026	419-113-4310-00000	CH Office Supplies	1.16	False
450318	2/2/2026	413-352-4310-00000	CH Office Supplies	0.57	False
450318	2/2/2026	001-120-4310-00000	CH Office Supplies	6.27	False
450318	2/2/2026	001-313-4310-00000	CH Office Supplies	1.61	False
450318	2/2/2026	001-130-4310-00000	CH Office Supplies	1.33	False
450318	2/2/2026	412-113-4310-00000	CH Office Supplies	0.15	False
450318	2/2/2026	419-120-4310-00000	CH Office Supplies	6.72	False
450318	2/2/2026	001-471-4310-00000	CH Office Supplies	0.86	False
450318	2/2/2026	001-251-4310-00000	CH Office Supplies	6.14	False
450318	2/2/2026	419-114-4210-00000	CH Office Supplies	0.52	False
450318	2/2/2026	413-113-4310-00000	CH Office Supplies	1.16	False
450318	2/2/2026	001-470-4310-00000	CH Office Supplies	0.46	False
450318	2/2/2026	413-130-4310-00000	CH Office Supplies	0.67	False
450318	2/2/2026	001-480-4370-00000	Janitorial supplies: gloves and toilet bowl cleaner.	82.23	False
450318	2/2/2026	419-111-4310-00000	CH Office Supplies	1.25	False
450318	2/2/2026	001-250-4310-00000	CH Office Supplies	1.39	False
450318	2/2/2026	413-114-4210-00000	CH Office Supplies	0.44	False
450318	2/2/2026	001-364-4310-00000	CH Office Supplies	1.26	False
450318	2/2/2026	413-111-4310-00000	CH Office Supplies	1.14	False
450318	2/2/2026	413-120-4310-00000	CH Office Supplies	6.76	False
450318	2/2/2026	412-130-4310-00000	CH Office Supplies	0.19	False
450318	2/2/2026	001-112-4310-00000	CH Office Supplies	2.59	False
450318	2/2/2026	412-111-4310-00000	CH Office Supplies	0.19	False
450318	2/2/2026	001-111-4310-00000	CH Office Supplies	1.21	False
450319	2/2/2026	508-508-4390-60003	Power break booster.	221.07	False

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450319	2/2/2026	508-508-4390-60003	Power break booster return.	-31.39	False
450320	2/2/2026	001-230-4220-00000	Tank rent for Acct #209979	1.08	False
450321	2/2/2026	508-508-4330-00000	FY 26 Annual Diesel and Gas for city facilities/corp yard	4,561.59	False
450321	2/2/2026	508-508-4330-00000	FY 26 Annual Diesel and Gas for city facilities/corp yard	2,213.98	False
450322	2/2/2026	413-120-4450-00000	Copier maintenance. 12/07-01/06/26	16.68	False
450322	2/2/2026	001-120-4450-00000	Copier maintenance. 12/07-01/06/26	33.38	False
450322	2/2/2026	419-120-4450-00000	Copier maintenance. 12/07-01/06/26	16.68	False
450323	2/2/2026	508-508-4390-00000	Wheel # 27	638.98	False
450323	2/2/2026	508-000-2122-00000	Wheel # 27 TAX	-42.98	False
450324	2/2/2026	419-113-4310-00000	Nameplate.	4.80	False
450324	2/2/2026	412-113-4310-00000	Nameplate.	0.60	False
450324	2/2/2026	001-113-4310-00000	Nameplate.	4.80	False
450324	2/2/2026	413-113-4310-00000	Nameplate.	4.80	False
450324	2/2/2026	413-113-4310-00000	Photo plaque/ nameplate.	27.22	False
450324	2/2/2026	412-113-4310-00000	Photo plaque/ nameplate.	3.40	False
450324	2/2/2026	001-113-4310-00000	Photo plaque/ nameplate.	27.22	False
450324	2/2/2026	419-113-4310-00000	Photo plaque/ nameplate.	27.23	False
450325	2/2/2026	001-250-4410-00200	Legal Services- Dec 2025- 200 A St.	60.40	False
450325	2/2/2026	001-250-4410-00179	Legal Services- Dec 2025- 179 W. Essex St.	90.60	False
450325	2/2/2026	001-250-4410-01405	Legal Services- Dec 2025-Meder v. Crescent City	3,391.10	False
450325	2/2/2026	001-250-4410-01430	Legal Services- Dec 2025- 1430 Margie St.	2,134.40	False
450325	2/2/2026	001-250-4410-120WC	Legal Services- Dec 2025- 120 W Coolidge	60.40	False
450326	2/2/2026	419-371-4450-00000	Repair of Ranney Collector: REFUND on Control Kit.	-2,512.71	False
450326	2/2/2026	419-371-4450-00000	Generator Maintenance - FY26: 01/02/26	4,960.10	False
450327	2/2/2026	001-230-4330-00000	Fuel for FY26: Dec 2025	2,161.03	False
450328	2/2/2026	412-113-4450-00000	Use of Board Chambers: Dec 2025.	4.80	False
450328	2/2/2026	419-113-4450-00000	Use of Board Chambers: Dec 2025.	38.40	False
450328	2/2/2026	413-113-4450-00000	Use of Board Chambers: Dec 2025.	38.40	False
450328	2/2/2026	001-113-4450-00000	Use of Board Chambers: Dec 2025.	38.40	False
450329	2/2/2026	506-506-4390-00000	Rags and epoxy	175.44	False
450330	2/2/2026	413-352-4409-00000	WWTP Fallout Biological Survey	6,237.50	False
450331	2/2/2026	001-240-4391-00000	Engine oil filter	16.53	False
450331	2/2/2026	413-353-4390-00000	Fuel tank caps	62.93	False
450331	2/2/2026	508-508-4390-00000	Fuel pump, fuel filter	404.21	False
450331	2/2/2026	508-508-4390-00000	Spark plug	5.24	False
450331	2/2/2026	508-508-4390-00000	Shock	108.86	False
450331	2/2/2026	508-508-4390-00000	Spark plug	68.98	False
450331	2/2/2026	508-508-4390-00000	Bay box	246.78	False
450331	2/2/2026	508-508-4390-00000	Connector	13.70	False
450331	2/2/2026	413-356-4390-35022	Connector	13.71	False
450331	2/2/2026	508-508-4390-00000	Wiper blade	11.21	False
450331	2/2/2026	508-508-4390-00000	Coolant	44.56	False
450331	2/2/2026	508-508-4390-00000	Coolant return	-1.60	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Void
450331	2/2/2026	508-508-4390-00000	Filters	57.51	False
450331	2/2/2026	508-508-4390-00000	Air filter	12.54	False
450331	2/2/2026	508-508-4390-00000	Air filter	61.75	False
450331	2/2/2026	508-508-4390-00000	Miniatures	15.70	False
450331	2/2/2026	413-356-4390-35022	Connectors	11.11	False
450331	2/2/2026	508-508-4390-00000	Disc Brakes, Silicone return	-240.48	False
450331	2/2/2026	508-508-4390-00000	Disc brakes, silicone	240.48	False
450331	2/2/2026	413-353-4390-00000	Chrome parts retuen	-135.11	False
450331	2/2/2026	413-353-4390-00000	Chrome parts	177.66	False
450331	2/2/2026	508-508-4390-00000	Shift tube	46.71	False
450331	2/2/2026	508-508-4390-00000	Air filter	16.70	False
450331	2/2/2026	508-508-4390-00000	Oil filter	43.81	False
450331	2/2/2026	419-371-4390-00000	Cart	10.11	False
450331	2/2/2026	508-508-4390-00000	Filter	13.16	False
450331	2/2/2026	508-508-4390-00000	Coolant filter	23.21	False
450331	2/2/2026	508-508-4390-00000	Hydraulic filter	95.05	False
450331	2/2/2026	508-508-4390-00000	Fuel filter	69.09	False
450331	2/2/2026	508-508-4390-00000	Radiator hose, antifreeze	85.58	False
450331	2/2/2026	508-508-4390-00000	Radiator hose return	-1.99	False
450331	2/2/2026	508-508-4390-00000	Air filter	6.00	False
450331	2/2/2026	508-508-4390-00000	Belts	37.43	False
450331	2/2/2026	508-508-4390-00000	Blister pack capsules	10.88	False
450331	2/2/2026	508-508-4390-60001	Filters	146.47	False
450331	2/2/2026	508-508-4390-00000	Filters	66.51	False
450331	2/2/2026	508-508-4390-60001	Oil filter	50.14	False
450331	2/2/2026	413-353-4390-00000	Core deposit	-19.49	False
450331	2/2/2026	413-353-4390-00000	Battery, core deposit	134.25	False
450331	2/2/2026	508-508-4390-60001	Combination switch	44.84	False
450331	2/2/2026	001-240-4391-00000	Oxygen sensor	44.05	False
450331	2/2/2026	001-240-4391-00000	Plug boot	29.17	False
450331	2/2/2026	001-240-4391-00000	Spark plug	77.49	False
450331	2/2/2026	001-240-4391-00000	Coil	-126.31	False
450331	2/2/2026	413-356-4390-35022	Antifreeze	64.43	False
450331	2/2/2026	001-240-4391-00000	Coil, filter	138.84	False
450331	2/2/2026	413-356-4390-35022	V belt	109.42	False
450331	2/2/2026	508-508-4390-00000	Core deposit	-19.49	False
450331	2/2/2026	508-508-4390-00000	Bay box	164.52	False
450332	2/2/2026	001-112-4392-00000	Paint	14.68	False
450332	2/2/2026	001-112-4392-00000	Night light	42.15	False
450332	2/2/2026	001-470-4390-00000	Remote, batteries	31.12	False
450332	2/2/2026	001-364-4390-10025	Concrete	161.73	False
450332	2/2/2026	001-112-4392-00000	Surge protector	16.11	False
450332	2/2/2026	419-371-4390-00000	Utility knife, flood light	235.95	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Void
450332	2/2/2026	001-112-4392-00000	Extension cord	23.78	False
450332	2/2/2026	419-371-4390-00000	Extension cord	48.69	False
450332	2/2/2026	001-480-4390-00000	Connectors, bushings	10.14	False
450332	2/2/2026	419-371-4390-00000	Pliers	34.58	False
450332	2/2/2026	506-506-4390-00000	Lights	19.46	False
450332	2/2/2026	001-480-4390-00000	Wire, outlet	55.38	False
450332	2/2/2026	001-480-4390-00000	Connector	4.14	False
450332	2/2/2026	506-506-4390-00000	Hex set	10.79	False
450332	2/2/2026	506-506-4390-00000	Tape, liner, rollers, rags	112.95	False
450332	2/2/2026	001-480-4390-00000	Flex, hole	21.78	False
450332	2/2/2026	506-506-4390-00000	Battery, markers	216.48	False
450332	2/2/2026	001-480-4390-00000	Wallplate, outlet	10.88	False
450332	2/2/2026	506-506-4390-00000	Splicing, organizer	82.69	False
450332	2/2/2026	419-371-4390-00000	Grease gun, charger	322.59	False
450332	2/2/2026	506-506-4390-00000	Gloves	16.75	False
450332	2/2/2026	419-371-4390-00000	Lumber	47.02	False
450332	2/2/2026	001-480-4390-00000	Bushing, connectors	24.41	False
450332	2/2/2026	506-506-4390-00000	Gloves	33.48	False
450332	2/2/2026	001-240-4390-00000	Lumber	124.01	False
450332	2/2/2026	001-480-4390-00000	Electric, lubricant	39.41	False
450332	2/2/2026	412-100-4390-00000	Brushes, swiffer	89.91	False
450332	2/2/2026	001-240-4390-00000	Nailset	12.96	False
450332	2/2/2026	419-371-4390-00000	Level exchange	-16.73	False
450332	2/2/2026	001-470-4390-00000	Knife	22.70	False
450332	2/2/2026	419-371-4390-00000	Bits	162.31	False
450332	2/2/2026	001-112-4392-00000	Couplings, padlock	111.19	False
450332	2/2/2026	001-470-4390-00000	Scoops	96.28	False
450332	2/2/2026	419-371-4390-00000	packout cart	182.94	False
450332	2/2/2026	506-506-4390-00000	Blades, tool s	542.58	False
450332	2/2/2026	506-506-4390-00000	Wallplate	12.26	False
450332	2/2/2026	506-506-4390-00000	Wreath, ribbons, lights	103.12	False
450332	2/2/2026	419-371-4390-00000	Screwdriver set, blade sets, cable ties, grinders, pencils, buckets, hammers	98.33	False
450332	2/2/2026	508-508-4390-00000	Markers	26.97	False
450332	2/2/2026	001-364-4390-10025	Screwdriver set, blade sets, cable ties, grinders, pencils, buckets, hammers	98.34	False
450332	2/2/2026	413-353-4390-00000	Screwdriver set, blade sets, cable ties, grinders, pencils, buckets, hammers	98.33	False
450332	2/2/2026	001-470-4390-00000	Plunger	10.70	False
450332	2/2/2026	001-470-4390-00000	GFCI	145.29	False
450332	2/2/2026	001-112-4392-00000	Sealant, tools, couplings	85.44	False
450332	2/2/2026	419-371-4390-00000	Port connectors, pliers	85.94	False
450332	2/2/2026	001-112-4392-00000	Dolly, foam mat	75.67	False
450332	2/2/2026	419-371-4390-00000	Hose	37.87	False
450332	2/2/2026	506-506-4390-00000	Shockwave bit	62.72	False
450332	2/2/2026	419-371-4390-00000	Packout tool	46.52	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Void
450332	2/2/2026	001-112-4392-00000	Deckmate, lumber	603.61	False
450332	2/2/2026	506-506-4390-00000	Cordmate, covers, wrap light	193.52	False
450332	2/2/2026	412-100-4390-00000	Mouse trap	9.68	False
450332	2/2/2026	506-506-4390-00000	Wall paneling, underlayment	349.42	False
450332	2/2/2026	419-371-4390-00000	Cleaning wipes, car vent clip	8.63	False
450332	2/2/2026	419-371-4390-00000	Pry bar set, brush	44.29	False
450332	2/2/2026	001-470-4390-00000	Rosemary, picea, pine	495.70	False
450332	2/2/2026	001-112-4392-00000	Bits, trim bit	44.41	False
450332	2/2/2026	001-112-4392-00000	Lumber	255.23	False
450332	2/2/2026	001-470-4390-00000	Medium bark nuggets	13.57	False
450332	2/2/2026	001-470-4390-00000	Potting mix	93.97	False
450332	2/2/2026	506-506-4390-00000	Stainer, klean strip	86.58	False
450332	2/2/2026	419-371-4390-00000	Modular plug	34.61	False
450332	2/2/2026	412-100-4390-00000	Tinsel snowman	10.80	False
450332	2/2/2026	001-364-4390-10025	Concrete, cloths, lumber	130.54	False
450332	2/2/2026	001-112-4390-00000	Glue gun	33.38	False
450332	2/2/2026	001-112-4392-00000	Rafters, paint, foam	224.86	False
450332	2/2/2026	419-371-4390-00000	Metal blade set, impact	13.30	False
450332	2/2/2026	001-112-4392-00000	Exension cord, hooks	29.05	False
450332	2/2/2026	001-470-4390-00000	Water bottle	24.42	False
450332	2/2/2026	001-112-4392-00000	Lumber	24.72	False
450332	2/2/2026	001-364-4390-10025	Metal blade set, impact	13.29	False
450332	2/2/2026	413-353-4390-00000	Metal blade set, impact	13.30	False
450332	2/2/2026	419-371-4390-00000	Puller, handle	51.90	False
450332	2/2/2026	001-470-4390-00000	Acetone	22.71	False
450332	2/2/2026	001-112-4392-00000	Lights	46.50	False
450332	2/2/2026	001-112-4392-00000	Shingles, coil, jobsite speaker	312.12	False
450332	2/2/2026	419-371-4390-00000	Primer, pocket knife, pvc parts	40.91	False
450332	2/2/2026	001-112-4392-00000	Lumber, drop cloth	111.93	False
450332	2/2/2026	001-470-4390-00000	Graffiti remover, all purpose cleaner	30.69	False
450332	2/2/2026	419-371-4390-00000	Batteries, grease gun	322.59	False
450332	2/2/2026	419-371-4390-00000	Buckets, solevent, brush	54.02	False
450332	2/2/2026	412-100-4390-00000	lumber	31.83	False
450332	2/2/2026	001-240-4390-00000	Connector, outlet box, covers	81.97	False
450332	2/2/2026	001-471-4390-00000	Flexcuff, utility knife	17.26	False
450332	2/2/2026	001-480-4390-00000	Screwdriver	31.22	False
450332	2/2/2026	506-506-4390-00000	Oak wall paneling	64.89	False
450332	2/2/2026	506-506-4390-00000	baseboard, pvc	119.16	False
450332	2/2/2026	413-353-4390-00000	Socket set, ratchets	120.03	False
450332	2/2/2026	001-240-4390-00000	Lever	21.54	False
450332	2/2/2026	001-470-4390-00000	Kilz	38.15	False
450332	2/2/2026	508-508-4390-00000	bungees	323.54	False
450332	2/2/2026	506-506-4390-00000	Plywood	80.78	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Void
450332	2/2/2026	419-371-4390-00000	Packout return	-268.46	False
450332	2/2/2026	901-240-4799-2020S	Snaptite	136.30	False
450332	2/2/2026	001-240-4390-00000	lumber, boards	77.46	False
450332	2/2/2026	508-508-4390-00000	Screws, nuts	21.73	False
450332	2/2/2026	506-506-4390-00000	Router bit set	43.27	False
450332	2/2/2026	001-470-4390-00000	Edger	43.24	False
450333	2/2/2026	001-000-3222-00000	Overpayment of TOT penalty-Pacific Coast Beach House:Jul-Sep '25	130.44	False
450334	2/2/2026	001-470-4390-00000	Steel	299.09	False
450335	2/2/2026	419-120-4240-00000	Print and Mail Utility Bills- Dec 2025	511.97	False
450335	2/2/2026	413-120-4240-00000	Print and Mail Utility Bills- Dec 2025	511.96	False
450336	2/2/2026	001-000-2122-00000	Medical equipment supplies. TAX	-53.30	False
450336	2/2/2026	001-230-4390-00000	Medical equipment supplies.	699.30	False
450337	2/2/2026	508-508-4390-00000	Tires for #27	636.95	False
450338	2/2/2026	001-470-4390-00000	Parts and supplies.	128.12	False
450339	2/2/2026	001-111-4370-00000	City Hall Mats	0.45	False
450339	2/2/2026	412-114-4370-00000	City Hall Mats	0.03	False
450339	2/2/2026	419-130-4370-00000	City Hall Mats	0.25	False
450339	2/2/2026	413-352-4370-00000	City Hall Mats	0.20	False
450339	2/2/2026	413-130-4370-00000	City Hall Mats	0.24	False
450339	2/2/2026	001-471-4370-00000	City Hall Mats	0.31	False
450339	2/2/2026	412-120-4370-00000	City Hall Mats	0.39	False
450339	2/2/2026	001-120-4370-00000	City Hall Mats	2.30	False
450339	2/2/2026	001-470-4370-00000	City Hall Mats	0.17	False
450339	2/2/2026	413-353-4370-00000	City Hall Mats	0.47	False
450339	2/2/2026	420-115-4370-00000	City Hall Mats	2.79	False
450339	2/2/2026	412-111-4370-00000	City Hall Mats	0.07	False
450339	2/2/2026	419-111-4370-00000	City Hall Mats	0.46	False
450339	2/2/2026	413-113-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	419-371-4370-00000	City Hall Mats	1.49	False
450339	2/2/2026	001-113-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	412-130-4370-00000	City Hall Mats	0.07	False
450339	2/2/2026	419-114-4370-00000	City Hall Mats	0.19	False
450339	2/2/2026	001-480-4370-00000	City Hall Mats	0.35	False
450339	2/2/2026	413-111-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	001-112-4370-00000	City Hall Mats	0.95	False
450339	2/2/2026	412-100-4370-00000	City Hall Mats	0.35	False
450339	2/2/2026	001-350-4370-00000	City Hall Mats	1.16	False
450339	2/2/2026	001-130-4370-00000	City Hall Mats	0.48	False
450339	2/2/2026	413-357-4370-00000	City Hall Mats	0.82	False
450339	2/2/2026	001-364-4370-00000	City Hall Mats	0.47	False
450339	2/2/2026	001-250-4370-00000	City Hall Mats	0.51	False
450339	2/2/2026	419-113-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	001-313-4370-00000	City Hall Mats	0.59	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Void
450339	2/2/2026	413-120-4370-00000	City Hall Mats	2.48	False
450339	2/2/2026	001-251-4370-00000	City Hall Mats	2.25	False
450339	2/2/2026	412-113-4370-00000	City Hall Mats	0.06	False
450339	2/2/2026	001-114-4370-00000	City Hall Mats	0.99	False
450339	2/2/2026	413-114-4370-00000	City Hall Mats	0.17	False
450339	2/2/2026	419-120-4370-00000	City Hall Mats	2.47	False
450339	2/2/2026	001-480-4370-00000	FY 26 Laundry services: Towles and mats pool.	72.48	False
450339	2/2/2026	419-111-4370-00000	City Hall Mats	0.46	False
450339	2/2/2026	412-130-4370-00000	City Hall Mats	0.07	False
450339	2/2/2026	413-114-4370-00000	City Hall Mats	0.17	False
450339	2/2/2026	413-357-4370-00000	City Hall Mats	0.82	False
450339	2/2/2026	419-130-4370-00000	City Hall Mats	0.25	False
450339	2/2/2026	412-120-4370-00000	City Hall Mats	0.39	False
450339	2/2/2026	412-113-4370-00000	City Hall Mats	0.06	False
450339	2/2/2026	001-364-4370-00000	City Hall Mats	0.47	False
450339	2/2/2026	001-130-4370-00000	City Hall Mats	0.48	False
450339	2/2/2026	413-130-4370-00000	City Hall Mats	0.24	False
450339	2/2/2026	419-120-4370-00000	City Hall Mats	2.47	False
450339	2/2/2026	413-120-4370-00000	City Hall Mats	2.48	False
450339	2/2/2026	413-352-4370-00000	City Hall Mats	0.20	False
450339	2/2/2026	420-115-4370-00000	City Hall Mats	2.79	False
450339	2/2/2026	001-313-4370-00000	City Hall Mats	0.59	False
450339	2/2/2026	001-112-4370-00000	City Hall Mats	0.95	False
450339	2/2/2026	412-100-4370-00000	City Hall Mats	0.35	False
450339	2/2/2026	001-470-4370-00000	City Hall Mats	0.17	False
450339	2/2/2026	001-350-4370-00000	City Hall Mats	1.16	False
450339	2/2/2026	001-480-4370-00000	City Hall Mats	0.35	False
450339	2/2/2026	001-120-4370-00000	City Hall Mats	2.30	False
450339	2/2/2026	001-114-4370-00000	City Hall Mats	0.99	False
450339	2/2/2026	001-251-4370-00000	City Hall Mats	2.25	False
450339	2/2/2026	001-111-4370-00000	City Hall Mats	0.45	False
450339	2/2/2026	419-114-4370-00000	City Hall Mats	0.19	False
450339	2/2/2026	001-250-4370-00000	City Hall Mats	0.51	False
450339	2/2/2026	412-111-4370-00000	City Hall Mats	0.07	False
450339	2/2/2026	412-114-4370-00000	City Hall Mats	0.03	False
450339	2/2/2026	001-471-4370-00000	City Hall Mats	0.31	False
450339	2/2/2026	413-353-4370-00000	City Hall Mats	0.47	False
450339	2/2/2026	001-113-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	419-113-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	413-111-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	419-371-4370-00000	City Hall Mats	1.49	False
450339	2/2/2026	413-113-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	001-480-4370-00000	FY 26 Laundry services: Towles and mats pool.	72.48	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Void
450339	2/2/2026	001-471-4370-00000	City Hall Mats	0.31	False
450339	2/2/2026	419-120-4370-00000	City Hall Mats	2.47	False
450339	2/2/2026	419-111-4370-00000	City Hall Mats	0.46	False
450339	2/2/2026	412-114-4370-00000	City Hall Mats	0.03	False
450339	2/2/2026	001-480-4370-00000	City Hall Mats	0.35	False
450339	2/2/2026	419-130-4370-00000	City Hall Mats	0.25	False
450339	2/2/2026	001-470-4370-00000	City Hall Mats	0.17	False
450339	2/2/2026	413-130-4370-00000	City Hall Mats	0.24	False
450339	2/2/2026	001-350-4370-00000	City Hall Mats	1.16	False
450339	2/2/2026	419-371-4370-00000	City Hall Mats	1.49	False
450339	2/2/2026	412-100-4370-00000	City Hall Mats	0.35	False
450339	2/2/2026	001-250-4370-00000	City Hall Mats	0.51	False
450339	2/2/2026	413-357-4370-00000	City Hall Mats	0.82	False
450339	2/2/2026	413-120-4370-00000	City Hall Mats	2.48	False
450339	2/2/2026	001-130-4370-00000	City Hall Mats	0.48	False
450339	2/2/2026	001-112-4370-00000	City Hall Mats	0.95	False
450339	2/2/2026	413-111-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	412-120-4370-00000	City Hall Mats	0.39	False
450339	2/2/2026	001-111-4370-00000	City Hall Mats	0.45	False
450339	2/2/2026	001-251-4370-00000	City Hall Mats	2.25	False
450339	2/2/2026	413-114-4370-00000	City Hall Mats	0.17	False
450339	2/2/2026	413-353-4370-00000	City Hall Mats	0.47	False
450339	2/2/2026	001-120-4370-00000	City Hall Mats	2.30	False
450339	2/2/2026	419-114-4370-00000	City Hall Mats	0.19	False
450339	2/2/2026	001-114-4370-00000	City Hall Mats	0.99	False
450339	2/2/2026	001-313-4370-00000	City Hall Mats	0.59	False
450339	2/2/2026	419-113-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	412-111-4370-00000	City Hall Mats	0.07	False
450339	2/2/2026	001-364-4370-00000	City Hall Mats	0.47	False
450339	2/2/2026	413-352-4370-00000	City Hall Mats	0.20	False
450339	2/2/2026	412-113-4370-00000	City Hall Mats	0.06	False
450339	2/2/2026	413-113-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	412-130-4370-00000	City Hall Mats	0.07	False
450339	2/2/2026	001-113-4370-00000	City Hall Mats	0.42	False
450339	2/2/2026	420-115-4370-00000	City Hall Mats	2.79	False
450340	2/2/2026	001-230-4391-00000	Hub assembly for #5175	254.01	False
450341	2/2/2026	001-471-4450-00000	Annual monthly maintenance service FY26: 02/01-02/28/26	439.56	False
450342	2/2/2026	508-508-4390-00000	Brush drive motor.	953.35	False
450343	2/2/2026	419-371-4390-00000	Water parts.	416.10	False
450344	2/2/2026	001-470-4370-00000	Janitorial Supplies- City-Wide	112.01	False
450344	2/2/2026	506-506-4370-00000	Janitorial Supplies- City-Wide	9.96	False
450344	2/2/2026	001-111-4370-00000	Janitorial Supplies- City-Wide	0.99	False
450344	2/2/2026	419-120-4370-00000	Janitorial Supplies- City-Wide	0.99	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Void
450344	2/2/2026	413-352-4370-00000	Janitorial Supplies- City-Wide	9.96	False
450344	2/2/2026	001-251-4370-00000	Janitorial Supplies- City-Wide	0.50	False
450344	2/2/2026	413-120-4370-00000	Janitorial Supplies- City-Wide	0.99	False
450344	2/2/2026	001-480-4370-00000	Janitorial Supplies- City-Wide	24.90	False
450344	2/2/2026	420-115-4370-00000	Janitorial Supplies- City-Wide	1.00	False
450344	2/2/2026	001-114-4370-00000	Janitorial Supplies- City-Wide	0.99	False
450344	2/2/2026	001-120-4370-00000	Janitorial Supplies- City-Wide	3.98	False
450344	2/2/2026	001-471-4370-00000	Janitorial Supplies- City-Wide	9.96	False
450344	2/2/2026	412-100-4370-00000	Janitorial Supplies- City-Wide	9.96	False
450344	2/2/2026	508-508-4370-00000	Janitorial Supplies- City-Wide	12.45	False
450344	2/2/2026	001-313-4370-00000	Janitorial Supplies- City-Wide	0.99	False
450344	2/2/2026	001-113-4370-00000	Janitorial Supplies- City-Wide	1.00	False
450344	2/2/2026	001-350-4370-00000	Janitorial Supplies- City-Wide	28.38	False
450344	2/2/2026	001-240-4370-00000	Janitorial Supplies- City-Wide	9.96	False
450344	2/2/2026	001-480-4370-00000	Misc supplies for pool	1,316.81	False
450345	2/2/2026	001-000-1510-00000	Postage Reset	5,000.00	False
450346	2/2/2026	412-100-4450-00000	Lighthouse Cove Janitorial Services - FY26 Jan	1,500.00	False
450346	2/2/2026	001-470-4450-00000	FY26 Janitorial Service - (7) Public Restrooms Jan.	3,500.00	False
450346	2/2/2026	506-506-4450-00000	FY26 Janitorial Service - City Hall Jan	325.00	False
450346	2/2/2026	001-240-4450-00000	FY26 Janitorial Service - PD Jan	325.00	False
450347	2/2/2026	001-114-4409-00000	FY26 Safety training: Bloodborne Path 1-year certification.	402.50	False
450347	2/2/2026	001-114-4409-00000	FY26 Safety training: Confined spaces.	168.00	False
450348	2/2/2026	156-364-4799-0CGBP	Multiple cleanups for California Clean grant. Prog pmnt 3.	3,340.37	False
450349	2/2/2026	001-230-4390-00000	Radios for 5100 vehicle	1,569.63	False
450349	2/2/2026	001-000-2122-00000	Radios for 5100 vehicle. TAX	-119.63	False
450350	2/2/2026	001-470-4450-00000	Misc custom welding for Peterson Pole.	625.00	False
450351	2/2/2026	419-120-4310-00000	Water notices.	562.90	False
450352	2/2/2026	001-000-1510-00000	Annual Contract Renewal support/management software - FY 27	6,077.75	False
450352	2/2/2026	001-240-4480-00000	Annual Contract Renewal support/management software - FY 26	4,341.25	False
450353	2/2/2026	413-351-4685-00000	Laboratory Accreditation Renewal for 2026	5,525.00	False
450354	2/2/2026	001-470-4450-00000	Engineering Services.	270.00	False
450355	2/2/2026	001-112-4409-00000	Cal Card finance charge.	65.38	False
450355	2/2/2026	001-230-4409-00000	Cal Card finance charge.	65.38	False
450355	2/2/2026	001-111-4409-00000	Cal Card finance charge.	46.78	False
450355	2/2/2026	420-115-4409-00000	Cal Card finance charge.	46.78	False
450355	2/2/2026	001-230-4530-00000	ADVANCED AIR: 11/09-11/14/25 -San Marcos, CA (4A):Carey -Air	562.50	False
450355	2/2/2026	001-230-4530-00000	SOUTHWEST: 11/09-11/14/25 -San Marcos, CA (4A):Carey -Air	345.34	False
450355	2/2/2026	001-230-4530-00000	SOUTHWEST:11/09-11/14/25-San Marcos,CA(4A):Carey- Air	-191.86	False
450355	2/2/2026	001-230-4390-00000	HOME DEPOT: Supplies for fire engines.	71.79	False
450355	2/2/2026	001-230-4370-00000	HOME DEPOT: Cleaning supplies.	97.94	False
450355	2/2/2026	001-230-4530-00000	ARCO: 11/09-11/14/25-San Marcos,CA (4A):Carey-Fuel	45.00	False
450355	2/2/2026	001-230-4330-00000	SHELL: Fuel	73.65	False
450355	2/2/2026	001-112-4409-00000	Cal Card finance charge.	4.48	False

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450355	2/2/2026	001-230-4510-00000	PIZZA HUT: Scene support food for training.	153.88	False
450355	2/2/2026	001-230-4390-00000	HOME DEPOT: Misc tools.	72.54	False
450355	2/2/2026	001-230-4530-00000	PATRIOT:10/26-10/30/25-Santa Rosa (Conf):Duncan-Fuel	40.00	False
450355	2/2/2026	001-230-4510-00000	WALMART: Food and drinks for scene support for training.	75.41	False
450355	2/2/2026	001-230-4530-00000	CHEVRON:10/26-10/30/25-Santa Rosa(Conf):Duncan-Fuel	46.70	False
450355	2/2/2026	001-230-4550-00000	INT'L CODE COUNCIL INC: I.C.C. Annual membership.	170.00	False
450355	2/2/2026	001-230-4390-00000	HOME DEPOT: Supplies for Career Capt.	84.39	False
450355	2/2/2026	001-230-4391-00000	AMAZON: Floor mats for 5100	194.84	False
450355	2/2/2026	001-230-4530-00000	FAIRFIELD: 11/09-11/14/25-San Marcos,CA (4A):Carey-Hotel	876.05	False
450355	2/2/2026	001-230-4530-00000	HERTZ: 11/09-11/14/25-San Marcos,CA (4A):Carey-Car	381.00	False
450355	2/2/2026	001-113-4409-00000	Cal Card finance charge.	4.47	False
450355	2/2/2026	001-230-4330-00000	ELK VALLEY FUEL: Fuel	69.15	False
450355	2/2/2026	001-230-4530-00000	MARRIOTT:10/26-10/30/25-Santa Rosa (Conf):Duncan-Hotel.	1,197.30	False
450355	2/2/2026	001-230-4390-00000	HARBOR FREIGHT: Misc tools.	174.22	False
450355	2/2/2026	001-230-4530-00000	SHELL: 11/09-11/14/25-San Marcos,CA (4A):Carey-Fuel	32.02	False
450355	2/2/2026	001-113-4409-00000	Cal Card finance charge.	45.60	False
450355	2/2/2026	001-112-4409-00000	Cal Card finance charge.	22.81	False
450355	2/2/2026	001-230-4390-00000	HARBOR FREIGHT: Glove holders.	32.45	False
450355	2/2/2026	001-230-4390-00000	AMAZON: Office supplies.	46.07	False
450355	2/2/2026	121-230-4390-00000	4IMPRINT INC: Department Sweatshirts	3,143.89	False
450355	2/2/2026	001-230-4390-00000	WALMART: Parts and supplies for x-mas parade.	250.78	False
450355	2/2/2026	001-230-4409-00000	Cal Card finance charge.	22.80	False
450355	2/2/2026	001-230-4530-2020S	SHASTA COLLEGE: Ethical leadership for B. Smith.	200.00	False
450355	2/2/2026	001-230-4409-00000	FIRE PROGRAM: Fire Archives.	496.00	False
450355	2/2/2026	001-230-4390-00000	HOME DEPOT: Batteries.	64.53	False
450355	2/2/2026	001-230-4390-00000	ACE: Parts and supplies for x-mas parade.	47.61	False
450355	2/2/2026	001-240-4530-00000	SONESTA:11/30-12/6/25-Fountain V.-Tactical Cyber:Turkins:Hotel	786.30	False
450356	2/2/2026	419-114-4230-00000	707-954-7245 Sara Barbour	6.07	False
450356	2/2/2026	419-120-4230-00000	707-458-5594 Diane Swarts	78.03	False
450356	2/2/2026	413-111-4230-00000	707-951-3016 Eric Wier	15.44	False
450356	2/2/2026	419-371-4230-00000	707-951-0430 Dan Borges	11.65	False
450356	2/2/2026	419-371-4230-00000	707-951-4864 Joshua Clark	114.95	False
450356	2/2/2026	001-364-4230-00000	707-951-4418 Jonathan Clewell	17.41	False
450356	2/2/2026	001-480-4230-00000	707-458-4818 William Morris	46.33	False
450356	2/2/2026	001-350-4230-00000	707-458-8617 Andrew Leighton	15.44	False
450356	2/2/2026	001-240-4230-00000	707-951-5088 Magnolia Valero	46.33	False
450356	2/2/2026	001-350-4230-00000	707-951-3275 David Yeager	15.44	False
450356	2/2/2026	419-371-4230-00000	540-320-5351 Water System	23.22	False
450356	2/2/2026	413-113-4230-00000	707-951-3378 Robin Altman	14.82	False
450356	2/2/2026	001-480-4230-00000	563-513-6759 PW	23.54	False
450356	2/2/2026	001-230-4230-00000	707-457-0794 Crescent Fire Captain	24.79	False
450356	2/2/2026	419-371-4230-00000	707-951-3319 Cliff Van Hook	15.45	False
450356	2/2/2026	001-240-4230-00000	707-951-4896 Anthony Lopez	46.33	False

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450356	2/2/2026	412-120-4230-00000	707-458-5594 Diane Swarts	16.37	False
450356	2/2/2026	419-110-4230-00000	707-951-3135 Jason Greenough	14.83	False
450356	2/2/2026	413-120-4230-00000	707-951-5285 Kristie Kozak	116.10	False
450356	2/2/2026	001-350-4230-00000	707-457-7454 Andrew Leighton iPad	8.26	False
450356	2/2/2026	419-371-4230-00000	707-951-3275 David Yeager	15.45	False
450356	2/2/2026	508-508-4230-00000		353.54	False
450356	2/2/2026	413-351-4230-00000	707-951-5375 Tara Wood	348.34	False
450356	2/2/2026	419-371-4230-00000	707-457-0899 Israel Chavez	15.45	False
450356	2/2/2026	413-353-4230-00000	707-951-4418 Jonathan Clewell	142.82	False
450356	2/2/2026	419-371-4230-00000	641-572-3301 Water Service Router	23.22	False
450356	2/2/2026	413-353-4230-00000	707-951-5662 Wade Mayes	8.26	False
450356	2/2/2026	413-120-4230-00000	707-458-5594 Diane Swarts	75.59	False
450356	2/2/2026	001-240-4230-00000	707-954-5634 Police Dept Wireless Hotspot	43.79	False
450356	2/2/2026	419-120-4230-00000	707-458-8014 Gwyn Mattix	174.17	False
450356	2/2/2026	419-371-4230-00000	707-951-4418 Jonathan Clewell	118.44	False
450356	2/2/2026	001-364-4230-00000	707-951-4569 Wade Mayes	116.10	False
450356	2/2/2026	001-240-4230-00000	707-951-4950 Ethan Miller	46.33	False
450356	2/2/2026	412-110-4230-00000	707-458-4131 Candace Tinkler	1.85	False
450356	2/2/2026	419-371-4230-00000	707-951-4918 Mike McAleenan	101.02	False
450356	2/2/2026	001-350-4230-00000	707-951-3354 Heather Welton	15.44	False
450356	2/2/2026	419-371-4230-00000	707-951-5662 Wade Mayes	8.27	False
450356	2/2/2026	413-353-4230-00000	707-951-5862 Lift Stations Duty Phone	46.33	False
450356	2/2/2026	001-350-4230-00000	707-457-7655 PW iPad	8.27	False
450356	2/2/2026	001-364-4230-00000	707-457-0899 Israel Chavez	15.44	False
450356	2/2/2026	001-364-4230-00000	707-951-5704 Chris Long	8.27	False
450356	2/2/2026	419-371-4230-00000	815-243-9952 Water Service Router	23.22	False
450356	2/2/2026	001-110-4230-00000	707-951-3135 Jason Greenough	14.83	False
450356	2/2/2026	413-110-4230-00000	707-951-3135 Jason Greenough	14.82	False
450356	2/2/2026	001-480-4230-00000	707-951-0430 Dan Borges	3.72	False
450356	2/2/2026	001-364-4230-00000	707-458-4393 Sean O'Neil	4.63	False
450356	2/2/2026	413-352-4230-00000	707-458-4722 Jacobs - WWTP	24.79	False
450356	2/2/2026	412-100-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	17.41	False
450356	2/2/2026	419-371-4230-00000	707-954-6504 James Queen	117.88	False
450356	2/2/2026	001-110-4230-00000	707-458-4131 Candace Tinkler	14.83	False
450356	2/2/2026	001-364-4230-00000	707-951-1982 Jason DuBois	3.66	False
450356	2/2/2026	419-371-4230-00000	865-654-4608 Water Service Router	23.22	False
450356	2/2/2026	001-364-4230-00000	707-458-5644 Richard Ybarra	3.69	False
450356	2/2/2026	001-230-4230-00000	707-457-0715 Beau Smith	46.33	False
450356	2/2/2026	001-364-4230-00000	707-951-5662 Wade Mayes	8.26	False
450356	2/2/2026	419-371-4230-00000	707-458-4393 Sean O'Neil	22.70	False
450356	2/2/2026	413-120-4230-00000	707-951-3320 Linda Leaver	15.44	False
450356	2/2/2026	001-240-4230-00000	707-951-4485 Richard Griffin	46.33	False
450356	2/2/2026	413-353-4230-00000	707-457-7454 Andrew Leighton iPad	8.27	False

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450356	2/2/2026	419-120-4230-00000	707-951-5285 Kristie Kozak	116.14	False
450356	2/2/2026	413-120-4230-00000	707-458-8014 Gwyn Mattix	174.17	False
450356	2/2/2026	001-364-4230-00000	707-951-0430 Dan Borges	5.70	False
450356	2/2/2026	419-371-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	3.48	False
450356	2/2/2026	419-371-4230-00000	707-951-3354 Heather Welton	15.45	False
450356	2/2/2026	001-114-4230-00000	707-954-7245 Sara Barbour	31.50	False
450356	2/2/2026	419-120-4230-00000	707-458-4242 Adrienne McAndrews	139.33	False
450356	2/2/2026	001-364-4230-00000	707-951-0517 Michael Kimbrell	15.29	False
450356	2/2/2026	001-120-4230-00000	707-458-4242 Adrienne McAndrews	69.67	False
450356	2/2/2026	419-110-4230-00000	707-951-0876 Isaiah Wright	14.83	False
450356	2/2/2026	001-230-4230-00000	707-457-0795 Crescent Fire Captain	24.79	False
450356	2/2/2026	419-113-4230-00000	707-951-3378 Robin Altman	14.83	False
450356	2/2/2026	420-115-4230-00000	707-458-8649 Taylor Patch	46.33	False
450356	2/2/2026	419-120-4230-00000	707-458-5026 Meter Reader SPMR2	46.33	False
450356	2/2/2026	413-353-4230-00000	707-951-5704 Chris Long	8.26	False
450356	2/2/2026	001-240-4230-00000	707-954-6816 Police Dept Wireless Hotspot	43.79	False
450356	2/2/2026	413-353-4230-00000	707-951-1982 Jason DuBois	13.25	False
450356	2/2/2026	001-470-4230-00000	707-951-4918 Mike McAleenan	191.59	False
450356	2/2/2026	419-371-4230-00000	707-458-5644 Richard Ybarra	29.42	False
450356	2/2/2026	001-112-4230-00000	707-458-4814 Bridget Lacey	162.32	False
450356	2/2/2026	413-353-4230-00000	707-951-3275 David Yeager	15.44	False
450356	2/2/2026	508-508-4230-00000	707-951-0430 Dan Borges	3.72	False
450356	2/2/2026	419-371-4230-00000	865-654-5324 Water Service Router	23.22	False
450356	2/2/2026	001-364-4230-00000	707-951-4918 Mike McAleenan	38.32	False
450356	2/2/2026	413-352-4230-00000	707-458-4393 Sean O'Neil	11.58	False
450356	2/2/2026	412-110-4230-00000	707-951-0876 Isaiah Wright	1.85	False
450356	2/2/2026	001-480-4230-00000	707-951-4364 Richard Neeley	46.33	False
450356	2/2/2026	419-120-4230-00000	707-458-4813 Chrissy Rawlings	15.45	False
450356	2/2/2026	412-100-4230-00000	707-951-4515 Lighthouse Cove RV	46.33	False
450356	2/2/2026	412-110-4230-00000	707-458-5124 Daran Dooley	1.85	False
450356	2/2/2026	419-371-4230-00000	707-458-8617 Andrew Leighton	15.45	False
450356	2/2/2026	419-371-4230-00000	319-559-1847 Water System	21.22	False
450356	2/2/2026	413-110-4230-00000	707-951-0876 Isaiah Wright	14.83	False
450356	2/2/2026	419-120-4230-00000	707-951-3320 Linda Leaver	15.45	False
450356	2/2/2026	413-353-4230-00000	707-951-4821 Caleb Dean	114.95	False
450356	2/2/2026	001-120-4230-00000	707-951-5285 Kristie Kozak	116.10	False
450356	2/2/2026	001-240-4230-00000	707-951-4624 Yeng Lo	46.33	False
450356	2/2/2026	001-480-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	34.84	False
450356	2/2/2026	419-371-4230-00000	304-680-9956 Water Service Router	23.22	False
450356	2/2/2026	413-353-4230-00000	707-458-5572 Michael Cordova	15.29	False
450356	2/2/2026	001-350-4230-00000	707-954-6504 James Queen	117.83	False
450356	2/2/2026	001-470-4230-00000	707-951-4418 Jonathan Clewell	69.67	False
450356	2/2/2026	419-120-4230-00000	707-458-4937 Meter Reader 2	46.33	False

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450356	2/2/2026	413-353-4230-00000	707-954-6504 James Queen	117.83	False
450356	2/2/2026	001-120-4230-00000	707-458-4813 Chrissy Rawlings	15.44	False
450356	2/2/2026	001-230-4230-00000	707-954-9143 Fire Dept - Apparatus	24.79	False
450356	2/2/2026	001-240-4230-00000	707-954-6581 Colton Maxwell	46.33	False
450356	2/2/2026	413-353-4230-00000	707-951-3319 Cliff Van Hook	15.44	False
450356	2/2/2026	413-353-4230-00000	707-457-7655 PW Ipad	8.26	False
450356	2/2/2026	412-114-4230-00000	707-954-7245 Sara Barbour	1.16	False
450356	2/2/2026	419-371-4230-00000	707-951-0714 Dan Borges	21.77	False
450356	2/2/2026	001-120-4230-00000	707-458-5594 Diane Swarts	170.34	False
450356	2/2/2026	419-371-4230-00000	707-457-7454 Andrew Leighton iPad	8.26	False
450356	2/2/2026	001-113-4230-00000	707-951-3378 Robin Altman	14.83	False
450356	2/2/2026	419-120-4230-00000	707-458-8453 Meter Reader SPMR1	46.33	False
450356	2/2/2026	001-364-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	6.97	False
450356	2/2/2026	001-364-4230-00000	707-951-1982 Jason DuBois	-22.04	False
450356	2/2/2026	001-480-4230-00000	707-727-6741 Pool	21.22	False
450356	2/2/2026	413-114-4230-00000	707-954-7245 Sara Barbour	5.19	False
450356	2/2/2026	001-240-4230-00000	707-951-5250 Police Department	46.33	False
450356	2/2/2026	419-110-4230-00000	707-458-4131 Candace Tinkler	14.83	False
450356	2/2/2026	508-508-4230-00000	707-951-4204 Damien Camper	348.34	False
450356	2/2/2026	419-371-4230-00000	641-203-2699 Water Service Router	23.22	False
450356	2/2/2026	001-250-4230-00000	815-243-0687 Dan Minges	2.35	False
450356	2/2/2026	413-120-4230-00000	707-458-4242 Adrienne McAndrews	139.34	False
450356	2/2/2026	413-120-4230-00000	707-458-4813 Chrissy Rawlings	15.44	False
450356	2/2/2026	419-111-4230-00000	707-951-3016 Eric Wier	15.45	False
450356	2/2/2026	001-364-4230-00000	707-951-4821 Caleb Dean	118.44	False
450356	2/2/2026	001-470-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	121.92	False
450356	2/2/2026	506-506-4230-00000	707-951-9336 Dustin Lovdahl	30.89	False
450356	2/2/2026	001-470-4230-00000	707-951-9336 Dustin Lovdahl	15.44	False
450356	2/2/2026	001-230-4230-00000	707-951-3406 Vanessa Duncan	46.33	False
450356	2/2/2026	413-110-4230-00000	707-458-5124 Daran Dooley	14.83	False
450356	2/2/2026	001-350-4230-00000	707-951-3319 Cliff Van Hook	15.44	False
450356	2/2/2026	001-364-4230-00000	707-951-4864 Joshua Clark	118.44	False
450356	2/2/2026	413-353-4230-00000	707-458-5644 Richard Ybarra	9.54	False
450356	2/2/2026	001-251-4230-00000	707-727-6673 Sean Rosenthal	23.54	False
450356	2/2/2026	413-351-4230-00000	707-951-3225 Regina Thill	46.33	False
450356	2/2/2026	001-240-4230-00000	707-951-5433 Connor Sperling	348.34	False
450356	2/2/2026	419-112-4230-00000	707-458-4814 Bridget Lacey	93.01	False
450356	2/2/2026	001-250-4230-00000	707-951-3447 Dan Minges	23.17	False
450356	2/2/2026	413-353-4230-00000	707-457-0899 Israel Chavez	15.44	False
450356	2/2/2026	419-371-4230-00000	414-507-4955	23.22	False
450356	2/2/2026	001-240-4230-00000	707-458-5881 Jordan Fillippa	46.33	False
450356	2/2/2026	413-130-4230-00000	707-458-8008 Martha Rice	11.58	False
450356	2/2/2026	001-240-4230-00000	707-458-8283 Axel Aguilera	46.33	False

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450356	2/2/2026	001-230-4230-00000	707-951-0671 Jason Borges	46.33	False
450356	2/2/2026	413-353-4230-00000	707-458-4393 Sean O'Neil	6.02	False
450356	2/2/2026	413-353-4230-00000	707-951-3354 Heather Welton	15.44	False
450356	2/2/2026	001-364-4230-00000	707-458-5572 Michael Cordova	15.29	False
450356	2/2/2026	001-230-4230-00000	707-458-5216 CrescentFire	24.79	False
450356	2/2/2026	413-353-4230-00000	707-951-1982 Jason DuBois	-79.79	False
450356	2/2/2026	001-130-4230-00000	707-458-8008 Martha Rice	23.17	False
450356	2/2/2026	419-371-4230-00000	865-654-9236 Water Service Router	23.22	False
450356	2/2/2026	419-371-4230-00000	707-951-4821 Caleb Dean	114.95	False
450356	2/2/2026	413-353-4230-00000	707-951-4569 Wade Mayes	116.10	False
450356	2/2/2026	001-230-4230-00000	707-458-8906 Kevin Carey	46.33	False
450356	2/2/2026	413-353-4230-00000	707-951-4759 Chris Long	116.10	False
450356	2/2/2026	001-240-4230-00000	707-951-4867 Garrett Shannon	46.33	False
450356	2/2/2026	001-480-4230-00000	707-951-0714 Dan Borges	6.95	False
450356	2/2/2026	419-371-4230-00000	707-951-1982 Jason DuBois	29.42	False
450356	2/2/2026	419-371-4230-00000	707-951-4759 Chris Long	116.14	False
450356	2/2/2026	001-240-4230-00000	707-954-2498 Police Dept Wireless Hotspot	43.79	False
450356	2/2/2026	001-240-4230-00000	707-951-3170 Caleb Natelborg	46.33	False
450356	2/2/2026	508-508-4230-00000	707-951-0714 Dan Borges	6.95	False
450356	2/2/2026	420-115-4230-00000	707-458-5725 IT	348.34	False
450356	2/2/2026	001-470-4230-00000	707-458-4393 Sean O'Neil	0.93	False
450356	2/2/2026	412-100-4230-00000	707-951-3285 Victor Cordova	46.33	False
450356	2/2/2026	412-100-4230-00000	707-458-4393 Sean O'Neil	0.47	False
450356	2/2/2026	412-110-4230-00000	707-458-4323 Ray Altman	1.85	False
450356	2/2/2026	412-113-4230-00000	707-951-3378 Robin Altman	1.85	False
450356	2/2/2026	001-364-4230-00000	707-951-4759 Chris Long	116.10	False
450356	2/2/2026	413-353-4230-00000	707-458-8617 Andrew Leighton	15.44	False
450356	2/2/2026	001-240-4230-00000	707-951-5132 Zackery Turkins	46.33	False
450356	2/2/2026	413-353-4230-00000	707-951-4864 Joshua Clark	114.95	False
450356	2/2/2026	419-371-4230-00000	276-724-1157 Water Service Router	23.22	False
450356	2/2/2026	001-480-4230-00000	707-458-8452 Alissa Garcia	46.33	False
450356	2/2/2026	001-240-4230-00000	707-951-5438 Gloria Bobertz	348.34	False
450356	2/2/2026	001-251-4230-00000	815-243-0687 Dan Minges	9.42	False
450356	2/2/2026	001-470-4230-00000	707-458-5644 Richard Ybarra	3.68	False
450356	2/2/2026	001-240-4230-00000	707-458-8156 Elizabeth Hutchens	46.33	False
450356	2/2/2026	419-110-4230-00000	707-458-4323 Ray Altman	14.83	False
450356	2/2/2026	419-371-4230-00000	707-457-7655 PW IPad	8.26	False
450356	2/2/2026	419-110-4230-00000	707-458-5124 Daran Dooley	14.83	False
450356	2/2/2026	506-506-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	163.72	False
450356	2/2/2026	413-352-4230-00000	707-951-0923 Austin Nova (Jacobs)	24.79	False
450356	2/2/2026	419-371-4230-00000	707-727-6756 Water System	23.22	False
450356	2/2/2026	420-115-4230-00000	General Fees & Credits	112.88	False
450356	2/2/2026	001-240-4230-00000	707-951-5035 Daniel Sanders	46.33	False

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450356	2/2/2026	001-230-4230-00000	707-457-0714 Everett Buell	46.33	False
450356	2/2/2026	419-371-4230-00000	707-458-5572 Michael Cordova	15.75	False
450356	2/2/2026	001-230-4230-00000	707-458-5323 Fire Captains	24.79	False
450356	2/2/2026	413-353-4230-00000	707-951-4918 Mike McAleenan	17.41	False
450356	2/2/2026	419-371-4230-00000	707-951-1982 Jason DuBois	-177.17	False
450356	2/2/2026	001-240-4230-00000	707-951-5329 Samantha Aguirre	46.33	False
450356	2/2/2026	413-110-4230-00000	707-458-4131 Candace Tinkler	14.82	False
450356	2/2/2026	419-371-4230-00000	304-520-9478 Water Service Router	23.22	False
450356	2/2/2026	001-110-4230-00000	707-458-4323 Ray Altman	14.82	False
450356	2/2/2026	508-508-4230-00000	707-951-5149 Bill Huffman	348.34	False
450356	2/2/2026	001-110-4230-00000	707-458-5124 Daran Dooley	14.82	False
450356	2/2/2026	001-250-4230-00000	707-458-5306 Sean Rosenthal	4.63	False
450356	2/2/2026	419-371-4230-00000	707-951-0517 Michael Kimbrell	15.75	False
450356	2/2/2026	420-115-4230-00000	707-458-8862 Fritz Ludemann	46.33	False
450356	2/2/2026	001-251-4230-00000	707-458-5306 Sean Rosenthal	18.53	False
450356	2/2/2026	001-240-4230-00000	707-951-4494 Ed Wilson	46.33	False
450356	2/2/2026	413-112-4230-00000	707-458-4814 Bridget Lacey	93.01	False
450356	2/2/2026	419-371-4230-00000	707-951-5704 Chris Long	8.26	False
450356	2/2/2026	001-111-4230-00000	707-951-3016 Eric Wier	15.44	False
450356	2/2/2026	001-480-4230-00000	707-458-4818 William Morris	-279.00	False
450356	2/2/2026	413-353-4230-00000	707-951-0517 Michael Kimbrell	15.29	False
450356	2/2/2026	413-110-4230-00000	707-458-4323 Ray Altman	14.83	False
450356	2/2/2026	419-371-4230-00000	707-951-4569 Wade Mayes	116.14	False
450356	2/2/2026	419-371-4230-00000	563-513-6707 Water Service Router	23.22	False
450356	2/2/2026	419-130-4230-00000	707-458-8008 Martha Rice	11.58	False
450356	2/2/2026	001-240-4230-00000	707-951-4609 Alex Pearson	46.33	False
450356	2/2/2026	001-120-4230-00000	707-951-3320 Linda Leaver	15.44	False
450356	2/2/2026	412-110-4230-00000	707-951-3135 Jason Greenough	1.85	False
450356	2/2/2026	001-110-4230-00000	707-951-0876 Isaiah Wright	14.82	False
450356	2/2/2026	001-364-4230-00000	707-951-0714 Dan Borges	10.66	False
450357	2/2/2026	413-352-4230-00000	707-951-0002 (WWTP Lg Conf Rm) Service:	28.19	False
450357	2/2/2026	420-115-4230-00000	707-951-1613 IT Use	18.03	False
450357	2/2/2026	413-120-4230-00000	707-951-5834 Melissa Leeper	6.01	False
450357	2/2/2026	508-508-4230-00000	707-951-3928 (Huffman) Service	28.19	False
450357	2/2/2026	419-111-4230-00000	707-951-3898 (Conference Room) Service:	9.40	False
450357	2/2/2026	419-371-4230-00000	707-951-9082 PW Auto Receptionist	7.51	False
450357	2/2/2026	413-120-4230-00000	707-951-3907 (Cash Receipting) Service:	9.40	False
450357	2/2/2026	413-352-4230-00000	707-951-6831 (WWTP) - Fritz	22.52	False
450357	2/2/2026	001-240-4230-00000	707-457-7977 Police Auto Receptionist	22.52	False
450357	2/2/2026	001-350-4230-00000	707-951-5179 Leighton	6.01	False
450357	2/2/2026	419-120-4230-00000	707-951-3907 (Cash Receipting) Service:	9.39	False
450357	2/2/2026	413-120-4230-00000	707-951-5342 Rawlings	6.01	False
450357	2/2/2026	001-471-4230-00000	707-951-5194 Kelly Feola	1.80	False

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450357	2/2/2026	001-120-4230-00000	707-951-3907 (Cash Receipting) Service:	9.40	False
450357	2/2/2026	001-470-4230-00000	707-951-4116 (Amarante) Service:	2.96	False
450357	2/2/2026	413-353-4230-00000	707-951-4116 (Amarante) Service:	8.86	False
450357	2/2/2026	001-112-4230-00000	707-951-1975 (Lacey) Service:	8.40	False
450357	2/2/2026	001-111-4230-00000	707-951-3898 (Conference Room) Service:	9.39	False
450357	2/2/2026	001-240-4230-00000	707-457-0890 Dash Cam	40.01	False
450357	2/2/2026	001-480-4230-00000	707-951-5193 W Morris	18.03	False
450357	2/2/2026	001-470-4230-00000	707-951-5194 Kelly Feola	2.35	False
450357	2/2/2026	419-120-4230-00000	707-951-5054 (Leaver) Service:	6.01	False
450357	2/2/2026	001-240-4230-00000	707-951-7001 (VIP Phone) Service:	1.13	False
450357	2/2/2026	413-351-4230-00000	707-951-6970 (Lab-Desk) Service:	28.19	False
450357	2/2/2026	001-240-4230-00000	707-457-0870 Dash Cam	40.01	False
450357	2/2/2026	419-120-4230-00000	707-951-2294 SPMR Meter Reader	38.37	False
450357	2/2/2026	419-120-4230-00000	707-951-5834 Melissa Leeper	6.01	False
450357	2/2/2026	413-351-4230-00000	707-951-6819 (Lab-Desk) Service:	28.19	False
450357	2/2/2026	001-480-4230-00000	707-457-0732 Fred Endert Pool	22.52	False
450357	2/2/2026	001-240-4230-00000	707-457-0881 Dash Cam	40.01	False
450357	2/2/2026	001-480-4230-00000	707-951-3921 (Pool Front Counter) Service:	28.19	False
450357	2/2/2026	001-240-4230-00000	707-951-5023 (Phillippa) Service:	18.03	False
450357	2/2/2026	001-350-4230-00000	707-951-2627 (Van Hook) Service:	6.01	False
450357	2/2/2026	413-120-4230-00000	707-951-5644 Diane Swarts	3.91	False
450357	2/2/2026	419-120-4230-00000	707-951-5342 Rawlings	6.01	False
450357	2/2/2026	413-353-4230-00000	707-951-3904 Wade Mayes	5.92	False
450357	2/2/2026	001-240-4230-00000	707-951-5326 Aguilera	18.03	False
450357	2/2/2026	419-111-4230-00000	707-951-3228 (Wier) Service:	6.01	False
450357	2/2/2026	419-371-4230-00000	707-951-3904 Wade Mayes	15.22	False
450357	2/2/2026	413-352-4230-00000	707-951-6681 (WWTP) - Fritz	22.52	False
450357	2/2/2026	413-120-4230-00000	707-457-0842 UB Auto Receptionist	11.26	False
450357	2/2/2026	419-120-4230-00000	707-457-0842 UB Auto Receptionist	11.26	False
450357	2/2/2026	001-130-4230-00000	707-951-3063 (Rice) Service:	9.02	False
450357	2/2/2026	001-240-4230-00000	707-457-0877 Dash Cam	40.01	False
450357	2/2/2026	413-351-4230-00000	707-951-9756 (Goodgame-Thill) Service:	28.19	False
450357	2/2/2026	413-353-4230-00000	707-951-0167 (WWTP Ops) Service:	28.19	False
450357	2/2/2026	413-111-4230-00000	707-951-3898 (Conference Room) Service:	9.40	False
450357	2/2/2026	413-353-4230-00000	707-951-3905 (WWTP Spare) Service:	1.13	False
450357	2/2/2026	001-240-4230-00000	707-951-5300 Valero, Magnolia	18.03	False
450357	2/2/2026	001-240-4230-00000	707-458-5225 Dash Cam	40.07	False
450357	2/2/2026	413-353-4230-00000	707-951-2627 (Van Hook) Service:	6.01	False
450357	2/2/2026	419-112-4230-00000	707-951-1975 (Lacey) Service:	4.82	False
450357	2/2/2026	413-112-4230-00000	707-951-1975 (Lacey) Service:	4.81	False
450357	2/2/2026	001-480-4230-00000	707-951-5194 Kelly Feola	3.96	False
450357	2/2/2026	419-371-4230-00000	707-951-3927 (Welton) Service:	9.39	False
450357	2/2/2026	001-230-4230-00000	707-951-5234 Kevin Carey	18.03	False

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450357	2/2/2026	001-240-4230-00000	707-457-0867 Dash Cam	40.01	False
450357	2/2/2026	419-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.50	False
450357	2/2/2026	413-352-4230-00000	707-951-3105 WWTP Auto Recept - Fritz	22.52	False
450357	2/2/2026	419-120-4230-00000	707-951-3355 (Kozak) Service:	6.01	False
450357	2/2/2026	413-352-4230-00000	707-951-3294 WWTP Auto Recept - Fritz	22.52	False
450357	2/2/2026	419-371-4230-00000	707-951-5179 Leighton	6.01	False
450357	2/2/2026	001-240-4230-00000	707-951-1946 (Lopez) Service:	18.03	False
450357	2/2/2026	001-230-4230-00000	707-951-5356 Vanessa Duncan	18.03	False
450357	2/2/2026	413-353-4230-00000	707-951-5143 (Yeager) Service:	6.01	False
450357	2/2/2026	001-230-4230-00000	707-464-9113 (Fire Hall) Service:	28.19	False
450357	2/2/2026	413-352-4230-00000	707-951-4779 (WWTP Project Manager) Service:	28.19	False
450357	2/2/2026	001-240-4230-00000	707-457-0885 Dash Cam	40.01	False
450357	2/2/2026	001-240-4230-00000	707-457-0891 Dash Cam	40.01	False
450357	2/2/2026	419-371-4230-00000	707-951-1991 (Borges, D) Service	8.47	False
450357	2/2/2026	506-506-4230-00000	707-951-3904 Wade Mayes	3.10	False
450357	2/2/2026	001-240-4230-00000	707-951-5170 (Sperling) Service:	18.03	False
450357	2/2/2026	001-350-4230-00000	707-951-5143 (Yeager) Service:	6.01	False
450357	2/2/2026	419-120-4230-00000	707-951-5644 Diane Swarts	4.04	False
450357	2/2/2026	001-120-4230-00000	707-951-5054 (Leaver) Service:	6.01	False
450357	2/2/2026	413-351-4230-00000	707-951-5017 (Lab) Service:	28.19	False
450357	2/2/2026	413-130-4230-00000	707-951-3063 (Rice) Service:	4.51	False
450357	2/2/2026	001-480-4230-00000	707-951-5192 Neeley	18.03	False
450357	2/2/2026	001-480-4230-00000	707-951-1991 (Borges, D) Service	2.71	False
450357	2/2/2026	001-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.51	False
450357	2/2/2026	001-240-4230-00000	707-951-1958 (Wilson) Service:	18.03	False
450357	2/2/2026	413-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.51	False
450357	2/2/2026	508-508-4230-00000	707-951-1991 (Borges, D) Service	2.70	False
450357	2/2/2026	412-100-4230-00000	707-951-5029 (Lighthouse Cove RV) Service:	23.65	False
450357	2/2/2026	419-113-4230-00000	707-951-5239 Altman, Robin	5.77	False
450357	2/2/2026	001-120-4230-00000	707-951-3355 (Kozak) Service:	6.01	False
450357	2/2/2026	001-120-4230-00000	707-951-5342 Rawlings	6.01	False
450357	2/2/2026	413-111-4230-00000	707-951-3228 (Wier) Service:	6.01	False
450357	2/2/2026	001-250-4230-00000	707-951-5158 (Barbour) Service:	1.80	False
450357	2/2/2026	001-240-4230-00000	707-951-5205 Turkins	18.03	False
450357	2/2/2026	001-240-4230-00000	707-951-3471 (Miller) Service:	18.03	False
450357	2/2/2026	419-130-4230-00000	707-951-3063 (Rice) Service:	4.50	False
450357	2/2/2026	413-353-4230-00000	707-951-3927 (Welton) Service:	9.40	False
450357	2/2/2026	001-240-4230-00000	707-951-1988 (Aguirre) Service:	18.03	False
450357	2/2/2026	413-352-4230-00000	707-951-5005 WWTP Auto Recept - Fritz	22.52	False
450357	2/2/2026	001-240-4230-00000	707-457-0884 Dash Cam	40.01	False
450357	2/2/2026	001-480-4230-00000	707-951-3962 (A Garcia) Service:	28.19	False
450357	2/2/2026	001-240-4230-00000	707-951-3960 (Griffin) Service:	28.19	False
450357	2/2/2026	001-251-4230-00000	707-951-5158 (Barbour) Service:	7.21	False

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450357	2/2/2026	413-353-4230-00000	707-951-9082 PW Auto Receptionist	7.50	False
450357	2/2/2026	001-113-4230-00000	707-951-5239 Altman, Robin	5.77	False
450357	2/2/2026	001-350-4230-00000	707-951-9082 PW Auto Receptionist	7.51	False
450357	2/2/2026	001-120-4230-00000	707-951-5644 Diane Swarts	8.82	False
450357	2/2/2026	413-120-4230-00000	707-951-5054 (Leaver) Service:	6.01	False
450357	2/2/2026	001-112-4230-00000	707-951-5194 Kelly Feola	4.51	False
450357	2/2/2026	412-100-4230-00000	707-951-9704 (Lighthouse Cove RV) Service:	28.19	False
450357	2/2/2026	413-120-4230-00000	707-951-3930 (Water/Sewer UB Line) Service:	14.10	False
450357	2/2/2026	001-111-4230-00000	707-951-3228 (Wier) Service:	6.01	False
450357	2/2/2026	419-371-4230-00000	707-951-5143 (Yeager) Service:	6.01	False
450357	2/2/2026	412-113-4230-00000	707-951-5239 Altman, Robin	0.72	False
450357	2/2/2026	413-351-4230-00000	707-951-0494 (Wood-Desk) Service:	28.19	False
450357	2/2/2026	419-371-4230-00000	707-951-4116 (Amarante) Service:	23.60	False
450357	2/2/2026	413-353-4230-00000	707-951-5179 Leighton	6.01	False
450357	2/2/2026	001-240-4230-00000	707-951-3963 (Hutchens) Service:	28.19	False
450357	2/2/2026	413-113-4230-00000	707-951-5239 Altman, Robin	5.77	False
450357	2/2/2026	001-364-4230-00000	707-951-3904 Wade Mayes	3.95	False
450357	2/2/2026	001-240-4230-00000	707-457-0873 Dash Cam	40.01	False
450357	2/2/2026	001-240-4230-00000	707-951-3150 (Sanders) Service:	18.03	False
450357	2/2/2026	508-508-4230-00000	707-951-5080 Camper	18.03	False
450357	2/2/2026	420-115-4230-00000	707-951-1598 (Patch) Service	18.03	False
450357	2/2/2026	412-120-4230-00000	707-951-5644 Diane Swarts	0.85	False
450357	2/2/2026	413-353-4230-00000	707-951-3943 (Martinez) Service:	1.13	False
450357	2/2/2026	001-240-4230-00000	707-951-3152 (Lo) Service:	18.03	False
450357	2/2/2026	413-352-4230-00000	707-951-3119 WWTP Auto Receipt - Fritz	22.52	False
450357	2/2/2026	001-364-4230-00000	707-951-4116 (Amarante) Service:	2.95	False
450357	2/2/2026	001-240-4230-00000	707-457-0866 Dash Cam	40.01	False
450357	2/2/2026	413-352-4230-00000	707-951-5922 WWTP Auto Receipt - Fritz	22.52	False
450357	2/2/2026	419-120-4230-00000	707-951-3930 (Water/Sewer UB Line) Service:	14.09	False
450357	2/2/2026	001-230-4230-00000	707-951-3561 (Carey) Service:	38.01	False
450357	2/2/2026	001-120-4230-00000	707-951-5834 Melissa Leeper	6.01	False
450357	2/2/2026	508-508-4230-00000	707-951-3374 Corp Yard Auto Receipt - Fritz	22.52	False
450357	2/2/2026	001-240-4230-00000	707-951-5684 Garrett Shannon	18.03	False
450357	2/2/2026	001-240-4230-00000	707-951-5115 (Pearson) Service:	18.03	False
450357	2/2/2026	412-100-4230-00000	707-951-5194 Kelly Feola	5.41	False
450357	2/2/2026	420-115-4230-00000	707-951-5305 Open Line (IT)	18.03	False
450357	2/2/2026	413-120-4230-00000	707-951-3355 (Kozak) Service:	6.01	False
450357	2/2/2026	419-371-4230-00000	707-951-2627 (Van Hook) Service:	6.01	False
450357	2/2/2026	412-100-4230-00000	707-951-0023 Lighthouse Cove RV	28.19	False
450357	2/2/2026	001-250-4230-00000	707-951-3288 (Minges) Service:	9.01	False
450357	2/2/2026	001-364-4230-00000	707-951-1991 (Borges, D) Service	4.15	False
450357	2/2/2026	001-350-4230-00000	707-951-3927 (Welton) Service:	9.40	False
450358	2/2/2026	610-000-2186-00000	Plan # 306752	47.90	False

Check Num	Check Date	Acct 1	Description	Amount	Selected For Void
450358	2/2/2026	610-000-2186-00000	Plan # 306752	211.52	False
450358	2/2/2026	610-000-2178-00000	Plan # 300878	282.70	False
450358	2/2/2026	610-000-2186-00000	Plan # 306752	10.04	False
450358	2/2/2026	610-000-2178-00000	Plan # 300878	335.00	False
450358	2/2/2026	610-000-2178-00000	Plan # 300878	1,075.00	False
450358	2/2/2026	610-000-2186-00000	Plan # 306752	973.78	False
450358	2/2/2026	610-000-2178-00000	Plan # 300878	185.12	False
450359	2/2/2026	610-000-2170-00000	PR Batch 00003.01.2026 Wage Garn-FTB	228.51	False
450397	2/5/2026	001-230-4125-00000	Annual Membership Renewals 2026 - Fire	450.00	False
450397	2/5/2026	610-000-2180-00000	Annual Membership Renewals 2026	4,800.00	False
450398	2/5/2026	610-000-2174-00000	Jan 2026 Premiums - Acct # Q9377	1,779.02	False
450399	2/5/2026	610-000-2177-00000	Feb 2026 Premiums - Acct # 010-21636 00001	5,540.16	False
450400	2/5/2026	001-240-4407-00000	Background Investigation Services	4,657.57	False
450401	2/5/2026	610-000-2179-00000	Feb 2026 Billing	384.00	False
450402	2/5/2026	413-353-4124-00000	FY26 2nd Qtr 10/1-12/31/25 UI Expenses - PW	185.37	False
450402	2/5/2026	419-371-4124-00000	FY26 2nd Qtr 10/1-12/31/25 UI Expenses - PW	399.74	False
450402	2/5/2026	001-230-4124-00000	FY26 2nd Qtr 10/1-12/31/25 UI Expenses - Fire	396.00	False
450402	2/5/2026	001-364-4124-00000	FY26 2nd Qtr 10/1-12/31/25 UI Expenses - PW	405.03	False
450402	2/5/2026	001-470-4124-00000	FY26 2nd Qtr 10/1-12/31/25 UI Expenses - PW	270.86	False
450403	2/5/2026	610-000-2179-00000	Feb 2026 Premiums - Acct # 1010024	115.50	False
450403	2/5/2026	610-000-2179-00000	Dec 2025 Premiums - Acct # 1010024	105.00	False
450403	2/5/2026	610-000-2179-00000	Nov 2025 Premiums - Acct # 1010024	105.00	False
450403	2/5/2026	610-000-2179-00000	Sept 2025 Premiums - Acct # 1010024	105.00	False
450403	2/5/2026	610-000-2179-00000	Oct 2025 Premiums - Acct # 1010024	105.00	False
450403	2/5/2026	610-000-2179-00000	March 2025 Premiums - Acct # 1010024	105.00	False
450403	2/5/2026	610-000-2179-00000	April 2025 Premiums - Acct # 1010024	105.00	False
450403	2/5/2026	610-000-2179-00000	May 2025 Premiums - Acct # 1010024	115.50	False
450403	2/5/2026	610-000-2179-00000	July 2025 Premiums - Acct # 1010024	105.00	False
450403	2/5/2026	610-000-2179-00000	Aug 2025 Premiums - Acct # 1010024	105.00	False
450403	2/5/2026	610-000-2179-00000	Jan 2026 Premiums - Acct # 1010024	105.00	False
450404	2/5/2026	001-230-4407-00000	Pre-employment screening - Fire	74.00	False
450405	2/5/2026	001-364-4407-00000	Pre-employment screening Annual contract	125.00	False
450405	2/5/2026	001-364-4407-00000	Pre-employment screening - PW	58.41	False
450405	2/5/2026	419-371-4407-00000	Pre-employment screening - PW	57.51	False
450405	2/5/2026	001-112-4407-00000	Pre-employment screening - PW	0.99	False
450405	2/5/2026	001-480-4407-00000	Pre-employment screening - Pool	90.00	False
450405	2/5/2026	001-470-4407-00000	Pre-employment screening - PW	18.90	False
450405	2/5/2026	413-357-4407-00000	Pre-employment screening - PW	29.97	False
450405	2/5/2026	506-506-4407-00000	Pre-employment screening - PW	0.99	False
450405	2/5/2026	413-353-4407-00000	Pre-employment screening - PW	13.23	False
450405	2/5/2026	001-240-4407-00000	Pre-employment screening - Police	180.00	False
450406	2/5/2026	630-111-4409-00000	Niv 2025 Billing - Plan # GZ-PRC10A	300.00	False
450407	2/5/2026	610-000-2179-00000	Feb 2026 Premiums - Acct # 00 639849 0001	2,886.83	False

Check Numb	Check Date	Acct 1	Description	Amount	Selected For Void
450408	2/5/2026	610-000-2175-00000	Feb 2026 Premiums - Client ID # 12003309	1,191.00	False
				917,512.15	

AP
01-24-26 to 02-06-26 Housing

User: kbates@cresecentcity.org
Printed: 2/10/2026 2:10:27 PM

REVIEWED
kkozak , 2/10/2026, 4:13:29 PM



Check Date	Check Number	Description	Amount	Selected For Void
1/26/2026	450259	Misc Office Supplies: RETURN for gel keyboard and wrist rest.	-21.54	False
2/2/2026	450357	707-951-5644 Diane Swarts	0.41	False
1/26/2026	450300	Janitorial Supplies- City-Wide: Finance Charge	0.79	False
2/2/2026	450356	707-954-7245 Sara Barbour	2.41	False
1/26/2026	450259	HR office supplies.	2.54	False
1/26/2026	450259	Binders and dividers.	4.40	False
2/2/2026	450318	HR Office supplies: Folders, labels, dividers	4.63	False
2/2/2026	450355	GROCERY OUTLET: HA committee luncheon.	7.55	False
2/2/2026	450356	707-458-5594 Diane Swarts	8.01	False
2/2/2026	450357	707-951-5158 (Barbour) Service:	9.02	False
2/2/2026	450357	707-951-3288 (Minges) Service:	9.02	False
2/2/2026	450332	Sealant	9.40	False
2/2/2026	450344	Janitorial Supplies- City-Wide	9.96	False
2/2/2026	450356	815-243-0687 Dan Minges	11.77	False
1/26/2026	450259	Misc Office Supplies: Gel keyboard and wrist rest.	20.56	False
2/2/2026	450357	707-464-9216 (HA Office) Service:	22.52	False
2/2/2026	450356	707-951-3447 Dan Minges	23.16	False
2/2/2026	450356	707-458-5306 Sean Rosenthal	23.17	False
1/26/2026	450300	Janitorial Supplies- City-Wide	26.90	False
2/2/2026	450357	707-951-0897 (Stover) Service:	28.19	False
2/2/2026	450357	707-951-0909 (Hurt) Service:	28.19	False
2/2/2026	450357	707-951-0902 (Hartwick) Service:	28.19	False
2/2/2026	450357	707-951-0710 (Miller) Service:	28.19	False
2/2/2026	450318	Misc Office Supplies: Envelopes.	34.63	False
2/2/2026	450356	707-458-5990 Megan Miller	46.33	False
1/26/2026	450259	Misc Office Supplies: Cleaning supplies, ink replacement.	58.14	False
2/2/2026	450355	CHIPOTLE: HA committee luncheon.	59.54	False
2/2/2026	450318	Misc Office Supplies: 1099 Tax envelopes.	67.65	False
2/2/2026	450355	CHIPOTLE: HA committee luncheon.	71.45	False
1/26/2026	450259	Misc Office Supplies: Keyboard riser, desk extender tray.	87.67	False
2/2/2026	450356	707-458-4816 Jolene Hurt	348.34	False
2/2/2026	450356	707-458-4817 Wendy Hartwick	348.34	False
2/2/2026	450356	707-458-4815 Stephanie Stover	348.34	False

Check Date	Check Number	Description	Amount	Selected For Void
			1,757.87	



CITY OF CRESCENT CITY

MAYOR ISAIAH WRIGHT
COUNCIL MEMBER RAY ALTMAN
COUNCIL MEMBER STEVE SHAMBLIN

MAYOR PRO TEM CANDACE TINKLER
COUNCIL MEMBER JASON GREENOUGH

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

MONDAY

FEBRUARY 2, 2026

6:00 P.M.

OPEN SESSION

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

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

Pledge of Allegiance led by Mayor Wright

CEREMONIAL ITEMS - None

REPORTS AND PRESENTATIONS - None

PUBLIC COMMENT PERIOD

The following residents addressed the Council:

Sam Strait: spoke about controversy surrounding the Harbor and that the Harbormaster is not meeting expectations. He stated it is more political theatre than being concerned if the Harbor will be insolvent.

Roger Gitlin: asked if individual Councilors sign a personal insurance agreement or is it blanket coverage by the City.

CONSENT CALENDAR

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period January 10, 2026 through January 23, 2026.*

2. Council Minutes

- *Recommendation: Approve and adopt the January 14, 2026 and January 20, 2026 minutes of the City Council of the City of Crescent City.*

3. Payroll Report

- *Recommendation: Receive and file the biweekly payroll reports for the period ending January 24, 2026 paid January 30, 2026.*

4. Measure S Oversight Committee Appointment

- *Recommendation: Confirm the Mayor's appointment of Deborah Holloway to the Measure S Oversight Committee to fill the remainder of Steve Shamblin's term (1 year)*

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

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

PUBLIC HEARING - None

CONTINUING BUSINESS - None

NEW BUSINESS

5. Fiscal Year 2024-25 Financial Audit

- *Recommendation: Receive presentation from auditor*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Receive and file Fiscal Year 2024-25 Audited Financial Report for the City of Crescent City*

City Manager Wier stated that the independent auditor, Ahmet Badawi from Badawi & Associates, presented the Fiscal Year 2024-25 Financial Audit. He began his presentation with background on his company. He went over in detail the areas of primary audit risk in general, the required communications and explained each one. He further stated that overall, this was a very good audit, there were no significant audit adjustments or unadjusted differences, no material weaknesses were identified. Mr. Badawi went over the new accounting standards for 2026 and in 2027. Council Member Shamblin asked if the auditor has written City procedures and do the auditors review those procedures; Mr. Badawi answered in the affirmative. City staff is interviewed, and their responses are compared to the policies and procedures in place.

There were no comments from the public.

On a motion by Council Member Altman, seconded by Council Member Shamblin, and carried on a 4-0 polled vote, with Mayor Pro Tem Tinkler absent, the City Council of the City of Crescent City received and filed Fiscal Year 2024-25 Audited Financial Report for the City of Crescent City.

6. Budget-to-Actual Operating Results for Fiscal Year 2024-25

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Receive and file budget-to-actual financial report of the City's major operating funds for Fiscal Year 2024-25*

City Manager Wier stated that this item is best to showcase the work that Finance Director Leaver does for the City. Finance Director Leaver gave the Council an overview of the City's major

operating funds for FY 24-25. The auditor reviews City polices and meeting minutes, interviews staff, gathers information from City documents and outside sources and the audit is completed by the end of December. Finance Director went over the five major operating funds in detail: General Fund, Housing Authority Fund, RV Park Fund, Sewer Fund, and Water Fund plus an analysis of Citywide wages and benefits. If the full budget is not spent, the estimated fund balance would be \$3.2 million. For the Sewer Fund, total revenue is under budget, expenses were under budget, but the majority of that was from the grant for the WWTP project. The current FY 25-26 budget would decrease the working capital; therefore, we are looking at a sewer rate study. For the Water Fund, the revenue and expenses are under. The current FY 25-26 budget to decrease working capital fairly significantly, therefore, a water rate study is necessary. The mid-year budget is currently being worked on to be brought before the Council. Council Member Greenough asked for a timeframe for the Sewer/Water Study; Director Leaver stated it is scheduled for March.

There were no public comments.

On a motion by Council Member Greenough, seconded by Council Member Altman, and carried on a 4-0 polled vote, with Mayor Pro Tem Tinkler being absent, the City Council of the City of Crescent City received and filed budget-to-actual financial report of the City's major operating funds for Fiscal Year 2024-25.

7. 2026 Council Board and Committee Appointments

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Mayor to appoint and Council to confirm the Mayor's appointments to the Pelican Bay State Prison Citizens Advisory Commission and the Golden State Risk Management Authority (GSRMA) Board of Directors*

City Manager Wier stated that this is for two additional appointments – one additional for PBSP CAC and to appoint a member to GSRMA Board of Directors. Due to Mayor Pro Tem Tinkler being absent, the Council wanted to reach out to her to see if she was willing to serve on PBSP CAC. Mayor Wright stated that if he does not run for re-election, he would only serve a partial term on the GSRMA Board of Directors. Mayor Wright stated he enjoyed being on the Board and would like to serve for the 6 months he'll have left on the Council. Council Member Shamblin stated he would like to serve as alternate. The Council was in consensus for Mayor Wright to do the first 6 months for GSRMA and for Council Member Shamblin being an alternate with the understanding he would complete Mayor Wright's term on the Board.

There were no public comments.

On a motion by Council Member Altman, seconded by Council Member Greenough, and carried on a 4-0 polled vote, with Mayor Pro Tem Tinkler being absent, the City Council of the City of Crescent City confirmed the Mayor's appointment of Mayor Isaiah Wright to serve on the Golden State Risk Management Authority (GSRMA) Board of Directors and for Council Member Shamblin being an alternate.

CITY COUNCIL ITEMS

- **Reports, Concerns, Referrals, Council travel and training reports – None**
- **Legislative Matters – None**
- **City Manager Report and City Council Directives – City Manager Wier reported on the following:**

- Harbor Pointe Apartments received the Del Norte Pride award at the Chamber Dinner Saturday night.
- There is a Measure S Oversight Committee meeting on Tuesday, February 10th at 6:00 p.m.
- Former City Manager Mike Young was recognized at the Chamber Dinner by being awarded the “Lifetime Achievement Award”
- There is a Planning Commission meeting that will be reviewing a large apartment complex project
- Gave accolades to Finance Director Leaver for her work on the City’s budget
- Ribbon cutting for Harbor Pointe will be Tuesday, February 10th at 4:45 p.m.

ADJOURNMENT

There being no further business to come before the Council, Mayor Wright adjourned the meeting at 6:59 p.m. to the regular meeting of the City Council of the City of Crescent City on Tuesday, February 17, 2026 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 02/07/2026
 Pay Date 02/13/2026

Check Numbers: 111737-111738 & 111742 - 111747 (Plus Direct Deposits)

Home Dept.	Regular Pay	Overtime	Gross Pay	Employees	Notes
City Council (110)	4,209.85	-	4,209.85	5	
Administration (111)	22,784.75	364.54	23,149.29	6	
Finance (120)	17,946.62	139.71	18,086.33	7	
City Attorney (130)	5,333.20	-	5,333.20	1	
Fire (230)	16,221.72	1,182.52	17,404.24	5	
Police (240)	47,674.98	3,668.65	51,343.63	16	
Planning (313)	1,390.60	-	1,390.60	1	
Public Works (350)	68,132.24	1,005.30	69,137.54	26	Includes a final payout
Recreation (450)	5,284.42	-	5,284.42	2	
Swimming Pool (480)	14,998.56	537.95	15,536.51	17	Includes a final payout
Housing (490)	11,732.74	-	11,732.74	4	
	215,709.68	6,898.67	222,608.35	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: ROBIN ALTMAN, CITY CLERK/ADMINISTRATIVE ANALYST

DATE: FEBRUARY 17, 2026

SUBJECT: PELICAN BAY STATE PRISON CITIZENS ADVISORY COMMISSION APPOINTMENT

RECOMMENDATION

- Confirm the Mayor's appointment of Mayor Pro Tem Candace Tinkler to the Pelican Bay State Prison Citizens Advisory Commission

BACKGROUND

Annually Council Members review Boards and Committees and make their preferences known for the following year to the Mayor. The Mayor will then make their appointments and present them to the Council to confirm said appointments.

ITEM ANALYSIS

On January 5, 2026, the City Council confirmed Mayor Wright's appointments for 2026. Subsequently, Pelican Bay State Prison reached out to the Mayor and requested additional appointments to the Pelican Bay Citizens Advisory Commission. Mayor Pro Tem Candace Tinkler has confirmed her willingness to be appointed to this Commission.

FISCAL ANALYSIS

There is no direct fiscal impact from having a City Council Member serve on the Pelican Bay State Prison Citizens Advisory Commission.

ATTACHMENTS - None



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: FEBRUARY 17, 2026

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

RECOMMENDATION

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

BACKGROUND

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

ITEM ANALYSIS

As of December 31, 2025, we are 50% through the fiscal year, with 50% of the year remaining. It can be helpful to review the percentage of budgeted revenues received and budgeted expenses incurred to date and to compare those percentages to the calendar date. However, revenues and expenditures are not always even throughout the year for many reasons. Many revenues are not received evenly throughout the year (particularly tax revenues and grant reimbursements), most expenses are not recorded until the invoice is received in the following month, and budgets may include large projects that have not yet been completed.

This report provides a brief summary of the actual revenues and expenditures for the year to date; additional information is provided in the budget-to-actual reports attached.

- **General Fund**

In the General Fund, 39% of budgeted revenues have been received with 61% remaining, and 39% of budgeted expenditures have been incurred with 61% remaining. Many General Fund revenues are received unevenly through the year (sales tax and Measure S are received two months in arrears, TOT and interest are received quarterly, and various property taxes are received in December, January, April, and May).

- **Housing Authority Fund**

The Housing Authority is funded by monthly disbursements from the federal government, and the monthly housing assistance payments make up the majority of the expenditure budget. Therefore, actual revenues and expenditures usually align closely with how far we are through the fiscal year. At this point, 50% of budgeted revenues have been received with 50% remaining, and 49% of budgeted expenditures have been incurred with 51% remaining.

- **RV Park Fund**

The RV Park earns revenue primarily from space rents, which are highly seasonal. As of December 31, 66% of the budgeted revenue has been received with 34% remaining. At this point in the year, 45% of budgeted operating expenses have been incurred with 55% of the budget remaining.

- **Sewer Fund**

The Sewer Fund earns revenue primarily from monthly charges to the users of its services. As of December 31, the primary revenue source (monthly service) is on track with 51% of the budgeted received with 49% remaining. Of total revenues, 50% of the overall budget has been received with 50% remaining. Of the budgeted operating expenses, 41% has been spent with 59% remaining.

- **Water Fund**

The Water Fund earns revenue primarily from monthly charges for service. As of December 31, the primary revenue source (monthly service) is on track with 51% of the budgeted received with 49% remaining. Of total revenues, 55% of the overall budget has been received with 45% remaining. Of the budgeted operating expenses, 41% has been spent with 59% remaining.

- **Summary**

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

	Budget	Actual	Remaining \$	Remaining %
General Fund				
Revenue	10,532,220	4,123,519	6,408,701	61%
Expense	12,427,858	4,872,110	7,555,748	61%
Net	(1,895,638)	(748,591)		
Housing Fund				
Revenue	4,669,583	2,338,446	2,331,137	50%
Expense	4,706,030	2,306,004	2,400,026	51%
Net	(36,447)	32,442		
RV Park Fund				
Revenue	627,786	415,764	212,022	34%
Expense	659,649	294,696	364,953	55%
Capital Grant Revenue	835,000	-	835,000	100%
Capital Expense	826,457	8,195	818,262	99%
Net	(23,320)	112,873		
Sewer Fund				
Revenue	5,888,575	2,926,281	2,962,294	50%
Operating Expense	5,548,913	2,257,600	3,291,313	59%
Debt Service	1,697,663	1,697,663	-	0%
Transfer to Sewer CIP Fund	75,000	75,000	-	0%
Transfer to Equipment ISF	16,000	10,271	5,729	36%
Net	(1,449,001)	(1,114,253)		
Water Fund				
Revenue	3,195,371	1,765,636	1,429,735	45%
Operating Expense	3,284,287	1,356,702	1,927,585	59%
Transfer to Water CIP Fund	400,000	400,000	-	0%
Transfer to Equipment ISF	12,150	7,593	4,557	38%
Net	(501,066)	1,341		

• **Long-term Liabilities**

The City's long-term liability balances are included in the table below. Net Pension Liability, Net OPEB Liability, Compensated Absences, and Subscriptions Payable are updated annually during the audit process. The Sewer Fund loan balance is updated when payments are made each July. This table does not include interfund balances (amounts owed from one City fund to another).

Liability	Fund	Balance	As of
Net Pension Liability	Multiple	13,260,280	6/30/2025
Net OPEB Liability	Multiple	670,734	6/30/2025
Compensated Absences	Multiple	994,317	6/30/2025
Subscriptions Payable	IT	95,794	6/30/2025
SRF Loan	Sewer	25,464,940	7/31/2025

FISCAL ANALYSIS

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

STRATEGIC PLAN ASSESSMENT

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

ATTACHMENTS

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

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

% of Year Remaining: 50%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Non-Departmental Revenue									
Tax Revenue	1	7,743,963	2,921,901	38%	4,822,062	62%	-	4,822,062	62%
Licenses & Permits		258,535	71,468	28%	187,067	72%	-	187,067	72%
Interest Income	2	150,000	45,304	30%	104,696	70%	-	104,696	70%
Lease-Rental Income		36,182	17,537	48%	18,645	52%	-	18,645	52%
Other Revenue		11,150	14,347	129%	(3,197)	-29%	-	(3,197)	-29%
Departmental Revenue									
City Manager		92,377	1,000	1%	91,377	99%	-	91,377	99%
Econ Dev / Comm Supp / Grants		140,000	66,548	48%	73,452	52%	-	73,452	52%
Human Resources		24,786	30	0%	24,756	100%	-	24,756	100%
Finance		-	300		(300)		-	(300)	
Fire	3	1,121,124	487,275	43%	633,849	57%	-	633,849	57%
Police	4	293,763	236,864	81%	56,899	19%	-	56,899	19%
Code Enforcement		100,000	-	0%	100,000	100%	-	100,000	100%
Building Inspection		93,050	67,371	72%	25,679	28%	-	25,679	28%
Planning		11,100	3,262	29%	7,838	71%	-	7,838	71%
Streets		208,685	77,494	37%	131,191	63%	-	131,191	63%
Parks		5,000	13,076	262%	(8,076)	-162%	-	(8,076)	-162%
Cultural Center		16,200	1,932	12%	14,268	88%	-	14,268	88%
Swimming Pool		226,305	97,810	43%	128,495	57%	-	128,495	57%
Revenue Total		10,532,220	4,123,519	39%	6,408,701	61%	-	6,408,701	61%
Non-Departmental Expenditures									
City Council		34,385	13,091	38%	21,294	62%	232	21,062	61%
City Manager		179,755	55,273	31%	124,482	69%	-	124,482	69%
Econ Dev / Comm Supp / Grants		588,832	189,791	32%	399,041	68%	101,125	297,916	51%
City Clerk		55,465	25,200	45%	30,265	55%	-	30,265	55%
Human Resources		139,612	41,559	30%	98,053	70%	7,462	90,592	65%
Finance		400,273	172,779	43%	227,494	57%	4,099	223,395	56%
City Attorney		103,852	39,137	38%	64,716	62%	-	64,716	62%
Fire		2,198,758	975,590	44%	1,223,168	56%	93,645	1,129,524	51%
Police		3,735,347	1,473,539	39%	2,261,808	61%	321,685	1,940,123	52%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances			Encumbrances	
					Remaining	%		Remaining	%
Code Enforcement		174,124	99,274	57%	74,850	43%	-	74,850	43%
Building Inspection		226,247	50,844	22%	175,403	78%	42,125	133,277	59%
Planning		325,232	145,269	45%	179,963	55%	122,413	57,550	18%
Public Works Admin		163,629	68,206	42%	95,423	58%	-	95,423	58%
Streets		1,752,485	489,317	28%	1,263,168	72%	85,308	1,177,860	67%
Parks		695,660	286,095	41%	409,565	59%	29,700	379,865	55%
Cultural Center		192,686	56,442	29%	136,244	71%	46,206	90,037	47%
Swimming Pool		1,257,184	689,017	55%	568,167	45%	78,475	489,692	39%
Expenditure Total		12,427,858	4,872,110	39%	7,555,748	61%	1,048,120	6,507,628	52%
Net Operating Results		(1,895,638)	(748,591)						

Notes:

- 1 Sales tax and Measure S are received 2 months in arrears, so this report reflects revenue earned July - October. TOT is due quarterly, one month after the quarter ends, so this report reflects revenue earned in the first quarter (Jul - Sep, paid in Oct). (TOT is also highly seasonal.) Property taxes and in-lieu are received Dec, Jan, Apr, and May.
- 2 Interest is received quarterly, so this report reflects interest earned in the first quarter (Jul - Sep, received in Oct).
- 3 The majority of Fire revenue is for services to the Crescent Fire Protection District which is billed quarterly, so this report reflects the first quarter (Jul - Sep). It also includes revenue of \$273k for prior year services that will be included in FY26 revenue.
- 4 Includes \$137k grant revenues for FY25 not received in time for FY25 that will be included in FY26 revenue.

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

% of Year Remaining: 50%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances	Remaining		Encumbrances	Remaining
Revenue									
Housing Choice Voucher Program									
Housing Assistance Revenue		3,669,720	1,815,756	49%	1,853,964	51%	-	1,853,964	51%
Admin Revenue		572,528	311,739	54%	260,789	46%	-	260,789	46%
Emergency Housing Voucher Program									
Housing Assistance Revenue		70,200	29,764	42%	40,436	58%	-	40,436	58%
Admin Revenue		11,907	6,109	51%	5,798	49%	-	5,798	49%
Mainstream Voucher Program									
Housing Assistance Revenue		273,600	136,124	50%	137,476	50%	-	137,476	50%
Admin Revenue		47,628	24,085	51%	23,543	49%	-	23,543	49%
Other Revenues									
Interest		6,000	250	4%	5,750	96%	-	5,750	96%
Port In - Admin			558		(558)		-	(558)	
Port In - HAP			7,442		(7,442)		-	(7,442)	
Recovery - Admin		9,000	1,836	20%	7,165	80%	-	7,165	80%
Recovery - HAP		9,000	1,836	20%	7,165	80%	-	7,165	80%
HAP Owner Reimbursement			690		(690)		-	(690)	
Other Revenue			2,258		(2,258)		-	(2,258)	
Revenue Total		4,669,583	2,338,446	50%	2,331,137	50%	-	2,331,137	50%
Expenditures by Department									
City Manager		5,558	2,159	39%	3,399	61%	-	3,399	61%
Human Resources		8,417	1,770	21%	6,647	79%	2	6,645	79%
Finance		11,839	6,728	57%	5,111	43%	95	5,017	42%
City Attorney		2,413	441	18%	1,972	82%	-	1,972	82%
Housing Authority									
Housing Assistance Payments		4,013,520	1,986,013	49%	2,027,507	51%	-	2,027,507	51%
Admin		664,283	308,893	47%	355,390	53%	22,812	332,578	50%
Expenditure Total		4,706,030	2,306,004	49%	2,400,026	51%	22,909	2,377,117	51%
Net Operating Results		(36,447)	32,442						

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

% of Year Remaining: 50%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Revenue									
Interest		10,000	9,016	90%	984	10%	-	984	10%
Misc Sales		14,500	10,440	72%	4,060	28%	-	4,060	28%
Rental Revenue	1	603,286	396,309	66%	206,977	34%	-	206,977	34%
Other Revenue		-	-		-		-	-	
Revenue Total		627,786	415,764	66%	212,022	34%	-	212,022	34%
Operating Expenses by Department									
RV Park		553,506	250,237	45%	303,269	55%	60,499	242,770	44%
City Council		4,075	1,673	41%	2,402	59%	29	2,373	58%
City Manager		13,673	5,633	41%	8,040	59%	-	8,040	59%
City Clerk		6,529	2,888	44%	3,641	56%	-	3,641	56%
Human Resources		4,009	847	21%	3,162	79%	1	3,161	79%
Finance		65,981	28,774	44%	37,207	56%	137	37,070	56%
City Attorney		11,876	4,645	39%	7,231	61%	-	7,231	61%
Expense Total		659,649	294,696	45%	364,953	55%	60,666	304,286	46%
Net Operating Results		(31,863)	121,068						
Capital Grant Revenue		835,000	-	0%	835,000	100%	-	835,000	100%
Capital Expenses		826,457	8,195	1%	818,262	99%	1,189	817,074	99%
Net		(23,320)	112,873						

Notes:

1 Rental revenue is highly seasonal.

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

% of Year Remaining: 50%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances	Remaining		Encumbrances	Remaining
Sewer Fund Revenue									
Interest	1	100,000	27,406	27%	72,594	73%	-	72,594	73%
Other Income	2	27,800	32,607	117%	(4,807)	-17%	-	(4,807)	-17%
Charges for Services		4,578,264	2,322,409	51%	2,255,856	49%	-	2,255,856	49%
Sewer Connections	3	200,000	296,289	148%	(96,289)	-48%	-	(96,289)	-48%
Sewer Lab	4	134,400	35,903	27%	98,497	73%	-	98,497	73%
County Collection System (CSA)	5	269,177	-	0%	269,177	100%	-	269,177	100%
Grant Revenue		384,860	17,594	5%	367,266	95%	-	367,266	95%
Transfers In		194,074	194,074	100%	-	0%	-	-	0%
Sewer Fund Revenue Total		5,888,575	2,926,281	50%	2,962,294	50%	-	2,962,294	50%
Sewer Fund Expenses by Dept									
City Council		43,374	19,280	44%	24,094	56%	232	23,862	55%
City Manager		135,559	65,410	48%	70,149	52%	-	70,149	52%
Econ Dev / Grants		67,370	31,916	47%	35,454	53%	-	35,454	53%
City Clerk		77,933	39,706	51%	38,227	49%	-	38,227	49%
Human Resources		25,646	8,799	34%	16,847	66%	4	16,843	66%
Finance		486,769	231,076	47%	255,693	53%	18,243	237,450	49%
City Attorney		74,319	32,584	44%	41,735	56%	-	41,735	56%
Sewer Lab		506,546	237,981	47%	268,565	53%	64,401	204,164	40%
WWTP Operations		3,033,506	1,118,654	37%	1,914,852	63%	1,322,700	592,151	20%
City Collection System		550,130	253,549	46%	296,581	54%	21,827	274,755	50%
County Collection System (CSA)		271,485	93,029	34%	178,456	66%	35,768	142,688	53%
WWTP Major Maintenance		276,276	125,615	45%	150,661	55%	21,049	129,612	47%
Operating Expense Total		5,548,913	2,257,600	41%	3,291,313	59%	1,484,223	1,807,089	33%
Debt Service	6	1,697,663	1,697,663	100%	-	0%	-	-	0%
Transfers to Sewer CIP Fund		75,000	75,000	100%	-	0%	-	-	0%
Transfers to Equipment ISF		16,000	10,271	64%	5,729	36%	-	5,729	36%
Sewer Fund Expense Total		7,337,576	4,040,534	55%	3,297,041	45%	1,484,223	1,812,818	25%
Net Sewer Fund Results		(1,449,001)	(1,114,253)						

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including		
					Encumbrances	Remaining		Encumbrances	Remaining	
Sewer CIP Revenues										
Transfers in (from Sewer Fund)		75,000	75,000	100%	-	0%	-	-	0%	
Interest	1	50,000	11,804	24%	38,196	76%	-	38,196	76%	
Sewer CIP Revenue Total		125,000	86,804	69%	38,196	31%	-	38,196	31%	
Sewer CIP Expenses										
RBC Gear Box		62,000	-	0%	62,000	100%	-	62,000	100%	
Boiler		228,000	-	0%	228,000	100%	-	228,000	100%	
Influent Gate		35,000	-	0%	35,000	100%	15,000	20,000	57%	
Primary Influent Valves		120,000	-	0%	120,000	100%	-	120,000	100%	
Influent Screens		200,000	150,438	75%	49,562	25%	1,333	48,230	24%	
Sewer Mains		225,000	-	0%	225,000	100%	-	225,000	100%	
Transfers out (to Sewer Fund)		194,074	194,074	100%	-	0%	-	-	0%	
Sewer CIP Expense Total		1,064,074	344,512	32%	719,562	68%	16,333	703,230	66%	
Net Sewer CIP Results		(939,074)	(257,708)							

NOTES:

- 1 Interest is received quarterly, so this report reflects interest earned in the first quarter (Jul - Sep, received in Oct).
- 2 NSF and late fees for all utility accounts are recorded here and then allocated between water and sewer at the end of the year.
- 3 Actual results depend on the number of connections requested.
- 4 Internal lab services are billed quarterly, so this report includes 1st quarter (Jul-Sep); external customers are billed the month following service.
- 5 Amounts depend on actual expenditures, will be billed to County.
- 6 Annual debt service payment is made in July.

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

% of Year Remaining: 50%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances	Remaining		Encumbrances	Remaining
Water Fund Revenue									
Interest		67,500	23,441	35%	44,059	65%	-	44,059	65%
Rental Revenue	1	24,648	14,376	58%	10,272	42%	-	10,272	42%
Other Revenue	2	27,196	6,827	25%	20,369	75%	-	20,369	75%
Charges for Services		2,695,897	1,369,398	51%	1,326,499	49%	-	1,326,499	49%
Water Connections	3	95,000	136,234	143%	(41,234)	-43%	-	(41,234)	-43%
Water CSD Admin Revenue		3,300	-	0%	3,300	100%	-	3,300	100%
Other Reimbursements		71,630	5,161	7%	66,469	93%	-	66,469	93%
Transfers In		210,200	210,200	100%	-	0%	-	-	0%
Water Fund Revenue Total		3,195,371	1,765,636	55%	1,429,735	45%	-	1,429,735	45%
Water Fund Expenses by Department									
City Council		42,748	18,928	44%	23,820	56%	232	23,588	55%
City Manager		134,430	64,077	48%	70,353	52%	-	70,353	52%
Econ Dev / Grants		60,729	28,224	46%	32,505	54%	-	32,505	54%
City Clerk		71,166	35,964	51%	35,202	49%	-	35,202	49%
Human Resources		27,724	8,972	32%	18,752	68%	5	18,747	68%
Finance		466,310	225,305	48%	241,005	52%	17,743	223,263	48%
City Attorney		63,026	29,076	46%	33,950	54%	-	33,950	54%
Water Operations		2,261,737	900,033	40%	1,361,704	60%	136,584	1,225,120	54%
Water CSD		156,417	46,123	29%	110,294	71%	52,051	58,243	37%
Operating Expense Total		3,284,287	1,356,702	41%	1,927,585	59%	206,615	1,720,970	52%
Transfers to Water CIP Fund		400,000	400,000	100%	-	0%	-	-	0%
Transfers to Equipment ISF		12,150	7,593	62%	4,557	38%	-	4,557	38%
Water Fund Expense Total		3,696,437	1,764,295	48%	1,932,142	52%	206,615	1,725,527	47%
Net Water Fund Results		(501,066)	1,341						

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Water CIP Revenues									
Transfers in (from Water Fund)		400,000	400,000	100%	-	0%	-	-	0%
Interest		50,000	15,907	32%	34,093	68%	-	34,093	68%
Grant Revenue		695,122	-	0%	695,122	100%	-	695,122	100%
Water CIP Revenue Total		1,145,122	415,907	36%	729,215	64%	-	729,215	64%
Water CIP Expenses									
Ground Source Well		649,122	1,213	0%	647,909	100%	280,226	367,683	57%
Surge Protection		814,743	68,472	8%	746,271	92%	642,528	103,743	13%
Automatic Meter Reading		606,844	111,801	18%	495,043	82%	138,768	356,276	59%
Water Mains		195,107	60,250	31%	134,857	69%	-	134,857	69%
Transfers out (to Water Fund)		210,200	210,200	100%	-	0%	-	-	0%
Water CIP Expense Total		2,476,016	451,936	18%	2,024,080	82%	1,061,521	962,559	39%
Net Water CIP Results		(1,330,894)	(36,030)						

NOTES:

- 1 Cell tower rent.
- 2 NSF and late fees are allocated at the end of the year.
- 3 Includes both the connection fee and charges for equipment/materials related to the connection. Actual results depend on connections requested.



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: FEBRUARY 17, 2026

SUBJECT: QUARTERLY CASH AND INVESTMENTS REPORT AS OF DECEMBER 31, 2025

RECOMMENDATION

- Receive and file quarterly cash and investments report as of December 31, 2025

BACKGROUND

California Government Code Section 53600 requires timely reporting of local agency investment transactions and portfolio to the agency's legislative body. The Government Finance Officers Association's (GFOA) best practice recommendation is for local agencies to periodically report cash and investments to the governing body.

ITEM ANALYSIS

Below is a summary of the City's cash and investments as of December 31, 2025 (general ledger balances). These totals do not include fiduciary funds that are held by other entities (e.g. trust account held by PARS for the City's OPEB liability).

Account		Balance
Petty Cash		1,850
Bank Accounts		
US Bank Main	936,447	
US Bank Payroll	-	
US Bank Savings (CDBG Program Income)	601	
US Bank Grant Advance Account	897,533	
US Bank Housing Authority	426,200	
US Bank Sewer Fund Capital Reserve	59,313	
US Bank Water Fund Debt Service Reserve	351,412	2,671,505
Investment (Pooled Funds)		
Local Agency Investment Fund (at FMV)		18,949,528
Total		21,622,883

- **Cash**

- **Petty Cash**

The City maintains petty cash in various departments for change drawers and incidental purchases.

Location/Purpose	Amount
Administration - Petty Cash	300
Swimming Pool - Change Drawer	200
RV Park - Change Drawer	450
Utility Billing - Change Drawers	900
Total	1,850

- **Bank Accounts**

Amounts listed are general ledger amounts and reflect activity through December 31, 2025. These amounts include checks that have been written but not yet presented to the bank (outstanding checks) and deposits that have been made but not yet recorded by the bank (deposits in transit). The general ledger balance reflects the City's balances more accurately than the bank statements of the same date. Transactions are recorded by finance staff during various reconciliation processes which may not all be complete as of the writing of this report.

- US Bank Main – This is the City's checking account. All cash receipts and accounts payable are processed through this account. Balances fluctuate based on activity and cash flow needs. When funds accumulate that are not immediately needed for cash flow, they are transferred to LAIF. When

additional funds are required to meet immediate needs, they are transferred from LAIF into the main checking account.

- US Bank Payroll – This is a Zero Balance Account (ZBA). When payroll expenditures (direct deposits, checks, and wire transfers) are presented to the bank, the amount of the expenditure is automatically transferred from the main checking account into the payroll account.
- US Bank Savings (CDBG Program Income) – The California Department of Housing and Community Development (HCD), which administers our Community Development Block Grant (CDBG) strongly suggests using a separate, interest-bearing bank account for Program Income. Interest earned on Program Income is also qualified as Program Income.
- US Bank Grant Advance (Clean California) – This account is for the receipt of grant advance funds for the Clean California grant project (Cultural Gateway and Beautification Project) and will be spent as the project progresses.
- US Bank Housing Authority – This account is used to receive funding from the Federal Department of Housing and Urban Development (HUD). Housing Assistance Payments are made from this account. The amount allowed by HUD for administrative costs is periodically transferred into the City's main checking account and allocated for costs within the Housing Authority Fund.
- US Bank Sewer Fund Capital Reserve – This account was required under the terms of the State Revolving Fund loan. Over a period of 10 years, the City was required to set aside \$2,187,700 as a capital reserve. The balance in this account represents the first three years' contributions plus interest. In October 2017, the City successfully negotiated a contract amendment to the SRF loan, removing the Capital Reserve Requirement. The majority of funds previously held in this account were transferred to the Sewer Fund for an authorized project. The remaining balance is held until needed for a project.
- US Bank Water Fund Debt Service Reserve – This account was required under the terms of the Safe Drinking Water loan. The funds would only be available to make the debt service payment should the Water Fund be unable to make payments from its operating account. The final loan payment was made last fiscal year and the funds are now available. However, as the Water

Fund may be pursuing debt financing for upcoming projects, a debt service reserve fund is likely to be required again and these funds have been left in the reserve fund for now.

- **Pooled Cash**

With the exception of restricted bank accounts (US Bank Savings, US Bank Housing Authority, and US Bank Grant Advance), the City's cash and investment resources are pooled. The pooling of cash and investments provides several advantages, including better physical custody and control, enhanced investment opportunities, and ease of operations. It also simplifies custody, collection, and disbursements.

It is important to note that the City's pooled resources include fiduciary, grant, and capital project funds as well as the City's major operating funds (but not restricted funds). The cash and investment totals represent balances as of a specific date and do not necessarily represent amounts available for future appropriations.

The use of pooled cash allows the City to cover negative cash balances in certain funds internally, rather than borrowing from an external source. Certain funds – particularly when grant-funded – experience a negative cash balance due to the timing of expenditures and the delay in reimbursement. Instead of using external borrowing to cover these timing issues, the City's pooled cash covers the negative fund(s) until reimbursed. Typically, the General Fund covers the negative funds. However, when the negative funds are for large amounts (for example, large CIP projects), the General Fund alone may not have sufficient cash flow to cover the entire negative balance. Per the City's Debt Policy, short-term cash flow needs may be covered by one of the enterprise funds if necessary, and interest would be paid to the enterprise fund in that case.

- **Investments**

- **Local Agency Investment Fund (LAIF)**

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 and managed by the Treasurer of the State of California. Cash is pooled with cash from local agencies state-wide and invested. Each agency has its own account within the pool. Each participating agency has a maximum account limit of \$75 million, with no minimum balance, and is permitted to make up to 15 transactions per month. Investments in LAIF are available upon demand, although 24-hour notice is required for withdrawals of \$10 million or more. More information about LAIF can be found at their website: <http://www.treasurer.ca.gov/pmia-laif/laif.asp>.

- **Current Investment Portfolio**

The City’s investment portfolio is 100% in LAIF. City staff reviewed this policy with its financial advisor in 2022 and determined the balances invested (less amounts already appropriated for capital improvement projects and other budgeted items) would not warrant the investment fees and administrative overhead required to invest in other vehicles.

○ **Individual Transactions During Quarter**

These transactions represent the City’s cash flowing between the checking account and LAIF investment account as cash is needed to fund budgeted items.

LAIF Transactions			
10/6/2025	Deposit	1,300,000	Transfer from main checking to LAIF
10/15/2025	Deposit	203,422	Interest earned (Jul - Sep)
10/22/2025	Deposit	350,000	Transfer from main checking to LAIF
10/27/2025	Deposit	500,000	Transfer from main checking to LAIF
11/10/2025	Deposit	150,000	Transfer from main checking to LAIF
11/19/2025	Withdrawal	(250,000)	Transfer from LAIF to main checking
12/2/2025	Withdrawal	(250,000)	Transfer from LAIF to main checking
12/5/2025	Withdrawal	(600,000)	Transfer from LAIF to main checking
12/22/2025	Deposit	300,000	Transfer from main checking to LAIF
12/30/2025	Deposit	400,000	Transfer from main checking to LAIF

○ **Individual Securities Held**

None.

○ **Realized and Unrealized Gains/Losses and Market Value**

Although the City does not hold any securities with a maturity over one year, the City does record a Fair Market Value (FMV) adjustment for its investment in LAIF, consistent with GASB 72. This GASB requirement is to provide transparency for the market value fluctuations in investments that are intended to be sold.

Although the City does not sell or intend to sell its investments (which are currently 100% in LAIF) and therefore does not have risk of market losses, we are required to periodically calculate the value of our investments if they were to be sold on a particular date and report that fair market value. The FMV adjustment is calculated quarterly, and the adjustment as of December 31, 2025 was an unrealized gain of \$41,248. There is no actual (realized) gain or loss because the investments were not sold. The City receives actual interest earnings from LAIF each quarter. During this reporting period, interest of \$203,422 was received in October, representing interest earnings for July – September 2025.

- **Return on Investments**

The monthly rate in LAIF as of December 31, 2025 was 4.025%, which is a slight decrease from the prior quarter (4.212% in September 2025). Crescent City's Investment Policy specifies the two-year Treasury note as a benchmark, which is to be used for reference purposes only. The daily treasury yield for two-year notes on December 31, 2025 was 3.47%.

LAIF administrative cost as of December 31, 2025 was 0.27% of earnings. By law, LAIF administrative costs may not exceed 5% of the quarterly earnings of the fund, unless the 13-week Daily Treasury Bill on the last day of the fiscal year is below 1%, in which case administrative costs may not exceed 8% of quarterly earnings for the subsequent fiscal year.

- **Percentage of Portfolio**

- 100% LAIF

- **Compliance Statement**

The City's investment portfolio as of December 31, 2025 is in compliance with the City's Investment Policy and is meeting the policy objectives of (1) safety, (2) liquidity, and (3) yield.

FISCAL ANALYSIS

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

STRATEGIC PLAN ASSESSMENT

This report is consistent with Strategic Plan Goal 3(B) to "Maintain responsible fiscal management and accountability."



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: FEBRUARY 17, 2026

SUBJECT: AMENDMENT NO. 1 TO PLHA / PIP LOAN AGREEMENT – PROJECT DESCRIPTION

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and authorize the City Manager to sign Amendment No. 1 to the PLHA / PIP Loan Agreement between the City of Crescent City and Community System Solutions

BACKGROUND

In September 2017, the California Legislature approved Senate Bill 2 (SB 2), known as the Building Homes and Jobs Act (Act), which established a \$75 recording fee on real estate documents that would go into a fund to be used to increase the supply of affordable housing. The Act establishes the Permanent Local Housing Allocation (PLHA) program administered by the California Department of Housing and Community Development (HCD). The PLHA provides a permanent source of funding to cities and counties to help meet the unmet need for affordable housing and increase the supply of affordable housing units. On February 20, 2024, council directed staff to submit an application for funding and on July 1, 2024, the City was awarded \$344,198 in PLHA funding. There is another \$56,111 expected to be available once the 2023 allocation is released.

With the 2019-2020 Budget Act, HCD was also able to provide a spectrum of support, incentives, and accountability measures to meet California's housing goals, including the establishment of the Prohousing Designation Program. The Prohousing Designation Program provides incentives to cities and counties in the form of additional points or other preference in the scoring of competitive housing, community development, and infrastructure programs.

On March 1, 2024, the City received its designation as a Prohousing Jurisdiction from HCD. HCD offers a Prohousing Incentive Program (PIP), which rewards local governments who have been awarded a Prohousing Designation with additional funding to accelerate affordable housing production and preservation through a competitive application process. On July 8, 2024, the City was awarded \$650,000 in PIP funding.

City staff combined both grants, and pending application for the 2023 allocation, to make a total amount of up to \$1,050,309 in HCD funding available for the creation of a minimum of 4 units of affordable housing. Funds can be used for the predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, or rental housing that is affordable to very low-, low-, or moderate-income households and general administration.

On October 2, 2025, City staff released an RFP for this project and received a total of four proposals. The proposals received for the PLHA/PIP Affordable Housing Project were all very promising projects and would have met the requirements of the grant, yet there was the Redwood Downtown projected presented by Community System Solutions stood out with significantly more potential for community impact than the others. The project was described to create 27 low- to moderate-income high-quality apartments on the lot where the former Daly's building is located on Third and J Streets. It will also include street-level retail space. City staff saw this project as a perfect complement to the City's downtown revitalization goals, with the potential not only to provide more housing stock, but also to help generate more foot traffic for the downtown business district. The project will be a mixed-use, infill housing development, which also aligns with the goals of the City's Housing Element.

The City's adopted PLHA Plan for 2020-2023 funding allocations has established that allocated funds will be provided to eligible affordable housing developers in the form of a ten-year deferred loan at 0% interest. Loans will be evidenced through a Promissory Note secured by a Deed of Trust, and a regulatory agreement restricting occupancy and rents for a term of 55 years. At the request of the applicant, the loan may be made forgivable at the end of the 10 years if the affordable housing requirements have been met.

On December 1, 2025, the City Council approved the PLHA / PIP Loan Agreement with Community System Solutions in the amount of \$1,032,371.43 for the Redwood Downtown housing project. This is the total award amount, plus the pending PLHA application, minus the general admin budget set aside for City staff to administer this grant and oversee the project.

ANALYSIS

The developer, Community System Solutions, has submitted a revised building plan which alters the total number of units and unit mix for the project. The PLHA / PIP Loan Agreement includes a general project description and states that any changes to the general description must be approved by the City. Such approval must not be unreasonably withheld.

The original project description included a mix of one-, two-, and three-bedroom apartments, for a total of 27 units. The revised project description includes a mix of studio, one-, and two-bedroom apartments, for a total of 36 units. In addition, the date for the developer to submit reimbursement requests to the City has been pushed back from February 27th to March 25th to allow Developer more time to expend the almost \$650,000, which is reimbursable from the PIP funded portion of the loan.

AFFORDABLE HOUSING

The PLHA / PIP Loan Agreement requires that only 4 of the units remain affordable for households earning up to 120% AMI for a period of 55 years (moderate income level). The project plan, however, is that the entirety of the residential units will be affordable with 80% of the units designated for low-income households and 20% of the units designated for moderate income households. Household income designations are created in reference to the area median income (AMI). The Del Norte County AMI is \$93,900 for a 4-person household (as determined by HCD). This number is then adjusted based upon how many people are in the household. Low-income households are defined as households earning less than 80% of the annual AMI. Moderate-income households are defined as households earning less than 120% of the annual AMI.

Income Level	% AMI	Maximum Allowable Annual Income by Household Size			
		1 person	2 persons	3 persons	4 persons
Low-Income	<80%	\$52,600	\$60,100	\$67,600	\$75,100
Moderate-Income	<120%	\$78,900	\$90,150	\$101,450	\$112,700

The State also sets “affordability” guidelines. Rent is based upon the household’s annual income so that it is affordable for the tenant. Typically, rent can be no more than 30% of the household annual income (divided by 12). For perspective, the maximum rent for a low-income household would be \$986.25 for a one-person household and up to \$1,408.50 for a four-person household. The maximum rent for a moderate-income household would be \$1,808.13 for a one-person household and \$2,582.25 for a four-person household.

FISCAL ANALYSIS

This amendment to the project description will not impact on the City’s budget or the PLHA / PIP grant funds to be provided to support the project.

STRATEGIC PLAN ANALYSIS

This action is consistent with the following 2016 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.

- Encouraging and supporting community participation in the implementation of the Beachfront Park Master Plan through avenues such as Beachfront Park Fund.
- Target economic development improvements that provide additional benefit by enhancing the quality of life for residents.
- Examine methods to maintain, enhance, and expand park and recreation facilities
- Goal 2: Promote a thriving local economy.
 - Evaluate and optimize additional revenue sources.
 - Support community services that provide measurable services to the community.
 - Research and implement methods to increase local tourism and funding for tourism promotion.
 - Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs.

ATTACHMENTS

1. Amendment No. 1 to the PLHA / PIP Loan Agreement between the City of Crescent City and Community System Solutions
2. Revised Redwood Downtown Project Building Plan by CSS

AMENDMENT NO. 1

PLHA / PIP LOAN AGREEMENT BY AND BETWEEN THE CITY OF CRESCENT CITY AND COMMUNITY SYSTEM SOLUTIONS

This Amendment No. 1 to the PLHA / PIP Loan Agreement by and between the City of Crescent City (“CITY”) and Community System Solutions (“CSS”) executed December 2, 2025 (“Amendment”) is entered into for the purpose of amending the Project Description.

WHEREAS, CITY and CSS entered into an agreement whereby CITY agreed to loan CSS State Permanent Local Housing Allocation (PLHA) and Prohousing Incentive Program (PIP) grant funds for the development of an affordable housing project following a competitive call for proposals; and

WHEREAS, the PLHA / PIP Loan Agreement included a general project description and requires that any changes to the general description be approved by CITY; and

WHEREAS, CSS has refined its development plan and now proposed to increase the number of housing units and change some of the unit sizes; and

WHEREAS, the PLHA / PIP Loan Agreement states that CITY shall not unreasonably withhold its approval of any changes to the project description.

NOW, THEREFORE, the parties agree as follows:

1.0 Amendment to Project Description. The parties hereto agree to amend the Project Description in the Agreement as follows (~~strikethrough~~ indicates a deletion and **bold underline** indicates an addition):

4.1 Project Description. DEVELOPER warrants and represents that it intends to build a mixed use, infill housing development at 964 Third Street, Crescent City, California (the “Project”), which will create ~~27~~ **36** residential units and street-level retail and office space. ~~Twenty-seven~~ **All 36** of these apartments will be affordable units for low-to moderate-income households. The affordable unit mix includes **studio, one-, and two- and three-**bedroom apartments affordable to households earning 50-120% AMI. Apartments will feature ~~balconies~~; energy-efficient appliances; and durable materials designed for long-term affordability and comfort. The Project aims to revitalize one parcel consisting of .51 acres [APN 118-120-025-000] within the C- 1 zoning district. Any changes to the project as described in this project description must be approved by the CITY. Such approval shall not be unreasonably withheld.

2.0 Amendment to Conditions of Reimbursement. The parties hereto agree to amend the Conditions of Disbursement for PIP Funds in the Agreement as follows (~~strikethrough~~ indicates a deletion and **bold underline** indicates an addition):

3.2 Conditions of Disbursement. Loan disbursements will be made as follows:

...

3.1.2 PIP Funds. DEVELOPER must submit a written disbursement request identifying the amount, purpose and proof of payment for eligible predevelopment costs to CITY for reimbursement on or before ~~February 27, 2026~~**March 25, 2026**. CITY may accept a written disbursement request after this date but cannot guarantee that it will have time to process and timely submit to HCD before the deadline. CITY will ~~then~~ submit the **reimbursement** request to HCD. Upon receipt of payment from HCD (6-8 weeks), CITY will issue the reimbursement payment to DEVELOPER.

3.0 Amendment to Affordability Warranty. The parties hereto agree to amend the Project Description in the Agreement as follows (~~strike through~~ indicates a deletion and **bold underline** indicates an addition):

4.3 Affordability. DEVELOPER warrants and represents that 4 of the ~~27~~ residential units will be offered at affordable rents to households earning up to 120% AMI for a period of 55 years.

4.0 Loan Documentation. Approval of this amendment to the project description also constitutes approval of any changes in the loan documentation (exhibits to the PLHA / PIP Loan Agreement) necessary to reflect and effectuate this approved change.

4.0 Other Terms and Conditions. All other terms and conditions of the PLHA / PIP Loan Agreement remain valid and enforceable and are unaffected by this Amendment No. 1.

5.0 Electronic Signatures. This Amendment No. 1 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.

[signature page to follow]

PLHA / PIP LOAN AGREEMENT
AMENDMENT NO. 1
SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereby have caused this Amendment No. 1 to be executed this 17th day of February 2026.

CITY OF CRESCENT CITY

COMMUNITY SYSTEM SOLUTIONS

By: Eric Wier, City Manager

By: Michael Bahr, CEO

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

THE REDWOOD DOWNTOWN

PRELIMINARY DEVELOPMENT SUBMITTAL

FEBRUARY 13, 2026

CSS Design Plan



*THIS DESIGN IS CONCEPTUAL IN NATURE. THE INFORMATION AND NUMBERS PROVIDED ARE SUBJECT TO CHANGE, PENDING VERIFICATION BY CLIENT AND AUTHORITIES HAVING JURISDICTION.



PROJECT DESCRIPTION

The **Redwood Downtown** will set a new standard for multifamily affordable workforce housing in Crescent City. This infill ground-up housing development, located at 962/ 964 Third Street, transforms a 0.51-acre vacant downtown site bounded by Third Street, J Street, and Fourth Street. (APN 118-120-025-000).

It will be a mixed-use building with retail along Third Street and on the corner of Third and J streets. It will feature studios, one - and two-bedroom apartments, with monthly rents below local market rates. Per tenant annual income limits will range from \$30,800 - \$84,400 (50% to 120% AMI).

Each apartment will have in-unit washer and dryers, on-demand hot water, energy efficient refrigerators and stoves, smart heating and cooling systems. Patios and balconies will be available on some apartments with views of the bay and ocean.

The project advances the City's downtown revitalization goals and vision plan and strengthens the downtown core. Tenants will be a short walk, bike or bus ride to work or shop almost anywhere in the urban area. They will be able to live an energy efficient, ecofriendly lifestyle just a few blocks from the beach.

VICINITY MAP



PROJECT TEAM

DEVELOPER:



Community Systems Solutions P: 916.827.0016
7806 Juarez Way,
Fair Oaks, CA 95628 communitysystemsolutions.com
Contact: Mike Bahr mike.bahr@cssgrants.org

ARCHITECT:



TCA Architects P: 949.862.0270
19782 MacArthur Blvd., Suite 300 P: 949.862.0289
Irvine, CA 92612 www.tca-arch.com
Contact: Chris Williams cwilliams@tca-arch.com

GENERAL CONTRACTOR:



Red Sky P: 541.412.8866
300 Standard Veneer Rd www.redskyteam.com
Crescent City, CA 95531

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A-23 BUILDING PERSPECTIVE
A-24 BUILDING PERSPECTIVE
A-31 COLORS AND MATERIALS

PROJECT SUMMARY

UNIT SUMMARY

UNIT TYPE	Average SF*	FLR 1	FLR 2	FLR 3	Total # Units	Unit Mix	Total Net Rent.
Studio:							
S1	538	2	2	2	6		3,228 SF
Subtotal	538	2	2	2	6	17%	3,228 SF
1 Bedroom:							
A1	672	3	3	3	9		6,048 SF
A2	673	1	2	2	5		3,365 SF
Subtotal	672	4	5	5	14	39%	9,413 SF
2 Bedrooms:							
B1	949	4	4	4	12		11,388 SF
B2	938	0	2	2	4		3,752 SF
Subtotal	946	4	6	6	16	44%	15,140 SF
TOTAL	772	10	13	13	36	100%	27,781 SF

LOT AREA SUMMARY

Building Coverage	12,300 SF
Private Open Space	360 SF
Mail	330 SF
Courtyard/Landscape	2,675 SF
Circulation	1,550 SF
BOH/Utility/Storage/Trash	930 SF
Retail	2,220 SF
Street/Parking	2,355 SF
TOTAL	22,720 SF

PARKING PROVIDED

Perpendicular	1 space
Van ADU Accessible	1 space
Parallel Parking along the site	+/- 13 spaces



THE REDWOOD DOWNTOWN
CRESCENT CITY, CA
TCA # 2025-186

PRELIMINARY DEVELOPMENT SUBMITTAL
FEBRUARY 13, 2026

PROJECT INDEX & SUMMARY



NOTE: SITE PLAN IS CONCEPTUAL AND SUBJECT TO CHANGE IN THE SCHEMATIC DESIGN STAGE. INDICATED LANDSCAPE IS CONCEPTUAL AND ONLY FOR GRAPHICAL PURPOSE



THE REDWOOD DOWNTOWN
CRESCENT CITY, CA
TCA # 2025-186

PRELIMINARY DEVELOPMENT SUBMITTAL
FEBRUARY 13, 2026

SITE PLAN
GROUND LEVEL ON SITE



NOTE: CONCEPTUAL 3D MODEL ONLY. ALL SITE ELEMENTS, FINISHES, AND GEOMETRIES SHOWN ARE PRELIMINARY. FINAL DIMENSIONS AND SPECIFICATIONS WILL BE FURTHER DEVELOPED AND VERIFIED AS PART OF THE FORMAL SCHEMATIC DESIGN SUBMITTAL. INDICATED LANDSCAPE IS CONCEPTUAL AND ONLY FOR GRAPHICAL PURPOSE



THE REDWOOD DOWNTOWN
CRESCENT CITY, CA
TCA # 2025-186

PRELIMINARY DEVELOPMENT SUBMITTAL
FEBRUARY 13, 2026

BUILDING PERSPECTIVE
3RD STREET & J STREET INTERSECTION



NOTE: CONCEPTUAL 3D MODEL ONLY. ALL SITE ELEMENTS, FINISHES, AND GEOMETRIES SHOWN ARE PRELIMINARY. FINAL DIMENSIONS AND SPECIFICATIONS WILL BE FURTHER DEVELOPED AND VERIFIED AS PART OF THE FORMAL SCHEMATIC DESIGN SUBMITTAL. INDICATED LANDSCAPE IS CONCEPTUAL AND ONLY FOR GRAPHICAL PURPOSE



THE REDWOOD DOWNTOWN
CRESCENT CITY, CA
TCA # 2025-186

PRELIMINARY DEVELOPMENT SUBMITTAL
FEBRUARY 13, 2026

BUILDING PERSPECTIVE
3RD STREET & J STREET INTERSECTION



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THE REDWOOD DOWNTOWN
CRESCENT CITY, CA
TCA # 2025-186

PRELIMINARY DEVELOPMENT SUBMITTAL
FEBRUARY 13, 2026

BUILDING PERSPECTIVE
EAST / ALONG J STREET



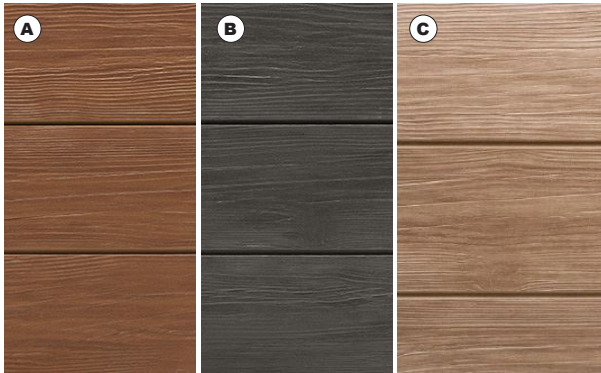
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THE REDWOOD DOWNTOWN
CRESCENT CITY, CA
TCA # 2025-186

PRELIMINARY DEVELOPMENT SUBMITTAL
FEBRUARY 13, 2026

BUILDING PERSPECTIVE
EAST / ALONG J STREET



C - Composite Siding

Nichiha, Vintagewood:
 A- Redwood
 B - Bark
 C - Spruce
 or Similar



P - Asphalt Shingle Roof

*Certaiteed: Colonia Slate
 or Similar*



P - Plank Siding

*Nichiha: Sierra Premium Shake
 Charcoal
 or Similar*



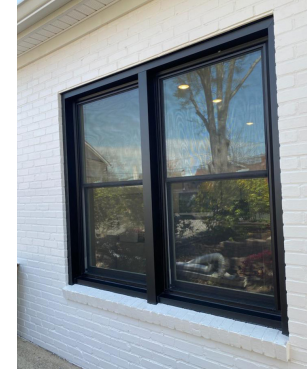
R - Metal Picket Railing

TBD



S - Storefront

*VPI: Architectural Black
 or Similar*



W - Vinyl Windows

*VPI: Architectural Bronze,
 Black
 or Similar*



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: FEBRUARY 17, 2026

SUBJECT: SIGNS REGULATIONS UPDATE (MUNI CODE CHAPTER 17.39)

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. 861, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 17.39, SIGNS, OF TITLE 17, ZONING, OF THE CRESCENT CITY MUNICIPAL CODE

BACKGROUND

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.

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. 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.*
- 6. Removes references to coastal zones, the regulations for which are governed by Chapter 17.74, Coastal Zone Signs.

On November 17, 2025, the City Council discussed the Planning Commission’s recommendations for updates to the City’s sign regulations. Present at the meeting were Council Member Altman, Mayor Pro Tem Tinkler and Mayor Wright. Council Member Greenough was absent and there was one vacancy. At that meeting, the City Council discussed the Planning Commission recommendation, expressed concerns regarding community aesthetics and traffic safety, and directed that the following changes to the recommendation be brought back to the Council:

- Limit the number of digital signs to **2 total signs** within the City
- Limit digital signs to **32 square feet** in size
- **No offsite advertising** allowed within the City (regardless of sign type)

ITEM ANALYSIS

On January 20, 2026, the full five-member City Council held another discussion regarding updates to the sign regulations. At that meeting, the Council directed the sign regulations include the following provisions:

- Limit digital signs to **one every 1750 linear feet** along the streets and highways within the City’s C-2 zoning district.
- **Allow offsite advertising** in the C-2 zone
- Limit digital signs to **32 square feet** in size

The draft ordinance attached to this staff report contains the Planning Commission’s recommendations as well as the direction provided by the City Council, summarized as follows:

	Digital Signs	Off-Site Advertising
Zoning District	C-2	C-2
Size Limitation	32 SF max	100 SF max
Distance Requirement	1750 linear feet b/w signs	No requirement

If the ordinance is introduced at this meeting, then it will be brought back for adoption and public hearing at a future meeting.

FISCAL ANALYSIS

Introducing this ordinance does not have a direct fiscal impact to the City.

STRATEGIC PLAN ANALYSIS

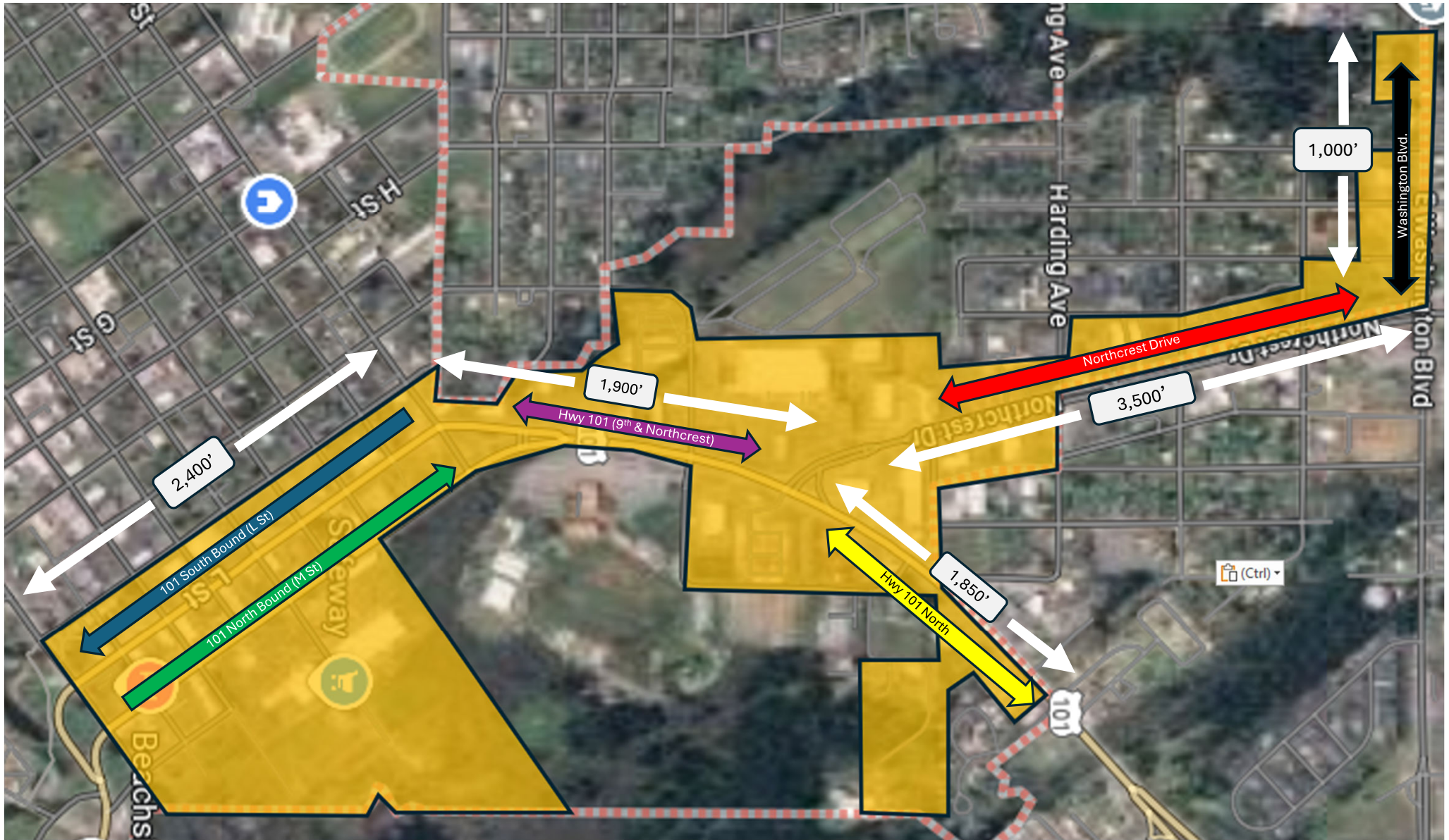
This action supports the following Strategic Plan Goals:

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

1. C-2 Zone Map
2. Draft Ordinance No. 861 (sign regulations)



ORDINANCE NO. 861

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
AMENDING CHAPTER 17.39, SIGNS, OF TITLE 17, ZONING, OF
THE CRESCENT CITY MUNICIPAL CODE**

WHEREAS, the City of Crescent City is a general law city subject to all California State laws of general applicability; and

WHEREAS, 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 and character of the community; and

WHEREAS, signs have an obvious impact on the character, quality and economic health of the City's scenery; and

WHEREAS, the Planning Commission recommend allowing both changeable digital signs and off-site advertising be allowed within the City; and

WHEREAS, the City Council has considered the Planning Commission recommendations and directed staff to make specific changes to the Planning Commission recommendation; and

WHEREAS, the City Council held a duly noticed public hearing on the proposed changes to the City's sign regulations, contained in Chapter 17.39 of the Crescent City Municipal Code.

NOW, THEREFORE, the City Council of the City of Crescent City does hereby ordain as follows:

SECTION 1. RECITALS. The City Council finds the above recitals to be true and correct and are incorporated herein as if set forth in full.

SECTION 2. FINDINGS. The City Council finds that the proposed amendments to the City's sign regulations further the purposes of Chapter 17.39 as set forth in Section 17.39.010 of the Crescent City Municipal Code.

SECTION 3. CODE AMENDMENT. Chapter 17.39, Signs, of Title 17, Zoning, of the Crescent City Municipal Code is hereby as described in this Section.

Note: Additions = red underlined text, Deletions = ~~red text with strikethrough~~.

3.01 DEFINITIONS. Section 17.39.030, Definitions, of Chapter 17.39, of Title 17, Zoning, of Crescent City Municipal Code is amended as follows:

§ 17.39.030 Definitions.

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

"Curblineline" means the line at the face of the curb nearest to the street or roadway. In the absence of a curb, the curblineline 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

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.

"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,

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.

"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.

3.02 TYPES -- GENERALLY. Section 17.39.040, Types -- Generally, of Chapter 17.39, of Title 17, Zoning, of Crescent City Municipal Code is amended as follows:

§ 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.

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 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 are limited to a maximum display size of 32 square feet.
3. Digital signs may not change message more than once every 15 seconds.
4. The content of a digital sign must transition by changing instantly (e.g., no fade-out or fade-in).
5. Any digital signs within 100 feet of HWY 101 must obtain any and all permits required from Caltrans.
6. Digital signs must have a minimum distance of 1750 linear feet between them as measured along the streets and highways, regardless of which side of the street or highway the sign is located on.

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.

3.03 PROHIBITED SIGNS. Section 17.39.080, Prohibited signs, of Chapter 17.39, of Title 17, Zoning, of Crescent City Municipal Code is amended as follows:

§ 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 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 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.~~

3.04 RESIDENTIAL ZONES. Section 17.39.110, Residential zones, of Chapter 17.39, of Title 17, Zoning, of Crescent City Municipal Code is amended as follows:

§ 17.39.110 Residential zones.

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

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.

3.05 RESIDENTIAL-PROFESSIONAL ZONES. Section 17.39.120, Residential-professional Zones (RP), of Chapter 17.39, of Title 17, Zoning, of Crescent City Municipal Code is amended as follows:

§ 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.

3.06 LIMITED COMMERCIAL ZONES. Section 17.39.130, Limited commercial (C1) zones, of Chapter 17.39, of Title 17, Zoning, of Crescent City Municipal Code is amended as follows:

§ 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):

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.

3.07 GENERAL COMMERCIAL, HIGHWAY SERVICE AND COMMERCIAL-MANUFACTURING ZONES. Section 17.39.140, General commercial (C2), highway services (HS), and commercial-manufacturing (CM) zones, of Chapter 17.39, of Title 17, Zoning, of Crescent City Municipal Code is amended as follows:

§ 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 high-way 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;
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. Digital signs are allowed in the C-2 zone only.
16. 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 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.

3.08 ILLUMINATION. Section 17.39.150, Illumination, of Chapter 17.39, of Title 17, Zoning, of Crescent City Municipal Code is amended as follows:

§ 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.

3.09 MATRIX OF REGULATIONS. Section 17.39.200, Matrix of regulations, of Chapter 17.39, of Title 17, Zoning, of Crescent City Municipal Code is amended as follows:

§ 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 are 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 each linear ft. of frontage						X	X	X	
Projecting sign extending not					X	X	X	X	

SIZE REGULATIONS	Single - Family Res. Zones (R1, R1B, CZ-R1, CZ-R4B)	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
more than 36 inches from building									
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 to bottom of pole sign in a vehicular area						X	X	X	
10 ft. minimum						X	X	X	

SIZE REGULATIONS	Single - Family Res. Zones (R1, R1B, CZ-R1, CZ-R4B)	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
to bottom of pole sign in a pedestrian area									
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	
Hanging signs					X	X	X	X	
Projecting signs					X	X	X	X	
Sandwich Boards or A-	X	X	X	X	X	X	X	X	

SIZE REGULATIONS	Single - Family Res. Zones (R1, R1B, CZ-R1, CZ-R4B)	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
frame signs									
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>						<u>X</u>			
<u>Off-site Advertising</u>						<u>X</u>			

[END TEXT AMENDMENT]

SECTION 4. SEVERABILITY. If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

SECTION 5. CEQA FINDINGS. This Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA), and the CEQA Guidelines, and has been found to be exempt pursuant to CEQA Guidelines 15061(b)(3) (common sense exemption).

SECTION 6. EFFECTIVE DATE & PUBLICATION. This Ordinance will become effective 30 days after the date of its adoption. The City Clerk shall cause this ordinance to be published within 15 days of its adoption in accordance with the requirements of Government Code Section 36933.

INTRODUCED by the City Council of the City of Crescent City at a regular meeting of the City Council held the ___ day of _____ 2026.

PASSED AND ADOPTED by the City Council of the City of Crescent City at a regular meeting of the City Council held this ___ day of _____ 2026 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

APPROVED AS TO FORM:

Martha D. Rice, City Attorney



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: SARA BARBOUR, HUMAN RESOURCES MANAGER
MARTHA D. RICE, CITY ATTORNEY
LINDA LEAVER, FINANCE DIRECTOR**

DATE: FEBRUARY 17, 2026

SUBJECT: UPDATES TO EMPLOYEE WAGES, TERMS & WORKING CONDITIONS

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and adopt:
 1. Comprehensive Compensation Study Prepared by Evergreen Consulting
 2. **Resolution No. 2026-04**, A Resolution of the City Council of the City of Crescent City Approving a Memorandum of Understanding and Side Letter Agreement Between the City of Crescent City and the **Crescent City Management Employees Association** for the Period July 1, 2025 Through June 30, 2027
 3. **Resolution No. 2026-05**, A Resolution of the City Council of the City of Crescent City Approving a Memorandum of Understanding Between the City of Crescent City and the **Crescent City Employees Association** for the Period July 1, 2025 Through June 30, 2027
 4. **Resolution No. 2026-06**, A Resolution of the City Council of the City of Crescent City Approving a Memorandum of Understanding Between the City of Crescent City and the **Clerical Employees of Crescent City** for the Period July 1, 2025 Through June 30, 2027
 5. **Resolution No. 2026-07**, A Resolution of the City Council of the City of Crescent City Approving a Memorandum of Understanding and Side Letter Agreement Between the City of Crescent City and the **Crescent City Police Officers Association** for the Period July 1, 2025 Through June 30, 2027
 6. **Resolution No. 2026-08**, A Resolution of the City Council of the City of Crescent City Approving a Memorandum of Understanding and Side Letter Agreement Between the City of Crescent City and the **Crescent City**

- Career Firefighters Association** for the Period July 1, 2025 Through June 30, 2027
7. **Resolution No. 2026-09**, A Resolution of the City Council of the City of Crescent City Establishing Compensation and Benefits for **Unrepresented, Confidential Classifications**
 8. **Resolution No. 2026-10**, A Resolution of the City Council of the City of Crescent City Approving Special Pays and Wages for **Contract Employees**
 9. **Resolution No. 2026-11**, A Resolution of the City Council of the City of Crescent City Amending the FY 2025-26 **Budget and Position Control**
 10. **Resolution No. 2026-12**, A Resolution of the City Council of the City of Crescent City Amending the Temporary Employment Agreement of William “Bill” Gillespie for the Retired Annuitant Position of **Interim Fire Chief**

BACKGROUND

Compensation Study

As part of the 2023-2025 MOU negotiations the City Council agreed to consider commissioning a compensation study in preparation for the next round of labor negotiations. This expense was subsequently budgeted and following a competitive solicitation for proposals, the City Council selected and engaged Evergreen Consulting. This selection came at the recommendation of both City staff and employee association representatives. Over several months, Evergreen Consulting worked with City administrative staff as well as employees to gather information, analyze comparable agencies and competitor agencies, and provide wage recommendations based upon the 50th percentile (median). The compensation study presents the results of that study.

Collective Bargaining Agreements

The current memorandums of understanding between the City and the City’s employee bargain groups expired June 30, 2025. The City’s negotiating team made up of City Manager Eric Wier, City Attorney Martha Rice, Finance Director Linda Leaver, and HR Manager Sara Barbour, has met with association representatives on several occasions and exchanged information, proposals, and counterproposals. The parties have reached tentative agreements presented to the City Council for approval by way of resolution for all groups.

Confidential employees – Human Resources

The City currently has one Human Resources employee, the HR Manager, who is not represented by an association because the position is an integral part of labor negotiations. Therefore, the HR positions wages, terms and working conditions are contained within a stand-alone resolution. An updated resolution is presented for Council approval.

Contract Employees

The City has 8 employees whose wages, terms and working conditions are governed by individual contracts. These positions are the City Manager, City Attorney, Chief of Police, Fire Chief, Public Works Director, Finance Director, Recreation Director / Events

Coordinator, and Housing Authority Director. Updates to compensation are made by resolution. A resolution updating the compensation for contract employees consistent with the compensation plan is presented for Council approval.

ANALYSIS

Compensation Study

The full Compensation and Classification Study Report is included as an attachment. This study was done in consultation and coordination with the City's employees, who spoke and responded directly to the consultant team. Each employee was provided a JAT survey (Job Assessment Tool ©), which was analyzed and compared to the current classification descriptions. The JAT included questions regarding 5 compensable factors – Management, Processes, Resources, Technology, Errors and Risk, Knowledge and Experience. Each JAT was scored and the results were used to develop a rank order of classes within the proposed compensation structure.

Comparable and competitor agencies were surveyed for both wages and benefits for matching job classifications. Evergreen surveyed a total of 24 agencies, which are listed on Page 4-2 of the report. The salaries for the surveyed agencies were adjusted according to a cost-of-living index to adjust for variations in economic conditions. This is explained on Pages 4-2 and 4-3 of the report. Exhibit 4C contains the Market Survey Results (Page 4-4). The results show that on average, the City is compensating employees roughly 4.7% below the market median at the top of the pay range. The result per classification varies, however, from 30.7% below the market median to 13% above the market median.

Compensation Study Analysis and Plan

The cost to the City to move all positions to the 50th percentile (market median) would cost the City approximately \$870,000 in FY 25-26, assuming full staffing. Each year thereafter would be this amount plus a cost of living adjustment. Unfortunately, bringing all classifications to the market median is not feasible given the City's budget.

City staff worked to create a compensation structure that would take into account the compensation structure recommendations, external market results, internal pay equity, and the City's budget. The result of this effort is a salary schedule that utilizes standardized grade and step ranges for all city classifications. The new structure includes grades separated by 2.5% and steps separated by 5%, for most grades. Grades are assigned to each classification. Steps are increases that an individual in a particular classification moves through over time in accordance with performance criteria. For most classifications, the new salary schedule adds a Step 6 (previously all salary schedules were Step 1 through Step 5) with specific criteria that must be met for the employee to attain Step 6. The new compensation schedule is included as an attachment after the compensation study report.

Bargaining Unit Specific Changes

Various clarifications and updates based upon changes in state law were made to all memorandums. In addition, some of the associations negotiated changes specific to their

group’s members. All of these clarifications, changes, and negotiated terms are included in the memorandums presented for approval.

FISCAL ANALYSIS

The FY 25-26 budget impact for full implementation with all positions filled is estimated to be \$423,170 allocated to the various funds as follows:

Fund	Revenue Increase (Decrease)	Expense/Expenditure Increase (Decrease)
General Fund		279,292
Housing Authority Fund		16,305
RV Park Fund		7,831
Sewer Fund		48,248
Water Fund		51,768
IT Fund		11,350
Building Maint Fund		5,000
Equipment Fund		3,376

The attached budget resolution authorizes these amounts for transparency. However, the actual amounts expended this year will be less due to unfilled positions. City staff is currently working on the mid-year budget update, which will take into account the unfilled positions for the first half of this fiscal year. The midyear budget update will be brought to the Council at an upcoming meeting.

The memorandums of understanding include a 1-3% cost of living adjustment for year two (FY 26-27). The estimated budget increases due to the COLA in year two (assuming all positions are filled for the full year) would be between \$67,498 and \$202,495 allocated to the various funds as follows:

Fund	Year 2 Estimated Increase (1% COLA)	Year 2 Estimated Increase (3% COLA)
General Fund	39,337	118,012
Housing Authority Fund	3,966	11,897
RV Park Fund	1,688	5,065
Sewer Fund	8,446	25,337
Water Fund	9,290	27,871
IT Fund	2,441	7,323
Building Maint Fund	983	2,950
Equipment Fund	1,347	4,040

STRATEGIC PLAN ANALYSIS

This action is consistent with the following 2016 Strategic Plan Goals:

- Goal 3: Obtain the Highest Levels of Organization Excellence
 - C. Maximize performance and value in all City Council, staff, volunteer and committee position

E. Recruit and retain highly qualified employees.

ATTACHMENTS

1. Comprehensive Compensation Study Prepared by Evergreen Consulting
2. New City Salary Schedule
3. Resolution No. 2026-04 (CCMEA)
4. Resolution No. 2026-05 (CCEA)
5. Resolution No. 2026-06 (CECC)
6. Resolution No. 2026-07 (CCPOA)
7. Resolution No. 2027-08 (CCCFA)
8. Resolution No. 2026-09 (Confidential)
9. Resolution No. 2026-10 (Contract)
10. Resolution No. 2026-11 (Budget and Position Control)
11. Resolution No. 2026-12 (Interim Fire Chief)



Evergreen Solutions, LLC

COMPENSATION AND CLASSIFICATION STUDY **FOR THE CITY OF CRESCENT CITY, CA**

FINAL REPORT

February 12, 2026



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01 INTRODUCTION



01 INTRODUCTION

The City's ability to deliver effective and reliable services is directly dependent on its capacity to attract, retain, and support a skilled and engaged workforce. Compensation, classification, and benefits structures form the foundation of this effort, influencing recruitment and retention outcomes, internal equity, employee morale, and long-term organizational sustainability. As labor markets continue to evolve and competition for qualified employees intensifies, periodic evaluation of these systems is essential to ensure alignment with best practices and market conditions.

In keeping with this commitment, the leadership of the City of Crescent City, CA ("the City") determined that its existing compensation and classification systems and structures should be reviewed and updated. Evergreen Solutions, LLC ("Evergreen") was selected by the City in August 2024 to conduct a comprehensive compensation, classification, and benefits study. The purpose of this engagement was to evaluate the strengths and limitations of the City's current systems, assess internal equity through a job and pay grade analysis, analyze external equity through a peer market salary survey, and develop recommendations to better align compensation practices with the labor market.

Internal equity refers to the fairness of compensation relationships among the City's employees and is evaluated by examining the relative skills, responsibilities, and duties associated with each position. External equity reflects how the City's classifications and pay practices compare to compensation offered by other local government organizations with similar positions, service offerings, and labor market characteristics. Together, these analyses provide a framework for understanding how effectively the City's current practices support equitable treatment of employees and competitive positioning in the marketplace.

The findings and recommendations presented in this report are intended to provide City leadership with a clear, data-driven foundation for decision-making. Evergreen created a range of options for the City's consideration. Then, Evergreen and the City worked together to select an option that made sense to bring forward to negotiations based on the City's available resources. This option was designed to improve structural alignment, enhance market competitiveness, and support consistent and equitable compensation practices, while maintaining flexibility to account for fiscal considerations and evolving workforce needs.

1.1 STUDY METHODOLOGY

Evergreen Solutions combines qualitative and quantitative data analysis to produce recommendations that maximize the fairness and competitiveness of an organization's compensation structure and practices. It is important to note that the data utilized in the study represents a snapshot in time. As market conditions can change rapidly, it is important for the City to conduct regular market surveys to ensure its external market position does not decay. A full compensation and classification review is recommended approximately every three to five years. Some examples of project activities included:

Some examples of project activities included:

- Conducting a project kick-off meeting
- Presenting orientation sessions to employees
- Facilitating focus group sessions with employees
- Conducting an external market salary survey

- Conducting an external market benefits survey
- Comparing the City's benefit offerings to those in the market
- Developing recommendations for compensation management
- Revising classification descriptions based on employee Job Assessment Tool ("JAT") feedback
- Developing recommendations for compensation and classification changes
- Creating draft and final reports

Kickoff Meeting

The kickoff meeting provided an opportunity to discuss the history of the City, finalize the work plan, and begin the data collection process. Data collection included the gathering of relevant background material, including existing pay plans, organization charts, policies, procedures, training materials, classification specifications, and other pertinent material.

Employee Outreach

Through the orientation sessions, Evergreen consultants briefed employees on the purpose and major processes of the study. This process addressed employee questions in an effort to resolve misconceptions about the study and related tasks, and explained the importance of employee participation in the JAT process.

In addition, employees participated in focus group sessions designed to gather input from their varied perspectives as to the strengths and weaknesses of the current system. Feedback received from employees in this context was helpful in highlighting aspects of the organization that needed particular attention and consideration. This information provided some basic perceptual background, as well as a starting point for the research process.

Job Assessment Tool® ("JAT") Classification Analysis

Employees were asked to complete individual JAT surveys, where they shared information pertaining to their work in their own words. These JATs were analyzed and compared to the current classification descriptions, and classifications were individually scored based on employee responses to five compensable factor questions. Each of the compensable factors—Management, Processes, Resources, Technology, Errors and Risks, and Knowledge and Experience—was given a weighted value based on the employee's responses, resulting in a point factor score for each classification. The rank order of classes by JAT scores was used to develop a rank order of classes within the proposed compensation structure. Combined with market data, this information formed the foundation of the combined recommendations. The nature of each compensable factor is described below:

- Management – outlines leadership roles, from supervised tasks to independent work, team supervision, and overseeing departments or operations across multiple areas.
- Processes – relates to operational actions, from performing tasks to managing processes within departments or across the entire organization.
- Resources – defines resource responsibilities, from using and monitoring resources to managing budgeting, compliance, and allocation across the organization.
- Technology – describes the application of technology in performing duties, from using basic tools and software to managing complex systems, setting guidelines, and overseeing long-term projects.

- Errors and Risks – identifies the types of errors and risks associated with different roles, ranging from minimal impact to those that could result in significant physical, financial, or legal consequences.
- Knowledge and Experience - indicates the knowledge and experience required for various roles, ranging from basic tasks with on-the-job training to advanced education and strategic planning expertise.

Market Survey

The external market for this study was defined as selected local government organizations with comparable positions, characteristics, demographics, and service offerings. All City positions were included in the survey; however, not every position had a direct match within the identified peer organizations. The data were analyzed by comparing City classifications to positions performing similar duties within the market in order to develop a comprehensive understanding of the City's competitive position.

Recommendations

Evergreen developed a range of recommendations for the City's consideration to improve the effectiveness and efficiency of the current compensation and classification structure. These recommendations reflect varying levels of investment and scope, ranging from targeted adjustments to the existing system to comprehensive changes affecting the broader organizational structure. Each option was intended to address the issues identified in this report while building upon the strengths currently demonstrated by the City.

1.2 REPORT ORGANIZATION

This report includes the following additional chapters:

- Chapter 2 – Summary of Employee Outreach
- Chapter 3 – Assessment of Current Conditions
- Chapter 4 – Market Summary
- Chapter 5 – Recommendations

Chapter 2 – Summary of Outreach

Employee outreach was conducted by two Evergreen consultants over a two-day period. During this time, meetings were held with City employees to explain the study process and address questions regarding the project. Focus groups were facilitated to gather employee input, which provided valuable qualitative information to inform subsequent analysis. Participants shared perspectives on classifications perceived as outdated, below market, or experiencing recruitment and retention challenges.

Employees also identified organizations viewed as the City's primary competitors in the labor market and highlighted positive aspects of employment with the City. Employee feedback was used as an initial reference point for data collection; however, all information relied upon in this study was independently validated by Evergreen. A full summary of the outreach can be found in **Chapter 2** of this report.

Chapter 3 - Assessment of Current Conditions

An assessment of current conditions was conducted to evaluate the City's existing pay plans, workforce demographics, and compensation structures. This assessment represents a snapshot in time and reflects conditions as they existed at the outset of the study. The information obtained was used to identify strengths and limitations within the current compensation system. When combined with the market analysis, the Assessment of Current Conditions provided a foundational basis for the development of recommendations. A full summary of the Assessment of Current Conditions can be found in **Chapter 3** of this report.

Chapter 4 - Market Summary

A market survey and the associated external target organizations were developed by Evergreen and approved by the City's administrative team in consultation with employee bargaining groups. Data were collected on both salaries and benefits to support a comprehensive total compensation analysis for all classifications. Upon receipt, the data were analyzed to assess the City's compensation relative to the overall market. When considered in conjunction with the Assessment of Current Conditions, the market survey provided the basis for evaluating the City's position within its labor market. A full summary of the market results can be found in **Chapter 4** of this report.

Chapter 5 - Recommendations

During the recommendations phase, multiple solution options were developed based on the City's current position relative to the market. These options ranged from targeted adjustments requiring minimal modifications to the existing compensation and classification systems to more comprehensive structural changes. The recommended approaches were designed to both leverage elements of the current compensation framework and enhance the City's ability to recruit and retain employees in highly competitive classifications. A detailed discussion of the recommendation process and the City's selected option is provided in **Chapter 5** of this report.

02 SUMMARY OF EMPLOYEE OUTREACH



02 SUMMARY OF EMPLOYEE OUTREACH

Evergreen consultants completed outreach using orientations, department head interviews, and focus groups. During the orientation sessions, the Evergreen Solutions team provided information to participants about the goals of the study and their role in the study process. Within the employee surveys and department head interviews, questions were asked that were designed to gather feedback on several topics related to the study.

The observations in this chapter are a generalized summary of opinions, general themes, and trends expressed by employees who either participated in a focus group or provided direct feedback to Evergreen. Information that may identify the commenter has been removed. Note that the views shared in this summary are from the perspective of the commenter and may not reflect actual conditions in the City.

Comments are separated by the following four categories below:

- 2.1 General Feedback
- 2.2 Compensation and Classification
- 2.3 Market Peers
- 2.4 Summary

2.1 GENERAL FEEDBACK

The comments described in this section reflect the factors that incentivize prospective applicants to pursue employment with the City, and the reasons employees have decided to continue working for the City. These elements are as important to highlight as compensation, which, while a principal factor, is often not the sole determinant for where employees wish to work. The responses varied, with two of the most common answers being the City's location and the inherent stability of working for a local government organization. Additional comments expressed by employees include:

- Camaraderie – one of the frequent responses on positive aspects of employment between groups was the family-like environment and appreciation for those working around them.
- Flexibility – across employee groups, the steady, year-round work was viewed as a “significant positive” especially compared to a community that was described as limited in the opportunities for employment.
- Benefits – regular mention of the health insurance contributions and retirement plan demonstrated the attractive aspects of the City's offerings outside of compensation.

Overall, personnel revealed that the City is a comfortable and flexible place to work with several distinct advantages in place for employees. However, there was a perception that the City should investigate health insurance contributions for retirees and staffing capacity compared to workload and expectations. While Evergreen Solutions receives this input frequently while conducting these types of studies, this belief was expressed by employees in many of the outreach sessions and was a predominant theme.

2.2 COMPENSATION AND CLASSIFICATION

Focus group participants contributed the following concerns related to the classification and compensation structure and associated pay practices:

- **External Equity** – All groups expressed prominent concern that current salaries could lag similar roles in neighboring communities.
- **Internal Equity** – Employees expressed several concerns or requests regarding internal equity. Common themes involved:
 - “Compaction”; the issue described as compaction between many groups aligns with a common element that can be experienced in pay plans known as compression in rank, where one’s salary or range overlaps too broadly with positions above or below theirs,
 - Overburdening of the workforce due to staffing shortages. Specific areas between public safety and administrative divisions provided descriptions in alignment with this perception,
 - Employees across several departments highlighted discrepancies between job descriptions and actual duties,
 - Parity between pay and the depth of responsibility.
- **Raises** – Overall, considering the dynamic economic environment, employees at all levels through several groups suggested a defined establishment of cost-of-living adjustments as the city continues to move forward.

2.3 MARKET PEERS

Outreach participants were asked to name organizations they considered to be market peers competing for employees performing similar work. Employees continually mentioned the surrounding counties and cities, but felt a fairer assessment could also include state agencies that might possess nearby offices.

2.4 SUMMARY

According to many groups, their top concerns are livable wages, consistent and intuitive pay structures, economically viable cost-of-living adjustments, and unsustainable workloads given the current workforce capacity.

Additionally, critical positions (as determined by City employees) include entry-level administrative or clerical employees, entry-level public safety roles, skilled trades roles, and public works/utility support roles.

The concerns expressed and reported above are consistent with many organizations today, despite the unique size and geographic location of the City. The City’s commitment to seeking employee input and feedback regarding the compensation and classification system is a positive step toward improvement in these areas. Using the employee perception interviews, employees and senior leaders consistently stated that the compensation system should be improved to be market-competitive and

internally equitable. Furthermore, the classification system should be reviewed to ensure that titles align appropriately with performed duties and responsibilities.

The information received during this employee outreach provided a foundation for understanding the current environment while conducting the remainder of the study. The feedback aided Evergreen Solutions in the consideration and development of the recommendations provided in Chapter 6 of this report.

03 ASSESSMENT OF CURRENT CONDITIONS



03 ASSESSMENT OF CURRENT CONDITIONS

The purpose of this chapter is to provide a statistical analysis of the compensation and classification system in place at the City at the start of this study. The assessment is divided into the following sections:

- 3.1 Analysis of Pay Plans
- 3.2 Grade Placement Analysis
- 3.3 Quartile Analysis
- 3.4 Compression Analysis
- 3.5 Summary

The analysis represented in this chapter represents a snapshot in time – this chapter was built off of employee information collected in August of 2024. Every organization changes continuously, so this chapter is not meant to be a definitive statement on continuing compensation practices at the City. Rather, this AOCC is meant to represent the conditions that were in place when this study began. The data contained within provide the baseline for analyses through the course of this study but are not sufficient cause for recommendations in isolation. By reviewing employee data, Evergreen gained a better understanding of the structure and methods in place and identified issues for both further review and potential revision.

3.1 ANALYSIS OF PAY PLANS

The purpose of analyzing the pay plans used within the City is to help gain an overview of the compensation philosophy as it existed when the study began. The City had a system in place that categorized classifications by level and type of work. This system was defined by each individual classification; while there was some overlap, artificial grades were created for each unique range based from the lowest range minimum to the highest and applied across all pay structures. For the purpose of this report, the various pay plans are being included together in the analysis to provide a holistic look at the pay ranges available to employees. **Exhibit 3A** displays the City’s pay plans summarized for ease of comparison. The exhibit provides the name; each pay grade on the plan; the value of each pay grade at minimum, midpoint, and maximum; the range spread for each pay grade – which is a measure of the distance between the minimum and maximum of the grade; the midpoint progression between grades; and the number of employees per pay grade.

The City does use a single “ungraded” pay grade, pay grade UNG. An ungraded pay grade is one that does not include pay ranges. That differs from a typical pay grade that would normally expect a range spread from 20 - 30 percent. The advantage of an ungraded pay grade is that it allows much more flexibility when assigning salaries than a typical range. While a 20 – 30 percent pay range might be sufficient for an administrative support position, for example, an ungraded range can be appropriate for positions that may experience quick changes over time due to changing market conditions. Employee salaries in certain classifications could also vary widely depending on the department, the level of competency, and the level of responsibility and oversight an employee is assigned. There are two employees total in this pay grade. Classifications assigned to this pay grade includes newly developed or part-time roles.

03 ASSESSMENT OF CURRENT CONDITIONS | | CITY OF CRESCENT CITY, CA

The City’s pay plan includes 30 occupied pay grades that hold 78 employees. The pay range spreads fall between 0.0 - 33.6 percent. Eleven of the generated pay grades only have one employee, while pay grade 1 contains the most employees with 11.

Exhibit 3A | Pay Plan Summary

Pay Plan	Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression	Employees
CCEA (Misc)	1	\$ 38,350	\$ 42,486	\$ 46,622	21.6%	-	11
	3	\$ 40,273	\$ 44,606	\$ 48,940	21.5%	5.0%	3
	5	\$ 42,289	\$ 46,843	\$ 51,396	21.5%	5.0%	1
	7	\$ 44,398	\$ 49,183	\$ 53,968	21.6%	5.0%	6
	11	\$ 53,968	\$ 59,784	\$ 65,600	21.6%	21.6%	2
	12	\$ 56,656	\$ 62,762	\$ 68,868	21.6%	5.0%	1
	14	\$ 62,472	\$ 69,204	\$ 75,935	21.6%	10.3%	2
CCMEA (Mgmt)	18	\$ 72,320	\$ 80,106	\$ 87,892	21.5%	15.8%	1
	1	\$ 38,350	\$ 42,486	\$ 46,622	21.6%	-	1
	10	\$ 51,396	\$ 56,934	\$ 62,472	21.6%	34.0%	2
	11	\$ 53,968	\$ 59,784	\$ 65,600	21.6%	5.0%	1
	12	\$ 56,656	\$ 62,762	\$ 68,868	21.6%	5.0%	2
	15	\$ 65,600	\$ 72,668	\$ 79,736	21.5%	15.8%	4
	16	\$ 68,868	\$ 76,294	\$ 83,721	21.6%	5.0%	2
CECC (Clerical)	20	\$ 78,593	\$ 87,059	\$ 95,525	21.5%	14.1%	1
	21	\$ 79,736	\$ 88,321	\$ 96,906	21.5%	1.4%	1
	2	\$ 38,358	\$ 42,486	\$ 46,614	21.5%	-	2
	6	\$ 42,295	\$ 46,851	\$ 51,406	21.5%	10.3%	3
Contract	8	\$ 46,614	\$ 51,631	\$ 56,648	21.5%	10.2%	3
	9	\$ 48,932	\$ 54,206	\$ 59,481	21.6%	5.0%	2
	22	\$ 96,322	\$108,553	\$120,783	25.4%	-	2
	23	\$102,437	\$115,430	\$128,424	25.4%	6.3%	3
	24	\$110,604	\$124,634	\$138,663	25.4%	8.0%	1
none	25	\$116,425	\$132,596	\$148,766	27.8%	6.4%	1
	26	\$126,093	\$142,086	\$158,080	25.4%	7.2%	1
CCCFA	UNG	-	-	-	-	-	2
	17	\$ 70,986	\$ 78,635	\$ 86,284	21.6%	-	3
Total	-	-	-	-	-	-	64

Comparing the summary data in **Exhibit 3A** to best practices, a number of observations can be made regarding the City’s pay plans. Based on the analysis of the pay plans, the following facts can be observed:

- Range spreads—generally set between 20 - 30 percent—are consistently aligned with what you would typically see in the market today. This provides a positive observation, at least from the structural sense of the plan.
- The number of employees on each pay grade is widely varied. Multiple pay grades have only a single incumbent occupying the grade, while some pay grades contain approximately ten employees each.
- Not pictured, but critically important to note is that each range identified consists of five steps, or pay progression points, throughout. This allows consistency in policies associated with progression in pay and transparency to employees on where a salary may fall at any point in time if expectations are met.

3.2 GRADE PLACEMENT ANALYSIS

The Grade Placement Analysis examines how employee salaries are distributed throughout the pay grades. This can help identify salary progression issues, which are usually accompanied by employee salaries that are clustered in segments of the pay grades. A clustering of employee salaries in the lower part of ranges can indicate a lack of salary progression for employees or a high level of employee turnover. A clustering of employee salaries in the high end of pay ranges can be a sign of high employee tenure or a sign that the pay ranges are behind market, forcing the organization to offer salaries near the maximum of the range to new hires. With regard to minimum and maximum salaries, employees at the grade minimum are typically newer to the organization or to the classification, while employees at the grade maximum are typically highly experienced and highly proficient in their classification. The Grade Placement Analysis examines how salaries sit within their pay ranges. Only pay grades with at least one incumbent are included in this analysis.

In service of this effort, an analysis was conducted to determine the number of employees below and above pay grade midpoint. The percentages refer to the percentage of employees in each pay grade that are above and below midpoint. **Exhibit 3B** displays the results of this analysis: a total of 29 employees are compensated below their pay grade midpoint—which is 37.2 percent of all employees for the City. There are 47 employees compensated above the midpoint of their pay grade, which is 60.3 percent of all employees.

Exhibit 3B | Employees Above and Below Midpoint by Pay Grade

Pay Plan	Grade	Employees	# < Mid	% < Mid	# > Mid	% > Mid
CCEA (Misc)	1	11	2	18.2%	9	81.8%
	3	3	1	33.3%	2	66.7%
	5	1	0	0.0%	1	100.0%
	7	6	4	66.7%	2	33.3%
	11	2	1	50.0%	1	50.0%
	12	1	0	0.0%	1	100.0%
	14	2	2	100.0%	0	0.0%
	18	1	0	0.0%	1	100.0%
CCMEA (Mgmt)	1	1	1	100.0%	0	0.0%
	10	2	1	50.0%	1	50.0%
	11	1	1	100.0%	0	0.0%
	12	2	1	50.0%	1	50.0%
	15	4	0	0.0%	4	100.0%
	16	2	0	0.0%	2	100.0%
	20	1	0	0.0%	1	100.0%
	21	1	1	100.0%	0	0.0%
CCPOA (Police)	4	1	1	100.0%	0	0.0%
	13	9	4	44.4%	5	55.6%
	19	4	2	50.0%	2	50.0%
CECC (Clerical)	2	2	0	0.0%	2	100.0%
	6	3	2	66.7%	1	33.3%
	8	3	0	0.0%	3	100.0%
	9	2	0	0.0%	2	100.0%
Contract	22	2	1	50.0%	1	50.0%
	23	3	1	33.3%	2	66.7%
	24	1	0	0.0%	1	100.0%
	25	1	0	0.0%	1	100.0%
	26	1	0	0.0%	1	100.0%
none	UNG	2	0	0.0%	0	0.0%
CCCFA	17	3	3	100.0%	0	0.0%
Total	-	78	29	37.2%	47	60.3%

3.3 QUARTILE ANALYSIS

The last part of the Grade Placement Analysis is a detailed look at how salaries are distributed through pay grades, through a quartile analysis. Here, each pay grade is divided into four segments of equal width, called quartiles. The first quartile represents the first 25 percent of the pay range; the second quartile represents the part of the range above the first quartile up to the mathematical midpoint; the third quartile represents the part of the range from the midpoint to 75 percent of the pay range; and

the fourth quartile represents the part of the range above the third quartile up to the pay range maximum. Employees are assigned to a quartile within their pay range based on their current salary.

The quartile analysis is used to evaluate how employee salaries are distributed within pay grades and to identify the presence of salary clustering in specific portions of the ranges. This analysis also examines employee tenure in order to assess the relationship between length of service and salary progression. While quartile data alone are not determinative, they provide important context when considered alongside market data and employee feedback in evaluating the effectiveness of the current compensation and classification system.

Exhibit 3C presents the distribution of employees across quartiles for each pay grade, along with average organizational tenure by quartile. Overall, 31.6 percent of employees are positioned in Quartile 1 of their respective pay grades, 6.6 percent in Quartile 2, 13.2 percent in Quartile 3, and 48.7 percent in Quartile 4. While this distribution does not independently support a definitive conclusion, the accompanying tenure data provide insight into the relationship between tenure and salary placement.

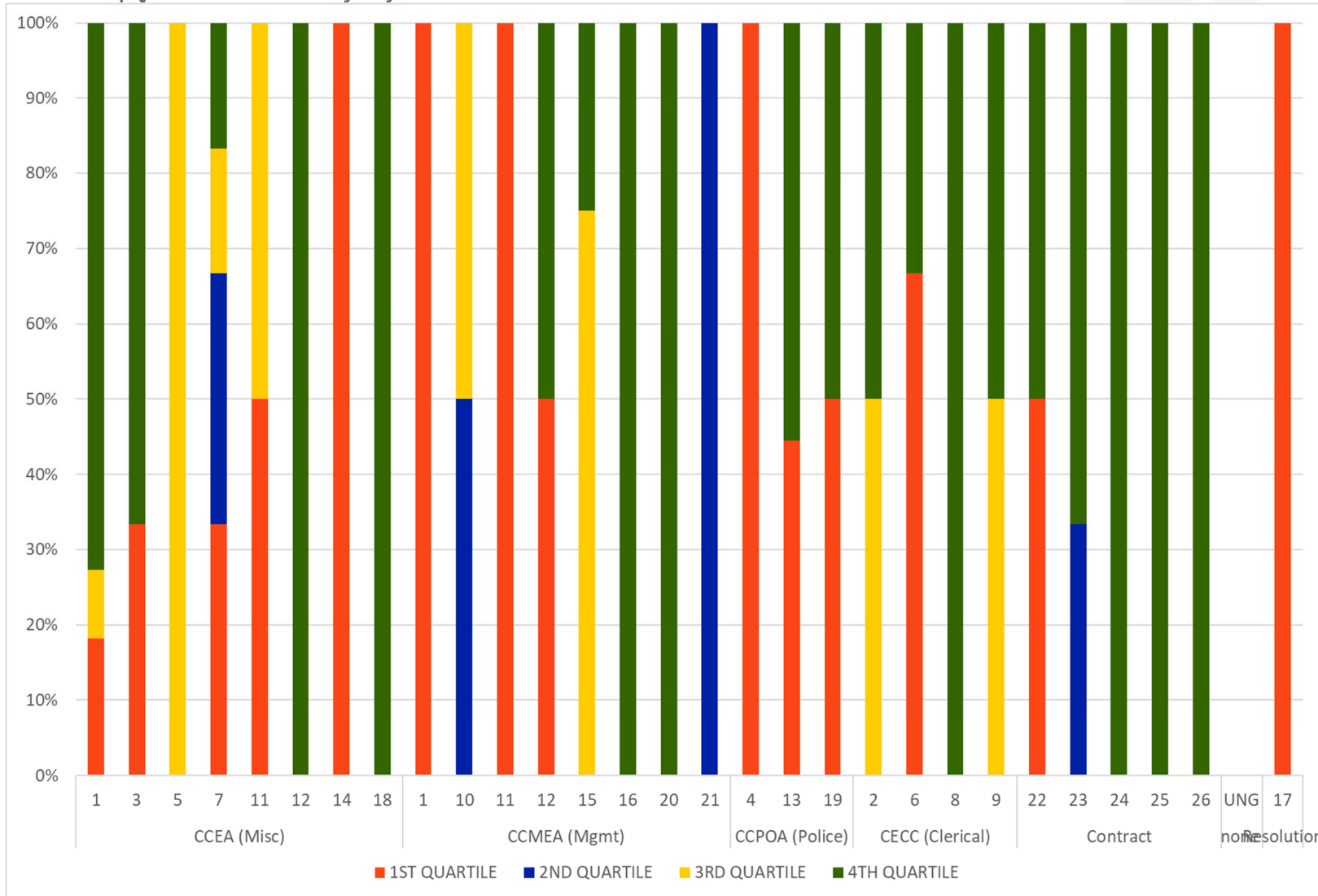
Average tenure initially declines before increasing as employees progress through the quartiles. Employees in Quartile 1 average 2.6 years of service, those in Quartile 2 average 1.8 years, those in Quartile 3 average 3.4 years, and those in Quartile 4 average 7.6 years. While the lower average tenure observed in Quartile 2 represents a notable deviation from a strictly linear progression, the overall pattern indicates that salary placement generally increases with organizational tenure, suggesting that employees are, in most cases, advancing through pay ranges in alignment with length of service. Quartile 2 is made up of only 6.6 percent of the employee population (five employees total), so an outlier does not cause as much concern as it would with a larger population size.

Exhibit 3D displays a graphical representation of the data contained in **Exhibit 3C**. Each pay grade is divided into up to four sections representing the percentage of employees in that pay grade who belong in each quartile. For example, pay grade 5 has zero employees in Quartiles 1, 2, or 4. That pay grade is represented by a 100 percent yellow bar, showing that 100 percent of grade 5 employees are in Quartile 3. Pay grade 7 has employees between all four quartiles, and it is consequently represented with bars displaying all four colors, corresponding to the percentage of employees for each pay grade in each quartile.

Exhibit 3C | Quartile Analysis and Time With the Organization

Pay Plan	GRADE	Total Employees	Average Tenure	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
				# Employees	Avg Tenure	# Employees	Avg Tenure	# Employees	Avg Tenure	# Employees	Avg Tenure
CCEA (Misc)	1	11	0.5	2	0.8	0	-	1	0.5	8	0.5
	3	3	5.9	1	0.6	0	-	0	-	2	8.6
	5	1	0.9	0	-	0	-	1	0.9	0	-
	7	6	3.7	2	2.3	2	2.5	1	6.3	1	6.2
	11	2	1.4	1	0.5	0	-	1	2.3	0	-
	12	1	1.4	0	-	0	-	0	-	1	1.4
	14	2	3.9	2	3.9	0	-	0	-	0	-
	18	1	11.8	0	-	0	-	0	-	1	11.8
CCMEA (Mgmt)	1	1	0.0	1	0.0	0	-	0	-	0	-
	10	2	3.0	0	-	1	2.4	1	3.6	0	-
	11	1	1.4	1	1.4	0	-	0	-	0	-
	12	2	4.1	1	0.9	0	-	0	-	1	7.2
	15	4	8.4	0	-	0	-	3	5.3	1	17.9
	16	2	8.5	0	-	0	-	0	-	2	8.5
	20	1	25.6	0	-	0	-	0	-	1	25.6
	21	1	0.2	0	-	1	0.2	0	-	0	-
CCPOA (Police)	4	1	0.2	1	0.2	0	-	0	-	0	-
	13	9	4.9	4	1.6	0	-	0	-	5	7.6
	19	4	11.2	2	7.3	0	-	0	-	2	15.2
CECC (Clerical)	2	2	1.3	0	-	0	-	1	2.7	1	0.0
	6	3	2.5	2	2.6	0	-	0	-	1	2.3
	8	3	9.6	0	-	0	-	0	-	3	9.6
	9	2	5.6	0	-	0	-	1	1.7	1	9.4
Contract	22	2	12.1	1	2.3	0	-	0	-	1	21.8
	23	3	5.7	0	-	1	1.6	0	-	2	7.8
	24	1	2.5	0	-	0	-	0	-	1	2.5
	25	1	20.7	0	-	0	-	0	-	1	20.7
	26	1	2.2	0	-	0	-	0	-	1	2.2
none	UNG	0	0.8	0	-	0	-	0	-	0	-
CCCFA	17	0	5.2	0	-	0	-	0	-	0	-
Overall	-	73	5.1	21	2.2	5	1.8	10	3.4	37	7.6

Exhibit 3D | Quartile Placement by Pay Grade



Review of the quartile distributions by pay grade reveals several notable patterns. Across the Classified pay plan, the proportion of employees in Quartile 1 generally declines as pay grades increase, indicating that employees in higher grades are more frequently positioned further into their respective salary ranges. For example, the representation of Quartile 1 employees decreases steadily across the higher classified grades, suggesting that progression through individual pay ranges tends to accompany advancement into higher-level classifications.

This pattern may be attributable to multiple factors. One potential explanation is promotional salary placement, whereby employees promoted to higher classifications enter their new pay grades above the minimum in order to avoid a reduction in pay, resulting in placement several steps into the range at the time of promotion. Another contributing factor may be external market pressure at higher grades, where positions typically require greater experience, specialized certifications, or advanced technical expertise. In such cases, competitive labor market conditions may necessitate higher starting salaries to attract qualified candidates, thereby placing new hires further into the pay range.

While the underlying drivers of this pattern cannot be determined conclusively without additional data, the consistency of the trend warrants continued monitoring. Ongoing evaluation of quartile placement by grade may provide valuable insight into promotional practices, market competitiveness, and long-term salary progression within the City's compensation structure.

3.4 COMPRESSION ANALYSIS

Pay compression can be defined as the lack of variation in salaries between employees with significantly different levels of experience and responsibility. Compression can be seen as a threat to internal equity and morale. Two common types of pay compression can be observed when the pay of supervisors and their subordinates are too close, or the pay of highly tenured staff and newly hired employees in the same job are too similar.

According to the Society for Human Resources Management (SHRM), specific examples of actions that may cause pay compression include the following:

- Reorganizations change peer relationships and can create compression if jobs are not reevaluated.
- In some organizations, certain departments or divisions may be relatively liberal with salary increases, market adjustments, and promotions—while others are not.
- Some employers have overlooked their Human Resources policies designed to regulate pay, paying new hires more than incumbents for similar jobs under the mantra of “paying what it takes to get the best talent.”
- Many organizations have found it easy to hire people who had already done the same work for another organization, eliminating the need for training. Rather than hiring individuals with high potential and developing them for the long term, they have opted for employees who could “hit the ground running”—regardless of their potential.

Exhibit 3E indicates the ratio of subordinate to supervisor salaries by grade graphically and **Exhibit 3F** displays these results numerically. Employees were grouped into categories reflecting whether their actual salary was less than 80 percent, less than 95 percent, or greater than 95 percent of their supervisor's salary. Less than 80 percent would indicate that the ratio of an employee's salary to his

supervisor's salary would yield a result of less than 0.8. For example, an employee with a salary of \$79,000.00 and a supervisor with a salary of \$100,000.00 would yield a ratio of 0.79, and be placed into the Less than 80 percent category.

An analysis of the data would quickly reveal that while most positions in the City are in a great position, with plenty of space between employee and supervisor salaries, there are still some employees with salaries more than 100 percent of their supervisor's salary. Anywhere blue or red appears on **Exhibit 3F** is somewhere that warrants an examination of supervisor vs. employee salary.

Exhibit 3E | Employee to Supervisor Salary Ratio by Pay Grade

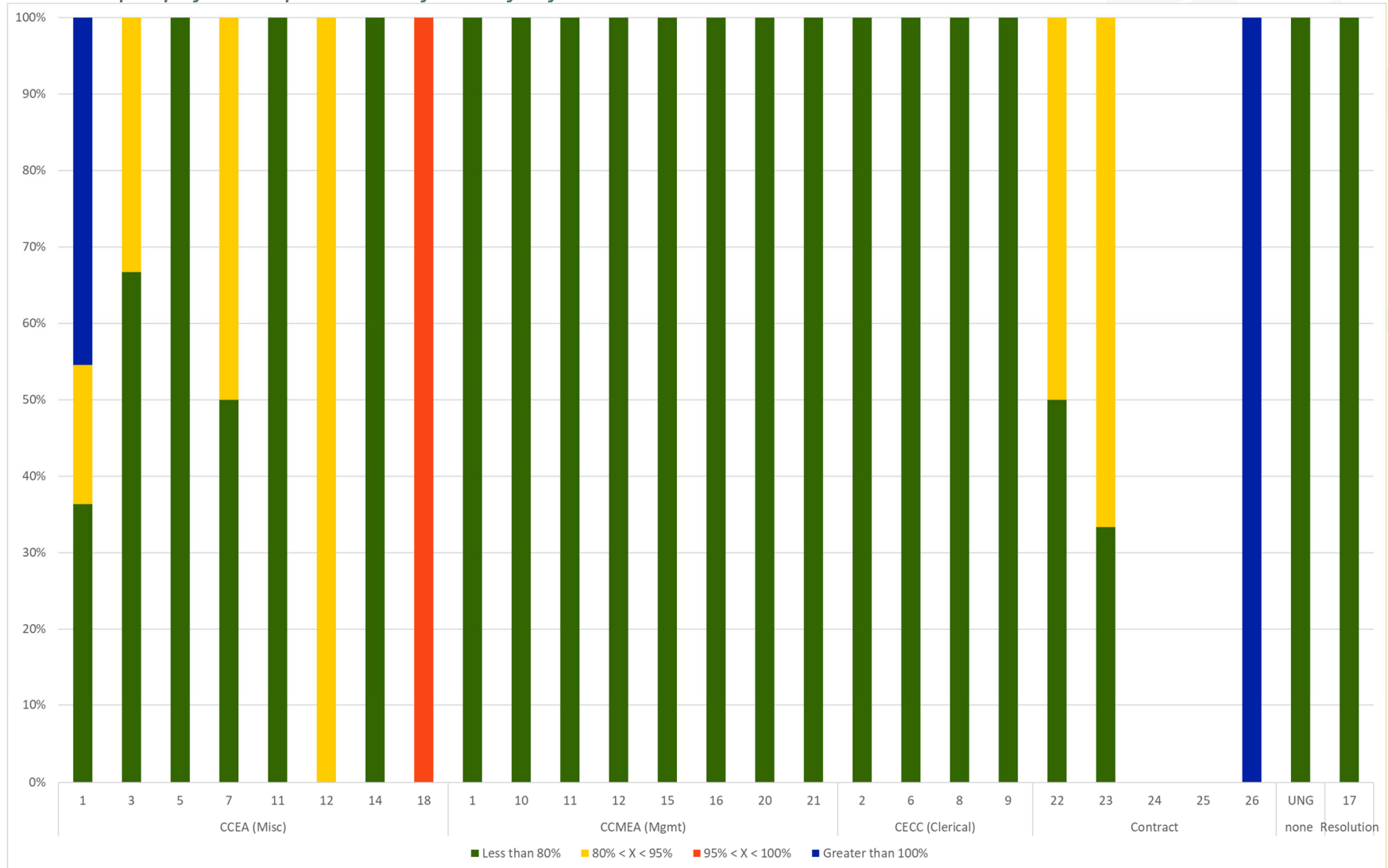


Exhibit 3F | Employee to Supervisor Salary Ratio by Pay Grade

Pay Plan	Grade	Less than 80%	80% < X < 95%	95% < X < 100%	Greater than 100%
CCEA (Misc)	1	4	2	0	5
	3	2	1	0	0
	5	1	0	0	0
	7	3	3	0	0
	11	2	0	0	0
	12	0	1	0	0
	14	2	0	0	0
	18	0	0	1	0
CCMEA (Mgmt)	1	1	0	0	0
	10	2	0	0	0
	11	1	0	0	0
	12	2	0	0	0
	15	4	0	0	0
	16	2	0	0	0
	20	1	0	0	0
	21	1	0	0	0
CECC (Clerical)	2	2	0	0	0
	6	3	0	0	0
	8	2	0	0	0
	9	1	0	0	0
Contract	22	1	1	0	0
	23	1	2	0	0
	24	0	0	0	0
	25	0	0	0	0
	26	0	0	0	1
none	UNG	2	0	0	0
CCCFA	17	3	0	0	0
Total	-	43	10	1	6

Exhibit 3G and **Exhibit 3H** showcase the actual vs. projected salaries of City employees, sorted by pay grade. Projected salary is calculated using a 5-year progression assumption for employees. For example, an employee who had worked at their position for 2.5 years would be projected to be at the grade midpoint, while an employee with 5 or more class years would be projected to be at the grade maximum. An important distinction between this compression table and the quartile analysis: this compression table utilizes class years, while the Quartile analysis uses tenure. Class years are differentiated from tenure by using the date that you started working in your current classification as the start date, instead of the date you first were hired by the City. To illustrate, if an employee had been an accountant for ten years and then was promoted last year to Accountant Supervisor, that employee would have ten years of tenure but only one class year.

Overall, the distribution of employees reflects a balanced alignment with projected salaries, with some employees making more or less than expected, but the largest cluster of employees being within 5.0 percent of their expected salaries. As shown in the summary table, 20 employees are compensated within 5 percent of their projected salary, indicating close alignment between class-time-based expectations and actual pay. An additional 11 employees are paid between 5 and 10 percent above projected salary, while 12 employees exceed their projected salary by more than 10 percent. Conversely, nine employees are compensated between 5 and 10 percent below projected salary, and 10 employees fall more than 10 percent below their projected level. This relatively even distribution above and below projected pay suggests that, in aggregate, salaries are generally positioned where expected under a tenure-based progression model.

Exhibit 3H further illustrates this distribution graphically across pay plans and bargaining associations. The chart demonstrates that deviations from projected salary are not concentrated within a single pay plan or employee group. Instead, each bargaining association reflects a mix of employees earning above and below their projected salaries, indicating that alignment with projected pay is not isolated to one segment of the organization. This dispersion suggests that observed variances are more likely attributable to individual factors, such as promotional timing, hiring salary placement, or market-driven adjustments, rather than systemic structural issues within a specific pay plan.

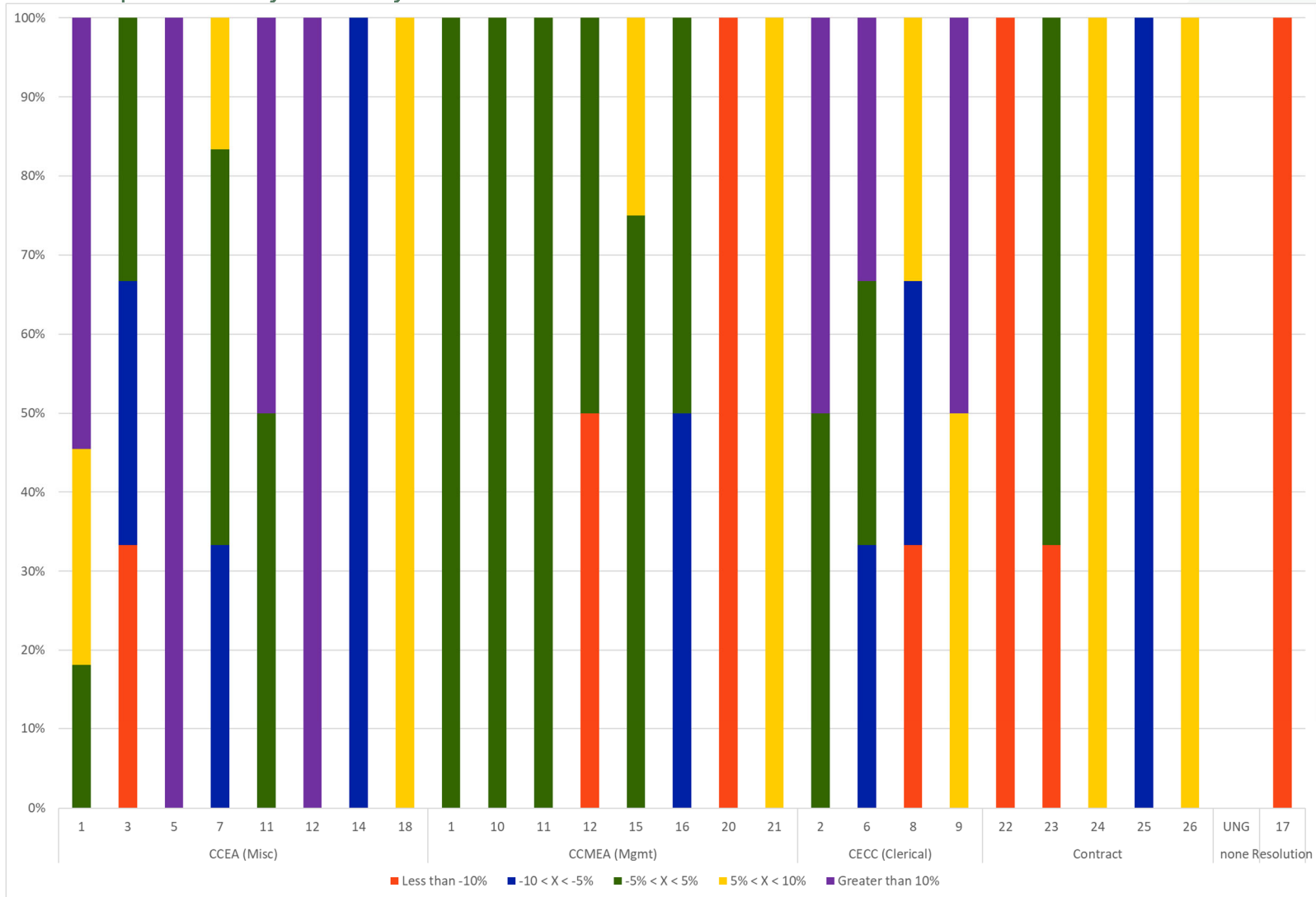
Several additional observations emerge from this analysis. First, the presence of employees earning above projected salary is not inherently problematic and may reflect promotion-related salary placement, where employees enter a higher classification above the minimum of the new range to avoid a reduction in pay. Second, employees earning below their projected salary may represent employees with interrupted service histories or classifications where salary progression has lagged behind expectations due to market or fiscal constraints. Employee performance, classification reorganization, or other historical factors that could impact employee progression into pay ranges are also absent from this chart. Finally, the absence of extreme clustering in any single category reinforces that the compensation system, while not perfectly linear, is functioning in a manner that generally supports equitable salary progression over time.

Taken together, the actual versus projected salary analysis indicates that the City's compensation structure produces a reasonably balanced distribution of salaries relative to tenure-based expectations. While individual deviations warrant monitoring, the overall pattern does not suggest widespread compression or systemic misalignment and provides a stable foundation for evaluating future compensation adjustments.

Exhibit 3G | Actual vs. Projected Salary

Pay Plan	Grade	Less than -10%	-10 < X < -5%	-5% < X < 5%	5% < X < 10%	Greater than 10%
CCEA (Misc)	1	0	0	2	3	6
	3	1	1	1	0	0
	5	0	0	0	0	1
	7	0	2	3	1	0
	11	0	0	1	0	1
	12	0	0	0	0	1
	14	0	2	0	0	0
	18	0	0	0	1	0
CCMEA (Mgmt)	1	0	0	1	0	0
	10	0	0	2	0	0
	11	0	0	1	0	0
	12	1	0	1	0	0
	15	0	0	3	1	0
	16	0	1	1	0	0
	20	1	0	0	0	0
	21	0	0	0	1	0
CECC (Clerical)	2	0	0	1	0	1
	6	0	1	1	0	1
	8	1	1	0	1	0
	9	0	0	0	1	1
Contract	22	2	0	0	0	0
	23	1	0	2	0	0
	24	0	0	0	1	0
	25	0	1	0	0	0
	26	0	0	0	1	0
none	UNG	0	0	0	0	0
CCCFA	17	3	0	0	0	0
Total	-	10	9	20	11	12

Exhibit 3H | Actual vs. Projected Salary



3.5 SUMMARY

There were many observations made with respect to the City's compensation system in place at the beginning of the study.

- The City maintains multiple pay plans that collectively include 30 occupied pay grades serving 78 employees. Range spreads generally fall within a modest range, with most grades exhibiting a narrow progression of slightly more than 20 percent from minimum to maximum, and the use of an ungraded pay structure for select positions. While this approach provides flexibility, it can limit the ability to support long-term salary progression in certain roles.
- Approximately 60 percent of employees are compensated above their pay grade midpoint, while just over one-third are below the midpoint. This distribution suggests that many employees are positioned deeper into their salary ranges, potentially reflecting organizational tenure, hiring placement practices, or market pressures.
- Nearly half of employees are positioned in the top quartile of their respective pay grades, while approximately one-third fall in the first quartile. Average tenure increases as quartile placement increases, indicating a general relationship between length of service and salary progression. A small outlier is present in Quartile 2; however, this group represents a limited number of employees and does not materially alter the overall pattern.
- Quartile analysis by grade indicates that employees in higher classifications are less frequently positioned in the lowest quartile of their pay ranges. This pattern is consistent with promotional salary placement practices and market-driven hiring pressures for more specialized or competitive positions.
- Most employees earn less than 80.0 percent of their direct supervisor's salary, suggesting that widespread compression between supervisory and non-supervisory roles is not present. A small number of instances warrant further review but do not indicate systemic compression concerns.
- The actual versus projected salary analysis shows a balanced distribution of employees earning above and below projected salary levels, with the largest share of employees compensated within five percent of their expected salary. Variances appear to be dispersed across pay plans and bargaining associations rather than concentrated in any single group.

This analysis acts as a starting point for the development of recommendations in subsequent chapters of this report. Paired with market data, Evergreen is able to make recommendations that will ensure that the City's compensation system is structurally sound in terms of best practice, competitive with the market, and treats all employees equitably moving forward.

04 MARKET SUMMARY



04 MARKET SUMMARY

The purpose of the market summary chapter is to benchmark the City's compensation practices against that of its market peers, in order to establish how competitive the City is with the market. To complete this market study, Evergreen compared pay ranges of select benchmark positions that the City possesses against the compensation of positions performing those same duties within peer organizations. By aggregating the differences in pay ranges across all the positions, a reasonable determination is made as to the City's competitive position within the market.

It is important to note that individual salaries are not analyzed in this methodology, since individual compensation can be affected by a number of variables such as experience and job performance. For this reason, Evergreen looked at average pay ranges across the entire classification to make the most accurate comparison. The results of this market study should be considered reflective of the current state of the market at the time of this study, however, market conditions can change rapidly. Consequently, it is necessary to perform market surveys of peer organizations at regular intervals in order for an organization to consistently monitor its position within the market. Furthermore, the market results detailed in this chapter provide a foundation for understanding the City's overall structural standing to the market, and the rates reflected in this chapter, while an important factor, are not the sole determinant for how classifications were placed into the proposed salary ranges outlined in **Chapter 5**.

The information presented in this chapter is intended to serve as a practical and informative tool for the City and its employee bargaining associations as they evaluate compensation and consider salary negotiations in upcoming fiscal years. While the market findings provide an objective comparison of how the City's classifications align with peer organizations, they should be considered in conjunction with other relevant factors that may uniquely differentiate the work performed by City employees, including local service demands, operational scope, organizational structure, and labor market conditions. Accordingly, the results in this chapter are not intended to function as a definitive determination of appropriate compensation levels, but rather as one of several inputs to be weighed as part of a broader, collaborative decision-making process.

Evergreen conducted a comprehensive market salary survey for the City, which included soliciting 24 target peer organizations (18 cities, two counties, and four other organizations) for 50 benchmark positions. Of the 24 total organizations contacted, 24 responded and provided data for the benchmark positions. Target peers were selected based on a number of factors, including geographic proximity, resource level, job overlap, and size. Target organizations were also identified for their competition to the City for employee recruitment and retention efforts. The list of targets that provided data for the purpose of this study are included in **Exhibit 4A**.

Exhibit 4A | Respondent Market Peers

Respondent Organizations
Arcata, CA
Fortuna, CA
Eureka, CA
Yreka, CA
Willits, CA
Fort Bragg, CA
Red Bluff, CA
Corning, CA
Anderson, CA
Orland, CA
Clearlake, CA
Cloverdale, CA
Willows, CA
Placerville, CA
Brookings, OR
Redding, CA
Grants Pass, OR
Medford, OR
Del Norte County, CA
Humboldt County, CA
Caltrans
Arcata Fire District
Humboldt Bay Fire JPA
Ukiah Valley Fire Authority

Because the data collected for the market summary was from various regions, it was necessary to adjust peer responses relative to the City based on cost-of-living. For all organizations that fell outside the City’s immediate region, a cost-of-living adjustment was applied to the reported pay ranges to ensure a market average was attained in terms of the spending power an employee would have in the City’s local area. Evergreen utilizes cost-of-living index information from the Council for Community and Economic Research. The cost-of-living index figures for the City and each of the respondent market peers are located in **Exhibit 4B**.

Exhibit 4B | Respondents With Cost-of-Living Adjustments

Organization	Cost of Living
Crescent City, CA	126.1
Arcata, CA	129.9
Fortuna, CA	129.9
Eureka, CA	129.9
Yreka, CA	128.2
Willits, CA	130.6
Fort Bragg, CA	130.6
Red Bluff, CA	126.5
Corning, CA	126.5
Anderson, CA	127.8
Orland, CA	129.0
Clearlake, CA	128.8
Cloverdale, CA	138.5
Willows, CA	129.0
Placerville, CA	137.7
Brookings, OR	117.2
Redding, CA	127.8
Grants Pass, OR	114.1
Medford, OR	116.7
Del Norte County, CA	126.1
Humboldt County, CA	129.9
Caltrans	126.1
Arcata Fire District	129.9
Humboldt Bay Fire JPA	129.9
Ukiah Valley Fire Authority	130.6

4.1 MARKET DATA

The results of the market study are displayed in **Exhibit 4C**, which includes the benchmark job titles and the market average salaries for each position at the minimum, midpoint, and maximum points of the pay ranges. Also included within the exhibit are the percent differentials of the City’s pay ranges at each respective point, relative to the market average pay. A positive percent differential is indicative of the City’s pay range exceeding that of the average of its market peers; alternatively, a negative percent differential indicates the City’s compensation for a given position lagging behind the average of its peers. The exhibit also includes the average pay range for the market respondents for each position, as well as how many responses each benchmark received.

While all benchmarks are included in the survey, not every peer organization possesses an appropriate match. Consequently, the benchmarks receive varying levels of response. For the purpose of this study, all positions that received fewer than five matches from market peers were not considered in establishing the City’s competitive position. The rationale behind these positions being excluded is that insufficient response can lead to unreliable averages that may skew the aggregated data, blurring the reality of the City’s actual position in the market. Of the 50 positions surveyed, 42 met the criteria for inclusion.

Exhibit 4C | Market Survey Results

ID	Classification	Survey Minimum		Survey Midpoint		Survey Maximum		Survey Avg Range	# Resp.
		Average	% Diff	Average	% Diff	Average	% Diff		
1	Account Clerk 1	\$40,156.47	-4.7%	\$44,987.13	-5.9%	\$49,817.78	-6.9%	24.0%	6.0
2	Account Clerk 2	\$43,227.09	-2.2%	\$48,732.00	-4.0%	\$54,236.91	-5.5%	25.4%	10.0
3	Aquatics Supervisor	\$48,858.02	4.9%	\$54,766.03	3.8%	\$60,674.05	2.9%	24.0%	9.0
4	Building Inspector	\$52,639.80	7.1%	\$59,137.01	5.8%	\$65,634.22	4.7%	24.7%	10.0
5	Career Fire Captain	\$70,454.49	0.7%	\$78,754.41	-0.2%	\$87,054.33	-0.9%	25.1%	2.0
6	City Attorney	\$130,788.02	-18.2%	\$154,674.73	-24.1%	\$178,561.44	-28.8%	36.3%	3.0
7	City Clerk	\$68,509.47	0.5%	\$77,359.64	-1.4%	\$86,209.80	-3.0%	25.8%	12.0
8	City Manager	\$155,972.89	-34.0%	\$168,425.59	-27.0%	\$180,878.29	-21.6%	16.1%	15.0
9	Community Development Specialist	\$46,680.38	-10.4%	\$52,220.06	-11.5%	\$57,759.74	-12.4%	23.7%	9.0
10	Economic Development & Recreation Assistant	\$35,382.51	7.7%	\$38,826.98	8.6%	\$42,271.45	9.3%	19.5%	5.0
11	Recreation Director & Events Coordinator	\$93,193.03	-11.7%	\$107,156.58	-16.0%	\$121,120.14	-19.4%	29.7%	5.0
12	Electrical Mechanical Operations Technician 1	\$52,745.52	2.3%	\$58,974.19	1.4%	\$65,202.86	0.6%	23.6%	6.0
13	Electrical Mechanical Operations Technician 2	\$55,533.79	11.1%	\$62,072.87	10.3%	\$68,611.95	9.6%	23.5%	6.0
14	Engineering Project Manager	\$78,649.72	-19.9%	\$88,040.64	-21.2%	\$97,431.55	-22.2%	23.9%	6.0
15	Equipment Operator 1	\$49,443.15	-16.9%	\$55,140.91	-17.7%	\$60,838.67	-18.4%	23.0%	11.0
16	Executive Assistant to Chief of Police	\$50,389.36	-3.0%	\$56,394.85	-4.0%	\$62,400.34	-4.9%	23.8%	11.0
17	Office Technician - Finance	\$33,788.69	11.9%	\$37,171.73	12.5%	\$40,554.77	13.0%	19.9%	8.0
18	Finance Analyst 2	\$65,119.50	0.7%	\$72,535.75	0.2%	\$79,952.00	-0.3%	22.9%	8.0
19	Finance Director	\$110,391.53	-7.8%	\$123,976.78	-7.4%	\$137,562.04	-7.1%	24.5%	12.0
20	Finance Technician - PR/Benefits	\$50,320.13	6.8%	\$56,221.27	6.0%	\$62,122.41	5.3%	23.4%	9.0
21	Fire Chief	\$121,876.65	3.3%	\$136,491.29	3.9%	\$151,105.93	4.4%	23.8%	7.0
22	Fire Dept Admin Specialist	\$48,947.07	0.0%	\$54,695.58	-0.9%	\$60,444.09	-1.6%	23.5%	15.0
23	Grants / Economic Development Manager	\$69,872.46	8.0%	\$78,358.83	6.8%	\$86,845.19	5.9%	24.3%	5.0
24	Housing Director	\$103,057.79	-7.0%	\$115,260.27	-6.2%	\$127,462.74	-5.5%	23.7%	3.0
25	Human Resources Manager	\$77,728.62	-30.7%	\$86,113.01	-30.7%	\$94,497.40	-30.7%	21.6%	5.0
26	IS Administrator	\$82,788.28	-5.3%	\$93,969.27	-7.9%	\$105,150.25	-10.1%	26.9%	6.0
27	IT / GIS Technician	\$54,347.46	-5.7%	\$60,977.96	-7.1%	\$67,608.45	-8.2%	24.4%	8.0
28	Lab Director	\$63,619.66	7.6%	\$70,791.21	7.2%	\$77,962.76	6.9%	22.5%	4.0
29	Lab Technician 2	\$50,235.56	11.3%	\$55,993.78	10.8%	\$61,751.99	10.3%	22.9%	3.0
30	Maintenance Worker 1	\$40,858.59	-6.5%	\$45,725.81	-7.6%	\$50,593.04	-8.5%	23.7%	15.0
31	Maintenance Worker 2	\$43,415.67	-7.8%	\$46,795.49	-4.9%	\$50,175.30	-2.5%	15.6%	7.0
32	Maintenance Worker 3	\$48,049.00	-8.2%	\$53,542.76	-8.9%	\$59,036.52	-9.4%	22.9%	4.0
33	Mechanic 1	\$49,549.85	-23.0%	\$55,289.47	-23.9%	\$61,029.09	-24.7%	23.2%	11.0
34	Office Technician - Housing	\$38,317.17	0.1%	\$42,354.89	0.3%	\$46,392.62	0.5%	20.9%	12.0
35	Office Technician - Public Works	\$38,317.17	0.1%	\$42,354.89	0.3%	\$46,392.62	0.5%	20.9%	12.0
36	Police Chief	\$135,518.63	-32.3%	\$149,707.27	-29.7%	\$163,895.90	-27.6%	20.8%	13.0
37	Police Officer	\$65,403.09	-15.4%	\$73,522.16	-11.1%	\$81,641.23	-7.8%	24.7%	16.0
38	Police Recruit	\$47,980.26	-14.9%	\$51,284.06	-22.8%	\$54,587.85	-30.7%	13.7%	8.0
39	Public Works Director	\$113,423.95	-10.7%	\$127,840.09	-10.8%	\$142,256.23	-10.8%	25.3%	12.0
40	Public Works Maintenance Manager	\$76,970.00	3.5%	\$85,773.48	2.9%	\$94,576.96	2.4%	22.9%	10.0
41	Records Specialist	\$41,356.01	11.3%	\$46,608.59	9.7%	\$51,861.16	8.5%	25.4%	8.0
42	Relief Pool Supervisor	\$41,895.05	5.6%	\$46,214.45	6.0%	\$50,533.85	6.4%	20.6%	7.0
43	RV Park Supervisor	\$43,128.28	2.9%	\$47,710.83	3.0%	\$52,293.39	3.1%	21.2%	5.0
44	Senior Buildings and Parks Maintenance Worker	\$47,478.14	-6.9%	\$53,000.78	-7.8%	\$58,523.42	-8.4%	23.2%	7.0
45	Senior Electrical Mechanical Operations Technician	\$64,148.53	11.3%	\$71,852.99	10.3%	\$79,557.45	9.5%	24.0%	2.0
46	Senior Fleet Mechanic	\$55,843.61	10.6%	\$62,421.47	9.8%	\$68,999.32	9.1%	23.5%	6.0
47	Senior Public Works Maintenance Worker	\$50,681.64	6.1%	\$56,396.45	5.7%	\$62,111.25	5.3%	22.5%	10.0
48	Sergeant	\$81,090.42	-5.6%	\$90,498.82	-5.2%	\$99,907.21	-4.9%	23.1%	16.0
49	Tenant Services Technician	\$44,547.70	4.4%	\$50,403.59	2.4%	\$56,259.49	0.7%	26.3%	4.0
50	Utility Mechanic	\$48,377.91	-9.0%	\$54,333.38	-10.5%	\$60,288.85	-11.7%	24.5%	13.0
Overall Average			-3.6%		-4.2%		-4.7%	23.3%	8.3
Outliers Removed*			-4.3%		-4.8%		-5.2%	22.9%	9.3

4.2 SALARY SURVEY RESULTS

Market Minimums

It is important to assess where an organization is relative to its market minimum salaries, as they are the beginning salaries of employees with minimal qualifications for a given position. Organizations that are significantly below market may experience recruitment challenges with entry-level employees. As seen in **Exhibit 4C**, the City is currently 3.8 percent below the market average minimum, when considering positions with sufficient responses. The City’s benchmark positions ranged from 34.0 percent below to 11.9 percent above at the market minimum.

The following points are regarding the City’s position relative to the market average minimum:

- Of these 42 positions, 23 were below market, averaging 12.4 percent below. These 23 classifications represent roughly 54.8 percent of the surveyed positions that met the criteria for inclusion.
- Of the 23 positions below market, seven were more than 15.0 percent below the average market minimum. These positions are displayed in **Exhibit 4D**.
- Of these 42 positions, 20 were above market, averaging 6.0 percent above. These 20 classifications represent roughly 47.6 percent of the surveyed positions that met the criteria for inclusion.
- Of the 20 positions above market, 10 were more than 5.0 percent above the average market minimum. Zero positions were more than 15.0 percent above the market average.
- The HR Manager classification was found to be significantly under market by the City during the course of the study, so the City adjusted the pay for this role while the survey was ongoing. The differential below, while accurate at the time of the market survey, reflects an outdated figure that the City has already adjusted at the time of this report. This applies to the exhibit showing the minimum, midpoint, and maximum vs. the market average.

Exhibit 4D | Classifications More Than 15.0 Percent Below the Minimum

Classification	% Diff
City Manager	-34.0%
Police Chief	-32.3%
Human Resources Manager	-30.7%
Mechanic 1	-23.0%
Engineering Project Manager	-19.9%
Equipment Operator 1	-16.9%
Police Officer	-15.4%

Market Midpoints

The market midpoint is exceptionally important to analyze, as it is often considered the closest estimation of market average compensation. As seen in **Exhibit 4C**, the City is currently 4.3 percent below the market average midpoint, when considering positions with sufficient responses. The City’s benchmark positions ranged from 30.7 percent below to 12.5 percent above at the market midpoint.

The following points are regarding the City’s position relative to the market average midpoint:

- Of these 42 positions, 24 were below market, averaging 12.4 percent below. These 24 classifications represent roughly 57.1 percent of the surveyed positions that met the criteria for inclusion.
- Of the 24 positions below market, eight were more than 15.0 percent below the average market minimum. These positions are displayed in **Exhibit 4E**.
- Of these 42 positions, 19 were above market, averaging 5.9 percent above. These 19 classifications represent roughly 45.2 percent of the surveyed positions that met the criteria for inclusion.
- Of the 19 positions above market, 10 were more than 5.0 percent above the average market midpoint. Zero positions were more than 15.0 percent above the market average.

Exhibit 4E | Classifications More Than 15.0 percent Below the Midpoint

Classification	% Diff
Human Resources Manager	-30.7%
Police Chief	-29.7%
City Manager	-27.0%
Mechanic 1	-23.9%
Police Recruit	-22.8%
Engineering Project Manager	-21.2%
Equipment Operator 1	-17.7%
Recreation Director & Events Coordinator	-16.0%

Market Maximums

The pay range maximum averages, and how they compare to the City’s, are also detailed in **Exhibit 4C**. As seen in the exhibit, the City is currently 4.8 percent below the market average maximum, when considering positions with sufficient responses. The City’s benchmark positions ranged from 30.7 percent below to 13.0 percent above at the market maximum.

The following points are regarding the City’s position relative to the market average maximum:

- Of these 42 positions, 24 were below market, averaging 12.9 percent below. These 24 classifications represent roughly 57.1 percent of the surveyed positions that met the criteria for inclusion.

- Of the 24 positions below market, eight were more than 15.0 percent below the average market maximum. These positions are displayed in **Exhibit 4F**.
- Of these 42 positions, 19 were above market, averaging 5.5 percent above. These 19 classifications represent roughly 45.2 percent of the surveyed positions that met the criteria for inclusion.
- Of the 19 positions above market, 9 were more than 5.0 percent above the average market maximum. Zero positions were more than 15.0 percent above the market average.

Exhibit 4F | Classifications More Than 15.0 Percent Below the Maximum

Classification	% Diff
Police Recruit	-30.7%
Human Resources Manager	-30.7%
Police Chief	-27.6%
Mechanic 1	-24.7%
Engineering Project Manager	-22.2%
City Manager	-21.6%
Recreation Director & Events Coordinator	-19.4%
Equipment Operator 1	-18.4%

4.3 SALARY SURVEY CONCLUSION

The standing of individual classifications pay range relative to the market should not be considered a definitive assessment of actual employee salaries being similarly above or below the market; however, such differentials can, in part, explain symptomatic issues with recruitment and retention of employees.

The main summary points of the market study are as follows:

- The City’s pay ranges are approximately 4.3 percent below the market minimum.
- The City’s pay ranges are approximately 4.8 percent below the market midpoint.
- The City’s pay ranges are approximately 5.2 percent below the market maximum.
- The City’s pay range spread is approximately 22.0 percent, while its peers’ pay range spread is 23.3 percent. This close alignment indicates that the City’s pay ranges are structured similarly to those of its peers, with comparable distance between minimum and maximum salary levels. As a result, differences in market competitiveness are more likely attributable to overall pay level placement rather than to fundamental differences in range design or salary progression structure.

4.4 TOTAL COMPENSATION INTRODUCTION

The preceding sections of this chapter focus on comparisons of base salary structures and pay range placement. These analyses are a critical component of understanding the City’s competitive position, as salary represents the most direct and visible form of employee compensation and is often the primary driver of recruitment and retention outcomes.

However, salary alone does not reflect the full value of the employment relationship. Public sector compensation is comprised of multiple components beyond base pay, including employer-provided benefits such as retirement contributions, health insurance, paid leave, and other non-wage offerings. Excluding these elements can result in an incomplete assessment of how competitive an organization is relative to its peers.

For this reason, a total compensation analysis was conducted to evaluate the combined value of salary and benefits provided to employees. This approach allows for a more comprehensive comparison by accounting for differences in benefit structures that may offset lower salaries or, conversely, amplify higher wages when compared across organizations.

The total compensation analysis presented in this section is intended to supplement, rather than replace, the salary-only findings discussed earlier in the chapter. Together, these perspectives provide a more complete understanding of the City's overall competitive position in the labor market and help inform subsequent recommendations related to compensation strategy and resource allocation.

4.5 TOTAL COMPENSATION METHODOLOGY

The total compensation figures presented in this section are intended to reflect the maximum total compensation available to employees under the City's compensation and benefits framework. Specifically, the values displayed represent a scenario in which an employee is compensated at the maximum of the applicable pay range and fully utilizes all benefits offered by the City. This approach establishes a consistent and comparable basis for evaluating the overall value of the City's compensation package relative to peer organizations.

Total compensation, as defined for the purposes of this analysis, includes base salary at the pay grade maximum, employer-paid medical insurance at the family coverage level, employer-paid dental and vision insurance premiums, and employer retirement contributions. In addition, the value of paid leave is incorporated into the total compensation calculation. Leave valuation assumes that all available leave is utilized during the year, including vacation, sick leave, and holiday leave, and is calculated based on the employee's maximum salary rate. This methodology allows for a standardized assessment of the full compensation offering rather than individual utilization patterns.

The analysis also incorporates the value of additional forms of compensation provided by the City, where applicable. These may include longevity pay, certification pay, degree pay, special assignment pay, and other similar compensation elements. Inclusion of these components reflects the maximum potential value of the City's compensation program; however, it is recognized that not all employees qualify for each form of additional pay, nor do all employees receive every available incentive concurrently.

It is important to note that this total compensation analysis is not intended to represent actual take-home pay or the individualized benefit utilization of any specific employee. Rather, it is designed to illustrate the total compensation available to employees as a whole under the City's policies and programs. By evaluating compensation on a maximum-value basis, this methodology provides a consistent framework for comparing the City's overall employment offering to that of peer organizations and for understanding how salary and benefits collectively contribute to the City's competitive position in the labor market.

4.6 TOTAL COMPENSATION DATA

The total compensation results are presented in **Exhibit 4G** and summarize the City's competitive position when salary and benefits are evaluated collectively. The exhibit includes each benchmark classification, the bargaining association to which each classification belongs, the City's calculated total compensation value, the median total compensation observed among peer organizations, and the resulting percentage differential between the City and the market.

The differential displayed in the exhibit reflects the extent to which the City's total compensation offering exceeds or lags the median of its peer group for each benchmark classification. Positive differentials indicate classifications where the City's total compensation exceeds the market median, while negative differentials indicate classifications where the City trails the market. This structure allows for a clear and consistent comparison across classifications and bargaining units, while maintaining transparency regarding how each employee group aligns with the broader labor market.

As described in the methodology section, the total compensation figures shown in the exhibit represent the maximum total compensation available to employees. These values assume compensation at the maximum of the applicable pay range, full utilization of all eligible benefits, and qualification for any applicable additional pay components. Accordingly, the figures should not be interpreted as actual take-home pay or as a reflection of individual employee compensation, but rather as a representation of the overall compensation value offered by the City.

When reviewed alongside the salary-only analysis presented earlier in this chapter, the total compensation data provide important context regarding the role benefits and supplemental pay play in the City's overall competitive position. Together, these analyses offer a more comprehensive view of how the City's compensation program compares to its peers and help inform subsequent discussions related to compensation strategy and policy considerations.

Exhibit G | Total Compensation Summary

Position	Employee Association	City Total Comp	Median Peer Total Comp	% Diff
Career Fire Captain	CCCFA	\$ 164,154.26	\$ 164,878.89	-0.4%
Economic Development & Recreation Assistant	Unrepresented	\$ 94,457.75	\$ 83,781.53	11.3%
Account Clerk 1	CCEC	\$ 89,325.86	\$ 91,640.30	-2.6%
Account Clerk 2	CCEC	\$ 95,768.45	\$ 97,542.50	-1.9%
Community Development Specialist	CCEC	\$ 95,768.45	\$ 106,908.65	-11.6%
Executive Assistant to Chief of Police	CCEC	\$ 106,624.06	\$ 108,577.85	-1.8%
Office Technician - Finance	CCEC	\$ 89,325.86	\$ 79,543.73	11.0%
Fire Dept Admin Specialist	CCEC	\$ 106,624.06	\$ 106,908.65	-0.3%
Office Technician - Housing	CCEC	\$ 89,325.86	\$ 90,091.55	-0.9%
Office Technician - Public Works	CCEC	\$ 89,325.86	\$ 90,091.55	-0.9%
Records Specialist	CCEC	\$ 102,815.98	\$ 97,031.03	5.6%
Tenant Services Technician	CCEC	\$ 102,815.98	\$ 98,782.40	3.9%
Aquatics Supervisor	CCMEA	\$ 111,583.38	\$ 107,948.85	3.3%
Building Inspector	CCMEA	\$ 120,277.90	\$ 113,662.96	5.5%
City Clerk	CCMEA	\$ 140,470.61	\$ 147,449.38	-5.0%
Engineering Project Manager	CCMEA	\$ 135,052.29	\$ 169,941.29	-25.8%
Finance Analyst 2	CCMEA	\$ 135,052.29	\$ 130,639.87	3.3%
Finance Technician - PR/Benefits	CCMEA	\$ 115,836.13	\$ 110,059.65	5.0%
Grants / Economic Development Manager	CCMEA	\$ 152,132.87	\$ 145,903.16	4.1%
Human Resources Manager	CCMEA	\$ 124,971.68	\$ 152,165.76	-21.8%
IS Administrator	CCMEA	\$ 151,741.57	\$ 166,949.79	-10.0%
IT / GIS Technician	CCMEA	\$ 111,583.38	\$ 118,264.59	-6.0%
Lab Director	CCMEA	\$ 140,950.61	\$ 124,916.50	11.4%
Public Works Maintenance Manager	CCMEA	\$ 160,258.77	\$ 152,546.55	4.8%
City Attorney	Contract	\$ 213,562.84	\$ 230,147.77	-7.8%
City Manager	Contract	\$ 224,319.69	\$ 273,352.20	-21.9%
Recreation Director & Events Coordinator	Contract	\$ 163,334.46	\$ 188,671.77	-15.5%
Finance Director	Contract	\$ 197,290.82	\$ 217,350.41	-10.2%
Fire Chief	Contract	\$ 254,246.92	\$ 242,991.91	4.4%
Housing Director	Contract	\$ 187,138.32	\$ 215,479.25	-15.1%
Police Chief	Contract	\$ 211,549.80	\$ 253,475.61	-19.8%
Public Works Director	Contract	\$ 195,245.66	\$ 217,350.41	-11.3%
Electrical Mechanical Operations Technician 1	CCEA	\$ 114,116.11	\$ 118,303.59	-3.7%
Electrical Mechanical Operations Technician 2	CCEA	\$ 127,649.21	\$ 119,338.29	6.5%
Equipment Operator 1	CCEA	\$ 95,515.68	\$ 110,715.56	-15.9%
Lab Technician 2	CCEA	\$ 118,394.51	\$ 97,494.26	17.7%
Maintenance Worker 1	CCEA	\$ 89,264.96	\$ 92,780.76	-3.9%
Maintenance Worker 2	CCEA	\$ 92,299.29	\$ 98,814.19	-7.1%
Maintenance Worker 3	CCEA	\$ 98,883.78	\$ 108,312.09	-9.5%
Mechanic 1	CCEA	\$ 92,299.29	\$ 112,006.49	-21.4%
Relief Pool Supervisor	CCEA	\$ 98,883.78	\$ 95,735.69	3.2%
RV Park Supervisor	CCEA	\$ 98,883.78	\$ 98,552.65	0.3%
Senior Buildings and Parks Maintenance Worker	CCEA	\$ 98,883.78	\$ 110,470.09	-11.7%
Senior Electrical Mechanical Operations Technician	CCEA	\$ 143,306.34	\$ 150,079.68	-4.7%
Senior Fleet Mechanic	CCEA	\$ 127,649.21	\$ 124,273.58	2.6%
Senior Public Works Maintenance Worker	CCEA	\$ 114,116.11	\$ 112,073.30	1.8%
Utility Mechanic	CCEA	\$ 98,883.78	\$ 109,494.32	-10.7%
Police Officer	CCPOA	\$ 141,017.92	\$ 158,374.23	-12.3%
Police Recruit	CCPOA	\$ 83,464.50	\$ 114,031.99	-36.6%
Sergeant	CCPOA	\$ 170,597.74	\$ 186,301.34	-9.2%
Summary	-	-	-	-4.6%

4.7 TOTAL COMPENSATION RESULTS

Classifications Below Market

Exhibit H | Classification More Than 10.0 Percent Below Market Total Compensation

Position	Employee Association	City Total Comp	Median Peer Total Comp	% Diff
Community Development Specialist	CCEC	\$ 95,768.45	\$ 106,908.65	-11.6%
Engineering Project Manager	CCMEA	\$ 135,052.29	\$ 169,941.29	-25.8%
Human Resources Manager	CCMEA	\$ 124,971.68	\$ 152,165.76	-21.8%
IS Administrator	CCMEA	\$ 151,741.57	\$ 166,949.79	-10.0%
City Manager	Contract	\$ 224,319.69	\$ 273,352.20	-21.9%
Recreation Director & Events Coordinator	Contract	\$ 163,334.46	\$ 188,671.77	-15.5%
Finance Director	Contract	\$ 197,290.82	\$ 217,350.41	-10.2%
Housing Director	Contract	\$ 187,138.32	\$ 215,479.25	-15.1%
Police Chief	Contract	\$ 211,549.80	\$ 253,475.61	-19.8%
Public Works Director	Contract	\$ 195,245.66	\$ 217,350.41	-11.3%
Equipment Operator 1	CCEA	\$ 95,515.68	\$ 110,715.56	-15.9%
Mechanic 1	CCEA	\$ 92,299.29	\$ 112,006.49	-21.4%
Senior Buildings and Parks Maintenance Worker	CCEA	\$ 98,883.78	\$ 110,470.09	-11.7%
Utility Mechanic	CCEA	\$ 98,883.78	\$ 109,494.32	-10.7%
Police Officer	CCPOA	\$ 141,017.92	\$ 158,374.23	-12.3%
Police Recruit	CCPOA	\$ 83,464.50	\$ 114,031.99	-36.6%
Summary	-	-	-	-17.0%

The total compensation analysis identified 16 benchmark classifications with total compensation values more than 10 percent below the median of peer organizations. These classifications span multiple bargaining units and include a mix of professional, technical, supervisory, and executive roles, indicating that the observed gaps are not isolated to a single employee group or occupational category.

The magnitude of these differentials suggests that, even when the full value of benefits and supplemental pay is considered, the City's total compensation offering for these classifications remains materially below that of its peers. In several cases, the gaps exceed 20 percent, reflecting a level of divergence that may contribute to recruitment and retention challenges, particularly in roles that require specialized expertise, leadership experience, or market-competitive skill sets.

It is important to note that this analysis reflects maximum total compensation and does not represent individual take-home pay. However, persistent gaps at the total compensation level indicate that benefits alone are not sufficient to offset salary differences for these classifications. These findings provide important context for evaluating where targeted compensation adjustments or structural changes may be warranted in subsequent recommendations.

4.8 OVERALL MARKET SUMMARY

The market analysis presented in this chapter provides a comprehensive assessment of the City's competitive position relative to peer organizations by examining both salary-only and total compensation data. The salary survey establishes how the City's pay ranges compare to the market at the minimum, midpoint, and maximum, while the total compensation analysis expands this view to incorporate the value of benefits and supplemental pay. Together, these perspectives offer important insight into where the City is aligned with the market and where material gaps exist.

While the salary-only analysis highlights areas where base pay lags or exceeds peer averages, the total compensation review provides critical context regarding the extent to which benefits offset or amplify those differences. In some classifications, total compensation falls well below the market even when the full value of benefits is considered. Conversely, the analysis also identifies classifications where the City's total compensation offering exceeds that of peer organizations, demonstrating that the City's compensation framework is capable of achieving above-market positioning in select roles.

The market results presented in this chapter are not intended to serve as the sole basis for compensation recommendations. Rather, they represent one component of a broader analytical framework that also includes the Assessment of Current Conditions and information collected through the Job Assessment Tool process. In **Chapter 5**, these market findings are utilized alongside internal equity considerations, classification responsibilities, and organizational priorities to develop recommendations that are both market-informed and internally consistent. This integrated approach allows the City to consider targeted, fiscally responsible strategies to strengthen competitiveness while supporting equity and long-term sustainability.

05 RECOMMENDATIONS



05 RECOMMENDATIONS

After reviewing the information provided in the preceding sections of this report, Evergreen developed recommendations to improve the City's current compensation and classification system. The recommendations, as well as the findings that led to each recommendation, are discussed in detail in this section. The recommendations are organized into three sections: classification, compensation, and administration of the system.

The recommendations presented in this chapter are intended to provide illustrative options for the City's consideration as it evaluates potential approaches to compensation, classification, and benefits moving forward. These recommendations are informed by the findings from the Assessment of Current Conditions, market analyses, total compensation review, and information collected through the Job Assessment Tool process. Collectively, they are designed to demonstrate how the City's compensation framework could be adjusted to better align with common practices and prevailing conditions observed within the labor market.

Evergreen recognizes that the City is actively engaged in collective bargaining with its employee associations and that compensation outcomes are ultimately determined through that process. The recommendations contained in this chapter are not intended to replace, supersede, or direct collective bargaining discussions. Rather, they are provided as examples of potential strategies and structural approaches that may be considered as part of those discussions, based on market norms and compensation best practices.

Accordingly, the recommendations should be viewed as tools to support informed decision-making rather than prescriptive mandates. The City and its employee associations are encouraged to evaluate these options in the context of fiscal capacity, operational priorities, workforce needs, and mutually agreed-upon objectives. Final compensation decisions should reflect alignment between the City and its bargaining units regarding the approaches that best support competitiveness, equity, and long-term sustainability.

5.1 CLASSIFICATION RECOMMENDATIONS

An organization's classification system establishes how its human resources are employed to perform its core services. The classification system consists of the titles and descriptions of the different classifications, or positions, which define how work is organized and assigned. It is essential that the titles and descriptions of an organization's classifications accurately depict the work being performed by employees in the classifications in order to ensure equity within the organization and to enable comparisons with positions at peer organizations. The purpose of a classification analysis is to identify issues such as incorrect titles, outdated job descriptions, and inconsistent titles across departments. Recommendations are then made to remedy the identified concerns based on human resources best practices.

In the analysis of the City's classification system, Evergreen Solutions collected classification data through the Job Assessment Tool (JAT) process. The JATs, which were completed by employees and reviewed by their supervisors, provided information about the type and level of work being performed for each of the City's classifications. Evergreen reviewed the data provided in the JATs and used the information as the basis for classification recommendations.

FINDING

Overall, the City's classification structure was found to be generally accurate and reflective of the work performed by employees. Most classifications align appropriately with assigned duties, responsibilities, and organizational expectations.

However, the review identified areas of inconsistency within certain administrative and support roles, where classification titles and descriptions were applied variably across departments despite similar scope and complexity of work. In addition, isolated instances of inconsistent titling were observed among select manager and coordinator roles, where titles did not consistently reflect differences in level, responsibility, or supervisory authority. These inconsistencies appear limited in scope but warrant consideration to ensure clarity, internal alignment, and consistency across the classification structure.

Additionally, several of the City's classifications require some modification to better describe the work being performed. Current job descriptions and corresponding Fair Labor Standards Act (FLSA) exemption status require review, updates, and revisions.

RECOMMENDATION 1: Adopt a new classification system for all employees.

It is recommended that the City update its classification system to incorporate targeted title adjustments aimed at improving consistency across departments. While the majority of employee job titles were found to be appropriate and are not recommended for change, select administrative, support, manager, and coordinator classifications were identified as having inconsistent or misaligned titles. Implementing the recommended title changes for these classifications will improve clarity, support consistent application of the classification structure, and strengthen alignment across the City's system as a whole.

RECOMMENDATION 2: Update existing class description to reflect the new classification system, and review all updated descriptions for FLSA status.

In conjunction with the City making the proposed title changes, Evergreen will provide the City with updated classification descriptions to ensure that they accurately reflect the work being carried out by employees. These are being provided under separate cover. Upon completion and approval of the proposed class descriptions, Evergreen will further recommend an updated FLSA status for the roles based on the new, updated content contained within the description.

5.2 COMPENSATION RECOMMENDATIONS

The compensation analysis consisted of two parts: an external market assessment and an internal equity assessment. During the external market assessment, the City's compensation for selected benchmark classifications was compared to average compensation offered in the market the City competes for employees in. The external assessment consisted of comparing the City against its peer organizations within its market, and revealed that the City is currently lagging the market slightly.

During the internal equity assessment, consideration of the relationships between and the type of work being performed by the City's employees in their classifications was reviewed and analyzed. Specifically, a composite score was assigned to each of the City's classifications that quantified the classification's level of six separate compensatory factors. The level for each factor was determined based on responses to the JAT.

FINDING

Overall, the City’s current pay ranges are positioned slightly below the market, with many individual ranges falling within a reasonable range of peer organizations. However, when evaluated in aggregate, the City’s compensation structure is trailing the market. In addition, the analysis identified inconsistencies in the application of pay grades across different bargaining units, which contribute to variations in how classifications align with market benchmarks and affect comparability across the organization.

RECOMMENDATION 3: Adopt a new, market-responsive compensation structure and assign all positions to it equitably.

Evergreen has developed for the City’s consideration a new, market-responsive pay structure. The new structure consists of 30 unique pay grades, each with a range spread of 24.4 percent between the minimum and the maximum of the range. Furthermore, the midpoint progression between grades is between 5.0 and 6.5 percent on the General plan and 3.7 percent and 20.1 percent on the Public Safety plan. The details of the proposed plans are located in **Exhibit 5A**.

Exhibit 5A | Proposed Pay Plans

Pay Plan	Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression
General	1	\$ 37,500.00	\$ 42,066.16	\$ 46,632.31	24.4%	-
General	2	\$ 39,375.00	\$ 44,169.46	\$ 48,963.93	24.4%	5.0%
General	3	\$ 41,343.75	\$ 46,377.94	\$ 51,412.12	24.4%	5.0%
General	4	\$ 43,410.94	\$ 48,696.83	\$ 53,982.73	24.4%	5.0%
General	5	\$ 45,581.48	\$ 51,131.68	\$ 56,681.87	24.4%	5.0%
General	6	\$ 47,860.56	\$ 53,688.26	\$ 59,515.96	24.4%	5.0%
General	7	\$ 50,971.49	\$ 57,178.00	\$ 63,384.50	24.4%	6.5%
General	8	\$ 54,284.64	\$ 60,894.57	\$ 67,504.49	24.4%	6.5%
General	9	\$ 57,813.14	\$ 64,852.71	\$ 71,892.28	24.4%	6.5%
General	10	\$ 61,571.00	\$ 69,068.14	\$ 76,565.28	24.4%	6.5%
General	11	\$ 65,573.11	\$ 73,557.57	\$ 81,542.02	24.4%	6.5%
General	12	\$ 69,835.37	\$ 78,338.81	\$ 86,842.25	24.4%	6.5%
General	13	\$ 74,374.66	\$ 83,430.83	\$ 92,487.00	24.4%	6.5%
General	14	\$ 79,209.02	\$ 88,853.84	\$ 98,498.65	24.4%	6.5%
General	15	\$ 84,357.60	\$ 94,629.34	\$104,901.07	24.4%	6.5%
General	16	\$ 89,840.85	\$100,780.24	\$111,719.64	24.4%	6.5%
General	17	\$ 95,680.50	\$107,330.96	\$118,981.41	24.4%	6.5%
General	18	\$101,899.74	\$114,307.47	\$126,715.20	24.4%	6.5%
General	19	\$108,523.22	\$121,737.46	\$134,951.69	24.4%	6.5%
General	20	\$115,577.23	\$129,650.39	\$143,723.55	24.4%	6.5%
General	21	\$123,089.75	\$138,077.67	\$153,065.58	24.4%	6.5%
General	22	\$131,090.58	\$147,052.71	\$163,014.85	24.4%	6.5%
General	23	\$139,611.47	\$156,611.14	\$173,610.81	24.4%	6.5%
General	24	\$148,686.21	\$166,790.86	\$184,895.51	24.4%	6.5%
General	25	\$158,350.82	\$177,632.27	\$196,913.72	24.4%	6.5%
Public Safety	PS1	\$ 70,350.00	\$ 78,916.11	\$ 87,482.22	24.4%	-
Public Safety	PS2	\$ 72,975.00	\$ 81,860.74	\$ 90,746.48	24.4%	3.7%
Public Safety	PS3	\$ 87,675.00	\$ 98,350.67	\$109,026.34	24.4%	20.1%
Public Safety	PS4	\$ 98,634.38	\$110,644.51	\$122,654.64	24.4%	12.5%
-	UNG	-	-	-	-	-

Implementation of the new compensation structure requires two steps. First, all positions were assigned to an appropriate pay grade within the overall plan. To determine what pay grade each position was assigned, Evergreen used the following factors: the results of the JAT analysis, the results of the market study, as well as consideration for both existing and newly created internal relationships between classifications. Assigning pay grades to classifications requires a balance of internal equity and desired market position, and recruitment and retention concerns also played a role in the process. Thus, the market results discussed in **Chapter 4** were not the sole criteria for the proposed pay ranges.

RECOMMENDATION 4: Evergreen recommends the City adopt a methodology to transition employee salaries into the proposed pay plan that aligns with its established compensation philosophy and meets the available financial resources of the organization.

The second step of implementing the proposed structure is to transition employee salaries into their new recommended pay ranges. This step can be done via a variety of methods, each with their own strengths and drawbacks; these options are outlined below.

Bring to Min

The Bring to Minimum option adjusts employees only to the minimum of their assigned pay range where current salaries fall below that point. While this is the least costly implementation option, it can contribute to salary compression by placing employees with different levels of experience at the same range minimum. This approach establishes compliance with the new structure but does not meaningfully differentiate pay based on tenure or progression.

Class Parity

The Class Parity option places employees within their pay ranges based on relative position and time in classification, which strengthens alignment within individual job classes based on time. However, this approach can create inconsistencies across the organization and disrupt internal equity when compared to how staff are currently positioned within the step plan. As a result, pay relationships between different classifications or departments may feel uneven, even if parity is achieved within each class.

Keep Same Step

This option consists of transitioning employees into the proposed pay ranges by maintaining their current step placement within the pay range. Under this approach, employees remain on the same step in the new pay structure that they currently occupy, thereby preserving all prior progression achieved within the range. As a result, any market adjustment applied to a classification is reflected uniformly across all incumbents in that classification. For example, if a pay range increases by 5.0 percent to align with the market, employees in that classification would receive a corresponding 5.0 percent adjustment; similarly, a 9.0 percent market adjustment would result in a 9.0 percent increase. This methodology applies the full market movement to each employee, does not introduce additional salary compression, and maintains existing internal relationships by respecting prior advancement through the pay range. The estimated salary-only cost for this adjustment is **\$628,568**, affecting a total of 78 employees. The total cost to the City would be **\$873,246** when factoring in fringe benefits and looking at the total financial impact of this adjustment.

5.3 **COMPENSATION AND CLASSIFICATION SYSTEM ADMINISTRATION**

Any organization's compensation and classification system will need periodic maintenance. The recommendations provided in this chapter were developed based on conditions at the time the study was conducted. Without proper upkeep of the system, the potential for recruitment and retention issues may increase as the compensation and classification system becomes dated and less competitive.

RECOMMENDATION 5: Conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues, and make adjustments to pay grade assignments if necessary.

While it is unlikely that the pay plan as a whole will need to be adjusted for several years, a small number of classifications' pay grades may need to be reassigned more frequently. If one or more classifications are exhibiting high turnover or are having difficulty with recruitment, the City should collect salary range data from peer organizations to determine whether an adjustment is needed for the pay grade of the classification(s).

RECOMMENDATION 6: Conduct a comprehensive classification and compensation study every three to five years.

While small-scale salary surveys can improve the market position of specific classifications, it is recommended that a full classification and compensation study be conducted every three to five years to preserve both internal and external equity for the City. Changes to classification and compensation do occur, and while the increments of change may seem minor, they can compound over time. A failure to react to these changes quickly has the potential to place the City in a poor position for recruiting and retaining quality employees.

While the previous two recommendations intend to maintain the competitiveness over time of the classification and compensation structure as a whole, it is also necessary to establish procedures for determining equitable pay practices for individual employees.

RECOMMENDATION 7: Ensure consistent policies and practices for moving employees' salaries through the pay plan are in place, including procedures for annual pay range adjustments, classification-level market realignments as needed, and individual employee progression within assigned ranges.

The method of moving salaries through the pay plan and adjusting ranges and grades depends largely on an organization's compensation philosophy. However, it is important for the City to have established guidelines for these situations, and that they are followed consistently for all employees and classifications. Common practices for progressing and establishing employee salaries are outlined below.

Salary Progression

As outlined above, Evergreen recommends City enact the second phase of implementing the new pay plan which would involve a one-time salary adjustment for employees to ensure they are placed in the proper percentile of their salary range. While this major adjustment should be performed when the City has the financial resources to do so, the City should continue to adjust salaries annually when financially feasible. Based on common practice from peers and across local governments nationwide,

Evergreen recommends that the basis of salary adjustment in the future be done at three distinct levels.

- **Structural:** Adjustment to pay ranges should be done on an annual basis to reflect prevailing market movement. Ideally, this adjustment would be informed by the average increases implemented by peer organizations, as identified through periodic market surveys. Aligning structural movement with peer practices helps ensure that pay ranges remain competitive over time and reduces the risk of market drift between comprehensive compensation studies. If the City deems that conducting regular peer surveys is not practical, the City may alternatively tie annual pay range movement to a consistent external economic indicator, such as the Consumer Price Index (CPI) or another widely recognized wage inflation measure. Utilizing a fixed data source provides a transparent and predictable mechanism for maintaining the competitiveness of the pay structure while allowing the City to balance administrative capacity and fiscal considerations.
- **Classification:** As a result of ongoing market surveys, the City may identify classifications or job families experiencing significant market movement, at which point reassignment of pay grades should be considered. In addition, the City should regularly monitor key workforce indicators, including recruitment activity, vacancy duration, turnover rates, and time-to-hire metrics, to identify classifications exhibiting persistent recruitment or retention challenges. When these indicators for a classification are materially out of alignment with organizational norms, pay grade reassignment should be evaluated to ensure the City remains competitive in attracting qualified candidates and retaining experienced employees.
- **Individual:** The City should evaluate step increases for employees on an annual basis, with eligibility evaluated each year through the performance evaluation process. While step increases are not intended to function as performance-based pay, granting progression only to employees who receive a satisfactory performance evaluation reinforces accountability and ensures that salary advancement is aligned with acceptable performance standards. Establishing this linkage provides the City with a clear mechanism to withhold step increases in cases of unsatisfactory performance, while maintaining predictable and equitable progression for employees who meet performance expectations.

5.4 SUMMARY

The City should be commended for initiating a comprehensive review of its classification and compensation program and for engaging an external partner to support an objective, data-driven assessment. This proactive approach reflects a commitment to maintaining a competitive and equitable employment framework capable of supporting service delivery, workforce stability, and long-term organizational sustainability.

Employee outreach, including orientation sessions and focus group discussions, provided an effective forum for employee engagement and served as an important source of context regarding how the current system is experienced in practice. Feedback gathered through these discussions, when considered alongside internal data and market comparisons, strengthened the study's ability to identify patterns related to classification consistency, salary progression, and competitiveness in the labor market.

The external assessment revealed that the City's compensation system has been administered in a manner that demonstrates reasonable structural alignment with peer common practices, and internal analyses indicate that salaries are generally progressing through ranges in a manner that is broadly

consistent with tenure and step placement. At the same time, the study identified opportunities to improve consistency in classification titling for select administrative and support roles, to reduce variability in how grades and structures are applied across bargaining units, and to address areas where certain classifications remain below market when viewed through both salary-only and total compensation perspectives.

Completion of this holistic review provides the City with an opportunity to implement targeted adjustments and strengthen program consistency in a coordinated manner, rather than relying on incremental or ad hoc changes over time. The resulting recommendations are intended to support a clearer, more internally consistent classification framework and a compensation structure that is better positioned to respond to market movement, recruitment and retention pressures, and long-term sustainability considerations.

The analyses and options presented in this report are intended to serve as an informed resource for the City and its employee associations as collective bargaining continues. Data and findings from this study are well-suited to support productive discussions regarding classification alignment, structural pay plan movement, and targeted market adjustments, with the objective of establishing a more consistent and transparent framework for compensation and classification moving forward.

Grade / Step chart FY 25-26						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Grade 1	18.35	19.27	20.23	21.24	22.30	23.42
Grade 2	18.81	19.75	20.74	21.78	22.87	24.01
Grade 3	19.28	20.24	21.25	22.31	23.43	24.60
Grade 4	19.76	20.75	21.79	22.88	24.02	25.22
Grade 5	20.25	21.26	22.32	23.44	24.61	25.84
Grade 6	20.76	21.80	22.89	24.03	25.23	26.49
Grade 7	21.28	22.34	23.46	24.63	25.86	27.15
Grade 8	21.81	22.90	24.05	25.25	26.51	27.84
Grade 9	22.36	23.48	24.65	25.88	27.17	28.53
Grade 10	22.92	24.07	25.27	26.53	27.86	29.25
Grade 11	23.49	24.66	25.89	27.18	28.54	29.97
Grade 12	24.08	25.28	26.54	27.87	29.26	30.72
Grade 13	24.68	25.91	27.21	28.57	30.00	31.50
Grade 14	25.30	26.57	27.90	29.30	30.77	32.31
Grade 15	25.93	27.23	28.59	30.02	31.52	33.10
Grade 16	26.58	27.91	29.31	30.78	32.32	33.94
Grade 17	27.24	28.60	30.03	31.53	33.11	34.77
Grade 18	27.92	29.32	30.79	32.33	33.95	35.65
Grade 19	28.62	30.05	31.55	33.13	34.79	36.53
Grade 20	29.34	30.81	32.35	33.97	35.67	37.45
Grade 21	30.07	31.57	33.15	34.81	36.55	38.38
Grade 22	30.82	32.36	33.98	35.68	37.46	39.33
Grade 23	31.59	33.17	34.83	36.57	38.40	40.32
Grade 24	32.38	34.00	35.70	37.49	39.36	41.33
Grade 25	33.19	34.85	36.59	38.42	40.34	42.36
Grade 26	34.02	35.72	37.51	39.39	41.36	43.43
Grade 27	34.87	36.61	38.44	40.36	42.38	44.50
Grade 28	35.74	37.53	39.41	41.38	43.45	45.62
Grade 29	36.63	38.46	40.38	42.40	44.52	46.75
Grade 30	37.55	39.43	41.40	43.47	45.64	47.92
Grade 31	38.49	40.41	42.43	44.55	46.78	49.12
Grade 32	39.45	41.42	43.49	45.66	47.94	50.34
Grade 33	40.44	42.46	44.58	46.81	49.15	51.61
Grade 34	41.45	43.52	45.70	47.99	50.39	52.91
Grade 35	42.49	44.61	46.84	49.18	51.64	54.22
Grade 36	43.55	45.73	48.02	50.42	52.94	55.59
Grade 37	44.64	46.87	49.21	51.67	54.25	56.96
Grade 38	45.76	48.05	50.45	52.97	55.62	58.40
Grade 39	46.90	49.25	51.71	54.30	57.02	59.87

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Grade 40	48.07	50.47	52.99	55.64	58.42	61.34
Grade 41	49.27	51.73	54.32	57.04	59.89	62.88
Grade 42	50.50	53.03	55.68	58.46	61.38	64.45
Grade 43	51.76	54.35	57.07	59.92	62.92	66.07
Grade 44	53.05	55.70	58.49	61.41	64.48	67.70
Grade 45	54.38	57.10	59.96	62.96	66.11	69.42
Grade 46	55.74	58.53	61.46	64.53	67.76	71.15
Grade 47	57.13	59.99	62.99	66.14	69.45	72.92
Grade 48	58.56	61.49	64.56	67.79	71.18	74.74
Grade 49	60.02	63.02	66.17	69.48	72.95	76.60
Grade 50	61.52	64.60	67.83	71.22	74.78	78.52
Grade 51	63.06	66.21	69.52	73.00	76.65	80.48
Grade Z	38.86	40.81	42.85	44.99	47.24	49.60
PUBLIC SAFETY (POLICE)						
Grade PS1	24.49					
Grade PS2	30.52	32.81	35.27	37.92	40.76	
Grade PS3	40.76	42.80	44.94	47.19	49.55	
Grade PS4	49.55	52.03	54.63	57.36	60.23	
PUBLIC SAFETY (FIRE)						
Grade FC	24.22	25.43	26.70	28.03	29.43	30.90

RESOLUTION NO. 2026-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING A MEMORANDUM OF UNDERSTANDING AND SIDE LETTER AGREEMENT BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY MANAGEMENT EMPLOYEES' ASSOCIATION FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2027

WHEREAS, California Government Code Section 36506 requires that the City Council fix, by resolution or ordinance, the compensation of all appointive officers and employees; and

WHEREAS, pursuant to the City Council's direction, the City's bargaining team has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable requirements to reach agreement with the Crescent City Management Employees' Association ("CCMEA") upon a new Memorandum of Understanding ("MOU") that meets the needs of both parties and covers the period July 1, 2025 through June 30, 2027; and

WHEREAS, the parties have negotiated a side letter agreement to create an IT/GIS Tech II position; and

WHEREAS, a majority of the bargaining unit members of the CCEA have voted in favor of the MOU and Side Letter Agreement; and

WHEREAS, the MOU and Side Letter Agreement have been recommended for approval by the City Manager and reviewed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California that the Memorandum of Understanding Between the City of Crescent City and the Crescent City Employees' Association for the period July 1, 2025 through June 30, 2027 signed by the parties and attached hereto as **Exhibit A** is hereby ratified and approved.

BE IT FURTHER RESOLVED that the Side Letter Agreement to create an IT/GIS Tech II position signed by the parties and attached hereto as **Exhibit B** is hereby ratified and approved.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City at a meeting thereof held on this 17th day of February 2026, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

Memorandum of Understanding
Between the
City of Crescent City
And the
Crescent City Management Employees Association
(CCMEA)

Effective July 1, 2025
Through
June 30, 2027



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MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY MANAGEMENT EMPLOYEES' ASSOCIATION REGARDING WAGES, HOURS, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2027.

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General Information

The purpose of this Memorandum of Understanding (M.O.U.) is to describe certain agreements between the City of Crescent City, hereinafter referred to as “City,” and the Crescent City Management Employees Association, hereinafter referred to as CCMEA, regarding wages, hours, and other terms and conditions of employment, as originally adopted by City Council Resolution 1990-09, and as amended by Resolution No. 1991-51 dated 9-16-91, Resolution No. 1992-27 dated 7-6-92, Resolution No. 1994-24 dated 7-18-94, Resolution No. 1996-28 dated 9-3-96, Resolution No. 1999-14 dated 11-15-99, Resolution No. 2004-21 dated 7-19-04, Resolution No. 2006-04 dated 1/17/06, Resolution No. 2008-20 dated 9/15/08, Resolution No. 2010-14 dated 6/21/2010, Resolution No. 2013-06 dated 3/18/2013, Resolution No. 2015-30 dated 7/20/2015, Resolution No. 2016-52 dated 12/19/2016, Resolution No. 2018-35 dated 7/2/2018, Resolution No. 2019-42 dated 9/16/2019, Resolution No. 2020-91 dated 11/16/2020, Resolution No. 2021-73 dated 12/29/2021, Resolution No. 2023-48 dated 7/10/2023, Resolution No. 2024-65 dated 9/16/2024, and Resolution No. 2025-28 dated 7/07/2025.

The City reserves all rights, as the employer, not expressly bargained for and contained within this M.O.U.

CCMEA further agrees that the City has the exclusive decision-making authority to: Determine and modify the organization of City government and its constituent work units; determine the nature, standards, levels, and mode of delivery of services to be offered to the public; determine the methods, means, and the numbers and kinds of personnel by which services are to be provided; determine whether goods or services will be made, purchased or contracted for; direct employees, including scheduling and assigning work and overtime; establish employee performance standards and to require compliance therewith; discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline employees subject to the requirements of applicable law; relieve employees from duty because of lack of work or lack of funds or for other legitimate reasons; implement rules, regulations, and directives consistent with law and the specific provisions of this M.O.U.; take all necessary actions to protect the public and carry out its mission in emergencies.

1. Recognition

City recognizes CCMEA as the sole employee organization representing those City employees who are members and associate members of the CCMEA at the time of the City’s adoption of this M.O.U., and those employees who become members of CCMEA during the term of this M.O.U. This recognition supersedes any former recognition and continues for the life of this M.O.U. unless CCMEA violates any terms or conditions of this M.O.U., or any City rule or regulation which may cause the termination of this recognition by the City.

2. Effect of the M.O.U.

This M.O.U. supersedes any provisions of an annual City budget that is inconsistent with the agreements contained herein. Furthermore, this M.O.U. affects only the job titles listed on “Exhibit A” as attached hereto and by this reference made a part hereof.

2.1 Duration and Amendments. The parties hereto agree that this M.O.U. will be effective upon City Council approval and will remain in full force and effect through June 30, 2027 as amended and referenced in General Information. It is further acknowledged by both parties

that certain portions of this agreement may require amendments during the term of this M.O.U. if State and Federal statutes and regulations so direct.

2.2 Severability and Continuation. If any provision of this M.O.U. is held invalid or unconstitutional, such decision will have no effect on the validity of the remaining provisions of this M.O.U., and such remaining provisions shall continue to remain in full force and effect.

2.3 Waiver. The parties hereto acknowledge that during the negotiations that resulted in this M.O.U. each had the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of consultation or meet-and-confer, and that the understandings arrived at by the parties after exercising that right and opportunity are set forth in this M.O.U. Therefore, the parties hereto, for the duration of this M.O.U., and subject to the exceptions contained herein, each voluntarily and unqualifiedly waives the right, and each agrees that the other will not be obligated to meet-and-confer with respect to any subject or matter in this M.O.U.

2.4 Procedure to Further Meet-and-Confer. In the event that either party has requested to meet-and-confer, and the other party has consented to such discussions, the parties hereto agree that such additional discussions may result in amendments to this M.O.U.

2.4.1. Such amendments will be dated and numbered consecutively in order to assure proper understanding and authority for each amendment. Nothing contained herein will prohibit the parties hereto from amending this agreement as authorized by applicable law.

3. Employee Representation

For purposes of meeting and conferring in good faith regarding wages, hours, and working conditions with a Certified Employee Organization, the City will provide time off with pay to no more than three City employee members for each Representation Unit during their normal work hours. Meetings held outside of the employees' work hours will be on the employees' own time.

3.1 Association Representation (Release Time). The City agrees to establish a release time bank of forty (40) hours per year. Release time may be used by the CCEA President or designees to conduct Association business. Use of release time is subject to the advance approval of the City Manager.

3.2 Grievance Meeting. For purposes of grievance or appeal meetings, the City will provide time off with pay for the aggrieved employee plus one other employee during the employee's normal work hours. Meetings held outside of the employees' normal work hours will be on the employees' own time.

3.3 Witness. Additional employees called by either party may be present with pay during his or her normal work hours to serve as a resource person or as a witness for meetings described above for the limited time required to cover the subject. Meetings held outside of that employee's normal work hours will be on the employee's own time.

3.4 The political activity of CCMEA members must conform to pertinent provisions of state law.

3.5 All management and confidential employees included under this agreement are prohibited from representing any other employee organization which represents other employees of the city on matters within the scope of representation.

4. Management Rights.

Except as otherwise noted in this agreement, the City retains all rights of management.

5. Employer-Employee Relations Rules

The parties hereto agree that the City's Employer-Employee Relations Rules, as included in the City's Municipal Code, will continue in full force and effect for the term of this M.O.U.

6. Non-Discrimination Clause

The parties agree that there will be no discrimination against any applicant or employee based upon race, religion, sex, national origin, disability, medical condition, marital status, age, sexual orientation, association activity, political activity, or any other classification protected under State or federal law.

7. Definitions

Except as otherwise provided herein, all words used in this M.O.U. have the same meaning as set forth in the City's Municipal Code, the City's Employer-Employee Relations Rules and the California Government Code.

8. Hours of Work

8.1 General. CCMEA employees agree to maintain a forty (40) hour work week for its permanent full-time employees and the employees are required to work eighty (80) hours in each pay period and 2080 hours per year.

8.1.1. Employees assigned to a position requiring less than full-time work will be considered part-time employees.

8.1.3. The parties agree that the determination as to whether an employee works a standard, defined or alternative schedule is the management prerogative of the City Manager. Prior to any change in assignment for one or more bargaining unit employees, the City Manager shall meet and consult with the bargaining unit regarding the proposed change. The change in the assigned schedule shall not take place sooner than 90 days' following the City Manager's request to meet and consult with the bargaining unit, unless the employee and the City Manager agree to a shorter period of time. The duty to meet and consult does not apply to schedule changes made necessary by emergency situations or staffing shortages.

8.2 Work Day / Work Week Described. The parties hereto agree that the normal work day for City employees is one of the following according to the assigned schedule:

8.2.1. For a standard schedule: the normal workday is eight (8) hours in each single workday for five (5) days per week.

8.2.2. For a defined 9-80 schedule: the normal workday is nine (9) hours, Monday through Thursday, and eight (8) hours every other Friday.

8.2.3. For an alternative 4-10 schedule: the normal workday is ten (10) hours in each single workday for four (4) days per week.

8.2.4. The workweek for employees assigned to a standard schedule or an alternative 4-10 schedule will begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday.

8.2.5. The workweek for employees assigned to a defined 9-80 schedule will begin at 12:01 p.m. on Friday and end at 12:00 p.m. on the following Friday.

8.3 Breaks. Employees assigned to an eight (8) hour work day must have either a one (1) hour or one-half (1/2) hour lunch period as assigned by their Supervisor or Department Head, and two (2) separate fifteen (15) minute breaks per day with one (1) occurring before the lunch period and one occurring after the lunch period.

Employees will not be compensated for the lunch break during their normal workday assignment.

8.4 Alternative Work Schedule. The City and CCMEA agree that an alternative work schedule may be allowed within City departments as approved by the Department Head and City Manager. Such alternative work schedule must not interfere with the orderly completion of the employee's workload or the number of hours worked per pay period. The City has the right to revoke said benefit at any time if it interferes with the orderly conduct of business, is abused by the employee, or is not providing adequate service to the public.

An alternative work schedule will consist of ten (10) hours per workday for four (4) days per week. Department with direct public contact must maintain staffing schedules to provide adequate public service.

8.5 Compensatory Time-Off. This plan is intended to qualify under Section 3(s)(1)(C) of the Fair Labor Standards Act. This plan is subject to the following conditions and restrictions in addition to the limits set by the California Labor Code.

8.5.1. Authorized overtime hours worked by an employee may be converted to Compensatory Time Off for each overtime hour worked, upon approval of the employee's Department Head. Compensatory Time Off will be accrued at the rate it is earned – straight rate, standard overtime, or double overtime using the same rules as paid overtime. The maximum accrual of compensatory time off will be eighty (80) hours.

8.5.2. The balance of accrued compensatory time off may not be carried over at the end of the City's fiscal year. Any unused comp time will be paid to the employee with the last pay period in June. No comp time may be accrued in a pay period that would result in a balance as of June 30. This overtime will be paid out as earned.

8.5.3. Use of accrued compensatory time off must occur before use of floating holidays, administrative leave or vacation.

8.5.4. Use of accrued compensatory time off is subject to the same requirements as use of vacation and sick leave.

8.6 Reporting Time. Employees may, at the recommendation of their Department Head and upon approval from Human Resources, have one-quarter (1/4) of one hour reduced from their pay for each fifteen (15) minutes they report to work later than their normal starting time.

8.6.1. Continued tardiness for work may result in disciplinary action against the employee.

8.6.2. Employees leaving their work area early without the prior authorization of their Department Head will have their pay reduced in the same manner as is provided for employees who are late for work, and in addition, such absence may be considered as a refusal to work and as such may be considered as grounds for disciplinary action.

9. Compensation and Wages

9.1 Wages Established. Effective the first full pay period in July 2025, the City agrees to compensate the positions covered by this M.O.U. as described in Exhibit “A”, attached hereto and by this reference made a part hereof. The City Manager and Department Head shall, within the salary step plan, determine the compensation for positions based on performance, or additional responsibilities and tasks that may be assigned during the term of this M.O.U.

9.1.1. Effective the first full pay period in July of 2026, all pay scales shall be increased by the annual percentage increase indicated by the CPI-U (LA) March 2026 over March 2025. In no event, however, may the increase be less than 1.0% nor more than 3.0%. The FY 2026-2027 exhibit will be updated as numbers for the annual CPI are known and will be attached hereto.

9.2 Pay Period. The City agrees to continue the biweekly pay period for the term of this M.O.U. The pay period will be from the Sunday through the Saturday fourteen (14) calendar days following, or from 12:01 p.m. Friday to 12:00 p.m. the Friday fourteen (14) calendar days following for employees on a 9-80 schedule. The pay date will be biweekly on Friday. Employees must be compensated for their services within seven (7) working days after the conclusion of a pay period.

9.3 Overtime. Non-exempt employees are eligible for overtime compensation as required by regulations of the U.S. Department of Labor with respect to the Fair Labor Standards Act (FLSA).

9.3.1. Except for the Aquatics Supervisor position, any work in excess of eight (8) hours in one work day for a standard schedule, nine (9) hours in one work day for a defined 9-80 schedule or ten (10) hours in a work day for an alternative 4-10 schedule, and any work in excess of forty (40) hours in any one (1) work week will be compensated at no less than one and one-half (1.5) times the regular rate of pay. In order to allow for more flexible scheduling at the pool, the parties agree that the Aquatics Supervisor position will only be eligible to be compensated at the rate of one and one-half (1.5) times the regular rate of pay for hours worked in excess of forty (40) hours in any one (1) work week.

9.3.2. Holiday time will count toward the employee’s work week hours for computation of overtime hours.

9.3.3. Paid leave used will not count toward the employee’s work week hours for computation of overtime hours, except for when leave is used to make an employee’s 8-hour holiday a 9-hour or 10-hour holiday per section 9.4.

9.3.4. Such compensation will be provided upon the approval of the employee’s Department Head and the City Manager.

9.4 Holiday Pay. An eligible employee who is required to work on a City-designated holiday will be paid eight (8) hours of holiday pay and will also be paid their regular overtime

hourly rate of pay for any hours actually worked on the designated holiday. If the holiday falls on a day that the employee would normally work nine (9) or ten (10) hours, the employee may use one or two hours of vacation, comp time, or floating holiday. When a holiday falls on an off-Friday for employees that work a 9/80 schedule, those employees will be given 8 hours of floating holiday in lieu of an extra paid day off.

9.5 Merit Plan. Effective August 30, 2009, the City agrees to implement a merit plan in which an employee may receive a special merit pay for exemplary job performance. The Department Head must submit the name of an eligible employee to the City Manager for approval. The submittal must contain justification for the special merit pay by including detailed examples of the employee’s outstanding job performance and a copy of the employee’s current year’s annual performance evaluation.

The following specific standards and conditions apply:

9.5.1. The employee must have attained a performance rating of 4 (Exceeds Job Standards) or 5 (Outstanding) in all applicable rating categories during his or her current year’s annual performance evaluation.

9.5.2. The employee must have worked a minimum of 1760 work hours during the annual performance evaluation period.

9.5.3. The employee must have attained the annual goals and objectives set for him/her by the Department Head.

9.5.4. A special merit pay will not be paid to an employee who receives a performance rating of less than 4 or 5 in any rating category, or if a disciplinary action has been sustained against the employee.

9.5.5. An eligible employee must have at least two (2) years of full-time continuous service with the City.

9.5.6. A special merit pay shall be five percent (5%) of the employee’s base hourly rate, multiplied by the number of regular hours worked during the year immediately prior to his or her current year’s annual evaluation due date.

9.5.7. A special merit pay shall be paid once, in a lump sum, as an annual premium, to an eligible employee based on the date the employee’s special merit pay is approved by the City Manager.

9.5.8. An employee must meet the above standard and conditions each year during his or her annual performance evaluation in order to qualify for any successive special merit pay.

The association recognizes that any special merit pay received by a PEPRAs employee will not be reportable to PERS as special compensation.

9.6 Longevity Pay. Employees will receive the following longevity pay for the corresponding years of full-time continuous service with the City. For the purposes of computing years of service, the anniversary of full-time employment will be used for qualification.

Years of Service	% of Base Hourly Pay
5	2.5%

10	2.5%
15	2.5%
20	2.5%

9.6.1. Effective the first full pay period after Council approval of this MOU, the 5-year longevity pay will sunset for all employees except those who (1) are receiving longevity pay at the time of the MOU approval and (2) are not yet eligible for Step 6. These employees will continue to get their 5-year longevity pay until such time as they attain Step 6. Upon moving to Step 6, their 5-year longevity pay will cease.

9.6.2. Longevity pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Longevity pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

9.7 Emergency Call-Out Pay (Call Back). Non-exempt employees, who are called back to work after having left the work site, shall be entitled to a minimum of two (2) hours pay at the following overtime rates:

9.7.1. All hours worked between 12:00 a.m. (midnight) and 6:00 a.m. at two times the employee's base hourly rate ("double time"). Only hours actually worked or hours required to meet the two-hour minimum that fall within the double time window of 12:00 a.m. and 6:00 a.m. will be compensated at the double time rate.

9.7.2. All other hours worked at 1.5 times the employee's base hourly rate ("time and one-half").

9.8 Bilingual Pay. In the course of employment, employees requested to provide translation or interpretation of a language other than English will be compensated at the rate of \$520.00 annually (\$20.00 biweekly).

9.8.1. Employees eligible for bilingual pay must be proficient, including reading, writing and speaking fluently in a language that meets the City's operational needs. Employees proficient in American Sign Language are also eligible for bilingual pay.

9.8.2. Eligible employees must be available to provide translation or interpretation services to any City Department.

9.9 Education Incentive Pay. Unless required by the specific job classification, employees who possess or obtain a BA/BS from an accredited college or university in a job-related field approved by the Department Head and the City Manager will receive 3.5% of their hourly base rate as a special pay. Employees who possess or obtain a MA/MS from an accredited college or university in a job-related field approved by the Department Head and City Manager will receive 5.0% of their hourly base rate as a special pay. If the degree is from a non-accredited college or university, then the employee must obtain special approval from the City Manager and Human Resources. These special pays are cumulative.

Education incentive pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Education incentive

pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

9.10 Water Certification Pay. The City will compensate eligible employees who possess and maintain a valid Water Distribution certificate issued by the State Water Resources Control Board (SWRCB) that is not required by their job classification. These employees will be compensated an additional 2% of their base hourly wage. Water certification pay is calculated as 2% of base hourly wage times (number of regular hours worked plus paid leave hours used) in a pay period. Water Certification pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation. The following job classifications are eligible for Water Distribution certificate pay:

<u>Position</u>	<u>Water Distribution Certificate Required (no additional compensation)</u>	<u>Eligible for additional compensation</u>
<u>Laboratory Director</u>	None	<u>SWRCB Water Distribution Certificate (Grade 1 or higher)</u>
<u>PW Maintenance Manager</u>	<u>SWRCB Water Distribution Certificate (Grade 3)</u>	<u>SWRCB Water Distribution Certificate (Grade 4 or higher)</u>

10. Benefits

10.1 Public Employees' Retirement System (PERS) Program.

The City agrees to maintain a two and one-half Percent (2.5%) at age Fifty-Five (55) PERS Retirement Program for the regular employees who are "classic members", as defined by CalPERS, by paying the PERS employer contribution rate. Effective July 1, 2013, classic members agree to pay the 8% member contribution rate to PERS. All employees will contribute ninety-three (93) cents per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The PERS program offered by the City consists of the basic PERS plan plus the '59 Survivor's Continuance Benefit.

10.1.1. Effective July 1, 2013, the PERS Employer Paid Member Contribution (EPMC) optional benefit has been eliminated.

10.1.2. The City agrees to provide a two percent (2%) at age Sixty-Two (62) PERS Retirement Program for the regular employees who are "new members", as defined by CalPERS, hired on or after January 1, 2013, by paying the PERS employer contribution rate.

10.1.3. New members will pay 50% of the total annual normal cost of pension benefits for PERS retirement, rounded to the nearest one quarter of one percent, or the current member contribution rate paid by similarly situated classic members, whichever is greater, up to 8%.

10.1.4. So long as CalPERS allows, the City agrees to extend the CalPERS pick-up member contributions under Internal Revenue Code Section 414(h)(2) provisions to allow member payments by payroll deductions for service credit purchases. This provision

provides employees, who elect to participate, with the benefit of deferring income tax liability on member service credit purchases.

10.1.5. Under current law, exercising the employer pick-up option results in no additional costs to the City. The parties agree that, in the event that the law changes such that costs are imposed on the City, the City will immediately cease designating the employee contributions as being “picked-up” by the City and such PERS contributions will revert to being made on a post-tax basis.

10.2. Deferred Compensation. The City agrees to make available to the employees a payroll deduction to allow the employees to participate in the Mission Square deferred compensation program. Any contributions to this program will be made by the employees on a voluntary basis.

10.3 Wellness Incentive Program. The City agrees to provide to each employee an annual family membership at the City’s Fred Endert Municipal Pool, so long as the City continues to operate said facility, at no cost to the employees.

In addition, the City agrees to reimburse each employee up to \$480.00 annually for participation in wellness-related activities. Qualifying wellness-related activities are gym/health club memberships, fitness training instruction, fitness/exercise class (including any class which is focused on physical activity such as yoga, cross-fit, jazzercise, dance, martial arts, etc), and fitness or other multi-platform health-related applications or programs such as Weight Watchers, Noom, Calm, etc. The purpose of this program is to reduce Workers’ Compensation claims.

Employees must submit reimbursement requests no more than monthly and no less than quarterly for actual expenses incurred in that month or that quarter. If quarterly, Jan – Mar must be submitted in April; Apr – Jun must be submitted in July; Jul- Aug must be submitted in September; Jul-Sep must be submitted in October; and Oct – Dec must be submitted in January. Annual memberships are reimbursable. Annual reimbursements will fall in the quarter corresponding to the date of the receipt. Receipts submitted late may not be reimbursed. Reimbursement will be made on the next available check run once all approvals are received by the Finance Department. Equipment or other physical items are not eligible for reimbursement.

10.4 Reimbursement for Damaged Property. The City agrees to compensate employees who suffer a financial loss for damage or loss of personal property while performing their required duties in a proper and safe manner and when not due to negligence on the part of the employee. The following chart describes the maximum replacement or repair benefit that the City may provide:

<u>Items</u>	<u>Maximum Benefit</u>
Watches	\$ 50.00
Shoes (excluding work boots/shoes reimbursed by the City)	\$ 45.00
Personal Clothing Items (excluding uniform apparel provided by the City)	\$ 60.00
Prescription Eyeglasses/Contact Lenses	Actual cost of like replacement
Safety Equipment (Dept. Head approved Employee purchased items)	Actual cost of like replacement
Jewelry (rings, necklaces, etc.)	Not applicable

The affected employee must submit a completed claim form to their supervisor along with the damaged personal item. For additional information on this benefit, please refer to the City's policy.

10.5 Education Assistance Program. The City will reimburse costs for education based upon IRS Regulation 1.162-5, as noted here: "Employer-paid education that is related to the employee's current job is excluded from income as a working condition fringe benefit if the following conditions are met:

10.5.1. The courses must not be necessary to meet the minimum education requirements of the current position.

10.5.2. The courses are not taken to qualify the employee for a promotion or transfer to a different type of work.

10.5.3. The education must be related to the employee's current position and must help maintain or improve the knowledge and skills required for that position (e.g., a refresher or update course). If the requirements change while the employee is working, employer-paid education designed to meet them is a working condition fringe benefit.

10.5.4. All education reimbursement must be pre-approved (before classes start) by the Department Head and the City Manager.

For additional information and how to utilize this benefit, please refer to the City's Education Assistance Program Policy.

10.6 Boot/Footwear Reimbursement. The City will reimburse actual costs for work boots/weather resistant footwear purchased by eligible employees, up to \$200.00 per employee per fiscal year. Employees may request a 75% advance toward the cost of work boots by presenting a quote, advertisement, or listing of the boots that they wish to purchase. The employee will then be issued an amount equal to 75% of the sales price (up to a maximum of 75% of \$200). The employee can then claim the remainder of the cost of the boots upon turning in a receipt (up to a maximum of \$200).

Eligible positions:

- Public Works Maintenance Manager
- Engineering Project Manager
- Engineering Technician
- Building Inspector
- Lab Director
- IT/GIS Technician I/II
- IS Administrator / IT Manager

The positions identified above are required to work in the field as a primary or secondary duty. In the case of Lab Director, footwear that is resistant to spills is required by the Chemical Hygiene Plan.

11. Health and Welfare Insurance

11.1. Employer Contribution for CalPERS Health Insurance. The City will contribute \$296.00 per month toward the cost of the CalPERS Health Premium for both permanent

full-time employees and retirees. This amount must never be less than the amount specified in Gov. Code Section 22892(b).

11.2. Flexible Benefit Plan. The City has established and will maintain a flexible benefit plan for employee health benefits in accordance with IRS Code Section 125 (Cafeteria Plan), with the following provisions:

a. The City will additionally cover the difference between the amount in 11.1 and 100% of the premium for the employee (“Single”) under the CalPERS Gold medical plan.

b. The City will cover 80% of the cost of the 2-Party or Family premium for the CalPERS Gold medical plan that is over and above the cost of the Single premium.

c. If an employee chooses the CalPERS Platinum plan, the City will cover the amounts identified in paragraphs (a) and (b), as applicable, and the employee will be responsible for the remainder.

d. The City will pay 100% of the employee premium costs for vision insurance, dental insurance, ground and air ambulance insurance. Ground and air ambulance subscriptions may not apply to remote work employees if the service provider is not available in their area.

e. In order to be excluded from the requirement for the CalPERS Gold Health Plan, the employee must submit verification of enrollment in a group health plan that provides equivalent alternative coverage as required by the Patient Protection and Affordable Care Act.

f. Full-time regular employees who opt out of the City’s health plan due to enrolment in a qualifying group health plan (under the Affordable Care Act) will receive a \$700 per month cash-in-lieu benefit payment.

11.3 Medical Insurance Coverage. The City agrees to offer CalPERS Health Coverage to the employees covered by this M.O.U., and the employee’s qualified dependents.

11.3.1. As required by the CalPERS Health Program, eligible retirees of the CCMEA are qualified to participate in CalPERS Health Plans. The City will not make an employer contribution to an optional (non-CalPERS) health coverage plan after retirement by an eligible retiree of the CCMEA.

11.3.2. The City agrees not to change the insurance carrier or the scope of coverage without concurrence of the CCMEA.

11.4 Dental Insurance Coverage. The City agrees to continue to provide a group dental plan to the permanent employees. The coverage will include the employee and his or her qualified dependents.

11.5 Vision Care Insurance Coverage. The City agrees to continue to provide a group vision care plan to the permanent employees. The coverage will include the employee and his or her qualified dependents.

11.6 Air Ambulance Insurance Coverage. The City agrees to continue to provide air ambulance insurance coverage for the employees covered by this M.O.U., except for applicable exclusions. The coverage will include the employee and his or her qualified dependents. Air

ambulance insurance may not apply to remote work employees if the service is not available in their area.

11.7 Life Insurance Coverage. The City agrees to continue to provide life insurance coverage for permanent full-time employees in an amount equal to one and one-half (1.5) times the employee's annual salary, rounded to nearest whole thousand-dollar figure. Effective on the first day of the month following City Council approval of this MOU, the monthly premiums will be paid by the City and will not be deducted from employees' monthly flexible benefit allocation.

11.8 Long-Term Disability Insurance Coverage. The City agrees to continue to provide Long-Term Disability Insurance coverage to the permanent employees. Effective on the first day of the month following City Council approval of this MOU, the monthly premiums will be paid by the City and will not be deducted from employees' monthly flexible benefit allocation.

11.9 Benefits During Leave: Family and Medical Leave (FMLA) and California Family Rights Act (CFRA). An employee taking family or medical leave will be allowed to continue participating in any health and welfare benefit plan in which he or she was enrolled before the first day of leave (for a maximum of 12 workweeks) at the level and under the same conditions of coverage as if the employee had continued in employment for the duration of such leave. Group health insurance coverage will be continued in the same manner for up to 16 weeks for employees disabled due to pregnancy, childbirth or related medical condition. The City will continue to make the same premium contributions as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under the Family Medical Leave Act (FMLA) or under the California Family Rights Act (CFRA).

For further information on Family and Medical Leave, please refer to the City of Crescent City's FMLA policy.

All employees must notify Human Resources at (707) 464-7483 ext. 233 as soon as possible regarding FMLA for your own serious health condition or that of a family member.

11.10 When Benefits Terminate. CalPERS health benefits terminate the last day of the month after the employee separates, ends coverage, or becomes ineligible. For example, if an employee separates May 15, health coverage will end June 30. Dental and vision benefits terminate the last day of the month in which the employee separates, ends coverage, or becomes ineligible. For example, if an employee separates May 15, dental and vision coverage will end May 31. All other benefits terminate at the time of separation.

12. City-Designated Holidays

The City agrees to provide the employees with the following holidays off from work and with pay:

New Year's Day	January 1
Martin Luther King's Day	January (3rd Monday)
President's Day	February (3rd Monday)
Memorial Day	May (Last Monday)
Fourth of July	July 4
Labor Day	September (1st Monday)
Veterans' Day	November 11
Thanksgiving Day	November (4th Thursday)
Day after Thanksgiving	November (4 th Friday)
Christmas Day	December 25

Two Christmas Season holidays

To be designated annually by City Administration with concurrence from each employee association.

Two Floating Holidays

To be designated by the employee with approval from the Department Head. However, if any employee requests to use a Floating Holiday on Juneteenth (June 19), California Native American Day (4th Friday in September) or Indigenous Peoples' Day (2nd Monday in October), the Department Head must approve that request.

Should any of the above-mentioned holidays fall on a Saturday, the employees will have off the Friday before the holiday with pay. Should any of the above-mentioned holidays fall on a Sunday, the employees will have off the following Monday with pay. If a City-designated holiday falls on the "off" Friday for any employee working a 9-80 schedule, then the employee will receive an 8-hour floating holiday in lieu of an additional paid day off. If a City-designated holiday falls on any "off" day for an employee that works at a facility that requires coverage 7 days per week (Water Quality Lab), then the employee will receive an 8-hour floating holiday in lieu of an additional paid day off.

13. Leaves

13.1. Unpaid Leave of Absence. Except as otherwise provided herein, leaves of absence without pay that are in the best interest of the City may be granted by approval of the City Manager. Requests for leaves of absence without pay must be submitted in writing by the employee to the Department Head who will consider each request on its individual merits and circumstances and will forward his or her recommendation to the City Manager for approval. Reasons for rejection of such request will be submitted to the employee by the Department Head. In all cases covered by the Family Medical Leave Act, the City will provide leave in accordance with the requirements of the Act.

13.2 Mandatory Use of Paid Leave. During any absence from work, employees must use available leave accruals in accordance with City leave policies to ensure they receive 80 hours of regular pay per pay period, unless the leave is protected by FMLA/ CFRA or workers' compensation.

13.3 Leave Accruals While On Leave. In the event of an extended paid leave of absence, of twenty (20) work days or more, accruals will temporarily stop until the employee returns to work. Employees on unpaid leave (of any length) will have their sick and vacation leave accruals reduced proportionately for that pay period, unless the leave is protected by FMLA/ CFRA or workers' compensation. Upon the employee's return to work, accruals will be restarted at the same rate that the employee was entitled to before taking the leave, based on his or her length of service. Employees must utilize any unused balances (i.e., sick, comp time, floating holidays, vacation) during their leave time but will not continue to accrue until they return to work.

13.4 Order of Leave Taken. Use of any accrued leave must be taken in the following order:

- 1) Compensatory time off;
- 2) Administrative time off;
- 3) Vacation or floating holiday (employee's choice).

13.5 Leave Hours Charged to Employee. Employees taking time off will be charged eight (8), nine (9), or ten (10) sick/floating holiday/vacation leave hours depending on the number of hours the employee would normally work on that day.

13.6 Vacation.

Vacation may not be used by an employee with less than six (6) months of employment, unless they have prior approval of the City Manager. Employees will be compensated at their current rate of pay when vacation leave is used, cashed out, or paid out upon employee separation.

13.6.1. Accrual Schedule. The following vacation schedule shall be effective on the first pay period after the effective date of this M.O.U. for the full-time permanent employees. Leave is earned at the end of the pay period. Leave may not be used before it is earned.

<u>Length of Service</u>	<u>Biweekly Accrual Rate</u>
Date of employment thru 12th month	4.0 hours
13th month thru 120th month	5.23 hours
121st month and beyond	6.15 hours

13.6.2. Utilization. Employees in the positions covered by this M.O.U. and who accrue vacation may not accrue vacation beyond four hundred (400) hours. Employees whose vacation accrual lowers to less than four hundred (400) hours shall accrue vacation during the pay periods in which their accruals remain below four hundred (400) hours. Upon termination an employee shall be compensated for unspent accrued vacation.

13.6.3. Elective Vacation Cash-Out Plan. Employees have the elective option to cash-out up to fifty (50) hours of accrued vacation leave once every six (6) months. An employee must have a minimum balance of 240 hours of accrued vacation at the time of the cash-out request. An employee must have used at least fifty (50) hours of vacation in the previous twelve (12) month period. Employees who want to cashout vacation leave must irrevocably elect to do so by December 31 to cashout the following calendar year (beginning with December 2026 for cashouts in the 2027 calendar year). The requirements for accrued leave balance and leave used will be calculated as of the date of the cashout request. Employee must earn the cashout hours in the calendar year of the cashout payment, prior to the actual cashout. Employee cannot cashout hours that were earned the year before. Cashouts will only be allowed the first pay period paid in June and the first pay period in December of each calendar year (beginning with calendar year 2027). Employee must sign a form in December of the prior year stating which cashout date they are choosing (June, December, or both) and how many hours to cashout on each of those dates. The employee cannot decide afterward to not cashout. If the employee uses so many vacation hours in the year prior to the cashout that the employee no longer has enough hours accrued to fulfill the cashout request, the City must cash out the number of hours available to be cashed out.

13.7 Sick Leave. It is the policy of the City that sick leave is not to be considered a privilege for an employee to use at his or her discretion, but is to be provided as a benefit to be used in case of necessity for an actual illness or disability. It is the responsibility of the Department Head to deny the use of sick leave with pay in cases where there is substantial evidence of abuse of the sick leave privilege.

For the purposes of determining sick leave benefits, permanent employees working less than forty (40) hours per week shall accrue sick leave at a rate equal to the normal rate for their service longevity times the percentage of full-time that their average work week represents.

13.7.1. Accrual Schedule. All employees, except part-time, temporary and seasonal employees, will be eligible for accrual of sick leave effective from their date of hire. The accrual of sick leave will be four (4) hours per biweekly pay period, with an accumulation limit of 1000 hours. Leave is earned at the end of the pay period. Leave may not be used before it is earned.

13.7.2. Utilization. Employees may utilize accrued sick leave after their first month of employment. Sick leave with pay will be granted upon the recommendation of the Department Head in a case of the bona fide illness of the employee. Sick leave with pay may be used for the following services: diagnostic procedures, dental procedures and ophthalmology services when performed by a duly licensed practitioner.

a. After an employee has notified the City of their intention to leave City service, no sick leave will be granted for that employee unless they provide a doctor's written statement for the missed time.

b. Sick leave applies to absences during pregnancy that are caused by illness due to pregnancy or the attending physician's order that the employee is unable to work due to the pregnancy. All situations involving pregnancy disability will be addressed in accordance with the provisions of the Family Medical Leave Act (FMLA) and current state Pregnancy Disability Leave (PDL) laws. A female employee, filling a regular Council approved position will be entitled to a total of four (4) months leave of absence (with and/or without pay) due to pregnancy disability as determined by a qualified medical provider.

13.7.3. After four (4) consecutive days of illness, an employee may be required by the City Manager to provide a physician's certificate of illness and a physician's "return to work" release in writing.

13.7.4. Employees who violate or misuse sick leave provisions may be required to provide a physician's report for each day off when sick leave is requested, and upon further misuse, the employee may be disciplined. Examples of misuse may include but are not limited to instances involving patterned absences or utilizing sick leave for reasons other than illness, medical condition or medical/dental appointments.

13.7.5. Employees returning from sick leave with restrictions must accept light duty when offered. Failure to do so will be considered a voluntary quit and employment will be terminated.

13.7.6. An eligible employee may take sick leave in the event of a serious illness or medical condition for a member of the employee's immediate family. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with Human Resources stating the cause of absence before such leave with pay will be granted. For purposes of this section, immediate family is defined as:

a. A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status);

- b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic parent, or a person who stood in loco parentis when the employee was a minor child;
- c. A spouse;
- d. A registered domestic partner;
- e. A grandparent;
- f. A grandchild;
- g. A sibling.

13.7.7 In the event a scheduled medical or dental appointment for the eligible employee's immediate family that requires the employee's absence from work, the employee may use sick time. Immediate family is defined as the same family members as noted above in section 13.2.6.

13.7.8. In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits will also be transferred in their full amount.

13.7.9. The City has entered into an agreement with the PERS whereby accumulated sick leave is converted to additional service credit upon retirement.

13.7.10. Conversion to Vacation Leave. Employees who obtain and retain a maximum available sick leave accrual at one thousand (1000) hours in each biweekly pay period will be compensated by an additional one (1) hour of vacation time in lieu of accruing any additional sick leave, unless the employee's accrued vacation exceeds four hundred (400) hours, in which case the employee does not accrue either modified vacation or sick leave.

13.8 Occupational Medical Leave. An employee who is receiving temporary disability indemnity under applicable Workers' Compensation provisions of the California Labor Code, may choose to take as much of his or her available sick leave or vacation leave in such amounts that when added to the temporary disability payment, the employee will receive an amount equal to his or her full salary or wage. Such supplemental payments may continue until all accrued balances are exhausted or the employee returns to work. Such payments will not be continued beyond the date of termination of employment whether voluntary or involuntary.

13.8.1. In all cases covered by the Family Medical Leave Act, the City will provide leave in accordance with the requirements of the Act.

13.8.2. Once paid leave options are exhausted, the accrual of sick and vacation leave benefits will be discontinued until the employee returns to work.

13.8.3. The City Manager (or Human Resources or designee) may grant a leave of absence without pay to any employee who is disabled by job injury or illness. The duration of the unpaid medical leave of absence will depend upon the nature and extent of the employee's disability or incapacity to perform the essential functions of the job position, but in no event will a medical leave be granted for longer than one year, measured from the time the employee is unable to work in his or her regular job position.

13.8.4. Leave may be terminated by the City Manager when he or she determines to his or her satisfaction that the employee is permanently disabled and unable to perform

the duties of the class. Such determination may be considered pursuant to the California Public Employees' Retirement Law: "disability" means the inability of a employee to perform the duties of the job for a permanent or extended and uncertain duration, as determined on the basis of a competent medical opinion. Disability is not necessarily an inability to perform every function of a given position. Rather, the determination of whether the employee can *substantially* perform his or her usual duties.

13.8.5. In all situations of Occupational Medical Leave, employees must comply with the City's Work Related Injury or Illness Return-To-Work Policy.

13.9 Parenting Leave. Parenting leave will be considered leave without pay and provided in accordance with applicable state and federal laws; specifically, Family Medical Leave (FMLA) and current California Family Rights Act (CFRA) laws for the birth or adoption of a child or placement of a foster child. In the event that an employee does not meet the eligibility requirements for FMLA or CFRA, an unpaid leave of absence may be approved by the employee's Department Head and the City Manager. Use of sick leave may not be taken for parenting leave purposes.

The City will make available forty (40) hours of paid leave in lieu of not participating in Employment Development Department (EDD) programs that may have provided Paid Family Leave for parenting leave purposes.

13.10 Bereavement Leave. Upon the death of a family member, permanent employees are eligible for bereavement leave to a maximum of five (5) work days per incident with pay. Family member means a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law as defined in Government Code Section 12945.2.

The City Manager must grant approval prior to use of bereavement leave. Should additional time be necessary, the employee may utilize up to ten (10) sick leave days per incident. The City Manager may approve an employee's utilization of vacation if additional time off is required.

13.11 Reproductive Loss Leave. Reproductive loss Leave. Employees are eligible for reproductive loss leave of up to (5) paid workdays per reproductive loss event for which the employee was a parent. Reproductive loss is defined as failed adoption failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction as further defined in Government Code Section 12945.6. The leave must be taken within three (3) months of the reproductive loss event.

13.12 Jury Duty/Witness Testimony Leave. All employees are eligible for jury leave when called by the court to serve as a juror or provide witness testimony. Employees will receive their normal compensation so long as the City is reimbursed by the employee for juror or witness fees received.

The employee must provide to Human Resources and his or her immediate supervisor a copy of the summons, notice, or subpoena which directs the employee to appear in court in a reasonable time period following receipt of such notice by the employee. On a day an employee reports for jury duty and learns that services are not needed that day, the employee must return to work for the balance of the regular work shift.

13.13 Military Leave. The City will provide military leave as required by California State Law.

13.14 Leave of Absence Without Pay. An employee will not be entitled to a leave of absence as a matter of right, but upon request may be granted a personal leave of absence without pay upon the presentation of a valid and satisfactory reason. The approval or denial of such leave is not subject to the grievance or complaint procedure.

13.14.1. An employee must request the leave of absence in writing (Time Off Request form) at least 30 days in advance for planned leave.

13.14.2. The time off must be approved by the Department Head and City Manager before beginning the leave of absence.

13.14.3. Such leave will not be approved in excess of one hundred twenty (120) calendar days in duration, except that the City Manager, upon the recommendation of the employee's Department Head, may approve one subsequent ninety (90) calendar day leave of absence without pay.

13.14.4. Failure to return to work at the end of the approved leave period will constitute a separation from service of that employee as a voluntary resignation.

13.14.5. The employee will not accrue any benefits, nor will City pay for any benefits during such approved leave of absence without pay.

13.15 Administrative Leave for Exempt Employees. Employees covered by this MOU who are exempt from overtime will receive 40 hours of paid administrative leave each fiscal year. The balance of administrative leave may not be carried over at the end of the City's fiscal year. Any unused administrative leave will be paid to the employee with the last pay period in June. Admin leave will be prorated for the first year of employment in accordance with employee's hire date.

13.16 Unauthorized Absence – Automatic Termination. An employee absent for more than three (3) working days without prior permission of the Department Head may be considered to have automatically terminated employment with the City. Such termination will be final and without right or appeal or hearing unless said employee furnishes reasons satisfactory to the Department Head and the Human Resources Manager for not having obtained prior permission.

13.17 Return to Work Requirements. At least one (1) week prior to the expiration of the approved leave of absence, with or without pay, the employee must notify the Department Head of the employee's intention to return to work. Upon the expiration of an approved leave, the employee must return to work on the next following regular work day. Failure to return to work will be considered a voluntary resignation on the part of the employee unless prior approval is obtained from the employee's Department Head and Human Resources.

13.18 Determination of Continuous Service. The length of an employee's service will be considered continuous while the employee is on an approved leave with or without pay, and if the employee returns to work on the required return to work day.

Upon re-employment from an involuntary layoff, the employee's previously accrued sick leave credits will be restored. An employee returning from a voluntary resignation will not receive any credits by virtue of their previous employment towards any leave accrual or restoration.

Agreed to and Recommended to City Council:

Date: 2/13/26


Eric Wier, City Manager

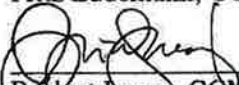
APPROVED AS TO FORM:


Martha D. Rice, City Attorney

Approved by the CCMEA:

Date: 12 Feb 2026


Fritz Ludemann, CCMEA President


Bridget Lacey, CCMEA Vice-President


Christa Rawlings, CCMEA Secretary

CCMEA Pay Schedule – Exhibit A

Effective 7/2025

The parties hereto agree to the following pay schedule for the following positions for the period July 1, 2025 through June 30, 2027, effective the first complete pay period in Fiscal Year 2025-2026. The parties hereto agree to the following pay schedule for the following positions effective the first complete pay period in Fiscal Year 2025-2026. This pay shall be made retroactive to the first complete pay period in FY 25/26 for all employees employed with the City as of January 1, 2026. All figures are described in hourly rates.

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 *
Aquatics Supervisor	14	25.30	26.57	27.90	29.30	30.77	32.31
Engineering Tech	14	25.30	26.57	27.90	29.30	30.77	32.31
Finance Tech AP	14	25.30	26.57	27.90	29.30	30.77	32.31
IT/GIS Tech	14	25.30	26.57	27.90	29.30	30.77	32.31
Finance Tech PR	16	26.58	27.91	29.31	30.78	32.32	33.94
Bldg Insp	18	27.92	29.32	30.79	32.33	33.95	35.65
Finance Analyst 1	20	29.34	30.81	32.35	33.97	35.67	37.45
Finance Analyst 2	24	32.38	34.00	35.70	37.49	39.36	41.33
Grants Coordinator	24	32.38	34.00	35.70	37.49	39.36	41.33
City Clerk	26	34.02	35.72	37.51	39.39	41.36	43.43
Engineering Proj Mgr	26	34.02	35.72	37.51	39.39	41.36	43.43
Lab Director	26	34.02	35.72	37.51	39.39	41.36	43.43
Grants Manager	30	37.55	39.43	41.40	43.47	45.64	47.92
IS Administrator	Z	38.86	40.81	42.85	44.99	47.24	49.60
Public Works Mgr (Exempt)	32	39.45	41.42	43.49	45.66	47.94	50.34
IT Mgr (Exempt)	32	39.45	41.42	43.49	45.66	47.94	50.34

* Effective the first full pay period following the adoption of this MOU, employees may progress to Step 6 upon twelve (12) months of satisfactory performance in Step 5 and having obtained all certifications required by their job description.

The parties agree that the above pay schedule shall continue in future agreements; however, the exact pay level for each step may vary as agreed upon by the parties.

CCMEA Pay Schedule – Exhibit A
Effective 7/2026

The parties hereto agree to the following pay schedule for the following positions effective the first complete pay period in Fiscal Year 2026-27, by an amount equal to the CPI-U (LA) percentage increase measured by March 2026 over March 2025, not to be less than 1.0% nor more than 3.0%. When the March index becomes available, those wages shall be figured and the wage schedule updated and attached hereto. All figures are described in hourly rates.

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6*
Aquatics Supervisor							
Engineering Tech							
Finance Tech AP							
IT/GIS Tech							
Finance Tech PR							
Bldg Insp							
Finance Analyst 1							
Finance Analyst 2							
Grants Coordinator							
City Clerk							
Engineering Proj Mgr							
Lab Director							
Grants Manager							
IS Administrator							
Public Works Mgr (Exempt)							
IT Mgr (Exempt)							

*Employees may progress to Step 6 upon twelve (12) months of satisfactory performance in Step 5 and having obtained all certifications required by their job description.

The parties agree that the above pay schedule shall continue in future agreements; however, the exact pay level for each step may vary as agreed upon by the parties.

RESOLUTION NO. 2026-05

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING
A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND
THE CRESCENT CITY EMPLOYEES' ASSOCIATION FOR THE PERIOD JULY 1, 2025
THROUGH JUNE 30, 2027**

WHEREAS, California Government Code Section 36506 requires that the City Council fix, by resolution or ordinance, the compensation of all appointive officers and employees; and

WHEREAS, pursuant to the City Council's direction, the City's bargaining team has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable requirements to reach agreement with the Crescent City Employees' Association ("CCEA") upon a new Memorandum of Understanding ("MOU") that meets the needs of both parties and covers the period July 1, 2025 through June 30, 2027; and

WHEREAS, a majority of the bargaining unit members of the CCEA have voted in favor of the MOU; and

WHEREAS, the Memorandum of Agreement has been recommended for approval by the City Manager and reviewed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California that the Memorandum of Understanding Between the City of Crescent City and the Crescent City Employees' Association for the period July 1, 2025 through June 30, 2027 signed by the parties and attached hereto as **Exhibit A** is hereby ratified and approved.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City at a meeting thereof held on this 17th day of February 2026, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

Memorandum of Understanding
Between the
City of Crescent City
And the
Crescent City Employees Association
(CCEA)

Effective July 1, 2025
Through
June 30, 2027



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MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND THE **CRESCENT CITY EMPLOYEES ASSOCIATION** REGARDING WAGES, HOURS, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT AFFECTING CERTAIN MISCELLANEOUS EMPLOYEES OF THE CITY OF CRESCENT CITY FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2027.

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General Information

The purpose of this Memorandum of Understanding (M.O.U.) is to describe certain agreements between the City of Crescent City, hereinafter referred to as “City” and the Crescent City Employees’ Association, hereinafter referred to as “CCEA,” regarding wages, hours, and other terms and conditions of employment for the City employees covered by this M.O.U. originally adopted by City Council Resolution No. 1988-42 and as amended by Resolution No. 1991-41 dated 7-15-91, Resolution No. 1992-26 dated 7-6-92, Resolution No. 1994-23 dated 7-18-94, Resolution No. 1996-27 dated 9-3-96, Resolution No. 1999-11 dated 11-1-99, Resolution No. 2002-25 dated 10-21-02, Resolution No. 2004-20 dated 7-19-04, Resolution No. 2006-38 dated 8-21-2006, Resolution No. 2011-01 dated 1/3/2011, Resolution No. 2013-09 dated 4-1-2013, Resolution No. 2015-31 dated 7-20-2015, Resolution No. 2016-53 dated 12-29-2016, Resolution No. 2018-25 dated 6-12-2018, Resolution No. 2019-43 dated 9-16-2019, Resolution No. 2020-89 dated 11-16-2020, Resolution No. 2021-74 dated 12-29-2021, Resolution No. 2022-58 dated 9-19-2022, and Resolution No. 2023-53 dated July 24, 2023.

It is understood and acknowledged by the City and CCEA that both parties met and conferred in good faith in accordance with Section 3500, et seq., of the California Government Code, and the following M.O.U. provisions represent the complete agreement that was reached as a result of that process.

1. Recognition

City recognizes CCEA as the recognized employee organization representing those City employees, who are members of CCEA at the time of the City’s adoption of this M.O.U., and those employees who become members of CCEA during the term of this M.O.U. This recognition supersedes any former recognition and continues for the term of this M.O.U. unless CCEA violates any terms or conditions of this M.O.U. or any City rule or regulation that causes the termination of this recognition by the City.

2. Effect of the MOU

As to any provision of an annual City Budget that is inconsistent with any provisions of this M.O.U., the provisions of this M.O.U. will prevail and upon City Council approval, will supersede other said inconsistent provisions or City Council Resolutions. Further, this M.O.U. affects the job titles listed on Exhibit “A” as attached hereto and by this reference made a part hereof.

2.1 Duration and Amendments. The parties hereto agree that this M.O.U. will be effective July 1, 2025 and will remain in full force and effect through June 30, 2027, as amended and referenced in General Information. It is further acknowledged by both parties that certain portions of this agreement may require amendments during the term of this M.O.U. if State and Federal statutes and regulations so direct.

2.2 Severability and Continuation. If any provision of this M.O.U. is held invalid, unenforceable or unconstitutional by a court of competent jurisdiction, such decision will have no effect on the validity of the remaining provisions of this M.O.U., and such remaining provisions will continue in full force and effect.

2.3 Waiver. The parties hereto acknowledge that during the negotiations that resulted in this M.O.U. each party had the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of consultation or meet-and-confer, and

that the understandings arrived at by the parties after exercising that right and opportunity are set forth in this M.O.U. Therefore, the parties hereto, for the duration of this M.O.U., and subject to the exceptions contained under General Information, each voluntarily and unqualifiedly waives the right, and each agrees that the other will not be obligated to meet-and-confer with respect to any subject or matter in this M.O.U.

2.4 Procedure to Further Meet-and-Confer. In the event that either party has requested to meet and confer, and the other party has consented to such discussions, the parties hereto agree that such additional discussions may result in amendments to this M.O.U.

2.4.1 Such amendments will be dated and numbered consecutively in order to assure proper understanding and authority for each amendment. Nothing contained herein prohibits the parties hereto from amending this agreement as authorized by applicable law.

3. Employee Representation

For purposes of meeting and conferring in good faith regarding wages, hours, and working conditions with a Certified Employee Organization, the City will provide time off with pay to no more than three (3) City employee members for each Representation Unit during their normal work hours. Meetings held outside of the employees' work hours will be on the employees' own time.

3.1 Association Representation (Release Time). The City agrees to establish a release time bank of forty (40) hours per year. Release time may be used by the CCEA President or designees to conduct Association business. Use of release time is subject to the advance approval of the City Manager.

3.2 Grievance Meetings. For purposes of grievance or appeal meetings, the City will provide time off with pay for the aggrieved employee plus one other employee during the employees' normal work hours. Meetings held outside of the employees' normal work hours will be on the employees' own time.

3.3 Witness. Additional employees called by either party may be present with pay during his or her normal work hours to serve as a resource person or as a witness for meetings described above for the limited time required to cover the subject. Meetings held outside of that employee's normal work hours will be on the employee's own time.

3.4 The political activity of CCEA members shall conform to pertinent provisions of State law.

4. Management Rights

Except as otherwise noted in this Agreement, the City retains all rights of management.

5. Employer-Employee Relations Rules

The parties hereto agree that the City's Employer-Employee Relations Rules, as included in the City's Municipal Code, continue in full force and effect for the term of this M.O.U.

6. Non-Discrimination Clause

The parties agree that there will be no discrimination against any applicant or employee based upon race, religion, sex, national origin, disability, medical condition, marital status, age, sexual orientation, association activity, political activity, or any other classification protected under State or Federal law.

7. Definitions

Except as otherwise provided herein, all words used in this M.O.U. have the same meaning as set forth in the City's Municipal Code, the City's Employer-Employee Relations Rules and the California Government Code.

8. Hours of Work

8.1 General. City agrees to maintain a forty (40) hour work week for its regular full-time positions. Employees on a forty (40) hour schedule must be assigned to work eighty (80) hours in each pay period and 2080 hours per year in order to be classified as full-time employees.

8.1.1 Employees assigned to a position requiring less than full-time work will be considered part-time, temporary or seasonal.

8.1.2 Part-time, temporary and seasonal employees are not represented by and do not receive the benefits contained within this MOU; rather, they receive the benefits provided in City policies as adopted from time to time

8.1.3 The parties agree that the determination as to whether an employee works a standard, defined or alternative schedule is the management prerogative of the City Manager.

8.2 Work Day / Work Week Described. The parties hereto agree that the normal work day for City employees is one of the following according to the assigned schedule:

8.2.1 For a standard schedule: the normal workday is eight (8) hours in each single workday for five (5) days per week.

8.2.2 For a defined 9-80 schedule: the normal workday is nine (9) hours, Monday through Thursday, and eight (8) hours every other Friday.

8.2.3 For an alternative 4-10 schedule: the normal workday is ten (10) hours in each single workday for four (4) days per week.

8.2.4 The workweek for employees assigned to a standard schedule or an alternative 4-10 schedule will begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday.

8.2.5 The workweek for employees assigned to an alternative 9-80 schedule will begin at 12:01 p.m. on Friday and end at 12:00 p.m. the following Friday.

8.2.6 The Department Head will provide to any employee having their work day or shift changed, a forty-eight (48) hour advanced notice, except in the case of emergencies. Should such notice not be properly provided, such time worked during the first two (2) work days on the new shift will be considered overtime.

8.3 Breaks. Employees assigned to an eight (8) hour or longer work day must have either a one (1) hour or one-half (1/2) hour lunch period as assigned by their Supervisor or Department Head, and two (2) separate fifteen (15) minute breaks per day with one (1) occurring before the lunch period and one occurring after the lunch period.

Employees will not be compensated for the lunch break during their normal workday assignment.

8.4 Flex Time. The City and CCEA agree that a flex-time program may be allowed within City departments as approved by the Department Head and City Manager. Such flex-time must not interfere with the orderly completion of the employee's workload or the number of hours worked per pay period. It is understood by the parties that implementation of a flex-time program constitutes a benefit to the employee. The City has the right to revoke said benefit at any time if it interferes with the orderly conduct of business, is abused by the employee, or is not providing adequate service to the public.

8.5 Compensatory Time-Off. This plan is intended to qualify under Section 3(s)(1)(C) of the Fair Labor Standards Act. This plan is subject to the following conditions and restrictions in addition to the limits set forth in Section 204.3 of the California Labor Code.

8.5.1 Authorized overtime hours worked by an employee may be converted to Compensatory Time Off for each overtime hour worked, upon approval of the employee's Department Head. Compensatory Time Off will be accrued at the rate it is earned – straight rate, standard overtime, or double overtime using the same rules as paid overtime. The maximum accrual of compensatory time off will be eighty (80) hours.

8.5.2 Employees may roll over a maximum of sixty (60) hours of unused comp time at the end of each fiscal year. Any accrued compensatory time above sixty (60) hours will be paid to the employee on the last pay period in June. No additional comp time can be accrued in a pay period that would result in a comp time balance greater than 60 hours as of June 30. Such overtime will be paid out as earned. Any unused comp time will be paid to the employee at termination of employment.

8.5.3 Use of accrued compensatory time off must occur before the use of floating holidays or vacation.

8.5.4 Use of accrued compensatory time off is subject to the same requirements as use of vacation and sick leave.

8.6 Reporting Time. Employees may, at the recommendation of their Department Head and upon approval from Human Resources, have one-quarter (1/4) of one hour reduced from their pay for each fifteen (15) minutes they report to work later than their normal starting time.

8.6.1 Continued tardiness for work may result in disciplinary action against the employee.

8.6.2 Employees leaving their work area early without the prior authorization of their Department Head will have their pay reduced in the same manner as is provided for employees who are late for work, and in addition, such absence may be considered as a refusal to work and as such may be considered as grounds for disciplinary action.

9. Compensation and Wages

9.1 Wages Established. Effective the first full pay period beginning on or after July 1, 2025, the City agrees to compensate the employees covered by this M.O.U. as described on Exhibit "A", attached hereto and by this reference made a part hereof. The City Manager and Department Head will, within the salary step plan, determine the compensation for positions based on performance or additional responsibilities and tasks that may be assigned during the term of this M.O.U.

9.1.1. Effective the first full pay period in July of 2026, all pay scales shall be increased by the annual percentage increase indicated by the CPI-U (LA) March 2026 over March 2025. In no event, however, may the increase be less than 1.0% nor more than 3.0%. The FY 2026-2027 exhibit will be updated as numbers for the annual CPI are known and will be attached hereto.

9.2 Pay Period. The City agrees to continue the biweekly pay period for the term of this M.O.U. The pay period will be from the Sunday through the Saturday fourteen (14) calendar days thereafter, or from 12:01 p.m. Friday to 12:00 p.m. the Friday fourteen (14) calendar days following for employees on a 9-80 schedule. The pay date will be biweekly on Friday. Employees must be compensated for their services within seven (7) working days after the conclusion of a pay period.

9.3 Overtime. Non-exempt employees are eligible for overtime compensation as required by regulations of the U.S. Department of Labor with respect to the Fair Labor Standards Act (FLSA).

9.3.1 Any work in excess of forty (40) hours in a work week will be compensated at no less than 1.5 times the regular hourly rate of pay.

9.3.2 Holiday time off will count toward the employee's work week hours for computation of overtime hours, see Section 9.4.

9.3.3 Paid leave used will not count towards the employee's work week hours for computation of overtime, except for when the leave is used to make an employee's 8-hour holiday a 9-hour holiday or 10-hour holiday per section 9.4.

9.3.4 Such overtime compensation will be provided upon the approval of the employee's Department Head and the City Manager.

9.3.5 Effective the first full pay period beginning on or after July 14, 2023 (as applicable), if an employee works four (4) or more consecutive hours following the end of his or her regular shift, then the employee will receive a mandatory eight-hour rest period. The rest period begins when the employee is off duty and ends when the employee reports back to duty for his or her next shift. If the eight-hour rest period overlaps with the employee's next shift, then he or she will receive paid administrative leave in an amount sufficient to give the employee an eight-hour rest period before returning to duty. Following the eight-hour rest period, the employee is required to return to duty.

9.4 Holiday Pay. An eligible employee who is required to work on a City designated holiday will be paid eight (8) hours of holiday pay and will also be paid their overtime hourly rate of pay for any hours actually worked on the designated holiday. If the holiday falls on a day that the employee would normally work nine (9) or ten (10) hours, the employee may (1) use one or two hours of vacation, comp time, or floating holiday; or (2) work one or two hours of makeup time during the same workweek so long as his or her supervisor approves in writing prior to the workweek. Such approval must be submitted to payroll with the employee's timesheet. When a holiday falls on an off-Friday for employees that work a 9/80 schedule, those employees will be given 8 hours of floating holiday in lieu of an extra paid day off.

9.5 Merit Plan. Effective August 30, 2009, the City implemented a merit plan under which an employee may receive a special merit pay for exemplary job performance. The Department Head must submit the name of an eligible employee to the City Manager for approval.

The submittal must contain justification for the special merit pay by including detailed examples of the employee's outstanding job performance and a copy of the employee's current year's annual performance evaluation.

The following specific standards and conditions apply:

9.5.1 The employee must have attained a performance rating of 4 (Exceeds Job Standards) or 5 (Outstanding) in all applicable rating categories during his or her current year's annual performance evaluation.

9.5.2 The employee must have worked a minimum of 1760 work hours during the annual performance evaluation period.

9.5.3 The employee must have attained the annual goals and objectives set for him or her by the Department Head

9.5.4 A special merit pay will not be paid to an employee who receives a performance rating of less than 4 or 5 in any rating category, or if a disciplinary action has been sustained against the employee.

9.5.5 An eligible employee must have at least two (2) years of full-time continuous service with the City.

9.5.6 A special merit pay will be five percent (5%) of the employee's base hourly rate, multiplied by the number of regular hours worked during the year immediately prior to his or her current year's annual evaluation due date.

9.5.7 A special merit pay will be paid once, in a lump sum, as an annual premium, to an eligible employee based on the date the employee's special merit pay is approved by the City Manager.

9.5.8 An employee must meet the above standards and conditions each year during his or her annual performance evaluation in order to qualify for any successive special merit pay.

The association recognizes that any special merit pay received by a PEPRRA employee is not reportable to PERS as special compensation.

9.6 Longevity Pay. Effective the first full pay period beginning on or after July 14 (as applicable), employees will receive the following longevity pay for the corresponding years of full-time continuous service with the City. For the purposes of computing years of service, the anniversary of full-time employment will be used for qualification.

Years of Service	% of Base Hourly Pay
5	2.5%
10	2.5%
15	2.5%
20	2.5%

9.6.1 Effective the first full pay period after Council approval of this MOU, the 5-year longevity pay will sunset for all employees except those who (1) are receiving longevity pay at the time of the MOU approval and (2) are not yet eligible for Step 6. These employees will continue to get their 5-year longevity pay until such time as they attain Step 6. Upon moving to Step 6, their 5-year longevity pay will cease.

9.6.2 Longevity pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Longevity pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

9.7 Emergency Call-Out Pay (Call Back). Employees, other than those in exempt positions, who are called back to work after having left the work site at the conclusion of their regular workday or called into work on their scheduled day off, including scheduled off City-designated holidays, will be entitled to a minimum of two (2) hours pay at the following overtime rates:

9.7.1 All hours worked between 10:00 p.m. and 6:00 a.m. at two times the employee's base hourly rate ("double time"). Effective upon the adoption of this MOU by the City Council, the following clarification is made: only hours actually worked or hours required to meet the two-hour minimum that fall within the double time window of 10:00 p.m. and 6:00 a.m. will be compensated at the double time rate.

9.7.2 All other overtime hours actually worked or required to meet the two-hour minimum that fall outside of the double time window of 10:00 p.m. and 6:00 a.m. will be compensated at 1.5 times the employee's base hourly rate ("time and one-half").

9.7.3 The following examples illustrate how Emergency Call-Out Pay will be applied.

<u>Start Time</u>	<u>Finish Time</u>	<u>Rate of Pay</u>
7:00 p.m.	10:00 p.m.	3 hours at time and one-half
9:00 p.m.	11:00 p.m.	1 hour at time and one-half and 1 hour at double time
10:00 p.m.	12:00 a.m.	2 hours at double time
5:00 a.m.	7:00 a.m.	1 hour at double time and 1 hour at time and one-half

9.7.4 Call Out Pay includes (1) an employee's return to work upon the City's request after the conclusion of the employee's normal work shift, provided that more than one hour has elapsed between the end of the normal work shift and the subsequent requested reporting time; (2) employees called into work on their regular scheduled day off, including scheduled off City-designated holidays; and (3) employees that respond to a call to standby as part of the confined space rescue team. Call Out does not include scheduled requests that an employee report to work prior to the commencement of the employee's regular work shift.

9.8 On-Call Assignment Pay. The following eligible employees acknowledge and agree to provide on-call coverage on weekends and holidays during scheduled off work periods. Coverage is to be provided on an equitable, rotating basis among eligible employees, as approved by the Department Head. The following job classifications are eligible for On-Call Assignment Pay:

- Electrical Mechanical Operations Technician I, II
- Senior Electrical Mechanical Operations Technician
- Equipment Operator I, II
- Maintenance Worker I, II, III
- Senior Public Works Maintenance Worker
- Utility Mechanic

9.8.1 Eligible employees scheduled for on-call assignment will receive \$50.00 per day for which they are on-call. On-Call Assignment pay will be paid to an eligible employee in addition to Emergency Call Out pay for any actual call-out hours worked during a scheduled off work period.

9.8.2 Employees on on-call assignment are required to be accessible by telephone or pager, or other methods approved by the Department Head. Employees on on-call assignment must be available to acknowledge a call or page within ten (10) minutes and to respond to the on-call assignment within twenty (20) minutes.

9.8.3 Employees on on-call assignment may take home a City Public Works vehicle so that they may respond directly from their home to a call for service. City vehicles may only be used for official City business. The association acknowledges that personal use of City vehicles is a cause for disciplinary action.

9.9 Field Safety Officer Pay. The City will compensate any eligible employee who serves as Field Safety Officer an annual sum of \$5,200.00 (payable at \$200.00 per biweekly pay period). The position of Field Safety Officer may be assigned to a member of the CCEA upon approval of the City Manager.

9.10 Commercial License Pay.

9.10.1 The City will compensate eligible employees who possess and maintain a Class A or Class B Commercial Driver's License issued by the California Department of Motor Vehicles an annual sum of \$1,560.00 (payable at \$60.00 per biweekly pay period). An employee is eligible for commercial license pay only if a Class A or Class B License is not a requirement of the employee's job classification. The following job classifications are eligible for commercial license pay:

Electrical Mechanical Operations Technician I, II
Senior Electrical Mechanical Operations Technician
Equipment Operator I, II
Maintenance Worker I, II, III
Senior Public Works Senior Maintenance Worker
Mechanic I, II
Senior Mechanic

9.10.2 Additionally, the City will reimburse costs incurred by an employee in obtaining a Class B Commercial Driver's License when there are less than 3 current employees with a CDL, unless unexpected circumstances dictate that there is a need for another employee with a CDL as determined by the Department Head and City Manager. The City will only pay for a Class B CDL, but the employee will be allowed to pay the difference to obtain a Class A and to obtain a Class A CDL while at training. The medical examination must be performed by a facility of the City's choice.

9.10.3 The City will also pay the cost for employees to renew a Class B CDL. If employee has a Class A CDL, then employee may renew the Class A CDL, but employee must pay any difference in cost. Employees must obtain the approval of the Public Works Director prior to obtaining or renewing a CDL in order to be eligible for Commercial License Pay or reimbursement of costs.

9.11 Certificate Pay.

9.11.1 From July 1, 2025 to the beginning of the first full pay period following the City Council approval of this MOU, the City will compensate eligible employees who possess and maintain a valid Water Distribution Operator certificates issued by the State Water Resources Control Board (SWRCB). These employees will be compensated an additional \$0.50 per hour worked for one certificate only, provided the certification is not a requirement of the job classification. The following job classifications are eligible for Water Distribution certificate pay:

Position	Water Distribution Certificate Required (no additional compensation)	Eligible for additional compensation
Senior Building/Parks Maintenance Worker	Water Distribution 1	Water Distribution 2 or higher
Laboratory Assistant	None	Water Distribution 1 or higher
Laboratory Technician I, II	None	Water Distribution 1 or higher
Utility Mechanic	Water Distribution 1	Water Distribution 2 or higher
Equipment Operator I, II	None	Water Distribution 1 or higher
Maintenance Worker I, II	None	Water Distribution 1 or higher
Maintenance Worker III	Water Distribution 1	Water Distribution 2 or higher
Senior Public Works Maintenance Worker	Water Distribution 2	Water Distribution 3 or higher
Electrical Mechanical Operations Technician I*	Water Distribution 1	Water Distribution 2 or higher
Electrical Mechanical Operations Technician II*	Water Distribution 2	Water Distribution 3 or higher
Senior Electrical Mechanical Operations Technician*	Water Distribution 3	Water Distribution 4 or higher

9.11.2 Effective the first full pay period following the City Council approval of this MOU, the City will compensate eligible employees who possess and maintain one of

the below listed certificates issued or recognized by the State of California. These employees will be compensated an additional 2.0% of their base hourly wage for up to three (3) certificates (6.0%), provided that the certification is not a requirement of the job classification. The following job classifications are eligible for certificate pay:

Job Classification	Certificate(s) required by job description	Certificates eligible for certificate pay
Senior Building/Parks Maintenance Worker	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate Grade 1 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 2 or higher)
Laboratory Assistant	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 1 or higher)
Laboratory Technician I	<ul style="list-style-type: none"> • CWEA Certificate Lab Analyst Grade 1 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 1 or higher) • CWEA Certificate Lab Analyst (Grade 2 or higher) • CWEA Environmental Compliance Inspector Certificate (Grade 1 or higher)
Laboratory Technician II	<ul style="list-style-type: none"> • CWEA Certificate Lab Analyst Grade 2 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 1 or higher) • CWEA Certificate Lab Analyst (Grade 3 or higher) • CWEA Environmental Compliance Inspector Certificate (Grade 1 or higher)
Utility Mechanic	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate Grade 1 • CWEA Collection Maintenance Certification Grade 1 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 2 or higher) • CWEA Collection Maintenance Certificate (Grade 2 or higher)
Mechanic I&II	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • ASE Auto & Light Truck A-series, total of 9 certifications. • Medium & Heavy Duty Truck T-series, total of 8 certifications.
Equipment Operator I	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 1 or higher)
Equipment Operator II	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 1 or higher)
Maintenance Worker I & II	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 1 or higher) • CWEA Collection System Maintenance (Grade 1 or higher)
Maintenance Worker III	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate Grade 1 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 2 or higher) • CWEA Collection System Maintenance (Grade 1 or higher)

Senior Public Works Maintenance Worker	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate Grade 2 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 3 or higher) • CWEA Collection System Maintenance Certificate (Grade 1 or higher)
Electrical Mechanical Operation Technician I	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate Grade 1 • CWEA Mechanical Technologist Certificate Grade 1 • CWEA Electrical / Instrumental Technologist Certificate Grade 1 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 2 or higher) • CWEA Mechanical Technologist Certificate (Grade 2 or higher) • CWEA Electrical / Instrumental Technologist Certificate (Grade 2 or higher) • CWEA Collections System Maintenance Certificate (Grade 2 or higher)
Electrical Mechanical Operation Technician II	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate Grade 2 • CWEA Mechanical Technologist Certificate Grade 2 • CWEA Electrical / Instrumental Technologist Certificate Grade 2 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 3 or higher) • CWEA Mechanical Technologist Certificate (Grade 3 or higher) • CWEA Electrical / Instrumental Technologist Certificate (Grade 3 or higher) • CWEA Collections System Maintenance Certificate (Grade 2 or higher)
Senior Electrical Mechanical Operations Technician	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate Grade 3 • CWEA Mechanical Technologist Certificate Grade 3 • CWEA Electrical / Instrumental Technologist Certificate Grade 3 • CWEA Collections System Maintenance Certificate Grade 1 	<ul style="list-style-type: none"> • SWRCB Water Distribution Certificate (Grade 4 or higher) • CWEA Mechanical Technologist Certificate (Grade 4 or higher) • CWEA Electrical / Instrumental Technologist Certificate (Grade 4 or higher) • CWEA Collections System Maintenance Certificate Grade 2 or higher)

9.11.3 Certificate pay is calculated as 2% of the employee’s base hourly wage times (the number of regular hours worked plus paid leave hours used) in a pay period. Certificate pay is not paid for unpaid leave hours, unless used as part of a workers’ compensation TDD calculation.

9.12 Backflow Prevention Program Certificate Pay. The City will compensate eligible employees who are assigned to conduct the City’s backflow prevention program. Eligible employees must possess and maintain a valid Backflow Prevention Tester Certification issued by the American Waterworks Association (AWWA) and be specifically assigned to conduct the backflow prevention testing program by the City Engineer/Director of Public Works. Eligible employees who are assigned backflow prevention program duties will be compensated an annual sum of \$520 (payable at \$20.00 per biweekly pay period).

9.13 Confined Space Rescue Team Pay. Effective the first full pay period following Council approval of this MOU, employees who are members of the confined space rescue team shall receive \$40.00 per pay period that the employee is qualified and designated to serve on the team. The City Manager, or his/her designee shall, have the authority to select and designate employees to serve on the confined space rescue team.

9.14 Out of Class Pay. Employees who are asked by the City to temporarily perform the duties of an existing, higher level job classification that is either vacant, the incumbent is on a leave-of-absence, or for some other reason away from the job, may be offered Out of Class Pay.

9.14.1 To qualify, the employee must spend 50% or more of his or her workday performing the out of class duties for a minimum of two consecutive work weeks.

9.14.2 The employee will only be paid Out of Class Pay for those workdays that the employee is working the out of class assignment.

9.14.3 Out of Class Pay must be requested by the Department Head and approved by the City Manager. 9.14.4 Out of Class Pay will be paid at a rate of an additional 5% - 20% of the employee's base hourly wage, determined by the City Manager.

9.14.5 Out of class pay is only reportable to CalPERS as pensionable earning if it meets CalPERS requirements for special compensation.

9.15 Cross-Connection Control Specialist / Coordinator Pay. The City will compensate any eligible employee who serves as the City's Cross-Connection Control Specialist / Coordinator an annual sum of \$5,200.00 (payable \$200.00 per biweekly pay period) for the time that the employee serves in that capacity. The designation of an employee as the Cross-Connection Control Specialist / Coordinator must be approved by the City Manager.

10. Benefits

10.1 Public Employees' Retirement System (PERS) Program.

The City agrees to maintain a two and one-half percent (2.5%) at age Fifty-Five (55) PERS Retirement Plan for the permanent employees who are "classic members", as defined by CalPERS, by paying the PERS employer contribution rate. Effective July 1, 2013, classic members agree to pay the 8% member contribution rate to PERS. All employees will contribute ninety-three (93) cents per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The PERS program offered by the City consists of the basic PERS plan plus the '59 Survivor's Continuance Benefit.

10.1.1. Effective July 1, 2013, the PERS Employer Paid Member Contribution (EPMC) optional benefit has been eliminated.

10.1.2. The City agrees to provide a two percent (2%) at age Sixty Two (62) PERS Retirement Plan for the permanent employees who are "new members", as defined by CalPERS, hired on or after January 1, 2013, by paying the PERS employer contribution rate.

10.1.3. New members will pay 50% of the total annual normal cost of pension benefits for PERS retirement, rounded to the nearest one quarter of one percent, or, the current member contribution rate paid by similarly situated classic members, whichever is greater up to 8%.

10.1.4. So long as CalPERS allows, the City agrees to extend the CalPERS pick-up member contributions under Internal Revenue Code Section 414(h)(2) provisions to allow member payments by payroll deductions for service credit purchases. This provision provides employees, who elect to participate, with the benefit of deferring income tax liability on member service credit purchases.

10.1.5. Under current law, exercising the employer pick-up option results in no additional costs to the City. The parties agree that, in the event that the law changes such that costs are imposed on the City, the City will immediately cease designating the employee contributions as being “picked-up” by the City and such PERS contributions will revert to being made on a post-tax basis.

10.2 Deferred Compensation. The City agrees to make available to the employees covered by this M.O.U. a payroll deduction to allow the employees to participate in the Mission Square Deferred Compensation Program. These contributions may be made by the employee on a voluntary basis.

10.3 Wellness Incentive Program.

10.3.1 The City agrees to provide to each employee an annual family membership at the City’s Fred Endert Municipal Pool, so long as the City continues to operate said facility, at no cost to the employee.

10.3.2 In addition, the City agrees to reimburse each employee up to \$360.00 annually for participation in wellness-related activities. Qualifying wellness-related activities are gym/health club memberships, fitness training instruction, fitness/exercise class (including any class which is focused on physical activity such as yoga, cross-fit, jazzercise, dance, martial arts, etc), and fitness or other health-related applications or programs such as Weight Watchers, Noom, Calm, etc. The purpose of this program is to reduce Workers’ Compensation claims.

10.3.3 Employees must submit reimbursement requests no more than monthly and no less than quarterly for actual expenses incurred in that month or that quarter (including the payment of a qualifying annual membership). If quarterly, Jan – Mar must be submitted in April; Apr – Jun must be submitted in July; Jul – Aug must be submitted in September; Jul – Sep must be submitted in October; and Oct – Dec must be submitted in January. Receipts submitted late may not be reimbursed. Reimbursement will be made on the next available check run once all approvals are received by the Finance Department. Equipment or other physical items are not eligible for reimbursement.

10.4 Reimbursement for Damaged Property. The City agrees to compensate employees who sustain a financial loss for damage or loss of personal property while performing their required duties in a proper and safe manner and when not due to negligence of the employee. The following chart describes the maximum replacement or repair benefit that the City may provide:

<u>Items</u>	<u>Maximum Benefit</u>
Watches	\$50.00
Shoes (excluding work boots/shoes reimbursed by the City)	\$45.00
Personal Clothing Items (excluding uniform apparel provided by the City)	\$60.00
Jewelry (rings, necklaces, etc.)	Not Applicable
Prescription Eyeglasses/Contact Lenses	Actual cost of like replacement
Safety Equipment (Dept. Head approved employee purchased item)	Actual cost of like replacement

The affected employee must submit a completed claim form to their supervisor along with the damaged personal item. For additional information on this benefit, please refer to the City’s policy.

10.5 Education Assistance Program. The City will reimburse costs for education based upon IRS Regulation 1.162-5, as noted here: “Employer-paid education that is related to the employee’s current job is excluded from income as a working condition fringe benefit if the following conditions are met:

10.5.1 The courses must not be necessary to meet the minimum education requirements of the current position.

10.5.2 The courses are not taken to qualify the employee for a promotion or transfer to a different type of work.

10.5.3 The education must be related to the employee’s current position and must help maintain or improve the knowledge and skills required for that position (e.g., a refresher or update course). If the requirements change while the employee is working, employer-paid education designed to meet them is a working condition fringe benefit.

10.5.4 All education reimbursement must be pre-approved (before classes start) by the Department Head and the City Manager.

For additional information and how to utilize this benefit, please refer to the City’s Education Assistance Program Policy.

10.6 Work Boot Reimbursement. The City will reimburse actual costs for work boots purchased by eligible employees, up to \$200.00 per employee per fiscal year. Employees may request a 75% advance toward the cost of work boots by presenting a quote, advertisement, or listing of the boots that they wish to purchase. The employee will then be issued an amount equal to 75% of the sales price (up to a maximum of 75% of \$200). The employee can then claim the remainder of the cost of the boots upon turning in a receipt (up to a maximum of \$200).

10.7 Prescription Safety Glasses. The City will reimburse the actual costs for prescription safety glasses purchased by eligible employees, up to \$200 per employee per fiscal year. Employees may request a 75% advance toward the cost of prescription safety glasses by presenting a quote, advertisement, or listing of the glasses that they wish to purchase. The employee will then be issued an amount equal to 75% of the sales price (up to a maximum of 75% of \$200). The employee can then claim the remainder of the cost of the prescription safety glasses upon turning in a receipt (up to a maximum of \$200).

10.8 Uniform Shirts and Sweatshirts. The City will provide a supply of both long-sleeved t-shirts and sweatshirts for CCEA employees at no cost to the employees to provide a uniform look for City employee recognition while working out in public. There shall be enough of a supply to cover all bargaining unit employees on an annual basis.

11. Health and Welfare Insurance

11.1 Employer Contribution for CalPERS Health Insurance. The City will contribute \$150.00 per month (or the minimum amount specified in Gov. Code 22892(b), whichever is more) toward the cost of the CalPERS Health Premium for both permanent full-time employees and retirees.

11.2 Flexible Benefit Plan. The City will establish a flexible benefit plan for employee health benefits in accordance with IRS Code Section 125 (Cafeteria Plan), with the following provisions:

a. The City will additionally cover the difference between the amount in 11.1 and 100% of the premium for the employee (“Single”) under the CalPERS Gold medical plan.

b. The City will cover 80% of the cost of the 2-Party or Family premium for the CalPERS Gold medical plan that is over and above the cost of the Single premium.

c. If an employee chooses the CalPERS Platinum plan, the City will cover the amounts identified in paragraphs (a) and (b), as applicable, and the employee will be responsible for the remainder.

d. The City will pay 100% of the employee premium costs for vision insurance, dental insurance, ground and air ambulance insurance. Ground and air ambulance subscriptions may not apply to remote work employees if the service provider is not available in their area.

e. In order to be excluded from the requirement for the CalPERS Gold Health Plan, the employee must submit verification of enrollment in a group health plan that provides equivalent alternative coverage as required by the Patient Protection and Affordable Care Act.

f. Full-time regular employees who opt out of the City’s health plan due to enrolment in a qualifying group health plan (under the Affordable Care Act) will receive a \$700 per month cash-in-lieu benefit payment.

11.3 Medical Insurance Coverage. The City agrees to offer CalPERS Health Coverage to the permanent full-time employees covered by this M.O.U., and the employee’s qualified dependents.

11.3.1 As required by the CalPERS Health Program, eligible retirees of the CCEA are qualified to participate in CalPERS Health Plans. The City will not make an employer contribution to an optional (non-CalPERS) health coverage plan after retirement by an eligible retiree of the CCEA.

11.3.2 The City agrees not to change the insurance carrier or the scope of coverage without concurrence of the CCEA.

11.4 Dental Insurance Coverage. The City agrees to continue to provide a group dental plan to the employees covered by this M.O.U. The coverage will include the employee and his or her qualified dependents.

The carrier of this coverage will not be changed without satisfying the same conditions as provided for a change of the medical insurance carrier.

11.5 Vision Care Insurance Coverage. The City agrees to continue to provide a group vision care plan for the employees covered by this M.O.U. The coverage will include employee and his or her qualified dependents.

11.6 Air Ambulance Insurance Coverage. The City agrees to continue to provide air ambulance insurance coverage for the employees covered by this M.O.U., except for applicable exclusions. The coverage will include the employee and qualified dependents. Air ambulance insurance may not apply to remote work employees if the service is not available in their area.

11.7 Life Insurance. The City agrees to continue to provide life insurance coverage for the employees covered by this M.O.U. in an amount equal to 1.5 times the employee’s annual salary rounded up to the nearest whole thousand-dollar figure. In addition, the City agrees to continue to provide to the employees an additional \$5,000 policy payable on the death of one of employee’s dependents through the long-term disability insurance carrier.

11.8 Long-Term Disability Insurance Coverage. The City agrees to continue to provide Long-Term Disability Insurance coverage to the employees covered by this M.O.U. Effective the first day of the month following Council approval of this MOU, the monthly premiums will be paid by the City and will not be deducted from employees’ monthly flexible benefit allocation.

11.9 Benefits During Leave: Family and Medical Leave (FMLA) and California Family Rights Act (CFRA). An employee taking family or medical leave will be allowed to continue participating in any health and welfare benefit plan in which he or she was enrolled before the first day of leave (for a maximum of 12 workweeks) at the level and under the same conditions of coverage as if the employee had continued in employment for the duration of such leave. Group health insurance coverage will be continued in the same manner for up to 16 weeks for employees disabled due to pregnancy, childbirth or related medical condition. The City will continue to make the same premium contributions as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under the Family Medical Leave Act (FMLA) or under the California Family Rights Act (CFRA).

For further information on Family and Medical Leave, please refer to the City of Crescent City’s FMLA policy. All employees must notify the Human Resources Manager at (707) 464-7483 ext. 19 or (707) 954-7245 as soon as possible regarding FMLA for their own serious health condition or that of a family member.

11.10 When Benefits Terminate. CalPERS health benefits terminate the last day of the month after the employee separates, ends coverage, or becomes ineligible. For example, if an employee separates May 15, health coverage will end June 30. Dental and vision benefits terminate the last day of the month in which the employee separates, ends coverage, or becomes ineligible. For example, if an employee separates May 15, dental and vision coverage will end May 31. All other benefits terminate at the time of separation.

12. City-Designated Holidays

The City agrees to provide to the employees covered by this M.O.U. the following holidays off from work and with pay:

New Year’s Day	January 1
Martin Luther King Day	January (3rd Monday)
President’s Day	February (3rd Monday)
Memorial Day	May (Last Monday)
Fourth of July	July 4
Labor Day	September (1st Monday)
Veteran’s Day	November 11
Thanksgiving Day	November (4th Thursday)
Day after Thanksgiving	November (4 th Friday)
Christmas Day	December 25
Two Christmas Season holidays	To be designated annually by City Administration with concurrence from each Employee Association.

Two Floating Holidays

To be designated by the employee with approval from the Department Head.

Should any of the above-mentioned holidays fall on a Saturday, the employees will have off the Friday before the holiday with pay. Should any of the above-mentioned holidays fall on a Sunday, the employees will have off the Monday following the holiday with pay. If a City-designated holiday falls on the “off” Friday for any employee working a 9-80 schedule or on any “off” day for an employee that works at a facility that requires coverage 7 days per week (WWTP and Water Quality Lab), then the employee will receive an 8-hour floating holiday in lieu of an additional paid day off.

13. Leaves

13.1 Unpaid Leave of Absence. Except as otherwise provided herein, leaves of absence without pay that are in the best interest of the City may be granted by approval of the City Manager. Requests for leaves of absence without pay must be submitted in writing by the employee to the Department Head who will consider each request on its individual merits and circumstances and will forward his or her recommendation to the City Manager for approval. Reasons for rejection of any such request will be submitted to the employee by the Department Head. In all cases covered by the Family Medical Leave Act, the City will provide leave in accordance with the requirements of the Act.

13.2 Mandatory Use of Paid Leave. During any absence from work, employees must use available leave accruals in accordance with City leave policies to ensure they receive 80 hours of regular pay per pay period, unless the leave is protected by FMLA/ CFRA or workers’ compensation.

13.3 Leave Accruals While on Leave. In the event of an extended leave of absence of twenty (20) work days or more, accruals will temporarily stop until the employee returns to work. Employees on unpaid leave (of any length) will have their sick and vacation leave accruals reduced proportionately for that pay period, unless the leave is protected by FMLA/ CFRA or workers’ compensation. Upon the employee’s return to work, accruals will be restarted at the same rate that the employee was entitled to before taking the leave, based on his or her length of service. Employees must utilize any unused balances (i.e., sick, comp time, floating holidays, vacation) during their leave time but will not continue to accrue until they return to work.

13.4 Order of Leave Taken. Use of any accrued leave must be taken in the following order:

- 1) Compensatory time off;
- 2) Floating holidays;
- 3) Vacation

13.5 Leave Hours Charged to Employee. Employees taking time off will be charged eight (8), nine (9), or ten (10) hours sick/floating holiday/vacation leave depending on the number of hours the employee would normally work on that day.

13.6 Vacation.

13.6.1 Accrual Schedule. The following vacation accrual schedule will be effective on the first pay period after the effective date of this M.O.U. Leave is earned at the end of the pay period. Leave may not be used before it is earned.

<u>Length of Service</u>	<u>Bi-Weekly Accrual Rate</u>
Date of Employment thru 12th month	4.0 Hours
13th month thru 120th month	5.23 Hours
121st month & beyond	6.15 Hours

13.6.2 Utilization. Employees covered by this M.O.U. may not accrue vacation beyond four hundred (400) hours. Vacation leave may not be granted to an employee with less than six (6) months of employment, unless they have prior approval of the City Manager. Employees will be compensated at their current rate of pay when vacation leave is used, cashed out, or paid out upon employee separation. Upon termination, an employee will be compensated for unspent accrued vacation.

13.6.3 Elective Vacation Cash-Out Plan.

a. Employees have the elective option to cash-out up to forty (40) hours of accrued vacation leave once every six (6) months. An employee must have a minimum balance of 240 hours of accrued vacation at the time of the cash-out request. An employee must have used at least forty (40) hours of vacation in the previous twelve (12) month period.

b. Employees who want to cashout vacation leave must irrevocably elect to do so by December 31 to cashout the following calendar year (beginning with December 2026 for cashouts in the 2027 calendar year). The requirements for accrued leave balance and leave used will be calculated as of the date of the cashout request. Employee must earn the cashout hours in the calendar year of the cashout payment, prior to the actual cashout. Employee cannot cashout hours that were earned the year before. Cashouts will only be allowed the first pay period paid in June and the first pay period in December of each calendar year (beginning with calendar year 2027). Employee must sign a form in December of the prior year stating which cashout date they are choosing (June, December, or both) and how many hours to cashout on each of those dates. The employee cannot decide afterward to not cashout. If the employee uses so many vacation hours in the year prior to the cashout that the employee no longer has enough hours accrued to fulfill the cashout request, the City must cash out the number of hours available to be cashed out.

13.7 Sick Leave. It is the policy of the City that sick leave is not to be considered a privilege for an employee to use at his or her discretion, but is to be provided as a benefit to be used in case of necessity for an actual illness or disability. It is the responsibility of the Department Head to deny the use of sick leave with pay in cases where there is substantial evidence of abuse of the sick leave privilege.

13.7.1 Accrual Schedule. All employees, except part-time, temporary and seasonal employees, will be eligible for accrual of sick leave effective from their date of hire. The accrual of sick leave will be four (4) hours per pay period, with an accumulation limit of 720 hours. Leave is earned at the end of the pay period. Leave may not be used before it is earned.

13.7.2 Utilization. Employees may utilize accrued sick leave after their first month of employment. Sick leave with pay will be granted upon the recommendation of the Department Head in a case of the bona fide illness of the employee. Sick leave with

pay may be used for the following services: diagnostic procedures, dental procedures and ophthalmology services when performed by a duly licensed practitioner.

a. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with the Human Resources Manager stating the cause of absence before such leave with pay will be granted. After an employee has notified the City of their intention to leave City service, no sick leave will be granted for that employee unless they provide a doctor's written statement for the missed time.

b. Sick leave applies to absences during pregnancy that are caused by illness due to pregnancy or the attending physician's order that the employee is unable to work due to the pregnancy. All situations involving pregnancy disability will be addressed in accordance with the provisions of the Family Medical Leave Act (FMLA) and current state Pregnancy Disability Leave (PDL) laws. A female employee, filling a regular Council approved position will be entitled to a total of four (4) months leave of absence (with and/or without pay) due to pregnancy disability as determined by a qualified medical provider.

13.7.3 After four (4) consecutive days of illness, an employee may be required to provide a physician's "return to work" release in writing.

13.7.4 Employees who violate or misuse the sick leave provisions may be required to provide a physician's report for each day off when sick leave is requested, and upon further misuse, the employee may be disciplined. Examples of misuse may include but are not limited to instances involving patterned absences or utilizing sick leave for reasons other than illness, medical condition or medical/dental appointment.

13.7.5 Employees returning from medical leave with work restrictions must accept light duty when offered. Failure to do so will be considered a voluntary quit and employment will be terminated.

13.7.6 An eligible employee may take sick leave in the event of a serious illness or medical condition for a member of the employee's immediate family. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with the Human Resources Manager stating the cause of absence before such leave with pay will be granted. For purposes of this section, immediate family is defined as:

a. A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status);

b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;

c. A spouse;

d. A registered domestic partner;

e. A grandparent;

f. A grandchild;

g. A sibling.

13.7.7 In the event a scheduled medical or dental appointment for the eligible employee's immediate family that requires the employee's absence from work, the employee may use sick leave. Immediate family is defined as the same family members as noted above in section 13.2.6.

13.7.8 In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits will also be transferred in their full amount.

13.7.9 The City has entered into an agreement with the PERS whereby accumulated sick leave is converted to additional service credit upon retirement.

13.7.10 Conversion to Sick Leave Bank. Any employee whose available sick leave accrual equals or exceeds seven hundred twenty (720) hours at the end of a bi-weekly pay period must, for the next pay period and any subsequent pay periods until the accrual is below the 720 hours, be compensated by having his or her normal accrual amount for the pay period deposited into a "sick leave bank-CCEA."

a. Use of sick leave hours from this time bank will be by approval of such procedures as are mutually agreed upon by the CCEA and the City Manager.

b. Total sick leave bank accruals deposited may not exceed 1500 hours available at any time.

c. In the event the employee reaches the maximum sick leave bank accrual, no further accruals or conversion may occur.

13.8 Occupational Medical Leave. An employee who is receiving temporary disability indemnity under applicable Workers' Compensation provisions of the California Labor Code, may choose to take as much of his or her available sick leave or vacation leave in such amounts that when added to the temporary disability payment, the employee will receive an amount equal to his or her full salary or wage. Such supplemental payments may continue until all accrued balances are exhausted or the employee returns to work. Such payments will not be continued beyond the date of termination of employment whether voluntary or involuntary.

13.8.1 In all cases covered by the Family Medical Leave Act, the City will provide leave in accordance with the requirements of the Act.

13.8.2 Once paid leave options are exhausted, the accrual of sick and vacation leave benefits will be discontinued until the employee returns to work.

13.8.3 The City Manager (or Human Resources Manager or designee) may grant a leave of absence without pay to any employee who is disabled by job injury or illness. The duration of the unpaid medical leave of absence will depend upon the nature and extent of the employee's disability or incapacity to perform the essential functions of the job position, but in no event will a medical leave be granted for longer than one year, measured from the time the employee is unable to work in his or her regular job position.

13.8.4 Leave may be terminated by the City Manager when he or she determines to his or her satisfaction that the employee is regularly disabled and unable to perform the duties of the class. Such determination may be considered pursuant to the California Public Employees' Retirement Law: "disability" means the inability of a employee to perform the duties of the job for a regular or extended and uncertain duration, as determined on the basis of a competent medical opinion. Disability is not necessarily an inability to perform every function of a given position. Rather, the determination is whether the employee can *substantially* perform his or her usual duties.

13.8.5 In all situations of Occupational Medical Leave, employees must comply with the City's Work Related Injury or Illness Return-To-Work Policy.

13.9 Parenting Leave. Parenting leave will be considered leave without pay and provided in accordance with applicable federal and state laws; specifically, Family Medical Leave Act (FMLA) and current California Family Rights Act (CFRA) laws for the birth or adoption of a child or placement of a foster child. In the event that an employee does not meet the eligibility requirements for FMLA or CFRA, an unpaid leave of absence may be approved by the employee's Department Head and the Human Resources Manager. Use of sick leave may not be taken for parenting leave purposes. The City will make available forty (40) hours of paid leave in lieu of participating in Employment Development Department (EDD) programs that could have provided Paid Family Leave for parenting leave purposes.

13.10 Bereavement Leave. Upon the death of a family member, permanent employees are eligible for bereavement leave for up to a maximum of five (5) working days per incident with pay. Family member means a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law as defined in Government Code Section 12945.2. The City Manager may grant additional time based on individual circumstances. The City Manager may approve other bereavement leave requests on a case-by-case basis.

13.11 Reproductive Loss Leave. Permanent employees are eligible for reproductive loss leave for a maximum of five (5) workdays per incident with pay. Upon the prior approval by the employee's department head, the employee may utilize reproductive loss leave upon the occurrence of a qualifying event. A qualifying reproductive loss event includes and is limited to failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction as defined in Government Code Section 12945.6. The leave must be taken with three (3) months of the qualifying event.

13.12 Jury Duty/Witness Testimony Leave. All employees are eligible for jury leave when called by the court to serve as a juror or provide witness testimony. Employees will receive their normal compensation so long as the City is reimbursed by the employee for juror or witness fees received. The employee must provide to their Department Head a copy of the summons, notice, or subpoena directing the employee to appear in court. On a day an employee reports for jury duty and learns that services are not needed that day, the employee must return to work for the balance of the regular work shift.

13.13 Military Leave. The City will provide military leave as required by California State Law.

13.14 Leave of Absence Without Pay. An employee will not be entitled to a leave of absence as a matter of right, but upon request may be granted a personal leave of absence without pay upon the presentation of a valid and satisfactory reason. The approval or denial of such leave is not subject to the grievance or complaint procedure.

13.14.1 An employee must request the leave of absence in writing (Time Off Request form) at least 30 days in advance for planned leave.

13.14.2 The time off must be approved by the Department Head and the City Manager before beginning the leave of absence.

13.14.3 Such leave will not be granted in excess of one hundred twenty (120) calendar days in duration, except that the City Manager, upon the recommendation of the

employee's Department Head, may approve one subsequent ninety (90) calendar day leave of absence without pay.

13.14.4 Failure to return to work at the end of the approved leave period will constitute a separation from service of that employee as a voluntary resignation.

13.14.5 The employee will not accrue any benefits, nor will City pay for any benefits during such approved leave of absence without pay.

13.15 Unauthorized Absence – Automatic Termination. An employee absent for more than three (3) working days without prior permission of the Department Head may be considered to have automatically terminated employment with the City. Such termination will be final and without right or appeal or hearing, unless said employee furnishes reasons satisfactory to the Department Head and Human Resources for not having obtained prior permission.

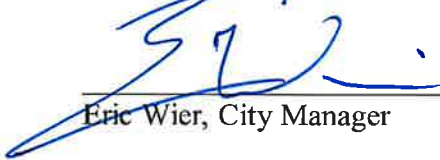
13.16 Return to Work Requirements. At least one (1) week prior to the expiration of the approved leave of absence, with or without pay, the employee must notify the Department Head of the employee's intention to return to work. Upon the expiration of an approved leave, the employee must return to work on the next following regular work day. Failure to return to work will be considered a voluntary resignation on the part of the employee unless prior approval is obtained from the employee's Department Head and the Human Resources Manager.

13.17 Determination of Continuous Service. The length of an employee's service will be considered continuous while the employee is on an approved leave of absence, with or without pay, and if the employee returns to work on the required return to work day. Upon re-employment from an involuntary layoff, the employee's previously-accrued sick leave credits will be restored. An employee returning from a voluntary resignation will not receive any credits by virtue of their previous employment towards any leave accrual or restoration.

SIGNATURE PAGE
CCEA 2025-2027 MOU

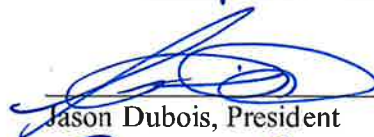
**Agreed Hereto and
Recommended to City Council**

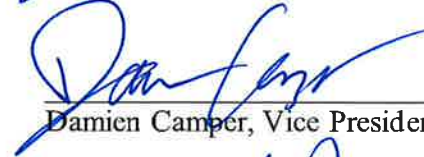
DATE: 2/5/26


Eric Wier, City Manager

**Agreed Hereto for
CRESCENT CITY EMPLOYEES'
ASSOCIATION**

DATE: 01/30/24


Jason Dubois, President


Damien Camper, Vice President


Bill Huffman, Secretary

APPROVED AS TO FORM:


Martha D. Rice, City Attorney

CCEA PAY SCHEDULE – EXHIBIT A
EFFECTIVE 7/2025

The parties hereto agree that the following pay schedule for the following positions effective the first full pay period in Fiscal Year 2025-2026. This pay shall be made retroactive to the first complete pay period in FY 25/26 for all employees employed with the City as of January 1, 2026.

All figures are described in hourly rates.

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lab Assistant	2	18.81	19.75	20.74	21.78	22.87	24.01
Maintenance Worker 1	2	18.81	19.75	20.74	21.78	22.87	24.01
Maintenance Worker 2	6	20.76	21.80	22.89	24.03	25.23	26.49
Mechanic 1	6	20.76	21.80	22.89	24.03	25.23	26.49
Equipment Operator 1	7	21.28	22.34	23.46	24.63	25.86	27.15
Housing Inspector	8	21.81	22.90	24.05	25.25	26.51	27.84
Relief Supervisor	8	21.81	22.90	24.05	25.25	26.51	27.84
RV Park Supervisor	8	21.81	22.90	24.05	25.25	26.51	27.84
Utility Mechanic	8	21.81	22.90	24.05	25.25	26.51	27.84
Lab Technician 1	10	22.92	24.07	25.27	26.53	27.86	29.25
Maintenance Worker 3	10	22.92	24.07	25.27	26.53	27.86	29.25
Senior Bldg/Parks Worker	10	22.92	24.07	25.27	26.53	27.86	29.25
Equipment Operator 2	12	24.08	25.28	26.54	27.87	29.26	30.72
Mechanic 2	12	24.08	25.28	26.54	27.87	29.26	30.72
EMOT 1	16	26.58	27.91	29.31	30.78	32.32	33.94
Senior Maintenance Worker	16	26.58	27.91	29.31	30.78	32.32	33.94
Lab Technician 2	18	27.92	29.32	30.79	32.33	33.95	35.65
EMOT 2	22	30.82	32.36	33.98	35.68	37.46	39.33
Senior Mechanic	22	30.82	32.36	33.98	35.68	37.46	39.33
Senior EMOT	28	35.74	37.53	39.41	41.38	43.45	45.62

The parties agree that the above pay schedule shall continue in future agreements; however, the exact pay level for each step may vary as agreed upon by the parties.

RULES FOR PAY STEP PROGRESSION: Employees may move through the Steps in the following manner and at the discretion of the Department Head upon City Manager concurrence.

STEP 1: Entry Step. The employee is normally hired at this pay step.

STEP 2: Second Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon six months of satisfactory performance in Step 1 or at the discretion of the Department Head and City Manager.

STEP 3: Third Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon twelve (12) months of satisfactory performance in Step 2, or at the discretion of the Department Head and City Manager.

STEP 4: Fourth Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon twelve (12) months of satisfactory performance in Step 3, or at the discretion of the Department Head and City Manager.

STEP 5: Employees may progress to this step upon twelve (12) months of satisfactory performance in Step 4, or at the discretion of the Department Head and City Manager.

STEP 6: Effective the first full pay period following the adoption of this MOU by the City Council, employees may progress to this step upon twelve (12) months of satisfactory performance in Step 5 and obtaining all certifications required by their job description.

- The employee's supervisor will evaluate the employee's performance in the time periods provided for by each pay step to determine if the employee will progress to the next pay step. Employees at Step 5 will also be evaluated by the employee's supervisor to determine performance strengths and weaknesses.
- All employee evaluations will be reviewed by the employees' Department Head and City Manager.
- The supervisor will notify the employee at least ten (10) days prior to the employee's due date for a pay increase as to whether or not the supervisor will recommend a pay step increase for the employee. Employees may utilize the grievance procedure should an employee object to the supervisor's decision in this matter.
- Notwithstanding any of the above, employees who are promoted will be placed in the pay step of the new classification which provides the employee a minimum increase of five (5) percent unless the pay at the new classification is already at Step 5.
- Employees who are demoted for disciplinary reasons will be paid at the salary of the same step within the lower pay classification.
- Employees who are transferred from one position to another of equal pay will not be increased or decreased in respect to their present pay.

CCEA PAY SCHEDULE – EXHIBIT A
EFFECTIVE 7/2026

The parties hereto agree to the following pay schedule for the following positions effective the first complete pay period in Fiscal Year 2026-27, by an amount equal to the CPI-U (LA) percentage increase measured by March 2026 over March 2025, not to be less than 1.0% nor more than 3.0%. When the March index becomes available, those wages shall be figured and the wage schedule updated and attached hereto.

All figures are described in hourly rates.

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Lab Assistant	2						
Maintenance Worker 1	2						
Maintenance Worker 2	6						
Mechanic 1	6						
Equipment Operator 1	7						
Housing Inspector	8						
Relief Supervisor	8						
RV Park Supervisor	8						
Utility Mechanic	8						
Lab Technician 1	10						
Maintenance Worker 3	10						
Senior Bldg/Parks Worker	10						
Equipment Operator 2	12						
Mechanic 2	12						
EMOT 1	16						
Senior Maintenance Worker	16						
Lab Technician 2	18						
EMOT 2	22						
Senior Mechanic	22						
Senior EMOT	28						

The parties agree that the pay schedule shall continue in future agreements; however, the exact pay level for each step may vary as agreed upon by the parties.

RULES FOR PAY STEP PROGRESSION: Employees may move through the Steps in the following manner and at the discretion of the Department Head upon City Manager concurrence.

STEP 1: Entry Step. The employee is normally hired at this pay step.

STEP 2: Second Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon six months of satisfactory performance in Step 1 or at the discretion of the Department Head and City Manager.

STEP 3: Third Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon twelve (12) months of satisfactory performance in Step 2, or at the discretion of the Department Head and City Manager.

STEP 4: Fourth Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon twelve (12) months of satisfactory performance in Step 3, or at the discretion of the Department Head and City Manager.

STEP 5: Employees may progress to this step upon twelve (12) months of satisfactory performance in Step 4, or at the discretion of the Department Head and City Manager.

STEP 6: Employees may progress to this step upon twelve (12) months of satisfactory performance in Step 5 and obtaining all certifications required by their job description.

- The employee's supervisor will evaluate the employee's performance in the time periods provided for by each pay step to determine if the employee will progress to the next pay step. Employees at Step 5 will also be evaluated by the employee's supervisor to determine performance strengths and weaknesses.
- All employee evaluations will be reviewed by the employees' Department Head and City Manager.
- The supervisor will notify the employee at least ten (10) days prior to the employee's due date for a pay increase as to whether or not the supervisor will recommend a pay step increase for the employee. Employees may utilize the grievance procedure should an employee object to the supervisor's decision in this matter.
- Notwithstanding any of the above, employees who are promoted will be placed in the pay step of the new classification which provides the employee a minimum increase of five (5) percent unless the pay at the new classification is already at Step 5.
- Employees who are demoted for disciplinary reasons will be paid at the salary of the same step within the lower pay classification.
- Employees who are transferred from one position to another of equal pay will not be increased or decreased in respect to their present pay.

RESOLUTION NO. 2026-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING
A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND
THE CLERICAL EMPLOYEES OF CRESCENT CITY FOR THE PERIOD JULY 1, 2025
THROUGH JUNE 30, 2027**

WHEREAS, California Government Code Section 36506 requires that the City Council fix, by resolution or ordinance, the compensation of all appointive officers and employees; and

WHEREAS, pursuant to the City Council's direction, the City's bargaining team has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable requirements to reach agreement with the Clerical Employees of Crescent City ("CECC") upon a new Memorandum of Understanding ("MOU") that meets the needs of both parties and covers the period July 1, 2025 through June 30, 2027; and

WHEREAS, a majority of the bargaining unit members of the CECC have voted in favor of the MOU; and

WHEREAS, the Memorandum of Agreement has been recommended for approval by the City Manager and reviewed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California that the Memorandum of Understanding Between the City of Crescent City and the Clerical Employees of Crescent City for the period July 1, 2025 through June 30, 2027 signed by the parties and attached hereto as **Exhibit A** is hereby ratified and approved.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City at a meeting thereof held on this 17th day of February 2026, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

Memorandum of Understanding
Between the
City of Crescent City
And the
Clerical Employees of Crescent City
(CECC)

Effective July 1, 2025
Through
June 30, 2027



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MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND THE CLERICAL EMPLOYEES OF CRESCENT CITY REGARDING WAGES, HOURS, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT AFFECTING CERTAIN CLERICAL EMPLOYEES OF THE CITY OF CRESCENT CITY FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2027.

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General Information

The purpose of this Memorandum of Understanding (M.O.U.) is to describe certain agreements between the City of Crescent City, hereinafter referred to as “City” and the Clerical Employees of Crescent City, hereinafter referred to as “CECC,” regarding wages, hours, and other terms and conditions of employment for the City employees covered by this M.O.U., originally adopted by City Council Resolution No. 1999-12 dated November 1, 1999, as amended on August 21, 2002, as amended by City Council Resolution No. 2004-19 dated July 19, 2004, as amended by Resolution No. 2006-33 dated August 7, 2006, and as amended by Resolution No. 2010-22 dated August 2, 2010, Resolution 2013-25 dated October 7, 2013, Resolution No. 2015-32 dated July 20, 2015, Resolution No. 2016-51 dated December 19, 2016, Resolution No. 2018-44 dated August 6, 2018, Resolution No. 2019-44 dated September 16, 2019, Resolution No. 2020-90 dated November 16, 2020, Resolution No. 2022-05 dated January 24, 2022, Resolution No. 2022-56 dated September 19, 2022, and Resolution No. 2023-42 dated June 20, 2023.

It is understood and acknowledged by the City and CECC that both parties met and conferred in good faith in accordance with Section 3500, et seq., of the California Government Code, and the following M.O.U. provisions represent the complete agreement that was reached as a result of that process.

1. Recognition

City recognizes CECC as the recognized employee organization representing those City employees, who are members of CECC at the time of the City’s adoption of this M.O.U., and those employees who become members of CECC during the term of this M.O.U. This recognition supersedes any former recognition and continues for the term of this M.O.U. unless CECC violates any terms or conditions of this M.O.U. or any City rule or regulation which may cause the termination of this recognition by the City.

2. Effect of the M.O.U.

As to any provision of an annual City Budget that is inconsistent with any provisions of this M.O.U., the provisions of this M.O.U. will prevail and upon City Council approval, will supersede other said inconsistent provisions or City Council Resolutions. Further, this M.O.U. affects the job titles listed on Exhibit “A” as attached hereto and by this reference made a part hereof.

2.1 Duration and Amendments. The parties hereto agree that this M.O.U. will be effective upon City Council approval and will remain in full force and effect through June 30, 2027, as amended and referenced in General Information. It is further acknowledged by both parties that certain portions of this agreement may require amendments during the term of this M.O.U. if State and Federal statutes and regulations so direct.

2.2 Severability and Continuation. If any provision of this M.O.U. is held invalid, unenforceable, or unconstitutional by a court of competent jurisdiction, such decision will have no effect on the validity of the remaining provisions of this M.O.U., and such remaining provisions will continue in full force and effect.

2.3 Waiver. The parties hereto acknowledge that during the negotiations that resulted in this M.O.U. each had the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of consultation or meet-and-confer, and that

the understandings arrived at by the parties after exercising that right and opportunity are set forth in this M.O.U. Therefore, the parties hereto, for the duration of this M.O.U., and subject to the exceptions contained under General Information, each voluntarily and unqualifiedly waives the right, and each agrees that the other will not be obligated to meet-and-confer with respect to any subject or matter in this M.O.U.

2.4 Procedure to Further Meet-and-Confer. In the event that either party has requested to meet and confer, and the other party has consented to such discussions, both parties hereto agree that such additional discussions may result in amendments to this M.O.U. Such amendments will be dated and numbered consecutively in order to assure proper understanding and authority for each amendment. Nothing contained herein prohibits the parties hereto from amending this agreement as authorized by applicable law.

3. Employee Representation

For purposes of meeting and conferring in good faith regarding wages, hours, and working conditions with a Certified Employee Organization, the City will provide time off with pay to no more than three (3) City employee members for each Representation Unit during their normal work hours. Meetings held outside of the employee's work hours will be on the employee's own time.

3.1 Association Representation (Release Time). The City agrees to establish a release time bank of forty (40) hours per year. Release time may be used by the CECC President or designees to conduct Association business. Use of release time is subject to the advance approval of the City Manager.

3.2 Grievance Meetings. For purposes of grievance or appeal meetings, the City will provide time off with pay for the aggrieved employee plus one other employee during the employee's normal work hours. Meetings held outside of the employees' normal work hours shall be on the employees' own time.

3.3 Witness. Additional employees called by either party may be present with pay during his or her normal work hours to serve as a resource person or as a witness for meetings described above for the limited time required to cover the subject. Meetings held outside the employee's normal work hours will be on the employee's own time.

3.4 Political Activity. The political activity of CECC members will conform to pertinent provisions of State law.

4. Management Rights

Except as otherwise noted in this Agreement, the City retains all rights of management.

5. Employer-Employee Relations Rules

The parties hereto agree that the City's Employer-Employee Relations Rules, as included in the City's Municipal Code, continue in full force and effect for the term of this M.O.U.

6. Non-Discrimination Clause

The parties agree that there will be no discrimination against any applicant or employee based upon race, religion, sex, national origin, disability, medical condition, marital status, age,

sexual orientation, association activity, political activity, or any other classification protected under State or Federal law.

7. Definitions

Except as otherwise provided herein, all words used in this M.O.U. will have the same meaning as set forth in the City's Municipal Code, the City's Employer-Employee Relations Rules and the California Government Code.

8. Hours of Work

8.1 General. City agrees to maintain a forty (40) hour work week for its regular full-time positions. Employees on a forty (40) hour schedule must be assigned to work eighty (80) hours in each pay period and 2080 hours per year in order to be classified as full-time employees.

8.1.1 Employees assigned to a position requiring less than full-time work will be considered part-time, temporary or seasonal.

8.1.2 Part-time, temporary and seasonal employees are not represented by and do not receive the benefits contained within this MOU; rather, they receive the benefits provided in City policies as adopted from time to time.

8.1.3 The parties agree that the determination as to whether an employee works a standard, defined or alternative schedule is the management prerogative of the City Manager.

8.2 Work Day / Work Week Described. The parties hereto agree that the normal work day for City employees is one of the following according to the assigned schedule:

8.2.1 For a standard schedule: the normal workday is eight (8) hours in each single workday for five (5) days per workweek.

8.2.2 For a defined 9-80 schedule: the normal workday is nine (9) hours, Monday through Thursday, and eight (8) hours every other Friday.

8.2.3 The workweek for employees assigned to a standard schedule will begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday.

8.2.4 The workweek for employees assigned to a defined 9-80 schedule will begin at 12:01 p.m. on Friday and end at 12:00 p.m. the following Friday.

8.2.5 The Department Head will provide to any employee having their work day or shift changed, a forty-eight (48) hour advanced notice, except in the case of emergencies. Should such notice not be properly provided, such time worked during the first two (2) work days on the new shift will be considered overtime.

8.3 Breaks. Employees assigned to an eight (8) hour or longer work day will have either a one (1) hour or one-half (1/2) hour lunch period as assigned by their Supervisor or Department Head, and two (2) separate fifteen (15) minute breaks per day with one (1) occurring before the lunch period and one occurring after the lunch period.

Employees will not be compensated for the lunch break during their normal workday assignments.

8.4 Compensatory Time-Off. This plan is intended to qualify under Section 3(s)(1)(C) of the Fair Labor Standards Act. This plan is subject to the following conditions and restrictions in addition to the limits set forth in Section 204.3 of the California Labor Code.

8.4.1 Authorized overtime hours worked by an employee may be converted to Compensatory Time Off for each overtime hour worked, upon approval of the employee's Department Head. Compensatory Time Off will be accrued at the rate it is earned – straight rate, standard overtime, or double overtime using the same rules as paid overtime. The maximum accrual of compensatory time off will be eighty (80) hours.

8.4.2 The balance of accrued compensatory time off at the end of a fiscal year will be paid to the employee on the second pay period in June. No additional comp time can be accrued in a pay period that would result in a comp time balance as of June 30. Such overtime will be paid out as earned. Any unused comp time will be paid to the employee at termination of employment.

8.4.3 Use of compensatory time off must occur before the use of floating holidays or vacation leave.

8.4.4 Use of accrued compensatory time off is subject to the same requirements as use of vacation and sick leave.

8.5 Reporting Time. Employees may, at the recommendation of their Department Head and upon approval from Human Resources, have one-quarter (1/4) of one hour reduced from their pay for each fifteen (15) minutes they report to work later than their normal starting time.

8.5.1 Continued tardiness for work may result in disciplinary action against the employee.

8.5.2 Employees leaving their work area early without the prior authorization of their Department Head will have their pay reduced in the same manner as is provided for employees who are late for work, and in addition, such absence may be considered as a refusal to work and as such may be considered as grounds for disciplinary action.

9. Compensation and Wages

9.1 Wages Established. Effective the first full pay period in July 2025, the City agrees to compensate the positions covered by this M.O.U. as described on Exhibit "A", attached hereto and by this reference made a part hereof. The City Manager and Department Head shall, within the salary step plan, determine the compensation for positions based on performance, or additional responsibilities and tasks that may be assigned during the term of this M.O.U.

9.1.1 Effective the first full pay period in July of 2026, all pay scales shall be increased by the annual percentage increase indicated by the CPI-U (LA) March 2026 over March 2025. In no event, however, may the increase be less than 1.0% nor more than 3.0%. They FY 2026-2027 exhibit will be updated as numbers for the annual CPI are known and will be attached hereto.

9.2 Pay Period. The City agrees to continue the biweekly pay period for the term of this M.O.U. The pay period will be from the Sunday through the Saturday fourteen (14) calendar days thereafter, or from 12:01 p.m. Friday to 12:00 p.m. the Friday fourteen (14) calendar days following for employees on a 9/80 schedule. The pay date will be biweekly on Friday. Employees

must be compensated for their services within seven (7) working days after the conclusion of a pay period.

9.3 Overtime. Non-exempt employees are eligible for overtime compensation as required by regulations of the U.S. Department of Labor with respect to the Fair Labor Standards Act (FLSA).

9.3.1 Any work in excess of forty (40) hours in a work week will be compensated at no less than 1.5 times the regular hourly rate of pay.

9.3.2 Holiday time off will count toward the employee's work week hours for computation of overtime hours.

9.3.3 Paid leave used will not count towards the employee's work week hours for computation of overtime, except for when the leave is used to make an employee's 8-hour holiday a 9-hour holiday per section 9.4.

9.3.4 Such overtime compensation will be provided upon the approval of the employee's Department Head.

9.4 Holiday Pay. An eligible employee who is required to work on a City-designated holiday will be paid eight (8) hours of holiday pay and will also be paid their regular overtime hourly rate of pay for any hours actually worked on the designated holiday. If the holiday falls on a day that the employee would normally work nine (9) hours, the employee may (1) make up that one hour by using one hour of vacation, comp time or floating holiday; or (2) work one (1) hour of makeup time during the same workweek so long as his or her supervisor approves in writing prior to the workweek. Such approval must be submitted to payroll with the employee's timesheet. When a holiday falls on an off-Friday for employees that work a 9/80 schedule, those employees will be given 8 hours of floating holiday in lieu of an extra paid day off.

9.5 Merit Plan. Effective August 30, 2009, the City will implement a merit plan under which an employee may receive a special merit pay for exemplary job performance. The Department Head must submit the name of an eligible employee to the City Manager for approval. The submittal must contain justification for the special merit pay by including detailed examples of the employee's outstanding job performance and a copy of the employee's current year's annual performance evaluation.

The following specific standards and conditions apply:

9.5.1 The employee must have attained a performance rating of 4 (Exceeds Job Standards) or 5 (Outstanding) in all applicable rating categories during his or her current year's annual performance evaluation.

9.5.2 The employee must have worked a minimum of 1760 work hours during the annual performance evaluation period.

9.5.3 The employee must have attained the annual goals and objectives set for him or her by the Department Head.

9.5.4 A special merit pay will not be paid to an employee who receives a performance rating of less than 4 or 5 in any rating category, or if a disciplinary action has been sustained against the employee.

9.5.5 An eligible employee must have at least two (2) years of full-time continuous service with the City.

9.5.6 A special merit pay shall be five percent (5%) of the employee’s base hourly rate, multiplied by the number of regular hours worked during the year immediately prior to his or her current year’s annual evaluation due date.

9.5.7 A special merit pay will be paid once, in a lump sum, as an annual premium, to an eligible employee based on the date the employee’s special merit pay is approved by the City Manager.

9.5.8 An employee must meet the above standards and conditions each year during his/her annual performance evaluation in order to qualify for any successive special merit pay.

The association recognizes that any merit pay received by a PEPRAs employee is not reportable to PERS as special compensation.

9.6 Longevity Pay. Employees will receive the following longevity pay for the corresponding years of full-time continuous service with the City. For the purposes of computing years of service, the anniversary of full-time employment will be used for qualification.

Years of Service	% of Base Hourly Pay
5	2.5%
10	2.5%
15	2.5%
20	2.5%

9.6.1. Effective the first full pay period after Council approval of this MOU, the 5-year longevity pay will sunset for all employees except those who (1) are receiving longevity pay at the time of the MOU approval and (2) are not yet eligible for Step 6. These employees will continue to get their 5-year longevity pay until such time as they attain Step 6. Upon moving to Step 6, their 5-year longevity pay will cease.

9.6.2. Longevity pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Longevity pay is not paid for unpaid leave hours, unless used as part of a workers’ compensation TDD calculation.

9.7 Bilingual Pay. In the course of employment, employees requested to provide translation or interpretation of a language other than English will be compensated at the rate of \$520.00 annually (\$20.00 biweekly).

9.7.1. Employees eligible for bilingual pay must be proficient, including reading, writing and speaking fluently in a language that meets the City’s operational needs. Employees proficient in American Sign Language are also eligible for bilingual pay.

9.7.2. Eligible employees must be available to provide translation or interpretation services to any City Department.

9.8 Education Incentive Pay. Unless required by the specific job classification, employees who possess or obtain an associate degree (AA or AS), or higher, from an accredited college in a subject matter approved by the Department Head and City Manager will receive 3.5% of their hourly base rate as a special pay. If the degree is from a non-accredited college, then the employee must obtain special approval from the City Manager and Human Resources. Education incentive pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Education incentive pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

10. Benefits

10.1 Public Employees' Retirement System (PERS) Program.

The City agrees to maintain a two and one-half percent (2.5%) at age Fifty-Five (55) PERS Retirement Plan for the regular employees who are "classic members", as defined by CalPERS, by paying the PERS employer contribution rate. Effective October 6, 2013, classic members agree to pay the 8% member contribution rate to PERS. All employees will contribute ninety-three (93) cents per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The PERS program offered by the City consists of the basic PERS plan plus the '59 Survivor's Continuance Benefit.

10.1.1 Effective October 6, 2013, the PERS Employer Paid Member Contribution (EPMC) optional benefit has been eliminated.

10.1.2 The City agrees to provide a two percent (2%) at age Sixty-Two (62) PERS Retirement Plan for the regular employees who are "new members", as defined by CalPERS, hired on or after January 1, 2013, by paying the PERS employer contribution rate.

10.1.3 New members will pay 50% of the total annual normal cost of pension benefits for PERS retirement, rounded to the nearest one quarter of one percent, or, the current member contribution rate paid by similarly situated classic members, whichever is greater, up to 8%.

10.1.4 So long as CalPERS allows, the City agrees to extend the CalPERS pick-up member contributions under Internal Revenue Code Section 414(h)(2) provisions to allow member payments by payroll deductions for service credit purchase. This provision provides employees who elect to participate with the benefit of deferring income tax liability on member service credit purchases.

10.1.5 Under current law, exercising the employer pick-up option results in no additional costs to the City. The parties agree that, in the event that the law changes such that costs are imposed on the City, the City will immediately cease designating the employee contributions as being "picked-up" by the City and such PERS contributions will revert to being made on a post-tax basis.

10.2 Deferred Compensation. The City agrees to make available to the employees covered by this M.O.U., a payroll deduction to allow the employees to participate in the Mission Square Deferred Compensation Program. These contributions may be made by the employee on a voluntary basis.

10.3 Wellness Incentive Program.

10.3.1 The City agrees to provide to each employee an annual family membership at the City’s Fred Endert Municipal Pool, so long as the City continues to operate said facility, at no cost to the employee.

10.3.2 In addition, the City agrees to reimburse each employee up to \$360.00 annually for participation in wellness-related activities. Qualifying wellness-related activities are gym/health club memberships, fitness training instruction, fitness/exercise class (including any class which is focused on physical activity such as yoga, cross-fit, jazzercise, dance, martial arts, etc.), and fitness or other health-related applications or programs such as Weight Watchers, Noom, Calm, etc. The purpose of this program is to reduce Workers’ Compensation claims.

10.3.3 Employees must submit reimbursement requests no more than monthly and no less than quarterly for actual expenses incurred in that month or that quarter (including payment of a qualifying annual membership). If quarterly, Jan – Mar must be submitted in April; Apr – Jun must be submitted in July; Jul – Aug must be submitted in September; Jul – Sep must be submitted in October; and Oct – Dec must be submitted in January. Receipts submitted late may not be reimbursed. Reimbursement will be made on the next available check run once all approvals are received by the Finance Department. Equipment or other physical items are not eligible for reimbursement.

10.4 Reimbursement for Damaged Property. The City agrees to compensate employees who sustain a financial loss for damage or loss of personal property while performing their required duties in a proper and safe manner, and when not due to negligence of the employee. The following chart describes the maximum replacement or repair benefit that the City may provide:

<u>Items</u>	<u>Maximum Benefit</u>
Watches	\$50.00
Shoes (excluding work boots/shoes reimbursed by the City)	\$45.00
Personal Clothing Items (excluding uniform apparel provided by the City)	\$60.00
Jewelry (rings, necklaces, etc.)	Not Applicable
Prescription Eyeglasses/Contact Lenses	Actual Cost of like replacement
Safety Equipment (Dept. Head approved employee purchased items)	Actual Cost of like replacement

The affected employee must submit a completed claim form to their supervisor along with the damaged personal item. For additional information on this benefit, please refer to the City’s policy.

10.5 Education Assistance Program. The City will reimburse costs for education based upon IRS Regulation 1.162-5, as noted here: “Employer-paid education that is related to the employee’s current job is excluded from income as a working condition fringe benefit if the following conditions are met:

10.5.1. The courses must not be necessary to meet the minimum education requirements of the current position.

10.5.2. The courses are not taken to qualify the employee for a promotion or transfer to a different type of work.

10.5.3. The education must be related to the employee's current position and must help maintain or improve the knowledge and skills required for that job (e.g., a refresher or update course). If the requirements change while the employee is working, employer-paid education designed to meet them is a working condition fringe benefit.

10.5.4. All education reimbursement must be pre-approved (before classes start) by the department head and the City Manager.

For additional information and how to utilize this benefit, please refer to the City's Education Assistance Program Policy.

11. Health and Welfare Insurance

11.1 Employer Contribution for CalPERS Health Insurance. The City will contribute \$250.00 per month toward the cost of the CalPERS Health Premium for both permanent full-time employees and retirees. This amount must never be less than the amount specified in Gov. Code Section 22892(b).

11.2 Flexible Benefit Plan. The City will establish a flexible benefit plan for employee health benefits in accordance with IRS Code Section 125 (Cafeteria Plan), with the following provisions:

a. The City will additionally cover the difference between the amount in 11.1 and 100% of the premium for the employee ("Single") under the CalPERS Gold medical plan.

b. The City will cover 80% of the cost of the 2-Party or Family premium for the CalPERS Gold medical plan that is over and above the cost of the Single premium.

c. If an employee chooses the CalPERS Platinum plan, the City will cover the amounts identified in paragraphs (a) and (b), as applicable, and the employee will be responsible for the remainder.

d. The City will pay 100% of the employee premium costs for vision insurance, dental insurance, ground and air ambulance insurance. Ground and air ambulance subscriptions may not apply to remote work employees if the service provider is not available in their area.

e. In order to be excluded from the requirement for the CalPERS Gold Health Plan, the employee must submit verification of enrollment in a group health plan that provides equivalent alternative coverage as required by the Patient Protection and Affordable Care Act.

f. Full-time regular employees who opt out of City's health plan due to enrollment in another group health plan (under the Affordable Care Act) will receive a \$700 per month cash-in-lieu benefit payment.

11.3 Medical Insurance Coverage. The City Agrees to offer CalPERS Health Coverage to the employees covered by this M.O.U., and the employee's qualified dependents.

11.3.1. As required by the CalPERS Health Program, eligible retirees of the CECC are qualified to participate in CalPERS Health Plans. The City will not make an

employer contribution to an optional (non-CalPERS) health coverage plan after retirement by an eligible retiree of the CECC.

11.3.2. The City agrees not to change the insurance carrier or the scope of coverage without concurrence of the CECC.

11.4 Dental Insurance Coverage. The City agrees to continue to provide a group dental plan to the employees covered by this M.O.U. The coverage will include the employee and his or her qualified dependents.

The carrier of this coverage will not be changed without satisfying the same conditions as provided for a change of the medical insurance carrier.

11.5 Vision Care Insurance Coverage. The City agrees to continue to provide a group vision care plan for the employees covered by this M.O.U. The coverage will include the employee and his or her qualified dependents.

11.6 Air Ambulance Insurance Coverage. The City agrees to continue to provide air ambulance insurance coverage for the employees covered by this M.O.U., except for applicable exclusions. The coverage will include the employee and qualified dependents. Air ambulance insurance may not apply to remote work employees if the service is not available in their area.

11.7 Life Insurance Coverage. The City agrees to continue to provide life insurance coverage for permanent full-time employees in an amount equal to one and one-half (1.5) times the employee's annual salary, rounded to nearest whole thousand-dollar figure.

11.8 Long-Term Disability Insurance Coverage. The City agrees to continue to provide Long-Term Disability Insurance coverage to the permanent employees. Effective on the first day of the month following City Council approval of this MOU, the monthly premiums will be paid by the City.

11.9 Benefits During Leave: Family and Medical Leave (FMLA) and California Family Rights Act (CFRA). An employee taking family/medical leave will be allowed to continue participating in any health and welfare benefit plan in which he or she was enrolled before the first day of leave (for a maximum of 12 workweeks) at the level and under the same conditions of coverage as if the employee had continued in employment for the duration of such leave.

11.9.1 Group health insurance coverage will be continued in the same manner for up to 16 weeks for employees disabled due to pregnancy, childbirth or related medical condition.

11.9.2 The City will continue to make the same premium contributions as if the employee had continued working.

11.9.3 The continued participation in health benefits begins on the date leave first begins under the Family Medical Leave Act (FMLA) or under the California Rights Act (CFRA).

11.9.4 All employees must notify the Human Resources Manager at (707) 464-7483 ext. 19 or (707) 954-7245 as soon as possible regarding FMLA for their own serious health condition or that of a family member. For additional information on Family and Medical Leave, refer to the City of Crescent City's FMLA policy.

11.10 When Benefits Terminate. CalPERS health benefits terminate the last day of the month after the employee separates, ends coverage, or becomes ineligible. For example, if an employee separates May 15, health coverage will end June 30. Dental and vision benefits terminate the last day of the month in which the employee separates, ends coverage, or becomes ineligible. For example, if an employee separates May 15, dental and vision coverage will end May 31. All other benefits terminate at the time of separation.

12. City-Designated Holidays

The City agrees to provide to the employees covered by this M.O.U. the following holidays off from work and with pay:

New Year's Day	January 1
Martin Luther King Day	January (3rd Monday)
President's Day	February (3rd Monday)
Memorial Day	May (Last Monday)
Fourth of July	July 4
Labor Day	September (1st Monday)
Veteran's Day	November 11
Thanksgiving Day	November (4th Thursday)
Day after Thanksgiving	November (4 th Friday)
Christmas Day	December 25
Two Christmas Season holidays	To be designated annually by the City Administration with concurrence from each Employee Association.
Two Floating Holidays	To be designated by the employee with approval from the Department Head.

Should any of the above-mentioned holidays fall on a Saturday, the employees will have off the Friday before the holiday with pay. Should any of the above-mentioned holidays fall on a Sunday, the employees will have off the Monday following the holiday with pay. If a City-designated holiday falls on the "off" Friday for any employee working a 9-80 schedule, then the employee will receive an 8-hour floating holiday in lieu of an additional paid day off.

13. Leaves

13.1 Unpaid Leave of Absence. Except as otherwise provided herein, leaves of absence without pay that are in the best interest of the City may be granted by approval of the City Manager. Requests for leaves of absence without pay shall be submitted in writing by the employee to the Department Head who will consider each request on its individual merits and circumstances and will forward his or her recommendations to the City Manager for approval. Reasons for rejection of such request will be submitted to the employee by the department head. In all cases covered by the Family Medical Leave Act, the City shall provide leave in accordance with the requirements of the Act.

13.2 Mandatory Use of Paid Leave. During any absence from work, employees must use available leave accruals in accordance with City leave policies to ensure they receive 80 hours of regular pay per pay period, unless the leave is protected by FMLA/ CFRA or workers' compensation.

13.3 Leave Accruals While on Leave. In the event of an extended leave of absence, of twenty (20) work days or more, accruals will temporarily stop until the employee returns to work. Employees on unpaid leave (of any length) will have their sick and vacation leave accruals reduced proportionately for that pay period, unless the leave is protected by FMLA/ CFRA or workers' compensation. Upon the employee's return to work, accruals will be restarted at the same rate that the employee was entitled to before taking the leave, based on his or her length of service. Employees must utilize any unused balances (i.e., sick, comp time, floating holidays, vacation) during their leave time but will not continue to accrue until they return to work.

13.4 Order of Leave Taken. Use of any accrued leave must be taken in the following order:

- 1) Compensatory time off;
- 2) Floating holidays;
- 3) Vacation.

13.5 Leave Hours Charged to Employee. Employees taking time off will be charged eight (8) or nine (9) hours sick/floating holiday/vacation leave depending on the number of hours the employee would normally work on that day.

13.6 Vacation.

13.6.1 Accrual Schedule. The following vacation accrual schedule will be effective on the first pay period after the effective date of this M.O.U. Leave is earned at the end of the pay period. Leave may not be used before it is earned.

<u>Length of Service</u>	<u>Bi-Weekly Accrual Rate</u>
Date of Employment thru 12th month	4.0 Hours
13th month thru 120th month	5.23 Hours
121st month & beyond	6.15 Hours

13.6.2 Utilization. Employees covered by this M.O.U. may not accrue vacation beyond four hundred (400) hours. Vacation leave may not be used by an employee with less than six (6) months of employment, unless they have prior approval of the City Manager. Employees will be compensated at their current rate of pay when vacation leave is used, cashed out, or paid out upon employee separation.

13.6.3 Elective Vacation Cash-Out Plan.

a. Employees have the elective option to cash-out up to forty (40) hours of accrued vacation leave once every six (6) months. An employee must have a minimum balance of 240 hours of accrued vacation at the time of the cash-out request. An employee must have used at least forty (40) hours of vacation in the previous twelve (12) month period.

b. Employees who want to cashout vacation leave must irrevocably elect to do so by December 31 to cashout the following calendar year (beginning with December 2026 for cashouts in the 2027 calendar year). The requirements for accrued leave balance and leave used will be calculated as of the date of the cashout request. Employee must earn the cashout hours in the calendar year of the cashout payment, prior to the actual cashout. Employee cannot cashout hours that were earned the year before. Cashouts will only be allowed the first pay period paid in June and the first pay period in December of each calendar year (beginning with calendar year 2027). Employee must sign a form in

December of the prior year stating which cashout date they are choosing (June, December, or both) and how many hours to cashout on each of those dates. The employee cannot decide afterward to not cashout. If the employee uses so many vacation hours in the year prior to the cashout that the employee no longer has enough hours accrued to fulfill the cashout request, the City must cash out the number of hours available to be cashed out.

13.7 Sick Leave. It is the policy of the City that sick leave is not to be considered a privilege for an employee to use at his or her discretion, but is to be provided as a benefit to be used in case of necessity for an actual illness or disability. It is the responsibility of the Department Head to deny the use of sick leave with pay in cases where there is substantial evidence of abuse of the sick leave privilege.

13.7.1 Accrual Schedule. All employees, except part-time, temporary and seasonal employees, will be eligible for accrual of sick leave effective from their date of hire. The accrual of sick leave will be four (4) hours per pay period, with an accumulation limit of 720 hours. Leave is earned at the end of the pay period. Leave may not be used before it is earned.

13.7.2 Utilization. Employees may utilize accrued sick leave after their first month of employment. Sick leave with pay will be granted upon the recommendation of the Department Head in a case of the bona fide illness of the employee. Sick leave with pay may be used for the following services: diagnostic procedures, dental procedures and ophthalmology services when performed by a duly licensed practitioner.

a. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with Human Resources stating the cause of absence before such leave with pay will be granted. After an employee has notified the City of their intention to leave City service, no sick leave will be granted for that employee unless they provide a doctor's written statement for the missed time.

b. Sick leave applies to absences during pregnancy that are caused by illness due to pregnancy or the attending physician's order that the employee is unable to work due to the pregnancy. All situations involving pregnancy disability will be addressed in accordance with the provisions of the Family Medical Leave Act (FMLA) and current state Pregnancy Disability Leave (PDL) laws. A female employee, filling a regular Council approved position shall be entitled to a total of four (4) months leave of absence (with and/or without pay) due to pregnancy disability as determined by a qualified medical provider.

13.7.3 After four (4) consecutive days of illness, an employee may be required to provide a physician's "return to work" release in writing.

13.7.4 Employees who violate or misuse the sick leave provisions may be required to provide a physician's report for each day off when sick leave is requested, and upon further misuse, the employee may be disciplined. Examples may include but are not limited to instances involving patterned absences or utilizing sick leave for reasons other than illness, medical condition, or medical/dental appointments.

13.7.5 Employees returning from sick leave with restrictions must accept light duty when offered. Failure to do so will be considered a voluntary quit and employment will be terminated.

13.7.6 An eligible employee may take sick leave in the event of a serious illness or medical condition for a member of the employee's immediate family. The employee

may be required to file a physician's or dentist's statement, or a personal affidavit with Human Resources stating the cause of absence before such leave with pay will be granted. For purposes of this section, immediate family is defined as:

- a. A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status);
- b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic parent, or a person who stood in loco parentis when the employee was a minor child;
- c. A spouse;
- d. A registered domestic partner;
- e. A grandparent;
- f. A grandchild;
- g. A sibling.

13.7.7 In the event a scheduled medical or dental appointment for the eligible employee's immediate family that requires the employee's absence from work, the employee may use sick time. Immediate family is defined as the same family members as noted above in section 13.7.6.

13.7.8 In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits will also be transferred in their full amount.

13.7.9 The City has entered into an agreement with the PERS whereby accumulated sick leave is converted to additional service credit upon retirement.

13.7.10 Conversion to Sick Leave Bank. Any employee whose available sick leave accrual equals or exceeds seven hundred twenty (720) hours at the end of a bi-weekly pay period must, for the next pay period and any subsequent pay periods until the accrual is below the 720 hours, be compensated by having his or her normal accrual amount for the pay period deposited into a "sick leave bank-CECC."

- a. Use of sick leave hours from this time bank will be by approval of such procedures as are mutually agreed upon by the CECC and the City Manager.
- b. Total sick leave bank accruals deposited may not exceed 960 hours available at any time.
- c. In the event the employee reaches the maximum vacation accrual, no further accruals or conversion may occur.

13.8 Occupational Medical Leave. An employee who is receiving temporary disability indemnity under applicable Workers' Compensation provisions of the California Labor Code, may choose to take as much of his or her available sick leave or vacation leave in such amounts that when added to the temporary disability payment, the employee will receive an amount equal to his or her full salary or wage. Such supplemental payments may continue until all accrued balances are exhausted or the employee returns to work. Such payments will not be continued beyond the date of termination of employment whether voluntary or involuntary.

13.8.1 In all cases covered by the Family Medical Leave Act, the City will provide leave in accordance with the requirements of the Act.

13.8.2 Once paid leave options are exhausted, the accrual of sick and vacation leave benefits will be discontinued until the employee returns to work.

13.8.3 The City Manager (or Human Resources or designee) may grant a leave of absence without pay to any employee who is disabled by job injury or illness. The duration of the unpaid medical leave of absence will depend upon the nature and extent of the employee's disability or incapacity to perform the essential functions of the job position, but in no event will a medical leave be granted for longer than one year, measured from the time the employee is unable to work in his or her regular job position.

13.8.4 Leave may be terminated by the City Manager when he or she determines to his or her satisfaction that the employee is permanently disabled and unable to perform the duties of the class. Such determination may be considered pursuant to the California Public Employees' Retirement Law: "disability" means the inability of a employee to perform the duties of the job for a permanent or extended and uncertain duration, as determined on the basis of a competent medical opinion. Disability is not necessarily an inability to perform every function of a given position. Rather, the determination of whether the employee can *substantially* perform his or her usual duties.

13.8.5 In all situations of Occupational Medical Leave, employees must comply with the City's Work Related Injury or Illness Return-To-Work Policy.

13.9 Parenting Leave. Parenting leave will be considered leave without pay and provided in accordance with applicable federal and state laws; specifically, Family Medical Leave (FMLA) and current California Family Rights Act (CFRA) laws for the birth or adoption of a child or placement of a foster child. In the event that an employee does not meet the eligibility requirements for FMLA or CFRA, an unpaid leave of absence may be approved by the employee's Department Head and the City Manager. Use of sick leave may not be taken for parenting leave purposes.

The City will make available forty (40) hours of paid leave in lieu of not participating in Employment Development Department (EDD) programs that may have provided Paid Family Leave for parenting leave purposes.

13.10 Bereavement Leave. Upon the death of a family member, permanent employees are eligible for bereavement leave of up to a maximum of 5 work days with pay. Family member means a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law as defined in Government Code Section 12945.2.

The City Manager may grant additional time based on individual circumstances. The City Manager may approve other bereavement leave requests on a case-by-case basis.

13.11 Reproductive Loss Leave. Permanent employees are eligible for reproductive loss leave for a maximum of five (5) workdays per incident with pay. Upon the prior approval by the employee's department head, the employee may utilize reproductive loss leave upon the occurrence of a qualifying event. A qualifying reproductive loss event includes and is limited to failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. The leave must be taken with three (3) months of the qualifying event.

13.12 Jury Duty/Witness Testimony Leave. All employees are eligible for jury leave when called by the court to serve as a juror or provide witness testimony. Employees will receive

their normal compensation so long as the City is reimbursed by the employee for juror or witness fees received.

The employee must provide to their Department Head a copy of the summons, notice, or subpoena directing the employee to appear in court. On a day an employee reports for jury duty and learns that services are not needed that day, the employee must return to work for the balance of the regular work shift.

13.13 Military Leave. The City will provide military leave as required by California State Law.

13.14 Leave of Absence Without Pay. An employee will not be entitled to a leave of absence as a matter of right, but upon request may be granted a personal leave of absence without pay upon the presentation of a valid and satisfactory reason. The approval or denial of such leave is not subject to the grievance or complaint procedure.

13.14.1 An employee must request the leave of absence in writing (Time Off Request form) at least 30 days in advance for a planned leave.

13.14.2 The time off must be approved by the Department Head and City Manager before beginning the leave of absence.

13.14.3 Such leave will not be approved in excess of one hundred twenty (120) calendar days in duration, except that the City Manager, upon the recommendation of the employee's Department Head, may approve one subsequent ninety (90) calendar day leave of absence without pay.

13.14.4 Failure to return to work at the end of the approved leave period will constitute a separation from service of that employee as a voluntary resignation.

13.14.5 The employee will not accrue any benefits, nor will City pay for any benefits during such approved leave of absence without pay.

13.15 Unauthorized Absence – Automatic Termination. An employee absent for more than three (3) working days without prior permission of the Department Head may be considered to have automatically terminated employment with the City. Such termination will be final and without right or appeal or hearing unless said employee furnishes reasons satisfactory to the Department Head and City Manager for not having obtained prior permission.

13.16 Return to Work Requirements. At least one (1) week prior to the expiration of the approved leave of absence, with or without pay, the employee must notify the Department Head of the employee's intention to return to work. Upon the expiration of an approved leave, the employee shall return to work on the next following regular work day. Failure to return to work will be considered a voluntary resignation on the part of the employee unless prior approval is obtained from the employee's Department Head and Human Resources.

13.17 Determination of Continuous Service. The length of an employee's service will be considered continuous while the employee is on an approved leave of absence, with or without pay, and if the employee returns to work on the required return to work day.

Upon re-employment from an involuntary layoff, the employee's previously accrued sick leave credits will be restored. An employee returning from a voluntary resignation will not receive any credits by virtue of their previous employment towards any leave accrual or restoration.

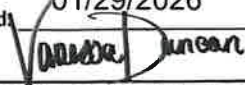
SIGNATURE PAGE
CECC 2025-2027 MOU

Agreed Hereto and
Recommended to City Council:

Dated: 1/29/26

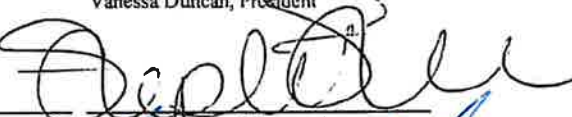
Eric Wier, City Manager


Agreed Hereto for
Clerical Employees of Crescent City
(CECC):

Dated: 01/29/2026

Vanessa Duncan, President

APPROVED AS TO FORM:


Martha D. Rice, City Attorney


Stephanie Stoyer, Vice President


Adrienne McAndrews, Secretary

CECC Pay Schedule – Exhibit A
Effective 7/2025

The parties hereto agree to the following pay schedule for the following positions effective the first complete pay period in Fiscal Year 2025-2026. This pay shall be made retroactive to the first complete pay period in FY 25/26 for all employees employed with the City as of January 1, 2026.

All figures are described in hourly rates.

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Account Clerk	2	18.81	19.75	20.74	21.78	22.87	24.01
Office Technician	2	18.81	19.75	20.74	21.78	22.87	24.01
Administrative Assistant	6	20.76	21.80	22.89	24.03	25.23	26.49
Community Development Specialist	7	21.28	22.34	23.46	24.63	25.86	27.15
Utility Billing Specialist	7	21.28	22.34	23.46	24.63	25.86	27.15
Records Specialist	10	22.92	24.07	25.27	26.53	27.86	29.25
Tenant Services Technician	10	22.92	24.07	25.27	26.53	27.86	29.25
Administrative Specialist	12	24.08	25.28	26.54	27.87	29.26	30.72
Executive Assistant to the Chief	12	24.08	25.28	26.54	27.87	29.26	30.72

The parties agree that the above pay schedule shall continue in future agreements; however, the exact pay level for each step may vary as agreed upon by the parties.

RULES FOR PAY STEP PROGRESSION: Employees may move through the Steps in the following manner and at the discretion of the Department Head upon City Manager concurrence.

STEP 1: Entry Step. The employee is normally hired at this pay step.

STEP 2: Second Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employees progress to this step upon six months of satisfactory performance in Step 1 or at the discretion of the Department Head and City Manager.

STEP 3: Third Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employees progress to this step upon twelve (12) months of satisfactory performance in Step 2, or at the discretion of the Department Head and City Manager.

STEP 4: Fourth Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employees progress to this step upon twelve (12) months of satisfactory performance in Step 3, or at the discretion of the Department Head and City Manager.

STEP 5: Employees may progress to this step upon twelve (12) months of satisfactory performance in Step 4, or at the discretion of the Department Head and City Manager.

STEP 6: Effective the first full pay period following the adoption of this MOU, Employees may progress to this step upon twelve (12) months of satisfactory performance in Step 5 and having obtained all certifications required by their job description.

- The employee's supervisor shall evaluate the employee's performance in the time periods provided for by each pay step to determine if the employee shall progress to the next pay step. Employees at Step 5 will also be evaluated by the employee's supervisor to determine performance strengths and weaknesses.
- All employee evaluations shall be reviewed by the employees' Department Head and City Manager.
- The supervisor shall notify the employee at least ten (10) days prior to the employee's due date for a pay increase as to whether or not the supervisor will recommend a pay step increase for the employee. Employees may utilize the grievance procedure should an employee object to the supervisor's decision in this matter.
- Notwithstanding any of the above, employees who are promoted shall be placed in the pay step of the new classification which provides the employee a minimum increase of five (5) percent unless the pay at the new classification is already at Step 5.
- Employees who are demoted for disciplinary reasons will be paid at the salary of the same step within the lower pay classification.
- Employees who are transferred from one position to another of equal pay shall not be increased or decreased in respect to their present pay.

CECC Pay Schedule – Exhibit A
Effective 7/2026

The parties hereto agree to the following pay schedule for the following positions effective the first complete pay period in Fiscal Year 2026-27, by an amount equal to the CPI-U (LA) percentage increase measured by March 2026 over March 2025, not to be less than 1.0% nor more than 3.0%. When the March index becomes available, those wages shall be figured and the wage schedule updated and attached hereto.

All figures are described in hourly rates.

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Account Clerk	2						
Office Technician	2						
Administrative Assistant	6						
Community Development Specialist	7						
Utility Billing Specialist	7						
Records Specialist	10						
Tenant Services Technician	10						
Administrative Specialist	12						
Executive Assistant to the Chief	12						

The parties agree that the above pay schedule shall continue in future agreements; however, the exact pay level for each step may vary as agreed upon by the parties.

RULES FOR PAY STEP PROGRESSION: Employees may move through the Steps in the following manner and at the discretion of the Department Head upon City Manager concurrence.

STEP 1: Entry Step. The employee is normally hired at this pay step.

STEP 2: Second Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employees progress to this step upon six months of satisfactory performance in Step 1 or at the discretion of the Department Head and City Manager.

STEP 3: Third Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employees progress to this step upon twelve (12) months of satisfactory performance in Step 2, or at the discretion of the Department Head and City Manager.

STEP 4: Fourth Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employees progress to this step upon twelve (12) months of satisfactory performance in Step 3, or at the discretion of the Department Head and City Manager.

STEP 5: Employees may progress to this step upon twelve (12) months of satisfactory performance in Step 4, or at the discretion of the Department Head and City Manager.

STEP 6: Employees may progress to this step upon twelve (12) months of satisfactory performance in Step 5 and having obtained all certifications required by their job description.

- The employee's supervisor shall evaluate the employee's performance in the time periods provided for by each pay step to determine if the employee shall progress to the next pay step. Employees at Step 5 will also be evaluated by the employee's supervisor to determine performance strengths and weaknesses.
- All employee evaluations shall be reviewed by the employees' Department Head and City Manager.
- The supervisor shall notify the employee at least ten (10) days prior to the employee's due date for a pay increase as to whether or not the supervisor will recommend a pay step increase for the employee. Employees may utilize the grievance procedure should an employee object to the supervisor's decision in this matter.
- Notwithstanding any of the above, employees who are promoted shall be placed in the pay step of the new classification which provides the employee a minimum increase of five (5) percent unless the pay at the new classification is already at Step 5.
- Employees who are demoted for disciplinary reasons will be paid at the salary of the same step within the lower pay classification.
- Employees who are transferred from one position to another of equal pay shall not be increased or decreased in respect to their present pay.

RESOLUTION NO. 2026-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
APPROVING A MEMORANDUM OF UNDERSTANDING AND SIDE LETTER AGREEMENT
BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY POLICE OFFICERS'
ASSOCIATION EFFECTIVE JULY 1, 2025 THROUGH JUNE 30, 2027**

WHEREAS, California Government Code Section 36506 requires that the City Council fix, by resolution or ordinance, the compensation of all appointive officers and employees; and

WHEREAS, pursuant to the City Council's direction, the City's bargaining team has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable requirements to reach agreement with the Crescent City Police Officers Association ("CCPOA") upon a new Memorandum of Understanding ("MOU") that meets the needs of both parties and covers the period July 1, 2025 through June 30, 2027; and

WHEREAS, the parties have additionally agreed to continue the Lateral Hiring Bonus Program by way of a side letter agreement; and

WHEREAS, a majority of the bargaining unit members of the CCPOA have voted in favor of the MOU and the Side Letter Agreement; and

WHEREAS, the MOU and Side Letter Agreement have been recommended for approval by the City Manager and reviewed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California that the Memorandum of Understanding Between the City of Crescent City and the Crescent City Police Officers Association for July 1, 2025 through June 30, 2027 signed by the parties and attached hereto as **Exhibit A** is hereby ratified and approved.

BE IT FURTHER RESOLVED that the Side Letter Agreement to continue the Lateral Hiring Bonus Program signed by the parties and attached hereto as **Exhibit B** is hereby ratified and approved.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City at a meeting thereof held on this 17th day of February 2026, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

Memorandum of Understanding
Between the
City of Crescent City
And the
Crescent City Police Officers Association

Effective July 1, 2025
Through
June 30, 2027



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SECTION I - PURPOSE

The purpose of this Memorandum of Understanding (M.O.U.) is to describe certain agreements between the City of Crescent City, hereinafter referred to as “City” and the Crescent City Police Officers’ Association, hereinafter referred to as “CCPOA,” regarding wages, hours, and other terms and conditions of employment for the City’s public safety employees covered by this M.O.U. originally adopted by City Council Resolution No. 1988-35 and as amended by Council Resolution No. 1991-42 dated 8-5-91, Resolution No. 1994-22 dated 7-18-94, Resolution No. 1995-28, and Addendum dated 3-18-97, Resolution No. 1999-15, Resolution No. 2002-5, Resolution 2003-02, Resolution No. 2006-18, Resolution No. 2009-44, Resolution No. 2013-20, Resolution 2016-22, Resolution No. 2018-34, Resolution No. 2020-45, Resolution No. 2020-92 dated 11-16-2020, Resolution No. 2021-45 dated 8-16-2021, Resolution No. 2022-59 dated 9-19-2022, and Resolution No. 2023-36 dated 6-5-2023.

SECTION II - EFFECT OF M.O.U.

This M.O.U. shall comply with all local, State, and Federal regulations applicable to such agreements. If any provisions of this M.O.U. violate said regulations, the M.O.U. may be amended at any time to conform to local, State and Federal law. This agreement is by reference incorporated into the City budget process.

SECTION III - DEFINITIONS

Except as otherwise provided herein, all words used in this M.O.U. shall have the same meaning as set forth in the City’s Municipal Code, the City’s Employer-Employee Relations Rules or the State of California’s Government Code.

SECTION IV - RECOGNITION

The City agrees to recognize CCPOA as the recognized employee organization representing those City employees who are members or associate members of CCPOA at the time of the City’s adoption of this M.O.U., and those employees who become members of CCPOA during the term of this M.O.U. This recognition supersedes any former recognition and continues for the term of this M.O.U., unless CCPOA violates any terms or conditions of this M.O.U. or any City rule or regulation which may cause the termination of this recognition by the City, as per the Crescent City Municipal Code.

SECTION V - EMPLOYER-EMPLOYEE RELATIONS RULES

The parties hereto agree that the City’s Employer-Employee Relations Rules, as included in the City’s Municipal Code, shall continue in full force and effect for the term of this M.O.U., except that Section 8-220 shall be void for the purpose of disciplinary action. The City shall follow current laws and regulations including, but not limited to, the Police Officers’ Bill of Rights in the implementation of disciplinary action.

With respect to Section 8-253-A(4)(ii) and (iii) of the City’s Employer-Employee Relations Rules, Grievance Procedures, the following shall apply: During the second level of review, the

department head shall have five (5) working days in which to schedule an investigation as he deems necessary and shall render a written decision. Further, should the employee still be aggrieved, the employee may appeal the decision within ten (10) working days of receipt of the written decision.

A hearing shall be conducted by a three (3) member panel consisting of a CCPOA member, a City representative, and a mediator from the California State Conciliation and Mediation Service, at no cost to the City. The panel's decision shall be advisory only to the City Manager.

SECTION VI – WAGES

A. WAGES

City agrees to compensate the employees covered by this MOU as described below:

1. Effective the first full pay period in July of 2025, the pay scales as set forth on Exhibit A shall apply to all classifications listed therein.
2. Effective the first full pay period in July of 2026, all pay scales set forth in Exhibit A shall be increased by the annual percentage increase indicated by the CPI-U (LA) March 2026 over March 2025. In no event, however, may the increase be less than 1.0% nor more than 3.0%.

***Refer to Exhibit "A", the pay scale table, which will be updated as numbers for the annual CPI are known.

B. PAY PERIOD

The City agrees to continue the biweekly pay period for the term of this M.O.U. The pay period will be from the Sunday to the Saturday fourteen (14) calendar days thereafter. The pay date will be biweekly on Friday. Employees must be compensated for their services within five (5) working days after the conclusion of a pay period.

C. OVERTIME

Non-exempt employees are eligible for overtime compensation as required by the regulations of the U.S. Department of Labor with respect to the Fair Labor Standards Act (FLSA). For the purpose of this section, guidelines established under FLSA shall provide relative to hours, overtime provisions, and other compensable items. Vacation and sick leave time shall qualify toward the employee's total work week hours for computation of overtime. All overtime compensation is subject to the approval of the department head. For the purpose of this M.O.U., the work period shall be eighty (80) hours within a fourteen (14) day period.

1. Employees called out to work on an emergency or call-out during a scheduled-off time period shall receive at a minimum two (2) hours of overtime pay for any call-out lasting less than two (2) hours. For emergencies or call-outs lasting two (2) hours or longer, the employee shall receive the normal overtime rate for all such time spent on the emergency or call-out. The City shall provide a paid meal for each employee working in a call-out emergency lasting more than

five (5) hours in duration. If an employee receives another call-out within the first two (2) hours of a previous call-out, the call-out will be treated and calculated as one (1) call-out.

2. Employees assigned to work overtime at either the beginning or at the end of a normal work shift shall be compensated for only such time actually spent working. No minimum is guaranteed for such work.

3. Court time:

(a) If an officer appears in court, in his/her capacity of a police officer while off duty, he/she shall receive a minimum of three (3) hours pay at his/her overtime rate.

It is recognized by the City and CCPOA that this provision is designed to compensate the employee for the inconvenience of reporting to court off-duty, and therefore, the employee is not expected to stay beyond the required court appearance. However, the employee is expected to report to work during periods of extended waiting.

(b) If an officer is ordered by his supervisor to call the District Attorney or his office while not on duty, he/she shall be compensated at his/her overtime rate for a minimum of two (2) hours. If the District Attorney or his office, with the approval of the officer's supervisor or the Chief of Police, calls the officer, the officer shall be compensated at his/her overtime rate for a minimum of two (2) hours.

4. Compensatory Time Off Plan:

This plan will be subject to the following conditions and restrictions in addition to the limits set by state and federal law.

a. When overtime is authorized by the supervisor, a police officer may at his/her option elect to have 1.5 hours for each hour of overtime worked added to his/her Comp Time Bank. The election will be made at the time the overtime is worked and shall not be changed later. The maximum allowed to be accumulated in an officer's Comp Time Bank will be one hundred sixty (160) hours.

b. The maximum accrual allowed at the end of the City's fiscal year will be sixty (60) hours. Cash out down to 60 accumulated hours will be mandatory at the end of the City's fiscal year, i.e., the last payroll ending in June. No comp time may be accrued in a pay period that would result in a balance greater than 60 hours as of June 30. Employees will be paid overtime instead.

c. At the request of employee, upon a five working day written notice, the City will pay overtime compensation in cash in lieu of compensating time off for any compensating time off that has accrued for at least two pay periods. Cashout of such time will be made on the next available pay period.

d. Use of accrued compensation time off is subject to the same requirements as use of vacation or sick pay.

e. The compensation amount for use or cash out will be according to California Labor Code, i.e., "If compensation is paid to an employee for accrued compensating time off, the compensation will be paid at the regular rate earned by the employee at the time the employee receives payment."

D. HOLIDAY PAY

The parties hereto agree that holiday pay shall be provided to those employees covered by this agreement who are assigned to work on City-designated holidays. Holiday pay shall be equal to the employee's regular hourly rate of pay (as of the payment date) times ninety-eight hours to be provided in a lump sum payment on or before the first Friday in December of each year. Employees who are employed for less than one (1) year prior to the payment date shall be paid seven (7) hours of pay for each month of full-time probationary or permanent employment. Employees promoted, transferred or terminated during the year shall receive seven (7) hours of pay for each full month of full-time permanent employment in a qualified position.

Holiday pay may not be used as paid time off nor cashed out at any time other than the established pay period in this section or upon employee separation

Non-sworn employees (recruits) will not receive holiday pay and instead will receive paid holidays off with overtime for actual hours worked on the holiday, for those holidays designated in Section VIII (F).

E. POLICE PROFESSIONALISM PAY PROGRAMS

The City shall compensate the employees covered by this agreement for certain professionalism pay as follows:

1. California POST Intermediate Certificate or possession of an AA/AS Degree – An increase to base wage of three and one-half percent (3.5%).
2. California POST Advanced Certificate or possession of a BA/BS Degree from an accredited College/University – An increase to base wage of three and one-half percent (3.5%). If an employee has both a POST Advanced Certificate and a BA/BS Degree, then the employee shall receive an increase to the base wage of 5%.
3. MA/MS Degree from an accredited College/University in a law enforcement related field approved by the Chief of Police and the City Manager – An increase to the base wage of 5%.

The Human Resources Manager must certify the qualifications being achieved by each officer and payment will be made with each bi-weekly paycheck. Professionalism pay is cumulative among POST certificates and/or among college degrees.

Professionalism pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Professionalism pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

EDUCATION ASSISTANCE PROGRAM

The City will reimburse costs for education in accordance with current federal and state law provisions, as noted here: “Employer-paid education that is related to the employee’s current job is excluded from income as a working condition fringe benefit if the following conditions are met”:

- (a) The courses must not be necessary to meet the minimum education requirements of the current job.
- (b) The courses are not taken to qualify the employee for a promotion or transfer to a different type of work.
- (c) The education must be related to the employee’s current job and must help maintain or improve the knowledge and skills required for that job (e.g., refresher or update courses). If the requirements change while the employee is working, employer-paid education designed to meet them is a working condition fringe benefit.
- (d) All education reimbursement must be pre-approved (before classes start) by the Chief of Police and the City Manager.
- (e) Should the City require officers covered by this agreement to attend certain educational programs, the City shall pay the cost of tuition and materials pursuant to the schedule of authorized travel reimbursement in the City’s annual budget.
- (f) Should the program require the employee to leave Crescent City, the City shall pay the cost of transportation, travel and meals as per the City’s Travel & Expense Policy.

For additional information and how to utilize this benefit, please refer to the City’s Education Assistance Program Policy.

OUT-OF-CLASSIFICATION PAY FOR ACTING CHIEF OF POLICE.

The City agrees to provide a temporary pay adjustment for a sergeant assigned to work as acting chief of police during a duly issued “absence of command.” Such temporary pay adjustment shall begin on the first work day of the temporary assignment and continue through the term of the temporary assignment. The out-of-classification pay will be five (5) percent of the officer’s base wage and valid only for the period of time the officer is working the out-of-class assignment.

F. FTO PAY

While a member of the bargaining unit is training a probationary employee or reserve, he/she shall receive an additional five percent (5%) of his/her base hourly wage for the hours spent on training activities.

G. ASSIGNMENT PAY

A member of the bargaining unit assigned to one or more of the following positions shall receive an additional five percent (5%) of his/her base hourly wage, for each such assignment, during the duration of the assignment(s):

- Detective/Investigator
- K-9 Officer
- School Resource Officer
- Motorcycle/Traffic Officer

Assignment pay will be paid during the duration of the assignment, regardless of whether the bargaining unit member is temporarily required to work patrol. The school resource officer (SRO), however, will only receive the SRO assignment pay during the academic school year and only for time spent performing SRO-related duties during the summer break for schools.

Assignment pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Assignment pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

H. BI-LINGUAL COMPENSATION

Bargaining unit members approved by the Chief of Police and certified as bilingual who use their bilingual skills on a continuing basis shall qualify for bilingual pay in the amount of \$65.00 per pay period. Use of bilingual skills includes any combination of conversational, interpretation, or translation work. The requirements for certification shall be as determined by the City with input from the CCPOA. No additional bargaining unit members may be approved for bilingual pay until the requirements for certification have been agreed upon.

I. SHIFT DIFFERENTIAL

Bargaining unit members assigned to work the "night shift" (1800-0600) shall receive an increase to base wages of one and one-half (1.5) percent for all such hours worked. The aforementioned incentive will be provided to bargaining unit members working on an overtime status as well.

SECTION VII - HOURS

A. EMPLOYEE STATUS

The City agrees to maintain an average eighty (80) hours each pay period for its permanent full-time positions. Employees must be assigned to work eighty (80) hours in each pay period in order to be classified as full-time employees.

1. Only permanent and probationary employees shall receive full or pro rata benefits hereafter stated in this M.O.U. Employees assigned to a position requiring less than full-time work will be considered part-time employees.

2. Permanent part-time employees working twenty (20) hours or more per week will be eligible for all benefits to be provided in accordance with this M.O.U. to all permanent employees on a pro rata basis.

3. For the purposes of determining vacation and sick leave benefits, permanent part-time employees will accrue vacation and sick leave at a rate equal to the normal rate for their service longevity times the percentage of full-time that their average work week represents.

4. Employees assigned to a position requiring less than twenty (20) hours of work in each work week on an annual basis, or requiring less than an annual work schedule (less than 1,040 hours) shall, be considered temporary or seasonal employees.

5. Employees assigned to a position requiring twenty (20) hours or more of work in a work week on an annual basis may be considered either permanent part-time or temporary employees.

B. REPORTING PLACE

The parties hereto agree that employees shall report to their office or work station as assigned by their supervisor at the starting time as established by their department head. Employees shall be ready to commence work at the start of the work day by being at their work station and ready to begin work.

C. WORK DAY DESCRIBED

The parties hereto agree that the normal work day for employees shall be eight (8) hours or 12 hours in any one work day, unless the Chief of Police after meeting and conferring with the CCPOA, assigns the employee to work a different schedule. Such shift change shall occur after the Chief has provided the employees a five (5) day advanced notice, except in the case of emergencies or manpower shortages. The employees who are assigned to a one (1) hour lunch break shall not be compensated for the hour unless the employee is required to work through the lunch break.

D. LONGEVITY

Employees will receive the following longevity pay for the corresponding years of full-time continuous service with the City. For the purposes of computing years of service, the anniversary of full-time employment will be used for qualification.

Years of Service	% of Base Hourly Pay
5	2.5%
10	2.5%
15	2.5%
20	2.5%

Longevity pay is cumulative and calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Longevity pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

E. REPORTING TIME

Employees shall, at the discretion of their department head and upon approval from the Human Resources Manager, have one-quarter (1/4) of one hour reduced from their pay for each fifteen (15) minutes they report to work later than their normal starting time. Employees who fail to report to work after the second thirty (30) minutes of their starting time shall have reduced from their pay one (1) hour of compensation. Continued tardiness for work shall result in disciplinary action against the employee.

Employees leaving their work area early without the prior authorization of their department head shall have their pay reduced in the same manner as is provided for employees who are late for work, and in addition, such absence may be considered as a refusal to work and as such shall be considered as grounds for disciplinary action.

SECTION VIII - BENEFITS

A. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) PROGRAM

Classic Members.

The City agrees to maintain a two percent (2%) at age Fifty (50) PERS Retirement Plan for the permanent employees who are "classic members", as defined by CalPERS, by paying the PERS employer contribution.

Effective July 1, 2016, and through the term of this agreement, class members agree to continue to pay a 9% member contribution rate to PERS.

Employees shall remain responsible for the additional contribution per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The PERS program offered by the City for classic members consists of the PERS basic Safety plan of two percent (2%) at age fifty (50) program plus the '59 Survivor's Continuance Benefit. The benefit calculation for classic members shall be the thirty-six (36) highest paid consecutive months' compensation provision.

New Members.

The City agrees to provide a two and seven/tenths percent (2.7%) at age 57 PERS Retirement Plan for the permanent employees who are "new members", as defined by CalPERS, by paying the PERS employer contribution rate. New members will pay 50% of the total annual normal cost of pension benefits for PERS retirement, rounded to the nearest one quarter of one percent, or the current member contribution paid by similarly situated classic members, whichever is greater, as determined annually by CalPERS. The benefit calculation for new members who are not transferred from a CalPERS or CalPERS reciprocal agency or who have a

break in service of six (6) months or longer shall be the thirty-six (36) highest paid consecutive months' compensation provision.

Both "classic members" and "new members" shall pay their retirement contributions "pre-tax" in accordance with Internal revenue Code Section 414(h)(2).

B. DEFERRED COMPENSATION

The City agrees to make available to all employees covered in this M.O.U. a payroll deduction to allow the employees to participate in the Mission Square Deferred Compensation Program. These contributions shall be made by the employees on a voluntary basis.

C. UNEMPLOYMENT COMPENSATION

The City agrees to continue unemployment compensation coverage for its employees covered by this M.O.U. at the rate required by the California Employment Development Department. Upon resignation from the City, the employee shall provide to the City a statement as to the reason for their resignation, and their authorization for the City to release said information to the California Employment Development Department upon a request for information regarding an unemployment claim.

D. WORKERS' COMPENSATION

1. Workers' Compensation Coverage.

The City provides Workers' Compensation coverage for the employees covered by this M.O.U. in accordance with state law.

2. Wellness Incentive.

The City agrees to reimburse each employee up to \$360.00 annually for participation in wellness-related activities. Qualifying wellness-related activities are gym/health club memberships, fitness training instruction, fitness/exercise class, including mobile applications or online courses. The purpose of this program is to reduce Workers' Compensation claims.

Employees must submit reimbursement requests no more than monthly and no less than quarterly for actual expenses incurred in that month or that quarter (including payment for a qualifying annual membership). If quarterly, Jan – Mar must be submitted in April; Apr – Jun must be submitted in July; Jul – Aug must be submitted in September; Jul – Sep must be submitted in October; and Oct – Dec must be submitted in January. Receipts submitted late may not be reimbursed. Reimbursement will be made on the next available check run once all approvals are received by the Finance Department. Equipment or other physical items are not eligible for reimbursement.

3. Reimbursement for Damaged Property.

The City agrees to compensate employees who suffer a financial loss for damage or loss of personal property while performing their required duties in a proper and safe manner, and when not due to negligence on the part of the employee. The following chart describes the maximum replacement or repair benefit that the City may provide:

ITEM	MAXIMUM BENEFIT
Watches	\$ 50.00
Shoes (excluding uniform boots)	\$ 45.00
Personal Clothing Items (excluding uniform apparel)	\$ 60.00
Prescription Eyeglasses/Contact Lenses	Actual Cost of like replacement.
Safety Equipment	Actual Cost of like replacement. (Employee-purchased item(s)with approval of Chief of Police)
Jewelry (Rings, necklaces, etc.)	Not applicable

4. Safety Equipment.

The City shall provide to employees covered by this agreement safety equipment as required or recommended by Section 50081 of the Government Code, and such other safety items as the City deems appropriate. The Chief of Police shall consult with representatives of the CCPOA regarding the selection of such equipment prior to a final decision.

5. Uniform Allowance Reimbursement.

The City shall provide to all police patrol officers and sergeants required uniforms including uniform shoes or boots at no cost to the officers. Employees covered by this agreement who are assigned to investigation for more than four (4) consecutive months shall receive fifteen dollars (\$15) biweekly starting in the fifth (5th) month as a clothes allowance reimbursement. An employee assigned to a detective position shall receive fifty dollars (\$50) per month as a clothes allowance reimbursement. Safety equipment is not affected by this section and shall continue to be provided by the City.

E. HEALTH AND WELFARE INSURANCE

1. EMPLOYER CONTRIBUTION FOR CALPERS HEALTH INSURANCE.

The City will contribute \$150 per month (or the minimum amount specified in Gov. Code 22892(b), whichever is more) toward the cost of the CalPERS Health Premium for both employees and retirees.

2. FLEXIBLE BENEFIT PLAN.

The City will establish a flexible benefit plan for employee health benefits in accordance with IRS Code Section 125, with the following provisions:

- a. The City will additionally cover the difference between the amount in paragraph 1 of subsection E and 100% of the premium for the employee (“Single”) under the CalPERS Gold medical plan.

- b. The City will cover 80% of the cost of the 2-Party or Family premium for the CalPERS Gold medical plan that is over and above the cost of the Single premium.
- c. If an employee chooses the CalPERS Platinum plan or PORAC plan, the City will cover the amounts identified in paragraphs (a) and (b), as applicable, and the employee will be responsible for the remainder.
- d. The City will pay 100% of the employee premium costs for vision, insurance, dental insurance, and air ambulance insurance.
- e. In order to be excluded from the requirement for the CalPERS Gold Health Plan, the employee must submit verification of enrollment in a group health plan that provides equivalent alternate coverage as required by the Patient Protection and Affordable Care Act.
- f. Employees who opt out of City's health plan due to enrollment in another group health plan (under the Affordable Care Act) will receive a \$300 per month cash-in-lieu benefit payment.

2.1. MEDICAL INSURANCE COVERAGE.

The City agrees to offer CalPERS Health Coverage to the employees covered by this M.O.U. Such coverage includes the employee and the employee's qualified dependents.

As required by the CalPERS Health Program, eligible retirees of the CCPOA are qualified to participate in CalPERS Health Plans. An employee must be enrolled in a CalPERS Health Plan at the time of retirement in order to be eligible for CalPERS Health Coverage after retirement.

The City will not make an employer contribution to an optional (non-CalPERS) health coverage plan after retirement by an eligible retiree of the CCPOA.

The City also agrees not to change the insurance carrier or the scope of coverage without concurrence of the CCPOA.

2.2. DENTAL INSURANCE COVERAGE.

The City agrees to continue to provide dental insurance to the employees covered by this M.O.U. except for applicable deductibles. The coverage shall include the employee and qualified dependents. The carrier of this coverage shall not be changed without the same conditions as provided for a change of the medical insurance carrier.

2.3. LONG-TERM DISABILITY INSURANCE COVERAGE.

The City agrees to continue to provide long-term disability insurance coverage to the employees covered by this M.O.U.

2.4. VISION CARE INSURANCE COVERAGE.

The City agrees to continue to provide Vision Care insurance coverage for the employees covered by this M.O.U.

2.5. AIR AMBULANCE INSURANCE COVERAGE.

The City agrees to continue to provide air ambulance insurance coverage for the employees covered by this M.O.U., except for applicable exclusions. The coverage shall include the employee and qualified dependents.

3. LIFE INSURANCE.

In addition to the benefits offered under the City's flexible benefit plan, the City will provide each employee covered by this M.O.U. with a term life insurance policy in an amount equal to 1.5 times the employee's annual base salary rounded up to the nearest whole thousand dollar figure. The monthly premium will be paid by the City.

4. ACCIDENTAL DEATH INSURANCE.

In addition to the benefits offered under the City's cafeteria plan, the City will provide an additional \$50,000 life and accidental death policy of insurance for all sworn bargaining unit members through PORAC. The City, not the employees, will pay the monthly premium of said policy.

5. RETIREE MEDICAL TRUST (RMT).

A. Participation. Effective January 1, 2021, the Association will establish participation in a retiree medical plan administered by the PORAC Retiree Medical Trust, and the cost of establishing the Trust shall be at no cost to the City of Crescent City. The City of Crescent City is not a party to the Trust, aside from transferring funds, and has no obligations to the management, regulatory compliance or performance of the Trust.

B. Contributions to the PORAC Retiree Medical Trust

- 1) Employee Contributions. The City of Crescent City will transfer a mandatory pre-tax employee contribution of fifty dollars (\$50.00) for each employee currently working in the bargaining unit represented by the Association on an ongoing bimonthly (24 times per year) basis. As each employee will contribute the same predetermined dollar amount, no employee election forms designating the amount will be needed, allowed or requested; and there shall be no employee election either to make the employee contribution, or to determine the amount of the contribution.
- 2) Employer Contributions. The City of Crescent City will not be making any employer contributions.

C. Reporting rules. The City of Crescent City will comply with reasonable rules set by the PORAC RMT Trust Office with regard to reporting and transferring the required contributions set forth above, typically involving providing the Trust

Office with the name, social security number and amount paid for each employee. In the event the reporting requirement of the Trust requires reporting beyond that which the City of Crescent City typically provides for other similar purposes (health insurance), the City of Crescent City may require the Association to pay for any costs related to programing or producing such reports. Prior to engaging in any activity that could result in such an expense, the City of Crescent City will secure the Association’s authorization.

D. Indemnification. The Association agrees to indemnify and hold the City of Crescent City harmless from any liabilities of any nature which may arise as a result of the operating of the PORAC RMT, except for the obligation of the City to make and report the non-elective transfer of employee contributions as described above.

E. Exclusive purpose of trust. The monies contributed to the Trust fund shall only be used for retiree health insurance premiums or health care expenses, as allowed by law. There shall be no employee election/option available to take such amount in unrestricted cash.

F. Separate trust. The purpose of this Trust shall be to provide for retiree health care expense reimbursement benefits. The Trust shall be and remain separate and apart from any City of Crescent City health insurance funding program, unless changed by mutual written agreement of the parties. The contributions set forth herein, unless otherwise dictated by law or rules set forward by the employees’ pension system, shall be included as salary for purpose of calculating pension benefits.

G. Acknowledgment. The City of Crescent City hereby acknowledges receipt of the PORAC RMT Joinder Application and Agreement and agrees to comply with rules set by the Trust Office in regard to reporting and depositing the required contributions set forth above. The City of Crescent City will cooperate with the Trust in allowing a payroll audit for the purpose of ascertaining if the proper amount of contributions have been made.

F. HOLIDAYS

The City agrees to provide the non-patrol employees covered by this M.O.U. with the following holidays off from work and with pay, during each calendar year:

New Year’s Day	January 1
Martin Luther King Day	January (3rd Monday)
President’s Day	February (3rd Monday)
Memorial Day	May (Last Monday)
Fourth of July	July 4

Labor Day	Sept. (1st Monday)
Veteran's Day	November 11
Thanksgiving Day	November (4th Thurs)
Day after Thanksgiving	
Christmas Day	December 25
Two Christmas Season holidays	To be designated annually by City Administration with concurrence of each employee association.

Should any of the above-mentioned holidays fall on a Saturday, the employees shall have off the Friday before the holiday with pay. Should any of the above-mentioned holidays fall on a Sunday, the employees shall have off the Monday following the holiday with pay.

Those employees covered by this agreement who are assigned to the Patrol Division shall not receive any of the above holidays off.

G. LEAVES

1. VACATION.

(a) For the purposes of determining vacation benefits, permanent employees working less than forty hours per week shall accrue vacation at a rate equal to the normal rate for their service longevity times the percentage of full-time that their average work week represents.

(b) Accrual Schedule.

The following vacation schedule shall be effective on the first pay period after the effective date of this M.O.U.

Length of Service	Biweekly Accrual Rates
Date of Employment through 12 th month	4 Hours
13 th month through 120 th month	5.23 Hours
121 st month and beyond	6.15 Hours

Vacation leave is earned upon the completion of the pay period and may not be used before it is earned. In other words, vacation leave cannot be used until the pay period following the one during which it was earned.

(c) Utilization.

The parties hereto agree that employees covered by this M.O.U. may not accrue vacation beyond four hundred (400) hours. Vacation leave may not be granted to an employee with less than six (6) months of employment.

Upon termination an employee shall be compensated for accrued vacation.

(d) Elective Vacation Cash-Out Plan

Employees have the elective option to cash-out up to 40 hours of accrued vacation leave once every six months. An employee must have a minimum balance of 240 hours of accrued vacation at the time of the cash-out request. An employee must have used at least 40 hours of vacation in the previous 12-month period. Any vacation leave cash-out will be subject to budget availability and to the approval of the City Manager and Finance Director.

Employees who want to cashout vacation leave must irrevocably elect to do so by December 31 to cashout the following calendar year. The requirements for accrued leave balance and leave used will be calculated as of the date of the cashout request. Employee must earn the cashout hours in the calendar year of the cashout payment, prior to the actual cashout. Employee cannot cashout hours that were earned the year before. Cashouts will only be allowed the first pay period paid in June and the first pay period in December of each calendar year. Employee must sign a form in December of the prior year stating which cashout date they are choosing (June, December, or both) and how many hours to cashout on each of those dates. The employee cannot decide afterward to not cashout. If the employee uses so many vacation hours in the year prior to the cashout that the employee no longer has enough hours accrued to fulfill the cashout request, the City must cash out the number of hours available to be cashed out.

2. SICK LEAVE.

(a) For the purposes of determining sick leave benefits, permanent employees working less than forty (40) hours per week shall accrue sick leave at a rate equal to the normal rate for their service longevity times the percentage of full-time that their average work week represents.

(b) Accrual Schedule.

The following sick leave schedule shall be effective on the next complete pay period following adoption of this M.O.U.:

Length of Service	Biweekly Accrual Rate
Date of Employment to a maximum of 1250 hours of accrued sick leave	4 Hours

Sick leave is earned upon the completion of the pay period and may not be used before it is earned. In other words, sick leave cannot be used until the pay period following the one during which it was earned.

(c) Conversion to Sick Leave Bank.

Employees whose available sick leave accrual equals or exceeds 1250 hours at the end of a biweekly pay period shall, for the next pay period and any subsequent pay periods until the accrual is below the maximum of 1250 hours, be compensated by having one hour per pay period deposited into a CCPOA sick leave time bank. Use of sick leave hours from the time bank shall be by approval of such means mutually agreed upon by CCPOA and the City Manager. Total sick leave bank accruals deposited shall not exceed 960 hours available at any time. In the event the employee reaches the maximum vacation accrual and the sick leave bank reaches the maximum accrual, no further accruals or conversion shall occur.

(d) Utilization.

Employees may utilize accrued sick leave after their first month of employment. Sick leave shall be utilized in accordance with applicable state and federal law. Sick leave with pay will be granted upon the recommendation of the Department Head in a case of the bona fide illness of the employee. Sick leave with pay may be used for the following services: diagnostic procedures, dental procedures and ophthalmology services when performed by a duly licensed practitioner.

i. The employee may be required to file a medical/dental professional's statement, or a personal affidavit with the Human Resources Manager stating the purpose of the absence before such leave with pay will be granted. After an employee has notified the City of their intention to leave City service, no sick leave will be granted for that employee unless they provide a doctor's written statement for the missed time.

ii. Sick leave applies to absences during pregnancy that are caused by illness due to pregnancy or the attending physician's order that the employee is unable to work due to the pregnancy. All situations involving pregnancy disability will be addressed in accordance with the provisions of the Family Medical Leave Act (FMLA) and current state Pregnancy Disability Leave (PDL) laws. A female employee, filling a regular Council approved position will be entitled to a total of four (4) months leave of absence (with and/or without pay) due to pregnancy disability as determined by a qualified medical provider.

iii. An eligible employee may take sick leave in the event of a serious illness or medical condition for a member of the employee's immediate family. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with the Human Resources Manager stating the cause of absence before such leave with pay will be granted. For purposes of this section, immediate family is defined as:

- a. A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status);
- b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered

domestic partner, or a person who stood in loco parentis when the employee was a minor child;

- c. A spouse;
- d. A registered domestic partner;
- e. A grandparent;
- f. A grandchild;
- g. A sibling.

iv. In the event a scheduled medical or dental appointment for the eligible employee's immediate family that requires the employee's absence from work, the employee may use sick leave.

v. In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits will also be transferred in their full amount.

vi. The City has entered into an agreement with the PERS whereby accumulated sick leave is converted to additional service credit upon retirement.

3. BEREAVEMENT LEAVE.

(a) Eligibility & Accrual rate.

Permanent employees are eligible for bereavement leave for a maximum of five (5) workdays per incident with pay.

(b) Utilization.

Upon the prior approval by the employee's department head, the employee may utilize bereavement leave upon the death of a family member. Family member means a child, parent, sibling, grandparent, grandchild, domestic partner or parent-in-law as defined in Government Code Section 12945.2. Should additional time be necessary, the employee may utilize two (2) sick leave days. The department head may approve the employee's utilization of vacation if additional time is required.

3.5 REPRODUCTIVE LOSS LEAVE.

(a) Eligibility and Accrual Rate.

Permanent employees are eligible for reproductive loss leave for a maximum of five (5) workdays per incident with pay.

(b) Utilization.

Upon the prior approval by the employee's department head, the employee may utilize reproductive loss leave upon the occurrence of a qualifying event. A qualifying reproductive loss event includes and is limited to failed adoption, failed surrogacy, miscarriage, stillbirth, or

unsuccessful assisted reproduction. The leave must be taken with three (3) months of the qualifying event.

4. JURY LEAVE.

(a) Eligibility.

All employees are eligible for jury leave when called by the court to serve as a juror. Employees shall receive their normal compensation so long as the City is reimbursed by the employee for juror or witness fees received.

(b) Utilization.

The employee shall provide to their department head a copy of the summons, notice, or subpoena directing the employee to appear at the court. On a day an employee reports for jury duty and learns that services are not needed that day, the employee must return to work for the balance of the regular work shift.

5. COURT TIME LEAVE.

Employees who are subpoenaed or noticed by a Court of a required appearance associated with their duties as a police officer for the City, and when such court is located outside Del Norte County, shall be granted court time leave with pay for such time spent appearing at this court, and for such time necessary to travel to and from the court's location.

6. MILITARY LEAVE.

The City shall provide military leave as provided by California State Law.

7. LEAVE OF ABSENCE WITH/WITHOUT PAY.

(a) Eligibility.

Permanent employees are eligible for a leave of absence, with or without pay, upon the approval of the employee's department head and the concurrence of the City Manager.

(b) Utilization.

Leave with pay may be provided to an employee when the City requires the employee to be absent due to educational, disciplinary, or for emergency reasons. Leave without pay may be provided to an employee when it is necessary for the employee to be absent due to one of the following reasons and the employee has made the request:

1. Educational purposes;
2. Long-term illness and/or pregnancy;
3. Family death;

4. Natural disasters & family emergencies;
5. Other related emergencies;
6. Maternal/Paternal child care.

Except in the case of natural disasters, the employee shall obtain prior written approval stating the reasons for the leave request and the expected term or duration of such leave. Such leave shall not be approved by the department head and City Manager in excess of one hundred twenty (120) calendar days in duration, except that the City Manager, upon the recommendation of the employee's department head, may approve one subsequent ninety (90) day leave of absence without pay.

(c) Accrual of Benefits During Such Absences.

The employee shall not accrue any benefits, nor shall City pay for any benefits during such approved leave of absence without pay.

(d) Use of Leave Accruals.

During a leave of absence from work, employees must use available leave accruals in accordance with City leave policies, unless the leave is protected by FMLA/ CFRA or workers' compensation

8. GENERAL LEAVE PROVISIONS.

(a) Return to Work Requirements.

The parties hereto agree that at least one week prior to the expiration of the approved leave of absence, with or without pay, the employee shall notify the department head of their intention to return to work. Upon the expiration of an approved leave, the employee shall return to work on the next following regular work day. Failure to return to work will be considered as a voluntary resignation on the part of the employee unless prior approval is obtained from the employee's department head.

(b) Determination of Continuous Service.

The length of an employee's service shall be considered continuous while the employee is on an approved leave with pay, and if the employee returns to work on the required return-to-work day. Upon re-employment from an involuntary layoff or an expiration of a leave of absence without pay, the employee's previously-accrued sick leave credits shall be restored. Employees returning from a voluntary resignation shall not receive any credits by virtue of their previous employment toward any leave accrual or restoration.

(c) Effect of a Transfer.

In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits shall also be transferred in their full amount.

(d) Use of Leave Accruals.

During any absence from work, employees must use available leave accruals in accordance with City leave policies, unless the leave is protected by FMLA/ CFRA or workers' compensation

(e) Benefits Accruals During Leave.

Employees on unpaid leave will have their sick and vacation leave accruals reduced proportionately for that pay period, unless the leave is protected by FMLA/ CFRA or workers' compensation

9. ADMINISTRATIVE TIME OFF

In recognition of the Lieutenant position as an exempt position, the City agrees that the Lieutenant will receive forty (40) hours of paid administrative time off each fiscal year. Such administrative time off will be used by the Lieutenant within the fiscal year it was received and will not carry forward from year to year.

10. BENEFITS DURING LEAVE

(a) Family and Medical Leave (FMLA) and California Family Rights Act (CFRA). An employee taking family or medical leave will be allowed to continue participating in any health and welfare benefit plan in which he or she was enrolled before the first day of leave (for a maximum of 12 workweeks) at the level and under the same conditions of coverage as if the employee had continued in employment for the duration of such leave. Group health insurance coverage will be continued in the same manner for up to 16 weeks for employees disabled due to pregnancy, childbirth or related medical condition. The City will continue to make the same premium contributions as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under the Family Medical Leave Act (FMLA) or under the California Family Rights Act (CFRA).

The 12-month measurement period for purposes of FMLA / CFRA leave will be a rolling 12-months from the date that the FMLA / CFRA leave begins. The employee requesting FMLA / CFRA leave may be required to provide a medical provider's certification of the serious medical condition.

For further information on Family and Medical Leave, please refer to the City's FMLA policy or contact Human Resources.

All employees must notify Human Resources as soon as possible regarding FMLA for your own serious health condition or that of a family member.

(b) When Benefits Terminate. CalPERS health benefits terminate the last day of the month after the employee separates, ends coverage, or becomes ineligible. For example, if an

employee separates May 15, health coverage will end June 30. Dental and vision benefits terminate the last day of the month in which the employee separates, ends coverage, or becomes ineligible. For example, if an employee separates May 15, dental and vision coverage will end May 31. All other benefits terminate at the time of separation.

11. OCCUPATIONAL MEDICAL LEAVE

If applicable, City police officers in the scope of active law enforcement service will be provided disability pay in accordance with California state law pursuant to Labor Code Section 4850.

12. PARENTING LEAVE

Parenting leave will be considered leave without pay and provided in accordance with applicable federal and state laws; specifically, Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) laws for the birth or adoption of a child or placement of a foster child. In the event that an employee does not meet the eligibility requirements for FMLA or CFRA, an unpaid leave of absence may be approved by the employee's Department Head and the Human Resources Manager. Use of sick leave may not be taken for parenting leave purposes.

The City will make available forty (40) hours of paid leave in lieu of participating in the Employment Development Department (EDD) programs that could have provided Paid Family Leave for parenting purposes.

H. FIREARM PURCHASE PROGRAM

The City of Crescent City agrees to implement an employee firearm acquisition policy, which will allow sworn, permanent, full-time officers to purchase one on-duty or off-duty firearm (subject to compliance with the Police Department Policy for on-duty back-up weapons) and/or accessories per officer, in accordance with firearm specifications approved by the Chief of Police. The total purchase amount shall not exceed \$2,000 per firearm, including the cost of accessories such as a sling, light, case, magazine, scope, etc., and shall be paid through payroll deductions within two years of purchase. Both the City Manager and the Finance Director, subject to the availability of funds, must approve the loan.

No purchase shall be made under this section until any outstanding previous purchase or employee loan (including computer loans) has been paid in full.

If an employee leaves City employment, any outstanding loan balance shall immediately become due and payable. Probationary employees are excluded from purchasing firearms under this section.

SECTION IX -MISCELLANEOUS PROVISIONS

A. SHIFT POLICY:

PREAMBLE. This shift policy has been designed to address two separate, but equally important, concerns: (1) concerns of Crescent City Police Department personnel relative to family, personal commitments, education and morale; (2) concerns of City Administration involving organization, establishing departmental goals, inter-relationships within the department, supervision conflicts and public relations. It is understood and agreed to by the parties that the review and continued existence of this policy will be based on its ability to address the concerns indicated above.

Additionally, it is agreed to by the parties that scheduling of shifts and setting the goals of the department is the exclusive right of the City. This is consistent with City Municipal Code sections and with the existing Memorandum of Understanding with CCPOA.

PROCEDURE. The following procedure shall be used in the assignment of shifts within the Crescent City Police Department.

1. All shift assignments shall be on a three (3) month basis. The Department shall establish procedures in conformance with these procedures to designate shift assignments for twelve consecutive calendar months starting the first of the year. A bargaining unit member must bid at least one nightshift rotation and one dayshift rotation during the calendar year. Shift bids shall coincide with yearly vacation bid and be distributed at the same time.

(A) Shifts will be from January through March, April through June, July through September, and October through December or as agreed to by the Chief of Police and CCPOA sergeants and officers.

(B) The term "shift" as used during this 12-hour plan refers to either dayshift (0600 - 1800) or nightshift (1800 - 0600).

(C) If staffing allows for a "cover shift" (1200-2400), the cover shift shall be considered both dayshift and nightshift and not required to switch shift during the 12 calendar months.

2. CCPD officers shall have the right to select the available shift of their choice on a seniority basis. Seniority shall be established by full time, continuous service as a sworn employee in each represented classification for the Crescent City Police Department.

(A) Choices of available days off will continue to be assigned by officer seniority.

(B) Not more than one (1) sergeant shall be assigned to any given shift unless authorized by the Chief of Police.

(C) The Chief of Police shall determine the number and type of positions available for selection on each shift.

(D) The Chief of Police shall have the exclusive right to change the positions assigned to any given shift in the interest of City priority, safety, special need or other documented valid reason.

(E) Special assignment shall not necessarily be made on a seniority basis. However, in fulfilling a special need, the Chief may consider seniority as part of the selection process.

3. The following positions with the CCPD are exempt from the shift selection process and shall be assigned in accordance with departmental needs as determined by the Chief of Police: Dispatch or Records personnel, Detectives, Narcotics' Officers, K-9 Officers, or such other specialty positions which may from time to time be established.

4. If mutually agreed upon with another officer, officers may change shifts within the three (3) month rotation period with the permission of their respective sergeants, and approval of the Chief of Police. If a sergeant is not assigned to the shift, the Police Chief shall act as the shift supervisor for the purpose of this section.

5. In the event of a conflict arising from implementation of a specific policy or procedure relative to shift selection, the Chief of Police shall be the final authority on how those policies or procedures apply. The Chief, in making a determination, shall consider the needs of the officer(s) involved and may consult and confer with CCPOA in reaching his/her decision.

6. Sergeants shall select shifts based upon seniority as established by appointment to the supervisory position.

B. PROBATION PERIOD/PAY STEP INCREASES:

Effective July 1, 2018, the City and the CCPOA agree to the following policy in an attempt to clarify the existing policy on probation/pay step increases:

The probationary period shall be regarded as a part of the examination process, and shall be utilized for closely-observing the employee's work, for securing the most efficient training in adjustment of a new employee to the position, and for rejecting any probationary employee whose performance is below average or unsatisfactory.

The Police Department shall establish two (2) separate and distinct classifications of police officer probationary periods:

CLASS I: Twelve (12) months' probation. Officers at time of appointment have completed a POST certified Basic Police Academy or are in possession of a valid California POST Basic Certificate.

CLASS II: Eighteen (18) months' probation. Officers at time of appointment are not in possession of, and have not completed all the requirements for issuance, of a POST Basic Certificate by the State of California.

All other terms and conditions relative to the probationary period shall be defined as currently written in the City-adopted Employer-Employee Relations Rules.

The City and the CCPOA acknowledge that the creation of the probationary period in Class II was not implemented for an arbitrary reason, but to allow the City to more accurately review the work performance of those officers required to attend the POST Basic Academy prior to starting the Department's field training program.

SECTION XI - DURATION OF M.O.U.

A. DURATION

The City and CCPOA agree that this M.O.U. shall be effective July 1, 2025 through June 30, 2027, as amended and referenced in Section I - Purpose. It is further acknowledged by both parties that certain portions of this agreement may require amendments during the term of this M.O.U. if State and Federal statutes and regulations so direct.

B. SEVERANCE & CONTINUATION

If any provision of this M.O.U. is held invalid or unconstitutional, such decision shall have no effect on the validity of the remaining provisions of this M.O.U., and such remaining provisions shall continue to remain in full force and effect.

C. WAIVER

The parties hereto acknowledge that during the negotiations which resulted in this M.O.U. each had the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of consultation or meet-and-confer, and that the understandings arrived at by the parties after exercising that right and opportunity are set forth in this M.O.U. Therefore, the parties hereto, for the duration of this M.O.U., and subject to the exceptions contained herein in Section VI, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to meet-and-confer with respect to any subject or matter in this M.O.U., in the event that either party desires to meet-and-confer or consult in good faith.

D. PROCEDURE TO FURTHER MEET AND CONFER

In the event that either party has requested the other party to meet-and-confer, and the other party has consented to such discussions, the parties hereto agree that such additional discussions may result in amendments to this M.O.U. Such amendments shall be dated and numbered consecutively in order to assure proper understanding and authority for each amendment. Nothing contained herein shall prohibit the parties hereto from amending this agreement as authorized by applicable law.

Agreed to and Recommended to City Council:

Date: 2/5/26



Eric Wier, City Manager

APPROVED AS TO FORM:


Martha D. Rice, City Attorney

Approved by the CCPOA:

Date: 1-29-26


Anthony Lopez, CCPOA President



Ethan Miller, CCPOA Vice President

EXHIBIT "A"

CCPOA PAY SCHEDULE

The parties hereto agree to the following pay schedule for the positions listed herein effective the first complete pay period in Fiscal Year 2025/2026. (Salaries are listed in hourly rates unless otherwise indicated.)

Police Recruit	\$24.49				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Police Officer	\$30.52	\$32.81	\$35.27	\$37.92	\$40.76
Sergeant	\$40.76	\$42.80	\$44.94	\$47.19	\$49.55
Lieutenant	\$49.55	\$52.03	\$54.63	\$57.36	\$60.23

RULES FOR PAY STEP PROGRESSION: Employees shall move through the steps according to the following specifications.

POLICE OFFICER

STEP ONE: Entry level. Possession of a California POST Basic Academy Certificate or a California POST Basic Certificate.

STEP TWO: The requirements for advancement to Step Two are twelve (12) months of service with a successful completion of the Field Training Program, and an annual evaluation which meets or exceeds job standards.

STEP THREE: The requirements for advancement to Step Three are twelve (12) months of service at Step Two, and an annual evaluation which meets or exceeds job standards.

STEP FOUR: The requirements for advancement to Step Four are twelve (12) months of service at Step Three, and an annual evaluation which meets or exceeds job standards.

STEP FIVE: The requirements for advancement to Step Five are twelve (12) months of service in Step Four, and an annual evaluation which meets or exceeds job standards.

Officers who possess a California Basic Academy Certificate or California POST Basic Certificate may be hired at Step One or Two at the discretion of the Chief of Police and with the concurrence of the City Manager. Lateral Entry Officers who possess a California POST Intermediate or Advanced certificate may be hired at any step between Step One and Step Five at the discretion of the Chief of Police with the concurrence of the City Manager.

POLICE SERGEANT

STEP ONE: Entry level. Four years of current full-time experience in law enforcement and possession of a California POST Intermediate Certificate. Completion of a California POST Supervisor’s School within one year of appointment.

STEP TWO: The requirement for advancement to Step Two is twelve (12) months of service in Step One, and an annual evaluation which meets or exceeds job standards. In the case of an internal promotion, the Chief of Police with the concurrence of the City Manager, may hire a sergeant at a Step Two if the officer is already at a Step Five in the police officer classification, has four years of current full-time law enforcement experience, and a California POST intermediate certificate.

STEP THREE: The requirements for advancement to Step Three are twelve (12) months of service in Step Two, possession of a California POST Supervisory Certificate, and an annual evaluation which meets or exceeds job standards.

STEP FOUR: The requirements for advancement to Step Four are twelve (12) months of service in Step Three, and an annual evaluation which meets or exceeds job standards.

STEP FIVE: The requirements for advancement to Step Five are twelve (12) months of service in Step Four, possession of a California POST Advanced Certificate, obtaining an AA Degree or equivalent college units (60) from an accredited college, and an annual evaluation which meets or exceeds job standards.

Applicable Notes:

All Officer and Sergeant Pay Steps - If a substandard annual evaluation is received, an employee shall be re-evaluated within 90-days.

Sergeant Pay Step 2 – Advancement to Step 2 will not be delayed if attendance at a California POST Supervisor’s School is not completed within one year of appointment due to circumstances beyond the control of the employee.

Sergeant Pay Step 5 – An accredited college is one receiving accreditation from Western Association of Schools and Colleges. If accreditation is in question, approval may be given upon review at the City Manager’s discretion.

**EXHIBIT “A”
CCPOA PAY SCHEDULE**

The parties hereto agree to the following pay schedule for the positions listed herein to be effective the first complete pay period in Fiscal Year 2026/2027, which is an increase by an amount equal to the CPI-U(LA) percentage increase measured by March 2026 over March 2025, not to be less than 1.0% nor more than 3.0%. When the March index becomes available, those wages shall be figured and the wage schedule updated and attached hereto. (Salaries are listed in hourly rates unless otherwise indicated.)

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Police Recruit	\$				
Police Officer	\$	\$	\$	\$	\$
Sergeant	\$	\$	\$	\$	\$
Lieutenant	\$	\$	\$	\$	\$

RULES FOR PAY STEP PROGRESSION: Employees shall move through the steps according to the following specifications.

POLICE OFFICER

STEP ONE: Entry level. Possession of a California POST Basic Academy Certificate or a California POST Basic Certificate.

STEP TWO: The requirements for advancement to Step Two are twelve (12) months of service with a successful completion of the Field Training Program, and an annual evaluation which meets or exceeds job standards.

STEP THREE: The requirements for advancement to Step Three are twelve (12) months of service at Step Two, and an annual evaluation which meets or exceeds job standards.

STEP FOUR: The requirements for advancement to Step Four are twelve (12) months of service at Step Three, and an annual evaluation which meets or exceeds job standards.

STEP FIVE: The requirements for advancement to Step Five are twelve (12) months of service in Step Four, and an annual evaluation which meets or exceeds job standards.

Officers who possess a California Basic Academy Certificate or California POST Basic Certificate may be hired at Step One or Two at the discretion of the Chief of Police and with the concurrence of the City Manager. Lateral Entry Officers who possess a California POST Intermediate or Advanced certificate may be hired at any step between Step One and Step Five at the discretion of the Chief of Police with the concurrence of the City Manager.

POLICE SERGEANT

STEP ONE: Entry level. Four years of current full-time experience in law enforcement and possession of a California POST Intermediate Certificate. Completion of a California POST Supervisor's School within one year of appointment.

STEP TWO: The requirement for advancement to Step Two is twelve (12) months of service in Step One, and an annual evaluation which meets or exceeds job standards. In the case of an internal promotion, the Chief of Police with the concurrence of the City Manager, may hire a sergeant at a Step Two if the officer is already at a Step Five in the police officer classification, has four years of current full-time law enforcement experience, and a California POST intermediate certificate.

STEP THREE: The requirements for advancement to Step Three are twelve (12) months of service in Step Two, possession of a California POST Supervisory Certificate, and an annual evaluation which meets or exceeds job standards.

STEP FOUR: The requirements for advancement to Step Four are twelve (12) months of service in Step Three, and an annual evaluation which meets or exceeds job standards.

STEP FIVE: The requirements for advancement to Step Five are twelve (12) months of service in Step Four, possession of a California POST Advanced Certificate, obtaining an AA Degree or equivalent college units (60) from an accredited college, and an annual evaluation which meets or exceeds job standards.

Applicable Notes:

All Officer and Sergeant Pay Steps - If a substandard annual evaluation is received, an employee shall be re-evaluated within 90-days.

Sergeant Pay Step 2 – Advancement to Step 2 will not be delayed if attendance at a California POST Supervisor's School is not completed within one year of appointment due to circumstances beyond the control of the employee.

Sergeant Pay Step 5 – An accredited college is one receiving accreditation from Western Association of Schools and Colleges. If accreditation is in question, approval may be given upon review at the City Manager's discretion.

**Side Letter Agreement to the Memorandum of Understanding
Between the City of Crescent City and the Crescent City Police
Officers' Association Effective July 1, 2025 through June 30, 2027**

WHEREAS, the City of Crescent City ("City") and the Crescent City Police Officers' Association ("CCPOA") successfully negotiated and executed a Memorandum of Understanding effective July 1, 2025 through June 30, 2027; and

WHEREAS, both locally and nationally, the hiring and retention of law enforcement officers continue to present a challenge; and

WHEREAS, it remains common for law enforcement agencies to offer a hiring bonus to attract laterals; and

WHEREAS, lateral transfers require less time and money to train and therefore, can be a more efficient hire than a recruit; and

WHEREAS, the parties have met and conferred on the contents of this Side Letter and the program contained herein.

NOW, THEREFORE, the City and the CCPOA agree that the City continue to offer a Lateral Police Officer Hiring Bonus Program as follows:

- 1. LATERAL HIRING BONUS PROGRAM.** The City will continue a Lateral Police Officer Hiring Bonus Program whereby the City will offer a hiring bonus of \$10,000 to qualified lateral hires for the position of Police Officer. A qualified lateral Police Officer hire must possess a Basic POST certification and have one year of sworn law enforcement experience. The \$10,000 hiring bonus will be paid out as follows:
 - a. **\$5,000** upon official hiring;
 - b. **\$2,500** upon completion of FTO training; and
 - c. **\$2,500** upon completion of probation.

- 2. RELOCATION ASSISTANCE.** As part of the Police Officer Lateral Hiring Bonus Program, the City will provide up to \$3,000 in relocation assistance to any Police Officer hired as a lateral that will be relocating from outside of Del Norte County into Del Norte County for the purpose of serving as a Crescent City Police Officer. The Employee will be reimbursed upon submission of qualifying receipts to the City. All claimed relocation expenses must be submitted within 6 months of hire. Qualifying relocation expenses include the reasonable costs of packing and moving of household goods, such as the rental of a commercial moving truck or trailer, expenses associated with packing/unpacking, temporary lodging (less than 30 days), temporary storage (less than 60 days), services of a professional moving company, etc.

3. **HIRING DISCRETION.** Nothing in this Side Letter is intended to interfere with the City's management decision as to whether to offer the Program in any particular recruitment for an open Police Officer position .
4. **EFFECTIVE DATE.** This Side Letter will be effective upon the date that it is approved and ratified by the City Council.

**AGREED TO AND RECOMMENDED TO
THE CITY COUNCIL:**



Eric Wier, City Manager 1-24-26
Date

AGREED TO BY THE CCPOA:



Anthony Lopez, President 1-24-26
Date



Ethan Miller, Vice President 1-24-26
Date

RESOLUTION NO. 2026-08

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
APPROVING A MEMORANDUM OF UNDERSTANDING AND SIDE LETTER AGREEMENT
BETWEEN THE CITY OF CRESCENT CITY CAREER FIREFIGHTERS' ASSOCIATION
EFFECTIVE JULY 1, 2025 THROUGH JUNE 30, 2027**

WHEREAS, California Government Code Section 36506 requires that the City Council fix, by resolution or ordinance, the compensation of all appointive officers and employees; and

WHEREAS, pursuant to the City Council's direction, the City's bargaining team has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable requirements to reach agreement with the Crescent City Career Firefighters' Association ("CCCFA") upon a new Memorandum of Understanding ("MOU") that meets the needs of both parties and covers the period July 1, 2025 through June 30, 2027; and

WHEREAS, the parties have additionally agreed to continue to explore the feasibility of an alternative 40-hour workweek by way of a side letter agreement; and

WHEREAS, a majority of the bargaining unit members of the CCCFA have voted in favor of the MOU and the Side Letter Agreement; and

WHEREAS, the MOU and Side Letter Agreement have been recommended for approval by the City Manager and reviewed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California that the Memorandum of Understanding Between the City of Crescent City and the Crescent City Career Firefighters' Association for July 1, 2025 through June 30, 2027 signed by the parties and attached hereto as **Exhibit A** is hereby ratified and approved.

BE IT FURTHER RESOLVED that the Side Letter Agreement to explore an alternative 40-hour week signed by the parties and attached hereto as **Exhibit B** is hereby ratified and approved.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City at a meeting thereof held on this 17th day of February 2026, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

Memorandum of Understanding
Between the
City of Crescent City
And the
Crescent City Career Firefighters' Association

Effective July 1, 2025
Through
June 30, 2027



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**MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY
AND THE CRESCENT CITY CAREER FIREFIGHTERS' ASSOCIATION FOR THE PERIOD
JULY 1, 2025 THROUGH JUNE 30, 2027**

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SECTION 1 - PURPOSE

The purpose of this Memorandum of Understanding (M.O.U.) is to describe certain agreements between the City of Crescent City, hereinafter referred to as “City” and the Crescent City Career Firefighters’ Association, hereinafter referred to as “CCCFA,” regarding wages, hours, and other terms and conditions of employment for the City’s public safety employees covered by this M.O.U.

SECTION 2 - EFFECT OF M.O.U.

This M.O.U. shall comply with all local, State, and Federal regulations applicable to such agreements. If any provisions of this M.O.U. violate said regulations, the M.O.U. may be amended at any time to conform to local, State and Federal law. Other City policies of general application (city-wide) or specific application (Fire Dept) may also apply. In the event there is a conflict or inconsistency between a policy and this M.O.U., this M.O.U. shall prevail. By adopting this M.O.U., the City does not relinquish any employer management rights to the CCCFA members.

SECTION 3 - DEFINITIONS

Except as otherwise provided herein, all words used in this M.O.U. shall have the same meaning as set forth in the City’s Municipal Code, the City’s Employer-Employee Relations Rules or the State of California’s Government Code.

SECTION 4 - RECOGNITION

The City has recognized CCCFA by way of Resolution No. 2025-15 adopted May 5, 2025 as the recognized employee organization representing those City employees who are members of CCCFA at the time of the City’s adoption of this M.O.U., and those employees who become members of CCCFA during the term of this M.O.U. This recognition continues for the term of this M.O.U., unless CCCFA violates any terms or conditions of this M.O.U. or any City rule or regulation which may cause the termination of this recognition by the City, as per the Crescent City Municipal Code.

SECTION 5 - EMPLOYER-EMPLOYEE RELATIONS RULES

The parties hereto agree that the City’s Employer-Employee Relations Rules, as included in the City’s Municipal Code, shall continue in full force and effect for the term of this M.O.U., except that to the extent that Section 8-220 conflicts with the Firefighter Bill of Rights (Gov. Code §§ 3250 et seq.), the Firefighter Bill of Rights shall prevail.

SECTION 6 – COMPENSATION

6.1 WAGES

The City will compensate CCCFA members as described below:

6.1.1 July 2025. Effective the first full pay period in July of 2025, the pay scales as set forth on Exhibit A shall apply to all classifications listed therein.

6.1.2 July 2026. Effective the first full pay period in July of 2026, all pay scales set forth in Exhibit A shall be increased by the annual percentage increase indicated by the CPI-U (LA) March 2026 over March 2025. In no event, however, may the increase be less than 1.0% or more

than 3.0%. The pay scale table will be updated and attached to this M.O.U. as soon as numbers for the annual CPI are known.

6.2 PAY PERIOD

The pay period for CCCFA members will be from 7:00 a.m. Sunday through 6:59 a.m. the second Sunday thereafter. Employees must be paid within 5 working days after the conclusion of the pay period. Employees will be paid biweekly on every other Friday.

6.3 WORK PERIOD

The work period for CCCFA members is 24 days. Each CCCFA will be regularly scheduled to work 192 hours in each work period.

6.4 REPORTING TIME

CCCFA members will have one-quarter (1/4) of one hour reduced from their pay for each fifteen minutes they report to work later than their scheduled starting time. Tardiness will result in disciplinary action. CCCFA members will also have one-quarter (1/4) of one hour reduced from their pay for each fifteen (15) minutes for which the employee leaves work early. Employees leaving early without prior authorization of the Fire Chief will be considered refusal to work and be grounds for disciplinary action.

6.5 OVERTIME

Non-exempt CCCFA members are partially exempt under Section 7(k) of the Fair Labor Standards Act (FLSA) and will earn overtime at the rate of 1.5 times their “regular rate of pay” (as defined by the FLSA) for every hour worked in excess of 182 hours during the 24-day work period. Paid leave time (Holiday Pay, Vacation, Sick Leave, etc.) will not count toward the Employee’s total work period hours for overtime liability purposes.

CCCFA members working the 48/96 schedule will be paid 53 regular hours plus 3 hours of scheduled overtime per week, which are the annualized average weekly hours for the 48/96 schedule. Hours worked in addition to the 48/96 schedule will be considered overtime.

6.6 EMERGENCY CALL-BACK

If a CCCFA member is called back to duty by the Fire Chief to respond to an emergency, they will receive at least two hours’ work or two hours’ pay if two hours work is not required. The employee will be compensated at 1.5 times the employee’s regular rate of pay. The time worked will begin when the employee arrives at the work site. If the call-back assignment lasts more than two hours, then the employee will be compensated in increments of 15 minutes for the time actually worked.

6.7 HOLDOVER

If a CCCFA member is held over from their regularly scheduled shift by the order of the Fire Chief, they will be compensated at the rate of 1.5 times their regular rate of pay for each 15-minute increment actually worked. An employee may be held over by order of the Fire Chief for up to 24 hours.

6.8 HOLIDAY PAY

The City recognizes 12 Holidays at 8 hours each at the employee's base hourly salary. As safety personnel, CCCFA members are not able to take Holidays off from work. Therefore, the 96 hours of Holiday Pay will be paid out 3.69 hours per paycheck at the employee's base hourly rate. Holiday Pay hours will not count toward the employee's total work period hours for overtime liability purposes. Holiday Pay that meets CalPERS requirements will be reportable compensation. Holiday pay may not be used as paid time off nor cashed out at any time other than the established pay period in this section or upon employee separation.

6.9 LONGEVITY PAY

6.9.1 Eligibility. CCCFA members will receive longevity pay for years of continuous, uninterrupted service with the City in accordance with the table below and the provision set forth in this section.

<u>Length of Service</u>	<u>Longevity Pay</u>
10	2.5% base hourly wage
15	2.5% base hourly wage
20	2.5% base hourly wage

6.9.2 Current 5-Year Longevity Recipients. Prior to the approval of this MOU, CCCFA members received 2.5% longevity pay for 5 years of continuous, uninterrupted full-time service with the City. If any CCCFA member is receiving 5-year longevity pay of 2.5% as of the date this MOU is approved, then that employee will continue to receive the 5-year longevity of 2.5% until such time as the employee attains Step 6 in the pay scale for their job classification. Once Step 6 is achieved, then the 5-year longevity pay will cease.

6.9.3 How Calculated. Longevity pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Longevity pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

6.10 ACTING DUTY OFFICER PAY (OUT-OF-CLASS)

CCCFA members will be considered working out-of-class when specifically assigned by the Chief or his designee during an absence of command and the employee assumes the primary duty officer role. An employee working out-of-class in this capacity will receive 5% of their base hourly wage for the time worked out-of-class.

6.11 PREMIUM PAY

6.11.1 Eligible Certifications / Assignments. Effective the first full pay period after the adoption of this MOU by the City Council, CCCFA members will receive the premium pay associated with the assignment or certificate as indicated in the chart below.

CAPTAIN CERTIFICATIONS / ASSIGNMENTS	PREMIUM PAY
Firefighter 1 Cert	5%
Company Officer / Fire Officer 1 / 2 Cert	5%
Fire Mechanic Cert or EV Tech 1 / 2 Cert	2.5%

Fire Fleet Mechanic Assignment*	7.5%
Dept. Training Captain Assignment*	10%
Fire Inspector Cert	2.5%
Fire Investigator Cert w/ PC 832 Arrest 80102	2.5%
First Responder Inspector Cert w/ PC 832 Arrest 80102	2.5%
Fire Prevention Officer Assignment*	7.5%
Chief Officer / Chief Fire Officer / Fire Officer 3 Cert	2.5%
Emergency Vehicle Tech 3 Cert	2.5%
<p>*Assignment Qualifications:</p> <ul style="list-style-type: none"> • Fire Fleet Mechanic Assignment: Captain must have Fire Mechanic Cert or EV Tech 1/2 Cert. • Dept. Training Captain Assignment: Captain must be a registered instructor with State Fire Training (certified Instructor 1 & 2, Ethics, and Regional Instructor Orientation, acceptance by State Fire Training). • Fire Prevention Officer Assignment: Captain must have Fire Inspector Cert. or First Responder Inspector Cert. • <i>Each Captain may only hold one assignment at a time. Assignments are at the discretion of the Fire Chief based upon department need. Premium pay for assignments will end if an assignment ends.</i> 	

6.11.2 Maximum. Each CCCFA member is limited to a maximum of 10% in premium pay without an assignment and a maximum of 15% with an assignment.

6.11.3 How Calculated. Premium pay is calculated as a percentage of the employee's base hourly wage times (the number of regular hours worked plus paid leave hours used) in a pay period. Assignment pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

SECTION 7 – MISCELLANEOUS

7.1 PROBATION

The standard probation period for CCCFA members will be 12 months from the date of hire. The probationary period can be extended at the discretion of the Fire Chief and approval by the Human Resources Manager. A performance evaluation will be completed every 6 months while during the probationary period.

7.2 ABSENCE WITHOUT AUTHORIZATION

When an Employee is absent without authorization or prior notice from a shift, said Employee will be subject to discipline. When an Employee is absent without authorization or prior notice for two (2) or more consecutive shifts, said Employee will be deemed to have voluntarily resigned from employment with the City.

7.3 DISCIPLINE

Discipline will be carried out in accordance with the Firefighter Bill of Rights, the City's Employer-Employee Relations Rules, Department Policies, the City's Discipline Policy, and this resolution.

7.4 CAL OES / CALFIRE ASSIGNMENTS

Any Cal OES or CAL FIRE assignments will be voluntary on the part of CCCFA members. There will be no mandatory Cal OES or CAL FIRE assignments.

7.5 SHIFT POLICY

Captains will work a 48/96 schedule where each employee is scheduled to work two (2) 24-hour shifts followed by four (4) 24-hour shifts off (based on the standard A, B, C Platoon schedule).

7.6 SCHEDULING

The Fire Chief will have ultimate control over the schedule and can re-assign shifts or start times as necessary for the efficient operation of the department. Any shift exchanges or shift swaps must be approved by the Fire Chief. Approval will be in the sole discretion of the Fire Chief who shall take into consideration the operational efficiency of the Department as well as any potential overtime costs.

SECTION 8 - BENEFITS

8.1 PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) PROGRAM

8.1.1 Classic Members. The City agrees to maintain a two percent (2%) at age Fifty (50) PERS Retirement Plan for the permanent employees who meet the PERS definition of "classic members" by paying the PERS employer contribution. Classic members will pay a 9% member contribution rate to PERS to PERS as well as the additional contribution per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The retirement benefit calculation for classic members will be the thirty-six highest paid consecutive months' compensation provision.

8.1.2 New Members. The City agrees to provide a two and seven-tenths percent (2.7%) at age 57 PERS Retirement Plan for the permanent employees who do not meet the PERS definition of "classic member" by paying the PERS employer contribution rate. New members will pay 50% of the total annual normal cost of pension benefits for PERS retirement, rounded to the nearest one quarter of one percent, or the current member contribution paid by similarly situated classic members, whichever is greater, as determined annually by CalPERS as well as the additional contribution per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The retirement benefit calculation for new members as defined by PEPR who are not transferred from a CalPERS or CalPERS reciprocal agency or who have a break in service of six (6) months or longer will be the thirty-six highest paid consecutive months' compensation provision.

8.1.3 Pre-Tax Contributions. Both "classic members" and "new members" shall pay their retirement contributions "pre-tax" in accordance with Internal Revenue Code Section 414(h)(2).

8.2 DEFERRED COMPENSATION

The City will make available to all employees covered in this M.O.U. a payroll deduction to allow the employees to participate in the Mission Square Deferred Compensation Program. These contributions shall be made by employees on a voluntary basis.

8.3 UNEMPLOYMENT COMPENSATION

The City will pay for unemployment compensation coverage for all employees at the rate required by the California Employment Development Department (EDD). Upon resignation from the City, the Employee must provide to the City a statement as to the reason for their resignation and their authorization for the City to release said information to the EDD upon a request for information regarding an unemployment claim.

8.4 WORKERS' COMPENSATION

8.4.1 Coverage Provided. The City will pay for workers' compensation coverage for all employees in accordance with California State law.

8.4.2 Medical Treatment. Whenever a CCCFA member sustains an injury or disability arising out of and in the course of employment requiring medical treatment, the employee must obtain such treatment pursuant to the appropriate California Labor Code sections.

8.4.3 California Labor Code 4850 Benefits. Whenever an Employee who is eligible for benefits under California Labor Code 4850 is compelled to be absent from duty by reason of injury or disease arising out of and in the course of employment, the Employee will be compensated and placed on leave pursuant to California Labor Code Section 4850.

8.5 WELLNESS INCENTIVE

8.5.1 Eligible Expenses. The City will reimburse each CCCFA member up to \$360.00 annually for participation in wellness-related activities. Qualifying wellness-related activities are gym/health club memberships, fitness training instruction, fitness/exercise class, including mobile applications or online courses. Equipment or other physical items are not eligible for reimbursement.

The purpose of this program is to reduce Workers' Compensation claims.

8.5.2 Reimbursement. Employees must submit reimbursement requests no more than monthly and no less than quarterly for actual expenses incurred in that month or that quarter (including payment of a qualifying annual membership). If quarterly, Jan – Mar must be submitted in April; Apr – Jun must be submitted in July; Jul – Aug must be submitted in September; Jul – Sep must be submitted in October; and Oct – Dec must be submitted in January. Receipts submitted late may not be reimbursed. Reimbursement will be made on the next available check run once all approvals are received by the Finance Department.

8.6 HEALTH AND WELFARE INSURANCE

8.6.1 Employer Contribution for CalPERS Health Insurance. The City will pay the minimum mandatory contribution amount specified by CalPERS pursuant to Government Code 22892(b) toward the cost of the CalPERS Health Insurance Premium for both active Employees and annuitants.

8.6.2 Flexible Benefit Plan. CCCFA members are eligible to participate in the City's flexible benefit plan for health benefits, which includes the following:

- a. The City will additionally cover the difference between the amount in paragraph 8.6.1 and 100% of the premium for the employee (“Single”) under the CalPERS Gold health plan.
- b. The City will cover 80% of the cost of the 2-Party or Family premium for the CalPERS Gold medical plan that is over and above the cost of the Single premium.
- c. If an employee chooses the CalPERS Platinum plan, the City will cover the amounts identified in paragraphs (a) and (b), as applicable, and the employee will be responsible for the remainder.
- d. The City will pay 100% of the employee premium costs for vision, insurance, dental insurance, ground and air ambulance insurance.
- e. In order to be excluded from the requirement for the CalPERS Gold Health Plan, the employee must submit verification of enrollment in a group health plan that provides equivalent alternate coverage as required by the Patient Protection and Affordable Care Act.
- f. Full-time regular employees who opt out of City’s health plan due to enrollment in a qualifying group health plan (under the Affordable Care Act) will receive a \$700 per month cash-in-lieu benefit payment.

8.6.3 Life Insurance Policy. The City will provide each CCCFA member with a term life insurance policy in an amount equal to 1.5 times the employee’s annual base salary rounded up to the nearest whole thousand-dollar figure at no cost to the employee.

8.6.4 Long-Term Disability Insurance. The City will provide each employee with long-term CCCFA member with disability insurance coverage at no cost to the employee. The long-term disability insurance coverage currently includes an additional \$5,000 benefit payable to employee upon the death of one of employee’s dependents.

8.6.5 When Benefits Terminate. CalPERS health benefits terminate the last day of the month after the employee separates, ends coverage, or becomes ineligible. For example, if an employee separates May 15, health coverage will end June 30. Dental and vision benefits terminate the last day of the month in which the employee separates, ends coverage, or becomes ineligible. For example, if an employee separates May 15, dental and vision coverage will end May 31. All other benefits terminate at the time of separation.

8.7 CSFA MEMBERSHIP

The City will pay for membership for each CCCFA member in the California State Firefighters’ Association.

8.8 REIMBURSEMENT FOR DAMAGED PROPERTY

The City will reimburse CCCFA members for the repair or replacement of personal property damaged in the line of duty without fault of the employee. The amount of reimbursement for articles of clothing will be the depreciated value based on the age and condition of the article. The amount of reimbursement for other personal property covered by this provision will be the actual replacement value, except that the reimbursement on a watch

may not exceed its functional value and the limit on eyeglasses will be the cost of lenses, plus the cost of basic frames. Jewelry is not covered.

8.9 UNIFORMS AND BOOTS

The City will provide each CCCFA member with the required uniforms, including uniform shoes or boots at no cost to the employees. Uniforms that are damaged in the line of duty or worn out due to normal wear and tear will be replaced by the City. The final determination as to the replacement of any uniforms is left to the sole discretion of the Fire Chief.

SECTION 9 – LEAVES

9.1 VACATION

9.1.1 Accrual. CCCFA members will accrue vacation time biweekly in accordance with the following schedule:

<u>Length of Service</u>	<u>Biweekly Accrual Rate</u>
Months 1 – 12	4.00 hours
Months 13 – 120	5.23 hours
Months 121 and beyond	6.15 hours

9.1.2 Utilization. Vacation leave is earned and accrued at the end of the pay period and may not be used before it is earned. In other words, vacation leave cannot be used until the pay period following the one during which it was earned. CCCFA members may not accrue vacation beyond 400 hours. Vacation leave will not be granted to an employee until they have completed 6 months of service with the City, unless approved by the Fire Chief and the City Manager. For CCCFA members on the 48/96 schedule, the employee will only be required to use enough vacation leave hours to cover the actual number of hours absent from work to receive a full paycheck. Upon voluntary or involuntary separation from employment, the employee will be compensated for all accrued vacation leave.

9.1.3 Elective Vacation Cash-Out Plan. CCCFA members have the option to cash-out up to 40 hours of accrued vacation leave every 6 months. In order to exercise this option, the Employee must have a minimum balance of 240 hours of accrued vacation at the time of the cash-out request. In addition, the employee must have used at least 40 hours of vacation in the previous 12-month period. Any vacation leave cash-out will be subject to budget availability and the approval of both the City Manager and Finance Director.

CCCFA members who want to cashout vacation leave must irrevocably elect to do so by December 31 to cashout the following calendar year. The requirements for accrued leave balance and leave used will be calculated as of the date of the cashout request. Employee must earn the cashout hours in the calendar year of the cashout payment, prior to the actual cashout. Employee cannot cashout hours that were earned the year before. Cashouts will only be allowed the first pay period paid in June and the first pay period in December of each calendar year. Employee must sign a form in December of the prior year stating which cashout date they are choosing

(June, December, or both) and how many hours to cashout on each of those dates. The employee cannot decide afterward to not cashout. If the employee uses so many vacation hours in the year prior to the cashout that the employee no longer has enough hours accrued to fulfill the cashout request, the City must cash out the number of hours available to be cashed out.

9.2 SICK LEAVE

9.2.1 Accrual. Effective the first full pay period after the adoption of this MOU by the City Council, CCCFA members will accrue 5.6 hours of sick leave biweekly. Employees may accrue a maximum of 1250 hours of sick leave. Employees whose available sick leave accrual equals or exceeds 1250 hours at the end of a biweekly pay period shall, for the next pay period and any subsequent pay periods until the accrual is below the maximum of 1250 hours, will not accrue any additional sick leave. Sick leave is earned and accrued at the end of the pay period and may not be used before it is earned. In other words, sick leave cannot be used until the pay period following the one during which it was earned.

9.2.2 Utilization. CCCFA members may utilize accrued sick leave after their first month of employment. Sick leave with pay will be granted upon the approval of the Fire Chief in the case of a bona fide illness, or a diagnostic medical procedure, dental procedure, or ophthalmology service when provided by a duly licensed practitioner. For CCCFA members on the 48/96 schedule, the employee will only be required to use enough sick leave hours to cover the actual number of hours absent from work to receive a full paycheck.

- a. Sick leave also applies to absences during pregnancy that are caused by illness due to pregnancy or the attending physician's order that the Employee is unable to work due to the pregnancy. All situations involving pregnancy disability will be addressed in accordance with the provisions of the Family Medical Leave Act (FMLA) and the current state Pregnancy Disability Leave (PDL) laws. An eligible employee may take sick leave in the event of a serious illness or medical condition for a member of the employee's immediate family. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with the Human Resources Manager stating the cause of absence before such leave with pay will be granted. For purposes of this section, immediate family is defined as:
 - i. a child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependence status);
 - ii. a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
 - iii. a spouse;
 - iv. a registered domestic partner;
 - v. a grandparent;
 - vi. a grandchild; or
 - vii. a sibling.

- b. In the event a scheduled medical or dental appointment for the eligible employee's immediate family that requires the employee's absence from work, the employee may use sick leave.
- c. In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits will also be transferred in their full amount.
- d. The City has entered into an agreement with the PERS whereby accumulated sick leave is converted to additional service credit upon retirement.
- e. In the event of a voluntary or involuntary separation from employment, the Employee will forfeit all accumulated sick leave, except that it may be converted to service credit under the City's PERS contract.

9.3 BEREAVEMENT LEAVE

CCCFA members are eligible for bereavement leave for a maximum of three workdays per incident with pay. Upon prior approval of the Fire Chief, the employee may utilize bereavement leave upon the death of a family member. Family member means a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law as defined in Government Code Section 12945.2. Should additional time be necessary, the employee may take an additional 2 workdays off unpaid. The employee may use available sick or vacation time for the two additional workdays.

9.4 REPRODUCTIVE LOSS LEAVE

CCCFA members are eligible for reproductive loss leave for a maximum of three (3) workdays per incident with pay. Should additional time be necessary, the employee may take an additional two (2) workdays off unpaid. The employee may use available sick or vacation time for the two additional workdays. Upon the prior approval by the employee's department head, the employee may utilize reproductive loss leave upon the occurrence of a qualifying event. A qualifying reproductive loss event includes and is limited to failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction as defined in Government Code Section 12945.6. The leave must be taken within three (3) months of the qualifying event.

9.5 JURY LEAVE

CCCFA members are eligible for jury leave when called by the court to serve as a juror. employees will receive their normal compensation so long as the City is reimbursed by the employee for all juror fees received. The employee must provide to the Fire Chief a copy of the summons, notice, or subpoena directing the employee to report to court for jury duty. If an employee reports for jury duty and learns that their services are not needed that day, the employee must return to work for the balance of their regular work shift.

9.6 COURT TIME LEAVE

CCCFA members who are subpoenaed or noticed by a Court of a required appearance associated with their duties as a firefighter for Crescent City Fire & Rescue, and when such court is located outside Del Norte County, shall be granted court time leave with pay for such time spent appearing at this court, and for such time necessary to travel to and from the court's location.

9.7 MILITARY LEAVE

CCCFA members will be provided with military leave in accordance with California State law.

9.8 LEAVE TO VOTE

In accordance with California Elections Code Section 14000, CCCFA members will be given 2 hours of paid time to vote if they are working on election day and cannot vote outside of their work hours. Employees must notify the Fire Chief at least two days in advance of the need to for time off to vote.

9.9 PARENTING LEAVE

Each CCCFA member will be eligible for up to forty-eight (48) hours of paid parenting leave for each birth of a baby or placement of a child. All parenting leave will be provided in accordance with applicable federal and state laws; specifically, the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) laws for the birth or adoption of a child or placement of a foster child. In the event that an Employee does not meet the eligibility requirements for FMLA or CFRA, an unpaid leave of absence may be approved by the Fire Chief and the Human Resources Manager. Use of sick leave may not be taken for parenting leave purposes.

9.10 LEAVE OF ABSENCE WITH / WITHOUT PAY

9.10.1 Eligibility. CCCFA members are eligible for a leave of absence, with or without pay, upon the approval of the Fire Chief and the City Manager.

9.10.2 Utilization. Leave with pay may be provided to an employee when the City Manager finds it to be in the best interest of the organization, such as pending a disciplinary investigation. Leave without pay may be provided to an employee when it is requested by the employee due to one of the following reasons:

- a. educational purposes;
- b. long-term illness and/or pregnancy;
- c. death of a family member;
- d. natural disasters and family emergencies;
- e. other emergencies personally affecting Employee;
- f. extended maternity / paternity leave.

9.10.3 Procedure. Except in the case of natural disasters, the employee must obtain prior written approval stating the reasons for the leave request (a-f above) and the expected duration of such leave, which may be approved for periods of up to thirty (30) days, with a total maximum of ninety (90) days per incident. Although such unpaid leave is potentially available, it is not guaranteed as operational efficiencies must be considered.

9.10.4 Benefits During Unpaid Leave. Any CCCFA member on unpaid leave (not FMLA/CFRA or work comp) shall not accrue any benefits, nor shall City pay for any benefits during such approved leave of absence without pay. The employee will have their sick and vacation accruals reduced proportionately for each affected pay period.

9.10.5 Use of Leave Accruals During Absence. During an absence from work, CCCFA members must use available leave accruals in accordance with City leave policies, unless the leave is protected by FMLA/CFRA or workers' compensation.

9.10.6 Return to Work Requirements. Failure of a CCCFA member to return to work on their next regularly scheduled shift following the last day of their approved leave without prior notice and approval from the Fire Chief, will be considered a voluntary resignation of the employee.

9.10.6 Determination of Continuous Service. A CCCFA member's service will be considered continuous while the employee is on an approved leave with pay so long as the employee returns to work on the required return-to-work day. Upon re-employment from an involuntary layoff or an expiration of a leave of absence without pay, the employee's previously accrued sick leave credits will be restored. Employees returning from a voluntary resignation will not receive any credits by virtue of their previous employment toward any leave accrual or restoration. In the event of a voluntary or involuntary transfer an employee with the City, the employee's leave credits will be transferred in their full amounts.

9.10.7 Leave Accruals During Leave of Absence. In the event of an extended leave, with or without pay, of 30 calendar days or more, leave accruals will temporarily stop until the employee returns to work. Employees must utilize any accrued leave time during their leave (sick time, vacation, floating holidays, etc.), unless the leave is protected by FMLA/ CFRA or workers' compensation.

9.11 BENEFITS DURING LEAVE

9.11.1 Family and Medical Leave (FMLA) and California Family Rights Act (CFRA). A CCCFA member taking family or medical leave will be allowed to continue participating in any health and welfare benefit plan in which he or she was enrolled before the first day of leave (for a maximum of 12 workweeks) at the level and under the same conditions of coverage as if the employee had continued in employment for the duration of such leave. Group health insurance coverage will be continued in the same manner for up to 16 weeks for employees disabled due to pregnancy, childbirth or related medical condition. The City will continue to make the same premium contributions as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under the Family Medical Leave Act (FMLA) or under the California Family Rights Act (CFRA).

9.11.2 Measurement Period. The 12-month measurement period for purposes of FMLA / CFRA leave will be a rolling 12-months from the date that the FMLA / CFRA leave begins. The employee requesting FMLA / CFRA leave may be required to provide a medical provider's certification of the serious medical condition.

9.11.3 FMLA Information. For further information on Family and Medical Leave, please refer to the City's FMLA policy or contact Human Resources.

9.11.4 Notification. All employees must notify Human Resources as soon as possible regarding FMLA for their own serious health condition or that of a family member.

9.11.5 Payment of Premiums During Leave. The Employee will be responsible to pay the monthly premiums for Health and Welfare Insurance if all of the following are true:

- a. The leave is not FMLA / CFRA; and
- b. The leave is unpaid; and
- c. The leave is for 30 days or more.

SECTION 10 - DURATION OF M.O.U.

10.1 DURATION

The City and CCPOA agree that this M.O.U. shall be effective July 1, 2025 through June 30, 2027, as amended and referenced in Section 1 - Purpose. It is further acknowledged by both parties that certain portions of this agreement may require amendments during the term of this M.O.U. if State and Federal statutes and regulations so direct.

10.2 SEVERANCE & CONTINUATION

If any provision of this M.O.U. is held invalid or unconstitutional, such decision shall have no effect on the validity of the remaining provisions of this M.O.U., and such remaining provisions shall continue to remain in full force and effect.

10.3 WAIVER

The parties hereto acknowledge that during the negotiations which resulted in this M.O.U. each had the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of consultation or meet-and-confer, and that the understandings arrived at by the parties after exercising that right and opportunity are set forth in this M.O.U. Therefore, the parties hereto, for the duration of this M.O.U., and subject to the exceptions contained herein in Section VI, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to meet-and-confer with respect to any subject or matter in this M.O.U., in the event that either party desires to meet-and-confer or consult in good faith.

10.4 PROCEDURE TO FURTHER MEET AND CONFER

In the event that either party has requested the other party to meet-and-confer, and the other party has consented to such discussions, the parties hereto agree that such additional discussions may result in amendments to this M.O.U. Such amendments shall be dated and numbered consecutively in order to assure proper understanding and authority for each amendment. Nothing contained herein shall prohibit the parties hereto from amending this agreement as authorized by applicable law.

CCCFA MOU 2025-2027
SIGNATURE PAGE

**Agreed to and Recommended to City
Council:**

Date: 2/5/26



Eric Wier, City Manager


APPROVED AS TO FORM:


Martha D. Rice, City Attorney

Approved by the CCCFA:

Date: 1/30/2026


Everett Buell, President


Beau Smith, Vice President


Jason Borges, Secretary / Treasurer

EXHIBIT "A"
CCCFA PAY SCHEDULE

A.1 WAGES. The parties hereto agree to the following pay schedule for the positions listed herein effective the first complete pay period in Fiscal Year 2025/2026 (retroactive). This pay schedule is based upon the annual salary for a Career Fire Captain within the Fire Department working 2,912 regularly scheduled working hours (48/96 schedule).

Career Captain	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6⁵
Annual ¹	\$72,417.80	\$76,035.70	\$79,833.00	\$83,809.70	\$87,995.70	\$92,391.00
Biweekly ²	\$2,785.30	\$2,924.45	\$3,070.50	\$3,223.45	\$3,384.45	\$3,553.50
Blended Hrly Rate @ 2912 ³	\$24.87	\$26.11	\$27.42	\$28.78	\$30.22	\$31.73
Base Hrly Rate @ 2756 ⁴	\$24.22	\$25.43	\$26.70	\$28.03	\$29.43	\$30.90
OT Hourly	\$36.33	\$38.15	\$40.05	\$42.05	\$44.15	\$46.35
¹ Annual salary based on 2756 hrs @ straight time and 156 hrs @ OT rate. ² Annual salary divided into 26 pay periods per year. ³ Blended hourly rate based on 2756 hours @ straight time and 156 @ OT annually. ⁴ This is the base salary that is used to calculate special pay, overtime, etc. ⁵ Step 6 will be effective first full pay period after adoption of this MOU.						

A.2 PAY STEP PROGRESSION. Career Fire Captains will move through the pay steps according to the following specifications.

STEP ONE	Entry Level / Probationary Status.
STEP TWO	Twelve months of service at Step One and achievement of permanent status; Possession of EMT-1 certification; meets or exceeds job standards for classification and recommendation of Fire Chief.
STEP THREE	Twelve months of service at Step Two; meets or exceeds job standards for classification and recommendation of Fire Chief.
STEP FOUR	Twelve months of service at Step Three; meets or exceeds job standards for classification and recommendation of Fire Chief.
STEP FIVE	Twelve months of service at Step Four; meets or exceeds job standards for classification and recommendation of Fire Chief.
STEP SIX	Twelve months of service at Step Five; meets or exceeds job standards for classification and recommendation of Fire Chief in annual evaluation; obtains Firefighter 1 cert and maintains all certifications required by the job description.
HIRING DISCRETION: The City Manager, upon recommendation of the Fire Chief, may approve hiring an individual at a step higher than Step One if it is determined that they possess the experience and qualifications to justify such a placement. An individual may be hired at a step higher than a Step One despite not having completed 12 months of service at the lower step(s).	

EXHIBIT "A"
CCCFA PAY SCHEDULE

A.1 WAGES. The parties hereto agree to the following pay schedule for the positions listed herein effective the first complete pay period in Fiscal Year 2026/2027, which is an increase by an amount equal to the CPI-U(LA) percentage increase measured by March 2026 over March 2025, not to be less than 1.0% nor more than 3.0%. When the March index becomes available, those wages shall be figured and the wage schedule updated and attached hereto. This pay schedule is based upon the annual salary for a Career Fire Captain within the Fire Department working 2,912 regularly scheduled working hours (48/96 schedule).

Career Captain	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual ¹						
Biweekly ²						
Blended Hrly Rate @ 2912 ³						
Base Hrly Rate @ 2756 ⁴						
OT Hourly						
¹ Annual salary based on 2756 hrs @ straight time and 156 hrs @ OT rate. ² Annual salary divided into 26 pay periods per year. ³ Blended hourly rate based on 2756 hours @ straight time and 156 @ OT annually. ⁴ This is the base salary that is used to calculate special pay, overtime, etc.						

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STEP FOUR	Twelve months of service at Step Three; meets or exceeds job standards for classification and recommendation of Fire Chief.
STEP FIVE	Twelve months of service at Step Four; meets or exceeds job standards for classification and recommendation of Fire Chief.
STEP SIX	Twelve months of service at Step Five; meets or exceeds job standards for classification and recommendation of Fire Chief in annual evaluation; obtains Firefighter 1 cert and maintains all certifications required by the job description.
HIRING DISCRETION: The City Manager, upon recommendation of the Fire Chief, may approve hiring an individual at a step higher than Step One if it is determined that they possess the experience and qualifications to justify such a placement. An individual may be hired at a step higher than a Step One despite not having completed 12 months of service at the lower step(s).	

**Side Letter Agreement to the Memorandum of Understanding Between the
City of Crescent City and the Crescent City Career Firefighters' Association
Effective July 1, 2025 through June 30, 2027**

WHEREAS, the City of Crescent City ("City") and the Crescent City Career Firefighters' Association ("CCCFA") successfully negotiated and executed a Memorandum of Understanding effective July 1, 2025 through June 30, 2027; and

WHEREAS, the parties conceptually agreed to the establishment of a 40-hour alternative work schedule for use during training or light duty; and

WHEREAS, City staff were unfamiliar with how to implement such a schedule for employees working a non-standard 48/96 schedule; and

WHEREAS, CCCFA wants the City to continue to explore the option and speak with additional agencies / personnel.


NOW, THEREFORE, the City and the CCCFA agree as follows:

1. The parties will continue to explore the feasibility of implementing a 40-hour work week alternative for situations such as training or light duty for the Career Fire Captain position.
2. If said alternative workweek is found to be feasible to implement, then the parties agree to negotiate an amendment to the MOU.
3. This Side Letter will be effective upon the date that it is approved and ratified by the City Council.

**AGREED TO AND RECOMMENDED
TO THE CITY COUNCIL:**


Eric Wier, City Manager 2/5/26 Date

AGREED TO BY THE CCCFA:


Everett Buell, President 2/2/26 Date


Beau Smith, Vice President 2-5-26 Date


Jason Borges, Secretary / Treasurer 2-5-26 Date

RESOLUTION NO. 2026-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING COMPENSATION AND BENEFITS FOR UNREPRESENTED, CONFIDENTIAL CLASSIFICATIONS

WHEREAS, the Meyers-Milias-Brown Act (“MMBA”) (Government Code sections 3500 et seq.) governs labor relations between local government employers and employees and Section 3507.5 thereof permits a public agency to adopt local rules and regulations providing for the designation of the “confidential” employees of the public agency and restricting such employees from representing any employee organization, which represents other employees of the public agency, on matters within the scope of representation; and

WHEREAS, the City’s Employer-Employee Relations Rules, contained in Appendix A to the Crescent City Municipal Code, represents the City’s adoption of local rules and regulations for the administration of employer-employee relations, including but not limited to the designation of “confidential” employees, defined as those employees who have access to information relating to or affecting employer/employee relations . . .”; and

WHEREAS, the City has designated such “confidential” employees as more fully identified and listed herein below; and

WHEREAS, in order to preserve the confidentiality of City Council discussions and employee bargaining unit discussions regarding labor negotiations, employee classifications designated as confidential are not represented by any recognized bargaining unit as defined by the City’s Employer-Employee Relations Rules and the MMBA; and

WHEREAS, it is necessary to establish such wages, hours and working conditions separate and apart from those created by memoranda of understanding for employees who are members of recognized bargaining units; and

WHEREAS, nothing in this assignment resolution is intended to restrict or enlarge any of the rights of the parties reserved to themselves or to restrict or enlarge of the rights under Federal or State law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Crescent City, does hereby approve compensation and benefits for unrepresented, confidential employees as follows:

- 1. UNREPRESENTED, CONFIDENTIAL POSITIONS.** The following are the City’s current authorized unrepresented, confidential classifications covered by this resolution (“Covered Positions” or “Covered Employees”):
 - Human Resources Analyst (FLSA non-exempt)
 - Human Resources Manager (FLSA exempt)

2. SALARY SCHEDULE.

2.1 As of the first full pay period in July 2025, the salary schedule for the Covered Positions is amended to be as follows (hourly rates):

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
HR Analyst	20	29.34	30.81	32.35	33.97	35.67
HR Manager	32	39.45	41.42	43.49	45.66	47.94

2.2 As of the first full pay period following the adoption of this resolution, the salary schedule for the Covered Positions shall be as follows (hourly rates):

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HR Analyst	20	29.34	30.81	32.35	33.97	35.67	37.45
HR Manager	32	39.45	41.42	43.49	45.66	47.94	50.34

2.3 Step 6 Eligibility. To be eligible for Step 6, the employee must have twelve (12) months of satisfactory performance in Step 5 and possess all required licenses / certifications required by their job description.

3. BENEFITS. Covered Positions will receive the same benefits as the base benefits specified in that certain Memorandum of Understanding (MOU) between the City and the Crescent City Management Employees' Association approved by the City Council by way of Resolution No. 2026-04, and as amended from time to time (currently located at Sections 10 (Benefits), 11 (Health and Welfare Insurance), 12 (Holidays) and 13 (Leaves)).

4. HOURS OF WORK. Covered Positions will be assigned to one of the following schedules:

- 4.1. For a standard schedule: the normal workday is eight (8) hours in each single workday for five (5) days per week.
- 4.2. For a defined 9-80 schedule: the normal workday is nine (9) hours, Monday through Thursday, and eight (8) hours every other Friday.
- 4.3. The workweek for employees assigned to a standard schedule begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday.
- 4.4. The workweek for employees assigned to a defined 9-80 schedule will begin at 12:01 p.m. on Friday and ends at 12:00 p.m. on the following Friday.

5. OVERTIME. Non-exempt Covered Employees are eligible for overtime compensation as required by regulations of the U.S. Department of Labor with respect to the Fair Labor Standards Act (FLSA). Any work in excess of nine (9) hours in one work day for a defined 9-80 schedule and any work in excess of forty (40) hours in any one (1) work week will be compensated at no less than one and one-half (1.5) times the regular rate of pay. Holiday time will count toward the employee's work week hours for computation of overtime hours. Sick leave and vacation leave time will not count toward the employee's work week hours for computation of overtime hours, except for when leave is used to make an employee's 8-hour

holiday a 9-hour holiday per paragraph 9. Overtime must be authorized by the employee's Department Head / City Manager.

- 6. COMP TIME.** In compliance with Section 3(s)(1)(C) of the FLSA and the California Labor Code, non-exempt Covered Employees may convert authorized overtime hours to Compensatory Time Off (CTO) for each overtime hour worked, upon the approval of the employee's Department Head. Compensatory Time Off will be accrued at the rate it is earned – straight rate, standard overtime, or double overtime using the same rules as paid overtime. The maximum accrual of CTO will be eighty (80) hours. The balance of accrued compensatory time off may not be carried over at the end of the City's fiscal year. Any unused comp time will be paid to the employee with the last pay period in June. No comp time may be accrued in a pay period that would result in a balance as of June 30. This overtime will be paid out as earned. Use of accrued compensatory time off must occur before use of floating holidays, administrative leave or vacation. Use of accrued compensatory time off is subject to the same requirements as use of vacation and sick leave.
- 7. ADMIN LEAVE.** An exempt Covered Employee, who is not eligible for overtime, will receive 40 hours of admin leave per fiscal year for attending meetings and events outside of normal City business hours. Admin leave does not carry forward from year to year, however, any unused leave will be paid out at the end of each fiscal year. Admin leave must be used prior to floating holidays or vacation leave. Admin leave will be prorated for the first year of employment in accordance with employee's hire date.
- 8. REPORTING TIME.** Non-exempt Covered Employees may, at the recommendation of their Department Head and upon approval from Human Resources, have one-quarter (1/4) of one hour reduced from their pay for each fifteen (15) minutes they report to work later than their normal starting time. Continued tardiness for work may result in disciplinary action against the employee. Employees leaving their work area early without the prior authorization of their Department Head will have their pay reduced in the same manner as is provided for employees who are late for work, and in addition, such absence may be considered as a refusal to work and as such may be considered as grounds for disciplinary action.
- 9. HOLIDAY PAY.** A non-exempt Covered Employee who is required to work on a City-designated holiday will be paid eight (8) hours of holiday pay and will also be paid their regular overtime hourly rate of pay for any hours actually worked on the designated holiday. If the holiday falls on a day that the employee would normally work nine (9) or ten (10) hours, the employee may use one or two hours of vacation, comp time, or floating holiday. When a holiday falls on an off-Friday for employees that work a 9/80 schedule, those employees will be given 8 hours of floating holiday in lieu of an extra paid day off.
- 10. MERIT PLAN.** A Covered Employee may receive a special merit pay for exemplary job performance. The special merit pay must be approved by the City Manager with a written justification for the special merit pay by including detailed examples of the employee's

outstanding job performance and a copy of the employee's current year's annual performance evaluation. The following specific standards and conditions apply:

- 10.1. The employee must have attained a performance rating of 4 (Exceeds Job Standards) or 5 (Outstanding) in all applicable rating categories during his or her current year's annual performance evaluation.
- 10.2. The employee must have worked a minimum of 1760 work hours during the annual performance evaluation period.
- 10.3. The employee must have attained the annual goals and objectives set for him/her by the Department Head.
- 10.4. A special merit pay will not be paid to an employee who receives a performance rating of less than 4 or 5 in any rating category, or if a disciplinary action has been sustained against the employee.
- 10.5. An eligible employee must have at least two (2) years of full-time continuous service with the City.
- 10.6. A special merit pay shall be five percent (5%) of the employee's base hourly rate, multiplied by the number of regular hours worked during the year immediately prior to his or her current year's annual evaluation due date.
- 10.7. A special merit pay shall be paid once, in a lump sum, as an annual premium, to an eligible employee based on the date the employee's special merit pay is approved by the City Manager.
- 10.8. An employee must meet the above standard and conditions each year during his or her annual performance evaluation in order to qualify for any successive special merit pay.

11. LONGEVITY PAY. Covered employees will be compensated for longevity based upon years of full-time continuous service with the City as follows:

<u>Years of Full-Time Continuous Service</u>	<u>Longevity Pay % of Base Pay</u>
10	2.5%
15	2.5%
20	2.5%

For the purposes of computing years of service, the anniversary of full-time employment will be used for qualification.

12. BILINGUAL PAY. In the course of employment, Covered Employees requested to provide translation or interpretation of a language other than English will be compensated at the rate of \$520.00 annually (\$20.00 biweekly). Employees eligible for bilingual pay must be proficient, including reading, writing and speaking fluently in a language that meets the City's operational needs. Employees proficient in American Sign Language are also eligible for bilingual pay. Eligible employees must be available to provide translation or interpretation services to any City Department.

13. EDUCATION INCENTIVE PAY. Unless required by the specific job classification, employees who possess or obtain a BA/BS from an accredited college or university in a job-related field approved by the Department Head and City Manager will receive 3.5% of their hourly base rate as a special pay. Employees who possess or obtain a MA/MS from an accredited college or university in a job-related field approved by the Department Head and City Manager will receive 5.0% of their hourly base rate as a special pay. If the degree is from a non-accredited college or university, then the employee must obtain special approval from the City Manager. These special pays are cumulative. Education incentive pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Education incentive pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

14. EMPLOYER-EMPLOYEE RELATIONS RULES. The City's Employer-Employee Relations Rules codified at Appendix A to the Crescent City Municipal Code are applicable to the job classifications covered by this resolution.

BE IT FURTHER RESOLVED, that the City Council of the City of Crescent City does hereby assign the benefits described herein to the City's unrepresented, confidential classifications.

APPROVED and ADOPTED and made effective the same day by the City Council of the City of Crescent City this 17th day of February 2026, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

RESOLUTION NO. 2026-10

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
APPROVING SPECIAL PAYS AND WAGES FOR CONTRACT EMPLOYEES**

WHEREAS, California Government Code Section 36506 requires that the City Council fix, by resolution or ordinance, the compensation of all appointive officers and employees; and

WHEREAS, pursuant to the City Council’s direction, the City’s contract employees (often referred to as “department heads”) are not represented by any employee association; and

WHEREAS, the department head contracts provide them with the same health and welfare benefits as the CCMEA, but not the special pay provisions; and

WHEREAS, the City Council has undertaken a compensation study, which supports increases to contract employee salaries; and

WHEREAS, the City Council directed staff to adjust the longevity pay and include a Step 6 consistent with what has been negotiated with the employee groups.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City that the following provisions shall apply to all contract employees:

1. CONTRACT EMPLOYEES DEFINED. For purposes of this resolution, “contract employees” refer to all department heads, namely the following positions: City Manager, City Attorney, Recreation Director / Events Coordinator, Finance Director, Housing Authority Director, Fire Chief, Police Chief, and Public Works Director. If the City creates a new department head position and employs an individual as an employee through a contract, then this resolution shall apply to that position as well.

2. WAGES.

2.1 Pay Scale. Effective the first full pay period in July 2025, the following pay scale is approved for contract employees:

POSITION	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Recreation Director / Events Coordinator	36	43.55	45.73	48.02	50.42	52.94	55.59
<i>Annual Salary \$90,584.00 - \$115,627.20</i>							
Housing Authority Director	41	49.27	51.73	54.32	57.04	59.89	62.88
<i>Annual Salary \$102,481.60 - \$130,790.40</i>							
Finance Director	44	53.05	55.70	58.49	61.41	64.48	67.70
<i>Annual Salary \$110,344.00 - \$140,816.00</i>							
Public Works Director	44	53.05	55.70	58.49	61.41	64.48	67.70
<i>Annual Salary \$110,344.00 - \$140,816.00</i>							
Fire Chief	50	61.52	64.60	67.83	71.22	74.78	78.52
<i>Annual Salary \$127,961.60 - \$163,321.60</i>							
Police Chief	50	61.52	64.60	67.83	71.22	74.78	78.52
<i>Annual Salary \$127,961.60 - \$163,321.60</i>							
City Attorney	50	61.52	64.60	67.83	71.22	74.78	78.52
<i>Annual Salary \$127,961.60 - \$163,321.60</i>							
City Manager	51	63.06	66.21	69.52	73.00	76.65	80.48
<i>Annual Salary \$131,164.80 - \$167,398.40</i>							

2.2 Retroactive Wage Adjustment. All contract employees employed with the City on the day this resolution is approved will receive a retroactive wage adjustment (as of the first full pay period in July 2025) in accordance with the adopted pay scale.

2.3 Step 6 Eligibility. Step 6 will not be available to any contract employees until the first full pay period following the adoption of this resolution. Advancement to Step 6 must be approved by the City Manager (or the City Council for the City Manager and City Attorney) and the employee must possess all required licenses / certifications required by their job description.

3. LONGEVITY PAY.

3.1 Schedule. All contract employees will receive longevity pay (cumulative) based on years of continuous full-time service with the City in the following amounts:

<u>Years of Service</u>	<u>% Base Pay</u>
5	2.5%
10	2.5%
15	2.5%
20	2.5%

3.2 Sunset of 5-Year Longevity. Effective the first full pay period following the adoption of this resolution, the 5-year longevity pay will sunset for all contract employees. If any contract employee is currently receiving the 5-year longevity pay but is not eligible for Step 6, that employee will continue to receive the 5-year longevity pay until attaining Step 6. Once the employee receives Step 6, the 5-year longevity will cease.

3.3 Calculation. Longevity pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Longevity pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

4. MERIT PAY. Contract employees will be eligible for a merit pay for exemplary job performance. For all contract employees except the City Manager and the City Attorney, the City Manager will have authority to grant a merit pay for outstanding job performance. In the case of the City Manager and the City Attorney, the City Council will have the authority to grant a merit pay for outstanding job performance. In order to receive a merit pay the following specific standards and conditions must be met:

- a. The employee must have attained a performance rating of 4 (Exceeds Job Standards) or 5 (Outstanding) in all applicable rating categories during his or her current year's annual performance evaluation.
- b. The employee must have worked a minimum of 1760 work hours during the annual performance evaluation period.
- c. The employee must have attained the annual goals and objectives set for him/her.
- d. A special merit pay will not be paid to an employee who receives a performance rating of less than 4 or 5 in any rating category, or if a disciplinary action has been sustained against the employee.

- e. An eligible employee must have at least two (2) years of full-time continuous service with the City.
- f. A special merit pay shall be five percent (5%) of the employee's base hourly rate, multiplied by the number of regular hours worked during the year immediately prior to his or her current year's annual evaluation due date.
- g. A special merit pay will be paid once, in a lump sum, as an annual premium, to an eligible employee based on the date the employee's special merit pay is approved.
- h. An employee must meet the above standards and conditions each year during his or her annual performance evaluation to qualify for any successive special merit pay.
- i. Special merit pay received by a PEPRA employee will not be reportable to PERS as special compensation. Special merit pay received by a Classic employee will be reportable to PERS as special compensation.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City at a meeting thereof held on this 17th day of February 2026, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

RESOLUTION NO. 2026-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING
THE FISCAL YEAR 2025-26 BUDGET AND POSITION CONTROL
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 has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable requirements to reach agreement with the Crescent City Career Firefighters Association (CCCFA), Crescent City Employees Association (CCEA), Crescent City Management Employees Association (CCMEA), Crescent City Police Officers Association (CCPOA), Clerical Employees of Crescent City (CECC) upon new Memorandums of Understanding for each association that meets the needs of the association and the City and covers the period July 1, 2025 through June 30, 2026; and

WHEREAS, the City has also adopted updated resolutions regarding its unrepresented employees; and

WHEREAS, fulfillment of these priorities and agreements requires amendment to the Fiscal Year 2025-26 budget and Position Control.

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:

Fund	Revenue Increase (Decrease)	Expense/Expenditure Increase (Decrease)
General Fund		279,292
Housing Authority Fund		16,305
RV Park Fund		7,831
Sewer Fund		48,248
Water Fund		51,768
IT Fund		11,350
Building Maint Fund		5,000
Equipment Fund		3,376

2. That the attached Position Control is hereby approved.

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 17th day of February 2026, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

City of Crescent City
Position Control
Authorized Positions & Pay Ranges FY 25-26

Adopted 02/02/26

Effective first full pay period beginning after 07/01/25 (07/11/25 for 9/80 schedule and 07/13/25 for traditional schedule). See individual MOU's and Resolutions for retro pay eligibility.

	Bargaining Unit	Pay Range - Previous		Pay Range - Updated		Auth FTE - Previous	Change	Auth FTE - Updated
		Min Annual	Max Annual	Grade	Min Annual			
Administration								
City Manager	Contract	116,425	148,766	51	131,165	167,398	1.00	1.00
City Attorney	Contract	110,604	138,663	50	127,962	163,322	1.00	1.00
City Clerk / Administrative Analyst	CCMEA	68,868	83,721	26	70,762	90,334	1.00	1.00
Grants and Economic Development							1.00	1.00
Grants and Economic Development Manager	CCMEA	75,935	92,300	30	78,104	99,674		
Grants and Economic Development Coordinator	CCMEA	65,600	79,736	24	67,350	85,966		
Human Resources							1.00	1.00
Human Resources Manager	Unrepresented	75,935	92,300	32	82,056	104,707		
Human Resources Analyst	Unrepresented	59,483	72,320	20	61,027	77,896		
IT Management							1.50	1.50
Information Systems Administrator	CCMEA	78,593	95,525	Z	80,829	103,168		
Information Technology Manager	CCMEA	75,935	92,300	32	82,056	104,707		
IT / GIS Technician	CCMEA	51,396	62,472	14	52,624	67,205	1.00	1.00
Finance								
Director of Finance	Contract	102,437	128,424	44	110,344	140,816	1.00	1.00
Finance Analyst							1.00	1.00
Finance Analyst 2	CCMEA	65,602	79,730	24	67,350	85,966		
Finance Analyst 1	CCMEA	59,483	72,320	20	61,027	77,896		
Finance Technician							2.00	2.00
Finance Technician - PR/Benefits	CCMEA	53,971	65,602	16	55,286	70,595		
Finance Technician - AP	CCMEA	51,396	62,472	14	52,624	67,205		
Account Clerk / Utility Billing Specialist							2.50	2.50
Utility Billing Specialist	CECC	42,289	51,396	7	44,262	56,472		
Account Clerk	CECC	38,350	46,622	2	39,125	49,941		
Office Technician (Part-time)	Unrepresented	38,350	46,622	2	39,125	49,941	0.48	0.48
Fire								
Fire Chief							1.46	1.46
Fire Chief	Contract	126,093	158,080	50	127,962	163,322		
Fire Chief Interim (Retired Annuitant)	Unrepresented	126,093	158,080	50	127,962	163,322		
Fire Chief Extra Help (Retired Annuitant)	Unrepresented	126,093	158,080	50	127,962	163,322		
Career Fire Captain ***	CCCF A	70,986	86,283	FC	72,418	92,391	3.00	3.00
Fire Dept Admin Specialist	CECC	48,940	59,489	12	50,086	63,898	1.00	1.00

	Bargaining Unit	Pay Range - Previous		Pay Range - Updated			Auth FTE - Previous	Change	Auth FTE - Updated
		Min Annual	Max Annual	Grade	Min Annual	Max Annual			
Police									
Chief of Police	Contract	102,437	128,424	50	127,962	163,322	1.00		1.00
Lieutenant	CCPOA	96,026	110,809	PS4	103,064	125,278	-		-
Sergeant	CCPOA	76,793	95,284	PS3	84,781	103,064	4.00		4.00
Police Officer / Recruit							10.00		10.00
Police Officer	CCPOA	56,679	75,704	PS2	63,482	84,781			
Police Officer - Limited Term	CCPOA	56,679	75,704	PS2	63,482	84,781			
Police Recruit	CCPOA	41,751	41,751	PS1	50,939	50,939			
Exec Assistant, Records Specialist							1.50		1.50
Executive Assistant to the Chief	CECC	48,932	59,488	12	50,086	63,898			
Records Specialist	CECC	46,622	56,656	10	47,674	60,840			
Planning, Building & Code Enforcement									
Building Inspector & Code Enforcement Officer *							1.46		1.46
Building Inspector & Code Enforcement Officer	CCMEA	56,656	68,868	18	58,074	74,152			
Building Inspector & Code Enf Officer Extra Help (Retired Annuitant)	Unrepresented	56,656	68,868	18	58,074	74,152			
Building Inspector & Code Enf Officer Interim (Retired Annuitant)	Unrepresented	56,656	68,868	18	58,074	74,152			
Com Dev Spec, Office Tech **							1.00		1.00
Community Development Specialist	CECC	42,291	51,398	7	44,262	56,472			
Office Technician	CECC	38,350	46,622	2	39,125	49,941			
Recreation									
Recreation Director / Events Coordinator	Contract	83,427	101,400	36	90,584	115,627	1.00		1.00
Economic Development and Recreation Assistant	Unrepresented	38,354	46,617	1	38,168	48,714	0.48		0.48
RV Park Supervisor	CCEA	44,398	53,968	8	45,365	57,907	1.00		1.00
Aquatics Supervisor	CCMEA	51,396	62,472	14	52,624	67,205	1.00		1.00
Relief Supervisor / Lesson Coordinator	CCEA	44,398	53,968	8	45,365	57,907	2.00		2.00
Part-time Lifeguard							7.10		7.10
Lifeguard - Designated Head Lifeguard	Unrepresented	36,712	38,792		38,792	38,792			
Lifeguard - Part-Time	Unrepresented	35,672	37,752		37,752	37,752			
Aquatic Specialty Program Instructor	Unrepresented	37,752	41,392		41,392	41,392			
Water Safety Aide	Unrepresented	36,192	38,272		38,272	38,272			
Public Works									
Director of Public Works	Contract	102,437	128,424	44	110,344	140,816	1.00		1.00
Engineering Project Manager	CCMEA	65,600	79,736	26	70,762	90,334	2.50		2.50
Engineering Technician	CCMEA	51,396	62,472	14	52,624	67,205	-		-
Public Works Maintenance Manager							1.00		1.00
Public Works Maintenance Manager	CCMEA	73,736	96,906	32	82,056	104,707			
Interim Public Works Maintenance Manager (Retired Annuitant)	Unrepresented	73,736	96,906	32	82,056	104,707			

	Bargaining Unit	Pay Range - Previous		Pay Range - Updated			Auth FTE - Previous	Change	Auth FTE - Updated
		Min Annual	Max Annual	Grade	Min Annual	Max Annual			
Public Works Parks / Buildings / Maintenance Worker & Equipment Operator							12.96		12.96
Senior Public Works Maintenance Worker	CCEA	53,968	65,600	16	55,286	70,595			
Senior Bldgs & Parks Maintenance Worker	CCEA	44,398	53,968	10	47,674	60,840			
Maintenance Worker 3	CCEA	44,398	53,968	10	47,674	60,840			
Maintenance Worker 2	CCEA	40,273	48,940	6	43,181	55,099			
Maintenance Worker 1	CCEA	38,350	46,622	2	39,125	49,941			
Maintenance Worker 1 (Seasonal)	Unrepresented	38,350	46,622	2	39,125	49,941			
Equipment Operator 2	CCEA	48,940	59,483	12	50,086	63,898			
Equipment Operator 1	CCEA	42,289	51,396	7	44,262	56,472			
EMOT							4.00		4.00
Senior Electrical Mechanical Operations Technician	CCEA	72,320	87,892	28	74,339	94,890			
Electrical Mechanical Operations Technician 2	CCEA	62,498	75,935	22	64,106	81,806			
Electrical Mechanical Operations Technician 1	CCEA	53,968	65,600	16	55,286	70,595			
Utility Mechanic	CCEA	44,398	53,968	8	45,365	57,907			
Laboratory Director	CCMEA	68,868	83,721	26	70,762	90,334	1.00		1.00
Laboratory Assistant / Tech							1.00		1.00
Laboratory Technician 2	CCEA	56,656	68,868	18	58,074	74,152			
Laboratory Technician 1	CCEA	46,622	56,656	10	47,674	60,840			
Laboratory Assistant	CCEA	38,350	46,622	2	39,125	49,941			
Fleet Mechanic							2.00		2.00
Senior Mechanic	CCEA	62,472	75,935	22	64,106	81,806			
Mechanic 2	CCEA	48,940	59,483	12	50,086	63,898			
Mechanic 1	CCEA	40,273	48,940	6	43,181	55,099			
Office Technician (Part-time)	Unrepresented	38,350	46,622	2	39,125	49,941	0.48		0.48
Housing Authority									
Housing Authority Director	Contract	96,322	120,783	41	102,482	130,790	1.00		1.00
Housing Authority Inspector	CCEA	44,398	53,968	8	45,365	57,907	-		-
Tenant Services Technician	CECC	46,622	56,656	10	47,674	60,840	2.00		2.00
Office Technician / Administrative Assistant							1.00		1.00
Administrative Assistant	CECC			6	43,181	55,099			
Office Technician	CECC	38,350	46,622	2	39,125	49,941			
Totals							81.42	-	81.42

* Split between Building/Code Enforcement and Housing Authority

** Split between Planning and Public Works

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

Pay ranges do not include special pay (certifications, longevity, education, special assignment, etc.).

Min and max annual pay ranges are equivalent to full-time (base hourly rate times 2,080 hours per year except for Fire Captains). Actual hours for positions may be different.

RESOLUTION NO. 2026-12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
AMENDING THE TEMPORARY EMPLOYMENT AGREEMENT OF WILLIAM “BILL”
GILLESPIE FOR THE RETIRED ANNUITANT POSITION OF INTERIM FIRE CHIEF**

WHEREAS, Government Code Section 7522.56 of the Public Employees’ Pension Reform Act and Section 21221(h) of the Public Employees’ Retirement Law place limitations upon the hiring and employment of retired annuitants; and

WHEREAS, the City of Crescent City (“City”) received a notice of resignation from the current Fire Chief; and

WHEREAS, the recruitment and hiring process for a new Fire Chief will last well beyond the current Fire Chief’s last day (December 26, 2025); and

WHEREAS, by way of Resolution No. 2025-57, the City temporarily appointed William “Bill” Gillespie [CalPERS ID6883242226], who formerly served as Fire Chief for the City and has the skills and qualifications necessary to fill this temporary role; and

WHEREAS, William Gillespie retired from public employment more than 180 days ago; and

WHEREAS, the employment will be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to retired annuitants cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, Resolution No. 2025-57 also approved a temporary employment agreement with Chief Gillespie setting the compensation at Step 5 on the approved pay scale for the Fire Chief classification (currently \$76.00 per hour); and

WHEREAS, the City commissioned a Compensation and Classification Study and has updated the pay scales for the classification of Fire Chief, which reduces the pay in Step 5 (to \$74.78) and adds Step 6 (\$78.52); and

WHEREAS, the parties desire to amend the temporary employment agreement to place Chief Gillespie (retired annuitant) at \$78.52 per hour; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, William Gillespie has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to his hourly pay rate.

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

1. The City Council has reviewed and approves and authorizes the City Manager to sign the attached Amendment No. 1 to the Temporary Employment Agreement with William "Bill" Gillespie in accordance with Government Code Sections 21221(h) and 7522.56.

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 17th day of February 2026, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

**AMENDMENT NO. 1
TEMPORARY EMPLOYMENT AGREEMENT
LIMITED-TERM "INTERIM" APPOINTMENT**

This Amendment No. 1 to the Temporary Employment Agreement ("Agreement") dated December 23, 2025, is made by and between the City of Crescent City, a California municipal corporation ("City") and William "Bill" Gillespie, an individual ("Retired Annuitant") to amend his compensation.

WHEREAS, the City had an immediate need for a Fire Chief on a temporary, limited duration basis and subsequently engaged Retired Annuitant, who possesses the necessary specialized skills, and is competent and qualified to perform the services required by the appointment; and

WHEREAS, the compensation paid to retired annuitants cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the Agreement set Retired Annuitant's compensation at the top of the pay scale at Step 5 (\$76.00 per hour) and the City's recently adopted pay scales reduce Step 5 and add a Step 6 (\$78.52 per hour); and

WHEREAS, Retired Annuitant's experience and skills are worthy of compensation at the top of the pay scale; and

WHEREAS, the Agreement, as amended, is compliant with Government Code Sections 7522.26 and 21221(h).

NOW, THEREFORE, the parties agree to amend the Temporary Employment Agreement as follows:

1. **Compensation.** The Temporary Employment Agreement establishes compensation for the Interim Fire Chief in Paragraph 4. That amount is hereby amended from \$76.00 per hour to \$78.52 per hour effective the first full pay period following the approval and execution of this Amendment No. 1.
2. **Other provisions.** All other terms and provisions of the Temporary Employment Agreement remain in full force and are unaffected hereby.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 1 to be executed the 17th day of February 2026.

CITY OF CRESCENT CITY

RETIRED ANNUITANT

Eric Wier, City Manager

William Gillespie

APPROVED AS TO FORM:

Martha D. Rice, City Attorney



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: MARTHA D. RICE, CITY ATTORNEY

DATE: FEBRUARY 17, 2026

SUBJECT: UTILITY BOX ART AGREEMENTS

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and authorize the City Manager to sign the Pacific Power Utility Box Art Agreement and the Dirt & Glitter Utility Box Art Agreement

BACKGROUND

Several months ago City staff were approached by Dirt & Glitter, a local art organization, regarding the potential for a utility box art project. Dirt & Glitter received grant funding from the Yurok Tribe's Klamath Promise Neighborhood Initiative for its "Youth Art and Adventure Program." The utility box art project will involve Dirt & Glitter engaging local youth, ages 14-24, in the installation of hand painted murals on utility boxes within the City. This project will not require City funding or City staff for supervision. Dirt & Glitter will handle the entirety of the implementation of the project.

ANALYSIS

The agreements before the City Council allow Dirt & Glitter ("D&G") to utilize certain utility boxes within the City for an art project as part of its Youth Art and Adventure Program.

Pacific Power Agreement

Under the terms of the agreement, Pacific Power ("PAC") authorizes the City to utilize PAC boxes located on City-owned property, City rights-of-way, and PAC-owned property, for a utility box art project. The agreement requires that the art be consistent with the City themes identified in the City's General Plan: Redwood National Park, seacoast fishing village, and Crescent City's historical past. PAC will have no financial responsibility for the installation, maintenance or replacement of the art. PAC may require that the art be

removed at any time. The City would be responsible for returning the utility boxes to pre-art installation condition.

Dirt & Glitter Agreement

Under the terms of the Agreement, Dirt & Glitter (“D&G”) is given permission to utilize PAC and City utility boxes for the art project. D&G is solely responsible for all aspects of the art project. The proposed artwork and locations will be presented first to the City Manager and then to the Planning Commission for approval and consistency with the City’s themes identified in the General Plan. D&G does not have a responsibility to maintain the art. The City agrees to either maintain the art or paint over it in accordance with its agreement with PAC.

FISCAL ANALYSIS

There is no direct fiscal impact from entering into these utility box art agreements. There are possible future costs for returning the utility boxes to their pre-art installation condition, which would essentially require painting over the art.

STRATEGIC PLAN ANALYSIS

This action is consistent with the following 2016 Strategic Plan Goals:

- Goal 2: Promote a thriving local economy.
 - Support community services that provide measurable services to the community.
 - Plan and prepare for the growth and future needs of the Crescent City community by:
 - Supporting community partners whenever and wherever possible in their vitalization efforts
 - Expanding on the success of grant funding by maximizing utilization of opportunities with corresponding community needs.

ATTACHMENTS

1. Pacific Power Utility Box Art Agreement
2. Dirt & Glitter Utility Box Art Agreement

PACIFIC POWER UTILITY BOX ART AGREEMENT

This “Agreement” is entered into by and between the City of Crescent City, a California municipal corporation (“CITY”) and PacifiCorp DBA Pacific Power (“PAC”) for the purpose of establishing “rules” for the installation, maintenance and removal of artistic applications selected by CITY to be placed on certain electrical transformers and utility boxes (“BOX” or “BOXES”) owned by PAC and located within city limits.

WHEREAS, PAC supplies electricity within city limits; and

WHEREAS, Dirt & Glitter, a non-profit organization, has obtained funding from the Yurok Tribe’s Promise Neighborhood Initiative and launched the Youth Art and Adventure Program; and

WHEREAS, Dirt & Glitter (the “ARTIST”) has proposed working with youth to install hand painted murals (the “ART”) on PAC BOXES within city limits; and

WHEREAS, PAC wishes to support this project by granting permission to use PAC BOXES under the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

- 1. Locations.** BOXES eligible for inclusion in this project are those located on CITY-owned property, CITY right-of-way or lands owned in fee simple by PAC. This Agreement does not permit the installation of ART on BOXES located on private property or other land to which PAC holds only an easement interest.
- 2. Artistic Guidelines.** The ART must be consistent with the following CITY themes identified in CITY’s General Plan: Redwood National Park, Seacoast Fishing Village, and Crescent City’s historical past. The ART will not advertise or promote a specific business, political party or agenda, or a specific religion. The ART will be approved by the Crescent City Planning Commission.
- 3. Installation.** PAC is not responsible for any of the costs of this project, including installation, materials, equipment, ARTIST staff and program supervisors, etc. The ART must not cover the safety signs or equipment identification on the BOX. The ART must only be installed on the outside of the BOX. The inside of the BOX shall not be accessed.
- 4. Maintenance.** PAC has no obligation to maintain the ART. In the event, the ART in any given location, is in need of maintenance, CITY shall be responsible to repair the ART by cleaning and/or touching up the ART or painting over it consistent with PAC’s

standard utility box paint specifications within 30 days of the date that such damage, loss or condition was reported to CITY.

5. **Box Replacement.** PAC will not be responsible for damage or loss of the ART due to the removal, relocation or replacement of a BOX.
6. **Right to Remove ART.** PAC reserves the right to remove ART from any of its BOXES at any time and for any reason, and at its sole expense, without notice to CITY.
7. **Damages.** Subject to California law, including the Government Claims Act, CITY will be responsible for any damage caused to a BOX or BOXES by the ART that results in fault or failure of any kind or duration. CITY will be responsible for the replacement or repair of any damage to the equipment, including damages to the protective properties of the paint on the box.
8. **Copyright Indemnity.** CITY shall be fully responsible to the holder of any copyright to the ART and shall fully indemnify PAC against any claims made in association with copyright to the fullest extent permitted under the laws of the State of California. CITY shall obtain from the ARTIST and provide to PAC, prior to installation of the ART, written consent that PAC may remove the impression at any time and without any obligation to ARTIST and that ARTIST shall not license or otherwise transfer any ownership or copyright rights to the ART without prior written PAC consent.
9. **General Indemnity.** Subject to California law, including the Government Claims Act, CITY hereby releases, holds harmless and indemnifies PAC against any and all claims made that are associated with the installation, maintenance, or removal of ART on BOXES under this Agreement unless such claims are the direct result of the gross negligence or willful misconduct of PAC, its employees, contractors or agents.
10. **Agreement Term.** This Agreement is effective on the date that it is signed by the respective authorized parties. This Agreement shall remain in effect until terminated, modified or amended in writing by either party. Termination of this Agreement, with or without cause, shall occur on the 10th business-day following issuance of written notice from either party. Upon Termination of this Agreement, CITY will have 30 days to remove ART from BOXES and restore BOXES to pre-ART installation condition.
11. **Governing Law and Venue.** 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, or the United States District Court for the Northern District of California, as applicable.

12. JURY WAIVER. TO THE FULLEST EXTENT PERMITTED BY LAW, EACH OF THE PARTIES HERETO WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT. EACH PARTY FURTHER WAIVES ANY RIGHT TO CONSOLIDATE, OR TO REQUEST THE CONSOLIDATION OF, ANY ACTION IN WHICH A JURY TRIAL HAS BEEN WAIVED WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED.

13. Electronic Signatures. 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.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the last date written below.

CITY OF CRESCENT CITY

Date: _____

By: Eric Wier, City Manager

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

PACIFIC POWER

Date: 1/27/2026



By: TOM EIDE
Its:

DIRT & GLITTER UTILITY BOX ART AGREEMENT

This "Agreement" is entered into by and between the City of Crescent City, a California municipal corporation ("CITY") and Dirt & Glitter, a non-profit organization ("ARTIST") for the purpose of establishing "rules" for the installation, maintenance and removal of artistic applications selected by CITY to be placed on certain electrical transformers and utility boxes ("BOX" or "BOXES") owned either by CITY or Pacific Power ("PAC") and located within city limits.

WHEREAS, PAC supplies electricity within city limits; and

WHEREAS, Dirt & Glitter, a non-profit organization, has obtained funding from the Yurok Tribe's Promise Neighborhood Initiative and launched the Youth Art and Adventure Program; and

WHEREAS, Dirt & Glitter (the "ARTIST") has proposed working with youth to install hand painted murals (the "ART") on BOXES owned by either PAC or CITY within city limits (collectively referred to as the "PROJECT"); and

WHEREAS, CITY has obtained permission from PAC to use PAC BOXES for the PROJECT.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

- 1. Locations.** BOXES eligible for inclusion in the PROJECT are those located on CITY-owned property, CITY right-of-way or lands owned in fee simple by PAC. This Agreement does not permit the installation of ART on BOXES located on private property or other land to which PAC holds only an easement interest. The specific BOXES
- 2. Artistic Guidelines.** The ART must be consistent with the following CITY themes identified in CITY's General Plan: Redwood National Park, Seacoast Fishing Village, and Crescent City's historical past. The ART will not advertise or promote a specific business, political party or agenda, or a specific religion.
- 3. Approval Process.** The ART and proposed BOX locations will be presented to the City Manager for approval. If approved, a full application must be presented to the Planning Commission / Architectural Review Committee in concept or mockup for a minor architectural design approval. The cost of this application is \$500.00. All designs may be submitted together under one application. The proposed BOX locations shall also be identified in the application.

- 4. Installation.** The ARTIST will cover the full cost of installation, including materials, equipment, ARTIST staff and program supervisors, etc. The ART must not cover the safety signs or equipment identification on the BOX. The ART must only be installed on the outside of the BOX. The inside of the BOX shall not be accessed.
- 5. Independent Contractor.** In the performance of this Agreement, ARTIST is an independent contractor and is not an agent or employee of CITY. ARTIST is solely responsible for the supervision of any and all employees and volunteers engaged on the PROJECT.
- 6. Maintenance.** ARTIST has no obligation to maintain the ART. In the event the ART in any given location is in need of maintenance, CITY shall be responsible to repair the ART by cleaning and/or touching up the ART or painting over it in accordance with its Agreement with PAC.
- 7. Box Replacement.** Neither CITY nor PAC may be held liable for damage or loss of the ART due to the removal, relocation or replacement of a BOX.
- 8. Right to Remove ART.** ARTIST understands and agrees that PAC has the right to remove ART from any of its BOXES at any time and for any reason, and at its sole expense, without notice to CITY or ARTIST.
- 9. General Indemnity.** ARTIST agrees to indemnify CITY for any damages to PAC BOXES or internal equipment caused by the ARTIST, its volunteers or agents. ARTIST will also be responsible to CITY for any damage to CITY property or equipment caused by the ARTIST, its volunteers or agents during the execution of the PROJECT.
- 10. Copyright Indemnity.** ARTIST shall be fully responsible to the holder of any copyright to the ART and shall fully indemnify CITY and PAC against any claims made in association with copyright to the fullest extent permitted under the laws of the State of California. ARTIST hereby consents and agrees that PAC may remove the ART at any time and without any obligation to ARTIST and that ARTIST shall not license or otherwise transfer any ownership or copyright rights to the ART without prior written PAC consent.
- 11. Waiver and Release.** ARTIST hereby releases and waives any and all claims for damages against CITY or PAC that may arise in association with the installation, maintenance, or removal of ART on BOXES under this Agreement, unless such claims are the direct result

of the gross negligence or willful misconduct of CITY or PAC, its employees, contractors or agents.

12. Agreement Term. This Agreement is effective on the date that it is signed by the respective authorized parties. This Agreement shall remain in effect until terminated, modified or amended in writing by either party. Termination of this Agreement, with or without cause, shall occur on the 10th business-day following issuance of written notice from either party. Upon termination of this Agreement, CITY may remove the ART from BOXES at any time.

13. Governing Law and Venue. 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, or the United States District Court for the Northern District of California, as applicable.

14. JURY WAIVER. TO THE FULLEST EXTENT PERMITTED BY LAW, EACH OF THE PARTIES HERETO WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT. EACH PARTY FURTHER WAIVES ANY RIGHT TO CONSOLIDATE, OR TO REQUEST THE CONSOLIDATION OF, ANY ACTION IN WHICH A JURY TRIAL HAS BEEN WAIVED WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED.

15. Electronic Signatures. 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.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the last date written below.

CITY OF CRESCENT CITY

DIRT & GLITTER

Date:

Date:

2/5/2026

Lauren Godla

By: Eric Wier, City Manager

APPROVED AS TO FORM:

By: Lauren Godla, DiRT & Glitter Director
Its:

Martha D. Rice, City Attorney



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

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

DATE: FEBRUARY 17, 2026

**SUBJECT: AMENDMENT NO. 6 TO PROFESSIONAL SERVICES AGREEMENT
WITH GREENWORKS, PC**

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and authorize the City Manager to execute Amendment No. 6 to the Professional Services Agreement with GreenWorks, PC, increasing the contract amount by \$50,800.

BACKGROUND

The City entered into a Professional Services Agreement with GreenWorks, PC on June 20, 2022, for design and management services related to Phase 1 of the Beachfront Park Master Plan. The agreement has been amended five times to accommodate evolving project needs. Due to additional design requirements, value engineering, and extended timelines, a sixth amendment is necessary.

ITEM ANALYSIS

Amendment No. 6 adds scope for:

- Multiple bid sets for pump track
- Additional design iterations for Cultural Center and Tolowa entry paths
- Incorporation of Canoe Node into CCA package
- Integration of CCA improvements into Phase 1B plans
- Two rounds of value engineering and associated design updates
- Playground surfacing revisions per Coastal Commission feedback

- Extended project management due to extended project timeframes

The amendment also updates the schedule for performance, requiring delivery of 100% construction documents by February 27, 2026.

FISCAL ANALYSIS

The amendment increases the contract by \$50,800, funded through existing CIP allocations from the \$5 Million Proposition 68 Statewide Park Program and \$3 Million Proposition 68 Rural Recreation and Tourism Grants for Beachfront Park improvements. This will decrease total available grant funding for construction. However no additional funding from the General Fund is requested at this time.

STRATEGIC PLAN ANALYSIS

This item is consistent with the following strategic plan goals:

- Goal 1(D): Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs
- Goal 3(B): Maintain responsible fiscal management and accountability

ATTACHMENTS

Amendment No. 6 to Professional Services Agreement with GreenWorks, PC

**AMENDMENT NO. 6
TO AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF CRESCENT CITY AND GREENWORKS, PC**

This amendment (Amendment No. 6) amends the Agreement for Professional Services entered into June 20, 2022 by and between the City of Crescent City, a California municipal corporation (“City”) and GreenWorks, PC, an Oregon corporation (“Consultant”), as amended August 15, 2022, November 7, 2022, February 21, 2023, March 20, 2023 and December 18, 2023.

WHEREAS, the City conducted a very competitive and robust procurement process for the selection of a professional team to design and manage implementation of Phase 1 of the Beachfront Park Master Plan; and

WHEREAS, Consultant was selected and entered into a professional services agreement with the City; and

WHEREAS, an amendment to the Consultant’s scope of work and the contract price is necessary to add additional scope of services to the agreement; and

WHEREAS, an amendment to the Consultant’s Schedule for Performance is necessary to reflect the extended timeline of this project.

NOW, THEREFORE, the parties hereto agree to the following terms and conditions:

1. **SCOPE OF SERVICES.** The scope of services to be performed under the Agreement is amended to include the additional services described in **Attachment A**, attached hereto and incorporated herein by this reference.
2. **SCHEDULE FOR PERFORMANCE.** The original schedule of performance identified in the original professional services agreement for the delivery of 100% design documents is amended as detailed in **Attachment B**, attached hereto and incorporated herein by this reference.
3. **COMPENSATION.** The total compensation to be paid to Consultant for services to be performed under this Amendment No. 6 is the not-to-exceed amount of \$50,800.00 in accordance with the fee schedule included in **Attachment C**, attached hereto and incorporated herein by this reference.
4. **OTHER TERMS AND CONDITIONS.** Except as expressly modified in this Amendment No. 6, the terms and conditions of the Professional Services Agreement, as previously amended, and the rights, duties, and obligations of the parties thereunder are unchanged and remain in full force and effect.

The parties hereby cause this Amendment No. 6 to the agreement for Professional Services to be executed this 17th day of February 2026 at Crescent City, California.

CITY OF CRESCENT CITY

GREENWORKS, PC

Eric Wier, City Manager

Ben Johnson

Ben Johnson, Principal

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

ATTACHMENT A – ADDITIONAL SCOPE OF SERVICES

Consultant agrees to provide the following additional services under the original Agreement for Professional Services:

- 1.01 MULTIPLE BID SETS.** The scope did not include creating a separate bid package for the pump track. Time was needed to break that element off and focus time on a singular piece of the project. (Estimated level of effort - \$7,000)
- 1.02 DISCOVERY CENTER / PATHS OF CULTURAL ENTRY.** Additional design iterations and visuals of the Discovery Center paving design during CCA phase and update design to include pebble mosaic. (Estimated level of effort - \$5,000)
- 1.03 CANOE NODE.** Due to additional the California Art in Park grant completion deadlines the City requested that the Canoe Node be incorporated into the CCA package which was not originally within the scope of work. (Estimated level of effort - \$2,500)
- 1.04 INTEGRATION OF CCA.** The Phase 1B design plans will require revamping to include work done (and still to be constructed) in the CCA phase as an existing condition and how new improvements tie in at the coastal trail as well as the canoe node. (Estimated level of effort - \$2,500)
- 1.05 VALUE ENGINEERING (VE) PART 1.** Consultant was provided updated budgets with remaining grant funding for Phase 1B and had several additional rounds of design meetings, markups and cost estimates to conclude final VE items based upon 60% design. (Estimated level of effort - \$4,000)
- 1.06 VALUE ENGINEERING (VE) PART 2.** Consultant updated plans based on the removal of items selected for VE. This required time reworking the design so that what will be built in its place or how a proposed element interacts with the existing condition where a proposed element was removed for VE purposes. Each of these efforts lead to a project to align with the updated budget. (Estimated level of effort - \$12,000)
 - A. Areas of Design Change Include:
 - i. Removal of Kamome Plaza
 - ii. Removal of Water Play Area
 - iii. Removal of Paths and Realignment of Playground Fence
 - iv. Remove Play Street / Stamps Way Improvements
 - v. Decrease Widths of Paths at Amphitheater
 - vi. Removal of Seatwalls at Waterfront Plaza
 - B. Efforts for Each VE Change Include:
 - i. Update Design Base
 - ii. Update Materials Plan
 - iii. Update Grading Plan
 - iv. Update Layout Plan
 - v. Update Irrigation Plan
 - vi. Update Planting Plan
 - vii. Additional Project Coordination with Design Team

- 1.07 PLAYGROUND SURFACING.** Based on comments from California Coastal Commission staff, the design team was required to update surfacing type which required a rework of construction details and coordination with playground equipment manufacturers. (Estimated level of effort - \$4,800)
- 1.08 PROJECT REBOOT.** At one point, Phase 1B was placed on hold for over a year. It takes time for the design team to recalibrate by refreshing new team members, reboot meetings, updating project schedules, and forecasting. (Estimated level of effort - \$6,500)
- 1.09 PROJECT MANAGEMENT.** The duration of the project has gone on longer than originally scoped (closeout summer 2024). The additional time to the overall project timeline has required more meetings, and more time to manage activities such as invoicing, answering emails, providing schedule updates, and projecting staff workload. (Estimated level of effort - \$6,500)

ATTACHMENT B – SCHEDULE FOR PERFORMANCE

The parties agree to the following schedule change to the original Agreement for Professional Services:

Consultant will provide City with 100% construction documents for Phase 1 of the Beachfront Park Master Plan on or before February 27, 2026.

ATTACHMENT C – COMPENSATION

Consultant will be compensated in the not-to-exceed amount of \$50,800.00 for services to be provided under this Amendment No. 6.



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: RICHARD GRIFFIN, CHIEF OF POLICE

DATE: FEBRUARY 17, 2026

SUBJECT: SUTTER COAST HOSPITAL CARESTAR GRANT

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Approve and adopt Resolution No. 2026-13, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FY2025-26 BUDGET OF THE CITY OF CRESCENT CITY
- Approve and authorize the City Manager and Chief of Police to sign the MOU Regarding Grant Funds between Sutter Coast Hospital and the Crescent City Police Department

BACKGROUND

Sutter Coast Hospital received a grant from the CARESTAR Foundation in the amount of \$725,000 over three years. The grant was awarded to support a behavioral health mobile crisis response throughout Del Norte County.

ANALYSIS

During its 2025 budget process, the Sutter Coast CARESTAR Grant Committee approved an overall budget that totaled \$775,000 for three years. This Fiscal Year the Crescent City Police Department requested and was awarded \$110,000 to be used to purchase and outfit a critical incident response vehicle. The grant period is from July 1, 2025 to June 30, 2026.

CCPD agrees to support the program by doing the following under the grant MOU:

- Provide emergency response to critical incidents and calls for service.

- Provide transportation for subjects that need to be transported to care facilities for further evaluation.
- Attend Del Norte stakeholder meetings providing resources and updates.
- Provide emergency responses and communications for incidents that involve threat to life, or in case of possible harm to other personnel on scene.

CCPD will utilize the allotted budget to purchase a Critical Incident Response Vehicle that will be utilized to support critical incidents and crime scene response. Equipment will be purchased to help process scenes and support staff during critical events. This budget will also cover the purchase of vehicle upfitting, crime scene supplies, lighting, and radios.

FINANCIAL IMPACT

FY 2025/26 funding is in the amount of \$110,000 for the purchase of a vehicle, upfitting, equipment and supplies for critical incident response. The adoption of Resolution No. 2026-13 will result in both the General Fund revenues and expenses being increased by this amount, resulting in a net zero impact on the General Fund balance.

STRATEGIC PLAN ANALYSIS

The staff training and equipment being acquired meets the goals and objectives of Goal 1 “Support quality services and community safety to enhance the lives of our citizens and visitors”, Subsection C. “Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States”

ATTACHMENTS

1. Resolution 2026-13
2. MOU with Sutter Coast

RESOLUTION NO. 2026 -13

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING
THE FISCAL YEAR 2025-26 BUDGET 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, in 2024 Sutter Coast Hospital was awarded a CARESTAR Foundation award grant in the amount of \$725,000 over three years; and

WHEREAS, the City Chief of Police justified the need for a critical incident response vehicle and equipment through the grant committee; and

WHEREAS, the grant committee approved the allocation of \$110,000 to the Crescent City Police Department; and

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

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

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

	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	\$110,000	\$110,000

APPROVED and ADOPTED and made effective the same day at a meeting of the City Council of the City of Crescent City held on the 17th day of February 2026 by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

**MEMORANDUM OF UNDERSTANDING
REGARDING GRANT FUNDS**

Between

Crescent City Police Department

This Memorandum of Understanding ("MOU") dated December 1, 2025 ("Effective Date") is by and between Crescent City Police Department, (hereinafter referred to as "Grantee"), having a principal place of business at 686 G Street, Crescent City, CA 95531, and Sutter Coast Hospital, a California nonprofit healthcare corporation.

RECITALS

WHEREAS, Sutter Coast operates a general acute care hospital in Del Norte County, California, and serves as the lead applicant and agency on the CARESTAR Foundation award grant of \$725,000 over three years, which was awarded to support a behavioral health mobile crisis response throughout Del Norte County.

WHEREAS, Grantee is lead agency for the initial launch of the mobile crisis response in Del Norte County.

I. ACCEPTANCE OF GRANT

The conditions set forth in this MOU are deemed to be agreed to by the Grantee if the Grantee accepts any funds from SUTTER COAST. No payments will be released until a signed copy of the MOU is returned to SUTTER COAST.

Grantee Contact:

Richard Griffin
Chief of Police
rgriffin@crescentcity.org

SUTTER COAST Contact:

Jodi Nerell
Director, Community Health
Jodi.nerell@sutterhealth.org

Grant Amount: \$110,000

Grant Period: July 1, 2025 – June 30, 2026

Program Summary:

Grantee operates the following program (the "Program") which will be supported by the funding under this MOU:

- Provide emergency response to critical incidents and calls for service
- Provide transportation for subjects that need to be transported to care facilities for further evaluation.
- Attend Del Norte stakeholder meetings providing resources and updates
- Provide emergency response and communications for incidents that involves threat to life, or in case of possible harm to other personnel on scene.

II. REPORTING REQUIREMENTS AND PAYMENT SCHEDULE

SUTTER COAST will issue payment for the designated grant amount to the Grantee upon completion of signatures by the authorized Grantee representative and the SUTTER COAST authorized representative.

Payment Schedule

SUTTER COAST agrees to pay Grantee One Hundred Ten Thousand (\$110,000) in one (1) installment as follows:

- Year 2 (July 2025 - June 2026): \$110,000
 - Amount: One Hundred Thousand

Invoice submitted June 2026, for payment by July 2026 to cover initial staffing/personnel for implementation.

Notwithstanding the foregoing, SUTTER COAST shall have the right to terminate this MOU (including any outstanding, prospective grant payments) at any time, with or without cause, by providing at least sixty (60) days' prior written notice to the Crescent City Police Department. Upon effective date of termination, SUTTER COAST will not be liable for any subsequent support for CCRC. SUTTER COAST will honor any invoice for funds expended for the grant purpose, prorated to the effective date of termination. Grant funds remaining in Crescent City Police Department possession after the effective date of termination will be returned to SUTTER COAST within sixty (60) days of receipt of written notice of termination.

Reporting Schedule

We at SUTTER COAST want to know about your accomplishments toward achieving the program's objectives, including changes that may have been made in objectives or in the strategy for accomplishing them, and problems encountered and whether and how they have been resolved. Crescent City Police Department will provide a monthly status update on implementation status.

III. PUBLICITY

SUTTER COAST is committed to improving the health of our community by supporting health programming by local grassroots and public agencies. We ask that the Grantee acknowledge SUTTER COAST as a support organization on all published materials related to the subject matter of the grant award. Grantee grants to SUTTER COAST the right and license to use Grantee's name, logos, photos and other similar information with prior review and written approval by Grantee. We ask that you submit copies of all such publicity with your progress and final reports. **Any statement about SUTTER COAST policy or staff must be cleared in advance with the contact person at SUTTER COAST listed in Section I.**

IV. BUDGET AND USE OF FUNDS

Crescent City Police Carestar Budget [Date]				
PERSONNEL				
None				

CONTRACTED EXPENSE				
Purchase and upfit of Command Incident emergency response vehicle. Including needed radios, accessories, scene lighting, Incident Command tents, and supplies for long term incidents.			\$ 110,000	

V. AUDIT

SUTTER COAST reserves the right to conduct an audit on the Grantee if SUTTER COAST deems an audit to be appropriate and necessary in its sole discretion.

VI. COLLABORATION AND COMMUNICATION

Grantee has designated the primary contact person identified in Section I, who shall collaborate and communicate on a regular basis with SUTTER COAST and its grant evaluation team or identify their designee who will collaborate and communicate on their behalf.

VII. INDEMNIFICATION

In accepting a grant from SUTTER COAST, the Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless SUTTER COAST, its officers, directors, affiliates, employees, representatives, agents, successors and assigns from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of the Grantee, its employees, contractors, or agents, in applying for or accepting such grant, in expending or applying the funds furnished pursuant to such grant or in carrying out the program or project to be funded or financed by such grant, except to the extent that such claims, liabilities, losses or expenses result directly from any act or omission of SUTTER COAST, its officers, directors, employees or agents.

IX. SIGNATURES

SUTTER COAST is pleased to be able to make this grant award to your organization. Please sign and return a copy of this MOU to Jodi Nerell at jodi.nerell@sutterhealth.org.

Signature: _____ Date: _____
 Richard Griffin, Chief of Police, City of Crescent City

Signature: _____ Date: _____
 Eric Wier, City Manager, City of Crescent City

Signature: Michael Lane Date: 12/4/2025
 Michael Lane, CEO of Sutter Coast Hospital