



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 AND
THE CRESCENT CITY HOUSING AUTHORITY BOARD OF DIRECTORS
FLYNN CENTER BOARD CHAMBERS
981 H STREET
CRESCENT CITY, CA 95531

MONDAY

MARCH 16, 2026

6:00 P.M.

PLEASE 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

- **Public Employee Performance Evaluation (Gov. Code § 54957):** City Manager, City Attorney

OPEN SESSION

Call to order
Roll call
Pledge of Allegiance

REPORT OUT OF CLOSED SESSION

CEREMONIAL ITEMS - None

REPORTS AND PRESENTATIONS - None

PUBLIC COMMENT PERIOD

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

CONSENT CALENDAR

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

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period February 21, 2026 through March 6, 2026.*

2. Council Minutes

- *Recommendation: Approve and adopt the March 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 March 7, 2026 paid March 13, 2026.*

4. Budget-to-Actual Summary as of January 31, 2026

- *Recommendation: Receive and file budget-to-actual summary of the City's major operating funds for Fiscal Year 2025-26 as of January 31, 2026*

5. Letter of Support for Del Norte County's Emergency Operations Center Funding Request

- *Recommendation: Ratify the City Manager's signature on the Letter of Support for Del Norte County's Emergency Operations Center (EOC) funding request*

6. Approve Change Orders #2 and #3 for Highway Safety Improvement Program (HSIP) Construction Project

- *Recommendation: Approve and authorize the City Manager to sign contract change orders #2 and #3 with Tidewater Contractors for the HSIP Pedestrian Improvements Project*

7. 2025 Community Development Block Grant (CDBG) Application

- *Recommendation: Approve and authorize the City Manager to execute a Subrecipient Agreement with the Family Resource Center of the Redwoods for the City's proposed 2025 CDBG Food Pantry activity*
- *Approve and authorize the City Manager to execute an Agreement for 2025 CDBG Funded FRC Food Pantry and Mobile Market between the City of Crescent City and the County of Del Norte*

8. Fiscal Year 2026-27 (FY27) Congressionally Directed Spending (CDS) Grant Applications

- *Recommendation: Approve staff's submission of a grant application in the amount of \$1,540,000 for the Crescent City Cultural Center Rehabilitation Project to Congressman Huffman, Senator Padilla, and Senator Schiff, to be funded under the United States Department of Agriculture Rural Development Community Facilities Grant Program*
- *Approve the letter of support signed by the Mayor endorsing the Crescent City Cultural Center Rehabilitation Project*

9. Budget Adjustment for Vehicle and Equipment Maintenance Performed for Outside Fire Districts

- *Recommendation: Approve and adopt Resolution No. 2026-20, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-2026 BUDGET*

PUBLIC HEARING

10. Public Hearing: Signs Regulations Update (Muni Code Chapter 17.39)

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Close public hearing*
- *Waive full reading, read by title only and adopt 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*

ADJOURN TO THE CRESCENT CITY HOUSING AUTHORITY

Call to order

Roll call

HA CONSENT CALENDAR

11. Housing Authority Meeting Minutes

- *Recommendation: Approve and adopt the October 20, 2025 meeting minutes of the Crescent City Housing Authority*

HA PUBLIC HEARING

12. Annual Plan Submission FYB26

- *Recommendation: Open the public hearing*
- *Hear staff report*
- *Technical questions from the Board*
- *Receive public comment*
- *Close the public hearing*
- *Further Board discussion*
- *Approve and adopt Resolution No. HA2026-01, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT CITY HOUSING AUTHORITY APPROVING AND AUTHORIZING EXECUTION OF THE FY26 PHA ANNUAL PLAN AND CERTIFYING COMPLIANCE OF THE PLAN AND ITS RELATED REGULATIONS TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT*

ADJOURNMENT

Adjourn to the next meeting of the Crescent City Housing Authority Board of Directors date and time to be determined.

RECONVENE THE CITY COUNCIL MEETING

CONTINUING BUSINESS - None

NEW BUSINESS

13. Water Rate Study

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve the 2026 Water Rate Study prepared by Rural Community Assistance Corporation (RCAC)*
- *Direct staff regarding water rates to be brought back in ordinance form for Council consideration*

14. Sewer Rate Study

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve the Crescent City Sewer Rate Study (Willdan Financial Services, Feb. 2026)*
- *Direct staff regarding sewer rates to be brought back in ordinance form for Council consideration*

15. General Plan Annual Progress Report (APR)

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Accept the 2025 Annual Progress Report and direct staff to submit to the State Departments of Housing and Development (HCD) and Land Use and Climate Innovation (LCI)*

16. Kamome Festival Update

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Waive the pro-rated rental fees for the Cultural Center on the evening of April 17, 2026 for the "Taste of Japan" event hosted by the Kamome Foundation as part of the Kamome Festival, which is a shoulder season event that generates economic activity, educates and spreads awareness about disaster preparedness and diverse cultures*
- *Authorize the use of the existing "Sister City" budget to cover the estimated \$5,000 in expenses for the multiple day Kamome Festival, including marketing efforts*
- *Approve and adopt Resolution No. 2026-22, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FY 2025-26 BUDGET OF THE CITY OF CRESCENT CITY*

17. Cultural Center Entry Alterations and Chamber of Commerce Temporary Relocation

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and adopt Resolution No. 2026-21, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET OF THE CITY OF CRESCENT CITY*

18. Lighthouse Cove Bathroom Remodel Contract Award – Lighthouse Cove Low-Cost Accommodations Project

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve the Plans and Specifications for the Lighthouse Cove RV Park Restroom Remodel Project*
- *Approve and authorize the City Manager to sign a construction contract with RH Construction, the low bidder, for the Lighthouse Cove Bathroom Remodel Project*
- *Approve and authorize the City Manager to approve and sign future change orders in an aggregate amount not to exceed \$30,000*

19. Appointments to County Office of Education Working Group

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Mayor to make appointments to a working group created by the County Office of Education to address student achievement and engagement, family involvement and success, and enhancing pathways for economic mobility of community members*
- *Confirm the Mayor's appointments to the County Office of Education working group*

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.)
 - **Planning Commission meeting videos posted on YouTube**

ADJOURNMENT

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

POSTED:

March 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

Accounts Payable

Checks by Date - Summary by Check Number

User: kbates@crescentcity.org
Printed: 3/10/2026 2:04 PM

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Check No	Vendor No	Vendor Name	Check Date		Void Checks	Check Amount
ACH	EDDTAX	State of California EDD TAX Auto Pay	03/02/2026		0.00	5,521.14
ACH	FITTAX	FIT Payroll Taxes Auto Pay	03/02/2026		0.00	22,250.58
ACH	PERS2	Public Emp Retirement Sys	03/02/2026		0.00	37,957.61
ACH	PERS1	PERS Health	03/05/2026		0.00	106,110.76
ACH	PERS2	Public Emp Retirement Sys	03/05/2026		0.00	104,214.00
450497	CASTATE	CA State Disbursement Unit	03/02/2026	VOID	88.84	0.00
450498	WAMUTU	Crescent City Employees Association	03/02/2026	VOID	85.00	0.00
450499	CCPOLI	Crescent City Police Officer's Assoc	03/02/2026	VOID	600.00	0.00
450500	ICMARE	Mission Square	03/02/2026	VOID	4,188.25	0.00
450501	PORACRMT	PORAC RMT	03/02/2026	VOID	600.00	0.00
450517	ATTClts	A T & T Corp	02/27/2026		0.00	97.84
450518	ADAMSASF	Adams Ashby Group	02/27/2026		0.00	3,000.00
450519	ALLSTAF	Allstar Fire Equipment	02/27/2026		0.00	1,820.30
450520	AMAZON	Amazon Capital Services, Inc	02/27/2026		0.00	3,190.86
450521	AXELLIAN	Axelliant LLC	02/27/2026		0.00	57.31
450522	BAUER	Bauer Compressors Inc	02/27/2026		0.00	3,246.37
450523	BERTSC	Bertsch-Oceanview Csd	02/27/2026		0.00	8,859.12
450524	BLUEST	Blue Star Gas Associates	02/27/2026		0.00	220.93
450525	BURRJEN	Jennifer Ann Burr	02/27/2026		0.00	400.00
450526	CRENNE	C Renner Petroleum Inc	02/27/2026		0.00	2,857.13
450527	CADWELGE	Kahrin Cadwell-Geissler	02/27/2026		0.00	146.30
450528	CANON	Canon Solutions America Inc	02/27/2026		0.00	218.99
450529	CCDNCH	Cc-Dn Chamber Of Commerce	02/27/2026		0.00	26,085.00
450530	CELLEB	Cellebrite Inc	02/27/2026		0.00	23,208.80
450531	CHARTEC	Charter Communications	02/27/2026		0.00	1,276.98
450532	CHURCH	Churchtree Csd	02/27/2026		0.00	662.98
450533	CIVICA	Civica Law Group APC	02/27/2026		0.00	8,466.28
450534	DNCOFL	D N Co Flood Control Dist	02/27/2026		0.00	642.62
450535	DNCO	Del Norte County	02/27/2026		0.00	55,898.70
450536	DISTOP	Distributor Operations, Inc.	02/27/2026		0.00	720.13
450537	DANDHWTI	Doane and Hartwig Water Systems, Inc.	02/27/2026		0.00	688.13
450538	EFFDEL	Efficiency Delivery LLC	02/27/2026		0.00	30.00
450539	EUREKAO	Eureka Oxygen Co.	02/27/2026		0.00	821.77
450540	VERIZO2	Frontier California Inc	02/27/2026		0.00	2,527.76
450541	GOLDBEAC	Gold Beach Lumber Yard, Inc.	02/27/2026		0.00	243.47
450542	GRAING	Grainger	02/27/2026		0.00	152.31
450543	GRIFFINR	Richard Griffin	02/27/2026		0.00	967.50
450544	HDFOWLER	H. D. Fowler Company, Inc	02/27/2026		0.00	5,477.63
450545	HAMBRO	Hambro Forest Products	02/27/2026		0.00	36.40
450546	HAMWSG	Hambro WSG Inc	02/27/2026		0.00	24,061.98
450547	USABLUEB	HD Supply, Inc.	02/27/2026		0.00	1,159.06
450548	HEMMIN	Hemmingsen Contracting Co Inc	02/27/2026		0.00	243.56
450549	HUFFMANV	William Huffman	02/27/2026		0.00	695.00
450550	INFOSEND	Infosend Inc.	02/27/2026		0.00	3,629.25
450551	TOWN&COI	Jacobson and Miller PC	02/27/2026		0.00	98.00
450552	FIREAPP	Kalmikov Enterprises, Inc	02/27/2026		0.00	2,047.18
450553	LESSCH	Les Schwab Tire Centers of California	02/27/2026		0.00	38.96

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
450554	THRIFT	Malcolm Kelly Inc.	02/27/2026	0.00	279.23
450555	MEYERSPO	Meyers Police K-9 Training, LLC	02/27/2026	0.00	800.00
450556	NCLAB	Microbac Laboratories, Inc.	02/27/2026	0.00	66.00
450557	MIDCOAST	Mid-Coast Fire Protection, Inc	02/27/2026	0.00	775.00
450558	MISSIO	Mission Linen Supply	02/27/2026	0.00	972.84
450559	MOOREBR	Braelynn Moore	02/27/2026	0.00	51.01
450560	MORJON	Mor-Jon Inc	02/27/2026	0.00	23.10
450561	MORRISW	William Morris	02/27/2026	0.00	77.94
450562	NCCENT	NCL of Wisconsin Inc	02/27/2026	0.00	468.86
450563	HUMPES	Northwest Property Services Inc	02/27/2026	0.00	164.00
450564	JACOBS	Operations Management International, Inc	02/27/2026	0.00	139,467.62
450565	OREILLY	O'Reilly Auto Enterprises LLC	02/27/2026	0.00	221.60
450566	MENDES	Pacific Packaging & Supply Co Inc	02/27/2026	0.00	1,525.00
450567	PACPOW	PacifiCorp	02/27/2026	0.00	53,691.05
450568	DITCHWIT	Pape Group Inc, The	02/27/2026	0.00	188.32
450569	PAPEMAT	Pape Group Inc, The	02/27/2026	0.00	459.47
450570	REDSKY	Red Sky Inc.	02/27/2026	0.00	330.00
450571	RODLERG	Gilbert Rodler	02/27/2026	0.00	55.00
450572	ROSSJAN	Matthew Ross	02/27/2026	0.00	5,875.00
450573	SABOS	Stacy Lee Sabo	02/27/2026	0.00	55.00
450574	SPRING	SBRK Finance Holdings, Inc	02/27/2026	0.00	2,915.80
450575	DNTRIP	Daniel J and Phyllis Y Schmidt	02/27/2026	0.00	373.75
450576	SEA-WEST	Sea-Western Inc.	02/27/2026	0.00	18,976.83
450577	SMITHMJ	Kimberly D Smith	02/27/2026	0.00	1,966.00
450578	ZCAJUSTA	ST CA Dept Of Justice	02/27/2026	0.00	96.00
450579	ZCAHOUS	St Dept Of Housing & Community	02/27/2026	0.00	1,472.00
450580	IAMSTAR	Starguard Elite LLC	02/27/2026	0.00	180.00
450581	DNOFFI	Debra Stover	02/27/2026	0.00	227.40
450582	STOVER	Ward Stover	02/27/2026	0.00	9,881.00
450583	TECHNI	Technical Systems Inc	02/27/2026	0.00	3,943.54
450584	TOREROS	Torero's Famosos Inc.	02/27/2026	0.00	70,000.00
450585	UNIVAR	Univar Solutions USA Inc.	02/27/2026	0.00	16,563.34
450586	CALCARDS	US Bank Corporate Pmt Systems	02/27/2026	0.00	4,735.61
450587	CASTATE	CA State Disbursement Unit	03/02/2026	0.00	88.84
450588	WAMUTU	Crescent City Employees Association	03/02/2026	0.00	85.00
450589	CCPOLI	Crescent City Police Officer's Assoc	03/02/2026	0.00	600.00
450590	ICMARE	Mission Square	03/02/2026	0.00	4,188.25
450591	PORACRMT	PORAC RMT	03/02/2026	0.00	600.00
450648	CALORE	AirMedCare	03/05/2026	0.00	144.00
450649	AMFAM	American Family Life	03/05/2026	0.00	1,779.02
450650	AMLIF	Ameritas Life Ins. Corp.	03/05/2026	0.00	5,349.12
450651	CLEA	California Law Enforcement Association	03/05/2026	0.00	384.00
450652	DNAMBU	Del Norte Ambulance Inc.	03/05/2026	0.00	2,835.00
450653	IBTPORAC	Insurance & Benefits Trust of the Peace	03/05/2026	0.00	126.00
450654	REDWMO	Kevin J Caldwell MD Inc	03/05/2026	0.00	400.00
450655	NORTCOAS	NorthCoast Health Screening	03/05/2026	0.00	360.00
450656	SELMAN	One80 Intermediaries Inc.	03/05/2026	0.00	316.00
450657	PARS	PARS, Public Agency Retirement	03/05/2026	0.00	300.00
450658	STANDAI	Standard Insurance Company	03/05/2026	0.00	2,927.56
450659	VISION	Vision Service Plan	03/05/2026	0.00	1,151.30
Report Total (97 checks):				5,562.09	818,560.09

AP
02-21-26 to 03-06-26 Council

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Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
0	3/2/2026	610-000-2185-00000	PR Batch 00022.02.2026 State Income Tax	2,376.58	False
0	3/2/2026	610-000-2185-00000	PR Batch 00002.02.2026 State Income Tax	3,144.56	False
0	3/2/2026	610-000-2188-00000	PR Batch 00002.02.2026 Medicare Employee Portion	1,760.20	False
0	3/2/2026	610-000-2189-00000	PR Batch 00022.02.2026 Federal Income Tax	6,604.76	False
0	3/2/2026	610-000-2189-00000	PR Batch 00002.02.2026 Federal Income Tax	9,732.04	False
0	3/2/2026	610-000-2188-00000	PR Batch 00022.02.2026 Medicare Employer Portion	1,196.69	False
0	3/2/2026	610-000-2188-00000	PR Batch 00022.02.2026 Medicare Employee Portion	1,196.69	False
0	3/2/2026	610-000-2188-00000	PR Batch 00002.02.2026 Medicare Employer Portion	1,760.20	False
0	3/2/2026	610-000-2187-00000	PR Batch 00022.02.2026 Survivor Benefit	21.87	False
0	3/2/2026	610-000-2187-00000	PR Batch 07111.02.2026 Survivor Benefit	0.93	False
0	3/2/2026	610-000-2187-00000	PR Batch 00022.02.2026 EE PERS Contribution	7,018.01	False
0	3/2/2026	610-000-2187-00000	PR Batch 00002.02.2026 Survivor Benefit	39.06	False
0	3/2/2026	610-000-2187-00000	PR Batch 00022.02.2026 ER PERS Contribution	8,711.70	False
0	3/2/2026	610-000-2187-00000	PR Batch 00002.02.2026 ER PERS Contribution	11,905.27	False
0	3/2/2026	610-000-2187-00000	PR Batch 00022.02.2026 EE PERS 4850 Contribution	331.11	False
0	3/2/2026	610-000-2187-00000	PR Batch 00002.02.2026 EE PERS Contribution	9,077.52	False
0	3/2/2026	610-000-2187-00000	PR Batch 00002.02.2026 MO EE PERS Contribution	186.22	False
0	3/2/2026	610-000-2187-00000	PR Batch 00002.02.2026 Service Credit Purchase	413.20	False
0	3/2/2026	610-000-2187-00000	PR Batch 07111.02.2026 ER PERS Contribution	128.05	False
0	3/2/2026	610-000-2187-00000	PR Batch 07111.02.2026 EE PERS Contribution	124.67	False
0	3/5/2026	001-111-4125-00000	March 2026 Admin Fees - Active	80.38	False
0	3/5/2026	610-000-2173-00000	March 2026 Premiums - Active	100,469.60	False
0	3/5/2026	630-111-4409-00000	March 2026 Admin Fees - Retirees	14.78	False
0	3/5/2026	630-000-4125-00000	March 2026 Premiums - Retirees	5,546.00	False
0	3/5/2026	610-000-1510-00000	FY26 PERS UAL - Plan # 26908	1,213.00	False
0	3/5/2026	610-000-1510-00000	FY26 PERS UAL - Plan # 6984	27,762.92	False
0	3/5/2026	610-000-1510-00000	FY26 PERS UAL - Plan # 6983	1,975.83	False
0	3/5/2026	610-000-1510-00000	FY26 PERS UAL - Plan # 25612	495.92	False
0	3/5/2026	610-000-1510-00000	FY26 PERS UAL - Plan # 1341	72,766.33	False
450517	2/27/2026	001-240-4230-00000	FY26 DOJ/CLETS Line-01/01-01/31/26	97.84	False
450518	2/27/2026	159-485-4799-23ASP	Front Street CDBG labor compliance: Prog pmnt: 5-Dec 25	3,000.00	False
450519	2/27/2026	001-230-4395-00000	4 Structure Helmets	1,820.30	False
450520	2/27/2026	001-364-4350-10023	Connector kits.	45.42	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450520	2/27/2026	413-120-4310-00000	Counterfeit detector pens.	3.42	False
450520	2/27/2026	001-240-4310-00000	Misc Office Supplies: Monitor stand, ink.	91.29	False
450520	2/27/2026	413-120-4310-00000	Envelope sealer.	6.99	False
450520	2/27/2026	413-120-4310-00000	Monitor mount.	21.10	False
450520	2/27/2026	412-100-4799-COAST	RV- Apt project: Lockset.	259.56	False
450520	2/27/2026	001-120-4310-00000	Counterfeit detector pens.	3.42	False
450520	2/27/2026	508-508-4390-00000	Tool	256.27	False
450520	2/27/2026	001-240-4391-00000	Booster for patrol truck.	478.43	False
450520	2/27/2026	001-120-4310-00000	Envelope sealer.	6.98	False
450520	2/27/2026	419-120-4310-00000	Envelope sealer.	6.99	False
450520	2/27/2026	001-240-4390-AB109	Desk for cyber-crimes.	597.50	False
450520	2/27/2026	001-480-4340-00000	Chemicals.	10.81	False
450520	2/27/2026	001-480-4370-00000	Cleaning wipes.	20.54	False
450520	2/27/2026	413-120-4310-00000	Misc Office Supplies: Mouse pad, air purifier filter.	24.53	False
450520	2/27/2026	001-120-4310-00000	Misc Office Supplies: Mouse pad, air purifier filter.	24.53	False
450520	2/27/2026	001-240-4310-00000	Misc Office Supplies: Chair mat.	71.98	False
450520	2/27/2026	508-508-4390-00000	Air filters for air compressor.	134.07	False
450520	2/27/2026	420-115-4390-00000	Ethernet cable.	129.35	False
450520	2/27/2026	001-480-4310-00000	Embosser	31.28	False
450520	2/27/2026	001-240-4390-AB109	Cyber crimes-tech supplies. Smartech cables, phone chargers.	404.29	False
450520	2/27/2026	419-120-4310-00000	Counterfeit detector pens.	3.43	False
450520	2/27/2026	419-371-4311-00000	J. Queen name plate.	14.66	False
450520	2/27/2026	419-120-4310-00000	Monitor mount.	21.11	False
450520	2/27/2026	001-480-4390-00000	Humidity logger.	163.50	False
450520	2/27/2026	419-371-4550-00000	Water Study guide.	58.44	False
450520	2/27/2026	001-240-4311-00000	Window tint, monitor stand.	132.04	False
450520	2/27/2026	001-480-4340-00000	Chemical.	9.11	False
450520	2/27/2026	419-120-4310-00000	Misc Office Supplies: Mouse pad, air purifier filter.	24.53	False
450520	2/27/2026	001-240-4390-AB109	Surface mount box.	17.27	False
450521	2/27/2026	420-115-4450-00000	Windows 10 licensing: 02/10/26-02/09/27	57.31	False
450522	2/27/2026	001-230-4391-2020S	Misc parts to integrate with existing SCBA	3,246.37	False
450523	2/27/2026	419-372-3821-41028	Monthly Maintenance: Jan 2026	7,455.12	False
450523	2/27/2026	419-372-3821-41028	Monthly Maintenance: Jan 2026- Admin fee	-36.00	False
450523	2/27/2026	419-000-2115-00000	Monthly Maintenance: Jan 2026- Water Connections	1,440.00	False
450524	2/27/2026	001-230-4220-00000	Finance charge.	2.46	False
450524	2/27/2026	001-230-4220-00000	Propane delivery on 12/26/25	218.47	False
450525	2/27/2026	001-240-4470-00000	SART services for case#2026-0137	400.00	False
450526	2/27/2026	001-240-4330-00000	FY26 Fuel for Patrol Cars- Jan	2,634.69	False
450526	2/27/2026	001-240-4330-00000	FY26 Fuel for Patrol Cars- Jan	222.44	False
450527	2/27/2026	412-000-3570-00000	REFUND for stay on 02/13-02/16/26. Con#13203	133.00	False
450527	2/27/2026	001-000-3221-00000	REFUND for stay on 02/13-02/16/26. Con#13203	13.30	False
450528	2/27/2026	001-120-4450-00000	Copier Services FY25/26- Usage 01/07-02/06/26	85.30	False
450528	2/27/2026	413-120-4450-00000	Copier Services FY25/26- Usage 01/07-02/06/26	42.65	False

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450528	2/27/2026	419-120-4450-00000	Copier Services FY25/26- Usage 01/07-02/06/26	42.65	False
450529	2/27/2026	413-113-4550-00000	Chamber Annual Dinner.	20.80	False
450529	2/27/2026	001-120-4530-00000	Chamber Annual Dinner.	65.00	False
450529	2/27/2026	001-113-4550-00000	Chamber Annual Dinner.	20.80	False
450529	2/27/2026	001-112-4431-00000	Annual contribution: Q4 04/010-06/30/26	25,500.00	False
450529	2/27/2026	001-111-4530-00000	Chamber Annual Dinner.	65.00	False
450529	2/27/2026	001-114-4530-00000	Chamber Annual Dinner.	65.00	False
450529	2/27/2026	412-113-4550-00000	Chamber Annual Dinner.	2.60	False
450529	2/27/2026	001-110-4530-00000	Chamber Annual Dinner.	195.00	False
450529	2/27/2026	419-113-4550-00000	Chamber Annual Dinner.	20.80	False
450529	2/27/2026	001-240-4530-00000	Chamber Annual Dinner.	65.00	False
450529	2/27/2026	001-112-4530-00000	Chamber Annual Dinner.	65.00	False
450530	2/27/2026	001-000-1510-00000	Annual Contract Renewal - FY26/27	13,538.45	False
450530	2/27/2026	001-240-4409-2020S	Annual Contract Renewal - FY25/26	2,514.29	False
450530	2/27/2026	001-240-4390-AB109	Annual Contract Renewal - FY25/26	169.23	False
450530	2/27/2026	001-240-4480-00000	Annual Contract Renewal - FY25/26	6,986.83	False
450531	2/27/2026	001-114-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	8.17	False
450531	2/27/2026	413-357-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	6.66	False
450531	2/27/2026	412-111-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	0.56	False
450531	2/27/2026	001-470-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	1.37	False
450531	2/27/2026	419-371-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	12.16	False
450531	2/27/2026	420-115-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	22.83	False
450531	2/27/2026	419-371-4230-00000	broadband for security- 02/01-02/28/26	100.00	False
450531	2/27/2026	419-114-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	1.58	False
450531	2/27/2026	419-371-4230-00000	broadband for security- 02/01-02/28/26	100.00	False
450531	2/27/2026	412-100-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	2.86	False
450531	2/27/2026	412-120-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	3.15	False
450531	2/27/2026	001-480-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	2.86	False
450531	2/27/2026	413-352-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	1.70	False
450531	2/27/2026	001-313-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	4.85	False
450531	2/27/2026	419-120-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	20.16	False
450531	2/27/2026	412-113-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	0.44	False
450531	2/27/2026	001-350-4230-00000	177063601 CH Internet Service-02/01-02/28/26	9.51	False
450531	2/27/2026	413-130-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	2.00	False
450531	2/27/2026	001-250-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	4.18	False
450531	2/27/2026	001-364-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	3.80	False
450531	2/27/2026	419-371-4230-00000	Internet Svc (246595701 - Amador) -02/01-02/28/26	159.99	False
450531	2/27/2026	001-120-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	18.83	False
450531	2/27/2026	412-114-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	0.29	False
450531	2/27/2026	413-353-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	3.80	False
450531	2/27/2026	419-111-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	3.76	False
450531	2/27/2026	001-112-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	7.77	False
450531	2/27/2026	419-130-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	1.99	False

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450531	2/27/2026	001-251-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	18.44	False
450531	2/27/2026	001-240-4230-00000	Internet Service - 02/01-02/28/26	169.99	False
450531	2/27/2026	413-352-4230-00000	broadband for security-02/01-02/28/26	114.99	False
450531	2/27/2026	001-230-4230-00000	Cable & Internet Service- 02/07-03/06/26	141.94	False
450531	2/27/2026	001-471-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	2.60	False
450531	2/27/2026	413-113-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	3.47	False
450531	2/27/2026	412-100-4230-00000	Internet Service -02/01-02/28/26	170.00	False
450531	2/27/2026	001-111-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	3.65	False
450531	2/27/2026	413-114-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	1.34	False
450531	2/27/2026	413-111-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	3.42	False
450531	2/27/2026	419-371-4230-00000	Internet Svc (246787001 - Burtshell)- 02/01-02/28/26	110.08	False
450531	2/27/2026	001-130-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	3.99	False
450531	2/27/2026	413-120-4230-00000	177063601 CH Internet Service - 02/01-02/28/26	20.31	False
450531	2/27/2026	419-113-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	3.46	False
450531	2/27/2026	001-113-4230-00000	177063601 CH Internet Service-02/01-02/28/26	3.47	False
450531	2/27/2026	412-130-4230-00000	177063601 CH Internet Service- 02/01-02/28/26	0.56	False
450532	2/27/2026	419-372-3822-41029	Monthly Maintenance: Jan 2026	662.98	False
450533	2/27/2026	001-250-4410-01405	Legal Services- Jan '26	5,057.50	False
450533	2/27/2026	001-250-4410-00200	Legal Services- Jan '26	186.60	False
450533	2/27/2026	001-250-4410-01405	Legal Services- Jan '26	8.60	False
450533	2/27/2026	001-250-4410-120WC	Legal Services- Jan '26	31.10	False
450533	2/27/2026	001-250-4410-01430	Legal Services- Jan '26	3,182.48	False
450534	2/27/2026	419-372-3823-41030	Monthly Maintenance: Jan 2026	642.62	False
450535	2/27/2026	117-364-4789-00000	RMRA pass-through per annex agreement FY26 Nov Rev	2,419.38	False
450535	2/27/2026	115-364-4785-00000	Gas Tax Sec 2105 pass-through per annex agreement FY26 Dec Rev	512.97	False
450535	2/27/2026	115-364-4787-00000	Gas Tax Sec 2107 pass-through per annex agreement FY26 Dec Rev	717.05	False
450535	2/27/2026	001-000-4782-00000	Property Tax in-lieu of VLF pass-thru per annex agrmt FY26 Jan	52,249.30	False
450536	2/27/2026	508-508-4390-60001	Batteries.	300.50	False
450536	2/27/2026	508-508-4390-00000	Batteries.	173.55	False
450536	2/27/2026	413-356-4390-35022	Batteries.	160.54	False
450536	2/27/2026	506-506-4390-00000	Batteries.	85.54	False
450537	2/27/2026	419-371-4390-00000	Valve Kit	688.13	False
450538	2/27/2026	413-352-4470-00000	FY26 Sample Delivery to NCL for WW and DW	30.00	False
450539	2/27/2026	001-230-4390-00000	Medical oxygen.	170.88	False
450539	2/27/2026	001-230-4390-00000	Cylinder rental.	126.00	False
450539	2/27/2026	001-230-4390-00000	Refill medical oxygen.	524.89	False
450540	2/27/2026	413-130-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.69	False
450540	2/27/2026	001-471-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.90	False
450540	2/27/2026	001-364-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.31	False
450540	2/27/2026	419-130-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.69	False
450540	2/27/2026	001-114-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	2.80	False
450540	2/27/2026	412-113-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.15	False
450540	2/27/2026	413-113-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.18	False

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450540	2/27/2026	413-114-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.46	False
450540	2/27/2026	413-357-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	2.28	False
450540	2/27/2026	413-352-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.58	False
450540	2/27/2026	001-480-4230-00000	707-464-6940 monthly phone- 01/30-02/28/26	71.99	False
450540	2/27/2026	412-114-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.10	False
450540	2/27/2026	412-130-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.19	False
450540	2/27/2026	001-313-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.67	False
450540	2/27/2026	419-111-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.29	False
450540	2/27/2026	413-352-4230-00000	WWTP phone- 01/30-02/28/26	340.42	False
450540	2/27/2026	001-130-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.37	False
450540	2/27/2026	001-112-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	2.66	False
450540	2/27/2026	413-120-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	6.96	False
450540	2/27/2026	419-371-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	4.16	False
450540	2/27/2026	001-470-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.47	False
450540	2/27/2026	419-114-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.54	False
450540	2/27/2026	001-350-4230-00000	707 465-4405 downstairs fax -01/30-02/28/26	3.26	False
450540	2/27/2026	413-353-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.30	False
450540	2/27/2026	001-120-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	6.46	False
450540	2/27/2026	419-113-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.19	False
450540	2/27/2026	001-480-4230-00000	707-464-1372 monthly phone- 01/30-02/28/26	113.24	False
450540	2/27/2026	413-351-4230-00000	707 465-5275 Lab Phone Line- 01/30-02/28/26	210.09	False
450540	2/27/2026	419-120-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	6.91	False
450540	2/27/2026	420-115-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	7.83	False
450540	2/27/2026	412-100-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.98	False
450540	2/27/2026	420-115-4230-00000	707-197-0009 monthly phone- 02/02-03/01/26	790.00	False
450540	2/27/2026	001-471-4230-00000	Cult Cntr Elev Alrm 707-464-4582- 01/30-02/28/26	116.25	False
450540	2/27/2026	001-250-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.43	False
450540	2/27/2026	001-111-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.25	False
450540	2/27/2026	412-120-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.08	False
450540	2/27/2026	419-371-4230-00000	707-001-0001 SCADA telemetry link- 01/28-02/27/26	42.72	False
450540	2/27/2026	508-508-4230-00000	707-464-6628 Corp Yard Fax- 01/30-02/28/26	121.90	False
450540	2/27/2026	001-251-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	6.32	False
450540	2/27/2026	001-480-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.98	False
450540	2/27/2026	413-111-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.17	False
450540	2/27/2026	412-111-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	0.20	False
450540	2/27/2026	001-240-4230-00000	707-465-5129 monthly phone- 01/30-02/28/26	121.90	False
450540	2/27/2026	001-471-4230-00000	707-465-3914 monthly phone- 01/30-02/28/26	118.11	False
450540	2/27/2026	413-352-4230-00000	Treatment Plant Phone: 465-3054- 01/30-02/28/26	235.02	False
450540	2/27/2026	001-113-4230-00000	707 465-4405 downstairs fax- 01/30-02/28/26	1.18	False
450541	2/27/2026	001-470-4390-00000	Railing.	243.47	False
450542	2/27/2026	413-353-4390-00000	Manhole lifter, returned.	-141.20	False
450542	2/27/2026	508-508-4390-00000	First aid kit with house.	34.34	False
450542	2/27/2026	508-508-4390-00000	Check valve.	36.69	False

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450542	2/27/2026	508-508-4390-00000	Mechanical seal.	118.98	False
450542	2/27/2026	419-371-4390-00000	Starter kit.	103.50	False
450543	2/27/2026	001-240-4530-00000	2/1-2/7/26 - Sacramento - Code Enf Training - Mod 1: (FINAL)	516.00	False
450543	2/27/2026	001-240-4530-00000	3/1-3/7/26 - Sacramento - Code Enf Training - Mod 2: (ADVANCE)	451.50	False
450544	2/27/2026	419-371-4390-00000	Parts	941.31	False
450544	2/27/2026	419-371-4390-00000	Parts	939.40	False
450544	2/27/2026	419-371-4390-00000	Vacuum breaker.	806.46	False
450544	2/27/2026	001-470-4390-00000	Sprinklers	452.49	False
450544	2/27/2026	001-470-4390-00000	Irrigation parts	576.84	False
450544	2/27/2026	419-371-4390-00000	Corp stop.	965.16	False
450544	2/27/2026	001-000-2122-00000	CREDIT for overpayment of invoice #17042752 TAX	112.04	False
450544	2/27/2026	419-371-4390-00000	Meter parts.	949.14	False
450544	2/27/2026	001-470-4390-00000	Vacuum breaker assembly	863.84	False
450544	2/27/2026	001-470-4390-00000	CREDIT for overpayment of invoice #17042752	-1,470.04	False
450544	2/27/2026	419-371-4390-00000	Pipe	340.99	False
450545	2/27/2026	412-100-4450-00000	5th wheel storage.	36.40	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	1,864.26	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	1,878.55	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	1,767.74	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	2,012.61	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	1,898.22	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	1,803.48	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	1,916.09	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	1,982.22	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	2,307.54	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	1,932.19	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	2,346.86	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	1,980.44	False
450546	2/27/2026	413-000-1202-00000	Sludge processing.	371.78	False
450547	2/27/2026	419-371-4390-00000	Cal kit	361.95	False
450547	2/27/2026	413-356-4390-35022	Float Switch	797.11	False
450548	2/27/2026	001-470-4390-00000	5 yards screened dirt.	243.56	False
450549	2/27/2026	508-508-4530-00000	REIMBURSEMENT for Fire Mechanic training (2 classes.)	695.00	False
450550	2/27/2026	413-120-4240-00000	Print and Mail Utility Bills: Jan '26	1,814.62	False
450550	2/27/2026	419-120-4240-00000	Print and Mail Utility Bills: Jan '26	1,814.63	False
450551	2/27/2026	001-240-4380-2020S	K-9 meds for Murtaugh and Kostya.	98.00	False
450552	2/27/2026	001-230-4391-00000	Parts 5111 DEF sending unit.	2,047.18	False
450553	2/27/2026	508-508-4390-00000	Tire repair: Shop	38.96	False
450554	2/27/2026	419-371-4390-00000	PVC parts.	66.17	False
450554	2/27/2026	001-470-4390-00000	Strainer.	72.02	False
450554	2/27/2026	419-371-4390-00000	Water parts.	7.57	False
450554	2/27/2026	001-470-4390-00000	PVC parts.	133.47	False
450555	2/27/2026	001-240-4530-2020S	FY26 Monthly K9 Maint Fees - Kostya for Jan '26	400.00	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450555	2/27/2026	001-240-4530-2020S	FY26 Monthly K9 Maint Fees - Murtaugh for Jan '26	400.00	False
450556	2/27/2026	413-351-4685-00000	FY26 External lab test for CCWQL	66.00	False
450557	2/27/2026	413-357-4450-00000	Backflow tester.	775.00	False
450558	2/27/2026	001-251-4370-00000	City Hall Mats	2.25	False
450558	2/27/2026	001-120-4370-00000	City Hall Mats	2.30	False
450558	2/27/2026	413-114-4370-00000	City Hall Mats	0.17	False
450558	2/27/2026	001-364-4370-00000	City Hall Mats	0.47	False
450558	2/27/2026	412-114-4370-00000	City Hall Mats	0.03	False
450558	2/27/2026	001-470-4370-00000	City Hall Mats	0.17	False
450558	2/27/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	45.26	False
450558	2/27/2026	412-120-4370-00000	City Hall Mats	0.39	False
450558	2/27/2026	001-251-4370-00000	City Hall Mats	2.25	False
450558	2/27/2026	412-120-4370-00000	City Hall Mats	0.39	False
450558	2/27/2026	413-120-4370-00000	City Hall Mats	2.48	False
450558	2/27/2026	001-250-4370-00000	City Hall Mats	0.51	False
450558	2/27/2026	001-313-4370-00000	City Hall Mats	0.59	False
450558	2/27/2026	001-470-4370-00000	City Hall Mats	0.17	False
450558	2/27/2026	001-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	001-471-4370-00000	City Hall Mats	0.31	False
450558	2/27/2026	001-480-4370-00000	City Hall Mats	0.35	False
450558	2/27/2026	413-352-4370-00000	City Hall Mats	0.20	False
450558	2/27/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	47.97	False
450558	2/27/2026	001-251-4370-00000	City Hall Mats	2.25	False
450558	2/27/2026	001-364-4370-00000	City Hall Mats	0.47	False
450558	2/27/2026	001-111-4370-00000	City Hall Mats	0.45	False
450558	2/27/2026	001-112-4370-00000	City Hall Mats	0.95	False
450558	2/27/2026	413-357-4370-00000	City Hall Mats	0.82	False
450558	2/27/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	38.18	False
450558	2/27/2026	001-471-4370-00000	City Hall Mats	0.31	False
450558	2/27/2026	420-115-4370-00000	City Hall Mats	2.79	False
450558	2/27/2026	412-113-4370-00000	City Hall Mats	0.06	False
450558	2/27/2026	419-120-4370-00000	City Hall Mats	2.47	False
450558	2/27/2026	001-350-4370-00000	City Hall Mats	1.16	False
450558	2/27/2026	001-130-4370-00000	City Hall Mats	0.48	False
450558	2/27/2026	412-113-4370-00000	City Hall Mats	0.06	False
450558	2/27/2026	412-120-4370-00000	City Hall Mats	0.39	False
450558	2/27/2026	413-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	001-250-4370-00000	City Hall Mats	0.51	False
450558	2/27/2026	412-111-4370-00000	City Hall Mats	0.07	False
450558	2/27/2026	413-357-4370-00000	City Hall Mats	0.82	False
450558	2/27/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	35.33	False
450558	2/27/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	54.14	False
450558	2/27/2026	420-115-4370-00000	City Hall Mats	2.79	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450558	2/27/2026	413-352-4370-00000	City Hall Mats	0.20	False
450558	2/27/2026	001-130-4370-00000	City Hall Mats	0.48	False
450558	2/27/2026	413-353-4370-00000	City Hall Mats	0.47	False
450558	2/27/2026	001-114-4370-00000	City Hall Mats	0.99	False
450558	2/27/2026	413-352-4370-00000	City Hall Mats	0.20	False
450558	2/27/2026	001-313-4370-00000	City Hall Mats	0.59	False
450558	2/27/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	54.35	False
450558	2/27/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	54.92	False
450558	2/27/2026	412-111-4370-00000	City Hall Mats	0.07	False
450558	2/27/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	31.11	False
450558	2/27/2026	412-100-4370-00000	City Hall Mats	0.35	False
450558	2/27/2026	412-114-4370-00000	City Hall Mats	0.03	False
450558	2/27/2026	419-111-4370-00000	City Hall Mats	0.46	False
450558	2/27/2026	419-111-4370-00000	City Hall Mats	0.46	False
450558	2/27/2026	413-130-4370-00000	City Hall Mats	0.24	False
450558	2/27/2026	413-130-4370-00000	City Hall Mats	0.24	False
450558	2/27/2026	419-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	419-130-4370-00000	City Hall Mats	0.25	False
450558	2/27/2026	419-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	26.19	False
450558	2/27/2026	001-350-4370-00000	City Hall Mats	1.16	False
450558	2/27/2026	413-130-4370-00000	City Hall Mats	0.24	False
450558	2/27/2026	419-114-4370-00000	City Hall Mats	0.19	False
450558	2/27/2026	413-353-4370-00000	City Hall Mats	0.47	False
450558	2/27/2026	413-114-4370-00000	City Hall Mats	0.17	False
450558	2/27/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	18.56	False
450558	2/27/2026	001-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	54.43	False
450558	2/27/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	18.56	False
450558	2/27/2026	413-114-4370-00000	City Hall Mats	0.17	False
450558	2/27/2026	413-111-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	413-114-4370-00000	City Hall Mats	0.17	False
450558	2/27/2026	001-251-4370-00000	City Hall Mats	2.25	False
450558	2/27/2026	413-111-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	001-480-4370-00000	City Hall Mats	0.35	False
450558	2/27/2026	001-111-4370-00000	City Hall Mats	0.45	False
450558	2/27/2026	412-111-4370-00000	City Hall Mats	0.07	False
450558	2/27/2026	413-111-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	413-353-4370-00000	City Hall Mats	0.47	False
450558	2/27/2026	001-313-4370-00000	City Hall Mats	0.59	False
450558	2/27/2026	001-114-4370-00000	City Hall Mats	0.99	False
450558	2/27/2026	419-371-4370-00000	City Hall Mats	1.49	False
450558	2/27/2026	412-111-4370-00000	City Hall Mats	0.07	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450558	2/27/2026	413-353-4320-00000	FY 26 Laundry services/uniforms	54.43	False
450558	2/27/2026	413-111-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	419-130-4370-00000	City Hall Mats	0.25	False
450558	2/27/2026	001-130-4370-00000	City Hall Mats	0.48	False
450558	2/27/2026	412-114-4370-00000	City Hall Mats	0.03	False
450558	2/27/2026	001-471-4370-00000	City Hall Mats	0.31	False
450558	2/27/2026	001-480-4370-00000	FY 26 Laundry services. Pool mats and towels.	72.48	False
450558	2/27/2026	412-100-4370-00000	City Hall Mats	0.35	False
450558	2/27/2026	001-480-4370-00000	FY 26 Laundry services: Mats and towels for pool.	67.46	False
450558	2/27/2026	413-352-4370-00000	City Hall Mats	0.20	False
450558	2/27/2026	412-114-4370-00000	City Hall Mats	0.03	False
450558	2/27/2026	412-113-4370-00000	City Hall Mats	0.06	False
450558	2/27/2026	419-130-4370-00000	City Hall Mats	0.25	False
450558	2/27/2026	001-313-4370-00000	City Hall Mats	0.59	False
450558	2/27/2026	419-114-4370-00000	City Hall Mats	0.19	False
450558	2/27/2026	001-114-4370-00000	City Hall Mats	0.99	False
450558	2/27/2026	412-130-4370-00000	City Hall Mats	0.07	False
450558	2/27/2026	419-111-4370-00000	City Hall Mats	0.46	False
450558	2/27/2026	001-480-4370-00000	FY 26 Laundry services: Mats and towels for pool.	72.48	False
450558	2/27/2026	412-130-4370-00000	City Hall Mats	0.07	False
450558	2/27/2026	412-113-4370-00000	City Hall Mats	0.06	False
450558	2/27/2026	412-100-4370-00000	City Hall Mats	0.35	False
450558	2/27/2026	001-480-4370-00000	City Hall Mats	0.35	False
450558	2/27/2026	001-111-4370-00000	City Hall Mats	0.45	False
450558	2/27/2026	001-364-4370-00000	City Hall Mats	0.47	False
450558	2/27/2026	001-120-4370-00000	City Hall Mats	2.30	False
450558	2/27/2026	419-111-4370-00000	City Hall Mats	0.46	False
450558	2/27/2026	001-120-4370-00000	City Hall Mats	2.30	False
450558	2/27/2026	413-357-4370-00000	City Hall Mats	0.82	False
450558	2/27/2026	001-250-4370-00000	City Hall Mats	0.51	False
450558	2/27/2026	001-470-4370-00000	City Hall Mats	0.17	False
450558	2/27/2026	001-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	412-120-4370-00000	City Hall Mats	0.39	False
450558	2/27/2026	412-130-4370-00000	City Hall Mats	0.07	False
450558	2/27/2026	419-371-4370-00000	City Hall Mats	1.49	False
450558	2/27/2026	001-471-4370-00000	City Hall Mats	0.31	False
450558	2/27/2026	001-250-4370-00000	City Hall Mats	0.51	False
450558	2/27/2026	001-111-4370-00000	City Hall Mats	0.45	False
450558	2/27/2026	001-470-4370-00000	City Hall Mats	0.17	False
450558	2/27/2026	001-350-4370-00000	City Hall Mats	1.16	False
450558	2/27/2026	413-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	419-120-4370-00000	City Hall Mats	2.47	False
450558	2/27/2026	001-364-4370-00000	City Hall Mats	0.47	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450558	2/27/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	26.19	False
450558	2/27/2026	419-130-4370-00000	City Hall Mats	0.25	False
450558	2/27/2026	001-112-4370-00000	City Hall Mats	0.95	False
450558	2/27/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	39.26	False
450558	2/27/2026	001-112-4370-00000	City Hall Mats	0.95	False
450558	2/27/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	18.56	False
450558	2/27/2026	001-114-4370-00000	City Hall Mats	0.99	False
450558	2/27/2026	001-350-4370-00000	City Hall Mats	1.16	False
450558	2/27/2026	413-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	419-114-4370-00000	City Hall Mats	0.19	False
450558	2/27/2026	413-130-4370-00000	City Hall Mats	0.24	False
450558	2/27/2026	419-114-4370-00000	City Hall Mats	0.19	False
450558	2/27/2026	419-120-4370-00000	City Hall Mats	2.47	False
450558	2/27/2026	413-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	001-130-4370-00000	City Hall Mats	0.48	False
450558	2/27/2026	419-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	413-357-4370-00000	City Hall Mats	0.82	False
450558	2/27/2026	001-113-4370-00000	City Hall Mats	0.42	False
450558	2/27/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	40.34	False
450558	2/27/2026	001-112-4370-00000	City Hall Mats	0.95	False
450558	2/27/2026	419-371-4370-00000	City Hall Mats	1.49	False
450558	2/27/2026	413-120-4370-00000	City Hall Mats	2.48	False
450558	2/27/2026	413-120-4370-00000	City Hall Mats	2.48	False
450558	2/27/2026	419-371-4370-00000	City Hall Mats	1.49	False
450558	2/27/2026	412-100-4370-00000	City Hall Mats	0.35	False
450558	2/27/2026	412-130-4370-00000	City Hall Mats	0.07	False
450558	2/27/2026	413-120-4370-00000	City Hall Mats	2.48	False
450558	2/27/2026	420-115-4370-00000	City Hall Mats	2.79	False
450558	2/27/2026	419-120-4370-00000	City Hall Mats	2.47	False
450558	2/27/2026	420-115-4370-00000	City Hall Mats	2.79	False
450558	2/27/2026	413-353-4370-00000	City Hall Mats	0.47	False
450558	2/27/2026	001-480-4370-00000	City Hall Mats	0.35	False
450558	2/27/2026	001-120-4370-00000	City Hall Mats	2.30	False
450558	2/27/2026	419-113-4370-00000	City Hall Mats	0.42	False
450559	2/27/2026	001-000-3230-00000	REFUND for invoice #1654.	51.01	False
450560	2/27/2026	508-508-4390-00000	Anti-splatter.	11.13	False
450560	2/27/2026	508-508-4390-60001	Window kit.	8.54	False
450560	2/27/2026	508-508-4390-60001	Stemco window kit.	3.43	False
450561	2/27/2026	001-480-4320-00000	REIMBURSEMENT: Pool uniforms.	77.94	False
450562	2/27/2026	413-351-4390-00000	FY26 Reagents and Other Lab Supplies	507.54	False
450562	2/27/2026	413-000-2122-00000	FY26 Reagents and Other Lab Supplies TAX	-38.68	False
450563	2/27/2026	506-506-4450-00000	Pest Control Services FY25/26 City Hall- 377 J	82.00	False
450564	2/27/2026	413-351-4409-00000	WWTP Operations Contract-Dec 25	1,400.00	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450564	2/27/2026	413-352-4340-00000	WWTP Operations Contract- Jan 26	10,723.31	False
450564	2/27/2026	413-352-4409-00000	WWTP Operations Contract- Jan 26	133,148.74	False
450564	2/27/2026	413-000-1202-00000	WWTP Operations Contract-Credits for solids hauling.	-20,471.10	False
450564	2/27/2026	413-352-4450-00000	WWTP Operations Contract- Jan 26	14,666.67	False
450565	2/27/2026	508-508-4390-00000	Tire chain.	189.24	False
450565	2/27/2026	508-508-4390-00000	Term bolt.	7.57	False
450565	2/27/2026	001-230-4390-00000	DEF (5 gal)	24.79	False
450566	2/27/2026	001-470-4370-00000	Janitorial Supplies- City-Wide	257.43	False
450566	2/27/2026	001-113-4370-00000	Janitorial Supplies- City-Wide	2.29	False
450566	2/27/2026	508-508-4370-00000	Janitorial Supplies- City-Wide	28.60	False
450566	2/27/2026	001-120-4370-00000	Janitorial Supplies- FD	141.73	False
450566	2/27/2026	001-120-4370-00000	Janitorial Supplies- City-Wide	12.98	False
450566	2/27/2026	420-115-4370-00000	Janitorial Supplies- City-Wide	2.29	False
450566	2/27/2026	419-120-4370-00000	Janitorial Supplies- City-Wide	2.29	False
450566	2/27/2026	413-120-4370-00000	Janitorial Supplies- City-Wide	3.25	False
450566	2/27/2026	001-480-4370-00000	Janitorial Supplies- City-Wide	57.21	False
450566	2/27/2026	001-251-4370-00000	Janitorial Supplies- City-Wide	1.14	False
450566	2/27/2026	001-251-4370-00000	Janitorial Supplies- City-Wide	1.62	False
450566	2/27/2026	419-120-4370-00000	Janitorial Supplies- City-Wide	3.24	False
450566	2/27/2026	001-120-4370-00000	Janitorial Supplies- City-Wide	9.15	False
450566	2/27/2026	001-313-4370-00000	Janitorial Supplies- City-Wide	3.25	False
450566	2/27/2026	001-350-4370-00000	Janitorial Supplies- City-Wide	65.21	False
450566	2/27/2026	413-352-4370-00000	Janitorial Supplies- City-Wide	32.44	False
450566	2/27/2026	001-111-4370-00000	Janitorial Supplies- City-Wide	2.29	False
450566	2/27/2026	508-508-4370-00000	Janitorial Supplies- City-Wide	40.56	False
450566	2/27/2026	001-114-4370-00000	Janitorial Supplies- City-Wide	3.25	False
450566	2/27/2026	420-115-4370-00000	Janitorial Supplies- City-Wide	3.24	False
450566	2/27/2026	001-313-4370-00000	Janitorial Supplies- City-Wide	2.29	False
450566	2/27/2026	413-352-4370-00000	Janitorial Supplies- City-Wide	22.88	False
450566	2/27/2026	001-350-4370-00000	Janitorial Supplies- City-Wide	92.48	False
450566	2/27/2026	001-471-4370-00000	Janitorial Supplies- City-Wide	32.45	False
450566	2/27/2026	001-240-4370-00000	Janitorial Supplies- City-Wide	22.88	False
450566	2/27/2026	506-506-4370-00000	Janitorial Supplies- City-Wide	22.88	False
450566	2/27/2026	506-506-4370-00000	Janitorial Supplies- City-Wide	32.45	False
450566	2/27/2026	001-470-4370-00000	Janitorial Supplies- City-Wide	365.05	False
450566	2/27/2026	001-111-4370-00000	Janitorial Supplies- City-Wide	3.25	False
450566	2/27/2026	413-120-4370-00000	Janitorial Supplies- City-Wide	2.29	False
450566	2/27/2026	001-114-4370-00000	Janitorial Supplies- City-Wide	2.29	False
450566	2/27/2026	412-100-4370-00000	Janitorial Supplies- City-Wide	32.45	False
450566	2/27/2026	001-471-4370-00000	Janitorial Supplies- City-Wide	22.88	False
450566	2/27/2026	001-480-4370-00000	Janitorial Supplies- City-Wide	81.12	False
450566	2/27/2026	001-240-4370-00000	Janitorial Supplies- City-Wide	32.45	False
450566	2/27/2026	001-113-4370-00000	Janitorial Supplies- City-Wide	3.24	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450566	2/27/2026	412-100-4370-00000	Janitorial Supplies- City-Wide	22.88	False
450567	2/27/2026	419-130-4210-00000	ITEM 81 Service at 377 J St - City Hall	7.08	False
450567	2/27/2026	419-130-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.02	False
450567	2/27/2026	001-364-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.94	False
450567	2/27/2026	413-114-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.21	False
450567	2/27/2026	001-112-4210-00000	ITEM 81 Service at 377 J St - City Hall	27.57	False
450567	2/27/2026	001-364-4210-10023	ITEM 116 Service at 391 Front St -Corner Front&D	201.53	False
450567	2/27/2026	001-364-4210-10023	ITEM 113 Service at Harding & Northcrest Lt	93.47	False
450567	2/27/2026	001-470-4210-00000	ITEM 93 Service at 7th & E St - Parks	76.35	False
450567	2/27/2026	001-120-4210-00000	ITEM 81 Service at 377 J St - City Hall	66.85	False
450567	2/27/2026	419-371-4210-00000	ITEM 81 Service at 377 J St - City Hall	43.15	False
450567	2/27/2026	413-353-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.94	False
450567	2/27/2026	001-112-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	3.96	False
450567	2/27/2026	001-470-4210-00000	ITEM 21 Service at Mall Ltg Oasis Trns - Parks	21.50	False
450567	2/27/2026	412-120-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.61	False
450567	2/27/2026	412-114-4210-00000	ITEM 81 Service at 377 J St - City Hall	1.05	False
450567	2/27/2026	413-111-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.74	False
450567	2/27/2026	001-111-4210-00000	ITEM 81 Service at 377 J St - City Hall	12.97	False
450567	2/27/2026	001-364-4210-00000	ITEM 81 Service at 377 J St - City Hall	13.49	False
450567	2/27/2026	413-113-4210-00000	ITEM 81 Service at 377 J St - City Hall	12.30	False
450567	2/27/2026	001-313-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	2.47	False
450567	2/27/2026	001-364-4210-10023	ITEM 124 Service - Front & Play St- Streetlights	179.80	False
450567	2/27/2026	419-371-4210-00000	ITEM 101 Service at 4605 Kings Valley -Pumphouse	26.13	False
450567	2/27/2026	001-364-4210-10023	ITEM 53 Service - Streetlights	2,186.53	False
450567	2/27/2026	001-250-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.67	False
450567	2/27/2026	419-371-4210-00000	ITEM 43 Service at SE Cor E Wash & Burtschl Tank	2,538.13	False
450567	2/27/2026	001-470-4210-00000	ITEM 103 Service at Mall for Lighting - Parks	96.17	False
450567	2/27/2026	412-120-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.50	False
450567	2/27/2026	419-371-4210-00000	ITEM 102 Service of Wonderstump Wtr Twr	131.57	False
450567	2/27/2026	001-470-4210-00000	ITEM 106 Service at Bro John Park Rstrms	35.64	False
450567	2/27/2026	413-120-4210-00000	ITEM 81 Service at 377 J St - City Hall	72.07	False
450567	2/27/2026	419-371-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	1.94	False
450567	2/27/2026	419-114-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.25	False
450567	2/27/2026	001-470-4210-00000	ITEM 17 Service at 7th St at ESt - Parks	85.58	False
450567	2/27/2026	413-113-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.55	False
450567	2/27/2026	413-113-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.77	False
450567	2/27/2026	001-251-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	2.94	False
450567	2/27/2026	419-371-4210-00000	ITEM 49 Service 206 Elk Valley Rd Pump Station	2,660.96	False
450567	2/27/2026	001-251-4210-00000	ITEM 81 Service at 377 J St - City Hall	65.43	False
450567	2/27/2026	001-364-4210-10023	ITEM 77 Service - Streetlights	3,461.36	False
450567	2/27/2026	413-353-4210-00000	ITEM 109 Service at Pacific & El Dorado	21.50	False
450567	2/27/2026	001-313-4210-00000	ITEM 81 Service at 377 J St - City Hall	17.21	False
450567	2/27/2026	413-351-4210-00000	ITEM 11 Service at 195 B St - Lab	1,346.94	False

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450567	2/27/2026	001-364-4210-10023	ITEM 115 Service at 391 Front St - Streetlights	221.06	False
450567	2/27/2026	419-371-4210-00000	ITEM 119 Service at ABT Lake Earl Dr - Pump	31.57	False
450567	2/27/2026	001-240-4210-00000	ITEM 14 Service at 686 G St - PD	976.20	False
450567	2/27/2026	412-100-4210-00000	ITEM 80 Service at 900 Sunset Cir #C - RV Park	765.96	False
450567	2/27/2026	413-114-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.68	False
450567	2/27/2026	001-111-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.59	False
450567	2/27/2026	419-111-4210-00000	ITEM 81 Service at 377 J St - City Hall	13.34	False
450567	2/27/2026	001-470-4210-00000	ITEM 98 Service at Front & Play - Kid Town Rstrm	50.01	False
450567	2/27/2026	001-230-4210-00000	ITEM 75 Service at 520 I St - Fire Hall	898.40	False
450567	2/27/2026	419-111-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.92	False
450567	2/27/2026	419-114-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.80	False
450567	2/27/2026	419-111-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.60	False
450567	2/27/2026	420-115-4210-00000	ITEM 81 Service at 377 J St - City Hall	81.01	False
450567	2/27/2026	001-364-4210-10023	ITEM 120 Service - Streetlights	217.52	False
450567	2/27/2026	419-371-4210-00000	ITEM 58 Service at KingsValley Rd Off Hwy101	1,441.46	False
450567	2/27/2026	413-357-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	3.40	False
450567	2/27/2026	419-120-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	3.22	False
450567	2/27/2026	001-470-4210-00000	ITEM 84 Service at SW Cor G/Front St Park	197.00	False
450567	2/27/2026	001-113-4210-00000	ITEM 81 Service at 377 J St - City Hall	12.30	False
450567	2/27/2026	412-113-4210-00000	ITEM 81 Service at 377 J St - City Hall	1.57	False
450567	2/27/2026	413-130-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.32	False
450567	2/27/2026	413-352-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.27	False
450567	2/27/2026	419-371-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	6.19	False
450567	2/27/2026	001-114-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	1.31	False
450567	2/27/2026	413-357-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	1.06	False
450567	2/27/2026	412-111-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.09	False
450567	2/27/2026	001-480-4210-2020S	ITEM 25 Service at 1000 Play St - Pool	5,425.77	False
450567	2/27/2026	412-100-4210-00000	ITEM 79 Service at 900 Sunset Cir #B - RV Park	814.01	False
450567	2/27/2026	001-470-4210-00000	ITEM 110 Service at 1397 Front St	21.50	False
450567	2/27/2026	001-251-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	9.39	False
450567	2/27/2026	001-112-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	1.25	False
450567	2/27/2026	001-364-4210-10023	ITEM 52 Service - Streetlights	22.04	False
450567	2/27/2026	413-352-4210-00000	ITEM 81 Service at 377 J St - City Hall	6.03	False
450567	2/27/2026	001-480-4210-00000	ITEM 81 Service at 377 J St - City Hall	10.14	False
450567	2/27/2026	001-364-4210-10023	ITEM 111 Service at 1190 Breen- 2 flashing lights	21.50	False
450567	2/27/2026	001-470-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.69	False
450567	2/27/2026	419-113-4210-00000	ITEM 81 Service at 377 J St - City Hall	12.29	False
450567	2/27/2026	001-130-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	2.04	False
450567	2/27/2026	001-120-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	9.60	False
450567	2/27/2026	412-100-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.46	False
450567	2/27/2026	412-120-4210-00000	ITEM 81 Service at 377 J St - City Hall	11.18	False
450567	2/27/2026	508-508-4210-00000	ITEM 33 Service at Garage - Shop	1,419.78	False
450567	2/27/2026	419-371-4210-00000	ITEM 56 Service at NE Cor W S Rd & EV X Rd Pump	29.49	False

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450567	2/27/2026	001-471-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.33	False
450567	2/27/2026	001-120-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	3.01	False
450567	2/27/2026	419-371-4210-00000	ITEM 105 Service at ABT 500 E Cooper Ave	29.11	False
450567	2/27/2026	413-120-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	3.25	False
450567	2/27/2026	001-364-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.61	False
450567	2/27/2026	412-113-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.22	False
450567	2/27/2026	001-470-4210-00000	ITEM 97 Service at B St Pier Lighting - Parks	92.38	False
450567	2/27/2026	413-111-4210-00000	ITEM 81 Service at 377 J St - City Hall	12.15	False
450567	2/27/2026	413-353-4210-00000	ITEM 81 Service at 377 J St - City Hall	13.49	False
450567	2/27/2026	001-470-4210-00000	ITEM 92 Service at Front & H Prking Lot - Parks	62.51	False
450567	2/27/2026	508-508-4210-00000	ITEM 34 Service at Garage Area Light - Shop	28.91	False
450567	2/27/2026	001-470-4210-00000	ITEM 81 Service at 377 J St - City Hall	4.84	False
450567	2/27/2026	001-350-4210-00000	ITEM 81 Service at 377 J St - City Hall	33.76	False
450567	2/27/2026	413-353-4210-35019	ITEM 64 Service at 141 StarfishWay -Sewer Statio	58.80	False
450567	2/27/2026	413-353-4210-35019	ITEM 112 Service at Breen Street Pump	63.88	False
450567	2/27/2026	001-470-4210-00000	ITEM 95 Service at 184 Battery - Park Restrooms	38.07	False
450567	2/27/2026	419-120-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	10.27	False
450567	2/27/2026	412-113-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.07	False
450567	2/27/2026	001-470-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.22	False
450567	2/27/2026	413-130-4210-00000	ITEM 81 Service at 377 J St - City HallI	7.08	False
450567	2/27/2026	001-350-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	4.85	False
450567	2/27/2026	419-371-4210-00000	ITEM 87 Service at 4241 US Hwy 101 N	113.99	False
450567	2/27/2026	001-364-4210-10023	ITEM 54 Service - Streetlights	110.48	False
450567	2/27/2026	001-364-4210-10023	ITEM 123 Service - Streetlights	29.77	False
450567	2/27/2026	419-371-4210-00000	ITEM 104 Service at 510 E Cooper Ave	22.04	False
450567	2/27/2026	419-120-4210-00000	ITEM 81 Service at 377 J St - City Hall	71.54	False
450567	2/27/2026	001-113-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.55	False
450567	2/27/2026	412-130-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.09	False
450567	2/27/2026	001-470-4210-00000	ITEM 29 Service at Mason Mall Lighting - Parks	37.53	False
450567	2/27/2026	001-250-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	2.13	False
450567	2/27/2026	001-113-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.76	False
450567	2/27/2026	001-364-4210-10023	ITEM 121 Service - Streetlights	10.92	False
450567	2/27/2026	508-508-4210-00000	ITEM 107 Service at 10th&I Strg & Lunch Rm -shop	423.65	False
450567	2/27/2026	412-100-4210-00000	ITEM 82 Service at 900 Sunset Cir #A - RV Park	2,417.89	False
450567	2/27/2026	419-114-4210-00000	ITEM 81 Service at 377 J St - City Hall	5.59	False
450567	2/27/2026	412-130-4210-00000	ITEM 81 Service at 377 J St - City Hall	2.01	False
450567	2/27/2026	001-313-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.78	False
450567	2/27/2026	413-114-4210-00000	ITEM 81 Service at 377 J St - City Hall	4.77	False
450567	2/27/2026	419-113-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.55	False
450567	2/27/2026	419-371-4210-00000	ITEM 90 Service at Bertsch Es at MP51	32.09	False
450567	2/27/2026	001-471-4210-00000	ITEM 27 Service at 1001 Front St - Cultural Cntr	3,400.84	False
450567	2/27/2026	419-371-4210-00000	ITEM 114 Service at ABT 3160 Parkway Dr	27.48	False
450567	2/27/2026	001-240-4210-00000	ITEM 99 Service at 686 G St to Shop - PD	22.85	False

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450567	2/27/2026	001-364-4210-10023	ITEM 117 Service at ABT 270 US Hwy 101S- lights	86.66	False
450567	2/27/2026	419-371-4210-00000	ITEM 100 Service at 4605 Kings Valley Rd - pump	41.06	False
450567	2/27/2026	413-353-4210-35019	ITEM 2 Service at Pacific & A - Sewer lift	38.35	False
450567	2/27/2026	001-130-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.64	False
450567	2/27/2026	412-100-4210-00000	ITEM 81 Service at 377 J St - City Hall	10.14	False
450567	2/27/2026	419-371-4210-00000	ITEM 61 Service at 46900 S Bank Rd - Water	16,190.91	False
450567	2/27/2026	001-111-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.86	False
450567	2/27/2026	413-111-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.55	False
450567	2/27/2026	001-471-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.41	False
450567	2/27/2026	420-115-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	3.64	False
450567	2/27/2026	001-250-4210-00000	ITEM 81 Service at 377 J St - City Hall	14.83	False
450567	2/27/2026	419-371-4210-00000	ITEM 42 Service at NE Cor Macken & Amador Pump	1,824.21	False
450567	2/27/2026	001-350-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	1.52	False
450567	2/27/2026	001-114-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	4.16	False
450567	2/27/2026	420-115-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	11.64	False
450567	2/27/2026	001-480-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.46	False
450567	2/27/2026	419-113-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.77	False
450567	2/27/2026	413-353-4210-35019	ITEM 83 Service at King & Vance - Lift Station	166.59	False
450567	2/27/2026	001-470-4210-00000	ITEM 89 Service at Mall Ltg Antlers Tr - Parks	21.50	False
450567	2/27/2026	413-352-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.87	False
450567	2/27/2026	001-364-4210-10023	ITEM 88 Service - Streetlights	495.54	False
450567	2/27/2026	413-353-4210-35019	ITEM 86 Service at Pacific & A - Sewer Lift	87.32	False
450567	2/27/2026	001-480-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.45	False
450567	2/27/2026	413-120-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	10.35	False
450567	2/27/2026	413-353-4210-35019	ITEM 118 Service at Front & N - Lift Station	221.73	False
450567	2/27/2026	001-130-4210-00000	ITEM 81 Service at 377 J St - City Hall	14.16	False
450567	2/27/2026	412-111-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.29	False
450567	2/27/2026	001-112-4210-00000	ITEM 85 Service at 240 H St - Art Museum	282.17	False
450567	2/27/2026	001-470-4210-00000	ITEM 96 Service at 424 Howe Dr - MarineMml Rstrm	36.98	False
450567	2/27/2026	413-353-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.61	False
450567	2/27/2026	412-111-4210-00000	ITEM 81 Service at 377 J St - City Hall	2.01	False
450567	2/27/2026	001-471-4210-00000	ITEM 81 Service at 377 J St - City Hall	9.24	False
450567	2/27/2026	412-130-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.29	False
450567	2/27/2026	001-470-4210-00000	ITEM 94 Service at 1205 Front St - Park Sprmklrs	21.50	False
450567	2/27/2026	001-114-4210-00000	ITEM 81 Service at 377 J St - City Hall	28.99	False
450567	2/27/2026	412-114-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	0.15	False
450567	2/27/2026	413-353-4210-35019	ITEM 78 Service at 206 Williams Dr - Lift Statio	157.40	False
450567	2/27/2026	413-130-4210-00000	ITEM 91 Service at 377 J St - Svc to Clock	1.02	False
450567	2/27/2026	412-114-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Sire	0.05	False
450567	2/27/2026	412-100-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.46	False
450567	2/27/2026	413-357-4210-00000	ITEM 81 Service at 377 J St - City Hall	23.62	False
450567	2/27/2026	419-130-4210-00000	ITEM 12 Service at 1001 Front St - Tsunami Siren	0.32	False
450568	2/27/2026	508-508-4390-00000	Parts.	188.32	False

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450569	2/27/2026	508-508-4390-00000	Engine repair. Make/Eg. Model/SC8000	459.47	False
450570	2/27/2026	506-506-4450-00000	Patch bank roof.	110.00	False
450570	2/27/2026	413-351-4390-00000	Bend and install flashing at lab.	220.00	False
450571	2/27/2026	001-000-3221-00000	REFUND for stay on 07/14-07/18/26. Con# 13316	5.00	False
450571	2/27/2026	412-000-3570-00000	REFUND for stay on 07/14-07/18/26. Con# 13316	50.00	False
450572	2/27/2026	506-506-4450-00000	Janitorial services- PD and City hall Feb '26	325.00	False
450572	2/27/2026	001-240-4450-00000	Janitorial services- PD and City hall Feb '26	325.00	False
450572	2/27/2026	001-470-4450-00000	FY26 Janitorial Service - (7) Public Restrooms Feb '26	3,500.00	False
450572	2/27/2026	001-230-4451-00000	Janitorial services- 520 I st. Jan '26	225.00	False
450572	2/27/2026	412-100-4450-00000	Lighthouse Cove Janitorial Services - FY26 Feb.	1,500.00	False
450573	2/27/2026	001-000-3221-00000	REFUND for stay on 07/14-07/18/26. Con# 13317	5.00	False
450573	2/27/2026	412-000-3570-00000	REFUND for stay on 07/14-07/18/26. Con# 13317	50.00	False
450574	2/27/2026	419-120-4415-00000	Online & IVR Utility payment processing. Jan 2026	1,457.90	False
450574	2/27/2026	413-120-4415-00000	Online & IVR Utility payment processing. Jan 2026	1,457.90	False
450575	2/27/2026	413-113-4430-00000	Public hearing notice.	23.20	False
450575	2/27/2026	419-113-4430-00000	Public hearing notice.	74.40	False
450575	2/27/2026	412-113-4430-00000	Public hearing notice.	9.30	False
450575	2/27/2026	419-113-4430-00000	Public hearing notice.	22.00	False
450575	2/27/2026	001-113-4430-00000	Public hearing notice.	23.20	False
450575	2/27/2026	412-113-4430-00000	Public hearing notice.	2.90	False
450575	2/27/2026	001-113-4430-00000	Public hearing notice.	74.40	False
450575	2/27/2026	413-113-4430-00000	Public hearing notice.	74.40	False
450575	2/27/2026	419-113-4430-00000	Public hearing notice.	23.20	False
450575	2/27/2026	413-113-4430-00000	Public hearing notice.	22.00	False
450575	2/27/2026	412-113-4430-00000	Public hearing notice.	2.75	False
450575	2/27/2026	001-113-4430-00000	Public hearing notice.	22.00	False
450576	2/27/2026	001-230-4391-2020S	PCT14 Next Gen Combitoool and Battery	18,976.83	False
450577	2/27/2026	001-114-4409-00000	FY26 Safety training- Meetings and reporting.	1,533.00	False
450577	2/27/2026	001-114-4409-00000	FY26 Safety training- Workplace Violence Prevention.	24.00	False
450577	2/27/2026	001-114-4409-00000	FY26 Safety training- Spill prevention training.	228.00	False
450577	2/27/2026	001-114-4409-00000	FY26 Safety training- Bloodborne path 1 yr certs.	138.00	False
450577	2/27/2026	001-114-4409-00000	FY26 Safety training- Confined spaces.	28.00	False
450577	2/27/2026	001-114-4409-00000	FY26 Safety training- Intro Cal/OSHA; IIPP	15.00	False
450578	2/27/2026	001-240-4407-00000	Fingerprinting app fees Jan	96.00	False
450579	2/27/2026	412-100-4685-00000	MH/RV Park State Fees	937.00	False
450579	2/27/2026	001-000-3321-00000	MH/RV Park State Fees	535.00	False
450580	2/27/2026	001-480-4530-00000	Lifeguard certs.	180.00	False
450581	2/27/2026	001-120-4310-00000	CH Office Supplies	9.62	False
450581	2/27/2026	420-115-4310-00000	CH Office Supplies	11.66	False
450581	2/27/2026	413-111-4310-00000	CH Office Supplies	1.74	False
450581	2/27/2026	001-364-4310-00000	CH Office Supplies	1.95	False
450581	2/27/2026	001-111-4409-CLTDV	Photo print (2) Stone setting ceremony.	17.32	False
450581	2/27/2026	001-113-4310-00000	CH Office Supplies	1.77	False

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450581	2/27/2026	419-114-4210-00000	CH Office Supplies	0.80	False
450581	2/27/2026	001-251-4310-00000	CH Office Supplies	9.42	False
450581	2/27/2026	412-111-4310-00000	CH Office Supplies	0.29	False
450581	2/27/2026	419-371-4310-00000	CH Office Supplies	6.21	False
450581	2/27/2026	412-114-4310-00000	CH Office Supplies	0.15	False
450581	2/27/2026	001-111-4310-00000	CH Office Supplies	1.86	False
450581	2/27/2026	001-111-4409-CLTDV	1-10 pages scanned. Setting stone ceremony.	3.79	False
450581	2/27/2026	001-471-4310-00000	CH Office Supplies	1.33	False
450581	2/27/2026	001-112-4310-00000	CH Office Supplies	3.97	False
450581	2/27/2026	419-130-4310-00000	CH Office Supplies	1.02	False
450581	2/27/2026	412-113-4310-00000	CH Office Supplies	0.22	False
450581	2/27/2026	001-350-4310-00000	CH Office Supplies	4.86	False
450581	2/27/2026	001-130-4310-00000	CH Office Supplies	2.04	False
450581	2/27/2026	001-114-4310-00000	CH Office Supplies	4.17	False
450581	2/27/2026	413-357-4310-00000	CH Office Supplies	3.40	False
450581	2/27/2026	001-250-4310-00000	CH Office Supplies	2.13	False
450581	2/27/2026	412-100-4310-00000	Clipboard, colored paper.	30.78	False
450581	2/27/2026	001-480-4310-00000	CH Office Supplies	1.46	False
450581	2/27/2026	412-130-4310-00000	CH Office Supplies	0.29	False
450581	2/27/2026	001-470-4310-00000	CH Office Supplies	0.70	False
450581	2/27/2026	419-111-4310-00000	CH Office Supplies	1.92	False
450581	2/27/2026	419-371-4390-00000	Post-it's	10.40	False
450581	2/27/2026	419-120-4310-00000	CH Office Supplies	10.30	False
450581	2/27/2026	413-130-4310-00000	CH Office Supplies	1.02	False
450581	2/27/2026	413-113-4310-00000	CH Office Supplies	1.77	False
450581	2/27/2026	419-113-4310-00000	CH Office Supplies	1.77	False
450581	2/27/2026	001-313-4310-00000	CH Office Supplies	2.48	False
450581	2/27/2026	412-120-4310-00000	CH Office Supplies	1.61	False
450581	2/27/2026	412-100-4310-00000	CH Office Supplies	1.45	False
450581	2/27/2026	413-114-4210-00000	CH Office Supplies	0.69	False
450581	2/27/2026	413-353-4310-00000	CH Office Supplies	1.95	False
450581	2/27/2026	413-352-4310-00000	CH Office Supplies	0.87	False
450581	2/27/2026	506-506-4390-00000	Sharpies and binders.	31.87	False
450581	2/27/2026	001-111-4409-CLTDV	Photo exhibit at airport for TCT	25.98	False
450581	2/27/2026	413-120-4310-00000	CH Office Supplies	10.37	False
450582	2/27/2026	117-364-4409-00KST	K Street reconstruction design. Jan '26-TO21	4,600.50	False
450582	2/27/2026	117-364-4409-003ST	3rd Street Topographic Survey. TO6	467.00	False
450582	2/27/2026	419-372-4409-41029	TO5 Meadowbrook Water Model: for Dec.	4,813.50	False
450583	2/27/2026	419-371-4409-00000	FY26 Water annual SCADA software maintenance	3,943.54	False
450584	2/27/2026	161-485-4796-24BAL	Business Assistance Program: Torero's forgivable loan (2FTE)	70,000.00	False
450585	2/27/2026	001-480-4340-00000	FY26 Sodium Hypochlorite.	373.46	False
450585	2/27/2026	413-352-4340-00000	FY26 Sodium Hypochlorite	12,476.90	False
450585	2/27/2026	419-371-4340-00000	FY26 Sodium Hypochlorite	3,712.98	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450586	2/27/2026	419-112-4450-00000	ADOBE: Photoshop subscription.	6.49	False
450586	2/27/2026	413-112-4450-00000	ADOBE: Photoshop subscription.	6.50	False
450586	2/27/2026	001-111-4409-CLTDV	ADOBE: Video editing software subscription.	34.49	False
450586	2/27/2026	161-485-4409-24BAL	GO DADDY: CC business loan hosting.	119.88	False
450586	2/27/2026	413-112-4450-00000	ADOBE: Photoshop subscription.	6.50	False
450586	2/27/2026	413-112-4450-00000	ADOBE: Photoshop subscription.	6.50	False
450586	2/27/2026	001-111-4409-CLTDV	DOLLAR TREE: Supplies for Setting of the stone's ceremony	29.97	False
450586	2/27/2026	001-111-4409-CLTDV	VITALSUORCE: Source docs for TCT content.	22.00	False
450586	2/27/2026	419-112-4450-00000	ADOBE: Photoshop subscription.	6.49	False
450586	2/27/2026	001-111-4409-CLTDV	VISTAPRINT: Signage for Setting of the stone's ceremony	707.77	False
450586	2/27/2026	001-110-4530-00000	UNITED: 10/07-10/10/25 - Long Beach, Ca: Greenough, J -Flight	77.40	False
450586	2/27/2026	001-111-4409-CLTDV	PARAGON: Cocktail tables for Setting of the stone's ceremony	83.51	False
450586	2/27/2026	001-110-4530-00000	LEAGUE:10/07-10/10/25 -Long Beach, Ca: Greenough, J- Reg	232.00	False
450586	2/27/2026	001-111-4409-CLTDV	AMAZON: Supplies for Setting of the stone's ceremony	65.70	False
450586	2/27/2026	412-110-4530-00000	UNITED: 10/07-10/10/25 - Long Beach, Ca: Greenough, J -Flight	9.67	False
450586	2/27/2026	419-110-4530-00000	LEAGUE:10/07-10/10/25 -Long Beach, Ca: Greenough, J- Reg	232.00	False
450586	2/27/2026	001-111-4409-CLTDV	ADOBE: Video editing software subscription.	34.49	False
450586	2/27/2026	001-111-4409-CLTDV	HOME DEPOT: Supplies for Setting of the stone's ceremony.	8.09	False
450586	2/27/2026	419-112-4450-00000	ADOBE: Photoshop subscription.	6.49	False
450586	2/27/2026	001-111-4409-CLTDV	VISTAPRINT: Signage for TCT photo exhibit at CR	68.18	False
450586	2/27/2026	161-485-4409-24BAL	GO DADDY: CC business loan conversations.	89.04	False
450586	2/27/2026	413-110-4530-00000	UNITED: 10/07-10/10/25 - Long Beach, Ca: Greenough, J -Flight	77.40	False
450586	2/27/2026	001-112-4390-00000	DOLLAR TREE: Supplies for Downtown plan workshop.	14.98	False
450586	2/27/2026	001-112-4390-00000	SEAQUAKE BREWING: Food for 2025 CDBG Call for Projects meeting.	53.59	False
450586	2/27/2026	001-112-4390-ECDEV	SAFEWAY: Supplies for VP art exhibit (First Fri event)	96.86	False
450586	2/27/2026	412-110-4530-00000	LEAGUE:10/07-10/10/25 -Long Beach, Ca: Greenough, J- Reg	29.00	False
450586	2/27/2026	001-111-4409-CLTDV	ADOBE: Video editing software subscription.	34.49	False
450586	2/27/2026	001-111-4409-CLTDV	DOLLARTREE: Hanging supplies for TCT photo show at airport.	5.95	False
450586	2/27/2026	001-111-4409-CLTDV	GODADDY: Tolowa Cultural trail hosting.	119.88	False
450586	2/27/2026	001-111-4409-CLTDV	DOLLAR TREE: Supplies for Setting of the stone's ceremony	283.74	False
450586	2/27/2026	419-112-4450-00000	ADOBE: Photoshop subscription.	6.49	False
450586	2/27/2026	001-111-4409-CLTDV	AMAZON: Supplies for Setting of the stone's ceremony	817.83	False
450586	2/27/2026	001-111-4409-CLTDV	DOLLAR TREE: Supplies for Setting of the stone's ceremony	4.33	False
450586	2/27/2026	413-110-4530-00000	LEAGUE:10/07-10/10/25 -Long Beach, Ca: Greenough, J- Reg	232.00	False
450586	2/27/2026	001-111-4409-CLTDV	SAFEWAY: Supplies for Setting of the stone's ceremony	87.05	False
450586	2/27/2026	001-111-4409-CLTDV	DOLLAR TREE: Supplies for Setting of the stone's ceremony	51.96	False
450586	2/27/2026	419-112-4450-00000	ADOBE: Photoshop subscription.	6.49	False
450586	2/27/2026	001-112-4450-00000	ADOBE: Photoshop subscription.	10.00	False
450586	2/27/2026	001-111-4409-CLTDV	DOLLAR TREE: Supplies for Setting of the stone's ceremony	14.98	False
450586	2/27/2026	001-111-4409-CLTDV	AMAZON: Supplies for Setting of the stone's ceremony	220.80	False
450586	2/27/2026	001-112-4450-00000	ADOBE: Photoshop subscription.	10.00	False
450586	2/27/2026	001-111-4409-CLTDV	ADOBE: Video editing software subscription.	34.49	False
450586	2/27/2026	419-110-4530-00000	UNITED: 10/07-10/10/25 - Long Beach, Ca: Greenough, J -Flight	77.39	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
450586	2/27/2026	001-111-4409-CLTDV	HOMEDPOT: Hanging supplies for TCT photo show at airport.	44.30	False
450586	2/27/2026	001-112-4450-00000	ADOBE: Photoshop subscription.	10.00	False
450586	2/27/2026	001-111-4409-CLTDV	GODADDY: Tolowa Cultural trail domain (10 years)	199.92	False
450586	2/27/2026	001-111-4409-CLTDV	WAL MART: Supplies for Setting of the stone's ceremony	14.27	False
450586	2/27/2026	161-485-4409-24BAL	GODADDY: CC Business loan domain name.	44.59	False
450586	2/27/2026	001-112-4450-00000	ADOBE: Photoshop subscription.	10.00	False
450586	2/27/2026	001-112-4450-00000	ADOBE: Photoshop subscription.	10.00	False
450586	2/27/2026	001-111-4409-CLTDV	DOLLAR TREE: Supplies for Setting of the stone's ceremony	8.76	False
450586	2/27/2026	413-112-4450-00000	ADOBE: Photoshop subscription.	6.50	False
450586	2/27/2026	413-112-4450-00000	ADOBE: Photoshop subscription.	6.50	False
450586	2/27/2026	001-112-4390-ECDEV	DOLLARTREE: Supplies for VP art exhibit (First Fri event)	4.87	False
450586	2/27/2026	001-111-4409-CLTDV	SAFEWAY: Supplies for Setting of the stone's ceremony	198.55	False
450586	2/27/2026	001-111-4409-CLTDV	ADOBE: Video editing software subscription.	34.49	False
450587	3/2/2026	610-000-2170-00000	PR Batch 00002.02.2026 Child Support-CA	88.84	False
450588	3/2/2026	610-000-2184-00000	PR Batch 00022.02.2026 CCEA Monthly Dues	5.00	False
450588	3/2/2026	610-000-2184-00000	PR Batch 00002.02.2026 CCEA Monthly Dues	80.00	False
450589	3/2/2026	610-000-2181-00000	PR Batch 00022.02.2026 CCPOA Dues	600.00	False
450590	3/2/2026	610-000-2186-00000	Plan # 306752	1,044.18	False
450590	3/2/2026	610-000-2178-00000	Plan # 300878	335.00	False
450590	3/2/2026	610-000-2178-00000	Plan # 300878	185.12	False
450590	3/2/2026	610-000-2186-00000	Plan # 306752	218.98	False
450590	3/2/2026	610-000-2178-00000	Plan # 300878	2,075.00	False
450590	3/2/2026	610-000-2186-00000	Plan # 306752	8.19	False
450590	3/2/2026	610-000-2186-00000	Plan # 306752	39.08	False
450590	3/2/2026	610-000-2178-00000	Plan # 300878	282.70	False
450591	3/2/2026	610-000-2182-00000	PR Batch 00022.02.2026 PORAC RMT	550.00	False
450591	3/2/2026	610-000-2182-00000	PR Batch 00022.02.2026 PORAC RMT 4850	50.00	False
450648	3/5/2026	001-230-4125-00000	Prorated annual membership - Fire	75.00	False
450648	3/5/2026	001-230-4125-00000	Prorated annual membership - Fire	69.00	False
450649	3/5/2026	610-000-2174-00000	Feb 2026 Premiums - Acct # Q9377	1,779.02	False
450650	3/5/2026	610-000-2177-00000	March 2026 Premiums - Policy # 010-21636 00001	5,349.12	False
450651	3/5/2026	610-000-2179-00000	March 2026 Billing	384.00	False
450652	3/5/2026	001-230-4125-00000	2026/2027 Annual Subscription - Fire	665.00	False
450652	3/5/2026	610-000-2180-00000	2026/2027 Annual Subscription	2,170.00	False
450653	3/5/2026	610-000-2179-00000	March 2026 Premiums	126.00	False
450654	3/5/2026	001-480-4407-00000		400.00	False
450655	3/5/2026	001-230-4407-00000	Pre-employment screening - Fire	90.00	False
450655	3/5/2026	001-480-4407-00000	Pre-employment screening - Pool	270.00	False
450656	3/5/2026	001-230-4125-00000	Feb 2026 Premiums	160.00	False
450656	3/5/2026	001-230-4125-00000	Jan 2026 Premiums	156.00	False
450657	3/5/2026	630-111-4409-00000	Dec Billing - Plan # GZ-PRC10A	300.00	False
450658	3/5/2026	610-000-2179-00000	March 2026 Premiums - Policy # 00 639849 0001	2,927.56	False
450659	3/5/2026	610-000-2175-00000	March 2026 Premiums - Client ID #12003309	1,151.30	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
				817,688.55	

AP

02-21-26 to 03-06-26 Housing

REVIEWED
kkozak , 3/10/2026, 4:06:26 PM



User: kbates@crescentcity.org

Printed: 3/10/2026 2:02:56 PM

Check Date	Check Number	Description	Amount	Selected For Void
2/27/2026	450520	Misc Office Supplies: Dividers for binders.	8.88	False
2/27/2026	450528	Copier Services FY25/26- Usage 12/25/25-01/24/26	21.83	False
2/27/2026	450566	Janitorial Supplies- City-Wide	22.88	False
2/27/2026	450528	Copier Services FY25/26- Base 01/25-02/24/26	26.56	False
2/27/2026	450566	Janitorial Supplies- City-Wide	32.45	False
2/27/2026	450567	ITEM 23 Service at 235 H St - HA	33.18	False
2/27/2026	450520	Misc Office Supplies: Lumbar support pillow.	52.99	False
2/27/2026	450520	Misc Office Supplies: Pens, paper,	56.15	False
2/27/2026	450563	Pest Control Services FY25/26 housing auth- 235 H	82.00	False
2/27/2026	450540	707-464-2692 HA Fax Line- 01/30-02/28/26	174.13	False
2/27/2026	450567	ITEM 66 Service at 235 H St - HA	360.49	False
			871.54	



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

MARCH 2, 2026

6:00 P.M.

CLOSED SESSION

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

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

- **Public Employee Performance Evaluation (Gov. Code § 54957):** City Manager, City Attorney

There were no comments from the public on closed session.

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, Mayor Pro Tem Candace Tinkler, and Mayor Isaiah Wright
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, Economic Development and Grants Manager Bridget Lacey (via Zoom), Recreation Director and Events Coordinator Kelly Feola, Public Works Director Dave Yeager, IT/GIS Technician Taylor Patch, Police Sergeant Yeng Lo, SHN Contract Planner Bob Brown and Finance Director Linda Leaver

Pledge of Allegiance led by Mayor Wright

REPORT OUT OF CLOSED SESSION

Mayor Wright stated there was no action to report.

CEREMONIAL ITEMS - None

REPORTS AND PRESENTATIONS - None

PUBLIC COMMENT PERIOD

The following residents addressed the Council:

Shawna Hyatt: spoke about her position on the Planning Commission and that she had to recuse herself from a project too close to her house; however she was not allowed to give public comment and was then apologized to. She asked for Planning Commission meetings to be placed on YouTube.

Sam Strait: spoke about not allowing off-site advertising to pull people into the downtown area. He stated that all of the multi-family housing is taking away from the character of our community from rural to urban.

Roger Gitlin: would like to see the Planning Commission meetings placed on YouTube. He would like to know the direction of the City with the explosion of multi-family housing.

Jody Mangum: agrees with the comments about the multi-housing boom and questions if a traffic study has been done. She spoke on the WWTP and the violations associated with it. She believes there should be a moratorium on sewer hookups. She said the effluent that comes from the Plant causes demonic acid.

CONSENT CALENDAR

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period February 7, 2026 through February 20, 2026.*

2. Council Minutes

- *Recommendation: Approve and adopt the February 17, 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 21, 2026 paid February 27, 2026.*

4. Storm Drain Master Plan Professional Services Agreement Amendment No. 1

- *Recommendation: Approve and authorize the City Manager to sign a Amendment No. 1 to the Professional Services Agreement with GHD Inc*
- *Approve and adopt Resolution No. 2026-14, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET*

5. HOME Investment Partnerships Program 2022-2023 Grant Amendment for Valhalla Townhomes

- *Recommendation: Approve and adopt Resolution No. 2026-15, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING SUBMITTAL OF AN APPLICATION TO HCD FOR HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDING UNDER THE 2022-2023 NOFA FOR VALHALLA TOWNHOMES LOCATED AT 911 PACIFIC AVENUE FOR THE REVISED TOTAL AMOUNT OF \$4,450,000*

6. Vehicle Donation

- *Recommendation: Declare one 2015 Ford Police Explorer SUV as surplus and approve the donation of said vehicle to the College of the Redwoods Police Academy because a direct and substantial public purpose is served by the donation*

7. CCPD Grant Application 2026 – ABC Alcohol Policing Partnership Program

- *Recommendation: Authorize the City Manager to sign the ABC Alcohol Policing Partnership Program grant application for up to \$30,000*

8. Letter of Support for Mural Restoration Project

- *Recommendation: Approve a letter to Elk Valey Artisans from the City Council endorsing the Mural Restoration Project*

9. City of Crescent City Planning Commission Appointment

- *Recommendation: Confirm the Mayor's appointment of Paul Martinez to the City of Crescent City Planning Commission to fill the vacant position with his term ending in May of 2029*

10. CCPD Cal OES Grant Funding

- *Recommendation: Authorize the City Manager to sign Agreement Number 2023-227, A FIRST AMENDMENT TO HOMELAND SECURITY GRANT PROGRAM COOPERATIVE AGREEMENT FOR SUBAWARD FUNDING*
- *Approve and adopt Resolution No. 2026-16, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FY2025-26 BUDGET OF THE CITY OF CRESCENT CITY*

Mayor Wright asked for items 8 & 9 to be pulled for discussion, the Council was in consensus to pull the items.

Item 8:

Jill Munger of Elk Valley Artisans addressed the Council regarding the restoration of a mural on the old Red's Theater building.

There were no comments from the public.

On a motion by Council Member Greenough, seconded by Council Member Altman, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted item 8 on the consent calendar as presented.

Item 9:

Mr. Martinez stated he was honored to be thought of for the position and is looking forward to being a part of the team.

There were no comments from the public.

Sam Strait: stated that there are several items on the consent calendar that should have been on New Business. He would like to see more discussion on what decisions are being made instead of being adopted by way of the consent calendar.

On a motion by Council Member Greenough, seconded by Council Member Altman, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 1-7, 9-10 as presented.

PUBLIC HEARING

11. Public Hearing for 2025 CDBG Notice of Funding Availability

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Receive presentation from applicants*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Direct staff to prepare an application for CDBG funding under the 2025 NOFA for the FRC Food Pantry in the amount of \$300,000*
- *Approve and adopt Resolution No. 2026-17, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE FUNDING YEAR OF THE STATE CDBG PROGRAM*
- *Approve and authorize the City Manager to sign the CDBG Statement of Assurances*

Mayor Wright opened the public hearing at 6:21 p.m.

City Manager Wier reported to the Council what the process is for the CDBG Notice of Funding Availability and what is required to apply for the next round. Economic Development and Grants Manager Lacey went over the projects that can be applied for in the future, but reiterated that the only two activities that the City currently qualifies for on the 2025 NOFA is Public Service or Planning. She stated that the City's current outreach efforts will also help determine what the community would like to see for future projects when there are more options for applications. The Family Resource Center was the only proposal received for a Public Service activity and City staff has determined that there is not currently the staff capacity to do another Planning activity on this NOFA.

Marina MacNeil, Food Bank Director for the Family Resource Center (FRC) stated how the funding would be used for the Food Bank and how many people they serve. Council Member Shamblin asked if the amount of people they serve are repeated visits, Director MacNeil stated that they are reporting the single visits instead of multiple. Council Member Greenough asked what other funding FRC receives; Director MacNeil stated both State and Federal funding. Council Member Greenough asked how much of the CDBG funds were left; Director MacNeil stated just under 50%. Council Member Greenough asked how much longer the funds left over will last; Director MacNeil stated a year. Manager Lacey stated that it's unknown when the NOFA will be released or when the funds would be distributed and that it is anticipated that there will be a six-month gap. Council Member Shamblin asked what Federal fund gives to them; Director MacNeil stated the Federal Department of Health and Human Services.

Sam Strait: stated that the number of people being served shows how many people are in need in our community.

Mayor Wright closed the public hearing at 6:34 p.m.

On a motion by Council Member Altman, seconded by Mayor Pro Tem Tinkler, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City directed staff to prepare an application for CDBG funding under the 2025 NOFA for the FRC Food Pantry in the amount of \$300,000, approved and adopted Resolution No. 2026-17, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS

THERE TO FROM THE FUNDING YEAR OF THE STATE CDBG PROGRAM, and approved and authorized the City Manager to sign the CDBG Statement of Assurances.

CONTINUING BUSINESS

12. Jacobs 10% Basis of Design Report for the WWTP Rotating Biological Contractor (RBC) Capital Upgrade, Membrane Bioreactor (MBR) Replacement and Biosolids/Digester Optimization Project and CEQA Determination

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Technical questions from the Council*
- *Adopt the Jacobs Basis of Design Report / 10% Design for Crescent City RBC Capital Upgrade and Biosolids/Digester Optimization Project*
- *Find that the project is categorically exempt from CEQA under Class 1 Existing Facilities (§ 15301), Class 2 Replacement or Reconstruction (§ 15302), Class 3 New Construction or Conversion of Small Structures (§ 15303), and Class 32 In-Fill Development Projects (§ 15332); and direct staff to file a Notice of Exemption*

City Manager Wier reported to the Council that the WWTP is a vital component for our infrastructure. He explained the Basis of Design Report in detail as well as the details of the RBC Capital Upgrade and Biosolids/Digester Optimization Project. By doing this, it supports our community by having potential access to \$50 million in grants to construct the improvements. City Manager Wier outlined the operations of the existing Treatment Plant. He further stated that Jacobs has a very strong team that is doing a great job managing the Plant. He explained that the new NPDES Permit has tighter limits on coliform and bacteria. With the new permit, we did have violations, however, if we were under the old permit, there wouldn't be as many due to the recent changes in regulations. He explained that the violations were not due to new connections causing failure, they have to do with the high flows during wet weather events. Mayor Wright asked how the construction will affect the operations of the WWTP; City Manager Wier stated it will be timed right to do one at a time and other options that can be done to keep the Plant totally operational. Mayor Pro Tem Tinkler expressed the importance of this project and that one of the first things new Council Members do is tour the WWTP. She emphasized that it is not the connections that cause the violations. Even during tourist season and the number of people coming through town, this is not causing any stress on the Plant, it is the wet weather events. Plant Manager Austin Nova stated that more solids are created during tourist season, however, staff always plans ahead of time on managing it. Council Member Greenough asked about the Coastal Commission portion of this project and hopes it will be paid for by them. Will there be pushback from the Coastal Commission? City Manager Wier stated they have a job to do as well, however due to the project design being in line with what the Coastal Commission requires, it'll make it agreeable to them. Planner Brown explained the CEQA process and the categorical exemption.

Roger Gitlin: asked how many hookups there are currently and is there an ability to grow.

Jody Mangum: spoke about when she ran for City Council and when the WWTP expansion and sewer rate increase occurred. She asked about the storm drain item on consent and if CDBG funds would be used to cover the pipes. She stated she doesn't believe the lab is generating any money like the City said it would.

Council Member Shamblin asked for the connections and flows to be gone over again; City Manager Wier stated that we can have an influx of people come into town, and the WWTP will not having a problem handling the flows. It's the wet weather flows that create the problem with this permit. He reiterated that even if not another person hooks up to the sewer system, this problem will still exist because of wet weather events. If more people hook up to the sewer, which

the capacity is there, there are more people to spread the costs around for the expenses of the WWTP. He further explained that at a future Council meeting, sewer rates will be discussed and reminded everyone that rates haven't been raised in 10 years, and costs have significantly increased.

On a motion by Mayor Pro Tem Tinkler, seconded by Council Member Shamblin, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the Jacobs Basis of Design Report / 10% Design for Crescent City RBC Capital Upgrade and Biosolids/Digester Optimization Project and found that the project is categorically exempt from CEQA under Class 1 Existing Facilities (§ 15301), Class 2 Replacement or Reconstruction (§ 15302), Class 3 New Construction or Conversion of Small Structures (§ 15303), and Class 32 In-Fill Development Projects (§ 15332); and directed staff to file a Notice of Exemption.

13. Crandall Arambula Contract Amendment No. 3

- *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. 3 to the Professional Services Agreement with Crandall Arambula, P.C.*
- *Approve and authorize the City Manager to execute a grant agreement and any amendments hereto for EDA funding in the amount of \$186,000 for Phase II of the Downtown Specific Plan*

City Manager Wier stated that EDA has announced that they will give the City funding in the amount of \$186k for the Downtown Specific Plan. This particular item is for the next phase of this project.

There were no comments from the public.

On a motion by Council Member Greenough, seconded by Mayor Pro Tem Tinkler, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved and authorized the City Manager to sign Amendment No. 3 to the Professional Services Agreement with Crandall Arambula, P.C., and approved and authorized the City Manager to execute a grant agreement and any amendments hereto for EDA funding in the amount of \$186,000 for Phase II of the Downtown Specific Plan.

NEW BUSINESS

14. Measure S Oversight Committee Annual Report for Fiscal Year 2024-2025

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Receive and file Crescent City Measure S Oversight Committee Fiscal Year 2024-2025 Annual Report*

City Manager Wier gave an overview of the Measure S Oversight Committee Annual Report for Fiscal Year 2024-2025. Measure S Oversight Committee Chairman Dana Reno stated that City staff always gives very good information to the Committee to show how the funds are being used. The Committee takes a deep dive into the funding to make sure they are fulfilling the true spirit of the Measure S Oversight Committee. There are a lot of positive things in the future. Mayor Pro Tem Tinkler appreciates some funding for future needs such as the SCBA and apparatuses; is there a timeline beyond Measure S? City Manager Wier stated the funds are being set aside for

that intention. Chairman Reno explained the reasoning behind the Committee asking to have funds set aside for future purchases. Council Member Greenough stated that this is about transparency and holding the City Council accountable.

Sam Strait: asked if it costs the City \$600k to operate the pool.

Mayor Wright explained that there have been major projects for the pool including dehumidification, new boilers, new pool deck flooring, locker room improvements as well as a new roof. City Manager Wier explained that community pools are very expensive to run. Finance Director Leaver stated in general, Measure S contributes \$300-\$350k towards just operations of the pool, total operations are \$700-900k and revenues are roughly \$200k.

On a motion by Council Member Greenough, seconded by Mayor Pro Tem Tinkler, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City received and filed Crescent City Measure S Oversight Committee Fiscal Year 2024-2025 Annual Report.

15. Fred Endert Municipal Pool Scoreboard and Timing System

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and authorize the City Manager to execute the Agreement for Use of a Scoreboard System at the Fred Endert Municipal Pool with the Crescent City Swim Club and authorize the expenditure of Measure S funds for the installation costs as recommended by the Measure S Oversight Committee*

Regarding the Pool, City Manager Wier stated that the City has great partnerships such as with the Healthcare District. Recreation Director and Events Coordinator Feola gave a history on this item and the Crescent City Swim Team. They approached the Del Norte Healthcare District for assistance in funding a Scoreboard and Timing System. This item will also be used for advertising and sponsorship to generate revenue for maintenance and future replacement costs. Council Member Shamblin asked if the sign will have off-site advertising; Director Feola stated that there will be sponsorships that will allow for some of revenue to be shared with the Swim Team.

There were no comments from the public.

On a motion by Mayor Pro Tem Tinkler, seconded by Council Member Greenough, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved and authorized the City Manager to execute the Agreement for Use of a Scoreboard System at the Fred Endert Municipal Pool with the Crescent City Swim Club and authorized the expenditure of Measure S funds for the installation costs as recommended by the Measure S Oversight Committee.

16. Prohousing Incentive Program Application

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and adopt Resolution No. 2026-18, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING AN APPLICATION FOR AND RECEIPT OF PROHOUSING INCENTIVE PROGRAM FUNDS*

City Manager Wier explained that since the City has been designated as a Prohousing Community which makes us eligible for this funding.

There were no comments from the public.

On a motion by Council Member Altman, seconded by Mayor Pro Tem Tinkler, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved and adopted Resolution No. 2026-18, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING AN APPLICATION FOR AND RECEIPT OF PROHOUSING INCENTIVE PROGRAM FUNDS.

17. Fiscal Year 2025-26 Mid-Year Budget Update

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and adopt Resolution No. 2026-19, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET OF THE CITY OF CRESCENT CITY*

Finance Director Leaver gave a detailed presentation on the Mid-Year Budget Update for this current fiscal year. Council Member Shamblin asked about the 25% kept in reserve as it seems high; Director Leaver explained that having a 25% reserve is only 90 days for operations, therefore having this cushion is vital.

There were no comments from the public.

On a motion by Council Member Greenough, seconded by Council Member Shamblin, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approve and adopt Resolution No. 2026-19, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET OF THE CITY OF CRESCENT CITY.

CITY COUNCIL ITEMS

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

Mayor Pro Tem Tinkler: attended the LAFCO 101 two-hour training, attended the Building Bridges event put on by DNUSD on Saturday. The Chamber is currently working on the upcoming Economic Summit and she's involved with the Tolowa Cultural Trail project.

Council Member Altman: asked for a future agenda item to have Planning Commission meetings on YouTube. *City Manager Wier stated that the internet connection at the WWTP meeting is a little unstable and is why it has not been done. The Council was in consensus to place this item on a future agenda to have Planning Commission meetings on YouTube.*

➤ Legislative Matters – None

- **City Manager Report and City Council Directives –** City Manager Wier reported future items that will be before the Council in the future such as RV Park bathrooms and Cultural Center construction. The grand opening for the Tolowa Cultural Trail is planned for April.

ADJOURNMENT

There being no further business to come before the Council, Mayor Wright adjourned the meeting at 8:19 p.m. to the regular meeting of the City Council of the City of Crescent City on Monday, March 16, 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 03/07/2026					
Pay Date 03/13/2026					
Check Numbers: 111766-111778 (Plus Direct Deposits)					
Home Dept.	Regular Pay	Overtime	Gross Pay	Employees	Notes
City Council (110)	4,209.85	-	4,209.85	5	
Administration (111)	39,739.63	972.50	40,712.13	6	
Finance (120)	29,106.71	39.85	29,146.56	7	
City Attorney (130)	16,369.56	-	16,369.56	1	ALL DEPARTMENTS (EXCLUDING COUNCIL) INCLUDE RETROACTIVE PAY FOR JULY 2025 MOU CHANGES
Fire (230)	21,892.45	993.40	22,885.85	5	
Police (240)	155,027.76	3,174.62	158,202.38	17	
Planning (313)	2,186.01	-	2,186.01	1	
Public Works (350)	107,241.20	813.21	108,054.41	26	
Recreation (450)	10,739.13	-	10,739.13	2	
Swimming Pool (480)	15,699.91	591.05	16,290.96	22	
Housing (490)	17,032.02	-	17,032.02	4	
	419,244.23	6,584.63	425,828.86	96	
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: LINDA LEAVER, FINANCE DIRECTOR

DATE: MARCH 16, 2026

SUBJECT: BUDGET-TO-ACTUAL SUMMARY AS OF JANUARY 31, 2026

RECOMMENDATION

- Receive and file budget-to-actual summary of the City's major operating funds for Fiscal Year 2025-26 as of January 31, 2026

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 January 31, 2026 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 January 31, 2026, we are 58% through the fiscal year, with 42% 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. Note the budget numbers in this report do not include the midyear budget updates that were recently approved.

- **General Fund**

In the General Fund, 51% of budgeted revenues have been received with 49% remaining, and 44% of budgeted expenditures have been incurred with 56% 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, 59% of budgeted revenues have been received with 41% remaining, and 58% of budgeted expenditures have been incurred with 42% remaining.

- **RV Park Fund**

The RV Park earns revenue primarily from space rents, which are highly seasonal. As of January 31, 75% of the budgeted revenue has been received with 25% remaining. At this point in the year, 50% of budgeted operating expenses have been incurred with 50% of the budget remaining.

- **Sewer Fund**

The Sewer Fund earns revenue primarily from monthly charges to the users of its services. As of January 31, the primary revenue source (monthly service) is on track with 59% of the budgeted received with 41% remaining. Of total revenues, 58% of the overall budget has been received with 42% remaining. Of the budgeted operating expenses, 47% has been spent with 53% remaining.

- **Water Fund**

The Water Fund earns revenue primarily from monthly charges for service. As of January 31, the primary revenue source (monthly service) is on track with 58% of the budgeted received with 42% remaining. Of total revenues, 63% of the overall budget has been received with 37% remaining. Of the budgeted operating expenses, 48% has been spent with 52% 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	10,654,068	5,441,573	5,212,496	49%
Expense	12,829,998	5,620,743	7,209,255	56%
Net	(2,175,930)	(179,171)		
Housing Fund				
Revenue	4,669,583	2,762,186	1,907,397	41%
Expense	4,722,335	2,734,719	1,987,616	42%
Net	(52,752)	27,467		
RV Park Fund				
Revenue	627,786	469,758	158,028	25%
Expense	667,480	335,686	331,794	50%
Capital Grant Revenue	835,000	-	835,000	100%
Capital Expense	826,457	8,195	818,262	99%
Net	(31,151)	125,878		
Sewer Fund				
Revenue	5,888,575	3,386,100	2,502,475	42%
Operating Expense	5,604,161	2,626,783	2,977,378	53%
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	(1,504,249)	(1,023,617)		
Water Fund				
Revenue	3,195,371	1,997,409	1,197,962	37%
Operating Expense	3,336,055	1,610,467	1,725,588	52%
Transfer to Water CIP Fund	400,000	400,000	-	0%
Transfer to Equipment ISF	12,150	7,593	4,557	38%
Net	(552,834)	(20,651)		

- **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 January 31, 2026

City of Crescent City
FY 2025-26 General Fund Operating Report
As of January 31, 2026

% of Year Remaining: 42%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances			Encumbrances	
					Remaining	%		Remaining	%
Non-Departmental Revenue									
Tax Revenue	1	7,743,963	3,893,973	50%	3,849,990	50%	-	3,849,990	50%
Licenses & Permits		258,535	294,529	114%	(35,994)	-14%	-	(35,994)	-14%
Interest Income	2	150,000	93,126	62%	56,874	38%	-	56,874	38%
Lease-Rental Income		36,182	20,911	58%	15,271	42%	-	15,271	42%
Other Revenue		11,150	15,091	135%	(3,941)	-35%	-	(3,941)	-35%
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	1,132,972	509,418	45%	623,554	55%	-	623,554	55%
Police	4	403,763	237,838	59%	165,925	41%	-	165,925	41%
Code Enforcement		100,000	-	0%	100,000	100%	-	100,000	100%
Building Inspection		93,050	78,764	85%	14,286	15%	-	14,286	15%
Planning		11,100	3,862	35%	7,238	65%	-	7,238	65%
Streets		208,685	89,815	43%	118,870	57%	-	118,870	57%
Parks		5,000	13,616	272%	(8,616)	-172%	-	(8,616)	-172%
Cultural Center		16,200	2,514	16%	13,686	84%	-	13,686	84%
Swimming Pool		226,305	120,237	53%	106,068	47%	-	106,068	47%
Revenue Total		10,654,068	5,441,573	51%	5,212,496	49%	-	5,212,496	49%
Non-Departmental Expenditures									
		204,332	1,687	1%	202,645	99%	115,645	87,000	43%
City Council		34,369	15,805	46%	18,564	54%	309	18,255	53%
City Manager		185,110	64,446	35%	120,664	65%	-	120,664	65%
Econ Dev / Comm Supp / Grants		594,144	222,588	37%	371,556	63%	85,603	285,953	48%
City Clerk		56,725	30,664	54%	26,061	46%	-	26,061	46%
Human Resources		131,871	63,643	48%	68,228	52%	6,350	61,878	47%
Finance		408,250	206,297	51%	201,953	49%	3,234	198,718	49%
City Attorney		112,880	47,689	42%	65,191	58%	-	65,191	58%
Fire		2,241,085	1,073,124	48%	1,167,961	52%	127,441	1,040,520	46%
Police		4,029,080	1,762,961	44%	2,266,119	56%	300,157	1,965,961	49%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Code Enforcement		177,871	104,417	59%	73,454	41%	-	73,454	41%
Building Inspection		230,440	60,710	26%	169,730	74%	38,517	131,214	57%
Planning		330,904	167,309	51%	163,595	49%	107,611	55,984	17%
Public Works Admin		171,184	81,944	48%	89,240	52%	672	88,568	52%
Streets		1,763,992	541,750	31%	1,222,242	69%	79,476	1,142,765	65%
Parks		706,832	324,693	46%	382,139	54%	32,535	349,604	49%
Cultural Center		195,594	66,416	34%	129,178	66%	42,567	86,611	44%
Swimming Pool		1,255,335	784,599	63%	470,736	37%	71,001	399,735	32%
Expenditure Total		12,829,998	5,620,743	44%	7,209,255	56%	1,011,118	6,198,137	48%
Net Operating Results		(2,175,930)	(179,171)						

Notes:

- 1 Sales tax and Measure S are received 2 months in arrears, so this report reflects revenue earned July - November. TOT is due quarterly, one month after the quarter ends, so this report reflects revenue earned in the first two quarters. (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 two quarters.
- 3 The majority of Fire revenue is for services to the Crescent Fire Protection District which is billed quarterly in arrears. Second quarter was billed in Feb. 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 January 31, 2026

% of Year Remaining: 42%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances			Encumbrances	
					Remaining	%		Remaining	%
Revenue									
Housing Choice Voucher Program									
Housing Assistance Revenue		3,669,720	2,157,264	59%	1,512,456	41%	-	1,512,456	41%
Admin Revenue		572,528	356,531	62%	215,997	38%	-	215,997	38%
Emergency Housing Voucher Program									
Housing Assistance Revenue		70,200	34,928	50%	35,272	50%	-	35,272	50%
Admin Revenue		11,907	7,237	61%	4,670	39%	-	4,670	39%
Mainstream Voucher Program									
Housing Assistance Revenue		273,600	161,945	59%	111,655	41%	-	111,655	41%
Admin Revenue		47,628	27,917	59%	19,711	41%	-	19,711	41%
Other Revenues									
Interest		6,000	290	5%	5,710	95%	-	5,710	95%
Port In - Admin			650		(650)		-	(650)	
Port In - HAP			8,804		(8,804)		-	(8,804)	
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	2,762,186	59%	1,907,397	41%	-	1,907,397	41%
Expenditures by Department									
City Manager		5,914	2,496	42%	3,418	58%	-	3,418	58%
Human Resources		7,825	2,519	32%	5,306	68%	2	5,304	68%
Finance		12,053	8,009	66%	4,044	34%	95	3,949	33%
City Attorney		2,679	466	17%	2,213	83%	-	2,213	83%
Housing Authority									
Housing Assistance Payments		4,013,520	2,352,005	59%	1,661,515	41%	-	1,661,515	41%
Admin		680,344	369,224	54%	311,120	46%	22,668	288,452	42%
Expenditure Total		4,722,335	2,734,719	58%	1,987,616	42%	22,764	1,964,852	42%
Net Operating Results		(52,752)	27,467						

City of Crescent City
FY 2025-26 RV Park Fund Operating Report
As of January 31, 2026

% of Year Remaining: 42%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Revenue									
Interest		10,000	17,160	172%	(7,160)	-72%	-	(7,160)	-72%
Misc Sales		14,500	10,807	75%	3,693	25%	-	3,693	25%
Rental Revenue	1	603,286	441,792	73%	161,494	27%	-	161,494	27%
Other Revenue		-	-		-		-	-	
Revenue Total		627,786	469,758	75%	158,028	25%	-	158,028	25%
Operating Expenses by Department									
RV Park		558,158	282,916	51%	275,242	49%	47,278	227,963	41%
City Council		4,072	2,005	49%	2,067	51%	39	2,028	50%
City Manager		14,565	6,993	48%	7,572	52%	-	7,572	52%
City Clerk		6,687	3,710	55%	2,977	45%	-	2,977	45%
Human Resources		3,725	1,207	32%	2,518	68%	1	2,517	68%
Finance		67,069	33,035	49%	34,034	51%	137	33,897	51%
City Attorney		13,204	5,819	44%	7,385	56%	-	7,385	56%
Expense Total		667,480	335,686	50%	331,794	50%	47,455	284,339	43%
Net Operating Results		(39,694)	134,072						
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		(31,151)	125,878						

Notes:

1 Rental revenue is highly seasonal.

City of Crescent City
FY 2025-26 Sewer Fund Operating Report
As of January 31, 2026

% of Year Remaining: 42%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances			Encumbrances	
					Remaining	%		Remaining	%
Sewer Fund Revenue									
Interest	1	100,000	57,897	58%	42,103	42%	-	42,103	42%
Other Income	2	27,800	37,985	137%	(10,185)	-37%	-	(10,185)	-37%
Charges for Services		4,578,264	2,698,241	59%	1,880,023	41%	-	1,880,023	41%
Sewer Connections	3	200,000	305,971	153%	(105,971)	-53%	-	(105,971)	-53%
Sewer Lab	4	134,400	49,430	37%	84,970	63%	-	84,970	63%
County Collection System (CSA)	5	269,177	24,907	9%	244,270	91%	-	244,270	91%
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	3,386,100	58%	2,502,475	42%	-	2,502,475	42%
Sewer Fund Expenses by Dept									
City Council		43,360	22,299	51%	21,061	49%	309	20,752	48%
City Manager		140,915	75,834	54%	65,081	46%	-	65,081	46%
Econ Dev / Grants		68,724	37,259	54%	31,465	46%	-	31,465	46%
City Clerk		79,192	46,188	58%	33,004	42%	-	33,004	42%
Human Resources		24,373	10,733	44%	13,640	56%	4	13,635	56%
Finance		494,600	265,670	54%	228,930	46%	16,055	212,875	43%
City Attorney		78,965	37,923	48%	41,042	52%	-	41,042	52%
Sewer Lab		520,334	283,842	55%	236,492	45%	55,311	181,182	35%
WWTP Operations		3,038,097	1,305,216	43%	1,732,881	57%	1,147,675	585,207	19%
City Collection System		557,757	285,544	51%	272,213	49%	21,849	250,363	45%
County Collection System (CSA)		273,799	101,487	37%	172,312	63%	35,768	136,544	50%
WWTP Major Maintenance		284,045	154,787	54%	129,258	46%	5,209	124,049	44%
Operating Expense Total		5,604,161	2,626,783	47%	2,977,378	53%	1,282,180	1,695,198	30%
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		7,392,824	4,409,717	60%	2,983,107	40%	1,282,180	1,700,927	23%
Net Sewer Fund Results		(1,504,249)	(1,023,617)						

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Sewer CIP Revenues									
Transfers in (from Sewer Fund)		75,000	75,000	100%	-	0%	-	-	0%
Interest	1	50,000	22,613	45%	27,387	55%	-	27,387	55%
Sewer CIP Revenue Total		125,000	97,613	78%	27,387	22%	-	27,387	22%
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)	(246,899)						

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 January 31, 2026

% of Year Remaining: 42%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Water Fund Revenue									
Interest		67,500	47,155	70%	20,345	30%	-	20,345	30%
Rental Revenue	1	24,648	14,376	58%	10,272	42%	-	10,272	42%
Other Revenue	2	27,196	6,855	25%	20,341	75%	-	20,341	75%
Charges for Services		2,695,897	1,573,543	58%	1,122,354	42%	-	1,122,354	42%
Water Connections	3	95,000	140,119	147%	(45,119)	-47%	-	(45,119)	-47%
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	1,997,409	63%	1,197,962	37%	-	1,197,962	37%
Water Fund Expenses by Department									
City Council		42,734	21,908	51%	20,826	49%	309	20,516	48%
City Manager		140,321	74,582	53%	65,739	47%	-	65,739	47%
Econ Dev / Grants		62,975	33,114	53%	29,861	47%	-	29,861	47%
City Clerk		72,425	41,983	58%	30,442	42%	-	30,442	42%
Human Resources		26,234	11,077	42%	15,157	58%	5	15,152	58%
Finance		474,155	257,061	54%	217,094	46%	15,555	201,539	43%
City Attorney		67,672	33,986	50%	33,686	50%	-	33,686	50%
Water Operations		2,292,109	1,084,107	47%	1,208,002	53%	111,606	1,096,396	48%
Water CSD		157,430	52,649	33%	104,781	67%	59,432	45,349	29%
Operating Expense Total		3,336,055	1,610,467	48%	1,725,588	52%	186,907	1,538,680	46%
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		3,748,205	2,018,060	54%	1,730,145	46%	186,907	1,543,238	41%
Net Water Fund Results		(552,834)	(20,651)						

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	30,146	60%	19,854	40%	-	19,854	40%
Grant Revenue		695,122	-	0%	695,122	100%	-	695,122	100%
Water CIP Revenue Total		1,145,122	430,146	38%	714,976	62%	-	714,976	62%
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	210,383	35%	396,461	65%	40,185	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	550,519	22%	1,925,497	78%	962,939	962,558	39%
Net Water CIP Results		(1,330,894)	(120,373)						

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

DATE: MARCH 16, 2026

SUBJECT: LETTER OF SUPPORT FOR DEL NORTE COUNTY'S EMERGENCY OPERATIONS CENTER FUNDING REQUEST

RECOMMENDATION

- Ratify the City Manager's signature on the Letter of Support for Del Norte County's Emergency Operations Center (EOC) Funding Request.

BACKGROUND

Del Norte County is pursuing federal funding to establish a dedicated Emergency Operations Center (EOC) and Public Safety Communications Facility. This project addresses longstanding vulnerabilities due to the county's geographic isolation, tsunami risk, and need for modernized emergency coordination infrastructure.

ITEM ANALYSIS

Del Norte County requested the City's letter of support, and the deadline for submission was March 6, 2026. As the project aligns with the City's goals and does not commit the City to any financial obligations, the City Manager signed the letter and is requesting the Council to ratify the signature.

The proposed EOC will provide a hardened, resilient facility capable of supporting full Operational Area activation, improve emergency communications interoperability, and enhance local, regional, and federal coordination during disasters. Such disasters could include wildfires, tsunamis, severe weather, earthquakes, landslides that block major transportation routes, etc. Given our remote location, Del Norte County and Crescent City cannot necessarily count on rapid response from state or federal agencies. Having a dedicated, fully prepared EOC with communications infrastructure will be vital in such emergencies. Supporting the County's request for federal funding for this EOC aligns with both the City's and the County's long-term readiness and hazard mitigation goals.

FISCAL ANALYSIS

There is no direct fiscal impact to the City associated with ratifying this letter of support.

STRATEGIC PLAN ASSESSMENT

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

- Goal 1: Support quality services and community safety to enhance the lives of our citizens and visitors
- Goal 2(D): Collaborate with other jurisdictions and nonprofits to maximize regional effectiveness and amplify funding opportunities
- Goal 2(F)(9): Expand on the success of grant funding by maximizing utilization of opportunities with corresponding community needs

ATTACHMENTS

1. Letter of Support – Del Norte County FY27 EOC Funding Request



City of Crescent City
Where the Redwoods Meet the Sea

377 J Street, Crescent City, CA 95531 • 707.464.7483 • Fax 707.465.4405 • www.crescentcity.org



March 4, 2026

Senator Alex Padilla
331 Hart Senate Office Building
Washington, DC 20510

Senator Adam Schiff
112 Hart Senate Office Building
Washington, DC 20510

Representative Jared Huffman
2330 Rayburn House Office Building
Washington, DC 20515

Dear Senator Padilla, Senator Schiff, and Representative Huffman,

On behalf of the City of Crescent City, I write to express our strong support for Del Norte County's federal funding request to establish a dedicated Emergency Operations Center (EOC) and Public Safety Communications Facility in Crescent City. This project addresses one of the most critical unmet infrastructure needs in our community, and we urge your support.

Del Norte County's proximity to the Cascadia Subduction Zone and our documented history of tsunami impact mean that the question of when the next major disaster will strike is not a matter of if but when. When that event occurs, Del Norte will need to sustain a full Operational Area response—often without the rapid mutual aid that more connected regions can count on. A purpose-built EOC is not a luxury for a community in our position; it is a fundamental necessity. Our county also faces ongoing threats from wildfires and severe weather, each demanding coordinated, real-time communication among county, city, tribal, state, and federal partners that our current facilities are not designed to support.

Federal investment in this EOC will deliver lasting benefits to our community:

- A hardened facility capable of sustaining operations through the earthquakes, tsunamis, and other disasters it is designed to manage
- Improved coordination among county, city, tribal, state, and federal partners during major emergencies
- Enhanced public safety communications interoperability across our geographically isolated region
- Greater resilience and confidence for residents living in one of California's highest-hazard coastal communities

We urge you to support Del Norte County's request for funding. Thank you for your continued commitment to the safety and resilience of California's communities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'EW', with a long horizontal stroke extending to the right.

Eric Wier
City Manager
City of Crescent City
ewier@crescentcity.org



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: DAVID YEAGER, PUBLIC WORKS DIRECTOR
JAMES QUEEN, ENGINEERING PROJECT MANAGER**

DATE: MARCH 16, 2026

**SUBJECT: APPROVE CHANGE ORDERS #2 AND #3 FOR HIGHWAY SAFETY
IMPROVEMENT PROGRAM (HSIP) CONSTRUCTION PROJECT**

RECOMMENDATION

- Approve and authorize the City Manager to sign contract change orders #2 and #3 with Tidewater Contractors for the HSIP Pedestrian Improvements Project

BACKGROUND

On September 8, 2020, the City Council authorized the Local Road Safety Plan (LRSP) grant application. The City was awarded \$40,000 of which the City was responsible to fund \$4,000. The City entered into a professional services agreement (PSA) with PlanWest Partners, Inc. to assist the City with developing the LRSP and an application for an HSIP (Highway Safety Improvement Program) grant.

From 2021 to 2022, the City developed a Local Road Safety Plan that utilized the best available data related to roadway incidents within the City limits. This included analysis of data from SWITRS and TIMS. In addition, comments were collected from the public through an interactive map about potential safety areas. Through this process, the LRSP identified pedestrians as one of the plans six challenge/ emphasis areas. For this reason, pedestrian crossing was identified as a systemic countermeasure that could be implemented citywide.

On December 13, 2023, the City was notified of the publication of the Project List for the HSIP and pending award of \$225,000 (plus \$25,000 City match) for the requested grant. On May 15, 2024, the City received the allocation letter for the requested grant.

On June 3, 2024, the City Council approved and adopted Resolution No. 2024-43 authorizing the City Manager to represent the city and enter into agreements with Caltrans for the acceptance of this HSIP grant.

The advertisement requesting bids for a Pedestrian Improvement project occurred on March 25, 2025. Four responsive bids were received on April 24th, 2025, with Tidewater Contractors being the low bidder.

ITEM ANALYSIS

By September 29, 2025, Tidewater Contractors was substantially complete with their bid work including minor changes to the scope. Change Order #2 was created to adjust the quantities completed. The result of this adjustment was a change order resulting in a credit to the City.

In discussions with Local Assistance for Caltrans, it was requested that a revised scope of work be submitted as the work completed to date did not match the scope of work submitted in the 2022 grant request. Caltrans wished to review and approve this revised scope of work to verify that the completed work follows the original grant proposal which received the grant award.

The 2022 grant request contained five plan sheets, of which four of the sheets had already been completed through other contracts, or would be completed under future contracts and agreements - specifically the Battery Point Housing project and the upcoming Beachfront Park Phase 1C project. The other grant award criterion that was not met with the current project is the State was not going to pay for any infill sidewalk sections. For example, the grant did not cover placing sidewalks between existing concrete paths and new ADA corners to create ADA accessible pathways.

The revised scope included improving the ADA ramps and crosswalks for the one page of plans originally submitted that was not performed elsewhere in the original grant application. Additional pedestrian crosswalks and striping were added to conform to the original grant objectives. The scope and budget was increased to fully utilize the available \$225,000 grant funding by adding work that is reimbursable.

Caltrans notified the City on December 10, 2025 that the revised scope of work had been approved and would be reimbursed through the HSIP grant program.

Contract Change Order #1 was a no cost change order that was superseded by Change Order #2.

Change Order #2 adjusted the original bid quantities based on the work completed in the field. This included both unit quantity increases as well as decreases as well as the unit cost adjustments. The overall adjustment created a credit to the City.

**CCO2 –ADJUSTMENTS
TO THE BASE BID**

ITEM NO.	ITEM DESCRIPTION	UNIT	Bid QTY.	Work Completed this Period	UNIT PRICE	TOTAL PRICE
4	Asphalt & Concrete Demolition, Excavation & Prep	SF	135	135.0	\$ 14.00	\$ 1,890.00
5	Hot Mix Asphalt Patchback	SF	110	110.0	\$ 10.00	\$ 1,100.00
6	Concrete Sidewalks & Ramps - 4" section	SF	- 1335	-1335.0	\$ 18.00	\$ (24,030.00)
7	Reinforced Concrete Valley Gutter - 6" section	SF	-8	-8.0	\$ 30.00	\$ (240.00)
9	Concrete Curb & Gutter	LF	-124	-124.0	\$ 65.00	\$ (8,060.00)
11	Thermo 12" stripe @ crosswalks - White	LF	-124	-124.0	\$ 12.00	\$ (1,488.00)
12	Thermo 12" stripe @ crosswalks - Yellow	LF	-150	-150.0	\$ 12.00	\$ (1,800.00)
13	Sidewalk only from D to C - 112LF x 5.5' wide, 1' high back curb	SF	-6	-6.0	\$ 30.00	\$ (180.00)
17	Reinforced Concrete Driveway	SF	230	230.0	\$ 30.00	\$ 6,900.00
					Total	\$ (25,908.00)

Contract Change Order #3 consists of the work that was approved by Caltrans to be incorporated into our HSIP project to remain eligible for reimbursement. CCO3 changed the scope of the project by adding additional ADA corners at 7th and A Streets as shown in the grant application. Additional striping and signage was also added to comply with the original grant intent, though at locations completed by the Tidewater Contract. Unit costs have been adjusted to coincide with the revised project scope. Below is the CCO 3 in tabled format.

CCO3 - Scope Change - 7th and A West Side, Additional Striping and Signage

ITEM NO.	ITEM DESCRIPTION	UNIT	Bid QTY.	UNIT PRICE	TOTAL PRICE
1	Mobilization	LS	1	\$ 9,000.00	\$ 9,000.00
3	Traffic Control	LS	1	\$ 4,500.00	\$ 4,500.00
4	Asphalt & Concrete Demolition, Excavation & Prep	SF	1300	\$ 15.00	\$ 19,500.00
5	Hot Mix Asphalt Patchback	SF	750	\$ 12.00	\$ 9,000.00
6	7th & A Concrete Sidewalks & Ramps - 4" section	SF	390	\$ 21.00	\$ 8,190.00
8	7th & A Detectable Warning Surface - ADA panel only placed 3'x5'	EA	2	\$ 800.00	\$ 1,600.00
9	Concrete Curb & Gutter	LF	64	\$ 75.00	\$ 4,800.00
18	Thermo 12" stripe @ crosswalks - White	LF	240	\$ 13.50	\$ 3,240.00
19	Thermo 12" stripe @ crosswalks - Yellow	LF	560	\$ 13.50	\$ 7,560.00
20	Striping removal	SF	200	\$ 13.00	\$ 2,600.00
21	Pedestrian Signs W-11-2 & W16-7P (arrow) with posts - 24" wide	EA	12	\$ 1,180.00	\$ 14,160.00
22	Pedestrian Signs W-11-2 & W16-9P (ahead) with posts - 24" wide	EA	4	\$ 1,180.00	\$ 4,720.00
					\$ 88,870.00

FISCAL ANALYSIS

The total estimated project value including the revised approved scope of work is \$316,026. The work cannot be completed until Council authorizes the City Manager to sign Contract Change Order #3.

Contractor	Total
Tidewater Contractors, Inc.	\$253,064.00
CCO2	(25,908)
CCO3	88,870
TOTAL	\$316,026

By authorizing these change orders, the City will be able to align the eligible scope of work with the grant deliverables as requested by Caltrans. The additional budget of \$66,026 is necessary to fund work that was identified as important for pedestrian safety but is not covered by the original grant scope.

The original project budget included the grant funding as well as the required local match. The City match of \$25,000 was allocated from the Measure S budget for FY 24-25 which included \$100,000 for pedestrian improvements.

Grant Application:	\$225,000
Original City Match (Measure S):	\$ 25,000
<u>Additional Pedestrian Improvement funds (Measure S)</u>	<u>\$ 66,026</u>
Total Estimated Budget:	\$316,026

Staff is not requesting any additional budget for this project, as this additional \$66,026 is already available and budgeted through Measure “S” street funds. The Fall 2025 pavement rehabilitation project (8th Street and other locations) had a budget of \$600,000. That project only utilized \$510,042 of the budget for this fiscal year. The unspent balance from that project will be budgeted to cover the costs required to complete these two change orders.

STRATEGIC PLAN ASSESSMENT

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

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

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY

- A. Evaluate and optimize additional revenue sources.
- D. Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities.
- F. Plan and prepare for the growth and future needs of the Crescent City community by:
 - i. Expanding on the success of grant funding by maximizing utilization of opportunities with corresponding community needs.

ATTACHMENTS

1. Tidewater HSIP Change Order #2
2. Tidewater HSIP Change Order #3

CHANGE ORDER

ORDER NO. 2

Date: September 29, 2025

NAME OF PROJECT: HSIP Pedestrian Improvements 2025

OWNER: City of Crescent City

CONTRACTOR: Tidewater Contractors Inc.

Original CONTRACT PRICE: \$253,064.00

The following changes are hereby made to the CONTRACT DOCUMENTS:

1.	Bid Item 4 - Asphalt & Concrete Demolition, Excavation & Prep	\$	1,890.00
2.	Bid Item 5 - Hot Mix Asphalt Patchback	\$	1,100.00
3.	Bid Item 6 - Concrete Sidewalks & Ramps - 4" section	\$	(24,030.00)
4.	Bid Item 7 - Reinforced Concrete Valley Gutter - 6" section	\$	(240.00)
5.	Bid Item 9 - Concrete Curb & Gutter	\$	(8,060.00)
6.	Bid Item 11 - Thermo 12" stripe at crosswalks - White	\$	(1,488.00)
7.	Bid Item 12 - Thermo 12" stripe at crosswalks - Yellow	\$	(1,800.00)
8.			
	Bid Item 13 - Sidewalk only from D to C - 112LF x 5.5' wide, 1' high back curb	\$	(180.00)
9.	Bid Item 17 - Reinforced Concrete Driveway	\$	6,900.00

Justification (Listed by Item Number): Dentist Driveway & Final Closeout

1. Change Item 4 to add 135 SF of concrete demolition and sidewalk preparation for dentist driveway at the contracted amount of \$14.00/SF = \$1,890.00
2. Change Item 5 to add 110SF of hot mix asphalt patchback for a complete project at the contracted amount of \$10.00/SF = \$1,100.00
3. Change Item 6 to deduct -1,335 SF of concrete sidewalks and ramps - 4" section at the contracted amount of \$18.00/SF = (\$24,030.00)
4. Change Item 7 to deduct -8 SF of reinforced concrete valley gutter - 6" section at the contracted amount of \$30.00/SF = (\$240.00)
5. Change Item 9 to deduct -124 LF of concrete curb and gutter at the contracted amount of \$65.00/LF = (\$8,060.00)
6. Change Item 11 to deduct -124 LF of thermo 12" stripe at crosswalk - White at the contracted amount of \$12.00/LF = (\$1,488.00)
7. Change Item 12 to deduct -150 LF of thermo 12" stripe at crosswalk - Yellow at the contracted amount of \$12.00/LF = (\$1,800.00)
8. Change Item 13 to deduct -6 SF of sidewalk from D to C at the contracted amount of \$30.00/SF = (\$180.00)
9. Add Item 17 to install 230 SF of 6" reinforced concrete driveway at the negotiated amount of \$30.00/SF = \$6,900.00

Change to CONTRACT PRICE

CONTRACT PRICE adjusted by previous CHANGE ORDERS:	\$	253,064.00
CONTRACT PRICE due to this CHANGE ORDER will be increased:	\$	(25,908.00)
CONTRACT PRICE including this CHANGE ORDER will be:	\$	227,156.00

Change to CONTRACT TIME

The CONTRACT TIME is not affected by this Change Order.

Requested by:

Owner	Date
Recommended by: 	2/23/26
Owner's Public Works Director	Date
Accepted by: 	09/29/25
Tidewater Contractors, Inc	Date
Contractor	

CHANGE ORDER

ORDER NO. 3

Date: February 23, 2026

NAME OF PROJECT: HSIP Pedestrian Improvements 2025

OWNER: City of Crescent City
CONTRACTOR: Tidewater Contractors Inc.
Original CONTRACT PRICE: \$253,064.00

Previous Change Orders: < \$25,908.00 >
This Change Order #3 : \$88,870
Adjusted Contract Value: \$316,026.00

The following changes are hereby made to the CONTRACT DOCUMENTS:

The below items and unit costs are for Change Order #3 only.					Unit	Qty	Unit Price	Total Price
1.	Bid item 31 Mobilization				LS	1	\$ 9,000.00	\$ 9,000.00
2.	Bid Item 32 Traffic Control				LS	1	\$ 4,500.00	\$ 4,500.00
3.	Bid Item 33 - Asphalt & Concrete Demolition, Excavation & Prep				SF	1300	\$ 15.00	\$ 19,500.00
4	Bid Item 34 - Hot Mix Asphalt Patchback				SF	750	\$ 12.00	\$ 9,000.00
5	Bid Item 35 - Concrete Sidewalks & Ramps - 4" section - 7th & A				SF	390	\$ 21.00	\$ 8,190.00
6	Bid Item 36 - 7th & A Detectable Warning Surface - ADA panel only placed 3'x5'				EA	2	\$ 800.00	\$ 1,600.00
7	Bid Item 37 - Concrete Curb & Gutter				LF	64	\$ 75.00	\$ 4,800.00
8	Bid Item 38 - Thermo 12" stripe at crosswalks - Yellow at the contracted amount of \$12.00/LF				LF	240	\$ 13.50	\$ 3,240.00
9	Bid item 39 - Thermo 12" stripe at crosswalks - White at the contracted amount of \$12.00/LF				LF	560	\$ 13.50	\$ 7,560.00
10	Bid Item 40 - Striping removal				SF	200	\$ 13.00	\$ 2,600.00
11	Bid Item 41 - Pedestrian Signs W-11-2 & W16-7P (arrow) with posts - 24" wide				EA	12	\$ 1,180.00	\$ 14,160.00
12	Bid Item 42 - Pedestrian Signs W-11-2 & W16-9P (ahead) with posts - 24" wide				EA	4	\$ 1,180.00	\$ 4,720.00
Total Budget - CCO #3								\$ 88,870.00

Justification (Listed by Item Number): Scope Change

- Increased project scope to meet original grant deliverables.

Change to CONTRACT PRICE

CONTRACT PRICE adjusted by previous CHANGE ORDERS:	\$ 227,156.00
CONTRACT PRICE due to this CHANGE ORDER will be increased:	\$ 88,870.00
CONTRACT PRICE including this CHANGE ORDER will be:	\$ 316,026.00

Change to CONTRACT TIME

The CONTRACT TIME is extended 45 working days from execution of Change Order

Requested by:

Owner	Date

Recommended by:

APPROVED
DYEAGER, 3/12/2026, 9:09:09 AM

Owner's Public Works Director	Date

Accepted by:

Cassie Fitzhugh

Contractor

03/11/26

Date



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: MARCH 16, 2026

SUBJECT: 2025 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

RECOMMENDATION

- Approve and authorize the City Manager to execute a Subrecipient Agreement with the Family Resource Center of the Redwoods for the City's proposed 2025 CDBG Food Pantry activity.
- Approve and authorize the City Manager to execute an Agreement for 2025 CDBG Funded FRC Food Pantry and Mobile Market Between the City of Crescent City and the County of Del Norte

BACKGROUND

The Community Development Block Grant (CDBG) program is a federally funded program through the Department of Housing and Urban Development (HUD). The principal objective of CDBG is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for persons of low- and moderate-income.

As a non-entitlement jurisdiction (cities with population less than 50,000 and counties with populations less than 200,000), Crescent City applies for CDBG program funding through the State Department of Housing and Community Development (HCD). HCD receives funding from the federal government and releases a Notice of Funding Availability (NOFA) to invite applications from jurisdictions within California. The most recent NOFA was released in September 2025, with approximately \$27 million in funding to be awarded.

At the March 2, 2026 City Council meeting, the Council directed staff to move forward with an application for the following activity:

Competitive: *Public Service - FRC Food Pantry*

\$300,000

ITEM ANALYSIS

The next step in preparing the proposed applications is to secure all necessary contracts and agreements. For the Food Pantry activity, the Family Resource Center of the Redwoods will operate as the grant subrecipient, as a qualified non-profit, and a copy of that agreement has been attached for review. City staff also propose entering into an agreement with Del Norte County to expand the service area and number of beneficiaries we can reach through the Food

Pantry. The City is allowed to retain up to 7% of the grant for general administration costs. The Subrecipient Agreement attached will reflect the following breakdown for project costs and general administration:

FRC Food Pantry project costs	\$281,000
City general admin	\$19,000
Total grant:	\$300,000

FISCAL ANALYSIS

If the grant application is successful, the entire program, including staff time, will be funded through the grant. The application requests the maximum amount of \$300,000 and no local match is required.

CDBG funds are dispersed on a reimbursement basis. The subrecipient or consultant responsible for providing the service will invoice the City periodically, and the City will pay the subrecipient and then submit a reimbursement request to HCD. HCD typically reimburses the City approximately 30-90 days after the reimbursement request has been submitted.

STRATEGIC PLAN ASSESSMENT

This action supports the following Strategic Plan goals:

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

ATTACHMENTS

1. Subrecipient Agreement with Family Resource Center of the Redwoods
2. Agreement for 2025 CDBG Funded FRC Food Pantry and Mobile Market Between the City of Crescent City and the County of Del Norte

**SUBRECIPIENT AGREEMENT
AGREEMENT BETWEEN THE CITY OF CRESCENT CITY
AND
THE FAMILY RESOURCE CENTER OF THE REDWOODS
FOR
FOOD BANK SERVICES**

This subrecipient agreement (herein called the "Agreement"), entered as of the date set forth below by and between the City of Crescent City, a California municipal corporation (herein called the "GRANTEE") and the Family Resource Center of the Redwoods, a California nonprofit corporation (herein called the "SUBRECIPIENT").

WHEREAS, the GRANTEE intends to apply for 2025 Community Development Block Grant (CDBG) program funding through the United States Government under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383; and

WHEREAS, the GRANTEE wishes to engage the SUBRECIPIENT to assist the GRANTEE in utilizing such funds if awarded.

NOW, THEREFORE, the parties agree as follows:

I. FUNDING AVAILABILITY AND USE

A. Contingent on funding

The terms of this Agreement are valid and enforceable only to the extent to which funds are made available to the GRANTEE by the United States Government and the State of California for the purposes of the Community Development Block Grant Program.

B. Limitation on Use of Funds

Grant funds may be used only for the activities described in this Agreement and any properly executed amendment thereto. Funds found to have been expended improperly or for which sufficient documentation is not available must be repaid by the SUBRECIPIENT to the GRANTEE.

II. SCOPE OF SERVICE

A. Activities

The SUBRECIPIENT will be responsible for administering Food Bank Services using CDBG grant funding awarded under the 2025 Notice of Funding Availability (NOFA) in a manner satisfactory to the GRANTEE and consistent with the requirements of the CDBG Program. Such program will include the following activities eligible under the Community Development Block Grant Program:

1. Program Delivery

Food Bank services, including but not limited to, personnel costs, operating expenses, rent, purchase of food.

2. General Administration

The SUBRECIPIENT may charge those general administration, supervision, and management costs directly associated with provisions of the above services. Indirect costs may not be charged to the grant without prior written approval of the GRANTEE and State CDBG program staff. Costs for items whose benefits are shared by programs other than the CDBG-funded program may only be allocated to the CDBG-funded program in proportion to the benefit received by the CDBG-funded program. Such shared items and the method for determining the proportion resulting in benefit to the CDBG-funded program must be properly documented in accordance with CDBG program requirements and approved by the GRANTEE.

3. Fundraising

No costs or expenditures including, but not limited to, staff costs, supplies, advertising, or other operating costs associated with fundraising activities may be charged to this grant.

B. National Objectives

The SUBRECIPIENT certifies that the activities carried out with funds provided under this Agreement will meet one or more of the CDBG program's National Objectives – (1) benefit low/moderate income persons; (2) aid in the prevention or elimination of slums or blight; (3) meet community development needs having a particular urgency – as defined in 24 CFR § 570.208.

C. Levels of Accomplishment

In addition to the normal administrative services required as part of this Agreement, the SUBRECIPIENT agrees to provide the following levels of program services:

Food Bank services to benefit Low/Moderate Income individuals meeting the requirements of the Department of Housing and Community Development.

D. Reporting Requirements

SUBRECIPIENT agrees to provide quarterly financial status reports and annual performance reports per forms and instructions provided by the GRANTEE. Financial status reports and reports for payment must include a statement of revenues and expenses indicating the expenses for which grant funds are being requested. In addition to the information requested per each reporting form, SUBRECIPIENT must submit information on the outcome measures listed below. The report period for outcome measure data will coincide with the period of the report with which the information is being submitted. Report periods may change upon notification from CDBG and SUBRECIPIENT must comply.

For every non-duplicated individual served, the following information is required:

- (1) Participant name or code
- (2) Home address in service area (yes/no)
- (3) Participant type (single/non-elderly, elderly, related/single parent)
- (4) Total household size
- (5) Annual gross income for household
- (6) % of area median income
- (7) Access to service (new or continuing, improved, no longer substandard)
- (8) Hispanic (yes/no)
- (9) Race/ethnicity
- (10) Veteran (yes/no)
- (11) Disabled (yes/no)

This information must be submitted to the GRANTEE quarterly with each funds request and annually no later than July 15 for the prior fiscal year ended June 30.

E. Performance Monitoring

The GRANTEE will monitor the performance of the SUBRECIPIENT against goals and performance standards required herein. Such monitoring will include, but not be limited to, annual on-site monitoring visits and, at a minimum, quarterly desk audits. Substandard performance as determined by the GRANTEE will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by the SUBRECIPIENT within a reasonable period of time after being noticed by the GRANTEE, contract suspension or termination procedures will be initiated.

III. TIME OF PERFORMANCE

Services of the SUBRECIPIENT shall start upon written authorization of the GRANTEE following contract execution with the State and end one month prior to the GRANTEE expenditure deadline. The final invoice for services performed will be due two weeks prior to the GRANTEE expenditure deadline. The term of this Agreement and the provisions herein may be extended to cover any additional time period during which the SUBRECIPIENT remains in control of CDBG funds or other assets.

IV. BUDGET

A. Grant Expenditures

The SUBRECIPIENT may only expend grant funds in support of the approved activities contained in this Agreement in accordance with the following general budget:

Food Pantry Services	\$281,000

Any amendments to this budget must be approved in writing by the GRANTEE and the SUBRECIPIENT.

B. Subrecipient Leverage

Leverage is not required under this Agreement.

C. Indirect Costs

Indirect costs may not be charged without prior written consent of the GRANTEE and State CDBG program staff and must be consistent with the conditions of Paragraph VIII (C) (2) of this Agreement. In addition, the GRANTEE may require a more detailed budget breakdown than the one contained herein, and the SUBRECIPIENT shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the GRANTEE.

V. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the GRANTEE to the SUBRECIPIENT under this Agreement may not exceed Two Hundred Eighty-One Thousand Dollars (\$281,000.00).

Payments may be contingent upon certification of the SUBRECIPIENT'S financial management system in accordance with the standards specified in 2 CFR, Part 215, incorporated herein and made part hereof by this reference.

VI. NOTICES

Communication and details concerning this Agreement will be directed to the following representatives or their designees. Email communication may be used for informal communication but is not accepted as formal communication. All formal communication and legal notifications must be submitted in writing and directed as follows:

GRANTEE:

Eric Wier, City Manager
City of Crescent City
377 J. Street
Crescent City, CA 95531
Phone: (707) 464-7483
Email: ewier@crescentcity.org

SUBRECIPIENT:

Amira Long, Executive Director
Family Resource Center of the Redwoods
494 Pacific Avenue
Crescent City, CA 95531
Phone: (707) 464-0955
Email: along@frcwoodlands.org

Notice will be deemed effective 3 days after the date of deposit of the notice with USPS and sent First Class with postage prepaid. Formal communications and legal notices shall not be given by email.

VII. GENERAL CONDITIONS

A. General Compliance

The SUBRECIPIENT agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)). The SUBRECIPIENT also agrees to comply with all other applicable Federal, State and local regulations and policies governing the funds provided under this Agreement. The SUBRECIPIENT further agrees to utilize funds available under this Agreement to supplement rather than

supplant funds otherwise available. The SUBRECIPIENT must comply with requirements and processes outlined and provided in the Subrecipient Grant Management Manual.

B. Independent Contractor Status

The SUBRECIPIENT's relationship with the GRANTEE is that of an independent contractor, and nothing in this Agreement is intended to, or may be construed to, create a partnership, agency, joint venture or employment relationship. The SUBRECIPIENT, and its employees, will not be entitled to any fringe benefits that the GRANTEE may make available to GRANTEE's employees. The SUBRECIPIENT is solely responsible for withholding and reporting income taxes, social security payments, and other payroll taxes for SUBRECIPIENT's employees.

C. Hold Harmless

The SUBRECIPIENT must hold harmless, defend and indemnify the GRANTEE from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the SUBRECIPIENT'S performance or nonperformance of the services or subject matter called for in this Agreement.

D. Workers' Compensation

The SUBRECIPIENT must provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Insurance and Bonding

The SUBRECIPIENT must carry sufficient insurance coverage to protect Agreement assets from loss due to theft, fraud and/or undue physical damage, and as a minimum must purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the GRANTEE. The SUBRECIPIENT must add liability insurance with the GRANTEE named as the loss payee.

The SUBRECIPIENT must also comply with the bonding and insurance requirements as outlined in 2 CFR Part 215.

F. GRANTEE Recognition

The SUBRECIPIENT will ensure recognition of the role of the grantor agency in providing services through this Agreement. All activities, facilities, and items utilized pursuant to this Agreement will be prominently labeled as to funding source. In addition, the SUBRECIPIENT will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments

The GRANTEE or SUBRECIPIENT may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in

writing, signed by a duly authorized representative of both organizations, and approved by the GRANTEE'S governing body. Such amendments may not invalidate this Agreement, nor relieve or release the GRANTEE or SUBRECIPIENT from its obligations under this Agreement.

The GRANTEE may, in its discretion, amend this Agreement to conform with Federal, State or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both GRANTEE and SUBRECIPIENT.

H. Suspension or Termination

1. Termination for Convenience

Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least thirty (30) days before the effective date of such termination. Partial termination of the Scope of Services described in Paragraph II(A) above may only be undertaken with the prior approval of the GRANTEE. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the SUBRECIPIENT under this Agreement will, at the option of the GRANTEE, become the property of the GRANTEE, and the SUBRECIPIENT will be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or material prior to the termination.

2. Termination for Cause

If either Party materially defaults in the performance of any of its duties or obligations under this Agreement, the party in default either (1) must substantially cure the default within thirty (30) days after written notice is given to the defaulting party specifying the default; or (2) with respect to those defaults which cannot reasonably be cured within thirty (30) days, must commence curing said default within thirty (30) days, proceed with all due diligence, and substantially cure the default within ninety (90) days. If the defaulting party is unable to do so, the party not in default may, by giving written notice of termination to the defaulting party, terminate this Agreement as of a date specified in the notice of termination (the "Termination Date"), such Termination Date being subsequent to the date of the notice of termination.

I. Breach of Contract and Liquidated Damages

The services outlined in the Scope of Services will be subject to the following penalties and liquidated damages:

1. Penalties

In the event the SUBRECIPIENT is determined to have engaged in any proscribed conduct or otherwise is in default as to any applicable term, condition, or requirement of this Agreement, the GRANTEE may impose sanctions.

2. Liquidated Damages

The GRANTEE and the SUBRECIPIENT will agree on the timetable for the deliverable of each task outlined in the Scope of Services. The GRANTEE and the SUBRECIPIENT agree that calculation of actual damages due to a failure to meet performance standards outlined in the Scope of Services is unduly burdensome and difficult to calculate with accuracy, and therefore, agree that the liquidated damages outlined below are a reasonable estimate of anticipated damages resulting from failure to meet performance standards, and shall not be assessed as a penalty for such failures.

- a. The SUBRECIPIENT shall pay to the GRANTEE, as liquidated damages, \$100 for each calendar day that a deliverable required is late until deemed in compliance, subject to a maximum of \$XXX. Said sum, in view of the difficulty of accurately ascertaining the loss which the GRANTEE will suffer by reason of delay in the completion of the services herein requested, is hereby fixed and agreed as the liquidated damages that the GRANTEE will suffer by reason of such delay. Liquidated damages received are not intended to be, nor shall they be treated as, either a partial or full waiver or discharge of the GRANTEE'S right to indemnification, or the SUBRECIPIENT'S obligation to indemnify the GRANTEE, or to any other remedy provided for as a provision of the Agreement or law.
- b. Liquidated damages may be assessed at the sole discretion of the GRANTEE, depending on the degree of the infraction, length of delay, etc. The GRANTEE will apply and calculate such damages after a grace period of 15 days, subject to no more than 2 extensions, to cure said noncompliance or default. Any requests for extensions must be received in writing by the final day of the grace period or extension.
- c. The GRANTEE may deduct and retain out of any monies due to the SUBRECIPIENT the amount of any such liquidated damages; and in case the amount which may become due is less than the number of liquidated damages due to the GRANTEE, the SUBRECIPIENT shall be liable to pay the difference.

VIII. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

The SUBRECIPIENT agrees to comply with 2 CFR Part 215 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate

internal controls, and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The SUBRECIPIENT will administer the program in conformance with 2 CFR Part 230, "Cost Principles for Non-Profit Organizations," or Part 220, "Cost Principles for Educational Institutions," as applicable. The principles must be applied for all costs incurred whether charged on a direct or indirect basis. Regulations outlined in 2 CFR Part 220 and Part 230 are incorporated herein and made a part hereof by this reference.

B. Documentation and Record-Keeping

1. Records to be Maintained

The SUBRECIPIENT must maintain all records required by the Federal regulations specified in 24 CFR § 570.506, hereto made part of this Agreement by reference, which are pertinent to the activities to be funded under this Agreement. Such records include but are not limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG Program;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition of improvements, use or disposition of real property acquired or improved with CDBG assistance;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- f. Financial records as required by 24 CFR § 570.502 and 2 CFR Part 215, both of which are incorporated herein and made a part hereof by this reference, ; and
- g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570, incorporated herein and made a part hereof by this reference.

2. Retention

- a. The SUBRECIPIENT must retain all records and supporting documentation, which concern or reflect its services rendered under this Agreement. Records subject to the provision of California or public records laws must be kept in accordance with those laws, rules or regulations. All records and documentation will be retained by the SUBRECIPIENT until the GRANTEE has advised that records are no longer required to be stored. The GRANTEE or any duly authorized agents or representatives of the GRANTEE, has the right to audit, inspect, and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the post-agreement period noted above; provided, however, that such activity will be conducted only during normal

business hours.

- b. Upon completion of or termination of this Agreement, the selected firm may transfer, at no cost, to the GRANTEE all public records in possession of the SUBRECIPIENT related to the completion of the services rendered under this Agreement and shall destroy duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. All records stored electronically must be provided to the GRANTEE in a form that is compatible with the information technology systems of the GRANTEE.

3. Client Data

The SUBRECIPIENT must maintain clients' data demonstrating client eligibility for services provided and record this data on the required forms as provided by the GRANTEE. Such data includes, but is not limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such data will be collected and reported in compliance with CDBG program requirements as outlined in Paragraph II (D): Reporting Requirements and will be made available to GRANTEE monitors or their designees for review upon request.

4. Disclosure

The SUBRECIPIENT understands that client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the GRANTEE'S or SUBRECIPIENT'S responsibility with respect to services provided under this Agreement, is prohibited by State and Federal law unless written consent is obtained from such person receiving services and in the case of a minor, that of the responsible parent/guardian.

5. Property Records

The SUBRECIPIENT must maintain real property inventory records that clearly identify properties purchased, improved or sold. Properties retained must continue to meet the eligibility criteria and conform with the "Changes in Use" restrictions specified in 24 CFR § 570.503 (b) (8), as applicable, incorporated herein and made a part hereof by this reference.

6. Closeouts

The SUBRECIPIENT'S obligation to the GRANTEE does not end until all closeout requirements have been completed and State monitoring has occurred and been cleared. Activities during this closeout period include, but are not limited to, the following: making final payments, disposing of program assets (including return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the GRANTEE), determining the custodianship of all records, and availability of staff for monitoring and monitoring clearance process.

7. Audits and Inspections

All SUBRECIPIENT records with respect to any matters covered by this Agreement will be made available to the GRANTEE, grantor agency, their designee or the Federal Government, at any time during normal business hours, as often as the GRANTEE or grantor agency deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within 30 days after receipt by the SUBRECIPIENT. Failure of the SUBRECIPIENT to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. The SUBRECIPIENT hereby agrees to have an annual agency audit conducted by an outside auditor in accordance with generally accepted accounting practices and, as applicable, 2 CFR Part 200, Subpart F, incorporated herein and made a part hereof by this reference. A copy of the annual agency audit must be provided to the GRANTEE within 30 days of completion.

C. Reporting and Payment Procedures

1. Program Income

The Family Resource Center of the Redwoods Food Bank will not produce Program Income and is not subject to the provisions thereof.

2. Indirect Costs

Indirect costs are not allowed without prior written approval of the GRANTEE and the State CDBG program staff. If indirect costs are determined to be essential to the delivery of program services, the SUBRECIPIENT will develop an indirect cost allocation plan for determining the appropriate share of administrative costs and submit such plan to the GRANTEE for approval, in a form specified by the GRANTEE.

3. Payment Procedures

The GRANTEE will pay to the SUBRECIPIENT funds available under this Agreement based upon information submitted by the SUBRECIPIENT and consistent with any approved budget and GRANTEE policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the SUBRECIPIENT and not to exceed actual cash requirements. Payments will be adjusted by the GRANTEE in accordance with advance fund and program income balances (if applicable) available in the SUBRECIPIENT accounts. In addition, the GRANTEE reserves the right to liquidate funds available under this Agreement for costs incurred by the GRANTEE on behalf of the SUBRECIPIENT.

4. Quarterly Reports

No later than ten (10) days after the end of each quarter, the SUBRECIPIENT shall the following quarterly reports on forms approved by the GRANTEE:

a. Performance Reports.

A report on the summary of the program services and activities undertaken by the SUBRECIPIENT under this Agreement for the previous quarter ("Quarterly Report"). The Quarterly Report shall, at a minimum, describe the status of the operation of the program with respect to each service and activity required to be performed and met during that quarter, costs incurred, funds remaining, a narrative explanation of problems, delays, or adverse conditions which impaired the ability of the SUBRECIPIENT to meet any obligations if any were not met, favorable developments which enabled the SUBRECIPIENT to satisfy obligations and meet objectives sooner or at less cost than anticipated or producing more beneficial results than planned, and any additional pertinent information related to contract performance.

b. Client Characteristics.

A report on the number of clients served through the program in the previous quarter and on the characteristics of those clients with respect to gender, race, ethnicity, age, and family income, and any other basis for determining eligibility for participation in the program.

c. Other Reports.

In addition to the reports referenced in this section, the SUBRECIPIENT shall, at such times and in such forms as required by HCD, prepare and submit to the GRANTEE, such other reports concerning the performance of the program services and activities, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement and compliance with CDBG requirements, as the GRANTEE may reasonably require from time to time.

D. Procurement

1. Compliance

The SUBRECIPIENT must: (1) comply with current GRANTEE policy concerning the purchase of equipment and procurement of professional services; and (2) maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, if applicable, program income generated by the sale of assets purchased with grant funds, etc.) will revert to the GRANTEE upon termination of the Agreement.

2. Federal Regulations and Standards

The SUBRECIPIENT must procure all materials, property, or services in

accordance with 2 CFR Part 215, Procurement Standards, 24 CFR § 85.36, and shall subsequently follow Attachment N, Property Management Standards as modified by 24 CFR § 570.502 (b) (6), covering utilization and disposal of property.

3. Travel

The SUBRECIPIENT must obtain written approval from the GRANTEE for any travel beyond the neighboring counties of Del Norte to be paid with funds disbursed under this Agreement.

4. Procurement Policy

The SUBRECIPIENT must submit their adopted procurement policy within 10 days of their contract execution date, as well as any revisions, as they are adopted, for the duration of the grant. Said procurement policy must be approved by GRANTEE to ensure compliance with local, state and Federal regulations.

5. Domestic Preference

In the performance of this Agreement, the SUBRECIPIENT shall, as appropriate and to the greatest extent practicable, purchase, acquire, and/or use goods, products, and materials produced in the United States including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subcontracts. For purposes of this section:

- a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- b. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum, plastics and polymer-based products such as polyvinyl chloride pip; aggregates such as concrete; glass, including optic fiber; and lumber.

IX. PERSONNEL AND PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

The SUBRECIPIENT agrees to comply with the Unruh Civil Rights Act (Cal. Civ. Code § 51), the Fair Employment and Housing Act (Cal. Gov. Code § 12900, et seq.), and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title 1 of the Housing and Community Development Act of 1974 as amended, Section 50 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as

amended by Executive Orders 11374 and 12086.

2. Nondiscrimination

The SUBRECIPIENT will not unlawfully discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital/familial status, sex, gender, gender identity, gender expression, age, sexual orientation, status with regard to public assistance, or military and veteran status of any person. The SUBRECIPIENT will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The SUBRECIPIENT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause. Additional State of California requirements regarding the State Equal Opportunity provisions are contained in Attachment A.

3. Land Covenants

This Agreement is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR §§ 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Agreement, the SUBRECIPIENT must cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the GRANTEE and the United States are beneficiaries of and entitled to enforce such covenants. The SUBRECIPIENT, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504

The SUBRECIPIENT agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), which prohibits discrimination against the individuals with disabilities or handicaps in any federally-assisted program. The GRANTEE will provide the SUBRECIPIENT with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. Approved Plan

The SUBRECIPIENT agrees that it will be committed to carry out pursuant to the GRANTEE'S specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The GRANTEE will provide Affirmative Action guidelines to the SUBRECIPIENT to assist in the formulation of such program. The SUBRECIPIENT will submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women- and Minority-Owned Businesses (W/MBE)

If subcontracts are to be let, the SUBRECIPIENT must take the following affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

3. Access to Records

The SUBRECIPIENT must furnish and cause each of its own SUBRECIPIENTS or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records (including employment records), and accounts by the GRANTEE, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

4. Notifications

The SUBRECIPIENT will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising

the labor union or worker's representative of the SUBRECIPIENT'S commitments hereunder, and will post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Subcontract Provisions

The SUBRECIPIENT must include the provisions of paragraphs X.A, Civil Rights, and X.B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own SUBRECIPIENT'S or subcontractors.

C. Employment Restrictions

1. Prohibited Activity

The SUBRECIPIENT is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism.

2. Labor Standards (If Applicable)

The SUBRECIPIENT agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. § 327, et seq.) and all other applicable federal, State and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The SUBRECIPIENT agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. § 874, et seq.) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The SUBRECIPIENT must maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation will be made available to the GRANTEE for review upon request.

The SUBRECIPIENT agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$1,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this Agreement, must comply with State and Federal requirements adopted by the GRANTEE pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the SUBRECIPIENT of its obligation, if any, to require payment of the higher wage. The SUBRECIPIENT must cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

D. Conduct

1. Assignability

The SUBRECIPIENT may not assign or transfer any interest in this Agreement without the prior written consent of the GRANTEE thereto; provided, however, that claims for money due or to become due to the SUBRECIPIENT from the GRANTEE under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer must be furnished promptly to the GRANTEE.

2. Subcontracts

a. Approvals

The SUBRECIPIENT may not enter into any subcontracts with any agency or individual in the performance of this Agreement without the written consent of the GRANTEE prior to the execution of such agreement.

b. Monitoring

The SUBRECIPIENT will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts will be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The SUBRECIPIENT will cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process

The SUBRECIPIENT will undertake to ensure that all subcontracts let in the performance of this Agreement are awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts must be forwarded to the GRANTEE along with documentation concerning the selection process.

e. Debarment and Suspension

The SUBRECIPIENT may not enter into an agreement with a subcontractor that is a party listed on the government wide exclusions in the System for Award Management, in accordance with the OMB guidelines at 2 CFR § 180 that implement Executive Orders 12549 (3 CFR § 1986 Comp., p. 189) and 12689 (3 CFR § 1989 Comp., p. 235). "Debarment and Suspension." The exclusions list contains the names of parties, debarred, suspended, or otherwise excluded by agencies, as well

as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Any subcontractor must certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

3. Hatch Act

The SUBRECIPIENT agrees that no funds provided, nor personnel employed under this Agreement, will be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

No member, officer, or employee of the SUBRECIPIENT or its agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. This provision shall be incorporated in all such contracts or subcontracts.

5. Lobbying

The SUBRECIPIENT hereby certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including

subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all SUBRECIPIENTS shall certify and disclose accordingly:

d. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. Copyright

If this Agreement results in any copyrightable material or inventions, the GRANTEE and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities

The SUBRECIPIENT agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR § 570.200(j), such as worship, religious instruction, or proselytization.

8. Drug-Free Workplace

The SUBRECIPIENT certifies that it provides a drug-free workplace in compliance with the Drug- Free Workplace Act of 1988, as amended.

9. Personnel Policies

The SUBRECIPIENT agrees to submit its adopted Personnel Policies to the GRANTEE within 10 days of the contract execution date, as well as any revisions, as they are adopted, for the duration of the grant. Such policies should include, but not be limited to equal employment, non-discrimination, anti-harassment, drug-free workplace, and anti-nepotism.

X. ENVIRONMENTAL CONDITIONS

A. Air and Water

The SUBRECIPIENT agrees to comply with the following requirements insofar as they apply to the performance of this Agreement: the Clean Air Act, as amended, 42 U.S.C. § 7401, et seq.; Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251, et seq., as amended; and Environmental Protection Agency (EPA) regulations related thereto, at 40 CFR Part 15, as amended.

B. Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. § 4001), the SUBRECIPIENT will assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

C. Historic Preservation

The SUBRECIPIENT agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this Agreement. In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

XI. STATE OF CALIFORNIA GENERAL TERMS AND CONDITIONS

SUBRECIPIENT will comply with the State of California General Terms and Conditions GTC 610, which are contained in Attachment A, attached hereto and made part of this Agreement by this reference. The SUBRECIPIENT will also comply with any additional terms contained in the anticipated contract between the State of California Department of Housing and Community Development and the GRANTEE.

XIII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement will not be affected thereby, and all other parts of this Agreement will remain in full force and effect.

XIV. WAIVER

The GRANTEE'S failure to act with respect to a breach by the SUBRECIPIENT does not waive its right to act with respect to subsequent or similar breaches. The failure of the GRANTEE to exercise or enforce any right or provision does not constitute a waiver of such right or provision.

XV. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the GRANTEE and the SUBRECIPIENT for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the GRANTEE and the SUBRECIPIENT with respect to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date written below.

CITY OF CRESCENT CITY:

BY: _____ DATE: _____
Eric Wier, City Manager

APPROVED AS TO FORM

Martha D. Rice City Attorney

FAMILY RESOURCE CENTER OF THE REDWOODS:

BY: Amira Long DATE: 3/10/2024
Amira Long, Executive Director

AGREEMENT FOR 2025 CDBG FUNDED FRC FOOD PANTRY AND MOBILE MARKET

BETWEEN THE CITY OF CRESCENT CITY AND THE COUNTY OF DEL NORTE

COUNTY AGMT. NO. 2026 - 029

This agreement ("Agreement") is made and entered into by the City of Crescent City, a California municipal corporation ("CITY") and the County of Del Norte, a political subdivision of the State of California ("COUNTY"), for the purpose of utilizing Community Development Block Grant funds anticipated to be awarded to the CITY for the provision of a Mobile Market and brick and mortar Food Pantry located within Del Norte County.

WHEREAS, the CITY intends to apply for 2025 CDBG program funding for a Mobile Market / Food Pantry through the State Department of Housing and Community Development (HCD); and

WHEREAS, the CITY wishes to engage the COUNTY to assist the CITY in utilizing such funds if awarded by expanding the service area to include County residents in addition to City residents; and

WHEREAS, the CDBG program requires that the CITY and the COUNTY enter into an agreement for the implementation of the program prior to submitting the CITY's application.

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

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

2.0 CITY OBLIGATIONS.

2.1 The CITY will be solely responsible for administering the Mobile Market / Food Pantry Program. The CITY will contract with the Family Resource Center to operate the Mobile Market / Food Pantry, as a subrecipient, for beneficiaries located in Del Norte County, both incorporated and unincorporated areas.

2.2 The CITY, and the Family Resource Center, will be solely responsible for CDBG program compliance and reporting.

3.0 COUNTY OBLIGATIONS.

3.1 The COUNTY expressly consents and authorizes the CITY to provide Mobile Market / Food Pantry services to county residents.

3.2 In consideration of the CITY's provision of Mobile Market / Food Pantry services to County residents, the COUNTY agrees not to apply for any additional CDBG funding for the same activity during the same funding period as the CITY's grant award if said application would jeopardize the eligibility of this activity.

4.0 PROGRAM INCOME.

- 4.1 In consideration of the CITY's management of a CDBG grant, if awarded, the COUNTY expressly consents and authorizes the CITY to receive and retain any CDBG Program Income received as part of the Mobile Market / Food Pantry program.
- 4.2 The COUNTY understands that any CDBG Program Income received in association with this grant will be solely available to the CITY for its use in future CDBG eligible activities as allowed under California Housing and Community Development and U.S. Department of Housing and Urban Development regulations and guidelines.
- 5.0 **TERM OF AGREEMENT.** This Agreement is effective as of the date of its execution by both parties and will remain in effect until:
- (i) if the grant is awarded, the end of the 2025 CDBG funding period.
 - (ii) if the grant is not awarded, upon notification of non-approval of CITY application.
- 6.0 **FUNDING.**
- 6.1 The City anticipates applying for the total allowable award amount for a Public Service under the 2025 CDBG NOFA once it is released.
- 6.2 The funding awarded will be utilized to provide Mobile Market / Food Pantry services within the unincorporated area of Del Norte County as well as the incorporated area of Crescent City.
- 7.0 **GENERAL PROVISIONS.**
- 7.1 **INDEMNIFICATION OF COUNTY.** CITY agrees to indemnify, defend (with counsel reasonably approved by COUNTY) and hold harmless the COUNTY and its officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability resulting from CITY's negligent acts or omissions which arise from CITY's performance of its obligations under this AGREEMENT.
- 7.2 **INDEMNIFICATION OF CITY.** COUNTY agrees to indemnify, defend (with counsel reasonably approved by CITY) and hold harmless CITY and its officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability resulting from COUNTY'S negligent acts or omissions which arise from COUNTY's performance of its obligations under this AGREEMENT.
- 7.3 **COMPARATIVE FAULT.** In the event COUNTY and/or CITY is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under the AGREEMENT, the COUNTY and/or CITY must indemnify the other to the extent of its comparative fault.
- 7.4 **ATTORNEY'S FEES.** In the event of litigation arising from this AGREEMENT, each Party to the AGREEMENT will bear its own costs, including attorneys' fees. This paragraph shall not apply to the costs or attorneys' fees relative to paragraphs 7.1, 7.2, and 7.3, indemnification.
- 7.6 **INSURANCE.** COUNTY is an authorized self-insured public entity for purposes of Professional Liability, Automobile Liability, General Liability, and Workers' Compensation

and warrant that through their programs of self-insurance, COUNTY has adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this AGREEMENT. CITY purchases insurance coverages for Automobile Liability, General liability, and Workers' Compensation. CITY represents and warrants that CITY has adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this AGREEMENT.

- 7.7 INTEGRATION / AMENDMENT. This AGREEMENT contains the entire AGREEMENT of the Parties with respect to subject matter hereof, and supersedes all prior negotiations, understandings or agreements. No supplement, modification, or amendment of this AGREEMENT will be binding unless executed in writing and signed by both parties.
- 7.8 GOVERNING LAW / VENUE. This AGREEMENT is entered into in Del Norte County, California and is governed by the laws of the State of California. Any action or proceeding between CITY and COUNTY concerning the interpretation or enforcement of this AGREEMENT, or which arises out of or is in any way connected with this AGREEMENT, must be filed in Del Norte County Superior Court.
- 7.9 INTERPRETATION. Since the parties or their agents have participated fully in the preparation of this AGREEMENT, the language of this AGREEMENT is to be construed simply, according to its fair meaning, and not strictly for or against any party. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this AGREEMENT.
- 7.10 NO WAIVER. No waiver of any default may constitute a waiver of any other default or breach, whether of the same or another covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party will give the other party any contractual rights by custom, estoppel, or otherwise.
- 7.11 SEVERABILITY. If a court of competent jurisdiction declares any portion of this AGREEMENT invalid, illegal, or otherwise unenforceable, the remaining provisions will continue in full force and effect unless the purpose of this AGREEMENT is frustrated.
- 7.12 COUNTERPARTS. This AGREEMENT may be signed in counterparts, each of which constitutes an original.
- 7.13 NO RELINQUISHMENT OF RIGHTS. Except as expressly stated herein, nothing contained in this AGREEMENT may be construed as a relinquishment of any rights now held by CITY or COUNTY.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this 10th day of March, 2025. 16

COUNTY OF DEL NORTE

Neal Lopez, County CAO

ATTEST:

Kylie Goughnour
Kylie Goughnour, Clerk of the Board

APPROVED AS TO FORM:

Jacqueline Roberts
County Counsel

CITY OF CRESCENT CITY

Eric Wier, City Manager

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 WEIR, CITY MANAGER

BY: BRIDGET LACEY, GRANTS AND ECONOMIC DEVELOPMENT COORDINATOR

DATE: MARCH 16, 2026

SUBJECT: FISCAL YEAR 2026-27 (FY27) CONGRESSIONALLY DIRECTED SPENDING (CDS) GRANT APPLICATIONS

RECOMMENDATION

- Approve staff's submission of a grant application in the amount of \$1,540,000 for the Crescent City Cultural Center Rehabilitation Project to Congressman Huffman, Senator Padilla, and Senator Schiff, to be funded under the United States Department of Agriculture Rural Development Community Facilities Grant Program
- Approve the letter of support signed by the Mayor endorsing the Crescent City Cultural Center Rehabilitation Project

BACKGROUND

On February 25, 2026, City staff was notified by Congressman Huffman's office that the FY27 Congressionally Directed Spending (CDS) application process had opened. Congressionally Directed Spending allows Congressmen and Senators to drive federal funding to high-impact projects in their states and local communities. CDS items can promote economic development, infrastructure, public safety, education, health care initiatives, and other worthy investments in communities across California. Eligible applicants include non-profit organizations, tribes, and state/local governments. Applicants may request funding for the same project from their Congressman and Senators. Applications for funding must qualify under one of the following House Appropriations Subcommittees:

- Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
- Commerce, Justice, Science, and Related Agencies
- Energy and Water Development
- Homeland Security
- Interior, Environment, and Related Agencies

- Labor, Health and Human Services, Education, and Related Agencies
- Military Construction, Veterans Affairs, and Related Agencies
- Transportation, Housing and Urban Development, and Related Agencies

Each House Appropriations Subcommittee has different grant application requirements. If a Congressman or Senator selects a project for funding, it will go to the Senate Appropriations Committee for review to ensure that it meets all requirements before being considered for funding. Congressionally Directed Spending is contingent upon the passage of annual appropriations bills.

The deadlines for all potential opportunities for funding through CDS were as follows:

Congressman Huffman	March 8, 2026
Senator Schiff	March 13, 2026
Senator Padilla	March 13, 2026

ITEM ANALYSIS

The City has recently secured approximately \$3 million in grant funding through the Clean California Grant Program to make the front of the Cultural Center more ADA accessible and visible from Highway 101, by removing the obstructing flights of stairs, adding Gateway signage, reconstructing Front Street, and adding pathways and parking areas with landscaped islands. The existing drive-through feature will be converted into landscaping and pathways to the Tolowa Cultural Trail yet will leave behind an unfinished porte-cochere at the entrance.

The City has completed a feasibility study to upgrade the entire building, which is estimated to cost approximately \$13 million. Grant funding for a full remodel is not currently in sight, however CDS offers a worthy opportunity to fund a remodel of the entrance. The proposed Crescent City Cultural Center Rehabilitation Project would consist of enclosing the porte-cochere to expand the entrance area and improve functionality and accessibility. This project is eligible under the United States Department of Agriculture (USDA), Rural Development Community Facilities Grant. The average grant amount awarded under this subcommittee is \$1,000,000.

Due to the unusually short application timeline, City staff were unable to get Council approval before submitting three applications for CDS funding (one under each Senator and one under Congressman Huffman) for the Crescent City Cultural Center Rehabilitation Project and is now requesting approval after the fact. The application under Senator Padilla also required a Letter of Support from the governing agency where the project is located to be submitted with the application, as each application has slightly different requirements. City staff are also asking that Council approve the attached Letter of Support that was signed by the Mayor and submitted with the applications.

FISCAL ANALYSIS

The USDA Rural Development Community Facilities Grant Program requires a 25% grant match. The \$3 million dollar Clean California grant will be used as the required \$385,000 in matching funds for this project as they will both be improving the entrance to the Cultural Center.

These grants operate on a reimbursable basis, so the City will need to pay the project costs and then request reimbursement from the funding agency. The City is involved in several other large projects with grants awarded and new grant applications have been submitted which could lead to cash-flow problems, however, the timing of this grant award is not likely to occur for another year and a half or more when most of the City's large construction projects are expected to have been completed.

STRATEGIC PLAN ASSESSMENT

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. Letter of Support for the Crescent City Cultural Center Rehabilitation Project



City of Crescent City

Where the Redwoods Meet the Sea

377 J Street, Crescent City, CA 95531 • 707.464.7483 • Fax 707.465.4405 • www.crescentcity.org



March 9, 2026

The Honorable U.S. Senator Padilla
501 I Street, Suite 7-800
Sacramento, CA 95814

RE: Letter of Support for Crescent City Cultural Center Rehabilitation Project

Dear Senator Padilla,

On behalf of the City of Crescent City, I am pleased to offer my strong support for the Crescent City Cultural Center Rehabilitation Project and the City's application for funding through the USDA Rural Development Community Facilities Program.

The Crescent City Cultural Center is one of the most important civic facilities in our community. For more than five decades, it has served as a central gathering place where residents come together for Town Hall meetings, community forums, nonprofit events, cultural celebrations, and educational programs. Its distinctive architecture and redwood construction reflect the natural heritage of our region and our connection to the surrounding redwood forests and Pacific coastline. Today, the facility continues to play a vital role in the civic, cultural, and economic life of Crescent City and the surrounding communities of Del Norte County.

Recognizing the importance of preserving and improving this landmark facility, the Crescent City Council has been actively discussing and evaluating rehabilitation options for several years. Through multiple public meetings and planning discussions, the Council has carefully considered how best to modernize the building while maintaining its historic character and cultural significance. These conversations have consistently highlighted the need to improve accessibility, strengthen the building's role as a visitor gateway, and ensure the facility remains a welcoming space for all members of our community.

Investment in this project will preserve a vital public facility, support local economic activity, and improve quality of life for residents in one of California's most rural and geographically isolated counties. The City of Crescent City is committed to completing this important project and ensuring that the Cultural Center continues to serve our community for generations to come.

Thank you for your consideration and for supporting projects that strengthen rural communities.

Sincerely,

Isaiah Wright
Mayor
City of Crescent City



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: DAVID YEAGER, PUBLIC WORKS DIRECTOR

DATE: MARCH 16, 2026

**SUBJECT: BUDGET ADJUSTMENT FOR VEHICLE AND EQUIPMENT
MAINTENANCE PERFORMED FOR OUTSIDE FIRE DISTRICTS**

RECOMMENDATION

- Approve and adopt Resolution No. 2026-20, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-2026 BUDGET

BACKGROUND/DISCUSSION

The City's Public Works Department employs two mechanics to service the City's vehicles and equipment, including the City's police department vehicles and the Crescent City Fire Department vehicles and equipment. There is an annual budget for materials, labor and equipment for the repair of these City assets.

By way of contract, the City also performs maintenance on the vehicles and equipment of three fire districts outside of the City Fire Department. These are the Crescent Fire Protection District, which services the unincorporated areas outside the city limits, as well as the Smith River Fire Protection District, and the Gasquet Fire Protection District.

ITEM ANALYSIS

The City budgets material and labor expenses for the maintenance service provided to these fire districts. The City also budgets for the corresponding revenue. During the Fiscal Year 2025-2026, the Gasquet Fire Protection District had an expensive repair to a high-pressure turbo fuel system. The Smith River Fire Protection District had an expensive repair to a pump apparatus. These larger cost items depleted the existing fiscal year budgets. To continue to provide service to these fire districts for the balance of this fiscal year the expense budget (and matching revenue) needs to be increased. The existing FY25-26 budget is \$10,500 for the purchase of materials. Staff are requesting an increase of \$8,000 to complete the last four months of the fiscal year.

FISCAL ANALYSIS

Staff request an additional \$8,000 to be placed in the expense budget for the equipment department to cover the costs incurred for the repair of the equipment by these outside fire districts. This expense will be off-set by a corresponding increase to the revenue budget for the billings of these repairs.

STRATEGIC PLAN ASSESSMENT

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

C. Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY

B. Support community organizations that provide measurable services to the community

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

ATTACHMENTS

1. Resolution No. 2026-20 (budget amendment)

City of Crescent City

Surplus Vehicle List
Novmeber 2025

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

RESOLUTION NO. 2026-20

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

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

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

WHEREAS, the City Public Works mechanics perform equipment repair and maintenance for fire districts outside the City, including the Crescent Fire Protection District, the Smith River Fire Protection District, and the Gasquet Fire Protection District; and

WHEREAS, the City bills both the labor and materials for these repairs, therefore, the City's annual Fiscal Year budgets include both a revenue and expense for the service; and

WHEREAS, for FY25-26, the budget for materials will be exceeded as currently budgeted; and

WHEREAS, an amendment to the City's Fiscal Year 2025-26 budget is necessary to increase the authorized expenditures to purchase materials, along with a corresponding increase in revenue.

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)
Equipment Fund	\$8,000	\$8,000

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 16th day of March 2026 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: MARTHA D. RICE, CITY ATTORNEY

DATE: MARCH 16, 2026

SUBJECT: PUBLIC HEARING: SIGNS REGULATIONS UPDATE (MUNI CODE CHAPTER 17.39)

RECOMMENDATION

- Open public hearing
- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Close public hearing
- Waive full reading, read by title only and adopt 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. 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)

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

On February 17, 2026, the City Council reviewed the draft ordinance for introduction and further discussed the nuance that off-site advertising was not limited to digital signs. The Council discussed limiting offsite advertising to digital signs. Ultimately, the motion that was adopted introduced the ordinance with the amendment that off-site advertising be limited to digital signs.

ITEM ANALYSIS

The ordinance as introduced and attached to this staff report for adoption contains the Planning Commission's recommendations with the following changes / additions as directed by the City Council:

	Digital Signs / Off-Site Advertising*
Zoning District	C-2 only
Size Limitation	32 SF max
Distance Requirement	1750 linear feet b/w signs
	*Off-site advertising is limited to digital signs

If the ordinance is adopted at this meeting, then it will be effective in 30 days.

FISCAL ANALYSIS

Adoption of 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. Ordinance No. 861 as introduced (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 recommended 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.

"Curblin" means the line at the face of the curb nearest to the street or roadway. In the absence of a curb, the curblin 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. Off-site advertising is only allowed on digital signs.
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, ~~GZ-R1, GZ-R1B, GZ-R2~~):

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

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

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

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

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

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

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

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

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 area for each linear ft. of frontage plus ½ sq. ft. of sign area for each ft. of frontage for multiple frontages					X				
1 and ½ sq. ft. of sign area for 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-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
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-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
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-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
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 (C2)</u>			
<u>Off-site Advertising</u>						<u>X (C2)</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 17th day of February 2026.

PASSED AND ADOPTED by the City Council of the City of Crescent City at a regular meeting of the City Council held this 16th day of March 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

ADJOURN TO THE
CRESCENT CITY
HOUSING AUTHORITY



**MINUTES
Crescent City Housing Authority
REGULAR MEETING**

OCTOBER 20, 2025 AT 6:00 P.M.

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

Call to order Chairman Altman called the meeting to order at 6:40 p.m.

Roll Call Directors present: Director Jason Greenough, Director Candace Tinkler, and Chairman Ray Altman
Directors absent: Director Daran Dooley and Vice-Chair Isaiah Wright
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst/Board Secretary Robin Altman, and Housing Authority Executive Director Megan Miller

HOUSING AUTHORITY CONSENT CALENDAR

6. HA Meeting Minutes

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

7. 2026 Payment Standard Schedule

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

8. 2026 Utility Allowance Schedules

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

9. Housing Advisory Commissioner Appointments

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

There were no comments from the public.

On a motion by Director Greenough, seconded by Director Tinkler, and carried on a 3-0 polled vote with Director Dooley and Vice-Chair Wright being absent, the Crescent City Housing Authority Board of Directors adopted the consent calendar consisting of items 6-9 as presented.

HOUSING AUTHORITY PUBLIC HEARING

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

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

Chairman Altman opened the public hearing at 6:41 p.m.

Housing Authority Executive Director Miller reported to the Council that HUD is strongly encouraging Public Housing Authorities (PHAs) to transition Emergency Housing Voucher (EHV) families to the Housing Choice Voucher Program (HCV) so that EHV families do not lose assistance and potentially face homelessness. To facilitate this transition, our Administrative Plan needs to be revised to include an EHV preference for waiting list applicants. Director Greenough asked how many were on the program to switch over; Director Miller stated there are 9. Director Tinkler asked if someone needed the EHV, is there another process; Director Miller stated that yes, they can still be on the HCV program. Director Tinkler asked if there was a homeless shelter being planned; Director Miller stated that yes, over on Williams Drive, there are plans for a shelter being done by the County.

Roger Gitlin: asked what the timeline is for housing. *City Manager Wier stated that Harbor Point has a certificate of occupancy and residents will move in this week. Battery Point has been delayed but should be finished in Spring of 2026.*

Chairman Altman closed the public hearing at 6:53 p.m.

On a motion by Director Tinkler, seconded by Director Greenough, and carried unanimously on a 3-0 polled vote, with Director Dooley and Vice-Chair Wright being absent the Crescent City Housing Authority Board of Directors approved and adopted Resolution No. 2025-02, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT CITY HOUSING AUTHORITY AMENDING CHAPTER 4 OF THE ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM.

HOUSING AUTHORITY ADJOURNMENT

There being no further business to come before the Board, Chairman Altman adjourned the meeting at 6:53 p.m. to the next meeting of the Crescent City Housing Authority Board of Directors on Monday, November 17, 2025 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531

ATTEST:

Robin Altman
City Clerk/Administrative Analyst



HOUSING AUTHORITY AGENDA REPORT

TO: CHAIR WRIGHT AND MEMBERS OF THE BOARD

FROM: ERIC WIER, CITY MANAGER

BY: MEGAN MILLER, HOUSING DIRECTOR

DATE: MARCH 16, 2026

SUBJECT: ANNUAL PLAN SUBMISSION FYB26

RECOMMENDATION

- Open the public hearing
 - Hear staff report
 - Technical questions for staff
 - Receive public comment
- Close the public hearing
- Further Board discussion
- Approve and adopt Resolution No. HA2026-01, A Resolution of the Board of Directors of the Crescent City Housing Authority approving and authorizing execution of the FY26 PHA Annual Plan and certifying compliance of the Plan and its related regulations to the Department of Housing and Urban Development.

BACKGROUND

The PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the 5-Year Plan, which the PHA develops once every 5th fiscal year (our last 5-Year Plan was completed in 2025) and the Annual Plan, which is prepared by the PHA every year. The Annual Plan is designed to keep the public, the Board, and HUD updated on the PHA's progress in meeting the goals that were established in the 5-Year Plan, and to identify changes in administrative policies, agency priorities, or new activities where they may have occurred since the time of the last Plan submission.

The Annual Plan is submitted to HUD on a streamlined template which includes specific Plan elements and information on where certain Plan elements that are not required to be reviewed by HUD can be obtained locally. The entire PHA Plan, including all required elements, is made available locally at the Crescent City Housing Authority office and on the City website.

The Plan consists of several components, including the disclosure of financial resources, policy changes, and certification of compliance. A progress statement on the goals outlined in the most recent 5-Year Plan is also included.

FISCAL IMPACT

NONE

ATTACHMENTS

- HUD Form 50075-HP Streamlined Annual PHA Plan Template
- Statement of Housing Needs and Strategy for Addressing Housing Needs
- Deconcentration Policy
- Statement of Financial Resources for FY26
- Significant Amendment Definition
- Resolution No. HA2026-01: PHA Certification of Compliance with PHA Plans and Related Regulations including Required Civil Rights Certifications (HUD-Form 50077-HCV-HP) to be signed by Chair Wright
- Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (HUD-Form 50077-SL) to be signed by Chair Wright
- Resident Advisory Board and Housing Advisory Commission letter of recommendation to Board for approval of proposed PHA Plan

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 09/30/2027

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form. PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	PHA Name: <u>City of Crescent City Housing Authority</u> PHA Code: <u>CA061</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2026</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) <u>662</u> Total Combined _____ PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.

	☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)					
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
					PH	HCV
	Lead PHA:					
B.	Plan Elements					
B.1	Revision of Existing PHA Plan Elements. (a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission? Y N ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs. ☒ ☐ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. ☐ ☒ Financial Resources. ☐ ☒ Rent Determination. ☐ ☒ Homeownership Programs. ☐ ☒ Safety and Crime Prevention. ☐ ☒ Pet Policy. ☐ ☒ Substantial Deviation. ☐ ☒ Significant Amendment/Modification (b) If the PHA answered yes for any element, describe the revisions for each element below: The selection policies identified in our Administrative Plan were revised to include a preference for families at risk of losing housing assistance due to a lack of program funding. This preference was implemented as a result of the unexpected ending of the Emergency Housing Voucher program in 2026. (c) The PHA must submit its Deconcentration Policy for Field Office Review.					

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y N

☐	☒	Choice Neighborhoods Grants.
☐	☒	Modernization or Development.
☐	☒	Demolition and/or Disposition.
☐	☒	Conversion of Public Housing to Tenant Based Assistance.
☐	☒	Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
☐	☒	Homeownership Program under Section 32, 9 or 8(Y)
☐	☒	Project Based Vouchers.
☐	☒	Units with Approved Vacancies for Modernization.
☐	☒	Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

B.3 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

The following three goals were adopted at the time of our last 5-Year Plan (2025).
Examples of the efforts taken to achieve fulfillment of these goals are described below.

Goal One: Expand the supply of affordable housing.

- Executed HAP at Harbor Point (26 PBV's)
- Achieved full utilization of PBV's at The Legacy (30)
- Achieved full utilization of PBV's at Harbor Point (26)
- Achieved full utilization of PBV's at Valhalla Pacific (25)
- Achieved 98% utilization of Mainstream vouchers
- Issued 120 vouchers to applicants selected from waiting list
- Improved voucher success rate by 4%

Goal Two: Deliver excellence in program administration.

- Received "2025 Mainstream Program Award" from HUD for exceptional utilization
- Achieved "High Performer" status, scoring 100% on FY25 SEMAP audit
- Updated Administrative Plan to include an admissions preference for families at risk of losing assistance due to a lack of funding following the unexpected end of the EHV program
- Partnered with Danco property management to create a cohesive leasing plan for Harbor Point, enabling us to achieve full occupancy within 35 days
- Professional training for staff on PBV case management
- Recruitment of two new members for the Housing Advisory Commission

Goal Three: Increase awareness of agency services.

- Established, and broadly advertised, waiting lists for PBV assistance at Harbor Point and Battery Point senior developments
- Agency representation on the NorCal Continuum of Care Del Norte County Advisory Board
- Agency representation on Del Norte County's Coordinated Entry Local Outreach Team
- Agency representation on Del Norte County's Point in Time Committee
- Agency representation at Del Norte County's Point in Time event
- Agency representation on the Vet Cafe Committee

B.4	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N ☐ ☒ (b) If yes, please describe:
C. Other Document and/or Certification Requirements.	
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y N ☐ ☒ (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

C.2	Certification by State or Local Officials. Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Form 50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i> must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y N ☐ ☒ (b) If yes, include Challenged Elements.

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section (24 CFR 903.4).

A.1 Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type,** and the **Availability of Information,** specific location(s) of all information relevant to the public hearing and proposed PHA Plan (24 CFR 903.23(e)).

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table (24 CFR 943.128(a)).

B. Plan Elements.

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location (24 CFR 903.7(a)(2)(i)). Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy (24 CFR 903.7(a)(2)(ii)).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR 903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements 24 CFR 903.7(b). Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists 24 CFR 903.7(b). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV (24 CFR 903.7(b)). Describe the unit assignment policies for public housing 24 CFR 903.7(b).

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources (24 CFR 903.7(c)).

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies (24 CFR 903.7(d)).

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act (24 CFR 903.7(k) and 24 CFR 903.11(c)(1)).

☐ **Safety and Crime Prevention.** A description of PHA’s plan for safety and crime prevention. For High Performing PHAs, the information required by 24 CFR 903.7(m) must be included only to the extent this information is required for PHA’s participation in the public housing drug elimination program and the PHA anticipates participating in this program in the applicable year (24 CFR 903.11(c)(1)).

☐ **Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing (24 CFR 903.7(n)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan (24 CFR 903.7(s)(2)(i)).

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)). For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2019-23(HA), successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2 (24 CFR 903.23(b)).

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the applicable Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **Choice Neighborhoods Grants.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for Choice Neighborhoods Grants; and 2) A timetable for the submission of applications or proposals. The application and approval process for Choice Neighborhoods is a separate process. See guidance on HUD's website at: <https://www.hud.gov/cn> (Notice PIH 2011-47).

☐ **Modernization or Development (Conventional & Mixed-Finance).** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for modernization or development; and 2) A timetable for the submission of applications or proposals. The application and approval process for modernization or development is a separate process. See 24 CFR part 905 and guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4.

☐ **Demolition and/or Disposition.** With respect to public housing only, describe (1) any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) a timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo/ and 24 CFR 903.7(h).

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe (1) any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; (2) An analysis of the projects or buildings required to be converted under Section 33; and (3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at the Special Applications Center (SAC) (<https://www.hud.gov/sac>) and 24 CFR 903.7(j).

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program (including Faircloth to RAD).** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Assistance or Project-Based Vouchers under RAD. Note that all PHAs shall be required to provide the information listed in Attachment 1D of Notice PIH 2019-23(HA) as a significant amendment or its successor notice. See additional guidance on HUD's website at: <https://www.hud.gov/RAD/library/notices>.

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act (24 CFR 903.7(k) and 24 CFR 903.11(c)(1)).

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in (24 CFR 983.55(b)(1)) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites) and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b), 24 CFR 903.7(r)).

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR 990.145(a)(1).

☐ **Other Capital Grant Programs (i.e., Capital Fund Lead Based Paint, Housing Related Hazards, At Risk/Receivership/Substandard/Troubled Program, and/or Emergency Safety and Security Grants).** For all activities that the PHA plans to undertake in the applicable Fiscal Year, provide a description of the activity in the space provided.

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR 903.7(s)(1)).

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section (24 CFR 903.7 (g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided (24 CFR 903.7(p)).

C. Other Document and/or Certification Requirements

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations (24 CFR 903.13(c), 24 CFR 903.19).

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR 903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of 24 CFR 5.150 et. seq., 903.7(o)(1), and 903.15(d).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public (24 CFR 903.23(b)).

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Public reporting burden for this information collection is estimated to average 5.26 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

B.1

Statement of Housing Needs and Strategy for Addressing Housing Needs

Housing Needs

Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists.

The HCV Waiting List

As of January 7, 2026, the City of Crescent City Housing Authority has 536 applicants on its HCV waiting list, 51% of which are Del Norte County residents (271). Applicant household demographics reflect the following:

- Families with disabilities: 216 (40%)
- Elderly Families: 161 (30%)
- Families with children: 162 (30%)

The racial breakdown of applicants is as follows:

- White: 433 (81%)
- Black: 54 (10%)
- Native: 27 (5%)
- Asian: 21 (4%)
- Pacific Islander: 1 (>1%)

61 (11%) of applicants identified as Hispanic/Latino.

Our waiting list has continually remained open, and we typically receive approximately 35 new applications per month, demonstrating the ongoing and active need for affordable housing in our community.

Strategy for Addressing Housing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year.

The City of Crescent City Housing Authority will utilize the following strategies and resources to address the housing needs of our community:

- Maximize lease-up rates and monitor per unit cost trends to serve the maximum number of individuals and families
- Promote opportunities for applicants in Project Based Voucher developments, including outreach for PBV waiting lists
- Apply for special purpose vouchers when opportunities are available
- Partner with developers to bring new affordable housing projects to our community through the commitment of PBV's
- Promote and maintain a positive image of the Housing Choice Voucher program in our community to encourage landlord participation
- Develop and maintain strong partnerships with other agencies that offer supportive services to low-income families
- Provide a current listing of available rentals within our community, accessible in our office and online at our website
- Provide a directory of local resources and services available to low-income families and individuals in our community
- Provide maps of the local community to assist families in locating available rental units
- Provide literature and publications which assist members of the public in understanding the rights and responsibilities of both tenants and landlords

Revision of PHA Plan Elements

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions

The selection policies in our Administrative Plan were revised to include a preference for families at risk of losing housing assistance due to a lack of program funding. This preference was implemented in response to the unexpected ending of the Emergency Housing Voucher program in CY26.

Deconcentration Policy

"It is CCHA's goal to select sites for PBV housing that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal, the CCHA will limit approval of sites for PBV housing in census tracts that have poverty concentrations of 20 percent or less.

However, the CCHA will grant exceptions to the 20 percent standard where the CCHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:

A census tract in which the proposed PBV development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;

A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;

A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;

A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;

A census tract where there has been an overall decline in the poverty rate within the past five years; or a census tract where there are meaningful opportunities for educational and economic advancement.”

Financial Resources

PHA Anticipated Resource	Planned \$	Planned Uses
Annual Contributions Contact (ACC) for HCV Assistance (2026)	\$3,842,066 (estimate) \$3,571,467 HCV/VASH (622) \$270,599 MSV (40)	Rental assistance: 662 is the maximum number of households that can be assisted (VASH and MSV included)

Significant Amendment and Substantial Deviation/Modification

The CCHA hereby defines “substantial deviation” and “significant amendment” as any change in policy which significantly alters the Authority’s stated mission. This would include changes to rent or admissions policies, and organization of the waiting list. Discretionary or administrative revisions consistent with the Authority’s stated overall mission and basic objectives will not be considered substantial deviations or significant modifications.

B.2

New Activities (N/A)

Revisions to Administrative Plan: The selection policies in our Administrative Plan were revised to include a preference for families at risk of losing housing assistance due to a lack of program funding. This preference was implemented in response to the unexpected ending of the Emergency Housing Voucher program in CY26.

Other Document and/or Certification Requirements to be submitted with PHA Plan

B.4—Civil Rights Certification; Board Resolution HA2026-01—PHA Certifications of Compliance with the PHA Plan and Related Regulations

B.5—Certification by State or Local Officials

B.7—Resident Advisory Board Comments

Certifications of Compliance with PHA Plan and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires: 09/30/2027

PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ☒ Annual PHA Plan, hereinafter referred to as “the Plan,” of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 7/1/26, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a signed certification by the appropriate State or local official (form HUD-50077-SL) that the Plan is consistent with the applicable Consolidated Plan, which includes any applicable fair housing goals or strategies, for the PHA's jurisdiction and a description of the way the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the Resident Advisory Board (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the way the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - i. The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - ii. The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - iii. The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours. Where possible, PHAs should make documents available electronically, for public inspection upon request.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment. The PHA ensured all notices and meetings provided effective communication with persons with disabilities and further provided meaningful language access for persons with Limited English Proficiency (LEP).
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs.
7. The PHA will affirmatively further fair housing, in compliance with the Fair Housing Act, 24 CFR § 5.150 et seq., 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering

fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies should be designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies should include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module and/or its successor system: the Housing Information Portal (HIP) in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination based on age pursuant to the Age Discrimination Act of 1975.
10. In accordance with the Fair Housing Act, the PHA will not base a determination of eligibility for housing on actual or perceived sexual orientation, or marital status and will not otherwise discriminate because of sex (including sexual orientation).
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, 'Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped' for people with physical disabilities.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implement the regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 2 CFR 200.302 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.

20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to always be available at all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA and, where possible, should be made available for public inspection in an electronic format.
22. The PHA certifies that it is following all applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

City of Crescent City Housing Authority
PHA Name

CA061
PHA Number/HA Code

☒ Annual PHA Plan for Fiscal Year 2026

☐ 5-Year PHA Plan for Fiscal Years 20____ - 20____

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802)

Name of Executive Director: Megan Miller		Name Board Chairman: Isaiah Wright	
Signature:	Date: 3/16/26	Signature:	Date: 3/16/26

This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires: 09/30/2027

Civil Rights Certification

Annual Certification and Board Resolution No. HA2026-01

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 7/1/26, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), the Violence Against Women Act (34 U.S.C. § 12291 *et seq.*), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. The PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR § 5.150 *et seq.*, 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies are designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

City of Crescent City Housing Authority

PHA Name

CA061

PHA Number/HA Code

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802)

Name of Executive Director:

Megan Miller

Name of Board Chairperson:

Isaiah Wright

Signature:

Date: 3/16/26

Signature:

Date: 3/16/26

The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires: 09/30/2027

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Isaiah Wright, the Board Chair
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal
year 2026 of the City of Crescent City Housing Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including any applicable fair housing goals or
strategies to:

County of Del Norte
Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR Part 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

Activities includes in the FY26 Annual Plan are consistent with the priorities included in the State
Consolidated Plan, which include providing safe, decent, and affordable housing
opportunities for low income families, expanding the supply of affordable housing supply by applying for
additional vouchers when available, and collaborating with other local entities serving low income families.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly
submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil
and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Name of Authorized Official:	Title:
Isaiah Wright	Board Chair
Signature:	Date:

This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions,
searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding
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are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**CITY OF CRESCENT CITY HOUSING AUTHORITY
ADVISORY COMMISSION
235 "H" STREET
CRESCENT CITY, CA 95531
(707) 464-9216
FAX (707) 464-2692**

January 20, 2026

Board of Directors
City of Crescent City Housing Authority
377 J Street
Crescent City, CA 95531

RE: FY 2026 Annual PHA Plan for City of Crescent City Housing Authority

Dear Board of Directors,

Please be advised that the Advisory Commission and Resident Board have been provided with the draft of the above-referenced Plan, including all attachments and supporting documentation, and given ample time to review and comment on the material. The Advisory Commission and Resident Board examined the Certification of Compliance/Board Resolution, and we have determined that it is supported by the City of Crescent City Housing Authority's Annual Plan for FY 2026. All members expressed support for the Plan as presented to us.

The Housing Advisory Commission and Resident Board recommend approval of the City of Crescent City Housing Authority's FY 2026 Annual Plan by the Housing Authority Board of Directors.

Respectfully,

A handwritten signature in black ink that reads "Everett Young". The signature is written in a cursive, flowing style.

Everett Young, Chairman
Housing Advisory Commission, Resident Advisory Board
City of Crescent City Housing Authority

CITY COUNCIL AGENDA REPORT



TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: MARCH 16, 2026

SUBJECT: WATER RATE STUDY

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Approve the 2026 Water Rate Study prepared by Rural Community Assistance Corporation (RCAC)
- Direct staff regarding water rates to be brought back in ordinance form for Council consideration

BACKGROUND

The City provides water service to Crescent City and the surrounding area, serving approximately 16,000 people. The water system is recorded in an enterprise fund, ensuring that water system revenues and expenses are kept separate from other City services. An enterprise fund is intended to collect sufficient revenues from the users of its service to fund the full cost of providing the service.

The City has worked with RCAC to examine the current rate structure, revenues, and expenses of the water fund projected over the next five years. RCAC has completed the attached report with recommendations for rate adjustments to ensure the fiscal health and sustainability of the water fund.

ITEM ANALYSIS

The current water rates were set in an ordinance adopted by the City Council on December 16, 2013. Ordinance No. 777 set the water rates to be adjusted in January 2014 and each July from 2014 through 2017. The rates have not been adjusted since July 2017 (Fiscal Year 2017-18).

The State Water Resources Control Board provided funding for RCAC to complete a water rate study for the City, which is presented tonight for Council approval. The study uses information provided by City staff to analyze and project the next five years of revenues and expenses and to recommend a new rate structure that is equitable and provides sufficient revenue to fully fund the cost of services. The information provided included prior financial reports, the 2013 water rate study, customer billing data, current year budgets, and planned capital improvement projects.

City staff have discussed a projected shortfall in the water fund at multiple public meetings over the last several years. Although the working capital in the water fund is sufficient for current needs, projected expenses over the next five years (including inflation, major maintenance, capital improvements, and recommended reserves) will outpace revenues at the current rates. As that happens, the working capital balance would decrease to an unsustainable level. The five-year projection in the attached study shows a loss of approximately \$8.4 million if the projected expenses and capital improvements are completed but revenues are not increased to match.

In order to keep the water fund sustainable and to continue to provide safe drinking water, maintain essential infrastructure, and comply with federal, state, and local requirements, the study recommends changes to the rate structure.

The rate-setting process involves four steps:

1. Revenue requirement – calculate the total amount of revenue needed to fully fund the water system for the five-year period (including operating costs, maintenance, capital improvements, debt service, and reserves)
2. Cost of service analysis – evaluate the costs associated with providing the water service, including fixed costs (these costs do not change depending on the amount of water provided) and variable costs (costs that do change depending on the amount of water provided)
3. Rate design – determine how to structure the rates based on the cost-of-service analysis, considering customer classes (residential, commercial, etc.), water usage, and equity
4. Proposition 218 process – constitutional requirements for property-related charges such as water rates, including how rates are designed, noticing requirements, and the opportunity for public participation

Revenue requirements were calculated based on the current adopted budget (FY 2025-26) forecasted forward for the next five years (FY 2026-27 through FY 2030-31). The projected expenses include an assumed rate of inflation (4% for most items, adjusted for specific line items such as insurance and electricity costs based on recent City experience), the five-year capital improvement plan, and recommended reserves (at least 90 days of operating expenses, an emergency reserve, and a capital replacement reserve). The City does not currently have any outstanding loans in the water fund, but the five-year capital improvement plan anticipates debt funding for projects beginning in FY 2027-28 (Amador tank rehabilitation, Washington tank rehabilitation, and elevated

tank removal). The revenue requirement includes the anticipated debt service for these projects.

The cost-of-service analysis allocates these costs as fixed or variable, in order to properly set rates for various customer classes and water usage.

The recommended rate design is different from the current rate structure in several ways. The changes are all for the purpose of complying with Proposition 218, which requires the rates to be based on the cost of providing service to the different customer classes. One important change is the current rate structure includes 500 cubic feet of water in the base monthly charge. This means a customer who uses 500 cubic feet of water is currently charged the minimum monthly bill, but a customer who uses 100 cubic feet of water is charged the same minimum monthly bill. Under Proposition 218 case law, this is not equitable. Therefore, the proposed rates remove the 500 cubic feet from the base monthly rate; the recommended rates are a flat monthly fee for each customer class based on the fixed costs associated with providing access to the water system for that class, and then all water usage would be billed at the variable rate for the costs associated with providing water to that customer class.

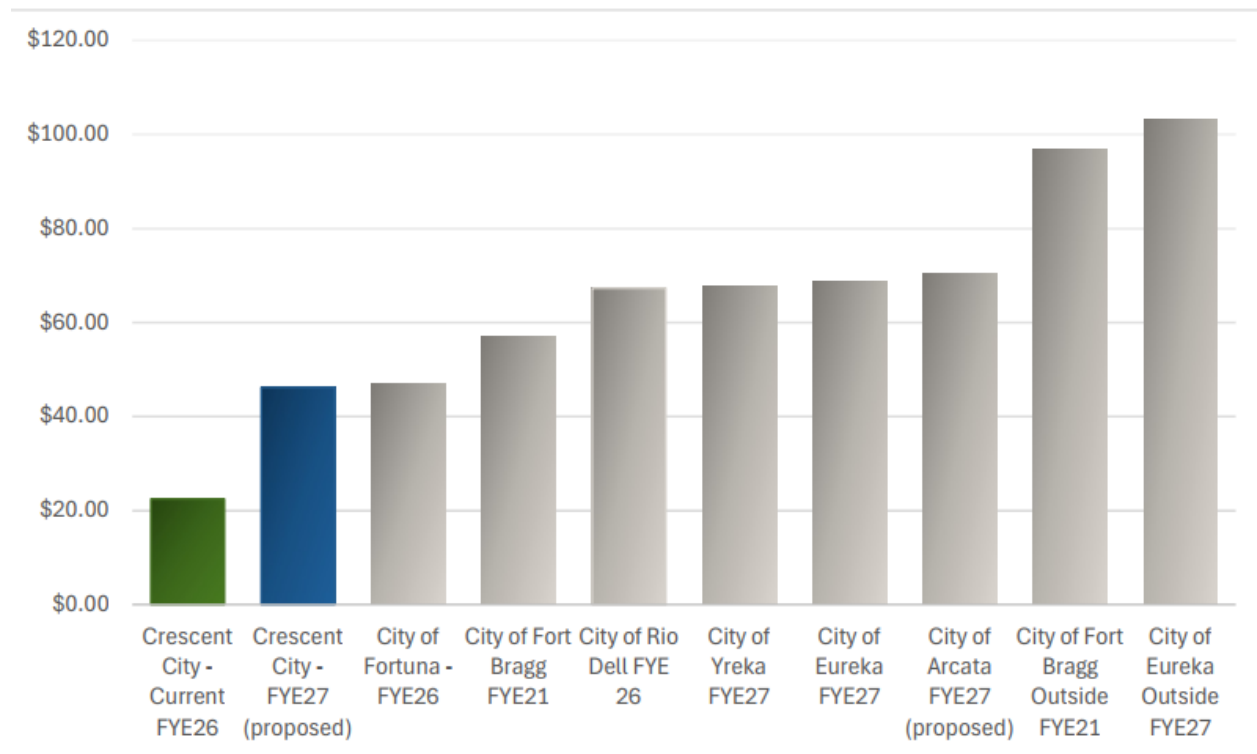
Other changes include the allocation of costs to customer classes using standardized meter capacity ratios from the American Water Works Association's Principles of Water Rates, Fees, and Charges, and changes to the rates for fire service based on the Maine Water Utilities Association Committee on Fire Protection.

The recommended rates developed by the study are summarized below:

Proposed Rates	Current Rates	2027	2028	2029	2030	2031
3/4" Meter	\$22.49	\$34.90	\$36.60	\$38.47	\$40.52	\$42.79
1" Meter	\$31.66	\$58.16	\$61.00	\$64.12	\$67.54	\$71.31
1.5" Meter	\$50.35	\$116.32	\$122.01	\$128.24	\$135.08	\$142.62
2" Meter	\$76.85	\$186.11	\$195.22	\$205.18	\$216.13	\$228.19
3" Meter	\$113.24	\$372.22	\$390.43	\$410.37	\$432.26	\$456.38
4" Meter	\$147.93	\$581.59	\$610.05	\$641.20	\$675.41	\$713.09
6" Meter	\$210.95	\$1,163.18	\$1,220.10	\$1,282.40	\$1,350.82	\$1,426.18
4" Fire Service	\$13.33	\$10.97	\$11.41	\$11.86	\$12.34	\$12.83
6" Fire Service	\$17.60	\$31.84	\$33.12	\$34.44	\$35.82	\$37.25
8" Fire Service	\$26.28	\$67.87	\$70.59	\$73.41	\$76.35	\$79.40
Usage (per HCF)	\$2.62	\$2.26	\$2.36	\$2.48	\$2.60	\$2.74
Prison Rate (per Thousand Gallons)	\$3.11	\$6.48	\$6.89	\$7.34	\$7.84	\$8.39
AIRB* Monthly Bill (500 cubic feet)	\$22.49	\$46.18	\$48.41	\$50.86	\$53.55	\$56.50
AIRB* Percent Increase		99.74%	4.82%	5.04%	5.26%	5.51%
AIRB* Affordability	0.76%	1.57%	1.64%	1.73%	1.82%	1.92%

*AIRB = Average ¾" Inside City Limits Residential Customer Bill

Even with the recommended rate increase, Crescent City's water rates would remain lower than other water systems in our region.



NEXT STEPS

Staff recommends the City Council approve the attached water rate study and provide direction to bring a water rate ordinance back for Council consideration. Once the ordinance is introduced, the Prop 218 process will begin. A formal notice will be mailed to every affected property owner and ratepayer explaining the proposed rates and their opportunity to protest the rate increase. Each parcel is able to submit one valid protest (this can be submitted by either the property owner or the ratepayer).

The Council will also set a public hearing date, which must be at least 45 days after the notice period begins. At the public hearing, property owners and ratepayers will have the opportunity to address the City Council regarding the proposed rates. The public hearing will also officially close the protest period. The protests received will be validated and counted. If valid protests from 50% + 1 of the total number of eligible parcels are received, the rate increase is not allowed to proceed. If fewer than 50% + 1 valid protests are received, the Council may adopt the ordinance and implement the new rate structure.

If the recommended rates are adopted, they would be effective July 1, 2026. Since water service is billed in arrears (the month after the water is used), most customers would see the first increase on their bill in August 2026.

FISCAL ANALYSIS

The rate study project was 100% funded by the State Water Resources Control Board. Approval of the final report does not have a direct fiscal impact.

If the Council directs staff to develop an ordinance to implement rate changes, there will be costs associated with the Prop 218 process to mail notices to all affected property owners and ratepayers. If new rates are adopted, the increased revenues will be reflected in the water fund and help ensure the long-term sustainability of the fund.

STRATEGIC PLAN ASSESSMENT

This report addresses the following strategic plan goals:

- 1(D): Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs
- 3(B): Maintain responsible fiscal management and accountability

ATTACHMENTS

1. 2026 Water Rate Study prepared by RCAC

CA DRINKING WATER

City of Crescent City

Water Rate Study

Draft Final Report – February 2026

Assistance Request #6775



March 10, 2026

Emma Blankenship
Water Resource Control Engineer
Small Community Technical Assistance
SWRCB - Division of Financial Assistance
1001 I Street, 16th Floor
Sacramento, CA 95814

Subject: AR 6775, CITY OF CRESCENT CITY WATER RATE STUDY

Dear Emma,

Enclosed please find the final report for the City of Crescent City Water Rate Study.

The report consists of a discussion of the water system's current financial condition, projected financial condition, and recommended rate option.

The rate study process typically includes the following key milestones, though not all steps may be applicable in every instance:

- Preliminary Rate Discussions – Engaged with water system staff to review initial findings and discuss potential rate adjustments.
- Initial Rate Findings Presentation – An overview of the preliminary rate study results is scheduled to be presented to the board on March 16, 2026.
- Final Rate Recommendations – The final proposed rates, reflecting any revisions from initial discussions, are scheduled to be presented to the board on April 6, 2026.
- Proposition 218 Hearing – a Proposition 218 hearing is scheduled for June 1, 2026, to allow for public input and formal consideration of the proposed rates.

If you have additional questions, please feel free to contact me at (916) 508-3031.

Sincerely,

Kim Bennett

Kim Bennett
Regional Field Manager
RCAC Community & Environmental Services

Enclosure: City of Crescent City Water Rate Study
Eric Weir, City Manager, City of Crescent City
Linda Leaver, Finance Director, City of Crescent City
Martha Rice, City Attorney, City of Crescent City
David Yeager, Public Works Director, City of Crescent City
Samantha Ryan, Assistant Field Manager, RCAC – Community & Environmental Services



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Submittal Details

Final Report Date

March 10, 2026

Community Contact Information

City of Crescent City
377 J St
Crescent City, CA 95531
707-464-7483

Submitted to:

Emma Blankenship, Water Resource Control Engineer
Small Community Technical Assistance, SWRCB Division of Financial Assistance

Eric Weir, City Manager
City of Crescent City

Linda Leaver, Finance Director
City of Crescent City

Martha Rice, City Attorney
City of Crescent City

David Yeager, Public Works Director
City of Crescent City

Submitted by:

Samantha Ryan, Assistant Field Manager
Rural Community Assistance Corporation - Community & Environmental Services
Email: Samantha.ryan@rcac.org / Phone: 707-572-7465

Executive Summary

RCAC conducted this water rate study on behalf of City of Crescent City (City) to establish rates that allow the City to operate and maintain the water system for the next five years and collect the necessary reserves for emergencies and capital improvements. RCAC analyzed data for fiscal year ending 2024 (FYE 2024), FYE 2025 and budgeted data for FYE 2026 to set rates for FYE 2027 through FYE 2031.

The City's current water rates were established on Dec. 16, 2013, through the adoption of Ordinance Number 777. The ordinance set annual rate increases through FYE 2018. The industry standard is to conduct a water rate study every five years to ensure revenues are covering expenses and costs are being applied to customer classes in a fair and equitable manner. This is essential for public entity water systems, which must ensure rate structures are consistent with current Proposition 218 case law. Proposition 218 has specific legal guidance on what is considered fair and equitable ways to distribute costs among customers.

The City requested a water rate analysis for the following reasons:

- To ensure full cost recovery, including operational costs, capital projects, debt, and other expenditure requirements.
- Evaluate the rate structure to ensure compliance with current Proposition 218 requirements and case law.

During the rate study analysis, RCAC determined that, for the test year ending FYE 2026, the City's projected operational revenue is expected to fall short of the level required to fully support the adopted budget. As a result, the City may need to implement cost reductions during the fiscal year to align expenditures with available funding. The City's Capital Improvement Program (CIP) is supported by anticipated grant funding, but additional rate revenues are necessary to fully implement the program, and project timelines may be adjusted if grant funding does not materialize. Over the FYE 2027 through FYE 2031 period, the City must increase annual water rate revenues by approximately 16.8% to restore financial sustainability and fully fund operating, capital, and reserve requirements. This revenue adjustment can be achieved through a variety of rate structure strategies. Carefully evaluating these structural options allows the City to meet its revenue target while aligning rates with Proposition 218 cost-of-service principles, financial goals, equity considerations, and long-term system sustainability.

RCAC and City staff explored several rate options that produce rates that are affordable and fair to its customers while also allowing the City to operate and maintain the water system in a way that ensure customers are provided with continuous, safe drinking water. The proposed rate option collects for the true cost of service which includes fully funding the operational and maintenance needs of the City and the planned 5-year CIP. Alternative options were evaluated, including applying a uniform annual percentage increase, phasing in rate adjustments over the five-year study period, and reducing the Capital Improvement Program. However, these

approaches generally resulted in higher rates by FY 2031 compared to the proposed option and/or delayed the City's ability to leverage available grant funding.

RCAC recommends the City:

- Adopts the proposed rates

Proposed Rates	Current Rates	2027	2028	2029	2030	2031
3/4" Meter	\$22.49	\$34.90	\$36.60	\$38.47	\$40.52	\$42.79
1" Meter	\$31.66	\$58.16	\$61.00	\$64.12	\$67.54	\$71.31
1.5" Meter	\$50.35	\$116.32	\$122.01	\$128.24	\$135.08	\$142.62
2" Meter	\$76.85	\$186.11	\$195.22	\$205.18	\$216.13	\$228.19
3" Meter	\$113.24	\$372.22	\$390.43	\$410.37	\$432.26	\$456.38
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AIRB* Percent Increase		99.74%	4.82%	5.04%	5.26%	5.51%
AIRB* Affordability	0.76%	1.57%	1.64%	1.73%	1.82%	1.92%

*AIRB = Average ¾" Inside City Limits Residential Customer Bill

- Select a rate that collects for the true cost of service.
- Select a rate option that follows current Proposition 218 case law, which includes having no usage allocation incorporated into the base rate.
- Select a rate option that ensures a sustainable water system while also assessing the affordability to your customers.
 - The State Water Resources Control Board drinking water needs assessment measures affordability by dividing the annual bill (assuming 600 cubic feet or 4,388 gallons of water usage per month) by the median household income (MHI). Based on the %MHI, water system bills are categorized as no risk, medium risk, or high risk for affordability.

State Water Resources Control Board Needs Assessment: Affordability as %MHI		
No Risk	Medium Risk	High Risk
<1.5%	1.5% - 2.5 %	>2.5%

- RCAC's rate model calculates affordability by taking the average residential bill for the water system and divides it by the MHI.
- Review revenues versus expenditures every year to ensure that the rates cover all costs to the system.
- Continue to be transparent. Successful utilities are those that are transparent to their customers regarding their day-to-day operations, including successes and struggles. Promote your services to your customers and continuously educate them on why it is necessary to raise and adjust rates.
- Continue to be prudent in keeping costs down for your customers and exploring ways to increase non-operational revenue.

Introduction

About RCAC

Founded in 1978, RCAC provides training, technical, and financial resources, and advocacy so rural communities can achieve their goals. Since 1978, our dedicated staff and active board, coupled with our key values: leadership, collaboration, commitment, quality, and integrity, have helped effect positive change in rural communities across the West.

RCAC's work includes environmental infrastructure (water, wastewater, and solid waste facilities); affordable housing development; economic and leadership development; and community development finance. These services are available to communities with populations of fewer than 50,000, other nonprofit groups, tribal organizations, farm workers, colonias and other specific populations. Headquartered in West Sacramento, California, RCAC's employees serve rural communities in 13 western states and the Pacific islands.

This rate study was funded by Safe and Affordable Funding for Equity and Resilience (SAFER) Program, for which RCAC is a Technical Assistance Provider. This rate study was performed under the capacity development program at RCAC (SAFERTRAIN). This study was provided at no cost to the City due to their distinction as a disadvantaged community.

Purpose of a Rate Study

An accurate and useful rate analysis not only identifies the total annual revenue required by a utility to conduct its normal day-to-day operations, but it also anticipates and plans for future operating and capital needs. Furthermore, the analysis attempts to determine whether the projected revenue under existing rates will satisfy those needs. The primary objective of this process is to ensure that the utility can obtain sufficient funds to develop, construct, operate, maintain, and manage its water system on a continuing basis, in full compliance with federal, state, and local requirements.

Governing Body Responsibilities

Governing body responsibilities for the water system include maintaining sufficient revenue and reserves to provide for ongoing maintenance for the foreseeable future. The ultimate responsibility of the governing body is to ensure preserved public health and compliance with environmental regulations.

All findings and conclusions of this rate study are RCAC's professional assessment and are not a directive for action to the community. Whereas RCAC strongly recommends its finding to the community, the governing body must act in accordance with the water system's governing documents as well as state and federal laws to enact RCAC recommendations in whole or in part.

Disclaimer

The findings, recommendations and conclusions contained in this rate analysis are based on financial information provided to RCAC by the water system. Although reasonable care was taken to ensure the reliability of this information, no warranty is expressed or implied as to the correctness, accuracy or completeness of the information contained herein. Any action taken on the basis of such findings, recommendations or conclusions is undertaken at the discretion of the water system. In no event will RCAC or its partners, employees or agents be liable for any decision made or action taken in reliance on the information contained in this analysis.

Guiding Principles in a Rate Study

Rates should be:

- **Sustainable** - Rates should cover the costs of the system to provide safe drinking water into the foreseeable future. This includes operations, repairs, interest, loan principal, capital replacement, and all other costs related to providing safe drinking water.
- **Fair** - Rates should be fair to all rate payers. While the costs should not exceed the costs of providing the service, they do need to capture the true costs of service. Low rates for current customers will require high rates for future customers.
- **Justifiable** - Rates must be based on actual needs of the water enterprise system. The water enterprise system expenses and revenue should be tracked separately from other funds.
- **Water conservation** - Water conservation is a key element of rate studies. Clean and safe water is limited, and inappropriate use of this resource negatively impacts community members.
- **State or funder specific requirements** – Some water systems may have state or funder requirements to maintain certain financial indicators and reserve levels. Regardless of any requirements, the governing body is obligated by its responsibilities to provide for sufficient reserves and long-term sustainability.

Rate Setting Process

A water rate study typically consists of three to four main components:

- **Revenue Requirement** – This component calculates the total revenue needed to cover the utility's operating costs and debt obligations.
- **Cost of Service Analysis** – This component evaluates the cost allocations associated with providing water services, including fixed and variable costs. It ensures that rates are aligned with the actual way a water system incurs costs when providing water service.
- **Rate Design and Rate Setting** – This step involves determining how to structure the rates based on the cost-of-service analysis. It considers factors like customer classes

(residential, commercial, etc.), water usage patterns, and equity, aiming to create a fair and sustainable rate system. Based on this, the appropriate rates are set to ensure financial stability and regulatory compliance.

- **Proposition 218 Process (applicable for public entities in California)** – This process ensures transparency and public participation in the decision-making surrounding water rate changes.

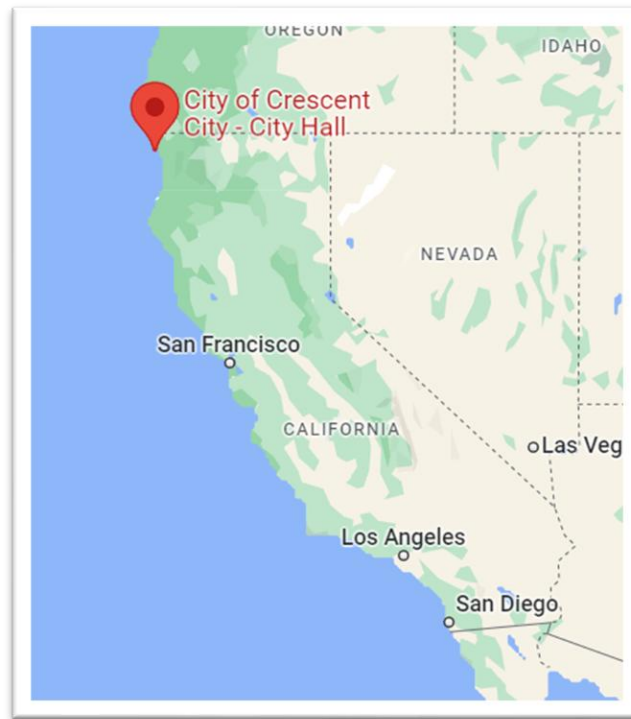
Together, these components help ensure that a water system can provide reliable service through fair and equitable rates while maintaining financial sustainability.

RCAC uses a cash-needs approach to develop revenue requirements to ensure there is sufficient revenue to recover total cash requirements for the 5-year time period of this rate study. This approach uses a format very similar to how many water systems develop an annual budget. While there are several methods to allocate costs, since RCAC mainly works with small, disadvantaged water systems, it is typical for RCAC to use a fixed vs variable cost allocation. The revenue requirement approach and cost allocation methodology used in this rate study can be found in the Rate Design and Options Section under Key Assumptions.

Water System Basic Statistics

Community

The City of Crescent City is in Del Norte County on the Northern Coast of California about 20 miles south of the Oregon border. The City has a population of about 6,000 and its water service boundary serves approximately 16,000 people.



The incorporated city is overseen by a five-member city council, where council members are elected to four-year terms. The City is managed by a city manager that oversees approximately 85 employees. The city's economy is driven by governmental activities, fishing, agriculture, tourism, and timber. However, the long-term outlook for the fishing and timber industries are uncertain.

Pelican Bay State Prison is the largest water user in the system and has a contract with the City for water service. According to the California Department of Corrections and Rehabilitation February 2026 Monthly Report of Population, the prison has the capacity to house 1,804 inmates and employs 2,429 people. It is estimated that there are approximately 1,706 inmates in the prison.

The median household income in the City is \$35,340 according to the 2024 American Community Survey. The MHI is less than 60% of the current statewide MHI, making Crescent City a severely disadvantaged community.

System Description

The City is a public water system classified as a Community Water System and operates as public entity.

The water system pulls water from the Smith River through a Ranney well, which has the capability of pumping 5.9 million gallons per day (2.181 billion gallons per year). The average daily usage is 1.531 MGD. Water is chlorinated at a treatment facility off Kings Valley Road and

conveyed to its customers in over 100 miles of pipeline, ranging from small service lines up to 24" water mains. The distribution system also includes three tanks (50,000-gallon elevated storage tank, four-million-gallon Washington Tank, and 1.5-million-gallon Amador tank) and three booster stations.

The City maintains a Capital Improvement Program (CIP) that includes an ongoing annual budget for the replacement of water mains, equipment, and vehicles to support long-term system reliability. In recent years, the City has advanced several key infrastructure initiatives, including groundwater well and pump improvements, SCADA upgrades, implementation of automated meter reading (AMR), tank rehabilitation and upgrades, and system-wide surge protection enhancements.

Over the next five years, the City plans to continue proactive system maintenance through the regular replacement of water mains, equipment, and vehicles, while completing the automated meter reading project, advancing tank rehabilitation efforts, and investing in critical resiliency improvements such as a backup generator and redundant pipeline segments in key areas of the distribution system.

Current Water Rate Structure

The last rate study for the City occurred in 2013. The rates were adopted via Ordinance Number 777 on December 16, 2013, setting rates through FYE 2018. The current rate structure for the water system is a monthly base rate that varies by meter size and includes a 500 cubic foot allotment per month and a flat usage rate per 100 cubic feet after the allotment has been met. There is also a special contract with the Prison, which has its own State water permit, and separate fire charges for services that are only meant for fire protection.

Description	Current Rate
3/4" Meter	\$22.49
1" Meter	\$31.66
1.5" Meter	\$50.35
2" Meter	\$76.85
3" Meter	\$113.24
4" Meter	\$147.93
6" Meter	\$210.95
4" Fire Service	\$13.33
6" Fire Service	\$17.60
8" Fire Service	\$26.28
Usage (per HCF)	\$2.62
Prison Rate (per Thousand Gallons)	\$3.11
Average 3/4" Inside Residential Bill (500 cubic feet)	\$22.49
Affordability (Average 3/4" Inside Residential Bill)	0.76%

The current rate structure can also be seen in Exhibit A.

The affordability of these rates for the average residential customer is 0.76 percent, as a measure of the percentage of the average residential customer's annual income that goes toward paying the average annual residential water bill in the water system.

Customer Water Use Statistics

Water demand varies by month, meter size, and customer class. The City typically experiences higher water usage during the late summer months, which can significantly influence revenue trends. As a result, revenues may appear stronger in the early months of the fiscal year and taper off as seasonal demand declines.

The City should also closely monitor water usage at the Prison, as this large customer accounts for approximately 15–25% of total system demand. Variations in usage from this single customer can materially impact overall water sales and revenue stability.

A summary of customer water usage data can be found in Exhibit B.

Future Population and Usage Projections

The United States Census shows a growth rate in the area as -7.0 percent per year, from April 2020 through July 2024. The City's 2020 Urban Water Management Plan estimated population growth to range from -0.49 to -0.54 percent per year. Looking at recent water usage data, the City has been seeing an approximate annual decline of 1.5% in water usage, a smaller adjustment of -0.05% was applied in the model to avoid overestimating revenue impacts.

Financial Condition and Analysis

Current Financial Policies

The financial policies of a public water system play a crucial role in ensuring the system's sustainability and effectiveness. These policies provide a framework for budgeting, revenue generation, expenditure control, debt management, and financial reporting. They help maintain financial stability, promote transparency, and ensure that the water system can meet current and future needs. By adhering to these policies, a public water system can effectively manage its resources, maintain the trust of its stakeholders, and continue to provide reliable and high-quality services to the community.

RCAC did not conduct a policy review as part of this rate study. Agreements between the City and community services districts and the prison were reviewed to understand how they may affect the rate study.

Current Financial Indicators

Water Fund Balance

The estimated working capital balance in the water fund at the end of the test FYE 2026 is \$2,872,145. The current working capital balance is slightly above the minimum target of \$2,251,694, which is intended to cover three key reserves: 90 days of O&M costs, a replacement Ranney well pump for emergencies, and the average annual revenue needed to support the CIP. While maintaining a balance modestly above this minimum provides a buffer for unexpected expenses, the City's current CIP assumptions rely heavily on grants. If grant funding does not materialize as expected, maintaining a reserve above the minimum may be particularly prudent. Conversely, if near-term projects are well-funded through grants, the City could consider capping the reserve closer to the minimum, while still preserving sufficient contingency for operational and capital risks.

Operating Cash Flow

The operating cash flow for the City has shown a downward projection over recent fiscal years. Although the actual working capital has shown some increases, this was due to not fully implementing the needed capital improvement plans. As those improvements are constructed, the projected working capital is projected to decrease. In the test year of FYE 2026, operational revenue is estimated to be below the level needed to fully support the adopted budget, requiring the City to implement cost reductions during the fiscal year to align expenditures with available funding. Additionally, the water system is not fully funding its CIP which causes needed infrastructure projects to be delayed.

Revenue Requirement

A revenue requirement for a water system refers to the total amount of money a utility must collect from its customers to cover all its costs. This includes operating expenses, taxes, debt payments, and costs to replace capital assets.

Current Budget

The objective of a budget is to ensure that the utility generates adequate revenue to cover the anticipated costs as they occur. The basic components of the budget include combined cash balances, operating and non-operating revenue, operation and maintenance expense, debt service (principal and interest payments) on borrowed funds, capital costs, reserves, and other cash payments (such as payments in lieu of taxes). Because debt covenants may impact the cash needs of the utility, it is also important to examine these restrictions as well.

A water system should develop and adopt an annual budget every fiscal year prior to the start of the fiscal year. The City was able to provide actuals for FYE 2024 and FYE 2025 and an adopted budget for FYE 2026.

Over the past several years revenues have covered expenses, but the City often finds ways to reduce costs throughout the year to ensure a balanced budget. Additionally, the water system

delays CIP projects if funding is not available. Underfunding operational budgets and reserves is not considered a financially sustainable method for managing a water system.

In 2026, the current revenue is not expected to cover current operational expenses. Costs have been increasing mainly due to inflation. The actuals and current budget can be seen as part of the rate study budget projections in Exhibit D.

Current Dedicated Reserves

Reserves are an accepted way to stabilize and support a utility's fiscal management. Small systems usually fund the operating expenses but often do not consider putting money aside for a specific upcoming financial need or project, or for an amount that can be used to provide rate stabilization in years when revenues are unusually low, or expenditures are unusually high. The rationale for maintaining adequate reserve levels is twofold. First, it helps to ensure that the utility will have adequate funds available to meet its financial obligations in times of varying needs. Second, it provides a framework around which financial decisions can be made to determine when reserve balances are inadequate or excessive and what specific actions need to be taken to remedy the situation.

Utility reserve levels can be thought of as a savings account. Reserve balances are funds that are set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. Common reserve balances are established around the following four areas: operating reserve, capital improvements and replacement, emergency, and debt service reserve. These balances are maintained to meet short-term cash flow requirements, and at the same time, minimize the risk associated with meeting financial obligations and continued operational needs under adverse conditions.

The annual reserve goals can be seen in the general & administrative expenses in Exhibit D.

Operating Reserve

Operating reserves are established to provide the utility with the ability to withstand short-term cash flow fluctuations. There can be a significant length of time between when a system provides a service and when a customer pays for that service. In addition, a system's cash flow can be affected by weather and seasonal demand patterns.

The State of California Water Resources Control Board conducted a needs assessment in 2024. The results of their findings are outlined in the table below.

State Water Resources Control Board Needs Assessment: Cash on Hand Valuation		
No Risk	Medium Risk	High Risk
>90 Days	30 – 90 Days	< 30 Days

Because of potential delays in collecting payment, many utilities attempt to keep an amount of cash equal to at least 90 days or 25 percent of their annual cash O&M expenses in an operating

reserve to mitigate potential cash flow problems. In discussions with the water system, it was determined the goal would be 90 days cash on hand, this figure was incorporated in the water fund minimum balance.

Emergency Reserve

Emergency reserves are intended to help utilities deal with short-term emergencies which arise from time to time, such as main breaks or pump failures. The appropriate amount of emergency reserves will vary with the size of the utilities and should depend on major infrastructure assets. An emergency reserve is intended to fund the immediate replacement or reconstruction of the system's single most critical asset, an asset whose failure will result in an immediate water outage or threat to public safety. In discussions with the water system, it was determined that a Ranney well pump was the critical asset. This required \$332,146 in the test year and was based off costs seen in the 2021 Ranney Pump Replacement project. This money was incorporated into the water fund minimum balance.

Capital Replacement Reserve

A capital replacement reserve (also called a repair and replacement reserve) is intended to be used for replacing system assets that have become worn out or obsolete. Unlike the emergency reserve fund, these reserves are intended to be used for planned replacements and improvements. Annual depreciation is frequently used to estimate the minimum level of funding for this capital reserve. But it is important to understand that depreciation expense is an accounting concept for estimating the decline of an asset's useful life and does not represent the current or future replacement cost of that asset.

To initiate a capital improvement plan, a small water or sewer system will start with a list of assets that includes the remaining service life, theoretical replacement costs in today's dollars and the remaining service life. It then calculates the monthly and annual reserve that must be collected from each customer to fully capitalize the replacement cost of each asset. In reality, the assets will fail and be replaced gradually, but the replacement cost of water system assets is often a shock to small systems that are struggling to keep rates reasonable.

RCAC did not conduct a capital replacement analysis and relied on the CIP information provided by City staff. The CIP averages \$3.346 million in projects per year and is reliant on grants and loans. The average amount of revenue needed in water sales to fund the CIP is \$1.127 million. It was decided that having the average annual revenue needed to support the CIP was appropriate for a reserve and added to the water fund minimum balance. A system that relies on grants and loans for their CIP should be aware that:

- Loans – Obtaining loans will come with debt service payments and debt reserve requirements that may increase the expenses in future years
- Grants - During this current economic climate, it is not advised to assume grants in the budgeting process

Debt Payments and Reserve

Water utilities that have issued debt to pay for capital assets will often have required reserves that are specifically defined to meet the legal covenants of the debt. Normally, debt service reserve

represents an amount equal to at least one full annual loan payment and can be accumulated to this level over a period of 5 to 10 years.

The City has no current debt service payments but is expected to take loans out to fund CIP projects of the 5-year rate study period of FYE 2027 – FYE 2031.

Analysis and Recommendations for Financial Condition

The City demonstrates strong budget and CIP management. It is recommended that the City assess the total valuation of its water system and determine the annual funding needed to replace assets at the end of their useful life. This estimate should then be compared to the planned CIP to ensure that sufficient projects are being completed to maintain a sustainable system capable of providing reliably safe drinking water.

The CIP management strategy includes grants and loans. It is recommended the City remember that applying for grants or loans will take staff time and financial resources. Additionally,

- Loans – Obtaining loans will come with debt service payments and debt reserve requirements that may increase the expenses in future years
- Grants - During this current economic climate, it is not advised to assume grants in the budgeting process

A rate increase is recommended to ensure that the City can cover all their costs, including funding reserves. Over the FYE 2027 through FYE 2031 period, the City must increase annual water rate revenues by approximately 16.8% to restore financial sustainability and fully fund operating, capital, and reserve requirements. This revenue adjustment can be achieved through a variety of rate structure strategies. Carefully evaluating these structural options allows the City to meet its revenue target while aligning rates with Proposition 218 cost-of-service principles, financial goals, equity considerations, and long-term system sustainability.

PROJECTED FINANCIAL POSITION WITH CURRENT RATES <i>based on 2024 actuals, 2025 budget, and 2026 budget provided by Staff</i>				
	FY2024 Actuals -	FY2025 Actuals -	FY2026 Test Year/ Projected 0% Increase	FY2027 - FY2031 Projected 0% Increase
Water Sales Revenue	\$2,609,969	\$2,626,340	\$2,682,897	\$13,414,485
Other Revenue	\$1,245,162	\$291,799	\$1,140,844	\$15,250,720*
Total Revenue	\$3,855,130	\$2,918,139	\$3,583,041	\$28,665,205
CIP Expenses	\$228,946	\$761,150	\$2,048,746	\$17,963,151*
O&M Expenses	\$2,715,645	\$2,823,648	\$3,169,750	\$19,180,385
Total Expenses	\$3,022,010	\$3,584,798	\$5,218,496	\$37,143,536
NET GAIN/LOSS	\$833,121	-\$666,659	-\$1,635,455	-\$8,478,331
*assumes loans for Amador tank rehab, Washington tank rehab, and elevated tank removal and grant for Kings Valley redundant main 5-YEAR NET GAIN/LOSS				-\$8,478,331

REQUIRED REVENUE INCREASE TO MAINTAIN A POSITIVE NET POSITION <i>based on 2024 actuals, 2025 budget, and 2026 budget provided by Staff</i>					
	FY2027 Projected 16.8% Increase	FY2028 Projected 16.8% Increase	FY2029 Projected 16.8% Increase	FY2030 Projected 16.8% Increase	FY2031 Projected 16.8% Increase
Water Sales Revenue	\$3,133,580	\$3,659,970	\$4,274,785	\$4,992,879	\$5,831,601
Other Revenue	\$200,144	\$1,950,144 ^a	\$3,700,144 ^b	\$9,200,144 ^c	\$200,144
Total Revenue	\$3,333,724	\$5,610,114	\$7,974,929	\$14,193,023	\$6,031,745
CIP Expenses	\$909,100	\$2,893,801 ^a	\$4,401,702 ^b	\$9,478,394 ^c	\$280,153
O&M Expenses	\$3,365,530	\$3,579,166	\$3,813,051	\$4,069,876	\$4,352,762
Total Expenses	\$4,274,630	\$6,472,967	\$8,214,753	\$13,548,270	\$4,632,915
NET GAIN/LOSS	-\$940,906	-\$862,853	-\$239,824	\$644,753	\$1,398,830
5-YEAR NET GAIN/LOSS					\$0

a – assumes loans for Amador tank rehab and elevated tank removal

b – assumes loans for Amador tank rehab and Washington tank rehab

c – assumes grant for Kings Valley redundant main

Cost of Service and Rate Design

Fixed and Variable Costs

Water must be available to customers at all times whether the customer is using the water or not. A large share of water system costs are associated with bringing the first drop of water to the customer's tap, regardless of whether any water is used. Other costs occur as water gets used by customers. Fixed costs are those that must be recovered by a water system to ensure that drinking water is available to its customers, while variable costs are more directly related to how much water is being pumped, treated, stored, and distributed. The identification of costs as fixed costs, varied costs, or some percentage of both is a determination that each utility must make for itself. It is done by reviewing the budget and each line item closely. The allocation for the City is in Exhibit F.

Fixed costs are typically collected through a base rate, which is a fixed monthly charge. Variable costs are typically collected through a usage rate, which is a dollar amount per unit of water used by the customer.

Base Rate and Usage Rates

Base Rates

Fixed costs are typically collected through a base rate. These base rates can be calculated using several different methods including:

- Flat base rate – all customers pay the same amount regardless of service connection size.
- American Water Works Association Meter Ratios - standard meter ratios that are used to estimate the equivalent cost of service based on the capacity of a water meter.

Meter Size	Operating Capacity (GPM)	Meter Ratio
1/2"	15	0.75
5/8"	20	1.00
3/4"	30	1.50
1"	50	2.50
1.5"	100	5.00
2"	160	8.00
3"	320	16.00
4"	500	25.00
6"	1000	50.00
8"	1600	80.00
10"	2400	120.00
12"	3375	168.75

- Meter ratios based on actual usage seen in water system – custom meter ratios that are calculated on historical usage data of different meter sizes.

Usage Rates

Variable expenses are typically collected through the usage rate. These usage rates can be calculated using several different methods including:

- Uniform usage rate - customers are charged a single, constant rate for each unit of service.
- Tiered usage rate / Based Rate Allocation - the cost per unit of service changes as a customer's consumption exceeds certain thresholds or "tiers." Variations of tiered rates include increasing block rate and decreasing block rate. Tiered usage rates and base rate allocations are not recommended for public entity water systems due to current Proposition 218 case law.

Assumptions

In a rate study, assumptions are critical because they help frame the calculations and projections that determine pricing or rates. Assumption details used in this rate study can be seen in Exhibits C-F and include:

Financial Assumptions

- **Future Inflation Rates** – Allows the future cost of asset replacement to be calculated as well as helps to project the budget forward.
- **Future Loan Rates and Fees** – Important for calculating the debt service payment that will be required if a water system chooses to fund assets in need of replacement over the next 5 years through loan.
- **Existing Debt** – Annual payment and reserve requirements for current debt.

- **Existing Reserves** – The water fund balance which can be made up of cash, investments, and other liquid assets. Typically, operating reserves are in a checking account and capital reserves are in an interest-bearing savings account.
- **Reserve Targets** – Established dollar amounts to maintain in operating, emergency, debt, and capital reserves along with the number of years to build to this amount.
- **Median Household Income** – Average income for residential customers, this can come from several sources such as the SAFER Dashboard or U.S. Census.
- **Budget to Actual** – Identifies the difference between planned and actual figures to help businesses monitor performance, control spending, and adjust forecasts for better financial management.

Usage and Billing Assumptions

- **Community Growth Factor** – Growth factor to account for an increasing or decreasing population in the area. This data can come from the U.S. Census, the water system's master plan, or other sources. This factor can also account for any conservation factor if there is an expected reduction in water use seen after a rate increase. A study by the Department of Interior in California states price elasticity of water is -0.1%. RCAC also sometimes uses from -1.0% up to -5.0% from experience with working rural, disadvantage communities. This factor can also include any water system specific concerns for reduction in water use.

Capital Improvement Plan Assumptions

- **Default Funding Assumptions** - The City's 5-year capital improvement plan was used. The City determined the projects and likely funding sources used in this study.

Customized Assumptions

- **Budget projections** – While future inflation is a tool used to project many budget line items forward. A detailed review of each budget was completed and line items that needed further adjustments were changed based on the City's experience with these costs.

Inflation Assumptions	
Standard Inflation	4%
Other Benefits -4125-	10%
Energy -4210-	6.32%
ISF Allocation - IT -4823-	4.00%
ISF Allocation - Bldg Maint - 4824-	4.00%
ISF Allocation - Insurance -4826-	18.30%
Workers Comp -4123-	11.70%

- **Cost Allocation** – RCAC uses the identification of fixed and variable costs to allocate costs to base rates and usage rates. The identification of fixed and variable costs is best

left with the water system to identify. RCAC does advise that any debt service be considered a fixed cost and that many of the pumping and chemical costs be assigned to variable. The following are the cost allocation assumptions used:

- Water Department expenses were assumed to be 60% fixed, 40% variable based on the peak demand vs. the average demand. The exception was to electrical and chemical costs which were assumed to be 100% variable.
- Other Department costs that are needed to support the water department were assumed to be 100% fixed.

Rate Options and Recommendation

This rate study has analyzed various pricing structures for the water utility, taking into account the financial needs of the system, equitable distribution of costs among customers, and the promotion of water conservation. After careful evaluation, the top recommended rate option is being included in this report for the governing body's approval. City staff determined these rates to be the most fair, sustainable, and financially viable approach for the community. Details on the proposed rate option can be found below; rate tables and results can be seen in Exhibit G.

Alternative options were evaluated, including applying a uniform annual percentage increase, phasing in rate adjustments over the five-year study period, and reducing the Capital Improvement Program. However, these approaches generally resulted in higher rates by FY 2031 compared to the proposed option and/or delayed the City's ability to leverage available grant funding.

When considering a rate option, it is crucial for the governing body to consider not only the immediate financial implications but also the long-term sustainability and fairness of each approach. The following recommendation aims to guide the selection process and ensure that the chosen rate structure supports the community's needs while promoting fiscal responsibility and transparency.

RCAC values affordability when drafting rate options for small water systems. However, governing body responsibilities for the water system include maintaining sufficient revenue and reserves to provide for ongoing maintenance for the foreseeable future. The ultimate responsibility of the governing body is to ensure preserved public health and compliance with environmental regulations.

Proposed Rates

The proposed rate option collects for the true cost of service which includes fully funding the operational and maintenance needs of the City and the planned 5-year CIP. These rates were determined to best balance the need for affordable and fair rates for customers while also allowing

the City to operate and maintain the water system in a way that ensures customers are provided with continuous, safe drinking water.

Proposed Rates	Current Rates	2027	2028	2029	2030	2031
3/4" Meter	\$22.49	\$34.90	\$36.60	\$38.47	\$40.52	\$42.79
1" Meter	\$31.66	\$58.16	\$61.00	\$64.12	\$67.54	\$71.31
1.5" Meter	\$50.35	\$116.32	\$122.01	\$128.24	\$135.08	\$142.62
2" Meter	\$76.85	\$186.11	\$195.22	\$205.18	\$216.13	\$228.19
3" Meter	\$113.24	\$372.22	\$390.43	\$410.37	\$432.26	\$456.38
4" Meter	\$147.93	\$581.59	\$610.05	\$641.20	\$675.41	\$713.09
6" Meter	\$210.95	\$1,163.18	\$1,220.10	\$1,282.40	\$1,350.82	\$1,426.18
4" Fire Service	\$13.33	\$10.97	\$11.41	\$11.86	\$12.34	\$12.83
6" Fire Service	\$17.60	\$31.84	\$33.12	\$34.44	\$35.82	\$37.25
8" Fire Service	\$26.28	\$67.87	\$70.59	\$73.41	\$76.35	\$79.40
Usage (per HCF)	\$2.62	\$2.26	\$2.36	\$2.48	\$2.60	\$2.74
Prison Rate (per Thousand Gallons)	\$3.11	\$6.48	\$6.89	\$7.34	\$7.84	\$8.39
AIRB* Monthly Bill (500 cubic feet)	\$22.49	\$46.18	\$48.41	\$50.86	\$53.55	\$56.50
AIRB* Percent Increase		99.74%	4.82%	5.04%	5.26%	5.51%
AIRB* Affordability	0.76%	1.57%	1.64%	1.73%	1.82%	1.92%

*AIRB = Average 3/4" Inside City Limits Residential Customer Bill

Implementation Remarks & Conclusion

Recommendations for the current financial condition and rate option selection have been discussed. Below are some additional recommendations for the City.

General Implementation Advice

Key points to remember with this rate adjustment are:

- Every year revenues versus expenditures should be reviewed to ensure that the rates cover all costs to the system.
- Rates should be reviewed every 5 years or whenever the water system is at risk of expenditures exceeding revenues.
- Successful utilities are those that strive to be transparent. In day-to-day operations, the City should strive to promote its services (highlights and the low points) and continuously educate residents about why it is necessary to raise and adjust rates.
- If possible, CIP reserves should be moved to and maintained in the highest interest-bearing accounts available to offset inflation unless the cost of doing so is more than the interest earned on the account.

Proposition 218 Overview

When the governing body selects a rate option, this triggers the Proposition 218 process. Proposition 218 is a voter-approved initiative in California that restricts the authority of government agencies to charge certain taxes or fees. This proposition regulates property-related fees and charges that are imposed on a parcel. Following a California Supreme Court decision, water and sewer rates are now also subject to Proposition 218. Therefore, the water system needs to follow Proposition 218 guidelines and related activities to legally pass new rates, which include sending out a public notice and holding a public hearing.

To be in compliance with Proposition 218, the public notice needs to contain certain information. This information includes how and why the rate increase was proposed, the consequences of not raising rates, how charges are allocated among different types of users, and the date, time, and location of the public hearing. Proposition 218 requires that a public hearing be held at least 45 days after the public notice has been sent out. After the public hearing, the governing board can adopt the new rates through an ordinance if there is no majority protest (50% plus one) from the property owners/rate payers. All protests are required to be in writing with the protester's name and affected parcel number. Proposition 218 does not apply to connection charges, capacity charges, wholesale rates, groundwater pumping fees and conservation penalties.

Additionally, the letter should include "In accordance with Senate Bill 323, any judicial action or proceeding to attack, review, set aside, void, validate, or annul an ordinance, resolution, or motion adopting a fee or charge for water service, or modifying or amending an existing fee or charge for water service, shall be commenced within 120 days of the effective date or of the date of the final passage, adoption, or approval of the ordinance, resolution, or motion, whichever is later."

Compliance with Assembly bill 2257 may prohibit a person or entity from bringing judicial action or proceeding with Prop 218 unless person/entity has timely submitted to the local agency a written objection that specifies grounds for noncompliance. Part of this compliance is to ensure a written basis for the rate increase is posted on the system's external website and includes a link to the public notice.

For full Proposition 218 compliance, always consult with your water system's legal advisor.

Conclusion

In conclusion, this rate study provides a fair and effective approach to maintaining the financial health of the water system, while ensuring equitable access to clean water for all customers. The recommended rates will allow the utility to continue providing high-quality service in a financially sustainable manner, meeting the needs of the community for years to come.

The attached Exhibits A through G provide detailed information and analysis supporting the findings and recommendation of this water rate study. Each exhibit has been prepared to illustrate the key components of the study, including cost of service, customer demand, rate structure

options, and the financial impact of the proposed rates. These exhibits are designed to offer transparency and allow for a clear understanding of the methodologies used to determine the recommended rate structure.

Exhibit A: Current Rates

Table 1
City of Crescent City

CURRENT WATER RATES

from City website

Current Water Rates	Meter Size	Standard	Fire Service	Prison
Base Rates	0.625	\$22.49		
	0.75	\$22.49		
	1	\$31.66		
	1.5	\$50.35		
	2	\$76.85		
	3	\$113.24		
	4	\$147.93	\$13.33	
	6	\$210.95	\$17.60	
	8		\$26.28	
	10		\$44.12	
Usage Rate (per 100 CF)	per 100 CF	\$2.62	\$0.00	\$3.11 per 1,000 gallons
Usage included in the base rate	CF	500	0	0 Gallons

Exhibit B:

Water System Use Characteristic

Table 2
City of Crescent City

WATER USAGE BY CUSTOMER CLASS 2024

from City Billing Software

Total Revenue in FYE 2024 (calculated w/billing data)		\$2,590,231	\$	2,609,969		
Total Usage in FYE 2024		63,154,703		0.76%		
Class Code	Class Description	Meter Size	Avg Customer Cour	Avg Monthly Usage per Customer (CF)	Total Annual Usage (CF)	
11101	3/4" Inside Residential	0.75	1089	542	7,082,981	
11102	3/4" Outside Residential	0.75	1849	657	14,578,580	
11103	3/4" Inside Commercial	0.75	208	616	1,535,684	
11104	3/4" Outside Commercial	0.75	97	821	955,296	
11106	3/4" Outside Industrial	0.75	1	339	4,410	
11201	1" Inside Residential	1	6	1,509	108,613	
11202	1" Outside Residential	1	14	1,274	213,975	
11203	1" Inside Commercial	1	46	3,513	1,946,137	
11204	1" Outside Commercial	1	18	2,684	577,129	
11302	1 1/2" Outside Residential	1.5	1	2,458	29,494	
11303	1 1/2" Inside Commercial	1.5	29	1,995	690,113	
11304	1 1/2" Outside Commercial	1.5	8	13,068	1,280,688	
11401	2" Inside Residential	2	2	7,180	172,313	
11402	2" Outside Residential	2	4	4,747	227,837	
11403	2" Inside Commercial	2	63	7,193	5,459,191	
11404	2" Outside Commercial	2	32	5,738	2,180,612	
11405	2" Inside Industrial	2	1	1,305	15,654	
11406	2" Outside Industrial	2	1	9,039	108,473	
11502	3" Outside Residential	3	1	6,958	83,500	
11503	3" Inside Commercial	3	12	15,606	2,247,273	
11504	3" Outside Commercial	3	3	5,673	204,233	
11506	3" Outside Industrial	3	1	-	-	
11603	4" Inside Commercial	4	6	12,320	899,395	
11604	4" Outside Commercial	4	4	48,576	2,331,652	
11703	6" Inside Commercial	6	1	134,254	1,611,053	
11704	6" Outside Commercial	6	3	86,055	3,097,980	
11907	Prison	Prison	1	512,966	6,155,587	
51202	3/4" Bertsch Residential **	0.75	690	695	5,748,360	
51204	3/4" Bertsch Commercial **	0.75	12	709	102,136	
51302	1" Bertsch Residential **	1	24	664	188,030	
51404	1 1/2" Bertsch Commercial **	1.5	1	1,148	13,781	
51504	2" Bertsch Commercial **	2	1	2,294	27,525	
51506	2" Bertsch Industrial **	2	1	1,857	22,280	
51704	4" Bertsch Commercial **	4	1	67,058	804,700	
61103	3/4" City Account (Ins.Comm.)	0.75	4	358	17,186	
61203	1" City Account (Ins.Comm.)	1	2	253	6,063	
61403	2" City Account (Ins.Comm.)	2	2	6,454	154,885	
61503	3" City Account (Ins. Comm.)	3	1	9,525	114,300	
72202	3/4" Churchtree Residential **	0.75	32	581	223,504	
83202	3/4" Meadowbrook Residential **	0.75	140	818	1,374,660	
83204	3/4" Meadowbrook Commercial **	0.75	4	2,606	125,066	
83504	2" Meadowbrook Commercial **	2	1	36,198	434,374	
					63,154,703	

Exhibit C: Assumptions

Table 3
City of Crescent City

RATE STUDY ASSUMPTIONS
developed with City Staff

		Standard Assumptions							
		2025	2026	2027	2028	2029	2030	2031	
Growth Factor	Growth Factor	-0.05%	-0.05%	-0.05%	-0.05%	-0.05%	-0.05%	-0.05%	
Meters	Meter Ratios	Meter Size	Operating Capacity (GPM)	5/8 "Meter Ratio	3/4" Meter Ratio				
		1/2"	15	0.75	0.50				
		5/8"	20	1	0.67				
		3/4"	30	1.5	1.00				
		1"	50	2.5	1.67				
		1.5"	100	5	3.33				
		2"	160	8	5.33				
		3"	320	16	10.67				
		4"	500	25	16.67				
		6"	1000	50	33.33				
		8"	1600	80	53.33				
		10"	2400	120	80.00				
		12"	3375	168.75	112.50				
		14"	4000		133.33				
		16"	5200		173.33				
		18"	6500		216.67				
		20"	8000		266.67				
		24"	13000		433.33				
		30"	20000		666.67				
		Customer Count	Equivalent Connections		2026	2027	2028	2029	2030
Current	5515			5515	5515	5515	5515	5515	
Current + New Units	5555			5588	5588	5588	5588	5588	
Rate Study Units	5555			5588	5588	5588	5588	5588	
Customer Usage	Total Water Usage		2026	2027	2028	2029	2030	2031	
		Current w/o Prison	56,942,131	56,913,660	56,885,203	56,856,761	56,828,332	56,799,918	
		Current w/Prison	69,521,340	69,486,580	69,451,836	69,417,111	69,382,402	69,347,711	
		Current w/New Units	58,100,833	58,071,782	58,042,746	58,013,725	57,984,718	57,955,726	
		Current w/Prison & New Units	70,680,042	70,644,702	70,609,380	70,574,075	70,538,788	70,503,518	
		Rate Study Usage w/o Prison	58,100,833	58,071,782	58,042,746	58,013,725	57,984,718	57,955,726	
		Rate Study Usage w/Prison	72,077,932	72,041,893	72,005,872	71,969,869	71,933,884	71,897,917	
	Prison Usage	2024 Usage	12,585,502						
		2025 Usage	13,984,091						
			2026	2027	2028	2029	2030	2031	
		Projection Based on FY2024 Usage	12,579,209	12,572,920	12,566,633	12,560,350	12,554,070	12,547,793	cubic feet
		Projection Based on FY2025 Usage	13,977,099	13,970,110	13,963,125	13,956,144	13,949,166	13,942,191	cubic feet
		Rate Study Projection	12,579,209	12,572,920	12,566,633	12,560,350	12,554,070	12,547,793	cubic feet
Fund Balance	2025 Water Fund Balance	FYE 2025 Estimated Balance from City	\$ 4,018,606						
		FYE 2025 RCAC's Understanding	\$ 2,175,354						
		FYE 2025 Fund Balance for Rate Study	\$ 4,018,606						
Reserves	Operating Reserves	Months of O&M Expenses	3	=	25% of O&M costs				
			2026	2027	2028	2029	2030	2031	
	Emergency Reserves		\$3,169,750	\$3,169,750	\$3,169,750	\$3,169,750	\$3,169,750	\$3,169,750	
			\$792,438	\$792,438	\$792,438	\$792,438	\$792,438	\$792,438	
	CIP Reserves	Based on 2021 Ranney Pump Replacement	\$273,000	2021 costs					
			2026	2027	2028	2029	2030	2031	
	Loan Information	Loan Information		\$332,146	\$345,432	\$359,249	\$373,619	\$388,564	\$404,107
				\$332,146	\$345,432	\$359,249	\$373,619	\$388,564	\$404,107
	Loan Information	Loan Information	1-year of average projects	\$1,127,110	\$1,127,110	\$1,127,110	\$1,127,110	\$1,127,110	\$1,127,110
				\$1,127,110	\$1,127,110	\$1,127,110	\$1,127,110	\$1,127,110	\$1,127,110
Loan Information	Loan Information	Year	2026	2027	2028	2029	2030	2031	
		Amador tank rehabilitation (construction) FY 27-28			\$66,974.88	\$66,974.88	\$66,974.88	\$66,974.88	
		Elevated tank removal FY 27-28			\$11,162.48	\$11,162.48	\$11,162.48	\$11,162.48	
		Amador tank rehabilitation (construction) FY 28-29				\$66,974.88	\$66,974.88	\$66,974.88	
		Washington tank rehabilitation (construction) FY 28-29				\$89,299.84	\$89,299.84	\$89,299.84	
			\$0	\$0	\$78,137	\$234,412	\$234,412	\$234,412	
		Loan Terms	350,000						
		Other Revenue	Other Revenue	Use Other Revenue Offset Rates	No				
		Budget to Actual	Budget to Actual		0%				
		Inflation	Inflation	Standard Inflation	4%				
Other Benefits -4125-	10%								
Energy -4210-	6.32%								
ISF Allocation - IT -4823-	4.00%								
ISF Allocation - Bldg Maint - 4824-	4.00%								
ISF Allocation - Insurance -4826-	18.30%								
Workers Comp -4123-	11.70%								
Rate Option Specific Assumptions									
		2025		2026	2027	2028	2029	2030	2031
Rate Option C	% Increase Y2-Y5 Option	0%	0%	-	16.0%	16.0%	16.0%	16.0%	
Rate Option D	Uniform Bill Increase %			35.5%	35.5%	35.5%	35.5%	35.5%	
Rate Option E	CIP Funding		2026	2027	2028	2029	2030	2031	
		CIP Planned	\$ 1,348,746	\$ 909,100	\$ 1,143,801	\$ 901,702	\$ 478,394	\$ 1,127,110	
		(Water Funded Projects + Loan Payment)							
		Averaged CIP less Fire Revenue	\$ 1,332,636	\$ 893,872	\$ 893,872	\$ 893,872	\$ 893,872	\$ 893,872	
		Varying CIP Budget for Rate Study	\$ 1,332,636	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 270,000	
Rate Option F	PRISON Meter Ratio		112.50						

Term	Rate
30	2%
30	2%
30	2%
30	2%

Source:
<https://data.bls.gov/timeseries/CIUR0400SA07amp%253bdata tool=XGtable&output view=data&include graphs=true>
Verbal: For accounts ###-4125-###
<https://data.bls.gov/timeseries/CIUR0400SAH21amp%253bdata tool=XGtable&output view=data&include graphs=true>
Standard Inflation
GSRMA premiums (City total) from City
GSRMA premiums (City total) from City
GSRMA premiums (City total) from City

Exhibit D:

Rate Study Budget Projections

PROJECTED FINANCIAL POSITION WITH CURRENT RATES
based on 2024 actuals, 2025 budget, and 2026 budget provided by Staff

			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Actuals	Budget	Projected	Projected	Projected	Projected	Projected	Projected
REVENUE	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Water Sales Total	\$2,609,969	\$2,626,340	\$2,682,897	\$2,682,897	\$2,682,897	\$2,682,897	\$2,682,897	\$2,682,897
Grant Revenue - Operating Total	\$78,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grant Revenue - CIP Total	\$0	\$0	\$700,000	\$0	\$0	\$0	\$9,000,000	\$0
Loan Revenue - Operating Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan Revenue - CIP Total	\$0	\$0	\$0	\$0	\$1,750,000	\$3,500,000	\$0	\$0
Other Revenue Total	\$1,136,326	\$227,344	\$196,844	\$196,844	\$196,844	\$196,844	\$196,844	\$196,844
Revenue from Other Depts Total	\$26,706	\$61,155	\$0	\$0	\$0	\$0	\$0	\$0
CSD Admin Revenue Total	\$3,505	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300
TOTAL REVENUE	\$3,855,130	\$2,918,139	\$3,583,041	\$2,883,041	\$4,633,041	\$6,383,041	\$11,883,041	\$2,883,041
EXPENSES	Actuals	Budget	Projected	Projected	Projected	Projected	Projected	Projected
	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
GASB Pension & OPEB Total	\$6,339	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grant Expense Total	\$77,419	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan Payments - CIP Total	\$0	\$0	\$0	\$0	\$78,137	\$234,412	\$234,412	\$234,412
Capital Improvements Total	\$228,946	\$761,150	\$2,048,746	\$909,100	\$2,815,664	\$4,167,290	\$9,243,982	\$45,741
Dept 110 Expenses Total	\$0	\$64,839	\$42,748	\$46,049	\$49,705	\$53,765	\$58,284	\$63,326
Dept 111 Expenses Total	\$117,538	\$129,512	\$134,430	\$143,708	\$153,976	\$165,377	\$178,077	\$192,270
Dept 112 Expenses Total	\$45,253	\$54,322	\$60,729	\$64,906	\$69,532	\$74,670	\$80,398	\$86,803
Dept 113 Expenses Total	\$0	\$70,693	\$71,166	\$76,135	\$81,631	\$87,729	\$94,516	\$102,093
Dept 114 Expenses Total	\$0	\$21,815	\$27,724	\$29,630	\$31,733	\$34,061	\$36,646	\$39,524
Dept 120 Expenses Total	\$378,725	\$396,472	\$466,310	\$496,242	\$529,123	\$565,359	\$605,420	\$649,854
Dept 130 Expenses Total	\$52,425	\$57,225	\$54,550	\$57,368	\$60,367	\$63,562	\$66,968	\$70,604
Dept 371 Expenses Total	\$2,031,430	\$1,920,468	\$2,253,437	\$2,389,404	\$2,537,356	\$2,698,808	\$2,875,505	\$3,069,472
Dept 372 Expenses Total	\$83,935	\$108,302	\$58,656	\$62,088	\$65,743	\$69,721	\$74,063	\$78,817
O&M Expenses Total	\$2,709,306	\$2,823,648	\$3,169,750	\$3,365,530	\$3,579,166	\$3,813,051	\$4,069,876	\$4,352,762
CIP Expenses Total	\$228,946	\$761,150	\$2,048,746	\$909,100	\$2,893,801	\$4,401,702	\$9,478,394	\$280,153
TOTAL EXPENSES	\$3,022,010	\$3,584,798	\$5,218,496	\$4,274,630	\$6,472,967	\$8,214,753	\$13,548,270	\$4,632,915
NET GAIN/LOSS	\$833,121	-\$666,659	-\$1,635,455	-\$1,391,589	-\$1,839,926	-\$1,831,712	-\$1,665,229	-\$1,749,874
							5-YEAR NET GAIN/LOSS	-\$8,478,331

Table 5
City of Crescent City

FUND 419 REQUIRED REVENUE FROM CUSTOMERS

provided by City Staff

				0%		0%		0%		0%		0%		0%		0%		0%		0%
	Actuals	Budget		Projected		Projected		Projected		Projected		Projected		Projected		Projected		Projected		Projected
	FY2024	FY2025		FY2026		FY2027		FY2028		FY2029		FY2030		FY2031		FY2032		FY2033		FY2034
419 REVENUE																				
Water Sales Total	\$ 2,609,969	\$ 2,626,340	\$	2,682,897	\$	2,682,897	\$	2,682,897	\$	2,682,897	\$	2,682,897	\$	2,682,897	\$	2,682,897	\$	2,682,897	\$	2,682,897
Grant Revenue - Operating Total	\$ 78,625	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Loan Revenue - Operating Total	\$ -	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Other Revenue Total	\$ 1,136,326	\$ 227,344	\$	196,844	\$	196,844	\$	196,844	\$	196,844	\$	196,844	\$	196,844	\$	196,844	\$	196,844	\$	196,844
Revenue from Other Depts Total	\$ 26,706	\$ 61,155	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
CSD Admin Revenue Total	\$ 3,505	\$ 3,300	\$	3,300	\$	3,300	\$	3,300	\$	3,300	\$	3,300	\$	3,300	\$	3,300	\$	3,300	\$	3,300
TOTAL 419 REVENUE	\$ 3,855,130	\$ 2,918,139	\$	2,883,041	\$	2,883,041	\$	2,883,041	\$	2,883,041	\$	2,883,041	\$	2,883,041	\$	2,883,041	\$	2,883,041	\$	2,883,041
	Actuals	Budget		Projected		Projected		Projected		Projected		Projected		Projected		Projected		Projected		Projected
	FY2024	FY2025		FY2026		FY2027		FY2028		FY2029		FY2030		FY2031		FY2032		FY2033		FY2034
419 EXPENSES																				
GASB Pension & OPEB Total	\$ 6,339	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Grant Expense Total	\$ 77,419	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Dept 110 Expenses Total	\$ -	\$ 64,839	\$	42,748	\$	46,049	\$	49,705	\$	53,765	\$	58,284	\$	63,326	\$	68,367	\$	73,408	\$	78,449
Dept 111 Expenses Total (Admin)	\$ 117,538	\$ 129,512	\$	134,430	\$	143,708	\$	153,976	\$	165,377	\$	178,077	\$	192,270	\$	206,463	\$	220,656	\$	234,849
Dept 112 Expenses Total (Econ)	\$ 45,253	\$ 54,322	\$	60,729	\$	64,906	\$	69,532	\$	74,670	\$	80,398	\$	86,803	\$	92,921	\$	99,039	\$	105,157
Dept 113 Expenses Total	\$ -	\$ 70,693	\$	71,166	\$	76,135	\$	81,631	\$	87,729	\$	94,516	\$	102,093	\$	109,280	\$	116,467	\$	123,654
Dept 114 Expenses Total	\$ -	\$ 21,815	\$	27,724	\$	29,630	\$	31,733	\$	34,061	\$	36,646	\$	39,524	\$	42,402	\$	45,280	\$	48,158
Dept 120 Expenses Total (Finance)	\$ 378,725	\$ 396,472	\$	466,310	\$	496,242	\$	529,123	\$	565,359	\$	605,420	\$	649,854	\$	693,715	\$	737,576	\$	781,437
Dept 130 Expenses Total (Legal)	\$ 52,425	\$ 57,225	\$	54,550	\$	57,368	\$	60,367	\$	63,562	\$	66,968	\$	70,604	\$	74,470	\$	78,336	\$	82,202
Dept 371 Expenses Total (Water)	\$ 2,031,430	\$ 1,920,468	\$	2,253,437	\$	2,389,404	\$	2,537,356	\$	2,698,808	\$	2,875,505	\$	3,069,472	\$	3,275,505	\$	3,491,538	\$	3,717,571
Dept 372 Expenses Total (CSD)	\$ 83,935	\$ 108,302	\$	58,656	\$	62,088	\$	65,743	\$	69,721	\$	74,063	\$	78,817	\$	83,571	\$	88,325	\$	93,079
TOTAL 419 EXPENSES	\$ 2,793,064	\$ 2,823,648	\$	3,169,750	\$	3,365,530	\$	3,579,166	\$	3,813,051	\$	4,069,876	\$	4,352,762	\$	4,644,647	\$	4,941,538	\$	5,248,429
Less Non Water Sales Other Revenue	\$ 1,245,162	\$ 291,799	\$	200,144	\$	200,144	\$	200,144	\$	200,144	\$	200,144	\$	200,144	\$	200,144	\$	200,144	\$	200,144
REVENUE REQUIRED FROM WATER SALES	\$ 1,547,902	\$ 2,531,849	\$	3,169,750	\$	3,365,530	\$	3,579,166	\$	3,813,051	\$	4,069,876	\$	4,352,762	\$	4,644,647	\$	4,941,538	\$	5,248,429
Less Revenue From Prison			\$	573,535	\$	608,960	\$	647,615	\$	689,934	\$	736,404	\$	787,590	\$	837,665	\$	887,740	\$	937,815
REVENUE REQUIRED FROM STANDARD CUSTOMERS			\$	2,596,215	\$	2,756,570	\$	2,931,551	\$	3,123,116	\$	3,333,472	\$	3,565,172	\$	3,807,082	\$	4,053,798	\$	4,310,614

Table 6
City of Crescent City

FUND 919 REQUIRED REVENUE FROM CUSTOMERS

provided by City Staff

	Actuals	Budget	Projected	Projected	Projected	Projected	Projected	Projected
	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
919 REVENUE								
Revenue Interest Income	30,000.00	51,188.93						
Revenue Grant Revenue - Elev Tank Seis	0.00	0.00						
Revenue Grant Revenue - Amador Tank	200,000.00	0.00						
Revenue Grant Revenue - Grnd Src Well	500,000.00	0.00						
Revenue Grant Revenue - Other	0.00	0.00	700,000	-	-	-	9,000,000	
Revenue Loan Revenue - Amador Tank	0.00	0.00			\$ 1,500,000	1,500,000		
Revenue Loan Revenue - Elevated Tank	0.00	0.00			250,000			
Revenue Loan Revenue - Washington Tank	0.00	0.00				2,000,000		
Revenue Other Loan Revenue	0.00	0.00						
Revenue Other Reimbursements	32,167.00	0.00						
Revenue Transfers In - SCADA Master PI	0.00	0.00						
Revenue Transfers In - Elev Tank Seism	0.00	0.00						
Revenue Transfers In - SCADA Upgrade	0.00	0.00						
Revenue Transfers In - SCADA Ctrl Bldg	0.00	0.00						
Revenue Transfers In - Piping Cresc St	0.00	0.00						
Revenue Transfers In - USDA App	0.00	0.00						
Revenue Transfers In - Ranney Pump	0.00	0.00						
Revenue Transfers In - Amador Tank	0.00	0.00		30,000				
Revenue Transfers In - Storm Drain Wat	0.00	0.00						
Revenue Transfers In - Wash Tank	0.00	0.00		100,000				
Revenue Transfers In - PRV Generator	0.00	0.00						
Revenue Transfers In - Chlor Generator	0.00	0.00		140,000				
Revenue Transfers in - Front St G-I	0.00	0.00						
Revenue Transfers In - Ranney VFD	0.00	0.00						
Revenue Transfers In - Surge Protect	0.00	0.00	620,000					
Revenue Transfers In - Large Valves	0.00	0.00						
Revenue Transfers In - Orchard Ln	0.00	0.00						
Revenue Transfers In - Wash Diesel	0.00	0.00						
Revenue Transfers In - Auto Meter Read	270,000.00	270,000.00	400,000	400,000	400,000			
Revenue Transfers In - Water Main Repl	125,000.00	125,000.00	125,000	125,000	125,000	125,000	125,000	
Revenue Transfers In - Grnd Src Well	154,000.00	154,000.00	154,000					
Revenue Increase/Decrease in FMV	0.00	19,930.34						
Revenue Transfers In - Kings Valley or Redundant Well					425,000	425,000		
Revenue Transfers In - Equipment/Vehicle Purchases			12,150	75,000	75,000	75,000	75,000	
Projected Water Fund Transfers			1,311,150	870,000	1,025,000	625,000	200,000	
Projected Loan Revenue			-	-	1,750,000	3,500,000	-	
Projected Grant Revenue			700,000	-	-	-	9,000,000	
TOTAL 919 REVENUE			\$2,011,150	\$870,000	\$2,775,000	\$4,125,000	\$9,200,000	
919 EXPENSES								
CIP - Average								846,956
CIP - Elev Tank Seismic Repair	76,139.00	8,593.95	-	-	250,000	-	-	
CIP - SCADA Upgrade	0.00	0.00	-	-	-	-	-	
CIP - SCADA Control Bldg	0.00	0.00	-	-	-	-	-	
CIP - Piping Crescent St	0.00	0.00	-	-	-	-	-	
CIP - USDA App	0.00	0.00	-	-	-	-	-	
CIP - Ranney Pump	137,938.00	0.00	-	-	-	-	-	
CIP - Amador Tank	514,591.00	0.00	-	30,000	1,500,000	1,500,000	-	
CIP - Storm Drain Water Lines	0.00	0.00	-	-	-	-	-	
CIP - Washington Tank	34,679.00	0.00	-	100,000	-	2,000,000	-	
CIP - PRV Generator	11,170.00	8,617.14	-	-	-	-	-	
CIP - Chlor Generator	0.00	0.00	-	140,000	-	-	-	
CIP - Wtr Main Front St G to I	257,048.00	109,501.24	-	-	-	-	-	
CIP - Ranney VFD	33,167.00	0.00	-	-	-	-	-	
CIP - Surge Protect	90,894.00	89,512.24	820,000	-	-	-	-	
CIP - Large Valves	0.00	0.00	-	-	-	-	-	
CIP - Orchard Ln	0.00	0.00	-	-	-	-	-	
CIP - Washington Diesel Tank	123,000.00	77,396.63	-	-	-	-	-	
CIP - Automatic Meter Reading	331,945.00	119,392.87	400,000	400,000	400,000	-	-	
CIP - Water Main Replacements	125,000.00	54,892.67	125,000	125,000	125,000	125,000	125,000	
CIP - Ground Source Well	654,000.00	0.00	654,000	-	-	-	-	
Contra Expense			-	-	-	-	-	
Kings Valley or Redundant Well			-	-	425,000	425,000	9,000,000	
Equipment/Vehicle Purchases			12,150	75,000	75,000	75,000	75,000	
TOTAL 919 EXPENSES			\$2,048,746	\$909,100	\$2,815,664	\$4,167,290	\$9,243,982	\$892,698
Less Grant Revenue			\$700,000	\$0	\$0	\$0	\$9,000,000	\$0
Less Loan Revenue			\$0	\$0	\$1,750,000	\$3,500,000	\$0	\$0
Plus Estimated Loan Payment			\$0	\$0	\$78,137	\$234,412	\$234,412	\$234,412
REVENUE REQUIREMENT FROM WATER SALES			\$1,348,746	\$909,100	\$1,143,801	\$901,702	\$478,394	\$1,127,110

Funded by Water Fund

Funded by debt

Funded by grants

Funded by Water Fund & Grant

Table 7
City of Crescent City

REQUIRED REVENUE INCREASE TO MAINTAIN A POSITIVE NET POSITION

based on 2024 actuals, 2025 budget, and 2026 budget provided by Staff

	Actuals	Budget	Projected	Projected	Projected	Projected	Projected	Projected
	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
REVENUE								
Water Sales Total	\$2,609,969	\$2,626,340	\$2,682,897	\$3,133,580	\$3,659,970	\$4,274,785	\$4,992,879	\$5,831,601
Grant Revenue - Operating Total	\$78,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grant Revenue - CIP Total	\$0	\$0	\$700,000	\$0	\$0	\$0	\$9,000,000	\$0
Loan Revenue - Operating Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan Revenue - CIP Total	\$0	\$0	\$0	\$0	\$1,750,000	\$3,500,000	\$0	\$0
Other Revenue Total	\$1,136,326	\$227,344	\$437,544	\$196,844	\$196,844	\$196,844	\$196,844	\$196,844
Revenue from Other Depts Total	\$26,706	\$61,155	\$0	\$0	\$0	\$0	\$0	\$0
CSD Admin Revenue Total	\$3,505	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300
Total Revenue	\$3,855,130	\$2,918,139	\$3,823,741	\$3,333,724	\$5,610,114	\$7,974,929	\$14,193,023	\$6,031,745
EXPENSES								
GASB Pension & OPEB Total	\$6,339	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grant Expense Total	\$77,419	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan Payments - CIP Total	\$0	\$0	\$0	\$0	\$78,137	\$234,412	\$234,412	\$234,412
Capital Improvements Total	\$228,946	\$761,150	\$2,048,746	\$909,100	\$2,815,664	\$4,167,290	\$9,243,982	\$45,741
Dept 110 Expenses Total	\$0	\$64,839	\$42,748	\$46,049	\$49,705	\$53,765	\$58,284	\$63,326
Dept 111 Expenses Total	\$117,538	\$129,512	\$134,430	\$143,708	\$153,976	\$165,377	\$178,077	\$192,270
Dept 112 Expenses Total	\$45,253	\$54,322	\$60,729	\$64,906	\$69,532	\$74,670	\$80,398	\$86,803
Dept 113 Expenses Total	\$0	\$70,693	\$71,166	\$76,135	\$81,631	\$87,729	\$94,516	\$102,093
Dept 114 Expenses Total	\$0	\$21,815	\$27,724	\$29,630	\$31,733	\$34,061	\$36,646	\$39,524
Dept 120 Expenses Total	\$378,725	\$396,472	\$466,310	\$496,242	\$529,123	\$565,359	\$605,420	\$649,854
Dept 130 Expenses Total	\$52,425	\$57,225	\$54,550	\$57,368	\$60,367	\$63,562	\$66,968	\$70,604
Dept 371 Expenses Total	\$2,031,430	\$1,920,468	\$2,253,437	\$2,389,404	\$2,537,356	\$2,698,808	\$2,875,505	\$3,069,472
Dept 372 Expenses Total	\$83,935	\$108,302	\$58,656	\$62,088	\$65,743	\$69,721	\$74,063	\$78,817
O&M Expenses Total	\$2,709,306	\$2,823,648	\$3,169,750	\$3,365,530	\$3,579,166	\$3,813,051	\$4,069,876	\$4,352,762
CIP Expenses Total	\$312,703	\$761,150	\$2,048,746	\$909,100	\$2,893,801	\$4,401,702	\$9,478,394	\$280,153
TOTAL EXPENSES	\$3,022,010	\$3,584,798	\$5,218,496	\$4,274,630	\$6,472,967	\$8,214,753	\$13,548,270	\$4,632,915
NET GAIN/LOSS	\$833,121	-\$666,659	-\$1,394,755	-\$940,906	-\$862,853	-\$239,824	\$644,753	\$1,398,830

5-YEAR NET GAIN/LOSS **\$0**

Exhibit E:

Capital Improvement Plan

Table 8
City of Crescent City

WATER CAPITAL IMPROVEMENT PLAN FY 25-26 THROUGH FY 29-30

provided by City Staff

CIP to be funded by Water Fund								
Project	Description	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	5 Year Total	Comments
1	Automated meter read upgrade / replace all meters	400,000	400,000	400,000			1,200,000	
2	Surge protection project (city portion)	620,000					620,000	
3	Ground water source well (city portion)	154,000					154,000	
4	Generator at chlorination building		140,000				140,000	
5	Amador tank rehabilitation (PS&E)		30,000				30,000	
6	Washington tank rehabilitation (PS&E)		100,000				100,000	
7	Kings Valley redundant water main (PS&E)			425,000	425,000		850,000	Either project 7 or project 8 - TBD after feasibility study
8	Redundant well (PS&E)						-	Either project 7 or project 8 - TBD after feasibility study
9	Annual water main / large valve replacements	125,000	125,000	125,000	125,000	125,000	625,000	
10	Equipment / vehicle purchases	12,150	75,000	75,000	75,000	75,000	312,150	
		1,311,150	870,000	1,025,000	625,000	200,000	4,031,150	
						200,000		
Other (non-capital) large expenses to be funded by Water Fund								
Project	Description	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	5 Year Total	Comments
11	SCADA Upgrade	65,000					65,000	
12	Feasibility study for redundant well / chlorination point	50,000					50,000	
		115,000	-	-	-	-	115,000	
CIP to be funded by debt								
Project	Description	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	5 Year Total	Comments
5	Amador tank rehabilitation (construction)			1,500,000	1,500,000		3,000,000	
6	Washington tank rehabilitation (construction)				2,000,000		2,000,000	
7	Kings Valley redundant water main (construction)						-	Either project 7 or project 8; debt or grant?
8	Redundant well (construction)						-	Either project 7 or project 8; debt or grant?
13	Elevated tank removal			250,000			250,000	
		-	-	1,750,000	3,500,000	-	5,250,000	
				60,667	121,333	-	182,000	
CIP to be funded by grants								
Project	Description	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	5 Year Total	Comments
2	Surge protection project (BOR, partner with Elk Valley Rancheria)	200,000					200,000	
3	Ground water source well	500,000					500,000	
7	Kings Valley redundant water main (construction)					9,000,000	9,000,000	Either project 7 or project 8; debt or grant?
8	Redundant well (construction)						-	Either project 7 or project 8; debt or grant?
14	Water main - Front Street from Play St to Hwy 101 (CDBG)	-					-	Removed Since it is CDBG and has own account outside Water Fund
		700,000	-	-	-	9,000,000	9,700,000	

Exhibit F: Cost Allocations

Table 9
City of Crescent City

RATE STUDY 419 ALLOCATIONS
developed with City Staff

Sub-Type	Pivot Classification	Fund 419	Water Fund	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	5-Yr Awa	% Fixed	% Variable	\$ Fixed	\$ Variable	
GASB Pension & OPEB Total				\$0	\$0	\$0	\$0	\$0	\$0	\$0	100%	0%	\$0	\$0	
Grant Expense Total				\$0	\$0	\$0	\$0	\$0	\$0	\$0	100%	0%	\$0	\$0	
Dept 110 Expenses Total				\$42,748	\$46,049	\$49,705	\$53,765	\$58,284	\$63,326	\$54,226	100%	0%	\$54,226	\$0	
Dept 111 Expenses Total				\$134,430	\$143,708	\$153,976	\$165,377	\$178,077	\$192,270	\$166,682	100%	0%	\$166,682	\$0	
Dept 112 Expenses Total				\$60,729	\$64,906	\$69,532	\$74,670	\$80,398	\$86,803	\$75,262	100%	0%	\$75,262	\$0	
Dept 113 Expenses Total				\$71,166	\$76,135	\$81,631	\$87,729	\$94,516	\$102,093	\$98,421	100%	0%	\$98,421	\$0	
Dept 114 Expenses Total				\$27,724	\$29,630	\$31,733	\$34,061	\$36,646	\$39,524	\$34,319	100%	0%	\$34,319	\$0	
Dept 120 Expenses Total				\$466,310	\$496,242	\$529,123	\$565,359	\$605,420	\$649,854	\$569,199	100%	0%	\$569,199	\$0	
Dept 130 Expenses Total				\$54,550	\$57,368	\$60,367	\$63,562	\$66,968	\$70,604	\$63,774	100%	0%	\$63,774	\$0	
Expense	Dept 371 Expenses	Salaries	419-371-4111-00000	Wages & Salaries	\$500,570	\$520,593	\$541,417	\$563,073	\$585,596	\$609,020	\$563,940	60%	40%	\$338,364	\$225,576
Expense	Dept 371 Expenses	Salaries	419-371-4112-00000	Temp & PT Wages	\$6,925	\$7,202	\$7,490	\$7,790	\$8,101	\$8,425	\$7,802	60%	40%	\$4,681	\$3,121
Expense	Dept 371 Expenses	Salaries	419-371-4113-00000	Overtime	\$22,779	\$23,690	\$24,638	\$25,623	\$26,648	\$27,714	\$25,663	60%	40%	\$15,398	\$10,265
Expense	Dept 371 Expenses	Salaries	419-371-4121-00000	PERS - Water Operations	\$155,307	\$161,519	\$167,980	\$174,699	\$181,687	\$188,955	\$174,968	60%	40%	\$104,981	\$69,987
Expense	Dept 371 Expenses	Benefits	419-371-4122-00000	Medicare	\$7,906	\$8,222	\$8,551	\$8,893	\$9,249	\$9,619	\$8,907	60%	40%	\$5,344	\$3,563
Expense	Dept 371 Expenses	Benefits	419-371-4123-00000	Workers Compensation	\$30,865	\$34,476	\$38,510	\$43,016	\$48,048	\$53,670	\$43,544	60%	40%	\$26,126	\$17,418
Expense	Dept 371 Expenses	Benefits	419-371-4124-00000	Unemployment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	Benefits	419-371-4125-00000	Other Benefits Water Ops & Mnt	\$147,290	\$162,019	\$178,221	\$196,043	\$215,647	\$237,212	\$197,828	60%	40%	\$118,697	\$79,131
Expense	Dept 371 Expenses	Benefits	419-371-4126-00000	Retiree Benefits	\$14,950	\$15,548	\$16,170	\$16,817	\$17,489	\$18,189	\$16,943	60%	40%	\$10,106	\$6,737
Expense	Dept 371 Expenses	PTS	419-371-4127-00000	PTS	\$91	\$95	\$98	\$102	\$106	\$111	\$103	60%	40%	\$62	\$41
Expense	Dept 371 Expenses	Utilities	419-371-4210-00000	Electricity	\$260,000	\$276,423	\$293,884	\$312,448	\$332,184	\$352,168	\$313,621	100%	0%	\$0	\$313,621
Expense	Dept 371 Expenses	Utilities	419-371-4220-00000	Gas, Water, Sewer, Other Util	\$500	\$520	\$541	\$562	\$585	\$608	\$563	60%	40%	\$338	\$225
Expense	Dept 371 Expenses	Utilities	419-371-4225-00000	Refuse Disposal	\$500	\$520	\$541	\$562	\$585	\$608	\$563	60%	40%	\$338	\$225
Expense	Dept 371 Expenses	Utilities	419-371-4230-00000	Telephone	\$30,730	\$31,959	\$33,238	\$34,567	\$35,950	\$37,388	\$34,620	60%	40%	\$20,772	\$13,848
Expense	Dept 371 Expenses	Office Admin	419-371-4240-00000	Postage Water System	\$500	\$520	\$541	\$562	\$585	\$608	\$563	60%	40%	\$338	\$225
Expense	Dept 371 Expenses	Office Admin	419-371-4310-00000	Wtr Maint - Office Supply	\$1,200	\$1,248	\$1,298	\$1,350	\$1,404	\$1,460	\$1,362	60%	40%	\$811	\$541
Expense	Dept 371 Expenses	Office Admin	419-371-4311-00000	Office Equipment/Furniture	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	Office Admin	419-371-4312-00000	Computer Equipment	\$2,480	\$2,579	\$2,682	\$2,790	\$2,901	\$3,017	\$2,704	60%	40%	\$1,676	\$1,118
Expense	Dept 371 Expenses	PPE	419-371-4320-00000	Uniforms - Water Ops	\$2,500	\$2,600	\$2,704	\$2,812	\$2,925	\$3,042	\$2,816	60%	40%	\$1,690	\$1,127
Expense	Dept 371 Expenses	PPE	419-371-4320-04320	Boot Reimbursement	\$600	\$624	\$649	\$675	\$702	\$730	\$676	60%	40%	\$406	\$270
Expense	Dept 371 Expenses	PPE	419-371-4320-GLASS	Safety Glasses Reimb	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	Fuel	419-371-4330-00000	Fuel	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340	\$2,433	\$2,253	60%	40%	\$1,152	\$801
Expense	Dept 371 Expenses	Chemicals	419-371-4340-00000	Chemical	\$36,000	\$37,440	\$38,938	\$40,495	\$42,115	\$43,800	\$40,557	60%	100%	\$0	\$40,557
Expense	Dept 371 Expenses	Janitorial Supplies	419-371-4370-00000	Janitorial Supplies	\$100	\$104	\$108	\$112	\$117	\$122	\$113	60%	40%	\$68	\$45
Expense	Dept 371 Expenses	Parts & Supplies	419-371-4390-00000	Parts & Supplies	\$201,710	\$209,778	\$218,170	\$226,896	\$235,972	\$245,411	\$227,245	60%	40%	\$136,347	\$90,898
Expense	Dept 371 Expenses	Office Admin	419-371-4407-00000	Pre-employment Expense	\$500	\$520	\$541	\$562	\$585	\$608	\$563	60%	40%	\$338	\$225
Expense	Dept 371 Expenses	Other Contracts	419-371-4409-00000	Other Contracts	\$207,450	\$215,748	\$224,378	\$233,663	\$242,687	\$252,395	\$233,712	60%	40%	\$140,227	\$93,485
Expense	Dept 371 Expenses	Maintenance Contract	419-371-4450-00000	Maintenance Contracts	\$52,400	\$54,496	\$56,676	\$58,943	\$61,301	\$63,753	\$59,034	60%	40%	\$35,420	\$23,613
Expense	Dept 371 Expenses	Maintenance Contract	419-371-4450-ENGRP	Maint Cont - Emerg Rp Emer Mar	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	Maintenance Contract	419-371-4450-RPAR	Maint Contracts - Emerg Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	Water Lab	419-371-4470-00000	Water - Lab Service (External)	\$10,000	\$10,400	\$10,816	\$11,249	\$11,699	\$12,167	\$11,266	60%	40%	\$6,760	\$4,506
Expense	Dept 371 Expenses	Computer	419-371-4480-00000	Computer Contract Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	Engineering	419-371-4491-00000	Engineering Serv-Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	Travel, Training, Sub	419-371-4530-00000	Travel & Training	\$8,400	\$8,736	\$9,085	\$9,449	\$9,827	\$10,220	\$9,463	60%	40%	\$5,678	\$3,785
Expense	Dept 371 Expenses	Travel, Training, Sub	419-371-4550-00000	Dues, Books, Subscriptions	\$1,700	\$1,768	\$1,839	\$1,912	\$1,989	\$2,068	\$1,915	60%	40%	\$1,149	\$766
Expense	Dept 371 Expenses	Other Water Dept Ex	419-371-4620-00000	Interest Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	Other Water Dept Ex	419-371-4680-00000	Property Taxes Paid	\$1,700	\$1,768	\$1,839	\$1,912	\$1,989	\$2,068	\$1,915	60%	40%	\$1,149	\$766
Expense	Dept 371 Expenses	Permits	419-371-4685-00000	Operating Tests/Permits/Fines	\$18,800	\$19,552	\$20,334	\$21,147	\$21,993	\$22,873	\$21,180	60%	40%	\$12,708	\$8,472
Expense	Dept 371 Expenses	Other Water Dept Ex	419-371-4815-00000	Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	Other Water Dept Ex	419-371-4817-00000	Depreciation Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	Water Lab	419-371-4820-00000	CC Lab Services (Internal)	\$72,000	\$74,880	\$77,875	\$80,990	\$84,230	\$87,599	\$81,115	60%	40%	\$48,669	\$32,446
Expense	Dept 371 Expenses	ISF	419-371-4821-00000	Council/Clerk Allocation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 371 Expenses	ISF	419-371-4823-00000	ISF Allocation - IT	\$111,000	\$115,440	\$120,058	\$124,860	\$129,854	\$135,048	\$125,092	60%	40%	\$75,031	\$50,021
Expense	Dept 371 Expenses	ISF	419-371-4824-00000	ISF Allocation - Bldg Maint	\$44,844	\$50,091	\$55,951	\$62,498	\$69,810	\$77,978	\$63,265	60%	40%	\$37,959	\$25,306
Expense	Dept 371 Expenses	ISF	419-371-4825-00000	ISF Allocation - Equipment	\$123,342	\$128,276	\$133,407	\$138,743	\$144,293	\$150,064	\$138,956	60%	40%	\$83,374	\$55,583
Expense	Dept 371 Expenses	ISF	419-371-4826-00000	ISF Allocation - Insurance	\$175,798	\$207,969	\$246,027	\$291,050	\$344,313	\$407,322	\$299,336	60%	40%	\$179,002	\$119,734
Expense	Dept 372 Expenses	Salaries	419-372-4111-00000	Wages/Salaries--Bertsch	\$8,492	\$8,832	\$9,185	\$9,552	\$9,934	\$10,332	\$9,567	60%	40%	\$5,740	\$3,827
Expense	Dept 372 Expenses	Salaries	419-372-4111-01029	Wages/Salaries--Churchtree	\$3,696	\$3,844	\$3,998	\$4,157	\$4,324	\$4,497	\$4,164	60%	40%	\$2,498	\$1,666
Expense	Dept 372 Expenses	Salaries	419-372-4111-01030	Wages/Salaries--Meadowbrook	\$3,696	\$3,844	\$3,998	\$4,157	\$4,324	\$4,497	\$4,164	60%	40%	\$2,498	\$1,666
Expense	Dept 372 Expenses	Salaries	419-372-4112-01028	Temp & PT Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 372 Expenses	Salaries	419-372-4112-01029	Temp & PT Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 372 Expenses	Salaries	419-372-4112-01030	Temp & PT Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	60%	40%	\$0	\$0
Expense	Dept 372 Expenses	Salaries	419-372-4113-01028	Overtime - Bertsch	\$4,754	\$4,944	\$5,142	\$5,348	\$5,562	\$5,784	\$5,366	60%	40%	\$3,213	\$2,142
Expense	Dept 372 Expenses	Salaries	419-372-4113-01029	Overtime - Churchtree	\$21	\$22	\$23	\$24	\$25	\$26	\$24	60%	40%	\$14	\$9
Expense	Dept 372 Expenses	Salaries	419-372-4113-01030	Overtime - Meadowbrook	\$21	\$22	\$23	\$24	\$25	\$26	\$24	60%	40%	\$14	\$9
Expense	Dept 372 Expenses	Benefits	419-372-4121-01028	PERS	\$2,642	\$2,748	\$2,858	\$2,972	\$3,091	\$3,214	\$2,976	60%	40%	\$1,788	\$1,191
Expense	Dept 372 Expenses	Benefits	419-372-4121-01029	PERS	\$1,150	\$1,196	\$1,244	\$1,294	\$1,345	\$1,399	\$1,296	60%	40%	\$777	\$518
Expense	Dept 372 Expenses	Benefits	419-372-4121-01030	PERS	\$1,150	\$1,196	\$1,244	\$1,294	\$1,345	\$1,399	\$1,296	60%	40%	\$777	\$518
Expense	Dept 372 Expenses	Benefits	419-372-4122-01028	Medicare - Bertsch Oceanview	\$195	\$203	\$211	\$219	\$228	\$237	\$220	60%	40%	\$132	\$88
Expense	Dept 372 Expenses	Benefits	419-372-4122-01029	Medicare - Churchtree	\$55	\$57	\$59	\$62	\$64	\$67	\$62	60%	40%		

Table 10
City of Crescent City

RATE STUDY 419 ALLOCATIONS

developed with City Staff

Expense	Sub-Type	Water Fund	Actuals FY2024	Budget FY2025	Projected FY2026	Projected FY2027	Projected FY2028	Projected FY2029	Projected 2030	Projected 2031	5-Yr Average	% Fixed	% Variable	\$ Fixed	\$ Variable
	Loan Payments - CIP Total		0	0	0	0	0	0	0	\$846,956	\$ 169,391	60%	40.00%	\$ 101,635	\$ 67,756.51
Expense	Capital Improv Transfers Out		\$433,418	\$435,628	\$37,596	\$39,100	\$40,664	\$42,290	\$43,982	\$45,741	\$ 42,355	60%	40.00%	\$ 25,413	\$ 16,942.19
Expense	Capital Improv Transfers Out - SCADA Mstr PI		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Elev Tank Seis		\$0	\$0 -	-	-	\$250,000	-	-	-	\$ 250,000	60%	40.00%	\$ 150,000	\$ 100,000.00
Expense	Capital Improv Transfers Out - SCADA Upgrade		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - SCADA Ctrl Bld		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Piping Crsc St		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - USDA App		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Ranney Pump		\$0	\$0 -	\$0	\$0 -	\$0 -	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Amador Tank		\$0	\$0 -	\$30,000	\$1,500,000	\$1,500,000	\$1,500,000	-	-	\$ 1,010,000	60%	40.00%	\$ 606,000	\$ 404,000.00
Expense	Capital Improv Transfers Out - Storm Drain Wa		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Wash Tank		\$0	\$0 -	\$100,000	-	\$2,000,000	-	-	-	\$ 1,050,000	60%	40.00%	\$ 630,000	\$ 420,000.00
Expense	Capital Improv Transfers Out - PRV Generator		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Chlor Generator		\$0	\$0 -	\$140,000	-	-	-	-	-	\$ 140,000	60%	40.00%	\$ 84,000	\$ 56,000.00
Expense	Capital Improv Transfers Out - Front St G-I		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Ranney VFD		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Surge Protect		\$0	\$200,000	\$820,000	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Large Valves		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Orchard Ln		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Wash Diesel		\$0	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Transfers Out - Auto Meter Rea		\$270,000	\$400,000	\$400,000	\$400,000	\$400,000	-	-	-	\$ 400,000	60%	40.00%	\$ 240,000	\$ 160,000.00
Expense	Capital Improv Transfers Out - Water Main Rep		\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	-	\$ 125,000	60%	40.00%	\$ 75,000	\$ 50,000.00
Expense	Capital Improv Transfers Out - Grnd Src Well		\$154,000	\$0	\$654,000	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Contra Expense		-\$467,907	\$0 -	-	-	-	-	-	-	\$ -	60%	40.00%	\$ -	\$ -
Expense	Capital Improv Kings Valley or Redundant Well		-	-	-	-	\$425,000	\$425,000	\$9,000,000	-	\$ 3,283,333	60%	40.00%	\$ 1,970,000	\$ 1,313,333.33
Expense	Capital Improv Equipment/Vehicle Purchases		-	-	\$12,150	\$75,000	\$75,000	\$75,000	\$75,000	-	\$ 75,000	60%	40.00%	\$ 45,000	\$ 30,000.00
Total 919 Expenses Planned				\$ 2,048,746	\$ 909,100	\$ 2,815,664	\$ 4,167,290	\$ 9,243,982	\$ 892,698	\$ 6,545,080				\$ 3,927,048	\$ 2,618,032
Less Grant Revenue					\$700,000	\$0	\$0	\$0	\$9,000,000	\$0				60.0%	40.0%
Less Loan Revenue					\$0	\$0	\$1,750,000	\$3,500,000	\$0	\$0					
Plus Annual Loan Payment					\$1,348,746	\$909,100	\$1,065,664	\$667,290	\$243,982	\$234,412					
Total Needed From Water Sales					\$1,348,746	\$909,100	\$1,143,801	\$901,702	\$478,394	\$1,127,110	\$912,021				
Less Fire Service Revenue					\$16,110	\$16,754	\$17,424	\$18,121	\$18,846	\$19,600					
Total Needed From Other Customers					\$ 1,332,636	\$ 892,346	\$ 1,126,377	\$ 883,581	\$ 459,548	\$ 1,107,510					
Total Needed From Other Customer Averaged					\$ 1,332,636	\$ 893,872	\$ 893,872	\$ 893,872	\$ 893,872	\$ 893,872					
						1998789	\$ 1,999,000								
													5 Yr Avg	\$ 536,323	\$ 357,549
														\$ 536,323	\$ 357,549
														\$ 536,323	\$ 357,549
														\$ 536,323	\$ 357,549

Exhibit G: Proposed Rates

Table 11
City of Crescent City

Proposed Rate Option Detail
developed with City Staff

Proposed Rate Option: Cost Recovery Rate

	2026 (Current Rate)	2027	2028	2029	2030	2031	5-Year Totals
BEGINNING FUND BALANCE	\$4,018,606	\$2,872,145	\$3,077,724	\$3,049,463	\$3,264,207	\$3,903,214	
Total Water Sales Net Revenue	\$3,171,891	\$4,280,065	\$4,494,562	\$4,729,353	\$4,987,133	\$5,271,026	
Total O&M Expenses	\$3,169,750	\$3,365,530	\$3,579,166	\$3,813,051	\$4,069,876	\$4,352,762	
Water Sales Revenue Net of O&M	\$2,141	\$914,535	\$915,396	\$916,302	\$917,257	\$918,264	\$4,581,755
Other Revenue	\$200,144	\$200,144	\$200,144	\$200,144	\$200,144	\$200,144	
CIP Projects (Funded)	\$700,000	\$0	\$1,750,000	\$3,500,000	\$9,000,000	\$0	
Total Revenue for Capital Replacemer	\$902,285	\$1,114,679	\$2,865,540	\$4,616,446	\$10,117,401	\$1,118,408	\$19,832,475
CIP Projects (Planned, Cash Portion)	\$1,348,746	\$909,100	\$1,143,801	\$901,702	\$478,394	\$1,127,110	
CIP Projects (Funded)	\$700,000	\$0	\$1,750,000	\$3,500,000	\$9,000,000	\$0	
Water Fund Balance Change	-\$1,146,461	\$205,579	-\$28,261	\$214,744	\$639,007	-\$8,702	\$1,022,367
ENDING FUND BALANCE	\$2,872,145	\$3,077,724	\$3,049,463	\$3,264,207	\$3,903,214	\$3,894,513	
Debt Service Coverage Ratio	-	-	11.7	3.9	3.9	3.9	

Proposed Rate Option	2026 (Current Rates)	2027	2028	2029	2030	2031
3/4" Meter	\$22.49	\$34.90	\$36.60	\$38.47	\$40.52	\$42.79
1" Meter	\$31.66	\$58.16	\$61.00	\$64.12	\$67.54	\$71.31
1.5" Meter	\$50.35	\$116.32	\$122.01	\$128.24	\$135.08	\$142.62
2" Meter	\$76.85	\$186.11	\$195.22	\$205.18	\$216.13	\$228.19
3" Meter	\$113.24	\$372.22	\$390.43	\$410.37	\$432.26	\$456.38
4" Meter	\$147.93	\$581.59	\$610.05	\$641.20	\$675.41	\$713.09
6" Meter	\$210.95	\$1,163.18	\$1,220.10	\$1,282.40	\$1,350.82	\$1,426.18
4" Fire Service	\$13.33	\$10.97	\$11.41	\$11.86	\$12.34	\$12.83
6" Fire Service	\$17.60	\$31.84	\$33.12	\$34.44	\$35.82	\$37.25
8" Fire Service	\$26.28	\$67.87	\$70.59	\$73.41	\$76.35	\$79.40
Usage (per HCF)	\$2.62	\$2.26	\$2.36	\$2.48	\$2.60	\$2.74
Prison (per Thousand Gallons)	\$3.11	\$6.48	\$6.89	\$7.34	\$7.84	\$8.39
Average Residential Bill (500cf)	\$22.49	\$46.18	\$48.41	\$50.86	\$53.55	\$56.50
Avg Residential Bill Percent Increase	0.0%	99.7%	4.8%	5.0%	5.3%	5.5%
Avg Residential Bill Affordability	0.76%	1.57%	1.64%	1.73%	1.82%	1.92%

NOTES: These proposed rates collect the City's "true cost of service" which includes fully funding its O&M budget and its planned capital projects.

Proposed Rate Option: Cost Recovery Rate, continued

GRAPHS:

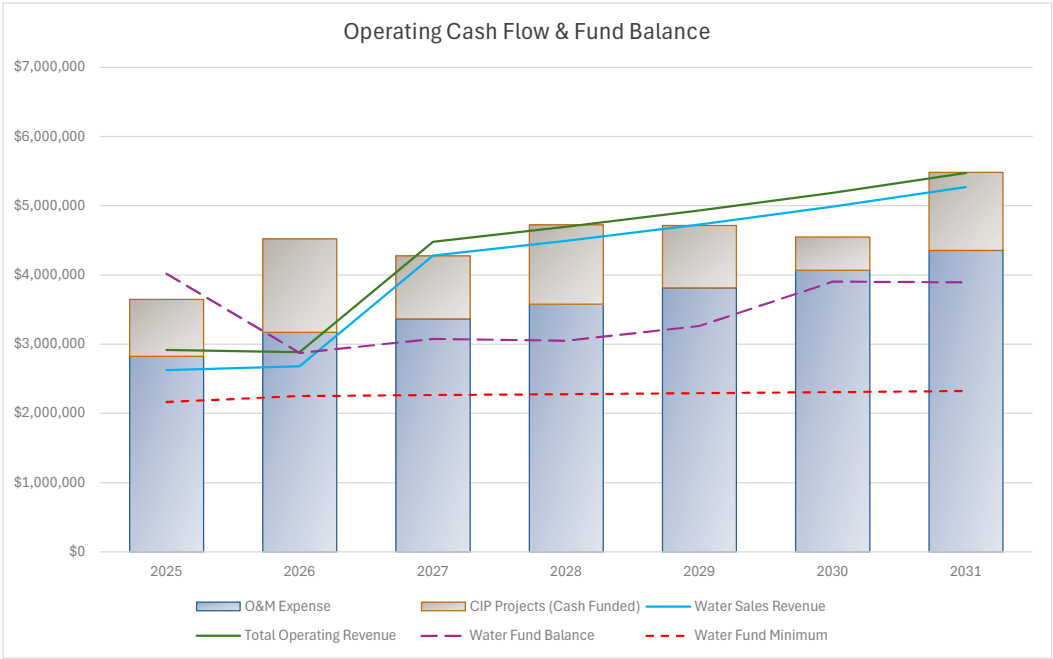
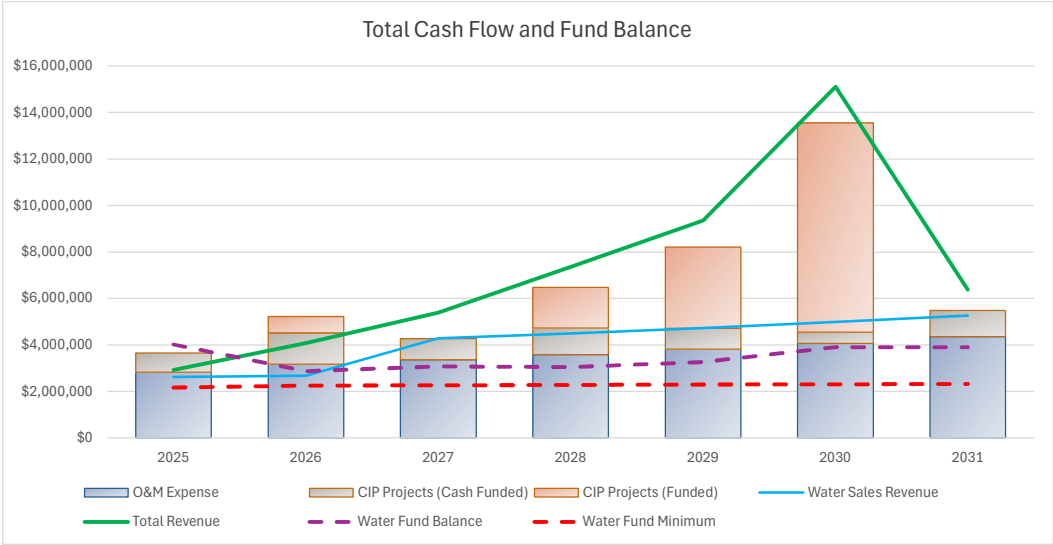


Exhibit H:

Customer Impact Analysis

Table 12
City of Crescent City

CUSTOMER IMPACT ANALYSIS

from City Billing Software and Rate Model

Total Revenue in FYE 2024 (calculated w/billing data)
Total Usage in FYE 2024

Proposed >1.75x Current Bill
Proposed >2x Current Bill

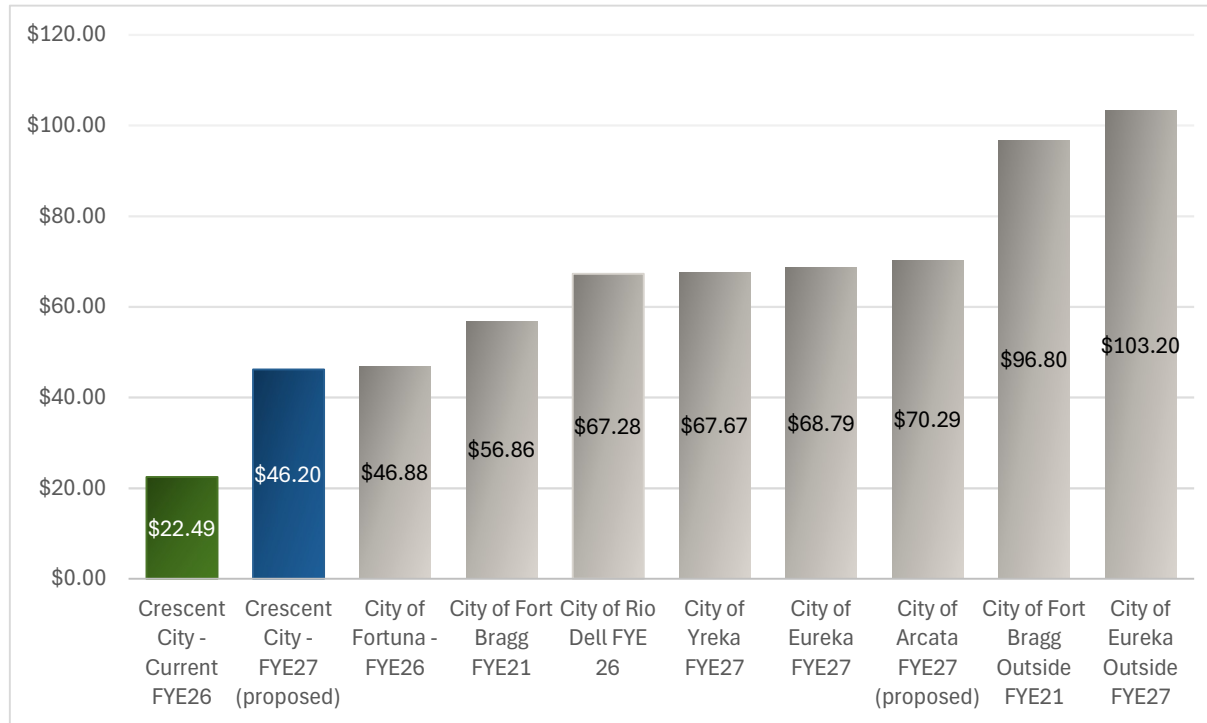
Class Code	Class Description	Current Bill	Proposed New Bill	Current Annual Revenue	Proposed Annual Revenue
11101	3/4" Inside Residential	23.59	47.13	\$308,264	\$615,790
11102	3/4" Outside Residential	26.60	49.72	\$590,342	\$1,103,404
11103	3/4" Inside Commercial	25.52	48.79	\$63,663	\$121,721
11104	3/4" Outside Commercial	30.89	53.42	\$35,959	\$62,177
11106	3/4" Outside Industrial	18.28	42.55	\$238	\$553
11201	1" Inside Residential	58.08	92.20	\$4,182	\$6,639
11202	1" Outside Residential	51.93	86.90	\$8,724	\$14,600
11203	1" Inside Commercial	110.60	137.44	\$61,271	\$76,140
11204	1" Outside Commercial	88.89	118.74	\$19,111	\$25,529
11302	1 1/2" Outside Residential	101.65	171.79	\$1,220	\$2,061
11303	1 1/2" Inside Commercial	89.51	161.33	\$30,969	\$55,820
11304	1 1/2" Outside Commercial	379.64	411.24	\$37,205	\$40,301
11401	2" Inside Residential	251.86	348.14	\$6,045	\$8,355
11402	2" Outside Residential	188.11	293.23	\$9,029	\$14,075
11403	2" Inside Commercial	252.20	348.43	\$191,417	\$264,457
11404	2" Outside Commercial	214.10	315.61	\$81,357	\$119,933
11405	2" Inside Industrial	97.93	215.55	\$1,175	\$2,587
11406	2" Outside Industrial	300.58	390.11	\$3,607	\$4,681
11502	3" Outside Residential	282.45	529.25	\$3,389	\$6,351
11503	3" Inside Commercial	509.02	724.41	\$73,299	\$104,315
11504	3" Outside Commercial	248.78	500.25	\$8,956	\$18,009
11506	3" Outside Industrial	100.14	372.22	\$1,202	\$4,467
11603	4" Inside Commercial	457.63	859.63	\$33,407	\$62,753
11604	4" Outside Commercial	1,407.52	1,677.83	\$67,561	\$80,536
11703	6" Inside Commercial	3,715.32	4,192.97	\$44,584	\$50,316
11704	6" Outside Commercial	2,452.49	3,105.23	\$88,290	\$111,788
11907	Prison	11,933.02	24,845.10	\$458,482	\$298,141
51202	3/4" Bertsch Residential **	27.59	50.57	\$228,300	\$418,452
51204	3/4" Bertsch Commercial **	27.97	50.90	\$4,028	\$7,330
51302	1" Bertsch Residential **	35.97	73.15	\$10,179	\$20,702
51404	1 1/2" Bertsch Commercial **	67.34	142.24	\$808	\$1,707
51504	2" Bertsch Commercial **	123.85	237.87	\$1,486	\$2,854
51506	2" Bertsch Industrial **	112.39	228.01	\$1,349	\$2,736
51704	4" Bertsch Commercial **	1,891.76	2,094.93	\$22,701	\$25,139
61103	3/4" City Account (Ins.Comm.)	18.77	42.98	\$901	\$2,063
61203	1" City Account (Ins.Comm.)	25.18	63.86	\$604	\$1,533
61403	2" City Account (Ins.Comm.)	232.83	331.75	\$5,588	\$7,962
61503	3" City Account (Ins. Comm.)	349.70	587.17	\$4,196	\$7,046
72202	3/4" Churchtree Residential **	24.60	48.00	\$9,471	\$18,479
83202	3/4" Meadowbrook Residential **	30.82	53.35	\$51,801	\$89,682
83204	3/4" Meadowbrook Commercial **	77.66	93.70	\$3,727	\$4,497
83504	2" Meadowbrook Commercial **	1,012.13	1,003.00	\$12,146	\$12,036
		Total Annual Revenue		\$2,590,231	\$3,897,717

Exhibit I:

Residential Monthly Bill Comparison

Table 13
City of Crescent City

MONTHLY RESIDENTIAL WATER BILL COMPARISON
from Rate Model & Water System Websites



CITY COUNCIL AGENDA REPORT



TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: LINDA LEAVER, DIRECTOR OF FINANCE
MARTHA RICE, CITY ATTORNEY**

DATE: MARCH 16, 2026

SUBJECT: SEWER RATE STUDY

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve the Crescent City Sewer Rate Study (Willdan Financial Services, Feb. 2026)
- Direct staff regarding sewer rates to be brought back in ordinance form for Council consideration

BACKGROUND

The City provides sewer collection, treatment, and disposal service to Crescent City and the surrounding area, serving customers within City limits and in the County Service Area (CSA). The sewer utility is managed as a stand-alone utility fund, which keeps sewer system revenues and expenses separate from other City services. As a cost-recovery utility, the system is intended to recover the full cost of providing service from its users in accordance with Proposition 218.

The City has not increased sewer rates since FY 2015, while operating costs, regulatory obligations, and capital reinvestment needs have only continued to increase. During the past several years staff has presented this structural deficit to the Council as part of the annual City budget. The Council then authorized staff to hire Willdan Financial Services ("Willdan") as an independent consultant to complete a comprehensive Sewer Rate Study and five-year financial plan (FY 2027–FY 2031). This scope of work included a cost-of-service (COS) analysis and a rate design consistent with Proposition 218's procedural requirements.

ITEM ANALYSIS

To complete this work Willdan Financial analyzed: (1) the City's adopted budget (FY 2025-26), (2) debt schedules and coverage requirements, (3) capital improvement plan (CIP) cash-funding needs, (4) reserve policies/targets, (5) detailed customer and billing datasets (account counts, flows, and strength factors), and (6) other revenue sources (interest, miscellaneous). The Study distinguishes recurring O&M vs. non-operating items, escalates costs appropriately, and removes identified one-time expenses from the out-years.

Willdan's Rate Study finds that existing rates no longer meet annual revenue requirements (O&M, capital improvements, reserves, debt service and coverage), confirming the structural deficits in the Sewer Fund. In status-quo projections, annual operating results remain negative and the sewer fund has a negative working capital balance by FY 2027-28.

In order to keep the sewer utility sustainable, maintain essential infrastructure, and comply with federal, state, and local requirements, Willdan's study recommends changes to the rate structure beginning July 1, 2026, followed by annual adjustments through 2030 to restore revenue sufficiency, meet coverage requirements, and rebuild reserves.

The rate-setting process used in the study follows industry standards and Proposition 218 requirements and involves four steps:

1. Revenue Requirement – Calculate the total annual revenue needed to fund sewer operations and maintenance, debt service and coverage, cash-funded capital improvements, and reserve balances over the five-year period.
2. Cost-of-Service (COS) Analysis – Functionally unbundle system costs (Collection, Treatment, Customer, Administration), classify them as fixed or volumetric, and allocate costs to customer classes using units of service (accounts, flows in 100 cubic feet, and strength factors—BOD/TSS) so each class pays its proportionate share.
3. Rate Design – Structure rates to collect the COS-based revenue for each class (e.g., a fixed monthly charge for single-family residential; fixed + volumetric charges for multi-family and non-residential, with strength-based differentiation), ensuring total revenues meet but do not exceed the cost of providing service (including operations, maintenance, debt coverage, capital improvements, and reserves).
4. Proposition 218 Process – Satisfy constitutional requirements for property-related charges (cost basis/proportionality), mail notices to affected owners/customers, and conduct a public hearing with protest tabulation prior to adoption.

Revenue requirements in Willdan's analysis are built from the City's adopted FY 2025-26 budget and projected forward for FY 2027–FY 2031, with recurring costs escalated and

one-time items adjusted in consultation with staff. The plan incorporates debt service of approximately \$1.7 million annually and a minimum debt service coverage of $\geq 1.20x$ (planning target $\sim 1.50x$). It also maintains an Operating Reserve target of 180 days of O&M and dedicated capital reserves consistent with recommended best management practices. Finally, the financial plan paces cash-funded capital averaging roughly \$0.88 million per year over the five-year period, to support ongoing rehabilitation, replacement, modernization, and targeted system improvements while avoiding sharp swings in annual cash outlays.

It is important to note the study assumes multiple large capital improvements as outlined in the recently adopted WWTF Basis of Design Report will be grant funded. As such any costs associated with that future project are not included in these rate projections.

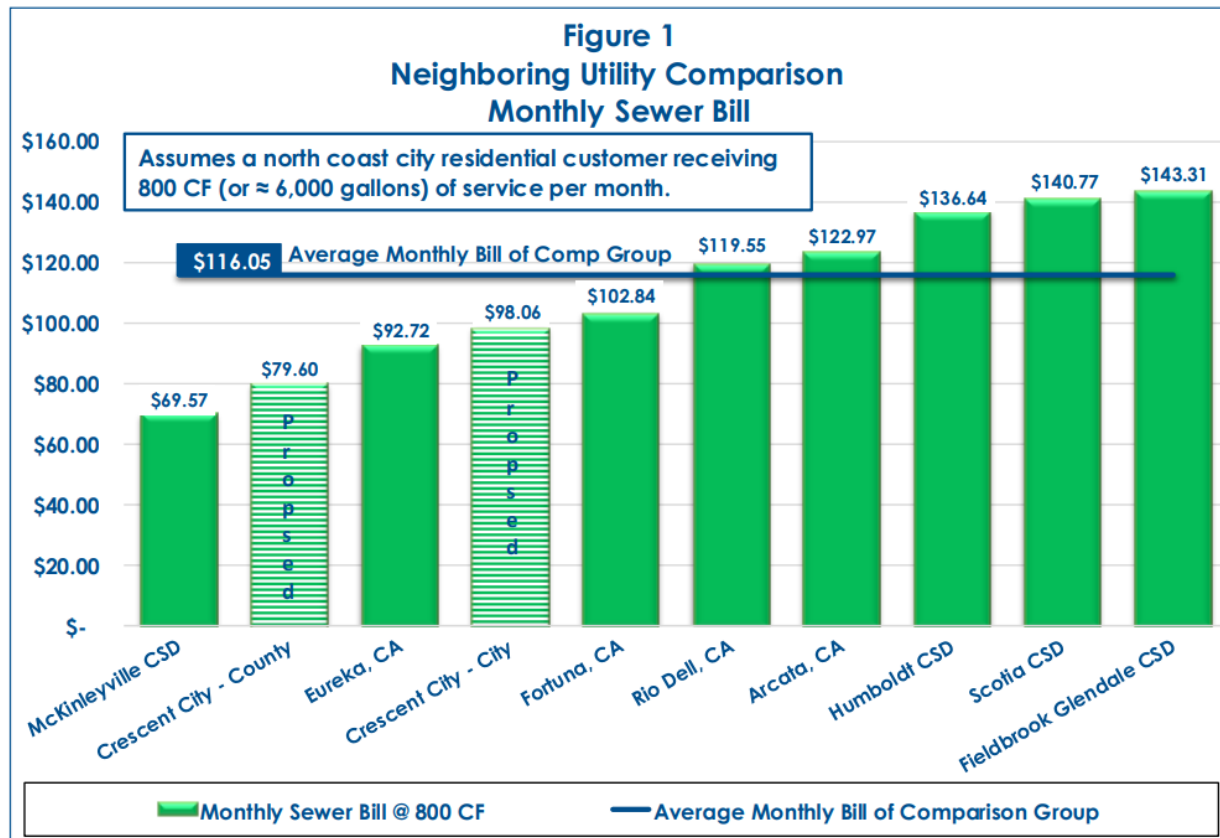
The analysis confirms that existing rates cannot meet the City's financial obligations and policy targets. Willdan's proposed rate path restores revenue sufficiency, achieves required coverage, and funds planned CIP cash outlays while maintaining reserves.

The recommended rates developed by the study are summarized below:

Description	Existing Rates	Projected for Fiscal Year Ending June 30				
		2027	2028	2029	2030	2031
Monthly Fixed Charge: Inside ^[1]						
Residential Flat Rate	\$ 72.21	\$ 98.06	\$ 110.32	\$ 117.49	\$ 123.95	\$ 130.15
Multi-Family	\$ 41.90	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Light Commercial	\$ 44.75	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Heavy Commercial	\$ 70.10	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Combined Residential/Light Commercial (Mixed Use)	\$ 116.96	\$ 121.84	\$ 137.07	\$ 145.98	\$ 154.01	\$ 161.71
Combined Residential (2) / Light Commercial (Mixed Use)	\$ 189.17	\$ 267.14	\$ 300.53	\$ 320.06	\$ 337.66	\$ 354.55
Industrial Pretreatment	\$ 72.21	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Volumetric Rates Per 100 Cubic Feet (CCF): Inside ^[2]						
Residential Flat Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Multi-Family	\$ 8.38	\$ 10.17	\$ 11.45	\$ 12.19	\$ 12.86	\$ 13.50
Light Commercial	\$ 8.95	\$ 10.95	\$ 12.32	\$ 13.12	\$ 13.84	\$ 14.54
Heavy Commercial	\$ 14.02	\$ 23.39	\$ 26.32	\$ 28.03	\$ 29.57	\$ 31.05
Combined Residential/Light Commercial (Mixed Use)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Residential (2) / Light Commercial (Mixed Use)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Industrial Pretreatment	\$ 2.00	\$ 4.62	\$ 5.20	\$ 5.54	\$ 5.84	\$ 6.14
Monthly Fixed Charge: Outside ^{[1] [3]}						
Residential Flat Rate	\$ 63.14	\$ 79.60	\$ 89.55	\$ 95.37	\$ 100.62	\$ 105.65
Multi-Family	\$ 36.75	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Light Commercial	\$ 39.60	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Heavy Commercial	\$ 64.90	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Combined Residential/Light Commercial (Mixed Use)	\$ 102.74	\$ 75.56	\$ 85.00	\$ 90.53	\$ 95.50	\$ 100.28
Volumetric Rates Per 100 Cubic Feet (CCF): Outside ^{[2] [3]}						
Residential Flat Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Multi-Family	\$ 7.35	\$ 7.00	\$ 7.87	\$ 8.38	\$ 8.85	\$ 9.29
Light Commercial	\$ 7.92	\$ 7.78	\$ 8.75	\$ 9.32	\$ 9.83	\$ 10.32
Heavy Commercial	\$ 12.98	\$ 20.22	\$ 22.74	\$ 24.22	\$ 25.55	\$ 26.83
Combined Residential/Light Commercial (Mixed Use)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notes:						
[1] All "Residential" and "Mixed Use" customers only pay a monthly flat fee regardless of usage.						
[2] Under the existing rates, 500 cubic feet of usage is included in the monthly fixed charge. Therefore, customers who are billed for usage do not pay a volumetric rate per CCF until their usage exceeds 500 cubic feet. Under the proposed rates, usage is no longer included in the monthly fixed charge and customers will pay the volumetric rate per CCF for all usage.						

As stated in the Wildan study on page 23, to provide additional insight and context regarding the proposed rate levels, the analysis includes a comparison of proposed inside

City and outside City (County CSA) user rates relative to the user rates imposed by other sewer utility systems located in the same region. A summary analysis is provided comparing the cost of monthly sewer service for both inside City and outside City (County) single-family residential customers calculated under the proposed rates of the City with those of the other utilities. The City's proposed outside City (County) single-family rates only reflect the costs of providing sewer treatment services since sewer collection services are provided by and billed separately by the CSA and are not reflected herein. The rates utilized for the other neighboring utilities shown in **Figure 1** were in effect as of August 2025.



A common question asked with our current rate structure, which will continue under the proposed structure, is: “Why is the County sewer rate lower than the inside-City rate?” The reason is that the inside-City rate includes the full cost of sewer collection, conveyance, and the infrastructure required to deliver wastewater to the City’s Wastewater Treatment Facility. In contrast, the County (CSA) rate includes only the cost of treatment, because the City provides treatment services to CSA customers but does not provide their sewer collection system. As noted in the Rate Study, CSA customers receive separate billing from Del Norte County for sewer collection services, which the County administers and collects independently. These County-administered collection charges are not included in the City’s sewer rates. For this reason, the proposed County CSA rate appears lower than the inside-City rate, because CSA customers pay separately for collection through the County.

NEXT STEPS

Staff recommends the City Council approve the attached sewer rate study and provide direction to bring a sewer rate ordinance back for Council consideration. Once the ordinance is introduced, the Prop 218 process will begin. A formal notice will be mailed to every affected property owner and ratepayer explaining the proposed rates and their opportunity to protest the rate increase. Each parcel is able to submit one valid protest (this can be submitted by either the property owner or the ratepayer).

The Council will also set a public hearing date, which must be at least 45 days after the notice period begins. At the public hearing, property owners and ratepayers will have the opportunity to address the City Council regarding the proposed rates. The public hearing will also officially close the protest period. The protests received will be validated and counted. If valid protests from 50% + 1 of the total number of eligible parcels are received, the rate increase is not allowed to proceed. If fewer than 50% + 1 valid protests are received, the Council may adopt the ordinance and implement the new rate structure.

If the recommended rates are adopted, they would be effective July 1, 2026. Since sewer service is billed in arrears (the month after the service is provided), most customers would see the first increase on their bill in August 2026.

FISCAL ANALYSIS

The sewer rate study was funded by the Sewer Fund. Approval of the final report does not have a direct fiscal impact.

If the Council directs staff to develop an ordinance to implement Sewer rate changes, there will be costs associated with the Prop 218 process to mail notices to all affected property owners and ratepayers. If new rates are adopted, the increased revenues will be reflected in the sewer fund and help ensure the long-term sustainability of the fund.

STRATEGIC PLAN ASSESSMENT

This report addresses the following strategic plan goals:

- 1(D): Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs
- 3(B): Maintain responsible fiscal management and accountability

ATTACHMENTS

1. 2026 Comprehensive Sewer Utility Rate Study prepared by Willdan Financial Services

City of Crescent City, CA

Report

Comprehensive Sewer Utility Rate Study





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Section 1 – Executive Summary

1.1 Introduction

Willdan Financial Services (Willdan) is pleased to submit to the City of Crescent City (City) the Sewer Rate Study report (Report) for your consideration. Willdan has completed the study of the City's sewer rates and summarized the results of the investigations, analyses, and conclusions in this Report.

1.1.1 Sewer System Background

Crescent City is located on the coast 15 miles south of the Oregon border in Del Norte County, California. The City's sewer service area includes the city limits and the surrounding County Service Area (CSA). The CSA consists of two sub-areas: the Northcrest area which is north of the city and the Bertsch-Oceanview area to the east.

The City and CSA maintain separate sanitary sewer collection systems within the service area. Sewer flows generated within the CSA are collected and conveyed to the City's collection system. The City's system then conveys the combined City and County (CSA) - generated sewer flows to the Crescent City Wastewater Treatment Plant (CCWWTP) for treatment and disposal. Since the CSA is a separate entity from the City and maintains their own sewer collection infrastructure, the CSA bills customers within its service territory for sewer collection services provided to those customers. The City is not involved in developing or implementing the sewer collection rates and has no control or influence over the sewer collection rates set by the CSA. The City only bills CSA customers for the treatment services they provide to the CSA for wastewater conveyed to its treatment facility.

Raw wastewater from the City and CSA is conveyed to the CCWWTP through a 21-inch-diameter gravity line to the headworks structure. The headworks structure includes mechanically cleaned screens, a flow measuring Parshall Flume, and a wet well in which five pumps are available to lift the flow to the primary clarifiers. Primary treatment consists of two grit removal tanks followed by two rectangular primary clarifiers. Primary sludge is pumped to the gravity thickener. Floatable scum and grease are mechanically skimmed and pumped to the gravity thickener. Secondary treatment is provided by operating the Rotating Biological Contactors (RBC) and Membrane Bioreactor (MBR) in parallel.

The treated sewage is discharged from the CCWWTP through two ocean outfall lines that are interconnected at the discharge location. The older outfall includes an 18-inch-diameter pipeline from the CCWWTP to the shoreline and a 12-inch-diameter pipeline that runs from the shoreline at Battery Point, across a tidal sand bridge, then along the southern shoreline of Lighthouse Island. The pipe is sloped downward at a 45-degree angle and discharges into the bottom of a natural slot formed in the basalt, a 10-foot-deep surge channel on the south side of Lighthouse Island. The slot faces the direction of prevailing wave impact, which provides for intense wave activity that promotes dilution of effluent. The older outfall has an



approximate gravity capacity of 2 MGD and a capacity of 7 MGD when both effluent pumps are operating. The second 24-inch-diameter pipeline was constructed in 2005 to significantly increase effluent conveyance capacity. The newer outfall has a gravity flow capacity of 11 to 13 MGD depending on tide conditions.

1.1.2 Rate Study Background

The City has focused a significant amount of attention and effort on strategic planning measures in all areas of sewer utility operations to ensure that the sewer system is able to maintain critical utility infrastructure, provide a stable and well-functioning system that delivers uninterrupted service to its customers, and so that it remains prepared for the future. As part of its ongoing strategic planning efforts, the City commissioned Willdan to perform a sewer rate study to analyze the revenue sources and expenditures of the sewer utility system and provide recommendations for proposed rate and/or rate structure adjustments to meet the financial and administrative goals and objectives of the City. The primary objectives of the rate study include:

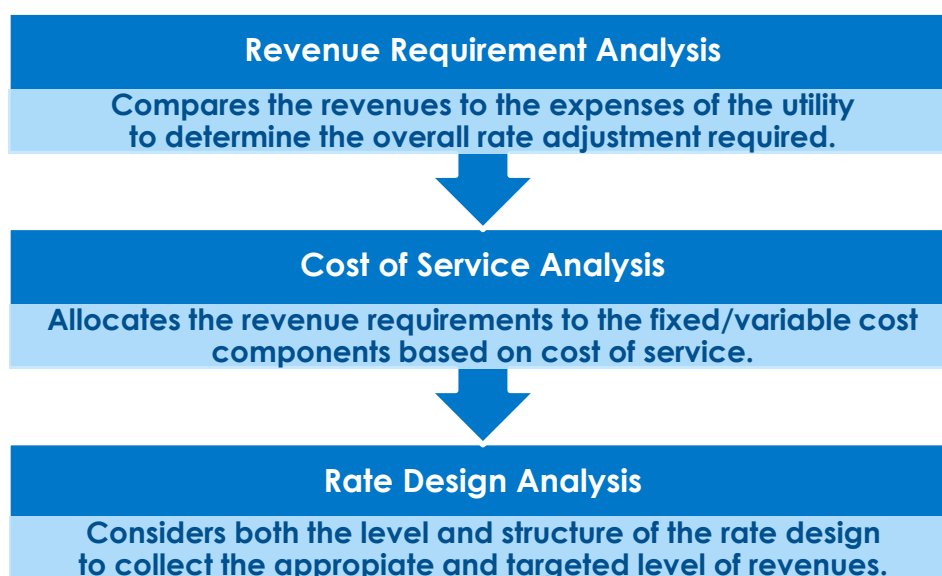
- Full recovery of costs related to utility operations (i.e., operating and maintenance costs, debt, and other expenditure requirements);
- Development of a cost-based rate structure;
- Consistency with Water Environment Federation ("WEF") guidelines;
- Equity among customer classes;
- Meeting substantive and procedural Proposition 218 requirements;
- Administrative efficiency (i.e., easy to understand and implement); and
- 5-Year capital funding plan.

1.2 Overview of the Rate Study Process

This study includes the development and presentation of a pro-forma sewer financial plan for a 5-year planning period, as well as the development of cost-based rates through a comprehensive cost-of-service and rate design analysis. Utility rates must be set at a level such that operating, maintenance, debt, and capital expenses are funded with the revenues received from customers. In addition, the revenues generated from sewer utility rates must only be used for these purposes and for the sewer system only. This is a significant point, as failure to achieve the revenues needed can lead to unacceptable service levels and inadequately maintained facilities. Therefore, a rate study typically consists of the following three interrelated analyses:



- I. **Financial Planning/Revenue Requirement Analysis:** Creates a five-year financial plan to support an orderly, efficient program of funding for on-going maintenance and operating costs, capital improvement and routine system component replacement activities, debt financing, and retirement of outstanding debt. In addition, the plan should fund and maintain appropriate reserve balances based on industry standards, as well as the City's fiscal policies and specific needs.
- II. **Cost-of-Service Analysis:** Identifies and apportions annual revenue requirements (i.e., expenditures) to operational and functional cost components based on the relative demand placed on the sewer utility system by various groups or classes of customers. The purpose of this analysis is to develop customer rates that generate revenues proportionate to their share of the utility's costs. This objective is consistent with industry standards as well as the requirements of Proposition 218 (Prop 218).
- III. **Rate Design:** Develops an equitable and proportionate fixed/variable schedule of rates for the City's customer base. The policy objectives are coordinated with Prop 218 requirements and cost-of-service objectives to achieve a balance between customer equity and financial stability goals. The balance of fixed and variable charges considers the need for a stable revenue source (the fixed charge) and accounts for customers placing higher costs on the system (through higher sewer use) by incurring a higher bill reflective of their impact on the system (the variable component).





This rate study utilizes generally accepted rate-making principles and standards established by industry experts such as the WEF in its "Financing and Charges for Sewer Systems, Manual of Practice No. 27". The principles established by these entities are used as guidelines in the development of the proposed sewer rates. A discussion of some of the key principles of ratemaking is presented in the following subsection of this Report.

1.3 Summary of Proposed Rates

The rate study methodology applied in the development of updated sewer rates, outlined in this Report, consisted of reviewing the historical operating results of the sewer utility system, analyzing the budget to identify the net revenue requirements to be recovered from user rate revenues, performing general cost-of-service allocations based on the rate components and functional cost categories, and adjusting the user rates based on the applicable costs and expenditures to be recovered. In addition, an analysis of the system's customers and their usage and demand characteristics was performed to identify the cost-of-service rate determinants since they form the basis for the recommended rates, which are the primary source for generating revenues. The allocated revenue requirements were utilized in conjunction with the rate determinants and rate structure to develop the proposed sewer rates.

The findings and conclusions of the rate analysis, as well as the resulting revised rate recommendations, were utilized to develop a projection of future operating results for a 5-year planning period from Fiscal Year (FY) 2027 (beginning July 1, 2026) through FY 2031 (ending June 30, 2031), herein referred to as the "Projection Period". The purpose of developing the 5-year projections is to demonstrate the financial capability of the sewer revenues to support system operations, maintenance, repayment of outstanding and/or anticipated debt and compliance with debt covenants, address policy goals such as accumulation and maintenance of designated reserves, and funding planned rehabilitation and repair of aging system components and minor and major capital improvement projects. The analyses, findings and accompanying recommendations are presented in the subsequent sections of the Report.

The sewer rate analysis described in the Report is performed based on the general guidelines of the defined objectives, as well as common industry standards for setting utility rates. The proposed sewer rates for assumed implementation effective July 1, 2026 (or other such date as determined by the City) for FY 2026/27 (FY 2027, herein referred to as the "Test Year") are provided in **Table 1**. The existing rates are provided in **Table 2**.



Table 1 – Proposed Monthly Sewer Rates

Description	Proposed Rate
Monthly Fixed Charge: Inside ^[1]	
Residential Flat Rate	\$ 98.06
Multi-Family	\$ 43.29
Light Commercial	\$ 43.29
Heavy Commercial	\$ 43.29
Combined Residential/Light Commercial (Mixed Use)	\$ 121.84
Combined Residential (2) / Light Commercial (Mixed Use)	\$ 267.14
Industrial Pretreatment	\$ 43.29
Volumetric Rates Per 100 Cubic Feet (CCF): Inside ^[2]	
Residential Flat Rate	\$ -
Multi-Family	\$ 10.17
Light Commercial	\$ 10.95
Heavy Commercial	\$ 23.39
Combined Residential/Light Commercial (Mixed Use)	\$ -
Combined Residential (2) / Light Commercial (Mixed Use)	\$ -
Industrial Pretreatment	\$ 4.62
Monthly Fixed Charge: Outside ^{[1] [3]}	
Residential Flat Rate	\$ 79.60
Multi-Family	\$ 43.29
Light Commercial	\$ 43.29
Heavy Commercial	\$ 43.29
Combined Residential/Light Commercial (Mixed Use)	\$ 75.56
Volumetric Rates Per 100 Cubic Feet (CCF): Outside ^{[2] [3]}	
Residential Flat Rate	\$ -
Multi-Family	\$ 7.00
Light Commercial	\$ 7.78
Heavy Commercial	\$ 20.22
Combined Residential/Light Commercial (Mixed Use)	\$ -
Notes:	
[1] All "Residential" and "Mixed Use" customers only pay a monthly flat fee regardless of usage.	
[2] Under the existing rates, 500 cubic feet of usage is included in the monthly fixed charge. Therefore, customers who are billed for usage do not pay a volumetric rate per CCF until their usage exceeds 500 cubic feet. Under the proposed rates, usage is no longer included in the monthly fixed charge and customers will pay the volumetric rate per CCF for all usage.	
[3] County customers pay the City for treatment services only. Collection services are provided by and billed separately by the County.	



Section 2 – Revenue Sufficiency Analysis

2.1 Financial Planning Principles

While the individual rates for a utility system vary based on a variety of factors, rates should be consistent with common rate-making principles within the utility industry. The guiding principle is that rates designed for any utility should provide a reasonable balance between key factors. In general, the utility rates should:

- Generate a stable revenue stream that, when combined with other sources of funds, is sufficient to meet the expenditure requirements and goals of the system.
- Be based upon the proportionate cost of providing the service and not exceed the cost of providing the service – in compliance with California Proposition 218.

2.2 Existing Rates

The City has established user rates for sewer service that are applied to retail customers of the system. The rates charged for sewer service are approved by the City Council and are not subject to administrative review or approval by any other local or state agency. The City has historically adjusted rates, as necessary, to provide for recovery of financial obligations including operating expenses, debt service, capital expenditures and any other expenses and transfers.

The existing inside and outside City sewer rates consist of 1) monthly fixed charges that apply to residential and mixed use customers regardless of their usage, 2) monthly fixed charges that apply to multi-family and non-residential customers by account, which include 500 cubic feet of usage, and 2) a volumetric rate component per 100 cubic feet that recovers the costs of collection and treatment of wastewater by customer type. The volumetric rate component only applies to multi-family and non-residential customers. Customers that pay a volumetric rate do not currently pay the volumetric rate per 100 cubic feet until their monthly usage exceeds 500 cubic feet. The existing rates apply to City and CSA customers. CSA (outside City) customers rates do not include sewer collection and conveyance costs since the CSA provides sewer collection services and bills customers separately for these services. The existing rates for sewer services are provided in **Table 2**.



Table 2 – Existing Monthly Sewer Rates

Description	Existing Rate
Monthly Fixed Charge: Inside ^[1]	
Residential Flat Rate	\$ 72.21
Multi-Family	\$ 41.90
Light Commercial	\$ 44.75
Heavy Commercial	\$ 70.10
Combined Residential/Light Commercial (Mixed Use)	\$ 116.96
Combined Residential (2) / Light Commercial (Mixed Use)	\$ 189.17
Industrial Pretreatment	\$ 72.21
Volumetric Rates Per 100 Cubic Feet (CCF): Inside ^[2]	
Residential Flat Rate	\$ -
Multi-Family	\$ 8.38
Light Commercial	\$ 8.95
Heavy Commercial	\$ 14.02
Combined Residential/Light Commercial (Mixed Use)	\$ -
Combined Residential (2) / Light Commercial (Mixed Use)	\$ -
Industrial Pretreatment	\$ 2.00
Monthly Fixed Charge: Outside ^{[1] [3]}	
Residential Flat Rate	\$ 63.14
Multi-Family	\$ 36.75
Light Commercial	\$ 39.60
Heavy Commercial	\$ 64.90
Combined Residential/Light Commercial (Mixed Use)	\$ 102.74
Volumetric Rates Per 100 Cubic Feet (CCF): Outside ^{[2] [3]}	
Residential Flat Rate	\$ -
Multi-Family	\$ 7.35
Light Commercial	\$ 7.92
Heavy Commercial	\$ 12.98
Combined Residential/Light Commercial (Mixed Use)	\$ -
Notes:	
[1] All "Residential" and "Mixed Use" customers only pay a monthly flat fee regardless of usage.	
[2] Under the existing rates, 500 cubic feet of usage is included in the monthly fixed charge. Therefore, customers who are billed for usage do not pay a volumetric rate per CCF until their usage exceeds 500 cubic feet. Under the proposed rates, usage is no longer included in the monthly fixed charge and customers will pay the volumetric rate per CCF for all usage.	
[3] County customers pay the City for treatment services only. Collection services are provided by and billed separately by the County.	



2.3 Revenue Sufficiency Process

In evaluating whether the existing rates will generate sufficient revenue to meet the expenditure requirements of the sewer system, the annual expenditures required for the sewer utility system (herein referred to as the "Revenue Requirements") were developed. The Revenue Sufficiency Analysis compares the forecasted revenues for the sewer utility system under existing rates (including customer growth) to the projected Revenue Requirements.

2.3.1 Budget

The Revenue Sufficiency analysis performed as part of this study and summarized in this report utilizes the City's adopted budget for FY 2025/26 (the "Budget" for FY ending June 30, 2026) as one variable to determine the gross Revenue Requirement to be recovered from user rates over the Projection Period. The Budget, as prepared by the City, is provided on a line-item basis, and is used for projecting the budgeted financial needs for the Test Year and the remainder of the Projection Period. In developing the rate analysis, certain adjustments are made such that expenditures are categorized into either Operating and Maintenance (O&M) expenses or non-operating expenses. In addition, only recurring costs included in the current Budget were included as part of the Revenue Sufficiency Analysis for the entirety of the Projection Period. One-time costs were identified and evaluated in discussions with City Staff and removed from future years if appropriate. Recurring annual costs were escalated using suitable indexes or escalation factors, again in discussion with City Staff. The O&M expenses are primarily those ongoing costs for labor, materials, chemicals, electricity, supplies, services, etc., required to manage and operate the utility system on a day-to-day basis while maintaining a dependable level of service. The O&M requirements are generally a function of a budgetary process and are directly related to the level of service provided to customers of the utility system. The non-operating expenses include such items as capital outlay and any other expenses & transfers.

The Budget also identifies estimated revenues derived from sources other than sewer user rates. Such other revenue sources include interest earnings on investments, and various other miscellaneous service charges. The revenues generated from the other sources are applied to the gross Revenue Requirement to reduce the amount of revenue required from user rates. The result is the net Revenue Requirement.

2.3.2 Capital Improvement Plan (CIP)

The City provided a list of anticipated capital projects to be undertaken over the Projection Period. These are also included in the development of the gross Revenue Requirement. The capital projects provided by and identified by the City in the CIP are required to modernize and upgrade the system to maintain uninterrupted service to customers by investing in improvements, repairs, or replacements of aging system components as they wear over time. The City also provided cost estimates for the identified capital projects by the fiscal year in which they are estimated to be undertaken. The funding for these capital projects



was then used in the analysis, along with O&M and non-operating expenses, to determine the gross Revenue Requirement for the sewer system. The capital projects included in the CIP (represented in \$1,000s), along with their assumed funding sources by fiscal year, for the Projection Period are provided in **Table 3**.

Table 3 – Sewer CIP (\$1,000s)

Description	Funding Source	Projected for Fiscal Year Ending June 30					
		2026	2027	2028	2029	2030	2031
Sewer Capital Projects							
Influent Spiral Lift (Install)	Cash	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -
Influent Gate (Complete)	Cash	35	-	-	-	-	-
Primary Influent Valves	Cash	120	-	-	-	-	-
Rbc Gearbox Replace	Cash	62	65	68	72	75	-
Influent Pump Rebuild	Cash	-	151	159	167	-	-
Gas Flare Replace / Relocate (May Change)	Cash	-	79	-	-	-	-
Primary Buildings Replace	Cash	-	28	189	-	-	-
Wooden Walkway	Cash	-	-	53	-	-	-
Truck (At Wwtp)	Cash	-	36	-	-	-	-
Rbc Media Replace	Cash	-	-	239	251	-	-
Chemical Pumps	Cash	-	56	-	-	-	-
Mbr Diffusers	Cash	-	-	-	58	61	-
Lift Station Rehab (Williams, Harbor)	Cash	-	-	-	46	49	-
Collection System Repairs	Cash	225	263	276	289	304	-
City Equipment Purchases	Cash	16	79	83	87	91	-
Future R&R and Improvement Projects	Cash	-	-	-	-	-	993
Digester Optimization	Grants	-	-	-	1,811	1,901	-
Gravity Thickener rehabilitation & Distribution Box: Jacobs 22 #20	Grants	-	-	560	427	225	-
Biological Survey And Toxicity Study (Required By NPDES)	Cash	-	32	-	-	-	-
Sewer Lines Camera Inspection	Cash	-	-	386	-	-	-
Total Sewer Capital Projects		\$ 508	\$ 788	\$ 2,012	\$ 3,208	\$ 2,706	\$ 993

2.3.3 Debt Service

The City currently has one outstanding debt issue associated with the sewer utility system, with an annual payment of approximately \$1.7M, as shown in **Table 4**. A minimum debt service coverage ratio of net revenue of at least 1.20 times the annual debt service payment is typically required to be maintained on an annual basis. In simple terms, this means the utility typically must have \$1.20 in net operating revenues for every \$1.00 in debt service they are committed to paying on outstanding debt. The debt service coverage is calculated by dividing net operating revenues (revenue less operations and maintenance expenses) by annual debt service. Based on discussions with City staff, there are no future debt issuances anticipated to take place over the Projection Period. The annual debt payments over the Projection Period, which are included in the development of the gross Revenue Requirement, are provided in **Table 4**.

Table 4 – Annual Debt Service Payments

Description	Projected for Fiscal Year Ending June 30				
	2027	2028	2029	2030	2031
Annual Debt Service					
SRF Loan Agreement	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663
Total Annual Debt Service	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663



2.3.4 Gross and Net Revenue Requirement

The proposed sewer rates developed in the Report are designed for assumed implementation for FY 2026/27 (the Test Year as previously defined). The projected Test Year gross and net Revenue Requirement is estimated by utilizing the Budget, actual debt service requirements as provided in the applicable debt service schedules, capital project cost estimates and assumed funding sources for capital projects as provided by the City, along with anticipated transfers to reserves for funding capital projects. The Test Year Revenue Requirement that is used for developing the user rates proposed herein is detailed in **Appendix A** at the end of this report and summarized in **Table 5**.

Table 5 – Test Year Revenue Requirements – FY 2027

Description	Sewer	Total
Total O&M	\$ 4,993,325	\$ 4,993,325
Debt Service	1,697,663	1,697,663
Net Transfers Out/(In)	(121,974)	(121,974)
Transfers to Operating & Capital Reserves	147,767	147,767
Gross Revenue Requirement	\$ 6,716,781	\$ 6,716,781
Less Other Revenues	(669,015)	(669,015)
Net Revenue Requirement	\$ 6,047,766	\$ 6,047,766

The projected Revenue Requirements for the sewer system over the entire Projection Period are provided in **Table 6**.

Table 6 – Sewer Revenue Requirements for the Projection Period

Description	Projected for Fiscal Year Ending June 30				
	2027	2028	2029	2030	2031
Total O&M	\$ 4,993,325	\$ 5,212,395	\$ 5,441,813	\$ 5,682,084	\$ 5,933,778
Debt Service	1,697,663	1,697,663	1,697,663	1,697,663	1,697,663
Net Transfers Out/(In)	(121,974)	(119,811)	(117,583)	(115,288)	(112,924)
Transfers to Operating & Capital Reserves	147,767	711,194	953,284	1,144,695	1,309,314
Gross Revenue Requirement	\$ 6,716,781	\$ 7,501,441	\$ 7,975,177	\$ 8,409,154	\$ 8,827,831
Less Other Revenues	(669,015)	(679,017)	(689,393)	(700,162)	(711,339)
Net Revenue Requirement	\$ 6,047,766	\$ 6,822,424	\$ 7,285,784	\$ 7,708,992	\$ 8,116,492



2.4 Customer Data

The rate study is heavily reliant upon a detailed historical analysis of system customers and their accompanying usage and demand characteristics. Data reflecting the existing utility customer base and metered/billable flows provide the determinants utilized in the cost-of-service analysis, and ultimately in calculating the monthly sewer user rates and charges, which become the foundation for projecting future revenues generated by the sewer system.

It is important to note that the customer analysis focuses primarily on the customer classifications that will be subject to and impacted by the user rates and charges to be developed in the Report. This consists of the general service (retail) customers that currently pay for utility service pursuant to the existing user rates and charges as previously detailed. For the purposes of the rate study, it is these customers and their accompanying usage characteristics that will generate revenues based upon the proposed user rates and charges.

2.4.1 Customer Billing Analysis

For the rate study, detailed historical monthly billing information was provided for each customer. This data offered a breakdown of customers by location (inside vs outside City), customer class, usage characteristics, and billed charges. The historical billing data was queried from the City's electronic billing records. An analysis of the billing data was conducted to obtain an understanding of existing customers, customer classes, demand and usage characteristics, and metered usage per customer class. In accordance with the data, as well as discussions with the City staff, the utility system provides service to various identifiable retail customer classes consisting of:

- Single-Family Residential
- Multi-Family Residential
- Mixed Use
- Commercial/Non-Residential, and
- Industrial Pretreatment.

Each of these customer classes embodies certain common characteristics in their utility use and service demand profiles that provide the basis for establishing an equitable allocation of system costs. The billing data was utilized to identify the number of customer accounts and dwelling units within each class, the metered/billable usage profiles, and sewer strength characteristics.

The historical customer data was also utilized, along with other City planning data and discussions with City staff, to establish growth trends for each customer classification. The growth trends were then used to project the average number of customers within each class for the Test Year plus the remaining years of the Projection Period.



2.5 Financial Projections Under Existing Rates

The projected customers and accompanying billable flows were applied to the existing rates to develop a projection of user revenues that would be generated under existing rates. The revenues were then compared to the projected revenue requirements/expenditures to determine if revenue adjustments would be needed to meet the calculated Revenue Requirements shown in **Tables 5** and **6**.

Based on this comparison, it is projected that under the existing rates, the sewer system would not meet its collective projected operating and maintenance (O&M) financial obligations, debt service payments and coverage requirements, costs of capital projects, and transfers to maintain cash reserves.

Therefore, revenue increases are required and recommended to generate additional cash to fund projected costs of operations, meet debt service requirements, capital projects, and maintain adequate operating and capital cash reserves. In addition, best practice is to maintain at least 180 days of operating cash reserves to help fund ongoing operations in the event of periodic fluctuations in cash flow, and to address unexpected needs that may require cash funding. The City also maintains a separate capital reserve to fund infrastructure needs and capital improvements. The cash-flow statement outlining the projected operating results under existing rates is summarized in **Table 7**. The proposed rates and projected financial results are addressed in the subsequent sections of this Report.



Table 7 – Sewer System Projected Operating Results - Existing Rates (\$1,000s)

Description	Projected for Fiscal Year Ending June 30				
	Existing 2027	2028	2029	2030	2031
Revenues:					
Sewer Sales	\$ 4,670	\$ 4,683	\$ 4,696	\$ 4,709	\$ 4,722
Other Revenues	669	679	689	700	711
Total Revenues	\$ 5,339	\$ 5,362	\$ 5,385	\$ 5,410	\$ 5,434
O&M Expenses	(4,993)	(5,212)	(5,442)	(5,682)	(5,934)
Net Income Available For Debt Service	\$ 346	\$ 150	\$ (57)	\$ (272)	\$ (500)
Debt Service:					
Existing	\$ 1,698	\$ 1,698	\$ 1,698	\$ 1,698	\$ 1,698
Future	-	-	-	-	-
Total Debt Service	\$ 1,698	\$ 1,698	\$ 1,698	\$ 1,698	\$ 1,698
Debt Service Coverage Ratio	0.20	0.09	-	-	-
Balance After Debt	\$ (1,352)	\$ (1,548)	\$ (1,754)	\$ (1,970)	\$ (2,198)
Other Expenditures & Transfers:					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In	\$ 194	\$ 194	\$ 194	\$ 194	\$ 194
Transfers Out	\$ (72)	\$ (74)	\$ (76)	\$ (79)	\$ (81)
Total Other Expenditures & Transfers	\$ 122	\$ 120	\$ 118	\$ 115	\$ 113
Net Results	\$ (1,230)	\$ (1,428)	\$ (1,637)	\$ (1,855)	\$ (2,085)
Fund Balance Activity:					
O&M Fund Balance (413)					
Beginning Fund Balance	\$ 3,691	\$ 2,399	\$ 0	\$ (1,637)	\$ (3,492)
Deposit/(Withdrawal) from Operations	(1,230)	(1,428)	(1,637)	(1,855)	(2,085)
Transfer from/(to) Capital Fund	(62)	(971)	-	-	-
Ending Fund Balance	\$ 2,399	\$ 0	\$ (1,637)	\$ (3,492)	\$ (5,577)
Days Cash on Hand	175	0	(110)	(224)	(343)
Capital Reserve (913)					
Beginning Fund Balance	\$ 725	\$ 0	\$ (481)	\$ (1,451)	\$ (2,031)
Transfer from/(to) O&M Fund	62	971	-	-	-
Capital Projects From Capital Improvement Plan	(788)	(1,452)	(970)	(580)	(993)
Ending Fund Balance	0	(481)	(1,451)	(2,031)	(3,024)
Total Ending Fund Balance	\$ 2,399	\$ (481)	\$ (3,088)	\$ (5,523)	\$ (8,601)



Section 3 – Cost-of-Service (COS) Analysis

3.1 General

The costs incurred by a sewer utility system are generally driven by specific service requirements imposed on the system by its customers. For sewer systems, the primary service requirements that drive costs typically include annual sewer volumes, sewer treatment strength, such as Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS), and the number and types of customers served.

There are several different options that can be used to perform a COS analysis, and the allocation methodology depends upon the operating profile of the utility and the basis applied. The sewer cost-of-service analysis detailed in **Section 3.2** involves an examination of the number and type of customers served in accordance with the California State Water Resources Control Board (SWRCB) *Revenue Program Guidelines for Wastewater Agencies*.

3.2 Sewer Cost-of-Service

The COS analysis utilizes the Revenue Requirements for the Test Year as the cost basis. The Test Year Revenue Requirements are functionally unbundled, classified and allocated to customer classes to determine the cost-of-service by class. As stated in **Section 3.1**, the sewer COS analysis involves an examination of sewer volumes, strength factors (i.e., BOD and TSS), and the number and type of customers served in accordance with the California State Water Resources Control Board (SWRCB) *Revenue Program Guidelines for Wastewater Agencies*. More detail relating to the sewer COS approach can be found in **Appendix B**.

3.2.1 Functional Unbundling of Revenue Requirements

The sewer system costs are unbundled into Collection, Treatment, Customer and Administration functions. A brief description of each component is as follows:

- **Collection** – costs associated with lines and facilities that transport wastewater from customer properties to treatment facilities;
- **Treatment** – costs associated with treating wastewater for disposal reclamation and/or discharge;
- **Customer** – costs associated with billing, and providing other services to customers (e.g., printing, delivering and collecting utility bills, recordkeeping, etc.).
- **Administration** – various overhead and other non-operating costs

The allocation of the functionally unbundled revenue requirements for the Test Year is summarized in **Table 8**.



Table 8 - Functional Unbundled Cost Allocations

Description	Test Year
Total O&M	\$ 4,993,325
Existing Debt Service	\$ 1,697,663
Future Debt Service	-
Other Expenditures & Transfers	25,793
O&M Revenue Requirement	\$ 6,716,781
Less Other Revenues	(669,015)
Total Revenue Requirement	\$ 6,047,766
Functional Unbundled Revenue Requirement	
Treatment	\$ 2,395,435
Collection	804,006
Administration	1,775,392
Customer Service	18,492
Transfers Out	72,100
CIP	787,500
Existing Debt	1,697,663
New Debt	-
Non-Rate Revenue	(669,015)
Transfer In	(194,074)
Fund Balance ^[1]	(639,733)
Total	\$ 6,047,766
Notes:	
[1] Represents a transfer from reserves to provide funding for capital outlay and CIP costs.	

3.2.2 Classification of Revenue Requirements

The functionally unbundled revenue requirements for the sewer system are classified into fixed and volumetric customer components based on a methodology consistent with the WEF Manual of Practice No. 27. It is anticipated that the allocation percentages will not change materially during the Projection Period. However, it is important to note that COS analysis is based on the data at a specific point in time (i.e., the most recent fiscal year). To the extent that weather conditions, economic conditions and customer usage characteristics change during the Projection Period, the cost allocators can be impacted. The system-wide costs by service characteristics are shown in **Table 9**.



Table 9 - Classification of Unbundled Revenue Requirements

Component	Volume	Capacity	Strength - BOD	Strength - TSS	Customer	Administration	Total
Treatment	\$ -	\$ -	\$ 1,197,874	\$ 1,197,561	\$ -	\$ -	\$ 2,395,435
Collection	402,003	402,003	-	-	-	-	804,006
Administration	-	-	-	-	-	1,775,392	1,775,392
Customer Service	-	-	-	-	18,492	-	18,492
Transfers Out	-	-	-	-	-	72,100	72,100
CIP	23,625	23,625	370,125	370,125	-	-	787,500
Existing Debt	-	-	460,236	460,236	-	777,191	1,697,663
New Debt	-	-	-	0	-	-	-
Non-Rate Rev & Fund Balance	(84,714)	(84,714)	(403,687)	(403,625)	(3,681)	(522,400)	(1,502,822)
Total	\$ 340,914	\$ 340,914	\$ 1,624,548	\$ 1,624,297	\$ 14,811	\$ 2,102,282	\$ 6,047,766

3.2.3 Allocation to Customer Classes and Unit Cost Development

The functionalized and classified Revenue Requirements are allocated to customer classes utilizing a unit cost approach as follows:

- **Collection** – Based on relative percentage of annual sewer usage;
- **Treatment** – Based on relative percentage of sewer strength discharge (BOD and TSS);
- **Customer** – Based on relative percentage of customers by customer class.

The units of service for each component of cost by customer class (if applicable) are provided in **Table 10**. The units of service consist of the number of customers, annual flows in 100 cubic feet, and sewer strength discharge. Customers are based on the number of customers as provided in the customer data. Collection is the total annual sewer flows projected for the Test Year. BOD and TSS reflect the strength per pound of the sewer discharge collected by the City from each customer class based on standards for wastewater discharge included in the SWRCB Guidelines or based on City samples from sewer for customers whose discharge is monitored.



Table 10 – Units of Service

Description	Total Customers	CCF Flow	BOD Factor ^[1]	BOD Pounds	TSS Factor ^[1]	TSS Pounds
Inside City:						
Residential						
Residential ^[2]	1,138	73,507.95	225	103,177	225	103,177
Multi-Family	89	68,611.92	225	96,305	225	96,305
Mixed Use						
Combined Residential (2) / Light Commercial	1	264.00	225	371	225	371
Combined Residential/Light Commercial	5	463.20	225	650	225	650
Non-Residential						
Light Commercial	245	33,307.56	250	51,946	250	51,946
Heavy Commercial	34	11,569.56	650	46,914	650	46,914
Sub-Total Inside City	1,512	187,724.19		299,363		299,363
Outside City:						
Residential						
Residential ^[2]	2,448	152,404.16	225	213,918	225	213,918
Multi-Family	26	65,332.80	225	91,703	225	91,703
Mixed Use						
Combined Residential/Light Commercial	2	110.64	225	155	225	155
Non-Residential						
Light Commercial	81	15,639.48	250	24,391	250	24,391
Heavy Commercial	5	3,522.66	650	14,284	650	14,284
Sub-Total Outside City	2,562	237,009.74		344,451		344,451
Monitored:						
Industrial Pretreatment	1	26,926.08	47	7,895	46	7,727
Sub-Total Monitored	1	26,926.08		7,895		7,727
Total	4,075	451,660.01		651,708		651,540

Notes:

[1] Average strength factors for BOD and TSS are based on the State Water Resources Control Board Revenue Program Guidelines, Appendix G. For the "Monitored" customer class, sewer sample results gathered and provided by the City were utilized to determine BOD and TSS Strength Factors.

[2] Annual sewer flows for single family residential customers were calculated by taking the average winter consumption for the lowest three months of water consumption data provided to determine the factor of winter average usage compared to the total annual average monthly water usage. This factor was then applied to the projected monthly average "Test Year" water consumption to determine the "Test Year" annual sewer flows.

The Revenue Requirement for each cost component is divided by its respective unit of service to calculate a unit cost. The unit cost for each cost component is demonstrated in **Table 11**.



Table 11 – Cost Per Unit

Description	Volume	Capacity	Strength - BOD	Strength - TSS	Customer	Administration	Total
Total Revenue Requirement	\$ 340,914	\$ 340,914	\$ 1,624,548	\$ 1,624,297	\$ 14,811	\$ 2,102,282	\$ 6,047,766
Total Units of Service	214,650	214,650	651,708	651,540	4,075	4,075	
Unit Type	CCF ^[1]	CCF ^[1]	Pounds	Pounds	Customers /Monthly	Customers /Monthly	
Cost per Unit	\$ 1.59	\$ 1.59	\$ 2.49	\$ 2.49	\$ 0.30	\$ 42.99	
per Unit Type	CCF	CCF	per Pound	per Pound	Customer per Month	Customer per Month	

Notes:

[1] Since the CSA directly provides sewer collection and conveyance services to outside city customers, their collection costs are handled by the county through their annual CSA tax payment and the County is paid directly for these costs. Therefore, these units are excluded when developing the "Cost Per Unit", so that the "Cost Per Unit" only reflects the collection costs attributable to providing sewer collection and conveyance services to inside city customers. The City is not involved in, nor does the City have any control over the sewer collection rates set by the CSA. The City only bills CSA customers for the treatment services they provide to the CSA.

The allocation of the Revenue Requirement to each customer class is based on the unit costs for each component multiplied by the units of service for each customer class. The total costs to be recovered from each customer class by rate component is shown in **Table 12**.

Table 12 – Cost of Service by Customer Class and Cost Component

Customer Class	Volume	Capacity	Strength - BOD	Strength - TSS	Customer	Administration	Total
Inside City:							
Residential							
Residential	\$ 116,747	\$ 116,747	\$ 257,196	\$ 257,222	\$ 4,136	\$ 587,091	\$ 1,339,141
Multi-Family	\$ 108,971	\$ 108,971	\$ 240,065	\$ 240,090	\$ 323	\$ 45,915	\$ 744,336
Mixed Use							
Combined Residential (2) / Light Commercial	\$ 419	\$ 419	\$ 924	\$ 924	\$ 4	\$ 516	\$ 3,206
Combined Residential/Light Commercial	\$ 736	\$ 736	\$ 1,621	\$ 1,621	\$ 18	\$ 2,579	\$ 7,311
Non-Residential							
Light Commercial	\$ 52,900	\$ 52,900	\$ 129,488	\$ 129,501	\$ 891	\$ 126,395	\$ 492,075
Heavy Commercial	\$ 18,375	\$ 18,375	\$ 116,944	\$ 116,956	\$ 124	\$ 17,541	\$ 288,314
Sub-Total Inside City	\$ 298,149	\$ 298,149	\$ 746,237	\$ 746,314	\$ 5,496	\$ 780,037	\$ 2,874,382
Outside City: ^[1]							
Residential							
Residential	\$ -	\$ -	\$ 533,244	\$ 533,300	\$ 8,898	\$ 1,262,917	\$ 2,338,359
Multi-Family	\$ -	\$ -	\$ 228,592	\$ 228,616	\$ 95	\$ 13,413	\$ 470,715
Mixed Use							
Combined Residential/Light Commercial	\$ -	\$ -	\$ 387	\$ 387	\$ 7	\$ 1,032	\$ 1,813
Non-Residential							
Light Commercial	\$ -	\$ -	\$ 60,801	\$ 60,807	\$ 294	\$ 41,788	\$ 163,690
Heavy Commercial	\$ -	\$ -	\$ 35,607	\$ 35,610	\$ 18	\$ 2,579	\$ 73,815
Sub-Total Outside City	\$ -	\$ -	\$ 858,631	\$ 858,720	\$ 9,312	\$ 1,321,729	\$ 3,048,392
Monitored:							
Industrial Pretreatment	\$ 42,765	\$ 42,765	\$ 19,680	\$ 19,263	\$ 4	\$ 516	\$ 124,992
Sub-Total Monitored	\$ 42,765	\$ 42,765	\$ 19,680	\$ 19,263	\$ 4	\$ 516	\$ 124,992
Total	\$ 340,914	\$ 340,914	\$ 1,624,548	\$ 1,624,297	\$ 14,811	\$ 2,102,282	\$ 6,047,766

Notes:

[1] Since the CSA directly provides sewer collection and conveyance services to outside city customers, their collection costs are handled by the county through their annual CSA tax payment and the County is paid directly for these costs. Therefore, sewer collection costs are excluded from being recovered from the "Outside City" customer classes since the City does not provide sewer collection services to CSA customers.



3.2.4 Cost-of-Service and Revenue Check

Once the unit costs are developed and the costs associated with each customer class based on the units of service are determined in **Section 3.2.3**, rates can be developed to ensure that each customer class is generating sufficient revenues to cover their allocated cost of service. The proposed rate structure for the sewer rates is as follows:

- **Single-Family Residential Customers** – For single-family residential customers, the proposed rates will consist of only a flat fixed charge per single-family residential customer, regardless of usage. Using a flat fixed charge for single-family residential customers is an accepted and predominant industry practice since wastewater is typically not metered, as is the case with the City, and wastewater discharge and demand is relatively uniform among the single-family residential class. Unlike a volumetric rate per 100 cubic feet, a flat rate also addresses single-family residential customers potentially being overcharged for water usage that is not returned to the sewer system, such as seasonal irrigation.
- **Multi-Family Residential Customers** – For multi-family residential customers, the proposed rates will consist of a fixed charge and a volumetric rate per 100 cubic feet that applies to all sewer discharge.
- **Mixed Use Customers** – For mixed use customers, the proposed rates will consist of only a flat fixed charge per mixed use customer, regardless of usage. Since water usage data is not available to demonstrate residential vs. commercial usage among the mixed-uses, it was determined to apply a flat fixed rate rather than trying to determine residential vs. commercial usage to calculate a volumetric rate per 100 cubic feet for each customer type within the mixed-use classification.
- **Non-Residential Customers** – For non-residential customers, the proposed rates will consist of a fixed charge and a volumetric rate per 100 cubic feet that applies to all sewer discharge based on each customer class's respective sewer strength discharge (i.e., light strength and high strength).
- **Industrial Pretreatment Customers** – For industrial pretreatment customers, the proposed rates will consist of a fixed charge and a volumetric rate per 100 cubic feet that applies to all sewer discharge.

The revenues generated by customer class vs the cost allocated to each customer class are provided in **Table 13**.



Table 13 – Proposed Rate Revenues vs COS

Description	Monthly Customers	Proposed Monthly Fixed Fee	Total Fixed Fee Revenue	Billable Annual Volume (CCF)	Proposed Volumetric Rate	Total Volumetric Rate Revenues	Total Calculated Revenues	Total COS
	[A]	[B]	[C]=[A]*[B]*12	[D]	[E]	[F]=[D]*[E]	[G]=[C]+[F]	[H]
Inside City:								
Residential								
Residential	1,138	\$ 98.06	\$ 1,339,141	N/A	N/A	N/A	\$ 1,339,141	\$ 1,339,141
Multi-Family	89	\$ 43.29	\$ 46,238	68,612	\$ 10.17	\$ 698,098	\$ 744,336	\$ 744,336
Mixed Use								
Combined Residential (2) / Light Commercial	1	\$ 267.14	\$ 3,206	N/A	N/A	N/A	\$ 3,206	\$ 3,206
Combined Residential/Light Commercial	5	\$ 121.84	\$ 7,311	N/A	N/A	N/A	\$ 7,311	\$ 7,311
Non-Residential								
Light Commercial	245	\$ 43.29	\$ 127,285	33,308	\$ 10.95	\$ 364,790	\$ 492,075	\$ 492,075
Heavy Commercial	34	\$ 43.29	\$ 17,664	11,570	\$ 23.39	\$ 270,650	\$ 288,314	\$ 288,314
Sub-Total Inside City	1,512		\$ 1,540,845	113,489		\$ 1,333,537	\$ 2,874,382	\$ 2,874,382
Outside City:								
Residential								
Residential	2,448	\$ 79.60	\$ 2,338,359	N/A	N/A	N/A	\$ 2,338,359	\$ 2,338,359
Multi-Family	26	\$ 43.29	\$ 13,508	65,333	\$ 7.00	\$ 457,207	\$ 470,715	\$ 470,715
Mixed Use								
Combined Residential/Light Commercial	2	\$ 75.56	\$ 1,813	N/A	N/A	N/A	\$ 1,813	\$ 1,813
Non-Residential								
Light Commercial	81	\$ 43.29	\$ 42,082	15,639	\$ 7.78	\$ 121,608	\$ 163,690	\$ 163,690
Heavy Commercial	5	\$ 43.29	\$ 2,598	3,523	\$ 20.22	\$ 71,217	\$ 73,815	\$ 73,815
Sub-Total Outside City	2,562		\$ 2,398,360	84,495		\$ 650,032	\$ 3,048,392	\$ 3,048,392
Monitored:								
Industrial Pretreatment	1	\$ 43.29	\$ 520	26,926	\$ 4.62	\$ 124,472	\$ 124,992	\$ 124,992
Sub-Total Monitored	1		\$ 520	26,926		\$ 124,472	\$ 124,992	\$ 124,992
Total	4,075		\$ 3,939,724	224,910		\$ 2,108,042	\$ 6,047,766	\$ 6,047,766



Section 4 – Proposed Test Year Rates

4.1 General

The methodology used to calculate the recommended sewer rates proposed herein involves applying the projected customer units of service to the user rates developed in the preceding COS and rate analysis to calculate the estimated revenues that would be generated. Then, these projected revenues are compared to the estimated Test Year Revenue Requirements, and the sewer rates are adjusted on a percentage basis as necessary until the revenues generated are sufficient to meet the revenue needs of the sewer utility system.

When reviewing potential rate structure options in conjunction with the need for additional revenues, it was determined that revenue adjustments are needed, and the existing rate structure needs to be adjusted based on the COS analysis. The proposed sewer rates for the Test Year are provided again in **Table 14**.

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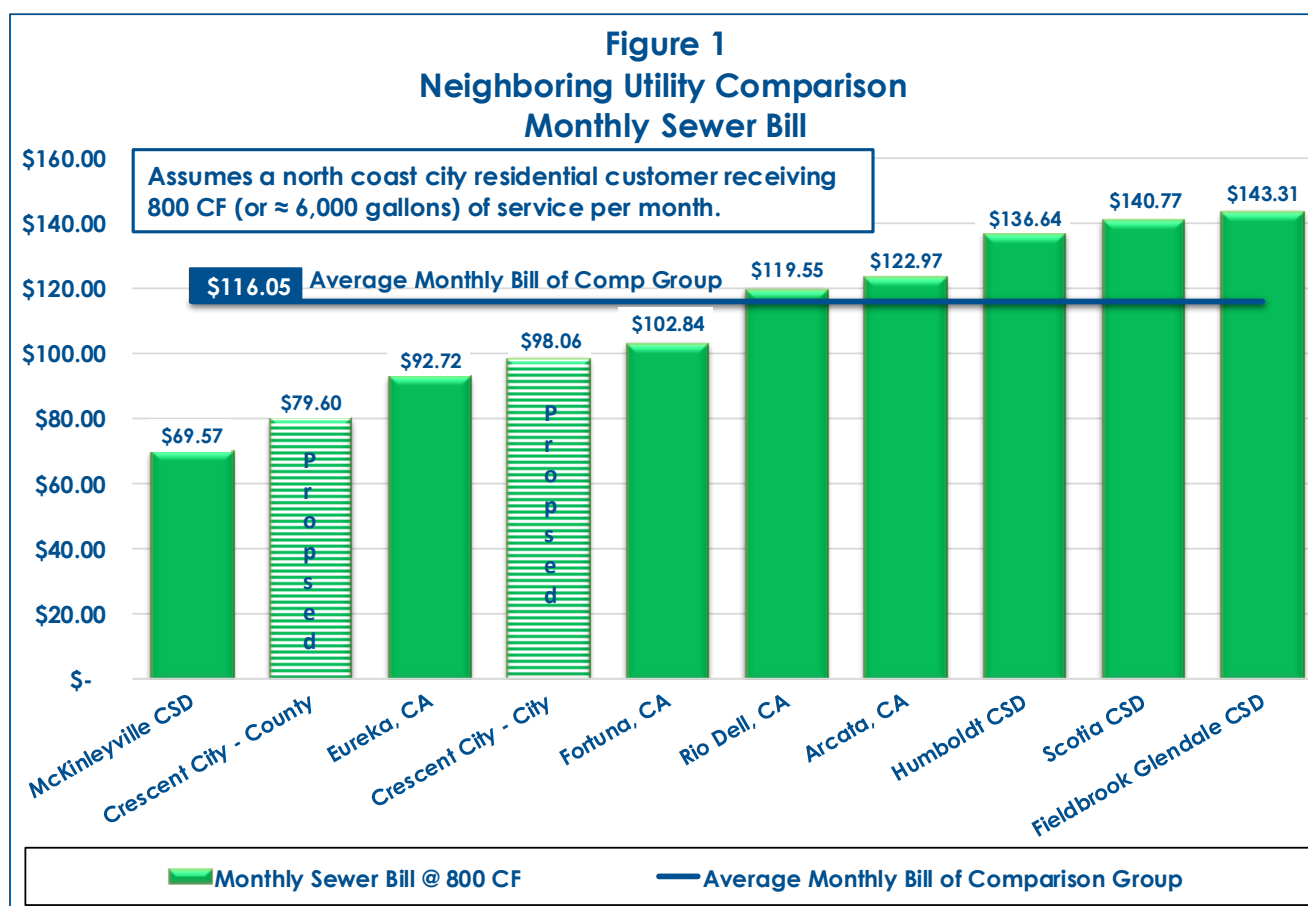


Table 14 – Proposed Monthly Sewer Rates

Description	Proposed Rate
Monthly Fixed Charge: Inside ^[1]	
Residential Flat Rate	\$ 98.06
Multi-Family	\$ 43.29
Light Commercial	\$ 43.29
Heavy Commercial	\$ 43.29
Combined Residential/Light Commercial (Mixed Use)	\$ 121.84
Combined Residential (2) / Light Commercial (Mixed Use)	\$ 267.14
Industrial Pretreatment	\$ 43.29
Volumetric Rates Per 100 Cubic Feet (CCF): Inside ^[2]	
Residential Flat Rate	\$ -
Multi-Family	\$ 10.17
Light Commercial	\$ 10.95
Heavy Commercial	\$ 23.39
Combined Residential/Light Commercial (Mixed Use)	\$ -
Combined Residential (2) / Light Commercial (Mixed Use)	\$ -
Industrial Pretreatment	\$ 4.62
Monthly Fixed Charge: Outside ^{[1] [3]}	
Residential Flat Rate	\$ 79.60
Multi-Family	\$ 43.29
Light Commercial	\$ 43.29
Heavy Commercial	\$ 43.29
Combined Residential/Light Commercial (Mixed Use)	\$ 75.56
Volumetric Rates Per 100 Cubic Feet (CCF): Outside ^{[2] [3]}	
Residential Flat Rate	\$ -
Multi-Family	\$ 7.00
Light Commercial	\$ 7.78
Heavy Commercial	\$ 20.22
Combined Residential/Light Commercial (Mixed Use)	\$ -
Notes:	
[1] All "Residential" and "Mixed Use" customers only pay a monthly flat fee regardless of usage.	
[2] Under the existing rates, 500 cubic feet of usage is included in the monthly fixed charge. Therefore, customers who are billed for usage do not pay a volumetric rate per CCF until their usage exceeds 500 cubic feet. Under the proposed rates, usage is no longer included in the monthly fixed charge and customers will pay the volumetric rate per CCF for all usage.	
[3] County customers pay the City for treatment services only. Collection services are provided by and billed separately by the County.	

4.2 Rate Comparison with Other Utilities

To provide the City with additional insight and context regarding the proposed rate levels, the analysis includes a comparison of proposed inside City and outside City (County) user rates relative to the user rates imposed by other sewer utility systems located in the same region. A summary analysis is provided comparing the cost of monthly sewer service for both inside City and outside City (County) single-family residential customers calculated under the proposed rates of the City with those of the other utilities. The City's proposed outside City (County) single-family rates only reflect the costs of providing sewer treatment services since sewer collection services are provided by and billed separately by the CSA and are not reflected herein. The rates utilized for the other neighboring utilities shown in **Figure 1** were in effect as of August 2025 and are exclusive of local taxes, outside surcharges, franchise fees, regulatory fees, or other rate adjustments. A summary comparison with other utilities for a single-family residential customer receiving 800 cubic feet of service per monthly billing is illustrated in **Figure 1**.





It should be noted that when making comparisons of sewer service with other sewer providers, several factors affect the level of rates and charges. Such factors may include:

- Terms of wholesale service agreements;
- Time since last rate update for comparison providers;
- Level of treatment and effluent disposal methods of sewer service;
- Anticipated capital improvement programs and capital financing methods;
- Plant capacity utilization, age of facilities, and assistance in construction by federal or state grants, connection fees, developer contributions, etc.;
- General Fund and/or administrative fee transfers made by other systems which may account for differences in the level of rates charged; and
- Bond covenants and funding requirements of the rates.

For the utilities included in the rate comparison, no analysis has been carried out with consideration of the above-mentioned factors as they relate to the reported sewer rates currently being charged.

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Section 5 – Projected Operating Results

5.1 General

As a conclusion to the study, a pro-forma operating statement is developed for the sewer system. The statement summarizes the projected financial results based on the system's revenues, expenses and other Revenue Requirements anticipated in future years.

The individual operating statements cover the 5-fiscal year Projection Period through June 30, 2031, and are prepared on a cash-flow basis. In addition, the pro-forma statement includes the applicable annual percentage rate adjustments necessary to meet the projected Revenue Requirements. The following discussions describe the development of the major components of the projected operating results.

5.2 Projected User Rate Revenues

The user rate and charge revenues are estimated by applying the existing and proposed rates to the projected customer units of service. The resulting revenues are then compared to the projected Revenue Requirements (i.e., O&M expenses, debt service, capital outlay, CIP, transfers, etc.) in each fiscal year to determine if the revenues are sufficient to satisfy the expenditure needs of the system. To the extent that there are revenue shortfalls in any given year of the Projection Period, the sewer rates developed from the COS and Rate analysis outlined previously in **Section 3** of this Report are adjusted on a percentage basis, as necessary, to generate the required level of revenues. The projected sewer user rate revenues are provided in **Table 15**.



Table 15 – Projected User Rate Revenues

System	Existing	Proposed	Projected for Fiscal Year Ending June 30			
	2027	2027	2028	2029	2030	2031
Inside City:						
Residential						
Residential	\$ 1,033,806	\$ 1,339,141	\$ 1,514,476	\$ 1,621,376	\$ 1,720,965	\$ 1,816,384
Multi-Family	\$ 574,519	\$ 744,336	\$ 837,378	\$ 891,807	\$ 940,856	\$ 987,901
Mixed Use						
Combined Residential (2) / Light Commercial	\$ 3,735	\$ 3,206	\$ 3,606	\$ 3,841	\$ 4,052	\$ 4,255
Combined Residential/Light Commercial	\$ 5,643	\$ 7,311	\$ 8,224	\$ 8,759	\$ 9,241	\$ 9,703
Non-Residential						
Light Commercial	\$ 379,848	\$ 492,075	\$ 553,586	\$ 589,569	\$ 621,994	\$ 653,092
Heavy Commercial	\$ 222,551	\$ 288,314	\$ 324,352	\$ 345,435	\$ 364,435	\$ 382,657
Sub-Total Inside City	\$ 2,220,101	\$ 2,874,382	\$ 3,241,622	\$ 3,460,787	\$ 3,661,543	\$ 3,853,992
Outside City:						
Residential						
Residential	\$ 1,805,384	\$ 2,338,359	\$ 2,641,400	\$ 2,824,535	\$ 2,991,959	\$ 3,154,235
Multi-Family	\$ 363,362	\$ 470,715	\$ 529,555	\$ 563,975	\$ 594,995	\$ 624,744
Mixed Use						
Combined Residential/Light Commercial	\$ 1,400	\$ 1,813	\$ 2,040	\$ 2,173	\$ 2,292	\$ 2,407
Non-Residential						
Light Commercial	\$ 126,368	\$ 163,690	\$ 184,151	\$ 196,121	\$ 206,908	\$ 217,253
Heavy Commercial	\$ 56,980	\$ 73,815	\$ 83,041	\$ 88,438	\$ 93,303	\$ 97,969
Sub-Total Outside City	\$ 2,353,495	\$ 3,048,392	\$ 3,440,187	\$ 3,675,242	\$ 3,889,457	\$ 4,096,608
Monitored:						
Industrial Pretreatment	\$ 96,458	\$ 124,992	\$ 140,615	\$ 149,755	\$ 157,992	\$ 165,892
Sub-Total Monitored	\$ 96,458	\$ 124,992	\$ 140,615	\$ 149,755	\$ 157,992	\$ 165,892
Total	\$ 4,670,054	\$ 6,047,766	\$ 6,822,424	\$ 7,285,784	\$ 7,708,992	\$ 8,116,492

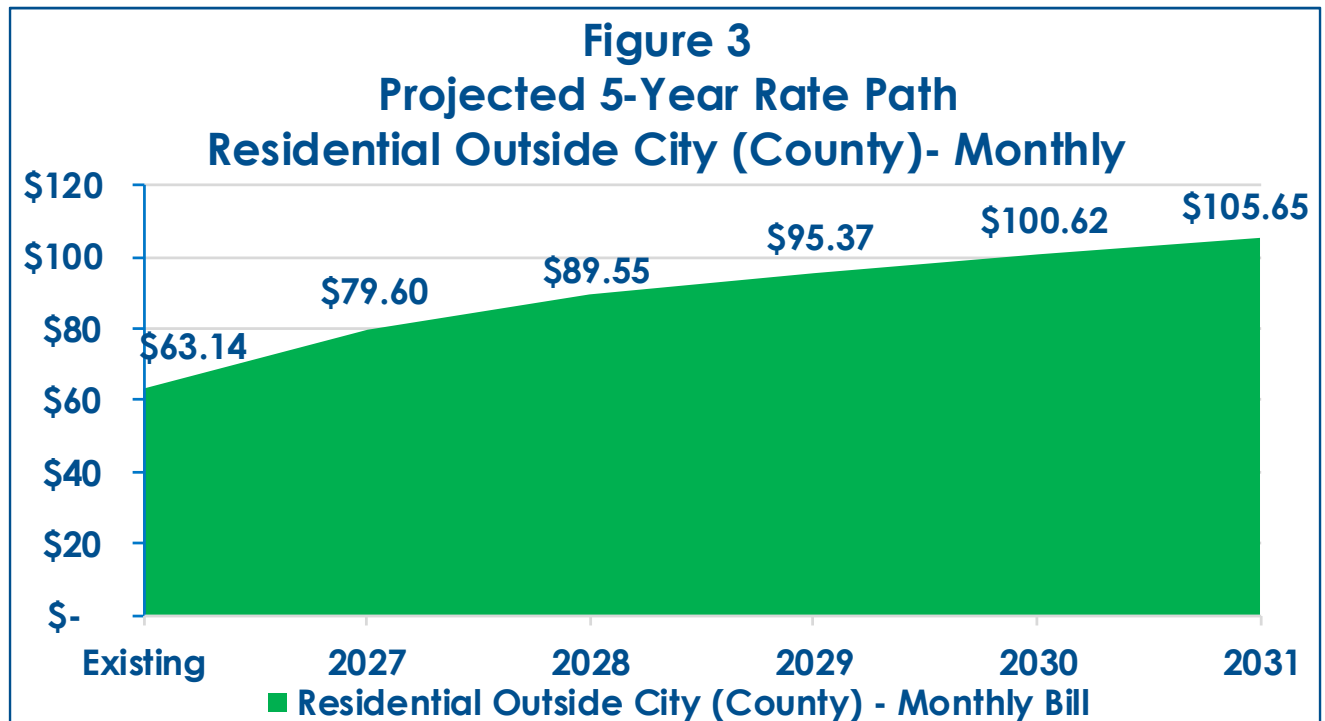
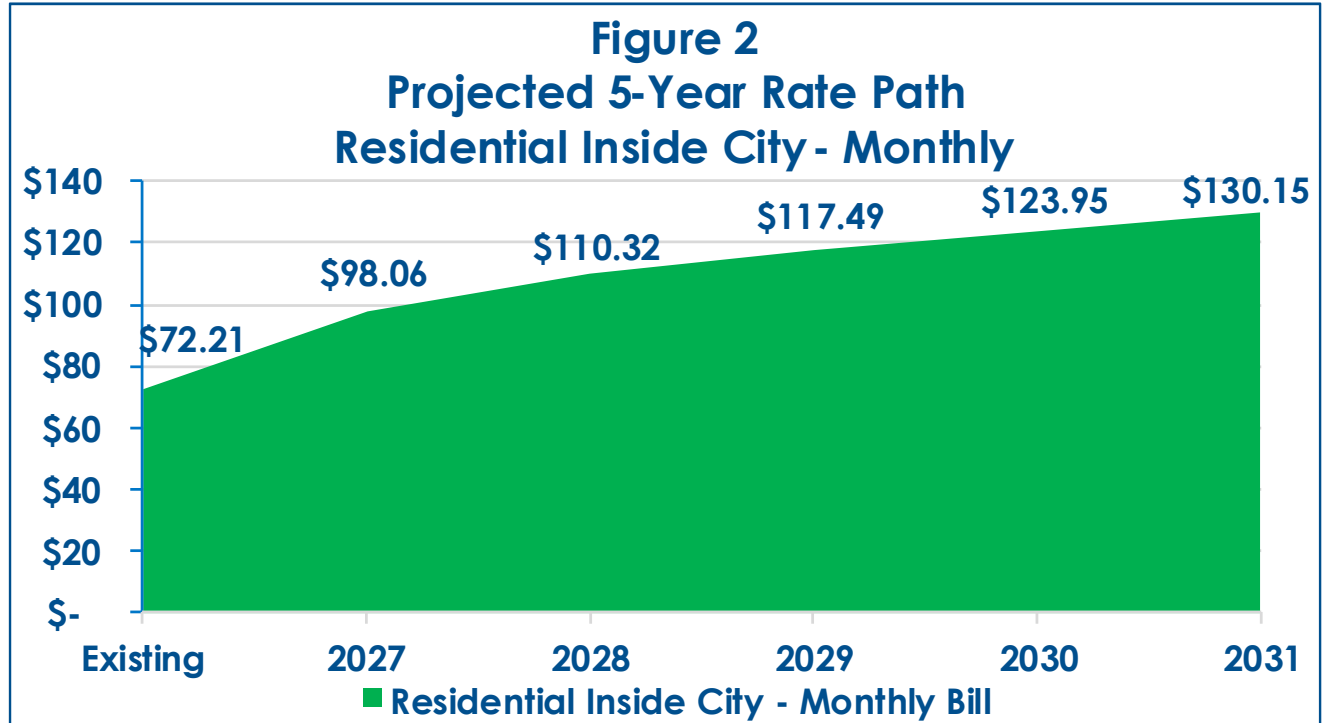
The projected revenues include the annual sewer rate adjustments anticipated for the remaining years of the Projection Period beyond the Test Year. The proposed user rates, from which the projected operating results are developed for the entire 5-fiscal year Projection Period are provided in **Table 16**. The rates identified in the proceeding table reflect the cost of providing service to individual customer classes based on the types of customers being served, metered/billable flows, and strength characteristics.



Table 16 – Proposed Monthly Sewer Rates

Description	Existing Rates	Projected for Fiscal Year Ending June 30				
		2027	2028	2029	2030	2031
Monthly Fixed Charge: Inside ^[1]						
Residential Flat Rate	\$ 72.21	\$ 98.06	\$ 110.32	\$ 117.49	\$ 123.95	\$ 130.15
Multi-Family	\$ 41.90	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Light Commercial	\$ 44.75	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Heavy Commercial	\$ 70.10	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Combined Residential/Light Commercial (Mixed Use)	\$ 116.96	\$ 121.84	\$ 137.07	\$ 145.98	\$ 154.01	\$ 161.71
Combined Residential (2) / Light Commercial (Mixed Use)	\$ 189.17	\$ 267.14	\$ 300.53	\$ 320.06	\$ 337.66	\$ 354.55
Industrial Pretreatment	\$ 72.21	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Volumetric Rates Per 100 Cubic Feet (CCF): Inside ^[2]						
Residential Flat Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Multi-Family	\$ 8.38	\$ 10.17	\$ 11.45	\$ 12.19	\$ 12.86	\$ 13.50
Light Commercial	\$ 8.95	\$ 10.95	\$ 12.32	\$ 13.12	\$ 13.84	\$ 14.54
Heavy Commercial	\$ 14.02	\$ 23.39	\$ 26.32	\$ 28.03	\$ 29.57	\$ 31.05
Combined Residential/Light Commercial (Mixed Use)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Combined Residential (2) / Light Commercial (Mixed Use)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Industrial Pretreatment	\$ 2.00	\$ 4.62	\$ 5.20	\$ 5.54	\$ 5.84	\$ 6.14
Monthly Fixed Charge: Outside ^{[1] [3]}						
Residential Flat Rate	\$ 63.14	\$ 79.60	\$ 89.55	\$ 95.37	\$ 100.62	\$ 105.65
Multi-Family	\$ 36.75	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Light Commercial	\$ 39.60	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Heavy Commercial	\$ 64.90	\$ 43.29	\$ 48.71	\$ 51.87	\$ 54.73	\$ 57.46
Combined Residential/Light Commercial (Mixed Use)	\$ 102.74	\$ 75.56	\$ 85.00	\$ 90.53	\$ 95.50	\$ 100.28
Volumetric Rates Per 100 Cubic Feet (CCF): Outside ^{[2] [3]}						
Residential Flat Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Multi-Family	\$ 7.35	\$ 7.00	\$ 7.87	\$ 8.38	\$ 8.85	\$ 9.29
Light Commercial	\$ 7.92	\$ 7.78	\$ 8.75	\$ 9.32	\$ 9.83	\$ 10.32
Heavy Commercial	\$ 12.98	\$ 20.22	\$ 22.74	\$ 24.22	\$ 25.55	\$ 26.83
Combined Residential/Light Commercial (Mixed Use)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notes:						
[1] All "Residential" and "Mixed Use" customers only pay a monthly flat fee regardless of usage.						
[2] Under the existing rates, 500 cubic feet of usage is included in the monthly fixed charge. Therefore, customers who are billed for usage do not pay a volumetric rate per CCF until their usage exceeds 500 cubic feet. Under the proposed rates, usage is no longer included in the monthly fixed charge and customers will pay the volumetric rate per CCF for all usage.						
[3] County customers pay the City for treatment services only. Collection services are provided by and billed separately by the County.						

The projected user rates provided herein for the periods beyond the Test Year are intended for strategic planning purposes, and to provide the City with the estimated future rates that may be needed to satisfy the projected cash flow requirements. The rates are developed in accordance with the assumed customer, flow, expenditure, and revenue estimates projected in this rate study. It is important to note that, since it is necessary to utilize numerous assumptions to develop the projected operating results, to the extent that actual customers, flows and/or system expenditures differ from those assumed herein, additional rate adjustments may be required. For informative purposes, the monthly bill for both inside city and outside city (county) residential customers based on the projected rates for each fiscal year of the Projection Period is included herein. As explained in previous sections of the Report, outside city (county) customer bills only reflect the City's costs of providing sewer treatment services since sewer collection services are provided by and billed separately by the CSA, which is a separate entity from the City. An illustration of the projected bill path for both an inside city and outside city (county) residential customer are provided in **Figures 2** and **3**, respectively.





5.3 Debt Service Coverage

The sewer operating statement also includes a calculation of the annual debt service coverage. Debt service coverage is generally viewed as an indicator of the financial strength of the utility. The debt service coverage ratio is broadly calculated by dividing the net revenues by the annual debt service requirement. For the purposes of the debt service coverage calculation developed herein, the net revenues consist of the total operating revenues (user rate revenues plus other revenues) less O&M expenses. It is important to note that the coverage results are provided for informative purposes only and are not intended as a legally supportable calculation for representation to bondholders. The debt service coverage for the sewer system over the projection period is provided in **Table 17**.

Table 17 –Sewer Utility System Projected Debt Service Coverage Ratio

Fiscal Year	Sewer Utility
	Projected
2027	1.02
2028	1.35
2027	1.49
2030	1.61
2031	1.70

5.4 Summary of Projected Operating Results

The cash-flow statement outlining the projected operating results is summarized in **Table 18** for the sewer system. The results demonstrate that the proposed rates and charges along with the other system revenues are anticipated to be sufficient to satisfy the projected Revenue Requirements and capital needs of the utility system. To see the full cash-flow statement for the Projection Period, please refer to **Appendix C**.



Table 18 – Sewer System Projected Operating Results - Proposed Rates (\$1,000s)

Description	Projected for Fiscal Year Ending June 30				
	Proposed 2027	2028	2029	2030	2031
Revenues:					
Sewer Sales	\$ 6,048	\$ 6,822	\$ 7,286	\$ 7,709	\$ 8,116
Other Revenues	669	679	689	700	711
Total Revenues	\$ 6,717	\$ 7,501	\$ 7,975	\$ 8,409	\$ 8,828
O&M Expenses	(4,993)	(5,212)	(5,442)	(5,682)	(5,934)
Net Income Available For Debt Service	\$ 1,723	\$ 2,289	\$ 2,533	\$ 2,727	\$ 2,894
Debt Service:					
Existing	\$ 1,698	\$ 1,698	\$ 1,698	\$ 1,698	\$ 1,698
Future	-	-	-	-	-
Total Debt Service	\$ 1,698	\$ 1,698	\$ 1,698	\$ 1,698	\$ 1,698
Debt Service Coverage Ratio	1.02	1.35	1.49	1.61	1.70
Balance After Debt	\$ 26	\$ 591	\$ 836	\$ 1,029	\$ 1,196
Other Expenditures & Transfers:					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In	\$ 194	\$ 194	\$ 194	\$ 194	\$ 194
Transfers Out	\$ (72)	\$ (74)	\$ (76)	\$ (79)	\$ (81)
Total Other Expenditures & Transfers	\$ 122	\$ 120	\$ 118	\$ 115	\$ 113
Net Results	\$ 148	\$ 711	\$ 953	\$ 1,145	\$ 1,309
Fund Balance Activity:					
O&M Fund Balance (413)					
Beginning Fund Balance	\$ 2,359	\$ 2,462	\$ 2,570	\$ 2,684	\$ 2,802
Deposit/(Withdrawal) from Operations	148	711	953	1,145	1,309
Transfer from/(to) Capital Fund	(45)	(603)	(840)	(1,026)	(1,185)
Ending Fund Balance	\$ 2,462	\$ 2,570	\$ 2,684	\$ 2,802	\$ 2,926
Days Cash on Hand	180	180	180	180	180
Capital Reserve (913)					
Beginning Fund Balance	\$ 2,057	\$ 1,314	\$ 466	\$ 336	\$ 782
Transfer from/(to) O&M Fund	45	603	840	1,026	1,185
Capital Projects From Capital Improvement Plan	(788)	(1,452)	(970)	(580)	(993)
Ending Fund Balance	1,314	466	336	782	974
Total Ending Fund Balance	\$ 3,777	\$ 3,036	\$ 3,019	\$ 3,584	\$ 3,900



Section 6 – Conclusions and Recommendations

6.1 Disclaimers

6.1.1 General Disclaimer

In the development of the proposed user rates and charges, certain historical reviews and analyses have been performed, together with the application of assumptions based on prudent financial, operational, and ratemaking relationships. The cost criteria and customer usage characteristics associated with general ratemaking procedures are representative of averages and are not intended as indicators of any individual customer.

In the preparation of the rate study, certain assumptions have been made with respect to conditions that may occur in the future. While it is believed that these assumptions are reasonable for the purpose of this update, they are dependent upon future events and actual conditions may differ from those assumed. In addition, the study has used and relied upon certain information that was provided by other parties not associated with Willdan. Such information includes, among other things, the City's audited financial statements, annual operating budgets, periodic reports, and other information and data provided by the City, its independent auditors, and other sources. While the sources are believed to be reliable, there has been no independent verification of the information, and no assurances are offered with respect thereto. To the extent that future conditions differ from those assumed herein or provided by others, the actual results may vary from those projected.

6.1.2 Municipal Advisory Disclaimer

Unless the City of Crescent City, California (the "City") has a written engagement from Willdan Financial Services ("Willdan") for municipal advisory services, Willdan is not advising or recommending any action be taken by the recipient of this information with respect to any prospective, new, or existing municipal financial products or issuance of municipal securities (including with respect to the structure, timing, terms and other similar matters concerning such financial products or issues). The City shall discuss any such information and material contained in Willdan's work product with all internal and/or external advisors and experts, including its own municipal advisor, that it deems appropriate before acting on the information and material.

For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the City with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the City, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the City, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it



provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, including any revisions or amendments thereto.

6.2 Conclusions

As previously addressed, the purpose of this study is to provide a review of the City's existing utility rates to determine if rate adjustments are necessary to meet the budgeted and/or projected financial needs in future years. This Report is the result of the collaborative efforts of representatives from both the City and Willdan. City staff were diligent and cooperative in their efforts to ensure the availability and quality of source data on financial and operating matters. Based on the reviews, analyses and assumptions discussed herein, it is concluded that:

1. The proposed user rates and charges are anticipated to generate sufficient revenues to meet the Revenue Requirements of the system based upon the projected expenditures, capital project timing and costs, transfers, and billable customer units estimated for the Test Year. The proposed rates are based on an assumed implementation date of July 1, 2026. To the extent that the implementation date varies from the assumed implementation date, additional rate adjustments and/or appropriations from existing reserves may be necessary.
2. The estimated revenues and resulting rate adjustments for the remaining years of the Projection Period beyond the Test Year are developed based on the customer growth assumptions generated from the historical analyses and discussions with City staff.
3. Customer growth for the sewer system is projected based on historical customer data as provided by the City as well as discussions with the City staff regarding development activity and anticipated construction. If it turns out that the customer growth assumptions are not realized, the resulting revenues could be different than projected.
4. Future capital improvement projects are assumed to occur as reported by the City in its CIP. To the extent that the timing of such projects may change from that estimated herein, the cost of such projects and resulting impact on future rates and charges may vary from those indicated.



-
5. The proposed rates and rate structure are consistent with industry standards for rate-setting practices, comply with Proposition 218 and conform to the City's financial policies with respect to:
 - a. Equitably recovering costs;
 - b. Being based upon the proportionate cost of providing services; and
 - c. Generating sufficient revenue to recover system Revenue Requirements, meet debt service coverage requirements, fund capital needs, and meet reserve requirements.

6.3 Recommendations

Based on the reviews, analyses and assumptions addressed herein, as well as the resulting conclusions provided above, it is respectfully recommended that the City:

1. Adopt the proposed sewer rates.
2. Enact the proposed rates to become effective as of July 1, 2026 (or other such date as determined by the City). Based on the timing of the project and the required public hearing procedures and noticing requirements, it is expected that the proposed rates will become effective on the recommended date.
3. Readdress the COS analysis portion of this study every three to five years to ensure costs are recovered consistently with COS principles and customer characteristics.

We appreciate the opportunity to be of service to the City in this engagement. In addition, we would like to thank City staff for the valuable assistance provided during the completion of the rate study.

Respectfully Yours,

WILLDAN FINANCIAL SERVICES

City of Crescent City, CA

Comprehensive Sewer Utility Rate Study

Appendices

A	Revenue Requirement for User Rates
B	Sewer Cost-of-Service Analysis
C	5-Year Financial Projections

City of Crescent City, CA

Comprehensive Sewer Utility Rate Study

Appendix A

Revenue Requirement for
User Rates



APPENDIX - A

CITY OF CRESCENT CITY, CA

DEVELOPMENT OF RATE REVENUE REQUIREMENTS - SEWER

Line	Description	[A]	[B]	[C]=[A]*[B]
		Test Year Rate Revenue Requirement		
		FY 2027	% to Sewer	Sewer
1	Total Operating Revenues	\$ 6,716,781		\$ 6,716,781
	Less:			
	Other Revenues			
2	Interest Income	\$ 100,000	100%	\$ 100,000
3	Other Revenue: NSF	800	100%	800
4	Other Revenue: Late Fee	22,000	100%	22,000
5	Other Revenue: Account Setup	5,000	100%	5,000
6	Sewer Connections	200,000	100%	200,000
7	Lab Test Revenue	62,400	100%	62,400
8	CSA Sewer Lift Station Revenue	278,815	100%	278,815
9	Total Other Revenues	\$ 669,015		\$ 669,015
10	Total Rate Revenue Requirement	\$ 6,047,766	100%	\$ 6,047,766

City of Crescent City, CA

Comprehensive Sewer Utility Rate Study

Appendix B

Sewer Cost-of-Service Analysis

APPENDIX - B

CITY OF CRESCENT CITY, CA

ALLOCATION OF TEST YEAR COSTS TO SEWER FUNCTION

Test Year Revenue Requirement		
Line	Expense Group	FY 2027
1	Collection	\$ 804,006
2	Treatment	2,395,435
3	Administration	1,775,392
4	Customer Service	18,492
5	Transfers	72,100
6	Existing Debt	1,697,663
7	New Debt	-
8	CIP	787,500
9	Total	\$ 7,550,588

APPENDIX - B

CITY OF CRESCENT CITY, CA

SEWER CUSTOMER & STENGTH CHARACTERISTICS BY CUSTOMER CLASS - TEST YEAR FY 2027

Line	Description	Total Customers	CCF Flow	BOD Factor ^[1]	BOD Pounds	TSS Factor ^[1]	TSS Pounds
Inside City:							
Residential							
1	Residential ^[2]	1,138	73,507.95	225	103,177	225	103,177
2	Multi-Family	89	68,611.92	225	96,305	225	96,305
Mixed Use							
3	Combined Residential (2) / Light Commercial	1	264.00	225	371	225	371
4	Combined Residential/Light Commercial	5	463.20	225	650	225	650
Non-Residential							
5	Light Commercial	245	33,307.56	250	51,946	250	51,946
6	Heavy Commercial	34	11,569.56	650	46,914	650	46,914
7	Sub-Total Inside City	1,512	187,724.19		299,363		299,363
Outside City:							
Residential							
8	Residential ^[2]	2,448	152,404.16	225	213,918	225	213,918
9	Multi-Family	26	65,332.80	225	91,703	225	91,703
Mixed Use							
10	Combined Residential/Light Commercial	2	110.64	225	155	225	155
Non-Residential							
11	Light Commercial	81	15,639.48	250	24,391	250	24,391
12	Heavy Commercial	5	3,522.66	650	14,284	650	14,284
13	Sub-Total Outside City	2,562	237,009.74		344,451		344,451
Monitored:							
14	Industrial Pretreatment	1	26,926.08	47	7,895	46	7,727
15	Sub-Total Monitored	1	26,926.08		7,895		7,727
16	Total	4,075	451,660.01		651,708		651,540
Notes:							
[1] Average strength factors for BOD and TSS are based on the State Water Resources Control Board Revenue Program Guidelines, Appendix G. For the "Monitored" customer class, sewer sample results gathered and provided by the City were utilized to determine BOD and TSS Strength Factors.							
[2] Annual sewer flows for single family residential customers were calculated by taking the average winter consumption for the lowest three months of water consumption data provided to determine the factor of winter average usage compared to the total annual average monthly water usage. This factor was then applied to the projected monthly average "Test Year" water consumption to determine the "Test Year" annual sewer flows.							

APPENDIX - B
CITY OF CRESCENT CITY, CA
ALLOCATION OF SEWER COSTS - TEST YEAR FY 2027

Line	Description	Test Year Sewer Costs	Volume	Capacity	Strength - BOD	Strength - TSS	Customer	Administration	Total (Check)
Allocation Factors:									
1	Treatment		0.00%	0.00%	50.01%	49.99%	0.00%	0.00%	100.00%
2	Collection		50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	100.00%
3	Administration		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
4	Customer Service		0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%
5	Transfers Out		0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
6	CIP		3.00%	3.00%	47.00%	47.00%	0.00%	0.00%	100.00%
7	Existing Debt		0.00%	0.00%	27.11%	27.11%	0.00%	45.78%	100.00%
8	New Debt		0.00%	0.00%	27.11%	27.11%	0.00%	45.78%	100.00%
Allocation of Costs:									
9	Treatment	\$ 2,395,435	\$ -	\$ -	\$ 1,197,874	\$ 1,197,561	\$ -	\$ -	\$ 2,395,435
10	Collection	804,006	402,003	402,003	-	-	-	-	804,006
11	Administration	1,775,392	-	-	-	-	-	1,775,392	1,775,392
12	Customer Service	18,492	-	-	-	-	18,492	-	18,492
13	Transfers Out	72,100	-	-	-	-	-	72,100	72,100
14	CIP	787,500	23,625	23,625	370,125	370,125	-	-	787,500
15	Existing Debt	1,697,663	-	-	460,236	460,236	-	777,191	1,697,663
16	New Debt	-	-	-	-	-	-	-	-
17	Non-Rate Rev & Fund Balance	(1,502,822)	(84,714)	(84,714)	(403,687)	(403,625)	(3,681)	(522,400)	(1,502,822)
18	Total	\$ 6,047,766	\$ 340,914	\$ 340,914	\$ 1,624,548	\$ 1,624,297	\$ 14,811	\$ 2,102,282	\$ 6,047,766
Total Units of Service									
			214,650	214,650	651,708	651,540	4,075	4,075	
Units			CCF^[1]	CCF^[1]	Pounds	Pounds	Customers /Monthly	Customers /Monthly	
Cost Per Unit			\$ 1.59	\$ 1.59	\$ 2.49	\$ 2.49	\$ 0.30	\$ 42.99	

Notes:

[1] Since the CSA directly provides sewer collection and conveyance services to outside city customers, their collection costs are handled by the county through their annual CSA tax payment and the County is paid directly for these costs. Therefore, these units are excluded when developing the "Cost Per Unit", so that the "Cost Per Unit" only reflects the collection costs attributable to providing sewer collection and conveyance services to inside city customers. The City is not involved in, nor does the City have any control over the sewer collection rates set by the CSA. The City only bills CSA customers for the treatment services they provide to the CSA.

APPENDIX - B

CITY OF CRESCENT CITY, CA

SEWER COST OF SERVICE BY COST COMPONENT AND CUSTOMER CLASS - TEST YEAR FY 2027

Line	Description	[A]	[B]	[C]	[D]	[E]	[F]	[G]
		Volume	Capacity	Strength - BOD	Strength - TSS	Customer	Administration	Total
Inside City:								
Residential								
1	Residential	\$ 116,747	\$ 116,747	\$ 257,196	\$ 257,222	\$ 4,136	\$ 587,091	\$ 1,339,141
2	Multi-Family	108,971	108,971	240,065	240,090	323	45,915	744,336
Mixed Use								
3	Combined Residential (2) / Light Commercial	419	419	924	924	4	516	3,206
4	Combined Residential/Light Commercial	736	736	1,621	1,621	18	2,579	7,311
Non-Residential								
5	Light Commercial	52,900	52,900	129,488	129,501	891	126,395	492,075
6	Heavy Commercial	18,375	18,375	116,944	116,956	124	17,541	288,314
7	Sub-Total Inside City	\$ 298,149	\$ 298,149	\$ 746,237	\$ 746,314	\$ 5,496	\$ 780,037	\$ 2,874,382
Outside City:								
Residential								
8	Residential	\$ -	\$ -	\$ 533,244	\$ 533,300	\$ 8,898	\$ 1,262,917	\$ 2,338,359
9	Multi-Family	-	-	228,592	228,616	95	13,413	470,715
Mixed Use								
10	Combined Residential/Light Commercial	-	-	387	387	7	1,032	1,813
Non-Residential								
11	Light Commercial	-	-	60,801	60,807	294	41,788	163,690
12	Heavy Commercial	-	-	35,607	35,610	18	2,579	73,815
13	Sub-Total Outside City	\$ -	\$ -	\$ 858,631	\$ 858,720	\$ 9,312	\$ 1,321,729	\$ 3,048,392
Monitored:								
14	Industrial Pretreatment	42,765	42,765	19,680	19,263	4	516	124,992
15	Sub-Total Monitored	\$ 42,765	\$ 42,765	\$ 19,680	\$ 19,263	\$ 4	\$ 516	\$ 124,992
16	Total	\$ 340,914	\$ 340,914	\$ 1,624,548	\$ 1,624,297	\$ 14,811	\$ 2,102,282	\$ 6,047,766

APPENDIX - B
CITY OF CRESCENT CITY, CA
SEWER RATE CALCULATION - TEST YEAR FY 2027

Line	Customer Class	[A] Fixed Rate Costs	[B] Monthly Customers	[C] Proposed Monthly Fixed Fee	[D] Existing Monthly Fixed Fee	[E] Monthly Fixed Fee Difference	[F] Volumetric Rate Costs	[G] Billable Annual Volume (CCF)	[H] Proposed Volumetric Rate	[I] Existing Volumetric Rate	[J] Volumetric Rate Difference
Inside City:											
Residential											
1	Residential	\$ 1,339,141	1,138	\$ 98.06	\$ 72.21	\$ 25.85	N/A	N/A	N/A	N/A	N/A
2	Multi-Family	\$ 46,238	89	\$ 43.29	\$ 41.90	\$ 1.39	\$ 698,098	68,612	\$ 10.17	\$ 8.38	\$ 1.79
Mixed Use											
3	Combined Residential (2) / Light Commercial	\$ 3,206	1	\$ 267.14	\$ 189.17	\$ 77.97	N/A	N/A	N/A	N/A	N/A
4	Combined Residential/Light Commercial	\$ 7,311	5	\$ 121.84	\$ 116.96	\$ 4.88	N/A	N/A	N/A	N/A	N/A
Non-Residential											
5	Light Commercial	\$ 127,285	245	\$ 43.29	\$ 44.75	\$ (1.46)	\$ 364,790	33,308	\$ 10.95	\$ 8.95	\$ 2.00
6	Heavy Commercial	\$ 17,664	34	\$ 43.29	\$ 70.10	\$ (26.81)	\$ 270,650	11,570	\$ 23.39	\$ 14.02	\$ 9.37
7	Sub-Total Inside City	\$ 1,540,845	1,512				\$ 1,333,537	113,489			
Outside City:											
Residential											
8	Residential	\$ 2,338,359	2,448	\$ 79.60	\$ 63.14	\$ 16.46	N/A	N/A	N/A	N/A	N/A
9	Multi-Family	\$ 13,508	26	\$ 43.29	\$ 36.75	\$ 6.54	\$ 457,207	65,333	\$ 7.00	\$ 7.35	\$ (0.35)
Mixed Use											
10	Combined Residential/Light Commercial	\$ 1,813	2	\$ 75.56	\$ 102.74	\$ (27.18)	N/A	N/A	N/A	N/A	N/A
Non-Residential											
11	Light Commercial	\$ 42,082	81	\$ 43.29	\$ 39.60	\$ 3.69	\$ 121,608	15,639	\$ 7.78	\$ 7.92	\$ (0.14)
12	Heavy Commercial	\$ 2,598	5	\$ 43.29	\$ 64.90	\$ (21.61)	\$ 71,217	3,523	\$ 20.22	\$ 12.98	\$ 7.24
13	Sub-Total Outside City	\$ 2,398,360	2,562				\$ 650,032	84,495			
Monitored:											
14	Industrial Pretreatment	\$ 520	1	\$ 43.29	\$ 72.21	\$ (28.92)	\$ 124,472	26,926	\$ 4.62	\$ 2.00	\$ 2.62
15	Sub-Total Monitored	\$ 520	1				\$ 124,472	26,926			
16	Total	\$ 3,939,724	4,075				\$ 2,108,042	224,910			

APPENDIX - B

CITY OF CRESCENT CITY, CA

SEWER REVENUE VS COST OF SERVICE BY CUSTOMER CLASS CHECK - TEST YEAR FY 2027

Line	Customer Class	[A]	[B]	[C]=[A]*[B]*12	[D]	[E]	[F]=[D]*[E]	[G]=[C]+[F]	[H]	[I]=[H]-[G]
		Monthly Customers	Proposed Monthly Fixed Fee	Total Fixed Fee Revenue	Billable Annual Volume (CCF)	Proposed Volumetric Rate	Total Volumetric Rate Revenues	Total Calculated Revenues	Total COS	Difference Calc vs COS
Inside City:										
Residential										
1	Residential	1,138	\$ 98.06	\$ 1,339,141	N/A	N/A	N/A	\$ 1,339,141	\$ 1,339,141	\$ -
2	Multi-Family	89	\$ 43.29	\$ 46,238	68,612	\$ 10.17	\$ 698,098	\$ 744,336	744,336	\$ -
Mixed Use										
3	Combined Residential (2) / Light Commercial	1	\$ 267.14	\$ 3,206	N/A	N/A	N/A	\$ 3,206	3,206	\$ -
4	Combined Residential/Light Commercial	5	\$ 121.84	\$ 7,311	N/A	N/A	N/A	\$ 7,311	7,311	\$ -
Non-Residential										
5	Light Commercial	245	\$ 43.29	\$ 127,285	33,308	\$ 10.95	\$ 364,790	\$ 492,075	492,075	\$ -
6	Heavy Commercial	34	\$ 43.29	\$ 17,664	11,570	\$ 23.39	\$ 270,650	\$ 288,314	288,314	\$ -
7	Sub-Total Inside City	1,512		\$ 1,540,845	113,489		\$ 1,333,537	\$ 2,874,382	\$ 2,874,382	\$ -
Outside City:										
Residential										
8	Residential	2,448	\$ 79.60	\$ 2,338,359	N/A	N/A	N/A	\$ 2,338,359	2,338,359	\$ -
9	Multi-Family	26	\$ 43.29	\$ 13,508	65,333	\$ 7.00	\$ 457,207	\$ 470,715	470,715	\$ -
Mixed Use										
10	Combined Residential/Light Commercial	2	\$ 75.56	\$ 1,813	N/A	N/A	N/A	\$ 1,813	1,813	\$ -
Non-Residential										
11	Light Commercial	81	\$ 43.29	\$ 42,082	15,639	\$ 7.78	\$ 121,608	\$ 163,690	163,690	\$ -
12	Heavy Commercial	5	\$ 43.29	\$ 2,598	3,523	\$ 20.22	\$ 71,217	\$ 73,815	73,815	\$ -
13	Sub-Total Outside City	2,562		\$ 2,398,360	84,495		\$ 650,032	\$ 3,048,392	\$ 3,048,392	\$ -
Monitored:										
14	Industrial Pretreatment	1	\$ 43.29	\$ 520	26,926	\$ 4.62	\$ 124,472	\$ 124,992	124,992	\$ -
15	Sub-Total Monitored	1		\$ 520	26,926		\$ 124,472	\$ 124,992	\$ 124,992	\$ -
16	Total	4,075		\$ 3,939,724	224,910		\$ 2,108,042	\$ 6,047,766	\$ 6,047,766	\$ -

City of Crescent City, CA

Comprehensive Sewer Utility Rate Study

Appendix C	5-Year Financial Projections

CITY OF CRESCENT CITY, CA
SEWER SYSTEM
PROJECTED OPERATING RESULTS - SEWER

APPENDIX - C

Line	Description	Existing 2027	Proposed 2027	Projected for Fiscal Year Ending June 30			
				2028	2029	2030	2031
REVENUES							
Operating Revenues							
1	Sewer Service Charges	\$ 4,670,054	\$ 6,047,766	\$ 6,822,424	\$ 7,285,784	\$ 7,708,992	\$ 8,116,492
Other Operating Revenues							
2	Connection Fees	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
3	Miscellaneous Revenues	369,015	369,015	379,017	389,393	400,162	411,339
Other Non-Operating Revenues							
4	Interest	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
5	Total Revenues	\$ 5,339,069	\$ 6,716,781	\$ 7,501,441	\$ 7,975,177	\$ 8,409,154	\$ 8,827,831
Current Expenses							
6	Administration	\$ 140,983	\$ 140,983	\$ 146,634	\$ 152,521	\$ 158,652	\$ 165,040
7	Internal Service Support - Dept 110, 113 & 114	152,805	152,805	158,897	165,250	171,866	178,755
8	Econ Dev / Comm Supp / Grants	70,079	70,079	72,901	75,840	78,902	82,094
9	Finance	505,426	505,426	524,829	545,011	566,001	587,839
10	City Attorney	77,228	77,228	80,254	83,404	86,684	90,098
11	Sewer Lab	525,595	525,595	545,393	565,974	587,366	609,607
12	WWTP Operations	2,430,828	2,430,828	2,553,327	2,682,358	2,818,290	2,961,517
13	City Collection Systems Ops	522,800	522,800	542,013	561,966	582,690	604,213
14	County Collection Systems-All	281,206	281,206	291,294	301,759	312,620	323,893
15	WWTP Maintenance	286,375	286,375	296,853	307,730	319,013	330,722
16	Total Current Expenses	\$ 4,993,325	\$ 4,993,325	\$ 5,212,395	\$ 5,441,813	\$ 5,682,084	\$ 5,933,778
17	Income Available for Debt Service	\$ 345,744	\$ 1,723,456	\$ 2,289,046	\$ 2,533,364	\$ 2,727,070	\$ 2,894,053
DEBT SERVICE							
Parity Indebtedness							
18	SRF Loan Agreement	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663
19	Total Parity Indebtedness	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663
New Debt							
20	Sewer System Improvements - SRF Loan	-	-	-	-	-	-
21	Sewer System Improvements - Installment Debt	-	-	-	-	-	-
22	Sewer System Improvements - Revenue Bond	-	-	-	-	-	-
23	Total New Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Total Indebtedness	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663	\$ 1,697,663
25	Net Results of Operations	\$ (1,351,919)	\$ 25,793	\$ 591,383	\$ 835,701	\$ 1,029,407	\$ 1,196,390

CITY OF CRESCENT CITY, CA
SEWER SYSTEM
PROJECTED OPERATING RESULTS - SEWER

APPENDIX - C

Line	Description	Existing 2027	Proposed 2027	Projected for Fiscal Year Ending June 30			
				2028	2029	2030	2031
DEBT SERVICE COVERAGE							
Income Available for Debt Service							
	From Operations	\$ 345,744	\$ 1,723,456	\$ 2,289,046	\$ 2,533,364	\$ 2,727,070	\$ 2,894,053
	Total Income Available for Debt Service	\$ 345,744	\$ 1,723,456	\$ 2,289,046	\$ 2,533,364	\$ 2,727,070	\$ 2,894,053
Debt Service Coverage - Total Indebtedness							
	Calculated	0.20	1.02	1.35	1.49	1.61	1.70
	Targeted	1.50	1.50	1.50	1.50	1.50	1.50
26	Capital Outlay	-	-	-	-	-	-
27	Transfers In	194,074	194,074	194,074	194,074	194,074	194,074
28	Transfers Out	(72,100)	(72,100)	(74,263)	(76,491)	(78,786)	(81,150)
29	Net Results	\$ (1,229,945)	\$ 147,767	\$ 711,194	\$ 953,284	\$ 1,144,695	\$ 1,309,314
RESERVE FUND BALANCE ACTIVITY							
O&M Fund Balance (413)							
30	Beginning Fund Balance	\$ 2,359,275	\$ 2,359,275	\$ 2,462,462	\$ 2,570,496	\$ 2,683,634	\$ 2,802,124
31	Deposit/(Withdrawal) from Operations	(1,229,945)	147,767	711,194	953,284	1,144,695	1,309,314
32	Transfer from/(to) Capital Fund	1,333,131	(44,581)	(603,160)	(840,147)	(1,026,206)	(1,185,191)
33	Ending Fund Balance	\$ 2,462,462	\$ 2,462,462	\$ 2,570,496	\$ 2,683,634	\$ 2,802,124	\$ 2,926,247
34	Targeted Fund Balance	\$ 2,462,462	\$ 2,462,462	\$ 2,570,496	\$ 2,683,634	\$ 2,802,124	\$ 2,926,247
35	Variance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	Days Cash on Hand	180	180	180	180	180	180
37	Targeted Days Cash on Hand	180	180	180	180	180	180
Capital Reserve (913)							
38	Beginning Fund Balance	\$ 2,057,291	\$ 2,057,291	\$ 1,314,372	\$ 465,540	\$ 335,597	\$ 782,006
39	Transfer from/(to) O&M Fund	(1,333,131)	44,581	603,160	840,147	1,026,206	1,185,191
40	Cash Funded Capital Projects From CIP	(787,500)	(787,500)	(1,451,993)	(970,090)	(579,796)	(992,947)
41	Ending Fund Balance	\$ (63,340)	\$ 1,314,372	\$ 465,540	\$ 335,597	\$ 782,006	\$ 974,250
42	Total Fund Balance	\$ 2,399,122	\$ 3,776,834	\$ 3,036,036	\$ 3,019,231	\$ 3,584,129	\$ 3,900,497



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CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: ETHAN LAWTON, CONTRACT CITY PLANNER

DATE: MARCH 16, 2026

SUBJECT: GENERAL PLAN ANNUAL PROGRESS REPORT

RECOMMENDATION

- Hear staff report.
- Technical questions from the Council
- Receive public comment.
- Further Council discussion
- Provide direction to staff on any proposed changes to the General Plan APR
- Accept the 2025 Annual Progress Report and direct staff to submit to the State Departments of Housing and Development (HCD) and Land Use and Climate Innovation

BACKGROUND

The City's General Plan is a guiding document for the long-term physical development of the community and is required to be updated periodically to reflect current circumstances. California Government Code Section 65400(a)(2) mandates that all cities and counties submit to their legislative bodies an annual report on the status of the general plan and implementation progress.

The 2025 General Plan Annual Progress Report (GP APR) was scheduled as a discussion item during the February 12, 2026 Crescent City Planning Commission meeting and acceptance and recommendation for City Council acceptance by Resolution No. PC2026-04 adopted at the March 12, 2026 Planning Commission meeting.

Once the GP APR is accepted by the City Council, it will then be submitted to the Governor's Office of Land Use and Climate Innovation (LCI), and the California Department of Housing and Community Development (HCD).

ANALYSIS

The General Plan Annual Progress Report (GP APR) supports the finding that the General Plan is utilized by the City in the long-term physical development of the City. The Annual Progress Report is broken into 12 sections. Within these 12 sections it is discussed and concluded that the City's General Plan is a useful and valuable tool to assist the City in providing policy direction to decision-makers and information for residents and interested parties. The GP APR concludes with the following findings:

1. The City of Crescent City General Plan's growth threshold has not been met and the Plan continues to be a valid guiding document for the City.
2. The City intends to prepare updates to all eight of the General Plan Elements within the next four years.
3. The City, in 2025, acted to continue implementing and upholding the Goals of the General Plan.
4. The General Plan's goals and policies are up-to-date and valid.

The GP APR also identifies which Elements are planned to be updated in the near future. The Health and Safety Element is set to begin updating in 2027. State Law requires that after updating two GP Elements, the jurisdiction must also develop and adopt an Environmental Justice (EJ) Element. Because the Housing Element was updated in 2023, this new EJ Element is set to be prepared and adopted in 2027.

The Land Use and Community Development Element and Transportation and Circulation Element are set to begin updating in 2028. The Recreational and Cultural Resources Element and Natural Resources and Conservation Element are set to begin updating in 2029. The Public Facilities and Services Element are set to begin updating in 2030 along with the 7th Cycle Housing Element.

By 2030, all eight Elements will have been recently updated. With the proposed Element updates, a comprehensive General Plan update is not necessary, and the findings listed above would remain valid.

FISCAL ANALYSIS

The fiscal impact of the General Plan Annual Progress Report is minimal and is paid for by the General Fund. Proposed amendments to the General Plan Elements discussed in the GP APR will be funded by the General Fund or appropriate available grant funding.

STRATEGIC PLAN ANALYSIS

This action supports the following Strategic Plan Goals:

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

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY.

GOAL 3: OBTAIN THE HIGHEST LEVELS OF ORGANIZATIONAL EXCELLENCE.

ATTACHMENTS

1. 2025 General Plan Annual Progress Report



RESOLUTION NO. PC2026-04

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CRESCENT CITY TO ACCEPT THE 2025 GENERAL PLAN ANNUAL PROGRESS REPORT AND RECOMMEND ACCEPTANCE TO THE CITY COUNCIL

WHEREAS, the Planning Commission has considered the General Plan is a guiding document for the long-term physical development of a community and is required to be updated periodically to reflect current circumstances;

WHEREAS, the California Government Code Section 65400(a)(2) mandates that all cities and counties submit to their legislative bodies an annual report on the status of the general plan and implementation progress;

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

WHEREAS, the Planning Commission has determined that the City of Crescent City's General Plan is a useful and valuable tool to assist the City in providing policy direction to decision-makers and information for residents and interested parties, in that:

- a) The City of Crescent City General Plan's growth threshold has not been met and the Plan continues to be a valid guiding document to the City.*
- b) The City intends to prepare updates to all eight of the General Plan Elements within the next four years.*
- c) The City, in 2025, has acted to continue implementing and upholding the Goals of the General Plan.*
- d) The General Plan's goals and policies are up-to-date and valid.*

WHEREAS, the Planning Commission finds that the proposed revisions are determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15061(b)(3) (Common Sense Exemption).

NOW THEREFORE, BE IT HEREBY RESOLVED by the Planning Commission of the City of Crescent City accepts this report and recommends that the City Council accepts the 2025 General Plan Annual Progress Report.

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Crescent City held on this 12th day of March 2026, by the following polled vote.

AYES:



CITY OF CRESCENT CITY 2025 GENERAL PLAN ANNUAL PROGRESS REPORT

Submitted by:

**City of Crescent City
Community Development Department
Planning & Zoning
377 J Street
Crescent City, CA 95531**

March 2026

**CITY OF CRESCENT CITY
2025 GENERAL PLAN (GP) ANNUAL PROGRESS REPORT (APR)**

CONTACT:

Name: **Ethan Lawton**
Title: **Contract City Planner**
Department: **Community Development Department, Planning & Zoning**
Email: **elawton@shn-engr.com**
Phone Number: **(707) 269-1073**

AGENCY:

Agency: **City of Crescent City**
Website: **crescentcity.org**
Community Development Department Director: **Bob Brown**
Email: **bbrown@shn-engr.com**
Phone Number: **(707) 464-7483**
Address: **377 J Street, Crescent City, CA 95531**

JURISDICTION:

Jurisdiction Type: **City**
Name of Jurisdiction: **City of Crescent City**
Charter City: **No**
County: **Del Norte**
Reporting Period Type: **Calendar Year**
Reporting Period: **January 1, 2025 through December 31, 2025**
Resubmittal: **No**
Planning Commission Acceptance Date: **February 12, 2026**
City Council Acceptance Date: **March 2, 2026**
Last General Plan Update: **2001**

CERTIFICATION OF ACCURACY

The undersigned, in the capacity of City Planner on behalf of the City of Crescent City, has reviewed the information provided in the forms and report contained herein, and certifies, to the best of his knowledge, that the information provided herein is true and correct.

Ethan Lawton

03/13/2026

Ethan Lawton, Contract City Planner

Date

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SECTION 1: INTRODUCTION

1.1. State Law and Local Planning:

The General Plan (GP) is a guiding document for the long-term physical development of a community and is required to be updated periodically to reflect current conditions and community needs. California Government Code Sections 65400(a)(2) and 65700 mandates that all cities and counties submit to their local legislative bodies an annual report on the status of the general plan and implementation progress. The 2024 General Plan (GP) Annual Progress Report (APR) must be accepted by the Crescent City Planning Commission prior to submittal. After acceptance, a copy of the 2024 GP APR will be submitted to the Governor's Office of Land Use and Climate Innovation (LCI) (formerly known as the Governor's Office of Planning and Research [OPR]), and the Housing and Community Development (HCD).

The APR should provide enough information for decision-makers to assess how the General Plan was implemented during the 12-month reporting period and explain how land use decisions relate to adopted goals, policies, and implementation measures of the General Plan. The APR provides enough information to identify any necessary "course adjustments" or modifications to the General Plan and means to improve local implementation.

The General Plan APR allows LCI to identify statewide trends in land use decision-making and how local planning and development activities relate to statewide planning goals and policies. APRs may also inform future modifications to LCI's General Plan Guidelines and other technical advisory documents. In addition, LCI can track progress on a local jurisdiction's comprehensive General Plan update using the information provided in the APR.

The City of Crescent City General Plan (2001) was adopted by the City Council on May 21, 2001. Since the plan's adoption, the City has sought to implement the programs contained in it through a variety of efforts including application of General Plan policies during the review of new development projects, substantive environmental review of new development, construction of new and updated infrastructure through the annual Capital Improvement Program, continued active code enforcement efforts, and an economic development program. The City's General Plan continues to be a valid and useful document with its goals and policies being advanced by City actions throughout the 2024 calendar year.

1.2. Executive Summary:

As described in this report, the City of Crescent City General Plan is a useful and valuable tool to assist the City in providing policy direction to decision-makers and information for residents and interested parties.

In that context and in terms of the City of Crescent City and its General Plan, this report

concludes the following:

- The City of Crescent City General Plan's growth threshold has not been met and continues to be a valid guiding document to the City.
- The City intends to prepare updates to all eight of the General Plan Elements within the next four years.
- The City, in 2025, has acted to continue implementing and upholding the Goals of the General Plan.
- The General Plan's goals and policies are up-to-date and valid.

1.3. Date of Presentation:

This document, 2025 General Plan Annual Progress Report (GP APR), fulfills that mandate and will be received by the Planning Commission and City Council. The GP APR was discussed during the February 12, 2026, Planning Commission meeting, and accepted (by Resolution No. PC2026-04) during the March 12, 2026, Planning Commission meeting. The meetings were held at 5:30 pm in the Wastewater Treatment Plant Conference Room, 210 Battery Street, Crescent City, CA.

The GP APR is scheduled to be presented during the March 16, 2026, City Council Meeting for recommended acceptance. The main purpose of the APR is to provide the Planning Commission, the City Council, and the public with an update of the City's progress in implementing its General Plan vision. This annual assessment provides the City Council an opportunity to direct Staff to adjust or modify Council's policies or approach to implementation to ensure the City meets its stated vision.

Once the GP APR is accepted by the Planning Commission, it will then be submitted to the Governor's Office of Land Use and Climate Innovation (LCI), and the Housing and Community Development (HCD) by the April 1, 2026, deadline.

SECTION 2: GENERAL PLAN IMPLEMENTATION

Crescent City's Planning Area is defined by an east west line coinciding with Blackwell Road, following south along Elk Valley Road, and then following the Federal and State lands to the east. The City itself is only 2.4 square miles. The Pacific Ocean borders the City to the West and State and Federal Lands border the City to the east.

2.1. General Plan Updates/Amendments:

A General Plan is the City's blueprint for growth. All development approvals must be consistent with the general plan. Therefore, a general plan is useful if it provides up-to-date information, goals, policies, and programs that are consistent with current City growth policies, and which are physically and economically feasible to implement.

State law allows the General Plan to be amended four times annually. This allows the General Plan to remain a current document responsive to the community's needs. Requests for amendments may be submitted by individuals or initiated by the City.

Updating Crescent City's General Plan will serve several important purposes related to the way the City plans and how the community participates in the planning process. These purposes include the following:

- Establishing within City government the capacity to analyze local and regional conditions and needs in order to respond effectively to the problems and opportunities facing the Crescent City community;
- Identifying of Crescent City's environmental, social, and economic goals;
- Recording the City government's policies and standards for the maintenance and improvement of existing development and the location and characteristics of future development;
- Providing Crescent City's citizens with information about their community and with opportunities to participate in the local planning and decision-making process;
- Improving the coordination of community development and environmental protection activities among the City, Del Norte County, and other regional, State, and Federal agencies; and
- Establishing a basis for subsequent planning efforts, such as preparation of specific plans, redevelopment plans, and special studies, to deal with unique problems or areas in the community.

The General Plan elements are scheduled to begin review and updates according to the Table 2.1: General Plan Updates below:

TABLE 2.1: GENERAL PLAN UPDATES			
General Plan Elements	Year Adopted	Year Updated/Adopted	Planned Update
Land Use and Community Development Element	2001	N/A	2028
Housing Element	2001	2016 and 2023	2030
Transportation and Circulation Element	2001	N/A	2028
Public Facilities and Services Element	2001	N/A	2030
Recreational and Cultural Resources Element	2001	N/A	2029
Natural Resources and Conservation Element	2001	N/A	2029
Health & Safety Element	2001	N/A	2027
Environmental Justice Element	N/A	N/A	2027

The GP APR also identifies which Elements are planned to be updated in the near future. The Health and Safety Element set to begin updating in 2027. State Law requires that after updating two GP Elements, the jurisdiction must also develop and adopt an Environmental Justice (EJ) Element. The City's 6th Cycle Housing Element was adopted by City Council on September 5, 2023 and certified by the California Department of Housing and Community Development (HCD) on November 17, 2023. Because the Housing Element was updated in 2023, this new EJ Element is set to be prepared and adopted in 2027. The Land Use and Community Development Element and Transportation and Circulation Element are set to begin updating in 2028. The Recreational and Cultural Resources Element and Natural Resources and Conservation Element are set to begin updating in 2029. The Public Facilities and Services Element and Housing Element are set to begin updating in 2030.

By 2030, all eight Elements will have been recently updated. With the proposed Element updates, a comprehensive General Plan update is not necessary, and the findings listed above would remain valid.

The recent and planned Elements update half the 2001 General Plan. With the GP population threshold for buildout not yet met and the planned update of four Elements, the 2001 General Plan does, and will include up-to-date information and valid goals, policies, and programs to plan for the future. These may include both City-driven as well as applicant-driven amendments.

2.2. General Plan Threshold:

The 2001 General Plan established a threshold for planned build out consistent with the projected population growth. In 1996, as reported in the 2001 General Plan, Crescent City had a population of 4,653 people excluding residents of Pelican Bay State Prison. Del Norte County had a population of 27,292 people in 2001. The City has about 17

percent of the County's population. The Department of Finance (DOF) predicted the 2020 population of Del Norte County would be 27,683 people. The 2001 General Plan planned to accommodate 17% percent of the projected growth of the County.

Therefore, the General Plan's established threshold can accommodate a population of approximately 5,000 people. The City's population as reported in the 2020 census was 6,673 people, adjusted to exclude Pelican Bay State Prison residents, the City's population in 2020 was approximately 4,173 people. Thus, the City has only grown to 83 percent of the 2001 General Plans buildout threshold. The Crescent City General Plan threshold for growth has not been met.

Additionally, the DOF has predicted a negative population growth within the City consistent with the population projections shown in Table 2.2: Department of Finance Population Projections (2020-2060). Therefore, it is unlikely that the General Plan's growth threshold will be met in the near future. The General Plan's goals, policies, and programs are still relevant to accommodate projected growth within the City.

TABLE 2.2: DEPARTMENT OF FINANCE POPULATION PROJECTIONS						
Del Norte County	2020	2030	2040	2050	2060	2020-2060
Population Projections	27,648	28,160	27,921	27,217	26,401	-1,247
Increase/Decrease	None	+512	-239	-704	-816	-4%
<i>Source: California Department of Finance. Demographic Research Unit. Report P-2A: Total Population Projections, California Counties, 2020-2070 (Baseline 2024 Population Projections; Vintage 2025 Release). Sacramento: California. September 2025.</i> https://dof.ca.gov/forecasting/demographics/projections/						

2.3. General Plan Implementation/Progress:

The progress of General Plan implementation is reported by first introducing the goals of each Element, enumerating the action steps taken towards implementing and upholding the goals of the General Plan, then a concluding statement of the Plans ability to continue guiding development throughout the City.

- Land Use and Community Development Element (GP Section 1)
- Housing Element (GP Section 2)
- Transportation and Circulation Element (GP Section 3)
- Public Facilities and Services Element (GP Section 4)
- Recreational and Cultural Resources Element (GP Section 5)
- Natural Resources/Conservation Element (GP Section 6)
- Safety Element (GP Section 7)

SECTION 3: LAND USE AND DEVELOPMENT ELEMENT

The General Plan’s Land Use and Community Development Element contains goal statements relating to different aspects of the Element, policies which amplify the goal statement, and implementation programs which briefly describe the proposed action, the City agencies or departments with primary responsibility for carrying out the program, and the time frame for accomplishing the program.

TABLE 3.1: LAND USE AND COMMUNITY DEVELOPMENT ELEMENT			
REVIEW	ADDED	AMENDED	DELETED
Goals	None	None	None
Policies	None	None	None
Programs	None	None	None
Total	None	None	None

3.1. Goals, Policies, and Programs:

The following goals and summary of the analysis of policies and implementation programs for the General Plan’s Land Use and Community Development Element:

3.1.1. GROWTH AND DEVELOPMENT

Goal 1.A. – *“To encourage the overall economic and social growth of the City while maintaining its position of importance in the county and improving its overall aesthetic appeal.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.2. VISITOR AND LOCAL COMMERCIAL (VLC) AREA

Goal 1.B. – *“To create a compact, pedestrian-oriented, economically-robust VLC (Visitor & Local Commercial) area (see figure 6) that provides a clear geographic focus for attracting visitors and residents and for increasing private sector investment.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.3. PUBLIC OPEN SPACE

Goal 1.C – *“To enrich and enhance pedestrian/tourist activity in the downtown by creating attractive and well-maintained public open space that will provide a sense of central space or village atmosphere where people could meet, socialize, and eat.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.4. TOURISM

Goal 1.D – *“To expand and enhance the VLC (Visitor & Local Commercial) area, Crescent City Harbor, and downtown as a tourist destination.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.5. MAINTENANCE AND SAFETY

Goal 1.E – *“To create a safe, clean, and pedestrian-friendly downtown area.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.6. RESIDENTIAL DEVELOPMENT

Goal 1.F – *“To provide adequate land in a range of residential densities to accommodate the housing needs of all income groups expected to reside in Crescent City, while ensuring a high quality of residential development.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.7. COMMERCIAL DEVELOPMENT

Goal 1.G – *“To designate adequate commercial land for and promote development of commercial uses compatible with surrounding land uses to meet the present and future needs of Crescent City residents, the regional community, and visitors and to maintain economic vitality.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.8. INDUSTRIAL DEVELOPMENT

Goal 1.H – *“To designate adequate land for and promote development of industrial uses to meet the present and future needs of Crescent City residents for jobs and to maintain economic viability.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.9. ECONOMIC DEVELOPMENT

Goal 1.I – *“To maintain a healthy and diverse local economy that meets the present and future employment shopping, recreational, public safety, and services needs of Crescent City residents and to expand the economic base to better the need of residents.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.10. COMMUNITY DESIGN, VISUAL QUALITY, AND APPEARANCE

Goal 1.J. – *“To maintain and enhance the quality of Crescent City’s built environment (i.e., historical buildings, major corridors, city entrances, landscape, and streetscape).”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.11. HARBOR DEVELOPMENT

Goal 1.K. – *“To ensure optimum utilization of the Harbor’s commercial tourism and recreational potential, while allowing for appropriate public uses, developing access as*

a Harbor, conserving the Harbor's open water, improving the Harbor's aesthetic appeal and increasing its economic viability."

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.1.12. ADMINISTRATION AND IMPLEMENTATION

Goal 1.L. – *"To provide for the ongoing administration and implementation of the General Plan."*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

3.2. Implementation Programs:

The following implementation programs include the description, responsibility, timeframe, and analysis for the General Plan's Land Use and Community Development Element:

3.2.1. DOWNTOWN REVITALIZATION

Program 1.1. The City shall continue to implement the Action Plan for Downtown Revitalization.

Responsibility: Planning Department and Redevelopment Agency

Timeframe: Ongoing

3.2.2. STREAMLINE DEVELOPMENT

Program 1.2. The City will pursue streamlining of the development project review process to reduce the time required for review of new economic development proposals.

Responsibility: Planning Department and City Council

Timeframe: Ongoing

3.2.3. MINOR GENERAL PLAN REVIEW

Program 1.3. The Planning Commission shall review the General Plan annually, focusing principally on actions undertaken in the previous year to carry out the implementation programs of the plan. The Planning Commission's report to the City Council shall include, as the Commission deems appropriate, recommendations for amendments to the General Plan.

Responsibility: Planning Commission & Planning Department

Timeframe: Annually

3.2.4. MAJOR GENERAL PLAN REVIEW

Program 1.4. The City shall conduct a major review of the General Plan, including the General Plan Policy Document and Background Report, every five years and revise it as deemed necessary.

Responsibility: City Council, Planning Commission, & Planning Department

Timeframe: FY05-06; every five years thereafter

3.2.5. MAJOR GENERAL PLAN REVIEW FUNDING

Program 1.5. The City shall investigate and implement, as appropriate, mechanisms to be used to fund the five-year update of the General Plan.

Responsibility: City Manager & Planning Department

Timeframe: Ongoing

3.2.6. ORDINANCE AMENDMENTS

Program 1.6. The City shall review and amend, as necessary, applicable ordinances and regulations referenced herein to ensure consistency with the General Plan.

Responsibility: Public Works Department & Planning Department

Timeframe: As necessary

3.2.7. PROJECT REVIEW

Program 1.7. The City Shall implement the provisions of this General Plan through its ongoing project review process.

Responsibility: Planning Commission, City Council, & Planning Department

Timeframe: Ongoing

3.3. Overall Analysis:

The Land Use and Community Development Element is general in its goals and policies in order to accommodate a variety of developments throughout the City. In 2025, the Community Development Department, Planning & Zoning processed 51 Business License Applications, 31 Building Permit Applications, 7 Site Plan & Architectural Design Reviews, 29 CEQA exemptions, and 210 General Plan Inquiries. In addition, the City Council adopted the 6th cycle Housing Element on September 5, 2023, which plans for development through 2030. During the update of the Housing Element, Crescent City made efforts to reach all community segments to determine housing needs and strategies through public outreach and to solicit community involvement. The Element also includes a site inventory listing all available and vacant sites appropriate for residential or mixed-use development and concludes that there is enough land for a range of residential densities for all segments of the population. It also identifies the need for special housing needs. Therefore, the Land Use Element remaining consistent with the current Housing Element and is valuable and adequate in characterizing the nature of the City and General Plans overarching goals and policies as the City undertook the measures and projects listed in Section 4: General Plan Action to advance the Land Use and Community Development Element. Amendments to this section are scheduled to begin in 2029. The City also plans on updating its downtown area-wide planning, currently funded by the EDA. If funding remains intact then the results will be folded into the Land Use and Community Development Element.

SECTION 4: HOUSING ELEMENT

The General Plan’s Housing Element contains goal statements relating to different aspects of the Element, policies which amplify the goal statement, and implementation programs which briefly describe the proposed action, the City agencies or departments with primary responsibility for carrying out the program, and the time frame for accomplishing the program.

TABLE 4.1: HOUSING ELEMENT			
REVIEW	ADDED	AMENDED	DELETED
Goals	None	None	None
Policies	None	None	None
Programs	None	None	None
Total	None	None	None

4.1. Goals, Policies, and Programs:

The following goals and summary of the analysis of policies and implementation programs for the General Plan’s Housing Element:

4.1.1. HOUSING DEVELOPMENT

Goal HG-1: - *“Assure adequate, safe, cost-effective and energy-efficient housing opportunities for the community, while maintaining the quality living environment and character of the City of Crescent City, by planning for and enabling the development of balanced residential neighborhoods with access to affordable housing, community facilities, and public services, including transit.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

4.1.2. TARGETED HOUSING DEVELOPMENT

Goal HG-2: - *“Provide for adequate housing for persons with special housing needs such as target income groups, seniors, disabled, students, and single-parent-headed households.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

4.2. Implementation Programs:

The following implementation programs include the description, responsibility, timeframe, and analysis for the General Plan’s Housing Element:

4.2.1. DOWNTOWN MIXED-USE AND RHNA SITES

Program P-1. Promote infill and rehabilitation in the downtown core (C-1) in three parts:

1. Amend zoning code to permit multi-family residential in a mixed-use project by-right (subject to Site Plan and Architectural Review). Amend zoning code densities in the RP,

C-1, and CW to be consistent with the General Plan. 2. Amend zoning code to reduce parking requirements for the C-1 zone. 3. Revise the existing Site Plan and Architectural Review section to list objective design standards and ministerial review for certain types of housing development projects in the C-1 district, thereby reducing the need to obtain approval from the Planning Commission. These zoning code amendments will increase the availability of sites for residential development in Census Tract 1.01, which contains the City's downtown core. During the current planning period, it is projected that these rezoning actions could result in the development of a minimum of 25 additional multi-family residential units.

Responsibility: City Council, Planning Commission, and Planning Staff.

Time Frame: This item shall be reviewed by the Planning Commission before May 2024.

Funding Source: General Fund and/or grant funds.

4.2.2. GENERAL PLAN REVIEW

Program P-2. The City will review the City's Safety and Conservation Elements and any other General Plan Elements, as required, and ensure compliance with State General Plan Guidelines and State Law. In addition, the City will annually review the effectiveness of the programs in the Housing Element and make revisions as appropriate, including monitoring the effectiveness of programs to accommodate the Regional Housing Need. If programs are not effective in making progress toward the Regional Housing Need, the City will determine the steps necessary to remove constraints to achieve housing goals.

Responsibility: City Council, City Clerk, and Planning Staff.

Time Frame: Review annually by April of each year. Monitor the Housing Element programs annually and submit the Annual Progress Report (APR) to HCD by April each year.

Funding Source: General Fund and/or grant funds.

4.2.3. DENSITY BONUS

Program P-3. A three-part program: 1. Comply with state density bonus law (Government Code Section 65915, as revised). Revise the City's Zoning Ordinance to be consistent with State law. 2. Maximizing the use of vacant or underdeveloped parcels by eliminating or reducing certain limitations for housing developments in which at least 20 percent of the units are affordable to lower-income households or 30 percent of the units are affordable to special needs lower-income households. (see also low-income housing P-22) 3. The City shall encourage multi-family development at high-density rates as prescribed by the General Plan. This includes providing flexibility in development standards (reduced setbacks, reduced parking, increased building heights, etc.) to serve as incentives for multi-family development.

Responsibility: City Council, Planning Commission, and Building Official.

Time Frame: Set up a process by December 2024, ongoing as projects are processed.

Funding Source: General Fund and/or grant funds

4.2.4. HOUSING REHABILITATION

Program P-4. A four-part program: 1. Survey the City's housing stock. Complete a

windshield survey to determine need for Housing Rehabilitation. 2. Develop a table of a full diversity of housing types and define where and what process is required for their development. Encourage missing middle-density housing types (e.g., duplexes, triplexes, fourplexes, and courtyard buildings) to support affordable housing. 3. Solicit a housing rehabilitation company, public or private, to include Crescent City in their domain. In conjunction with the housing rehabilitation company, the City shall pursue potential funding opportunities specific to special needs groups and low-income homeowners. 4. Hold a workshop, inviting owners of parcels identified in the housing stock survey, to determine interest and funding needs. Attention and priority shall be given to special needs groups. The workshop will educate residents and encourage rehabilitated units to include weatherization improvements, such as ceiling and floor insulation, caulking, and weather-stripping, and disseminate energy conservation information for existing housing by publicizing and / or providing information regarding energy audit and weatherization programs, such as those through the Senior Center, Pacific Power, and Energy Upgrade California.

Responsibility: City Council, Planning Staff, and Building Official.

Time Frame: Step one to be completed by December 2024. Step two to be completed by May 2025. Step three is ongoing and once an appropriate administrator has been secured, the City shall pursue funding. Step four shall be completed by December 2025.

Funding Source: General Fund and/or grant funds.

4.2.5. WORKFORCE HOUSING DEVELOPMENT

Program P-5. This program is three-part. 1. The first is to hold a workshop to connect developers, major local employers, and local government. Identify need and funding sources for workforce housing and receive input for a workforce housing overlay district. 2. Develop an overlay zone to allow workforce housing in areas with high accessibility to transit and services to support an employer's work force. 3. This program will also commit the City to comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6).

Responsibility: Planning Staff

Time Frame: Hold workshop by December 2023 and comply with state law continuously.

Funding Source: General Fund and/or grant funds.

4.2.6. HOME OCCUPATIONS

Program P-6. The City will continue to encourage appropriately licensed/permitted home occupation businesses, including those related to recreation/tourism, to a reasonable extent, to improve the City's economy, promote affordable housing, and increase living wage employment opportunities by implementing the following actions: 1. Permit at least one (1) licensed day care or nursery school operation where appropriate. 2. Increase tourism revenues by promoting community events. 3. Increase opportunities for development of cottage industries / home occupations that are compatible with neighborhood character and environmental constraints. 4. Permit appropriate and necessary ancillary services to the recreational and commercial fishing industry – see also P-22.

Responsibility: City Council, City Clerk, and City Staff.

Time Frame: As feasible, hold annual meetings between the City Council and Business Community.

Funding Source: General Fund and/or grant funds.

4.2.7. HOUSING AUTHORITY SUPPORT

Program P-7. The City will continue to collaborate with and support the Housing Authority. The Housing Authority will maintain its programs, including the Housing Choice Voucher program and landlord education program, as one primary method of providing low-income housing within the City. The Housing Authority will monitor indications that assisted rental units may convert to market rate, and as such, these “at risk” developments/units will be included in the General Plan APR. The Housing Authority will coordinate with United States Department of Housing and Urban Development (HUD) on the issuance of HUD preservation vouchers, should an eligible local projectbased assisted housing complex, which is eligible; opt out of their contract with HUD to rent their units at market rates. The City shall pursue funding to support and expand this program as available.

Responsibility: Housing Authority and Planning Staff.

Time Frame: Ongoing throughout the planning period.

Funding Source: General Fund, HUD, and/or grant funds.

4.2.8. PROGRAM ADVERTISING

Program P-8. As resources are available, publicize available programs regarding the following topics through a local community newsletter, water billing, and/or City website: Subsidized Housing Programs; Shared Housing Opportunities; Available day care/nursery school programs; Permit process to become a licensed day care provider; Available adult day care program; Fair Housing Practices; Nearby Social Services; Housing Rehabilitation Programs, Weatherization Programs; Local Employment Opportunities; Energy efficiency and conservation programs; Grant funding opportunities; AFFA; Density Bonus; and Reasonable Accommodation.

Responsibility: City Council and City Clerk.

Time Frame: Ongoing, as programs are available.

Funding Source: General Fund and/or grant funds.

4.2.9. DEVELOPMENTAL DISABILITY HOUSING SERVICES

Program P-9. A two-part program: 1. Coordinate with the Redwood Coast Regional Center and City Housing Authority to implement an outreach program that informs families in the City about housing and services available for persons with developmental disabilities. The program shall include developing an informational brochure and directing people to service information on the City’s website. 2. Once an outreach program has been developed and housing and services are enumerated, the City shall identify any gaps in services and housing for individuals with developmental disabilities and develop an action step to overcome the identified gaps.

Responsibility: City Council, City Clerk, and Planning Staff.

Time Frame: Develop an outreach program within two years of adopting the 6th planning cycle Housing Element to assist persons with development disabilities.

Funding Source: General Fund and/or grant funds.

4.2.10. AT-RISK HOUSING

Program P-10. To ensure that assisted affordable housing remains affordable, the City will monitor the status of all affordable housing projects and, as their funding sources near expiration, will work with owners and other agencies to consider options to conserve such units. The City will also provide technical support to property owners and tenants regarding proper procedures relating to noticing and options for conservation of properties.

Responsibility: City Council, City Clerk, Housing Authority, and Planning Staff.

Time Frame: On going as project approaches expiration.

Funding Source: General Fund and/or grant funds.

4.2.11. WATER SUPPLY

Program P-11. To comply with SB 1087, the City, as the water provider, will allocate water service allocations to proposed developments for a minimum of 62 units affordable to lower-income households.

Responsibility: City Council, City Clerk, and Planning Staff.

Time Frame: Set up a process by May 2024, ongoing as projects are processed.

Funding Source: General Fund and/or grant funds.

4.2.12. OBJECTIVE DESIGN STANDARDS

Program P-12. Utilize available fund (e.g., SB2, LEAP, REAP) to develop objective design standards aimed at streamlining permit review, ensuring maintenance of public health, safety, and general welfare for City residents, as part of the City's Site Plan and Architectural Review.

Responsibility: City Council, City Manager, and Planning Staff.

Time Frame: By the end of 2024 or grant funding deadlines (whichever comes later).

Funding Source: SB2/LEAP.

4.2.13. EMERGENCY SHELTERS AND SUPPORTIVE HOUSING TYPES

Program P-13. A six-part program: 1. Amend the General Commercial (C-2) zone to allow emergency shelters by-right, nondiscretionary action, in a zone that allows for residential development per Assembly Bill 2339. This step will expand the definition of Emergency Shelters to include other support services and set appropriate objective standards analyzed for constraints in Chapter 8. The Zone amendment shall include compliance with AB 139 regarding emergency shelter parking requirements. 2. Reasonable Accommodation. Update the City's Reasonable Accommodation Ordinance (17.92) to be consistent with State Law. 3. Permit transitional and supportive housing as permitted uses, subject to only the same restrictions on residential uses contained in the same type of structure. 4. Include provision for low-barrier navigation centers as required by AB 101. 5. Allow for residential care homes with six or fewer persons by-right in all residential zones, subject only to the same restrictions in that zone. 6. Amend the Zoning Ordinance to update its definition of "family" to be consistent with the State's definition, as amended.

Responsibility: City Council, Planning Commission, and Planning Staff.

Time Frame: Complete zoning amendments by 2025. The City will utilize HCD sample

ordinances regarding these topics to facilitate program implementation.

Funding Source: Grant Funding.

4.2.14. SB 35 STREAMLINING

Program P-14. The City will advertise procedures and other guidance as appropriate to specify the SB 35 streamlining approval process and standards for eligible projects, as set forth under Government Code Section 65913.4.

Responsibility: City Council, Planning Commission, and Planning Staff.

Time Frame: Annually review, develop a SB 35 streamlining approval process by January 2024.

Funding Source: General Fund and/or grant funds.

4.2.15. ENERGY CONSERVATION

Program P-15. Continue to require all projects to comply with the current version of Title 24 of the California Building Standards Code.

Responsibility: City Building Inspector.

Time Frame: Ongoing, as projects are processed.

Funding Source: General Fund and/or grant funds.

4.2.16. AFFIRMATIVELY FURTHER FAIR HOUSING (AFFH)

Program P-16. The City has designated the City Housing Authority as the fair housing agency for the City. The City shall develop a plan with the Housing Authority to re-evaluate consistency with the AFFH requirements. The AFFH Plan shall state actions to address significant disparities in housing needs and access to opportunity for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 [commencing with Section 12900] of Division 3 of Title 2), Section 65008, and other relevant state and federal fair housing and planning law. Specific actions shall include but are not limited to: 1. Continue to provide dedicated staff that investigates fair housing complaints and enforces fair housing laws. 2. Facilitate public education and outreach by creating informational flyers on fair housing that will be made available at public counters, libraries, and on the City's website. 3. City Council meetings will include a fair housing presentation at least once per year. 4. Actively recruit residents from neighborhoods of concentrated poverty to serve or participate on boards, committees, and other local government bodies. 5. Develop a proactive code enforcement program that holds property owners accountable for providing safe, healthy, and maintained properties. 6. Provide education to the community on the importance of completing Census questionnaires. 7. Review the Zoning Code and other City codes and policies for consistency with the fair housing law. 8. Review public investments to ensure equitable distribution of public facilities, services, and infrastructure to all areas of the community. 9. Annually review AFFH data to determine if significant changes have occurred. 10. The City will continue to pursue capital improvements in Census Tract 1.01, where the majority of housing occurs in the City (of all income levels) and where the majority of lower-income households reside. The City is currently pursuing or is committed to constructing capital improvements during the planning period in Census Tract 1.01

including, but not limited to: The City is committed to completing approximately 85 percent of these projects within the current planning period. These projects will improve the amenities and infrastructure within Census Tract 1.01, which will benefit the majority of residents in the City of all income levels.

Responsibility: City Council, Planning Commission, and Housing Authority.

Time Frame: Create Plan by June 2028 and implement on an ongoing basis.

Funding Source: General Fund and/or grant funds.

4.2.17. FIRST TIME HOMEBUYERS

Program P-17. As Notices of Funding Available (NOFAs) are released, apply for available grant funding through the CalHome or other programs to assist individual first-time home buyers through deferred-payment loans for down payment assistance, home rehabilitation, acquisition and rehabilitation, homebuyer counseling, self-help mortgage assistance, or technical assistance for self-help homeownership.

Responsibility: City Council, Planning Commission, and Housing Authority.

Time Frame: Annually apply as NOFAs are released.

Funding Source: CalHome and other available funding sources.

4.2.18. RESERVED

Program P-18. Reserved

Responsibility: Reserved

Time Frame: Reserved

Funding Source: Reserved

4.2.19. HOUSING LAW SUPPORT

Program P-19. The City will encourage state legislators to refrain from the practice of introducing/passing statewide applicable housing laws that are only suited for urban areas, and to consider instead the specific needs and opportunities for housing in rural areas. The City will consider the State's priority of subsidized housing and pursue funding opportunities when it is appropriate for rural areas such as Crescent City.

Responsibility: City Council, Housing Authority, and City Staff.

Time Frame: Ongoing throughout the planning period.

Funding Source: General Fund, HUD, and/or grant funds.

4.2.20. PREVIOUSLY IDENTIFIED SITES

Program P-20. The City will rezone to allow developments at appropriate densities (state default density for Crescent City) and by-right, pursuant to Government Code section 65583.2(i), when 20 percent or more of the units are affordable to lower income households on sites identified in Table 6-3, to accommodate the lower income RHNA that was previously identified in past housing elements. Specifically, the City will rezone the vacant sites identified on Table 6-3 as previously identified for both the 5th and 4th cycle housing elements.

Responsibility: Community Development Department

Time Frame: Sites rezoned by September 2024.

Funding Source: General Fund

4.2.21. ACCESSORY DWELLING UNITS

Program P-21. A four-part program: 1. The City shall adopt an Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) ordinance in accordance with State law (e.g., Assembly Bill [AB] 2299, AB 345, and Senate Bill [SB] 1069, as amended) and local neighborhood compatibility. 2. The City will utilize the state's technical assistance products on ADUs when they are published such as pre-approved plans. 3. Developers proposing new housing units shall be encouraged to incorporate ADUs into their project. Technical assistance shall be provided at the front counter. 4. Monitor ADU and JADU development over a 4-year period beginning when the City adopts the ADU/JADU ordinance. Determine if ADU/JADU development goal is reachable and adjust, as necessary.

Responsibility: City Council, Planning Commission, and City Staff.

Time Frame: Adopt ADU and JADU ordinance by December 2023. Promote ADUs and JADUs continually as appropriate for projects. Monitoring to begin after ADU/JADU ordinance is adopted. Utilize State ADU technical assistance resources when made available.

Funding Source: General Funds and/or Grant Funding.

4.2.22. LOWER INCOME AND SUPPORTIVE HOUSING

Program P-22. A five-part program: 1. Single Room Occupancy Units (SROs). Allow SROs, as principally permitted in the High Density Residential (R-3), Residential-Professional (RP), Business Commercial (C-1) and Commercial Waterfront (CW) zones. 2. Manufactured housing/Mobile homes. Allow and define manufactured housing and mobile homes in the same manner and in the same zone as conventional or stick-built structures are permitted (Government Code Section 65852.3). 3. Promote development of low and extremely low-income housing and housing for targeted special needs groups with an applicant proposing multi-family developments. Ensure that development for or including low- and extremely low-income or special needs receive priority processing. Ongoing, throughout the planning period as projects are proposed. 4. Amend the Zoning Code and permit procedures to allow group homes of seven or more persons in all residential zone districts with objective standards to promote approval certainty similar to other residential uses of the same form and consistent with State law and fair housing requirements. 5. Update standards and zoning related to transitional and supportive housing for compliance with AB 2162 (Government Code section 65651). Specifically permitting supportive housing without discretion in multi-family zones and nonresidential zones permitting multi-family uses.

Responsibility: City Council, Planning Commission and City Staff.

Time Frame: Step one to be completed by May 2024. Step two to be completed by May 2025. Step three is ongoing. Step four and five to be completed by the end of 2025. Utilize HCD's model ordinances to help facilitate compliance.

Funding Source: General Funds and/or Grant Funding.

4.3. Overall Analysis:

The Element includes a sites inventory listing all available and vacant sites appropriate for residential or mixed-use development and concludes that there is enough land for a

range of residential densities for all segments of the population and identifies special programs for increasing public outreach, connecting developers, disability housing services, at-risk housing and lower income and supportive housing needs. The Housing Element adopted on September 5, 2023, by the City Council and certified by the California Department of Housing and Community Development (HCD) on November 17, 2023 with consistency with the City's General Plan and does not propose any goals, policies, or programs that are considered contrary to General Plan goals, policies, and programs. The City has also received the State's Pro-housing designation in 2024.

SECTION 5: TRANSPORTATION AND CIRCULATION ELEMENT

The General Plan’s Transportation and Circulation Element contains goal statements relating to different aspects of the Element, policies which amplify the goal statement, and implementation programs which briefly describe the proposed action, the City agencies or departments with primary responsibility for carrying out the program, and the time frame for accomplishing the program.

TABLE 5.1: TRANSPORTATION AND CIRCULATION ELEMENT			
REVIEW	ADDED	AMENDED	DELETED
Goals	None	None	None
Policies	None	None	None
Programs	None	None	None
Total	None	None	None

5.1. Goals, Policies, and Programs:

The following goals and summary of the analysis of policies and implementation programs for the General Plan’s Transportation and Circulation Element:

5.1.1. STREET AND HIGHWAY SYSTEM

Goal 3.A. – *“To plan for the long-range planning development of Highway 101 to ensure the safe and efficient movement of people and goods.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

5.1.2. PUBLIC TRANSPORTATION

Goal 3.B. – *“To develop and maintain a safe and efficient public transportation system that reduces congestion and provides viable alternatives transportation in and through the Crescent City Planning Area.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

5.1.3. BICYCLE TRANSPORTATION

Goal 3.C. – *“To ensure the use of the bicycle as an alternative, energy efficient mode of transportation within the city and to develop a system of bikeways and bicycle parking facilities which will safely and effectively serve those wishing to utilize bicycles for commute and recreational trips.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

5.1.4. PEDESTRIAN TRANSPORTATION

Goal 3.D. – *“To encourage and facilitate walking throughout the city.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

5.1.5. AIR TRANSPORTATION

Goal 3.E. – *“To promote the improvements and maintenance of general and commercial aviation facilities within the parameters of compatible surrounding land uses.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

5.1.6. MARTIME TRANSPORTATION

Goal 3.F. – *To promote the maintenance and improvement of the Crescent City Harbor facilities.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

5.1.7. TELETRANSPORTATION

Goal 3.G. – *“To promote development of multimedia communications as a viable mode of transportation and commerce.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

5.2. Implementation Programs:

The following implementation programs include the description, responsibility, timeframe, and analysis for the General Plan’s Transportation and Circulation Element:

5.2.1. EMERGENCY ACCESS PLAN

Program 3.1. The Office of Emergency Services shall prepare an emergency access plan to be implemented at times when key segments of Highway 101 are temporarily closed.

Responsibility: Office of Emergency Services

Timeframe: First five years

5.2.3. WALKWAY AND TRAILS PLAN

Program 3.2. The City shall work with Del Norte County, the Local Transportation Commission, and related agencies to conduct a study within the Crescent City Planning Area to determine the adequacy of sidewalks and trail facilities and to develop a walkway and trail plan.

Responsibility: Planning Department

Timeframe: Two to four years

5.2.4. BICYCLE FACILITIES PLAN

Program 3.3. The City shall continue to update the Del Norte County and Crescent City Bicycle Facilities Plan.

Responsibility: Planning Department & Engineering Department

Timeframe: Every two years

5.2.5. JOINT TRAILS PLAN

Program 3.4 The City shall coordinate with the County and other local agencies in preparing a joint Crescent City/Del Norte County Trails Plan identifies funding sources, possible expansion areas, and specific standards and criteria all trails/paths.

Responsibility: City Council, Public Works Department, & Planning Department

Timeframe: Every two years

5.2.6. TELECOMMUNICATION GUIDELINES

Program 3.5. The City shall develop guidelines for the review and permitting of telecommunications facilities to address potential impacts to coastal resources, especially designated visual resources.

Responsibility: City Council, Planning Department, & Public Works Department

Timeframe: FY01-02

5.3. Overall Analysis:

The Transportation and Circulation Element in the General Plan is devised and designed to support the Land Use Element and policies for both current uses and future growth. The Transportation and Circulation Element has not been amended since its adoption, and the goals, policies, and programs of the Element remain valid as the City undertook the measures and projects listed in Section 4: General Plan Action to advance the Transportation and Circulation Element. Therefore, the Element continues to serve to facilitate the implementation of the Land Use Plan, and the assumptions and projections supporting its designations of streets and roadways are accurate and provide a legally adequate and viable plan. Amendments to this section are scheduled to begin in 2029 (check Table 2.1).

The City's 2001 General Plan Environmental Impact Report (EIR) evaluated the City road capacity in 1998, including U.S. Highway 101 that divides the City. When compared with 2023 traffic figures (most recent data), there is similarity to numbers from 1998 with no appreciable increase. The 2023 Caltrans traffic counts for U.S. Highway 101 can be found at the following web address. <https://dot.ca.gov/programs/traffic-operations/census>.

SECTION 6: PUBLIC FACILITIES AND SERVICES ELEMENT

The General Plan’s Public Facilities and Services Element contains goal statements relating to different aspects of the Element, policies which amplify the goal statement, and implementation programs which briefly describe the proposed action, the City agencies or departments with primary responsibility for carrying out the program, and the time frame for accomplishing the program.

TABLE 6.1: PUBLIC FACILITIES AND SERVICES ELEMENT			
REVIEW	ADDED	AMENDED	DELETED
Goals	None	None	None
Policies	None	None	None
Programs	None	None	None
Total	None	None	None

6.1. Goals, Policies, and Programs

The following goals and summary of the analysis of policies and implementation programs for the General Plan’s Public Facilities and Services Element:

6.1.1. GENERAL PUBLIC FACILITIES AND SERVICES

Goal 4.A. – *“To ensure the effective and efficient provisions of public facilities and services for existing and new development.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

6.1.2. WATER SUPPLY AND DELIVERY

Goal 4.B. – *“To ensure the availability of an adequate and safe water supply and the maintenance of high-quality water for residents of and visitors of the Crescent City urban area.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

6.1.3. WASTEWATER TREATMENT, COLLECTION, AND DISPOSAL

Goal 4.C. – *“To ensure adequate wastewater collection, treatment, and disposal within the Urban Boundary.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

6.1.4. SOLID WASTE DISPOSAL

Goal 4.D. – *“To ensure the safe and efficient disposal or recycling of solid waste generated in Crescent City.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

6.1.5. STORMWATER DRAINAGE

Goal 4.E. – *“To collect and convey stormwater in a manner that least inconveniences the public, reduces or prevents potential water-related damages, and protects the environment.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

6.1.6. SCHOOL FACILITIES

Goal 4.F. – *“To provide for the education needs of Crescent City residence.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

6.1.7. PROTECTION SERVICES

Goal 4.G. – *“To provide police and fire services that protect residents of visitors to Crescent City from injury and loss of life and protect property.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

6.1.8. UTILITIES

Goal 4.H. – *“To provide efficient and cost-effective utilities.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

6.2. Implementation Programs:

The following implementation programs include the description, responsibility, timeframe, and analysis for the General Plan’s Public Facilities and Services Element:

6.2.1. ANNEXATION INFRASTRUCTURE

Program 4.1. As part of the annexation of land within the Urban Boundary, the City shall include an analysis of public services for that land to determine if the infrastructure and capacity are available.

Responsibility: Public Works Department & Planning Department

Timeframe: Ongoing

6.2.2. CAPITAL IMPROVEMENT REPORT

Program 4.2. The City shall reserve funds to expand the capacity of its wastewater treatment system in order to develop additional operational capacity necessary for the full development of areas in and out of the Coastal Zone. The City shall prepare a summary report of its meetings with the County and Harbor Commission, and a copy of its Capital Improvement Budget. Said report shall describe the future development plans and method for providing sewer connections. Upon completion of the report, copies shall be available for public review and comment.

Responsibility: Public Works Department & Planning Department

Timeframe: First two years

6.2.3. INTEGRATED WASTE MANAGEMENT PLAN

Program 4.3. The City shall work with the solid waste management agency to regularly review and revise as necessary the Del Norte Integrated Waste Management Plan.

Responsibility: Solid Waste Management Authority & Public Works Department

Timeframe: First two years

6.3. Overall Analysis:

The Public Facilities and Services Element goals contain policies and programs that seek to ensure adequate services and public facilities for Crescent City's existing and projected population which contains standards and guidelines that ensure adequate water supply, wastewater treatment, stormwater, solid waste, protection services, and utilities within the City and relevant portions of the planning area. The Public Facilities and Services Element contained within the General Plan has been used by staff and has provided valuable guidance and policy direction for the City. This Element is current and accurate and remains useful and legally adequate as the City undertook the measures and projects listed in Section 4: General Plan Action to advance the Public Facilities and Services Element. However, in the future update, adding the library to this element will be explored.

SECTION 7: RECREATION AND CULTURAL RESOURCES ELEMENT

The General Plan’s Recreation and Cultural Resources Element contains goal statements relating to different aspects of the Element, policies which amplify the goal statement, and implementation programs which briefly describe the proposed action, the City agencies or departments with primary responsibility for carrying out the program, and the time frame for accomplishing the program.

TABLE 7.1: RECREATION AND CULTURAL RESOURCES ELEMENT			
REVIEW	ADDED	AMENDED	DELETED
Goals	None	None	None
Policies	None	None	None
Programs	None	None	None
Total	None	None	None

7.1. Goals, Policies, and Programs:

The following goals and summary of the analysis of policies and implementation programs for the General Plan’s Recreation and Cultural Resources Element:

7.1.1. CITY PARKS AND RECREATION

Goal 5.A. – *“To encourage the development and maintenance of existing and new parks and recreational facilities to serve the needs of present and future residents, employees, and visitors.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

7.1.2. RECREATIONAL TRAILS

Goal 5.B. – *“To develop a system of interconnected hiking, riding, and bicycling trails and paths suitable for active recreation and transportation and circulation.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

7.1.3. COASTAL ZONE RECREATION

Goals 5.C. – *“To provide full coastal recreation opportunities for the public while assuring the protection of important coastal resources and the rights of private property owners.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

7.1.4. COASTAL ZONE ACCESS

Goal 5.D. – *“To provide the full benefits of access to coastal recreation to all residents of and visitors to Crescent City.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

7.1.5. COASTAL VISUAL RESOURCES

Goal 5.E. – *“The City shall encourage the maintenance of the visual and scenic beauty of Crescent City.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

7.1.6. PRIVATE RECREATIONAL FACILITIES AND OPPORTUNITIES

Goal 5.F. – *“To encourage development of private recreational facilities to supplement public facilities and to provide for economic development opportunities.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

7.1.7. CULTURAL RESOURCES

Goal 5.G. – *“To encourage identification, protection, and enhancement of Crescent City’s important historical, archeological, paleontological, and cultural sites and activities, and their contributing environment.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

7.2. Implementation Programs:

The following implementation programs include the description, responsibility, timeframe, and analysis for the General Plan’s Recreation and Cultural Resources Element:

7.2.1. PARKS MASTER PLAN

Program 5.1. The City shall prepare a Parks Master Plan to identify locations of major parks and recreational facilities, specific criteria and standards for the development of sports and recreational facilities, identification of funding sources for the development, and maintenance of parks and open space resources.

Responsibility: City Council & Planning Department

Timeframe: Next five years

7.2.2. REGIONAL TRAIL PLAN

Program 5.2. The City shall work with the County to prepare and adopt a plan for a countywide trail system plan.

Responsibility: Planning Department

Timeframe: First five years

7.2.3. ROADWAY SIGN PROGRAM

Program 5.3. The City shall develop a roadway sign program which provides for specially marked scenic drive routes which visitors can follow to visit coastal scenic areas in the Crescent City urban area, including the Harbor and lighthouse-to-lighthouse routes.

Responsibility: Public Works Department

Timeframe: FY02-04

7.2.4. UNDERGROUNDING UTILITIES

Program 5.4. The City shall develop a priority list for use in the undergrounding of existing utilities in scenic resources areas, gateway, and scenic drive.

Responsibility: Public Works Department

Timeframe: Ongoing

7.3. Overall Analysis:

Tribal Consultation occurred either formally according to AB 52, or, more often, informally (beyond minimum legal requirements) to receive direction on City projects and to gain support for grant application submittals from representative tribes.

The Recreational and Cultural Resources Element goals contain policies and programs that generally seek to maintain and protect recreation and cultural resources which contains standards and guidelines that protect existing recreation uses, and new potential recreation uses, all while considering their impacts to residents and cultural resources. The Recreational and Cultural Resources Element contained within the General Plan has been used by staff and has provided valuable guidance and policy direction for the City. This Element is current and accurate and remains useful and legally adequate as the City undertook the measures and projects listed in Section 4: General Plan Action to advance the Recreation and Cultural Resources Element.

SECTION 8: NATURAL RESOURCES/CONSERVATION ELEMENT

The General Plan’s Natural Resources/Conservation Element contains goal statements relating to different aspects of the Element, policies which amplify the goal statement, and implementation programs which briefly describe the proposed action, the City agencies or departments with primary responsibility for carrying out the program, and the time frame for accomplishing the program.

TABLE 8.1: NATURAL RESOURCES/CONSERVATION ELEMENT			
REVIEW	ADDED	AMENDED	DELETED
Goals	None	None	None
Policies	None	None	None
Programs	None	None	None
Total	None	None	None

8.1. Goals, Policies, and Programs:

The following goals and summary of the analysis of policies and implementation programs for the General Plan’s Natural Resources/Conservation Element:

8.1.1. MARINE RESOURCES

Goal 6.A. – *“To maintain and where possible enhance marine resources, coastal waters, and sensitive coastal habitats, thereby recognizing the economic and biologic significance of these resources.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

8.1.2. WATER RESOURCES

Goal 6.B. – *“To protect and enhance the natural qualities of Crescent City’s streams, creeks, and groundwater and to ensure sufficient water supplies of good quality for all beneficial uses.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

8.1.3. SOILS RESOURCES

Goal 6.C. – *“To maintain the productivity of soils, reduce erosion, and prevent unsafe and unhealthy soil conditions within Crescent City Planning Area.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

8.1.4. BIOLOGICAL RESOURCES

Goal 6.D. – *“To protect, restore, and enhance wildlife habitat that support fish and wildlife species throughout the Crescent City Planning Area.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

8.1.5. AIR RESOURCES

Goal 6.E. – *“To protect and improve air quality in Crescent City and the region.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

8.1.6. AGRICULTURAL RESOURCES

Goal 6.F. – *“To promote development of agriculture uses that support the continued viability of agriculture activities in the Crescent City Planning Area.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

8.1.7. TIMBER RESOURCES

Goal 6.G. – *“To conserve forest resources, enhance the quality and diversity of forest ecosystems, reduce conflicts between forestry and other uses, and the encourage a continued yield of forest products in the Planning Area.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

8.2. Implementation Programs:

The following implementation programs include the description, responsibility, timeframe, and analysis for the General Plan’s Natural Resources/Conservation Element:

NONE

8.3. Overall Analysis:

These goals contain policies and programs that seek to protect the natural resources present within the Crescent City Planning Area. The Natural Resources and Conservation Element remains useful and relevant and has served the City over the last year. The element has not been amended since its adoption, and the goals, policies, and programs of the element remain valid as the City undertook the measures and projects listed in Section 4: General Plan Action to advance the Natural Resources and Conservation Element.

SECTION 9: HEALTH AND SAFETY ELEMENT

The General Plan’s Health and Safety Element contains goal statements relating to different aspects of the Element, policies which amplify the goal statement, and implementation programs which briefly describe the proposed action, the City agencies or departments with primary responsibility for carrying out the program, and the time frame for accomplishing the program.

TABLE 9.1: HEALTH AND SAFETY ELEMENT			
REVIEW	ADDED	AMENDED	DELETED
Goals	None	None	None
Policies	None	None	None
Programs	None	None	None
Total	None	None	None

9.1. Goals, Policies, and Programs:

The following goals and summary of the analysis of policies and implementation programs for the General Plan’s Health and Safety Element:

9.1.1. GENERAL HAZARDS

Goal 7.A. – *“To protect the public health, safety, and welfare and minimize the damage to structures, property, and infrastructure as a result of seismic, geologic, fire, and flood hazards.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

9.1.2. SEISMIC HAZARDS

Goal 7.B. – *“To minimize the loss of life, injury, and property damage due to seismic hazards.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

9.1.3. GEOLOGIC HAZARDS

Goal 7.C. – *“To minimize the loss of life, injury, and property damage due to geological hazards.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

9.1.4. FLOOD HAZARDS

Goal 7.D. – *“To protect the lives and property of the citizens of Crescent City from hazards associated with development in floodplains.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

9.1.5. FIRE HAZARDS

Goal 7.E. – *“To prevent and minimize the risk of loss of life, injury, and property damage resulting from unwanted fires.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

9.1.6. HAZARDOUS MATERIALS

Goal 7.F. – *“To minimize the risk of loss of life, injury, serious illness, damage to property, and economic and social dislocations resulting from the use, transport, treatment, and disposal of hazardous materials and hazardous materials waste.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

9.1.7. DISASTER PLANNING

Goal 7.G. – *“To provide planning, response, and recovery capabilities to deal with the range of natural and manmade hazards that could impact the Crescent City Planning Area.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

9.1.8. NOISE

Goal 7.H. – *“To prevent incompatible land uses, by reason of excessive noise levels, from occurring in the future. This includes protecting sensitive land uses from exposure to excessive noise and to protect the economic base of the city by preventing the encroachment of incompatible land uses within area affected by existing or planned noise-producing uses.”*

Policies: Existing Policies are deemed sufficient.

Implementation Programs: Existing programs are deemed sufficient.

9.2. Implementation Programs:

The following implementation programs include the description, responsibility, timeframe, and analysis for the General Plan’s Health and Safety Element:

9.2.1. SEISMIC POLICY CONSISTENCY

Program 7.1. The City should review existing codes and ordinances regulating development and modify them if necessary to ensure their consistency with seismic policies.

Responsibility: Building Department

Timeframe: First five years

9.2.2. ABATEMENT OF HAZARDOUS STRUCTURES PROGRAM

Program 7.2. The City shall recommend that programs be initiated through the Uniform Code for the Abatement of Hazardous Structures for the identification and abatement of buildings susceptible to earthquake damage. These programs should be long range in order to avoid economic hardship and/or dislocation problems. Structures should be

allowed to remain as-is if their occupancy is significantly reduced, or if their use is made less critical. In establishing a program of hazardous building abatement, the following structures should be given priority: unreinforced masonry structures; buildings constructed prior to a specific date determined by the history of adoption and enforcement of building codes, and critical facilities whose use is necessary during an emergency, building whose occupancy is involuntary, high occupancy buildings. Single family dwellings should be given lowest priority in abatement programs, since they are predominantly wood frame construction and should, therefore, perform relatively well during seismic shaking.

Responsibility: Building Department

Timeframe: Ongoing

9.2.3. SEISMIC SAFETY INFORMATION

Program 7.3. The City, with the assistance of other governmental agencies, should develop and disseminate seismic safety information to the City's citizens. This should include such matters as: what to do in case of an earthquake; how to get official information in case of a disaster; directions to the closest disaster center; and/or public health information.

Responsibility: Public Works Department

Timeframe: As needed

9.2.4. WATER & RECORDS

Program 7.4. The City should ensure that adequate records are kept of the materials penetrated and rates of penetration in water (or other) wells drilled in the Smith River Plain. Generally, one or two core holes fifty feet deep should accomplish this, drilled under the supervision of an engineering geologist.

Responsibility: Public Works Department

Timeframe: As needed

9.2.5. GEOLOGICAL HAZARDS IMPLEMENTATION

Program 7.5. The City should designate a responsible person to coordinate the ongoing implementation of those geological hazard policies which will require engineering and/or geologic expertise. Under this person's direction, procedures should be established for: 1) requiring detailed geological and/or soils investigations for proposals within landslide and coastal erosion areas designated herein; 2) reviewing of such investigations; 3) establishing a systematic filing procedure for such investigations so that overtime, a detailed database can be developed for specific areas; 4) establish a standardized landslide and coastal erosion report procedure and format; 5) develop and make available to the public upon request information on potential slope stability problems and mitigation measures designed for the City; and 6) establishing the required building setbacks and/or foundation design for the proposed new development based upon the full economic life of the proposed new development (i.e., 75-100 years) such that the need for future shoreline protection works is fully precluded.

Responsibility: Public Works Department

Timeframe: First two years

9.2.6. FLOOD PROOFING STRUCTURAL STANDARDS

Program 7.6. The City should review all existing flood proofing structural standards to ensure their adequacy, and/or need for their revision.

Responsibility: Building Department

Timeframe: First two years

9.2.7. REFERRALS FOR FLOOD PRONE AREAS

Program 7.7. The City should ensure that the Public Works Department has the opportunity to review, comment, and make recommendations on any development proposal which might be affected by flooding.

Responsibility: Public Works Department

Timeframe: As needed

9.2.8. RETENTION OF FLOOD PRONE AREAS

Program 7.8. The City should investigate methods for the permanent retention of flood prone areas in open space or low intensity use. Methods to be studied should include, but not be limited to: fee simple of purchase; purchase of easements; development rights; leaseback and saleback; tax delinquent property; mandatory dedication; tax incentives; donation; and land banking.

Responsibility: Public Works Department

Timeframe: First five years

9.2.9. FLOOD PRONE AREAS

Program 7.9. The City should develop, and make available to the public upon request, information on flood prone areas and City policies dealing with them.

Responsibility: Public Works Department

Timeframe: Ongoing

9.2.10. REFERRALS FOR FIRE PRONE AREAS

Program 7.10. The City should ensure that appropriate fire prevention agencies are consulted for review and recommendations relative to all development proposals in fire prone areas.

Responsibility: Planning Department & local fire protection districts

Timeframe: Ongoing

9.2.11. EMERGENCY RESPONSE PLAN

Program 7.11. In revising and updating the Emergency Response Plan, emphasis should be placed upon Readiness Condition No. 4 (the Normal peace time situation) in accordance with the recommendations outlined in this section, under Disaster Planning.

Responsibility: Public Works Department

Timeframe: Ongoing

9.2.12. TSUNAMI PUBLIC EDUCATION OUTREACH PROGRAM

Program 7.12. The City shall develop a public education outreach program and planning initiatives to minimize the risks of both life and property to tsunami hazards. Public education shall be focused on providing hotel/motel facts sheets, beachfront

signage, mailers to residents, inclusion local schools' public safety curriculum. The tsunami planning initiatives shall include detailed procedures for hazard assessment, warning, and evacuation response.

Responsibility: Fire Department & Police Department

Timeframe: FY01-02

9.2.13. NOISE ORDINANCE

Program 7.13. The City should develop a comprehensive noise ordinance based on quantitative measures of acceptable noise levels identified in this element.

Responsibility: Planning Department

Timeframe: First five years

9.3. Overall Analysis:

These goals contain policies and programs that aim to protect Crescent City's existing and projected populations from natural and manmade hazards. The Health and Safety Element Goals are implemented in planning operations on a day-to-day basis guiding all projects in the City. The Health and Safety Element contains information and goals, policies, and programs regarding general, seismic, geologic, flood, and fire hazards, as well as hazardous materials, disaster planning, and noise. This element has not been amended since its adoption and remains valid as the City undertook the measures and projects listed in Section 4: General Plan Action to advance the Health and Safety Element. Amendments to this section are scheduled to take place in 2027. The City will utilize and incorporate the Del Norte County's Hazard Mitigation Plan.

SECTION 10: GENERAL PLAN ACTION

10.1. Action Items:

The goals within each Element contain policies and programs that seek to ensure a high quality of life, efficient development, and economic growth. Within that framework, City staff worked on the following items throughout the 2025 calendar year to ensure that the goals set forth in the General Plan have been addressed:

4.1.1. Beach Front Park Improvement Project:

The project proposes improvements to Beachfront Park including, but not limited to, an expansion of Kid Town playground, a bike park with pump tracks, and an amphitheater. Project includes a one-mile and ½ mile walking loops with exercise stations. There will be walking trails with cultural inclusion for our local Tolowa Tribes. General accessibility is included compliant with ADA requirements for park and/or family events.

4.1.2. Crescent City Cultural Gateway and Beautification Project:

The project proposes to clean-up and beautify a portion of Front Street by establishing a gateway, expanding the Beachfront Park beyond US Highway 101 to Front and N Street, restoring Elk Creek, improving public access at the Cultural Center/Visitor's Center and Veteran's Monument, establishing a designated starting point for the Tolowa Interpretive Walk, and moving the Transit Hub to a safer and more convenient location. The project includes a gateway monument, landscaping on U.S. 101 to mimic coastal dunes and other environmental features, improved public access to the Crescent City Cultural Center and the Point of Honor veteran's monument.

4.1.3. Front Street Storm Drain Project:

The project is installing a redundant storm drain piping system within the C Street drainage basin between 5th Street and Front Street, and F Street drainage basin between Front Street and 5th Street, and Front Street from B Street to L Street. The project also includes street improvements, ADA compliant curb ramps, sidewalks and curb and gutter on the affected streets. Along Front Street, a new 8-inch water main has been installed. Additional street lighting has/will be installed to increase public safety. The City secured a Community Development Block Grant for the project, which will reduce flooding of residential properties in Census Tract 1.01.

4.1.4. Sunset Circle Multi-Use Trail Project:

The project will provide the final segment of the California Coastal Trail through Crescent City, connecting pedestrian and bicycle traffic from Pebble Beach to South Beach. The project is funded by the Active Transportation Program, Del Norte Transportation Commission and the Coastal Conservancy.

4.1.5. Fred Endert Pool Rehabilitation Project:

The project will replace the failing infrastructure of the boilers, domestic hot water, and building envelope improvements. The project will additionally upgrade the HVAC system to include dehumidification for comfort and energy savings. The project will replace the aging and failing pool deck and locker rooms with a non-slip flooring.

4.1.6. Amador Tank Rehabilitation Project:

The project will replace in part or in full the failing rafters, OSHA improvements for manways ladders and platforms, interior coating, exterior painting, and seismic improvements to the fill and supply piping, and providing seismic designed foundation and anchor bolts.

4.1.7. Water Meter Replacement Project:

The City has begun a five-year project for the replacement of the existing water meters with a new electronic Automatic Meter Reading (AMR) system. This project will replace approximately 3,800 mechanical meters.

4.1.8. Redundant Well Installation Project:

The project funded through the North Coast Resource Partnership (NCRP) Integrated Regional Water Management (IRWM) grant will drill a test well and a new water supply well on a city owned parcel north of the chlorination building. The proposed well will be of sufficient size to provide 10% of the city's daily water demand to offset risk of loss of the primary Ranney well or distribution network north of the chlorination building. The location of the new well (upstream of chlorination) will eliminate the necessity of building a secondary chlorination site.

4.1.9. City Hall Renovation Project:

This project will renovate the city purchased building at 240 H Street for the purpose of relocating City Hall – located within Census Tract 1.01. The project will include general contracting for the replacement of the HVAC system, conversion of the 'great room' into office spaces necessary for future headcount expansion, increased security for public access, weather-controlled document storage, and creation of a council chambers for public/private meetings.

Police Department Renovation Project: The project will build an addition to the existing building to provide on-site locker rooms, a briefing room, interview room, armory, secure evidence lockup, and ADA compliant bathrooms for police and public use. This project is also within Census Tract 1.01.

4.1.10. Corporation Yard Renovation Project:

The project will repair the equipment storage building which has degraded due to age and minor collisions with the support columns. The equipment storage building will also be repaired for roof and siding as required. The project will also include stormwater management upgrades due to vehicle washout and fueling stations. The office space will be renovated to provide a briefing room, kitchen/break room, bathroom, 3 offices and weather-controlled storage. The public works crew locker room will be renovated to provide lockers, roof replacement, wall/ceiling insulation and wallboards, kitchen/break room, and a bathroom.

4.1.11. Sanitary Sewer Repair Project:

As a result of the River Watch Settlement, the project will firstly document the Pipeline Assessment Certification Program (PACP) condition of all the sewer lines within the city

limits. The repair of any sewer line with a structural grade of 4-5 within 200 feet of surface water is required within 6 months of discovery. The city has completed the inspection and identified sewer lines which meet these requirements. The project will prioritize the sewer line repairs per the agreement but has additionally identified projects which will repair the entire sewer systems to minimum PACP level 3 or better. The project will require replacement of the failed pipes and street repair as necessary.

4.1.12. Wastewater Treatment Plant (WWTP) Rehabilitation:

This project will update and replace the aging Rotating Biological Collector (RBC) for secondary fluid processing, rehabilitate or replace the digesters for solids processing, replace valves and flow meters at the secondary clarifiers, install HVAC improvements to the belt filter press building, replace the primary clarifier building, install security cameras, and maintain the chopper pump and motor at the influent well.

4.1.13. Measure S Funded Infrastructure Projects:

Measure S, a sales tax passed by the citizens of Crescent City was voted in and has since been upheld in a subsequent election. A portion of this tax revenue has been pledged to be solely spent on the annual repair of the City's roads, sidewalks, and pavement markings. This has enabled the City to make progress on the existing road conditions above and beyond routine maintenance. Through Measure S funding the City has revitalized 33 blocks of roads in the past 4 years. Through grant funding the City has completed and is currently working on the completion of 17 blocks of new or rehabbed roads, including infrastructure improvements to storm drain and water distribution, in the downtown areas of Tract 1.01. The City also continues to pursue and receive grant funding for road and infrastructure projects to continue and improve future development accessibility. This road infrastructure commitment will continue into the coming years.

10.2. General Plan Compliance:

At the time the 2001 General Plan was written, the state required seven elements be included which are described in this report. Recent state legislation requires that an environmental justice element also be included in a General Plan. According to Government Code Section 65302(h)(2) this element must be included in the General Plan upon the adoption or next revision of two or more elements concurrently on or after January 1, 2018. As stated in the General Plan Updates section, the Environmental Justice Element is set to be developed and adopted in 2027 after the anticipated Transportation and Circulation, and Health and Safety Elements are updated.

Government Code requires that the Housing Element be updated and adopted every 8 years, while the other elements of the General Plan should be revised "as needed" to keep information current. As previously stated, the 6th Cycle Housing Element was adopted and certified on September 5, 2023. The City of Crescent City General Plan contains all seven of the required elements.

With the adoption of the 6th cycle Housing Element and the subsequent, Transportation and Circulation Element, and Health and Safety Element update. The State will require

that the City develop and adopt an Environmental Justice Element. It is anticipated this will occur in 2027.

Land Use and Community Development Element. The City is currently preparing a General Plan amendment to the Land Use and Community Development Element to address inconsistencies between allowable General Plan land use designation densities and zoning district densities. Additionally, the Land Use and Community Development Element update will further the City's goal to prioritize infill development and other land use priorities. This update is set to be complete by September 2029.

10.3. Tribal Consultation:

The City of Crescent City has seven contacts for tribal outreach according to the Native American Heritage Commission including: Cher-Ae Heights Indian Community of the Trinidad Rancheria, Elk Valley Rancheria, Karuk Tribe, Melochundum Band of Tolowa Indians, Pulikla Tribe of Yurok People (Formerly Resighini Rancheria Coastal Indian Community), Tolowa Dee-ni' Nation, and Yurok Tribe. The City initiates informal tribal consultation with all the above tribes through referrals and formal tribal consultation when required by SB 18, AB 52, or Section 106. The City frequently informally requests input on City projects from tribes adjacent to the City and will continue to do so. Maintaining a healthy relationship with the surrounding Tribes is beneficial to the City.

SECTION 11: HOUSING ELEMENT APR

The City of Crescent City 2022-2030 Housing Element update (Housing Element or HE) was adopted by the City Council on September 5, 2023. The HE was certified by the California Department of Housing and Community Development (HCD) for compliance with state housing element law.

State law requires that all General Plans include a Housing Element that provides a plan for accommodating future housing production needs. State law further requires that all cities and counties create an Annual Progress Report (APR) that describes the community's progress toward implementing their Housing Element. The Housing Element APR fulfills statutory requirements to report certain housing information, including: the local agency's progress in meeting its share of regional housing needs (i.e., applications, entitlements, permits, and certificates of occupancy), certain rezoning activities, actions taken towards completion of housing element programs, and local efforts to remove governmental constraints to the development of housing (Government Codes Sections 65584.3(c) and 65584.5(b)(5)). Each jurisdiction is required to report certain housing information in accordance with state housing law (refer to Government Code Sections 65400, 65583, and 65584).

California state law (Government Code Section 65584) recognizes that local governments play a vital role in developing affordable housing. In 1969, the state mandated that all California cities, towns and counties must plan for the housing needs of our residents—regardless of income. This state mandate is called the Regional Housing Needs Allocation (RHNA). As part of RHNA, the California Department of Housing and Community Development, or HCD, determines the total number of new homes the County of Del Norte and the City of Crescent City need to build—and how affordable those homes need to be—in order to meet the housing needs of people at all income levels.

The City's 6th cycle RHNA has a total allocation of 189 dwelling units. The projection period begins in September of 2018 and ends in September of 2030. The planning period begins in 2022 and ends in 2030. The RHNA allocation of 189 units is broken down into income categories and is expressed in Table 5.1: Projected Needs (Regional Housing Need Allocation).

TABLE 5-1: PROJECTED NEEDS (REGIONAL HOUSING NEED ALLOCATION)					
Jurisdiction	Very-Low	Low	Moderate	Above Moderate	Total
Crescent City	39	22	27	101	189
Percentage of Total	20.6%	11.6%	14.3%	53.4%	100%
<i>Source: Crescent City (2022-2030) 6th Cycle Housing Element</i>					

The Housing Element APR must be delivered to the Governor's Office of Land Use and Climate Innovation (LCI), and the Housing and Community Development (HCD) each year and must cover the previous calendar year. The HE APR allows HCD to track the progress of the implementation of a jurisdiction's Housing Element and requires its submission as a threshold requirement for several State housing funding programs. The following information is from the Crescent City' 6th Cycle Housing Element (HE) 2025 Annual Progress Report (APR):

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	41
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	19
Above Moderate		0
Total Units		60

Note: Units serving extremely low-income households are included in the very low-income permitted units totals.

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	1	1	0
Single-family Detached	0	0	0
2 to 4 units per structure	0	0	0
5+ units per structure	59	59	18
Accessory Dwelling Unit	0	0	0
Mobile/Manufactured Home	0	0	0
Total	60	60	18

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	3	60
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	3
Number of Proposed Units in All Applications Received:	60
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	0	0
Discretionary	3	60

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	1
Number of Units in Applications Submitted Requesting a Density Bonus	41
Number of Projects Permitted with a Density Bonus	1
Number of Units in Projects Permitted with a Density Bonus	41

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	22
Sites Rezoned to Accommodate the RHNA	0

SECTION 12: PLANNING SERVICES

The City's day-to-day planning services are one of the ways the General Plan (GP) is implemented. Day-to-day services include planning inquiries, business license issuance, sign permit issuance, building permit approvals, site plan and architectural review permit approvals, and other various permits and projects. Table 12-1: 2025 Planning Services Statistics show the day-to-day services provided to City residents through 2025:

TABLE 12-1: 2025 PLANNING SERVICES STATISTICS					
2025	Planning Services	2024	2023	2022	2021
210	Planning Inquiries (INQ)	143	149	151	162
2	Zoning Ordinance Updates/Creation (ORD)	9	2	3	3
51	Business License Applications (BLA)	31	50	71	50
4	Sign Permit Applications (SPA)	8	9	8	13
32	Building Permit Applications (BPA)	57	49	44	49
13	Fence Permit Applications (FPA)	?	?	?	?
7	Site Plan & Architectural Design Review (ADR)	3	16	1	3
3	Conditional Use Permits (CUP)	9	8	3	4
1	Cannabis Conditional Use Permit (CAN)	0	0	1	1
1	Variance Permit (VAR)	0	3	1	1
1	Parking Waiver Request (PWR)	0	3	0	0
0	Burn Down Letter (BDL)	0	0	1	4
2	Coastal Development Permit (CDP)	5	0	1	0
1	CDP Consolidation Requestion (CON)	0	1	0	1
2	Lot Line Adjustment (LLA)	0	1	0	0
0	Rezoning Request (RZR)	0	1	0	0
1	Zoning Ordinance Amendment (ZOA)	0	1	0	0
0	General Plan Amendment (GPA)	0	2	0	0
29	CEQA Notice of Exemption (NOE)	13	19	14	16
N/A	Other (See "New" Categories Below)	9	2	3	7
1	(New) Planning Commission Appeals (APL)	0	0	0	0
6	(New) Public Records Requests (PRR)	?	?	?	?
8	(New) Pre-Application Review (PAR)	5	4	?	?
6	(New) Zoning Code Enforcement (ZCE)	6	?	?	?
4	(New) Alcohol Beverage Control (ABC) Permits	8	?	?	?
38	(New) Other/Miscellaneous (MISC)	24	13	?	?
<i>Minor/Major Subdivisions (SDA), Lot Merger Request (LMR), Planned Unit Development (PUD), Reversion to Acreage (RTA), Street & Alleyway Abandonment (SAA), Local Coastal Plan (LCP) Amendment, Environmental Impact Report (EIR), Parking Reduction Request (PRR)</i>					

The City of Crescent City GP has in the past and currently provides meaningful direction to elected officials, City staff, landowners, citizens, and parties interested in the future of Crescent City. Through the end of calendar year 2025, the GP remained essentially in the City's direction and policy foundations.

As described throughout this document, the City's GP does not need a comprehensive update. The current GP and its planned Element updates do and will provide accurate and useful policy guidance for the City. The GP is adequate and functional, and contains goals, policies, and programs that continue to serve the needs of the City of Crescent City.

----END OF REPORT-----

GENERAL PLAN ANNUAL PROGRESS REPORT

Acceptance and recommend acceptance to City Council

AYES: COMMISSIONERS HYATT, MARTINEZ, PERIUS, AND
VICE CHAIR
DECOSIO
NOES: ~~B~~ NONE
ABSTAIN: NONE
ABSENT: CHAIRMAN WALP


Kristine DeCossio, Vice-Chairperson

ATTEST:


Robin Altman, City Clerk



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: DAVID YEAGER, PUBLIC WORKS DIRECTOR
CLIFF VAN HOOK, ENGINEERING PROJECT MANAGER**

DATE: MARCH 16, 2026

**SUBJECT: CULTURAL CENTER ENTRY ALTERATIONS AND CHAMBER OF
COMMERCE TEMPORARY RELOCATION**

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Approve and adopt Resolution No. 2026-21, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2025-26 BUDGET OF THE CITY OF CRESCENT CITY.

BACKGROUND

After the Tsunami of 1964 destroyed much of the Crescent City downtown area, the Cultural Center was built in 1973 by Leland Simonson, owner of Simonson Lumber, as a community building for gatherings, celebrations and as a place to hold events. This vision has been maintained over the past 56 years. To take advantage of this space and its inviting Crescent City location, the Chamber of Commerce has moved into the building to house both their visitor center as well as their office facilities. Currently the Chamber is housed on the 2nd level with their main access through the exterior stairs, or through the interior with ADA access being available with the building's elevator.

The City has obtained a Community Development Block Grant and a Clean California Grant to make improvements to Front Street and the adjoining area around the Cultural Center, to improve the streets, parking, and a gateway to the City and Beachfront Park. The State's Prop 68 grant is providing funds for park improvements including trails throughout the park. Other grants are providing additional funds to fully enhance the Cultural Gateway theme through representation of Tolowa people by providing exhibits and points of interest for the Tolowa Cultural Trail. The Prop 68 grant also provides funds

CULTURAL CENTER ENTRY ALTERATIONS AND CHAMBER OF COMMERCE
TEMPORARY RELOCATION
MARCH 16, 2026

for the future construction of an amphitheater, associated mixed use plazas, and a major expansion to the Kids Town playground.

These projects are going to positively affect the use of the Cultural Center by replacing the majority of the stairs with an inviting entrance plaza at ground level, and through the eventual conversion of the existing drive-through porta cochere into usable building space.

The immediate impacts are twofold. With construction on both Front Street and Play Street beginning in the spring of 2026 public access to the building including the Chamber of Commerce visitor area and offices will not be safe during this construction period. It is planned to relocate the Chamber during this time. Staff anticipates limited building access from April through November of 2026. Construction may continue past these dates, but we are hoping road and access improvements will be completed to allow the building to be available for the public's use and the Chamber of Commerce to return to its current location.

The second impact is with the removal of the exterior stairs and the creation of a new entrance plaza. Future entrance into the Cultural Center and the Chamber will occur through the existing exterior doors into the lower level of the Cultural Center through the porta cochere. Once inside the building, access to the building's event space will be separated from the entrance to the Chamber's facilities so that the public does not have access to the entire building during the Chamber of Commerce's hours of operation.

ITEM ANALYSIS

Two solutions are required to work through both the temporary and permanent impacts of these improvements.

Temporary relocation of the Chamber of Commerce

1. The Chamber of Commerce will need to relocate to avoid tourists walking through an active construction zone. Rental space has been found to house both the Chamber's Visitor Center area as well as their offices in the Mason Mall off of 3rd Street. This location is ideal as the detoured Front Street traffic will be placed rerouted to 3rd Street. Additionally, this building location is adjacent to the Redwood National and State Park building housing the Redwood Park Conservancy's visitor center.

Cultural Center Entry Alterations:

2. Once access to the building has been restored, a permanent rerouting solution is to be installed. The improvements to redirect the public between the building lobby/gathering space and the Chamber's facilities are presented in the attached conceptual drawings.

CULTURAL CENTER ENTRY ALTERATIONS AND CHAMBER OF COMMERCE
TEMPORARY RELOCATION
MARCH 16, 2026

FISCAL ANALYSIS

Temporary relocation of the Chamber of Commerce:

As part of the City's current contribution to the Chamber Visitor Center, the City provides in-kind use of space at the Cultural Center, including all utilities except phone and data. Due to construction-related displacement and associated additional costs, the Chamber is requesting temporary financial assistance for rent and utilities at an interim location. A commercial unit at 1080 Mason Mall has been identified as a suitable temporary space. The estimated additional cost for rent and utilities over the 7-month relocation period is \$10,000.

The adopted 2025/2026 budget includes \$10,000 to provide temporary public and ADA access to the Chamber during exterior construction. Staff recommends using these existing funds to support the Chamber's temporary relocation needs.

Cultural Center Entry Alterations:

Staff estimate that with City personnel performing the work, the cost to install permanent doors and redwood paneling consistent with the Cultural Center interior finishes will be \$16,000. The attached budget amendment resolution would allocate those funds.

STRATEGIC PLAN ASSESSMENT

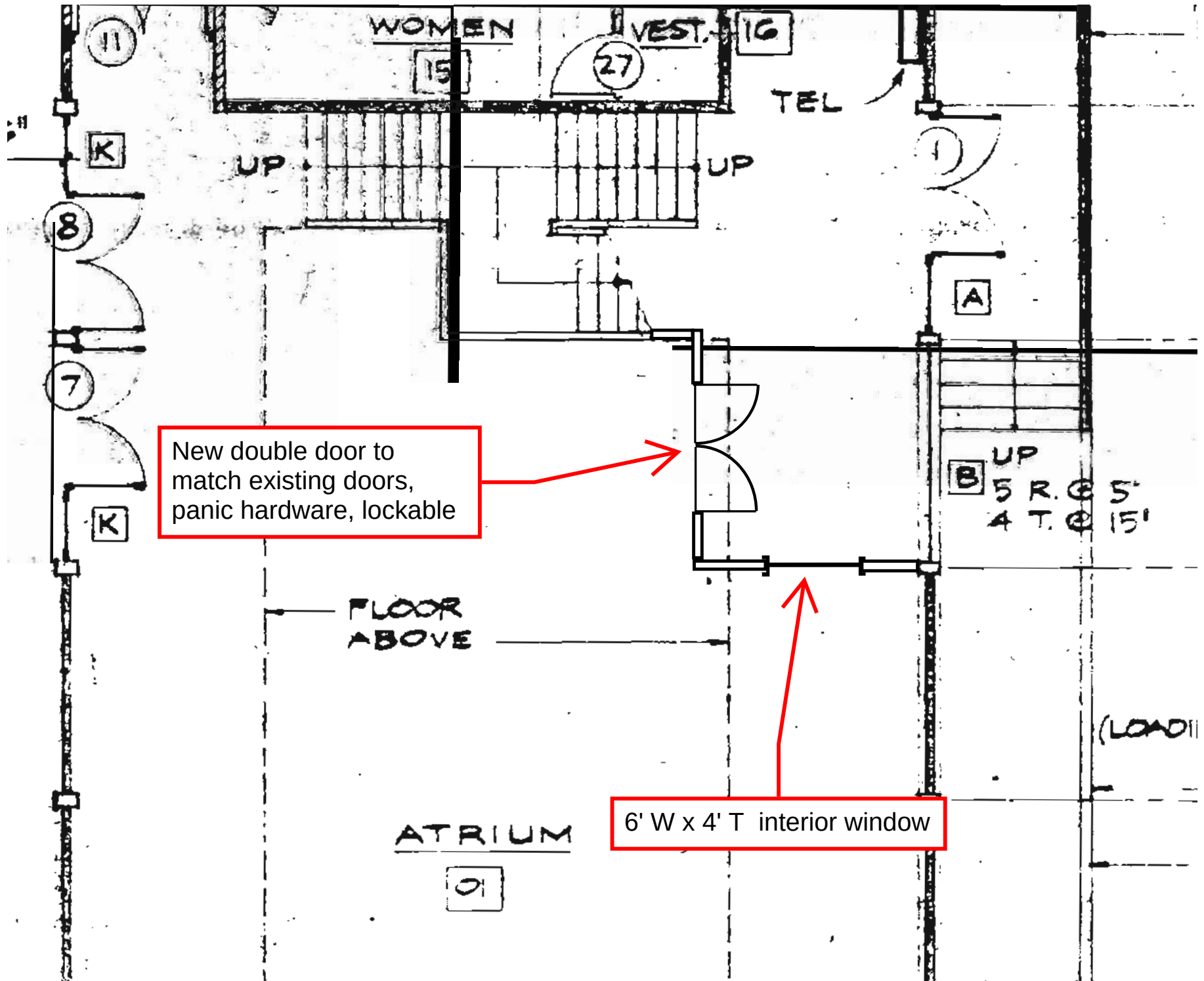
GOAL 1: SUPPORT QUALITY SERVICES, COMMUNITY SAFETY, AND HEALTH TO ENHANCE THE QUALITY OF LIFE AND EXPERIENCE OF OUR RESIDENTS AND VISITORS

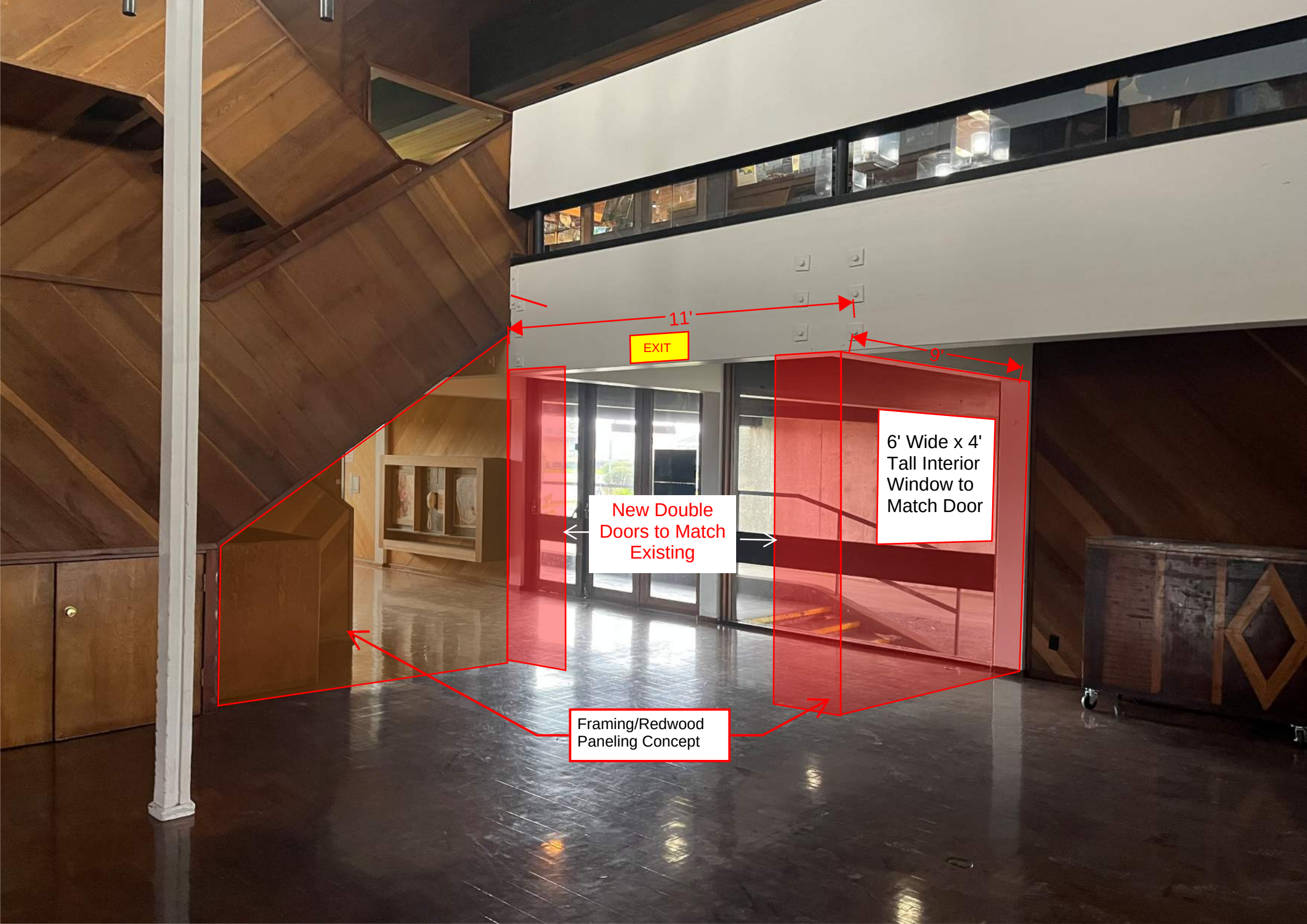
- A. Enhance collaboration with other agencies and the community to better aid the public.
- E. Target economic development improvements that provide additional benefit by enhancing the quality of life for residents.
- F. Incorporate health considerations into decision-making across departments and policy areas by:
 - d. Examining methods to maintain, enhance, and expand park and recreation facilities.

ATTACHMENTS

1. Conceptual Plan for Cultural Center Entry Alcove
2. Resolution No. 2026-21 (Budget Amendment)

Exhibit A - Cultural Center Entry Alterations





EXIT

11'

9'

New Double
Doors to Match
Existing

6' Wide x 4'
Tall Interior
Window to
Match Door

Framing/Redwood
Paneling Concept

RESOLUTION NO. 2026-21

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

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

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

WHEREAS, the City owns the Cultural Center and rents space to the Chamber of Commerce within the building; and

WHEREAS, the City has received grants and is under contract to make improvements to the entrance of the Cultural Center as well as the surrounding streets and parks; and

WHEREAS, the Chamber of Commerce and Visitors' Center will be temporarily displaced from its current location in the Cultural Center during construction, and the City will compensate the Chamber for its temporary increased rent and utilities cost in replacement of the current City in-kind donation of space at the Cultural Center; and

WHEREAS, these improvements necessitate additional interior improvements for permanent rerouting of the public between the common area gathering spaces in the main building and the access to the Chamber of Commerce facilities on the second level once the building is reopened for public use; and

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

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

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

	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund		\$16,000
General CIP Fund	\$16,000	\$16,000

2. That any unspent portion of this CIP project budget at the end of the fiscal year will be rolled over to the subsequent fiscal year until the project is complete.
3. That the City Manager is authorized to transfer \$10,000 from the existing Cultural Center department budget to the Economic Development and Community Support department budget to be paid to the Chamber of Commerce.

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 16th day of March 2026 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: KELLY FEOLA, RECREATION DIRECTOR & EVENTS

DATE: MARCH 16, 2026

SUBJECT: KAMOME FESTIVAL UPDATE

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Waive the pro-rated rental fees for the Cultural Center on the evening of April 17, 2026 for the "Taste of Japan" event hosted by the Kamome Foundation as part of the Kamome Festival, which is a shoulder season event that generates economic activity, educates and spreads awareness about disaster preparedness and diverse cultures
- Authorize use of the existing "Sister City" budget to cover the estimated \$5,000 in expenses for the multiple day Kamome Festival, including marketing efforts.
- Approve and adopt Resolution No. 2026-22, A Resolution of the City Council of the City of Crescent City Amending the FY 2025-26 Budget of the City of Crescent City

BACKGROUND

On April 7, 2013, a little boat from Takata High School in Rikuzentakata, Japan – called Kamome – washed ashore in Crescent City as a result of the tsunami that devastated Rikuzentakata in 2011. The small boat made an almost 5,000-mile journey across the Pacific Ocean to South Beach, over the course of two years. Students at Del Norte High School restored the boat and worked to return it to Takata High School in Japan. This tragic event led to a special sister city relationship between Rikuzentakata and Crescent City, as both cities share a commonality for tsunamis. Delegations from both cities have exchanged visits over the years to each other's home, which has not only added to the cultural enrichment in our community but has also prompted a student exchange program with Japan and has encouraged some unique business opportunities.

The story of Kamome has become a symbol of hope and resilience, reminding people on both sides of the Pacific of the power of human connection and the importance of helping each other. A documentary about Kamome's journey, titled "Kamome: The Boat of Hope," tells the story of the boat and the communities it connected. The documentary was showcased on NBC during the 2020 Summer Olympics in Japan and has helped bring more attention to Crescent City.

In 2022, the City began hosting the Kamome Festival to commemorate its sister city relationship with Rikuzentakata and bring awareness to emergency preparedness. The event has grown into a week long celebration including a Friday event for all 3rd and 5th grade students in the Del Norte County Unified School District to learn about emergency preparedness and participate in cultural activities.

ITEM ANALYSIS

City staff is currently preparing to host the 4th annual Kamome Festival this April. We are excited to have 21 delegates from Rikuzentakata join us as well as the Consul General Kotaro Otsuki who will be accompanied by Consul Takumi Kuroiwa here to attend the various activities. Our staff in partnership with the Kamome Foundation is proud to have the opportunity to share our beautiful area and the Emergency Preparedness event provided for our 3rd and 5th grades classes with the delegation.

Expanding the festival beyond the indoor activities typically held at the Cultural Center is problematic this time of year since Beachfront Park would not be suitable if it were to rain, however, having an economic driver during the shoulder season offers great reprieve for our local businesses. Because of the potential benefits to our local economy, staff has turned to expanding the festival by way of offering more pop-up festival events at our local businesses, offering more indoor activities all week long, and allowing our local bars, restaurants, coffeshops, and food trucks to participate by offering a special Kamome-themed menu item to be advertised with the festival.

The following activities are being plan for the 2026 festival:

- Student Emergency Preparedness
- Restaurant Week
- DNHS Japan Club's Kamome-Con
- Karaoke, live music and fire dancing at Port O'Pints
- Kamome Cardboard Boat Racing at Fred Endert Municipal Pool
- Shinrin-Yoku (Forest Bathing) Experience in the Redwoods
- Tsunami Walking Tour
- Film Screening: Samurai in the Oregon Sky
- Humboldt Taiko Concert
- Cultural Center Activities including calligraphy, origami, taiko drum workshop, bon dance demonstration, Swordsmanship demonstration, food trucks, and Japanese snacks offered by the Japan Club.

- Taste of Japan with a sampling of Japanese-inspired small plates made with locally sourced ingredients, an art exhibit by DNACA, a silent auction to benefit the DNHS Japan Club, and a Shamisen performance, hosted by the Kamome Foundation

Dates, times, and more details can be found at www.kamomefestival.com. All activities are free to the public except for the Taste of Japan and Taiko Drum Concert events. The proceeds for these events will go to support the Japan Club and the student exchange program as well as future funding for the festival. The goal of the Kamome Festival is to celebrate our story and create an event that is unique to Crescent City which will help support tourism and overall economic development.

City staff proposes waiving the pro-rated fee for the Taste of Japan (evening event) at the Cultural Center, as the City will already be using the space during the day and the event aligns with the existing goals of the festival – disaster preparedness and cultural education, economic development, and tourism marketing. Staff also recommends the approval of a budget adjustment for sponsor donations to be accepted and used for festival expenses.

FISCAL ANALYSIS

Current expenses will be funded from an already approved Sister City events budget.

STRATEGIC PLAN ASSESSMENT

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.
- Goal 2: Promote a thriving local economy.
- Goal 3: Obtain the highest levels of organizational excellence.

ATTACHMENTS

1. Resolution No. 2026-22 (budget amendment)

RESOLUTION NO. 2026-22

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

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

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

WHEREAS, the City is organizing the Kamome Festival and some of the events will be taking place at the Cultural Center; and

WHEREAS, the City has received inquiries from businesses wanting to donate to help cover specific expenses of the Kamome Festival; and

WHEREAS, an amendment to the City's Fiscal Year 2025-26 budget is necessary to increase revenues to receive donations and authorize their expenditure.

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	\$1,250	\$1,250

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 16th day of March 2026 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

**BY: DAVID YEAGER, DIRECTOR OF PUBLIC WORKS
CLIFF VAN HOOK, ENGINEERING PROJECT MANAGER**

DATE: MARCH 16, 2026

**SUBJECT: LIGHTHOUSE COVE BATHROOM REMODEL CONTRACT AWARD –
PHASE 2 OF THE LIGHTHOUSE COVE LOWER COST
ACCOMMODATIONS PROJECT**

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Approve the Plans and Specifications for the Lighthouse Cove RV Park Restroom Remodel Project
- Approve and authorize the City Manager to sign a construction contract with RH Construction, the low bidder, for the Lighthouse Cove RV Park Bathroom Remodel Project.
- Authorize the City Manager to approve and sign future change orders in an aggregate amount not to exceed \$30,000

BACKGROUND

In 1963 the City of Crescent City received a State Land Grant and became the owner of certain tidelands and submerged lands including the land where Lighthouse Cove RV Park now sits. The RV Park was originally constructed in 1971 and the City leased the land to a third party for many years. In or around 2006, the City took over the management of what was then “Shoreline RV Park” and began to directly oversee its operations.

After receiving an Economic Development Administration grant, the City embarked on a major remodel for the park in 2015 that included a reduction of the total sites from 192 to 94 and focused on customer experience including the layout of sites, upgrades to utilities, and improved amenities.

During the FY 23-24 budget workshop for the City Council, the Lighthouse Cove RV Park enterprise fund was discussed, and it was brought to the Council's attention that revenues were not projected to cover future expenses. Increasing revenues was discussed including raising the space rent fees and possibly renting the apartment located above the park's office and restrooms.

Staff research showed the parks rates were below the market averages, but concerns were voiced regarding raising the rates with our facilities being in substandard condition. The revenue streams could not afford to improve the bathrooms as well as upgrade the roads. The 1,200 square foot apartment would be rentable with some updating, but since it wasn't ADA compliant, it couldn't be rented out without an alternate ADA accessible rental available.

With a need to increase the overall revenues to improve the guest experience and maintain affordability, the goals became to update the park's restrooms, provide an ADA accessible rental space, and update the upstairs apartment. After establishing these three goals, City staff applied for and received a grant through the State Coastal Conservancy for \$835,000. This grant came without a required City match, but there is working capital within the RV Park budget for contingency if required to meet grant deliverables. This grant was accepted by City Council through Resolution No. 2024-102 on December 16, 2024. This grant funding will be utilized to achieve the three desired grant deliverables:

- Lighthouse Cove Bathroom Remodel, to serve all patrons of the RV Park and improve the guest experience.
- Install 2 prefabricated ADA compliant cabins along Elk Creek for use as short-term rentals, providing accessible lower-cost accommodations.
- Remodel the upstairs Lighthouse Cove Apartment so it can be used for short-term rentals.

The Coastal Conservancy grant objective of providing lower cost accommodations adjacent to the beach will benefit the visiting public allowing them to stay in our coastal community. The project listed above will provide (2) ADA and (1) non-ADA lower-cost short-term rental options. This will increase the Park's overall revenue to ensure a more viable business model. The upgrading of the Park's public restrooms is required to make them safe, ADA compliant, and an upgraded amenity for the guests.

ITEM ANALYSIS

The budget breakdown for this grant funding is shown in the table below.

Project Tasks	Conservancy Grant Award Budget
Design and permitting	\$ 32,500
Construction – Purchase and Install Cabins	\$ 449,200

Lighthouse Cove – Bathroom Remodel Contract Award
March 16, 2026

Project Tasks	Conservancy Grant Award Budget
Construction – Bathrooms	\$ 258,600
Construction – Apartment	\$ 94,700
TOTAL GRANT BUDGET	\$ 835,000

This project is being constructed in three phases, so the project expenses do not exceed the Park's working capital budget. As phases are completed, quarterly reimbursements will be requested of the granting agency. The City has begun the remodel of the upstairs apartment. This work will continue intermittently, as the apartment cannot be rented out until the two ADA cabins are available for rent. Phase 2 will be the remodel of the bathrooms. Phase 3 will begin with the ordering of the two cabins in May, with an anticipated delivery date of September. Staff anticipate partial reimbursements from Phase 1 and Phase 2 expenses prior to the completion of the Phase 3 cabin installation.

City staff published an RFP for the Lighthouse Cove RV Park – Bathroom Remodel Project on February 12, 2026. RH Construction was the only bidder. Their pricing for construction per the plans and specifications came in at \$194,500.

FISCAL ANALYSIS

With a bid contract value of \$194,500 and allowing for a budget of \$40,000 to provide temporary bathroom and shower facilities to guests during the remodel, the total construction budget will be \$234,500. The grant construction budget of \$258,000 will leave \$24,100 as project contingency.

City public works crews are self-performing the majority of the apartment renovation work. Most of the engineering and permitting is complete. The project currently appears to have enough contingency to cover all three phases of construction project without utilizing the RV Park's working capital.

STRATEGIC PLAN ASSESSMENT

This action supports the following Strategic Plan Goals:

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

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

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY

C. Research and implement methods to increase local tourism and funding for tourism promotion

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

Lighthouse Cove – Bathroom Remodel Contract Award
March 16, 2026

- Engaging with residents, visitors, and businesses through ongoing marketing of City products, services, and facilities
- Expanding on the success of grant funding by maximizing utilization of opportunities with corresponding community needs

ATTACHMENTS

1. RV Park Bathroom Remodel Project Contract with RH Construction
2. RV Park Bathroom Remodel Project Plans and Specifications

SECTION 00 52 00

AGREEMENT

THIS AGREEMENT, made this 13 day of March, 2026, by and between the City of Crescent City, a California municipal corporation, hereinafter called the "Owner," and

RH Construction, hereinafter called the "Contractor."

WITNESSETH:

WHEREAS, the Owner has caused a project manual to be prepared comprised of one volume of bidding and contract requirements and technical specifications and one volume of drawings for the construction of the Lighthouse Cove RV Park – Restroom Remodel as described therein; and

WHEREAS, the Contractor has offered to perform the proposed work in accordance with the terms of the contract as defined in Section 00 72 00 of the specifications.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained in the contract and to be performed, the Contractor hereby agrees to complete the work at the price and on the terms and conditions therein contained, and the Owner agrees to pay the Contractor the contract price provided therein for the fulfillment of the work and the performance of the covenants set forth herein.

The further terms, conditions, and covenants of this agreement are set forth in the contract documents, each of which is attached hereto and by this reference made a part hereof:

Volume one containing:

- a. Part A, Bidding and Contract Requirements (including Addenda numbers 1 through 1);
- b. Part B, Technical Specifications; and
- c. Part C, a set of drawings consisting of one volume.

IN WITNESS WHEREOF, this agreement has been executed on this 13 day
of March, 2026.

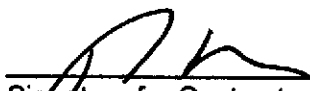

Signature for Owner

Owner
Title of Signatory

Attest: 
Signature

Secretary
Title of Signatory

RH Construction
Name of Contractor


Signature for Contractor

Owner
Title of Signatory

Attest: 
Signature

Secretary
Title of Signatory

END OF SECTION

SECTION 00 40 00

BID

City of Crescent City
377 J Street
Crescent City, CA 95531

Date: 03-10-2026

The undersigned, as bidder, declares that we have received and examined the project manual entitled "LIGHTHOUSE COVE RV PARK – RESTROOM REMODEL" and will contract with the Owner, on the form of agreement provided herewith, to do everything required for the fulfillment of the contract for the construction on the project at the prices and on the terms and conditions herein contained.

We agree that the contract documents include Parts A, B and C of this project manual as well as the referenced state and local agency requirements.

Part A – Bid documents and contract documents dated February 3, 2026

Part B – Project specifications dated February 3, 2026

Part C – Plan drawings for LIGHTHOUSE COVE – RESTROOM REMODEL 2/3/2026

We agree that the following are part of this bid:

Section	Title
00 40 00	Bid
00 41 00	Bidding Schedule
00 43 13	Bid Guaranty Bond
00 43 36	Proposed Subcontractors
00 45 13	Certification of Bidder's Experience and Qualifications
00 45 19	Non-Collusion Affidavit
00 45 24	Anti-Lobbying Certification

We acknowledge that addenda numbers 1 through 1 have been received and have been examined as part of the project manual.

Attached is a bidder' security in the amount of at least ten (10) percent of the total amount of our bid in one of the following acceptable forms: (i) a guaranty bond duly completed by a guaranty company authorized to carry on business in the State of California; (ii) a certified or cashier's check payable to the Owner; or (iii) cash.

If our bid is accepted, we agree to sign the agreement without qualifications and to furnish the performance and payment bonds and the required evidence of insurance within 10 calendar days after receiving written notice of the award of the contract.

SECTION 00 41 00

BIDDING SCHEDULE

PROJECT IDENTIFICATION: Lighthouse Cove RV Park – Restroom Remodel

THE BID IS SUBMITTED TO: City of Crescent City

BASE BID:

ITEM NO.	CSI Division	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	01	Mobilization	LS	1		\$ 8,690
2	02	Demolition	LS	1		\$ 25,300
3	09	Resinous Flooring System	LS	1		\$ 57,750
4	09	Sparkle Tuff – Anti Slip Floor Coating	LS	1		\$ 6,490.50
5	09	Resinous Shower Walls (Include SS Trim)	LS	1		\$ 6,400.50
6	09	Moisture Resistant Drywall	LS	1		\$ 20,944
7	09	Paint	LS	1		\$ 6,490
8	10	Bath Partitions	LS	1		\$ 25,224
9	10	Bath Accessories	LS	1		\$ 6,991
10	12	Countertops	LS	1		\$ 7,880
11	22	Plumbing	LS	1		\$ 18,950
12	26	Electrical	LS	1		\$ 3,300
Total Base Bid (Items 1-12)						\$ 194,500 ⁰⁰

TOTAL BASE BID AMOUNT:

~~One hundred ninety-four thousand five hundred~~ One hundred ninety-four thousand five hundred(\$ 194,500 ⁰⁰).

ALTERNATE BID ITEM:

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
13	Supply and set up temporary restroom/shower trailers in a nearby RV slot for public use during construction. These are required to be in place from start of construction to opening. Need (2) non ADA toilets, showers, sink/faucet, and (1) ADA toilet, shower, sink/faucet. See attached Exhibit 1 for an example of what's needed.	LS	1	20,000 per month 1 ADA shower unit Combo	\$20,000
Total (Item 13)					\$ 20,000

TOTAL BID ALTERNATE 1:

Twenty Thousand dollars o/100

(\$ 20,000).

The cost of all work in the Contract Documents not specifically identified as an item or described as an item shall be included in the items and no additional compensation shall become due the Contractor by nature of compliance with the Contract Documents except as provided for in the provisions relating to extra work or changes in the work.

Bid award will be based on the Base Bid Amount.

Actual contract amount will include all items and alternatives selected by the Owner in accordance with paragraph 00 20 00-1.10.

END OF SECTION

CITY OF CRESCENT CITY
—LIGHTHOUSE COVE RV PARK – RESTROOM REMODEL

SECTION 00 01 10

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END OF SECTION

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INVITATION TO BID

LIGHTHOUSE COVE RV PARK – RESTROOM REMODEL

Sealed bids for the construction of the Lighthouse Cove RV Park Restroom Remodel Project. Bids will be received by the Owner, the City of Crescent City at the Crescent City Public Works Department office until 3:00 PM on March 10th, 2026. The bids will be opened publicly and read aloud at 3:00 PM on the same day in the Public Works Office. Bids must be addressed to:

City of Crescent City
Public Works Department
377 J Street
Crescent City, CA 95501

and labeled "Bids for the Lighthouse Cove RV Park – Restroom Remodel Project."

The work includes the furnishing of the labor, materials, and equipment for the construction of the bathroom remodel as per the drawings and specifications. The project is located at 900 Sunset Cir., Crescent City, CA.

The project manual may be inspected at the following locations:

City of Crescent City Public Works Department 377 J Street Crescent City, CA 95531 (707) 464-9506	Medford Builders Exchange 2330 Crater Lake Ave. Medford, OR 97504 (541) 773-5327	Dodge Data & Analytics www.construction.com (800) 393-6343
Humboldt Builders Exchange 624 C Street Eureka, CA 95501 (707) 442-3708	San Francisco Builders Exchange 850 S Van Ness Ave San Francisco, CA 94110 (925) 324-2727	Construction Bidboard 11622 El Camino Real #100 San Diego, CA 92130 (619) 688-0588
Shasta Builders Exchange 2985 Innsbruck Drive Redding, CA 96003 (530) 221-5556	Placer County Contractors Association 10656 Industrial Ave #160 Roseville, CA 95678 (916) 771-7229	

Full-size and half-size copies of the project manual may be obtained at City of Crescent City Public Works Department 377 J Street, Crescent City, CA 95531 ((707) 464-9506), upon payment of postage fees.

A mandatory pre-bid conference will be held at the Project Site in Crescent City, CA on February 23rd, 2026 at 1:00 PM.

Bidders must correctly prepare and submit the documents listed in Section 00 40 00, Bid. Each bid must be accompanied by a bid guaranty bond, or a certified or cashier's check payable to the order of the Owner in an amount not less than ten percent (10%) of the amount of the bid as a guaranty that the bidder will execute the contract if it is awarded in conformity with the bid form. The successful bidder will be required to furnish performance and payment bonds, each in an amount not less than one hundred percent (100%) of the contract price.

At the successful Bidder's option, securities may be substituted for the required retention, in accordance with the provisions of Section 22300 of the State of California Public Contract Code.

The Owner reserves the right to reject any or all bids and to determine which bid is, in the Owner's judgment, the lowest responsive bid of a bidder or group of bidders. The Owner also reserves the right to waive any informalities in any bid and to delete items listed in the bid.

Bids received after the time established for receiving bids will not be considered. Except as provided in paragraph 00 20 10-1.04(A), no bidder may withdraw his bid after the time established for receiving bids or before the award and execution of the contract, unless the award is delayed for a period exceeding ninety (90) calendar days.

Bidders are hereby notified that pursuant to Section 1773 et seq. of the Labor Code of the Statutes of the State of California, the Owner has obtained from the Director of the Department of Industrial Relations the general prevailing rate of wages and employer payments for health and welfare, vacation, pension, and similar purposes for work to be done within Del Norte County, California. Regulations regarding the application of these wage rates are given in paragraph 00 20 00-1.12.

No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Bidders on this work must comply with all applicable governmental and local agency requirements.

END OF SECTION

SECTION 00 20 00

INSTRUCTIONS TO BIDDERS

1.01 INSPECTION OF SITE

Bidders are required to inspect the site of the work to satisfy themselves by personal examination or by such other means as they may prefer, of the location of the proposed work, and of the actual conditions of and at the site of work. Bidders should plan to inspect the site of the work during the pre-bid meeting and can schedule additional time by special arrangement with the Owner.

Entrance by bidders to the site of the work for purposes of making exploratory excavations shall be by special arrangement with the Owner and under conditions established by the Owner. If, during the course of his examination, a bidder finds facts or conditions which appear to him to be in conflict with the letter or spirit of the project manual, he may apply to the Owner, in writing, for additional information and explanation before submitting his bid.

Submission of a bid by the bidder is an acknowledgment that, if awarded the contract, bidder has relied and is relying on bidder's own examination of (1) the site of the work, (2) access to the site, and (3) all other data and matters requisite to the fulfillment of the work and on his own knowledge of existing facilities on and in the vicinity of the site of the work to be constructed under the contract.

The information provided by the Owner is not intended to be a substitute for, or a supplement to the independent verification by the bidder to the extent such independent investigation of site conditions is deemed necessary or desirable by the bidder. Bidder acknowledges that he has not relied upon Owner-furnished information regarding site conditions in preparing and submitting a bid.

1.02 EXAMINATION OF PROJECT MANUAL

Each bidder must thoroughly examine and be familiar with those contract documents contained in the project manual. Submission of a bid constitutes acknowledgment, upon which the Owner may rely, that the bidder has thoroughly examined and is familiar with the project manual. Failure or neglect of a bidder to examine any of the contract documents contained in the project manual in no way relieves bidder from any obligation with respect to his bid or to the contract. No claim for additional compensation will be allowed that is based upon a lack of knowledge of the contract documents or the work.

1.03 INTERPRETATION OF PROJECT MANUAL

Bidders, prospective subcontractors, manufacturers and suppliers may request interpretation of the project manual prior to bid opening. Requests for interpretation must be directed in writing to City of Crescent City via e-mail to Cliff Van Hook, Engineering Project Manager, and David Yeager, Public Works Director at cvanhook@crescentcity.org and dyeager@crescentcity.org. Requests to clarify the source of materials, equipment, suppliers, or any other matter that does not modify, change, increase, or decrease the scope of work, requires

no action by the Owner other than a response to the bidder requesting the clarification. Requests to clarify possible ambiguous, conflicting or incomplete statements or designs, or any other clarification that modifies, changes, increases or decreases the scope of work, requires issuance of an addendum by the Owner for the interpretation to become effective.

1.04 BID DOCUMENTS

A. BID FORMS:

1. GENERAL: Bids must be made on the blank bid forms prepared and provided by the Owner. Bids must give the prices proposed, both in writing and in figures, must give all other information requested, and must be signed by the bidder or his authorized representative, with his address.

2. BID PRICES: Bid prices must include everything necessary for the completion of the work including but not limited to providing the materials, equipment, tools, plant and other facilities, and the management, superintendence, labor and services, and bonds. Bid prices must include allowance for federal, state, and local taxes. Bid prices shall be guaranteed by the Contractor for 90 days.

In the event of a difference between a price quoted in words and a price quoted in figures for the same quotation, the words are the amount bid. In the event that the product of a unit price and an estimated quantity does not equal the extended amount quoted, the unit price governs, and the correct product of the unit price and the estimated quantity is deemed to be the amount bid. If the sum of two or more items in a bidding schedule does not equal the total amounts quoted, the individual item amounts govern and the correct total is deemed to be the amount bid.

3. BIDDER'S SIGNATURE AND AUTHORITY: If the bid is made by an individual, his name, signature, and post office address must be shown; if made by a firm or partnership, the name and post office address of the firm or partnership, a list of the partners, and the signature of at least one of the general partners must be shown; if made by a corporation, the bid must show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation, and the title of the person who signs on behalf of the corporation. If the bid is made by a joint venture, the bid must be signed by a representative of one of the joint venture firms. If the bid is made by the corporation or a joint venture, the signer must warrant that they have the authority to sign the bid and to execute contracts on behalf of the corporation or joint venture.

4. BID IRREGULARITIES: Each bid and the information requested, bound in the project manual, shall be enclosed in a sealed envelope and labeled as specified in the Invitation to Bid. Bidders are warned against making erasures or alterations of any kind, and bids containing omissions, erasures, or irregularities of any kind may be rejected. No oral, telegraphic, or telephonic bids or modifications will be considered.

5. MODIFICATION OF BID: Modification of a bid already received will be considered only if the modification is received prior to the time established for receiving bids. Modifications must be made in writing, executed, and submitted in the same form and manner as the original bid.

6. WITHDRAWAL OF BIDS: Within five days after the opening of bids, a bidder may withdraw his bid, if he establishes to the Owner's satisfaction that a mistake was made in preparing the bid. A bidder who wants to withdraw must give written notice to the Owner, specifying, in detail, how the mistake occurred and how the mistake made the bid materially different than it was intended to be. Withdrawal is not permitted for mistakes resulting from errors in judgment or carelessness in inspecting the site of the work or in reading the project manual.

7. MAJOR EQUIPMENT ITEMS: Certain items of major equipment to be provided under this contract are shown on the plans. The bidder shall provide the name of the manufacturer of the equipment to be provided for all major equipment. Only one manufacturer shall be indicated for each item. By so indicating, the bidder warrants that equipment manufactured and/or supplied by the named manufacturer will be provided on the project unless review of submittal information or performance under tests reveals that the manufacturer is unresponsive to the contract. Failure to indicate a manufacturer for any equipment may render the bid unresponsive to the invitation to bid and may be a basis for rejection of the bid.

The arrangements specified on the drawings are based on a particular manufacturer's equipment. Where the Contractor selects a manufacturer whose equipment arrangement is different than specified, the total amount listed in the bid shall provide for a complete operating installation for each equipment item listed, including any and all changes and additions in structure, piping, buildings, mechanical, electrical and control systems and accessories required to accommodate the listed manufacturer's equipment. The bid shall also include the preparation and submission of detailed drawings, calculations and manufacturer's data to allow evaluation of the proposed equipment and to show all modifications to the work as necessary to accommodate the proposed manufacturer's equipment.

In the event that the Owner, at its sole discretion, determines that the equipment of the manufacturer listed by the Contractor and submitted for review does not meet the requirements of the contract, the Contractor shall select and submit for review equipment of another manufacturer which does meet the contract, and no increase in the total amount of the contract shall be allowed.

B. ALTERNATIVE MATERIALS AND EQUIPMENT:

The bidder may offer a deductive price to the Owner for supplying alternative or substitute equipment or material for items specified or shown in the plans by listing the specification section, item description, manufacturer, and deductive amount as a supplement to the bid. The bid shall be based on supplying equipment or material from manufacturers or suppliers specified or shown on the plans. Alternative or substitute equipment or material will be considered by the Owner after contract award and shall not be used in determining the basis of award. Selection of any offered alternate or substitution shall be at the Owner's sole discretion and will be accomplished by issuing a deductive change order for an amount agreed upon.

Manufacturers or suppliers of materials and equipment may offer an alternative product to the Contractor and request that alternatives to specified products be considered equal. Inclusion of such alternatives in the bid is the responsibility of the Contractor. Inclusion should only be considered if the Contractor believes the offered alternative is equal in quality to the specified product. After award of contract, such offers of alternative products will be reviewed and processed as a substitution provided under paragraph 00 72 00-4.05.

C. BID GUARANTY:

The bid form must be accompanied by a bid guaranty bond provided by a guaranty company authorized to carry on business in the State of California for payment to the Owner in the sum of at least ten (10) percent of the total amount of the bid price, or, alternatively, by a certified or cashier's check, payable to the Owner in the sum of at least ten (10) percent of the total amount of the bid price. The bonds must be executed by a duly licensed surety company, listed in the latest Circular 570 of the United States Treasury Department as being acceptable as surety on federal bonds. The bid guaranty bond must be provided on the form included in Section 00 43 13 of this project manual. The amount payable to the Owner under the bid guaranty bond or the certified or cashier's check, as the case may be, must be forfeited to the Owner as liquidated damages in case of a failure or neglect of the bidder to furnish, execute, and deliver to the Owner the required performance and payment bonds provided respectively in Sections 00 61 05 and 00 61 10, the evidences of insurance, and to enter into, execute, and deliver to the Owner the agreement on the form provided in Section 00 52 00, within ten (10) calendar days after receiving written notice from the Owner that the award has been made and the agreement is ready for execution.

D. LIST OF SUBCONTRACTORS:

Each bidder must have listed, on the form provided in Section 00 43 36, the name, address, and description of the work, of each subcontractor to whom the bidder proposes to sublet portions of the work in excess of 0.5 percent of the total amount of his bid. For the purpose of this paragraph, a subcontractor is defined as one who contracts with the Contractor to provide materials and labor, labor only, or who specially fabricates and installs a portion of the work or improvement according to drawings contained in the project manual. Listings and subsequent substitutions, if any, must be done in conformance with the Subletting and Subcontracting Fair Practices Act, commencing at Section 4100 of the Public Contract Code of the State of California. Failure to list subcontractors may render a bid nonresponsive and may be grounds for rejection of the bid.

1.05 BIDDER'S CERTIFICATIONS

A. QUALIFICATION OF BIDDER:

Bidder must certify that he is, at the time of bidding, and will be, throughout the period of the contract, licensed under the provisions of Chapter 9, Division 3 of the Business and Professions Code of the State of California to do the type of work contemplated in the project manual. Bidder must further certify that he is skilled and regularly engaged in the general class and type of work called for in the project manual.

The bidder must also certify that he is knowledgeable of the unusual and peculiar hazards associated with the general class and type of work required to construct the specified project within the terms given in the project manual. Bidder must be competent and skilled in the protective measures necessary for the safe performance of the construction work with respect to such unusual and peculiar hazards.

B. ADDENDA:

Each bid form must include specific acknowledgment, in the space provided, of receipt of all addenda issued and mailed by the Owner during the bidding period. Failure to so acknowledge may result in the bid being rejected as not responsive.

C. NONCOLLUSION AFFIDAVIT:

Pursuant to Section 7106 of the California Public Contract Code, a noncollusion affidavit is required on any public works contract of a public entity. The noncollusion affidavit must be executed by the bidder and notarized on the form provided in Section 00 45 19 of this project manual.

~~D. ANTI LOBBYING CERTIFICATION~~

~~The bidder shall require that the language of this certification be included in all contracts or subcontracts entered into in connection with this grant activity(ies) and that all subrecipients shall certify and disclose accordingly. The anti lobbying certification must be executed by the bidder on the form provided in Section 00 45 21 of this project manual.~~

1.06 POSTPONEMENT OF OPENING

The Owner reserves the right to postpone the date and time for receiving and/or opening of bids at any time prior to the date and time established in the Invitation to Bid. Postponement notices will be transmitted via email or mailing service to bidders in the form of addenda.

1.07 REJECTION OF BIDS

A. IRREGULAR BIDS:

The Owner reserves the right to reject bids which are incomplete, obscure, or irregular; bids which omit a bid on any one or more items for which bids are required; bids which omit unit prices if unit prices are required; bids in which unit prices are unbalanced in the opinion of the Owner; bids accompanied by insufficient or irregular bid security; and bids from bidders who have previously failed to perform properly or to complete on time contracts of any nature.

B. COLLUSION:

If the Owner has reason to believe that collusion exists among bidders, the Owner will reject the bids of the known participants in such collusion and may, at its option, require that all bidders certify under penalty of perjury that no collusion has occurred or exists. The Owner also, at its option, may reject all bids received.

1.08 RETURN OF BID GUARANTIES

Within 15 calendar days after the bids are opened, the Owner will return the bid guaranties accompanying the bids which are not to be considered in making the award. All other bid guaranties will be held until the contract has been fully executed. After that time they will be returned to the respective bidders whose bids they accompanied.

1.09 AWARD OF CONTRACT

Within ninety (90) calendar days after the date of opening bids, the Owner will act either to accept a bid or to reject all bids. Acceptance of a bid will be evidenced by a notice of award of contract in writing, delivered in person, or by certified mail, to the bidder whose bid is accepted. No other act of the Owner constitutes acceptance of a bid. The award of contract obligates the bidder whose bid is accepted to furnish performance and payment bonds and evidences of insurance, and to execute the agreement set forth in the project manual. The Owner will award a contract to the lowest responsive bidder on the basis of lowest total bid.

The Owner may initially Award the Contract for a portion of the work and reserves the right to add or remove any Bid Item or Alternative during the course of the Contract. Owner expects to receive additional funding in February that will affect selected scope of the final project. Items added or deleted after the Award will be completed as Change Orders at the Bid Price.

1.10 BASIS OF AWARD

The award will be made by the Owner to the lowest responsive and responsible bidder using the base bid. Inclusion of bid items and alternatives in the final contract awarded will be at the Owner's sole discretion.

If, at any time the contract is to be awarded, the total of the lowest acceptable Proposal exceeds the funds then estimated by the Owner as available, the Owner may reject all bids or take such other action as best serves the Owner's interests.

The Owner, reserves the right to accept or reject any or all proposals, and to waive any informalities and irregularities in said proposals, delete certain items from the proposal and postpone the award decision date to one that is mutually agreeable to the Owner and the low bidder.

1.11 EXECUTION OF CONTRACT

Within 10 calendar days after receiving written notice of the award of the contract, the contract agreement as provided in Section 00 52 00 must be executed in quadruplicate by the successful bidder and returned with the performance and payment bonds and evidences of insurance. After execution by the Owner, one copy of the agreement will be returned to the Contractor.

1.12 LABOR REQUIREMENTS

A. WAGE DETERMINATION:

Wages to be paid laborers and mechanics on this project must be no less than the minimum as determined by the Director of Industrial Relations in accordance with California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1. Copies of the applicable prevailing rate of per diem wages must be posted at each job site.

B. SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION:

The Contractor must comply with all state and federal laws and county and local ordinances and regulations which in any manner affect those engaged or employed in the work.

C. EMPLOYMENT PERMITS:

The Contractor shall provide an employment permit prior to the initiation of any practices, work, method, or operation in accordance with Labor Code Section 6500.

1.13 SOIL INFORMATION

Subsoil investigations have been conducted at the site of the work, and the corresponding reports are included as a reference document attached to these specifications (on CD). Soil investigations were conducted for design purposes, and the data shown in the reports are for subsurface conditions found at the time of the investigation.

The Owner disclaims responsibility for the interpretation by bidders of data, such as projecting or extrapolating from the test holes to other locations on the site of the work soil bearing values and profiles, soil stability and the presence, level and extent of underground water for subsurface conditions during construction operations.

1.14 SHEETING, SHORING AND BRACING

In accordance with the provisions of Section 6707 of the California State Labor Code, each bidder must list, in the bid item indicated, the amount included in his bid for trench and excavation, adequate sheeting, shoring and bracing, or equivalent method for the protection of life and limb, work which must conform to applicable State of California Construction Safety Orders. By listing this sum in his bid, the bidder warrants that his action does not convey tort liability to the Owner, the Owner's employees, or the Construction Manager.

1.15 OFFER OF ASSIGNMENT OF ANTITRUST ACTIONS

As provided by Sections 4550 and 4552 of the California Government Code, in submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the Owner all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment is made and becomes effective at the time the purchasing body tenders final payment to the bidder.

1.16 SALES AND USE TAX

Bidder shall refer to General Conditions paragraph 00 72 00-2.04 K for sales and use tax requirements for this project.

1.17 BID PROTEST PROCEDURE

Bid protest procedures are contained in Chapter 14.24 of the Crescent City Municipal code:

14.24.0190 Application

The protest procedures contained in this chapter apply to formal sealed bids and competitive proposals only. For purposes of this chapter any person who submitted either a bid or proposal is referred to as a “bidder” and any submitted big or proposal is referred to as a “bid.”

14.24.020 Eligibility to protest

Only a bidder who has actually submitted a bid is eligible to submit a bid protest against another bidder. Subcontractors are not eligible to submit big protests. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.

14.20.030 Bid protest deadline

Any bid protest must be in writing and received by the City before 5:00 p.m. no later than two business days following the bid opening (the “Bid Protest Deadline”). The protesting bidder may submit the bid protest by personal delivery, courier, or facsimile transmission.

14.24.040 Bid protest - contents and procedure

A. Protest contents. The bid protest must contain a complete statement of the basis for the protest and all supporting documentation. Material submitted after the Bid Protest Deadline will not be considered. The protest must refer to the specific portion or portions of the contract documents upon which the protest is based. The protest must include the name, address, email address and telephone number of the person representing the protesting bidder if different from the protesting bidder.

B. Copy to protested bidder. A copy of the protest and all supporting documents must be concurrently transmitted by facsimile transmission or electronic mail (email), before the Bid Protest Deadline, to the protested bidder.

14.24.50 Response to bid protest – contents

A. Response to protest. The protested bidder may submit a written response to the protest, provided the response is received by City before 5:00 p.m., within two business days after the Bid Protest Deadline or after actual receipt of the bid protest, whichever is sooner (the “Response Deadline”). The protested bidder may submit the response to bid protest by personal delivery, courier, or facsimile transmission. The response must include all supporting documentation. Material submitted after the Response Deadline will not be considered. The response must include the name, address, email address, and telephone number of the person representing the protested bidder if different from the protested bidder

B. Copy to protesting bidder. A copy of the response and all supporting documents must be concurrently transmitted by facsimile transmission or electronic mail (email), before the Bid Protest Deadline, to the protesting bidder.

14.24.060 Decision

Within five business days of the Response Deadline, the City Manager will issue a Decision on the bid protest. The decision of the City Manager is final.

14.24.070 Exclusive remedy

The procedure and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. A bidder's failure to comply with these procedures will constitute a waiver of any right to further pursue a bid protest, including filing a Government Code claim or initiation of legal proceedings.

END OF SECTION

SECTION 00 31 46

PERMITS

PART 1 – GENERAL

1.01 The following permits for this project must be obtained and paid for by the Contractor:

A. City Business License

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 00 40 00

BID

City of Crescent City
377 J Street
Crescent City, CA 95531

Date: _____

The undersigned, as bidder, declares that we have received and examined the project manual entitled "LIGHTHOUSE COVE RV PARK – RESTROOM REMODEL" and will contract with the Owner, on the form of agreement provided herewith, to do everything required for the fulfillment of the contract for the construction on the project at the prices and on the terms and conditions herein contained.

We agree that the contract documents include Parts A, B and C of this project manual as well as the referenced state and local agency requirements.

Part A – Bid documents and contract documents dated February 3, 2026

Part B – Project specifications dated February 3, 2026

Part C – Plan drawings for LIGHTHOUSE COVE – RESTROOM REMODEL 2/3/2026

We agree that the following are part of this bid:

Section	Title
00 40 00	Bid
00 41 00	Bidding Schedule
00 43 13	Bid Guaranty Bond
00 43 36	Proposed Subcontractors
00 45 13	Certification of Bidder's Experience and Qualifications
00 45 19	Non-Collusion Affidavit
~~00 45 24~~	~~Anti-Lobbying Certification~~

We acknowledge that addenda numbers _____ through _____ have been received and have been examined as part of the project manual.

Attached is a bidder' security in the amount of at least ten (10) percent of the total amount of our bid in one of the following acceptable forms: (i) a guaranty bond duly completed by a guaranty company authorized to carry on business in the State of California; (ii) a certified or cashier's check payable to the Owner; or (iii) cash.

If our bid is accepted, we agree to sign the agreement without qualifications and to furnish the performance and payment bonds and the required evidence of insurance within 10 calendar days after receiving written notice of the award of the contract.

We further agree, if our bid is accepted and a contract for performance of the work is entered into with the Owner, to so plan work and to prosecute it with such diligence that the work shall be completed within the time stipulated.

The bidder declares that the Contractor's license number and expiration date and representations made therein are stated under penalty of perjury under the laws of the State of California.

Name of Bidder

Contractor's License No.

License Expiration Date

Signature of Bidder

Title of Signatory

Witness

Address of Bidder

Title of Witness

State of Incorporation

END OF SECTION

SECTION 00 41 00

BIDDING SCHEDULE

PROJECT IDENTIFICATION: Lighthouse Cove RV Park – Restroom Remodel

THE BID IS SUBMITTED TO: City of Crescent City

BASE BID:

ITEM NO.	CSI Division	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	01	Mobilization	LS	1		
2	02	Demolition	LS	1		
3	09	Resinous Flooring System	LS	1		
4	09	Sparkle Tuff – Anti Slip Floor Coating	LS	1		
5	09	Resinous Shower Walls (Include SS Trim)	LS	1		
6	09	Moisture Resistant Drywall	LS	1		
7	09	Paint	LS	1		
8	10	Bath Partitions	LS	1		
9	10	Bath Accessories	LS	1		
10	12	Countertops	LS	1		
11	22	Plumbing	LS	1		
12	26	Electrical	LS	1		
Total Base Bid (Items 1-12)						\$

TOTAL BASE BID AMOUNT:

(\$_____).

ALTERNATE BID ITEM:

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
13	Supply and set up temporary restroom/shower trailers in a nearby RV slot for public use during construction. These are required to be in place from start of construction to opening. Need (2) non ADA toilets, showers, sink/faucet, and (1) ADA toilet, shower, sink/faucet. See attached Exhibit 1 for an example of what's needed.	LS	1		
Total (Item 13)					\$

TOTAL BID ALTERNATE 1:

(\$_____).

The cost of all work in the Contract Documents not specifically identified as an item or described as an item shall be included in the items and no additional compensation shall become due the Contractor by nature of compliance with the Contract Documents except as provided for in the provisions relating to extra work or changes in the work.

Bid award will be based on the **Base Bid Amount**.

Actual contract amount will include all items and alternatives selected by the Owner in accordance with paragraph 00 20 00-1.10.

END OF SECTION

SECTION 00 43 13

BID GUARANTY BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT _____, hereinafter called the Principal, and _____, hereinafter called the Surety, are jointly and severally held and firmly bound unto the City of Crescent City, hereinafter called the Obligee, each in the penal sum of ten (10) percent of the total amount of the bid of the Principal for the work, this sum not to exceed _____ dollars (\$_____) of lawful money of the United States for the payment thereof unto the Obligee, the Principal and Surety jointly and severally bind themselves forever firmly by these presents.

WHEREAS, the Principal is herewith submitting its offer for the fulfillment of Obligee's contract for construction of the Lighthouse Cove RV Park – Restroom Remodel.

NOW, THEREFORE, the condition of this obligation is such that if the Principal is awarded the contract, and if the Principal, within the time specified in the bid for such contract, enters into, executes, and delivers to the Obligee an agreement in the form provided herein complete with evidences of insurance, and if the Principal within the time specified in the bid gives to the Obligee the performance and payment bonds on the form provided herein, then this obligation shall be void; otherwise, the Principal and Surety will pay unto the Obligee the difference in money between the total amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to fulfill the contract if the latter amount be in excess of the former, but in no event shall the Surety's liability exceed the penal sum hereof.

AND IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable under this obligation as Principal, and that nothing of any kind or nature whatsoever that will not discharge the Principal shall operate as a discharge or a release of liability of the Surety.

IT IS HEREBY FURTHER DECLARED AND AGREED that this obligation shall be binding upon and inure to the benefit of the Principal, the Surety, and the Obligee and their respective heirs, executors, administrators, successors and assigns.

SIGNED AND SEALED this _____ day of _____, 20____.

(SEAL)

Principal

Signature for Principal

Title of Signatory

(SEAL)

Surety

Signature for Surety

Title of Signatory

END OF SECTION

SECTION 00 43 36

PROPOSED SUBCONTRACTORS

The following information gives the name, the location of the place of business, the California contractor license number, and public works contractor registration number issued pursuant to Section 1725.5 of the Labor Code of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent of the prime contractor's total bid or, in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of 1 percent of the prime contractor's total bid or ten thousand dollars (\$10,000), whichever is greater. No subcontractor who is not listed may be used without the written approval of the Owner in accordance with the Subletting and Subcontracting Fair Practices Act, commencing with Section 4100 of the Public Contract Code. (Additional supporting data may be attached to this page. Each page must be sequentially numbered, e.g., 00 43 36-2, and headed "Proposed Subcontractors" and shall be signed.)

Contractor shall attach verification sheet from Department of Industrial Relations (DIR) showing that all subcontractors are registered in accordance with Labor Code Section 1725.5.

Name	Location Place of Business	Description of Work	DIR

Signature of Bidder

END OF SECTION

SECTION 00 45 13
CERTIFICATION OF BIDDER'S
EXPERIENCE AND QUALIFICATIONS

The undersigned bidder certifies that he or she is, when the bid is submitted and will be, throughout the period of the contract, licensed by the State of California to do the type of work required under terms of the contract documents. Bidder further certifies that he or she is skilled and regularly engaged in the general class and type of work called for in the contract documents.

In accordance with the requirements of paragraph 00 20 00-1.05 A, the bidder represents that he is competent, knowledgeable and has special skills with respect to the nature, extent, and inherent conditions of the work to be performed. Bidder acknowledges that there are certain peculiar and inherent conditions existent in the construction of the particular facilities he is bidding on that may create, during the construction program, unusual or peculiar unsafe conditions that will be hazardous to persons or property. Bidder expressly acknowledges that he is aware of these peculiar risks and that he has the skill and experience to foresee them, assess them, and to adopt protective measures to adequately and safely perform the construction work with respect to the hazards.

Signed this ____ day of _____, 20____.

Name of Bidder

Contractor's License No. and State

Contractor's DUNS Number

Signature of Bidder

Title of Signatory

END OF SECTION

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA)
) ss
COUNTY OF _____)

(the Bidder)

DATED: _____ By _____
(Person signing for Bidder)

(Notary Public)

February 2026
1 of 1

SECTION 00 52 00

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 20____, by and between the City of Crescent City, a California municipal corporation, hereinafter called the "Owner," and

_____, hereinafter called the "Contractor."

WITNESSETH:

WHEREAS, the Owner has caused a project manual to be prepared comprised of one volume of bidding and contract requirements and technical specifications and one volume of drawings for the construction of the Lighthouse Cove RV Park – Restroom Remodel as described therein; and

WHEREAS, the Contractor has offered to perform the proposed work in accordance with the terms of the contract as defined in Section 00 72 00 of the specifications.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained in the contract and to be performed, the Contractor hereby agrees to complete the work at the price and on the terms and conditions therein contained, and the Owner agrees to pay the Contractor the contract price provided therein for the fulfillment of the work and the performance of the covenants set forth herein.

The further terms, conditions, and covenants of this agreement are set forth in the contract documents, each of which is attached hereto and by this reference made a part hereof:

Volume one containing:

- a. Part A, Bidding and Contract Requirements (including Addenda numbers through _____);
- b. Part B, Technical Specifications; and
- c. Part C, a set of drawings consisting of one volume.

IN WITNESS WHEREOF, this agreement has been executed on this _____ day
of _____, 20____.

Signature for Owner

Title of Signatory

Attest: _____
Signature

Title of Signatory

Name of Contractor

Signature for Contractor

Title of Signatory

Attest: _____
Signature

Title of Signatory

END OF SECTION

SECTION 00 61 05

FAITHFUL PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, THAT,

WHEREAS, the City of Crescent City hereinafter designated the "Owner," has, on _____, 20____, awarded to _____, hereinafter designated as the "Principal," a contract for the construction of the Lighthouse Cove RV Park – Restroom Remodel; and

WHEREAS, said Principal is required under the terms of said contract to furnish a bond for the faithful performance of said contracts.

NOW, THEREFORE, WE, the Principal, and _____, as Surety, are held and firmly bound unto the Owner the penal sum of _____ dollars (\$ _____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounden Principal, his or her or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and faithfully perform the covenants, conditions, and agreements in the said contract and any alterations made as therein provided, on his or her or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless, the Owner, its officers and agents as therein stipulated, then this obligation will become null and void; otherwise it will be and remain in full force and virtue and Principal and Surety, in the event suit is brought on this bond, will pay to the Owner such reasonable attorney's fees as fixed by the court.

As a condition precedent to the satisfactory completion of the said contract, the above obligation in the said amount will hold good for a period of one (1) year after the completion and acceptance of the said work, during which time if the above bounden Principal, his or her or its heirs, executors, administrators, successors or assigns shall fail to make full, complete, and satisfactory repair and replacements or totally protect the said Owner from loss or damage made evident during said period of one year from the date of acceptance of said work, and resulting from or caused by defective materials and/or faulty workmanship in the prosecution of the work done, the above obligation in the said amount will remain in full force and effect. However, anything in this paragraph to the contrary notwithstanding, the obligation of the Surety hereunder will continue so long as any obligation of the Principal remains.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same will, in any way, affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the contract or to the work or to the specifications. Said Surety hereby waives the provisions of Sections 2819 and 2845 of the Civil Code of the State of California.

IN WITNESS WHEREOF, the above bounden parties have executed this instrument under their seals this _____ day of _____, 20____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

(Seal)

Principal

Signature for Principal

Title of Signatory

(Seal)

Surety

Signature for Surety

Title of Signatory

END OF SECTION

SECTION 00 61 10

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, THAT,

WHEREAS, the City of Crescent City, hereinafter designated the "Owner," has, on _____, 20____, awarded to _____, hereinafter designated as the "Principal," a contract for the construction of the Lighthouse Cove RV Park – Restroom Remodel and

WHEREAS, said Principal is required to furnish a bond in connection and with said contract, providing that if said Principal, or any of his or her or its subcontractors, should fail to pay for any materials, provisions, or other supplies used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, the Surety of this bond will pay the same to the extent hereinafter set forth:

NOW, THEREFORE, WE, the Principal, and _____, as Surety, are held and firmly bound unto the Owner the penal sum of _____dollars (\$ _____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if said Principal, his or its heirs, executors, administrators, successors, or assigns, should fail to pay for any materials, provisions, or other supplies used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind or for amount due under the Unemployment Insurance Act with respect to such work or labor, or for any amounts due, or to be withheld pursuant to Sections 18806 of the Revenue and Taxation Code of the State of California with respect to such work or labor, as required by the provisions of Chapter III, Division V, Title I, of the Government Code of the State of California, and provided that the persons, companies, or corporations so furnishing said materials, provisions, or other supplies, appliances, or power use, in, upon, for, or about the performance of the work contracted to be executed or performed, or any person who performs work or labor upon same, or any person who supplies both work and materials, thereto, shall have complied with the provisions of said Government Code, then said surety will pay the same in or to an amount not exceeding the amount hereinabove set forth, and also will pay in case suit is brought upon this bond, such reasonable attorney's fees to the Owner as fixed by the court.

This bond will inure to the benefit of any and all persons, companies, and corporations entitled to file claims under said Government Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition of the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same will, in any way, affect its obligations of this bond, and it does hereby waive notice of any change, extension of time, alteration, or addition to the terms of the contract or to the work or to the specifications. Said Surety hereby waives the provisions of Sections 2819 and 2845 of the Civil Code of the State of California.

IN WITNESS WHEREOF, the above bounden parties have executed this instrument under their seals this ____ day of _____, 20__, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

(Seal)

Principal

Signature for Principal

Title

(Seal)

Surety

Signature for Surety

Title

END OF SECTION

SECTION 00 62 00
CERTIFICATES AND OTHER FORMS

The forms listed below and included in this Section shall be used for this project and may be referenced from other Sections of the project manual:

Form No.	Title
01300-A	Submittal Transmittal Form

Contractor may use electronic versions of these forms.

Submittal Description: _____

Submittal No:¹ _____

Spec Section: _____

	Routing	Sent	Received
OWNER:	Contractor/CM		
PROJECT:	CM/Engineer		
	Engineer/CM		
CONTRACTOR:	CM/Contractor		

We are sending you ☐Attached ☐Under separate cover via _____.

☐Submittals for review and comment

☐Product data for information only

Remarks: _____

Item	Copies	Date	Section No.	Description	Review action ^a	Reviewer initials	Review comments attached

^aNote: NET = No exceptions taken; MCN = Make corrections noted; A&R = Amend and resubmit; R = Rejected Attach additional sheets if necessary.

Contractor

Certify either A or B:

☐A. We have verified that the material or equipment contained in this submittal meets all the requirements, including coordination with all related work, specified (no exceptions).

☐B. We have verified that the material or equipment contained in this submittal meets all the requirements specified except for the attached deviations.

No.

Deviation

Certified by: _____

Contractor's Signature

¹See paragraph 00 33 00-4.0 A, Transmittal Procedure.

SECTION 00 72 00

GENERAL CONDITIONS

PART 1--GENERAL INFORMATION

1.01 DEFINITIONS OF WORDS AND TERMS

Where used in the project manual, the following words and terms have the meanings indicated. The meanings are applicable to the singular, plural, masculine and feminine forms of the words and terms.

Acceptance. Formal action of the Owner in determining that the Contractor's work has been completed in accordance with the contract and in notifying the Contractor in writing of the acceptability of the work.

Act of God. A cataclysmic phenomenon of nature, such as an earthquake, flood, tsunami or cyclone. Rain, wind, high water, or other natural phenomenon which might reasonably have been anticipated from historical records of the general locality of the work are not be treated as Acts of God.

Addenda. Supplemental written specifications or drawings issued prior to execution of the contract which modify or interpret the project manual by addition, deletion, clarification, or corrections.

Bid. Offer of a bidder submitted on the prescribed form setting forth the price or prices of the work to be performed.

Bidder. Individual, partnership, corporation, or a combination thereof, including joint venturers, offering a bid to perform the work.

City of Crescent City. To be considered the same as "Owner", refer to "Owner".

Construction Manager. The person designated, in writing, by the Owner to act as its representative at the construction site and to perform construction inspection services and administrative functions relating to this contract. Initial contact by the Contractor with the Owner will be through the Construction Manager.

Contract. The writings and drawings embodying the legally binding obligations between the Owner and the Contractor for completion of the work. The contract includes the following documents:

Project Manual	Special Conditions	Notice of Award
Invitation to Bid	Specifications	Notice to Proceed
Information for Bidders	Contract Drawings	Change Orders
Bid Proposal	Addenda	Directives
General Conditions	Bonds	Design Brief
Supplementary Conditions	Agreement	

Contract Drawings. The drawings included in the project manual plus those prepared by the Owner and the Contractor pursuant to the terms of the contract. They include:

1. Drawings in Part C of the project manual.
2. Modifying drawings issued by addenda.
3. Drawings submitted by the Contractor during the progress of the work and accepted by the Owner either as attachments to change orders or as non-modifying supplements to drawings in Part C and drawings issued by addenda.
4. Drawings submitted by the Owner to the Contractor during the progress of the work either as attachments to the change orders or as explanatory supplements to drawings in Part C and drawings issued by addenda.

Contract Price. Amount payable to the Contractor under the terms and conditions of the contract based on the price given on the bidding schedule, with adjustments made in accordance with the contract. The base amount given in the bidding schedule must be either a lump sum bid or the summation of the unit price bids multiplied by the estimated quantities set forth in the bid form.

Contract Time. Number of calendar days stated in the contract for the completion of the work or portions thereof.

Contractor. The individual, partnership, corporation, or combination thereof, including joint venturers who enter into the contract with the Owner for the performance of the work. The term covers subcontractors, equipment and material suppliers, and their employees.

Contractor's Plant and Equipment. Equipment, material, supplies, and all other items, except labor, brought onto the site by the Contractor to carry out the work, but not to be incorporated in the work.

Day. Calendar day.

Department. Department of Housing and Community Development.

Design Professional. Professional Engineer licensed to practice in the State of California retained by the Contractor.

Direct. Action of the Owner or Construction Manager by which the Contractor is ordered to perform or refrain from performing work under the contract.

Directive. Written documentation of the actions of the Owner or Construction Manager in directing the Contractor.

Equipment. Mechanical, electrical, instrumentation, or other device with one or more moving parts, or devices requiring an electrical, pneumatic, electronic, or hydraulic connection.

Furnish. To deliver to the job site or other specified location any item, equipment or material.

Herein. Refers to information presented in the project manual.

Holidays. Legal holidays designated by the state or specifically identified in the supplementary conditions.

Install. Placing, erecting, or constructing complete in place any item, equipment, or material.

May. Refers to permissive actions.

Owner. A public or quasi-public agency or authority, corporation, association, partnership, or individual for whom the work is to be performed. Under this contract, the Owner is identified by name in the agreement.

Owner's Representative. The person other than the Construction Manager designated in writing by the Owner to act as its agent on matters relating to this contract.

Paragraph. For reference or citation purposes, paragraph shall refer to the paragraph, or paragraphs, called out by section number and alphanumeric designator. For example, this definition is found in paragraph 00 72 00-1.01; permits and licenses are discussed in paragraph 00 72 00-1.05 B.

Person. The term, person, includes firms, companies, corporations, partnerships, and joint ventures.

Project. The undertaking to be performed under the provisions of the contract.

Project Manual. Those contract documents prepared for bidding and as amended by addenda.

Provide. Furnish and install, complete in place.

Punch List. List of incomplete items of work and of items of work that are not in conformance with the contract. The list will be prepared by the Construction Manager when the Contractor (1) notifies the Construction Manager in writing that the work has been completed in accordance with the contract and (2) requests in writing that the Owner accept the work.

Shall. Refers to actions by either the Contractor or the Owner and means the Contractor or Owner has entered into a covenant with the other party to do or perform the action.

Shown. Refers to information presented on the drawings, with or without reference to the drawings.

Specifications. That part of the contract documents consisting of written descriptions of the technical features of materials, equipment, construction systems, standards, and workmanship.

Specify. Refers to information described, shown, noted or presented in any manner in any part of the contract.

Submittals. The information which is specified for submission to the Construction Manager in accordance with Division 1 of the project manual.

Substantial Completion. Sufficient completion of the project or the portion thereof to permit utilization of the project, or portion thereof for its intended purpose. Substantial completion requires not only that the work be sufficiently completed to permit utilization, but that the Owner can effectively utilize the substantially completed work. Determination of substantial completion is solely at the

discretion of the Owner. Substantial completion does not mean complete in accordance with the contract nor shall substantial completion of all or any part of the project entitle the Contractor to acceptance under the contract.

Substantial Completion Date. Date when the Owner puts into service the project, or that portion of the project that has been determined to be substantially complete.

Will. Refers to actions entered into by the Contractor or the Owner as a covenant with the other party to do or to perform the action.

Work. The labor, materials, equipment, supplies, services, and other items necessary for the execution, completion and fulfillment of the contract.

Working Day. Refers to definition as outlined in Section 8-1.06 of the State of California, Department of Transportation, Standard Specifications, 2006 edition.

1.02 JOINT VENTURE CONTRACTOR

If Contractor is a joint venture of two or more contractors, the grants, covenants, provisos and claims, rights, power, privileges and liabilities of the contract are joint and several. Any notice, order, direct request or any communication required to be or that may be given by the Owner or the Construction Manager to the Contractor under this contract, is sufficiently given to all persons in the joint-venture Contractor if it is given to any one or more of such persons. Any notice, request or other communication given by any one of such persons to the Owner or the Construction Manager under this contract is deemed to have been given by and binds all persons in the joint-venture Contractor.

1.03 CONTRACT REQUIREMENTS

A. SUCCESSORS' OBLIGATIONS:

The grants, covenants, provisos and claims, rights, powers, privileges and liabilities obtained in the contract documents must be read and held as made by and with, and granted to and imposed upon, the Contractor and the Owner and their respective heirs, executors, administrators, successors, and assigns.

B. ASSIGNMENT OF CONTRACT:

The contract must not be assigned in whole or in part without the written consent of the Owner. Involuntary assignment of the contract as caused by the Contractor being adjudged bankrupt, assignment of the contract for the benefit of Contractor's creditors or appointment of a receiver on account of Contractor's insolvency is considered as failure to comply with the provisions of the contract and subject to the termination provisions contained herein.

C. WAIVER OF RIGHTS:

Except as herein provided, no action or want of action on the part of the Contractor, Owner, Owner's Representative, or Construction Manager at any time with respect to the exercise of any right or remedies conferred upon them under this contract is a waiver on the part of the Contractor and Owner of any of their rights or remedies. No waiver is effective except in writing by the party to be charged. No waiver of one right or remedy acts as a waiver of any other right or remedy or as a subsequent waiver of the same right or remedy.

D. OFFER OF ASSIGNMENT OF ANTITRUST ACTIONS:

As provided by Sections 4550 and 4551 of the Government Code, in entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment is effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgment by the parties.

E. AMENDMENT OF GENERAL CONDITIONS:

These general conditions may be amended only by mutual consent of the Owner and the Contractor in writing.

1.04 LABOR STANDARDS

A. WAGES:

1. GENERAL: The Contractor and each subcontractor engaged in the work must pay each employee an amount not less than the rate established for each trade or occupation listed by the Director of the Department of Industrial Relations, State of California. An employee whose type of work is not covered by any of the classified wage rates must be paid not less than the rate of wage listed for the classification which most nearly corresponds to the type of work to be performed.

2. STATE: The Contractor is directed to the Department of Industrial Relations website for the general prevailing rate of wages in the vicinity of the work to be performed under this contract.

The Contractor must forfeit, as penalty, to the Owner twenty-five dollars (\$25.00) for each laborer, worker, or mechanic employed for each calendar day or portion thereof such laborer, worker, or mechanic is paid less than the general prevailing rate of wages for any work done under this contract, by him or by a subcontractor under him, in violation of the provisions of the California Labor Code, and, in particular, Sections 1770 and 1780 thereof.

B. PREFERENCE FOR RESIDENT LABOR:

In the employment of labor for performance of the work, the Contractor must give preference to qualified persons residing within the general area of the work.

C. HOURS OF LABOR:

Pursuant to the California Labor Code, eight hours of labor constitutes a legal day's work. The Contractor or any subcontractor may not require any more than eight hours of labor in a day from any person employed in the performance of the work under this contract. Failure of the Contractor to perform the work in accordance with this policy of the State of California is a failure on his part to comply with the provisions of this contract.

D. OVERTIME WORK:

Overtime and shift work may be established as a regular procedure by the Contractor with reasonable notice and written permission of the Owner. No work other than overtime and shift work established as a regular procedure will be performed between the hours of 6:00 p.m. and 7:00 a.m. nor on Saturdays, Sundays or holidays except such work as is necessary for the proper care and protection of the work already performed or in case of an emergency.

Contractor agrees to pay the costs of overtime inspection except those occurring as a result of overtime and shift work established as a regular procedure. Overtime inspection includes inspection required during holidays, Saturdays, Sundays and weekdays between the hours of 6:00 p.m. and 7:00 a.m. Costs of overtime inspection will cover engineering, inspection, general supervision and overhead expenses that are directly chargeable to the overtime work. Contractor agrees that Owner will deduct such charges from payments due the Contractor.

E. APPRENTICES:

The Contractor and subcontractors under him must comply with the requirements of Sections 1777.5 and 1777.6 of the Labor Code in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules, and other requirements may be obtained from the Director of Industrial Relations, ex-officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

F. TRAVEL AND SUBSISTENCE PAY:

The Contractor and subcontractors under him must comply with the requirements of Section 1773.8 of the Labor Code in the payment of travel and subsistence payments to each workman needed to execute the work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with Section 1773.8.

1.05 LAWS, REGULATIONS AND PERMITS

A. GENERAL:

The Contractor must give the notices required by law and comply with all laws, ordinances, rules, and regulations pertaining to the conduct of the work. The Contractor is liable for violations of the law in connection with any work provided by the Contractor. If the Contractor observes that the drawings, specifications or other portions of the project manual are at variance with any laws, ordinances, rules or regulations, he must promptly notify the Construction Manager in writing of such variance. The Owner must promptly review the matter and, if necessary, issue a change order or take any other action necessary to bring about compliance with the law, ordinance, rule or regulation in question. Contractor agrees not to perform work known to be contrary to any laws, ordinances, rules or regulations.

B. PERMITS AND LICENSES:

Unless otherwise specified herein, permits and licenses from governmental agencies that are necessary only for and during the prosecution of the work and the subsequent guarantee period

must be secured and paid for by the Contractor. Permits and licenses of regulatory agencies that are necessary to be maintained after completion of the guarantee period must be secured and paid for by the Owner.

C. PATENTS AND ROYALTIES:

The costs involved in fees, royalties or claims for any patented invention, article, process or method that may be used upon or in a manner connected with the work under this contract or with the use of completed work by the Owner, must be paid by the Contractor. The Contractor and his or her sureties must protect and hold the Owner, the design engineer, and the Construction Manager, together with their officers, agents and employees, harmless from any and all loss, defense costs and expenses, including attorneys fees, and against any and all demands made for such fees or claims brought or made by the holder of any invention or patent. Before final payment is made on the account of this contract, the Contractor must, if requested by the Owner, furnish acceptable proof of a valid release from all such fees or claims.

Should the Contractor, his or her agent, employee or any of them be enjoined from furnishing or using any invention, article, material or plans supplied or required to be supplied or used under this contract, the Contractor must promptly pay such royalties and secure the requisite licenses; or, subject to acceptance by the Owner, substitute other articles, materials or appliances in lieu thereof which are of equal efficiency, quality, finish, suitability, and market value to those planned or required under the contract. Descriptive information of these substitutions must be submitted to the Construction Manager for determination of general conformance to the design concept and the construction contract. Should the Owner elect to refuse the substitution, the Contractor agrees to pay such royalties and secure such valid licenses as may be requisite for the Owner, his or her officers, agents and employees or any of them, to use such invention, article, material or appliance without being disturbed or in any way interfered with by any proceeding in law or equity arising from that use.

1.06 INDEMNIFICATION

Contractor shall be responsible for, indemnify and hold harmless the Owner, their officers, agents, and employees from any and all liabilities, claims, demands, damages, or costs, including, without limitation, litigation costs and attorneys' fees, resulting from or arising out of the willful or negligent acts or omissions of the Owner, its officers, agents, contractors, subcontractors, and employees, or in any way connected with or incident to this contract, except for the active negligence of the Owner, its officers, agents, or employees. The duty of the Contractor to indemnify and hold harmless includes the duty to defend as provided in Civil Code section 2778. The obligations in this section will survive termination of this contract.

1.07 SUBCONTRACTS

The Contractor must perform with his or her own organization not less than one-half of the work and must not sublet to one subcontractor more than one-third of the work without the prior written consent of the Owner.

1.08 CONFLICT OF INTEREST

A. GENERAL:

If Contractor violates any provisions of the following Sections, such actions by the Contractor will render this Agreement void. (Public Contracts Code Section 10420).

B. CURRENT STATE EMPLOYEES: (Public Contracts Code Section 10410)

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

C. FORMER STATE EMPLOYEES: (Public Contracts Code Section 10411)

1. For the two-year period from the date he or she left State employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any State agency.
2. For the twelve-month period from the date he or she left State employment, no former State officer or employee may enter into a contract with any State agency if he or she was employed by the State agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving State service.

1.09 NON-DISCRIMINATION

Contractor, subcontractors, manufacturers and suppliers shall not deny this contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The grantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. The grantee and contractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the Conservancy to implement such article. The grantee shall permit access by representatives of the Department of Fair Employment and Housing and the Conservancy upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or the Conservancy shall require to ascertain compliance with this clause. The grantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.) Contractor,

subcontractors, manufacturers and suppliers shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

1.10 EQUAL OPPORTUNITY

- A. The Civil Rights, Housing and Community Development, and Age Discrimination Act Assurances:

The Contractor, subcontractor, manufacturers and suppliers assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, handicap, religion, familial status, or religious preference, under any grant activity funded by this Agreement, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, the Age Discrimination Act of 1975, the Fair Housing Amendment Act of 1988, and all implementing regulations.

- B. Rehabilitation Act of 1973 and the "504 Coordinator":

The Contractor, subcontractors, manufacturers and suppliers further agrees to implement the Rehabilitation Act of 1973, as amended, and its regulations, 24 CFR Part 8, including, but not limited to, for Contractors, subcontractors, manufacturers and suppliers with fifteen (15) or more permanent full or part time employees, the local designation for a specific person charged with local enforcement of this Act, as the "504 Coordinator."

1.11 AMERICANS WITH DISABILITIES ACT

By signing this agreement, grantee certifies that it is in compliance with the Americans with Disabilities Act (ADA) of 1990, (42 U.S.C., 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

1.12 DRUG-FREE WORKPLACE

The Contractor's signature on this Contract constitutes the certification required by Government Code Section 8355 (Drug-Free Workplace Act of 1990), which requires that all state grantees provide a drug-free workplace by doing all of the following:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions that will be taken against employees for violations of the prohibition.
- B. Establishing a drug-free awareness program to inform employees about all of the following:
1. The dangers of drug abuse in the workplace.
 2. The person's or organization's policy of maintaining a drug-free workplace.
 3. Any available drug counseling, rehabilitation, and employee assistance programs.

4. The penalties that may be imposed upon employees for drug abuse violations.
- C. Requiring that each employee engaged in the performance of the grant be given a copy of the drug-free workplace statement and that, as a condition of employment on the grant, the employee agrees to abide by the terms of the statement.

1.13 EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

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

PART 2--OWNER-CONTRACTOR RELATIONS

2.01 AUTHORITY OF OWNER

A. GENERAL:

The Owner, acting through the Owner's Representative and the Construction Manager, has the authority to act as the sole judge of the work and materials with respect to both quantity and quality as set forth in the contract. It is expressly stipulated that the drawings, specifications and other contract documents establish the requirements as to the nature of the completed work and, except in those instances where the nature of the completed work is dependent on the method of performance, do not purport to control the method of performing work.

B. AUTHORITY OF OWNER'S REPRESENTATIVE:

1. GENERAL: Except for those decisions expressly reserved to the City Council of the City of Crescent City, the Owner's Representative has the authority to act on behalf of the Owner on change orders, progress payments, contract decisions, and acceptability of the Contractor's work.

2. CHANGE ORDERS: Up to an aggregate limit of 10% of the Contract price, the Owner's Representative has the authority to accept or reject change orders proposed by either the Construction Manager or the Contractor.

3. PROGRESS PAYMENTS: The Owner's Representative has the authority to accept or reject requests for progress payments which have been submitted by the Contractor and recommended by the Construction Manager.

4. CONTRACT DECISIONS: Should the Contractor disagree with the Construction Manager's decision with respect to the contract, the Contractor may request that the Owner's Representative review the Construction Manager's decision and make a determination on behalf of the Owner in the manner provided under paragraph 00 72 00-2.05 F.2.

5. ACCEPTABILITY OF WORK: The Owner's Representative has the authority to make the initial determination of the acceptability of the work as provided under paragraph 00 72 00-7.05. The Owner's Representative also has the authority to accept or reject initially the Construction Manager's recommendations regarding retention of defective work as provided in paragraph 00 72 00-4.09 B. Each of these determinations is made subject to the authority of the City Council of the City of Crescent City.

6. EARLY POSSESSION: The Owner's Representative has the authority to take early possession in accordance with paragraph 00 72 00-7.06.

C. AUTHORITY OF CONSTRUCTION MANAGER:

1. GENERAL: The Construction Manager is the construction site representative of the Owner, employed to act as advisor and consultant to the Owner in construction matters related to the contract. The Owner has delegated his authority to the Construction Manager to make initial decisions regarding questions which may arise as to the quality or acceptability of materials furnished and work performed and as to the manner of performance and rate of progress of the work under the contract. The Construction Manager interprets the intent and meaning of the contract and makes initial decisions with respect to the Contractor's fulfillment of the contract and the Contractor's entitlement to compensation. The Contractor must look initially to the Construction Manager in matters relating to the contract. The Construction Manager's decisions are subject to review by the Owner's Representative in accordance with paragraph 00 72 00-2.05 F.2.

2. INSPECTION OF CONSTRUCTION: The Construction Manager has access to the work and to the site of the work and to the places where work is being prepared or where materials, equipment, and machinery are being obtained for the work. If requested by the Construction Manager, the Contractor must provide the assistance necessary for obtaining such access, and must provide information related to the inspection of construction.

3. CHANGE ORDERS: The Construction Manager has the authority to initiate or recommend change orders. Change orders are subject to review and approval by the Owner.

~~D. USE OF CONTRACTOR'S PLANT AND EQUIPMENT:~~

~~Contractor agrees to make available to the Owner his plant and equipment for the performance of work at the project site. The Owner agrees that the use of such plant and equipment is extra work and will be paid for accordingly.~~

2.02 RESPONSIBILITIES OF OWNER

A. ATTENTION TO WORK:

The Owner will notify the Contractor in writing of the name of the Owner's Representative and of the Construction Manager. The Construction Manager normally will be at the site of the work. During his absences, the Contractor may contact a previously designated representative of the Construction Manager.

B. OWNER'S EMPLOYEES:

The Owner is responsible for the adequacy, efficiency, and sufficiency of his employees and of any consultant, supplier or subcontractor employed by the Owner.

2.03 AUTHORITY OF CONTRACTOR

A. CONTRACTOR'S REPRESENTATIVE:

The Contractor must notify the Owner in writing of the name of the person who will act as the Contractor's representative and will have the authority to act in matters relating to this contract. This person must have authority to carry out the provisions of the contract and to supply materials, equipment, tools, and labor without delay for the performance of the work.

B. CONSTRUCTION PROCEDURES:

The Contractor will supervise and direct the work. He has the authority to determine the means, methods, techniques, sequences and procedures of construction, except in those instances where the Owner, to define the quality of an item of work, specifies in the contract, a means, method, technique, sequence or procedure for construction of that item of work.

C. SUBCONTRACTORS:

Subcontractors do not have a direct relationship with the Owner. The persons engaged in the work, including employees of subcontractors and suppliers, are considered employees of the Contractor and their work is subject to the provisions of the contract. References in the project manual to actions required of subcontractors, manufacturers, suppliers, or any person other than the Contractor, the Owner or the Construction Manager require the Contractor in turn to require that subcontractor, manufacturer, supplier or person to perform the specified action.

2.04 RESPONSIBILITIES OF CONTRACTOR

A. SUBCONTRACTORS, MANUFACTURERS AND SUPPLIERS:

The Contractor is responsible for the adequacy, efficiency and sufficiency of subcontractors, manufacturers, suppliers and their employees. The Contractor shall perform, with Contractor's own organization, contract work amounting to not less than 50 percent of the original total contract price.

B. CONTRACTOR'S EMPLOYEES:

The Contractor is responsible for the adequacy, efficiency, and sufficiency of his employees. Workers must have sufficient knowledge, skill, and experience to perform properly the work assigned to them.

C. PAYMENT FOR LABOR AND MATERIALS:

The Contractor must pay and require his subcontractors to pay any and all accounts for labor including Workers Compensation premiums, State Unemployment and Federal Social Security payments and other wage and salary deductions required by law. The Contractor also must pay and require his or her subcontractors to pay any and all accounts for services, equipment, and materials used by him and by his subcontractors during the performance of work under this contract. These accounts must be paid as they become due and payable. If requested by the Owner, the Contractor must furnish to the Owner proof of payment of these accounts.

D. ATTENTION TO WORK:

The Contractor, acting through his or her representative, must give personal attention to and manage the work so that it is prosecuted faithfully. When his or her representative is not personally present at the project site, his designated alternate must be available and have the authority to act on the contract.

E. EMPLOYEE SAFETY:

The Contractor alone is responsible for the safety of his or her own employees and his or her subcontractor's employees. The Contractor must maintain the project site and perform the work in a manner that meets the Owner's responsibility under statutory and common law for the provision of a safe place to work.

F. PUBLIC SAFETY AND CONVENIENCE:

The Contractor must conduct his or her work so as to insure the least possible obstruction to traffic and inconvenience to the general public and the residents in the vicinity of the work. Work will be performed so as to insure the protection of persons and property. No road or street will be closed to the public except with the permission of the Construction Manager and the proper governmental authority. Fire hydrants on or adjacent to the work must be accessible to fire fighting equipment. Temporary provisions must be made by the Contractor to insure the use of sidewalks, private and public driveways and proper functioning of gutters, sewer inlets, drainage ditches and culverts, irrigation ditches, and natural water courses.

G. COOPERATION WITH CONSTRUCTION MANAGER:

The Contractor, when requested, must assist the Construction Manager in obtaining access to work which is to be inspected. The Contractor must provide the Construction Manager with information requested in connection with the inspection of the work.

H. RECORDS RETENTION

The Contractor shall retain all books, records, accounts, documentation, and all other materials relevant to this Agreement for a period of three (3) years from later of final disbursement by the Conservancy, and the final year to which the particular records pertain. The records shall be subject to examination and audit by the Conservancy and the California State Auditor during the retention periods. The Owner, the California Coastal Conservancy or its agents may review, obtain, and copy all required records. The grantee shall provide the City, California Coastal Conservancy, California State Auditor, their officers, employees, and agents with any relevant information requested and with access to the grantee's premises upon reasonable notice, during normal business hours, to interview employees and inspect and copy books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this agreement and any applicable laws and regulations.

I. WORK SITE SECURITY

The Owner has limited security at the area the work is to take place; therefore the Contractor shall not rely upon the Owner's security to protect the work site from theft or vandalism. The Contractor is responsible for providing necessary security measures to prevent theft or vandalism of material and equipment stored on site, work that has been completed, and work that is in the process

of being completed. The Contractor shall repair or replace any damage or theft that occurs throughout the course of the work at no additional cost to the Owner.

J. CONTRACTOR AND SUBCONTRACTORS DAILY WORK REPORTS

The Contractor shall submit a daily report to the Construction Manager at the end of each shift worked. Daily reports shall include the following:

1. List all personnel working on the project and their classification,
2. Equipment utilized,
3. Shift and hours worked,
4. Accident report(s) if applicable,
5. Material/Equipment deliveries,
6. Production report covering day's activities.

K. SALES AND USE TAX REQUIREMENTS

During the performance of this Agreement, Contractor, for itself, its assignees and successors in interest, must:

1. **USE TAX DIRECT PAYMENT PERMIT:** For all leases and purchases of materials, equipment, supplies or other tangible property used to perform the Contract and shipped from outside California, the Contractor and any subcontractor leasing or purchasing the materials, equipment, supplies or other tangible personal property must obtain a Use Tax Direct Payment Permit from the California State Board of Equalization (SBE) in accordance with the applicable SBE criteria and requirements.

2. **SELLER'S PERMIT:** Contractor and any construction subcontractor whose subcontract is for \$5,000,000 or more must elect to allocate the local sales and use tax derived from the Contract directly to the local jurisdiction (Del Norte County) where the jobsite is located. For this purpose, the Contractor and such subcontractors must obtain a seller's permit or a sub-permit of their seller's permit for the specific jobsite and allocate the local tax to the jobsite on Schedule C of their sales and use tax return.

2.05 OWNER-CONTRACTOR COORDINATION

A. SERVICE OF NOTICE:

Notice, order, direction, request or other communication given by the Construction Manager or Owner to the Contractor is well and sufficiently given to the Contractor if left at any office used by the Contractor or delivered to any of his officers, clerks or employees or posted at the site of the work or mailed to the Contractor at the address given in the contract document or mailed to the Contractor's last known place of business. If mailed by first-class mail, any form of communication is deemed to have been given to and received by the Contractor a day after the day of mailing.

B. SUGGESTIONS TO CONTRACTOR:

A plan or method of work suggested by the Owner or the Construction Manager to the Contractor but not specified or required, if adopted or followed by the Contractor in whole or in part, is used at the risk and responsibility of the Contractor. The Owner and the Construction Manager

assume no responsibility for the decision to use that plan or method of work and they are not liable for any defects in the work that result from or are caused by use of such plan or method of work.

C. COOPERATION:

The Contractor agrees to permit entry to the site of the work by the Owner or other contractors performing work on behalf of the Owner. The Contractor must afford to the Owner and other contractors and their employees, reasonable facilities and cooperation and must arrange his or her work and dispose of his or her materials so as not to interfere with the activities of the Owner or of others upon the site of the work. The Contractor must promptly make good any injury or damage that may be sustained by other contractors or employees of the Owner at his or her hands. The Contractor must join his work to that of others and perform his work in proper sequence in relation to that of others.

If requested by the Contractor, the Owner will arrange meetings with other contractors performing work on behalf of the Owner to plan coordination of construction activities. The Owner must keep the Contractor informed of the planned activities of other contractors.

Differences or conflicts arising between the Contractor and other contractors employed by the Owner or between the Contractor and the workers of the Owner with regard to their work must be submitted to the Construction Manager for his decision in the matter. If the work of the Contractor is affected or delayed because of any act or omission of other contractors or of the Owner, the Contractor may submit for the Owner's consideration, a documented request for a change order.

D. DEVIATION FROM CONTRACT:

Neither the Contractor nor the Owner may make an alteration or variation in, addition to, or deviation or omission from the terms of this contract without the written consent of the other party.

E. DIFFERING SITE CONDITIONS:

Pursuant to Public Contract Code Section 7104, the Contractor shall promptly, and before such conditions are disturbed, notify the Owner in writing of:

1. Material that the Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code , that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
2. Subsurface or latent physical conditions at the site differing from those indicated by information about the site made available to bidders prior to the deadline for submitting bids
3. Unknown physical conditions at the site of an unusual nature, differing materially from those both ordinarily encountered and generally recognized as inhering in work of the character provided for in this contract.

The Owner shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the contractor's cost of, or the time required for, performance of any part of the work under this contract,

whether or not the work is changed as a result of such conditions, an equitable adjustment will be made and the contract modified in writing accordingly.

In the event that a dispute arises between the Owner and the Contractor whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the contractor's cost of, or time required for, performance of any part of the work, the contractor shall not be excused from any scheduled completion date provided for by the contract, but shall proceed with all work to be performed under the contract. The contractor shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

No claim by the Contractor under this clause is allowed unless the Contractor has given the notice required, except that the Owner may extend the prescribed time.

No claim by the Contractor for an equitable adjustment under this clause will be allowed if it is asserted after final payment under this contract.

F. CLAIMS:

1. DETERMINATION BY CONSTRUCTION MANAGER: Questions regarding the meaning and intent of the contract documents must be referred by the Contractor in writing to the Construction Manager for his decision. The Construction Manager must respond to the Contractor in writing with his decision. If the Contractor disagrees with the Construction Manager's decision or considers that the decision requires extra work, he must, within five calendar days, notify the Construction Manager in writing of the disagreement or of the claimed extra work involved and of the estimated cost of said work.

2. APPEALS TO THE OWNER'S REPRESENTATIVE: In the event the Contractor disagrees with any determination or decision of the Construction Manager, the Contractor may, within 15 calendar days of the date of such determination or decision, appeal the determination or decision to the Owner's Representative. The Owner's Representative must review the appeal and transmit his decision in writing to the Contractor within 30 calendar days from the receipt of the appeal. Any failure of the Contractor to appeal the decision or the determination of the Construction Manager within the 15-day period is a waiver of the Contractor's right thereafter to assert a claim resulting from such determination or decision.

3. ARBITRATION: All claims, counterclaims, disputes and other matters in question between the Owner and the Contractor that are not resolved between the Owner's Representative and the Contractor will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the state in which the Owner is located.

PART 3--SPECIFICATIONS AND DRAWINGS

3.01 INTERPRETATION OF SPECIFICATIONS AND DRAWINGS

A. GENERAL:

The specifications and drawings are intended to be explanatory of each other. Work specified on the drawings and not in the specifications, or vice versa, must be executed as if it were specified in both.

B. REQUEST FOR CLARIFICATION:

In the event the work to be done or matters related to the work are not sufficiently detailed or explained in the contract documents, the Contractor must apply to the Construction Manager for further explanations as may be necessary and must conform thereto so far as may be consistent with the terms of the contract. In the event of doubt or question arising respecting the true meaning of the specifications or drawings, reference must be made to the Construction Manager for his decision. Should the Contractor disagree with the Construction Manager's decision, he may appeal to the Owner's Representative in accordance with paragraph 00 72 00-2.05 F.2.

3.02 DIVISION OF SPECIFICATIONS AND DRAWINGS

Specifications and drawings are divided into groups for the convenience of the Owner and Construction Manager. These divisions are not for the purpose of apportioning work or responsibility for work among subcontractors, suppliers and manufacturers.

3.03 DISCREPANCIES IN SPECIFICATIONS AND DRAWINGS

A. ERRORS AND OMISSIONS:

If the Contractor, in the course of the work, becomes aware of any claimed errors or omissions in the contract documents or in the Owner's field work, he must immediately inform the Construction Manager in writing. The Construction Manager must promptly review the matter and if he finds an error or omission has been made, he must determine the corrective actions and advise the Contractor accordingly. If the corrective work associated with an error or omission increases or decreases the amount of work called for in the contract, the Owner must issue an appropriate change order. After discovery of an error or omission by the Contractor, related work performed by the Contractor is done at his risk unless authorized by the Construction Manager. In the event the Contractor disagrees with the determination of the Construction Manager under this provision, he may appeal to the Owner's Representative in accordance with paragraph 00 72 00-2.05 F.2.

B. CONFLICTING PROVISIONS:

In cases of conflict between the specifications and drawings, the more stringent governs. Figure dimensions on drawings govern over scale dimensions and detail drawings govern over general drawings. In the event an item of work is described differently in two or more locations on the drawings and in the specifications, the Contractor must request a clarification from the Construction Manager.

C. UTILITIES:

The Owner has endeavored to determine the existence of utilities at the site of the work from the records of the owners of known utilities in the vicinity of the work. The positions of these utilities as derived from such records are shown on the drawings. No excavations were made to verify the locations shown for underground utilities. The service connections to these utilities are not shown on the drawings. It is the responsibility of the Contractor to determine the exact location of utilities and service connections thereto. The Contractor must make his own investigations, including exploratory excavations, to determine the locations and type of existing utilities, including service connections, prior to commencing any work that could result in damage to those utilities. The

Contractor must immediately notify the Construction Manager as to any utility discovered by him in a different position than shown on the drawings or that is not shown on the drawings.

Work on utilities must be performed and paid for as follows:

1. Known utilities. The Contractor must provide all labor, equipment, materials, and services necessary to remove, relocate or maintain utilities specified on the drawings. The work on each utility must be performed in a manner satisfactory to the utility owner. The utility owner has the option of doing such work with his own forces at the Contractor's expense, or permitting the work to be performed by the Contractor.
2. Service connections. Locations of service connections are not specified on the drawings. The Contractor must provide all labor, equipment and material to remove, relocate or maintain service connections. The work on service connections must be performed in a manner satisfactory to the service connection owner. The service connection owner has the option of doing such work with his own forces at the Contractor's expense, or permitting the work to be performed by the Contractor.
3. Unknown utilities. When a utility is not specified on the drawings, or it is located in a position different from that specified on the drawings, and interferes with the work, a change order based on changed site conditions will be issued in accordance with paragraph 00 72 00-7.02. Interference with the work is defined as a utility that crosses or projects into the plane of the work at an elevation between the top and bottom of the work. If it is necessary to remove, relocate, or temporarily maintain the utility, that work shall be included in the change order. The utility owner has the option of doing such work at the Contractor's expense, or permitting the work to be performed by the Contractor. In either case, the cost of the work will be included in the change order.

No representations are made that the obligations to move or temporarily maintain the utility and to pay the cost thereof is or is not required to be borne by the owner of such utility, and it is the responsibility of the Contractor to investigate to find out whether or not the cost is required to be borne by the owner of the utility.

The right is reserved to governmental agencies and to owners of utilities to enter upon streets, alleys, rights-of-way or easements for the purpose of making changes in their property made necessary by the work and for the purpose of maintaining and making repairs to their property.

3.04 SUBMITTALS

Where required by the specifications, the Contractor must submit specified information that will enable the Construction Manager to advise the Owner whether the Contractor's proposed materials, equipment or methods of work are in general conformance to the design concept and in compliance with the drawings and specifications. The requirements for submittals are specified in Part B.

3.05 CONTRACTOR'S COPIES OF PROJECT MANUALS

Within 10 days after notice to proceed, the Owner will furnish to the Contractor 4 sets of project manuals including half-size drawings, and 2 sets of full-size drawings. The Contractor is advised that revisions incorporating changes by addenda will not be incorporated into the reduced or full-size drawings furnished under the provisions of this paragraph. Additional copies of the project manual, if required by the Contractor, will be furnished by the Owner at cost. The Contractor must keep at the construction site at least one set of the project manual and one set of full-size drawings.

PART 4--MATERIAL, EQUIPMENT AND WORKMANSHIP

4.01 GENERAL

Unless otherwise specifically stated in the contract documents, the Contractor must provide and pay for materials, labor, tools, equipment, water, light, power, transportation, supervision, and temporary construction of any nature, and other services, and facilities of any nature, to execute, complete and deliver the work within the specified time. Material and equipment must be new and of a quality at least equal to that specified. Equipment offered must be current modifications which have been in successful regular operation under comparable conditions. This requirement does not apply to minor details, nor to thoroughly demonstrated improvements in design or in materials of construction. All construction work must be executed in conformity with the standard practice of the relevant trade.

4.02 PRODUCT DATA

Where required by the specifications, the Contractor must provide product data, which is a submittal furnished for information only. The information and data furnished is required by the Owner for inspecting, testing, operating and maintaining parts of the work. The requirements for product data are specified in Part B.

4.03 QUALITY

Where the contract requires that materials or equipment be provided or that construction work be performed, and detailed specifications of such materials, equipment or construction work are not set forth, the Contractor must perform the work using materials and equipment of the best grade in quality and workmanship obtainable in the market, from firms of established good reputations, and must follow standard practices in the performance of construction work. The work performed must be in conformity and harmony with the intent to secure the highest standard of construction and equipment of work as a whole and in part.

4.04 MATERIAL AND EQUIPMENT SPECIFIED BY NAME

When material or equipment is specified by reference to two or more patents, brand names, or catalog numbers, it is understood that this is referenced for the purpose of defining the performance or other salient requirements, and that other materials or equipment, of equal capacities, quality and function will be considered by the Owner upon the Contractor's request for substitution. Requests for substitution must be made in accordance with paragraph 00 72 00-4.05.

4.05 REQUESTS FOR SUBSTITUTION

The Contractor may offer material or equipment of equal or better quality and performance in substitution for those specified. The Owner will consider offers for substitution only from the

Contractor and will not acknowledge or consider such offers from suppliers, distributors, manufacturers, or subcontractors. The Contractor's offers of substitution must be made in writing to the Construction Manager and must include sufficient data to enable the Construction Manager to assess the acceptability of the material or equipment for the particular application and requirements.

If the offered substitution necessitates changes to or coordination with other portions of the work, the data submitted must include drawings and details showing such changes. Contractor agrees to perform these changes as part of the substitution of material or equipment at no additional cost to the Owner. Within 30 calendar days after receipt of the offer of substitution, the Construction Manager will review the material submitted by the Contractor and advise the Contractor of objections, if any, to the proposed substitution or if further information is required. Upon notification by the Construction Manager, the Contractor must either provide material or equipment that complies with project specifications or if requested, furnish additional information. Although the Construction Manager may not take any objections to the proposed substitution, that will not relieve the Contractor from responsibility for the efficiency, sufficiency, quality and performance of the substitute material or equipment, in the same manner and degree as the material and equipment specified by name. Any cost difference associated with a substitution must be reflected in the offer and the contract documents must be modified by a change order.

4.06 DEMONSTRATION OF COMPLIANCE WITH CONTRACT REQUIREMENTS

A. INSPECTION:

To demonstrate his or her compliance with the contract requirements, the Contractor must assist the Construction Manager in his or her performance of inspection work. The Contractor must grant the Construction Manager access to the work and to the site of the work, and to the places where work is being prepared, or whence materials, equipment or machinery are being obtained for the work. The Contractor must provide information requested by the Construction Manager in connection with inspection work.

If the contract documents, laws, ordinances, or any public regulatory authority require parts of the work to be specially inspected, tested or approved, the Contractor will give the Construction Manager adequate prior written notice of the availability of the subject work for examination.

If parts of the work are covered in contravention of the Construction Manager's directive, the cost of exposing the work for inspection and closing must be borne by the Contractor regardless of whether or not the work is found to be in compliance with the contract.

If any work is covered in the absence of the Construction Manager's directive to the contrary, the Contractor must, if directed to do so by the Construction Manager, uncover, expose or otherwise make available for inspection, portions of covered work. If it is found that such work is defective, the Contractor must bear the expense of uncovering and reconstructing. If the work is found to be in compliance with the contract, the Contractor will be allowed an increase in the contract price, or an extension in the contract time, or both. A change order will be issued to document the increase, extension or both.

B. SAMPLES OF MATERIALS:

In cases where compliance with contract requirements for materials to be incorporated in the work requires laboratory examination or special testing, the Contractor must provide samples or specimens as requested by the Construction Manager. Such samples or specimens must be provided in ample time to permit making proper test analysis and examinations before incorporating the material into the work. Tests of material will be conducted in accordance with the technical specifications. In the absence of a specific test requirement, the Construction Manager will determine the appropriate standard test to be used.

C. CERTIFICATION:

In cases where compliance of materials or equipment to contract requirements is not readily determinable through inspection and tests, the Construction Manager will request that the Contractor provide properly authenticated documents, certificates or other satisfactory proof of compliance. These documents, certifications, and proofs must include performance characteristics, materials of construction and the physical or chemical characteristics of materials.

D. INSPECTION AT POINT OF MANUFACTURING:

If Owner's inspection and testing of materials or equipment in the vicinity of the work is not practicable, the specifications may require that the inspection and testing or witnessing of tests take place at the point of manufacture. In this case and in the event the remote inspection and testing is not specified and is requested by the Owner, the required travel, subsistence, and labor expenses will be paid by the Owner. If the Contractor requests the Owner to inspect and test material or equipment at the point of manufacture, then the additional cost to the Owner for travel, subsistence, and labor expenses must be paid by the Contractor.

4.07 STORAGE OF MATERIALS AND EQUIPMENT

Materials and equipment must be stored so as to insure the preservation of their quality and fitness for the work. Stored equipment and materials must be located so as to facilitate inspection. The Contractor is responsible for damages that occur in connection with the care and protection of materials and equipment until final acceptance of the work.

4.08 MANUFACTURER'S DIRECTIONS

Manufactured articles and materials and equipment must be applied, installed, connected, erected, adjusted, tested, operated and maintained as recommended by the manufacturer, unless otherwise specified. Manufacturer's installation instructions and procedures must be provided or obtained prior to installation of the manufactured articles, material, and equipment.

4.09 DEFECTIVE WORK

A. CORRECTION OF DEFECTIVE WORK:

When, and as often as the Construction Manager determines through his or her inspection procedures to be the case, material, equipment or workmanship incorporated in the project do not meet the requirements of the contract, the Construction Manager will give written notice of the noncompliance to the Contractor. Within five days from the receipt of the notice, the Contractor must undertake the work necessary to correct the deficiencies, and to comply with the contract. If the

Contractor disagrees with the Construction Manager's determination and believes that the corrective work should be covered by a change order, he or she must immediately notify the Owner's Representative, in writing, setting forth his position. Within five days after receipt of the Contractor's notification, the Owner's Representative will review the matter and notify the Contractor, in writing, of his determination. If the Owner's Representative determines that the corrective work is required to comply with the contract, the Contractor must proceed with that work. As a condition precedent to the Contractor's request for either additional compensation or time extension, or both, resulting from the performance of the corrective work, the Contractor must, within 15 calendar days after receipt of the Owner's Representative's determination, notify the Owner's Representative in writing of his intent to claim additional compensation, time or both. The Contractor must document the cost information associated with the corrective work with daily records in accordance with paragraph 00 72 00-7.02 F and provide that information to the Construction Manager monthly. Receipt of the cost data by the Construction Manager will not be construed to be an acceptance of the corrective work, or an authorization for a change order to cover the corrective work.

B. RETENTION OF DEFECTIVE WORK:

Prior to acceptance of the project, the Owner may, at his option, retain work which is not in compliance with the contract if the Owner determines that such defective work is not of sufficient magnitude or importance to make the work dangerous or undesirable. The Owner also may retain defective work, if, in the opinion of the Construction Manager, and with concurrence of the Owner's Representative, removal of that work is impractical or will create conditions that are dangerous or undesirable. Just and reasonable value for such defective work will be judged by the Owner and appropriate deductions will be made in the payments due, or to become due to the Contractor. Final acceptance does not act as a waiver of the Owner's right to recover from the Contractor an amount representing the deduction for retention of defective work.

4.10 GUARANTEE

The guarantee period is 365 days from the Notice of Completion. During the guarantee period, the Contractor must, upon the receipt of notice in writing from the Owner, promptly make all repairs arising out of defective materials, workmanship or equipment. The Owner is hereby authorized to make such repairs, if ten days after giving of such notice to the Contractor, the Contractor has failed to make or undertake the repairs with due diligence. In case of an emergency where, in the opinion of the Owner, delay could cause serious loss or damage, repairs may be made without notice to the Contractor and the expenses in connection with those repairs are chargeable to the Contractor.

For the purpose of this paragraph, "acceptance of the work" means the acceptance of the project by the Owner, in accordance with paragraph 00 72 00-7.07. "Acceptance of the work" does not extinguish any covenant or agreement on the part of the Contractor to be performed or fulfilled under this contract that has not, in fact, been performed or fulfilled at the time of such acceptance. All covenants and agreements continue to be binding on the Contractor until they have been fulfilled.

The Owner and the Contractor agree that guarantee on the equipment possessed and used by the Owner in accordance with paragraph 00 72 00-7.06 will commence on the date that the Owner takes possession of the equipment and so notifies the Contractor in writing. Owner and Contractor further agree that such taking possession and use may not be deemed as substantial completion or acceptance of any part of the work. Takeover of equipment will be at the Owner's option and will not be made until the equipment can be put into routine service on a permanent basis.

PART 5--LIABILITY AND INSURANCE

5.01 LIABILITY OF CONTRACTOR

The Contractor is liable for any and all losses or damages from whatever cause that, prior to final acceptance, may occur on or to any part of the work. The Contractor is not liable for losses or damages caused solely by the act of the Owner.

The Contractor is liable for damages and injury to persons owning property, on or in the vicinity of the work, or which occur to a person, persons or any property whatsoever, arising out of the Contractor's performance of this contract. The Contractor's liability is not dependent upon whether or not such damage or injury be caused by the negligence of the Contractor, and whether or not such damage or injury is caused by the inherent nature of the work as specified.

The Contractor must indemnify and hold the Owner, the Construction Manager, the design engineer, and their officers, principals, agents, subcontractors, and employees, harmless from any and all loss, defense cost, expense, claims, demand or liability whatsoever, arising from allegations of injuries to persons or damage to property related to the performance of this contract, regardless of concurrent negligence on the part of such indemnitees. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workers compensation acts, disability benefit acts, or another employee benefit act.

In case any suit or legal proceeding is brought against the Owner, the Construction Manager, the design engineer, or their officers, principals, agents, subcontractors, or employees, on account of loss or damage sustained by a person, or persons, or property, as a result of the performance of the work covered by this contract, the Contractor agrees to assume the cost of defense of that action, and to pay the expenses connected therewith, and the judgments that may be obtained against the Owner, the Construction Manager, the design engineer, or their officers, principals, agents, subcontractors, or employees, in such suits. In the event that a lien is placed against the property of the Owner, the Construction Manager, the design engineer, or their officers, principals, agents, subcontractors, or employees, as a result of such suits, the Contractor agrees immediately to cause the same to be dissolved and discharged by giving bond or otherwise. This agreement to defend and to pay the related expenses exists whether or not the alleged injuries or damage are due to the negligence of the Contractor, and whether or not the alleged injuries or damage are caused by the inherent nature of the work, as specified.

The mention of specific duties or liabilities imposed on the Contractor are not a limitation or restriction of general duties or liabilities imposed upon the Contractor by the contract. Reference to specific duties or liabilities is made herein, merely for the purpose of explanation.

5.02 BONDS

The Contractor must provide two bonds, each in the amount of 100 percent of the contract price. One bond will serve as security for the faithful performance of the work and the other as security for the faithful payment and satisfaction of the persons furnishing materials and performing labor on the work. The bonds must be issued by a corporation duly and legally licensed to transact surety business in the State of California. The two bonds must remain in force throughout the period required to complete the work, and thereafter for a period of 365 calendar days after final acceptance of the work. The bonds must be executed by a duly licensed surety company that is listed in the

latest Circular 570 of the United States Treasury Department as being acceptable as surety on federal bonds. No surety's liability on the bonds may exceed the underwriting limitations for the respective surety specified in Circular 570. The scope of the bonds or the forms thereof prescribed in these contract documents in Sections 00 61 05 and 00 61 10 in no way affect or alter the liabilities of the Contractor to the Owner.

5.03 INSURANCE

A. GENERAL:

1. **EVIDENCE OF INSURANCE:** Prior to execution of the contract, the Contractor must file, with the Owner, evidences of insurance from the insurer, certifying to the coverage of the insurance required herein. The evidences of insurance must be certified by a properly authorized officer, agent, general agent or qualified representative of the insurer, and must certify the names of the insured, the type and amount of insurance, the location and operations to which the insurance applies, and the expiration date.

2. **MINIMUM SCOPE OF INSURANCE:** The Contractor shall procure and maintain insurance, as specified herein, from the effective date of the Contract through the completion of the project.

TYPE OF POLICY	MINIMUM LIMITS / COVERAGE
Commercial General Liability (Form CG 00 01 or comparable)	\$2 million per occurrence for bodily injury personal injury, property damage, operations, products and completed operations
Automobile Liability (Form CA 0001, Code 1)	\$1 million per accident for bodily injury and property damage
Workers' Compensation	As required by the California Labor Code

B. ADDITIONAL TERMS:

1. **DEDUCTIBLES AND SELF-INSURED RETENTIONS.** Any deductibles or self-insured retentions must be declared to and approved by the Owner.

2. **WAIVER OF SUBROGATION.** The Contractor hereby grants to the Owner, its officers, agents, employees, and volunteers, a waiver of any right to subrogation which any insurer of the Contractor may acquire against the State of California, its officers, agents, employees, and volunteers, by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the grantee has received a waiver of subrogation endorsement from the insurer.

3. **ACCEPTABILITY OF INSURERS.** Insurance shall be placed with insurers admitted to transact business in the State of California and having a current Best's rating of "B+:VII" or better or, in the alternative, acceptable to the Owner and approved in writing.

4. **CANCELLATION OF INSURANCE:** Should the Contractor neglect to obtain and maintain in force such insurance, and deliver such policy or policies and receipts to the Owner, then Owner may obtain and maintain such insurance. The Contractor hereby appoints the Owner his true and lawful attorney, to do the things necessary for this purpose.

Money expended by the Owner under the provisions of this paragraph for insurance premiums will be charged to the Contractor. Failure of the Owner to obtain such insurance in no way relieves the Contractor of his responsibilities under this contract.

PART 6--PROGRESS AND COMPLETION

6.01 NOTICE TO PROCEED

After execution of the contract by the Owner, written notice to proceed will be given by the Owner to Contractor. Notwithstanding other provisions of the contract, the Contractor is not obligated to perform work and the Owner is not obligated to accept or pay for work performed by the Contractor prior to date of the notice to proceed. The Owner's knowledge of work being performed prior to date of the notice to proceed does not obligate the Owner to accept or pay for such work.

6.02 CONTRACT TIME

A. GENERAL:

Time is of the essence of the contract. The Contractor must promptly start the work after the date of the notice to proceed and must prosecute the work so that the project is complete within the time specified in Section 01 11 05. During periods when weather or other conditions are unfavorable for construction, the Contractor will pursue only such portions of the work as will not be damaged thereby. No portions of the work where acceptable quality or efficiency will be affected by unfavorable conditions may be constructed while those conditions exist. It is expressly understood and agreed by and between the Contractor and the Owner that the contract time for completion of the work is reasonable, taking into consideration the average climatic and economic conditions and other factors prevailing in the locality of the work.

B. CONSTRUCTION SCHEDULE:

The Contractor shall provide a construction schedule and reports for scheduling and coordinating the work within the contract time. Contract time extensions must be incorporated into updated schedules, reflecting their effect at the time of occurrence. Failure of the Contractor to comply with these requirements for submittal of the construction schedule and reports will be cause for delay in review of progress payments by the Construction Manager.

C. CONSTRUCTION PROGRESS:

The Contractor must furnish such manpower, materials, facilities, and equipment as may be necessary to insure the prosecution and completion of the work in accordance with the accepted schedule. If work falls behind the accepted construction schedule, the Contractor agrees that he or she will take some or all of the following actions to return the project to the accepted schedule. These actions may include the following:

1. Increase manpower in quantities and crafts;
2. Increase the number of working hours per shift, shifts per working day, working days per week, or the amount of equipment, or any combination of the foregoing; and/or

3. Reschedule activities.

If requested by the Construction Manager, the Contractor shall prepare a proposed schedule revision demonstrating a plan to make up the lag in progress and insure completion of the work within the contract time. The proposed revision must be submitted to the Construction Manager in accordance with Section 01 33 00. Upon receipt of an acceptable proposed schedule, the revision to the construction schedule will be made in accordance with paragraph 01 33 00-4. All actions to return the project to the accepted schedule are at the Contractor's expense.

The Contractor must pay all costs incurred by the Owner that result from the Contractor's action to return the project to its accepted schedule. Contractor agrees that Owner may deduct such charges from payments due the Contractor. It is further understood and agreed that none of the services performed by the Construction Manager in monitoring, reviewing, and reporting project status and progress operate to relieve the Contractor of responsibility for planning and managing construction work in conformance with the construction schedule.

D. DELAYS:

1. NOTICE OF DELAYS: When the Contractor foresees a delay in the prosecution of the work and, in any event, immediately upon the occurrence of a delay that the Contractor regards as unavoidable, he must notify the Construction Manager in writing of the probability of the occurrence of the delay, the extent of the delay, and its probable cause. The Contractor must take immediate steps to prevent, if possible, the occurrence or continuation of the delay. If this cannot be done, the Construction Manager must determine how long the delay is likely to continue and to what extent the prosecution and completion of the work are being delayed. The Contractor must also determine whether the delay is to be considered avoidable or unavoidable and notify the Contractor of his determination. The Contractor agrees that no claim is allowed for delays the causes of which are not called to the attention of the Construction Manager at the time of their occurrence or as soon thereafter as Contractor becomes aware of them.

2. AVOIDABLE DELAYS: Avoidable delays in the prosecution of the work include delays that could have been avoided by the exercise of care, prudence, foresight, and diligence on the part of the Contractor or his subcontractors. Avoidable delays include:

- a. Delays which may in themselves be unavoidable but which affect only a portion of the work and do not necessarily prevent or delay the prosecution of other parts of the work nor the completion of the whole work within the contract time.
- b. Time associated with the reasonable interference of other contractors employed by the Owner which do not necessarily prevent the completion of the whole work within the contract time.

3. UNAVOIDABLE DELAYS: Unavoidable delays in the prosecution or completion of the work include delays that result from causes beyond the control of the Contractor and could not have been avoided by the exercise of care, prudence, foresight, and diligence on the part of the Contractor or his subcontractors. Delays in completion of the work of other contractors employed by the Owner will be considered unavoidable delays insofar as they interfere with the Contractor's completion of the work. Delays due to normal weather conditions are not regarded as unavoidable because the Contractor agrees to plan his work with prudent allowances for interference by normal weather conditions. Delays caused by acts of God, fire, unusual storms, floods, tidal

waves, earthquakes, strikes, labor disputes, freight embargoes and shortages of materials are considered unavoidable delays if they prevent the Contractor from proceeding with at least seventy-five percent (75%) of the normal labor and equipment force for at least five hours per day toward completion of the current controlling item on the accepted critical path schedule.

If abnormal conditions prevent the work from beginning at the usual starting time, or prevent the Contractor from proceeding with seventy-five percent (75%) of the normal labor and equipment force for a period of at least five hours per day, and the crew is dismissed as a direct consequence, Contractor will not be charged for a working day whether or not conditions change so that the major portion of the day could be considered to be suitable for work on the controlling item.

E. EXTENSION OF TIME:

1. **AVOIDABLE DELAYS:** If the work is not completed in the accepted construction schedule, including any extension of time that may have been granted for unavoidable delays, the Contractor will be assessed damages for those costs incurred by the Owner that are attributable to the fact that the work was not completed on schedule.

The Owner may grant an extension of time for avoidable delay if he deems it in his best interest. If the Owner grants an extension of time for avoidable delay, the Contractor agrees to pay actual costs, including charges for engineering, inspection, and administration, as specified in paragraph 00 72 00-7.04, incurred during the extension.

2. **UNAVOIDABLE DELAYS:** For delays that the Contractor considers to be unavoidable, he must submit to the Construction Manager complete information demonstrating the effect of the delay on the controlling operation in the accepted construction schedule. The submission must be made within 30 calendar days of the occurrence that is claimed to be the cause of the unavoidable delay. The Construction Manager will review the Contractor's submission and determine the number of days of unavoidable delay and the effect of any unavoidable delay on controlling operations of the work. The Owner agrees to grant an extension of time to the extent that unavoidable delays affect controlling operations in the construction schedule. During such extension of time, neither extra compensation, nor engineering inspection and administration, nor damages for delay will be charged to the Contractor. It is understood and agreed by the Contractor and Owner that time extensions due to unavoidable delays will be granted only if such unavoidable delays involve controlling operations which would prevent completion of the whole work within the specified contract time.

3. **LIQUIDATED DAMAGES:** It is agreed by the parties to the contract that in case all the work called for under the contract in all parts and requirements is not finished or completed within the number of working days as set forth in Section 01 11 05, damage will be sustained by the Owner, and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which the Owner will sustain in the event of and by reason of the delay; and it is therefore agreed that the Contractor will pay to the Owner, the sum of **Five Hundred dollars (\$500.00)** per day for each and every calendar day's delay in finishing the work in excess of the number of working days prescribed; and the Contractor agrees to pay the liquidated damages herein provided for, and further agrees that the Owner may deduct the amount thereof from any moneys due or that may become due the Contractor under the contract.

6.03 SUSPENSION PROCEDURES

The Owner may, at his convenience and at any time and without cause, suspend, delay, or interrupt all or any part of the work for a period of not more than 90 days by notice in writing to the Contractor. The Owner must specify the date on which the work must be resumed. The work must be resumed by the Contractor within 10 days after receiving written notice from the Owner to do so. The Contractor will be allowed an increase in the contract price or an extension of contract time, or both, directly attributable to any suspension if he makes a claim therefore as provided in the paragraphs related to change of contract price and change of contract time.

6.04 TERMINATION PROCEDURES

A. TERMINATION BY OWNER FOR DEFAULT:

The Owner may terminate the contract upon 7 days written notice to Contractor and his surety whenever the Contractor is deemed to be in default or if Contractor fails to fulfill, in a timely and proper manner, the contract obligations, or is in violation of any provisions or covenants of the contract.

For purposes of this paragraph, the Contractor is in default if any one or more of the following events occurs:

1. Contractor is bankrupt or insolvent.
2. Contractor makes a general assignment for the benefit of creditors.
3. A trustee or receiver is appointed for Contractor, or for any of Contractor's property.
4. Contractor files a petition to take advantage of any debtor's act, or to reorganize under any bankruptcy chapter or law.
5. Contractor repeatedly fails to make prompt payments to subcontractors or others for labor, materials, or equipment.
6. Contractor disregards laws, ordinances, rules, regulations, or orders of any public body having jurisdiction.
7. Contractor disregards the authority of Construction Manager.
8. Contractor violates in any substantial way the provisions of the contract documents by failing, neglecting, or refusing to proceed according to and in full compliance with the provisions and covenants of the contract documents.

After termination of the Contract for default, the Owner may exclude the Contractor from the site and take possession of the work and all of the Contractor's tools, appliances, construction equipment, and machinery at the site and use the same to the full extent they could be used by the Contractor. The Owner may incorporate in the work all materials stored at the site or for which the Owner has paid the Contractor that are stored elsewhere. In such case, the Contractor is not entitled to receive any further payment until the work is finished.

If the unpaid balance of the contract price exceeds the direct and indirect cost of the completed work, including compensation for additional professional services, the excess must be

paid to the Contractor. If such costs exceed such unpaid balance, the Contractor shall pay the difference to the Owner. The costs incurred by the Owner will be verified by the Construction Manager and incorporated into a change order, but in finishing the work, the Owner will not be required to obtain the lowest figure for work performed.

Where the Contractor's services have been so terminated by the Owner, the termination does not affect any rights of the Owner against the Contractor then existing or that may thereafter accrue. Any retention or payment of monies due the Contractor by the Owner will not release the Contractor from liability.

If the Owner terminates this agreement for default, and it is thereafter determined that the Contractor had not so failed to perform its obligations or defaulted in any way, the termination will then be deemed to have been effected for the convenience of the Owner. In that event, any adjustment of compensation to Contractor must be in accordance with paragraph 00 72 00-6.04 B.

B. TERMINATION BY OWNER FOR OTHER THAN DEFAULT:

1. Before work has commenced, Owner may terminate this contract upon 7 days' written notice to Contractor if the California Coastal Conservancy (funding agency) terminates its grant contract with Owner.

2. After work has commenced and before the work is complete, Owner may upon 7 days written notice to contractor: (i) terminate this contract if the California Coastal Conservancy (funding agency) terminates its grant contract with Owner, and/or (ii) suspend this contract if the California Coastal Conservancy (funding agency) suspends its grant contract with Owner. In either case, the Contractor must immediately stop work under this contract and take all reasonable measures to prevent further costs from being incurred. Owner will be responsible for any reasonable and non-cancelable obligations incurred by the Contractor in the performance of the work prior to the date of the notice to terminate or suspend, but only up to the amount of the contract. Any notice suspending work under this contract will remain in effect until further written notice from Owner authorizing work to resume.

3. The parties expressly agree to waive, release and relinquish the recovery of any consequential damages that may arise out of the termination or suspension of this contract under this section.

C. TERMINATION BY CONTRACTOR:

If the work is stopped by order of a court, a public authority or the Owner for a period of 90 calendar days or more, through no act or fault of the Contractor or anyone employed by him or his subcontractors, then the Contractor may terminate the contract upon 10 calendar days written notice to the Owner. Upon receipt of the written notice, the Owner must implement procedures as set forth in paragraph 00 72 00-6.04 B.

PART 7--MEASUREMENT AND PAYMENT

7.01 PAYMENTS TO CONTRACTOR

A. BREAKDOWN OF CONTRACT PRICES:

Except in cases where unit prices form the basis for payment under the contract, the Contractor must, within 20 days of receipt of the notice to proceed, submit a breakdown of the contract price showing the value assigned to each part of the work including an allowance for profit and overhead. In submitting the breakdown, the Contractor certifies that it is not unbalanced and that the value assigned to each part of the work represents his estimate of the actual cost, including profit and overhead, of performing that part of the work. The breakdown must be sufficiently detailed to permit its use by the Construction Manager as one of the bases for evaluating requests for payment.

B. PROJECT STATUS REVIEW:

Contractor and Construction Manager shall meet each month prior to the Contractor submitting the progress payment request for the previous month. The purpose of the meeting is to review project status in relation to the construction schedule; review value of work completed during the previous month; and, if applicable, review Contractor's plans to return project status to that required by the schedule. Within 5 days following this meeting, the Contractor shall submit a written progress report comprising:

1. A copy of the current construction schedule marked up to indicate percent complete,
2. actual completion or start dates since the previous review, and
3. the estimated remaining duration for each activity in progress.

C. PROGRESS PAYMENTS:

1. **PAYMENT REQUEST PROCEDURES:** By the 5th day of each month, the Contractor must submit to the Construction Manager a partial-payment estimate, filled out and signed by the Contractor, covering acceptable work performed during the previous month or since the last partial payment estimate was submitted. If requested by the Construction Manager, the Contractor must provide additional data to support the payment estimate. Additional data may include satisfactory evidence of payment for equipment, materials, and labor including payments to subcontractors and suppliers. Requests for payment for delivered equipment and material must be accompanied by certified invoices by the suppliers. Such equipment and material must be suitably and safely stored at the site of the work.

2. **REVIEW PROCEDURES:** Within 7 days after receipt of the partial payment estimate, the Construction Manager will review the estimate and either (a) indicate in writing to the Owner's Representative his concurrence with the estimate and his recommendation that payment be made or (b) indicate in writing to the Contractor his reasons for not concurring with the estimate. If the Construction Manager recommends payment and the Owner's Representative concurs, the Owner will, within 30 calendar days after receipt of the Construction Manager's recommendation, pay the Contractor a progress payment on the basis of the approved partial-payment estimate. The payments will take into account the retention provisions provided for herein.

In the event the Construction Manager does not concur with the estimate, the Contractor may make the changes necessary to obtain the Construction Manager's concurrence and resubmit the partial-payment estimate, or submit the original progress-payment estimate directly to the Owner's Representative, indicating in writing his reasons for refusing to make the changes necessary to obtain concurrence.

3. RETENTION: The Owner will retain a percentage of each payment except as specified below in accordance with Public Contract Code Section 7201. The retained amount is available for the protection and payment of the person, or persons, mechanics, subcontractors, or materialmen who perform labor or work under the contract, and persons who supply such person, persons or subcontractors with components and supplies for carrying on such work.

The Owner will retain 5 percent of each progress payment.

Under no circumstances shall any provision of this section be construed to limit the ability of the Owner to withhold 150 percent of the value of any disputed amount of work from the final payment, as provided for in Section 7107 of the Public Contract Code. In the event of a good faith dispute, nothing in this section shall be construed to require the Owner to pay for work that is not approved or accepted in accordance with the proper plans or specifications.

4. WITHHOLDING: The Construction Manager may refuse to recommend the whole or any part of any payment if in the Construction Manager's opinion it would be incorrect to make such recommendation to the Owner. The Construction Manager may also refuse to recommend any payment, or because of subsequently discovered evidence or the result of any tests, may nullify any payment previously recommended to such extent as may be necessary in the Construction Manager's opinion to protect the Owner from loss as a result of:

- a. Defective or damaged work.
- b. A deductive change order.
- c. Persistent failure of the Contractor to perform the work in accordance with the contract documents, including failure to maintain the progress of the work in accordance with the construction schedule. Persistent failure to maintain the progress of the work means that for a period of two consecutive months following a written notice from the Construction Manager, the Contractor fails to correct a behind-schedule condition at a rate that would reasonably indicate that he will finish the project on schedule.
- d. Disregard of authority of the Construction Manager or the laws of any public agency having jurisdiction.

The Owner may refuse to make payment of the full amount recommended by the Construction Manager because of claims made against the Owner on account of Contractor's performance or furnishing of the work or because liens have been filed in connection with the work or because there are other items entitling Owner to reduce the amount recommended. In such case, the Owner will give Contractor prompt written notice with a copy to the Construction Manager stating the reasons for each action.

5. STOP PAYMENT NOTICES: The Owner, by and through the Construction Manager or other authorized officers, may at its option and at any time retain out of any amounts due the Contractor, sums sufficient to cover claims filed pursuant to Section 3179, et seq., of the Civil Code of the State of California.

6. PROMPT PAYMENT: Prompt payment for partial-payment estimates will be made in accordance to Public Contracts Code Section 20104.50.

D. FINAL PAYMENT:

On the condition that no liens or claims are outstanding, Owner will make final payment to the Contractor in the manner provided by law following the expiration of 35 calendar days after acceptance of the work and filing of the notice of completion by the Owner. Final payment must include the entire sum found to be due under this contract after deducting previous payments and such other lawful amounts as the terms of this contract describe. Prior estimates and payments, including those relating to extra work or work omitted, are subject to correction by the final payment.

Acceptance by the Contractor of final payments as acts as a release to the Owner of all claims by and all liability to the Contractor other than claims in stated amounts that may be specifically excepted by the Contractor for things done or furnished in connection with this work and for every act and neglect of the Owner and others relating to or arising out of this work. Payment by the Owner does not release the Contractor or his surety from any obligation under the contract or under the performance bond and payment bonds.

7.02 CHANGE ORDERS

A. GENERAL:

The Owner may, at any time, without notice to the sureties, by written order designated or indicated to be a change order, make any change in the work within the general scope of the contract, including but not limited to the following changes:

1. In the specifications (including drawings and designs).
2. In the method or manner of performance of the work.
3. In the Owner-furnished facilities, equipment, materials, services, or site.
4. Directing acceleration in the performance of the work.

Any other written order or an oral order (which terms as used in this paragraph shall include direction, instruction, interpretation, or determination) from the Owner, that causes any such change, must be treated as a change order under this clause, if the Contractor gives the Owner written notice stating the date, circumstances, and source of the order and if the Contractor regards the order as a change order.

Except as provided in this clause, no order, statement, or conduct of the Owner is or may be treated as a change order under this clause nor does it entitle the Contractor to an equitable adjustment.

If any change under this clause causes an increase or decrease in the Contractor's cost of, or the time required for, the performance of any part of the work under this contract, whether or not changed by any order, an equitable adjustment must be made and the contract modified in writing accordingly. However, except for claims based on defective specifications, claims will not be allowed for any costs incurred more than 20 days before the Contractor gives written notice as required. Also, in the case of defective specifications for which the Owner is responsible, the equitable adjustment includes any increased cost reasonably incurred by the Contractor in attempting to comply with such defective specifications.

If the Contractor intends to assert a claim for an equitable adjustment under this clause, he must, within 30 days after receipt of a written change order or the furnishing of a written notice, submit to the Owner a written statement setting forth the general nature and monetary extent of such claim, unless the Owner extends this period. The statement of claim hereunder may be included in the notice.

A claim by the Contractor for an equitable adjustment will not be allowed if it is asserted after final payment under this contract.

B. EXTRA WORK:

Extra work means providing materials and equipment and performing work not directly or by implication called for by the contract. Changes in measured quantity under a unit price contract or item are not extra work. If the Owner requires extra work he may (1) do it himself, (2) employ others to do it, (3) direct the Contractor to perform the extra work at unit bid price or a combination of such items, (4) direct the Contractor to perform the extra work at a mutually agreed upon lump sum, or (5) direct the Contractor to perform the extra work on a time and expense basis.

C. OMITTED WORK:

The Owner may, by written order to the Contractor, omit work, equipment, and material to be provided under the contract, and the value of the omitted work, equipment and material will be deducted from the contract price. The deducted value will be a lump sum or unit bid price agreed upon in writing by the Contractor and Owner based on the breakdown and cost information submitted by the Contractor.

D. UNIT BID PRICE CHANGE:

Increases or decreases in the quantity of a contract item of work that was bid on a unit basis will be made by comparing the total pay quantity of such item of work with the Construction Manager's estimate. When changes in quantities exceed 25 percent of the original bid quantity and the total dollar change of that bid item is significant, the Owner will review the unit price to determine if a new unit price should be negotiated. Methods for Changed Quantity Payment Adjustments shall be those specified in the Caltrans Standard Specifications, latest edition.

E. LUMP SUM CHANGES:

Whenever the Contractor is directed to perform extra work on a lump-sum basis, changes in contract price resulting from the extra work will be based on a mutually agreed upon lump-sum price. The Contractor's proposal for such changes must include a detailed breakdown of labor and materials costs for the extra work to be performed by his forces and the forces of his subcontractors or material suppliers as may be required. The breakdown must include any labor surcharge and any

sales- or use-tax cost. Whenever the Owner requests that the Contractor prepare a lump-sum price in connection with a change order, the Contractor is entitled to the costs incurred in the preparation of that price whether or not the lump-sum amount is finally accepted by the Owner. Those costs will be incorporated in the lump-sum amount.

Compensation for the extra work will be based on the direct costs as listed in the detailed proposal, plus a mutually agreed upon percent of direct costs for overhead and profit, plus one percent (1%) of those direct costs for bond. The allowance for overhead and profit must include full compensation for overhead, including superintendence, and additional overhead attributable to a time extension granted because of the change order and no separate charge may be made for overhead.

When the change order involves work omitted, the reduction of the contract price will be based on the direct costs listed in the detailed proposal submitted by the Contractor. An additional reduction may be made of an amount that is identified as reduced overhead costs attributable to the work omitted. No reduction will be made for profit originally attributable to the omitted work.

F. TIME AND EXPENSE CHANGES:

1. GENERAL: Whenever the Contractor is directed to perform extra work on a time and expense basis, he or she will maintain accurate records. Each day a record of labor, materials, and equipment costs will be submitted to the Construction Manager for verification. These records will reflect the actual and necessary expenses pertaining to the extra work and will be available for audit. Audits conducted under this provision must be in accordance with generally accepted auditing standards and established procedures and guidelines of the reviewing or audit agency(ies).

Payment to the Contractor for extra work performed on a time-and-expense basis will consist of the actual necessary expense for doing the extra work, plus an allowance of 15 percent of labor, material and equipment rental for overhead, general superintendence and profits, plus one percent (1%) of those direct costs for bond. This basis of payment applies to work done directly by the Contractor and to work done by a subcontractor, except the one percent (1%) allowance for bond does not apply to work performed by a subcontractor. When the work is done by a subcontractor, the Contractor may add five percent (5%) to the subcontractor's charges to cover overhead and profit and one percent (1%) for bond.

In determining time-and-expense compensation, the term "actual necessary expense" means the sum of (1) materials and equipment, (2) labor, (3) supervision, (4) construction equipment, (5) professional services, and (6) other costs. "Charges" for such items means the actual cost whether incurred by the Contractor, a subcontractor or others. The items making up "actual necessary expense" are defined as follows:

2. MATERIALS AND EQUIPMENT: Materials and equipment means costs for materials and equipment provided by the Contractor and necessarily used in the work includes applicable taxes.

3. LABOR: The cost of labor will be the sum of actual wages paid, labor surcharge, and subsistence and travel allowances. Actual wages paid include employer payments to or on behalf of the worker for health and welfare, pension, vacation and similar purposes. The labor surcharge includes applicable labor-related taxes, Workers Compensation Insurance premiums, public liability and property damage insurance premiums, and other legally required costs

directly related to labor. Where subsistence and travel allowance are required for performance of extra work, the charges include the actual amount paid to each worker for these items.

4. SUPERVISION: If, in the Owner's judgment, full-time supervision of the extra work is required, it will be authorized in writing by the Construction Manager and charges for that supervision will be included as an actual necessary expense. Charges for supervision of the extra work by the Contractor's representative are not part of actual necessary expense.

5. CONSTRUCTION EQUIPMENT: Charges for the use of construction equipment required in the performance of extra work will be based on rental rates set forth in the State of California then-current official published document covering rental of equipment used on force account work. For equipment not listed in that document, the rental rate will be as listed by the local section of the Associated General Contractors. If the equipment is not listed by the Associated General Contractors, the rental rate will be mutually agreed upon in writing between the Contractor and Owner prior to the use of the unlisted equipment. The reasonable cost of moving equipment onto and off the job site will be included, but equipment rental will not be paid when the equipment is inoperative due to breakdowns. Individual pieces of equipment or small tools having a replacement value of \$100 or less are considered expendable and no payment will be made for these.

When equipment is used on the extra work for less than five days, hourly rates will be used. Less than 30 minutes of operation is considered one-half hour of operations. When equipment is used on the extra work for more than five days, daily rates apply. In that case, less than four hours of operation is considered to be one-half day of operation.

6. PROFESSIONAL SERVICES: Professional services are included in "actual necessary expense" provided both that the Owner has determined that such services are necessary and the Construction Manager has authorized in writing the provision of such services.

7. OTHER COSTS: Charges for items not included in paragraphs 7.02 F.1 through 6 may be included as "actual necessary expense" if such additional items are authorized in advance and in writing by the Construction Manager.

7.03 CHARGES TO CONTRACTOR

Everything charged to the Contractor under the terms of this contract must be paid by the Contractor to the Owner on demand. Such charges may be deducted by the Owner from money due or to become due to the Contractor under the contract. The Owner may recover such charges from the Contractor or from his surety.

7.04 COMPENSATION TO OWNER FOR TIME EXTENSION

The Owner, in exchange for granting an extension of time for avoidable delay, must be compensated by the Contractor for the actual costs to the Owner of engineering, inspection, general supervision, and overhead expenses that are directly chargeable to the work and accrue during the period of such extension. The actual costs do not include charges for final inspection and preparation of the final estimate by the Owner.

7.05 SUBSTANTIAL COMPLETION

The Contractor, on considering the work to be substantially complete and ready for its intended use, shall so notify the Construction Manager in writing. The notification must include an itemized list of remaining incomplete work. If the Construction Manager determines that the work is not substantially complete, he or she will so notify the Contractor in writing identifying the reasons for such a determination. If the Construction Manager finds the work substantially complete, he or she will meet with the Contractor to (1) prepare a punch list of incomplete items of work; (2) define the division of responsibility between Owner and Contractor with respect to security, operation, maintenance, utilities, insurance, and warranties; and (3) describe any other issues related to acceptance of the substantially completed work. Upon reaching agreement with the Contractor, the Construction Manager will write to the Owner, certifying that the work is substantially complete, listing the items of incomplete work, stating the date for completion of incomplete work, defining the division of responsibilities, and setting forth any other terms related to acceptance.

The Owner, who has sole discretion for determination of substantial completion, will review the Construction Manager's certification that the work is substantially complete and concurring with that certification, will notify the Contractor, in writing, that the work is accepted as substantially complete. Except for any portion(s) of work specified for early completion or required by the Owner for early possession (paragraph 00 72 00-7.06), substantial completion will not occur for any work until the entire project is ready for possession and use. The acceptance notice will include a punch list of incomplete work items, set the date for their completion, describe the division of responsibility between the Owner and Contractor, and describe any other terms of acceptance. The Contractor will acknowledge receipt of the acceptance notice in writing, indicating acceptance of all of its terms and provisions.

Upon receipt of the Contractor's acknowledgment letter, the Owner may take possession of the work or portion of the work and put it into its intended service. The date that the work or portion of the work is put into service will become the date of substantial completion. Unless otherwise specified, warranties will begin on the date of substantial completion.

Subsequent to the substantial completion date, the Owner may exclude the Contractor from the work during such periods when construction activities might interfere with the operation of the project. The Owner, however, shall allow the Contractor reasonable access for completion or correction of incomplete punch list items.

7.06 POSSESSION OF PORTIONS OF THE PROJECT

Should the Contractor fail to meet any date specified for substantial completion of the work or any portion of the work requiring early possession and use by the Owner, the Owner may, after a 10-day written notice to the Contractor, take over such portion or all of the work that is behind schedule. In such case, the Construction Manager will prepare a punch list of incomplete work. The Owner may allow the Contractor reasonable access to the work at such times that the operation of the project will not be affected or the Owner may complete the work itself after giving the Contractor notice of his intention to do so. The cost of Owner's work will be charged to and deducted from amounts due to the Contractor. The substantial completion date will be established as the date when the Owner actually begins using the project or a portion of the project for its intended purpose. Division of responsibilities between Owner and Contractor, beginning of warranties, and any other issues relating to substantial completion will be as specified in paragraph 00 72 00-7.05.

7.07 ACCEPTANCE OF THE PROJECT

Upon completion of the work, including portions of the work previously accepted as substantially complete, the Contractor must notify the Construction Manager, in writing, that the work is complete. Upon receipt of the notification, the Construction Manager will determine if the work conforms to the terms of the contract. If the Construction Manager finds materials, equipment, or workmanship that do not meet the terms of the contract, he or she will prepare a punch list of non-conforming items and submit it to the Contractor. Following completion of the corrective work by the Contractor, the Construction Manager must notify the Owner that the work has been completed in accordance with the contract. Final determination of the acceptability will be made by the Owner. Upon acceptance of the project, the Owner will immediately file a notice of completion. For portions of the project not previously accepted as substantially complete, the conditions of guarantee commence on the date that the Owner files a notice of completion.

The final application for payment must be accompanied by all required documentation called for in the contract, including complete and legally effective releases or waivers of liens in a form acceptable to Owner. Subject to prior approval of Owner, Contractor may submit in lieu of the lien releases and waivers: (1) receipts of releases in full; (2) an affidavit that the releases and receipts cover all labor, services, materials, and equipment for which a lien could be filed and that all payrolls, materials, and equipment bills and other indebtedness connected with the work for which Owner or Owner's property might in any way be responsible have been paid or otherwise satisfied; and (3) consent of the surety, if any, to final payment. If any subcontractor or supplier fails to furnish a release or receipt in full, Contractor may furnish a bond or other collateral satisfactory to Owner to indemnify Owner against any lien.

If, after reviewing the Contractor's final application for payment, including all documentation required, the Construction Manager determines that the work is complete, he or she will recommend that final payment, including all retainages, be made by the Owner. The final payment will be due and payable by the Owner within 30 days after any legal notice periods have expired.

2. Reasons any activities are behind schedule and a description of the corrective steps being taken.

END OF SECTION

SECTION 01 03 00

SPECIAL PROJECT PROCEDURES

PART 1 — GENERAL

1.01 SECTION INCLUDES

- A. This section includes responsibilities and requirements of the Contractor specific to this project.

PART 2 — PRODUCTS (Not Used)

PART 3 - EXECUTION

3.01 INSTALLATION

- A. Provide labor, equipment and material including, but not limited to the following:
1. Daily containment and removal of all sanitary debris, work debris and trash resulting from any work activities.
 - a. Disposal locations for sanitary debris and/or hazardous materials shall be legally certified to accept these materials. Disposal locations for any sanitary debris and/or hazardous materials shall be approved prior to disposal.
 - b. Manifests of hauling and disposal of such material shall be submitted to the Owner's Representative by the Contractor. Hauling and disposal costs will be borne by the Contractor.
 2. The following shall apply regarding Contract Documents:
 - a. The Contract Documents are complementary; what is required by one is as binding as if required by all.
 - b. Bring any discrepancies between the drawings and specifications to the attention of the Owner's Representative immediately.
 - c. Except as may be otherwise specifically stated in the Contract Documents, or as otherwise directed by the Owner's Representative, the provisions of the Contract Documents shall take precedence in resolving any conflict, error, ambiguity, or discrepancy between the provisions of the Contract Documents and the provisions of any standard, other specification, manual, code, or instruction (whether or not specifically incorporated by reference in the Contract Documents).

- d. The Contractor shall assume that the most stringent shall apply
- 3. Coordinate with all trades the work by other utility Owners and jurisdictional agencies, as well as other Owner's work occurring at or near the project location.
 - a. Advise the Owner's Representative as to any discrepancies in the work of others that could affect the work in this project and cooperate with the direction provided.
- 4. Complete field engineering and layout required.
- 5. Protect work in progress and finished work until the project is completed and final acceptance is granted by the Owner.
 - a. Protect work by others when it affects work in this project or becomes part of this project.
- 6. Meetings:
 - a. Arrive on time
 - b. Bring:
 - i. Authorized field representative(s)
 - ii. Authorized office representative(s)
 - iii. Each authorized, capable and responsible for committing to delivery, manpower and completion dates for their work.
- 7. Complete and submit to Owner's Representative:
 - a. Forms, schedules, narratives and reports (including technical data reports and forms) as required by these specifications or as directed in accordance with the project Documents.
 - i. Failure to submit these in an acceptable and completed manner, and on time could result in a delay in payment.
- 8. Change Order work will be agreed upon in writing and signed by the Owner before the applicable work will begin.
- 9. To properly monitor and protect all materials and Owner assets from damage resulting from Contractor's work activities or weather.
 - a. Damaged materials or assets will be replaced at Contractor's cost.

- b. Cost will be assessed by back charge or other means allowed by the Contract Documents.

10. Work Hours:

- a. Work within defined work hours – typically 8:00 am to 5:00 pm Monday through Friday, except for defined holidays.
- b. Other hours may be directed by the Owner or Owner's Representative or may be negotiated with the Contractor.
- c. Work within a public Right-of-Way.
 - i. Comply with local jurisdiction and State DOT requirements for defined work hours and days.
- d. To perform all necessary overtime as ordered, to get their work back on schedule, if necessary.
 - i. If premium time is required by any other Contractor(s) to bring the project back to the original schedule, the cost of such premium time shall be borne solely by this Contractor. Contractor is subject to repayment of additional cost incurred by the Owner due to Owner's staff's overtime or premium time necessary to monitor the Contractor's efforts to bring the Work back on schedule or complete a task that requires work outside of normal work hours.
 - ii. Such overtime shall be governed by the requirements and restrictions of the Contract Documents and any applicable jurisdictional permits, and shall not violate any noise ordinances or pose any danger or undue nuisance to the public.

11. Perform punch list work in a timely manner or be subject to Owner overhead costs. Punch list items, and completion of such items, will be created and completed as stipulated in this Specification.

- a. Contractor shall first review the Work and develop a punch list.
- b. Contractor shall provide a copy to the Owner's Representative
- c. Contractor shall complete the work on his punch list and provide the Owner's Representative with a signed off copy
- d. Owner's Representative will review the Work and if determined to be reasonably complete will develop a punch list - If in the

opinion of the Owner's Representative, the Work is determined not to be reasonably complete, the Contractor shall be advised to bring the Work closer to a point of completion that warrants a punch list by the Owner's Representative.

- e. Contractor shall complete the items on the list provided by the Owner's Representative. At an agreed upon schedule the Owner's Representative and the Contractor shall review the progress and the completion of each punch list item.
- f. Owner overhead costs will be established and provided to the Contractor.
- g. Owner overhead costs will be assessed if punch list items are not completed on the agreed upon schedule and reoccurring inspections are required.
- h. Overhead cost will be based on total job related costs of the Owner and will be assessed against the retainage.

12. Provide certificates of insurance prior to mobilization to the job site.

13. Provide a current copy of the workman's compensation and liability insurance certificate prior to commencing work. Maintain insurance current and provide proof throughout project. Provide insurance coverage on all Contractor's equipment and tools against theft and damage.

- a. No claims will be registered against the Owner for loss or damage of same.
- b. The Contractor will not lien the project for payment of any claims on equipment loss or damage due to vandalism of any other form.

14. Workplace Safety:

- a. OSHA requirements to be the minimum safety level accepted.
- b. Safety requirements from Owner's Representative, supervising or Field personnel will be considered only if the instructions are stricter than those in OSHA requirements.
- c. The Contractor shall maintain all responsibility for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work.

15. Contractor Vehicles:

- a. Personal vehicles shall not be parked at the specific work sites.
- b. All vehicles at the work site be the property of the Contractor and marked with an identifiable company sign.

16. Respond to all change notifications within 24 hours

- a. Provide the Owner's Representative with the complete and detailed change estimate cost data within 7 calendar days of notification.

17. Contractor shall provide fulltime onsite dedicated qualified and suitable supervision of their work.

- a. Notify Owner's Representative of name, qualifications and contact information for person designated to perform onsite supervision
- b. Notify Owner's Representative of change of onsite supervisor immediately. No change shall be permitted without Owner's written permission.
- c. Person designated to perform onsite supervision shall have no other responsibilities.

18. Perform work in accordance with agreed upon Schedule:

- a. Provide any necessary measures required to achieve and maintain this schedule at no additional cost to the Owner, Program Manager and Owner's Representative.

B. Overflows/Spills And Damage To Property And Utilities:

- 1. Schedule and perform the Work in a manner not causing or contributing to incidences of sanitary sewer overflows (SSOs) as defined in the latest Consent Decree.
- 2. If Contractor's activities cause or contribute to spills or SSOs
 - a. Immediately take appropriate action to contain and/or stop the overflow;
 - i. Cleanup the spillage,
 - ii. Disinfect the area affected by the SSO or spill.
 - b. Simultaneously, notify the Owner's Dispatch Center, the Program Manager, and the Owner's Representative

- i. Provide information concerning location, cause, volume of the SSO,
 - ii. Assessment whether the spill entered a stream or storm drain.
 - c. The Contractor will be familiar with the details of spill response plan
 - i. Detailed in the Sanitary Sewer Overflow Contingency and Emergency Response Plan (CERP) approved by Owner's Representative.
 - ii. Document can be found on Department of Watershed Management website under the Consent Decree Program or upon request to the Owner or Program Manager.
- 3. Indemnify and hold harmless the Owner, the Program Manager and the Owner's Representatives for any fines or third-party claims for personal or property damage arising out of an SSO or spill fully or partially the responsibility of the Contractor.
- 4. Including the legal, engineering, and administrative expenses of the Owner, Program Manager, and Owner's Representatives in defending such fines and claims.
- 5. Any damage to public or private property due to the work performed by the Contractor is the sole responsibility of the Contractor.
 - a. Damage to municipal or private utilities shall be repaired in a manner approved by the Owner/Program Manager at the Contractor's expense.
 - b. Damage to utilities or property belonging to other entities shall be repaired by the Contractor to the satisfaction of the utility/property owner at the Contractor's sole expense.
 - c. Equipment stuck or left in the sewer line/lateral shall be retrieved by the Contractor immediately at the sole expense of the Contractor. All necessary precautions to avoid a spill or SSO shall be employed immediately and maintained until safe service is provided.
 - d. Notify the Owner, Program Manager, and Owner' Representative prior to initiating retrieval.

- e. Damage to the Contractor's equipment is the Contractor's sole responsibility.
 - f. Equipment stuck or left in the sewer line/lateral that causes a SSO or spill.
 - g. Contractor is liable for the SSO or spill and all associated damages.
6. The Owner and/or the Program Manager reserves the right to make any repairs or retrieve any equipment and charge the Contractor accordingly.

C. Relocations

1. Relocate (including all associated work) structures, such as:
- a. ~~light poles,~~
 - b. ~~fences,~~
 - c. piping,
 - d. conduits,
 - e. and drains interfering with the positioning and execution of the Work.
2. Work so ordered will be paid for at the Contract unit prices, if applicable, or as extra work under the Allowance Bid Item. Reference Section 01015 Part 3 – Execution Installation 3.01 G. Protection and Relocation of Existing Structures and Utilities.

D. Effective and suitable temporary provisions necessary for public safety resulting from such relocations, shall be provided by the Contractor at no additional cost to the Owner.

E. Existing Underground Piping, Structures, And Utilities

1. Existing water, gas, telephone, electrical, cable or other utility lines may be existing and may not be indicated on the drawings.
- a. Exercise extreme care before and during any excavation activity to locate, preserve, protect and flag these lines so as to avoid damage to the existing lines.
 - b. Should damage occur to an existing line, the Contractor shall repair or pay for repairs to the line to the satisfaction of the utility owner and at no cost to the Owner.

- i. If the Owner of the utility requires the use of his own forces to repair the damaged lines – Contractor shall pay for all repair costs.
- 2. Locations of existing underground piping and utilities shown on the Drawings:
 - a. Are shown without express or implied representation, assurance, or guarantee they are complete or correct.
 - b. Or that they represent a true picture of underground piping to be encountered.
 - c. Existing piping and utilities interfering with any assessment or construction shall be rerouted.
 - i. Prior to rerouting notify the Owner's Representative of the location of the pipeline or utility
 - ii. Reroute or relocate the pipeline or utility as directed.
- 3. Carefully protect existing utilities that do not interfere with project work.
 - a. Existing utilities damaged in any way by the Contractor shall be restored or replaced by the Contractor at its expense as directed by the utility owner and the Owner's Representative.

F. Water for Construction Purposes

- 1. Water required for the work identified in the Contract:
 - a. May be furnished by the Owner if readily available connections are present.
 - b. Connections can only be made as approved by the Owner's Representative.
- 2. A backflow preventer and calibrated metering device meeting the requirements of the Owner shall be installed in each and every connection to the Owner's potable water supply

END OF SECTION

SECTION 01 11 00
SUMMARY OF WORK

1.01 GENERAL

- A. The following Summary of Work is not meant to be an all-inclusive description of every item of Work necessary for a complete project. This Summary of Work is meant to aid the Contractor in developing an accelerated understanding of the basic project requirements.
- B. Descriptions that are included in this Summary of Work will be considered part of the Specifications and Contract.

1.02 HAZARDOUS MATERIALS

The property was previously surveyed for Hazardous Materials.

- A. **Lead paint was located in only two of the samples in the previous survey within the work zone. Reference Exhibit 3 for a copy of the survey report. All lead paint to be removed and/or disturbed must be handled and disposed of according to OSHA regulations and State law.**
- B. **Asbestos was located in the building upstairs, but there asbestos found in any of the downstairs samples. The survey report recommends treating the upstairs areas for asbestos. None of the positive sample locations were within the bathrooms. Reference Exhibit 2 for a copy of the report.**

1.03 WORK COVERED BY CONTRACT DOCUMENTS

A. DESCRIPTION OF WORK:

- 1. Generally, the Work consists of furnishing all labor, materials, equipment and incidentals, and performing all work required to complete the project. Where Owner supplies equipment, Contractor is responsible for all other items to create a fully functional system. The work includes, but is not limited to:

Base Bid

- a. Demolition of all tile, cmu partitions, built in shelving, plumbing fixtures, 2" topping slab in the ADA stall, shower soffits and shower walls, and bath accessories as shown per plan.
- b. Framing and rough in modifications as per plan.
- c. Install 5/8" marine grade plywood at all areas receiving high performance resinous wall coatings.
- d. Install slope correction and install resinous flooring throughout bathrooms, and high performance resinous wall coating at all shower walls.
- e. Paint all wall surfaces unless noted otherwise.

- f. Install new finishes, fixtures, partitions, and accessories as per plan.

Bid Alternate 1

- g. Provide public restroom facility for park users throughout the duration of the project. Temporary facilities should be similar to Exhibit 1 of the RFP. The requirements are:
 - i. (2) non-ADA toilets, sinks, and showers
 - ii. (1) ADA toilet, sink, and shower

- 2. The location of the project is 900 Sunset Cir, Crescent City, California.

~~B. DESIGN/BUILD INTENT OF CONTRACT (NOT USED)~~

C. CONTRACTOR'S DUTIES:

- 1. Except as specifically noted, Contractor is to provide and pay for:
 - a. Labor, materials, and equipment;
 - b. Tools, construction equipment, and machinery;
 - c. All other facilities and services necessary for proper execution and completion of work, including commissioning.
- 2. ~~Conform to and comply with the California Green Building Code.~~
- 3. Building demolition as needed and indicated on the plans. Obtain all necessary permits to perform lead paint removal and disposal conforming to all regulations, if required. **The air quality permit for the asbestos abatement will not be required unless contractor positively identifies asbestos within the work zone.**
- 4. Pay legally required sales, consumer, and use taxes.
- 5. Prepare a Construction Schedule and Schedule of Values and receive approval from the Owner as required by these Contract Documents.
- 6. Procure and maintain all insurance and bonds required by these Contract Documents.
- 7. Secure and pay for proper execution and completion of the Work, and applicable permits and licenses, as necessary.
- 8. Give required notices.
- 9. Comply with codes, ordinances, rules, regulations, orders, and other legal requirements of public authorities which bear on performance of the Work.
- 10. Promptly submit written notice to Engineer of observed variance of contract documents from legal requirements.

11. Enforce strict discipline and good order of the employees. Do not employ on work:

- a. Unfit persons; or
- b. Persons not skilled in assigned tasks.

~~12. Prepare a shoring plan specific to the construction demolition and sequencing performed on this project.~~

D. PERMITS AND AGREEMENTS:

Obtain and comply with all permits not specifically obtained by Owner.

END OF SECTION

SECTION 01 11 05

CONTRACT TIME

1.0 COMPLETION SCHEDULE

Work must be completed within 60 calendar days from the start of restroom closure. Contractor is required to work in coordination with the City to finalize a start date/restroom closure that works based on procurement lead times. Contractor is required to give best efforts to start as soon as possible. The busy season at the RV Park starts ramping up in May, so time is of the essence.

10 days after Notice to Proceed, contractor must provide a project schedule, including procurement and subcontractor scheduling dates, to verify initial start date.

END OF SECTION

SECTION 01 20 00

MEASUREMENT AND PAYMENT

1.0 GENERAL

A. LUMP SUM PAYMENT ITEMS:

Payment items for the work of this contract for which contract lump sum payments will be made are listed in the Bid Schedule and described below. All costs for items of work, which are not specifically mentioned to be included in a particular lump sum or unit price payment item, shall be included in the listed lump sum item most closely associated with the work involved. The lump sum price and payment made for each item listed shall constitute full compensation for furnishing all plant, labor, materials, and equipment, and performing any associated Contractor quality control, environmental protection, meeting safety requirements, tests and reports, and for performing all work required for which separate payment is not otherwise provided.

B. UNIT PRICE PAYMENT ITEMS:

Payment items for the work of this contract on which the contract unit price payments will be made are listed in the Bid Schedule and described below. The unit price and payment made for each item listed shall constitute full compensation for furnishing all plant, labor, materials, and equipment, and performing any associated Contractor quality control, environmental protection, meeting safety requirements, tests and reports, and for performing all work required for each of the unit price items.

2.0 BID ITEMS

- A. BASE BID: Bathroom remodel per plans and specifications. See 00 41 00 Bidding Schedule for item breakdown of the base bid.
- B. BID ALTERNATE 1: Supply and set up temporary restroom/shower trailers in a nearby RV slot for public use during construction. These are required to be in place from start of construction to re-opening. Facilities required are:
 - i. (2) non-ADA toilets, sinks, and showers.
 - ii. (1) ADA toilet, sink and shower.

END OF SECTION

DIVISION 9 - FINISHES

SECTION 099600 – HIGH PERFORMANCE RESINOUS WALL COATINGS

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes:

1. High-performance resinous wall and ceiling coating systems.

1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Installer Certificates for Qualification: Signed by manufacturer stating that installers comply with specified requirements.
- C. Material Certificates: For each resinous wall and ceiling component, from manufacturer.
- D. Maintenance Data: For maintenance manuals.
- E. Samples: Submit two 6" X 6" samples of each resinous wall and ceiling system applied to a rigid backing. Provide sample which is a true representation of proposed field applied finish. Provide sample color and texture for approval from Owner in writing or approved by General Contractor prior to installation.
- F. Product Schedule: For resinous wall and ceiling coating systems.

1.3 QUALITY ASSURANCE

- A. Installer Qualifications: Manufacturer's authorized representative who is trained and approved for installation of wall and ceiling systems required for this Project.
 1. Engage an installer who is approved in writing by resinous wall and ceiling manufacturer as qualified to apply resinous wall and ceiling systems indicated.
 2. Installer Letter of Qualification: Installer to provide letter stating that they have been in business for at least 5 years and listing 5 projects in the last 2 years of similar scope. For each project provide: project name, location, date of installation, contact information, size of project, and manufacturer of materials with system information.
- B. Source Limitations: Obtain primary resinous wall and ceiling materials, including primers, resins, hardening agents, grouting coats, and topcoats, from single source from single manufacturer. Provide secondary materials, including patching and fill material, joint sealant, and repair materials, of type and from source recommended by manufacturer of primary materials.
- C. Pre-installation Conference: Conduct conference at Project site before work and mockups begin.

- D. Mockups: Apply mockups to verify selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution. Do not cover up mockup area.
1. Apply full-thickness mockups on 16 square foot floor area selected by Architect.
 2. Finish surfaces for verification of products, color, texture, and sheen.
 3. Simulate finished lighting conditions for Architect's review of mockups.
 4. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.
 5. Mockup shall demonstrate desired slip resistance for review and approval by Owner's representative in writing.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials in original packages and containers, with seals unbroken, bearing manufacturer's labels indicating brand name and directions for storage and mixing with other components.
1. Maintain containers in clean condition, free of foreign materials and residue.
 2. Remove rags and waste from storage areas daily.

1.5 PROJECT CONDITIONS

- A. Environmental Limitations: Comply with resinous wall and ceiling manufacturer's written instructions for substrate temperature, ambient temperature, moisture, ventilation, and other conditions affecting resinous wall and ceiling application.
- B. Lighting: Provide permanent lighting or, if permanent lighting is not in place, simulate permanent lighting conditions during resinous flooring application.
- C. Close spaces to traffic during resinous flooring application and for not less than 24 hours after application unless manufacturer recommends a longer period.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by:
1. The Sherwin Williams Company, Cleveland, OH. Representative Contact: Michael Starner (484) 624-2360 michael.starner@sherwin.com.
 2. Or Approved Equal. Floor and Wall resinous coatings shall be of the same manufacturer.
- B. ResuWall Deco Flake
1. Optional Pre-Primer for Ceramic Tile: Resuprime VP 5531 at 750 sq. ft. per gallon.
 2. Primer: Resuflor Aqua 3462 at 250-400 sq. ft. per gallon.
 3. Broadcast: 6750D/6755D to excess.
 4. Bonding Coat: Resuflor Aqua 3461 at 250-400 sq. ft. gallon.
 5. Second Broadcast: 6750D/6755D to excess.
 6. Grout Coat: Resuflor Aqua 3461 at 250-400 sq. ft. per gallon.
 7. Seal Coat: Resutile Aqua 4410 at 300-450 sq. ft. per gallon.

2.2 MATERIALS

- A. VOC Content of Resinous Wall and Ceiling Coating: Provide resinous wall and ceiling systems, for use inside the weatherproofing system, that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24)].
 - 1. Resinous Flooring: 100 g/L.

2.3 HIGH-PERFORMANCE RESINOUS WALL AND CEILING COATING SYSTEM

- A. Resinous Wall and Ceiling Coating: Abrasion-, impact- and chemical-resistant, high-performance, resin-based, monolithic floor surfacing designed to produce a seamless floor.
- B. System Characteristics:
 - 1. Color and Pattern: As indicated from manufacturers listed above.
 - 2. Slip Resistance: Provide smooth, orange peel finish unless otherwise specified.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Inspection: Prior to commencing Work, thoroughly examine all underlying and adjoining work, surfaces and conditions upon which Work is in any way dependent for perfect results. Report all conditions which affect Work. No "waiver of responsibility" for incomplete, inadequate or defective underlaying and adjoining work, surfaces and conditions will be considered, unless notice of such unsatisfactory conditions has been filed and agreed to in writing before Work begins. Commencement of Work constitutes acceptance of surfaces.
- B. Surface Preparation: Remove all surface contamination, loose or weakly adherent particles, laitance, grease, oil, curing compounds, paint, dust and debris by blast track method or approved mechanical means (acid etch not allowed). If surface is questionable try a test patch. Create a minimum surface profile for the system specified in accordance with the methods described in ICRI No. 03732 to achieve profile numbers as follows:
- C. CONCRETE SURFACE PROFILE (CSP)

1. Thin film, to 10 mils	CSP-1 to CSP-3
2. Thin and medium films, 10 to 40 mils	CSP-3 to CSP-5
3. Self-leveling mortars, to 3/16"	CSP-4 to CSP-6
4. Mortars and laminates, to 1/4" or more	CSP-5 to CSP-10
- D. Verify that concrete substrates are dry and moisture-vapor emissions are within acceptable levels according to manufacturer's written instructions.
 - 1. Moisture Testing: Perform tests indicated below.
 - a. Calcium Chloride Test: Perform anhydrous calcium chloride test per ASTM F 1869. Proceed with installation only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq. ft. in 24

hours. Perform tests so that each test area does not exceed 1000 sq. ft. and perform 3 tests for the first 1000 sq. ft. and one additional test for every additional 1000 sq ft.

- b. In-Situ Probe Test: Perform relative-humidity test using in-situ probes per ASTM F 2170. Proceed with installation only after substrates have a maximum 75 percent relative-humidity-level measurement.

3.2 ENVIRONMENTAL CONDITIONS

- A. All applicators and all other personnel in the area of the RF installation shall take all required and necessary safety precautions. All manufacturers' installation instructions shall be implicitly instructions shall be implicitly followed.
- B. Repair damaged and deteriorated concrete according to resinous wall and ceiling manufacturer's written instructions.
- C. Alkalinity and Adhesion Testing: Verify that concrete substrates have pH within acceptable range. Perform tests recommended by manufacturer. Proceed with application only after substrates pass testing.
- D. Resinous Materials: Mix components and prepare materials according to resinous wall and ceiling manufacturer's written instructions.
- E. Use patching and fill material to fill holes and depressions in substrates according to manufacturer's written instructions.
- F. Treat control joints and other nonmoving substrate cracks to prevent cracks from reflecting through resinous wall and ceiling according to manufacturer's written instructions.

3.3 APPLICATIONS

- A. Install resinous wall and ceiling coating system over properly prepared concrete surface in strict accordance with the manufacturer's directions.
 - 1. Install the primer and/or base coats over thoroughly cleaned and prepared concrete.
 - 2. Install topcoat over wall and ceiling coating system after excess aggregate or sand dust has been removed.
 - 3. Maintain a slab temperature of 60°F to 80°F for 24 hours minimum before applying wall and ceiling coatings, or as instructed by manufacturer.
- B. Apply components of resinous wall and ceiling system according to manufacturer's written instructions to produce a uniform, monolithic wearing surface of thickness indicated.
 - 1. Coordinate application of components to provide optimum adhesion of resinous wall and ceiling system to substrate, and optimum intercoat adhesion.
 - 2. Cure resinous wall and ceiling components according to manufacturer's written instructions. Prevent contamination during application and curing processes.
 - 3. At substrate expansion and isolation joints, comply with resinous wall and ceiling manufacturer's written instructions.

- C. Sealant: Saw cut resinous wall and ceiling topping at expansion joints in concrete slab. Fill sawcuts with sealant prior to final seal coat application. Follow manufacturer's written recommendations.
- D. Apply primer over prepared substrate at manufacturer's recommended spreading rate.
- E. Sand between coats and remove sand dust prior to next coat.
- F. Apply topcoats in number indicated for wall and ceiling system and at spreading rates recommended in writing by manufacturer.

3.4 COMPLETED WORK

- A. Cleaning: Upon completion of the Work, clean up and remove from the premises surplus materials, tools, appliances, empty cans, cartons and rubbish resulting from the Work. Clean off all spattering and drippings, and all resulting stains.
- B. Protection: Protect Work in accordance with manufacturer's directions from damage and wear during the remainder of the construction period. Use protective methods and materials, including temporary covering, recommended in writing by resinous flooring manufacturer.
- C. Contractor shall insure that coating is protected from any traffic until it is fully cured to the satisfaction of the coating manufacturer.

END OF SECTION 096723

SECTION 01 33 00

SUBMITTALS

1.0 GENERAL

Submittals covered by these requirements include manufacturers' information, shop drawings, test procedures, test results, samples, requests for substitutions, and miscellaneous work-related submittals. Submittals also include, but are not limited to, all mechanical, electrical and electronic equipment and systems, materials, reinforcing steel, fabricated items, and piping and conduit details. The Contractor shall furnish all drawings, specifications, descriptive data, certificates, samples, tests, methods, schedules, and manufacturer's installation and other instructions as specifically required in the contract documents to demonstrate fully that the materials and equipment to be furnished and the methods of work comply with the provisions and intent of the contract documents.

2.0 CONTRACTOR'S RESPONSIBILITIES

The Contractor will be responsible for the accuracy and completeness of the information contained in each submittal and must assure that the material, equipment or method of work will be as described in the submittal. The Contractor must verify that all features of all products conform to the specified requirements. Submittal documents must be clearly edited to indicate only those items, models, or series of equipment, which are being submitted for review. All extraneous materials must be crossed out or otherwise obliterated. The Contractor must ensure that there is no conflict with other submittals and notify the Construction Manager in each case where his submittal may affect the work of another contractor or the Owner. The Contractor must coordinate submittals among his subcontractors and suppliers including those submittals complying with unit responsibility requirements specified in applicable technical sections.

The Contractor must coordinate submittals with the work so that work will not be delayed. The Contractor shall coordinate and schedule different categories of submittals, so that one will not be delayed for lack of coordination with another. No extension of time will be allowed because of failure to properly schedule submittals. The Contractor must not proceed with work related to a submittal until the submittal process is complete. This requires that submittals for review and comment must be returned to the Contractor stamped "No Exceptions Taken" or "Make Corrections Noted."

The Contractor shall certify on each submittal document that he has reviewed the submittal, verified field conditions, and complied with the contract documents.

The Contractor may authorize in writing a material or equipment supplier to deal directly with the Construction Manager or with the Owner with regard to a submittal. These dealings will be limited to contract interpretations to clarify and expedite the work.

3.0 CATEGORIES OF SUBMITTALS

A. GENERAL:

Submittals fall into two general categories; submittals for review and comment, and submittals which are primarily for information only. Submittals that are for information only are generally specified as PRODUCT DATA in Part 2 of applicable specification sections.

A copy of each specification section, with addendum updates included, and all referenced and applicable sections, with addendum updates included, with each paragraph check-marked to indicate specification compliance or marked to indicate requested deviations from specification requirements. Check marks (✓) denote full compliance with a paragraph as a whole. If deviations from the specifications are indicated, and therefore requested by the Contractor, each deviation must be underlined and denoted by a number in the margin to the right of the identified paragraph, referenced to a detailed written explanation of the reasons for requesting the deviation. The Construction Manager will be the final authority for determining acceptability of requested deviations. The remaining portions of the paragraph not underlined will signify compliance on the part of the Contractor with the specifications. *Failure to include a copy of the marked-up specification sections, along with justification(s) for any requested deviations to the specification requirements, with the submittal will be sufficient cause for rejection of the entire submittal with no further consideration.*

The Contractor shall submit a submittal schedule listing all submittals and associated submittal dates. Two separate lists must be provided: submittals for review and comment and product data (submittals) for information only. No submittals will be reviewed without a submittal schedule. Three (3) copies of the submittal schedule must be provided to the Construction Manager within 15 days of the pre-construction meeting. The schedule must be updated weekly with approval or rejection notes and dates, re-submittals with associated dates, and any additional information as required by the Construction Manager.

The Contractor shall maintain an accurate submittal log in a form acceptable to the Construction Manager, for the duration of the Contract. Show current status of all submittals at all times. Make the submittal log available for the Construction Manager's review upon request and with each submittal.

B. SUBMITTALS FOR REVIEW AND COMMENT:

All submittals except where specified to be submitted as product data for information only must be submitted by the Contractor to the Construction Manager for review and comment.

C. SUBMITTALS (PRODUCT DATA) FOR INFORMATION ONLY:

Where specified, the Contractor shall furnish submittals (product data) to the Construction Manager for Information only. If the Construction Manager is dissatisfied with any submittal, submitted as Product Data, or for information only, they may be reviewed and commented upon.

4.0 TRANSMITTAL PROCEDURE

A. GENERAL:

Unless otherwise specified, submittals regarding material and equipment must be accompanied by Transmittal Form 01300-A specified in Section 00 62 00. A separate form must be used for each specific item, class of material, equipment, and items specified in separate, discrete sections, for which the submittal is required. Submittal documents common to more than one piece of equipment must be identified with all the appropriate equipment numbers. Submittals for various items may be made with a single form when the items taken together constitute a manufacturer's package or are so functionally related that expediency indicates checking or review of the group or package as a whole.

A unique number, sequentially assigned, must be noted on the transmittal form accompanying each item submitted. Original submittal numbers will have the following format: "XXX"; where "XXX" is the sequential number assigned by the Contractor. Resubmittals will have the following format: "XXX-Y"; where "XXX" is the originally assigned submittal number and "Y" is a sequential letter assigned for resubmittals, i.e., A, B, or C being the 1st, 2nd, and 3rd resubmittals, respectively. Submittal 25B, for example, is the second resubmittal of submittal 25.

B. DEVIATION FROM CONTRACT:

If the Contractor proposes to provide material, equipment, or method of work that deviates from the project manual, he or she must so indicate under "deviations" on the transmittal form accompanying the submittal copies.

C. SUBMITTAL COMPLETENESS:

Submittals which do not have all the information required to be submitted, including deviations, are not acceptable and will be returned without review.

5.0 REVIEW PROCEDURE

A. GENERAL:

Submittals are specified for those features and characteristics of materials, equipment, and methods of operation which can be selected based on the Contractor's judgment of their conformance to the specified requirements. Other features and characteristics are specified in a manner that enables the Contractor to determine acceptable options without submittals. The review procedure is based on the Contractor's guarantee that all features and characteristics not requiring submittals conform as specified. Review will not extend to means, methods, techniques, sequences or procedures of construction, or to verifying quantities, dimensions, weights or gages, or fabrication processes (except where specifically indicated or required by the project manual) or to safety precautions or programs incident thereto. Review of a separate item, as such, will not indicate approval of the assembly in which the item functions.

When the contract documents require a submittal, the Contractor shall submit the specified information as follows:

1. Three (3) copies of all submitted information plus one reproducible original of all information must be transmitted with submittals for review and

comment. The reproducible original must be submitted in a three ring binder with spine identification, cover identification, and table of contents and index tabs to identify the various items. Contractor is also advised to submit these documents in electronic (pdf) format, to expedite Engineer's approval process.

2. Unless otherwise specified, 4 copies of all submitted information must be transmitted with submittals (Product Data) for information only.

B. SUBMITTALS FOR REVIEW AND COMMENT:

Unless otherwise specified, within 30 calendar days after receipt of a submittal for review and comment, the Construction Manager shall review the submittal and return 2 copies of the marked-up reproducible original noted in 1 above. The reproducible original will be retained by the Construction Manager. The returned submittal will indicate one of the following actions:

1. If the review indicates that the material, equipment or work method complies with the project manual, submittal copies will be marked "NO EXCEPTIONS TAKEN." In this event, the Contractor may begin to implement the work method or incorporate the material or equipment covered by the submittal.
2. If the review indicates limited corrections are required, copies will be marked "MAKE CORRECTIONS NOTED." The Contractor may begin implementing the work method or incorporating the material and equipment covered by the submittal in accordance with the noted corrections.
3. If the review reveals that the submittal is insufficient or contains incorrect data, copies will be marked "AMEND AND RESUBMIT." Except at his own risk, the Contractor may not undertake work covered by this submittal until it has been revised, resubmitted and returned marked either "NO EXCEPTIONS TAKEN" or "MAKE CORRECTIONS NOTED."
4. If the review indicates that the material, equipment, or work method does not comply with the project manual, copies of the submittal will be marked "REJECTED - SEE REMARKS." Submittals with deviations that have not been identified clearly may be rejected. Except at his own risk, the Contractor may not undertake the work covered by such submittals until a new submittal is made and returned marked either "NO EXCEPTIONS TAKEN" or "MAKE CORRECTIONS NOTED."

C. SUBMITTALS (PRODUCT DATA) FOR INFORMATION ONLY:

Such information is not subject to submittal review procedures and will be provided as part of the work under this contract and its acceptability determined under normal inspection procedures.

6.0 EFFECT OF REVIEW OF CONTRACTOR'S SUBMITTALS

Review of contract drawings, methods of work, or information regarding materials or equipment the Contractor proposes to provide, will not relieve the Contractor of his or her responsibility for errors therein and may not be regarded as an assumption of risks or liability by the

Construction Manager or the Owner, or by any officer or employee thereof, and the Contractor will have no claim under the contract on account of the failure, or partial failure, of the method of work, material, or equipment so reviewed. A mark of "NO EXCEPTIONS TAKEN" or "MAKE CORRECTIONS NOTED" means that the Owner has no objection to the Contractor, upon his own responsibility, using the plan or method of work proposed, or providing the materials or equipment proposed.

END OF SECTION

SECTION 01 41 00

REGULATORY REQUIREMENTS

PART 1--GENERAL

1.01 PERMITS

A. The following permit shall be obtained at City Hall at Contractor's expense:

1. City Business License

Contractor shall conform to all requirements stated in these permits and shall make all necessary corrections to the installation that may be directed by agency engineers and inspectors. Once a permit has been acquired, the Contractor shall review the conditions of the permit and assess if they are consistent with the executed Contract. If not, Contractor shall within 10 working days provide notice in writing of changed items not originally included in the Contractor's Bid or subsequent contract.

B. Contractor shall secure all other permits or licenses required to complete the project and any that may be required to construct the project, including, but not limited to the following:

1. Post at the work site copies of Construction Safety Orders and General Safety Orders issued by the California State Division of Industrial Safety.
2. Any permits required by the appropriate Air Quality Management District for demolition work. For information concerning permits contact North Coast Unified Air Quality Management District (AQMD), Permit/Application Receiving at (707) 443-3093.
3. Any permits required by the appropriate Air Quality Management District to operate construction equipment. For information concerning permits contact North Coast Unified Air Quality Management District (AQMD), Permit/Application Receiving at (707) 443-3093.

C. Contractor shall be responsible for payment of any additional costs or fines due to re-inspection and approval of the work or other related problems deemed necessary by an agency inspector.

1.02 FIRE SAFETY

A. Contractor is to be especially careful in all welding and cutting operations to avoid fire.

~~B. Onsite inspection shall be required for all hot work. Prior to starting hot work notify the Owner and any adjacent tenants of the property within 100 feet of the hot work location, 48 hours prior to the work.~~

C. Furnish all safety devices, extinguishers, and fire watch personnel, as necessary to protect the public, the work and the Owner.

1.03 TRAFFIC CONTROL

Provide all traffic control signs, barricades, and warning devices necessary to control traffic from all directions. Land traffic shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) as required in Section 01 55 26 of these Specifications; and water traffic shall be in accordance with the requirements of the U.S. Coast Guard. Traffic control plans shall be submitted within 15 days of the pre-construction meeting.

~~1.04 SHEETING, SHORING, & BRACING~~

~~Pursuant to Labor Code Section 6705, the excavation of any trench or trenches five feet or more in depth requires the submission by the Contractor and acceptance by the Owner or by a registered civil or structural engineer, employed by the Owner, to whom authority to accept has been delegated, in advance of excavation, of a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer.~~

~~Nothing in this clause shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.~~

PART 2--NOT USED

PART 3--EXECUTION

3.01 EQUIPMENT (NOT USED)

END OF SECTION

SECTION 01 45 00
QUALITY CONTROL

PART 1--GENERAL

1.01 DESCRIPTION

This section specifies administrative and procedural requirements for quality control services, field inspections, and field testing of civil and structural constructs required for this project. Contractor is responsible for the quality assurance and quality control of their respective work.

1.02 DEFINITIONS

Quality Control System (QCS): The quality control, assurance, and inspection system established and carried out to ensure compliance with the Plans and Specifications.

QCS Supervisor: That person in responsible charge of the work occurring, as designated by the Contractor in the QCS Plan.

QCS Inspector: Responsible, certified personnel inspecting the various constructs at specified milestones and during the project overall and designated by the Construction Manager. The Special Inspector is part of the QCS Inspector team.

Factory Test: Tests made on various materials, products and component parts prior to shipment to the job site.

Field Tests: Tests and analyses made at or in the vicinity of the job site in connection with the actual construction.

Certified Inspection Report: Reports signed by approved inspectors attesting that the items inspected meet the specification requirements other than any exceptions included in the report

Certificate of Compliance: Certificate from the manufacturer of the material or equipment identifying said manufacturer, product and referenced standard, and shall be signed by a designated officer of the manufacturer.

Standard Compliance: Condition whereby specified materials or equipment must conform to the standards of organizations such as the American National Standard Institute (ANSI), American Society for Testing and Materials (ASTM), Underwriters Laboratories (UL) or similar organization.

Quality Assurance: The day-to-day, in-process supervisory observations of work and materials conducted by the Contractor to assure that the proper methods and materials are being used and installed by tradesmen.

Source Quality Control: The in-process testing and inspections conducted by the QCS Inspector(s) to verify that the materials, equipment, workmanship and shop manufactured constructs are in compliance with the Contract Documents, applicable Codes and standards.

Field Quality Control: The testing and inspections conducted by the QCS Inspector(s) in the field during and at the completion of each construct to verify that the in-process and completed construction is in compliance with the Contract Documents, applicable Codes and standards.

Energy Star Inspector/Certifier: Designated and paid for by the Owner.

Building Official/Building Inspector: As defined by the IBC and California Code of Regulations Title 24. This project is not in the jurisdiction of the Humboldt County Building Department. The Owner has retained the services of the Project Designers to perform that role on this project.

1.03 REFERENCES

This section contains references to the following documents. They are a part of this section as specified and modified. Where a referenced document contains references to other standards, those documents are included as references under this section as if referenced directly. In the event of conflict between the requirements of this section and those of the listed documents, the requirements of this section shall prevail.

Unless otherwise specified, references to documents shall mean the documents in effect at the time of Advertisement for Bids or Invitation to Bid (or on the effective date of the Agreement if there were no Bids). If referenced documents have been discontinued by the issuing organization, references to those documents shall mean the replacement documents issued or otherwise identified by that organization, or if there are no replacement documents, the last version of the document before it was discontinued. Where document dates are given in the following listing, references to those documents shall mean the specific document version associated with that date, regardless of whether the document has been superseded by a version with a later date, discontinued, or replaced.

Reference	Title
ASTM C102	Practice for Laboratories Engaged in the Testing of Building Sealants.
ASTM C802	Practice for Conducting an Inter-Laboratory Test Program to Determine the Precision of Test Methods for Construction.
ASTM D3740	Practice for Evaluation of Agencies Engaged in Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction.
ASTM D4561	Practice for Quality Control Systems for an Inspection and testing Agency for Bituminous Paving Materials.
ASTM E329	Practice for Use in the Evaluation of Inspection and Testing Agencies as Used in Construction.
IBC	2016 California Building Code

1.04 CONTRACTOR'S RESPONSIBILITIES

Contractor's responsibilities shall be as follows:

1. Monitor quality assurance over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
2. Coordinate with, schedule specified inspections by, and provide normal and customary assistance to the QCS Inspectors.
3. Comply fully with manufacturers' instructions, including each step in sequence.
4. Should manufacturers' instructions conflict with Contract Documents, request clarification before proceeding from Construction Manager.
5. Comply with specified standards as a minimum quality for the work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
6. Perform work by persons qualified to produce workmanship of specified quality.
7. Notify Building Inspector with 48-hour notice to observe all construction elements related to the project, regardless of trade, prior to covering. No work elements shall be covered prior to written acceptance by the Building Inspector. If so, the work shall be exposed and recovered by and at the sole expense of the Contractor.
8. To demonstrate his compliance with the contract requirements, the Contractor must assist the Construction Manager in his performance of inspection work. The Contractor must grant the Construction Manager access to the work and to the site of the work, and to the places where work is being prepared, or whence materials, equipment or machinery are being obtained for the work. The Contractor must provide information requested by the Construction Manager in connection with inspection work.
9. If the contract documents, laws, ordinances, or any public regulatory authority require parts of the work to be specially inspected, tested or approved, the Contractor will give the Construction Manager adequate prior written notice of the availability of the subject work for examination.
10. If parts of the work are covered in contravention of the Construction Manager's directive, the cost of exposing the work for inspection and closing must be borne by the Contractor regardless of whether or not the work is found to be in compliance with the contract.
11. If any work is covered in the absence of the Construction Manager's directive to the contrary, the Contractor must, if directed to do so by the

Construction Manager, uncover, expose or otherwise make available for inspection, portions of covered work. If it is found that such work is defective, the Contractor must bear the expense of uncovering and reconstructing. If the work is found to be in compliance with the contract, the Contractor will be allowed an increase in the contract price, or an extension in the contract time, or both. A change order will be issued to document the increase, extension or both.

1.05 REGULATORY REQUIREMENTS

A. GENERAL:

Comply with all Federal, State, and local Codes as referenced herein. Such regulations apply to activities including, but not limited to, sitework and zoning, building practices and quality, on and offsite disposal, safety, sanitation, nuisance, and environmental quality.

B. SPECIAL INSPECTION:

Special Inspection shall be performed by the Special Inspector under contract with the Construction Manager in conformance with the IBC. Special Inspection is in addition to, but not replacing, other inspections and quality control requirements herein. Where sampling and testing required herein conforms to Special Inspection standards, such sampling and testing need not be duplicated.

C. STRUCTURAL OBSERVATION:

Engineer shall make visual inspections of the work to assess general conformance with the Contract Documents at significant construction stages and at completion of the structural system. The QCS shall include a preliminary set of Structural Observations and what items are expected to be observed. Contractor shall request this preliminary set from Engineer through Construction Manager and submit as part of their QCS submittal.

The following structural milestones shall be considered significant construction stages:

(NONE)

1.06 FIELD SAMPLE PROCEDURES

When field samples are specified in a unit of work, construct each field sample to include work of all trades required to complete the field sample prior to starting related field work. Field samples may be incorporated into the project after acceptance by Construction Manager. Remove unacceptable field samples when directed by Construction Manager. Acceptable samples represent a quality level for the work.

1.07 CONTRACTOR DESIGNED STRUCTURAL SYSTEMS

A. DESIGN ENGINEERING:

Contractor shall employ and pay for engineering services from a Professional Engineer registered in the State of California for structural design of Contractor designed structural systems including but not limited to temporary shoring and bracing, formwork support, and

support systems for fire protection, plumbing, mechanical, and electrical systems and equipment.

B. TESTS AND INSPECTIONS OF CONTRACTOR DESIGNED STRUCTURAL SYSTEMS:

Contractor shall pay for preliminary testing of concrete, grout, and mortar mix designs where required by Code or the submittal process prior to start of such work. Contractor shall pay for required shop and site inspection of Contractor designed structural systems where required by Code or these specifications, to the extent such testing and inspection exceeds that required for the structural system on the drawings and in these specifications.

1.08 MANUFACTURERS' FIELD SERVICES AND REPORTS

When specified in individual specification Sections, product suppliers or manufacturers shall provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust, and balance of equipment as applicable, and to provide instructions when necessary. Contractor shall submit qualifications of observer to Construction Manager 30 days in advance of required observations. QCS Inspector shall record observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

1.09 JOB SITE CONDITIONS

Schedule to ensure all preparatory work has been accomplished prior to proceeding with current work. Proceeding with the work constitutes acceptance of conditions. Allow adequate time for materials susceptible to temperature and humidity to "stabilize" prior to installation.

1.10 SUBMITTALS

A. The following information shall be provided in accordance with Section 01 33 00:

1. A copy of this specification section, with addendum updates included, and all referenced and applicable sections, with addendum updates included, with each paragraph check-marked to indicate specification compliance or marked to indicate requested deviations from specification requirements. Check marks (✓) shall denote full compliance with a paragraph as a whole. If deviations from the specifications are indicated, and therefore requested by the Contractor, each deviation shall be underlined and denoted by a number in the margin to the right of the identified paragraph, referenced to a detailed written explanation of the reasons for requesting the deviation. The Construction Manager shall be the final authority for determining acceptability of requested deviations. The remaining portions of the paragraph not underlined will signify compliance on the part of the Contractor with the specifications. *Failure to include a copy of the marked-up specification sections, along with justification(s) for any requested deviations to the specification requirements, with the submittal shall be sufficient cause for rejection of the entire submittal with no further consideration.*

2. Written description of Contractor's proposed QCS plan in sufficient detail to illustrate understanding and approach. The QCS plan and submittal shall include a log showing anticipated inspections, Special Inspections, and source and field Quality Assurance procedures. Preliminary submittal of the QCS plan may be made prior to commencing field work. The preliminary submittal will illustrate the project's initial three (3) month's work and be followed one month later by a final QCS plan submittal.
3. Contractor's proposed QCS Supervisor, qualifications, and if requested, references.
4. Preliminary structural observation set as described in paragraph 1.05 C.
5. Complete structural system information describing Contractor designed structural systems, including sealed calculations, shop and erection drawings, product literature for the various components, ICBO Evaluation Reports for structural components, and a discussion of risk issues associated with the proposed system which could adversely impact overall project completion.
6. If requested by the Construction Manager during the work, manufacturer's field services and reports. If not so requested, treat same as Product Data.

PART 2--PRODUCTS

2.01 SOURCE QUALITY CONTROL

A. CONTRACTOR RESPONSIBILITIES:

Provide source quality control according to the reviewed and accepted QCS plan and paragraph 1.04 herein. Coordinate with Construction Manager to facilitate the work of the Testing Laboratory specified in Section 01 45 29 and Special Inspector. Provide ready access to sampling and inspection locations and incidental labor customary in such sampling and inspections. Timely prepare and submit submittals and revise as indicated by review comments. Comply with technical requirements in each specification Section that applies to the work.

B. CONSTRUCTION MANAGER RESPONSIBILITIES:

Review Contractor's tracking of QCS activities at monthly meetings. Facilitate completion of submittal review per Section 01 33 00. Assist Contractor to ensure that Special Inspection occurs where and when specified.

C. ACCEPTANCE CRITERIA:

Acceptable characteristics and quality of a particular item or construct is defined in that item's or construct's specification Section.

2.02 PRODUCT DATA

A. The following product data shall be provided in accordance with Section 013300:

1. Manufacturers' field services and reports unless requested by Construction Manager to be submitted for review.
2. Special Inspection reports, unless otherwise directed in each technical specification Section.

PART 3--EXECUTION

3.01 FIELD QUALITY CONTROL

- A. Field quality control responsibilities of the Contractor and Construction Manager are substantially the same as described in paragraph 2.01, with the exception that this work occurs primarily on the jobsite as the work progresses, and Special Inspection will occur more often than at the source.
- B. Acceptable characteristics and quality of a particular item or construct is defined in that item's or construct's specification section.

3.02 REGULATORY COMPLIANCE – SPECIAL INSPECTIONS

- A. The following types of work require Special Inspection according to Chapter 17 of the IBC and each system's specification section:
1. Structure fill.
 2. Structural concrete and reinforcing.
 3. Anchor bolts and post-installed anchor systems.
 4. Structural steel and aluminum including connections.
- B. Section 01 45 29 describes Testing Laboratory sampling, testing and reporting, much of which is conforming to Special Inspection requirements, and need not be replicated.
- C. Contractor designed structural systems are subject to the same Special Inspection requirements as all other work.

3.03 CORRECTION OF DEFECTIVE WORK

Remove and replace defective, rejected, and condemned work at Contractor's expense until such work meets the requirements of Contract Documents. Costs for Inspection of corrected work shall be paid by the Contractor.

END OF SECTION

SECTION 01 74 23

FINAL CLEANING

1.0 GENERAL

- A. At the completion of work and immediately prior to final inspection, cleaning of the entire project shall be accomplished according to the following provisions:
1. The Contractor shall thoroughly clean, sweep, wash, and polish all work and equipment provided under the contract, including finishes. The cleaning shall leave the structures and site in a complete and finished condition to the satisfaction of the Construction Manager.
 2. All subcontractors shall similarly perform, at the same time, an equivalent thorough cleaning of all work and equipment provided under their contracts.
 3. The Contractor shall remove all temporary structures and all debris, including all nails, dirt, sand, gravel, rubbish and waste material.
 4. Should the Contractor not remove rubbish or debris or not clean the facilities and site as specified, the Owner reserves the right to have the cleaning done at the expense of the Contractor.
 5. Only experienced workers, or professional cleaners, shall be employed for final cleaning.
 6. Only cleaning materials recommended by the manufacturer of surface to be cleaned shall be used.
 7. Cleaning materials shall be used only on surfaces recommended by the cleaning material manufacturers.
 8. In preparation for substantial completion or occupancy, a final inspection of sight-exposed surfaces, and of concealed spaces, shall be conducted.
 9. Grease, dust, dirt, stains, labels, fingerprints, and other foreign materials shall be removed from sight-exposed finished surfaces. Polish surfaces so designated to shine finish.
 10. Marred surfaces shall be repaired, patched, and touched up to specified finish, to match adjacent surfaces.
 11. Materials shall be handled in a controlled manner with as few handlings as possible. Do not drop or throw materials from heights.

2.0 OWNER OCCUPANCY

As a condition precedent to final acceptance or release of a portion of the facility for use by the Owner, the Contractor and all subcontractors shall thoroughly clean all surfaces to leave same in first-class condition.

3.0 POST-CONSTRUCTION REPAIRS

The Contractor shall make such minor repairs and alterations as may be necessary to make any structure or component ready for occupancy. This section shall not apply after or to the extent that the Owner has taken possession of a portion of the facilities on which the Contractor has performed work.

4.0 SITE CLEANUP

- A. For all roadway work, the Contractor shall conform the work to acceptable line and grade, as determined by the Engineer. In addition, the Contractor shall have the sidewalks and streets affected by the work swept by a street or sidewalk cleaner as determined by the Construction Manager. Other surfaces of the grounds shall be rake cleaned. The Owner will not authorize final payment until the Contractor has removed all rubble and debris from the street and adjoining work areas, including all temporary storage and parking areas used by the Contractor.
- B. For pipelines, storm sewers, catch basins and manholes, prior to their activation or at the conclusion of the project, the Contractor shall thoroughly clean all of the new pipes by flushing with water for fluid lines. Debris cleaned from the lines shall be removed from the lowest access point.
- C. All temporary utility drops, fencing, and water supply outlets shall be removed.
- D. All plant gate identification signs, barricades, tools, rubbish collection receptacles and other such items shall be removed by the Contractor.

END OF SECTION

SECTION 09 67 23-RESINOUS FLOORING

v2

HYBRI-FLEX EQ11

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This section includes the following:
 - 1. Resinous flooring system as shown on the drawings and in schedules.
- B. Related sections include the following:
 - 1. Cast-in-Place Concrete, section 03 30 00
 - 2. Concrete Curing, section 03 39 00

1.3 SYSTEM DESCRIPTION

- A. The work shall consist of preparation of the substrate, the furnishing and application of a cementitious urethane based self-leveling seamless flooring system with decorative quartz aggregate broadcast and Epoxy broadcast and topcoats.
- B. The system shall have the color and texture as specified by the Owner with a nominal thickness of 1/4 inch. It shall be applied to the prepared area(s) as defined in the plans strictly in accordance with the Manufacturer's recommendations.
- C. Cove base (if required) to be applied where noted on plans and per manufacturer's standard details unless otherwise noted

1.4 SUBMITTALS

- A. Product Data: Latest edition of Manufacturer's literature including performance data and installation procedures.
- B. Manufacturer's Safety Data Sheet (SDS) for each product being used.
- C. Samples: A 3 x 3 inch square sample of the proposed system. Color, texture, and thickness shall be representative of overall appearance of finished system subject to normal tolerances.

1.5 QUALITY ASSURANCE

- A. The Manufacturer shall have a minimum of 10 years experience in the production, sales, and technical support of epoxy and urethane industrial flooring and related materials.

- B. The Applicator shall have experience in installation of the flooring system as confirmed by the manufacturer in all phases of surface preparation and application of the product specified.
- C. No requests for substitutions shall be considered that would change the generic type of the specified System.
- D. System shall be in compliance with requirements of United States Department of Agriculture (USDA), Food, Drug Administration (FDA), and local Health Department.
- E. System shall be in compliance with the Indoor Air Quality requirements of California section 01350 as verified by a qualified independent testing laboratory.
- F. A pre-installation conference shall be held between Applicator, General Contractor and the Owner to review and clarification of this specification, application procedure, quality control, inspection and acceptance criteria and production schedule.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Packing and Shipping

- 1. All components of the system shall be delivered to the site in the Manufacturer's packaging, clearly identified with the product type and batch number.

B. Storage and Protection

- 1. The Applicator shall be provided with a dry storage area for all components. The area shall be between 60 F and 85 F, dry, out of direct sunlight and in accordance with the Manufacturer's recommendations and relevant health and safety regulations.
- 2. Copies of Safety Data Sheets (SDS) for all components shall be kept on site for review by the Engineer or other personnel.

C. Waste Disposal

- 1. The Applicator shall be provided with adequate disposal facilities for non-hazardous waste generated during installation of the system.

1.7 PROJECT CONDITIONS

A. Site Requirements

- 1. Application may proceed while air, material and substrate temperatures are between 60° F and 85° F providing the substrate temperature is above the dew point. Outside of this range, the Manufacturer shall be consulted.
- 2. The relative humidity in the specific location of the application shall be less than 85 % and the surface temperature shall be at least 5° F above the dew point.
- 3. The Applicator shall ensure that adequate ventilation is available for the work area. This shall include the use of manufacturer's approved fans, smooth bore tubing and closure of the work area.

4. The Applicator shall be supplied with adequate lighting equal to the final lighting level during the preparation and installation of the system.
- B. Conditions of new concrete to be coated with cementitious urethane material.
1. Concrete shall be moisture cured for a minimum of 3 days and have fully cured a minimum of 5 days in accordance with ACI-308 prior to the application of the coating system pending moisture tests.
 3. Concrete shall have a flat rubbed finish, float or light steel trowel finish (a hard steel trowel finish is neither necessary nor desirable).
 4. Sealers and curing agents should not be used.
 5. Concrete shall have minimum design strength of 3,500 psi. and a maximum water/cement ratio of 0.45
 6. Concrete surfaces on grade shall have been constructed with a vapor barrier to protect against the effects of vapor transmission and possible delamination of the system.
- C. Safety Requirements
1. All open flames and spark-producing equipment shall be removed from the work area prior to commencement of application.
 2. "No Smoking" signs shall be posted at the entrances to the work area.
 3. The Owner shall be responsible for the removal of foodstuffs from the work area.
 4. Non-related personnel in the work area shall be kept to a minimum.

1.8 WARRANTY

- A. Dur-A-Flex, Inc. warrants that material shipped to buyers at the time of shipment substantially free from material defects and will perform substantially to Dur-A-Flex, Inc. published literature if used in accordance with the latest prescribed procedures and prior to the expiration date.
- B. Dur-A-Flex, Inc. liability with respect to this warranty is strictly limited to the value of the material purchase.

PART 2 – PRODUCTS

2.1 FLOORING

- A. Dur-A-Flex, Inc, Hybri-Flex EQ (self leveling broadcast quartz), epoxy/aliphatic urethane topcoat seamless flooring system.
1. System Materials:
 - a. Topping: Dur-A-Flex, Inc, Poly-Crete SL resin, hardener and SL aggregate.
 - b. The broadcast aggregate shall be Dur-A-Flex, Inc. Q11 quartz aggregate.
 - c. Broadcast: Dur-A-Flex, Inc. Dur-A-Glaze #4, epoxy based two-component resin.

- d. Grout Coatcoats: Dur-A-Flex, Inc Dur-A-Glaze #4 Water Clear, epoxy-based, resin and Hardener
- e. Top coat: Dur-A-Flex, Inc. Armor Top aliphatic urethane two-component resin.

2. Patch Materials

- a. Shallow Fill and Patching: Use Dur-A-Flex, Inc. Poly-Crete MD (up to ¼ inch).
- b. Deep Fill and Sloping Material (over ¼ inch): Use Dur-A-Flex, Inc. Poly-Crete WR or Dur-A-Tex UM.

2.2 MANUFACTURER

- A. Dur-A-Flex, Inc., 95 Goodwin Street, East Hartford, CT 06108, Phone: (860) 528-9838, Fax: (860) 528-2802, or approved equal.
- B. Approved equal systems include Key Resin Company, and Koster USA.

2.3 PRODUCT REQUIREMENTS

A. Topping	Poly-Crete SL
1. Percent Reactive	100 %
2. VOC	0 g/L
3. Bond Strength to Concrete ASTM D 4541	400 psi, substrates fails
4. Compressive Strength, ASTM C 579	9,000 psi
5. Tensile Strength, ASTM D 638	2,175 psi
6. Flexural Strength, ASTM D 790	5,076 psi
7. Impact Resistance @ 125 mils, MIL D-3134, No visible damage or deterioration	160 inch lbs
B. Broadcast Coat	Dur-A-Glaze #4 Resin
1. Percent Reactive,	100 %
2. VOC	<4 g/L
3. Water Absorption, ASTM D 570	0.04%
4. Tensile Strength, ASTM D 638	4000psi
5. Coefficient of thermal expansion ASTM D 696,	2 x 10 ⁻⁵ in/in/F
6. Flammability ASTM D-635	Self-Extinguishing
7. Flame Spread/ NFPA 101 ASTM E-84	Class A
C. Grout Coat	Dur-A-Glaze # 4 Water Clear Resin
1. Percent Reactive,	100 %
2. VOC	<4 g/L
3. Water Absorption, ASTM D 570	0.04%
4. Tensile Strength, ASTM D 638	4000psi
5. Coefficient of thermal expansion ASTM D 696,	2 x 10 ⁻⁵ in/in/F
6. Flammability ASTM D-635	Self-Extinguishing
7. Flame Spread/ NFPA 101 ASTM E-84	Class A

D. Topcoat

Armor Top

1. VOC	0 g/L
2. 60 Degree Gloss ASTM D523	75+/-5
3. Mixed Viscosity, (Brookfield 25°C)	500 cps
4. Tensile strength, ASTM D 638	7,000 psi
5. Abrasion Resistance, ASTM D4060	Gloss Satin
CS 17 wheel (1,000 g load) 1,000 cycles	4 8 mg loss with grit
	10 12 mg loss w/o grit
6. Pot life @ 70° F 50% RH	2 hours
7. Full Chemical resistance	7 days

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas and conditions, with Applicator present, for compliance with requirements for maximum moisture content, installation tolerances and other conditions affecting flooring performance.
- B. Verify that substrates and conditions are satisfactory for flooring installation and comply with specified requirements.

3.2 PREPARATION

A. General

- 1. New and existing concrete surfaces shall be free of oil, grease, curing compounds, loose particles, moss, algae growth, laitance, friable matter, dirt, and bituminous products.
- 2. Moisture Testing: Perform tests recommended by manufacturer and as follows.
 - a. Perform relative humidity test using in situ probes, ASTM F 2170. Proceed with installation only after substrates have a maximum 99% relative humidity level measurement.
 - b. If the vapor drive exceeds 99% relative humidity or 20 lbs/1,000 sf/24 hrs then the Owner and/or Engineer shall be notified and advised of additional cost for the possible installation of a vapor mitigation system that has been approved by the manufacturer or other means to lower the value to the acceptable limit.
- 3. Mechanical surface preparation
 - a. Shot blast all surfaces to receive flooring system with a mobile steel shot, dust recycling machine (Blastrac or equal). All surface and embedded accumulations of paint, toppings, hardened concrete layers, laitance, power trowel finishes and other similar surface characteristics shall be completely removed leaving a bare concrete surface having a minimum profile of CSP 4-5 as described by the International Concrete Repair Institute.

- b. Floor areas inaccessible to the mobile blast machines shall be mechanically abraded to the same degree of cleanliness, soundness and profile using diamond grinders, needle guns, bush hammers, or other suitable equipment.
 - c. Where the perimeter of the substrate to be coated is not adjacent to a wall or curb, a minimum 1/4 inch key cut should be made to properly seat the system, providing a smooth transition between areas. The detail cut shall also apply to drain perimeters and expansion joint edges.
 - d. Cracks and joints (non-moving) greater than 1/8 inch wide are to be chiseled or chipped-out and repaired according to the manufacturer's recommendations.
4. At spalled or worn areas, mechanically remove loose or delaminated concrete to a sound concrete and patch per manufactures recommendations.

3.3 APPLICATION

A. General

1. The system shall be applied in five distinct steps as listed below:
 - a. Substrate preparation
 - b. Topping/overlay application with quartz aggregate broadcast.
 - c. Resin application with quartz aggregate broadcast.
 - d. Grout coat application
 - e. Topcoat application.
2. Immediately prior to the application of any component of the system, the surface shall be dry and any remaining dust or loose particles shall be removed using a vacuum or clean, dry, oil-free compressed air.
3. The handling, mixing and addition of components shall be performed in a safe manner to achieve the desired results in accordance with the Manufacturer's recommendations.
4. The system shall follow the contour of the substrate unless pitching or other leveling work has been specified by the Architect.
5. A neat finish with well-defined boundaries and straight edges shall be provided by the Applicator.

B. Topping

1. The topping shall be applied as a self-leveling system as specified by the Architect. The topping shall be applied in one lift with a nominal thickness of 1/8 inch.
2. The topping shall be comprised of three components, a resin, hardener and aggregate as supplied by the Manufacturer.
3. The hardener shall be added to the resin and thoroughly dispersed by suitably approved mechanical means. SL Aggregate shall then be added to the catalyzed mixture and mixed in a manner to achieve a homogenous blend.

4. The topping shall be applied over horizontal surfaces using ½ inch “v” notched squeegee, trowels or other systems approved by the Manufacturer.
5. Immediately upon placing, the topping shall be degassed with a loop roller.
6. Q11 Quartz aggregate shall be broadcast to excess into the wet material at the rate of 0.8 lbs/sf.
7. Allow material to fully cure. Sweep and vacuum to remove all loose aggregate.

C. Broadcast

1. The broadcast coat resin shall be applied at the rate of 50 sf/gal.
2. The broadcast coat shall be comprised of liquid components, combined at a ratio of 2 parts resin to 1 part hardener by volume and shall be thoroughly blended by mechanical means such as a high-speed paddle mixer.
3. Q11 Quartz aggregate shall be broadcast into the wet resin at the rate of 0.5 lbs/sf.
4. Allow material to fully cure. Vacuum, sweep and/or blow to remove all loose aggregate.

D. Grout coat

1. The grout coat shall be squeegee applied with a coverage rate of 50 sf/gal.
2. The grout coat shall be comprised of liquid components, combined at a ratio of 2 parts resin to 1 part hardener by volume and shall be thoroughly blended by mechanical means such as a high-speed paddle mixer.
3. The grout coat will be back rolled and cross rolled to provide a uniform texture and finish

E. Topcoat

1. The topcoat shall be roller applied with a coverage rate of 500 sf/gal.
2. The finished floor system will have a nominal thickness of 1/4 inch.

3.4 FIELD QUALITY CONTROL

A. Tests, Inspection

3. The following tests shall be conducted by the Applicator:
 - a. Temperature: air, substrate temperatures and, if applicable, dew point.
 - b. Coverage Rates: rates for all layers shall be monitored by checking quantity of material used against the area covered.

3.5 CLEANING AND PROTECTION

-
- A. Cure flooring material in compliance with manufacturer's directions, taking care to prevent their contamination during stages of application and prior to completion of the curing process.
 - B. Remove masking. Perform detail cleaning at floor termination, to leave cleanable surface for subsequent work of other sections.

4/2020Hybri-Flex Armor Top EQ 11

Please recycle - Thank you!

CITY COUNCIL AGENDA REPORT



TO: MAYOR WRIGHT AND MEMBERS OF THE COUNCIL

FROM: ERIC WIER, CITY MANAGER

DATE: MARCH 16, 2026

SUBJECT: APPOINTMENTS TO COUNTY OFFICE OF EDUCATION WORKING GROUP

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Mayor to make appointments to a working group created by the County Office of Education to address student achievement and engagement, family involvement and success, and enhancing pathways for economic mobility of community members
- Confirm the Mayor's appointments to the County Office of Education working group

BACKGROUND

On March 2, 2026, School Superintendent Jeff Harris emailed a request to have two Council Members appointed to a working group to include two County Supervisors, two School District Board Members, and the School Superintendent. This working group will be created by the County Office of Education. The intent of the working group is to address student achievement and engagement, family involvement and success, and enhancing pathways for economic mobility of community members.

ANALYSIS

Pursuant to the Policy and Procedures Manual for the City Council, the Mayor makes appointments to committees and the City Council confirms those appointments. Mayor Wright will need to make the appointments this evening, and the City Council will need to vote to confirm those appointments.

FISCAL ANALYSIS

Participation in the working group will not have a fiscal impact.

ATTACHMENT - None