



CITY OF CRESCENT CITY

MAYOR RAY ALTMAN
COUNCIL MEMBER DARAN DOOLEY
COUNCIL MEMBER CANDACE TINKLER

MAYOR PRO TEM ISAIAH WRIGHT
COUNCIL MEMBER JASON GREENOUGH
COUNCIL MEMBER CANDACE TINKLER

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

MONDAY

JUNE 16, 2025

6:00 P.M.

CLOSED SESSION

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

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

- **Conference with Legal Counsel – Existing Litigation (Gov. Code § 54956.9(d)(1)):** Crescent City v. Garland Donaldson (DNSC Case No. CVCV-25-1065); Walter Meder v. City Council of Crescent City (DNSC Case No. CVCV-25-1069)
- **Conference with Legal Counsel – Potential Litigation (Gov. Code § 54956.9(d)(2)):** Government Claim of Murietta Nip
- **Conference with Legal Counsel – Anticipated Litigation (Gov. Code § 54956.9(d)(4)):** one case
- **Conference with Labor Negotiator (Gov. Code § 54957.6): Agency Representative:** Eric Wier, **Employee Association:** Crescent City Employees Association, Crescent City Management Employees Association, Clerical Employees of Crescent City, Crescent City Police Officers Association, Crescent City Career Firefighters Association, and All Unrepresented Employees

City Attorney Rice announced for the record that Meder v. Crescent City and the anticipated litigation item would not be discussed in closed session because outside legal counsel is not available this evening.

OPEN SESSION

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

Roll call Council Members present: Council Member Daran Dooley, Council Member Jason Greenough, Council Member Candace Tinkler, Mayor Pro Tem Isaiah Wright, and Mayor Ray Altman
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, Fire Chief Kevin Carey (via Zoom), Finance Director Linda Leaver, Finance Technician AP Melissa Leeper, EMOT Damien Camper, EMOT Jonathan Ruth, Recreation and Events Coordinator Kelly Feola, Public Works Director Dave Yeager, and Police Chief Richard Griffin

Pledge of Allegiance led by Mayor Altman

REPORT OUT OF CLOSED SESSION

City Attorney Rice reported that on motion by Council Member Greenough and seconded by Mayor Pro Tem Wright, the City Council voted unanimously to deny the claim of Murietta Nip.

CEREMONIAL ITEMS

- **Introduction of New Employees – Finance Department and Public Works**

Finance Director Leaver introduced new employee, Melissa Leeper as the new Finance Technician AP. Public Works Director introduced new employee Jonathan Ruth and promoted employee Damien Camper, both EMOTs to the Council.

REPORTS AND PRESENTATIONS

- **Forest Moon**

Recreation and Events Coordinator Feola reported on the Forest Moon event to the Council. Cassandra Hesseltine of Humboldt/Del Norte Film Commission gave a report on the Commission's part in planning the event.

PUBLIC COMMENT PERIOD

There were no comments from the public.

CONSENT CALENDAR

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period May 17, 2025 through May 30, 2025.*

2. Payroll Report

- *Recommendation: Receive and file the biweekly payroll reports for the period ending May 17, 2025 paid May 23, 2025.*

3. Budget-to-Actual Summary as of April 30, 2025

- *Recommendation: Receive and file budget-to-actual summary of the City's major operating funds for Fiscal Year 2024-25 as of April 30, 2025*

4. Crescent City Cross-Connection Control Plan

- *Recommendation: Approve and adopt Resolution No. 2025-22, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE 2025 CRESCENT CITY CROSS-CONNECTION CONTROL PLAN*

5. Budget Adjustment for Greenworks Contract Amendment

- *Recommendation: Approve and adopt Resolution No. 2025-23, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 24-25 BUDGET OF THE CITY OF CRESCENT CITY*

6. Sea Reach LTD Contract Amendment No. 1

- *Recommendation: Approve and authorize the City Manager to sign Amendment No. 1 to the Professional Services Agreement with Sea Reach, Ltd. for professional interpretive design and fabrication services*

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

On a motion by Mayor Pro Tem Wright, seconded by Council Member Greenough, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 1-6 as presented.

PUBLIC HEARING

7. Public Hearing Annual Job Vacancy Report

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Technical questions for staff*
- *Receive public comment*
- *Close public hearing*
- *Give direction as necessary and appropriate as it pertains to vacancies, recruitment and retention.*

Mayor Altman opened the public hearing at 6:31 p.m.

City Attorney Rice reported to the Council that there is a new requirement to have a public hearing and report on job vacancies within the agency to include the status of the vacancies, recruitment and retention efforts. She went over those items for the public and the Council and that there have been no changes to policies.

There were no comments from the public.

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

8. Annual Water Supply and Demand Assessment

- *Recommendation: Open the public hearing*
- *Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Close the public hearing*
- *Further Council discussion*
- *Receive and approve and 2025 Annual Water Supply and Demand Assessment*

Mayor Altman opened the public hearing at 6:37 p.m.

City Manager Wier stated that this report is mandated to occur annually to look at our water supply and our community's resilience to drought and water shortages. Orrin Plocher, of Freshwater Environmental, conducted the report. Mr. Plocher went over the report for the Council.

There were no comments from the public.

Mayor Altman closed the public hearing at 6:40 p.m.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Dooley, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City received and approved the 2025 Annual Water Supply and Demand Assessment.

Due to Director Tedd Ward of the Del Norte Solid Waste Authority being present, Mayor Altman asked for Council consensus to move item 12 to be heard before item 9.

12. Review of Draft FY 25/26 Budget and Approval Process for the Del Norte Solid Waste Management Authority

- *Recommendation: Hear staff report*
- *Technical questions from the council*
- *Receive public comment*
- *Further Council discussion*
- *Take no action; a lack of response is to be treated as approval of the budget as presented, or:*
- *If there are any specific comments that should be addressed by the Del Norte Solid Waste Management Authority Board before adoption of this budget, such written comments should be approved and submitted to the Authority. If there is a written objection to the proposed Authority budget, this body should also designate a representative to be present at the Authority meeting scheduled for June 17th so such concerns may be resolved and the Authority may adopt a budget for Fiscal Year 2025/2026 before June 30, 2025.*

Director Ward advised that since the DNSWMA is a joint powers authority, the budget goes before the Council, as well as the Board of Supervisors.

There were no comments from the public.

On a motion by Council Member Greenough, seconded by Mayor Pro Tem Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved the budget of the Del Norte Solid Waste Management Authority.

9. Fiscal Year 2025-26 Budget, Position Control, New Fund, and Appropriations Limit

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further discussion from the Council*
- *Adopt Resolution No. 2025-24, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE ANNUAL BUDGET OF THE CITY OF CRESCENT CITY, INCLUDING ANY ATTACHMENTS AND/OR APPENDICES, FOR FISCAL YEAR 2025-26*
- *Adopt Resolution No. 2025-25, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SELECTING THE ANNUAL ADJUSTMENT FACTORS*

*FOR THE CALCULATION OF THE FISCAL YEAR 2025-26 APPROPRIATIONS
LIMIT FOR THE CITY OF CRESCENT CITY*

- *Adopt Resolution 2024-26, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING A NEW DEBT SERVICE FUND FOR THE POLICE DEPARTMENT FACILITY PROJECT*

Mayor Altman opened the public hearing at 6:45 p.m.

Finance Director Leaver reported to the Council the budget that was presented to the Council at the previous Budget Workshop.

There were no comments from the public.

Mayor Altman closed the public hearing at 6:59 p.m.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Greenough, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2025-24, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE ANNUAL BUDGET OF THE CITY OF CRESCENT CITY, INCLUDING ANY ATTACHMENTS AND/OR APPENDICES, FOR FISCAL YEAR 2025-26, adopted Resolution No. 2025-25, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY SELECTING THE ANNUAL ADJUSTMENT FACTORS FOR THE CALCULATION OF THE FISCAL YEAR 2025-26 APPROPRIATIONS LIMIT FOR THE CITY OF CRESCENT CITY and adopted Resolution 2024-26, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ESTABLISHING A NEW DEBT SERVICE FUND FOR THE POLICE DEPARTMENT FACILITY PROJECT.

CONTINUING BUSINESS

10. Crandall Arambula Contract Amendment No. 2

- *Recommendation: Hear staff report*
- *Technical questions for staff*
- *Receive public comment*
- *Council discussion*
- *Approve and authorize the City Manager to sign Amendment No. 2 to the Professional Services Agreement with Crandall Arambula P.C.*
- *Approve and adopt Resolution No. 2025-27, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT AMENDING THE FY 25-26 BUDGET OF THE CITY OF CRESCENT CITY*

City Manager Wier reported to the Council the background with this amendment. The original scope was centered around receiving a grant. The City was conditionally awarded the EDA funds and are awaiting word on CDBG funds. Due to things at the Federal level, this funding is on hold. The City wants to move forward with Crandall Arambula for the Downtown Specific Plan while waiting for the funds. Mr. Arambula presented the concept plans to the Council for the downtown area.

There following resident addressed the Council:

Roger Gitlin: is looking forward to seeing improvements of how the City looks.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Greenough, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City Approve and

authorize the City Manager to sign Amendment No. 2 to the Professional Services Agreement with Crandall Arambula P.C. and approved and adopted Resolution No. 2025-27, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT AMENDING THE FY 25-26 BUDGET OF THE CITY OF CRESCENT CITY.

NEW BUSINESS

11. Military Equipment Use Policy

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Waive full reading, read by title only and adopt Ordinance No. 856, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY CONFIRMING APPROVAL OF THE CCPD MILITARY EQUIPMENT USE POLICY*

City Attorney Rice reported to the Council that this ordinance is required to come before the Council for adoption annually. She stated that there have not been any changes since last year.

There were no comments from the public.

On a motion by Mayor Pro Tem Wright, seconded by Council Member Tinkler, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City waived full reading, read by title only and adopted Ordinance No. 856, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY CONFIRMING APPROVAL OF THE CCPD MILITARY EQUIPMENT USE POLICY.

13. Reserve Police Officer Program

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Waive full reading, read by title only and introduce Ordinance No. 854, An Ordinance of the City Council of the City of Crescent City Amending the Crescent City Municipal Code by Adding Section 2.40.050, Reserve Police Officer Program, to Chapter 2.40, Police Department, of Title 2, Administration*

Chief Griffin reported to the Council that CCPD already has a Reserve Officer program, however, this ordinance is required to establish the program. Council Member Greenough asked if the reserve officers would help cover overtime; Chief Griffin stated that no, they will not be used first for that purpose, standard officers would get the overtime. Council Member Greenough further asked how the schedules would look like; Chief Griffin stated that these positions are volunteer, therefore they create their own schedules. He further stated that there is a former officer who is interested in being a reserve with CCPD. Council Member Tinkler asked if young community member would be considered for this program so they can test out the position; Chief Griffin stated that in order to be a police officer, you have to be 21 years old. His plan is to utilize the Community Service Officer position for the youth between 18-21 years old.

There were no comments from the public.

On a motion by Council Member Greenough, seconded by Mayor Pro Tem Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City waived full reading, read by title only and introduced Ordinance No. 854, An Ordinance of the City Council of the City of Crescent City Amending the Crescent City Municipal Code by Adding Section 2.40.050, Reserve Police Officer Program, to Chapter 2.40, Police Department, of Title 2, Administration.

CITY COUNCIL ITEMS

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

Council Member Greenough congratulated this year's graduates of Del Norte High School. He asked Chief Griffin if the protests on Saturday caused any problems; Chief Griffin stated it was a peaceful event.

➤ **Legislative Matters – None**

➤ **City Manager Report and City Council Directives –**

- **4th of July**

City Manager Wier reported how the City has prepared for the upcoming 4th of July celebration. Recreation and Events Coordinator Feola visited over 40 businesses to post the no illegal firework campaign. Both Police Chief Griffin and Fire Chief Carey went over their plans for the event. City Manager Wier also reported on upcoming events at the pool: Swim Club from July 7th – 23rd, and a Summer Swim Clinic that costs \$75. The Downtown Divas will be doing an event called Wine and Dine scheduled for June 20th.

ADJOURNMENT

There being no further business to come before the Council, Mayor Altman adjourned the meeting at 8:03 p.m. to the regular meeting of the City Council of the City of Crescent City on Monday, July 7, 2025 at 6:00 p.m. in the Board Chambers of the Flynn Center, 981 H Street, Crescent City, CA 95531.

ATTEST:



Robin Altman
City Clerk/Administrative Analyst