



CITY OF CRESCENT CITY

MAYOR ISAIAH WRIGHT
COUNCIL MEMBER RAY ALTMAN
COUNCIL MEMBER STEVE SHAMBLIN

MAYOR PRO TEM CANDACE TINKLER
COUNCIL MEMBER JASON GREENOUGH

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

MONDAY

JULY 20, 2026

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@cityofcrescentcity.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.cityofcrescentcity.org

OPEN SESSION

Call to order
Roll call
Pledge of Allegiance

CEREMONIAL ITEMS - None

REPORTS AND PRESENTATIONS - None

PUBLIC COMMENT PERIOD

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

CONSENT CALENDAR

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

1. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period June 27, 2026 through July 10, 2026.*

2. Council Minutes

- *Recommendation: Approve and adopt the July 6, 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 July 11, 2026 paid July 17, 2026.*

4. Storm Drain Project Phase III (F Street) Labor Compliance Officer Contract Award

- *Recommendation: Approve and authorize the City Manager to sign a Professional Services Agreement with Housing Tools LLC for the Storm Drain Project Phase III (F Street) Labor Compliance Officer*

5. Budget-to-Actual Summary as of May 31, 2026

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

PUBLIC HEARING

6. Delinquent Sewer-Only Accounts Public Hearing

- *Recommendation: Open public hearing*
- *Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Close public hearing*
- *Further Council discussion*
- *City Council may revise, change, reduce, or modify any charge, or may overrule any or all objections*
- *Approve and adopt Resolution No. 2026-53, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF WITH ORDINARY PROPERTY TAXES*

CONTINUING BUSINESS

7. WWTP RBC Upgrade & Digester Rehab Project Design – Amendment to Budget and Scope

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve Amendment No. 10 to the Operations, Maintenance and Management Services for the Wastewater Treatment Plan*

8. Notice of Completion for the Lighthouse Cove – Restroom Remodel Project

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Authorize the City Manager to sign and file a Notice of Compliance for the Lighthouse Cove – Restroom Remodel Project (Contract #2026-1075)*

NEW BUSINESS

9. Elk Valley Rancheria Hotel : Water Capacity Analysis

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and adopt Resolution No. 2026-54, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2026-27 BUDGET OF THE CITY OF CRESCENT CITY*
- *Approve and authorize the City Manager to sign the Agreement for Commission of a Water Model between the Elk Valley Rancheria, California, and the City of Crescent City*
- *Approve and authorize the City Manager to sign Task Order #8 with Stover Engineering for a Water Capacity Study*

10. Voting Delegate Designation for the League of California Cities 2026 Annual Conference

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Mayor to appoint and Council to confirm the Mayor's appointment of a Council Member to be the voting delegate and a Council Member to be an alternate voting delegate to represent the City at the 2026 League of California Cities Annual Conference*

CITY COUNCIL ITEMS

- **Reports, Concerns, Referrals, Council travel and training reports** – In accordance with Gov't Code § 54954.2(a), City Council Members may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.
- **Legislative Matters** – Consider miscellaneous legislative matters pertinent to the City of Crescent City. Authorize the Mayor to sign the appropriate letters and/or positions with respect to such matters.

- **City Manager Report and City Council Directives** – Pursuant to Crescent City Municipal Code § 2.08.200, the City Council may instruct the city manager on matters of importance to the administrative services of the City and provide direction with respect to subordinates of the City Manager. (Directives from individual Council Members that are not objected to by any member present shall be considered an order of the City Council.)

ADJOURNMENT

Adjourn to the regular meeting of the City Council of the City of Crescent City on Monday, August 3, 2026 at 6:00 p.m. at the Flynn Center Board Chambers, 981 H Street, Crescent City, CA 95531.

POSTED:

July 16, 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: 7/14/2026 2:22 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	07/03/2026	0.00	6,426.53
ACH	FITTAX	FIT Payroll Taxes Auto Pay	07/03/2026	0.00	25,504.03
ACH	PERS2	Public Emp Retirement Sys	07/03/2026	0.00	39,570.86
ACH	FITTAX	FIT Payroll Taxes Auto Pay	07/03/2026	0.00	3.74
ACH	PERS1	PERS Health	07/09/2026	0.00	99,309.66
ACH	PERS2	Public Emp Retirement Sys	07/09/2026	0.00	114,009.83
ACH	PERS2	Public Emp Retirement Sys	07/09/2026	0.00	126.00
451491	ADVSECSY	Advanced Security Systems	06/29/2026	0.00	113.00
451492	AMAZON	Amazon Capital Services, Inc	06/29/2026	0.00	2,743.70
451493	BRINSON	Johnnie Brinson	06/29/2026	0.00	55.00
451494	BROSTROM	Ashley Brostrom	06/29/2026	0.00	55.00
451495	CRENNE	C Renner Petroleum Inc	06/29/2026	0.00	3,776.06
451496	CANON	Canon Solutions America Inc	06/29/2026	0.00	235.61
451497	CHDIAGNO	CH Diagnostic & Consulting Service Inc.	06/29/2026	0.00	2,925.00
451498	CITYTR	City Treasurer	06/29/2026	0.00	100.00
451499	CRCOM	CR Combustion Inc	06/29/2026	0.00	2,964.00
451500	DNCOSH	D N Co Sheriffs Office	06/29/2026	0.00	76,663.00
451501	DEANCAL	Caleb Dean	06/29/2026	0.00	88.40
451502	DNCO	Del Norte County	06/29/2026	0.00	60,861.71
451503	LULIISH	Dezire Inc.	06/29/2026	0.00	2,093.68
451504	DISTOP	Distributor Operations, Inc.	06/29/2026	0.00	344.13
451505	DTSLANG	DTS Language Services, Inc	06/29/2026	0.00	13.93
451506	ENGLUN	Englund Marine Supply Co.	06/29/2026	0.00	201.82
451507	ERGOTECH	Ergotech Controls, LLC	06/29/2026	0.00	315.01
451508	EVANKENN	Kenny Evans	06/29/2026	0.00	105.00
451509	FAMILYRE	Family Resource Center of the Redwoods	06/29/2026	0.00	30,047.25
451510	FIRSTSER	First Service Plumbing & Heating, LLC	06/29/2026	0.00	900.00
451511	FITZPAT	David Fitzpatrick	06/29/2026	0.00	45.00
451512	GILLESPI	Bill Gillespie	06/29/2026	0.00	201.19
451513	HDFOWLER	H. D. Fowler Company, Inc	06/29/2026	0.00	6,427.40
451514	HAMWSG	Hambro WSG Inc	06/29/2026	0.00	4,486.37
451515	ISRAELR	Ryan Israel	06/29/2026	0.00	45.00
451516	IWORQ	iWorQ Systems Inc	06/29/2026	0.00	5,500.00
451517	JOHNSTSC	Scott Johnston	06/29/2026	0.00	62.00
451518	TERRY	Scott and Terry LaFollett	06/29/2026	0.00	204.90
451519	LAFON	Micheal Lafon	06/29/2026	0.00	370.00
451520	Mayes	Wade Mayes	06/29/2026	0.00	144.00
451521	MISSIO	Mission Linen Supply	06/29/2026	0.00	370.81
451522	MESNORTH	Municipal Emergency Services Inc	06/29/2026	0.00	3,261.87
451523	NORTHROP	Ronan Northrup	06/29/2026	0.00	497.46
451524	HUMPES	Northwest Property Services Inc	06/29/2026	0.00	268.14
451525	JACOBS	Operations Management International, Inc	06/29/2026	0.00	149,731.41
451526	FRANKO	Orca Heating & Refrigeration Inc	06/29/2026	0.00	825.00
451527	OREILLY	O'Reilly Auto Enterprises LLC	06/29/2026	0.00	152.30
451528	OTIS E	Otis Elevator Company Inc	06/29/2026	0.00	439.56
451529	PACESUPP	Pace Supply Corp	06/29/2026	0.00	2,195.48
451530	MENDES	Pacific Packaging & Supply Co Inc	06/29/2026	0.00	1,006.04

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
451531	DITCHWIT	Pape Group Inc, The	06/29/2026	0.00	547.93
451532	HASLER	Quadient Inc	06/29/2026	0.00	269.43
451533	RASKAY	Walt Raskay	06/29/2026	0.00	238.00
451534	SPRING	SBRK Finance Holdings, Inc	06/29/2026	0.00	2,917.80
451535	SCHUBKE	Rachel Schubkegel	06/29/2026	0.00	144.00
451536	SEABRZ	Seabreeze Farms	06/29/2026	0.00	5,120.00
451537	SMITHMJ	Kimberly D Smith	06/29/2026	0.00	88.50
451538	DNOFFI	Debra Stover	06/29/2026	0.00	33.97
451539	STOVER	Ward Stover	06/29/2026	0.00	1,240.00
451540	TURFSTAR	Turf Star Inc	06/29/2026	0.00	385.56
451541	VERIZO3	Verizon Wireless Services LLC	06/29/2026	0.00	2,299.53
451542	WOODEN	Bill Wooden	06/29/2026	0.00	315.00
451543	CASTATE	CA State Disbursement Unit	07/03/2026	0.00	71.07
451544	WAMUTU	Crescent City Employees Association	07/03/2026	0.00	85.00
451545	CCPOLI	Crescent City Police Officer's Assoc	07/03/2026	0.00	550.00
451546	ICMARE	Mission Square	07/03/2026	0.00	7,415.54
451547	PORACRMT	PORAC RMT	07/03/2026	0.00	550.00
451548	ADAMSHU1	Rebecca Adams-Hutchinson	07/06/2026	0.00	55.00
451549	AMAZON	Amazon Capital Services, Inc	07/06/2026	0.00	5,763.71
451550	AUTOZONE	Auto Zone	07/06/2026	0.00	6.68
451551	BAUERR	Ron Bauer	07/06/2026	0.00	141.20
451552	BLUEST	Blue Star Gas Associates	07/06/2026	0.00	252.82
451553	BOYLEK	Kenneth Boyle	07/06/2026	0.00	117.00
451554	L&A CONS	Amanda Brown	07/06/2026	0.00	16,000.00
451555	CAMPERD	Damien Camper	07/06/2026	0.00	200.00
451556	COLLT	Tim Coll	07/06/2026	0.00	55.00
451557	DAVISTIF	Tiffanie Davis	07/06/2026	0.00	201.00
451558	DNCBOS	Del Norte County	07/06/2026	0.00	145.00
451559	DICKEYJe	Jeff Dickey	07/06/2026	0.00	55.00
451560	ETTINGER	Debra Ettinger	07/06/2026	0.00	45.00
451561	FISHER	Fisher Scientific	07/06/2026	0.00	147.24
451562	FORSHTD	Dyana Forsht	07/06/2026	0.00	55.00
451563	VERIZO2	Frontier California Inc	07/06/2026	0.00	220.60
451564	GALEAWIL	Robin L Galea	07/06/2026	0.00	615.00
451565	GARBERB	Brodie Garber	07/06/2026	0.00	55.00
451566	RECALL	Iron Mountain	07/06/2026	0.00	155.42
451567	JONESNAN	Nancy Jones	07/06/2026	0.00	370.00
451568	FIREAPP	Kalmikov Enterprises, Inc	07/06/2026	0.00	33,649.85
451569	LASTSTAR	Galvin Laststar	07/06/2026	0.00	35.60
451570	MISSIO	Mission Linen Supply	07/06/2026	0.00	93.40
451571	MORJON	Mor-Jon Inc	07/06/2026	0.00	19.05
451572	NELSONS	Steve Nelson	07/06/2026	0.00	62.00
451573	NORTHR	Northridge Electric LLC	07/06/2026	0.00	5,764.21
451574	OREILLY	O'Reilly Auto Enterprises LLC	07/06/2026	0.00	181.72
451575	PEARSOND	Dawn Pearson	07/06/2026	0.00	145.60
451576	PERALTAM	Michelle Peralta	07/06/2026	0.00	301.80
451577	PETERSNS	Susan Peterson	07/06/2026	0.00	79.20
451578	PUETTJ	Jim Puett	07/06/2026	0.00	45.00
451579	PLATT	Rexel USA, Inc.	07/06/2026	0.00	21,842.17
451580	ROSSJAN	Matthew Ross	07/06/2026	0.00	1,725.00
451581	RYANR	Richard Ryan	07/06/2026	0.00	55.00
451582	DNTRIP	Daniel J and Phyllis Y Schmidt	07/06/2026	0.00	62.00
451583	SMITHMJ	Kimberly D Smith	07/06/2026	0.00	462.50
451584	DNOFFI	Debra Stover	07/06/2026	0.00	53.10
451585	STROMERP	Perry Stromer	07/06/2026	0.00	45.00
451586	CALCARDS	US Bank Corporate Pmt Systems	07/06/2026	0.00	2,428.63
451587	USCCLLC	USCC Services LLC	07/06/2026	0.00	3,506.86

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
451588	ICMARE	Mission Square	07/03/2026	0.00	9.65
451589	ZSWRCBNP	State Water Resources Control Bd	07/07/2026	0.00	1,724.00
451671	CALORE	AirMedCare	07/09/2026	0.00	45.00
451672	AMFAM	American Family Life	07/09/2026	0.00	1,779.02
451673	GARYBUCH	Gary R. Buchholz	07/09/2026	0.00	360.00
451674	CLEMENM	Mark A Clementi	07/09/2026	0.00	844.00
451675	REDWMO	Kevin J Caldwell MD Inc	07/09/2026	0.00	1,852.00
451676	NORTCOAS	NorthCoast Health Screening	07/09/2026	0.00	180.00
451677	SELMAN	One80 Intermediaries Inc.	07/09/2026	0.00	348.00
451678	PARS	PARS, Public Agency Retirement	07/09/2026	0.00	300.00
451679	ZCAJUSTA	ST CA Dept Of Justice	07/09/2026	0.00	162.00
451680	AMLIF	Ameritas Life Ins. Corp.	07/09/2026	0.00	5,349.12
451681	CLEA	California Law Enforcement Association	07/09/2026	0.00	357.50
451682	CHUBB	Chubb National Insurance Company	07/09/2026	0.00	359.00
451683	IBTPORAC	Insurance & Benefits Trust of the Peace	07/09/2026	0.00	94.50
451684	STANDAI	Standard Insurance Company	07/09/2026	0.00	2,821.96
451685	VISION	Vision Service Plan	07/09/2026	0.00	1,091.75
Report Total (121 checks):				0.00	780,948.07

AP
06-27-26 to 07-10-26 Council

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Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
0	7/3/2026	610-000-2185-00000	PR Batch 00011.07.2026 State Income Tax	2,824.63	False
0	7/3/2026	610-000-2185-00000	PR Batch 00001.07.2026 State Income Tax	3,601.90	False
0	7/3/2026	610-000-2188-00000	PR Batch 00011.07.2026 Medicare Employer Portion	1,336.02	False
0	7/3/2026	610-000-2189-00000	PR Batch 00001.07.2026 Federal Income Tax	11,296.22	False
0	7/3/2026	610-000-2189-00000	PR Batch 00011.07.2026 Federal Income Tax	7,704.51	False
0	7/3/2026	610-000-2188-00000	PR Batch 00001.07.2026 Medicare Employer Portion	1,915.63	False
0	7/3/2026	610-000-2188-00000	PR Batch 00001.07.2026 Medicare Employee Portion	1,915.63	False
0	7/3/2026	610-000-2188-00000	PR Batch 00011.07.2026 Medicare Employee Portion	1,336.02	False
0	7/3/2026	610-000-2188-00000	PR Batch 07722.07.2026 Medicare Employer Portion	1.87	False
0	7/3/2026	610-000-2188-00000	PR Batch 07722.07.2026 Medicare Employee Portion	1.87	False
0	7/3/2026	610-000-2187-00000	PR Batch 00001.07.2026 Survivor Benefit	38.13	False
0	7/3/2026	610-000-2187-00000	PR Batch 00001.07.2026 MO EE PERS Contribution	190.84	False
0	7/3/2026	610-000-2187-00000	PR Batch 00011.07.2026 EE PERS 4850 Contribution	369.85	False
0	7/3/2026	610-000-2187-00000	PR Batch 00001.07.2026 EE PERS Contribution	9,543.04	False
0	7/3/2026	610-000-2187-00000	PR Batch 00011.07.2026 EE PERS Contribution	7,392.07	False
0	7/3/2026	610-000-2187-00000	PR Batch 00001.07.2026 ER PERS Contribution	12,635.67	False
0	7/3/2026	610-000-2187-00000	PR Batch 00001.07.2026 Service Credit Purchase	148.83	False
0	7/3/2026	610-000-2187-00000	PR Batch 00011.07.2026 ER PERS Contribution	9,229.63	False
0	7/3/2026	610-000-2187-00000	PR Batch 00011.07.2026 Survivor Benefit	22.80	False
0	7/9/2026	001-111-4125-00000	July 2026 Fees - Active	75.18	False
0	7/9/2026	630-000-4125-00000	July 2026 Premiums - Retirees	5,250.00	False
0	7/9/2026	610-000-2173-00000	July 2026 Premiums - Active	93,970.23	False
0	7/9/2026	630-111-4409-00000	July 2026 Fees - Retirees	14.25	False
0	7/9/2026	610-000-1510-00000	FY27 PERS UAL - Misc	81,000.42	False
0	7/9/2026	610-000-1510-00000	FY27 PERS UAL - Safety Fire	2,185.33	False
0	7/9/2026	610-000-1510-00000	FY27 PERS UAL - Safety Police	30,824.08	False
0	7/9/2026	001-230-4121-00000	FY26 Survivor Billing - Fire/PEPRA (Plan # 25611)	72.00	False
0	7/9/2026	001-230-4121-00000	FY26 Survivor Billing - Fire (Plan # 6983)	54.00	False
451491	6/29/2026	001-000-2160-00000	REFUND: Business License Entity# 1 - Ceased/Relocation	4.00	False
451491	6/29/2026	001-000-3230-00000	REFUND: Business License Entity# 1 - Ceased/Relocation	109.00	False
451492	6/29/2026	413-130-4310-00000	CH -Office Supplies	0.30	False
451492	6/29/2026	508-508-4390-00000	Deflector shield	32.36	False
451492	6/29/2026	413-120-4310-00000	Office supplies	12.98	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451492	6/29/2026	413-352-4310-00000	CH -Office Supplies	0.26	False
451492	6/29/2026	001-470-4310-00000	CH -Office Supplies	0.21	False
451492	6/29/2026	001-471-4310-00000	CH -Office Supplies	0.41	False
451492	6/29/2026	419-120-4310-00000	Office supplies	35.32	False
451492	6/29/2026	419-114-4310-00000	CH -Office Supplies	0.24	False
451492	6/29/2026	413-353-4310-00000	CH -Office Supplies	0.58	False
451492	6/29/2026	001-240-4310-00000	Office supplies	461.34	False
451492	6/29/2026	412-100-4312-00000	Printer toner.	145.55	False
451492	6/29/2026	412-120-4310-00000	CH -Office Supplies	0.49	False
451492	6/29/2026	413-120-4310-00000	Office supplies	35.32	False
451492	6/29/2026	001-130-4310-00000	CH -Office Supplies	0.61	False
451492	6/29/2026	001-480-4340-00000	Chems	133.02	False
451492	6/29/2026	001-250-4310-00000	CH -Office Supplies	0.65	False
451492	6/29/2026	413-120-4310-00000	CH -Office Supplies	3.13	False
451492	6/29/2026	001-240-4390-00000	Office sign	22.66	False
451492	6/29/2026	001-364-4310-00000	CH -Office Supplies	0.59	False
451492	6/29/2026	001-240-4310-00000	Office supplies	73.66	False
451492	6/29/2026	419-111-4310-00000	CH -Office Supplies	0.58	False
451492	6/29/2026	419-113-4310-00000	CH -Office Supplies	0.54	False
451492	6/29/2026	001-240-4320-00000	Academy equipment.	136.48	False
451492	6/29/2026	412-100-4799-COAST	Hand Towels/Bath Tissues (NOT PART OF ASSET)	85.58	False
451492	6/29/2026	413-357-4310-00000	CH -Office Supplies	1.03	False
451492	6/29/2026	001-480-4370-00000	Janitorial supplies	130.59	False
451492	6/29/2026	001-240-4320-00000	Academy equipment	326.33	False
451492	6/29/2026	419-120-4310-00000	Toner	45.98	False
451492	6/29/2026	412-130-4310-00000	CH -Office Supplies	0.08	False
451492	6/29/2026	001-480-4310-00000	CH -Office Supplies	0.44	False
451492	6/29/2026	412-114-4310-00000	CH -Office Supplies	0.04	False
451492	6/29/2026	419-120-4310-00000	Office supplies	12.98	False
451492	6/29/2026	001-251-4310-00000	CH -Office Supplies	2.85	False
451492	6/29/2026	001-240-4311-00000	Cyber office equipment.	84.72	False
451492	6/29/2026	001-313-4310-00000	CH -Office Supplies	0.75	False
451492	6/29/2026	001-113-4310-00000	CH -Office Supplies	0.53	False
451492	6/29/2026	413-111-4310-00000	CH -Office Supplies	0.52	False
451492	6/29/2026	413-120-4310-00000	Toner	45.97	False
451492	6/29/2026	001-120-4310-00000	CH -Office Supplies	2.91	False
451492	6/29/2026	412-111-4310-00000	CH -Office Supplies	0.09	False
451492	6/29/2026	419-371-4310-00000	CH -Office Supplies	1.88	False
451492	6/29/2026	412-100-4390-00000	RR Signs	27.01	False
451492	6/29/2026	413-114-4310-00000	CH -Office Supplies	0.21	False
451492	6/29/2026	001-120-4310-00000	Toner	45.97	False
451492	6/29/2026	412-113-4310-00000	CH -Office Supplies	0.07	False
451492	6/29/2026	412-100-4310-00000	CH -Office Supplies	0.44	False

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451492	6/29/2026	420-115-4390-00000	camera support	102.35	False
451492	6/29/2026	420-115-4310-00000	CH -Office Supplies	3.52	False
451492	6/29/2026	419-120-4310-00000	CH -Office Supplies	3.12	False
451492	6/29/2026	001-240-4390-00000	Recruit uniforms.	651.24	False
451492	6/29/2026	001-350-4310-00000	CH -Office Supplies	1.47	False
451492	6/29/2026	506-506-4390-00000	Bluetooth Dongle	8.61	False
451492	6/29/2026	001-120-4310-00000	Office supplies	35.32	False
451492	6/29/2026	001-114-4310-00000	CH -Office Supplies	1.26	False
451492	6/29/2026	413-113-4310-00000	CH -Office Supplies	0.54	False
451492	6/29/2026	001-111-4310-00000	CH -Office Supplies	0.57	False
451492	6/29/2026	001-120-4310-00000	Office supplies	12.98	False
451492	6/29/2026	001-112-4310-00000	CH -Office Supplies	1.20	False
451492	6/29/2026	001-251-4311-00000	Name plate	21.04	False
451492	6/29/2026	419-130-4310-00000	CH -Office Supplies	0.30	False
451493	6/29/2026	412-000-3570-00000	REFUND for stay on 06/29-07/06/26 conf# 12924	50.00	False
451493	6/29/2026	001-000-3221-00000	REFUND for stay on 06/29-07/06/26 conf# 12924	5.00	False
451494	6/29/2026	412-000-3570-00000	REFUND for stay on 07/03-07/06/26 conf# 12967	50.00	False
451494	6/29/2026	001-000-3221-00000	REFUND for stay on 07/03-07/06/26 conf# 12967	5.00	False
451495	6/29/2026	001-240-4330-00000	FY26 Fuel for Patrol Cars	3,776.06	False
451496	6/29/2026	413-120-4450-00000	Copier maint. 05/07-06/06/26	49.18	False
451496	6/29/2026	419-120-4450-00000	Copier maint. 05/07-06/06/26	49.18	False
451496	6/29/2026	001-120-4450-00000	Copier maint. 05/07-06/06/26	98.35	False
451497	6/29/2026	419-371-4470-00000	MPA Testing - FY26	2,925.00	False
451498	6/29/2026	001-313-4315-00000	CEQA Recording fee for High Note Holdings LLC	50.00	False
451498	6/29/2026	001-313-4315-00000	CEQA Filing fee for AR26-06 Site Plan & Arch Rev - 780 J ST	50.00	False
451499	6/29/2026	413-352-4409-00000	Digester Boiler Maintenance	2,964.00	False
451500	6/29/2026	001-240-4475-00000	FY26 Dispatch Services: 2nd Qtr Oct-Dec 2025	49,865.00	False
451500	6/29/2026	001-240-4475-00000	FY26 Dispatch Services: 1st Qtr. July-Sept 2025	26,798.00	False
451501	6/29/2026	413-357-4450-00000	5/1-5/2/26 - Auburn, CA - Pick up WWTP Pump - meals	88.40	False
451502	6/29/2026	117-364-4789-00000	RMRA pass-through per annex agreement - Mar 2026 Rev	2,142.04	False
451502	6/29/2026	115-364-4787-00000	Gas Tax Sec 2107 pass-through per annex agreement - Apr 2026 Rev	630.31	False
451502	6/29/2026	001-000-4782-00000	Property Tax in-lieu of VLF pass-through per annex - May 2026Rev	57,621.06	False
451502	6/29/2026	115-364-4785-00000	Gas Tax Sec 2105 pass-through per annex agreement - Apr 2026 Rev	468.30	False
451503	6/29/2026	001-112-4430-00000	FY26 Advertising and Marketing Services	2,062.43	False
451503	6/29/2026	412-100-4430-00000	FY26 Advertising and Marketing Services	31.25	False
451504	6/29/2026	001-240-4391-00000	SRM-27	344.13	False
451505	6/29/2026	001-480-4310-00000	CH Office Supplies	0.19	False
451505	6/29/2026	412-113-4310-00000	CH Office Supplies	0.03	False
451505	6/29/2026	001-114-4310-00000	CH Office Supplies	0.54	False
451505	6/29/2026	413-353-4310-00000	CH Office Supplies	0.25	False
451505	6/29/2026	001-313-4310-00000	CH Office Supplies	0.32	False
451505	6/29/2026	419-130-4310-00000	CH Office Supplies	0.13	False
451505	6/29/2026	001-250-4310-00000	CH Office Supplies	0.28	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451505	6/29/2026	419-111-4310-00000	CH Office Supplies	0.25	False
451505	6/29/2026	001-112-4310-00000	CH Office Supplies	0.52	False
451505	6/29/2026	419-114-4210-00000	CH Office Supplies	0.10	False
451505	6/29/2026	412-130-4310-00000	CH Office Supplies	0.04	False
451505	6/29/2026	412-120-4310-00000	CH Office Supplies	0.21	False
451505	6/29/2026	412-100-4310-00000	CH Office Supplies	0.19	False
451505	6/29/2026	413-357-4310-00000	CH Office Supplies	0.44	False
451505	6/29/2026	413-130-4310-00000	CH Office Supplies	0.13	False
451505	6/29/2026	413-352-4310-00000	CH Office Supplies	0.11	False
451505	6/29/2026	412-111-4310-00000	CH Office Supplies	0.04	False
451505	6/29/2026	413-113-4310-00000	CH Office Supplies	0.23	False
451505	6/29/2026	413-111-4310-00000	CH Office Supplies	0.23	False
451505	6/29/2026	413-114-4210-00000	CH Office Supplies	0.08	False
451505	6/29/2026	001-471-4310-00000	CH Office Supplies	0.18	False
451505	6/29/2026	001-130-4310-00000	CH Office Supplies	0.27	False
451505	6/29/2026	419-371-4310-00000	CH Office Supplies	0.81	False
451505	6/29/2026	001-120-4310-00000	CH Office Supplies	1.25	False
451505	6/29/2026	412-114-4310-00000	CH Office Supplies	0.02	False
451505	6/29/2026	419-120-4310-00000	CH Office Supplies	1.34	False
451505	6/29/2026	001-470-4310-00000	CH Office Supplies	0.09	False
451505	6/29/2026	001-111-4310-00000	CH Office Supplies	0.24	False
451505	6/29/2026	419-113-4310-00000	CH Office Supplies	0.23	False
451505	6/29/2026	001-113-4310-00000	CH Office Supplies	0.23	False
451505	6/29/2026	001-251-4310-00000	CH Office Supplies	1.22	False
451505	6/29/2026	413-120-4310-00000	CH Office Supplies	1.35	False
451505	6/29/2026	001-364-4310-00000	CH Office Supplies	0.25	False
451505	6/29/2026	420-115-4310-00000	CH Office Supplies	1.51	False
451505	6/29/2026	001-350-4310-00000	CH Office Supplies	0.63	False
451506	6/29/2026	419-371-4390-00000	Coupler	98.98	False
451506	6/29/2026	001-480-4390-00000	Sleeve	102.84	False
451507	6/29/2026	419-000-1510-00000	Water Scada CP license renewal -07/01/26-05/04/27 (419-371-4390)	262.51	False
451507	6/29/2026	419-371-4390-00000	Water Scada CP license renewal -05/05/26-06/30/26	52.50	False
451508	6/29/2026	412-000-3570-00000	REFUND for stay on 05/14-06/11/26 conf# 14181	95.45	False
451508	6/29/2026	001-000-3221-00000	REFUND for stay on 05/14-06/11/26 conf# 14181	9.55	False
451509	6/29/2026	161-485-4796-24FRC	24-CDBG-NH-10004-A2: Food Pantry Services: 01/01/26-03/31/26	30,047.25	False
451510	6/29/2026	412-100-4799-COAST	Fire sprinkler data collection and design for Cabin Installation	900.00	False
451511	6/29/2026	412-000-3570-00000	REFUND for stay on 07/25-08/01/26 conf# 14028	40.91	False
451511	6/29/2026	001-000-3221-00000	REFUND for stay on 07/25-08/01/26 conf# 14028	4.09	False
451512	6/29/2026	001-230-4390-00000	REIMBURSEMENT: Uniform Boots	201.19	False
451513	6/29/2026	919-371-4799-37118	meter parts - AMR system	958.92	False
451513	6/29/2026	419-371-4390-00000	meter parts	979.77	False
451513	6/29/2026	919-371-4799-37118	meter parts - AMR system	915.68	False
451513	6/29/2026	419-371-4390-00000	Replacement valve for Meadowbrook booster pump	3,573.03	False

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451514	6/29/2026	413-000-1202-00000	Sludge processing/grit bin	200.19	False
451514	6/29/2026	413-000-1202-00000	Sludge processing.	2,123.43	False
451514	6/29/2026	413-000-1202-00000	Sludge processing.	2,162.75	False
451515	6/29/2026	412-000-3570-00000	REFUND for stay on 07/03-07/06/26 conf#12996	40.91	False
451515	6/29/2026	001-000-3221-00000	REFUND for stay on 07/03-07/06/26 conf#12996	4.09	False
451516	6/29/2026	001-000-1510-00000	Business License Portal - FY27 (001-120-4409)	5,500.00	False
451517	6/29/2026	412-000-3570-00000	REFUND for stay on 06/20/26 conf# 13143	56.36	False
451517	6/29/2026	001-000-3221-00000	REFUND for stay on 06/20/26 conf# 13143	5.64	False
451518	6/29/2026	412-100-4320-00000	Uniforms	140.00	False
451518	6/29/2026	412-100-4390-00000	Uniforms	64.90	False
451519	6/29/2026	412-000-3570-00000	REFUND for stay on 06/24-07/01/26 conf# 13121	336.36	False
451519	6/29/2026	001-000-3221-00000	REFUND for stay on 06/24-07/01/26 conf# 13121	33.64	False
451520	6/29/2026	419-371-4530-00000	6/8-6/9/26 - Eugene, OR - Drinking Water Dist Test - meals FINAL	144.00	False
451521	6/29/2026	413-357-4370-00000	City Hall Mats	0.83	False
451521	6/29/2026	412-120-4370-00000	City Hall Mats	0.40	False
451521	6/29/2026	412-100-4370-00000	City Hall Mats	0.36	False
451521	6/29/2026	001-111-4370-00000	City Hall Mats	0.45	False
451521	6/29/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	26.87	False
451521	6/29/2026	420-115-4370-00000	City Hall Mats	2.79	False
451521	6/29/2026	412-114-4370-00000	City Hall Mats	0.03	False
451521	6/29/2026	413-113-4370-00000	City Hall Mats	0.42	False
451521	6/29/2026	419-114-4370-00000	City Hall Mats	0.20	False
451521	6/29/2026	412-100-4370-00000	City Hall Mats	0.36	False
451521	6/29/2026	419-111-4370-00000	City Hall Mats	0.46	False
451521	6/29/2026	508-508-4320-00000	FY 26 Laundry services/uniforms	35.41	False
451521	6/29/2026	001-120-4370-00000	City Hall Mats	2.36	False
451521	6/29/2026	001-250-4370-00000	City Hall Mats	0.52	False
451521	6/29/2026	413-111-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	001-112-4370-00000	City Hall Mats	0.95	False
451521	6/29/2026	412-130-4370-00000	City Hall Mats	0.07	False
451521	6/29/2026	001-111-4370-00000	City Hall Mats	0.46	False
451521	6/29/2026	412-120-4370-00000	City Hall Mats	0.40	False
451521	6/29/2026	001-364-4370-00000	City Hall Mats	0.48	False
451521	6/29/2026	420-115-4370-00000	City Hall Mats	2.86	False
451521	6/29/2026	001-471-4370-00000	City Hall Mats	0.32	False
451521	6/29/2026	001-364-4370-00000	City Hall Mats	0.48	False
451521	6/29/2026	001-251-4370-00000	City Hall Mats	2.31	False
451521	6/29/2026	001-114-4370-00000	City Hall Mats	0.99	False
451521	6/29/2026	001-111-4370-00000	City Hall Mats	0.46	False
451521	6/29/2026	413-352-4370-00000	City Hall Mats	0.21	False
451521	6/29/2026	001-480-4370-00000	FY 26 Laundry services- Pool	74.36	False
451521	6/29/2026	413-113-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	419-120-4370-00000	City Hall Mats	2.53	False

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451521	6/29/2026	001-350-4370-00000	City Hall Mats	1.19	False
451521	6/29/2026	001-130-4370-00000	City Hall Mats	0.50	False
451521	6/29/2026	412-130-4370-00000	City Hall Mats	0.07	False
451521	6/29/2026	419-371-4370-00000	City Hall Mats	1.52	False
451521	6/29/2026	413-113-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	419-371-4370-00000	City Hall Mats	1.49	False
451521	6/29/2026	001-113-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	001-470-4370-00000	City Hall Mats	0.17	False
451521	6/29/2026	001-364-4370-00000	City Hall Mats	0.47	False
451521	6/29/2026	412-130-4370-00000	City Hall Mats	0.07	False
451521	6/29/2026	001-480-4370-00000	City Hall Mats	0.35	False
451521	6/29/2026	001-130-4370-00000	City Hall Mats	0.50	False
451521	6/29/2026	412-114-4370-00000	City Hall Mats	0.04	False
451521	6/29/2026	001-471-4370-00000	City Hall Mats	0.31	False
451521	6/29/2026	413-114-4370-00000	City Hall Mats	0.17	False
451521	6/29/2026	413-357-4370-00000	City Hall Mats	0.82	False
451521	6/29/2026	413-120-4370-00000	City Hall Mats	2.55	False
451521	6/29/2026	419-111-4370-00000	City Hall Mats	0.47	False
451521	6/29/2026	419-114-4370-00000	City Hall Mats	0.19	False
451521	6/29/2026	419-371-4370-00000	City Hall Mats	1.52	False
451521	6/29/2026	413-114-4370-00000	City Hall Mats	0.17	False
451521	6/29/2026	001-114-4370-00000	City Hall Mats	1.03	False
451521	6/29/2026	001-120-4370-00000	City Hall Mats	2.36	False
451521	6/29/2026	413-352-4370-00000	City Hall Mats	0.21	False
451521	6/29/2026	419-130-4370-00000	City Hall Mats	0.25	False
451521	6/29/2026	001-313-4370-00000	City Hall Mats	0.61	False
451521	6/29/2026	001-112-4370-00000	City Hall Mats	0.98	False
451521	6/29/2026	001-251-4370-00000	City Hall Mats	2.31	False
451521	6/29/2026	001-112-4370-00000	City Hall Mats	0.98	False
451521	6/29/2026	419-114-4370-00000	City Hall Mats	0.20	False
451521	6/29/2026	413-353-4370-00000	City Hall Mats	0.47	False
451521	6/29/2026	001-251-4370-00000	City Hall Mats	2.31	False
451521	6/29/2026	001-130-4370-00000	City Hall Mats	0.50	False
451521	6/29/2026	419-113-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	001-470-4370-00000	City Hall Mats	0.17	False
451521	6/29/2026	419-130-4370-00000	City Hall Mats	0.25	False
451521	6/29/2026	001-480-4370-00000	City Hall Mats	0.35	False
451521	6/29/2026	419-120-4370-00000	City Hall Mats	2.53	False
451521	6/29/2026	413-130-4370-00000	City Hall Mats	0.25	False
451521	6/29/2026	001-113-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	412-100-4370-00000	City Hall Mats	0.35	False
451521	6/29/2026	413-353-4370-00000	FY 26 Laundry services/uniforms	55.19	False
451521	6/29/2026	001-470-4370-00000	City Hall Mats	0.17	False

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451521	6/29/2026	001-480-4370-00000	FY 26 Laundry services- Pool	74.36	False
451521	6/29/2026	001-250-4370-00000	City Hall Mats	0.52	False
451521	6/29/2026	412-130-4370-00000	City Hall Mats	0.07	False
451521	6/29/2026	413-120-4370-00000	City Hall Mats	2.48	False
451521	6/29/2026	001-350-4370-00000	City Hall Mats	1.19	False
451521	6/29/2026	419-130-4370-00000	City Hall Mats	0.25	False
451521	6/29/2026	419-113-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	413-353-4370-00000	City Hall Mats	0.47	False
451521	6/29/2026	412-113-4370-00000	City Hall Mats	0.06	False
451521	6/29/2026	419-114-4370-00000	City Hall Mats	0.20	False
451521	6/29/2026	419-113-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	001-120-4370-00000	City Hall Mats	2.36	False
451521	6/29/2026	001-112-4370-00000	City Hall Mats	0.98	False
451521	6/29/2026	001-350-4370-00000	City Hall Mats	1.19	False
451521	6/29/2026	412-114-4370-00000	City Hall Mats	0.04	False
451521	6/29/2026	419-113-4370-00000	City Hall Mats	0.42	False
451521	6/29/2026	419-120-4370-00000	City Hall Mats	2.53	False
451521	6/29/2026	412-114-4370-00000	City Hall Mats	0.04	False
451521	6/29/2026	413-352-4370-00000	City Hall Mats	0.21	False
451521	6/29/2026	412-111-4370-00000	City Hall Mats	0.07	False
451521	6/29/2026	413-113-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	413-130-4370-00000	City Hall Mats	0.25	False
451521	6/29/2026	001-111-4370-00000	City Hall Mats	0.46	False
451521	6/29/2026	413-114-4370-00000	City Hall Mats	0.17	False
451521	6/29/2026	420-115-4370-00000	City Hall Mats	2.86	False
451521	6/29/2026	419-371-4370-00000	City Hall Mats	1.52	False
451521	6/29/2026	413-120-4370-00000	City Hall Mats	2.55	False
451521	6/29/2026	412-113-4370-00000	City Hall Mats	0.06	False
451521	6/29/2026	419-111-4370-00000	City Hall Mats	0.47	False
451521	6/29/2026	413-114-4370-00000	City Hall Mats	0.17	False
451521	6/29/2026	001-471-4370-00000	City Hall Mats	0.32	False
451521	6/29/2026	413-130-4370-00000	City Hall Mats	0.24	False
451521	6/29/2026	419-120-4370-00000	City Hall Mats	2.47	False
451521	6/29/2026	413-357-4370-00000	City Hall Mats	0.83	False
451521	6/29/2026	413-353-4370-00000	City Hall Mats	0.47	False
451521	6/29/2026	412-113-4370-00000	City Hall Mats	0.06	False
451521	6/29/2026	001-480-4370-00000	City Hall Mats	0.35	False
451521	6/29/2026	001-313-4370-00000	City Hall Mats	0.61	False
451521	6/29/2026	412-113-4370-00000	City Hall Mats	0.06	False
451521	6/29/2026	001-130-4370-00000	City Hall Mats	0.48	False
451521	6/29/2026	420-115-4370-00000	City Hall Mats	2.86	False
451521	6/29/2026	001-480-4370-00000	City Hall Mats	0.35	False
451521	6/29/2026	001-250-4370-00000	City Hall Mats	0.52	False

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451521	6/29/2026	001-114-4370-00000	City Hall Mats	1.03	False
451521	6/29/2026	001-251-4370-00000	City Hall Mats	2.25	False
451521	6/29/2026	413-111-4370-00000	City Hall Mats	0.42	False
451521	6/29/2026	001-313-4370-00000	City Hall Mats	0.59	False
451521	6/29/2026	412-120-4370-00000	City Hall Mats	0.39	False
451521	6/29/2026	001-313-4370-00000	City Hall Mats	0.61	False
451521	6/29/2026	412-120-4370-00000	City Hall Mats	0.40	False
451521	6/29/2026	413-120-4370-00000	City Hall Mats	2.55	False
451521	6/29/2026	413-111-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	412-111-4370-00000	City Hall Mats	0.08	False
451521	6/29/2026	001-250-4370-00000	City Hall Mats	0.51	False
451521	6/29/2026	412-111-4370-00000	City Hall Mats	0.08	False
451521	6/29/2026	001-470-4370-00000	City Hall Mats	0.17	False
451521	6/29/2026	001-114-4370-00000	City Hall Mats	1.03	False
451521	6/29/2026	419-111-4370-00000	City Hall Mats	0.47	False
451521	6/29/2026	419-130-4370-00000	City Hall Mats	0.25	False
451521	6/29/2026	413-353-4370-00000	City Hall Mats	0.47	False
451521	6/29/2026	001-120-4370-00000	City Hall Mats	2.30	False
451521	6/29/2026	413-352-4370-00000	City Hall Mats	0.20	False
451521	6/29/2026	001-364-4370-00000	City Hall Mats	0.48	False
451521	6/29/2026	412-100-4370-00000	City Hall Mats	0.36	False
451521	6/29/2026	413-111-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	001-350-4370-00000	City Hall Mats	1.16	False
451521	6/29/2026	001-113-4370-00000	City Hall Mats	0.42	False
451521	6/29/2026	001-471-4370-00000	City Hall Mats	0.32	False
451521	6/29/2026	001-113-4370-00000	City Hall Mats	0.43	False
451521	6/29/2026	412-111-4370-00000	City Hall Mats	0.08	False
451521	6/29/2026	413-357-4370-00000	City Hall Mats	0.83	False
451521	6/29/2026	413-130-4370-00000	City Hall Mats	0.25	False
451522	6/29/2026	001-230-4450-00000	Annual PM Servicing for Holmatro Tools	3,261.87	False
451523	6/29/2026	001-230-4530-2020S	5/29-31,6/5-7, 6/12-14/2026 - Redding, Pub Sfty First Aid Cert	497.46	False
451524	6/29/2026	506-506-4450-00000	Pest Control Services FY25/26- 250 & 223 I St.	89.38	False
451524	6/29/2026	506-506-4450-00000	Pest Control Services FY25/26- 377 J St.	89.38	False
451525	6/29/2026	413-351-4409-00000	WWTP Operations Contract - Mar 2026	1,649.00	False
451525	6/29/2026	413-352-4450-00000	WWTP Operations Contract - Apr 2026	14,666.67	False
451525	6/29/2026	413-352-4409-00000	WWTP Operations Contract - Apr 2026	133,148.73	False
451525	6/29/2026	413-352-4340-00000	WWTP Operations Contract - Apr 2026	10,723.31	False
451525	6/29/2026	413-000-1202-00000	WWTP Operations Contract - Reimbursables - Apr 2026	-10,456.30	False
451526	6/29/2026	506-506-4390-00000	475 7th St - Water heater svc	376.00	False
451526	6/29/2026	506-506-4450-00000	475 7th St HVAC svc	449.00	False
451527	6/29/2026	508-508-4390-00000	Antifreeze	110.35	False
451527	6/29/2026	508-508-4390-00000	shift tube	41.95	False
451528	6/29/2026	001-471-4450-00000	Annual monthly maintenance service FY26 - Jun 2026	439.56	False

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451529	6/29/2026	001-470-4390-00000	4" reduced pressure backflow device and parts for Beach Front Pa	2,195.48	False
451530	6/29/2026	001-120-4370-00000	Janitorial Supplies- City-Wide	6.50	False
451530	6/29/2026	001-114-4370-00000	Janitorial Supplies- City-Wide	1.62	False
451530	6/29/2026	001-471-4370-00000	Janitorial Supplies- City-Wide	16.24	False
451530	6/29/2026	420-115-4370-00000	Janitorial Supplies- City-Wide	2.40	False
451530	6/29/2026	413-352-4370-00000	Janitorial Supplies- City-Wide	16.24	False
451530	6/29/2026	001-480-4370-00000	Janitorial Supplies- City-Wide	60.00	False
451530	6/29/2026	001-240-4370-00000	Janitorial Supplies- City-Wide	16.24	False
451530	6/29/2026	412-100-4370-00000	Janitorial Supplies- City-Wide	24.00	False
451530	6/29/2026	413-120-4370-00000	Janitorial Supplies- City-Wide	2.40	False
451530	6/29/2026	420-115-4370-00000	Janitorial Supplies- City-Wide	1.63	False
451530	6/29/2026	001-113-4370-00000	Janitorial Supplies- City-Wide	1.62	False
451530	6/29/2026	001-240-4370-00000	Janitorial Supplies- City-Wide	24.00	False
451530	6/29/2026	419-120-4370-00000	Janitorial Supplies- City-Wide	1.63	False
451530	6/29/2026	001-350-4370-00000	Janitorial Supplies- City-Wide	68.40	False
451530	6/29/2026	001-114-4370-00000	Janitorial Supplies- City-Wide	2.40	False
451530	6/29/2026	001-111-4370-00000	Janitorial Supplies- City-Wide	1.62	False
451530	6/29/2026	001-480-4370-00000	Janitorial Supplies- City-Wide	40.60	False
451530	6/29/2026	001-113-4370-00000	Janitorial Supplies- City-Wide	2.40	False
451530	6/29/2026	001-251-4370-00000	Janitorial Supplies- City-Wide	1.20	False
451530	6/29/2026	419-120-4370-00000	Janitorial Supplies- City-Wide	2.40	False
451530	6/29/2026	001-471-4370-00000	Janitorial Supplies- City-Wide	24.00	False
451530	6/29/2026	001-251-4370-00000	Janitorial Supplies- City-Wide	0.81	False
451530	6/29/2026	001-313-4370-00000	Janitorial Supplies- City-Wide	2.40	False
451530	6/29/2026	001-111-4370-00000	Janitorial Supplies- City-Wide	2.40	False
451530	6/29/2026	001-120-4370-00000	Janitorial Supplies- City-Wide	9.60	False
451530	6/29/2026	001-470-4370-00000	Janitorial Supplies- City-Wide	182.72	False
451530	6/29/2026	001-313-4370-00000	Janitorial Supplies- City-Wide	1.62	False
451530	6/29/2026	508-508-4370-00000	Janitorial Supplies- City-Wide	30.00	False
451530	6/29/2026	001-470-4370-00000	Janitorial Supplies- City-Wide	270.00	False
451530	6/29/2026	412-100-4370-00000	Janitorial Supplies- City-Wide	16.24	False
451530	6/29/2026	506-506-4370-00000	Janitorial Supplies- City-Wide	16.24	False
451530	6/29/2026	508-508-4370-00000	Janitorial Supplies- City-Wide	20.31	False
451530	6/29/2026	001-350-4370-00000	Janitorial Supplies- City-Wide	46.29	False
451530	6/29/2026	413-352-4370-00000	Janitorial Supplies- City-Wide	24.00	False
451530	6/29/2026	413-120-4370-00000	Janitorial Supplies- City-Wide	1.63	False
451530	6/29/2026	506-506-4370-00000	Janitorial Supplies- City-Wide	24.00	False
451531	6/29/2026	419-371-4390-00000	lever valve	547.93	False
451532	6/29/2026	413-120-4310-00000	Postage Machine Ink	89.81	False
451532	6/29/2026	419-120-4310-00000	Postage Machine Ink	89.81	False
451532	6/29/2026	001-120-4310-00000	Postage Machine Ink	89.81	False
451533	6/29/2026	001-000-3221-00000	REFUND for stay on 06/17-06/21/26 conf# 12848	21.64	False
451533	6/29/2026	412-000-3570-00000	REFUND for stay on 06/17-06/21/26 conf# 12848	216.36	False

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451534	6/29/2026	413-120-4415-00000	Online & IVR Utlity payment processing - May 2026	1,458.90	False
451534	6/29/2026	419-120-4415-00000	Online & IVR Utlity payment processing - May 2026	1,458.90	False
451535	6/29/2026	412-000-3570-00000	REFUND for stay on 06/21-06/23/26 con#14245	130.91	False
451535	6/29/2026	001-000-3221-00000	REFUND for stay on 06/21-06/23/26 con#14245	13.09	False
451536	6/29/2026	001-112-4390-00000	2026 Annual flower baskets and fertilizer.	5,120.00	False
451537	6/29/2026	001-114-4409-00000	FY26 Safety training - Workplace Violence Prevention	24.00	False
451537	6/29/2026	001-114-4409-00000	FY26 Safety training - Intro to Cal/OSHA; IIPP	30.00	False
451537	6/29/2026	001-114-4409-00000	FY26 Safety training - Bloodborne Pathogens	34.50	False
451538	6/29/2026	001-240-4407-00000	Office supplies	22.52	False
451538	6/29/2026	001-112-4310-00000	Office supplies	11.45	False
451539	6/29/2026	117-364-4409-00FST	Front and K Street Reconstruction Design T022.4594.21 - May2026	1,240.00	False
451540	6/29/2026	419-371-4390-00000	Recycler	385.56	False
451541	6/29/2026	001-240-4230-00000	707-457-0890 Dash Cam	40.01	False
451541	6/29/2026	506-506-4230-00000	707-951-1991 Dan Borges	2.70	False
451541	6/29/2026	001-114-4230-00000	707-951-3392 HR LINE	26.85	False
451541	6/29/2026	413-351-4230-00000	707-951-0494 Tara Wood-Desk	28.12	False
451541	6/29/2026	001-112-4230-00000	707-951-5194 Kelly Feola	4.49	False
451541	6/29/2026	419-111-4230-00000	707-951-3898 Conference Room	9.38	False
451541	6/29/2026	412-100-4230-00000	707-951-0023 Lighthouse Cove RV	28.12	False
451541	6/29/2026	001-250-4230-00000	707-951-3288 Dan Minges	8.98	False
451541	6/29/2026	413-114-4230-00000	707-951-3392 HR LINE	4.10	False
451541	6/29/2026	419-371-4230-00000	707-951-5179 James Queen	5.98	False
451541	6/29/2026	419-371-4230-00000	707-951-1991 Dan Borges	8.44	False
451541	6/29/2026	419-120-4230-00000	707-951-3355 Kristie Kozak	5.98	False
451541	6/29/2026	001-240-4230-00000	707-457-7977 Police Auto Receptionist	22.42	False
451541	6/29/2026	413-120-4230-00000	707-951-5342 Rawlings	5.99	False
451541	6/29/2026	001-240-4230-00000	707-951-3960 Richard Griffin	28.12	False
451541	6/29/2026	001-240-4230-00000	707-458-5225 Dash Cam	40.01	False
451541	6/29/2026	413-120-4230-00000	707-951-3930 Water/Sewer UB Line	14.06	False
451541	6/29/2026	413-352-4230-00000	707-951-5922 WWTP Auto Recept - Fritz	22.42	False
451541	6/29/2026	001-251-4230-00000	707-951-5158 Sara Barbour	7.18	False
451541	6/29/2026	413-352-4230-00000	707-951-4779 WWTP Project Manager	28.12	False
451541	6/29/2026	001-240-4230-00000	707-951-3471 Ethan Miller	17.96	False
451541	6/29/2026	420-115-4230-00000	707-951-1613 IT Use	17.96	False
451541	6/29/2026	001-111-4230-00000	707-951-3228 Eric Wier	5.99	False
451541	6/29/2026	419-120-4230-00000	707-951-3930 Water/Sewer UB Line	14.06	False
451541	6/29/2026	419-114-4230-00000	707-951-3392 HR LINE	4.53	False
451541	6/29/2026	508-508-4230-00000	707-951-5305 Justin Phelan	17.96	False
451541	6/29/2026	001-240-4230-00000	707-951-5205 Turkins	17.96	False
451541	6/29/2026	413-120-4230-00000	707-951-5054 Linda Leaver	5.99	False
451541	6/29/2026	420-115-4230-00000	707-951-1598 Taylor Patch	17.96	False
451541	6/29/2026	001-120-4230-00000	707-951-5834 Melissa Leeper	5.99	False
451541	6/29/2026	413-353-4230-00000	707-951-9082 PW Auto Receptionist	7.47	False

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451541	6/29/2026	001-240-4230-00000	707-951-3152 Yeng Lo	17.96	False
451541	6/29/2026	001-480-4230-00000	707-951-5192 Keith Biddlecom	17.96	False
451541	6/29/2026	001-350-4230-00000	707-951-5143 David Yeager	5.99	False
451541	6/29/2026	419-120-4230-00000	707-951-5342 Rawlings	5.98	False
451541	6/29/2026	001-240-4230-00000	707-457-0873 Dash Cam	40.01	False
451541	6/29/2026	508-508-4230-00000	707-951-3374 Corp Yard Auto Recept - Fritz	22.42	False
451541	6/29/2026	001-480-4230-00000	707-951-3962 Pool	28.12	False
451541	6/29/2026	001-350-4230-00000	707-951-3927 Heather Welton	9.37	False
451541	6/29/2026	001-130-4230-00000	707-951-3063 Martha Rice	8.98	False
451541	6/29/2026	413-351-4230-00000	707-951-6970 Lab-Desk	28.12	False
451541	6/29/2026	413-351-4230-00000	707-951-5017 Lab	28.12	False
451541	6/29/2026	001-240-4230-00000	707-951-5300 Valero Magnolia	17.96	False
451541	6/29/2026	001-480-4230-00000	707-951-1991 Dan Borges	2.69	False
451541	6/29/2026	001-364-4230-00000	707-951-3904 Wade Mayes	3.94	False
451541	6/29/2026	001-240-4230-00000	707-457-0891 Dash Cam	40.01	False
451541	6/29/2026	001-240-4230-00000	707-457-0881 Dash Cam	40.05	False
451541	6/29/2026	506-506-4230-00000	707-951-5080 Camper	3.24	False
451541	6/29/2026	001-470-4230-00000	707-951-5194 Kelly Feola	2.33	False
451541	6/29/2026	001-250-4230-00000	707-951-5767 Joshua Clark	18.55	False
451541	6/29/2026	419-111-4230-00000	707-951-3228 Eric Wier	5.98	False
451541	6/29/2026	413-353-4230-00000	707-951-3927 Heather Welton	9.37	False
451541	6/29/2026	413-352-4230-00000	707-951-5005 WWTP Auto Recept - Fritz	22.42	False
451541	6/29/2026	001-113-4230-00000	707-951-5239 Altman Robin	5.75	False
451541	6/29/2026	413-352-4230-00000	707-951-6681 WWTP- Fritz	22.42	False
451541	6/29/2026	001-480-4230-00000	707-951-5194 Kelly Feola	3.95	False
451541	6/29/2026	413-352-4230-00000	707-951-3294 WWTP Auto Recept - Fritz	22.42	False
451541	6/29/2026	001-112-4230-00000	707-951-1975 Bridget Lacey	8.37	False
451541	6/29/2026	413-120-4230-00000	707-457-0842 UB Auto Receptionist	11.21	False
451541	6/29/2026	419-120-4230-00000	707-457-0842 UB Auto Receptionist	11.21	False
451541	6/29/2026	419-371-4230-00000	707-951-5684 James Queen	6.10	False
451541	6/29/2026	419-371-4230-00000	707-951-9082 PW Auto Receptionist	7.48	False
451541	6/29/2026	001-120-4230-00000	707-951-5342 Rawlings	5.99	False
451541	6/29/2026	001-240-4230-00000	707-951-3963 Elizabeth Hutchens	28.12	False
451541	6/29/2026	413-113-4230-00000	707-951-5239 Altman Robin	5.75	False
451541	6/29/2026	001-240-4230-00000	707-951-5115 Alex Pearson	17.96	False
451541	6/29/2026	413-351-4230-00000	707-951-9756 Goodgame-Thill	28.12	False
451541	6/29/2026	412-120-4230-00000	707-951-5644 Diane Swarts	0.84	False
451541	6/29/2026	001-230-4230-00000	707-951-5234 Bill Gillespie	17.96	False
451541	6/29/2026	413-120-4230-00000	707-951-5834 Melissa Leeper	5.99	False
451541	6/29/2026	001-230-4230-00000	707-464-9113 Fire Hall	28.12	False
451541	6/29/2026	001-364-4230-00000	707-951-5684 James Queen	5.93	False
451541	6/29/2026	001-240-4230-00000	707-457-0884 Dash Cam	40.01	False
451541	6/29/2026	419-120-4230-00000	707-951-5834 Melissa Leeper	5.98	False

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451541	6/29/2026	001-364-4230-00000	707-951-1991 Dan Borges	4.13	False
451541	6/29/2026	412-100-4230-00000	707-951-9704 Lighthouse Cove RV	28.12	False
451541	6/29/2026	001-480-4230-00000	707-951-5193 Pool	17.96	False
451541	6/29/2026	419-113-4230-00000	707-951-5239 Altman Robin	5.74	False
451541	6/29/2026	001-350-4230-00000	707-951-2627 Cliff Van Hook	5.99	False
451541	6/29/2026	001-240-4230-00000	707-951-1946 Anthony Lopez	17.96	False
451541	6/29/2026	413-353-4230-00000	707-951-5179 James Queen	5.99	False
451541	6/29/2026	413-353-4230-00000	707-951-0167 WWTP Ops	28.12	False
451541	6/29/2026	001-240-4230-00000	707-951-5023 Jordan Phillippa	17.96	False
451541	6/29/2026	001-240-4230-00000	707-457-0885 Dash Cam	40.01	False
451541	6/29/2026	413-120-4230-00000	707-951-3907 Cash Receipting Office	9.37	False
451541	6/29/2026	001-480-4230-00000	707-951-3921 Pool Front Counter	28.12	False
451541	6/29/2026	001-240-4230-00000	707-457-0867 Dash Cam	40.01	False
451541	6/29/2026	413-353-4230-00000	707-951-3904 Wade Mayes	5.91	False
451541	6/29/2026	419-371-4230-00000	707-951-5143 David Yeager	5.98	False
451541	6/29/2026	413-120-4230-00000	707-951-3355 Kristie Kozak	5.99	False
451541	6/29/2026	413-111-4230-00000	707-951-3228 Eric Wier	5.99	False
451541	6/29/2026	413-120-4230-00000	707-951-5644 Diane Swarts	3.90	False
451541	6/29/2026	413-353-4230-00000	707-951-5143 David Yeager	5.99	False
451541	6/29/2026	412-100-4230-00000	707-951-5194 Kelly Feola	5.39	False
451541	6/29/2026	413-130-4230-00000	707-951-3063 Martha Rice	4.49	False
451541	6/29/2026	419-120-4230-00000	707-951-3907 Cash Receipting Office	9.38	False
451541	6/29/2026	001-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.47	False
451541	6/29/2026	001-240-4230-00000	707-457-0877 Dash Cam	40.01	False
451541	6/29/2026	001-111-4230-00000	707-951-3898 Conference Room	9.37	False
451541	6/29/2026	413-353-4230-00000	707-951-3905 WWTP Spare	1.13	False
451541	6/29/2026	001-120-4230-00000	707-951-5644 Diane Swarts	8.78	False
451541	6/29/2026	419-120-4230-00000	707-951-5644 Diane Swarts	4.03	False
451541	6/29/2026	001-480-4230-00000	707-951-5080 Camper	2.33	False
451541	6/29/2026	413-357-4230-00000	707-951-5684 James Queen	5.93	False
451541	6/29/2026	413-352-4230-00000	707-951-3119 WWTP Auto Recept - Fritz	22.42	False
451541	6/29/2026	419-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.48	False
451541	6/29/2026	001-230-4230-00000	707-951-5356 Vanessa Duncan	17.96	False
451541	6/29/2026	413-111-4230-00000	707-951-9106 Admin Auto Receptionist	7.47	False
451541	6/29/2026	001-240-4230-00000	707-951-7001 VIP Phone	1.13	False
451541	6/29/2026	001-240-4230-00000	707-951-5326 C. Maxwell	17.96	False
451541	6/29/2026	419-371-4230-00000	707-951-3904 Wade Mayes	15.18	False
451541	6/29/2026	001-471-4230-00000	707-951-5194 Kelly Feola	1.80	False
451541	6/29/2026	001-240-4230-00000	707-951-1958 Ed Wilson	17.96	False
451541	6/29/2026	420-115-4230-00000	707-951-6752 Fritz Ludemann	38.36	False
451541	6/29/2026	413-111-4230-00000	707-951-3898 Conference Room	9.37	False
451541	6/29/2026	001-240-4230-00000	707-457-0866 Dash Cam	40.01	False
451541	6/29/2026	001-350-4230-00000	707-951-9082 PW Auto Receptionist	7.47	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451541	6/29/2026	413-353-4230-00000	707-951-2627 Cliff Van Hook	5.99	False
451541	6/29/2026	001-480-4230-00000	707-457-0732 Fred Endert Pool	22.42	False
451541	6/29/2026	001-120-4230-00000	707-951-3355 Kristie Kozak	5.99	False
451541	6/29/2026	001-240-4230-00000	707-951-1988 Aguirre	17.96	False
451541	6/29/2026	001-240-4230-00000	707-951-5170 Connor Sperling	17.96	False
451541	6/29/2026	001-250-4230-00000	707-951-5158 Sara Barbour	1.80	False
451541	6/29/2026	508-508-4230-00000	707-951-3928 Bill Huffman	28.12	False
451541	6/29/2026	419-120-4230-00000	707-951-5054 Linda Leaver	5.98	False
451541	6/29/2026	001-240-4230-00000	707-457-0870 Dash Cam	40.01	False
451541	6/29/2026	419-371-4230-00000	707-951-2627 Cliff Van Hook	5.98	False
451541	6/29/2026	413-352-4230-00000	707-951-6831 WWTP- Fritz	22.42	False
451541	6/29/2026	419-112-4230-00000	707-951-1975 Bridget Lacey	4.79	False
451541	6/29/2026	419-371-4230-00000	707-951-3927 Heather Welton	9.38	False
451541	6/29/2026	001-350-4230-00000	707-951-5179 James Queen	5.99	False
451541	6/29/2026	412-100-4230-00000	707-951-5029 Lighthouse Cove RV	23.55	False
451541	6/29/2026	412-114-4230-00000	707-951-3392 HR LINE	0.96	False
451541	6/29/2026	001-120-4230-00000	707-951-3907 Cash Receipting Office	9.37	False
451541	6/29/2026	413-112-4230-00000	707-951-1975 Bridget Lacey	4.80	False
451541	6/29/2026	419-120-4230-00000	707-951-2294 SPMR Meter Reader	38.36	False
451541	6/29/2026	001-120-4230-00000	707-951-5054 Linda Leaver	5.99	False
451541	6/29/2026	419-371-4230-00000	707-951-5080 Camper	8.80	False
451541	6/29/2026	001-364-4230-00000	707-951-5080 Camper	3.59	False
451541	6/29/2026	412-113-4230-00000	707-951-5239 Altman Robin	0.72	False
451541	6/29/2026	001-240-4230-00000	707-951-3150 Daniel Sanders	17.96	False
451541	6/29/2026	413-352-4230-00000	707-951-0002 WWTP Lg Conf Rm	28.12	False
451541	6/29/2026	506-506-4230-00000	707-951-3904 Wade Mayes	3.09	False
451541	6/29/2026	413-352-4230-00000	707-951-3105 WWTP Auto Receipt - Fritz	22.42	False
451541	6/29/2026	419-130-4230-00000	707-951-3063 Martha Rice	4.49	False
451541	6/29/2026	413-351-4230-00000	707-951-6819 Lab-Desk	28.12	False
451542	6/29/2026	001-000-3221-00000	REFUND for stay on 06/28-07/25/26	28.64	False
451542	6/29/2026	412-000-3570-00000	REFUND for stay on 06/28-07/25/26	286.36	False
451543	7/3/2026	610-000-2170-00000	PR Batch 00001.07.2026 Child Support-CA	71.07	False
451544	7/3/2026	610-000-2184-00000	PR Batch 00011.07.2026 CCEA Monthly Dues	5.00	False
451544	7/3/2026	610-000-2184-00000	PR Batch 00001.07.2026 CCEA Monthly Dues	80.00	False
451545	7/3/2026	610-000-2181-00000	PR Batch 00011.07.2026 CCPOA Dues	550.00	False
451546	7/3/2026	610-000-2178-00000	Plan # 300878	310.04	False
451546	7/3/2026	610-000-2186-00000	Plan # 306752	1,004.35	False
451546	7/3/2026	610-000-2186-00000	Plan # 306752	341.94	False
451546	7/3/2026	610-000-2178-00000	Plan # 300878	3,135.00	False
451546	7/3/2026	610-000-2186-00000	Plan # 306752	71.69	False
451546	7/3/2026	610-000-2178-00000	Plan # 300878	1,975.00	False
451546	7/3/2026	610-000-2178-00000	Plan # 300878	366.92	False
451546	7/3/2026	610-000-2186-00000	Plan # 306752	210.60	False

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451547	7/3/2026	610-000-2182-00000	PR Batch 00011.07.2026 PORAC RMT	500.00	False
451547	7/3/2026	610-000-2182-00000	PR Batch 00011.07.2026 PORAC RMT 4850	50.00	False
451548	7/6/2026	001-000-3221-00000	Refund 06/27-06/30/26 Stay (Conf# 13195)	5.00	False
451548	7/6/2026	412-000-3570-00000	Refund 06/27-06/30/26 Stay (Conf# 13195)	50.00	False
451549	7/6/2026	001-251-4310-00000	CH Office Supplies	11.89	False
451549	7/6/2026	413-114-4210-00000	CH Office Supplies	0.86	False
451549	7/6/2026	001-240-4391-00000	vehicle equipment	774.35	False
451549	7/6/2026	001-240-4470-00000	Forensics equip	993.21	False
451549	7/6/2026	508-508-4390-00000	Belt cover for Ex-Mark Quest	31.27	False
451549	7/6/2026	412-120-4310-00000	CH Office Supplies	2.03	False
451549	7/6/2026	412-111-4310-00000	CH Office Supplies	0.37	False
451549	7/6/2026	419-120-4310-00000	CH Office Supplies	13.00	False
451549	7/6/2026	001-250-4310-00000	CH Office Supplies	2.69	False
451549	7/6/2026	420-115-4310-00000	CH Office Supplies	14.72	False
451549	7/6/2026	419-371-4310-00000	CH Office Supplies	7.84	False
451549	7/6/2026	001-113-4310-00000	CH Office Supplies	2.23	False
451549	7/6/2026	001-130-4310-00000	CH Office Supplies	2.57	False
451549	7/6/2026	419-130-4310-00000	CH Office Supplies	1.29	False
451549	7/6/2026	413-357-4310-00000	CH Office Supplies	4.29	False
451549	7/6/2026	419-111-4310-00000	CH Office Supplies	2.43	False
451549	7/6/2026	001-480-4310-00000	CH Office Supplies	1.84	False
451549	7/6/2026	001-350-4310-00000	CH Office Supplies	6.13	False
451549	7/6/2026	413-130-4310-00000	CH Office Supplies	1.28	False
451549	7/6/2026	001-240-4390-00000	equipment - clipboard, cite book caddy, molle attachments	494.00	False
451549	7/6/2026	001-114-4310-00000	CH Office Supplies	5.26	False
451549	7/6/2026	413-120-4310-00000	CH Office Supplies	13.10	False
451549	7/6/2026	001-313-4310-00000	CH Office Supplies	3.13	False
451549	7/6/2026	412-113-4310-00000	CH Office Supplies	0.29	False
451549	7/6/2026	001-112-4310-00000	CH Office Supplies	5.01	False
451549	7/6/2026	001-240-4407-00000	Background supplies/ folders.	259.90	False
451549	7/6/2026	412-100-4310-00000	CH Office Supplies	1.84	False
451549	7/6/2026	412-114-4310-00000	CH Office Supplies	0.19	False
451549	7/6/2026	412-130-4310-00000	CH Office Supplies	0.36	False
451549	7/6/2026	001-111-4310-00000	CH Office Supplies	2.36	False
451549	7/6/2026	413-353-4310-00000	CH Office Supplies	2.45	False
451549	7/6/2026	413-352-4310-00000	CH Office Supplies	1.10	False
451549	7/6/2026	506-506-4390-00000	Council Chamber - WWTP Conf Room Audio Interface	150.47	False
451549	7/6/2026	001-240-4390-AB109	lights	295.74	False
451549	7/6/2026	001-240-4390-AB109	Lights	671.80	False
451549	7/6/2026	001-240-4380-00000	Dog food.	610.44	False
451549	7/6/2026	419-114-4210-00000	CH Office Supplies	1.02	False
451549	7/6/2026	001-364-4310-00000	CH Office Supplies	2.45	False
451549	7/6/2026	001-471-4310-00000	CH Office Supplies	1.68	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451549	7/6/2026	420-115-4390-00000	Bluetooth for Passwordless log	122.26	False
451549	7/6/2026	001-240-4470-00000	digital forensics supplies	638.65	False
451549	7/6/2026	420-115-4390-00000	Nameplates for door	32.88	False
451549	7/6/2026	413-113-4310-00000	CH Office Supplies	2.24	False
451549	7/6/2026	506-506-4390-00000	Council Chamber - WWTP Conf Room Server Cabinet shelf	30.26	False
451549	7/6/2026	001-240-4390-00000	equipment	523.06	False
451549	7/6/2026	419-113-4310-00000	CH Office Supplies	2.24	False
451549	7/6/2026	001-120-4310-00000	CH Office Supplies	12.15	False
451549	7/6/2026	413-111-4310-00000	CH Office Supplies	2.21	False
451549	7/6/2026	001-470-4310-00000	CH Office Supplies	0.88	False
451550	7/6/2026	001-230-4391-00000	ATM blade replacement 5178	6.68	False
451551	7/6/2026	412-000-3570-00000	Refund 07/15-07/17/26 Stay (Conf# 13083)	128.36	False
451551	7/6/2026	001-000-3221-00000	Refund 07/15-07/17/26 Stay (Conf# 13083)	12.84	False
451552	7/6/2026	413-351-4220-00000	FY26 Propane - 6/12/26 Delivery - Acct# 1010727	252.82	False
451553	7/6/2026	412-000-3570-00000	Refund 07/22-07/24/26 Stay (Conf# 14289)	106.36	False
451553	7/6/2026	001-000-3221-00000	Refund 07/22-07/24/26 Stay (Conf# 14289)	10.64	False
451554	7/6/2026	001-000-1202-00000	Uncharted Shores Academy Tenant Improvement Projects - FY26	16,000.00	False
451555	7/6/2026	413-353-4320-04320	Protective Footwear Reimbursement - FY26	200.00	False
451556	7/6/2026	001-000-3221-00000	Refund 07/07-07/10/26 Stay (Conf# 13384)	5.00	False
451556	7/6/2026	412-000-3570-00000	Refund 07/07-07/10/26 Stay (Conf# 13384)	50.00	False
451557	7/6/2026	001-000-3221-00000	Refund 06/29-07/01/26 Stay (Conf# 13300)	12.64	False
451557	7/6/2026	412-000-3570-00000	Refund 07/01/26 Stay (Conf# 13302)	56.36	False
451557	7/6/2026	001-000-3221-00000	Refund 07/01/26 Stay (Conf# 13302)	5.64	False
451557	7/6/2026	412-000-3570-00000	Refund 06/29-07/01/26 Stay (Conf# 13300)	126.36	False
451558	7/6/2026	001-113-4450-00000	Board Chambers Rentals - 5/4/26 & 5/18/26	46.40	False
451558	7/6/2026	413-113-4450-00000	Board Chambers Rentals - 5/4/26 & 5/18/26	46.40	False
451558	7/6/2026	412-113-4450-00000	Board Chambers Rentals - 5/4/26 & 5/18/26	5.80	False
451558	7/6/2026	419-113-4450-00000	Board Chambers Rentals - 5/4/26 & 5/18/26	46.40	False
451559	7/6/2026	412-000-3570-00000	Refund 07/12-07/17/26 Stay (Conf# 14568)	50.00	False
451559	7/6/2026	001-000-3221-00000	Refund 07/12-07/17/26 Stay (Conf# 14568)	5.00	False
451560	7/6/2026	001-000-3221-00000	Refund 06/29-07/13/26 Stay (Conf# 13008)	4.09	False
451560	7/6/2026	412-000-3570-00000	Refund 06/29-07/13/26 Stay (Conf# 13008)	40.91	False
451561	7/6/2026	413-351-4390-00000	Callibrations checks and pipette tips	147.24	False
451562	7/6/2026	412-000-3570-00000	Refund 07/01-07/05/26 Stay (Conf# 12894)	50.00	False
451562	7/6/2026	001-000-3221-00000	Refund 07/01-07/05/26 Stay (Conf# 12894)	5.00	False
451563	7/6/2026	001-240-4230-00000	Radio to Sherriff - 06/13-07/12/26	29.14	False
451563	7/6/2026	419-371-4230-00000	Water System Phone 464-2826 - 06/13-07/12/26	163.42	False
451563	7/6/2026	419-371-4230-00000	Water System Phone Bill 707-1006 - 06/13-07/12/26	28.04	False
451564	7/6/2026	901-470-4799-47007	Tolowa Trail Bird Survey	615.00	False
451565	7/6/2026	001-000-3221-00000	Refund 07/02-07/06/26 Stay (Conf# 12950)	5.00	False
451565	7/6/2026	412-000-3570-00000	Refund 07/02-07/06/26 Stay (Conf# 12950)	50.00	False
451566	7/6/2026	413-113-4450-00000	Shredding services: 04/22/26-05/26/26	49.73	False
451566	7/6/2026	419-113-4450-00000	Shredding services: 04/22/26-05/26/26	49.74	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451566	7/6/2026	001-113-4450-00000	Shredding services: 04/22/26-05/26/26	49.73	False
451566	7/6/2026	412-113-4450-00000	Shredding services: 04/22/26-05/26/26	6.22	False
451567	7/6/2026	412-000-3570-00000	Refund 07/07-07/14/26 Stay (Conf# 13249)	336.36	False
451567	7/6/2026	001-000-3221-00000	Refund 07/07-07/14/26 Stay (Conf# 13249)	33.64	False
451568	7/6/2026	930-230-4930-2020S	Repairs for 5181 Ladder Truck	33,649.85	False
451569	7/6/2026	001-000-3221-00000	Refund 07/02/26 Stay (Conf# 14635)	3.24	False
451569	7/6/2026	412-000-3570-00000	Refund 07/02/26 Stay (Conf# 14635)	32.36	False
451570	7/6/2026	413-351-4320-00000	FY 26 Laundry services/uniforms	19.04	False
451570	7/6/2026	001-480-4370-00000	Janitorial Supplies - Mats	74.36	False
451571	7/6/2026	419-371-4390-00000	brass parts	19.05	False
451572	7/6/2026	001-000-3221-00000	Refund 06/30/26 Stay (Conf# 14645)	5.64	False
451572	7/6/2026	412-000-3570-00000	Refund 06/30/26 Stay (Conf# 14645)	56.36	False
451573	7/6/2026	419-371-4450-00000	Replacement of Amador Emergency Power Transfer Switch	5,764.21	False
451574	7/6/2026	001-230-4390-00000	Floor dry for spills on scenes	61.67	False
451574	7/6/2026	001-230-4391-00000	Stoplight switch for 5178	26.78	False
451574	7/6/2026	001-230-4391-00000	Low-profile mini fuse 5178	4.59	False
451574	7/6/2026	001-230-4390-00000	Slick mist detail spray & Meguiar's tire shine	88.68	False
451575	7/6/2026	412-000-3570-00000	Refund 08/05-08/07/26 Stay (Conf# 13357)	132.36	False
451575	7/6/2026	001-000-3221-00000	Refund 08/05-08/07/26 Stay (Conf# 13357)	13.24	False
451576	7/6/2026	412-000-3570-00000	Refund 06/22-06/26/26 Stay (Conf# 13107)	274.36	False
451576	7/6/2026	001-000-3221-00000	Refund 06/22-06/26/26 Stay (Conf# 13107)	27.44	False
451577	7/6/2026	001-000-3221-00000	Refund 07/01-07/05/26 Stay (Conf# 12934)	7.20	False
451577	7/6/2026	412-000-3570-00000	Refund 07/01-07/05/26 Stay (Conf# 12934)	72.00	False
451578	7/6/2026	412-000-3570-00000	Refund 07/23-07/26/26 Stay (Conf# 13293)	40.91	False
451578	7/6/2026	001-000-3221-00000	Refund 07/23-07/26/26 Stay (Conf# 13293)	4.09	False
451579	7/6/2026	001-364-4350-2020S	(22) LED's for Stamps and Play streets	21,842.17	False
451580	7/6/2026	001-230-4451-00000	520 I St Fire Station Janitorial Services - FY26 - June	225.00	False
451580	7/6/2026	412-100-4450-00000	Lighthouse Cove Janitorial Services - FY26 - June	1,500.00	False
451581	7/6/2026	001-000-3221-00000	Refund 7/5-7/7/26 Stay (Conf# 13922)	5.00	False
451581	7/6/2026	412-000-3570-00000	Refund 7/5-7/7/26 Stay (Conf# 13922)	50.00	False
451582	7/6/2026	419-113-4430-00000	Public Notice - Urban Water Management Plan	62.00	False
451583	7/6/2026	001-114-4409-00000	FY26 Safety training - Respiratory Protection Training	16.00	False
451583	7/6/2026	001-114-4409-00000	FY26 Safety training - Excavation for competent person	420.00	False
451583	7/6/2026	001-114-4409-00000	FY26 Safety training - Aerosol Transmissible Disease/Online	15.00	False
451583	7/6/2026	001-114-4409-00000	FY26 Safety training - Bloodborne Pathogen	11.50	False
451584	7/6/2026	001-112-4390-00000	No Fire Signs for 4th of July	53.10	False
451585	7/6/2026	001-000-3221-00000	Refund 06/25-06/29/26 Stay (Conf# 14393)	4.09	False
451585	7/6/2026	412-000-3570-00000	Refund 06/25-06/29/26 Stay (Conf# 14393)	40.91	False
451586	7/6/2026	001-240-4407-00000	PORAC: Police recruitment ad	150.00	False
451586	7/6/2026	506-506-4390-00000	HOMEDEPOT: lynch sign - capacity	17.67	False
451586	7/6/2026	001-112-4390-00000	SEAFRONTBAKING: Costumers for Forest Moon	59.54	False
451586	7/6/2026	412-100-4390-00000	CC GROCERY OUTLET: snacks for resale	66.79	False
451586	7/6/2026	420-115-4450-00000	NEXTDNS: DNS Filtering service	19.90	False

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451586	7/6/2026	413-352-4470-00000	MAILROOM: Sample shipping for WW	102.86	False
451586	7/6/2026	001-112-4390-00000	RUMIANO: Costumers for Forest Moon	39.33	False
451586	7/6/2026	412-100-4390-00000	WALMART: Supplies/Snacks for resale	42.03	False
451586	7/6/2026	001-112-4390-00000	CYPRESS CO: Costumers for Forest Moon	53.04	False
451586	7/6/2026	001-251-4530-00000	INTL CODE COUNCIL INC: Plan check training - J. Clark	79.00	False
451586	7/6/2026	413-114-4530-00000	ROLLINGHILLS: GSRMA Conference Oct 2025 - E. Wier	25.75	False
451586	7/6/2026	001-114-4530-00000	ROLLINGHILLS: GSRMA Conference Oct 2025 - E. Wier	156.33	False
451586	7/6/2026	001-112-4390-00000	TSUNAMI BEACH: Costumers for Forest Moon	45.46	False
451586	7/6/2026	412-114-4530-00000	ROLLINGHILLS: GSRMA Conference Oct 2025 - E. Wier	5.75	False
451586	7/6/2026	506-506-4390-00000	2COCOM- VMIX.COM - Video mixing software for WWTP Conf Room	700.00	False
451586	7/6/2026	001-112-4390-00000	JOHNSTON'S GIFT: Costumers for Forest Moon	48.71	False
451586	7/6/2026	001-112-4390-00000	WALMART: Costumers & Prizes for Forest Moon	356.99	False
451586	7/6/2026	412-100-4390-00000	SAFEWAY: Snacks for resale	56.71	False
451586	7/6/2026	419-114-4530-00000	ROLLINGHILLS: GSRMA Conference Oct 2025 - E. Wier	30.12	False
451586	7/6/2026	420-115-4312-00000	BUSINESSAPPLE.COM: iCloud Backup	14.95	False
451586	7/6/2026	001-251-4530-00000	INTL CODE COUNCIL INC: Building Inspector Test - J. Clark	320.00	False
451586	7/6/2026	412-100-4230-00000	OPTCONNECT: Wifi software for laundry machines	25.75	False
451587	7/6/2026	001-480-4230-00000	707-951-5250 Kelly Feola	11.60	False
451587	7/6/2026	419-110-4230-00000	707-458-4323 Ray Altman	14.85	False
451587	7/6/2026	419-371-4230-00000	707-951-3354 Heather Welton	15.47	False
451587	7/6/2026	001-240-4230-00000	707-951-5329 Samantha Aguirre	46.40	False
451587	7/6/2026	413-114-4230-00000	707-954-7245 Sara Barbour	5.20	False
451587	7/6/2026	001-480-4230-00000	707-951-0430 Dan Borges	3.72	False
451587	7/6/2026	001-230-4230-00000	707-951-3406 Vanessa Duncan	46.40	False
451587	7/6/2026	001-120-4230-00000	707-458-4242 Adrienne McAndrews	9.28	False
451587	7/6/2026	419-371-4230-00000	707-951-4759 Chris Long	15.47	False
451587	7/6/2026	413-353-4230-00000	707-951-4569 Wade Mayes	15.46	False
451587	7/6/2026	001-240-4230-00000	707-951-5329 Samantha Aguirre	46.40	False
451587	7/6/2026	413-351-4230-00000	707-951-5375 Tara Wood	46.40	False
451587	7/6/2026	001-470-4230-00000	707-951-9336 Dustin Lovdahl	15.47	False
451587	7/6/2026	413-353-4230-00000	707-951-3319 Cliff Van Hook	15.47	False
451587	7/6/2026	001-364-4230-00000	707-951-1982 Jason DuBois	3.67	False
451587	7/6/2026	001-364-4230-00000	707-951-4918 Mike McAleenan	5.10	False
451587	7/6/2026	419-371-4230-00000	707-951-5704 Chris Long	8.26	False
451587	7/6/2026	419-371-4230-00000	707-951-0517 Jonathan Ruth	21.81	False
451587	7/6/2026	413-120-4230-00000	707-458-5594 Diane Swarts	10.07	False
451587	7/6/2026	413-112-4230-00000	707-458-4814 Bridget Lacey	-74.49	False
451587	7/6/2026	001-240-4230-00000	707-951-4624 Yeng Lo	46.40	False
451587	7/6/2026	001-480-4230-00000	707-951-4204 Damien Camper	6.03	False
451587	7/6/2026	001-240-4230-00000	707-951-5035 Daniel Sanders	46.40	False
451587	7/6/2026	001-230-4230-00000	707-457-0714 Everett Buell	46.40	False
451587	7/6/2026	413-352-4230-00000	707-458-4393 Sean O'Neil	11.60	False
451587	7/6/2026	001-240-4230-00000	707-951-5088 Magnolia Valero	46.40	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	001-470-4230-00000	707-951-4918 Mike McAleenan	25.52	False
451587	7/6/2026	419-120-4230-00000	707-951-3320 Linda Leaver	15.46	False
451587	7/6/2026	419-371-4230-00000	707-954-5110 Michael St. Pierre	13.46	False
451587	7/6/2026	412-113-4230-00000	707-951-3378 Robin Altman	1.86	False
451587	7/6/2026	001-470-4230-00000	707-954-5110 Michael St. Pierre	10.21	False
451587	7/6/2026	001-230-4230-00000	707-457-0794 Crescent Fire Captain	24.79	False
451587	7/6/2026	412-110-4230-00000	707-458-4323 Ray Altman	1.86	False
451587	7/6/2026	419-120-4230-00000	707-458-5594 Diane Swarts	10.39	False
451587	7/6/2026	001-120-4230-00000	707-458-5725 Melissa Leeper	-92.99	False
451587	7/6/2026	001-480-4230-00000	707-951-4364 Richard Neeley	46.40	False
451587	7/6/2026	412-100-4230-00000	707-951-4515 Lighthouse Cove RV	46.40	False
451587	7/6/2026	412-110-4230-00000	707-951-3135 Jason Greenough	1.86	False
451587	7/6/2026	001-230-4230-00000	707-951-0671 Jason Borges	46.40	False
451587	7/6/2026	001-230-4230-00000	707-457-0795 Crescent Fire Captain	24.79	False
451587	7/6/2026	001-364-4230-00000	707-951-4418 Jonathan Clewell	2.32	False
451587	7/6/2026	419-120-4230-00000	707-458-8617 Sara Moore	18.56	False
451587	7/6/2026	413-120-4230-00000	707-458-5725 Melissa Leeper	15.47	False
451587	7/6/2026	001-111-4230-00000	707-951-3016 Eric Wier	15.47	False
451587	7/6/2026	001-364-4230-00000	707-951-4569 Wade Mayes	15.47	False
451587	7/6/2026	001-240-4230-00000	707-951-5433 Connor Sperling	-279.00	False
451587	7/6/2026	001-120-4230-00000	707-951-5285 Kristie Kozak	-92.99	False
451587	7/6/2026	419-120-4230-00000	707-458-8453 Meter Reader SPMR1	46.40	False
451587	7/6/2026	001-240-4230-00000	707-458-5881 Jordan Fillippa	46.40	False
451587	7/6/2026	001-240-4230-00000	707-951-3170 Caleb Natelborg	46.40	False
451587	7/6/2026	419-371-4230-00000	707-457-0899 Israel Chavez	15.46	False
451587	7/6/2026	001-230-4230-00000	707-954-9143 Fire Dept - Apparatus	24.79	False
451587	7/6/2026	413-112-4230-00000	707-458-4814 Bridget Lacey	12.39	False
451587	7/6/2026	419-371-4230-00000	707-951-1982 Jason DuBois	29.46	False
451587	7/6/2026	001-110-4230-00000	707-951-0876 Isaiah Wright	14.85	False
451587	7/6/2026	506-506-4230-00000	707-951-9336 Dustin Lovdahl	30.93	False
451587	7/6/2026	413-120-4230-00000	707-458-4813 Chrissy Rawlings	15.47	False
451587	7/6/2026	001-230-4230-00000	707-458-8906 Kevin Carey	46.40	False
451587	7/6/2026	001-240-4230-00000	707-951-5433 Connor Sperling	46.40	False
451587	7/6/2026	001-364-4230-00000	707-951-0430 Dan Borges	5.70	False
451587	7/6/2026	001-350-4230-00000	707-457-7454 Public Works iPad	8.27	False
451587	7/6/2026	001-364-4230-00000	707-951-4569 Wade Mayes	-92.99	False
451587	7/6/2026	413-111-4230-00000	707-951-3016 Eric Wier	15.46	False
451587	7/6/2026	001-350-4230-00000	707-457-7454 Public Works iPad	8.27	False
451587	7/6/2026	419-110-4230-00000	707-951-0876 Isaiah Wright	14.85	False
451587	7/6/2026	419-112-4230-00000	707-458-4814 Bridget Lacey	12.39	False
451587	7/6/2026	419-113-4230-00000	707-951-3378 Robin Altman	14.85	False
451587	7/6/2026	419-120-4230-00000	707-458-5725 Melissa Leeper	15.47	False
451587	7/6/2026	001-480-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	4.64	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	413-120-4230-00000	707-458-5594 Diane Swarts	10.07	False
451587	7/6/2026	506-506-4230-00000	707-951-0430 Dan Borges	3.72	False
451587	7/6/2026	419-371-4230-00000	707-458-4393 Sean O'Neil	22.74	False
451587	7/6/2026	413-353-4230-00000	707-458-5572 Michael Cordova	15.31	False
451587	7/6/2026	001-364-4230-00000	707-951-4418 Jonathan Clewell	-13.95	False
451587	7/6/2026	001-120-4230-00000	707-458-5725 Melissa Leeper	15.46	False
451587	7/6/2026	413-353-4230-00000	707-951-5862 Lift Stations Duty Phone	46.40	False
451587	7/6/2026	413-353-4230-00000	707-458-4393 Sean O'Neil	6.03	False
451587	7/6/2026	413-353-4230-00000	707-458-4393 Sean O'Neil	6.03	False
451587	7/6/2026	413-351-4230-00000	707-951-3225 Regina Thill	46.40	False
451587	7/6/2026	413-353-4230-00000	707-951-4569 Wade Mayes	15.46	False
451587	7/6/2026	419-120-4230-00000	707-458-4937 Meter Reader 2	46.40	False
451587	7/6/2026	001-350-4230-00000	707-951-3319 Cliff Van Hook	15.46	False
451587	7/6/2026	001-120-4230-00000	707-458-5594 Diane Swarts	-136.43	False
451587	7/6/2026	413-352-4230-00000	707-458-4722 Jacobs - WWTP	24.79	False
451587	7/6/2026	419-371-4230-00000	865-654-9236 Water Service Router	2.00	False
451587	7/6/2026	419-371-4230-00000	707-458-5644 Richard Ybarra	29.46	False
451587	7/6/2026	412-120-4230-00000	707-458-5594 Diane Swarts	2.18	False
451587	7/6/2026	001-240-4390-AB109	707-954-6816 Police Dept Wireless Hotspot	43.79	False
451587	7/6/2026	413-120-4230-00000	707-458-5594 Diane Swarts	-60.54	False
451587	7/6/2026	506-506-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	21.81	False
451587	7/6/2026	419-371-4230-00000	707-951-5704 Chris Long	8.26	False
451587	7/6/2026	001-112-4230-00000	707-458-4814 Bridget Lacey	21.62	False
451587	7/6/2026	001-112-4230-00000	707-458-4814 Bridget Lacey	21.62	False
451587	7/6/2026	419-371-4230-00000	707-457-7454 Public Works iPad	8.26	False
451587	7/6/2026	413-353-4230-00000	707-458-5644 Richard Ybarra	9.56	False
451587	7/6/2026	419-371-4230-00000	304-520-9478 Water Service Router	2.00	False
451587	7/6/2026	419-371-4230-00000	707-951-5662 Wade Mayes	8.26	False
451587	7/6/2026	001-120-4230-00000	707-951-3320 Linda Leaver	15.47	False
451587	7/6/2026	419-371-4230-00000	707-951-4204 Damien Camper	22.74	False
451587	7/6/2026	412-110-4230-00000	707-951-3135 Jason Greenough	1.86	False
451587	7/6/2026	413-353-4230-00000	707-951-4759 Chris Long	15.46	False
451587	7/6/2026	419-111-4230-00000	707-951-3016 Eric Wier	15.47	False
451587	7/6/2026	412-100-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	-13.95	False
451587	7/6/2026	001-113-4230-00000	707-951-3378 Robin Altman	14.84	False
451587	7/6/2026	001-364-4230-00000	707-954-5110 Michael St. Pierre	15.31	False
451587	7/6/2026	419-120-4230-00000	707-458-4242 Adrienne McAndrews	-111.60	False
451587	7/6/2026	001-470-4230-00000	707-951-4418 Jonathan Clewell	9.28	False
451587	7/6/2026	419-120-4230-00000	707-458-5026 Meter Reader SPMR2	46.40	False
451587	7/6/2026	001-110-4230-00000	707-458-4131 Candace Tinkler	14.85	False
451587	7/6/2026	001-240-4230-00000	707-458-5881 Jordan Fillippa	46.40	False
451587	7/6/2026	413-353-4230-00000	707-951-3275 David Yeager	15.47	False
451587	7/6/2026	419-371-4230-00000	707-951-4759 Chris Long	-93.02	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	001-120-4230-00000	707-951-5285 Kristie Kozak	15.46	False
451587	7/6/2026	413-353-4230-00000	707-457-7655 PW IPad	8.26	False
451587	7/6/2026	001-350-4230-00000	707-457-7655 PW IPad	8.27	False
451587	7/6/2026	001-120-4230-00000	707-458-4813 Chrissy Rawlings	15.46	False
451587	7/6/2026	001-230-4230-00000	707-458-5216 CrescentFire	24.79	False
451587	7/6/2026	001-230-4230-00000	707-457-0715 Beau Smith	46.40	False
451587	7/6/2026	001-240-4230-00000	707-951-4494 Ed Wilson	46.40	False
451587	7/6/2026	001-364-4230-00000	707-951-0714 Dan Borges	10.67	False
451587	7/6/2026	419-371-4230-00000	707-951-3354 Heather Welton	15.47	False
451587	7/6/2026	001-350-4230-00000	707-951-3275 David Yeager	15.46	False
451587	7/6/2026	506-506-4230-00000	707-951-0517 Jonathan Ruth	6.96	False
451587	7/6/2026	413-353-4230-00000	707-457-7454 Public Works iPad	8.26	False
451587	7/6/2026	413-110-4230-00000	707-951-0876 Isaiah Wright	14.84	False
451587	7/6/2026	001-240-4230-00000	707-458-8156 Elizabeth Hutchens	46.40	False
451587	7/6/2026	412-110-4230-00000	707-951-0876 Isaiah Wright	1.86	False
451587	7/6/2026	001-364-4230-00000	707-458-4393 Sean O'Neil	4.64	False
451587	7/6/2026	506-506-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	21.81	False
451587	7/6/2026	419-120-4230-00000	707-458-5594 Diane Swarts	-62.50	False
451587	7/6/2026	413-353-4230-00000	707-951-3275 David Yeager	15.47	False
451587	7/6/2026	413-353-4230-00000	707-951-5704 Chris Long	8.27	False
451587	7/6/2026	001-120-4230-00000	707-458-5725 Melissa Leeper	15.46	False
451587	7/6/2026	412-100-4230-00000	707-458-4393 Sean O'Neil	0.46	False
451587	7/6/2026	001-364-4230-00000	707-951-4918 Mike McAleenan	5.10	False
451587	7/6/2026	001-130-4230-00000	707-458-8008 Martha Rice	23.20	False
451587	7/6/2026	413-353-4230-00000	707-951-4418 Jonathan Clewell	19.02	False
451587	7/6/2026	001-120-4230-00000	707-458-5594 Diane Swarts	22.69	False
451587	7/6/2026	001-480-4230-00000	707-951-4204 Damien Camper	6.03	False
451587	7/6/2026	419-120-4230-00000	707-458-4813 Chrissy Rawlings	15.47	False
451587	7/6/2026	001-240-4390-AB109	707-954-2498 Police Dept Wireless Hotspot	43.79	False
451587	7/6/2026	412-120-4230-00000	707-458-5594 Diane Swarts	-13.11	False
451587	7/6/2026	413-353-4230-00000	707-954-6504 James Queen	15.46	False
451587	7/6/2026	001-110-4230-00000	707-951-3135 Jason Greenough	14.85	False
451587	7/6/2026	001-364-4230-00000	707-951-0517 Jonathan Ruth	10.67	False
451587	7/6/2026	419-112-4230-00000	707-458-4814 Bridget Lacey	-74.50	False
451587	7/6/2026	419-113-4230-00000	707-951-3378 Robin Altman	14.85	False
451587	7/6/2026	001-470-4230-00000	707-951-4918 Mike McAleenan	25.52	False
451587	7/6/2026	413-353-4230-00000	707-951-4418 Jonathan Clewell	-114.39	False
451587	7/6/2026	419-371-4230-00000	707-458-5572 Michael Cordova	15.78	False
451587	7/6/2026	419-120-4230-00000	707-458-8014 Gwyn Mattix	-139.50	False
451587	7/6/2026	001-113-4230-00000	707-951-3378 Robin Altman	14.84	False
451587	7/6/2026	419-371-4230-00000	707-951-3319 Cliff Van Hook	15.47	False
451587	7/6/2026	419-114-4230-00000	707-954-7245 Sara Barbour	6.08	False
451587	7/6/2026	419-112-4230-00000	707-458-4814 Bridget Lacey	12.39	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	001-470-4230-00000	707-954-5110 Michael St. Pierre	10.21	False
451587	7/6/2026	413-353-4230-00000	707-951-4864 Joshua Clark	-92.07	False
451587	7/6/2026	413-353-4230-00000	707-457-0899 Israel Chavez	15.47	False
451587	7/6/2026	001-240-4230-00000	707-951-5438 Gloria Bobertz	46.40	False
451587	7/6/2026	413-110-4230-00000	707-458-4131 Candace Tinkler	14.85	False
451587	7/6/2026	412-114-4230-00000	707-954-7245 Sara Barbour	1.16	False
451587	7/6/2026	413-353-4230-00000	707-951-3319 Cliff Van Hook	15.47	False
451587	7/6/2026	001-364-4230-00000	707-951-4569 Wade Mayes	15.47	False
451587	7/6/2026	001-350-4230-00000	707-951-3354 Heather Welton	15.46	False
451587	7/6/2026	001-350-4230-00000	707-954-6504 James Queen	15.47	False
451587	7/6/2026	001-470-4230-00000	707-951-4918 Mike McAleenan	-153.45	False
451587	7/6/2026	419-120-4230-00000	707-458-8014 Gwyn Mattix	23.20	False
451587	7/6/2026	001-480-4230-00000	707-458-4818 William Morris	46.40	False
451587	7/6/2026	413-353-4230-00000	707-951-4569 Wade Mayes	-92.99	False
451587	7/6/2026	419-371-4230-00000	304-680-9956 Water Service Router	2.00	False
451587	7/6/2026	419-371-4230-00000	707-458-5644 Richard Ybarra	29.46	False
451587	7/6/2026	412-110-4230-00000	707-458-4131 Candace Tinkler	1.85	False
451587	7/6/2026	413-353-4230-00000	707-951-4759 Chris Long	15.46	False
451587	7/6/2026	413-353-4230-00000	707-951-1982 Jason DuBois	13.27	False
451587	7/6/2026	413-120-4230-00000	707-951-5285 Kristie Kozak	15.47	False
451587	7/6/2026	419-371-4230-00000	414-507-4955 Water Service Router	2.00	False
451587	7/6/2026	001-240-4230-00000	707-951-5438 Gloria Bobertz	46.40	False
451587	7/6/2026	412-114-4230-00000	707-954-7245 Sara Barbour	1.16	False
451587	7/6/2026	413-114-4230-00000	707-954-7245 Sara Barbour	5.20	False
451587	7/6/2026	419-120-4230-00000	707-458-5026 Meter Reader SPMR2	46.40	False
451587	7/6/2026	001-120-4230-00000	707-458-5594 Diane Swarts	22.69	False
451587	7/6/2026	001-110-4230-00000	707-458-4323 Ray Altman	14.85	False
451587	7/6/2026	413-353-4230-00000	707-951-1982 Jason DuBois	13.27	False
451587	7/6/2026	413-351-4230-00000	707-951-3225 Regina Thill	46.40	False
451587	7/6/2026	413-110-4230-00000	707-951-0876 Isaiah Wright	14.84	False
451587	7/6/2026	001-364-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	0.93	False
451587	7/6/2026	001-470-4230-00000	707-951-5250 Kelly Feola	5.57	False
451587	7/6/2026	001-114-4230-00000	707-954-7245 Sara Barbour	31.55	False
451587	7/6/2026	001-250-4230-00000	707-951-3447 Dan Minges	23.20	False
451587	7/6/2026	506-506-4230-00000	707-951-0714 Dan Borges	6.96	False
451587	7/6/2026	001-240-4390-AB109	707-954-6816 Police Dept Wireless Hotspot	43.79	False
451587	7/6/2026	001-364-4230-00000	707-951-4759 Chris Long	-92.99	False
451587	7/6/2026	001-112-4230-00000	707-458-4814 Bridget Lacey	-130.01	False
451587	7/6/2026	506-506-4230-00000	707-951-0430 Dan Borges	3.72	False
451587	7/6/2026	413-130-4230-00000	707-458-8008 Martha Rice	11.60	False
451587	7/6/2026	001-364-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	0.93	False
451587	7/6/2026	419-371-4230-00000	707-951-4569 Wade Mayes	-93.02	False
451587	7/6/2026	001-230-4230-00000	707-951-0671 Jason Borges	46.40	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	413-353-4230-00000	707-951-4864 Joshua Clark	15.31	False
451587	7/6/2026	413-120-4230-00000	707-458-4242 Adrienne McAndrews	18.56	False
451587	7/6/2026	001-111-4230-00000	707-951-3016 Eric Wier	15.47	False
451587	7/6/2026	419-371-4230-00000	707-951-4204 Damien Camper	22.74	False
451587	7/6/2026	419-120-4230-00000	707-951-3320 Linda Leaver	15.46	False
451587	7/6/2026	001-240-4230-00000	707-951-5438 Gloria Bobertz	-279.00	False
451587	7/6/2026	412-100-4230-00000	707-458-4393 Sean O'Neil	0.46	False
451587	7/6/2026	001-364-4230-00000	707-951-4821 Caleb Dean	-94.86	False
451587	7/6/2026	413-120-4230-00000	707-458-5725 Melissa Leeper	15.47	False
451587	7/6/2026	419-120-4230-00000	707-458-5725 Melissa Leeper	15.47	False
451587	7/6/2026	001-230-4230-00000	707-458-5323 Fire Captains	24.79	False
451587	7/6/2026	001-364-4230-00000	707-951-1982 Jason DuBois	3.67	False
451587	7/6/2026	001-240-4230-00000	707-954-6581 Colton Maxwell	46.40	False
451587	7/6/2026	419-371-4230-00000	815-243-9952 Water Service Router	2.00	False
451587	7/6/2026	001-480-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	4.64	False
451587	7/6/2026	001-240-4230-00000	707-951-4950 Ethan Miller	46.40	False
451587	7/6/2026	001-240-4230-00000	707-951-4896 Anthony Lopez	46.40	False
451587	7/6/2026	412-100-4230-00000	707-951-4515 Lighthouse Cove RV	46.40	False
451587	7/6/2026	001-114-4230-00000	707-954-7245 Sara Barbour	31.55	False
451587	7/6/2026	001-230-4230-00000	707-954-9143 Fire Dept - Apparatus	24.79	False
451587	7/6/2026	419-371-4230-00000	641-572-3301 Water Service Router	2.00	False
451587	7/6/2026	001-250-4230-00000	707-458-5306 Sean Rosenthal	4.64	False
451587	7/6/2026	413-352-4230-00000	707-458-4722 Jacobs - WWTP	24.79	False
451587	7/6/2026	506-506-4230-00000	707-951-4204 Damien Camper	8.35	False
451587	7/6/2026	412-110-4230-00000	707-458-4131 Candace Tinkler	1.85	False
451587	7/6/2026	001-364-4230-00000	707-951-4821 Caleb Dean	15.78	False
451587	7/6/2026	001-480-4230-00000	707-951-5250 Kelly Feola	11.60	False
451587	7/6/2026	420-115-4230-00000	707-458-8649 Taylor Patch	46.40	False
451587	7/6/2026	001-110-4230-00000	707-458-4131 Candace Tinkler	14.85	False
451587	7/6/2026	413-120-4230-00000	707-951-5285 Kristie Kozak	-92.99	False
451587	7/6/2026	001-240-4230-00000	707-951-3170 Caleb Natelborg	46.40	False
451587	7/6/2026	506-506-4230-00000	707-951-9336 Dustin Lovdahl	30.93	False
451587	7/6/2026	506-506-4230-00000	707-951-0517 Jonathan Ruth	6.96	False
451587	7/6/2026	001-480-4230-00000	707-951-0517 Jonathan Ruth	6.96	False
451587	7/6/2026	419-371-4230-00000	707-951-5662 Wade Mayes	8.26	False
451587	7/6/2026	419-120-4230-00000	707-951-5285 Kristie Kozak	15.47	False
451587	7/6/2026	413-120-4230-00000	707-458-4242 Adrienne McAndrews	-111.60	False
451587	7/6/2026	413-353-4230-00000	707-951-5662 Wade Mayes	8.27	False
451587	7/6/2026	419-371-4230-00000	707-951-4821 Caleb Dean	15.31	False
451587	7/6/2026	413-353-4230-00000	707-458-5644 Richard Ybarra	9.56	False
451587	7/6/2026	001-230-4230-00000	707-458-8906 Kevin Carey	46.40	False
451587	7/6/2026	001-350-4230-00000	707-457-7655 PW IPad	8.27	False
451587	7/6/2026	413-353-4230-00000	707-951-4821 Caleb Dean	-92.07	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	413-352-4230-00000	707-951-0923 Austin Nova (Jacobs)	24.79	False
451587	7/6/2026	413-120-4230-00000	707-458-8014 Gwyn Mattix	23.20	False
451587	7/6/2026	001-364-4230-00000	707-458-4393 Sean O'Neil	4.64	False
451587	7/6/2026	413-353-4230-00000	707-951-5862 Lift Stations Duty Phone	46.40	False
451587	7/6/2026	412-100-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	2.32	False
451587	7/6/2026	001-364-4230-00000	707-951-5704 Chris Long	8.26	False
451587	7/6/2026	419-371-4230-00000	707-951-4759 Chris Long	15.47	False
451587	7/6/2026	506-506-4230-00000	707-951-4204 Damien Camper	-50.22	False
451587	7/6/2026	001-364-4230-00000	707-457-0899 Israel Chavez	15.47	False
451587	7/6/2026	001-480-4230-00000	707-951-4204 Damien Camper	-36.27	False
451587	7/6/2026	413-353-4230-00000	707-954-5110 Michael St. Pierre	7.42	False
451587	7/6/2026	001-230-4230-00000	707-457-0715 Beau Smith	46.40	False
451587	7/6/2026	419-110-4230-00000	707-951-0876 Isaiah Wright	14.85	False
451587	7/6/2026	413-113-4230-00000	707-951-3378 Robin Altman	14.85	False
451587	7/6/2026	001-240-4230-00000	707-951-5088 Magnolia Valero	46.40	False
451587	7/6/2026	001-120-4230-00000	707-458-4813 Chrissy Rawlings	15.46	False
451587	7/6/2026	413-120-4230-00000	707-458-8014 Gwyn Mattix	-139.50	False
451587	7/6/2026	001-364-4230-00000	707-951-4821 Caleb Dean	15.78	False
451587	7/6/2026	001-364-4230-00000	707-951-4759 Chris Long	15.47	False
451587	7/6/2026	001-470-4230-00000	707-951-4418 Jonathan Clewell	9.28	False
451587	7/6/2026	001-240-4390-AB109	707-954-2498 Police Dept Wireless Hotspot	43.79	False
451587	7/6/2026	419-112-4230-00000	707-458-8617 Levi Henderson - Grants Volunteer	12.39	False
451587	7/6/2026	001-240-4230-00000	707-951-4896 Anthony Lopez	46.40	False
451587	7/6/2026	001-112-4230-00000	707-951-5250 Kelly Feola	11.60	False
451587	7/6/2026	419-371-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	-2.79	False
451587	7/6/2026	001-470-4230-00000	707-458-4393 Sean O'Neil	0.93	False
451587	7/6/2026	001-240-4230-00000	707-951-5132 Zackery Turkins	46.40	False
451587	7/6/2026	001-230-4230-00000	707-457-0794 Crescent Fire Captain	24.79	False
451587	7/6/2026	419-371-4230-00000	707-458-4393 Sean O'Neil	22.74	False
451587	7/6/2026	001-240-4230-00000	707-951-4609 Alex Pearson	46.40	False
451587	7/6/2026	412-110-4230-00000	707-458-4323 Ray Altman	1.86	False
451587	7/6/2026	419-371-4230-00000	707-457-7454 Public Works iPad	8.26	False
451587	7/6/2026	001-350-4230-00000	707-951-3354 Heather Welton	15.46	False
451587	7/6/2026	001-112-4230-00000	707-458-8617 Levi Henderson - Grants Volunteer	21.62	False
451587	7/6/2026	001-364-4230-00000	707-458-5572 Michael Cordova	15.31	False
451587	7/6/2026	413-112-4230-00000	707-458-8617 Levi Henderson - Grants Volunteer	12.39	False
451587	7/6/2026	001-480-4230-00000	707-951-0430 Dan Borges	3.72	False
451587	7/6/2026	001-350-4230-00000	707-954-6504 James Queen	15.47	False
451587	7/6/2026	413-120-4230-00000	707-951-3320 Linda Leaver	15.47	False
451587	7/6/2026	001-250-4230-00000	707-951-3447 Dan Minges	23.20	False
451587	7/6/2026	001-240-4230-00000	707-951-4624 Yeng Lo	46.40	False
451587	7/6/2026	001-470-4230-00000	707-951-4418 Jonathan Clewell	-55.80	False
451587	7/6/2026	001-364-4230-00000	707-951-5662 Wade Mayes	8.26	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	413-353-4230-00000	707-458-5572 Michael Cordova	15.31	False
451587	7/6/2026	413-120-4230-00000	707-458-4242 Adrienne McAndrews	18.56	False
451587	7/6/2026	419-371-4230-00000	707-951-4864 Joshua Clark	-92.07	False
451587	7/6/2026	508-508-4230-00000	707-951-4867 Justin Phelan	46.40	False
451587	7/6/2026	419-371-4230-00000	707-951-3319 Cliff Van Hook	15.47	False
451587	7/6/2026	413-120-4230-00000	707-458-8617 Sara Moore	18.56	False
451587	7/6/2026	001-470-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	-97.65	False
451587	7/6/2026	001-480-4230-00000	707-951-4364 Richard Neeley	46.40	False
451587	7/6/2026	413-353-4230-00000	707-951-4821 Caleb Dean	15.31	False
451587	7/6/2026	419-371-4230-00000	641-203-2699 Water Service Router	2.00	False
451587	7/6/2026	001-480-4230-00000	707-951-0714 Dan Borges	6.96	False
451587	7/6/2026	413-351-4230-00000	707-951-5375 Tara Wood	46.40	False
451587	7/6/2026	001-240-4230-00000	707-951-4485 Richard Griffin	46.40	False
451587	7/6/2026	001-240-4390-AB109	707-954-5634 Police Dept Wireless Hotspot	43.79	False
451587	7/6/2026	001-240-4230-00000	707-951-4950 Ethan Miller	46.40	False
451587	7/6/2026	001-350-4230-00000	707-951-3319 Cliff Van Hook	15.46	False
451587	7/6/2026	419-371-4230-00000	707-954-6504 James Queen	15.47	False
451587	7/6/2026	419-114-4230-00000	707-954-7245 Sara Barbour	6.08	False
451587	7/6/2026	420-115-4230-00000	707-458-8862 Fritz Ludemann	46.40	False
451587	7/6/2026	419-371-4230-00000	707-951-4821 Caleb Dean	-92.07	False
451587	7/6/2026	001-470-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	16.24	False
451587	7/6/2026	001-470-4230-00000	707-458-5644 Richard Ybarra	3.69	False
451587	7/6/2026	001-364-4230-00000	707-954-5110 Michael St. Pierre	15.31	False
451587	7/6/2026	419-371-4230-00000	707-951-4864 Joshua Clark	15.31	False
451587	7/6/2026	419-120-4230-00000	707-458-4242 Adrienne McAndrews	18.56	False
451587	7/6/2026	001-364-4230-00000	707-951-4918 Mike McAleenan	-30.69	False
451587	7/6/2026	413-353-4230-00000	707-951-4418 Jonathan Clewell	19.02	False
451587	7/6/2026	412-100-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	2.32	False
451587	7/6/2026	001-240-4230-00000	707-951-4609 Alex Pearson	46.40	False
451587	7/6/2026	001-240-4230-00000	707-951-5433 Connor Sperling	46.40	False
451587	7/6/2026	419-110-4230-00000	707-951-3135 Jason Greenough	14.85	False
451587	7/6/2026	506-506-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	-131.13	False
451587	7/6/2026	419-371-4230-00000	276-724-1157 Water Service Router	2.00	False
451587	7/6/2026	001-240-4230-00000	707-951-5132 Zackery Turkins	46.40	False
451587	7/6/2026	001-364-4230-00000	707-951-4418 Jonathan Clewell	2.32	False
451587	7/6/2026	001-364-4230-00000	707-951-4864 Joshua Clark	-94.86	False
451587	7/6/2026	413-353-4230-00000	707-951-3354 Heather Welton	15.47	False
451587	7/6/2026	001-230-4230-00000	707-457-0795 Crescent Fire Captain	24.79	False
451587	7/6/2026	419-371-4230-00000	707-951-4418 Jonathan Clewell	15.78	False
451587	7/6/2026	419-371-4230-00000	707-951-4918 Mike McAleenan	13.46	False
451587	7/6/2026	413-120-4230-00000	707-458-4813 Chrissy Rawlings	15.47	False
451587	7/6/2026	412-100-4230-00000	707-951-3285 Victor Cordova	46.40	False
451587	7/6/2026	419-120-4230-00000	707-458-4937 Meter Reader 2	46.40	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	001-471-4230-00000	707-951-5250 Kelly Feola	6.03	False
451587	7/6/2026	001-120-4230-00000	707-458-4242 Adrienne McAndrews	-55.80	False
451587	7/6/2026	413-120-4230-00000	707-458-5725 Melissa Leeper	-92.99	False
451587	7/6/2026	001-240-4230-00000	707-951-5035 Daniel Sanders	46.40	False
451587	7/6/2026	413-353-4230-00000	707-951-5662 Wade Mayes	8.27	False
451587	7/6/2026	419-371-4230-00000	707-951-4204 Damien Camper	-136.71	False
451587	7/6/2026	413-353-4230-00000	707-951-4864 Joshua Clark	15.31	False
451587	7/6/2026	001-251-4230-00000	707-458-5306 Sean Rosenthal	18.56	False
451587	7/6/2026	419-130-4230-00000	707-458-8008 Martha Rice	11.60	False
451587	7/6/2026	413-353-4230-00000	707-951-4759 Chris Long	-92.99	False
451587	7/6/2026	413-110-4230-00000	707-458-4131 Candace Tinkler	14.85	False
451587	7/6/2026	001-364-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	-5.58	False
451587	7/6/2026	508-508-4230-00000	707-951-5149 Bill Huffman	46.40	False
451587	7/6/2026	413-353-4230-00000	707-457-7655 PW Ipad	8.26	False
451587	7/6/2026	419-120-4230-00000	707-458-4813 Chrissy Rawlings	15.47	False
451587	7/6/2026	001-480-4230-00000	707-951-0517 Jonathan Ruth	6.96	False
451587	7/6/2026	412-110-4230-00000	707-951-0876 Isaiah Wright	1.86	False
451587	7/6/2026	508-508-4230-00000	707-951-4867 Justin Phelan	46.40	False
451587	7/6/2026	419-371-4230-00000	707-954-6504 James Queen	15.47	False
451587	7/6/2026	413-352-4230-00000	707-458-4393 Sean O'Neil	11.60	False
451587	7/6/2026	419-371-4230-00000	707-951-4918 Mike McAleenan	13.46	False
451587	7/6/2026	001-480-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	-27.90	False
451587	7/6/2026	508-508-4230-00000	707-951-5149 Bill Huffman	-279.00	False
451587	7/6/2026	419-371-4230-00000	563-513-6707 Water Service Router	2.00	False
451587	7/6/2026	419-371-4230-00000	707-951-0714 Dan Borges	21.81	False
451587	7/6/2026	413-110-4230-00000	707-458-4323 Ray Altman	14.84	False
451587	7/6/2026	413-353-4230-00000	707-951-4918 Mike McAleenan	2.32	False
451587	7/6/2026	419-120-4230-00000	707-458-5594 Diane Swarts	10.39	False
451587	7/6/2026	412-120-4230-00000	707-458-5594 Diane Swarts	2.18	False
451587	7/6/2026	419-371-4230-00000	707-951-4821 Caleb Dean	15.31	False
451587	7/6/2026	413-110-4230-00000	707-951-3135 Jason Greenough	14.84	False
451587	7/6/2026	419-371-4230-00000	707-458-5572 Michael Cordova	15.78	False
451587	7/6/2026	001-471-4230-00000	707-951-5250 Kelly Feola	6.03	False
451587	7/6/2026	419-371-4230-00000	707-951-4569 Wade Mayes	15.47	False
451587	7/6/2026	001-240-4230-00000	707-954-6581 Colton Maxwell	46.40	False
451587	7/6/2026	001-120-4230-00000	707-458-4242 Adrienne McAndrews	9.28	False
451587	7/6/2026	420-115-4230-00000	707-458-8649 Taylor Patch	46.40	False
451587	7/6/2026	413-353-4230-00000	707-954-5110 Michael St. Pierre	7.42	False
451587	7/6/2026	419-371-4230-00000	707-951-3275 David Yeager	15.47	False
451587	7/6/2026	001-240-4230-00000	707-458-8156 Elizabeth Hutchens	46.40	False
451587	7/6/2026	001-364-4230-00000	707-457-0899 Israel Chavez	15.47	False
451587	7/6/2026	001-364-4230-00000	707-951-0714 Dan Borges	10.67	False
451587	7/6/2026	001-350-4230-00000	707-951-3275 David Yeager	15.46	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	419-371-4230-00000	707-951-4418 Jonathan Clewell	15.78	False
451587	7/6/2026	413-352-4230-00000	707-951-0923 Austin Nova (Jacobs)	24.79	False
451587	7/6/2026	001-470-4230-00000	707-951-5250 Kelly Feola	5.57	False
451587	7/6/2026	001-110-4230-00000	707-458-4323 Ray Altman	14.85	False
451587	7/6/2026	001-364-4230-00000	707-951-4759 Chris Long	15.47	False
451587	7/6/2026	001-480-4230-00000	707-458-4818 William Morris	46.40	False
451587	7/6/2026	419-371-4230-00000	707-951-4918 Mike McAleenan	-80.91	False
451587	7/6/2026	001-110-4230-00000	707-951-0876 Isaiah Wright	14.85	False
451587	7/6/2026	419-120-4230-00000	707-458-5725 Melissa Leeper	-93.02	False
451587	7/6/2026	413-120-4230-00000	707-951-3320 Linda Leaver	15.47	False
451587	7/6/2026	419-371-4230-00000	707-951-0517 Jonathan Ruth	21.81	False
451587	7/6/2026	001-120-4230-00000	707-458-8617 Sara Moore	9.28	False
451587	7/6/2026	508-508-4230-00000	707-951-5149 Bill Huffman	46.40	False
451587	7/6/2026	413-120-4230-00000	707-458-8014 Gwyn Mattix	23.20	False
451587	7/6/2026	419-120-4230-00000	707-458-8014 Gwyn Mattix	23.20	False
451587	7/6/2026	506-506-4230-00000	707-951-0714 Dan Borges	6.96	False
451587	7/6/2026	001-364-4230-00000	707-951-5704 Chris Long	8.26	False
451587	7/6/2026	413-120-4230-00000	707-951-5285 Kristie Kozak	15.47	False
451587	7/6/2026	001-251-4230-00000	707-458-5306 Sean Rosenthal	18.56	False
451587	7/6/2026	001-110-4230-00000	707-951-3135 Jason Greenough	14.85	False
451587	7/6/2026	413-110-4230-00000	707-458-4323 Ray Altman	14.84	False
451587	7/6/2026	001-364-4230-00000	707-951-4864 Joshua Clark	15.78	False
451587	7/6/2026	413-110-4230-00000	707-951-3135 Jason Greenough	14.84	False
451587	7/6/2026	001-240-4230-00000	707-458-5124 Chase Gardner	46.40	False
451587	7/6/2026	412-113-4230-00000	707-951-3378 Robin Altman	1.86	False
451587	7/6/2026	419-120-4230-00000	707-951-5285 Kristie Kozak	15.47	False
451587	7/6/2026	413-353-4230-00000	707-457-0899 Israel Chavez	15.47	False
451587	7/6/2026	001-364-4230-00000	707-458-5644 Richard Ybarra	3.69	False
451587	7/6/2026	001-470-4230-00000	707-951-9336 Dustin Lovdahl	15.47	False
451587	7/6/2026	001-240-4230-00000	707-458-5124 Chase Gardner	46.40	False
451587	7/6/2026	419-371-4230-00000	707-951-3275 David Yeager	15.47	False
451587	7/6/2026	419-371-4230-00000	707-457-7655 PW iPad	8.26	False
451587	7/6/2026	413-353-4230-00000	707-954-6504 James Queen	15.46	False
451587	7/6/2026	001-240-4230-00000	707-951-4494 Ed Wilson	46.40	False
451587	7/6/2026	001-364-4230-00000	707-951-4204 Damien Camper	9.28	False
451587	7/6/2026	001-480-4230-00000	707-458-8452 Hudson Williams	46.40	False
451587	7/6/2026	413-113-4230-00000	707-951-3378 Robin Altman	14.85	False
451587	7/6/2026	413-353-4230-00000	707-457-7454 Public Works iPad	8.26	False
451587	7/6/2026	001-364-4230-00000	707-458-5572 Michael Cordova	15.31	False
451587	7/6/2026	412-100-4230-00000	707-951-5250 Kelly Feola	11.60	False
451587	7/6/2026	419-111-4230-00000	707-951-3016 Eric Wier	15.47	False
451587	7/6/2026	413-353-4230-00000	707-951-3354 Heather Welton	15.47	False
451587	7/6/2026	419-371-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	0.46	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	419-110-4230-00000	707-458-4131 Candace Tinkler	14.85	False
451587	7/6/2026	419-120-4230-00000	707-458-4242 Adrienne McAndrews	18.56	False
451587	7/6/2026	419-371-4230-00000	865-654-5324 Water Service Router	2.00	False
451587	7/6/2026	413-353-4230-00000	707-951-5704 Chris Long	8.27	False
451587	7/6/2026	413-111-4230-00000	707-951-3016 Eric Wier	15.46	False
451587	7/6/2026	001-230-4230-00000	707-458-5323 Fire Captains	24.79	False
451587	7/6/2026	001-470-4230-00000	707-458-5644 Richard Ybarra	3.69	False
451587	7/6/2026	413-112-4230-00000	707-458-4814 Bridget Lacey	12.39	False
451587	7/6/2026	001-364-4230-00000	707-951-4864 Joshua Clark	15.78	False
451587	7/6/2026	001-364-4230-00000	707-951-0517 Jonathan Ruth	10.67	False
451587	7/6/2026	419-371-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	0.46	False
451587	7/6/2026	001-240-4230-00000	707-951-4485 Richard Griffin	46.40	False
451587	7/6/2026	001-364-4230-00000	707-951-0430 Dan Borges	5.70	False
451587	7/6/2026	419-110-4230-00000	707-458-4131 Candace Tinkler	14.85	False
451587	7/6/2026	001-120-4230-00000	707-951-5285 Kristie Kozak	15.46	False
451587	7/6/2026	001-480-4230-00000	707-458-8452 Hudson Williams	46.40	False
451587	7/6/2026	412-100-4230-00000	707-951-3285 Victor Cordova	46.40	False
451587	7/6/2026	001-130-4230-00000	707-458-8008 Martha Rice	23.20	False
451587	7/6/2026	419-120-4230-00000	707-458-8453 Meter Reader SPMR1	46.40	False
451587	7/6/2026	419-371-4230-00000	707-951-4864 Joshua Clark	15.31	False
451587	7/6/2026	412-100-4230-00000	707-951-5250 Kelly Feola	11.60	False
451587	7/6/2026	419-371-4230-00000	707-457-7655 PW IPad	8.26	False
451587	7/6/2026	001-364-4230-00000	707-951-5662 Wade Mayes	8.26	False
451587	7/6/2026	419-371-4230-00000	707-951-0430 Dan Borges	11.65	False
451587	7/6/2026	419-371-4230-00000	707-951-4569 Wade Mayes	15.47	False
451587	7/6/2026	419-110-4230-00000	707-951-3135 Jason Greenough	14.85	False
451587	7/6/2026	001-240-4230-00000	707-458-8283 Axel Aguilera	46.40	False
451587	7/6/2026	419-371-4230-00000	707-951-1982 Jason DuBois	29.46	False
451587	7/6/2026	001-230-4230-00000	707-951-3406 Vanessa Duncan	46.40	False
451587	7/6/2026	001-470-4230-00000	707-458-4393 Sean O'Neil	0.93	False
451587	7/6/2026	001-240-4230-00000	707-458-8283 Axel Aguilera	46.40	False
451587	7/6/2026	419-371-4230-00000	707-457-0899 Israel Chavez	15.46	False
451587	7/6/2026	419-371-4230-00000	707-954-5110 Michael St. Pierre	13.46	False
451587	7/6/2026	001-250-4230-00000	707-458-5306 Sean Rosenthal	4.64	False
451587	7/6/2026	419-371-4230-00000	707-951-0714 Dan Borges	21.81	False
451587	7/6/2026	419-110-4230-00000	707-458-4323 Ray Altman	14.85	False
451587	7/6/2026	001-364-4230-00000	707-951-4204 Damien Camper	9.28	False
451587	7/6/2026	413-353-4230-00000	707-951-4918 Mike McAleenan	-13.95	False
451587	7/6/2026	001-364-4230-00000	707-951-4204 Damien Camper	-55.80	False
451587	7/6/2026	001-230-4230-00000	707-457-0714 Everett Buell	46.40	False
451587	7/6/2026	413-353-4230-00000	707-951-4821 Caleb Dean	15.31	False
451587	7/6/2026	001-230-4230-00000	707-458-5216 CrescentFire	24.79	False
451587	7/6/2026	413-351-4230-00000	707-951-5375 Tara Wood	-279.00	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451587	7/6/2026	419-130-4230-00000	707-458-8008 Martha Rice	11.60	False
451587	7/6/2026	001-364-4230-00000	707-458-5644 Richard Ybarra	3.69	False
451587	7/6/2026	419-371-4230-00000	707-951-0430 Dan Borges	11.65	False
451587	7/6/2026	001-120-4230-00000	707-951-3320 Linda Leaver	15.47	False
451587	7/6/2026	001-240-4390-AB109	707-954-5634 Police Dept Wireless Hotspot	43.79	False
451587	7/6/2026	001-112-4230-00000	707-951-5250 Kelly Feola	11.60	False
451587	7/6/2026	413-353-4230-00000	707-951-4918 Mike McAleenan	2.32	False
451587	7/6/2026	420-115-4230-00000	General Fees & Credits	112.88	False
451587	7/6/2026	001-480-4230-00000	707-951-0714 Dan Borges	6.96	False
451587	7/6/2026	419-120-4230-00000	707-951-5285 Kristie Kozak	-93.02	False
451587	7/6/2026	419-371-4230-00000	865-654-4608 Water Service Router	2.00	False
451587	7/6/2026	506-506-4230-00000	707-951-4204 Damien Camper	8.35	False
451587	7/6/2026	413-130-4230-00000	707-458-8008 Martha Rice	11.60	False
451587	7/6/2026	001-470-4230-00000	707-951-4296 Gilberto Gil-Rodriguez	16.24	False
451587	7/6/2026	420-115-4230-00000	General Fees & Credits	112.88	False
451587	7/6/2026	420-115-4230-00000	707-458-8862 Fritz Ludemann	46.40	False
451587	7/6/2026	419-371-4230-00000	707-951-4418 Jonathan Clewell	-94.86	False
451588	7/3/2026	610-000-2186-00000	Plan # 306752	1.67	False
451588	7/3/2026	610-000-2186-00000	Plan # 306752	7.98	False
451589	7/7/2026	001-364-4450-2020S	Application Fee - Front St SWPPP Permit (App ID#600561)	889.00	False
451589	7/7/2026	901-470-4799-47012	Application Fee - SWPPP Permit (App ID#600520)	417.00	False
451589	7/7/2026	901-470-4799-47010	Application Fee - SWPPP Permit (App ID#600520)	418.00	False
451671	7/9/2026	610-000-2180-00000	Pro-rated Membership	45.00	False
451672	7/9/2026	610-000-2174-00000	June 2026 Bill - Acct # Q9377	1,779.02	False
451673	7/9/2026	001-240-4407-00000	Pre-employment Screening - PD	360.00	False
451674	7/9/2026	001-240-4407-00000	Pre-employment screening - Police	844.00	False
451675	7/9/2026	001-230-4407-00000	Volunteer Annual Testing - Fire	1,552.00	False
451675	7/9/2026	001-470-4407-00000	Pre-employment Screening - PW	95.00	False
451675	7/9/2026	001-112-4407-00000	Pre-employment Screening - PW	5.00	False
451675	7/9/2026	001-240-4407-00000	Pre-employment Screening - Police	200.00	False
451676	7/9/2026	001-240-4407-00000	Pre-employment Screening - Police	90.00	False
451676	7/9/2026	001-470-4407-00000	Pre-employment Screening - PW	85.50	False
451676	7/9/2026	001-112-4407-00000	Pre-employment Screening - PW	4.50	False
451677	7/9/2026	001-230-4125-00000	June 2026 Premiums/Reconciliation - INV #LB00004073_20260601	348.00	False
451678	7/9/2026	630-111-4409-00000	April 2026 Billing - Plan ID# GZ-PRC10A	300.00	False
451679	7/9/2026	001-112-4407-00000	Pre-employment screening - PW	1.60	False
451679	7/9/2026	001-470-4407-00000	Pre-employment screening - PW	30.40	False
451679	7/9/2026	412-100-4407-00000	Pre-employment screening - RV Park	32.00	False
451679	7/9/2026	001-111-4409-00000	Pre-employment screening - Grants	32.00	False
451679	7/9/2026	001-240-4407-00000	Pre-employment screening - Police	66.00	False
451680	7/9/2026	610-000-2177-00000	July Premiums - Acct # 010.216.36 00001	5,349.12	False
451681	7/9/2026	610-000-2179-00000	July Billing - Invoice # ID0393334	357.50	False
451682	7/9/2026	610-000-2183-00000	WC Out-ofState Policy - 7/8/26-7/7/27 Acct # 7700 1123 5531 001C	359.00	False

Check Numbe	Check Date	Acct 1	Description	Amount	Selected For Void
451683	7/9/2026	610-000-2179-00000	Premiums - July 2026 & Adjustment	94.50	False
451684	7/9/2026	610-000-2179-00000	July 2026 Premiums - Policy # 00 639849 0001	2,821.96	False
451685	7/9/2026	610-000-2175-00000	July 2026 Premiums - Client ID # 12003309	1,091.75	False
				780,422.40	

AP

06-27-26 to 07-10-26 Housing

User: kbates@crenscntcity.org
 Printed: 7/14/2026 2:19:32 PM

REVIEWED
 kkozak , 7/14/2026, 4:23:17 PM



Check Date	Check Number	Description	Amount	Selected For Void
7/6/2026	451587	707-458-4816 Jolene Hurt	-279.00	False
6/29/2026	451492	Misc Office Supplies	-32.46	False
7/6/2026	451587	707-458-5594 Diane Swarts	-6.42	False
6/29/2026	451541	707-951-5644 Diane Swarts	0.41	False
7/6/2026	451587	707-458-5594 Diane Swarts	1.07	False
7/6/2026	451587	707-458-5594 Diane Swarts	1.07	False
6/29/2026	451541	707-951-3392 HR LINE	1.92	False
7/6/2026	451587	707-954-7245 Sara Barbour	2.41	False
7/6/2026	451587	707-954-7245 Sara Barbour	2.41	False
6/29/2026	451541	707-951-3288 Dan Minges	8.98	False
6/29/2026	451541	707-951-5158 Sara Barbour	8.98	False
7/6/2026	451586	ROLLINGHILLS: GSRMA Conference Oct 2025 - E. Wier	11.95	False
6/29/2026	451496	Copier Services FY25/26 - 04/25/26-05/24/26	12.34	False
6/29/2026	451530	Janitorial Supplies- City-Wide	16.24	False
6/29/2026	451492	Misc Office Supplies	18.39	False
6/29/2026	451541	707-951-5767 Joshua Clark	18.54	False
6/29/2026	451541	707-464-9216 HA Office	22.42	False
7/6/2026	451587	707-458-5306 Sean Rosenthal	23.20	False
7/6/2026	451587	707-458-5306 Sean Rosenthal	23.20	False
7/6/2026	451587	707-951-3447 Dan Minges	23.20	False
7/6/2026	451587	707-951-3447 Dan Minges	23.20	False
6/29/2026	451530	Janitorial Supplies- City-Wide	24.00	False
6/29/2026	451496	Copier Services FY25/26 - 05/25/26-06/24/26	26.56	False
6/29/2026	451541	707-951-0902 Wendy Hartwick	28.12	False
6/29/2026	451541	707-951-0909 Jolene Hurt	28.12	False
6/29/2026	451541	707-951-0710 Miller	28.12	False
6/29/2026	451541	707-951-0897 Stephanie Stover	28.12	False
7/6/2026	451587	707-458-4817 Wendy Hartwick	46.40	False
7/6/2026	451587	707-458-5990 Megan Miller	46.40	False
7/6/2026	451587	707-458-4817 Wendy Hartwick	46.40	False
7/6/2026	451587	707-458-4815 Stephanie Stover	46.40	False
7/6/2026	451587	707-458-4815 Stephanie Stover	46.40	False
7/6/2026	451587	707-458-5990 Megan Miller	46.40	False

Check Date	Check Number	Description	Amount	Selected For Void
7/6/2026	451587	707-458-4816 Jolene Hurt	46.40	False
7/6/2026	451587	707-458-4816 Jolene Hurt	46.40	False
6/29/2026	451524	Pest Control Services FY25/26- 235 H st.	89.38	False
			525.67	



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

JULY 6, 2026

6:00 P.M.

CLOSED SESSION

Call to order Mayor Wright called closed session to order at 5:30 p.m.

Roll call Council Members present: Council Member Ray Altman, Council Member Jason Greenough, Mayor Pro Tem Candace Tinkler, and Mayor Isaiah Wright
Council Member absent: Council Member Steve Shamblin
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)):**
Alba Lopez v. Crescent City, et al (DNSC Case NO. CV261084)
- **Conference with Legal Counsel – Potential Litigation (Gov. Code § 54956.9(d)(2)):**
Government Claim of Carson Taylor

There were no comments from the public on closed session items.

Closed session adjourned at 5:49 p.m.

OPEN SESSION

Call to order Mayor Wright called open session to order at 6:00 p.m.

Roll call Council Members present: Council Member Ray Altman, Council Member Jason Greenough, Mayor Pro Tem Candace Tinkler, and Mayor Isaiah Wright
Council Member absent: Council Member Steve Shamblin
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, Finance Director Linda Leaver (via Zoom), Public Works Director Dave Yeager, Economic Development and Grants Manager Bridget Lacey (via Zoom), Recreation Director and Events Coordinator Kelly Feola, Contract Planner Ethan Lawton (via Zoom), Interim Fire Chief Bill Gillespie, Police Officer Mai Thao, Police Officer Chase Gardner, Police Sergeant Alex Pearson, Police Officer Colton Maxwell, Police Officer Conner Sperling, Police Officer Daniel Sanders, Police Officer Zackery Turkins, and Police Chief Richard Griffin

Pledge of Allegiance led by Mayor Wright

REPORT OUT OF CLOSED SESSION

City Attorney Rice reported the following action was taken in closed session:

On a motion by Council Member Greenough, seconded by Mayor Wright, and carried unanimously with Council Member Shamblin absent, the City Council of the City of Crescent City rejected the government claim of Carson Taylor.

CEREMONIAL ITEMS

- **Oath of Office for Police Officer Mai Thao and Police Officer Chase Gardner**

Police Chief Griffin reported to the Council that Officer Thao was selected as the final class Sergeant at the Academy and Officer Gardner almost broke a record in the 180 body drag competition and did it in 3 minutes. He also earned the Service Above Self Award. He then administered the oath of office for Officer Thao and Officer Gardner.

- **Police Chief Commendation – Officer Colton Maxwell**

Chief Griffin explained how Officer Maxwell recovered tens of thousands of dollars worth of bicycles that have been stolen around town and made several arrests. He has also visited the RV Park and given recommendations to visitors with bikes. He presented him with the Police Chief Commendation award. Officer Maxwell addressed the Council thanking them for the opportunity to serve the community.

REPORTS AND PRESENTATIONS

- **Plaza Cleanup**

Recreation Director and Events Coordinator Feola addressed the Council and went over the project that was taken on by the Youth Council to clean up the plaza.

- **4th of July Update**

City Manager Wier reported to the Council that this year's 4th of July celebration went very well with minimal incidents. Police Chief Griffin reported the calls for service that the police department had and Fire Chief Gillespie reported on the calls the fire department responded to for the evening.

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 30, 2026 through June 12, 2026.*

2. Council Minutes

- *Recommendation: Approve and adopt the June 15, 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 June 13, 2026 paid June 19, 2026.*

4. Amendments to Professional Services Agreements with Greenworks, PC

- *Recommendation: Approve and authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement with GreenWorks, PC, increasing the Clean CA contract amount by \$14,293*
- *Approve and authorize the City Manager to execute Amendment No. 3 to the Professional Services Agreement with GreenWorks, PC increasing the Clean CA contract amount by \$30,000*
- *Approve and authorize the City Manager to execute Amendment No. 7 to the Professional Services Agreement with GreenWorks, PC increasing the Beachfront Park design contract amount by \$30,000*
- *Approve and authorize the City Manager to execute additional amendments to the Front Street Cultural Gateway and Beautification Project and Beachfront Park Phase 1 design contracts for construction administrative services for up to an additional \$30,000 for each contract*

There were no comments from the public.

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

PUBLIC HEARING - None

CONTINUING BUSINESS - None

NEW BUSINESS

5. Short Term Rental Regulation Discussion

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion and direction to staff regarding the regulation of short-term rentals*

City Manager Wier reported to the Council that this item was at the request of Council Member Shamblin who was absent. Council Member Greenough asked if the item should be postponed to a future meeting so Council Member Shamblin can be a part of the discussion. Mayor Pro Tem Tinkler stated that due to the fact that there are members of the public who are present to speak on the item, we should start the discussion. City Manager Wier stated that the Council could hear the staff report and take public comment while holding off on any final decision as an option; the Council agreed. Contract Planner Lawton explained to the Council that there currently isn't an ordinance directly related to short-term rentals (STRs). The current process for STRs is the business license referral process. He stated that the purpose of the Bed and Breakfast Establishments regulations in the Crescent City Municipal Code, are to provide for the control and regulation of bed and breakfast establishments in keeping with the safety, convenience and welfare of the general public, assist in allowing these sorts of visitor-serving uses, which benefit the local economy by encouraging destination tourism; protect the residential character of the various zoning districts where bed and breakfast establishments are allowed; and ensure a fair process by which the location and operation of such establishments may be in the best interest of the entire community. These are allowed in all zones except for the Coastal Zone – Open

Space. Mayor Wright asked if we know how many of the STRs are paying TOT; City Manager Wier stated that the Finance Department runs an audit of TOT. He stated that staff checks the websites that list the STRs to check if they are registered with the City and paying TOT. A few were found that were not registered and staff is reaching out to the owners. He further explained that a firm can be hired to do an extensive search of all STRs in the City should that be the Council's direction. Planner Lawton stated that the City of Trinidad used a service that cost about \$500 per year but discontinued that contract after 3-4 years as they found it was not 100% accurate and it didn't provide enough information. Mayor Wright suggested reaching out to the organizations directly to obtain the information on how many vacation rentals there are (AirBnB and VRBO). Director Leaver stated that staff work directly with the property owners, not AirBnB or VRBO at this time. City Manager Wier stated that if the Council directed staff to reach out to those agencies, that can be an option. He further stated that this is new to the City and there are a lot of variables to crafting an ordinance such as how STRs effect the housing stock. Mayor Pro Tem Tinkler went into detail about the number of vacation rentals in the City limits and believes the quoted percentage is not an accurate representation of the STR market's effect on the housing stock. She would like to know how many single-family homes are being used as STRs in the city limits. City Manager Wier asked Planner Lawton if the 2-3% number included apartments; Planner Lawton answered in the affirmative. Planner Lawton explained that Humboldt County has a 2% cap on STRs while the Coastal Commission prefers at least a 15% cap as they want the coastline more accessible for those who may be income restricted. The most common cap is 5% - 10% and it is the Council discretion what percentage to have. City Manager Wier advised the Council that staff is seeking direction on what additional information the Council would like in order to draft this ordinance. Mayor Pro Tem Tinkler detailed her desire to limit the amount of STRs in neighborhoods so it doesn't effect the cost of housing and the quality of life of long-term residents in those neighborhoods. She further stated that motels have a manager on site that if there are any issues with noise, you can reach out to them, where vacation rentals do not. Mayor Wright stated that if the issue is bad enough, one should call dispatch. Council Member Greenough stated there are already enforcement opportunities in place such as noise and time-limits for them. Does not want to put too many restrictions on this and encourages anyone with issues to contact law enforcement. Council Member Altman concurred with Council Member Greenough and stated that being on the Council you are required to live in the city limits. One should not be expected to own a home and have the City tell you what you can and cannot do. Council Member Altman also stated that he does not want to use taxpayers' money for a consultant to look into it. Mayor Wright agreed with not putting too many restrictions on property owners, but would like to ensure that those that have vacation rentals are paying TOT and would like staff to look into it. Mayor Pro Tem Tinkler disagreed with her fellow Council Members. She would like to see an emphasis on making sure the market isn't saturated with vacation rentals. She would also would like to see people who own vacation rentals also reside in the home for portions of the year. Council Member Altman agrees to ensure that TOT is paid, but that the Council has spoken for years about supporting small businesses and this is a good opportunity to do so. Further stated that Crescent City has some of the most beautiful sights to see and a lot of them are along the coastline. He wants to ensure people who visit can have the opportunity to view them.

The following members of the public addressed the Council:

Dave Garcia: spoke about non-traditional vacation rentals, such as RVs and yurts, that the Council may have to consider when developing an ordinance.

Mark Bower: vacation rental owner, agrees with the proper use of vacation rentals by the tenants, but does not think they need additional regulations.

Patricia Black: agrees with limiting the amount of vacation rentals; has several around her neighborhood.

Bobbi Jo Bower: owns a vacation rental and stated that you cannot live in the home for portions of the year because it affects your rating and visibility on the site.

Michael Zuval: vacation rentals in southern California are heavily regulated due to multiple issues with them. The vacation rentals always have a number posted to call if any problems arise.

Mayor Wright stated that this item will be brought back to the Council so Council Member Shamblin can be a part of the discussion. City Manager Wier asked the Council if they wanted staff to look into how many single-family residences are also vacation rentals; the Council was in consensus to have staff do so. Council Member Altman wanted clarification on why a consultant would be hired to find out who's paying TOT when all of that should be found with the business licenses. Mayor Wright stated that this would be to find what vacation rentals do not have a business license and also not paying TOT. The Council was in consensus to do some research on the TOT portion. City Manager Wier asked if the Council also wanted staff to look into single family rentals and to differentiate between houses and apartments. Mayor Wright was not in support of it; Mayor Pro Tem Tinkler was in favor. Mayor Wright suggested reaching out directly to VRBO and AirBnB to get the metrics on the STRs in Crescent City. Mayor Pro Tem Tinkler stated that her concern was the lack of houses on the market for long term residents. Additionally, she would like regulations in place to enforce management, especially for properties owned by people out of the area. She further stated she would like the property owner or manager of the property to either be on-site or live in Del Norte County. Mayor Wright stated that directly contacting the vacation rental website companies, he's certain they would be able to provide a list of STRs within the city limits broken down into number of bedrooms, or if they are an apartment. Council Member Altman stated that the reason there isn't a lot of housing for sale is because they have been sold. He disagreed with putting restrictions based on what the house is being used for. Does not agree with regulating property owners on how they choose to use their house. He further stated that the TOT information should be included in the business license information; City Manager Wier stated that there are some STR owners that are unaware they need a business license, therefore the City would not have a full report for all vacation rentals within the city limits. Council Member Greenough supported reaching out to the vacation rental companies to get a listing of all STRs within the City. The Council was in consensus to have staff reach out to those companies to find out the number of STRs to determine who is not paying TOT.

6. City Parking Lot Regulations Ordinance

- *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. 866, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING CHAPTER 10.24, STOPPING, STANDING, AND PARKING, OF TITLE 10, VEHICLES AND TRAFFIC, OF THE CRESCENT CITY MUNICIPAL CODE*

City Attorney Rice reported to the Council that this ordinance outlines the framework to enable the Council to set parking lot regulations by resolution. The Council was in agreement that this ordinance will be a great enforcement tool for the police department.

The following member of the public addressed the Council:

Mark Bower: supports the ordinance and asked the City to have a safe place for the RVs to park.

On a motion by Council Member Altman, seconded by Mayor Pro Tem Tinkler, and carried on a 4-0 polled vote with Council Member Shamblin being absent, the City Council of the City of Crescent City waived full reading, read by title only and introduced Ordinance No. 866, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING

7. 3rd Street Downtown Project Design Task Order

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Authorize the City Manager to approve and sign Amendment No. 1 to Stover Engineering Task Order #6 for the design of K Street and 3rd Street*

Public Works Director Yeager detailed the 3rd Street Downtown Project for the design of K Street and 3rd Street by Stover Engineering. The project will include undergrounding of the overhead utilities, landscape improvements within existing curblines, accessibility and other minor repairs to existing sidewalks. Additionally, there will be mid-block sidewalk lights with hanging baskets, catenary roadway lights with banner poles, planting beds in parking lane, and street furniture such as trash baskets, bike racks, benches, and landscaped pots. Council Member Greenough asked if the trees that are planted in the sidewalks going to be moved since the plan is to have trees in the parking lane; Director Yeager explained that the Master Plan is still being put together and the plans are not yet finalized. There will be a community workshop for input at Crescent Fire on Washington Blvd. Council Member Greenough asked if the Downtown Divas will be included in the workshop; Director Yeager answered in the affirmative and that a Stakeholders Meeting will occur before the public workshop.

The following members of the public addressed the Council:

David Garcia: spoke about self-driving vehicles and how they pick up and drop people off.

Doug Dye: spoke about a \$150 million bailout for the Battery Point development.

Mark Bower: suggested making 3rd and 4th Street one way to make a loop for a business district as well as widening the streets.

On a motion by Mayor Pro Tem Tinkler, seconded by Council Member Greenough, and carried on a 4-0 polled vote with Council Member Shamblin being absent, the City Council of the City of Crescent City authorized the City Manager to approve and sign Amendment No. 1 to Stover Engineering Task Order #6 for the design of K Street and 3rd Street.

8. Acceptance of Insurance Funds for Cultural Center East Wall Insurance Claim

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve and adopt Resolution No. 2026-52, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2026-27 BUDGET OF THE CITY OF CRESCENT CITY*

Director Yeager reported to the Council that this item is for the Cultural Center floor and wall repair. Our insurance company has sent a check in the amount of \$50k upfront to start the repair. The total amount of the claim is \$630k. The project plans will come before the Council at a later date. Council Member Greenough asked when we will hear from GSRMA about the timing of receiving the rest of the money; Director Yeager stated staff is expecting it soon.

There were no comments from the public.

On a motion by Council Member Greenough, seconded by Council Member Altman, and carried on a 4-0 polled vote with Council Member Shamblin being absent, the City Council of the City of Crescent City approved and adopted Resolution No. 2026-52, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2026-27 BUDGET OF THE CITY OF CRESCENT CITY.

CITY COUNCIL ITEMS

- **Reports, Concerns, Referrals, Council travel and training reports – None**
- **Legislative Matters – None**
- **City Manager Report and City Council Directives –** City Manager Wier reported the following:
 - Upcoming public workshop regarding the Downtown Master Plan
 - Planning Commission meeting
 - Front Street at F Street project is out to bid
 - RV Bathroom renovation project went very well
 - Headstart improvements are close to being complete
 - Front Street Gateway project update was presented by Director Yeager

ADJOURNMENT

There being no further business to come before the Council, Mayor Wright adjourned the meeting at 8:07 p.m. to the regular meeting of the City Council of the City of Crescent City on Monday, July 20, 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 07/11/2026					
Pay Date 07/17/2026					
Check Numbers: 111907-111911 (Plus Direct Deposits)					
Home Dept.	Regular Pay	Overtime	Gross Pay	Employees	Notes
City Council (110)	1,409.85	-	1,409.85	5	
Administration (111)	24,336.99	743.91	25,080.90	6	
Finance (120)	19,768.19	239.00	20,007.19	7	
City Attorney (130)	5,982.41	-	5,982.41	1	
Fire (230)	19,586.84	1,946.08	21,532.92	5	
Police (240)	52,368.79	6,252.39	58,621.18	16	
Planning (313)	2,741.96	753.84	3,495.80	2	
Public Works (350)	67,829.20	4,707.38	72,536.58	26	
Recreation (450)	5,779.20	516.95	6,296.15	2	
Swimming Pool (480)	12,490.25	172.12	12,662.37	18	
Housing (490)	12,247.11	-	12,247.11	4	
	224,540.79	15,331.67	239,872.46	92	
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: DAVE YEAGER, DIRECTOR OF PUBLIC WORKS
JAMES QUEEN, ENGINEERING PROJECT MANAGER
BRIDGET LACEY, GRANTS AND ECONOMIC DEVELOPMENT
COORDINATOR**

DATE: JULY 20, 2026

**SUBJECT: STORM DRAIN PROJECT PHASE III (F STREET) LABOR COMPLIANCE
OFFICER CONTRACT AWARD**

RECOMMENDATION

- Approve and Authorize the City Manager to sign a Professional Services Agreement with Housing Tools LLC for the Storm Drain Project Phase III (F Street) for Labor Compliance

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 may apply 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.

In 2020, the City applied for funding for the Storm Drain Project Phase III (F Street 3.5-5th) with the 2020 NOFA but was not awarded. Instead, this project was waitlisted for approximately three years. As more funding has become available through CDBG for OTC projects, HCD has continued to fund down the list, rather than opening the OTC category up for more applications. As a result, the Storm Drain Project was eventually awarded under the 2023 NOFA.

The Storm Drain Project Phase III (F Street) constitutes two blocks of F Street from 3rd to 5th Street, as well as connecting to the first drainage systems on 5th Street just to the east of F Street. The construction project is currently out for bid with the current bid date set for July 22, 2026.

The City was awarded \$1,065,485 in CDBG funds, which includes a budget of \$35,000 for a Labor Compliance Officer, as labor compliance monitoring is a grant requirement.

ITEM ANALYSIS

A Request for Proposals (RFP) for a Labor Compliance monitoring firm was published on June 18, 2026, with bids being received on July 9, 2026.

The purpose of labor standards compliance monitoring is to ensure that each worker is paid a fair and equitable wage in accordance with all appropriate federal, state, local, and CDBG-specific regulations. The monitoring and reporting required for labor compliance under this funding is extremely complicated and time-consuming and is beyond the scope of City staff to complete. As with previous large CDBG projects, staff recommend hiring an experienced consultant for labor compliance. The selected consultant will perform all tasks relevant to monitoring the labor standards of the contractors and all sub-contractors for the specified contract period of this project.

Three responsive proposals were received for the Storm Drain Project Phase III (F Street) Labor Compliance Officer RFP. Four staff members were selected to evaluate all proposals submitted according to the ranking schedule set in the RFP specifications. Company experience in the last 5 years (35%) and personnel qualifications (20%) with CDBG and Section 3 were graded most heavily. Methodology for completing the scope of work ranked 35% and reasonableness of the cost proposal was weighted at 10%.

The proposal submitted by Housing Tools LLC was unanimously selected to best meet the city's requirements and budget. Staff is recommending Council authorize the City Manager to sign a Professional Service Contract with Housing Tools LLC in the not-to-exceed amount of \$34,920 for a Federal and State Labor Compliance Officer for the City's F Street project. .

Scope of Work:

- A. Review Project Specifications specifically including pre-bid labor compliance documentation
- B. Pre-Construction Meeting with awarded construction contractor
- C. Labor Compliance Monitoring
- D. Documentation
- E. Contractor Review of all submitted documents
- F. Corrective Action Plan
- G. Monthly Reports
- H. Annual and Quarterly Reports
- I. Delivery of Documentation

With an anticipated construction contract execution brought before Council on August 3, 2026, the City anticipates a kick-off meeting between the labor compliance contractor, Housing Tools LLC and the awarded construction contractor mid-August to enable project start by the end of the August.

FISCAL ANALYSIS

The proposed Housing Tools LLC agreement is within the budget allocated from the CDBG grant funding source.

Labor Compliance Budget	
Housing Tools LLC Contract Value	\$34,920
Project Budget allocated to Labor Compliance Monitoring	\$35,000

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

A. Evaluate and optimize additional revenue sources

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

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

GOAL 3: OBTAIN THE HIGHEST LEVELS OF ORGANIZATIONAL EXCELLENCE

C. Maximize performance and value in all City Council, staff, volunteer, and committee positions

ATTACHMENTS

1. Home Tools LLC proposal
2. Professional Services Agreement

**F STREET 3.5-5TH STREET STORM DRAIN PROJECT
LABOR COMPLIANCE OFFICER
CDBG PROGRAM GRANT NO. 23-CDBG-10002
City of Crescent City**

Proposal Submitted by



July 6, 2026

July 6, 2026

David Yeager, Public Works Director
City of Crescent City
377 J Street
Crescent City, CA 95531

RE: F Street 3.5-5th Street Storm Drain Project Labor Compliance Officer
RFP No. 2026-1002.1.LC

Dear Mr. Yeager:

Housing Tools is pleased to present the enclosed proposal for the above-referenced RFP. We believe that we are well qualified to provide these services to the City of Crescent City due to our in-depth practical experience in labor monitoring for compliance with federal and State of California requirements.

We have provided labor compliance monitoring services for 60 different public works, public facilities, and publicly-subsidized housing projects with federal and state labor requirements. Beyond our depth of experience, our quality of services and attention to detail sets us apart from our peers. To streamline the monitoring process and ensure compliance, Housing Tools has developed a comprehensive system with templates and tools designed to guide the City and its contractors through every phase of a project. We continuously review and revise these templates and tools for improvements, informed by practical experience and participation in federal and state monitoring reviews. We also integrate the latest technology into our processes to maximize transparency and collaboration. Most importantly, our staff provides clients and their contractors with high-level customer service, optimum responsiveness, and a proactive problem-solving approach that we believe is essential for a well-functioning labor compliance monitoring system.

I am the officer of the firm authorized to bind the firm to all commitments made in this proposal, and I am also the main point of contact for our firm. I can be contacted at (530) 513-3116 or jcoles@housing-tools.com. Our mailing address is provided in the letterhead above. This proposal and all its contents, including the fee proposal, are valid for a period of 90 days.

Sincerely,



James Coles, Principal and Owner



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1. Firm Information

Introduction to Housing Tools

James Coles founded Housing Tools in 2012 after spending seven years in nonprofit housing development and five years in municipal housing management. The firm was established to provide services that are efficient, timely, practical, and responsive to client needs. Our expertise is built on practical experience in successfully planning, financing, and implementing housing and community development programs and projects. We have developed a niche in providing services to small and mid-size California communities, and have a deep understanding of the challenges they face, as well as proven strategies that produce results. The firm has nine employees, with an office in Sacramento. Housing Tools has three focus areas that organize our staffing and internal coordination, as described below. Our expertise in community development and housing development informs and provides context to our labor compliance monitoring work.

Labor Compliance Monitoring: In this focus area we provide labor monitoring services for compliance with federal and state regulations for government agencies and developers.

Community Development: In this focus area we work with local governments on needs assessments, engagement of stakeholders and the community on topics of importance, funding plans and grant administration, and policy implementation and strategic planning for housing and community development initiatives.

Housing Development: In this focus area we work with both local governments and developers on site feasibility and financial feasibility assessments, working through planning and zoning issues, identification of resources, financing, reporting and compliance.

Housing Tools is a Limited Liability Company with James Coles as Principal and Owner. We will not be contracting with any subcontractors to complete the scope of work described in this RFP.

Firm Qualifications

Overview

Housing Tools provides labor compliance monitoring for government agencies and developers as a core element of our services. Our familiarity with the development and construction process, and regulations that govern a wide range of public funding sources, provides us with a comprehensive knowledge base in providing these services. We have provided labor compliance monitoring for publicly funded affordable housing projects, public works projects, and public facilities. Housing Tools is familiar with federal, state, and local labor regulations as necessary to manage these projects, including Davis-Bacon, Section 3, the Equal Employment Opportunity Act and MBE/WBE requirements, the Contract Work Hours and Safety Standards Act, the Fair Labor Standards Act, State Prevailing Wages, Skilled and Trained Workforce Standards, and Community Workforce Agreements.



Proven Monitoring Systems and Tools

To streamline the compliance monitoring process, Housing Tools has developed a comprehensive system with templates and tools designed to guide general contractors through every phase of the project. Our process includes the following key components:

- *Project Start-Up Meeting:* A meeting with the client to review the project schedule and define team roles.
- *Pre-Construction Meeting:* A session with contractors to review all applicable labor laws and discuss monitoring protocols.
- *Bid Solicitation and Contract Requirements:* We provide detailed labor compliance requirements for inclusion in bid solicitations and contracts.
- *LCPtracker Portal:* Utilization of LCPtracker software for document upload and review, ensuring that all relevant payroll certifications and supporting documentation are submitted.
- *Site Visits:* Regular site visits to verify compliance and conduct employee interviews.
- *Project Close-Out:* A final report and data file transfer to the client at project completion, including Section 3 hours worked.

LCPtracker Software Integration

Housing Tools uses LCPtracker software to provide a streamlined, organized portal for the submission of weekly payroll certifications and related documents by contractors. This tool screens for incomplete or ineligible wage entries based on the established Wage Determinations for each project. It allows us to efficiently review materials, share up-to-date reports with the development team, and reconcile data from on-site interviews with the weekly payroll certifications. Additionally, we leverage a suite of labor compliance templates—including for bid solicitations, contracts, reporting, plans, and standardized checklists—to enhance the monitoring process. We use checklists alongside LCPtracker to ensure that supporting documentation for payroll certifications is provided by contractors, such as employee authorizations for deductions and apprenticeship program certifications. These templates have proven to be highly effective in ensuring consistent and thorough compliance management.

Project Experience

The table below provides a summary of current and past projects that Housing Tools has monitored for labor compliance, including projects with federal labor requirements only (Federal), projects with State of California labor requirements only (State), and projects with federal and State of California labor requirements (Federal and State). In addition, we are currently providing labor compliance monitoring on two projects with Community Workforce Agreements. These projects have included affordable housing



and public works projects (including road and parks improvements, and public facilities). Of the 26 current projects, 2 are in the pre-construction phase, 20 are in the construction phase, and 4 are in the close-out phase.

	Federal	State	Federal and State	Total
Current Projects	12	3	11	26
Past Projects	19	4	11	34
Total	31	7	18	60



2. Personnel

The scope of work as described in the RFP will be carried out by the following individuals:

- *James Coles, Principal in Charge*— providing contract oversight, supervision, and quality control
- *Jamie McLeod, Senior Project Manager*— Project Manager and primary point of contact
- *Tina Fernandez, Labor Compliance Specialist*— providing day-to-day project management
- *Tam Le, Assistant Labor Compliance Specialist*— assisting with payroll certifications, documentation review
- *Angel Macias, Assistant Labor Compliance Specialist*— assisting with payroll certifications, documentation review

Jamie McLeod will be the Project Manager for this project and will be the City's primary point of contact. Jamie will be primarily assisted in day-to-day monitoring activities by Tina Fernandez. Tam Le and Angel Macias will assist Tina with various aspects of payroll certification and documentation review, and contractor follow-up. Angel Macias is a fluent Spanish speaker and can assist with translation as needed.

A description of each individual's position title, contract role, assignments, experience, and qualifications is provided below. Resumes for each individual staff member delivering services for this RFP is provided in Attachment 2 to this proposal.

James Coles

Housing Tools Title: Principal

Contract Role: Contract Supervisor

Contract Assignments: Overall project supervision and quality control

Location: Sacramento Office

Length of Service with Firm: 14 years (Founder)

Qualifications: HUD program management (CDBG, CDBG-DR, HOME, CoC); community planning (Consolidated Plans, Housing Elements, Strategic Housing Plans, Homeless Plans); housing development and finance; federal and state grant administration, including labor compliance monitoring

Experience: James has more than 26 years of experience in affordable housing development and community development at the government and nonprofit levels. He has assisted in delivering more than 1,500 affordable housing units in these capacities. As Housing Manager for the City of Chico, James administered CDBG, HOME and Redevelopment Agency funds, including planning, budgeting, program implementation, and reporting. This included the development of HUD Consolidated Plans and Annual Action Plans. As a consultant, James has assisted government agencies in managing programs and projects funded by CDBG, CDBG-DR and HOME, as well as most all of the funding programs administered by the State Housing and Community Development Department (HCD), including AHSC, IIG, and PLHA. James has directed the completion of a variety of successful planning efforts, including housing element updates, HUD consolidated plans, homelessness plans, Continuum of Care policy development, and strategic housing plans.



Jamie McLeod

Housing Tools Title: Housing Development Senior Project Manager

Contract Role: Senior Project Manager

Assignments: Project oversight and support; provide overall guidance to City and contractors; review documents shared with Client; problem-solving and research; coordination with federal and state regulatory agencies

Location: Sacramento Office

Length of Service with Firm: 6 years

Qualifications: HUD program management (CDBG, CDBG-DR, HOME); federal and state labor compliance; housing market analysis for development projects, Housing Elements, and Consolidated Plans; financial underwriting review; commercial real estate transactions; firm understanding of federal and State of California labor regulations and processes; proficient in LCPtracker labor compliance software

Experience: Jamie currently administers \$170 million in CDBG-DR Multifamily Housing Program allocations for Butte County and the Cities of Chico and Gridley, including application review, underwriting, submissions to HCD via the eCivis portal, drafting and reviewing loan documents, loan closings, labor compliance monitoring, and other construction period monitoring tasks. Jamie has led development of site inventories and provided housing market analysis for our Housing Elements. Prior to joining Housing Tools, Jamie spent over 21 years in real estate, economic development, redevelopment and affordable housing. While employed at the Sacramento Housing and Redevelopment Agency, Jamie was the HOME Administrator for the City and County of Sacramento. At the City of Woodland, he was responsible for the management of CDBG, HOME, CalHome, and various other State and Federal funding sources. Jamie currently holds a commercial real estate license, and has over seven years of experience as a commercial real estate agent.

Tina Fernandez

Housing Tools Title: Labor Compliance Specialist

Contract Role: Project Manager

Assignments: Provide day-to-day labor compliance monitoring, including: payroll certification reviews, managing wage determinations and additional wage classification requests, site visits and worker interviews, responding to City and contractor questions, maintenance of project files, and project close-out

Location: Sacramento Office

Length of Service with Firm: 4 years

Qualifications: Labor compliance specialist with a firm understanding of federal and State of California labor regulations and processes; proficient in LCPtracker labor compliance software

Experience: Tina conducts day-to-day labor compliance monitoring for an average of 15 projects at a time. She is an expert in federal Davis Bacon, Section 3, and Equal Employment Opportunity regulations, as well as State of California Prevailing Wage and Skilled and Trained Workforce regulations. Her activities include payroll certification reviews, apprenticeship reviews, and on-site visits and worker interviews. Tina is familiar with the LCPtracker software program for collecting and reviewing labor compliance documentation. She has helped develop our firm's processes and templates to address the latest requirements and maximize efficiency.



Tam Le

Housing Tools Title: Project Manager

Contract Role: Assistant Labor Compliance Specialist

Assignments: Assist with day-to-day labor compliance monitoring, including: payroll certification reviews, site visits and worker interviews, maintenance of project files, and project close-out

Location: Sacramento Office

Length of Service with Firm: 11 years

Qualifications: Seasoned project manager with practical experience in preparing funding applications, coordinating finance closing, and conducting compliance monitoring, including labor requirements.

Experience: Tam has over seven years in project management experience in the affordable housing development and solar industries. As an affordable housing Project Manager, she has coordinated over 50 funded Low Income Housing Tax Credit (LIHTC), tax-exempt bond (CDLAC), and State HCD applications (AHSC, Homekey, MHP, IIG, TOD, VHHP). She has eight years of experience in managing our compliance reporting program for the Cities of Chico and Walnut Creek, conducts HOME and CDBG monitoring activities, and labor monitoring activities.

Angel Macias

Housing Tools Title: Project Manager

Contract Role: Assistant Labor Compliance Specialist

Assignments: Assist with day-to-day labor compliance monitoring, including: payroll certification reviews, site visits and worker interviews, maintenance of project files, and project close-out

Location: Los Angeles Area (Paramount, CA)

Length of Service with Firm: 3 years

Qualifications: Assistant project manager with practical experience in conducting labor compliance monitoring. Fluent Spanish speaker.

Experience: Angel has a background in affordable housing development and community organizing. For Housing Tools, he reviews documents submitted in LCPtracker for compliance with requirements, conducts worker interviews, develops and implements online surveys, conducts research and data analysis, and carries out community engagement.



3. Methodology

Project Management

Housing Tools Labor Compliance Specialist Tina Fernandez will coordinate on a day-to-day basis with the City's Capital Improvements Project Manager. Principal James Coles and Senior Project Manager Jamie McLeod will provide overall guidance in set up of the scope of work and schedule, and participate in collaborative decision making with regard to critical determinations such as identification of labor law violations and remedies. Jamie McLeod will also provide second-level review of critical documents such as Wage Determinations, General Contractor Overview and Construction Start Letters and attachments, labor requirement language for bid solicitations and contracts, worker interview reconciliations with payroll certifications, and monthly and close-out reports. Assistant Labor Compliance Specialists Tam Le and Angel Macias will provide support in reviewing LCPtracker files, following up with contractors for payroll documentation, and conducting site visits and worker interviews.

Housing Tools staff will use the following tools to manage compliance monitoring on the project, as further described in the Scope of Services section above, and the Best Practices and Resources and Quality Assurance sections below.

- Scope of Services and Performance Schedule
- Smartsheet
- LCPtracker
- Regulation Compliant Templates and Standard Forms
- Standardized Processes
- Coordination Meetings
- Multiple Levels of Review

Best Practices and Resources

Regulation-Compliant Templates

Housing Tools follows all applicable regulations and guidance from the federal government and the State of California. These regulations and guidance have been incorporated into the Scope of Work process described above and in the template letters and forms listed below. These template letters and forms have been developed, tested, reviewed, and revised through application on multiple projects with a variety of funding sources, and by assisting in responding to labor compliance monitoring conducted by the U.S. Department of Housing and Urban Development (HUD) and State of California Department of Housing and Community Development (HCD).

Template Letters and Forms developed by Housing Tools:

- Project Startup Questionnaire
- GC Overview Letter
- Section 3 Certification Form



- Bid Solicitation and Contract Labor Requirements (ready form to be inserted as an exhibit to bid solicitation and contracts)
- GC Construction Start Letter
- Pre-construction Meeting Agenda
- LCPtracker Monthly Reports
- Payroll Certification Review Worksheet

Optimized Section 3 Process

One of the areas of particular focus by the federal government in recent years is Section 3. We have set up tracking sheets, form letters, certifications, and an overall process to help the City document outreach and employment of Section 3 subcontractors and employees. This includes a Section 3 and EEO Plan that we share in a project's early stages (see Task 4: GC Overview Letter). These processes and forms have been informed by practical experience and participation in federal and state monitoring reviews.

Worker Outreach Processes

Housing Tools has developed proven work outreach processes that target prioritized groups, such as local workers and veterans. We work closely with local one-stop job centers, employment development boards, job training organizations, the Veterans Administration, and veterans advocacy and support organizations to conduct hiring outreach, develop referral agreements, and track participation. As an example, we are a certified Disadvantaged Veteran Business Enterprise (DVBE) Specialist for the Mather Veterans Village Housing Project developed by Mercy Housing. Our role as DVBE Specialist was to outreach to local veterans organizations to encourage participation in project construction by veterans, and to track veteran participation by hours worked on the project.

Standard Forms

In addition to the template letters and forms developed by Housing Tools listed above, our firm will use the following federal and state forms:

- Form HUD-4010 Supplementary Conditions
- SF-1444 Request for Additional Wage Classification
- Form HUD-11 Employee Interview Form
- Weekly Payroll Certification Form (WH-347)
- Statement of Assurances relating to State Prevailing Wage Compliance
- DAS-140 Apprenticeship Certification Affidavit (CA Division of Apprenticeship Standards)
- DAS-142 Request for Dispatch of an Apprentice (CA Division of Apprenticeship Standards)
- State of California Nondebarment Certification
- State Notice of Affirmative Action to Ensure EEO



Standardized Processes

We follow federal and state regulations and guidance in all our processes. For example, we utilize required forms as listed above. We conduct regular site visits to conduct worker interviews (usually quarterly) and follow federal guidance for reviewing job board postings and conducting the interviews. Our firm requires use of the standard Weekly Payroll Certification Form (WH-347), and we require submission of employee authorized deduction forms that list paycheck deductions for qualified plans and training fund contributions, and is signed by the employer and employee. We also follow federal and state guidance and forms to document participation in apprenticeship programs.

Quality Assurance

In addition to the process outlined in the Scope of Work and Approach section, and the template letters and forms listed in the Best Practices and Resources Section, Housing Tools utilizes Smartsheet and LCPtracker software for quality assurance. Our firm also implements a process of peer review and weekly coordination meetings for each project. These quality assurance tools are described below.

Smartsheet

Smartsheet is a spreadsheet-based project management software that Housing Tools uses to organize and coordinate work. It is cloud-based, which allows all team members inside and outside the organization to collaborate and view real-time updates. Attachments and conversations can be organized by task within the scope of work, and automated notifications and reminders can be sent out to team members regarding progress and upcoming deadlines. For labor compliance monitoring, our team uses Smartsheet to set up a labor compliance checklist for each project that generally follows the outline provided in the Scope of Work section of this proposal. We also use it for sending out and receiving our Project Startup Questionnaire, our Close-out Checklist, and also for maintaining a system-wide spreadsheet to organize key information about all labor compliance monitoring projects and track status and actions. Our firm plans to share Smartsheet with City staff coordinating labor compliance so that they can stay up to date on all communications and progress for each project.

LCPtracker

Housing Tools utilizes LCPtracker, which is a cloud-based labor compliance management software that facilitates submission and review of weekly payroll certifications, and tracks and reports on all aspects of labor compliance, including payrolls, Section 3, MBE/WBE hiring, and apprenticeships. The system saves time by automatically checking for compliance with all applicable payroll requirements at the time each contractor submits their weekly payroll certification. The system also facilitates the pulling of key data on compliance status, such as monthly payroll certification, Section 3 hours, and hiring reports that can be provided to the City.



Coordination Meetings

Our firm conducts three internal coordination meetings each week to review project status, problem-solve, review deliverables, and plan for upcoming deadlines. Each project for which we are conducting labor compliance monitoring are coordinated in these meetings. For the scope of work presented in this proposal, these internal coordination meetings will include staff members listed in the Personnel Section of this RFP. In addition, we will conduct regular team coordination meetings with the City's assigned Project Manager and other City staff. In these meetings, we review the same topics as covered in our internal coordination meetings, as well as aspects of coordination between the City and Housing Tools, such as reports to funding agencies, additional wage classification requests, outreach to Section 3 businesses, and outreach to local union members, Section 3 workers, and veterans. We will also "CC" the City of Crescent City on any correspondence to the subrecipient, general contractor, and/or subcontractors related to labor monitoring or noncompliance with required laws.

Multiple Levels of Review

Our firm conducts multiple levels of internal review prior to releasing documents and reports for use by the City, its funders, or contractors. This includes wage determinations, letters and related materials, labor requirements for bid solicitations and contracts, interview forms, monthly and semi-annual reports, and close-out reports. This ensures completeness and accuracy in our deliverables and the guidance we provide to the City and contractors.



4. Work Plan and Schedule

Understanding

The City of Crescent City is seeking a consultant to provide labor compliance monitoring for their F Street Storm Drain Project Project, which will involve the extension of upsized storm drain piping north on F Street from Third Street to Fifth Street, along with new storm drain inlets and manholes and replaced sidewalk, curbs, gutters, and asphalt. The work is anticipated to be completed by one to three subcontractors. The consultant will monitor for compliance with federal labor requirements triggered by use of HUD funds. Federal labor requirements will include Davis-Bacon and Section 3 regulations. It is anticipated that the consultant will also monitor for compliance with State of California labor requirements, including State Prevailing Wage, since the project will qualify as a “Public Work”.

The labor compliance monitoring scope of work will include pre-construction, construction, and close-out phases, as summarized below

Preconstruction	• Kickoff Meeting with County staff • Establish federal and state project wage determinations • GC Overview Letter with Section 3/EEO Guide and hiring and work hours goals • Section 3/EEO outreach • Incorporate labor requirements in bid solicitation • Review contracts • GC Construction Start Letter • Certification of Section 3 employees • Certification of apprentices • Request Additional Job Classifications from DOL • Preconstruction meeting (Pre-Job Conference) • LCPtracker registration and setup
Construction	• Weekly payroll certification reviews • Section 3 monitoring • Regular documentation reviews • Site visits and employee interviews • Construction progress meetings • Monthly status reports • Semi-annual HUD reports
Close-out	• Contractor information • Payroll data file • Section 3 report • Apprenticeship report • DBE/WBE report • Housing Tools close-out letter



Scope of Services and Schedule

Housing Tools will follow the process outlined below for each project for which labor compliance monitoring is performed. In the table below, Housing Tools is identified as “HT” and the City of Crescent City is identified as “City”.

This schedule assumes that work on this contract begins July 20, 2026. From review of the Section VII. Anticipated Schedule in the RFP, and RFP Addendum No. 1, it appears that the City plans to complete the bidding process for the project construction contract prior to bringing the labor compliance monitor on-board, with construction contract presented to the City Council for approval on August 3, 2026. Typically, our firm provides the labor requirement citations to include in the bid solicitation, and checks as to whether wage determinations have been updated 10 days prior to bid opening. Therefore, in the Work Schedule and Cost Proposal, we are assuming that that bidding process will have already been completed prior to initiation of our labor compliance work.

Task No.	Task Title	Task Description	Schedule
1	Project Startup Questionnaire	HT shares the Project Startup Questionnaire with City to collect information such as: project name; project description; funding sources; PM contact info; contractor contact info; contract amount; and planned dates for bid solicitation, bid opening, contract execution, construction start, and construction completion. This information is stored in Smartsheet for reference during project monitoring.	July 21, 2026
2	Kick-off Meeting	Meeting to review project schedule, regulatory requirements, and roles.	July 24, 2026
3	Wage Determination	Verify federal and state wage determinations that will be applicable to the project.	July 24, 2026
4	Contracts	Review contracts for compliance with applicable labor requirements. Ensure that General Contractor has an active California license and SAM.gov registration, and is not debarred, suspended, or excluded.	July 24, 2026
5	GC Overview Letter	Provide letter to the GC that includes: confirmation of project schedule, outline of labor requirements, request for Section 3/Equal Employment Opportunity (EEO) documentation, and Sec3/EEO Guide.	August 4, 2026



6	Pre-construction Meeting	Hold preconstruction meeting with City and contractors. Cover the following topics: • Introductions and roles and responsibilities • Review of labor requirements • Required job site board postings • Payroll certification submittals via LCPtracker • Site visits and worker interviews • Potential penalties for violations • Schedule and next steps	August 10, 2026
7	GC Construction Start Letter	Provide labor requirement documents for contracts to contractors, and request the following items in preparation of entering into contracts: • evidence of active California license, DIR number, and SAM.gov registration • Section 3 certifications for contractors and employees • evidence of registration in apprenticeship programs; • Non-debarment letters for all contractors; • LCPtracker registration forms for all contractors; • new wage classification request forms; • executed contracts; and • copy of Notice to Proceed	August 11, 2026
8	LCPtracker Training	Provide LCPtracker training for contractors, as needed.	August 12, 2026
9	LCPtracker Setup	Set up LCPtracker with contractor information and applicable forms. Work with General Contractor to create a DIR project number.	August 14, 2026
10	Construction Start	Confirm date of Notice to Proceed	August 17, 2026
11	Job Site Visits	Quarterly after Construction Start. The visit will include: • review of job board for required postings, including Wage Determination; • review of construction progress and activity; • interview of at least four workers onsite from a variety of job classifications using Form HUD-11.	Every three months after Construction Start: Nov. 2026, Feb. 2027, May 2027, Aug. 2027, Nov. 2027



12	Monthly Reports	Provide monthly status reports to City, including: • contractors that have worked onsite; • number of payroll certifications received; • missing payroll certifications and related documents; • Section 3 hours worked; and • Apprenticeship hours worked	Monthly after Construction Start
13	Semi-Annual Federal Report (if needed)	Provide Semi-Annual report for projects receiving federal funds, if needed	March and September after Construction Start
14	Close-out Report	Complete Close-out Report that includes: • Sec3/EEO outreach and tracking documentation; • LCPtracker Sec3/Apprentice Hours Worked Report; • LCPtracker Payroll Cert Report • worker Interview records; • status reports; • Wage Determinations and any updates; • Evidence of registration in apprenticeships; • Non-debarment letters for contractors; • Approved new wage classifications • executed contracts; • Notice to Proceed; • Correspondence; • Documentation of any findings of violations and wage restitution; and • Notice of Completion	January 2028



5. Subcontracts

Housing Tools will not subcontract to complete the scope of work presented in this proposal.



6. Related Work Experience and Qualifications

Firm Qualifications

Housing Tools provides labor compliance monitoring for government agencies and developers as a core element of our services. Our familiarity with the development and construction process, and regulations that govern a wide range of public funding sources, provides us with a comprehensive knowledge base in providing these services. We have provided labor compliance monitoring for publicly funded affordable housing projects, public works projects, and public facilities. Housing Tools is familiar with federal, state, and local labor regulations as necessary to manage these projects, including Davis-Bacon, Section 3, the Equal Employment Opportunity Act and MBE/WBE requirements, the Contract Work Hours and Safety Standards Act, the Fair Labor Standards Act, State Prevailing Wages, Skilled and Trained Workforce Standards, and Community Workforce Agreements. Our firm has completed labor compliance monitoring on 30 projects with federal funding and labor requirements, and is currently monitoring 23 projects with federal funding and labor requirements.

Experience with HUD-funded Construction Projects

Below is a list of public agencies with federally-funded projects to whom Housing Tools has contracted. Most of these projects have CDBG funding. Below is a brief description of those services, organized by type of monitoring.

Butte County

Timeframe: 2022-current

Client: Butte County

Client Contact: Katie Simmons, Deputy Administrative Officer, Economic & Community Development

Address: 25 County Center Drive, Suite 213, Oroville, CA 95965

Phone: (530) 552-3338

Email: KSimmons@buttecounty.net

Project Manager: Jamie McLeod and Tina Fernandez

Description: Provided federal labor compliance monitoring for five housing projects with CDBG-DR MHP funding that have been closed out. Contracted to provide services for 16 additional projects funded with CDBG-DR, including eight road improvement projects, five affordable housing projects, and three public facilities projects. Of these projects, nine are currently in construction.

City of Chico

Timeframe: 2022-current

Client: City of Chico

Client Contact: MaryJo Alonzo, Housing Manager, Housing Division

Address: P.O. Box 3420, Chico, CA 95927

Phone: (530) 879-6303

Email: maryjo.alonzo@chicoca.gov

Project Manager: Tina Fernandez



Description: Have provided federal labor compliance monitoring for four housing projects that have received CDBG-DR MHP and CDBG entitlement funding, all of which are closed out. We are also providing Section 3 guidance on a HOME-funded first-time homebuyer project that is in construction. In addition, our firm also provided federal labor compliance monitoring for a project that received HOME funds that has completed construction.

Town of Paradise

Timeframe: 2024-current

Client: Town of Paradise

Client Contact: Louis Johnson, Supervising Project Manager

Address: 5555 Skyway Road, Paradise, CA 95969

Phone: (530) 872-6291, ext. 174

Email: ljohnson@townofparadise.com

Project Managers: Jamie McLeod and Tina Fernandez

Description: Provide federal labor compliance monitoring for eight road improvement projects that have received CDBG-DR INF funding in order to rebuild the town from the 2018 Camp Fire. Of these projects, three have not yet started, and four are complete. All of them are funded by federal and state sources.

City of Gridley

Timeframe: 2024-current

Client: City of Gridley

Client Contact: Elisa Arteaga, City Administrator

Address: 685 Kentucky Street, Gridley, CA 95948

Phone: (530) 846-5695

Email: earteaga@gridley.ca.us

Project Manager: Tina Fernandez

Description: Providing federal labor compliance monitoring for a housing project that has received CDBG-DR MHP entitlement funding and State HOME funding. This project has recently begun construction.

Regional Housing Authority of Sutter, Yuba, Nevada & Colusa Counties

Timeframe: 2025-current

Client: Regional Housing Authority of Sutter, Yuba, Nevada & Colusa Counties

Client Contact: Gustavo Becerra, Executive Director

Address: 1455 Butte House Road, Yuba City, CA 95993

Phone: (530) 671-0220, ext. 113

Email: g.becerra@regionalha.org

Project Manager: Jamie McLeod and Tina Fernandez

Description: Assisted in developing a Project Labor Agreement for a housing project to be co-developed with Operative Office, which will begin construction later this year. Providing federal labor compliance monitoring for Richland Village housing project with Section 8 Project Based Vouchers, which is currently in construction. We also provided labor compliance oversight on a new construction affordable housing project in Nevada City that has been completed.



Shasta County

Timeframe: 2023-2026

Client: Shasta County

Client Contact: Anne-Jeanne Rothchild, Community Development Coordinator, Housing & Community Action Programs

Address: 2600 Park Marina Drive, Redding, CA 96001

Phone: (530) 245-6438

Email: arothchild@shastacounty.gov

Project Managers: Jamie McLeod and Tina Fernandez

Description: Have provided federal labor compliance monitoring for three housing projects that have received CDBG-DR MHP funding. All of these projects have been closed out.

City of Monterey

Timeframe: 2025

Client: City of Monterey

Client Contact: Jacob Verania, HCD Coordinator

Address: 570 Pacific Street, Monterey, CA 93940

Phone: (831) 646-5615

Email: verania@monterey.org

Project Manager: Jamie McLeod

Description: Provided federal labor compliance monitoring for a State CDBG-funded park renovation. This project has been closed out.

City of Grass Valley

Timeframe: 2022-2024

Client: City of Grass Valley

Client Contact: Bjorn Jones, City Engineer

Address: 125 East Main Street, Grass Valley, CA 95945

Phone: (530) 274-4353

Email: bjornj@cityofgrassvalley.com

Project Manager: Jamie McLeod

Description: Provided federal labor compliance monitoring for a major State CDBG-funded park renovation. This project has been closed out.

City of Modesto

Timeframe: 2022-2023

Client: City of Modesto

Client Contact: Trena Ochoa, Housing Rehabilitation Supervisor

Address: 1010 Tenth St., Ste. 3300, Modesto, CA 95354

Phone: (209) 577-5334

Email: tochoa@modestogov.com

Project Manager: Jamie McLeod



Description: Conducted state and federal labor compliance monitoring for two housing rehab projects, including one Homekey-funded project, and one park renovation project.

City of Williams

Timeframe: 2023-2025

Client: City of Williams

Client Contact: Kathryn Ramsaur, Assistant City Planner

Address: 810 East Street, Williams, CA 95987

Phone: (530) 473-2955 ext.113

Email: kramsaaur@cityofwilliams.org

Project Manager: Tina Fernandez

Description: Currently conduct federal labor compliance monitoring for an affordable housing project funded through the State HOME Program, planned for completion this year.

City of Orland

Timeframe: 2023-2025

Client: City of Orland

Client Contact: Rebecca Webster, Assistant City Manager

Address: 815 Fourth Street, Orland, CA 95963

Phone: (530) 865-1601

Email: rwebster@cityoforland.com

Project Manager: Tina Fernandez

Description: Completed federal labor compliance monitoring for an affordable housing project funded through the State HOME Program, which will be closed out in the next month.

City of Willows

Timeframe: 2022-2023

Client: City of Willows

Client Contact: Marti Brown, City Manager

Address: 201 North Lassen Street, Willows, CA 95988

Phone: (530) 934-7041

Email: mbrown@cityofwillows.org

Project Manager: Jamie McLeod

Description: Conducted federal labor compliance monitoring for an affordable housing project funded through the State HOME Program, which closed out in 2023.

Housing Tools has also provided federal and state labor compliance monitoring for the following affordable housing developers.

- *Mercy Housing California (2022-current)*— five affordable housing projects, one with federal funding and four with federal and state funding. Three projects have been closed out and two are in construction. This includes a veterans housing project in Rancho Cordova that is currently in construction in which Housing Tools has conducted outreach to veterans and track veteran hours worked as a Disadvantaged Veteran Business Enterprise (DVBE) Specialist.



- *SNO Foundation (2026-current)*— developed a Project Labor Agreement that institutes a local Section 3 worker referral infrastructure and wage standards for construction of a 148-unit affordable housing project in Shasta County.
- *Hope Cooperative (2023-current)*— three affordable housing projects, including two funded with the State Homekey Program and federal funds that have completed construction, and one project with federal and state funds that is currently in construction.
- *Operative Office (2024-current)*— three affordable housing projects, including one with a federal funding source and two with federal and state funding sources. One project is completed, one is currently in construction, and one is in the predevelopment phase.
- *Kingdom Development (2025-current)*— three affordable housing projects, with two that have federal funding and one with federal and state funding sources. Two projects are in construction and one is in the pre-development phase.
- *HW Development (2025-current)*— three affordable housing projects with federal funding. Two projects have been completed and one is in the pre-development phase.
- *K2 Development Company (2024—current)*— one affordable housing project with federal funding that is in construction.
- *Burbank Housing (2022-25)*— three affordable housing projects with federal and state funding. All projects have been closed out.
- *Affordable Housing Development Corporation (2021-24)*— two affordable housing projects, one with federal funding and one with federal and state funding, that have been closed out.

Experience administering Section 3 compliance requirements

Section 3 compliance is a central element of our labor compliance monitoring on all federally funded projects, as listed and described above. Our firm has developed templates and processes to assist clients in conducting outreach to Section 3 contractors and workers prior to construction start, including a Section 3 Plan template that is provided to clients and general contractors. We have also developed a Section 3 self-certification template for contractors and workers that has been approved by HCD. We coordinate with general contractors to distribute and execute these certifications. During construction, we have integrated Section 3 hours tracking with LCPtracker to measure progress toward HUD goals.

Experience Coordinating Apprenticeship Requirements

Housing Tools monitors apprenticeship requirements on all of its labor compliance monitoring contracts, including federal and state requirements. At project initiation, we request all apprentices to be identified by contractors and entered into LCPtracker. We use LCPtracker to monitor apprenticeship hours worked



for the life of the construction project, and status reports can be pulled at any time for clients. For each apprentice, we require that certification of participation in an authorized apprenticeship program is uploaded to LCPtracker by contractors. Certifications are reviewed for compliance with federal and/or state requirements.

Experience Coordinating Pre-Job Conferences and Contractor Compliance Meetings

Housing Tools conducts a Preconstruction Labor Compliance Meeting for each of the projects that we monitor. For the City of Crescent City project, the City Capital Improvements Project Manager, general contractor, and sub-contractors, will all be invited to this meeting. The purpose of this meeting is to provide an overview of the project's labor requirements and our monitoring process, and to identify roles and responsibilities. Topics include: review of applicable wage determinations, overview of labor requirements, bid and contracting process, Section 3 requirements, apprenticeship monitoring, payroll certification review process, site visits and onsite interviews, and orientation to using LCPtracker software. Housing Tools has prepared a Powerpoint presentation and agenda to guide the discussion through the preconstruction meeting.

Our firm has also participated in a number of HUD and State HCD monitorings on behalf cities and counties. We assisted our clients in collecting labor compliance records and information, and responding to monitoring questions. These experiences have provided us with a valuable window into how public agencies should structure the labor monitoring process in order to avoid monitoring findings. They have informed the development of our processes, standards, and templates that are vital tools in mitigating risk for our clients.

Experience Preparing Compliance Reports for Public Agencies and Federal Funding Agencies

Housing Tools completes a close-out report for each of the projects that we monitor. We also provide monthly status reports for clients as requested. The status reports can be customized to the client's needs. The close-out report will include:

- A listing of all contractors that worked on the project, including contact information, contract amount, number of employees that worked on the project, and number of hours worked on the project;
- A data file of all weekly payroll certifications and supporting documentation;
- A Section 3 report that includes number of Section 3 employees and contractors that worked on the project by contractor, and contract work hours for all Section 3 employees relative to the 25% goal and contract work hours for all Targeted Section 3 employees relative to the 5% goal;
- An Apprenticeship report that includes the number of apprentices that worked on the project by contractor, and contract work hours for all apprentices;



- A MBE/WBE report that lists MBE/WBE contractors and contract hours worked on the project by contractor;
- Monitoring records, including: worker interview records, wage determinations and any updates, evidence of apprenticeship registrations, non-debarment letters for contractors, approved new Davis Bacon job classifications, executed contracts, Notice to Proceed, Notice of Completion, documentation of any findings of violations and wage restitution, and correspondence records.
- A close-out letter signed by Housing Tools certifying compliance with applicable federal and state requirements, and project completion.

Monthly status reports can include the contractor, Section 3, apprenticeship, and/or MBE/WBE reports as described above. Housing Tools is also experienced in completing HUD Semi-Annual Labor Reports.

References

Katie Simmons

Title: Deputy Administrative Officer, Economic & Community Development

Entity: Butte County

Address: 25 County Center Drive, Suite 213, Oroville, CA 95965

Phone: (530) 552-3338

Email: KSimmons@buttecounty.net

Services Provided: Provided federal labor compliance monitoring for five housing projects with CDBG-DR MHP funding that have been closed out. Contracted to provide services for 16 additional projects funded with CDBG-DR, including eight road improvement projects, five affordable housing projects, and three public facilities projects. Of these projects, nine are currently in construction.

MaryJo Alonzo

Title: Housing Manager, Housing Division

Entity: City of Chico

Address: P.O. Box 3420, Chico, CA 95927

Phone: (530) 879-6303

Email: maryjo.alonzo@chicoca.gov

Services Provided: Have provided federal labor compliance monitoring for four housing projects that have received CDBG-DR MHP and CDBG entitlement funding, all of which are closed out. We are also providing Section 3 guidance on a HOME-funded first-time homebuyer project that is in construction. In addition, our firm also provided federal labor compliance monitoring for a project that received HOME funds that has completed construction.

Gustavo Becerra

Title: Executive Director



Entity: Regional Housing Authority of Sutter, Yuba, Nevada & Colusa Counties

Address: 1455 Butte House Road, Yuba City, CA 95993

Phone: (530) 671-0220, ext. 113

Email: g.becerra@regionalha.org

Services Provided: Assisted in developing a Project Labor Agreement for a housing project to be co-developed with Operative Office, which will begin construction later this year. Currently providing federal labor compliance monitoring for Richland Village housing project with Section 8 Project Based Vouchers, which is currently in construction. We also provided labor compliance oversight on a new construction affordable housing project in Nevada City that has been completed.



7. Conflict of Interest Statement

Housing Tools LLC does not have any current clients who may have a financial interest in the outcome of the contract or the construction project as described in the F Street 2.5-5th Street Storm Drain Labor Compliance Officer RFP (RFP No. 2026-1002.1.LC). Housing Tools LLC does not have any financial interest or relationship with any construction company that might submit a bid on the construction project.



8. Standard Agreement

Housing Tools LLC does not request any changes to the standard agreement included in the RFP Attachment B.



9. Cost Proposal

The Cost Proposal Budget below shows costs for all services described in the Section 5 Work Plan and Schedule. The budget amounts include employment and course of business costs, including wages, benefits, taxes, insurance, leases, utilities, equipment, office expenses, equipment, supplies, and training. Activity 3 covers monitoring over a projected 16-month construction period at \$2,000 per month, and includes five site visits and related travel costs.

Activity	Cost
Activity 1: Project Startup (Tasks 1-3)	\$880
Activity 2: Preconstruction (Tasks 4-9)	\$1,010
Activity 3: Construction (Tasks 10-13)	\$32,000
Activity 4: Close-out Report (Task 14)	\$1,030
Total	\$34,920



Attachment 1: Proposal Summary Sheet

ATTACHMENT A - PROPOSAL SUMMARY SHEET

**F STREET 3.5-5th STREET STORM DRAIN PROJECT
LABOR COMPLIANCE OFFICER**

Proposals are due July 9, 2026 by 4:00 pm PST

Interested consultants should submit this form with their proposal.

Signed: _____

Name/Title (Printed): James Coles / Owner and Sole Member

Employee Authorized to Sign Contracts: James Coles

Company/Consultant: Housing Tools LLC

Company DUNS Number (Required for Federal contracts): 079844314

Tax ID No.: 90-1913954

Sam.gov Unique Entity Identity: _____

YFLGPGZJAK96

Address: 3400 Cottage Way, Ste. F, Sacramento, CA 95825

Phone Number: (916) 692-8544

Email Address: jcoles@housing-tools.com

Indicate if firm is a small business and/or a minority or woman-owned business:

Small Business



Attachment 2: Resumes



JAMES COLES

Principal at Housing Tools
jcoles@housing-tools.com

EXPERIENCE

As a consultant for government and nonprofit agencies, James offers practical expertise gained as an affordable housing developer and a municipal manager. He has extensive experience in developing, funding, implementing, and managing housing and community development programs and projects. This has included initiatives to end homelessness, housing trust funds, HOME and CDBG programs, self-help and first-time homebuyer efforts, home rehabilitation programs, rental assistance, community facilities, and rental projects. James has particular expertise in the CDBG-DR program, as he has assisted the Counties of Butte and Shasta with disaster recovery efforts. He has developed and managed Request for Proposal processes to affordable housing developers for a number of localities. He has also directed the completion of successful planning efforts, including Housing Element updates, HUD Consolidated Plans, homelessness plans, Continuum of Care policy development, and strategic housing plans.

Prior to founding Housing Tools, James worked as a Project Manager and Development Director for Resources for Community Development (RCD) from 2000 to 2007. At RCD, he managed the production of multiple affordable housing projects from site feasibility and financial structuring to lease-up and transition to operations. James also held a position as the Housing Manager for the City of Chico from 2007 to 2014. In this role, he managed a wide range of housing and community development programs.

PROJECT EXPERIENCE HIGHLIGHTS

- Administration of \$150 million in 2018 CDBG-DR funds for the Counties of Butte and Shasta, and Cities of Chico and Gridley
- Monterey County Residential Care Facility Incubator Study (2025)
- Inclusionary In-lieu Fee Studies for the Cities of Roseville and Yreka (2025)
- Housing Element Updates for the Cities of Biggs, Chico, Oroville, and Willows, and Siskiyou County (2021-23)
- City of Chico 2015-2019, 2020-2024, 2025-2029 HUD Consolidated Plans and Analyses of Impediments to Fair Housing Choice
- City of Lincoln Affordable Housing Strategic Plan (2020)
- City of Elk Grove RHNA Sites Analysis (2020)
- No Place Like Home Site Feasibility Studies for Counties of Amador, Del Norte, Glenn, Lassen, Plumas, Sierra, and Siskiyou (2019-2020)

CAREER

Housing Tools	Owner and Principal	2012-present
City of Chico	Housing Manager	2007-2012
RCD	Project Manager	2000-2007

EDUCATION

Master of Urban Planning, College of Urban Planning and Policy, University of Illinois at Chicago (1998-2000)
Bachelor of Arts in Urban Planning, University of Utah (1994-1997)



JAMIE McLEOD

Housing Development Senior Project Manager at Housing Tools
jmcleod@housing-tools.com

EXPERIENCE

Jamie offers practical expertise gained as a housing analyst and licensed real estate sales agent. He has extensive experience in developing, funding, implementing, and managing housing and community development programs and projects. This has included HOME and CDBG programs, Cal-HOME, BEGIN, HELP, Workforce Housing Grant Program, first-time homebuyer efforts, and inclusionary housing program implementation and management. Jamie has acted as project manager on new construction and acquisition-rehabilitation affordable housing projects. In this capacity he was the point of contact for City staff, public and private sector lenders, and other agencies addressing issues and concerns during the financing and construction phases of these projects. Jamie has led the preparation of RFPs and RFQs for affordable housing projects and developers. This included developing the scope of work, writing and distribution of the RFP, review of applications, and award. Jamie has been responsible for writing documents required by various grant programs. This includes the HUD Consolidated Plan, HUD Action Plan, CAPER, and Analysis of Impediments to Fair Housing. As primary staff for the City of Woodland's Inclusionary Housing Program, Jamie was responsible for the implementation of the program, qualification of eligible families, homebuyer education orientations, homebuyer lotteries for eligible units, and City loan documents and closings. Jamie was also asked to sit on the Sutter County Citizens Advisory Committee on Homelessness. This committee analyzed various sites in the County and made a recommendation on where to place a shelter for homeless individuals.

Prior to joining Housing Tools, Jamie worked as a Licensed Real Estate Agent for Coldwell Banker Commercial from 2014-2020. In this capacity he researched and analyzed potential projects for various affordable housing developers in which to construct or rehabilitate into deed-restricted units and also researched projects located in Federal Opportunity Zones. Jamie also served as a Redevelopment-Housing Analyst at the City of Woodland from 2005-2011. In this role he managed the affordable housing programs and projects for the City.

PROJECT EXPERIENCE HIGHLIGHTS

- Administration of 2018 CDBG-DR funds for the Counties of Butte and Shasta, and the City of Gridley
- City of Woodland Inclusionary Housing Loan Program (2005-2011)
- City of Woodland 2005-2010 HUD Consolidated Plans and Analyses of Impediments to Fair Housing Choice
- City of Woodland Rochdale Grange Project (2011)

CAREER

Housing Tools	Project Manager	2020-present
CBC	Sales Agent	2014-2020
City of Woodland	Redevelopment/Housing Analyst	2005-2011

EDUCATION

Real Estate Salesperson License, 2014

Certified Economic Development Financing Professional, National Development Council, 2007

Bachelor of Science in Business Administration, California State University Chico, 1994



TINA FERNANDEZ

Labor Compliance Specialist at Housing Tools
tfernandez@housing-tools.com

EXPERIENCE

Tina manages labor compliance monitoring for adherence to federal and state regulations and standards. This encompasses the pre-construction, construction, and close-out phases of the monitoring process for each project. Tasks under Tina's responsibility include project start-up, incorporating requirements into bid solicitation and contracts, providing pre-construction guidance and setup of LCPtracker, construction period monitoring, and preparing close-out reports and files systems. She is familiar with managing LCPtracker software, generating reports, and providing training on use of this software to contractors. She has also developed and improved project monitoring templates that are integral to the Housing Tools labor compliance monitoring system. Tina manages the labor compliance monitoring process from start to finish. and consistently communicates with contractors throughout all project stages. Her prior experience as a small business owner, spanning an 11-year period, also allows her to understand the importance of working together from all sides of the project.

Prior to joining Housing Tools, Tina worked for both the County and City of Sacramento over five years. While working for the City of Sacramento, she handled multiple code complaints encompassing many city programs, providing information and solutions to community members and city officials. This included working closely with the community to gain compliance in a timely and professional manner with respect to city code property violations, city wide vehicle abatement program, graffiti abatement, and weed abatement. She worked with the city graffiti program and youth GAP program, as only one of two code officers dedicated to this task, which addressed removal and issuance of violations, in relation to the city ordinance and standards for citywide graffiti. She also participated in the city-wide yearly vacant lot and weed abatement program. Many of these cases involved multi-unit agencies to coordinate and resolve violations. This experience speaks to her ability to work with contractors, city staff and others, to resolve issues in a timely and professional manner. Her prior experience speaks to her ability and dedication to understanding required laws, regulations, and methods for appropriate resolution.

PROJECT EXPERIENCE HIGHLIGHTS

- Manages labor compliance monitoring for compliance with state and federal regulations
- LCPtracker expert
- Performs regular system enhancements of Housing Tools labor compliance monitoring systems
- Code enforcement

CAREER

Housing Tools	Labor Compliance Specialist	2022-current
City of Sacramento	Code Enforcement Officer	2018-2021
F&S Engineering	Owner	2008-2019
Sacramento County Regional Parks	Park Ranger Assistant	2016-2019

EDUCATION

Bachelor of Science in Criminal Justice, California State University, Sacramento	2018
Associate of Science in Administration of Justice, Folsom Lake College	2015
Associate of Arts in Social Behavioral Sciences, Butte College	2001



Housing Development Project Manager at Housing Tools
tle@housing-tools.com

EXPERIENCE

Tam has over seven years in Project Management and Coordination experience in the Affordable Housing Development and Solar Industries. As Project Manager for Housing Tools, Tam Le has managed successful escrow closings and worked on or project managed over 40+ TCAC Tax Credit, CDLAC Bond Allocation, and State HCD funding applications. With these projects, Tam worked seamlessly with financial institutions and government agencies such as US Bank, JP Morgan Chase, CalHFA, HCD, and local governments. Additionally, she has collaborated with non-profit affordable housing development clients and construction contractors to produce various construction, planning, and due diligence documents. Tam Le has the technical skills necessary to coordinate timelines and budgets using project management tools, and the leadership skills to diplomatically spear-head weekly conference calls.

Previous to working at Housing Tools, Tam honed her skills as a project coordinator in the Solar Sales and Solar Commercial Project Management fields. Tam has over 10 years of non-profit experience. She's held leadership positions with various non-profits in the fields of adult daycare, adults with disabilities, and elementary/ high Schools. Additionally, Tam has managed a department with 20+ staff members for a Chico non-profit.

PROJECT EXPERIENCE HIGHLIGHTS

- Escrow Closings: EBALDC's Lake Merritt BART Senior Apartments, Burbank Housing's Gravenstein Apartments, Eden Housing's Vista Terrace and Coronado Terrace Apartments with development budgets ranging \$20 million to \$100 million. (2017, 2019, 2024)
- Tax Credit, CDLAC - 4%, 9% Competitive and Non-Competitive - 40+ with Development Budgets ranging from \$12 million to \$115 million. (2015- Present)
- HCD- IIG (Small and Large Jurisdictions), TOD, VHHP, MHP Applications (Spring 2020)
- Closing Deal Book, Place-In-Service Applications, non-profit formation, City Permit Applications, Solar Applications (for Chico Electric), Parking Surveys, Welfare Exemption applications

CAREER HIGHLIGHTS

Housing Tools	Project Manager	2015-present
Chico Electric	Project Coordinator in Commercial Solar	2009-2011
Work Training Center	Manager of Program for Adults w. Disabilities	2000-2002

EDUCATION

B.S. in Biochemistry, *Cum Laude* University of Massachusetts 1996

Relevant Courses (Post College)

Rental Housing Development Finance Course from NDC	Jan 2020
Various financing trainings from Housing California	2017-2019
PMP Exam Prep - Project Management Course by Joseph Phillips	Oct 2020



ANGEL MACIAS

Community Development Assistant Project Manager at Housing Tools
amacias@housing-tools.com

EXPERIENCE

Angel is a passionate advocate for supportive and affordable housing, which enables communities like his to remain sustainable, socioeconomically diverse, and inclusive. In his role, Angel assists project managers at Housing Tools with funding applications, data collection, and day-to-day operations. Angel has led organizational interviews for clients and research for state funding applications. He graduated from Santa Clara University and earned a B.S. in political science and ethnic studies. Angel has been an advocate for diversity and inclusion in a variety of roles dating back to his time in college in which he served on the DEI Council for SCU and served as the Director of the Multicultural Center for Students. His experience with community engagement and public policy also includes an internship for the District 2 office at the City of San Jose, where he assisted with policy analysis and event programming for constituents.

PROJECT EXPERIENCE HIGHLIGHTS

- Facilitated community engagement to inform a Residential Care Facility Innovation contract with Monterey County (2024)
- Assisted with loan closing of Roosevelt Park Apartments in the City of San Jose (2022)
- Secured an additional \$2.5 million from the Sunnyvale NOFA for Orchard Apts. (2022)
- Permanent Loan Closing and Operations Transition of Iamesi Village (2023)
- Led the FCH Diversity, Equity, and Inclusion Taskforce (2022-2023)

CAREER

Housing Tools	Asst. Project Manager	2023-present
First Community Housing	Project Assistant	2022-2023

EDUCATION

Bachelor of Science in Ethnic Studies and Political Science, Santa Clara University (2018-2022)
BAHIP, Non-Profit Housing Association of Northern California (2022-2023)

**CITY OF CRESCENT CITY
PROFESSIONAL SERVICES AGREEMENT**

This agreement ("Agreement") is made and entered into by the City of Crescent City, a California municipal corporation ("CITY") and **Housing Tools LLC** ("CONSULTANT"), for the provision of labor compliance officer services for the F Street 3.5 – 5th Street Storm Drain Project funded by CDBG Program Grant No. 23-CDBG-10002.

RECITALS

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

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

WHEREAS, CONSULTANT is qualified and willing to provide such services pursuant to the terms and conditions of this Agreement.

AGREEMENT

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

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

2. SCOPE OF SERVICE.

(a) Services to be Furnished. The CONSULTANT will perform the services set forth in Exhibit "A" attached hereto and incorporated herein by reference.

(b) Schedule for Performance. CONSULTANT must perform the services identified in Exhibit A as expeditiously as is consistent with generally accepted standards of the profession and with the appropriate care and the orderly progress of work per the requirements of the Department of Housing and Community Development CDBG Program.

(c) Standard of Quality. All work performed by CONSULTANT under this Agreement must be in accordance with all applicable legal requirements and must meet the standard of quality ordinarily to be expected of competent professionals in CONSULTANT'S field of expertise.

(d) Compliance With Laws. CONSULTANT must comply with all applicable federal, state, and local laws, codes, ordinances, regulations, orders, and decrees. CONSULTANT represents and warrants to CITY that CONSULTANT will, at its own cost and expense, keep in effect

or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for CONSULTANT to practice its profession or are necessary and incident to the lawful prosecution of the services it performs under this Agreement.

(e) Reporting. CONSULTANT must provide regular reports to CITY regarding work progress. Reports to be submitted to granting agency must be provided to CITY in a reasonable time to allow for review and corrections prior to submittal to the granting agency in compliance as follows:

- (i) CONSULTANT must provide Monthly Financial Status Reports per forms and instructions provided by CITY. Such reports are due no later than the fifteenth (15th) of each month following the end of the prior month. Invoices submitted for services are to coincide with the period of the Financial Status Report and shall include the following information:
- (ii) Fee for services pursuant to the schedule.
- (iii) Other information as may be mutually agreed upon by the parties or required by CDBG.

3. COMPENSATION.

(a) Schedule of Payment. The compensation and terms of payment to be paid by CITY to CONSULTANT for the services rendered hereunder will be in accordance with Exhibit "B", attached hereto and incorporated herein by this reference. It is expressly agreed and understood that the total fee to be paid by CITY under this contract is not-to-exceed thirty four thousand nine hundred twenty dollars (\$34,920.00).

(b) Additional Services. CITY will make no payment to CONSULTANT for any extra, further, or additional services unless such services and payment have been mutually agreed to and this Agreement has been formally amended in accordance with Section 7.

(c) Invoicing and Payment. CONSULTANT must submit monthly invoices identifying the service(s) provided and time allocated to each task performed. The parties agree to exercise good faith and diligence in the resolution of any disputed invoice amounts. CITY will make payment within 30 days of receipt of invoice for all undisputed amounts.

(d) Payment at Termination. CITY must submit final payment for all work performed to the date of termination to CONSULTANT within 30 days of receipt of the final invoice.

4. ACTIVITY REVIEW AND COMMENT. CONSULTANT must provide CITY with monthly reports for services described in Exhibit A. CONSULTANT must be available to meet with CITY upon request to discuss the reports and activities.

5. TERM OF AGREEMENT. This Agreement is effective as of the date of execution will expire upon completion of the services required herein, unless amended pursuant to Section 7, or terminated pursuant to Section 6.

6. TERMINATION.

(a) Both the Parties have the right to terminate this Agreement for any reason, at any time, by serving upon the other Party thirty (30) calendar days' advance written notice of termination. The notice will be deemed served and effective for all purposes on the date it is deposited in the U.S. mail, certified, return receipt requested, addressed to the Party at the address indicated in Section 11.

(b) 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.

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

7. AMENDMENTS. Modifications or amendments to the terms of this Agreement must be in writing and executed by both parties to be valid and enforceable. State approval is required for any Amendments.

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

9. DISCLOSURE. CONSULTANT must provide CITY with full disclosure of any other clients that it is currently serving in Del Norte County, including a brief description of the nature of the work being performed. If CONSULTANT initiates service to new clients within Del Norte County during the term of this Agreement, CONSULTANT must disclose such service to CITY. CONSULTANT may be excused from this disclosure requirement if the client demands confidentiality and the work does not prevent a conflict of interest for CONSULTANT.

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

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

(a) By personal delivery: Effective upon receipt by the addressee; or

(b) By facsimile: Effective upon receipt by the addressee, so long as a copy is provided by certified U.S. mail, return receipt requested, postmarked the same day as the facsimile; or

(c) By certified U.S. mail, return receipt requested: Effective 72 hours after deposit in the mail (except as otherwise provided in Section 6(a)).

IF TO CITY:	IF TO CONSULTANT:
City of Crescent City Attn: City Manager 377 J Street Crescent City, California 95531 Phone: (707) 464-7483 ext. 10 FAX: (707) 465-1719	Housing Tools LLC Attn: James Coles 3400 Cottage Way, Suite F Sacramento, CA 95825 Phone: (916) 692-8544 FAX:

Either party may change its address for notice purposes by complying with the notice procedures in this Section.

12. OWNERSHIP OF MATERIALS. CITY is the owner of all records and information created, produced, or generated as part of the services performed under this Agreement. At any time during the term of this Agreement, at the request of CITY, CONSULTANT must deliver to CITY copies of all writings, records, and information created or maintained pursuant to this Agreement. The term "writings" in this Section has the same definition as provided in Section 6(b). Any forms, software, and/or services provided and created by the CONSULTANT will remain the property of the CONSULTANT. All documents or work created using these systems will remain the property of CITY.

13. DUTIES OF THE CITY. The CITY must provide the CONSULTANT with all program files, records, and information pertinent to services to be performed hereunder. The CITY is responsible for

monitoring CONSULTANT for conformity with grant requirements and must promptly notify CONSULTANT of any fault or defect in the performance of CONSULTANT'S services hereunder.

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

15. WAIVER.

(a) Effect of Waiver. Waiver by either party of any default, breach, or condition precedent may not be construed as a waiver of any other default, breach, or condition precedent or any other right under this Agreement.

(b) No Implied Waivers. The failure of either party at any time to require performance by the other party of any provision hereof will not affect in any way the right to require such performance at a later time.

16. NONDISCRIMINATION.

(a) In General. CONSULTANT must not discriminate in the conduct of the work under this Agreement against any employee, applicant for employment, or volunteer because of race, color, creed, religion, national origin, ancestry, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions, gender identity, gender expression, age (40 and above), marital status, sexual orientation, denial of family and medical care leave, medical condition, genetic information, physical or mental disability (including HIV and AIDS), military or veteran status, denial of pregnancy disability leave or reasonable accommodation.

(b) Compliance With Laws. CONSULTANT must comply with all federal and state anti-discrimination and civil rights laws.

(c) Posting Requirements. CONSULTANT agrees to post in conspicuous places, available to all employees and applicants for employment, notices that CONSULTANT will provide an atmosphere for employees, clients, and volunteers that is free from harassment or discrimination on the bases set forth in subsection 16(a).

17. INSURANCE.

(a) Required Coverage. CONSULTANT, at its sole cost and expense, must obtain and maintain in full force and effect throughout the entire term of this Agreement the following described insurance coverage:

	<u>Policy Type</u>	<u>Minimum Limits of Coverage</u>
(i)	Workers' Compensation	Per California Law
(ii)	Employer's Liability	\$1,000,000 per accident for BI/Disease
(iii)	Comprehensive Automobile ISO Form # CA 0001	\$1,000,000 per accident for BI/PD CSL, Code I – All autos
(iv)	Commercial/Comprehensive General Liability ISO Form # CG 001 01	\$1,000,000 per occurrence for BI/PD, including products completed, personal injury and advertising injury
(v)	Professional Liability (E&O)	\$1,000,000 CSL

(b) Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by CITY.

(c) Required Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- (i) For any claims related to this Project, the CONSULTANT'S insurance coverage will be primary insurance as respects CITY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by CITY, its officers, officials, employees, or volunteers will be in excess of the CONSULTANT'S insurance and will not contribute to it; and
- (ii) CITY, its officers, officials, employees and volunteers are to be covered as additional insureds.

(d) Claims-Made Policies. If any required policy is a claims-made policy, the policy must contain language providing coverage up to 12 months following the completion of the Project in order to provide insurance coverage for the hold harmless provisions herein.

(e) Verification of Coverage. CONSULTANT must provide copies of all required insurance declarations, at the CITY's discretion, either upon request or prior to commencement of work.

(f) Notice of Cancellation. Each insurance policy required by this Section must be endorsed to state that coverage may not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after giving CITY 30 days' prior written notice (10 days for non-payment of premium) by certified mail, return receipt requested.

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

18. WORKERS' COMPENSATION.

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

(b) Waiver of Subrogation. CONSULTANT agrees to waive all rights of subrogation against CITY, its elected or appointed officials, agents, and employees for losses paid under CONSULTANT'S workers' compensation insurance policy which arises from the work performed by CONSULTANT for CITY.

19. INDEMNIFICATION. CONSULTANT agrees to indemnify, defend and save harmless CITY, its elected and appointed officers, agents, employees, and volunteers from any and all claims and losses, whatsoever, accruing or resulting from any and all contractors, subcontractors, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged resulting from any wrongful acts, errors and omissions, or negligence of CONSULTANT, its agents and employees, pertaining to the performance of this Agreement. CONSULTANT'S liability arising out of the performance of its obligations hereunder shall be limited to the fees paid by CITY to CONSULTANT for services contemplated by this Agreement. This liability limitation shall not apply to claims made by any third party, nor shall it apply in the event of the willful misconduct or gross negligence of CONSULTANT, its managers, employees or agents.

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

21. TIME OF THE ESSENCE. CONSULTANT understands and agrees that time is of the essence in the completion of the work and services described in Section 2.

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

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

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

25. NO ASSIGNMENT. This Agreement and any amendments hereto are not assignable by CONSULTANT either voluntarily or by operation of law without the prior written consent of CITY.

26. MISCELLANEOUS PROVISIONS.

(a) Review of Records/Record Retention. CONSULTANT must maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Agreement. Such inspections may be made during regular office hours at any time until five (5) years after the final payments under this Agreement are made to CONSULTANT, or the resolution of any audits or lawsuits, whichever is later. At the end of the Agreement all documents and recipient files will be forwarded to the CITY.

(b) Other Federal and State Regulations. CONSULTANT must comply with all applicable Federal and State requirements, particularly those described in Exhibit "C" to this Agreement, which is incorporated herein by this reference.

(c) Other Insurance Requirements. CONSULTANT must maintain, if legally required, unemployment and disability insurance reasonable to compensate for injuries or damages related to the activities of this Agreement.

(d) State and Federal Monitoring. The State of California, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, the Office of the Inspector General, or any of their duly authorized representatives, must be allowed access to any books, documents, papers, and records of CONSULTANT or any subcontractor which are directly pertinent to this Agreement, for the purpose of making audit, examination, excerpts, and transcriptions from such records including, but not limited to, contracts, invoices, materials, payrolls, records of personnel, conditions of employment and any other data relating to matters covered by this

Agreement. Such access must be granted at any time during normal business hours and as often as deemed necessary by the requesting party.

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

27. SURVIVAL. Paragraphs 8, 12, 16, 17, 19, 23, 24, 26 of this Agreement shall survive the termination of this Agreement to the extent necessary to effectuate the terms contained herein.

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

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

[SIGNATURE PAGE TO FOLLOW]

SIGNATURE PAGE – PROFESSIONAL SERVICES AGREEMENT
LABOR COMPLIANCE OFFICER SERVICES

Executed by CITY and CONSULTANT on this ____ day of _____, 2026 at Crescent City, California.

CITY OF CRESCENT CITY:

CONSULTANT: Housing Tools LLC

Date: _____

Fed. Id# 90-1913954

Eric Wier, City Manager

By:
Its:

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

Exhibit A: Scope of Services

CONSULTANT will perform the following labor compliance monitoring and reporting services:

- A. Project Specifications:** Review of the project specifications to ensure compliance with the requirements of the CDBG Program.
- B. Pre-Construction Meeting:** Participation with the City in dissemination of information related to Davis-Bacon Act standards and CDBG Program requirements with the contractor prior to commencement of construction work.
- C. Labor Compliance Monitoring:** Monitoring and auditing of labor standards compliance under the Davis-Bacon Act, the California Labor Code, CDBG Program, and other local, state, and federal requirements including, but not limited to:
 - 1. Obtain applicable state and federal wage classification decisions as applicable;
 - 2. Review pertinent provisions of collective bargaining agreements (if any);
 - 3. Audit payroll and benefit records and certified wage submissions on a weekly basis to evaluate compliance with Davis-Bacon requirements;
 - 4. Audit Davis-Bacon additional recordkeeping and other requirements;
 - 5. Attend the pre-construction conference to provide the Contractor and any sub-contractors with contractor labor compliance handouts, applicable wage rate information and other pertinent documents;
 - 6. Provide technical assistance to contractors, if needed, related to Davis-Bacon labor standard requirements;
 - 7. Workers must be paid weekly, that deductions from their pay are permissible and that contractors keep and submit weekly payrolls and Statement of Compliance with the Copeland Anti-Kickback Act of 1986 (41 U.S.C. 51-58);
 - 8. Workers must be paid in compliance with the Contract Work Hours and Safety Standards Act of 1962 (40 U.S.C. § 3702), which requires that workers receive overtime compensation at a rate of one and one-half (1-1/2) times their regular hourly wage after they have worked forty (40) hours in one week; and
 - 9. Contractor compliance with HUD Section 3 requirements.
- D. Documentation:** Document compliance with requirements of this part.
- E. Contractor Review:** When requested, provide weekly written contractor review summaries to the City, assess areas of noncompliance, and provide suggestions regarding method of correction to the City and contractor as needed.
- F. Corrective Action Plan:** Monitor corrective action plans as needed.
- G. Monthly Reports:** Provide monthly written reports to the City regarding CDBG-funded projects contractor compliance.
- H. Annual and Quarterly Reports:** Provide other data and annual and quarterly reports as requested by the City, related to compliance with its CDBG projects labor standard requirements.
- I. Delivery of Documentation:** Deliver all documents to the City at the end of the project.

CONSULTANT'S WORK PLAN:

Preconstruction	• Kickoff Meeting with County staff • Establish federal and state project wage determinations • GC Overview Letter with Section 3/EEO Guide and hiring and work hours goals • Section 3/EEO outreach • Incorporate labor requirements in bid solicitation • Review contracts • GC Construction Start Letter • Certification of Section 3 employees • Certification of apprentices • Request Additional Job Classifications from DOL • Preconstruction meeting (Pre-Job Conference) • LCPtracker registration and setup
Construction	• Weekly payroll certification reviews • Section 3 monitoring • Regular documentation reviews • Site visits and employee interviews • Construction progress meetings • Monthly status reports • Semi-annual HUD reports
Close-out	• Contractor information • Payroll data file • Section 3 report • Apprenticeship report • DBE/WBE report • Housing Tools close-out letter

CONSULTANT'S SCHEDULE:

Task No.	Task Title	Task Description	Schedule
1	Project Startup Questionnaire	HT shares the Project Startup Questionnaire with City to collect information such as: project name; project description; funding sources; PM contact info; contractor contact info; contract amount; and planned dates for bid solicitation, bid opening, contract execution, construction start, and construction completion. This information is stored in Smartsheet for reference during project monitoring.	July 21, 2026
2	Kick-off Meeting	Meeting to review project schedule, regulatory requirements, and roles.	July 24, 2026
3	Wage Determination	Verify federal and state wage determinations that will be applicable to the project.	July 24, 2026
4	Contracts	Review contracts for compliance with applicable labor requirements. Ensure that General Contractor has an active California license and SAM.gov registration, and is not debarred, suspended, or excluded.	July 24, 2026
5	GC Overview Letter	Provide letter to the GC that includes: confirmation of project schedule, outline of labor requirements, request for Section 3/Equal Employment Opportunity (EEO) documentation, and Sec3/EEO Guide.	August 4, 2026

6	Pre-construction Meeting	Hold preconstruction meeting with City and contractors. Cover the following topics: • Introductions and roles and responsibilities • Review of labor requirements • Required job site board postings • Payroll certification submittals via LCPtracker • Site visits and worker interviews • Potential penalties for violations • Schedule and next steps	August 10, 2026
7	GC Construction Start Letter	Provide labor requirement documents for contracts to contractors, and request the following items in preparation of entering into contracts: • evidence of active California license, DIR number, and SAM.gov registration • Section 3 certifications for contractors and employees • evidence of registration in apprenticeship programs; • Non-debarment letters for all contractors; • LCPtracker registration forms for all contractors; • new wage classification request forms; • executed contracts; and • copy of Notice to Proceed	August 11, 2026
8	LCPtracker Training	Provide LCPtracker training for contractors, as needed.	August 12, 2026
9	LCPtracker Setup	Set up LCPtracker with contractor information and applicable forms. Work with General Contractor to create a DIR project number.	August 14, 2026
10	Construction Start	Confirm date of Notice to Proceed	August 17, 2026
11	Job Site Visits	Quarterly after Construction Start. The visit will include: • review of job board for required postings, including Wage Determination; • review of construction progress and activity; • interview of at least four workers onsite from a variety of job classifications using Form HUD-11.	Every three months after Construction Start: Nov. 2026, Feb. 2027, May 2027, Aug. 2027, Nov. 2027

12	Monthly Reports	Provide monthly status reports to City, including: • contractors that have worked onsite; • number of payroll certifications received; • missing payroll certifications and related documents; • Section 3 hours worked; and • Apprenticeship hours worked	Monthly after Construction Start
13	Semi-Annual Federal Report (if needed)	Provide Semi-Annual report for projects receiving federal funds, if needed	March and September after Construction Start
14	Close-out Report	Complete Close-out Report that includes: • Sec3/EEO outreach and tracking documentation; • LCPtracker Sec3/Apprentice Hours Worked Report; • LCPtracker Payroll Cert Report • worker Interview records; • status reports; • Wage Determinations and any updates; • Evidence of registration in apprenticeships; • Non-debarment letters for contractors; • Approved new wage classifications • executed contracts; • Notice to Proceed; • Correspondence; • Documentation of any findings of violations and wage restitution; and • Notice of Completion	January 2028

Exhibit B: Compensation

CONSULTANT will be compensated in an amount not-to-exceed \$34,920.00. This amount includes costs for all services described in Exhibit A (employment and course of business costs, including wages, benefits, taxes, insurance, leases, utilities, equipment, office expenses, equipment, supplies, and training) and including monitoring over a projected 16-month construction period inclusive of 5 site visits and related travel costs.

The following is a breakdown of the NTE budget by activity. These amounts do not need to be strictly adhered to, but the total must not exceed \$34,920.00.

Activity	Cost
Activity 1: Project Startup (Tasks 1-3)	\$880
Activity 2: Preconstruction (Tasks 4-9)	\$1,010
Activity 3: Construction (Tasks 10-13)	\$32,000
Activity 4: Close-out Report (Task 14)	\$1,030
Total	\$34,920

Exhibit C: Required Contract Language

For this Exhibit, the term “contractor” is defined as CONSULTANT and the term “contract” is defined as the Agreement for Professional Services between the City of Crescent City and CONSULTANT. During the performance of this contract, Contractor (including all subcontractors) must comply with all applicable state and federal laws and regulations, including but not limited to the following:

PART I: Department of Housing and Community Development Required Contract Language (CDBG)

C-1. NON-DISCRIMINATION CLAUSES:

- (a) STATE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- (b) FEDERAL: The Contractor shall conform with requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and HUD regulations issued pursuant thereto contained in 24 CFR Part 1. No person in the United States shall, on the basis of race, color, national origin, sex or religion or religious affiliation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available through this Contract. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in the Americans with Disabilities Act, as applicable, (P.L. 101-336, 42 U.S.C. 12101-12213) or Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) shall also apply to any such program or Project.

Contractor shall include the nondiscrimination and compliance provisions of these clauses in all subcontracts to perform work under the Agreement.

C-2. CONFLICT OF INTEREST OF MEMBERS, OFFICERS, OR EMPLOYEES OF CONTRACTORS, MEMBERS OF LOCAL GOVERNING BODY, OR OTHER PUBLIC OFFICIALS:

No member, officer, or employee of the CITY, or its designees or 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 or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to a CDBG-assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter. This provision shall be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this Section.

C-3. COPELAND "ANTI-KICKBACK" ACT (18 U.S.C. 874):

The Contractor agrees that it will comply with the Copland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). As applied to this contract, the Copland "Anti-Kickback" Act make is unlawful to induce, by force, intimidation, threat or procuring dismissal from employment, or otherwise, any person employed in the construction or repair of public buildings or public works, financed in whole or part in part by the Unites States, to give up any part of the compensation to which that person is entitled under a contract of employment.

C-4. FEDERAL LABOR STANDARDS PROVISIONS – PREVAILING WAGE STATEMENT:

This contract will be funded in whole or in part with federal housing and community development funds. The Federal Labor Standards Provisions, including prevailing wage requirements of the Davis-Bacon and Related Acts will be enforced. A copy of the Federal Wage Decision applicable to this project is included in the Bid Document. This project is a public work in the State of California, funded in whole or in part with public funds. Therefore, the higher of the two applicable prevailing wage rates, federal or state, will be enforced. The Contractor's duty to pay State prevailing wages can be found under Labor Code Section 1770 et seq. Labor Code Sections 1775 and 1777.7 outline the penalties for failure to pay prevailing wages and to employ apprentices, including forfeitures and debarment. The State Wage Decision is available online at <http://www.dir.ca.gov/dlsr/> or by contacting the Awarding Body for this contract.

C-5. STATE LABOR STANDARD PROVISIONS:

All contractors and subcontractors are subject to the provisions of Section 3700 of the California Labor Code which requires that every employer be insured against liability for workers' compensation or to undertake self insurance in accordance with the provisions of the code. All

contractors and subcontractors are subject to the provisions of Sections 1810-1814 of the California Labor Code which provide that the maximum hours a worker is to be employed is limited to eight hours a day and 40 hours a week and the contractor or subcontractor shall forfeit, as a penalty, \$25 for each worker employed in the execution of the contract for each calendar day during which a worker is required or permitted to labor more than eight hours in any calendar day or more than 40 hours in any calendar week and is not paid overtime. Section 1815 of the California Labor Code requires that notwithstanding the provisions of Sections 1810-1814, employees of contractors who work in excess of eight hours per day and 40 hours per week shall be compensated for all hours worked in excess of eight hours per day at not less than 1-1/2 times the basic rate of pay. All primary contractors and subcontractors who are listed on a bid proposal for a public works project must be registered with the Department of Industrial Relations. This is in accordance with Labor Code section 1771.1(a). No primary contractor or subcontractor can be awarded a public works contract unless registered with the Department of Industrial Relations (Labor Code section 1725.5). Link for registration and additional information is provided below: Public Works Contractors (dir.ca.gov).

C-6. DEBARMENT AND SUSPENSION:

A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide

Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions 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. CONSULTANT certifies 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.

C-7. REQUIREMENTS AND REGULATIONS PERTAINING TO REPORTING:

The City, State CDBG, HUD and the Comptroller General of the United States or any of their duly authorized representatives shall be granted access to any books, documents, papers and records of Contractor which are directly pertinent the contract.

Subrecipients, Contractors and other recipients of HCD awarded grant funds shall submit reports at specific intervals (monthly, quarterly, semi-annually, or annually) as required by the grant or as requested by HCD. The reports shall collect information necessary for the subrecipient or contractor to report to HCD on:

- the overall status of the grant;
- the status of performance measures;
- beneficiary characteristics as required by the grant;
- the overall financial status;
- program income received during the reporting period;
- and other information as requested by HCD.

C-8. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT:

The contractor shall affirm that no person on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance made available pursuant to the Housing and Community Development Act. Furthermore, the Contractor shall not discriminate in any way on the basis of age or on the basis of disability.

C-9. AUDIT, RETENTION AND INSPECTION OF RECORDS:

The Contractor agrees that the City, the Department of Housing and Community Development, the Federal Department of Housing and Urban Development (HUD), or its designee will have the right to review, obtain, and copy all records pertaining to performance of this Agreement. The Contractor agrees to provide any relevant information requested and shall permit the City, the Department of Housing and Community Development, the Federal Department of Housing and Urban Development (HUD), or its designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with California Public Contract Code (PCC) Section 10115 et seq., Government Code (GC) Section 8546.7 and 2 CCR 1896.60 et seq.

The Contractor will keep adequate records and supporting documentation, which concern or reflect its services rendered under this agreement. Records subject to the provisions of California or local public records laws must be kept in accordance with those laws, rules, or regulations. All records and documentation will be retained by Contractor until the CITY has advised that records are no longer required to be stored.

Upon completion of or termination of this agreement, the Contractor may transfer, at no cost, to the CITY all public records in possession of the selected firm 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 records disclosure requirements. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY

The Contractor further agrees to maintain such records for a period of five (5) years after final payment under this Agreement, and that on or before the end of the five (5) year audit/retention period, the Consultant shall release and deliver to the City all original records and related documentation.

CITY COUNCIL AGENDA REPORT



TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: JULY 20, 2026

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

RECOMMENDATION

- Receive and file budget-to-actual summary of the City's major operating funds for Fiscal Year 2025-26 as of May 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 May 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 May 31, 2026, we are 92% through the fiscal year, with 8% 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.

It is important to note that staff will be working to close the books for FY 2025-26 for the next several months, and revenues and expenses (invoices) that apply to FY 2025-26 will continue to be received for some time. As staff records these revenues and expenses to the appropriate fiscal year and year-end calculations and adjustments are made for the closing process, these numbers will change. The June budget to actual report will be delayed while these items are in process and will be presented later in the fall.

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

- **General Fund**

In the General Fund, 76% of budgeted revenues have been received with 24% remaining, and 67% of budgeted expenditures have been incurred with 33% 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, 91% of budgeted revenues have been received with 9% remaining, and 90% of budgeted expenditures have been incurred with 10% remaining.

- **RV Park Fund**

The RV Park earns revenue primarily from space rents, which are highly seasonal. As of May 31, 106% of the budgeted revenue has been received. At this point in the year, 74% of budgeted operating expenses have been incurred with 26% of the budget remaining.

- **Sewer Fund**

The Sewer Fund earns revenue primarily from monthly charges to the users of its services. As of May 31, the primary revenue source (monthly service) is on track with 92% of the budget received with 8% remaining. Of total revenues, 69% of the overall budget has been received with 31% remaining (the largest variance is in grant revenues, some of which will likely be received this fiscal year and some next fiscal year). Of the budgeted operating expenses (not including debt service and capital improvements), 56% has been spent with 44% remaining. The expense budget also includes a large grant-funded project which will be carried over to the next fiscal year.

- **Water Fund**

The Water Fund earns revenue primarily from monthly charges for service. As of May 31, the primary revenue source (monthly service) is close to budget with 91% of the budget received and 9% remaining. Of total revenues, 88% of the overall budget has been received with 12% remaining. Of the budgeted operating expenses, 74% has been spent with 26% 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	11,302,877	8,630,689	2,672,188	24%
Expense	12,979,758	8,675,147	4,304,611	33%
Net	(1,676,881)	(44,458)		
Housing Fund				
Revenue	4,862,948	4,428,910	434,038	9%
Expense	4,919,864	4,436,260	483,604	10%
Net	(56,916)	(7,350)		
RV Park Fund				
Revenue	627,786	663,414	(35,628)	-6%
Expense	667,937	491,333	176,604	26%
Capital Grant Revenue	835,000	15,458	819,542	98%
Capital Expense	1,088,957	27,633	1,061,324	97%
Net	(294,108)	159,905		
Sewer Fund				
Revenue	7,180,079	4,925,036	2,255,043	31%
Operating Expense	6,831,859	3,805,175	3,026,684	44%
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	(1,440,443)	(663,072)		
Water Fund				
Revenue	3,283,720	2,905,661	378,059	12%
Operating Expense	3,404,951	2,513,128	891,823	26%
Transfer to Water CIP Fund	400,000	400,000	-	0%
Transfer to Equipment ISF	12,150	7,593	4,557	38%
Net	(533,381)	(15,060)		

- **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 May 31, 2026

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

% of Year Remaining: 8%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances			Encumbrances	
					Remaining	%		Remaining	%
Non-Departmental Revenue									
Tax Revenue	1	7,679,300	6,039,517	79%	1,639,783	21%	-	1,639,783	21%
Licenses & Permits		303,035	328,528	108%	(25,493)	-8%	-	(25,493)	-8%
Interest Income	2	180,000	125,127	70%	54,873	30%	-	54,873	30%
Lease-Rental Income		38,600	37,102	96%	1,498	4%	-	1,498	4%
Other Revenue		11,150	27,155	244%	(16,005)	-144%	-	(16,005)	-144%
Departmental Revenue									
City Manager		92,377	1,000	1%	91,377	99%	-	91,377	99%
Econ Dev / Comm Supp / Grants		327,250	68,329	21%	258,921	79%	-	258,921	79%
Human Resources		29,795	30	0%	29,765	100%	-	29,765	100%
Finance		-	400		(400)		-	(400)	
Fire	3	1,455,112	791,445	54%	663,667	46%	-	663,667	46%
Police	4	513,109	652,250	127%	(139,141)	-27%	-	(139,141)	-27%
Code Enforcement		100,000	-	0%	100,000	100%	-	100,000	100%
Building Inspection		93,050	165,795	178%	(72,745)	-78%	-	(72,745)	-78%
Planning		11,100	7,885	71%	3,215	29%	-	3,215	29%
Streets		221,494	149,994	68%	71,500	32%	-	71,500	32%
Parks		5,000	14,744	295%	(9,744)	-195%	-	(9,744)	-195%
Cultural Center		16,200	4,376	27%	11,824	73%	-	11,824	73%
Swimming Pool		226,305	217,012	96%	9,293	4%	-	9,293	4%
Revenue Total		11,302,877	8,630,689	76%	2,672,188	24%	-	2,672,188	24%
Non-Departmental Expenditures									
City Council		31,541	24,418	77%	7,123	23%	-	7,123	23%
City Manager		185,313	100,489	54%	84,824	46%	-	84,824	46%
Econ Dev / Comm Supp / Grants		780,980	361,261	46%	419,719	54%	201,804	217,914	28%
City Clerk		56,564	48,218	85%	8,346	15%	-	8,346	15%
Human Resources		148,336	103,561	70%	44,775	30%	8,470	36,305	24%
Finance		409,015	313,814	77%	95,201	23%	-	95,201	23%
City Attorney		113,065	79,846	71%	33,219	29%	-	33,219	29%
Fire		2,272,413	1,568,962	69%	703,451	31%	66,427	637,024	28%
Police		4,031,638	2,921,245	72%	1,110,393	28%	281,697	828,696	21%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Code Enforcement		193,065	154,246	80%	38,819	20%	-	38,819	20%
Building Inspection		177,418	90,121	51%	87,297	49%	36,391	50,906	29%
Planning		340,894	273,790	80%	67,104	20%	37,982	29,122	9%
Public Works Admin		169,039	135,789	80%	33,250	20%	-	33,250	20%
Streets		1,725,847	766,800	44%	959,047	56%	81,508	877,539	51%
Parks		689,839	519,811	75%	170,028	25%	32,112	137,916	20%
Cultural Center		188,827	105,684	56%	83,143	44%	41,769	41,374	22%
Swimming Pool		1,255,833	1,053,156	84%	202,677	16%	48,707	153,970	12%
Expenditure Total		12,979,758	8,675,147	67%	4,304,611	33%	900,263	3,404,348	26%
Net Operating Results		(1,676,881)	(44,458)						

Notes:

- 1 Sales tax and Measure S are received 2 months in arrears, so this report reflects revenue earned July - March.
TOT is due quarterly, one month after the quarter ends, so this report reflects revenue earned in the first three quarters.
(TOT is also highly seasonal.)
Property taxes and in-lieu are received Dec, Jan, Apr, and May.
- 2 Interest is received quarterly, the month after each quarter ends, so this report reflects interest earned in the first three 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 May 31, 2026

% of Year Remaining: 8%

Description	Notes	Budget	Actual	%	Before		Open Purchase Orders	Including	
					Encumbrances			Encumbrances	
					Remaining	%		Remaining	%
Revenue									
Housing Choice Voucher Program									
Housing Assistance Revenue		3,905,959	3,505,412	90%	400,547	10%	-	400,547	10%
Admin Revenue		580,528	537,669	93%	42,859	7%	-	42,859	7%
Emergency Housing Voucher Program									
Housing Assistance Revenue		20,715	40,092	194%	(19,377)	-94%	-	(19,377)	-94%
Admin Revenue		3,904	8,366	214%	(4,462)	-114%	-	(4,462)	-114%
Service Fees		-	(77)		77				
Mainstream Voucher Program									
Housing Assistance Revenue		264,600	251,335	95%	13,265	5%	-	13,265	5%
Admin Revenue		47,628	43,202	91%	4,426	9%	-	4,426	9%
Other Revenues									
Interest		6,000	640	11%	5,360	89%	-	5,360	89%
Port In - Admin			1,020		(1,020)		-	(1,020)	
Port In - HAP		15,614	14,252		1,362		-	1,362	
Recovery - Admin		9,000	7,153	79%	1,847	21%	-	1,847	21%
Recovery - HAP		9,000	7,153	79%	1,847	21%	-	1,847	21%
HAP Owner Reimbursement		-	10,436		(10,436)		-	(10,436)	
Other Revenue		-	2,258		(2,258)		-	(2,258)	
Revenue Total		4,862,948	4,428,910	91%	434,038	9%	-	433,961	9%
Expenditures by Department									
City Manager		5,914	3,599	61%	2,315	39%	-	2,315	39%
Human Resources		7,409	4,973	67%	2,436	33%	171	2,265	31%
Finance		12,173	13,031	107%	(858)	-7%	-	(858)	-7%
City Attorney		2,679	693	26%	1,986	74%	-	1,986	74%
Housing Authority									
Housing Assistance Payments		4,206,888	3,842,190	91%	364,698	9%	-	364,698	9%
Admin		684,801	571,775	83%	113,026	17%	15,255	97,771	14%
Expenditure Total		4,919,864	4,436,260	90%	483,604	10%	15,426	468,177	10%
Net Operating Results		(56,916)	(7,350)						

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

% of Year Remaining: 8%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Revenue									
Interest		10,000	22,627	226%	(12,627)	-126%	-	(12,627)	#####
Misc Sales		14,500	15,967	110%	(1,467)	-10%	-	(1,467)	-10%
Rental Revenue	1	603,286	624,820	104%	(21,534)	-4%	-	(21,534)	-4%
Other Revenue		-	-		-		-	-	
Revenue Total		627,786	663,414	106%	(35,628)	-6%	-	(35,628)	-6%
Operating Expenses by Department									
RV Park		559,580	407,791	73%	151,789	27%	32,755	119,034	21%
City Council		3,726	3,035	81%	691	19%	-	691	19%
City Manager		14,565	11,439	79%	3,126	21%	-	3,126	21%
City Clerk		6,662	5,859	88%	803	12%	-	803	12%
Human Resources		3,518	2,380	68%	1,138	32%	82	1,056	30%
Finance		66,682	50,655	76%	16,027	24%	-	16,027	24%
City Attorney		13,204	10,175	77%	3,029	23%	-	3,029	23%
Expense Total		667,937	491,333	74%	176,604	26%	32,837	143,767	22%
Net Operating Results		(40,151)	172,081						
Capital Grant Revenue		835,000	15,458	2%	819,542	98%	-	819,542	98%
Capital Expenses		1,088,957	27,633	3%	1,061,324	97%	484,628	576,696	53%
Net		(294,108)	159,905						

Notes:

1 Rental revenue is highly seasonal.

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

% of Year Remaining: 8%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Sewer Fund Revenue									
Interest	1	113,900	(1,953)	-2%	115,853	102%	-	115,853	102%
Other Income	2	32,300	58,530	181%	(26,230)	-81%	-	(26,230)	-81%
Sewer Service		4,578,264	4,198,724	92%	379,540	8%	-	379,540	8%
Sewer Connections	3	300,000	307,445	102%	(7,445)	-2%	-	(7,445)	-2%
Sewer Lab	4	134,400	76,092	57%	58,308	43%	-	58,308	43%
County Collection System (CSA)	5	285,524	74,684	26%	210,840	74%	-	210,840	74%
Grant Revenue		1,541,617	17,282	1%	1,524,335	99%	-	1,524,335	99%
Transfers In (From Sewer CIP)		194,074	194,074	100%	-	0%	-	-	0%
Other Reimbursement		-	157		(157)		-	(157)	
Sewer Fund Revenue Total		7,180,079	4,925,036	69%	2,255,043	31%	-	2,255,043	31%
Sewer Fund Expenses by Dept									
City Council		40,433	31,806	79%	8,627	21%	-	8,627	21%
City Manager		142,822	112,685	79%	30,137	21%	-	30,137	21%
Econ Dev / Grants		69,533	54,119	78%	15,414	22%	30	15,384	22%
City Clerk		79,906	67,784	85%	12,122	15%	-	12,122	15%
Human Resources		23,262	17,191	74%	6,071	26%	368	5,703	25%
Finance		495,870	390,699	79%	105,171	21%	7,698	97,473	20%
City Attorney		80,366	57,968	72%	22,399	28%	-	22,399	28%
Sewer Lab		525,519	428,696	82%	96,823	18%	26,046	70,777	13%
WWTP Operations		4,254,666	1,879,256	44%	2,375,410	56%	814,192	1,561,218	37%
City Collection System		549,202	417,647	76%	131,555	24%	34,755	96,801	18%
County Collection System (CSA)		287,733	139,261	48%	148,472	52%	27,538	120,934	42%
WWTP Major Maintenance		282,547	208,063	74%	74,484	26%	249	74,236	26%
Operating Expense Total		6,831,859	3,805,175	56%	3,026,684	44%	910,875	2,115,809	31%
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		8,620,522	5,588,108	65%	3,032,413	35%	910,875	2,121,538	25%
Net Sewer Fund Results			(1,440,443)	(663,072)					

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	28,980	58%	21,020	42%	-	21,020	42%
Sewer CIP Revenue Total		125,000	103,980	83%	21,020	17%	-	21,020	17%
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%	21,000	14,000	40%
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%	22,333	697,230	66%
Net Sewer CIP Results		(939,074)	(240,532)						

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 the first 2 quarters; 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 May 31, 2026

% of Year Remaining: 8%

Description	Notes	Budget	Actual	%	Before Encumbrances		Open Purchase Orders	Including Encumbrances	
					Remaining	%		Remaining	%
Water Fund Revenue									
Interest		90,745	37,483	41%	53,262	59%	-	53,262	59%
Rental Revenue	1	24,648	24,644	100%	4	0%	-	4	0%
Other Revenue	2	32,300	8,300	26%	24,000	74%	-	24,000	74%
Water Services		2,695,897	2,439,957	91%	255,940	9%	-	255,940	9%
Water Connections	3	155,000	148,480	96%	6,520	4%	-	6,520	4%
Water CSD Admin Revenue		3,300	2,443	74%	857	26%	-	857	26%
Other Reimbursements		71,630	34,155	48%	37,475	52%	-	37,475	52%
Transfers In (From Water CIP)		210,200	210,200	100%	-	0%	-	-	0%
Water Fund Revenue Total		3,283,720	2,905,661	88%	378,059	12%	-	378,059	12%
Water Fund Expenses by Department									
City Council		39,866	31,263	78%	8,603	22%	-	8,603	22%
City Manager		142,933	111,149	78%	31,784	22%	-	31,784	22%
Econ Dev / Grants		62,941	48,182	77%	14,759	23%	30	14,729	23%
City Clerk		73,198	61,760	84%	11,438	16%	-	11,438	16%
Human Resources		24,941	18,015	72%	6,926	28%	431	6,495	26%
Finance		475,632	372,984	78%	102,648	22%	7,698	94,950	20%
City Attorney		69,132	52,337	76%	16,795	24%	-	16,795	24%
Water Operations		2,366,939	1,727,591	73%	639,348	27%	89,027	550,321	23%
Water CSD		149,369	89,848	60%	59,521	40%	41,953	17,568	12%
Operating Expense Total		3,404,951	2,513,128	74%	891,823	26%	139,139	752,683	22%
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		3,817,101	2,920,721	77%	896,380	23%	139,139	757,241	20%
Net Water Fund Results		(533,381)	(15,060)						

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	39,770	80%	10,230	20%	-	10,230	20%
Grant Revenue		695,122	-	0%	695,122	100%	-	695,122	100%
Water CIP Revenue Total		1,145,122	439,770	38%	705,352	62%	-	705,352	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	217,590	36%	389,254	64%	138,469	250,785	41%
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	557,726	23%	1,918,290	77%	1,061,222	857,068	35%
Net Water CIP Results		(1,330,894)	(117,956)						

NOTES:

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



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: JULY 20, 2026

SUBJECT: DELINQUENT SEWER-ONLY ACCOUNTS PUBLIC HEARING

RECOMMENDATION

- Public hearing
 - Open public hearing
 - Hear staff report
 - Technical questions from Council
 - Receive public comment
 - Close public hearing
- Further Council discussion
- City Council may revise, change, reduce, or modify any charge, or may overrule any or all objections
- Approve and adopt Resolution No. 2026-53, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF WITH ORDINARY PROPERTY TAXES

BACKGROUND

When the City provides sewer service to parcels of property where the property owner is responsible for the charges and such charges subsequently become delinquent, Section 5473 of the Health and Safety Code and Chapter 13.13 of the Crescent City Municipal Code provide:

1. That a written report be prepared describing the parcel where the service was rendered and stating the amount of delinquency.
2. That each property owner be notified of the time and place when a public hearing will be held to hear any and all objections and protests regarding the

report as prepared. Notice of the public hearing was published in the Triplicate on July 2, 2026. Notice was mailed to affected property owners on July 6, 2026.

3. That upon Council approval, the report is to be filed with the County Auditor for collection as a special assessment upon the current tax roll. The deadline for filing the report of sewer delinquencies with the County of Del Norte is August 1, 2026.

ITEM ANALYSIS

The attached report lists accounts with delinquent sewer charges, meaning the property owner owes at least two months of sewer charges. For customers with both water and sewer service provided by the City, delinquent accounts are normally handled by suspending water service. In the case of the attached accounts, the customer receives only sewer service from the City and therefore disconnection of water service is not an option. For these accounts (referred to as “Sewer Only” accounts), delinquent balances are placed on the property tax roll of the property owner once per year.

The affected property owners were mailed a notice on July 6, 2026, and a notice of this hearing was published in the Triplicate on July 2, 2026. The property owners who received notice are attached to this report. The mailed notice informed the affected property owners that they may pay the delinquent balance by 12:00 pm on the date of the public hearing to have their account removed from the list. Staff will provide an updated report at the public hearing to remove the names of any property owners who have paid their balance before noon on the day of the hearing. Property owners also have the right to attend the public hearing and make an objection to the City Council. The Council may change or reduce any of the attached charges or may overrule any or all objections.

Upon approval of the Council, the updated list of delinquent sewer charges will be sent to the County auditor to be added to the FY 2026-27 property tax roll.

FISCAL ANALYSIS

The attached report shows those parcels of property which have delinquent sewer charges as of July 6, 2026. The total amount due to the City’s Sewer Fund for these accounts as of that date was \$12,749.88, which if not collected will result in a loss of revenue. The amount to be included on the 2026-27 tax roll will include the sewer charges plus a 6% administrative fee.

The actual list to be sent to the County for collection will be the updated list provided at the public hearing (to remove any accounts which have paid by noon on the hearing date) plus any revisions the Council may direct staff to update at the public hearing.

STRATEGIC PLAN ASSESSMENT

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

ATTACHMENTS

- Resolution No. 2026-53
- Delinquent sewer-only accounts list as of July 6, 2026

RESOLUTION NO. 2026-53

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
DETERMINING THE AMOUNT OF DELINQUENT SEWER CHARGES FOR CERTAIN
PARCELS OF PROPERTY AND AUTHORIZING THE COLLECTION THEREOF WITH
ORDINARY PROPERTY TAXES**

WHEREAS, the City Council finds it to be in the public interest to collect certain delinquent sewer-only service charges upon the 2026-27 tax rolls as authorized pursuant to Section 5473 of the Health and Safety Code and Section 13.13 of the Crescent City Municipal Code; and

WHEREAS, the required public hearing has been held and those property owners affected by the assessment were notified of said public hearing in order for the City Council to consider their comments and act upon same.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California as follows:

1. That the delinquent sewer account balances shown on the attached report shall constitute a special assessment upon the real property to which they relate; and
2. That staff is hereby directed to file the attached report with the Auditor of the County of Del Norte for collection thereof at the same time and in the same manner as ordinary property taxes are collected.

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 20th day of July 2026, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

CITY OF CRESCENT CITY
DELINQUENT SEWER-ONLY ACCOUNTS AS OF 7/6/26
FOR PUBLIC HEARING 7/20/26

CUST#	CUSTOMER NAME	LOT/ADDRESS	PARCEL	TAX LOT	ACCOUNT BALANCE	6% ADMIN FEE	TOTAL TO TAX ROLL
005028-000	JENKINS GARY	213 MAIDEN LN	117120006000	11712006	194.92	11.70	206.62
005449-001	RICKNER TRUST MICHAEL & PHYLLIS	311 NATIONAL BLVD	115214010000	11521410	126.28	7.58	133.86
005658-000	EDGMON RUBY M.	321 DARBY ST	115150001000	11515001	356.76	21.40	378.16
007227-000	CHERRISON RANDALL J	1043 GLENN ST	120153006000	12015306	126.28	7.58	133.86
007250-000	WORLEY JAMES A. & TINA S.	727 LAKE ST	120136004000	12013604	809.01	48.53	857.54
007272-000	AGUILERA JUVENAL	1320 HARROLD ST	117082009000	11708209	126.28	7.58	133.86
007282-000	COPE PHYLLIS M	555 E COOLIDGE AVE	117093001000	11709301	809.01	48.53	857.54
007298-000	PEDERSEN LARRY J. & KAREN C.	1591 OREGON ST	116154015000	11615415	809.01	48.53	857.54
007312-000	HARRIS PAUL L. & BRENDA J.	300 MADISON AVE	116171022000	11617122	126.28	7.58	133.86
007353-000	EHRHARDT MICHAEL T	1875 WILDWOOD LN	116171004000	11617104	809.01	48.53	857.54
007477-000	HERNANDEZ MARIA R	1379 JORDAN ST	117082002000	11708202	809.01	48.53	857.54
007479-000	MAVRIS GEORGE M	1336 HARROLD ST	117082007000	11708207	194.92	11.70	206.62
007482-000	SCHUMACK DEBRA M	1303 HARROLD ST	117083012000	11708312	809.01	48.53	857.54
007502-000	SANDERS MONA	615 MODOC ST	120124008000	12012408	126.28	7.58	133.86
007533-000	FIELD TUAN & LESLEY	140 VICTORIA LN	116172043000	11617243	809.01	48.53	857.54
102368-001	EAGLES JR. JAMES W. & TORY L.	120 VICTORIA LN	116172034000	11617234	332.20	19.92	352.12
104164-000	APPEL RICHARD M	1724 WILDWOOD LN	116172014000	11617214	809.01	48.53	857.54
105580-000	SUSA BRYAN	1317 BURTSCHHELL PL	117041011000	11704111	809.01	48.53	857.54
105820-000	LEDESMA ESTATE OF ARTHUR R.	1343 DOUGLAS ST	117084009000	11708409	263.56	15.80	279.36
106759-000	WELTON BRYAN M & HEATHER N	351 DARBY ST	115150006000	11515006	126.28	7.58	133.86
107244-001	HEISS CORBIN & LACEY	584 ELK VALLEY RD	115217003000	11521703	474.98	28.50	503.48
108051-000	WHEELDON JAMIE	570 MODOC ST	120126005000	12012605	126.28	7.58	133.86
108605-000	ADLER ANGELA A	221 E MADISON AVE	116172050000	11617250	220.70	13.24	233.94
108765-000	GAMEZ JUAN P	355 E MADISON AVE	116172020000	11617220	126.28	7.58	133.86
108969-000	HERRERA ROBERTO JESUS	110 VICTORIA LN	116172033000	11617233	400.84	24.04	424.88
109610-000	AVTONOMOFF BRADLEY B	1337 MC NAMARA AVE	120136003000	12013603	126.28	7.58	133.86
110187-000	AMMON ALEX D	1334 DOUGLAS ST	117083009000	11708309	126.28	7.58	133.86
110232-000	HARLING MICHAEL	125 BARKER ST	115224012000	11522412	126.28	7.58	133.86
111248-000	STORIE ESTATE OF DONALD W.	277 ADAMS AVE	116160065000	11616065	126.28	7.58	133.86

CUST#	CUSTOMER NAME	LOT/ADDRESS	PARCEL	TAX LOT	ACCOUNT BALANCE	6% ADMIN FEE	TOTAL TO TAX ROLL
111461-000	THAO KAO	321 ARNETT ST	116192013000	11619213	126.28	7.58	133.86
111461-001	THAO KAO	281 ARNETT ST	116160042000	11616042	126.28	7.58	133.86
111462-000	THAO KAO	280 E ADAMS AVE	116160044000	11616044	126.28	7.58	133.86
111572-000	BELTRAM RICHARD TODD	150 VICTORIA LN	116172031000	11617231	131.78	7.90	139.68
112564-000	ARRIOLA III ROBERT	1310 BURTSHELL ST	117084016000	11708416	194.92	11.70	206.62
112590-000	KOLMAN DEIDRA	290 ARNETT ST	116160052000	11616052	809.01	48.53	857.54
35	TOTAL:				12,749.88	764.90	13,514.78



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: JULY 20, 2026

**SUBJECT: WWTP RBC UPGRADE & DIGESTER REHAB PROJECT DESIGN –
AMENDMENT TO BUDGET AND SCOPE**

RECOMMENDATION

- Hear staff report
- Technical questions from Council
- Receive public comment
- Further Council discussion
- Approve Amendment No. 10 to the Operations, Maintenance and Management Services for the Wastewater Treatment Plant

BACKGROUND

In 2019, the City signed a contract with Operations Management International, Inc. (also known as Jacobs Engineering) to perform operations, maintenance and management for the City's wastewater treatment plant. Section 13.2 of the Agreement provides that Jacobs can perform additional services for the WWTP by way of an amendment to the Agreement on the terms agreed to by the parties.

A State Water Resources Control Board (SWRCB) Technical Assistance Grant was awarded to the City of Crescent City and presented to City Council for acceptance on May 17, 2021. The contract with SWRCB was fully executed on June 2, 2021 in the form of a \$393,405.00 forgivable loan.

On April 18, 2022, the City Council authorized the City Manager to execute Amendment No. 4 with Jacobs for phase 1 of the design project to optimize the Rotating Biological Contactors and Digesters. These projects would be designed with a goal to optimize operations, decrease major maintenance, and increase efficiency. These are all vital components to the goal of making the operating the WWTP and effectively and efficiently as possible so that we can protect public safety and ensure ongoing environmental compliance.

On April 8, 2024, the City Council authorized Amendment No. 1 to the SWRCB grant agreement to amend the scope and cost (increased to \$951,243) of the design project. On September 16, 2024, the City Council approved Amendment No. 7 with Jacobs, which repealed and replaced Amendment No. 4 to match the updated agreement with the SWRCB.

On June 1, 2026, the City Council authorized Amendment No. 2 to the SWRCB grant agreement to amend the scope, schedule and cost (increased to \$2,108,000) of the project to include the following main elements:

- | | |
|--|-------------|
| • Project Report and I&I Study | \$1,060,000 |
| • Preliminary Plans, Specs, and Cost Estimate | \$ 800,000 |
| • Environmental Compliance | \$ 158,000 |
| • CWSRF Construction Funding Application / Mgt | \$ 90,000 |

ANALYSIS

Amendment No. 10 with Jacobs will amend the scope, schedule and cost (\$1,250,000) for the WWTP RBC upgrade and digester rehab project design. Jacobs will perform the following work

- | | |
|--|------------|
| • Project Report | \$ 560,000 |
| • Preliminary (10%) Plans, Specs and Cost Estimate | \$ 442,000 |
| • Environmental Compliance | \$ 158,000 |
| • CWSRF Construction Funding Application / Mgt | \$ 90,000 |

As this is an amendment to an existing scope of work, the vast majority of the work has already been completed by Jacobs personnel.

Following Amendment No. 10 with Jacobs, there will be funds remaining under the grant from the SWRCB: \$358,000 to advance the plans, specifications, and cost estimate from the 10% design stage to 30% design and \$500,000 to complete a sewer collection system inflow and infiltration study. Staff is developing separate requests for proposals (RFPs) to procure these services.

FISCAL ANALYSIS

The fiscal impact of Amendment No. 10 is net zero as the work is 100% funded by a SWRCB grant.

STRATEGIC PLAN ANALYSIS

This item is consistent with 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
 - D: Collaborate with other jurisdictions and non-profits to maximize regional effectiveness and amplify funding opportunities
- GOAL 3: Obtain the Highest Levels of Organizational Excellence
 - B: Maintain responsible fiscal management and accountability

ATTACHMENTS

1. Draft Jacobs Amendment No. 10

AMENDMENT NO. 10
to the
AGREEMENT FOR OPERATIONS, MAINTENANCE AND MANAGEMENT SERVICES
WASTEWATER TREATMENT PLANT
for the
CITY OF CRESCENT CITY, CALIFORNIA

This Amendment No. 10 (the "Amendment") to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services for City of Crescent City, California, dated August 5, 2019 (the "Agreement") is made and entered into this 20th day of July 2026 by and between the City of Crescent City, California (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "Contractor").

WHEREAS, the parties entered into Amendment No. 4 on April 19, 2022 whereby Contractor would perform certain professional services to be funded by a grant to the Owner from the State Water Resources Control Board (the "State Funding Agreement"); and

WHEREAS, the parties repealed and replaced Amendment No. 4 with Amendment No. 7 on September 16, 2024 to match the updated State Funding Agreement between the Owner and the State Water Resources Control Board; and

WHEREAS, the Owner and the State Water Resources Control Board have again amended the State Funding Agreement, requiring an additional amendment to the scope, schedule and compensation.

NOW, THEREFORE, Owner and Contractor agree to amend the Agreement as follows:

1. RECITALS. The recitals set forth above are true and correct and incorporated herein.
2. AMENDMENT NO. 7 – EXHIBIT A (SCOPE OF WORK AND SCHEDULE). Exhibit A to Amendment No. 7 is hereby superseded and replaced with Exhibit A attached hereto and incorporated herein by this reference.
3. AMENDMENT NO. 7 – EXHIBIT B (COMPENSATION). Section B.4 (Budget) of Exhibit B to Amendment No. 7 is hereby superseded and replaced with Section B.4 (Budget Costs) attached hereto and incorporated herein by this reference.
4. AMENDMENT NO. 7 – OTHER PROVISIONS. All other provisions of Amendment No. 7 not amended hereby remain in full force and effect.
5. INTEGRATION / AMENDMENT. This Amendment together with all previous Amendments and the Agreement constitute the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of this Amendment by their signatures below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**

Authorized Signature:

Name: Paul Rheault
Title: Geographic Director of Operations

Date: _____

CITY OF CRESCENT CITY, CA

Authorized Signature:

Name: Isaiah Wright
Title: Mayor

Date: _____

Attest:

Robin Altman, City Clerk

EXHIBIT A – SCOPE OF WORK AND SCHEDULE

PROJECT BACKGROUND

The original Project Report for the Crescent City WWTF Improvements Project was completed in December 2023. Following completion of the report, NPDES Permit Order R1-2023-0039 was adopted, establishing revised effluent limitations and compliance requirements. Subsequent operational evaluations, permit compliance challenges, and issuance of TSO R1-2025-0015 required the City and Jacobs to reevaluate the selected project approach and develop additional technical analyses to support a long-term compliance strategy.

The purpose of this amendment is to align the Jacobs scope of services with the work completed to date and the remaining services necessary to support environmental compliance, funding coordination, and project development.

PROPOSED SCOPE MODIFICATIONS

The proposed scope modifications are intended to align the Agreement with the work completed to date and the remaining services necessary to support regulatory compliance, environmental permitting, funding coordination, and project development activities associated with the Crescent City WWTF Improvements Project.

The detailed scope modifications are described below. Exhibit A.2 reflects the revised Scope of Work, where text shown in red strikethrough indicates language removed from the original agreement and text shown in blue underlined font indicates language added or modified through this amendment.

1. PROJECT REPORT (MODIFICATION)

The original Project Report has been revised to incorporate:

- Evaluation of revised NPDES permit requirements;
- Additional treatment alternatives analyses;
- Reevaluation of wet-weather treatment performance;
- Updated project cost estimates; and
- Additional regulatory coordination and documentation.

Deliverables (Completed):

- Updated Draft Project Report (Completed)
- Final Project Report (Completed)

1. BASIS OF DESIGN REPORT AND CONCEPTUAL DESIGN (MODIFICATION)

The original scope anticipated development of 30% design documents. Based on the revised project approach and current funding objectives, the design effort has been modified to preparation of a Basis of Design Report and conceptual (10%) design package.

The BODR and conceptual design was prepared to support:

- Environmental documentation;
- Permitting activities;
- Project cost estimating;
- Future detailed design procurement;
- Funding application support.

Deliverables (Completed):

- Basis of Design Report (Completed)
- Conceptual (10%) Design Package (Completed)
- Updated Cost Estimate (Completed)

Detailed design services beyond the conceptual (10% design) level are excluded from the scope of work.

2. ENVIRONMENTAL COMPLIANCE (MODIFICATION)

All major environmental compliance tasks have been completed or are currently underway.

Remaining services include:

- One response package to Coastal Development Permit comments and requests for additional information; and

Deliverables:

- Draft CEQA Documents (Completed)
- Final CEQA Documents (Completed)
- Coastal Development Permit Application (Completed)
- Coastal Development Permit Response Package

3. CWSRF CONSTRUCTION FUNDING APPLICATION AND MANAGEMENT (MODIFICATION)

Additional effort is required to support funding coordination and project management activities associated with the revised project schedule.

Services include:

- Coordination with State Water Board staff;
- Responses to funding-related comments and requests;
- Funding application support;
- Preparation of the Fiscal Sustainability Plan;
- Coordination through draft and final Fiscal Sustainability Plan completion;
- Project management and progress reporting.

Deliverables:

- Financial Assistance Application for Construction (Completed)
- Draft Fiscal Sustainability Plan
- Final Fiscal Sustainability Plan
- Funding Coordination Support Documentation

EXCLUSIONS

The following services are not included within this amendment:

- Inflow and Infiltration (I&I) Study;
- Value Engineering;
- 30%, 60%, 90%, or Final Design Documents;
- Wastewater Rate Study;
- Debt Management Policy;
- Detailed design services;
- Construction phase services;

- Additional Coastal Development Permit response cycles beyond one response package.

SCHEDULE MODIFICATIONS

The project schedule has been revised to reflect the updated scope of services and remaining project deliverables. Key schedule updates include completion of the Revised Project Report, Basis of Design Report and Conceptual Design Package, Coastal Development Permit coordination and response activities, Draft and Final Fiscal Sustainability Plan, and continued support of the CWSRF Construction Funding Application process.

Exhibit A.3 reflects the revised project schedule and updated completion dates associated with the remaining scope of work.

BUDGET MODIFICATIONS

The amendment budget reflects the additional effort required to complete the revised Project Report, Basis of Design Report, regulatory coordination activities, Coastal Development Permit support, Fiscal Sustainability Plan preparation, and CWSRF funding coordination and support.

Exhibit B reflects the revised budget and funding amounts associated with this amendment.

All other tasks identified in the City's amendment request to the State Water Resources Control Board remain outside Jacobs' scope under this amendment unless specifically authorized through a future contract modification.

A.2 SCOPE OF WORK.

The Scope of work is updated as following:

ITEM	DESCRIPTIONS
1	Project Report
	1.1 Gather, review, and summarize as-built data, current and projected demands, and findings of inspections in a field report. - Plant-wide review of unit processes and equipment with emphasis on the following secondary and solids handling processes. - Rotating Biological Contr<u>actors</u> (RBC) Retrofit <u>Replacement</u> - Gather and review original RBC equipment design/criteria parameters and engineering drawings. Collect wastewater flow characteristics (maximum, average, and minimum) for the following: flow, biochemical oxygen demand (BOD; total and soluble), total suspended solids (TSS), volatile suspended solids (VSS), total Kjeldahl nitrogen (TKN), ammonia (NH₃), phosphorus, water temperature, pH, and alkalinity. - Confirm wastewater flow characteristics. Determine estimated population growth and include in design considerations. <u>Evaluate up to three (3) alternatives to replace the RBCs.</u> - Digester Rehabilitation/Replacement - Gather and review original biosolids tank designs criteria/parameters and engineering drawings. Verify process information including solids, loading rate, hydraulic loading, volatile solids reduction. Gather typical heating and mixing rates in primary tank. - Determine the structural integrity of the existing digester tanks and roofs. - Miscellaneous Improvements such as: - Replace valves and flow meters at the secondary clarifiers; - Heating, Ventilation, and Air Conditioning (HVAC) improvements to the belt filter press and administration buildings; - Replace two primary clarifier building; Install additional surveillance and security camera; and - Procure spare parts: such as an influent chopper pump and motor. 1.2 Prepare an Engineering <u>Project</u> Report in accordance with the Division's Requirements and guidelines for a CWSRF Construction funding application - Summarize the results of the findings from Item 1.1 above and recommended improvements including a description of the equipment that needs to be replaced, new or rehabilitated facilities, sizing, general locations, and planning-level budget estimates. - Review RBC components including the shaft, media, media support system, mechanical drives, bearings to determine if any components failed due to excess wear and tear due to the end of the useful life. Failure analysis will be incorporated to determine if any new components need to be upgraded to extend the useful life of the new equipment. A discussion with the manufacturer may be conducted if new media needs to be installed including configuration and destiny <u>density</u> to reduce operation and maintenance (O&M) costs.

	- Determine digester components that will need to be replaced to ensure operation is continued. Determine the footprint of the existing and new tanks and formulate a plan for demolition of the old tanks. Determine if additional concrete slabs will need to be installed to house new equipment or if existing space is adequate. Perform a cost benefit analysis to determine the number, size, type (floating or attached roof), and configuration of digesters to reduce O&M costs. - Include recommended upgrades to any design parameters and minimum design criteria. 1.3 Develop raw wastewater influent sampling work plan and execute sampling and laboratory analysis to establish influent flows and loads. 1.4 Perform onsite structural, corrosion, and process/mechanical inspections of the wastewater treatment plant and liquid and solids handling unit processes. <i>ITEM 1 SUBMITTAL:</i> a) Field Report b) Draft Engineering <u>Project</u> Report c) Final Engineering <u>Project</u> Report
2	Preliminary Plans, Specification, and Cost Estimate
	2.1 Prepare preliminary drawings <u>a Basis of Design Report</u> for the selected construction project, including cover sheet, updated process and instrumentation diagrams, technical specification, a total cost estimate to inform for the final design and CEQA documents. , and permits (county or local permits for construction). 2.2 Conduct surveying and/or geotechnical studies (if applicable). 2.3 Complete 30% plans and specifications (P&S) for the Selected Construction Project. <i>ITEM 2 SUBMITTAL:</i> a) <u>Basis of Design Report/ 10% Design and Cost Estimate</u> b) 30% P&S and Cost Estimate
3	Environmental Compliance
	3.1 Review the selected construction project for possible exemptions to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). 3.2 Develop a comprehensive project description, identify the level of potential environmental impacts, and prepare draft CEQA/NEPA documentation for the selected construction project including recommended mitigations measures, a mitigation monitoring and response plan (if applicable) and draft findings. 3.3 Complete all necessary environmental documents, including CEQA and Federal Cross-Cutter Documents, to satisfy the CWSRF Financial Assistance Application for Construction for Construction Requirements. 3.4 Prepare a Coastal Development Permit application for the selected construction

	project. <i>ITEM 3 SUBMITTAL:</i> a) Draft CEQA Documents b) Final CEQA Documents c) Draft Environmental Federal Cross-Cutter Documents d) Final Environmental Federal Cross-Cutter Documents e) Coastal Development Permit Application f) Coastal Development Permit Response Package
4	CWSRF Construction Funding Application and Management
	4.1 Prepare and submit a complete CWSRF Financial Assistance Application for Construction (General, Technical, Environmental, and Financial Packages, including supporting materials). 4.2 Monitor Project budget and schedule <u>for the duration of the project.</u> 4.3 Prepare and submit progress reports and reimbursement requests <u>for the duration of the project.</u> 4.4 Coordinate with State Water Board staff, attend Project meetings, provide status updates, and respond to questions. 4.5 Develop a Fiscal Sustainability Plan and Debt Management Policy. <i>ITEM 4 SUBMITTAL:</i> a) Financial Assistance Application for Construction b) Fiscal Sustainability Plan c) Debt Management Policy

A.3 SCHEDULE.

Failure to provide items by the due dates indicated in the table below may constitute a material violation of this Agreement. The Project Manager may adjust the dates in the "Estimated Due Date" column of this table, but Critical Due Date adjustments will require an amendment to this Agreement. The Contractor must complete and submit all work in time to be approved by the Division prior to the Work Completion Date. As applicable for specific submittals, the Contractor must plan adequate time to solicit, receive, and address comments prior to submitting the final submittal. The Recipient must submit the final Reimbursement Require prior to Final Reimbursement Request Date set forth below.

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
1	Project Report a) Field Report b) Draft Engineering <u>Project</u> Report	N/A N/A	Complete Complete

	c) Final Engineering Project Report	N/A	January 31, 2025 <u>Complete</u>
2	Preliminary Plans, Specifications and Cost Estimate a) <u>Basis of Design Report/ 10% Design and Cost Estimate</u> b) 30% P&S and Cost Estimates	N/A N/A	<u>Complete</u> June 30, 2025
3	Environmental Compliance a) Draft CEQA Documents b) Final CEQA Documents c) Draft Environmental Federal Cross-Cutter Documents d) Final Environmental Federal Cross-Cutter Documents e) Coastal Development Permit Application f) <u>Coastal Development Permit Response Package</u>	N/A N/A N/A N/A N/A	January 31, 2025 <u>Complete</u> February 28, 2025 <u>Complete</u> March 31, 2025 December 31, 2024 April 30, 2025 <u>Complete</u> <u>September 30, 2026</u>
4	CWSRF Construction Funding Application and Management a) Financial Assistance Application for Construction b) Fiscal Sustainability Plan c) Debt Management Policy	N/A N/A N/A	December 31, 2024 <u>Complete</u> October 31, 2024 <u>December 31, 2026</u> October 31, 2024
EXHIBIT B – REIMBURSEMENTS, BUDGET DETAIL, AND REPORTING PROVISIONS			
REIMBURSEMENTS			
	Final Reimbursement Request	February 28, 2026 <u>May 31, 2028</u>	N/A
REPORTS			
	Progress Reports	N/A	Quarterly
	As Needed Reports	TBD	N/A

The Contractor must deliver any request for extension of the Work Completion Date no less than 90 days prior to the Work Completion Date.

Assumptions:

- **Project Report Revisions**
 The revised Project Report shall be limited to incorporation of additional evaluations, alternatives analyses, cost estimate updates, and modifications required to address NPDES Permit Order R1-2023-0039, Time Schedule Order R1-2025-0015 requirements.
- **Basis of Design Report and Conceptual Design**
 The Basis of Design Report (BODR) and conceptual design package are intended to support environmental review, permitting, planning-level cost estimating, funding applications, and future project development. Deliverables prepared under this amendment are not intended to constitute 30%, 60%, 90%, final design, bid documents, or construction documents.
- **Future Design Services**
 Detailed design, preparation of plans and specifications beyond the conceptual level, bidding support, engineering during construction, construction management, startup, commissioning, and post-construction services are excluded from this amendment and may be authorized under a future agreement.
- **Fiscal Sustainability Plan**
 Jacobs will prepare a draft and final Fiscal Sustainability Plan consistent with current CWSRF requirements. This scope assumes the City will provide available financial information, rate information, capital planning information, and other supporting documentation necessary to prepare the deliverable in a timely manner.
- **Debt Management Policy**
 Preparation of a Debt Management Policy is specifically excluded from Jacobs' scope under this amendment and shall remain the responsibility of the City unless otherwise authorized through a future contract modification.
- **Coastal Development Permit Support**
 Jacobs shall provide one response package to Coastal Development Permit comments and requests for additional information. Additional response cycles, hearings, permit appeals, or significant redesign resulting from agency comments are excluded and may require additional authorization.
- **State Water Board Coordination**
 The scope includes reasonable support and coordination with State Water Resources Control Board staff through completion of the draft and final Fiscal Sustainability Plan and current CWSRF funding application activities. Significant additional coordination, analyses, or deliverables requested by regulatory

agencies beyond those identified herein may require additional scope and budget.

- **Inflow and Infiltration Study**
Although included within the City's funding amendment request to the State, an Inflow and Infiltration (I&I) Study is not included within Jacobs' scope under this amendment.
- **Reliance on Existing Information**
Jacobs will rely upon information, reports, studies, survey data, utility information, operational data, and other information provided by the City, regulatory agencies, and third parties without independent verification unless otherwise specifically identified in the scope of work.
- **Schedule**
The project schedule assumes timely review and response by the City, regulatory agencies, and funding agencies. Schedule impacts resulting from agency review durations, permitting delays, or delayed City decisions are outside Jacobs' control.

EXHIBIT B – COMPENSATION

B.4 BUDGET COSTS

Budget costs are contained in the Summary Project Cost Table below:

LINE ITEM	TOTAL ESTIMATED COSTS	PROJECT FUNDING AMOUNT
Project Report	\$291,844 <u>\$560,000</u>	\$291,844 <u>\$560,000</u>
Preliminary Plans, Specifications, and Cost Estimate	\$442,000	\$442,000
Environmental Compliance	\$158,000	\$158,000
CWSRF Construction Funding Application and Management	\$59,399 <u>\$90,000</u>	\$59,399 <u>\$90,000</u>
TOTAL	\$951,243 <u>\$1,250,000</u>	\$951,243 <u>\$1,250,000</u>



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: JULY 20, 2026

**SUBJECT: NOTICE OF COMPLETION FOR THE LIGHTHOUSE COVE –
RESTROOM REMODEL PROJECT**

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and authorize the City Manager to sign and file a Notice of Completion for the Lighthouse Cove – Restroom Remodel Project (Contract #2026-1075)

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 the mid 2000's, the City took over the management of what was then the Shoreline RV Park and began to directly oversee its operations.

After receiving an Economic Development Agency 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 the customer experience including the layout of sites, upgrades to utilities, and improved amenities.

During a 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.

In an effort to remedy the future projections issue, City Staff applied for and received a grant through the State Coastal Conservancy for \$835,000.

This grant was accepted by City Council through Resolution No. 2024-102 on December 16, 2024. This grant funding will be utilized on 3 projects at the RV park:

- Lighthouse Cove bathroom remodel, to serve all patrons of the RV Park.

- Install two prefabricated ADA compliant cabins along Elk Creek within the park to be available for short-term rentals.
- Lighthouse Cove apartment remodel so it is rentable. This unit could not be rented previously as the City did not have an alternate ADA compliant facility available.

The three additional short-term rental options project an increase in park revenues. The Park’s public restroom remodel will provide an updated and clean environment for all park guests, enhancing the visitor experience, which will in turn increase occupancy, therefore also increasing park revenues.

With the above grant funding and the previous additional funding allocations authorized the Council, the current project budget is as follows:

Restrooms Remodel – Phase 1 (including design, permitting, restroom rental, and June 15, 2026 Resolution for increasing project funding for the restroom remodel)	\$ 279,100
Cabins – Phase 2 (including design and permitting)	\$ 405,700
Apartment Remodel – Phase 3 (including design, permitting, construction, April 20, 2026 budget adjustment, and June 15 Resolution for increasing project funding for the apartment exterior stairs)	\$ 405,600
Total cost for grant deliverables and expanded scope of improvements	\$ 1,090,400

ITEM ANALYSIS

Phase 1 of this grant was the Restroom Remodel Project, which was completed on June 29, 2026. City staff recommend City Council to approve and authorize the City Manager to sign and file a Notice of Completion for the Lighthouse Cove – Restroom Remodel Project.

RH Construction’s base bid of \$194,500.00 included the reconstruction of the showers, toilet stalls, partitions, flooring, and countertops/sinks for both the men’s and the women’s restrooms per the bid plans and specifications.

There were several change orders required due to code required upgrades, unforeseen conditions, and environmental health standards. Below is a summary of costs incurred from the project including the cost of the temporary restrooms/showers the City provided during construction.

3

NOTICE OF COMPLETION FOR LIGHTHOUSE COVE RESTROOM REMODEL
PROJECT
July 20, 2026

Cost Item	Sub Item	Description		Actual Costs
Base Bid		RH Construction		\$ 194,500.00
Contract Change Order 1				\$ 20,805.80
	RH CO#2	Bathroom partitions were changed from CGL to Phenolic, due to concerns about CGL longevity in the wet environment. CGL was specified on the plans, but during the submittal process discovered CGL does not hold up well in wet environments.	\$ 887.80	
	RH CO#3	ADA ramp alterations, new prehung HM doors/frames at the entry doors, railing modifications, and paint. This was required due to a change in ADA requirements, since the last remodel. This was a required code upgrade, which was discovered during the construction process.	\$ 19,918.00	
Contract Change Order 2				\$ 9,248.00
	RH CO #4	FRP added along back wall in each restroom. This was required for environmental health standards to provide a cleanable surface. Once the existing CMU bath partitions were demo'd the back wall in each restroom was not a smooth and cleanable surface.	\$ 7,270.00	
	RH CO #5	Existing sanitary sewer pipe above the ceiling (serving the bath tub in the above apartment) was found to have a sag, and the existing joist was cut in half. This CO included demo and patchback of ceiling drywall, replacement of (1) second story floor joist, and plumbing corrections.	\$ 1,978.00	
Temporary Restrooms>Showers				\$ 33,836.50
Total Actual Construction Costs Incurred on the Restroom Remodel:				\$ 258,390.30

FISCAL ANALYSIS

Filing a notice of completion does not have a direct fiscal impact. The final 5% retention payment which was withheld from each progress payment and is currently held in a separate City account will be released 30 days after the notice of completion is recorded.

RH Construction completed the project ahead of schedule by one week, and \$20,210 under budget forecast for Phase 1 (Restroom Remodel). This \$20,210 will stay in the CIP account as project contingency until all grant related work has been bid, contracted, and completed. If this contingency does not need to be used during construction of Phases 1-3, the funds can be returned back to the RV Park fund balance.

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.

ATTACHMENTS

1. Draft Notice of Completion

Recording requested by
And after recording, return to:

City of Crescent City
Public Works Department
377 J Street
Crescent City, CA 95531

*Exempt from recording fees per Gov. Code § 27383
Exempt from SB 2 fees per Gov. Code § 27388.1(a)(2)(D)*

**NOTICE OF COMPLETION AND ACCEPTANCE OF PUBLIC WORKS PROJECT
CONTRACT # 2026-1075**

NOTICE IS HEREBY GIVEN by the City of Crescent City, that the Contract for the project entitled the **LIGHTHOUSE COVE – RESTROOM REMODEL PROJECT** (Contract # 2026-1075) which was let to:

**RH CONSTRUCTION
PO Box 201
RIO DELL, CA, 95562**

as contractor, was completed on June 29, 2026 and accepted by the City Council of the City of Crescent City on July 20, 2026. The name and address of the owner of the property referred to above is the **City of Crescent City, 377 J Street, Crescent City, CA 95531** and the nature of the interest of the owner in the said property is fee. The work consisted of demolition of the both restrooms interiors, minor re-framing, mechanical and plumbing rough in alterations, and installation of all new finishes and bathroom accessories in the public restrooms. This work took place at the Lighthouse Cove RV Park, 900 Sunset Circle, Crescent City, CA, 95531.

The project for public works improvements and the property on which said improvements are located at parcel number 118020031000 in the City of Crescent City, County of Del Norte, State of California; and recorded on May 16, 1965 in Book 4 of Maps at page 218, Records' file number 4128 in the office of the County Recorder of Del Norte County, California.

VERIFICATION

I, the undersigned, declare that I am the City Manager of the City of Crescent City and that I have read the foregoing notice and know the contents thereof and that the same is true to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is true and correct.

Executed at Crescent City, California on this 21st day of July, 2026.

By: _____
Eric M. Wier, City Manager

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.
--

State of California
County of Del Norte

On _____ before me, _____, Notary Public

personally appeared _____, who
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal. [seal]

Signature

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: JULY 20, 2026

SUBJECT: ELK VALLEY RANCHERIA HOTEL: WATER CAPACITY ANALYSIS

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Approve and adopt Resolution No. 2026-54, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2026-27 BUDGET OF THE CITY OF CRESCENT CITY
- Approve and authorize the City Manager to sign the Agreement for Commission of a Water Model between the Elk Valley Rancheria, California and the City of Crescent City
- Approve and authorize the City Manager to sign Task Order #8 with Stover Engineering for a Water Capacity Study

BACKGROUND

On April 22, 2022, Elk Valley Casino opened at its new location on Elk Ranch Road. The Casino is connected with a 12" domestic water and fire suppression main line to the existing Bertsch-Ocean View Community Service District 8" water main at the intersection of Darby Street and Roy Avenue.

As part of the approved Water Wheeling Fee Agreement between the City of Crescent City and the Bertsch-Ocean View Community Services District (BOV CSD), a 12" water meter and a water pressure recorder was installed at the south end of Darby Street in the County right of way before entering Elk Valley Rancheria's sovereign land. The meter and pressure recorder are being utilized for monitoring volume and water line pressure near the connection point. These instruments can be used to track any potential water leaks or other issues on the served property that could potentially be detrimental to BOV CSD customers. The billing meter reads come from each facility as they are individually metered, which provides a more accurate measurement of volume.

Prior to the City providing the property with water service, the City commissioned a capacity analysis of the BOV CSD water distribution system. A technical memorandum was completed March 14, 2022 by Kennedy Jenks. For this analysis the Kennedy Jenks engineering group, working through Stover Engineering, created a forecasted water model by calculating the Tribe's casino and convenience store/fuel station anticipated water consumption. This technical memorandum included the relevant water model results on the supply of water to the BOV CSD tank and water availability for all users receiving their supply from the tank. This 2022 capacity analysis showed that there was sufficient excess capacity in the BOV CSD distribution system for the City to wheel water to the Casino and fuel station.

ITEM ANALYSIS

The Elk Valley Rancheria is prepared to move forward with its hotel project on the same parcel as the casino and fuel mart. Prior to wheeling additional water through the BOV CSD distribution system, the City must confirm that there is sufficient capacity within the system. The updated water model will include the actual 2026 BOV CSD water usage quantities, actual consumption volumes for Elk Valley Rancheria's casino and convenience store/fuel station, and the forecasted water demand of the new hotel project which will be calculated based on the number of rooms, bathrooms and additional facilities included within the new hotel project.

Stover Engineering has received pricing for the updated water model from Kennedy Jenks. The quote provided for Task Order #8 for the update and reporting is a not-to-exceed budget of \$16,500.

Staff recommends that the City Council approve the Agreement for Commission of a Water Model Between the City and Elk Valley Rancheria pursuant to which the Elk Valley Rancheria will reimburse the City for the cost of the water model up to the not-to-exceed budget of \$16,500. A future agreement between the City and the Elk Valley Rancheria is anticipated to come before the Council that will set forth the terms upon which the City will supply the Tribe's hotel project with municipal water by wheeling it through the BOV CSD water distribution system. This agreement would include conditions dictated by the analysis generated by this updated water model.

FISCAL ANALYSIS

The agreement between the Elk Valley Rancheria and the City of Crescent City is for full reimbursement of this updated Capacity Analysis. The City is to contract with Stover Engineering for analysis and reporting and then be reimbursed for actual costs by Elk Valley Rancheria. To accomplish this, a budget amendment is required for the increase of expenses and the matching revenue.

STRATEGIC PLAN ASSESSMENT

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

- A. Enhance collaboration with other agencies and the community to better aid the public.
- D. Provide and maintain an efficient, adequate infrastructure to provide for both current and future community needs.

GOAL 2: PROMOTE A THRIVING LOCAL ECONOMY

- L. Supporting community partners whenever and wherever possible in their vitalization efforts.

ATTACHMENTS

1. Resolution No. 2026-54
2. Agreement for Commission of a Water Model with Elk Valley Rancheria
3. Stover Engineering Task Order #8

RESOLUTION NO. 2026-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2026-27 BUDGET OF THE CITY OF CRESCENT CITY

WHEREAS, the budget for the fiscal year beginning July 1, 2026, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held there on the 15th day of June 2026; and

WHEREAS, the City Council adopted said budget by way of Resolution No. 2026-47 and has the authority to amend said budget from time to time; and

WHEREAS, the City has a State permit to provide municipal water to properties within its designated “place of use”; and

WHEREAS, the City wheels water through the Bertsch Ocean View Community Service District’s (BOV CSD) water distribution system to the Elk Valley Rancheria’s Martin Ranch parcel for a casino and fuel mart; and

WHEREAS, the Tribe now desires to construct a hotel on the same property, which will require additional water; and

WHEREAS, prior to the City wheeling additional water to the Tribe, an updated capacity analysis is necessary to confirm sufficient capacity in the BOV CSD distribution system for the City to wheel additional water; and

WHEREAS, the Water Fund shall pay for the updated water model analysis and reporting, and then be reimbursed by the Elk Valley Rancheria; and

WHEREAS, fulfillment of these priorities requires an amendment to the City’s Fiscal Year 2026-2027 budget.

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

1. That the Fiscal Year 2026-27 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

	Revenue Increase (Decrease)	Expense Increase (Decrease)
Water Fund	\$16,500	\$16,500

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 20th day of July 2026 by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk

**Agreement for Commission of a Water Model
Between the Elk Valley Rancheria, California
and the City of Crescent City**

This Agreement is entered into by and between the Elk Valley Rancheria, California, a federally-recognized Indian Tribe (“the Tribe”), and the City of Crescent City, a California municipal corporation (“the City”). The Tribe and the City shall collectively be referred to in this Agreement as the “Parties.”

WHEREAS, the City is a provider of municipal water services and wastewater treatment; and

WHEREAS, the City provides water and wastewater treatment services to the Tribe’s property known as the “Martin Ranch” (referred to herein as the “Property”) pursuant to an Agreement for Potable Water Wheeling and Wastewater Services entered into between the Parties April 6, 2015 and amended October 5, 2020; and

WHEREAS, the City’s provision of water and wastewater services to the Property was approved by the Del Norte Local Agency Formation Commission in 2016; and

WHEREAS, the Tribe has since constructed a casino and fuel mart on the Property, which are currently receiving municipal water and wastewater treatment from the City; and

WHEREAS, the Tribe is preparing to construct a hotel on the Property, which will require additional water and wastewater services; and

WHEREAS, because the City is wheeling water through the water distribution system owned by Bertsch Ocean View Community Services District (“BOV CSD”) pursuant to the authority of Water Code Section 1810 et seq., a study on the available capacity of the BOV CSD system is required.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and sufficient consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

1.0 RECITALS. The recitals herein are true and incorporated into this Agreement.

2.0 STUDY. The City will procure competent professionals to conduct a study to determine the excess capacity of the BOV CSD distribution system (“Water Model”) for purposes of determining or confirming the City’s ability to provide municipal water to the Tribe for the proposed hotel project pursuant to Water Code 1810 et seq.

3.0 PAYMENT. The Tribe will reimburse the City for the cost of the Water Model in an amount not to exceed \$16,500.00, within 30 days of receiving an invoice from the City.

4.0 NEXT STEPS. Following the completion of the Water Model, the Parties will negotiate in good faith an Amendment to the for Potable Water Wheeling and Wastewater Services pertaining to the provision of municipal water and wastewater treatment services for the Tribe’s hotel project.

5.0 GENERAL PROVISIONS.

5.1 Effective Date. The effective date of this Agreement is its date of execution.

- 5.2 Notice.** Any legal notices issued pursuant to this Agreement must be made in writing and either hand-delivered or sent by first class mail, postage prepaid, and addressed as follows:

If to City:

City of Crescent City
Attn: City Manager
377 J Street
Crescent City, CA 95531

If to Tribe:

Elk Valley Rancheria
Attn: Crista Stewart
2322 Howland Hill Rd.
Crescent City, CA 95531

- 5.3 No Third-Party Beneficiaries.** None of the provisions of this Agreement may be construed as existing for the benefit of any party not a party to this Agreement. There are no third-party beneficiaries to this Agreement.
- 5.4 Limited Waiver of Sovereign Immunity.** For the limited purposes of interpreting and enforcing this Agreement, the Tribe hereby voluntarily waives its sovereign immunity.
- 5.5 Governing Law and Forum.** This Agreement will be governed by and interpreted in accordance with the laws of the State of California. Any legal action brought to interpret or enforce the provisions of this Agreement must be brought in Del Norte County Superior Court.
- 5.6 Attorney's Fees.** The prevailing party in any legal action brought to interpret or enforce the provisions of this Agreement will be entitled to an award of reasonable attorney's fees and costs.
- 5.7 Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, then it is the intent of the parties that the remaining provisions of this Agreement continue in full force and effect.
- 5.8 Entire Agreement.** This Agreement represents the entire agreement of the parties with respect to the subject matter contained herein. Any previous negotiations, discussions, or oral agreements are hereby superseded by the contents of this Agreement.
- 5.9 Execution.** Each of the signatories hereto warrants and represents that he or she has been duly authorized to execute this Agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed on the date last written below at Del Norte County, California.

ELK VALLEY RANCHERIA, CALIFORNIA

Dale Miller, Tribal Council Chairman

Date: _____

CITY OF CRESCENT CITY

Eric Wier, City Manager

Date: _____

APPROVED AS TO FORM:

Martha D. Rice, City Attorney

Task Order 8 to Master Agreement

CLIENT: City of Crescent City

AGREEMENT FOR PROFESSIONAL SERVICES DATE: May 16, 2022

STOVER ENGINEERING JOB NUMBER: 4852.08 – BOVCSD Capacity Study

SERVICES TO BE PERFORMED:

Stover Engineering, in association with Kennedy Jenks Consultants, (collectively Consultant) will provide the scope of services described below. The goal of this effort is to determine the excess existing capacity within the Bertsch Oceanview Community Services District (BOVCSD) distribution system to convey water to the proposed Elk Valley Rancheria Hotel.

Task 1 – Project Management and Quality Control

Provide coordination with City of Crescent City (City) and consultant team, prepare monthly invoices, produce project schedule, and conduct internal Quality Control reviews of all deliverables. Project coordination will include monthly communication with City to discuss status of project scope, schedule, and budget.

Task 1 Assumptions:

- Budgeting for this task assumes a project duration of 2 months.
- No site visits by Consultant staff are included in this scope of work.

Task 1 Deliverables:

- Monthly invoices and project update phone calls.

Task 2 – Capacity Evaluation

2.1 – Data Collection

Consultant will review reports, maps, and data provided by the City as it relates to the BOV distribution system. It is anticipated that the City will provide the following:

- Parcel/Development Maps and Documents showing the location and layout of the Elk Valley Rancheria Hotel.
- BOVCSD monthly flow data.
- Monthly flow data for the existing Elk Valley Rancheria casino/fueling center and fire flow requirements.
- Projected demands and fire flow requirements for the proposed Elk Valley Rancheria hotel.
- Other relevant documents.

2.2– System Analysis

Consultant will utilize the hydraulic model developed under Stover Job Number 4594.06 and updated under Stover Job Number 4594.20 to determine if there is excess capacity within the existing system to serve the

proposed Elk Valley Rancheria hotel. For the BOVCSD facilities that will directly serve the Elk Valley Rancheria hotel, the following analysis will be provided:

- Available unused capacity
- 70% of available unused capacity
- Additional required facilities, if required

It is assumed that the analysis will be conducted under existing maximum day demand conditions. Consultant will globally adjust BOVCSD system demand to match current flow data provided by the City.

2.3 – Capacity Analysis Technical Memorandum

A draft Capacity Analysis Technical Memorandum (TM) will be prepared to summarize the work developed under this task order. A final version of the TM will be prepared based on comments received from the City on the draft TM.

Task 2 Deliverables:

- System analysis maps in electronic format (PDF)
- Draft and final TM in electronic format (Word, PDF)

EXCLUDED ITEMS WITHOUT AUTHORIZATION:

- Design, Permitting, Bidding and Construction Phase Services.

COMPENSATION:

Client agrees to compensate Consultant as follows:

Time and expenses in accordance with the attached 2026 Standard Rates and Charges not to exceed \$16,500 without the express written authorization of Client.

CONDITIONS AND OTHER PROVISIONS:

This Task Order shall be made to the original Agreement between Client and Stover Engineering on the date referenced above. All other conditions and provisions of Agreement shall remain in full force and effect.

APPROVED

CLIENT:

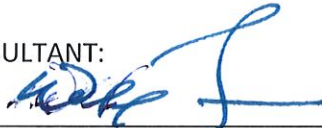
BY: _____

NAME: _____

TITLE: _____

DATE: _____

CONSULTANT:

BY:  _____

NAME: Wayne L. Stover

TITLE: Principal

DATE: 6-4-26

[End of Task Order]

Stover Engineering Standard Rates and Charges for Services

1. The following maximum hourly rates for professional services are to be charged as compensation for services rendered (actual rates invoiced will be based on individual performing the services):

Principal Engineer	\$176.00/hour	Project Engineer/Surveyor	\$175.00/hour
Staff Engineer/Surveyor	\$168.00/hour	Assistant Engineer/Surveyor	\$137.00/hour
Sr. Engineer/Survey Tech	\$137.00/hour	Engineer/Survey Technician	\$120.00/hour
Clerical	\$ 85.00/hour	Expert Witness	\$350.00/hour (Depositions/Hearings 2 HR min)
Construction Manager	\$176.00/hour		

Services subject to State or Federal Prevailing Wages

Ask for up-to-date Quote

(See Note 6 below)

2. In addition to the hourly professional service rates, the following direct charges shall be made:

CADD Plots on Bond	\$2.00 per 24"x36" sheet
Digital Scan	\$3.00 per 24"x36" sheet
Digital Copies/Prints	\$2.00 per 24"x36" sheet plus Scan
Ink on Mylar Original Plots	\$20.00 per 24"x36" sheet
Photocopies	\$0.15 per single sided page
Photocopies (Color)	\$0.80 per single sided page
Mileage	Current government rate per mile traveled
Automatic Level	\$25.00 per day
Total Station	\$80.00 per day
Survey Monument and Cap (5/8" Rebar, Plastic Cap)	\$10.00 each
Turbidimeter/ph Meter for SWPPP QSP	\$12.00 per Rain Day
Other Direct Expenses	Cost plus 10%

3. MATERIALS TESTING

Field Compaction Testing (ASTM 2922, Cal 231)	Staff Time + Mileage + Gauge
Nuclear Gauge	\$50.00/hr
Concrete Field Sampling (ASTM C-31, C-143)	Staff Time + Mileage
Other Tests not listed above or by another firm	Staff Time or Negotiated Fee

4. Overtime, which is requested by the Client or necessary by law, will be charged at 130% of the applicable hourly service rates.
5. Unless specified otherwise within this Agreement, subconsultants and subcontractors nominally will be cost plus 10% for their own rates, which may be higher than Consultant's Rates listed above.
6. Unless expressly conditioned in the Agreement, all work performed under this Agreement is professional in nature and Client expressly agrees that it is not subject to payment of State or Federal prevailing wages. Client agrees that if it is subsequently determined at a later date that portions of the work are subject to prevailing wages and must be paid to employees, Consultant shall be additionally compensated by Client the cost difference between the regular wage paid and prevailing wage to be paid times 1.35, plus the cost of any fines levied for violation of prevailing wage laws, plus reasonable and necessary legal fees and costs for defense related to prevailing wage issues.

These rates are effective until 1 January 2027 when at such time they may be modified.

Maximum rates are subject to increase not more than 5% per year thereafter.

[End of Standard Rates and Charges]

Client/Address: Stover Engineering
711 H Street
Crescent City, CA 95531

Proposal Date: June 2, 2026

Schedule of Charges

Date: 2026 Labor Rates

PERSONNEL COMPENSATION

Classification	Hourly Rate
Engineer-Scientist-Specialist 1.....	\$135
Engineer-Scientist-Specialist 2.....	\$160
Engineer-Scientist-Specialist 3.....	\$180
Engineer-Scientist-Specialist 4.....	\$204
Engineer-Scientist-Specialist 5.....	\$228
Engineer-Scientist-Specialist 6.....	\$252
Engineer-Scientist-Specialist 7.....	\$275
Engineer-Scientist-Specialist 8.....	\$300
Engineer-Scientist-Specialist 9.....	\$320
Senior CAD-Designer	\$195
CAD-Designer	\$175
Senior CAD-Technician	\$150
CAD-Technician	\$125
Project Assistant.....	\$120
Administrative Assistant.....	\$110

In addition to the above Hourly Rates, an APC charge of \$7.50 per hour will be added to Personnel Compensation for costs supporting projects including telecommunications, software, information technology, internal photocopying, shipping, and other support activity costs related to the support of projects.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- Consultants, soils engineers, surveyors, contractors, and other outside services.
- Rented vehicles, local public transportation and taxis, travel and subsistence.
- Project specific telecommunications and delivery charges.
- Special fees, insurance, permits, and licenses applicable to the work.
- Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

If prevailing wage rates apply, the above billing rates will be adjusted as appropriate.

Overtime for non-exempt employees will be billed at one and a half times the Hourly Rates specified above.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective 1 January 2026 through 31 December 2026. After 31 December 2026, invoices will reflect the Schedule of Charges currently in effect.



CITY COUNCIL AGENDA REPORT

TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL

FROM: ERIC WIER, CITY MANAGER

BY: ROBIN ALTMAN, CITY CLERK/ADMINISTRATIVE ANALYST

DATE: JULY 20, 2026

SUBJECT: VOTING DELEGATE DESIGNATION FOR THE LEAGUE OF CALIFORNIA CITIES 2026 ANNUAL CONFERENCE

RECOMMENDATION

- Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Mayor to appoint and Council to confirm the Mayor's appointment of a Council Member to be the voting delegate and a Council Member to be an alternate voting delegate to represent the City at the 2026 League of California Cities Annual Conference.

BACKGROUND

Every year, the League of California Cities hosts the Annual Conference and during this conference, the League usually presents their Resolutions Packet. These resolutions are given to cities throughout California for their Council to review and take a position, so the voting delegate can represent the City's position at the conference.

ITEM ANALYSIS

This year no resolutions have been submitted to the League of California Cities for approval by the deadline. However, because resolutions can be introduced by members onsite and heard by the delegates present during the General Assembly, the City will need to appoint a delegate. Council Member Greenough and Mayor Pro Tem Tinkler will be attending the conference this year.

FISCAL IMPACT

Appointing a voting delegate will not have a fiscal impact.

ATTACHMENTS

1. Memo from the League of California Cities



LEAGUE OF
**CALIFORNIA
CITIES**

Council Action Advised by September 1, 2026

DATE: Wednesday, May 13, 2026

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Sept. 23-25, 2026
Anaheim Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Friday, Sept. 25, 2026 the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through the online submission portal by Tuesday, Sept. 1, 2026. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration opens June 2.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and



LEAGUE OF
**CALIFORNIA
CITIES**

alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Anaheim Convention Center, will be open at the following times: Wednesday, Sept. 23, 8:00 a.m.-6:00 p.m. and Thursday, Sept. 24, 7:30 a.m.-4:00 p.m. On Friday, Sept. 25, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Tuesday, Sept. 1. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly



General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI, Sec. 5(f).