



MINUTES
REGULAR CITY COUNCIL MEETING
FLYNN CENTER
981 H STREET
CRESCENT CITY, CA 95531

Monday June 21, 2010 5:00 p.m.

Call to Order Mayor Schellong called the meeting to order in open session at 6:04 p.m.

Roll Call Council Members present: Burns, Westfall, Slert, Murray and Mayor Schellong
Others present: City Manager Rod Butler, Deputy City Clerk Robin Patch, City Attorney Robert Black, Associate Engineer/Utilities Director Eric Wier, Police Chief Doug Plack, Police Lieutenant Garrett Scott, Housing Authority Executive Director Susie Mendez, Public Works Director Jim Barnts, Fire Chief Steve Wakefield, and Finance Director Ken McDonald

Pledge of Allegiance Mayor Pro Tem Dennis Burns

PUBLIC COMMENT ON CLOSED SESSION ITEMS

1. CLOSED SESSION

- Conference with Labor Negotiator: Rod Butler, Crescent City Management Employees Association (Gov't Code § 54956.8)
- Conference with Labor Negotiator: Rod Butler, Crescent City Employees Association (Gov't Code § 54956.8)
- Conference with Labor Negotiator: Rod Butler, Clerical Employees of Crescent City (Gov't Code § 54956.8)
- Real Property Negotiations; Negotiator Rod Butler; APN 118-170-02, APN 118-260-12 (Gov't Code § 54956.8)
- Existing Litigation (Gov't Code § 54956.9 subdivision (a)) (Four cases: Barber vs. City of Crescent City, USDC Northern District of California, Case #08-CV-04883-WDB; Misti Cardenas vs. City of Crescent City, et. al., USDC CV08-4053; Sanches vs. City of Crescent City, USDC CV08-5663); City of Crescent City vs. Westfall, Del Norte Superior Court, No. CVUJ 10-1134; Potential Litigation (Gov't Code § 54956.9 subdivision (b)) (Two cases)
- Liability Claim – Claimant: Donna Westfall, agency claimed against City of Crescent City et al.

Mayor Schellong called the meeting to order in closed session at 5:05 p.m. with all four Council Members present. There were no public comments on closed session items. Council Member Westfall arrived at 5:08 p.m. and joined the closed session already in progress. *Council Member Westfall left the closed session at 5:45 p.m.* City Attorney Bob Black reported that no final actions were taken on closed session items.

ACKNOWLEDGEMENTS-

2. Oath of office for Lieutenant Garrett Scott.

Mayor Schellong thanked everyone in attendance that came to show support for Lt. Scott. She then asked for a moment of silence in memory of Del Norte County Auditor/Controller Christie Babich.

Chief Plack gave a detailed overview of Lt. Scott's career and many accomplishments with the Crescent City Police Department and then administered the Oath of Office. Council Member Slert stated the Council's pleasure to welcome him as the new Lieutenant and all is better because of his new position. Council Member Murray stated it was an honor and offered her congratulations, Council Member Westfall stated it was good to get to know Lt. Scott and she'd like another ride-a-long, Mayor Pro Tem Burns remembers Lt. Scott from their high school days at Sunset and expressed his pride in Lt. Scott representing the citizenry of Crescent City, Mayor Schellong stated that she has known the Scott family for quite some time. She stated that she has always respected Lt. Scott, he's dependable, and someone everyone can trust. Lt. Scott thanked everyone for coming and showing him their support.

3. Acknowledge retirement of Housing Authority Executive Director Susie Mendez.

Mayor Schellong expressed her appreciation for Housing Authority Executive Director Mendez. The entire City Council left the dais and stood at the podium with Director Mendez and presented her with a beautiful framed print of the Enderts Overlook. Dir. Mendez thanked the Council for their support of the Housing Authority. Council Member Burns stated he remembered all of her 100%'s for the HA. The Council then returned to their seats at the dais. *Council Member Westfall left the dais at 6:24 p.m.* City Manager Butler announced that Director Mendez had been mentoring Housing Programs Supervisor Megan Miller as her replacement. He stated that Mrs. Miller will be the interim Housing Authority Director with Ms. Mendez being a Consultant upon retirement. *Council Member Westfall returned to the dais at 6:28 p.m.*

CONSENT CALENDAR

4. Approval of the regular minutes of the June 7, 2010 Crescent City Council meeting.
5. Approval of warrant claims list for the period June 8, through June 21, 2010.
6. Approval of biweekly payroll reports for the period ending June 5, paid June 11, 2010.
7. Approve the Memorandum of Understanding between the City of Crescent City and the Crescent City Management Employees Association for the period of July 1, 2010 – June 30, 2012.

Consider and approve a resolution entitled, RESOLUTION NO. 2010-14 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY MANAGEMENT EMPLOYEES' ASSOCIATION (CCMEA) FOR THE PERIOD JULY 1, 2010 THROUGH JUNE 30, 2012.

8. Receive and file the April 2010 General Ledger Operating Report.

9. Consider and approve a resolution entitled, RESOLUTION NO. 2010-15 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA SELECTING THE ANNUAL ADJUSTMENT FACTORS FOR THE CALCULATION OF THE 2010-2011 APPROPRIATIONS LIMIT FOR THE CITY OF CRESCENT CITY. (Ken McDonald)

On a motion by Council Member Burns, seconded by Council Member Slert and unanimously carried 5-0, the City Council of the City of Crescent City approved and adopted the consent calendar, consisting of items 4 – 9 with corrections as noted.

Minutes correction by Slert – page 5 – middle of page “it is his understanding that she has been harassing”...should be “he wants” (it was Mr. Miles speaking). Page 9 – ¼ up from bottom of page – Council Member Slert also stated that on the Joint Fire/City meeting that he was quoted as saying “at the next joint meeting” and he stated it should be “asap” instead of waiting for the next meeting regarding the notion that the City should start charging for inspections performed by Fire Chief Wakefield, on page 10 – 2nd to bottom paragraph, motion 2nd was a “?” instead of a name, Council Member Murray pointed out that on page 2 – the spelling of last name of new Triplicate reporter should be “Hansen” not “Hanson”.

ADJOURN TO CRESCENT CITY HOUSING AUTHORITY

10. See attached agenda. (Susie Mendez)

ADJOURN TO CRESCENT CITY REDEVELOPMENT AGENCY

11. See attached agenda. (Rod Butler)

12. PUBLIC HEARING(S) -

NOTE: If you challenge the decision of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing. (Gov't Code § 65009)

- Conduct a public hearing regarding the FY 2010/2011 CDBG General Allocation Application. (Charlaine Mazzei)

Council Member Murray recused herself from the first portion of the public hearing at 7:22 p.m.

City Attorney stated he is a member of the CASA Board and cannot make any decisions regarding this grant. Charlaine Mazzei went over the public works, public services and housing allocations allowed for this particular grant; the limit being \$400,000 for public services. Discussion was held in detail regarding finding grant money for Public Works projects and the grant writing process. Mayor Schellong suggested for a future grant process to help fund the County Mental Health Department as they handle a lot of the City's Mental Health clients. Mayor Pro Tem Burns stated that we need to look at every nickel we can to help the City in these current economic times. Council Member Westfall asked for an explanation on the 51% eligibility for senior citizens. Mayor Schellong thanked Ms. Mazzei for her work for the grant process. Council Member Slert asked if the recipients are audited; yes. He also asked if it is required that they report back to the Council or to the Grant writers? Yes – they are required to report their expenditures, etc.

The Public Hearing was opened at 7:49 p.m. with the following citizens giving comment: Richard Miles spoke in favor of the recipients of the grants. He asks for special

consideration to the Senior Citizens that will use the pool. Suzie Minx, Executive Director of CASA, stated her appreciation for her organization being a recipient of funding. She stated that this is essential funding for CASA, the percentage of impact is huge.

The Public Hearing closed at 7:54 p.m.

Consider and approve a resolution entitled, RESOLUTION NO. 2010-16
A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE
EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO
FROM THE GENERAL ALLOCATION OF THE STATE CDBG PROGRAM.

On a motion by Council Member Burns, seconded by Council Member Slert, and carried on a 4-5ths vote, with Council Member Murray being recused, the City Council of the City of Crescent City approved a resolution entitled, RESOLUTION NO. 2010-16, A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE GENERAL ALLOCATION OF THE STATE CDBG PROGRAM AND AUTHORIZING HARRINGTON HOUSE TO RECEIVE \$150,000, RURAL HUMAN SERVICES FOOD BANK TO RECEIVE \$100,000, COURT APPOINTED SPECIAL ADVOCATES (CASA) TO RECEIVE \$90,000, AND FRED ENDERT MUNICIPAL POOL TO RECEIVE \$40,000 AND \$20,000 TO GENERAL GRANT ADMINISTRATION.

Council Member Murray returned to the dais at 7:56 p.m.

- Conduct a public hearing regarding the approval of 2009-2014 Housing Element for the City of Crescent City. (Rod Butler/Brian Millar)

City Manager Rod Butler went over the 2009-2014 Housing Element. He gave a brief history of the City's Housing Element and what his plans were to bring it up to date. Mr. Brian Millar of Pacific Municipal Consultants (PMC) presented a PowerPoint presentation to outline several items of the Housing Element in detail. Mayor Schellong asked Mr. Millar if PMC will advise the City when they see areas that are in need of improvement – yes they will. Mayor Schellong asked Mr. Butler about the goals and what the next step for the City was – he responded that the City is in a good position to go ahead and implement some of these goals. Mayor Schellong directed staff to provide an update on the current loans still out there and for the Council to be presented with options.

The public hearing was opened at 8:14 p.m. and there were no public comments and the public hearing was closed.

Consider and approve a resolution entitled, RESOLUTION NO. 2010-17
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CRESCENT CITY APPROVING A NEGATIVE DECLARATION FOR
AN UPDATED HOUSING ELEMENT, REPEALING THE EXISTING
2003 HOUSING ELEMENT, AND ADOPTING THE 2009-2014
HOUSING ELEMENT.

On a motion by Council Member Murray, seconded by Council Member Burns, and carried on a 5-0 polled vote, and unanimously carried 5-0, the City Council of the City of Crescent City approved a resolution entitled, RESOLUTION NO. 2010-17 A RESOLUTION OF

THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING A NEGATIVE DECLARATION FOR AN UPDATED HOUSING ELEMENT, REPEALING THE EXISTING 2003 HOUSING ELEMENT, AND ADOPTING THE 2009-2014 HOUSING ELEMENT.

13. REPORTS: none

COMMUNICATIONS

➤ **PUBLIC COMMENT PERIOD** – the following citizen made a comment: Richard Miles referred to a Tri-Agency’s legal notice he recently read regarding the Surfside Grill.

CONTINUING BUSINESS - none

NEW BUSINESS

14. Consider and approve the Agreement between the County of Del Norte and the City of Crescent City for Animal Control Services. (Rod Butler)

City Manager Rod Butler went over the long relationship the City has had with Del Norte County Animal Control. He outlined the services provided by Animal Control and stated that the County had approached the City recently to update the agreement that had not been updated in some time. He stated that since he has been with the City, there have not been any complaints against Animal Control that have reached his office. Mayor Schellong stated that she receives a lot of complaints in regards to Animal Control; however, she refers them to the County, never to City Hall. Mayor Pro Tem Burns stated that the City is required to pay the County 17% for Animal Control services, yet we do not get revenue for the for the animals that are licensed within the City, all of it goes to the County. Discussion on fees collected by the County and how it offsets their costs continued in detail. Chief Plack stated that the PD does receive a lot of phone calls regarding vicious dogs, loose dogs, etc. He stated that dog snares are now being kept in the police unit trunk, however, during non-business hours of Animal Control, the Police Department does not have access to the property to drop off strays. Mayor Schellong wants discussions to start in regards to allowing the Police Department access to that area. City Attorney Black pointed out that paragraph 11 of the Agreement states that the County agreed to provide the City with monthly reports. Mayor Pro Tem directed City Manager Rod Butler to begin discussions with County Administrator Jay Sarina in regards to the fees collected by the County and how it offsets their costs.

The following citizen made a comment: Richard Miles feels we aren’t getting what we’re paying for and that there are only two Animal Control Officers on duty at a time.

On a motion by Council Member Burns, seconded by Council Member Slert, and carried on a 5-0 polled vote, and unanimously carried 5-0, the City Council of the City of Crescent City approved the Agreement between the County of Del Norte and the City of Crescent City for Animal Control Services with the caveat that the City Manager discuss with the Del Norte County Administrator the issues of reports, services, and fees.

15. *Receive an update on the Community Development Block Grant Program from Grants Manager Charlaine Mazzei. (This item has been tabled to a Workshop format for a future date)*

16. Update on transition of Harbor seafood processing wastewater services to the City's new Wastewater Treatment Plant. (Rod Butler/Jim Barnts/Eric Wier)

City Engineer/Public Works Director Jim Barnts spoke to the Council regarding the upcoming steps to be taken as well as all of the work having been done up to this point. Discussions on an Ordinance currently in the works continued in detail. City Attorney Black clarified the difference between the Pre-Treatment Ordinance and Pre-Treatment Agreement. Mr. Barnts reported that the MBR was started last week, is way ahead of schedule, and is working very well. He gave a detailed history of the Wastewater Treatment Plant in the 1950's. He stated that the State is now saying that the quality required in the 1970's is no longer acceptable. The water that will come out of the treatment plant now will be used to water Beachfront Park. He also reported that a financial report will be forthcoming; he and Finance Director Ken McDonald are working on it together. Utilities Director/Associate Engineer Eric Wier reported that discussions have been held regarding the Harbor for some time. He showed the Council and those in attendance a presentation giving what the Harbor Pre-Treatment plant currently looks like and explained how it works in detail. He then showed what is proposed and stated that these discussions have been held only at staff level and are extremely preliminary. Clarification was made in regards to Alber Seafood Processing plant and their discharge and their responsibility, etc. Council Member Slert clarified that 5 gallons of outflow is negligible in the big scheme of things. Council Member Westfall asked how many single-family hook-ups this would be equivalent to – Mr. Wier stated it would be 20 single-family hookups. Mayor Pro Tem Burns asked what cost will Alber Seafood bear? For a clear explanation, Mr. Wier asked the Council to think of Alber Seafood not as a processing plant, but as a newly built house on land that already had hookups. The City does not require the new house to pay a connection fee because at some point in time, the owner's of the old house paid the fee. Mayor Pro Tem Burns feels that Alber Seafood should have a buy-in on their end; however, he understands that this is all preliminary. Mayor Schellong is in support of seafood processing and the jobs it creates, she's in favor of making it work for the business. *Mayor Pro Tem Burns left the dais at 9:17 p.m.* Council Member Murray stated that her interest on having this on the agenda was to assist the Harbor with their negotiation process and to show support of creating jobs. Council Member Westfall asked what the monthly income would be generated by this proposal? City Manager Butler answered that Alber Seafood will be paying \$5,000 a month – however, Mr. Wier reiterated that the figures being discussed are extremely preliminary. *Mayor Pro Tem Burns returned to the dais at 9:19 p.m.* Discussion on this topic continued in detail. Council Member Slert stated that this sounds like a sensible solution, win-win and spreads the cost among several parties. Mayor Schellong asked what the time-line is, the Over-the-Counter grant funds we applied for and if that had any funding for this project? City Manager Butler answered that no, it was only for interior improvements to the processing building. Mr. Wier showed a worksheet by the County Service Area (CSA) on what items will need to be done for this project to work. It was the consensus of the Council that in order to proceed, an official agreement needed to be created. The Council directed City Manager Rod Butler to obtain the necessary agreement and if a special meeting is necessary, the Council is willing to have one. The Council appreciated the hard work put into this presentation and proposed project.

The following citizen made a comment: Richard Miles stated he wants the agreement to state that there will be no shrimp processing.

CITY COUNCIL ITEMS

- **Legislative Matters – none**
- **Reports, Concerns, Referrals, Council travel and training reports –**
Council Member Slert reported that he attended the following meetings:
Intergovernmental Relations Committee (IGRC), Elk Valley Ranch ad hoc committee, RTC and Local Transportation Commission (LTCO)
Council Member Murray attended the IGRC, RTC and LTCO meetings.
Council Member Westfall reported that she attended a Community Action Prevention Alliance (CAPA) Coalition meeting regarding medical marijuana dispensaries. She also had a few complaints for which she directed the comments to Chief Plack. One of the citizens stated that a smoker at the Courthouse was speaking to one of the police officers, had asked to be ticketed and was ignored. There have been a series of thefts in the 1300 - 1400 block of Gainard St., the same citizen also requested we bring back burn bins, as well as wanting to know if there will be port-a-potties for 4th of July, and a concern from another citizen regarding Del Norte Solid Waste Management Authority, she wanted to know if one company could save ratepayers \$120 a year, why couldn't the others do the same?
Mayor Pro Tem Burns stated that he had nothing to report.
Mayor Schellong wanted to remind everyone that this Saturday, June 26th will be "Sweets by the Sea" for which proceeds will go to the Fred Endert Pool, she also wanted to wish everyone a Happy 4th of July!
- **City Manager Directives - none**

ADJOURNMENT

Adjourn the meeting to the regular scheduled City Council meeting on Tuesday, July 6, 2010 at 5:00 p.m.

There being no further business to come before the City Council, Mayor Schellong adjourned the meeting at 9:48 p.m. to the next regular scheduled meeting of Tuesday, July 6, 2010 at 5:00 p.m.

ATTEST:

Robin Patch, Deputy City Clerk for
Rod Butler, City Clerk



MINUTES
Crescent City Housing Authority
REGULAR MEETING
JUNE 21, 2010 AT 6:00 P.M.
FLYNN CENTER, 981 H STREET, CRESCENT CITY CA 95531

Call to Order Mayor Schellong called the meeting to order at 6:34 p.m.

Roll Call Council Members Slert, Murray, Westfall, Burns, and Mayor Schellong

COMMUNICATIONS

PUBLIC COMMENT PERIOD - The following citizen made a comment: Richard Miles stated in honor of Ms. Mendez's retirement, he would like to make the landlord/tenant relations better by having the Housing Authority facilitate a meeting between the parties to mitigate problems.

CONSENT CALENDAR

1. Approve regular meeting minutes of May 17, 2010 Crescent City Housing Authority.
2. Approve warrant claims list for the period of May 18, to June 21, 2010.

On a motion by Council Member Slert, seconded by Council Member Burns and unanimously carried 5-0, the City Council of the City of Crescent City approved and adopted the consent calendar, consisting of items 1- 2.

HOUSING DIRECTOR'S REPORT –

Executive Director Mendez stated that the Housing Authority is doing very well and that she is pleased to pass the job along to someone as capable as Megan Miller. Currently there are 300 people on the Housing waiting list. She appreciated the Council's support of the Housing Authority. Council Member Murray stated that she has known Dir. Mendez for a long time and it takes a special person to do the job that she does and she appreciates her service to the community.

PUBLIC HEARING – None

CONTINUING BUSINESS – None

NEW BUSINESS - None

ADJOURNMENT

Adjourn to the next regular meeting scheduled on July 19, 2010 at 6:00 p.m.

There being no further business to come before the Housing Authority Board, Mayor Schellong adjourned the meeting at 6:37 p.m. to the next regular scheduled meeting of Monday, July 19, 2010 at 5:00 p.m.

ATTEST:

Robin Patch, Deputy City Clerk for
Rod Butler, City Clerk



MINUTES
Crescent City Redevelopment Agency
REGULAR MEETING
JUNE 21, 2010 AT 6:00 P.M.
FLYNN CENTER, 981 H STREET, CRESCENT CITY, CA 95531

Call to Order Mayor Schellong called the meeting to order at 6:37 p.m.

Roll Call Directors Burns, Murray, Westfall, Slert, and Mayor Schellong

COMMUNICATIONS

PUBLIC COMMENT PERIOD - The following citizen made a comment: Richard Miles spoke in regards to downtown and the current condition it is in.

CONSENT CALENDAR

1. Approval of the regular meeting minutes of May 17, 2010 of the Crescent City Redevelopment Agency.
2. Approve warrant claims list of May 18, 2010 to June 21, 2010.

On a motion by Council Member Slert, seconded by Council Member Burns and unanimously carried 5-0, the Redevelopment Agency of the City of Crescent City approved and adopted the consent calendar, consisting of items 1- 2.

Director Slert stated that perhaps City staff could help clean up downtown with Redevelopment monies. Executive Director Butler stated that this is something that had been allowed in the past, but may not any longer. He will look into this and return to the Board.

EXECUTIVE DIRECTOR'S REPORT – None

BUSINESS ITEMS – None

PUBLIC HEARING – None

REDEVELOPMENT AGENCY ITEMS – *Members of the Redevelopment Agency may utilize this opportunity to share concerns within the jurisdiction of the Agency, or to introduce items for consideration at a subsequent meeting.*

3. Consider and approve a Master Services Agreement between the Crescent City Redevelopment Agency and Pacific Municipal Consultants (PMC) for redevelopment and financial advisory services.

Redevelopment Agency Executive Director Butler explained this agreement in detail and stated that the Redevelopment Agency (RDA) has not had a consultant on board for quite some time. He explained that he intends to hold workshops to show the potential uses of RDA monies, and that July 26th will be the first workshop. He stated that the firm that was selected, Pacific Municipal Consultants (PMC), has worked in small communities in California, including the northern region. This company has currently helped in the Planning Department as consultants due to the department's recent reorganization. Discussion was held in regards to clarifying some amounts listed on the schedule. Director Slert stated that the report is very thorough and adequate for our area. City Attorney Bob Black wanted to clarify that there was currently no contract and Executive Director Butler stated that there was none. The Board gave direction to Mr. Butler to

work with City Attorney Black to go over a contract. Discussion on topic continued in detail regarding the Master Services agreement.

On a motion by Council Member Burns, seconded by Council Member Murray and unanimously carried 5-0, the Redevelopment Agency of the City of Crescent City approved a Master Services Agreement between the Crescent City Redevelopment Agency and Pacific Municipal Consultants (PMC) for redevelopment and financial advisory services not to exceed \$40,000.

ADJOURNMENT

Adjourn the meeting until the next regularly scheduled meeting of July 19, 2010 at 6:00 p.m.

There being no further business to come before the Board, Mayor Schellong adjourned the meeting at 7:22 p.m. to the next regular scheduled meeting of Monday, July 19, 2010 at 5:00 p.m.

ATTEST:

Robin Patch, Deputy City Clerk for
Rod Butler, City Clerk