



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

City of Crescent City

Monday September 21, 2009 5:00 p.m.

Call to Order: Mayor Schellong convened the open session at 5:00 p.m.

Roll Call: **Council Members present:** Charles Slert, Dennis Burns, Donna Westfall and Mayor Kelly Schellong
Council Members absent: Kathryn Murray
Others present: Rod B. Butler, City Manager, Robert Black, City Attorney, Robin Patch Deputy City Clerk, Karen Phillips, Deputy City Clerk, Jim Barnts, Director of Public Works, Steve Wakefield, Fire Chief, Associate Engineer Eric Wier, Police Sgt. Garrett Scott

Pledge of Allegiance: Council Member Burns led the pledge.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

The following persons addressed the Council: None.

1. CLOSED SESSION

- Existing Litigation (Gov't Code § 54956.9 subdivision (a)) (Four cases: Sanches vs. City of Crescent City, USDC CV08-1395; Barber vs. City of Crescent City, U.SDC Northern District of California, Case #08-CV-04883-WDB; Misti Cardenas vs. City of Crescent City, et. al., USDC CV08-4053; Brian Strom vs. City of Crescent City, USDC Case #CV08-4708)
- Public employee performance evaluation – City Manager (Gov't Code § 54957)
- Conference with Labor Negotiator Re: Crescent City Police Officers Association (CCPOA) (Gov't Code § 54956.8)
- Conference with legal counsel, significant exposure to litigation (Gov't Code § 54956.9(b)) – one case

A closed session was held from 5:00 p.m. to 6:02 p.m. At 6:05 p.m. when the meeting was opened in regular session. City Attorney Black announced that no actions were taken in closed session.

ACKNOWLEDGEMENTS

2. Introduce new Deputy City Clerk Robin Patch.

Robin Patch was introduced to the council and audience members as the new Deputy City Clerk.

3. Approve, read and present to family members A PROCLAMATION IN HONOR OF WILLIAM "BILL" PEEPE, FORMER MAYOR OF THE CITY OF CRESCENT CITY.

The proclamation honoring William Peepe will be tabled until the next regular meeting.

4. Approve, read and present A PROCLAMATION DECLARING OCTOBER 2009 AS DOMESTIC VIOLENCE AWARENESS MONTH.

On a motion by Council Member Burns, seconded by Council Member Westfall, and unanimously carried, the City Council of the City of Crescent City approved and adopted A PROCLAMATION DECLARING OCTOBER 2009 AS DOMESTIC VIOLENCE AWARENESS MONTH.

The Mayor read and presented the proclamation to Executive Director Teri McCune-Oostra, DJ Ramsey, Operations Manager, and Jodi Appel, Project Director of Harrington House.

5. Approve, read and present A PROCLAMATION ACKNOWLEDGING THE NOLL FAMILY FOR THEIR CONTRIBUTION TO THE COMMUNITY AND CELEBRATING THE 14TH ANNUAL NOLL LONGBOARD CLASSIC.

On a motion by Council Member Burns, seconded by Council Member Westfall, and unanimously carried, the City Council of the City of Crescent City approved and adopted A PROCLAMATION ACKNOWLEDGING THE NOLL FAMILY FOR THEIR CONTRIBUTION TO THE COMMUNITY AND CELEBRATING THE 14TH ANNUAL NOLL LONGBOARD CLASSIC.

The Mayor read and presented the proclamation to Sarah, Rhyn, Beverly Noll and children.

6. Consider and adopt Resolution No. 2009-38, entitled, A RESOLUTION OF THE CITY COUNCIL OF CRESCENT CITY IN HONOR OF THE 2009 NORTH COAST STAND DOWN, as requested by Jennifer Fusaro, Director of the North Coast Stand Down. (Rod Butler)

Carol Ann Roth, representative of the Veteran's Service Office was present to discuss the Stand Down program and its benefit to veterans.

On a motion by Council Member Slert, seconded by Council Member Burns, and unanimously carried on a polled vote, the City Council of the City of Crescent City approved and adopted Resolution No. 2009-38, entitled, A RESOLUTION OF THE CITY COUNCIL OF CRESCENT CITY IN HONOR OF THE 2009 NORTH COAST STAND DOWN.

CONSENT CALENDAR

- 7. Approval of the regular minutes of September 8, 2009 Crescent City Council meeting.
- 8. Approval of warrant claims list for the period September 9, through September 21, 2009.
- 9. Approval of biweekly payroll reports for the period ending September 12, 2009, paid September 18, 2009.

Discussion was held with regard to the minutes. The following changes were requested: page 8, half the way down, “bids” should be “bribes”; page 3 Mary “Pratt” should be “Crabb”; page 5 #8 should have been “3421” entries; last sentence same page “...who has a complaint filed currently”; empathetic (misspelled); page 8 third line down “...comments need to be dealt with formally”; page 12 should list “Mary Crabb” not “Sarah”; last page prior to adjournment “ that a member of the public has called him”, instead of “her”.

On a motion by Council Member Slert, seconded by Council Member Westfall, and unanimously carried, the City Council of the City of Crescent City approved and adopted the consent agenda, consisting of items 7-9, with changes to the minutes as noted.

ADJOURN TO HOUSING AUTHORITY

- 10. See attached agenda. (Susie Mendez)

The City Council meeting was recessed from 6:30 p.m. to 6:34 p.m. to conduct the Crescent City Housing Authority meeting. See attached minutes.

ADJOURN TO CRESCENT CITY REDEVELOPMENT AGENCY

- 11. See attached agenda. (Rod Butler)

The City Council meeting was recessed from 6:34 p.m. to 6:36 p.m. to conduct the Crescent City Redevelopment Agency meeting. See attached minutes.

PUBLIC HEARINGS - None

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)

REPORTS

- Reports relative to the City of Crescent City programs and projects, from staff or outside agencies.

No reports were made.

- Report from Dianne Nickerson, member of the Pelican Bay Citizen’s Advisory Committee.

This report was tabled until the October 5, 2009 meeting.

COMMUNICATIONS

☒ PUBLIC COMMENT PERIOD

The following persons addressed the council: Richard Miles, city resident, commented on Petersen Park, the National Day of Service and Make a Difference Day; Mike Scavuzzo, city resident, commented on Harbor Wastewater Treatment Plant; Ernie Cox, city resident, commented on the Wastewater Treatment Plant; Donna Westfall, city resident, commented as a member of the public, regarding the unpaid overtime and prevailing wage rate violations by contractors and she presented the recall petition to Council Member Slert; and Jamie Yarbrough, city resident, commented on the MBR.

CONTINUING BUSINESS

12. Approve and adopt Resolution No.2009-39, entitled, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2009-2010 SUPERSEDING AND REPLACING RESOLUTION NO. 2009-37, set a public hearing for November 16, 2009, set a public meeting discussion item for the October 19, 2009 City Council meeting to consider levying assessments and direct staff to mail notices to appropriate parties. (Martha Rice)

Mayor Schellong presented the resolution that will replace Resolution No. 2009-37 adopted at the last meeting. Rod Butler reviewed the process for setting the public hearing in November and public meeting in October. All the local business owners need to be made aware of the new resolution. Richard Miles spoke in favor of the public hearing. City Attorney Black noted a typo on page 2 and noted that the public meeting would be held October 19th. Richard Enea commented that Ms. Westfall attended a BID meeting to give a report. Council Members asked if the resolution could be adopted now and be changed later, if needed. Counsel stated that the thrust of the resolution was to declare the intent and establish the hearing and public meetings. The notice will be adjusted to reflect that the assessment and may be adjusted based on the outcome of the public meetings.

On a motion by Council Member Burns, seconded by Council Member Slert, and carried on a three-fifths polled vote, with Mayor Schellong abstaining and Council Member Murray absent, the City Council of the City of Crescent City approved and adopted Resolution No. 2009-39, entitled, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2009-2010 SUPERSEDING AND REPLACING RESOLUTION NO. 2009-37, set a public hearing for November 16, 2009 and set a public meeting discussion item for the October 19, 2009 agenda, with changes to the date of notice as noted.

13. Consider, waive the second reading, read in title only and adopt Ordinance No. 747, entitled, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING SECTION 2.20.020 OF THE CRESCENT CITY

MUNICIPAL CODE, PERTAINING TO THE DUTIES OF THE CITY FINANCE DIRECTOR. (Robert Black)

Robert Black, City Attorney, presented the second reading of the ordinance. No public comments were made.

On a motion by Council Member Burns, seconded by Council Member Slert, and unanimously carried on a four-fifths polled vote, with Council Member Murray absent, the City Council of the City of Crescent City waived the second reading, read in title only and adopted Ordinance No. 747, entitled AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING SECTION 2.20.020 OF THE CRESCENT CITY MUNICIPAL CODE, PERTAINING TO THE DUTIES OF THE CITY FINANCE DIRECTOR

NEW BUSINESS

14. Consider and take action with regard to a request from Cris McCollum, Executive Director of the Del Norte Child Care Council, to waive the fees for rental of the Cultural Center for the annual “Chills for Children” event on October 24, 2009. (Cris McCollum)

Cris McCollum, Del Norte Child Care Council (DNCCC), addressed the Council regarding her request for a waiver of the funds for the community-wide event, and noted that DNCCC participates in other City events which assist the City. The City Manager indicated that this is a discretionary decision of the Council. Council Member Slert indicated that the DNCCC is a noteworthy group, although he is concerned that this will create a precedent. He would like to see a nonprofit rate be added to the use rates. Council Member Burns commented that several agencies have events paid versus free events; he feels that they need to pay fees for fundraising events to cover the cost of heating, cleaning, etc., in light of the current economic times. Mayor Schellong indicated that the DNCCC is suffering due to the State budget. She will be abstaining since the DNCCC is a client of hers. Richard Miles commented in support Council Members Burns and Slert. Council Member Burns would like to have staff determine the cost of opening and closing the event hall and the running the heat, cleaning and other costs. The item will be tabled until the next meeting to allow staff to review the costs.

15. Consider and approve the financial and schedule update for the City’s Wastewater Treatment Plant, and consider and approve Change Orders #8, 9, and 10 as well as Amendment #11 to the Agreement between the City of Crescent City and Stover Engineering for the Wastewater Treatment Plant, or take other action as necessary. (Rod Butler) (Agmt # 09-10-008)

Discussion was held regarding the Wastewater Treatment Plant and change orders #8-10. Rod Butler indicated that there were handouts available and staff would be placing the report on the website, including the definition of the term MBR. Council Member Westfall asked to have the change orders and the agreement amendment #11 discussed separately. Jim Barnts indicated that the project is 77% on time and 70% on cost. The staff and construction management team are working together with the consultants and on-site staff. He feels that this is a very good team and that the Stover Engineering

amendment is reasonable. The State inspectors are impressed with the job that Wahlund Construction is doing; they have been pleased with Wahlund's work, as well as Brown & Caldwell and Kennedy Jenks being pleased with their work. Mayor Schellong thanked Mr. Stover for the work done at the treatment plant. Mr. Stover gave a history of amendments # 9 and #10. He stated that this is a very complex project. Contract Amendment #10 was not included in the agenda packet and Attachment "A" to Amendment #11 was presented at the meeting. A month to month tracking has been presented each month to staff. It appears that Brown & Caldwell, Kennedy Jenks and LACO are over budget. Mayor Schellong asked about the cost of the sub-contractors going over budget and why the payment requests did not come to the City for approval. Stover Engineering has been reviewing the monthly work and tracking the expenses on a monthly basis. Council Member Westfall asked if Ward Stover recalled if the electricians were State certified. He did recall the question and now a State law indicates that all the electricians be State certified. Ms. Westfall asked that Mr. Stover look into whether or not Ron Masters is state certified. Mayor Schellong asked that such requests be worked through the City Manager. Discussion was held regarding the construction management process coming in under budget. There is an allowance set aside for the project; the bottom line is that the project is coming in under the State/industry standard of 9% for the entire project. Currently the contract is at 8.8%. Council Member Westfall asked if there is information regarding the sub-contractor Danco paying prevailing wage. Danco is not working on the project according to staff. Mr. Stover presented the Wastewater Treatment Plant Operations Manual. The new manual (required) will reduce risks and effluent fines. The City staff met with the consultants and went over the manual and functional details in April. The manual will be customized and will be easy to keep up-to-date by staff, it is straight forward and easy to access; it could be put on the City's website. The benefits are that it satisfies the loan requirements, reduces plant upsets, standardizes operating procedures, is a training tool, and the access to equipment maintenance information is streamlined. Council Member Westfall asked about what happens when the power is out. There are measures that are in place with a generator and a smaller system for power surges that are more common. Ms. Westfall asked what would happen in a bad tsunami. Mr. Stover indicated that no analysis has been done as it is not required. Council Member Slert indicated that there is a plant in Sepulveda (Southern California) that deals with flooding frequently and they clean the plant and go back on-line. The California Coastal Commission approved the plant, according to counsel, and they review many other coastal development issues. Mr. Butler asked that Amendment #11 be approved before the change orders. The following persons commented: Richard Miles; Jodi Mangum, city resident, quickly commented regarding several items, including Wes Nunn's request for records.

On a motion by Council Member Slert, seconded by Council Member Burns, and carried on a three-fifths polled vote, with Council Member Westfall voting "no" and Council Member Murray absent, the City Council of the City of Crescent City approved Amendment #11 to the Wastewater Treatment Plant as presented.

Discussion was held regarding Change Orders #8 and #9, which are for work already completed. The frustration is that the timing of the council meetings is not in line with the work that needs to get done. Therefore the change orders were delivered after the work was being done. Mr. Stover indicated that the instrumentation and process

diagrams lacked conduit and wiring. The error was made by the designer Brown and Caldwell, which caused the change order to correct this error. The electrical contractor is critical for this project and each day they are down adds a day to the end of the contract. Mr. Barnts expressed concern regarding who should pay for the error made by the contractor. Mike Scavuzzo commented on errors and omissions insurance. Richard Miles commented on cost overruns. Jodi Mangum commented on the electrical work, getting the funds back for amendment #11 and errors and omissions insurance. Staff will clarify for Ms. Mangum her questions outside this meeting. Council Member Slert responded that the \$32,000 error for the digester, and the scope and scale of the project, is not a ridiculous issue. The drawings have been processed and drawn by licensed engineers and gone through plan checks and other approvals. The project has had several cost changes that have actually saved money for the City. Stover works daily with the A&E team, errors and omissions insurance is not a large issue; he has confidence in his employees and their performance and integrity on behalf of the City. Council Member Westfall voiced her opposition to what Mr. Slert said. She believes former Council Member Scavuzzo and she would like to see the cost for the change order go to the designer and not the City. Mr. Barnts indicated that this is too small a mistake to use the error and omissions insurance; it would be nice if the City could get the change for free because the designer made a mistake. The actual cost of the conduit is in the change order.

On a motion by Council Member Burns, seconded by Council Member Slert, and carried on a three-fifths polled vote, with Council Member Westfall voting “no” and Council Member Murray absent, the City Council of the City of Crescent City approved Change Order #8 as presented.

Jim Barnts presented Change Order #9, representing an increase in the price for electrical equipment since the beginning of the contract based on inadequate “as built” drawings. Council Member Slert commented that equipment does wear out over time. Council Member Westfall stated that she finds it coincidental that the change orders are for Colvin Electric, the electrical contractor who has various labor violations. Council Member Burns indicated that the change order represents about one-eighth of the contract amount.

On a motion by Council Member Burns, seconded by Council Member Slert, and carried on a three-fifths polled vote, with Council Member Westfall voting “no” and Council Member Murray absent, the City Council of the City of Crescent City approved Change Order #9 as presented.

Change Order #10 is more complex in nature. Mayor Schellong indicated that the funds are being moved from the Maintenance and Operations budget and it does not change the contract amount in its entirety; however, it does change the amount for the SRF. The City manager will issue a purchase order for the smaller items that will be paid to Wahlund through the sewer funds. The City manager is comfortable with this request. The cover, membrane, and other items are included with the realignment of Howe Drive. Mr. Barnts attempted to explain the MBR and RDC’s. This is a secondary clarification process. Council Member Westfall asked how much the MBR systems cost each. Mr. Barnts indicated MBR systems are estimated at \$3-4 million each. The Howe Drive re-

alignment would allow for the future placement of RDC's and MBR's. The road alignment would be less expensive now, rather than later, according to staff. \$800,000 is the cost of Howe Drive replacement and the realignment is anticipated to cost \$126,000, or the City could put in a cul-de-sac at the end of Howe Drive. The chemical tanker truck could use a drive-way rather than a roadway. The cul-de-sac would also allow for a future MBR. Mayor Schellong would like to see the roadway options and where the MBR would go before voting on the realignment. Staff indicated that there is a need to get this settled by the next meeting due to the close timelines to complete the project. Richard Miles commented on Howe Drive the bike trail. Mike Scavuzzo commented on putting new equipment in a new building and the membrane. Council Member Slert indicated that staff is doing the prudent thing and asking for insurance to protect the City to avoid future costs; he appreciates that. He feels that this is a better solution than to put the public right up against the "stink plant". He believes the road alignment with "C" Street would give more flexibility. Mayor Schellong asked about the larger amounts listed in the change order and why they were not included in the original bid. Mr. Stover said that numerous MBR units do not have covers and we have wind that carries debris into the units, which we cannot have. The monorail system was added based on new information. Council Member Westfall would like to divide the change order up into 3 parts: credits, MBR, Howe Drive, for voting purposes.

A motion by Council Member Westfall, to take Change Order #10 in three parts, died for the lack of a second.

On a motion by Council Member Slert, seconded by Council Member Burns, and carried on a three-fifths polled vote, with Council Member Westfall voting "no" and Council Member Murray absent, the City Council of the City of Crescent City approved Change Order #10 without the inclusion of Howe Drive realignment

Mr. Stover asked what the expectations were with regard to the roadway. Council Members indicated that they would like to see the S" curve taken out and a schematic presented connecting to the "C" Street, and one with a cul-de-sac, be presented to study how that might affect Howe Drive so that the Council can review the options with more realistic costs.

16. Consider and receive update regarding the 2009-2010 City Goals and Objectives. No action is required; receive and file. (Rod Butler)

Mayor Schellong indicated that these goals came out of a town hall meeting, whereby about fifty members of the public attended. Rod Butler, City Manager, presented an update to the Council regarding the 2009-2010 City Goals and Objectives which were identified (not in priority order) as: 1) infrastructure; 2) public safety; 3) downtown improvements; 4) tourism; and 5) business development. The goals for each project were discussed as follows:

Infrastructure

1. Complete the Wastewater Treatment Plant upgrade project in compliance with all requirements by September 30, 2010.

Lead Staff Person: Jim Barnts

Status: Construction progressing well, with completion and dedication currently projected for the summer of 2010. Jim Barnts to provide a detailed schedule and financial update to Council at one of the regular October Council meetings.

2. Approve a design and a funding strategy for the Front Street Improvement Project by June 30, 2010.

Lead Staff Person: Jim Barnts

Status: Staff will begin work during October on a project timeline to include design, public participation process, and funding options.

3. Approve a design and a funding strategy for the road improvements necessary at the Front Street/A Street/Pebble Beach Drive connection point by April 30, 2010.

Lead Staff Person: Jim Barnts

Status: Design has been approved, and staff is currently working on right-of-way acquisition. Primary funding source will be the Local Transportation Commission.

4. Complete the water system financial/rate study by November 1, 2009.

Lead Staff Person: Jim Barnts

Status: Staff is reviewing and commenting on the first draft of the study, which was recently provided by Willdan Financial Services. Completion of the study and presentation to the City Council is still expected by November 1, 2009

5. Develop a signage program and funding strategy by February 1, 2010.

Lead Staff Person(s): Michele Rambo and Jim Barnts

Status: Staff is currently gathering information, developing design concepts, and working with the City Planning Commission, BID, County Planning Commission, to put together a proposal for the City Council in the first quarter of 2010. Staff is also working with the Local Transportation Commission on funding options and designs for entry monument signs on Highway 101.

Public Safety

1. Develop and adopt a panhandling ordinance and enforcement strategy by November 1, 2009.

Lead Staff Person: Doug Plack

Status: Staff is currently gathering information through community meetings with social service providers and other interested parties. The Chief has developed a draft ordinance in conjunction with the City Attorney's Office.

2. Decide on a code enforcement strategy, including appropriate staffing level, by September 1, 2009.

Lead Staff Person: Michele Rambo

Status: Staff is currently preparing a comprehensive report that will be presented to the City Council at one of your regular October meetings. It will discuss staffing, enforcement priorities, coordination with the Del Norte

Solid Waste Management Authority, award programs for property owners who do an outstanding job of maintaining their homes, and other topics.

3. Continue multi-department efforts to deal with problems associated with extended stay motels that are in violation of City codes. Ongoing.

Lead Staff Person(s): Michele Rambo and Steve Wakefield

Status: The Camelot Motel at Ninth and J was demolished in a training burn earlier this summer. The owner of the El Patio is currently working on building and maintenance improvements to address code violations. Enforcement action has recently been taken against the owners of the Gardenia Motel to address multiple code violations. We continue to work on the redevelopment of the City Center Motel property at Seventh and J streets.

4. Evaluate long-term police and fire staffing and funding needs and develop options for meeting those needs. Complete by June 30, 2010.

Lead Staff Person(s): Doug Plack and Rod Butler

Status: Staff will begin meeting in November to establish the parameters and timeline for this analysis, which will be presented to the City Council in the Spring of 2010.

5. Begin to implement administrative citation program and develop new ordinances as necessary. September 1, 2009 and ongoing.

Lead Staff Person(s): Doug Plack, Michele Rambo, and Bob Black

Status: Administrative citation forms have been printed and the first training class for staff on how to implement the new program was conducted on Friday, September 11. An additional training class will be conducted in the next two weeks.

Downtown Improvements

1. Working through the Business Improvement District (BID), the Planning Commission, and the City Council, develop a design theme for the downtown area and determine whether a specific plan with architectural standards should be developed for the downtown. Complete by April 1, 2010.

Lead Staff Person: Michele Rambo

Status: Staff has recently held preliminary discussions on architectural design guidelines with the Planning Commission and BID. These discussions will continue in the coming months. Staff will also be making a recommendation during the first quarter of 2010 on whether a Downtown Specific Plan would be desirable and effective in Crescent City.

2. Develop program guidelines and a funding strategy for a downtown commercial façade improvement program with both loan and grant components by April 1, 2010.

Lead Staff Person: Michele Rambo

Status: Staff has been researching the past programs that were offered in Crescent City as well as looking at current programs in other cities. A recommendation will be forthcoming by the April 1, 2010 deadline.

3. Complete an analysis of the financial condition of the Crescent City Redevelopment Agency to determine available funds for project activities, bonding capacity for larger projects, whether existing project areas should be merged, etc. Complete by June 30, 2010.

Lead Staff Person(s): Rod Butler and Ken McDonald

Status: Staff is currently researching consulting firms and developing a scope of work for an Redevelopment Agency financial advisor. It is anticipated that a firm will be selected by November 15, 2009.

4. Develop a project timeline and funding strategy for improvements to the Tsunami Landing canopy structure by March 1, 2010.

Lead Staff Person: Jim Barnts

Status: Staff is currently analyzing several options for Tsunami Landing and will present a report to the City Council during the first quarter of 2010.

5. In cooperation with BID, evaluate the need for public restrooms in the downtown area by December 1, 2009.

Lead Staff Person(s): Rod Butler and Michele Rambo

Status: Staff will meet with Business Improvement District board members during October to define the problem and begin to develop potential solutions and funding sources.

Tourism

1. Complete a master plan for Shoreline RV Park including future capital improvements, signage, improved office/visitor area, etc. by December 1, 2009.

Lead Staff Person: Jim Barnts

Status: Staff is currently developing a scope of work and will be evaluating consultants in the next 60 days. Completion date of this project is now revised to March 1, 2010.

2. Create a communication strategy that will allow the City to be actively engaged with the Visitor's Bureau and owners/operators of hotels/motels in the City by November 1, 2009.

Lead Staff Person(s): Rod Butler and Michele Rambo

Status: Staff is now attending the Visitor's Bureau Board meetings. Staff is also working on an outreach program to owners of hotels/motels and other tourist-related businesses in an attempt to develop a stronger link between the City and these important businesses.

3. Evaluate tourism infrastructure needs such as signage, garbage cans, coastal access, etc. and develop specific steps to address these needs by May 1, 2010.

Lead Staff Person(s): Rod Butler, Jim Barnts and Michele Rambo

Status: City Manager will lead a multi-departmental team in completing this goal. Meetings to begin in November of 2009. Community partners such as the Chamber of Commerce, Visitor's Bureau, Elk Valley Rancheria, Smith River Rancheria and Tri-Agency Economic Development Authority will also be invited to participate.

4. Work with the Chamber and Visitor's Bureau on both a comprehensive tourism marketing strategy and a funding strategy with specific work plan objectives and measurements of effectiveness by February 1, 2010.

Lead Staff Person(s): Rod Butler and Michele Rambo

Status: Chamber of Commerce Visitor's Bureau has developed a tourism marketing strategy and presented it to the City Council and the Board of Supervisors. The City Council has approved \$50,000 in General Fund support of the Visitor's Bureau marketing plan for Fiscal Year 2009-10.

5. Develop a "Tourism Season Preparation Checklist" to be used by all City departments to prepare for tourism season and spruce up the City in time for tourism season. Complete by March 1, 2010.

Lead Staff Person(s): Rod Butler, Jim Barnts and Michele Rambo

Status: City Manager will lead a multi-departmental team in completing this goal. Meetings to begin in November of 2009. Community partners such as the Chamber of Commerce, Visitor's Bureau, Elk Valley Rancheria, Smith River Rancheria and Tri-Agency Economic Development Authority will also be invited to participate.

Business Development

1. Develop a user-friendly checklist and a multi-departmental project review team to facilitate the process for individuals and corporations who are seeking to establish new businesses in Crescent City. Complete by January 1, 2010.

Lead Staff Person(s): Jim Barnts and Michele Rambo

Status: First project review team meeting to be held on September 28. Checklist for potential new business owners will be completed by January 1, 2010.

2. Evaluate signage in all of our commercial areas. Use signage as a way to make it easier for customers to find our businesses. Complete by February 1, 2010.

Lead Staff Person(s): Jim Barnts and Michele Rambo

Status: Some preliminary discussions underway with BID and the Planning Commission. Bill Renfroe of Tri-Agency EDA has expressed an interest in being part of the discussion as well. The Chamber of Commerce will be consulted. More meetings regarding location, design, and funding will be scheduled in October and November.

3. Develop a cooperative approach between the City, Chamber, and Small Business Development Center to inform local businesses on how to become a City vendor for various projects, supplies, and services. Complete by February 1, 2010.

Lead Staff Person(s): Rod Butler and John Cochrane

Status: Rod and John will work with the Chamber and the SBDC to accomplish this goal. Initial meetings will be scheduled in October and November. We will also approach the County, Harbor, and School District to see if they want to be involved.

4. Create and maintain an updated list of vacant parcels and available commercial/retail/industrial space that can be accessed on the City's website by individuals and corporations seeking to locate businesses in Crescent City. Complete by February 1, 2010.

Lead Staff Person(s): Michele Rambo

Status: Completed. Information is now available on the City web site. We are now coordinating with Bill Renfroe of the Tri-Agency Economic Development Authority to tie the City information into Tri-Agency's on-line property information.

5. Work with Pacific Power, Del Norte Solid Waste Management Authority, and others to provide information to local businesses on how to use effective "green" principles in their business operations. Develop outreach program by March 1, 2010.

Lead Staff Person(s): Michele Rambo

Status: Partners on this project will include the Small Business Development Center, Chamber of Commerce, Tri-Agency Economic Development Authority, Pacific Power, and Del Norte Solid Waste Management Authority. It is expected that initial meetings will begin in November/December.

Discussion was held regarding joining the county in their signage strategies. Council Member Westfall asked about an update on the Camelot Hotel. Staff indicated that the owner is very motivated and wants to present the project soon to the City Planning Commission for development. Mayor Schellong indicated that there have been some improvements to the problem hotels in the area as well as code enforcement violations (El Patio and Gardenia). Mayor Schellong asked about doing some work on the Tsunami Landing, perhaps paint and siding. Council Member Slert indicated that it is like putting lipstick on a pig. Mr. Barnts stated that he did not know what to do with Tsunami Landing. Council Member Westfall asked if Bill Stamps, Jr. had offered to tear the landing down. According to staff, he offered to take a chunk of the landing down. Staff was asked to make this a higher priority and to start budgeting for this project. Council Member Westfall indicated that she was virtually ignorant about the RDA and she wanted to know if the RDA could be involved to help individuals purchase blighted property in the City, either commercial or residential. Staff indicated that they could use RDA funds for the acquisition of low or moderate income housing or acquiring property for this purpose. Ms. Westfall indicated that she really liked the Snow property (Third and G Streets) rendering she saw as designed by Mr. Slert. The Mayor asked for a small workshop regarding the RDA to help get everyone up to speed. Staff indicated that Shoreline RV Park employees have been asking for a sign that can be seen at night, which would bring in more revenues to the City. The Mayor would really like to see this completed. Goal #4 will be amended since there is already a tourism marketing plan in place. The focus needs to be on funding the Visitor's Bureau. The bureau is in a crisis mode at this time and they will not be in business by the February 2010, the completion date.

Council Member Westfall left the meeting at 9:41 p.m.

Discussion was held regarding the amount of funds that are allocated from the City and County to the Visitor's Bureau. The preliminary numbers for the tourism this year are up. Council Member Slert feels that providing funds for advertising would benefit everyone; however, marketing for the spring needs to be done now.

Council Member Westfall returned to the meeting at 9:43 p.m.

The Visitor's Bureau is asking to be on a future agenda to discuss funding. Council Member Burns indicated that the private industry should be kicking in to pay for the Visitor's Bureau as the City receives the least benefit. City Attorney Black indicated that one source of the problem is that the transient occupancy tax (TOT) is the only tax or revenue that funds this. He is looking at a modest assessment to be spread to businesses and retail establishments to allow for wider, long-term, stable revenues for the Visitor's Bureau. He will work on this issue to bring back a report at the next meeting based on

this discussion. Discussion was held regarding Tri-Agency's role in the Visitor's Bureau and having items on the Tri-Agency website or the City's Richard Miles commented on the number of tourists this year and the Visitor's Center being opened this year by Bill Renfroe, Executive Director of Tri-Agency. Mr. Scavuzzo commented on tourism programs in large areas that belong to districts and the TOT. Council Member Burns indicated that a good businessman would see that this would be a good investment to use part of their advertising dollars to pay for the Visitor's Bureau. Mayor Schellong is interested in seeing what the City attorney puts together for the next meeting. City Attorney Black stated that any options would allow the businesses to consider whether or not tourism benefits them and whether or not they should invest in the bureau. Council Member Slert applauded the City manager for putting the goals document together and noted that it is ambitious. He is concerned that the items are heavily loaded into the next six to nine months; the next step is to identify the funding, which may have another look. Perhaps a short and long-term list of goals needs to be made. This represents to him the list of things that the citizens want and have asked for. He feels that this is where the focus should be instead of going back over things. Staff commented that some of the tasks do not need a funding strategies and that the goals will be incorporated directly into the performance evaluations of the department heads at the City.

17. Consider and approve a Fire Services Mutual Aid Contract between Pelican Bay State Prison Fire Department and the City of Crescent City, or take other action as necessary and appropriate. (Steve Wakefield)

Rod Butler presented the request for approval of the mutual aid contract. Several of these agreements already exist with other agencies lasting for various lengths to time based on the agency. City Attorney Black reviewed the contract and will sign off "as to form" as well as the Chief signing and the City Clerk/City Manger. Richard Miles commented on this agreement.

On a motion by Council Member Burns, seconded by Council Member Westfall, and unanimously carried, the City Council of the City of Crescent City approved and authorized the Mayor to sign the Fire Services Mutual Aid Contract between Pelican Bay State Prison Fire Department and the City of Crescent City as presented. (Agmt # 09-10-007)

CITY COUNCIL ITEMS

- 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
- 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
- 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.)

The following matters were discussed: Mayor Schellong asked to have an update from Chuck Dalldorf, California League of Cities, regarding the lack of voting on items at the State level; Ernie Cox left an agenda request for Donna Westfall, which was given to the City manager; Council Member Slert asked for an update on the spa at the pool. Mr. Barnts will try to get a written update to the council by tomorrow. Staff has followed up from last meeting on a fix, which appears not to be too expensive; Mr. Miles reported that the Petersen Park bathrooms are locked. Staff will check into the issue. The restrooms are closed during the day due to cleaning costs and folks messing around in them. Central Services will need to look into this; Council Member Slert asked about the second opinion on the heritage trees in front of the courthouse on "H" Street. Staff indicated that the opinion will be coming before the City Planning Commission soon. There is concern regarding the health of several of the trees; Mayor Schellong asked about setting a date for a full City/County meeting and mentioned moving forward with getting all the players around the Harbor treatment plant together; Mayor Schellong would also like to see some direction given to the City manager regarding the budget. He will be asking each department to make specific cuts to balance the budget; however, the police chief is on vacation and the manager wants to make sure he is included. The revenues are not known yet and neither have the TOT revenues been received. Council Member Slert indicated that this is a hugely critical issue; he is concerned. Staff will see if there is a way to get the revenue reports sooner than mailing, which already runs two quarters behind. Council Members asked for the budget to be completed and a workshop held in October on a Monday (or other date) opposite of the normal meeting dates; Mayor Schellong reported on the annual California League of Cities Conference and social liability and foreclosure resolutions. The foreclosure resolution was pulled and others were added. S. California Edison asked to put their equipment above ground to save money in one resolution, which was opposed and the social liability resolution was approved. The workshop with Coastal Commission was good and the issues with regard to the sea level were helpful. The coastal communities involved would like to see what the Coastal Commissioner is doing with the Coasta Norte project. She also noted that there will be some advertising released soon for tourism in California starring the governor and other celebrities.

ADJOURNMENT

Adjourn the meeting to the next regularly scheduled meeting of October 5, 2009 at 6:00 p.m.

There being no further business to come before the Council, Mayor Schellong adjourned the meeting at 10:26 p.m. until the next regularly scheduled meeting of October 5, 2009 at 6:00 p.m.

ATTEST:

By: Robin Patch, Deputy City Clerk
for Rod B. Butler City Clerk