

CITY OF CRESCENT CITY

Mayor Blake Inscore
Council Member Alex Fallman
Council Member Isaiah Wright

Mayor Pro Tem Heidi Kime
Council Member Jason Greenough

MINUTES REGULAR CITY COUNCIL MEETING VIRTUAL VIA ZOOM

MONDAY

DECEMBER 7, 2020

6:00 P.M.

OPEN SESSION

Call to order Mayor Inscore called the meeting to order at 6:04 p.m.

Roll call Council Members present: Council Member Alex Fallman, Council Member Jason Greenough, Council Member Isaiah Wright, Mayor Pro Tem Heidi Kime, and Mayor Blake Inscore
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Miller, Olson, Wendt, Valero, Griffin, Leaver, Gillespie

Pledge of Allegiance led by Mayor Inscore

PUBLIC COMMENT PERIOD

Jim Cipolla: submitted public comment via email: asked when will the Oversight Committee be formed

Cindy Vosburg, Chamber Executive Director: stated her desire for Mayor Inscore to stay on the Chamber Board and VB Board of Directors

Linda Sutter: congratulated the new Council Members and reminded them to make sure they do their homework before they attend Council meetings.

Natalie Fahning: thanked Mayor Inscore for his work

Mayor Inscore asked for the consent calendar to be heard after item #8 so the new Council Members could weigh in on the consent calendar; the Council was in consensus.

CEREMONIAL ITEMS

1. Pearl Harbor Remembrance Day Proclamation

Mayor Inscore read the proclamation aloud.

ELECTION RESULTS

6. Certification of Election Results

- *Recommendation: Hear staff report*
- *Receive public comment*

- *Adopt Resolution No. 2020-99, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA, CERTIFYING THE RESULTS OF THE NOVEMBER 6, 2020 CITY OF CRESCENT CITY ELECTION WHICH WAS CONSOLIDATED WITH THE NOVEMBER 6, 2020 STATEWIDE GENERAL ELECTION.*

On a motion by Council Member Wright, seconded by Council Member Fallman and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2020-99, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY, CALIFORNIA, CERTIFYING THE RESULTS OF THE NOVEMBER 6, 2020 CITY OF CRESCENT CITY ELECTION WHICH WAS CONSOLIDATED WITH THE NOVEMBER 6, STATEWIDE GENERAL ELECTION

7. Recognition of Outgoing Council Members

- *Recommendation: Recognize outgoing Council Members Heidi Kime and Alex Fallman*

City Manager Wier spoke about Council Member Fallman and Mayor Pro Tem Kime and their dedication and hard work for the City. Their support of staff has been tremendous and greatly appreciated and he outlined all of the work done in the last four years. The remaining Council Members echoed City Manager Wier's sentiments. Mayor Pro Tem Kime stated how much she has loved being on the Council and how much work it entails. Council Member Fallman expressed his thankfulness being on the City Council and gave closing remarks for the incoming Council.

Darrin Short: enjoyed working with both Council Member Fallman and Mayor Pro Tem Kime when he was on the Council.

David Gearhart: thanked Council Member Fallman and Mayor Pro Tem Kime for all of the work they have done, and it is evident they truly care about this community.

Natalie Fahning: appreciates the Council Members role they have taken in the City.

8. Installation of New Council Members

- *Recommendation: Administer Oaths of Office to returning Council Member Jason Greenough and new Council Members Alex Campbell and Beau Smith*

City Clerk Robin Patch administered the Oath of Office to Council Member Alex Campbell, Council Member Jason Greenough, and Council Member Beau Smith.

CONSENT CALENDAR

2. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period November 7, 2020, through November 20, 2020.*

3. Payroll Report

- *Recommendation: Receive and file the biweekly payroll report for the period ending November 21, 2020 paid November 25, 2020.*

4. Mason Mall Fountain and Memorial Restoration Budget Adjustment for Engineering Design

- *Recommendation: Adopt Resolution No. 2020-97, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET OF THE CITY OF CRESCENT CITY*

5. Memorandum of Agreement (MOA) with Del Norte County for Wastewater Surveillance of SAR-Cov-2

- *Recommendation: Authorize the City Manager to sign a Memorandum of Agreement with Del Norte County to conduct wastewater surveillance of SARS-CoV-2 (Covid-19)*
- *Adopt Resolution No. 2020-98, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET OF THE CITY OF CRESCENT CITY*

Mayor Inscore asked if any Council Member wanted to pull any items for further discussion; Council Member Smith asked for #5 to be pulled from the consent calendar for discussion. Council Member Smith asked if this was not going to cost the City any money; City Manager Wier stated that was correct and outlined the process for the samples.

On a motion by Council Member Greenough, seconded by Council Member Wright and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 2-5 as presented.

REPORTS AND PRESENTATIONS

9. CCPD/Behavioral Health/Rape Crisis Training Update

Chief Griffin reported on the ongoing training CCPD has received from Rape Crisis. Chief Griffin and Sgt. Gill had in service training with the Rape Crisis Team. Chief Griffin said for police officers running into an active shooter scene is easy, but handling rape cases is not, so this training is vital. Kira Morse, an Advocate and Educator with the North Coast Rape Crisis Team (NCRCT), reported that NCRCT offer virtual training for survivors during the pandemic. They are also able to get temporary shelter for survivors as well as bus tickets, if needed. Chief Griffin reported that the two-hour training came with a video they can use to train new officers. Another partnership is with Behavioral Health, Gloria Bobertz gave training and what she can offer CCPD.

PUBLIC HEARINGS - None

CONTINUING BUSINESS

10. City Transactions and Use Tax Ordinance Adoption

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Waive full reading, read by title only and adopt Ordinance No. 824, An Ordinance of the City Council and the People of the City of Crescent City Adding Chapter 3.30 to Title 3 of the Crescent City Municipal Code Imposing a Transactions and Use Tax to be Administered by the California Department of Tax and Fee Administration*

City Attorney Rice gave a brief summary of Ordinance 824 and the process it took for approval including the voters of the City approving Measure S on November 3rd. The ordinance is effective immediately, the taxes won't be collected until April 1, 2021. Council Member Campbell asked if the money goes to the State and then back to us and what fund the money will go into; City Attorney Rice stated that yes it does go to the State first and then to us, and the money will be in the General Fund. Council Member Greenough asked what the amount of the fee the State charges; City Attorney Rice stated there are two different fees, the fee for administration is .57% of the revenue.

On a motion by Council Member Greenough, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City waived full reading, read by title only and adopted Ordinance No. 824, AN ORDINANCE OF THE CITY COUNCIL

AND THE PEOPLE OF THE CITY OF CRESCENT CITY ADDING CHAPTER 3.30 TO TITLE 3 OF THE CRESCENT CITY MUNICIPAL CODE IMPOSING A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION.

11. Agreements with California Department Of Tax and Fee Administration; Authorization to Examine Records

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Adopt Resolution No. 2020-100, A Resolution of the City Council of the City of Crescent City Authorizing the City Manager to Execute Agreements with the California Department of Tax and fee Administration for Implementation of a Local Transactions and Use Tax*
- *Authorize the City Manager to execute an Agreement with Hinderliter, De Llamas and Associates (HdL)*
- *Adopt Resolution No. 2020-101, A Resolution of the City Council of the City of Crescent City Authorizing the Examination of Transaction (Sales) and Use Tax Records*

City Attorney Rice explained the first resolution being for compensation to the State for preparatory work including costs of developing procedures programming for data processing, developing and adopting appropriate regulations, designing and printing forms, developing instructions for the Department's staff and for taxpayers, and other appropriate and necessary preparatory costs to administer a transactions and use tax ordinance. The second agreement with HdL provides for compensation to the State for administration of the City's transaction and use tax use and sets forth certain terms including that the State will transmit revenues to the City no less frequently than twice per quarter. The last resolution authorizes the City Manager and the City Finance Director to represent the City in the examination of transactions and use tax records pertaining to the City and collected for the City pursuant to the agreement as well as allowing HdL to examine the transactions and use tax records for the City. Finance Director Leaver stated that the City has had a relationship with HdL for longer than she has been with the City and they have been very helpful. Council Member Campbell felt we were spending too much money on consultants and could be doing this in house. Mayor Inscore stated that someone on the outside evaluating this would give more confidence in the public with that oversight. Council Member Smith stated he agrees with Council Member Campbell that we are paying too much. Council Member Greenough stated that yes they cost money, but we benefit greatly from these consultants. They have caught things that weren't translated the right way and if we didn't have the consultants, we may have missed that. City Manager Wier stated the cost for HdL to look at this is \$200 a month.

Linda Sutter: stated the Council Members were asking good questions and its good for the public to hear them.

Jason Bartholomew: asked if what we have already paid the consultants has resulted in them finding mistakes and covered their costs or is the City in the negative paying for them. *Finance Director Leaver stated that we paid HdL \$4500 for the year to include the audit fees and as a result they have found \$8400 for the City.*

On a motion by Council Member Greenough, seconded by Council Member Smith, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2020-100, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION FOR IMPLEMENTATION OF A LOCAL TRANSACTIONS AND USE TAX

On a motion by Council Member Greenough, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City authorized the City Manager to execute an Agreement with Hinderliter, De Llamas and Associates (HdL)

On a motion by Council Member Greenough, seconded by Council Member Wright and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2020-101, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AUTHORIZING THE EXAMINATION OF TRANSACTION (SALES) AND USE TAX RECORDS

NEW BUSINESS

12. Agreement with SHN Consulting Engineers & Geologists to Update the City's Housing Element and Perform Specific Planning Services

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Authorize the City Manager to sign Amendment No. 2 to the Agreement for Professional Services in the amount of \$184,460 with SHN Consulting Engineers & Geologists, Inc. to provide specific planning services under the SB 2 and LEAP grants.*
- *Adopt Resolution 2020-102, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET OF THE CITY OF CRESCENT CITY*

City Engineer Olson explained that the adopted budget for FY 2020-21 included \$160k in grant funds based on being awarded the SB2 grant, the City was also awarded \$65k in grant funds through HCD's LEAP grant. Director Olson explained that it is staff's recommendation to add these additional funds to the current fiscal year budget which will bring the total budget for updating the Housing Element, Zoning Code and other planning services to \$225k. SHN has proposed a not to exceed amount of \$184,460 which leave approximately \$40k for additional tasks that are allowable under the current grants.

Cora Rose: when would SHN start working on the housing element? *City Engineer Olson said the scope and loop would be December 2021; Mayor Inscore clarified work would start at the beginning of the year and conclude in December.*

Linda Sutter: regarding accessory dwelling units, do you need to get a permit to have one built on the property? *City Engineer Olson stated the main requirement is that an ADU is a permit by right; does require permitting and must meet California building code.*

On a motion by Council Member Greenough, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City authorized the City Manager to sign Amendment No. 2 to the Agreement for Professional Services in the amount of \$184,460 with SHN Consulting Engineers & Geologists, Inc. to provide specific planning services under the SB2 and LEAP grants and adopted Resolution No. 2020-102, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET OF THE CITY OF CRESCENT CITY

13. Pool Update

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Provide direction to City staff regarding the re-opening of the Fred Endert Municipal Pool*

City Manager Wier gave an update on the current COVID-19 state guidelines and that we are averaging 10 positive cases a day. He further reported we had good interviews for the Aquatics

Supervisor and a conditional offer has been made. Council Member Campbell asked what the cause of the uptick in positive cases was; City Manager Wier stated according to Dr. Rehwaldt it is small family gatherings. Council Member Smith asked about the ICU capacity and do they take Medford into consideration, because that is where most of us go. City Manager Wier stated he doesn't think they take that into consideration, only the California counties. Mayor Inscore stated that having an update from Dr. Rehwaldt is a good idea especially since we have two new Council Members. Council Member Greenough asked if Mitch Hanna has been spoken to about their ICU capacity and if they have looked at expanding it at all; City Manager Wier stated there is 6 total with 1 occupied, there is an 83% availability. The Council would like to hear from Mitch Hanna as well.

Jason Bartholomew: is there an uptick in deaths or hospitalizations? *Mayor Inscore stated not right now, there has only been more than 1 case at a time with COVID at the hospital, and one who has lost their life. Is it COVID patients only for the ICU beds, or anyone? Anyone.*

The Council was in consensus to invite both Sutter Coast CEO Mitch Hanna and Public Health Officer Dr. Warren Rehwaldt to the next Council meeting.

14. Selection of Mayor and Mayor Pro Tempore

- *Recommendation: Hear staff report*
- *Receive public comment*
- *Select a new Mayor and Mayor Pro Tempore for the next year*

City Clerk Robin Patch read the procedures for selecting the Mayor and Mayor Pro Tem.

The following citizens addressed the Council:

Herman Rinkel: spoke in support of Mayor Inscore remaining the Mayor.

Tamera Leighton: spoke in support of Mayor Inscore being selected as Mayor as he is always prepared for meetings.

Natalie Fahning: supported Mayor Inscore for another term.

Dr. Michael Sayre: supported Mayor Inscore for another term.

Brad Kime: stated for continuity, Mayor Inscore should be selected as Mayor again.

Heidi Kime: due to the many projects for 2021 and his institutional knowledge, she supported selecting Mayor Inscore for another term.

Mayor Inscore reminded the Council that the Mayor is selected first, following the selection of the Mayor Pro Tem.

First motion:

On a motion by Council Member Campbell, seconded by Council Member Smith, and carried on a 3-2 polled vote with Mayor Inscore and Council Member Wright voting no, the City Council of the City of Crescent City selected Jason Greenough as Mayor.

Second motion:

On a motion by Council Member Wright, seconded by Mayor Inscore, and failed on a 2-3 polled vote with Council Member Campbell, Council Member Greenough, and Council Member Smith voting no, the selection of Blake Inscore as Mayor did not pass.

On a motion by Council Member Smith and seconded by Mayor Greenough, and carried on a 4-1 polled vote with Council Member Inscore voting no, the City Council of the City of Crescent City selected Alex Campbell as Mayor Pro Tem.

CITY COUNCIL ITEMS

- **Legislative Matters – None**
- **City Manager Report and City Council Directives –**
 - **Council Members discussion / submittal to Mayor of preferred Board/Commission choices for the next year**

Council Member Inscore reported schedule changes for a few boards and committees.

Mayor Pro Tem Campbell: requested to be on the following boards and committees: Chamber of Commerce, Border Coast Regional Airport Authority (BCRAA), Pelican Bay State Prison Citizens Advisory Commission and No Place Like Home Committee

Council Member Wright – asked to stay on the committees and boards he is already a member of (Coastal Cities issues group, Crescent City Port and Rescue, Del Norte Solid Waste Management Authority (DNSWMA), Local Area Formation Commission (LAFCO), Golden State Risk Management Authority Board of Directors, Fire Dept ad hoc, and the Lighthouse Cove RV Park ad hoc

Council Member Smith: requested to be on the following boards and committees: CC Port Search and Rescue, Hazmat Response Authority, Fire Dept ad hoc, and any other board or committee Mayor Greenough wanted to place him on.

Council Member Inscore: asked to stay on the committees and boards he is already a member of, but specifically LAFCo and the Chamber of Commerce/Visitors Bureau`

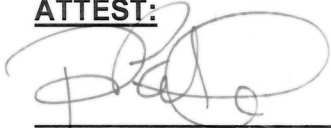
- **Reports, Concerns, Referrals, Council travel and training reports –**

City Manager Wier reported we received a couple of grants for \$5k Humboldt Area Foundation and The California Endowment \$100k for economic development. We have also been approved for advanced construction for the Pebble Beach Stabilization Project, which means the money we took from the Water Fund will be coming back to us. Paving of Front Street will happen tomorrow as the weather has been cooperating. Sunset Circle path will be paved this week.

ADJOURNMENT

There being no further business to come before the Council, Mayor Greenough adjourned the meeting at 8:43 pm to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, December 21, 2020 at 6:00 p.m., via Zoom, Crescent City, CA 95531.

ATTEST:



Robin Patch
City Clerk/Administrative Analyst