

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON JUNE 18, 2020

On the 18th day of June 2020, the City Council of the City of Yreka met in regular session, and upon roll call, the following were present: Deborah Baird, Joan Smith Freeman, Duane Kegg, Paul McCoy, and Norman Shaskey. Absent - None.

Mayor Freeman announced that the presentation from the Siskiyou Economic Development Council and Discover Siskiyou – Presentation on Tourism Services, has been moved to the first item on the agenda.

City Manager Baker provided the Council with a memorandum reporting that with the cessation of the Yreka Chamber of Commerce contract, the City is not currently contracting for tourism services. Staff has contemplated issuing a request for proposals for tourism services, however, the tourism business is changing, and the services previously provided may not be the services that the City wishes to contract for in the future. A strategic planning process for tourism or a workshop might be appropriate, but the pandemic restrictions made that challenging.

Tonya Dowse, Niki Brown, and Heather Dodds gave the presentation to the Council.

Consent Calendar: Mayor Freeman announced that all matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion or a member of the audience wishes to comment on an item:

- a. Approval/ratification of payments issued May 30 through June 11, 2020.
- b. Approval of Minutes of the special meetings held May 28 and June 4, 2020.
- c. Acceptance of Treasurer's Report and Budget to Actual for the month of May 2020.

Councilmember Baird requested that item 1b be pulled from the consent agenda.

Following Council discussion, Councilmember Kegg moved to approve items 1a & 1c on the consent calendar as submitted.

Councilmember Shaskey seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried.

Approval of Minutes of the special meetings held May 28 and June 4, 2020.

Councilmember Baird stated that she would like more information in the minutes of the Special Meeting held May 28, 2020 regarding the Resolution approving the application for Community Development Block Grant funding, specifically who is applying for the grant and the exact purpose, and asked that 1b be tabled, amended, and brought back for consideration at the next meeting.

Following Council discussion, Councilmember McCoy moved to table item 1b to the next meeting.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried.

Adopt Resolution # 2020-16 authorizing application for, and receipt of, Local Government Planning Support Grant Program Funds. (Local Early Action Planning Grants Program LEAP).

City Manager Steve Baker provided the Council with a memorandum reporting that the Notice of Funding Availability for the Local Early Action Planning Grants Program (LEAP) (2020) was released by the California Department of Housing and Community Development (HCD) On January 27, 2020. LEAP is part of the broader Local Government Planning Support Grants Program.

The Program provides funding to jurisdictions for:

- The preparation and adoption of planning documents;
- Process improvements that accelerate housing production; and
- Process improvements that facilitate compliance in implementing the sixth cycle of the Regional Housing Needs Allocation (RHNA).

Eligible applicants for the LEAP program are local governments (i.e. cities and counties). Eligible activities must demonstrate an increase in housing-related planning activities and facilitate accelerated housing production. Eligible activities may be part of a larger planning effort (e.g., a comprehensive zoning code update) if the proposed activity has not been completed prior to the NOFA date, are distinct, and demonstrate a nexus to accelerating housing production.

LEAP applications must be submitted by July 1, 2020 and the expenditure deadline is December 31, 2023. For a city having a population of less than 20,000, the minimum award amount is \$25,000 and the maximum award amount is \$65,000. The City of Yreka is eligible for up to \$65,000 in funding based upon population size.

With this report, staff is requesting that the City Council approve a Resolution authorizing staff to submit an application for grant funds, and, select a preferred task for the use of the funds. Staff recommends that the City of Yreka apply for up to the full \$65,000 grant fund to use for the following projects:

- General Plan Update: Safety Element update, environmental justice policies, and LOS to VMT policies (Cost: \$35k). These updates to the General Plan are required by State law regardless of LEAP grant option chosen.
- Re-designating County-owned property on Foothill Drive from *I-Industrial* to *HDR-High Density Residential* and re-zoning the *M-1 – Light Industrial* portion of the property to *R-3-12 – High Density Residential*. (Cost: \$30k).

Budget proposals for each project are subject to adjustments as appropriate.

Following Council discussion, Councilmember McCoy moved to adopt Resolution # 2020-16 authorizing application for, and receipt of, Local Government Planning Support Grant Program Funds. (Local Early Action Planning Grants Program LEAP) in the amount of \$65,000.

Councilmember Shaskey seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried.

Adopt Resolution # 2020-17 Calling and Giving Notice of the submission to the Electors of the City of Yreka, at the General Election to be held on November 3, 2020, of a Ballot Measure seeking approval for the proposition that the office of the City Clerk be converted from a position that is filled through appointment rather than through an election and that the adoption of Resolution is found to be exempt from CEQA.

City Manager Baker provided the Council with a memorandum reporting that the City Clerk is elected to a 4-year term. That term is up this year and the position will be on the November 3, 2020 ballot.

The City Clerk has received compensation of \$25 per month since April of 1956. This low compensation has been in place for a very long time, but has not been a problem because the City Manager has also held the office of elected City Clerk since April 17, 1956. Alton Taylor was appointed as the City's First City Manager in 1956, and also appointed at that time as the City Clerk. The tradition of the dual role of City Manager/City Clerk continued until May 5, 2000, at which time the current City Manager/City Clerk Dale Shaddox left office and Deputy City Clerk Elizabeth Casson was appointed to fill his unexpired term, and has been the elected City Clerk since March 2004. Ms. Casson has advised us that running for a full term of another 4 years is not in her future plans.

This leaves us with a few options:

1. Let the election proceed the November and see who wants to be City Clerk.
2. Increase the pay for city clerk and proceed under option 1.
3. Change the elected City Clerk to an appointed City Clerk.

Given that the City Clerk has been a staff person since April 17, 1956, option 3 makes the most sense. While the City Clerk had certain critical functions when the City was originally incorporated, those administrative functions have been increasingly distributed to other staff in modern cities.

Based on a list from the City Clerks' Association of California, of the 482 California Cities, 98 still have an elected City Clerk. The trend is to move towards appointed; since 2006 the number of elected city clerks has declined by over a third (154 to 98). Locally, Fort Jones changed the City Clerk position from elected to appointed in November 2018. That leaves Yreka, Mt. Shasta and Dunsmuir as the cities in Siskiyou County with elected city clerks.

City Manager Baker reported that at the last meeting, Councilmember Shaskey suggested that the appointment of a City Clerk should be made by the City Council. Since that time, a discussion

was held with Councilmember Shaskey, and it was agreed that the candidate should be selected by the City Manager and approved by the City Council.

Councilmember Shaskey requested that the Resolution be amended on page 3, line #70, by adding in “by the City Council”, following “filled by the appointment of a qualified candidate”. The new sentence to read “filled by the appointment of a qualified candidate, *by the City Council.*”

Following Council discussion, Councilmember Shaskey moved to adopt the Resolution Calling and Giving Notice of the submission to the Electors of the City of Yreka, at the General Election to be held on November 3, 2020, of a Ballot Measure seeking approval for the proposition that the office of the City Clerk be converted from a position that is filled through appointment rather than through an election and that the adoption of Resolution is found to be exempt from CEQA.

Councilmember Kegg seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried.

Authorize the Assistant Fire Chief as a stipended position within the Fire Department.

City Manager Baker provided the Council with a memorandum reporting that during the recruitment of the City’s first full-time Fire Chief, we discussed having a stipended Assistant Chief to assist with the management of the Volunteer Fire Department. That position was not formally recognized; however, the funds are budgeted in the Fire Department budget at the stipend level of the former Volunteer Fire Chief. The Fire Chief will appoint and manage the Assistant Fire Chief.

The purpose of this request is to formally recognize the position of Assistant Chief as a stipended position within the Department. Staff believes that the formal appointment of the Assistant Chief at this level of responsibility will enhance the success of the Chief as the Fire Department transition proceeds.

Councilmember Shaskey moved to authorize the Assistant Fire Chief as a stipended position within the Yreka Volunteer Fire Department, there being no second, the motion died.

Following Council discussion, Councilmember Kegg moved to table this item to the August 6 meeting, contingent upon the Council holding at least two (2) budget workshop meetings in July.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, and Shaskey. Nays – McCoy. Mayor Freeman thereupon declared the motion carried.

Adopt Resolution # 2020-18 authorizing the expenditure of funds prior to the adoption of the Fiscal Year Ending June 30, 2021 Annual Budget.

Finance Director Rhetta Hogan provided the Council with a memorandum reporting that

the City's budget process is expected to continue into the new fiscal year beginning July 1, 2020. Staff will be making a one-year budget recommendation with a second-year projection. A second full budget will be prepared for fiscal year ending 2022, effectively postponing the biannual budget process, due to uncertainty of economic impacts realized by the City's resources relating to the Coronavirus pandemic.

City staff will be working with the City Council and department heads to:

- (1) address some of the operating and capital improvements deficit issues,
- (2) evaluate short- and medium-term revenue impacts, refining estimates for the loss of revenue in both fiscal year 2021, and projections through fiscal year 2022.
- (3) restructure projected staffing levels (planned retirements, normal attrition, and delay in hiring vacant positions.
- (4) plan appropriate level of response to the economic impacts from the coronavirus.

It is expected that adoption of the City's annual budget will be scheduled for an action item in August or September of 2020. This resolution is for that interim period, as the City will have expenses related to on-going services, programs and projects. This resolution will authorize such on-going expenses, while limiting non-recurring and non-contract expenditures to \$5,000 without City Manager Approval, and delays the hiring of vacant positions until adoption of the budget, except with expressed City Council recruitment delay waivers..

Following Council discussion, Councilmember McCoy moved to adopt the Resolution as amended, changing paragraph (c) to read "to delay in the hiring of vacant positions due to a hiring freeze, unless approved by the City Council during the interim budget period."

Councilmember Kegg seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried

Coronavirus Update: Discussion/Possible Action - Review and Continuation of:

- Urgency Ordinance # 855 adopted 4-2-2020, Declaring a Local Emergency, and Authorizing the Participation in State and Federal Assistance Programs and the Temporary Waiver of: Equipment and Supplies Procurement Requirements, Utility Billing Practices, Human Resources Related Practices Which Are Each Deemed to be Arising From the Incidence of the Pandemic Relating to the Novel Coronavirus (Covid-19), and Setting Forth the Facts Constituting Such Urgency and Finding the Ordinance Exempt From CEQA Review.
- Urgency Ordinance # 856 temporarily suspending Sections 3.12.080 and 3.12.090 of the Yreka Municipal Code concerning payment of Transient Occupancy Tax, and Declaring the Urgency thereof.

Following Council discussion, Councilmember McCoy moved to continue Ordinances # 855 & 856 as adopted.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey. Mayor Freeman thereupon declared the motion carried

CLOSED SESSION:

1. Conference with Real Property Negotiator (Government Code Section 54956.8)
 Property: AP Number: 054-191-290
 City Negotiators: City Manager
 Third Party Negotiator: Cynthia Garland, Cornerstone Properties.
 Under Negotiation: Possible purchase including price, terms of payment, or both.

2. Conference with Legal Counsel - Anticipated Litigation
 Initiation of litigation pursuant to Subdivision (c) of Section 54956.9 of the Government Code: (Number of cases to be discussed – 1 - The names of the parties are not disclosed, as it is believed that that to do so would jeopardize the City's ability to serve process or to conclude existing settlement negotiations to the City's advantage).

RETURN TO OPEN SESSION: Upon return to open session, City Manager Baker reported that as to item 1, direction was given to staff, and that no other reportable action was taken.

ADJOURNMENT There being no further business before the Council the meeting was adjourned.

Attest:

 Duane Kegg, Mayor Pro-Tempore
 Minutes approved by Council
 Motion July 2, 2020

 Elizabeth E. Casson, City Clerk