



CITY OF CRESCENT CITY

Mayor Jason Greenough
Council Member Ray Altman
Council Member Isaiah Wright

Mayor Pro Tem Blake Inscore
Council Member Beau Smith

AGENDA
SPECIAL CITY COUNCIL/MEASURE S OVERSIGHT
COMMITTEE WORKSHOP
FRED ENDERT MUNICIPAL POOL
VIRTUAL VIA ZOOM

MONDAY

APRIL 12, 2021

5:30 P.M.

Due to the current public health emergency resulting from COVID-19, the public may access and participate in the public meeting using one or more of the following three methods: (1) participate online via Zoom – details to join the meeting will be on both the City of Crescent City – City Hall Facebook page as well as the City of Crescent City website (www.crescentcity.org); (2) watch the meeting via livestream on YouTube (Channel: City of Crescent City, California) and submit comments via publiccomment@crescentcity.org; or submit a written comment by filing it with the City Clerk at 377 J Street, Crescent City, California 95531 prior to 4:00 pm, April 12, 2021. If you require a special accommodation, please contact City Clerk Robin Patch at 464-7483 ext. 223.

ZOOM PHONE NUMBER: (253) 215-8782

WEBINAR ID: 883 9449 7533

OPEN SESSION

Call to order
Roll call
Pledge of Allegiance

PUBLIC COMMENT PERIOD

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

CONSENT CALENDAR

1. Meeting Minutes

- *Recommendation: Approve the March 9, 2021 and the March 29, 2021 meeting minutes of the Measure S Oversight Committee/City Council.*

PRESENTATION

2. Measure S – Fred Endert Municipal Pool

- *Recommendation: Hear staff report*
- *Technical questions from the Oversight Committee*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Oversight Committee discussion*
- *Further Council discussion*
- *Take action as necessary and appropriate*

ADJOURNMENT

Adjourn to the closed session meeting of the City Council of the City of Crescent City scheduled for Tuesday, April 13, 2021 at 5:30 p.m., via Zoom, Crescent City, CA 95531.

POSTED:

April 8, 2021

/s/ Robin Patch

City Clerk/Administrative Analyst

Vision:

The City of Crescent City will continue to stand the test of time and promote quality of life and community pride for our residents, businesses and visitors through leadership, diversity, and teamwork.

Mission:

The purpose of our city is to promote a high quality of life, leadership and services to the residents, businesses, and visitors we serve. The City is dedicated to providing the most efficient, innovative and economically sound municipal services building on our diverse history, culture and unique natural resources.

Values:

Accountability
Honesty & Integrity
Excellent Customer Service
Effective & Active Communication
Teamwork
Fiscally Responsible



CITY OF CRESCENT CITY

Mayor Jason Greenough
Council Member Beau Smith

Mayor Pro Tem Blake Inscore
Council Member Isaiah Wright

MINUTES
SPECIAL JOINT CITY COUNCIL -
MEASURE S OVERSIGHT COMMITTEE
WORKSHOP (STREETS)
VIRTUAL VIA ZOOM

TUESDAY

MARCH 9, 2021

5:30 P.M.

OPEN SESSION

- Call to order** Mayor Greenough called the joint meeting to order at 5:42 pm
- Roll call** Measure S Oversight Committee present: Board Member Cindy Cruz, Board Member Ernie Perry, Board Member Emery Mattz IV, and Chair Kelly Schellong
Measure S Oversight Committee Member absent: Vice-Chair Heidi Kime
Council Members present: Council Member Beau Smith, Council Member Isaiah Wright, Mayor Pro Tem Blake Inscore, and Mayor Jason Greenough
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, City Engineer Olson, Human Resources Administrator Sunny Valero, Finance Director Linda Leaver, Recreation and Events Coordinator Director Holly Wendt, and Fire Chief Bill Gillespie

Pledge of Allegiance led by Mayor Greenough

PUBLIC COMMENT PERIOD - *there were no public comments*

PRESENTATION

1. Measure S – Streets

- *Recommendation: Hear staff report*
- *Technical questions from the Council and Committee*
- *Receive public comment*
- *Further Council and Committee discussion*
- *Take action as necessary and appropriate*

City Manager Wier stated that tonight’s meeting focuses on Streets and the next meeting is set for March 29th to discuss the fire department and the pool. City Engineer Olson explained how funding is obtained for the repairing of roads and that some comes from local regional funding through Del Norte Local Transportation Commission. In order to design, maintain and service our roads, it takes a large amount of money, the City has limited resources therefore additional funding for streets is vital. The current direct City funding sources are through the General Fund in the amount of \$275k, Gas Tax in the amount of \$175k, SB1 in the amount of \$130k and then

through Measure S which is expected to bring in a total of \$1.3million to be used for police, fire, pool, and streets. It is expected to have close to \$325k of Measure S funds that will fund street projects. City Manager Wier stated that all of the direct City funding sources are fully used which includes the repair of sidewalks as well. Director Olson continued in his presentation outlining the projects that were completed by using grants. He also went over the streets that are prioritized throughout the City by placing them in certain categories and displaying a map – categories included: reconstruction, structural renewal (overlay), preservation treatments (non-structural), crack sealing and minor patching, no maintenance required. City Manager Wier stated that the reconstruction piece (outline in red) are high-dollar projects. Council Member Smith asked about the \$60k for self-perform or no bid contract for bidding; Director Olson stated that this is the threshold established. Chair Schellong asked if the County would be able to go out for that; Director Olson stated that now it requires contractors – but the City has worked hand in hand with the County. Chair Schellong asked about the Davis Bacon Law; City Attorney Rice stated that the prevailing wage comes into play when a project is more than \$1,000. Director Olson said that the threshold over \$2500 has to be registered with the State and contractors are required to send their reports to the State who makes sure prevailing wage and benefits line up. Council Member Smith asked aside from special projects, are there any services that public works isn't doing right now because there were no funds to do so; Director Olson stated that we aren't maintaining things as well as we need to because we don't have the funding to do so; a good example of that are streetlights and potholes. Council Member Smith asked if we have adequate staffing; Director Olson stated that if we increased the number of potholes to fill, we'd need more people to help. The PW crew is always busy and always doing some sort of work. City Manager Wier stated that there is a lot of back logged work; all of the water mains are the City's responsibility and that includes in the County and staff is dealing with leaks all the time. Chair Schellong asked if it was \$60k per project and about 5% local preference; City Manager Wier stated it gets tricky with bidding with the laws, but purchases do have the 5% local preference.

The following citizen gave public comment:

Board Supervisor Darrin Short: stated that as a Council Member, he too thought City crews would be able to do the work; one of the City employees stated that if we shave the streets even a tenth of an inch, a bid is required to include prevailing wage.

Board Member Perry stated that the County Roads Department does not take the sewer system in the County, the City does. The road projects' problem is the State of California. He went over how the City cannot contract with the County to do work on City streets because of the regulations from the State. It's cheaper to have a private contractor do a street than to contract with the County due to the State Auditor who adds additional costs to the overall project. Chair Schellong what is the City's plan for the maintenance of Front Street; Director Olson stated that we will touch it in five-years and watch the data on the pavement plan. At year five, hit cracks with some crackseal. To address Chair Schellong's question about how much a street cost is, Director Olson stated it would be \$200k to \$350k. Director Olson stated it is imperative that the group understands that due to limited resources, prioritization of projects is critical to make the funding be used efficiently. City Manager Wier stated that it's important to make sure potholes are repaired, spot sidewalk repair, and do stripping. Options to consider are borrow and go – currently interest rates are low. Other options are grants including what's next on the agenda, the INFRA Grant. Other grants such as CDBG, BUILD, and ATP are not suitable for streets. City Manager Wier went over the City's current resources and what the annual expense options would be. Chair Schellong stated that the residents who will be paying the tax will want to see results and not results in five-years. Suggested a large project would be best; City Manager Wier stated the large slurry seal project is a good treatment to pick, but picking the right street is important as the aggregate is really thin (1/4 inch). Director Olson stated that with that type of sealing the minor patching and crack seal would need to be done on the yellow categorized street and further explained the best practice. Chair Schellong asked if there were any grants in relation to the library that will help take care of their parking lot? City Manager Wier stated the City can research it, but

we don't have a grant writer, so it is staff that would be searching for appropriate grants and it has been very difficult to get the grants applied for. Board Member Perry agrees that some action needs to be done soon so those who are paying for the tax can see their money being used immediately. Chair Schellong stated that since this is a lot of money and large projects, more information should be brought back with priorities, how much it would cost, and what doing the projects over the next year would look like. Asked for a priority matrix and costs associated. Board Member Perry suggested when discussions are had with the County to ask about Elk Valley Road in regards to the challenges they had. Mayor Greenough asked how much life give to the "yellow category" roads; City Manager Wier stated that it depends on preparation; in 10 years, some of the surface starts wearing off. Mayor Pro Tem Inscore agreed that putting something out there that the public can see right away is good, however, it's important to know that it's making our good roads better, but not doing anything for our bad roads. If we can get the rest of Front Street done for \$2million, that would be a perfect project to accomplish. Chair Schellong agreed with Mayor Pro Tem Inscore and why she suggested the matrix of the priorities. Board Member Perry asked for the Committee to be provided with lists on the streets showing that they will be done, it would be helpful for the public; and further stated that if we chose Front Street, it wouldn't get started this year, but in the next two years. Mayor Greenough stated that the short-term win is important so the community can see where the money is going firsthand. Would like to see Front Street done, is not a fan of borrowing money, but feels the idea should be vetted. Board Member Cruz asked if since the deadline is the 19th, do we need to make a decision tonight? City Manager Wier stated that although it's a good project, this is a super competitive grant. Director Olson stated that with the notice of funding, its tied to the production of goods and services, its geared more towards bigger projects. We need to show that we will move goods and services on Front Street, but we won't be the most competitive, but it is worth the shot for \$3million. Mayor Greenough asked how many of these grants get awarded annually; Director Olson answered that it is unknown. Mayor Pro Tem Inscore stated that 25% of this particular grant is required to go to rural communities. Feels like the INFRA grant is something that should be pursued. Mayor Greenough asked if we should go before the Tribal Councils to get them on board; City Manager Wier stated that the timing is too tight, the deadline is Friday. Board Member Perry stated a letter of support from Elk Valley Rancheria (EVR) would be critical. Council Member Smith stated that \$2k is a lot of money for people in this community for a "roll at the dice". Does not feel comfortable agreeing to spending that money with no guarantee we'll even get the funding. Mayor Greenough said if we don't put in an application, nothing will happen. Chair Schellong agreed that \$2k is a lot of money, but it is a good return on the investment if the chance to get the grant is 11%. Mayor Pro Tem Inscore stated that partnering with EVR for funding would be a good approach. Mayor Greenough stated that in order to get Front Street done, we should invest the money to apply for the funding. Mayor Pro Tem Inscore stated that when it comes to infrastructure grants, there is a learning curve, so if we don't get it this time, there is always next year. Board Member Mattz asked if the work done on Front Street could be a smaller project for \$2million; Director Olson explained why redoing Front Street costs more than \$2mil. We could scale things back, but it all comes back to the planning we've done. Board Member Mattz stated it was the landscaping and other attributes that he was suggesting cutting back on. Chair Schellong stated that a matrix and priority list will be helpful for future decisions. City Manager Wier stated it will be worked on and submitted to the Committee and Council.

2. 2021 INFRA Grant

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Give staff direction regarding the application for the 2021 INFRA Grant*

Mayor Pro Tem Inscore asked if both City Manager Wier and Director Olson if they were comfortable with the \$2k expenditure; City Manager Wier stated that we do not have \$2k in the

budget, therefore if direction was given to expend the money, the application will be submitted and a budget adjustment would be on the next Council agenda.

Sunny Valero: stated that the return we would see from the \$2k, the community already sees the big work we are doing, and this will keep us moving in the right direction and people are taking notice.

Mayor Pro Tem Inscore made a motion to direct staff to apply for the 2021 INFRA Grant, before a second was taken, City Manager Wier asked for clarification from the Council. Did they want staff to see the minimum of \$5million to do the part of Front Street that has not been completed yet to Hwy 101, with the parking lot piece, or do they want to replicate what was done for the BUILD Grant and take it all the way through to A Street. Mayor Pro Tem Inscore and Mayor Greenough both stated that doing from the S Curves to where Front Street left off would be their desire. Mayor Greenough brought the motion back to the floor, Council Member Wright seconded the motion and before polling the vote, Mayor Greenough asked if there was anything further from the Council. Council Member Smith asked for clarification, that the money will need to come from our reserve in order to apply for the grant; City Manager Wier answered in the affirmative. Council Member Smith stated that he does not agree with this application and that it is not good money management. Chair Schellong stated that this could be viewed as using Measure S money; stated the Council should ask the question if they felt that the community would be on board with spending the \$2k. Board Member Perry stated that even if the funds are not obtained this time, the discussion held tonight and information obtained can be used in the following year's application.

On a motion by Mayor Pro Tem Inscore, seconded by Council Member Wright, and carried unanimously on a 4-0 polled vote, the City Council of the City of Crescent City directed staff to apply for the 2021 INFRA Grant.

ADJOURNMENT

There being no further business to come before the Council, Mayor Greenough adjourned at 8:23 pm to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, March 15, 2021 at 6:00 p.m., via Zoom, Crescent City, CA 95531.

ATTEST:

Robin Patch
City Clerk/Administrative Analyst



CITY OF CRESCENT CITY

Mayor Jason Greenough
Council Member Beau Smith

Mayor Pro Tem Blake Inscore
Council Member Isaiah Wright

MINUTES
SPECIAL CITY COUNCIL/MEASURE S OVERSIGHT
COMMITTEE WORKSHOP
MEASURE S – POOL / FIRE DEPARTMENT
VIRTUAL VIA ZOOM

MONDAY

MARCH 29, 2021

5:30 P.M.

OPEN SESSION

Call to order Mayor Greenough called the meeting to order at 5:32 p.m.

Roll call Council Members present: Council Member Beau Smith, Council Member Isaiah Wright, Mayor Pro Tem Blake Inscore, and Mayor Jason Greenough

Oversight Board Members present: Board Member Cindy Cruse, Board Member Emery Mattz, Board Member Ernie Perry, and Chair Kelly Schellong

Oversight Board Member absent: Vice Chair Heidi Kime

Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Public Works Maintenance Manager Jason Wylie, Recreation and Events Coordinator Director Holly Wendt, Finance Director Linda Leaver, Fire Chief Bill Gillespie, Human Resources Administrator Sunny Valero, and Police Chief Richard Griffin

Pledge of Allegiance led by Mayor Greenough

PUBLIC COMMENT PERIOD

There were no public comments

CONSENT CALENDAR

1. Meeting Minutes

- *Recommendation: Approve the February 25, 2021 meeting minutes of the Measure S Oversight Committee/City Council.*

On a motion by Board Member Perry, seconded by Board Member Mattz, and carried unanimously on a 4-0 polled vote with Vice Chair Kime being absent, the Measure S Oversight Committee approved the February 25, 2021 meeting minutes of the Measure S Oversight Committee/City Council.

On a motion by Mayor Pro Tem Inscore, seconded by Council Member Wright, and carried unanimously on a 4-0 polled vote, the City Council of the City of Crescent City approved the February 25, 2021 meeting minutes of the Measure S Oversight Committee/City Council.

PRESENTATION

2. Measure S – Fred Endert Municipal Pool/Crescent City Fire and Rescue

- *Recommendation: Hear staff report*
- *Technical questions from the Oversight Committee*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Oversight Committee discussion*
- *Further Council discussion*
- *Take action as necessary and appropriate*

Fire Chief Gillespie gave a report on Crescent City Fire and Rescue and advised the Measure S Oversight Committee and City Council that the fire department has had 1,300 calls for service per year, served a population of 19,500 (City population of 6,500), 28.4 sq. mile service area (with the District being 26 sq. miles, City 2.4 sq miles), with 20 active volunteers. He went over the different types of calls for service the Department handles on a typical year, the current operating combined (City/District) budget (total operating expenses \$875,243). Chair Schellong asked where the funds for the grants and contributions go; Chief Gillespie they are matching funds such as CalFire Grants who will match up to 50% for things like personal protective equipment. City Manager Wier stated that the net cost to the City for the CCFR expenditures is \$320k and went over the Fire Department Master Plan. The identified critical needs for the Department are staffing, volunteer support (training, career opportunities), apparatus replacement plan, and fiscal sustainability (District will deplete reserves by 2023). *Vice Chair Kime joined the meeting at 6:00 p.m.* City Manager Wier detailed each of the critical needs for CCFR and applauded Chief Gillespie for carrying the Department on since Chief Wakefield's passing and continuing to give impeccable dedication to ensure the safety of the citizens. Chief Gillespie went over the current organizational chart that shows what was current when the Master Plan was developed. He further explained what the proposed new organizational chart would look like and the schedule that would be given to the firefighters. It was also decided to develop a "sleeper program" that would provide volunteers a stipend to be on the apparatus, which would give a 24/7 crew at the station who can respond to any calls that come in. Chair Schellong asked for the qualifications to become a Captain; Chief Gillespie stated there would be a hiring process, job requirements for the position are being looked at now; certifications, experience and time will be a part of the requirements. City Manager Wier went over how our volunteers have worked out how they can cover shifts, even with full time jobs. Chair Schellong if there is no funding to hire the 3 Captains, is there a backup plan? Chief Gillespie stated yes, the Master Plan outlines staffing. Chief Gillespie went into the equipment replacement schedule that showed the apparatuses the fire department has; how old they are and the cost to replace them along with when it should be expected to have them replaced. Chair Schellong asked what was currently being set aside for replacements; City Manager Wier stated that there has nothing for the last couple of years. He further reported to the Board and Council the available revenue – the City passed Measure S on November 3, 2020, and 25% of anticipated revenue from Measure S would be \$325k. The District's benefit assessment failed and the 2006 Assessment sunsets in 2021. Without any additional funding, the District only has two years of reserve left to operate. Therefore another assessment will be sought after in Spring of this year. City Manager Wier explained what the next steps were for the fire department; there is an opportunity to address City-funded one-time needs such as a large diameter fire hose (\$30k), minor City facility upgrades (\$10k), volunteer recruitment and retention consultation (\$15k), and a larger deposit in apparatus/equipment reserve (\$38k annually). Chair Schellong asked when the last time they surveyed the volunteers to see what would make them want to respond to calls; Chief Gillespie stated this is an ongoing process to see what motivates people. Council Member Smith stated that the College of the Redwoods Fire Academy is what helped him to become a firefighter and an incentive for him. Mayor Greenough asked what could be done to help the fire department to recruit volunteers;

Chief Gillespie said to push CR to partner to bring training opportunities here instead of having to go to Eureka. In the interest of time, City Manager suggested having a separate meeting to discuss the Pool, so the presentation is not rushed. City Manager Wier suggested having the Pool meeting on Thursday, April 1st. The Board and Council were at odds to availability for a meeting on the 1st. Chair Schellong stated that perhaps April 12th is too soon to make the final recommendations for Measure S funds. The Board and Council were in consensus to have the Pool meeting on April 12th. The Board was in consensus to move the meeting to have the final recommendations for Measure S funds a week after the 12th. Board Member Perry stated that he knew Chief Wakefield personally, and staffing is a huge issue that needs to be addressed for the health and betterment of our firefighters. Chair Schellong stated that there was confusion when Measure S, Measure R, and the Benefit Assessment all going out at the same time. Suggested there should have been much more marketing done to help clear up any miscommunications. City Manager Wier stated that the decisions that should be considered for the fire department would be a portion of the larger deposit into the Apparatus/Equipment reserve could be reappropriated through Council action and used to start a Volunteer Staffing Sleeper Program for \$73k (\$37k from the City due to being split 50/50 with the District); and a recruitment process for Captain II positions (\$132k/Cpt II) for \$66k (City) per Cpt II per year. City Manager Wier stated that this can come in phases. In summary, 25% of Measure S would be \$325k; 10-year costs associated with the Fire Department Master Plan would be \$307k (City) primarily associated with staffing. The options laid out for FY21/22 were to fund one-time minor facility improvements of \$40k, fund a Recruiting/Retention Consultant for \$15k, place a larger deposit in Apparatus/Equipment Reserve: \$38k + \$52k = \$90k (if District assessment passed, \$52k could be used to fund the Sleeper Program and one Capt. II). The remaining funds could be allocated towards other one-time expenses such as additional equipment for the fire department, for streets and for the police department. Council Member Smith stated that the sleeper program will see the retention of the Captains we have. Chair Schellong clarified that the Captain position is covered 50% by the City and 50% by the District and asked why that was as it used to be a 35/65 split; City Manager Wier explained that the position is needed by both the City and the District, therefore is equally split between the two. Chief Gillespie explained that the decision to be 50/50 was decided upon by the City Council and the Fire District Board. Board Member Perry said it makes good fiscal sense to share the financial burden between the City and District. Mayor Greenough asked about the \$132k for the Captain II, would this be Pers Retirement; Chief Gillespie stated that yes, it would be a position with benefits with the City.

There were no public comments.

City Manager Wier explained that the \$132k staffing is a 10-year cost that will average back down. This will not be a starting salary; it accounts for the next 10 years that includes COLAs in the amount. Chair Schellong stated that her priorities are to have a plan in place to replace equipment, taking care of the volunteers, and fulfilling the Captain position. Vice Chair Kime stated that she loves the outreach and Council Member Smith's story about College of the Redwoods. Agreed with Chair Schellong about having a fund to replace equipment. Board Member Cruse and Board Member Mattz both agreed that the volunteer base is a priority. Board Member Mattz also stated he was in agreement with the equipment replacement fund and paid positions to alleviate the workload at the fire department. Board Member Perry stated that the first year of Measure S funds will allow for some flexibility. Mayor Pro Tem Inscore stated that he spent a whole day with Chief Wakefield and they spoke about a new way of doing things and that what he was doing was not sustainable; therefore our priorities need to be with the staffing plan. Council Member Smith stated he has worked for the fire department for 15 years and saw the change in Chief Wakefield. He further stated that Chief Gillespie came under the recommendation of Chief Wakefield. Mayor Greenough gave his support of the Committee and Council comments; the staffing plan is the biggest priority; with the equipment being secondary.

ADJOURNMENT

There being no further business to come before the Measure S Oversight Committee and City Council, Mayor Greenough adjourned the meeting at 7:44 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for Tuesday, March 30, 2021 at 6:00 p.m., via Zoom, Crescent City, CA 95531.

ATTEST:

Robin Patch
City Clerk/Administrative Analyst