



# CITY OF CRESCENT CITY

Chair Kelly Schellong Vice Chair Ernie Perry  
Board Member Cindy Cruse Board Member Emery Mattz Board Member Dana Reno

MINUTES  
SPECIAL MEASURE S OVERSIGHT COMMITTEE MEETING  
210 BATTERY STREET  
CRESCENT CITY, CA 95531

WEDNESDAY APRIL 27, 2022 5:30 P.M.

## OPEN SESSION

- Call to order** Chair Schellong called the meeting to order at
- Roll call** Committee Members present: Committee Member Emery Mattz IV, Committee Member Dana Reno, and Chair Schellong  
Committee Members absent: Committee Member Cindy Cruse and Vice-Chair Ernie Perry  
Staff present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Finance Director Linda Leaver, Human Resources Manager Sunny Valero, Public Works Director Jon Olson, Economic Development and Recreation Director Ashley Taylor, Fire Chief Bill Gillespie and Police Chief Richard Griffin

Pledge of Allegiance led by Chair Schellong

## PUBLIC COMMENT PERIOD

*There were no public comments.*

## PRESENTATION

1. **Measure S Revenue and Expenditure Presentation**
  - *Recommendation: Review of Measure S 5-year revenue and expenditure Plan*
  - *Review of FY 21-22 expenditures and recommendations*
  - *Review of FY 22-23 Measure S recommendations*
  - *Technical questions from the Measure S Oversight Committee*
  - *Receive public comment*
  - *Further Measure S Oversight Committee discussion*
  - *Take action as necessary and appropriate*

City Manager Wier reported to the Committee that a resolution will be prepared for the Committee to review and will be of their recommendations to the Council. For FY 21/22, there is unused budget in the Fire Department of \$2,500 in training expenses and \$10k in volunteer recruitment. It is recommended to put \$12,500 for SCBA bottles. For the police department, the unused budget is in personnel expenses - \$54,987 (patrol officer), detective position \$2,479, and the lieutenant position \$2,479. The recommended expenditure is \$60k for additional vehicle replacement. The pool's unallocated Measure S funds are \$1,032,466 and direction was received on March 15, 2022. The Council and the Oversight Committee both wanted funds to go to Front Street,

therefore, the recommended expenditure is \$516,233 for Front Street (G Street to I Street) and \$516,233 for the Pool HVAC project. Director Olson stated that we are currently out to bid for materials, such as the water lines, hydrants, storm drains, boxes, anything that staff thought would be a long lead item. Bids will come back on May 10<sup>th</sup> with the plans to go before the Council on May 16<sup>th</sup>, then get the whole construction project out to bid with a start day around August. Chair Schellong asked if the design was complete; Director Olson stated it was complete. City Manager Wier stated that discussions have been with Johnson Controls to get the Agreement for the HVAC worked out and staff is still in the process of vetting it to see that the value is there. Staff is evaluating to see if it's an appropriate cost for that project. Chair Schellong asked what had changed from the last meeting as staff seemed confident in the pricing and it would be secured pricing; City Manager Wier stated it was secured pricing, but that staff wanted to do their due diligence. Staff is still working through the details of the project to ensure correct pricing. It will be brought back to the Council and Committee once it's worked out. City Manager Wier reported that the items that are in the budget are items that the community wanted to see the \$1.3million go towards.

*There no public comments.*

City Manager Wier presented to the Committee FY22/23 budget for the fire department and detailed the recommendations. There will be three Captain II positions, for shifts A, B, & C, increased training, volunteer recruitment consultant and SCBAs. For the positions and training, the City's cost is 50%. Chief Gillespie will be retiring in June and there is a Chief candidate currently going through the recruitment process. The three Captain positions will help the new Chief not be inundated with longer than expected shifts. Chief Gillespie stated that bringing the Captains in would have staggered shifts and they will also cover an engine. Chair Schellong stated that when recruitment happens, will the City make sure it's understood that this is from Measure S funds; City Manager Wier stated that if Measure S funds go away, it will become challenging to fund these recommendations. For the budget for stipends (approximately 30% City cost), the budgeted number will have to be revisited as discussions are being held with the Fire 2x2 committee regarding the stipend amount. Chair Schellong asked if there was an estimate; City Manager Wier said it would be \$30k approximately (from \$11k).

City Manager Wier reported the FY22/23 budget for the police department. In the budget is \$12k for two police recruits' salary for while they are at the academy. Finance Director Leaver stated that the recruits would start with CCPD in June so they can have a little time before going into the Academy. The next budget will include 6-months of them in the Academy then 6-months as an officer, plus benefits. Committee Member Reno asked regarding their starting wage is it for a recruit or level one police officer; City Manager Wier stated it would be a recruit classification. Finance Director Leaver said it was \$18 per hour, plus benefits. Chief Griffin stated that the Academy is July through the end December. The recruits will be getting trained on the RIMS system, riding with officers, doing orientation, defensive tactics program, getting qualified on firearms to give them a better start to go through the Academy. Additionally, they can answer phones up front and learn the records part of the job as well as booking evidence. Having this sort of training before the Academy will allow them to hit the ground running in to the FTO program at the PD. City Manager Wier explained that in addition to the two recruits, there is a lateral transfer in process right now that is not covered by Measure S revenue. Committee Member Reno asked if the recruit will cover the vacancy left by Lt. Gill; City Manager Wier stated that no, it would be the lateral transfer filling that vacancy and it will be filing the vacancy from Officer Cooper. Lt. Gill's position will be replaced by a first supervisor position such as a sergeant or to that effect. The third officer is a 3-year grant funded School Resource Officer, after the three years, Measure S revenues could help pay for the retention of that officer. Chair Schellong asked for an update on the K9 funding. City Manager Wier said that K9 funding is in this year's budget; Chief Griffin reported that based on City Council and Measure S Oversight Committee recommendations, CCPD is working with Brad Meyer K9 where Lt. Kai and a couple of other K9s were obtained from. Presently, the company has went overseas to hand pick the next K9, to then

go to the Academy with the selected police officer to be a K9 handler. The K9 Academy is for 5 weeks, and the Handler Academy is in August. City Manager Wier clarified that this is in the budget for FY 22/23, however will still need the recommendation from the Measure S Oversight Committee and final approval from the City Council. Chair Schellong commented that she thought the Measure S Oversight Committee had already approved this; Finance Director Leaver stated that was in the 5-year plan but it wasn't taking a final resolution; City Manager Wier stated it is in the FY 22/23 budget. He reported that for the initial purchase of the K9, \$18k is budgeted and then \$8k is budgeted for ongoing expenses for the K9 such as food and training. Chief Griffin stated that a house was secured that saved on hotel costs for the going back and forth for the Academy. Chair Schellong asked where it was located; Chief Griffin stated the Chico area and stated that based on the good working relationship and how well the K9 program has done at CCPD, and how well Sgt. Lopez has done with Lt. Kai and training, we were able to secure a K9 training group to come to Crescent City on a regular basis now. Chief Griffin said that in order to keep up on your perishable skills it is necessary to train 16 hours a month. Regarding patrol cars, it is the desire of the Department to replace the vehicles every 100k miles, for this FY, \$60k has been budgeted to purchase one to replace one of the older vehicles. Presently there are 8 units, however if the fleet was increased to 10 vehicles, that would make rotating them easier in case something happens to one or two of them. Therefore, it has been put in the following FY budgets \$60k for vehicle replacement. The older vehicles need to be phased out. Chair Schellong asked if the purchase of two vehicles was being sought after; City Manager Wier stated that yes, for this fiscal year and two for next fiscal year. Chair Schellong clarified that it would be four new vehicles in a year; City Manager Wier stated it would be over two fiscal years. Chief Griffin reported to the Committee on the radios that are being budgeted for; the ones they presently have were donated by CHP and cannot be used any longer. For the building and facilities improvement budget, there is \$100k budgeted and a debt service company has been secured. There is a desperate need for a facility upgrade and one of the things are the lockers which are too small. The other items discussed for the police department budget were dash cams, firearms and PPE replacements, additional vehicles, and radios (10 per year).

City Manager Wier reported on the Streets Budget, Chair Schellong asked if there was an update from the Del Norte Local Transportation Commission (DNLTCO) on funding for Front Street, and City Manager Wier stated they had approved it unanimously for \$400k. In partnership with Elk Valley Rancheria, the City has submitted a BUILD grant which will cover from I Street to US Hwy 101 as well as at Front & B Street. There will also be some pedestrian improvements along Front Street as well with a Cultural Values piece in collaboration with the Tolowa people. In addition to Measure S funds, the City has received funding from SB1. Presently, the last two blocks of A Street are in the design phase. Chair Schellong asked about 8<sup>th</sup> Street; Director Olson stated it is residential and low priority, however there is some funding this year for potholes and the ones on 8<sup>th</sup> can be taken care of. City Manager Wier stated that when streets are that far gone, it takes a lot of money to get the work done, it would be over a half million dollars for just a block, and 8<sup>th</sup> Street is over 15 blocks long. In order to fully do 8<sup>th</sup> Street, it would cost between \$7-8 million. Chair Schellong asked how that would work as it was \$7million to do Front Street; City Manager Wier said that Front Street is \$7million for four blocks. Chair Schellong stated that she didn't think 8<sup>th</sup> Street had as much underground infrastructure issues as Front Street; Public Works Director Olson stated that if the road is going to be redone, staff will be seriously looking at the water and sewer which will be funded from the Water/Sewer Fund. Some of the underground infrastructure is clean pipe, some of the water lines are causing road failure. Those will need to be addressed as well as the storm drain system as a lot of them are very old and are failing. That is the primary cause of the failure of Front Street. City Manager Wier stated that it is possibly closer to \$5million for Front Street and if you put all of the money into 8<sup>th</sup> Street, then there will not be any funds to maintain the good streets and then they would fall into the same disrepair, and would cost millions of dollars to repair them. Director Olson stated staff is working towards perpetual pavement preservation by continuing to invest in basic maintenance. Chair Schellong asked how a small City can ever get to that point; Director Olson stated by the revenue generated by Measure S. City Manager Wier said that without the revenue from Measure S, budgets would have to be cut

to accommodate the funding. In past years, when budgets had to be cut, it was usually from the Streets Budget to be able to fund the key priorities. City Manager Wier reported that based on the Committees recommendation, there has been pothole replacement on Taylor Street, really bad spots on Front Street that we won't get to between G St. and I St. Measure S has made it possible to get the work done on the streets that have been needed. To show the community where the funding for the street work came from, staff put out signs "Brought to you by Measure S" on location of the work. City Manager Wier reported that \$50k was spent on pot hole, crack seal, and minor repairs, \$50k on sidewalk repairs, and \$25k for striping. There is \$70k budgeted this fiscal year for design and project management, \$250k for Project 1 (digout and street repair). Design plans have already been done for Project 1 and Director Olson reported they will be doing portions of 9<sup>th</sup> Street, Harding Street, and portions of H Street. The entire project will be \$700k and is why only portions of H Street will be done. Once it is approved by the Council at the May 2<sup>nd</sup> meeting, the project will go out to bid. Chair Schellong asked when construction would start; Director Olson said construction can start within 60 days since a lot of the materials have been procured locally. Chair Schellong asked about the project management piece of the \$70k budget and asked if it was for an engineer; City Manager Wier stated it would be for an Engineering Technician. Chair Schellong asked if recruitment has been done for that position; City Manager Wier stated that yes, and the vacancy will stay open until filled. Director Olson budgeted \$20k for streetlights and has a contract with Northridge Electric. They will work through the lettered and numbered streets in an organized fashion, get rid of the old style street lights, convert everything over to LED and depending on what the budget looks like next year, the focus is to fix a big portion of the City. Chair Schellong asked when that will start; Director Olson stated that after the budget is adopted on July 1<sup>st</sup>, there are 80 lights on order, and if the budget increase is approved, they will get as many lights as they can. City Manager Wier stated that for FY 22/23, the Committee could consider is doubling the budget for the streets additional pot hole/minor repairs and sidewalk repairs which would bring the budget to \$100k, the additional striping budget to \$50k, the streetlight replacement to \$40k and then the Public Works Department is in need of more equipment, so there is a budget of \$10k to meet their needs. Chair Schellong asked if staff can do the work instead of a contractor; Director Olson said with better equipment, staff can do more. However, presently there is also a staffing issue, therefore we are using both staff and a consultant. Chair Schellong reported that there is a County program that will pay wages for 6 months for a new hire in their program and wanted to know if the City would consider using the County's program to help with the overgrown grass. Human Resources Manager Valero explained that the City's hiring process is more astringent and finding the right candidates from that program to do specific City work would be challenging. City Manager Wier went over the Street Budget projection over the next few fiscal years. A couple of projects have infrastructure grants out there that the City has applied for to help with Front Street.

For the Fred Endert Municipal Pool, City Manager Wier went over the budget recommendations from the Measure S Oversight Committee in a previous meeting. Chair Schellong asked if staff was researching how to increase the revenue; City Manager Wier stated that a contract for a marketing firm will help market the pool better. Sponsorships have been discussed as well. Chair Schellong asked for clarification on marketing the pool better; City Manager Wier answered that it would be redesigning the website; Director Taylor stated that it would be for advertising, digital prints being put on different websites and commercial. Another piece that will be utilized is revamping the Pool's Facebook page. Chair Schellong stated that a lot of the marketing can be done locally for free. City Manager Wier said that LuLish is the same marketing company that the Visitor's Bureau uses and they have seen really positive results. Committee Member Reno asked if the County has a budget line item to help fund the pool since it's used by both City and County residents; City Manager Wier stated they do not, there have been a few discussions about that. Measure S does bridge the gap a little bit. Both City and County residents shop in the City limits, and that sales tax comes to the City. The pool's additional needs are an HVAC (boilers/dehumidification) and there is a budget of \$516,233. This one is still being worked on and an update will come before the Oversight Committee at a later date. Chair Schellong asked what the timeframe would be as it had already been 45 days; City Manager Wier we are working on it



as diligently as possible with a mechanical engineering firm. The proposed budget for FY 22/23 is \$50k for operations for a relief supervisor position and \$130k for locker room flooring. Chair Schellong asked if the Council is paying for the \$50k for operations; City Manager Wier said that they approved the budget.

City Manager Wier reported on the Fire Department budget and that there is budgeted for FY 22/23 three Captains, one for each shift, for \$55,161 each; there is \$7500 in increased training in the FY 21/22 budget; there is \$5k volunteer recruitment consultant for FY 21/22; and \$12,500 SCBA for FY 21/22. Committee Member Reno stated that he is hopeful Measure S stays in place as it will make it very difficult to make the decisions that will have to be made to cut parts of budgets.

### **ADJOURNMENT**

There being no further business to come before the Committee, Chair Schellong adjourned the meeting at 7:53 p.m. to the next meeting of the Measure S Oversight Committee, meeting date and time to be determined.

### **ATTEST:**



Robin Patch  
City Clerk/Administrative Analyst