



# CITY OF CRESCENT CITY

Chair Kelly Schellong  
Committee Member Cindy Cruse  
Committee Member Dana Reno

Vice Chair Ernie Perry  
Committee Member Emery Mattz

AGENDA  
SPECIAL MEASURE S OVERSIGHT COMMITTEE MEETING  
WASTEWATER TREATMENT FACILITY  
210 BATTERY STREET  
CRESCENT CITY, CA 95531

**THURSDAY AUGUST 18, 2022 5:30 P.M.**

**ZOOM PHONE NUMBER: (253) 215-8782 WEBINAR ID: 823 8305 9199**

**MUTE / UNMUTE PRESS \*6  
RAISE HAND PRESS \*9**

The public may access and participate in the public meeting using one or more of the following methods:

- 1) Attend the meeting in person, public comment at the podium will be allowed.
- 2) Participate live online via Zoom (details below) or by utilizing the link to join the meeting posted on both the City of Crescent City – City Hall Facebook page and the City of Crescent City website ([www.crescentcity.org](http://www.crescentcity.org)), public comment may be made by using the raise hand feature on Zoom;
- 3) Watch the meeting via livestream on YouTube (channel: City of Crescent City, California), public comment may be made by calling in to the meeting using the Zoom phone number;
- 4) Public comments may be made in advance by submitting written comment via [publiccomment@crescentcity.org](mailto:publiccomment@crescentcity.org) or by filing it with the City Clerk at 377 J Street, Crescent City, California, 95531. All public comments (via email or mail) must be received by the City Clerk prior to 12:00 p.m. the day of the meeting. Please identify the meeting date and agenda item to which your comment pertains in the subject line. Public comments so received will be forwarded to the Measure S Oversight Committee Council and posted on the website next to the agenda. **Written public comments will not be read aloud during the meeting.**

*Notice regarding Americans with Disabilities Act:* In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the City Clerk's office at (707)464-7483, ext. 223. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II]. For TTYDD use for speech and hearing impaired, please dial 711. A full agenda packet may be reviewed at City Hall, 377 J Street, Crescent City, CA or on our website: [www.crescentcity.org](http://www.crescentcity.org)

## **OPEN SESSION**

**Call to order  
Roll call**

## Pledge of Allegiance

### PUBLIC COMMENT PERIOD

*Any member of the audience is invited to address the Measure S Oversight Committee 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 Committee is not able to undertake extended discussion or act on non-agendized items. All comments shall be directed toward the entire Committee. 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 Chair, 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 Committee.*

### CONSENT CALENDAR

#### **1. Committee Meeting Minutes**

- *Recommendation: Approve the November 18, 2021, February 9, 2022, March 15, 2022, April 27, 2022, April 29, 2022, and the May 11, 2022 meeting minutes of the Measure S Oversight Committee.*

### NEW BUSINESS

#### **2. Amendment to the FY22-23 Police Department Measure S Budget Recommendations**

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Committee discussion*
- *Approve and adopt Resolution No. MS2022-03, A RESOLUTION OF THE CRESCENT CITY MEASURE S COMMITTEE AMENDING THE COMMITTEE'S RECOMMENDATION FOR FY22-23 MEASURE S EXPENDITURES*

#### **3. Update on Street Preservation Project, Police Purchases, Police Department Upgrades, Fire Department Purchases, Fire Department Recruitment Efforts, and Pool Staffing and Program Updates**

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

#### **4. Update on Pool HVAC and Front Street Projects**

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

### MEASURE S OVERSIGHT COMMITTEE ITEMS

#### ➤ **City Manager Report**

- Update on the Measure S Repeal; guidelines for committee members

## **ADJOURNMENT**

Adjourn to the next meeting of the Measure S Oversight Committee, meeting time and date to be determined.

### **POSTED:**

August 17, 2022

/s/ Robin Altman

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

Chair Kelly Schellong  
Committee Member Cindy Cruse  
Committee Member Ernie Perry

Vice Chair Heidi Kime  
Committee Member Emery Mattz

MINUTES  
SPECIAL MEASURE S OVERSIGHT COMMITTEE  
EXPENDITURES WORKSHOP  
WASTEWATER TREATMENT PLANT, 210 BATTERY STREET,  
CRESCENT CITY, CA 95531

**THURSDAY**

**NOVEMBER 18, 2021**

**5:30 P.M.**

## OPEN SESSION

**Call to order** Chair Schellong called the meeting to order at 5:30 p.m.

**Roll call** Voting Committee Members present: Committee Member Emery Mattz, IV, Committee Member Ernie Perry, Vice-Chair Heidi Kime, and Chair Kelly Schellong  
Voting Committee Member absent: Committee Member Cindy Cruse  
Non-voting Committee Members present: City Manager Eric Wier and Finance Director Linda Leaver  
Staff members present: City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Human Resources Manager Sunny Valero, Public Works Director Jon Olson, Recreation and Events Coordinator Director Holly Wendt, 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. Fiscal Year 20/21 Fourth Quarter Revenue and Expenditure Review**

- *Recommendation: Hear presentation*
- *Technical questions from the Measure S Oversight Committee*
- *Receive public comment*
- *Further Measure S Oversight Committee discussion*
- *Take action as necessary and appropriate*

### **2. Update on Current Year (Fiscal Year 21/22) Measure S Expenditures**

- *Recommendation: Hear presentation*
- *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 stated he would be presenting both items on the agenda in one piece. *Chair Schellong called a five-minute recess at 5:35 p.m. for technical matters and reconvened at 5:40 p.m.* City Manager Wier went over the critical needs of the City that Measure S funds are covering that had been covered in previous meetings: fire department: staffing, volunteer support with training and career advancement opportunities, an apparatus replacement plan, and fiscal sustainability. Crescent Fire Protection District will deplete their reserves by 2023 and the current City General Fund cannot support additional costs to address critical needs without District for current department. City Manager Wier reported that 25% of Measure S for the fire department is \$325k with ten-year costs associated with the Fire Department Master Plan primarily associated with staffing. He outlined the options for FY21/22: fund one-time minor facility improvements: \$40k; fund recruiting/retention consultant: \$15k; place a larger deposit in Apparatus/Equipment Reserve: \$38k + \$52k = \$90k; if the District Assessment passes, \$52k could be used to fund a Sleeper Program and one Captain II. The remaining funds could be allocated towards other one-time expenses such as additional equipment for the fire department, streets, police, and pool. In regards to the police department their needs are for additional officers, a dedicated detective position, K9 officers, and a lieutenant. The patrol cars are old and need to be replaced soon and special assignment vehicles are needed as well (detective, School Resource Officer, lieutenant, and Chief). Fred Endert Municipal Pool's yearly expenditures are as follows: payroll: \$370k, electricity: \$42k, gas and water: \$98k, parts and supplies: \$45k, contracts and services: \$50k, and other items such as office supplies, employment, chemicals, etc: \$40k, totaling between \$500k and \$600k, however this year it was \$700k. The impact of these expenses on the General Fund is between \$300-375k which with Measure S funding can be dispersed throughout the community. He went over the 10-year Operations Master Plan from 2019 in detail that had been discussed at a previous Measure S Oversight Committee meeting. The last update to the Fee Schedule for the pool was approved in 2018 before the Master Plan and the increase were minimal – increases ranged from 50 cents for a daily pass to \$15 for a family annual pass. Since then, the minimum wage has increased \$3.00 per hour and is expected to continue to rise. City Manager Wier stated that for streets, it has been decided to do the right treatment at the right time; preservation vs. rehabilitation and went over both of them in detail. The recommendation for streets for the next 2 years is to prioritize the most used roads in good condition and dig out/patch/crack seal them. The bid will go out the winter of 2021 and the project will initiate the summer of 2022. The goal is to establish a minimum 5-year planning horizon. Staff's recommendation for years 3 and 4 is to prioritize one collector, reconstruct two blocks, have the Engineer develop the plans, put the bid out the winter of 2023 and build in the summer of 2024. Funding will be made available for shovel ready projects, therefore the City needs to be in the right place to be able to secure this funding. Recommendations for the design, maintenance, and repair of certain streets for years one and two, 3<sup>rd</sup> Street, 5<sup>th</sup> Street, 9<sup>th</sup> Street, Harding Street and H Street do life extending maintenance to cost approximately \$400k to \$500k. Chair Schellong asked what the timeline for funding is for the project; City Manager Wier stated that it is anticipated to be a few years out. It will give us time to get some projects shovel ready, they haven't said how the funding will be funneled down yet. City Manager Wier reported that for years three and four, do an A Street major repair for approximately \$400k to \$500k. Year one will also see design work for F Street, K Street, Front Street, and A Street. Police Chief Griffin went over in detail equipment the police department is seeking to procure: body cameras, tasers and dash cameras for the patrol cars. He showed a video demonstrating the cameras the officers use and how he can pull up a map and see where the officers are at all times. Public Works Director Olson went over the detailed plans for the streets and for design/maintenance/repair for FY23 staff is targeting a \$250k budget. City staff is currently developing plans for the following collector streets: Harding, 3<sup>rd</sup>, 5<sup>th</sup>, 9<sup>th</sup>, and H. Plans for future years are to get consultant contracts in place, using gas tax money, and developing/revising plans for Front St. G – L, K St., and A St. Director Olson stated he is hopeful that by June 30<sup>th</sup> there will be plans in place for a shovel ready project for Front Street, G – L and A St. This will put us in a good position for additional grant funds. Vice Chair Kime asked what happened with the partnership for Front Street with the Tribe? Director Olson stated that there is a grant application still out there for \$17million. Vice Chair Kime asked if there was an

estimate on when we will hear back about it? Director Olson stated he anticipated getting word on the application three months ago. A lot of the grant applications lately have been delayed due to the current staffing issues nationwide. Committee Member Perry stated that since these delays are happening, we should expect that the price will go up for the projects. The City should make sure there are funds available for those projects. Director Olson stated that Measure S revenue makes it possible to fund these projects. He further stated that staff has prioritized to keep all good streets in 20 years in good condition and to develop a 5-year projection. What is needed is a continuous long-range investment. Chair Schellong asked if 8<sup>th</sup> Street was a part of that; Director Olson stated it was not as it is one of the worst streets and it's not a collector, we are prioritizing collector streets in the first year. Committee Member Perry asked what needs to be done to have them ready; Director Olson stated that there is a set of plans from 2012 that outlines the nuts and bolts of the project. Staff is looking at the value engineering, deciding what is truly needed at this time. Scaling back some things, such as landscaping, will allow us to get a building project with the help of Measure S revenue. The storm drains on Front Street are the main reason why it is failing. Committee Member Perry asked who the consultant was; Director Olson stated it was Drake Haglan. Council Member Perry asked what was wrong with A St.; Director Olson said it is presently being evaluated, but it appears there are some issues with some sewer lines. Chair Schellong asked about the extra \$150k in Measure S revenue and if staff felt that trend would continue, or if we'd go over budget and is staff recommending it go to a specific project? City Manager Wier stated that those funds can go towards projects, presently we don't know the trend as this past year we've been in a pandemic and global travel wasn't allowed. People did travel to Crescent City and we have seen an increase in TOT and sales tax revenues, however, we are unsure if it is an anomaly or something that will be sustainable. However, the funds are available for current projects. City Manager Wier reported on the pool and advised the Committee that the items budgeted for – parts, supplies, and equipment are either here or they have been ordered.

The next steps are an updated FY 21/22 Measure S revenue projection expected in January 2022 and there will be a special meeting with the Measure S Oversight Committee in February. This meeting will be an update on current expenditures and to provide recommendations based on updated projections for FY 21/22 and FY 22/23. Vice Chair Kime asked if staff was planning on using some of the extra unallocated Measure S revenue as a grant match; City Manager Wier stated it could be used as a grant match, however for the streets, we need to have these projects shovel ready. Chair Schellong asked if there were any City employees that could do the contracting portion of it to get it shovel ready? City Manager Wier said they are currently recruiting for the Engineering Project Manager position.

City Manager Wier stated that we will continue meeting quarterly to give updates on the Measure S revenues expenditures and budgets. The next meeting is planned for February 2022. Chair Schellong asked for a report that will outline what was completed and what was pending as he had outlined in tonight's meeting. City Manager Wier further stated that two Committee Members, Vice-Chair Kime and Committee Member Perry only have one year terms and there are currently applications out to fill those positions, they are due December 5th. Director Olson also announced there are vacancies on the Planning Commission and Committee Member Mattz asked if serving on the Measure S Oversight Committee and the Planning Commission is allowed. City Attorney Rice stated there would not be a conflict to serve on both. Finance Director Leaver reported to the Committee that as promised, an independent audit of the Measure S funds is being worked on presently. We will receive the report in February 2022.

*There were no comments from the public.*

## **ADJOURNMENT**

There being no further business to come before the Measure S Oversight Committee, Chair Schellong adjourned the meeting at 7:03 p.m. to the next meeting of the Measure S Oversight Committee, meeting date and time to be determined.

**ATTEST:**

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Robin Patch  
City Clerk/Administrative Analyst



# CITY OF CRESCENT CITY

Chair Kelly Schellong

Committee Member Cindy Cruse  
Committee Member Ernie Perry

Committee Member Emery Mattz  
Committee Member Dana Reno

MINUTES  
SPECIAL MEASURE S OVERSIGHT COMMITTEE MEETING  
VIA ZOOM

**WEDNESDAY**

**FEBRUARY 9, 2022**

**5:00 P.M.**

**OPEN SESSION**

**Call to order**

Chair Schellong called the meeting to order at 5:03 p.m.

**Roll call**

Committee Members present: Committee Member Ernie Perry, Committee Member Dana Reno, Finance Director Linda Leaver, City Manager Eric Wier, and Chair Kelly Schellong  
Committee Members absent: Committee Member Cindy Cruse and Committee Member Emery Mattz  
Staff present: City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Human Resources Manager Sunny Valero, and Fire Chief Bill Gillespie

**Pledge of Allegiance**

led by Committee Member Reno

**PUBLIC COMMENT PERIOD**

*There were no public comments.*

**PRESENTATION**

**1. Selection of Chair and Vice Chair**

- *Recommendation: Hear presentation*
- *Technical questions from the Committee*
- *Receive public comment*
- *Further Committee discussion*
- *Select a Chair and Vice Chair to serve for the next year*

City Manager Wier explained the nomination process for both Chair and Vice Chair.

*There were no public comments.*

*On a motion by Committee Member Perry, seconded by Committee Member Reno, and carried on a 3-0 polled vote with Committee Member Cruz and Committee Member Mattz being absent, the Measure S Oversight Committee selected Kelly Schellong as Chair.*

*On a motion by Chair Schellong, seconded by Committee Member Reno, and carried on a 3-0 polled vote with Committee Member Cruz and Committee Member Mattz being absent, the Measure S Oversight Committee selected Ernie Perry as Vice-Chair.*

**2. Measure S Oversight Committee Annual Report for Fiscal Year 2020/2021**

- *Recommendation: Hear staff report*



- *Technical questions from the Committee*
- *Receive public comment*
- *Further Committee discussion*
- *Approve and adopt Resolution No. MS 2022-01, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE APPROVING A REPORT ON MEASURE S FUNDS FOR FISCAL YEARS 2020-2021*

City Manager Wier went over briefly what would be presented tonight which would be the Measure S Sales Tax for the period that ended June 20, 2021. Chair Schellong said that she was pleased that the auditor didn't find any inaccuracies. Vice Chair Perry agreed with Chair Schellong and appreciated the funds being accounted for and tracked. Finance Director Leaver went over the audit; Chair Schellong asked where the \$70k that went into LAIF; Director Leaver explained that after calculating revenues and expenditures, what was left over of receivables was put into LAIF. The salaries and benefits in the report of \$120k was associated with reopening the pool. Chair Schellong asked about the \$11,020 in supplies; *Committee Member Mattz joined the meeting already in progress at 5:32 p.m.* Finance Director Leaver explained that the \$11k for supplies was for a lot of small purchases in connection with reopening the pool, office supplies, iPad for registering, uniforms for the lifeguards, cleaning supplies (\$1,500), a lot of miscellaneous parts for regular maintenance to keep the pool going, and a replacement spa heater. City Manager Wier displayed the meeting minutes from the February 16, 2021 as well as the resolution approving the use of the Measure S funds. He stated that the Committee has been provided the auditors report, the detailed information on the expenditure of the Measure S revenues received for FY 20-21 and it was posted as a public meeting. Chair Schellong asked about the partnership with the Healthcare District to help with swimming lessons; was it a cash payout or go to pool operations? City Manager Wier stated that it was based on "as requested" and the funds are only used for swimming lessons. An invoice is sent to the Healthcare District for the swimming lessons signed up for on a monthly basis. Vice Chair Perry pointed out typo on the letter signed by Chair Schellong "Fred Ender" and City Attorney Rice suggested adding today's date to the letter as well. Vice Chair Perry asked for the word to be "unallocated" instead of implemented. Chair Schellong asked what the purpose of the letter was; City Attorney Rice stated that this is the report to the public as is requirement of the Measure S Oversight Committee. The Committee Members were in consensus that it should read that the Committee has read the audit and accepts it's findings. Chair Schellong said that the Measure S Committee would approve the findings and the City Council then adopted it in the future.

*There were no public comments.*

*On a motion by Committee Member Perry, seconded by Committee Member Reno, and carried on a 4-0 polled vote with Committee Member Cruz being absent, the Measure S Oversight Committee approved and adopted Resolution No. 2022-01, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE APPROVING A REPORT ON MEASURE S FUNDS FOR FISCAL YEARS 2020-2021 with the recommended changes by the Committee and attaching the audit report.*

## **ADJOURNMENT**

There being no further business to come before the Committee, Chair Schellong adjourned the meeting at 6 p.m. to the next meeting of the Measure S Oversight Committee, meeting date and time to be determined.

## **ATTEST:**

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Robin Patch  
City Clerk/Administrative Analyst



# CITY OF CRESCENT CITY

Chair Kelly Schellong  
Committee Member Emery Mattz  
Committee Member Dana Reno

Vice Chair Ernie Perry  
Committee Member Cindy Cruse

MINUTES  
SPECIAL CITY COUNCIL/MEASURE S OVERSIGHT COMMITTEE  
PRIORITY PROJECTS MEETING  
WASTEWATER TREATMENT FACILITY  
210 BATTERY STREET  
CRESCENT CITY, CA 95531

**TUESDAY**

**MARCH 15, 2022**

**5:30 P.M.**

## **OPEN SESSION**

**City Council call to order** Mayor Greenough called the Council to order at 5:30 p.m.

**Roll call** Council Members present: Council Member Ray Altman, Council Member Blake Inscore, Council Member Beau Smith, Mayor Pro Tem Isaiah Wright, and Mayor Jason Greenough  
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Finance Director Linda Leaver, Public Works Director Jon Olson, Fire Chief Bill Gillespie, and Police Chief Richard Griffin

**Measure S Oversight Committee call to order** Chair Schellong called the Committee to order at 5:30 p.m.

**Roll call** Committee Members present: Committee Member Emery Mattz, Committee Member Dana Reno, Vice Chair Ernie Perry, and Chair Kelly Schellong  
Committee Member absent: Committee Member Cindy Cruse

**Pledge of Allegiance** led by Mayor Greenough

## **NEW BUSINESS**

### **1. Priority Projects Presentation**

- *Recommendation: Hear presentation regarding priority General Fund Projects and available funding options – Projects to include but are not limited to:*
  - *Front Street (G Street to L Street)*
  - *Improvements to the Fred Endert Municipal Pool*
  - *Police Department Facility & Site Improvements*
  - *City Hall*
  - *Downtown Restroom*
- *Technical questions from the Council*
- *Technical questions from the Committee*
- *Receive public comment*
- *Further Council discussion*
- *Further Committee discussion*

- Give direction to staff as necessary and appropriate

City Manager Eric Wier gave a detailed presentation of the Priority Projects for the City of Crescent City starting with an overview of what had been discussed in each of the prior Measure S Oversight Committee/City Council meetings. He further reported that the available funding for these priority projects to discuss will come from Measure S, the General Fund, ARPA (American Rescue Plan Act), and Debt Service options. He went over the budgets previously reported to the Council and Committee for the Crescent City Police Department, Crescent City Fire & Rescue, the Fred Endert Municipal Pool and street projects. Chair Schellong asked Police Chief Griffin of the four items listed for the police department, which would he prioritize; Chief Griffin stated he would prioritize vehicles due to their age, mileage and nearing end of life status. Then he would want in order: lockers, duty firearms, and finally vehicle repair. *Due to some technical issues, a brief recess was called at 5:54 p.m. for them to be addressed. The meeting was called back to order at 6:10 p.m.* City Manager Wier went over the funding plan for consideration for Front Street – G Street to I Street. The estimated cost is \$2.2million; Measure S to cover \$1,032,467, the General Fund to cover \$767,533, and Del Norte Local Transportation to cover \$400k. City Manager Wier went over the project schedule in detail. For Fred Endert Municipal Pool, Brian LaBrie of Johnson Controls gave a presentation on the Pool Energy Efficiency Project that they are proposing to the City to take on. He went over the present design, the present pool area actual performance, the present day pool operation experiences, comfort results and then what their plan would be to reduce energy cost for the pool. The total project cost, as reported by Johnson Controls was \$1,166,962 with a 20 year total savings of \$604,583. Mr. LaBrie further reported that the project annual savings would be \$22,500. Committee Member Reno asked about the annual measurement and verification optional costs of \$16k and \$9,500 and stated that would significantly reduce the project annual utility savings as previously stated of \$22,500; Chair Schellong stated that would be over the course of a year. City Manager Wier went over the options for the Council and Committee to consider for the Pool HVAC improvements: option 1: do nothing; option 2: VFD option, and option 3: dehumidifiers project, which is the recommended option. City Manager Wier went over the pool improvement project and advised the Council and Committee that the prices before them are set if they agree to sign with Johnson Controls. Committee Member Reno stated that this pool will make other City projects unable to happen due to staff time needing to be spent on keeping it running. Aquatics Supervisor Garcia explained that EMOT Dan Borges does spend a lot of time at the pool repairing things and making it still a running facility. City Manager Wier went over option 3, dehumidifiers, in detail with the agreement, construction commencement and finalization. City Manager Wier went over the police department and the facility updates that will need to be done and the cost. Chair Schellong asked what the difference it would be between doing the updates versus having a whole new building; City Manager Wier stated it would be \$5 - \$10million, whereas the PD Facilities Improvement Project would only be \$1.15million. City Manager Wier then went over the proposed City Hall, the design, the estimated project cost of \$2,750,000 and the schedule in which design and construction would occur should funding be secured. The next project idea would be a restroom for downtown with an estimated project cost of \$150k, outlined the design and the project schedule. Vice-Chair Perry gave an overview of the bathrooms/showers/cleaning station located at the Harbor and the process they had to go through. Chair Schellong asked if some of the unallocated funds from the Front Street project could go towards funding this bathroom; City Manager Wier said it could, but this is a project that you would want to have the cash around \$150k. He reported to the Council and Committee that for these projects there are currently unallocated funding sources: ARPA: \$1,186,392; Measure S: \$1,032,467, and the General Fund: \$847,329 and went over them in detail. The Council gave direction to have the Chamber request for additional funding in tonight's presentation. He explained the marketing plan the Visitor's Bureau has and for Council consideration would be \$3,500 per marketing video for \$7k total. Council Member Inscore, a member of the Chamber Board of Directors, explained to the Committee and Council exactly what they have done with the funding and marketing plan to bring more people to Crescent City. City Manager Wier stated for discussion tonight is: what are the priority projects, what is to be cash funded, saved or pay now, and should the City use debt service on any of these projects. He went

on to show a detailed chart of the potential projects along with the potential funding for these projects.

*There were no comments from the public.*

Committee Member Reno suggested obtaining a loan and combining it with ARPA funds to get all of the projects done for \$5.2million with a lower loan from our funding sources. City Manager Wier stated it is possible and it would lower it to \$4.5million and is one of the options for funding suggested. Finance Director Leaver explained that there are several combinations of doing the funding for these projects in detail. The Council and Committee agreed that of the projects, Front Street and Pool are the two top priorities. Finance Director Leaver explained that the Measure S, ARPA, and General Fund allocations for this year are a one-time funding source. However, it is expected to have more unallocated funds for next year. Vice-Chair Perry suggested getting the new City Hall funded since the building is just sitting there and costs will rise; the five-year plan needs to stay intact; supports Front Street project and the pool. Chair Schellong stated she would like to see the Chamber funding and the downtown bathrooms done with some of the unallocated funds. She further stated the SCBAs for the fire department needs to be top priority. The PD should be funded by a debt service. The Oversight Committee concurred that it is important for the community to know how the City is moving forward and effectively using the funds from Measure S to fund essential services and concurred that Front Street and the pool are priority projects. Council Member Altman stated that since we will never see interest rates like this again, we could do the debt service and have all of the projects funded. There is a risk to not doing the debt service, because Front Street could have been done for \$3.5million and now it's \$12mil. The longer we wait, the more expensive the projects will become. Council Member Smith agreed with Council Member Altman and stated the priority is Front Street. Does not feel that the pool is a priority as it already costs the City a lot of money as it is. Feels like the PD needs to be addressed to make the locker rooms appropriate for all staff. Council Member Inscore agreed with Council Members Altman and Smith that prudence is necessary. The opportunity we have with current funding, would like to see the Front Street and pool project done with ARPA funds and have debt service for the police department and City Hall. Supports the downtown bathroom and the extra money to the Chamber of Commerce. Mayor Pro Tem Wright stated that he is not in favor of debt service right now until the future of Measure S is known, since the figures given to the Council and Committee by Director Leaver includes Measure S revenues. Supports the Front Street Project as number one, the PD next, and then the Pool. Supports Economic Development with City Hall being last. City Manager Wier explained that without Measure S funding, the extra officers and firefighters would not be able to happen, so if it were to go by the wayside, we would have to take on a debt service to make these things happen. Chair Schellong stated that she believes debt service should go towards things that will stick around such as the police department and City Hall. Mayor Greenough supports the following projects: Front Street, the Pool Project are priorities. The downtown bathroom does not need to be funded this year, would like the ARPA funds be used towards the pool. If debt service is going to be done, it should be done on something that will be around for a long time and City Hall and PD projects are both good candidates it. Chair Schellong reported that when she reports to the community, she will outline how important Measure S revenue is and what will happen if we no longer have it. City Manager Wier stated that the Oversight Committee's main priority is Front Street and all Measure S funds are used for Front Street; Chair Schellong stated there should be a caveat that the Pool project be included as well. City Manager Wier asked the Council for direction on the \$760k unallocated general fund that's above the 25% that gets you Front Street; Director Leaver stated that is if the Local Transportation Commission to pay the \$400k. Mayor Greenough confirmed with the Council that there is a contingency plan that ARPA funds will be used to fill in for whatever it takes after the Local Transportation Commission funding; the Council was in consensus to move forward with Front Street and directed staff to request additional funding of \$400k from DNLTC, to purchase long lead materials, and to include in FY23 Budget Unallocated Measure S funding and General Fund to complete the project. Mayor Greenough asked the Council if they were in consensus to move forward with the Pool HVAC Project; City Manager Wier asked if the Council

would like to see \$300k of ARPA funds for the Pool; Director Leaver suggested to wait until DNLTTC comes back to confirm the \$400k from them as we'll find out on April 5<sup>th</sup>; the Council was in agreement to move forward with the pool and Front Street after April 5<sup>th</sup> if the \$400k is approved for Front Street. The Council was in unanimous consensus to debt service City Hall and PD. City Manager Wier advised the Council staff will come back to them with some financing options in July.

### **ADJOURNMENT**

There being no further business to come before the Council and Committee, each adjourned the meeting at 9:30 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, March 21, 2022 at 6:00 p.m. in the Board Chambers of the Flynn Center, 981 H Street, Crescent City, CA 95531.

### **ATTEST:**

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Robin Patch  
City Clerk/Administrative Analyst



# 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 filling 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



# CITY OF CRESCENT CITY

Chair Kelly Schellong  
Committee Member Cindy Cruse  
Committee Member Ernie Perry

Vice Chair Heidi Kime  
Committee Member Emery Mattz

MINUTES  
SPECIAL MEASURE S OVERSIGHT COMMITTEE  
FY 21/22 BUDGET RECOMMENDATIONS WORKSHOP  
VIRTUAL VIA ZOOM

**THURSDAY**

**APRIL 29, 2021**

**5:30 P.M.**

**OPEN SESSION**

**Call to order** Chair Schellong called the meeting to order at 5:34 p.m.

**Roll call** Committee Members present: Committee Member Ernie Perry, Vice-Chair Heidi Kime and Chair Kelly Schellong  
Board Members absent: Committee Member Cindy Cruse and Committee Member Emery Mattz  
Non-voting members present: City Manager Eric Wier and Finance Director Linda Leaver  
Staff Members present: City Clerk/Administrative Analyst Robin Patch, Human Resources Administrator Sunny Valero, City Engineer Jon Olson, Fire Chief Richard Griffin, and Police Chief Richard Griffin

**Pledge of Allegiance** led by Committee Member Perry

*Board Member Mattz joined the meeting at 5:36 p.m.*

**PUBLIC COMMENT PERIOD**

*There were no public comments.*

**NEW BUSINESS**

**1. FY 21/22 Budget Recommendations**

- *Recommendation: Hear presentation*
- *Technical questions from the Measure S Oversight Committee*
- *Receive public comment*
- *Further Measure S Oversight Committee discussion*
- *Adopt Resolution No. MS2021-01, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE RECOMMENDING EXPENDITURES OF MEASURE S FUNDS FOR FY 21/22*

City Manager Wier went over the budget recommendations for the Measure S Oversight Committee in detail. *Committee Member Cruse joined the meeting at 5:48 p.m.* Chair Schellong further explained to the community that the \$50k for pothole/crack seal/minor repairs means that it's additional funding to what the City has already budgeted for street repairs. City Manager Wier explained that the budget recommendations are for the Oversight Committee to review and advise

if they feel like they should be modified. City Manager Wier reported on the Fire Department and the need for additional paid staff to give the level of service the community needs without putting it all on the one paid staff member, the Fire Chief. Additionally, its important to make sure the volunteers feel their value and that they are fully supported. Therefore, in the expenditure recommendations, is included expenditures for staffing. He went over the Fire Department recommendations of \$230,940 in detail: continue volunteer stipend program, \$11,040; volunteer station staffing program, \$21,900; Apparatus/Vehicle Replacement Fund, \$38k; equipment (large diameter hose) \$30k; small equipment replacement, \$5k; City Station facility upgrades, \$40k; volunteer recruitment training, \$15k; Additional Apparatus/Vehicle Replacement Fund, \$60k totaling: \$230,940. The Apparatus/Vehicle Replacement Fund amount will not cover a new engine, however it will allow the City to work towards obtaining one. City Manager Wier went over the recommendations for the police department in detail: hire an additional officer (10/1/21), \$67,315; detective assignment (1/1/22), \$2,479; lieutenant promotion (10/1/21), \$7,479; body/vehicle cameras & tasers (premium), \$47,250; vehicle replacement, \$55k; facility improvement (planning & design), \$100k.

Vice-Chair Kime stated that a key feature that the pool used to have was a salt filter, will this be added back? City Manager Wier stated that it works well with disinfection, the major downside however, is that it's salt water and that is hard on everything such as motors, etc. It started to create problems, even in the concrete on the deck. It can be reevaluated, but maintenance costs will be increased. Chair Schellong stated that Measure S will help fund the pool but will only be about 25% of the costs to run the pool. It is important to remember that there are also projects that need to be funded as well. Committee Member Perry asked why the \$60k for additional apparatus/vehicle replacement fund on the list didn't have an Asterix like the other; City Manager Wier explained that one was not a part of the Master Plan for the Fire Department. Committee Member Perry asked for clarification for the \$100k for the PD was only for facility improvements; City Manager Wier answered in the affirmative. Committee Member Perry further stated that he suggested staff create a five-year plan for streets so future Measure S Committee Members can have clear direction. Director Olson thanked Committee Member Perry for the suggestion, and it would be something the City will be working towards. Vice Chair Kime asked why \$445k was being budgeted for streets; City Manager Wier stated that this came from the Streets Workshop, the driving force is the amount for asphalt for the projects. Vice Chair Kime asked what the regular budget was for streets; Finance Director Leaver stated for the last couple of years, the expenses have been \$400k and the majority of that is covered by the Gas Tax. Vice Chair Kime stated that the reason why she joined the Oversight Committee was to make sure the Downtown area is not forgotten. Director Olson stated that we have already gone through 80 lights for this year. Vice Chair Kime stated that streetlights need to be more of a priority for Measure S funds for safety and security. How much of the funds will be used for programs at the pool? City Manager Wier stated that due to the pandemic, we cannot do any programs presently. Director Wendt stated that after we get out of COVID, there will be programs introduced back to the pool. Chair Schellong asked if the Committee asked double the budget for streetlights. The Committee was in consensus to add \$20k for streetlights

*On a motion by Committee Member Perry, seconded by Mayor Pro Tem Kime, and carried unanimously on a 5-0 polled vote, the Measure S Oversight Committee adopted Resolution No. MS2021-01, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE RECOMMENDING EXPENDITURES OF MEASURE S FUNDS FOR FY 21/22 as revised and modified during the meeting*

City Manager Wier advised the Committee that they can call a meeting anytime they'd like for updates. Chair Schellong stated that all are invited to the May 24<sup>th</sup> Budget Workshop and that the Committee would like quarterly meetings.

**ADJOURNMENT**

There being no further business to come before the Committee, Chair Schellong adjourned the meeting at 6:47 p.m. to the next meeting of the Measure S Oversight Committee/City Council of the City of Crescent City, meeting time and date to be determined.

**ATTEST:**

\_\_\_\_\_  
Robin Patch  
City Clerk/Administrative Analyst



# CITY OF CRESCENT CITY

Chair Kelly Schellong  
Committee Member Cindy Cruise  
Committee Member Dana Reno

Vice Chair Ernie Perry  
Committee Member Emery Mattz

## MINUTES SPECIAL MEETING MEASURE S OVERSIGHT COMMITTEE

Wastewater Treatment Plan  
210 Battery Street  
Crescent City, CA 95531

WEDNESDAY

MAY 11, 2022

5:00 P.M.

### OPEN SESSION

**Call to order** Chair Schellong called the meeting to order at 5:04 p.m.

**Roll call** Committee Members present: Committee Member Emery Mattz IV, Committee Member Dana Reno (arrived at 5:50pm), Vice Chair Ernie Perry and Chair Kelly Schellong  
Committee Members absent: Committee Member Cindy Cruise  
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Human Resources Manager Sunny Valero Finance Director Linda Leaver, Economic Development and Recreation Director Ashley Taylor, Public Works Director Jon Olson, Fire Chief Bill Gillespie, and Police Chief Richard Griffin

**Pledge of Allegiance** led by Chair Schellong

### PUBLIC COMMENT PERIOD

*There were no public comments*

### NEW BUSINESS

#### 1. FY 21/22 and FY 22/23 Expenditure Recommendations for Measure S Funds

- *Recommendation: Hear presentation*
- *Technical questions from the Measure S Oversight Committee*
- *Receive public comment*
- *Further Measure S Oversight Committee discussion*
- *Adopt Resolution No. MS2022-02, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE RECOMMENDING EXPENDITURE AMENDMENTS OF MEASURE S FUNDS FOR FY 21/22 AND RECOMMENDING EXPENDITURES OF MEASURE S FUNDS FOR FY 22/23*

City Manager Wier presented the FY 21/22 and FY 22/23 expenditure recommendations for Measure S funds. The key funding to enhance essential services for the City is focused on fire, police, streets and the pool. For the fire department, the unused budget is in training expenses

in the amount of \$2,500 and in volunteer recruitment in the amount of \$10,000. The recommended expenditure for FY 21/22 is to purchase SCBA bottles for \$12,500. For the volunteer recruitment, it was decided to use in-house personnel versus bringing in an outside consultant. Because of the unused funds, it allows for the purchase of the 38 SCBA bottles, which due to the supply chain issues, will take about eight weeks to receive. For the police department, the unused budget is in personnel expenses for a patrol officer in the amount of \$54,987; a detective position: \$2,479; and a lieutenant position: \$2,479. The recommended expenditure for the police department is for \$60,000 for an additional vehicle. For the personnel expenses, the City was unsuccessful getting a lateral transfer into the patrol officer position, therefore the City will be offering to send recruits to the academy. The cost of the academy is forgivable based on 20 per year, therefore the recruit stays with CCPD for five years, then the whole expense for the academy is forgiven. Presently there are several candidates being interviewed to attend the academy, it's a six month academy and they will be available to start as an officer in January. For streets and the Fred Endert Municipal Pool, the unallocated Measure S funds are \$1,032,466. The sidewalk at the VFW has been modified to make it more ADA accessible. City Manager Wier explained that the next thing for streets is to either split the unallocated funds to put \$516,233 into the Front Street repair from G Street to I Street and \$516,233 for the pool HVAC project.

City Manager Wier reported the FY 22/23 recommended expenditures as follows:

Fire Department (City cost): hire three Fire Captains for response coverage, \$144,632; continue the volunteer stipend program, \$11,040; volunteer station staffing program, \$21,900; increase the training program, \$10k; have an annual apparatus/vehicle replacement fund; \$38,000; fund for small equipment replacement, \$5k; City station facility upgrades, \$10k; volunteer recruitment training, \$7,500; computers for emergency response vehicles, \$5k; firefighter escape bags, \$5k; SCBA compressor at the City station, \$60k; SCBA packs and bottles (or a grant match), \$48k for a total estimated cost of \$366,072 which includes the rollover for FY22 unspent training funds for the SCBA bottles. Chief Gillespie explained SCBA bottles as well as the compressor and it's vital role for firefighters. Chair Schellong asked how many volunteers the fire department has; Chief Gillespie said there are 40, 25 of them are seen regularly.

Police Department: hire two additional patrol officers (recruits), \$167,816; assign a detective from the current rosters of CCPD officers to begin in June 2023, \$411; assign a lieutenant from current staffing, \$14,312; a second K9 officer including the K9, supplies and training, \$9,200; Axon Premium body cameras and tasers, \$47k; dash cameras, \$22k; firearms (rifles and shotguns) and personal protective equipment, \$32,500; ten radios, \$17,500; lockers, \$20k; facility improvements, \$60k; replace two patrol cars, \$120k; for a total estimated cost of \$510,739. City Manager Wier stated that the amount for the additional patrol officers has changed a bit from the last reporting, personnel costs are never going to be exact. Chief Griffin explained that the expense for the radios is due to the fact that they could not program the radios given to CCPD by CHP that could not be turned in. He intends to replace the radios every two years as a good practice. Chief Griffin further explained that the vehicles that need to be replaced have almost 200k miles on them and are at a point where regular repairs are required. Chair Schellong asked if an auction program is used to get rid of the older patrol vehicles; City Manager Wier answered in the affirmative, there is an auction website. The listed recommended expenditures are critical needs for the department.

Street improvements: pothole, crack seal, minor repairs, \$100k; sidewalk repairs, \$100k; striping \$50k; streetlight repair, \$40k; street repair equipment (mini excavator), \$10k; street preservation project construction (second half), \$250k; roll over unspent FY22 design funds – total estimated cost: \$550k. These reflect what additionally the City already had in the budget, it doesn't replace anything. Committee Member Mattz and Vice Chair Perry both commented how important it is to make sure Front Street is repaired. Public Works Director Olson stated that \$100k of SB1 funds is being used for design for A Street and K Street.

Fred Endert Municipal Pool: parts, supplies, equipment (primary chemical storage tank for chlorine, two chemical day tanks for chlorine and pH control, annual chemical control sensor replacement, replace the ADA door sensor, get an online recreation management system and slide repair), \$50k; operations (personnel costs and utilities), \$331,701 and locker room flooring, \$130k for a total estimated cost of \$511,701. City Manager Wier reported to the Committee that recently some pieces of the ceiling molding fell down during adult swim and it was discovered repair would be needed to the ceiling. Public Works Director Olson stated he estimates it would cost approximately \$50k to do the necessary repairs. Chair Schellong asked if some of the funding for the HVAC can be used towards the ceiling repair; Finance Director Leaver stated that due to the cost of the HVAC being unknown at this time, she would caution using those funds for another project. Vice Chair Perry asked what the City's budget process was, City Manager Wier explained that there will be a Budget Workshop at the end of May. Chair Schellong expressed desire to recommend that the repair to the ceiling be done soon asked if the \$100k for the police department's facility improvement had been allocated yet; Finance Director Leaver stated it has been moved to the Capital Improvements Fund and it could be changed if was recommended by the Committee. Chair Schellong stated thought it would be easier to have the funds from that be used towards the pool repair to increase the budget to \$110k for the repair. The Committee was in consensus to move funds from the police department facility improvement to have the pool ceiling repaired.

*On a motion by Vice-Chair Perry, seconded by Board Member Reno, and carried on a 4-0 polled vote with Board Member Cruse being absent, the Measure S Oversight Committee adopted Resolution No. MS2022-02, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE RECOMMENDING EXPENDITURE AMENDMENTS OF MEASURE S FUNDS FOR FY 21/22 AND RECOMMENDING EXPENDITURES OF MEASURE S FUNDS FOR FY 22/23 with amendment to Exhibit A, reducing the facility improvement planning and design under the police department from \$100k to \$50k and increasing the parts, supplies, equipment and repair line item and put into pool from \$50k to \$100k and on Exhibit B, deleting the word "each" on radio*

## **ADJOURNMENT**

There being no further business to come before the Measure S Oversight Committee, Chair Schellong adjourned the meeting at 6:21 p.m. to the next meeting of the Measure S Oversight Committee, meeting time and date to be determined.

## **ATTEST:**

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Robin Patch  
City Clerk/Administrative Analyst



**CRESCENT CITY  
MEASURE S OVERSIGHT COMMITTEE  
AGENDA REPORT**



**TO: MEASURE S OVERSIGHT COMMITTEE**

**FROM: ERIC WIER, CITY MANAGER**

**BY: RICHARD GRIFFIN, CHIEF OF POLICE**

**DATE: AUGUST 18, 2022**

**SUBJECT: AMENDMENT TO THE FY22-23 POLICE DEPARTMENT MEASURE S BUDGET RECOMMENDATIONS**

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**RECOMMENDATION**

- Hear staff report
- Technical questions from the Committee
- Receive public comment
- Further Committee discussion
- Approve and adopt Resolution No. MS2022-03, A Resolution of the Crescent City Measure S Committee Amending the Committee's Recommendation for FY 22-23 Measure S Expenditures

**BACKGROUND**

Previously the Measure S Committee and the City Council approved the purchase of 17 new lockers for the Crescent City Police Department. The Locker room project had an approved budget of \$20,000. A promotion of one Patrol Sergeant to the rank of Lieutenant was also approved, at an annual cost of \$14,312. Chief Griffin also received direction to proceed with the purchase of a second Police K9 with an initial approved budget to cover the purchase, training, and other expenses of the new K9.

**ANALYSIS**

The new lockers have been purchased and delivered at a cost of \$16,660. The savings on the locker project was \$3,340. The old lockers inside the men's locker room at CCPD have been removed and the new ones are in the process of being installed.

The promotion of a Patrol Sergeant to a Lieutenant took place with Lt. Gill holding the position for a few months prior to leaving the law enforcement profession for the private

sector. With staffing and calls for service considered; Chief Griffin sees the need currently to staff patrol with more officers rather than staffing administration. This would leave a projected salary savings of \$14,312 for this fiscal year.

In looking to upgrade the technology and equipment for CCPD officers, Chief Griffin is moving to purchase the new Glock model 17 Gen 5 MOS, (Modular Optic System), pistols chambered in 9mm. These pistols would be outfitted with Red Dot sights to initial sight acquisition and overall accuracy. The caliber change from the currently used .40 caliber to 9mm would also help to mitigate some of the accuracy and recoil issues generated by the larger caliber. These 9mm Glocks would be the new duty weapon for CCPD officers.

Officers will be given the option to purchase their current duty weapon for personal use at the fair market price of \$230. The remaining pistols would be sold at the same price to an FFL Dealer. The total sales price for the current pistols would generate revenue of \$5,060. This revenue will help offset the cost of purchasing the new duty weapons.

**DUTY WEAPONS**

The purchase breakdown for transitioning to the new platform would be:

15 Glock Model 17 Gen 5 MOS (\$500 each)	\$7,500
15 Holsters (\$200 each)	\$3,000
Leupold Red Dot Optic (\$400 each)	\$6,000
Pistol sights needed for Red Dots	\$2,250
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Cost for transition	\$18,750
22 Current duty pistols sold	(\$5,060)
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<b>Additional Budget Needed for FY 22-23</b>	<b>\$13,690</b>

The transition to the new pistol platform would be a one-time purchase and not affect future budgets.

**K9 OFFICER**

When the purchase and training of the second Police K9 was approved the following expenses were projected:

Purchase of K9 Kostya	\$15,000
K9 Handler School (5 weeks)	\$5,500
Lodging for Academy	\$2,750
Officer Per Diem for Academy	\$2,000
Dog Food (annually)	\$750
Vet Care (annually)	\$2,750
K9 Certifications	\$750
K9 Equipment	\$750
K9 Monthly Training (Annual)	\$4,200
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Total Cost	\$34,450
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Recently Chief Griffin was able to secure a grant to help cover the cost of the initial purchase of K9 Kostya in the amount of \$10,000. A prior donation of the Tamaki Foundation in the amount of \$12,000 was also utilized to help cover the expenses expected for the new K9. The Measure S Committee, and City Council approved funding/supporting the new K9 Position by utilizing \$9,200 in Measure S funding. In addition to the expected costs of the new K9, there was an additional cost of a concrete pad needed for the K9 kennel. The estimated cost of the concrete pad is \$3,000.

Total estimated K9 cost	\$34,450
UKC Re-Unite K9 Grant	(\$10,000)
Tamaki Foundation Donation	(\$12,000)
Measure S Allocation FY 22-23	(\$9,200)
Concrete Pad	\$3,000
<b>Additional Budget Needed for Fiscal Year 22-23</b>	<b>\$6,250</b>

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**NET BUDGET IMPACT FOR BOTH PROJECTS (Duty Weapons and K9 Officer)**

Duty Weapons	\$13,690
K9 Officer budget 22/23	\$6,250
<b>Total</b>	<b>\$19,940</b>
Lockers under budget	(\$3,340)
Lieutenant salary under budget	(\$14,312)
<b>*Total Net Impact to Fiscal Year 22-23 Budget</b>	<b>\$2,288</b>

**FINANCIAL IMPACT**

The net impact to the General Fund would be \$2,288 for the fiscal year 2022/2023 if approved.

**STRATEGIC PLAN ANALYSIS**

This report meets the goals and objectives of Strategic Plan Goal 1 “Support quality services and community safety to enhance the lives of our citizens and visitors”, Subsection C. “Empower and utilize Police, Fire, and Public Works departments to make Crescent City one of the safest cities in the United States”

**Attachments**

- Proposed Amendment to FY22/23 Police Department Measure S Budget Recommendation
- Resolution No. MS2022-03

**Proposed Amendment to**  
**Police Department**  
**Measure S Expenditure Recommendations**  
**FY22/23**  
8.18.22

**Police Department ~~(\$510,739)~~ **(\$513,027)****

	<u>Current</u>	<u>Proposed</u>
Hire Two Additional Patrol Officers (6/1/22)	\$ 167,816	\$ 167,816
Detective Assignment (6/1/23)	\$ 411	\$ 411
Lieutenant Promotion (7/1/22)	<del>\$ 14,312</del>	<del>\$ 0</del>
2 <sup>nd</sup> K9 Officer (K9 Acquisition, Supplies, Officer Training)	<del>\$ 9,200</del>	<del>\$ 15,450</del>
Body & Tasers (Premium)	\$ 47,000	\$ 47,000
Vehicle Replacement (Two Patrol Vehicles)	\$ 120,000	\$ 120,000
Vehicle Dash Cameras	\$ 22,000	\$ 22,000
Firearms & PPE (Including Duty Weapon Upgrade)	<del>\$ 32,500</del>	<del>\$ 46,190</del>
Radios (10 Each)	\$ 17,500	\$ 17,500
Lockers	<del>\$ 20,000</del>	<del>\$ 16,660</del>
Capital Facility Improvement Fund	\$ 60,000	\$ 60,000
Police Department Total	\$510,739	\$513,027

**RESOLUTION NO. MS2022-03**

**A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE  
AMENDING THE COMMITTEE'S RECOMMENDATION  
FOR FY 22-23 MEASURE S EXPENDITURES**

**WHEREAS**, on November 2, 2020, the voters of the City of Crescent City approved Measure S, an ordinance imposing a local 1.0% Transactions and Use Tax; and

**WHEREAS**, Measure S requires a seven-member Oversight Committee comprised of five residents of the City of Crescent City as voting members, and the City Manager or designee and the City Finance Director or designee as nonvoting members; and

**WHEREAS**, the Measure S Oversight Committee met on the following dates and heard the needs on the accompanying topics to develop a five year plan and Recommended Budget for FY21/22: February 25, 2021 (Crescent City Police Department), March 9, 2021 (Streets), March 29, 2021 (Crescent City Fire and Rescue), April 12, 2021 (Fred Endert Municipal Pool), and April 26, 2021 (FY 21/22 Summary Presentation); and

**WHEREAS**, the Measure S Oversight Committee met on November 18, 2021 to review FY20/21 expenditures, and received an update on current FY21/22 expenditures; and

**WHEREAS**, the Measure S Oversight Committee met on February 9, 2022 to receive the FY20/21 financial statements and independent auditor's report prepared by the independent Measure S auditor (Badawi & Associates) and adopted Resolution MS 2022-01, A Resolution of the Crescent City Measure S Oversight Committee approving a report on Measure S Funds for Fiscal Year 2020-2021; and

**WHEREAS**, the Measure S Oversight Committee met on March 15, 2022 to receive an update from the City Manager on higher than anticipated Measure S revenues and priority projects, and at that meeting the Measure S Oversight Committee recommended to the Council to allocate funding for the reconstruction of Front Street (G street to I Street) and the rehabilitation of the Fred Endert Pool HVAC System; and

**WHEREAS**, the Measure S Oversight Committee met on April 27, 2022 to receive an update from the City Manager on proposed amendments to the FY21/22 recommended expenditures, review of the five-year plan for Measure S revenues, and funding needs / department requests for the FY22/23 budget; and

**WHEREAS**, the Measure S Oversight Committee met on May 11, 2022 and adopted Resolution No MS2022-02, which set forth the expenditure recommendations for Measure S funds for the FY22/23 budget; and

**WHEREAS**, the Measure S Oversight Committee met on August 18, 2022 to receive an update from the City Manager and Police Chief on proposed amendments to the FY22/23 recommended Police Department expenditures.

**NOW THEREFORE, BE IT RESOLVED**, by the Crescent City Measure S Oversight Committee that the Committee amends its FY 22/23 Measure S Expenditure Recommendation as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

**PASSED AND ADOPTED** and made effective the same day by the Crescent City Measure S Oversight Committee on this 18<sup>th</sup> day of August 2022, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Kelly Schellong, Chair

ATTEST:

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Robin Altman, City Clerk

# Crescent City Measure S Oversight Committee

Fiscal Year 2022/2023

Amended Expenditure Recommendations

Resolution MS 2022-03

Exhibit A

## Fire Department (\$366,072)

Hire three (3) Fire Captains for Engine Response Coverage (10/1/22)	\$144,632
Continue Volunteer Stipend Program	\$ 11,040
Volunteer Station Staffing Program	\$ 21,900
Increased Training Program	\$ 10,000
Apparatus / Vehicle Replacement Fund	\$ 38,000
Small Equipment Replacement	\$ 5,000
Volunteer Recruitment Training	\$ 7,500
City Station Facilities Improvements (Ext Drainage)	\$ 10,000
Computers for Emergency Response Vehicles	\$ 5,000
Fire Fighter Escape Bags	\$ 5,000
SCBA Compressor (City Station)	\$ 60,000
SCBA (12 New Packs / 24 Bottles)	\$ 48,000
SCBA Bottle Purchase (Budget rollover from FY22 Est \$12,500)	

## Police Department (\$513,027)\*

Hire Two Additional Patrol Officers (6/1/22)	\$ 167,816
Detective Assignment (6/1/23)	\$ 411
Lieutenant Promotion (7/1/22)	\$ 0*
2 <sup>nd</sup> K9 Officer (K9 Acquisition, Supplies, Officer Training)	\$ 15,450*
Body & Tasers (Premium)	\$ 47,000
Vehicle Replacement (Two Patrol Vehicles)	\$ 120,000
Vehicle Dash Cameras	\$ 22,000
Firearms & PPE (including Duty Weapon Upgrade)	\$ 46,190*
Radios (10 Each)	\$ 17,500
Lockers	\$ 16,660*
Capital Facility Improvement Fund	\$ 60,000

\*Amended 8.18.22

## Street Improvements (\$550,000)

Pothole / Crack Seal / Minor Repairs	\$100,000
Sidewalk Repairs	\$100,000
Striping	\$ 50,000
Streetlight Repair	\$ 40,000
Street Repair Equipment (Mini Excavator)	\$ 10,000
Street Preservation Project Construction	\$250,000
Unspent Street Design Funds from FY22 (Est. \$55,000)	

Measure S Oversight Committee  
Resolution MS 2022-03, Exhibit A

**Fred Endert Swimming Pool (\$511,701)**

<u>Operations (Personnel / Electricity / Propane Costs)</u>	<u>\$331,701</u>
<u>Locker Room Flooring</u>	<u>\$130,000</u>
<u>Parts / Supplies / Equipment</u>	<u>\$50,000</u>

Including:

- Primary Chemical Storage Tank (Chlorine)
- Two Chemical Day Tanks (Chlorine & PH Control)
- Chemical Control Sensor Replacement (Annual)
- ADA Door Sensor Replacement
- Online Reservation System
- Slide Repair

**Finance Department (\$7,500)**

<u>Sales tax consultant (ongoing audit and projections)</u>	<u>\$ 5,000</u>
<u>Independent audit</u>	<u>\$ 2,500</u>

**Total Recommended FY22/23 Measure S Expenditures** **\$1,948,300\***

\*Amended 8.18.22

The Committee recognizes that actual expenditures may vary from the recommended amounts, due to staffing (timing of new hires, actual cost of benefits, experience level of new hires, etc.), actual costs of purchases, and timing of projects. Recommended projects may be carried forward to the next fiscal year if not completed in this year.



**CRESCENT CITY  
MEASURE S OVERSIGHT COMMITTEE  
AGENDA REPORT**



**TO: MEASURE S OVERSIGHT COMMITTEE**

**FROM: ERIC WIER, CITY MANAGER**

**DATE: AUGUST 18, 2022**

**SUBJECT: UPDATE ON STREET PRESERVATION PROJECT, POLICE PURCHASES, POLICE DEPARTMENT UPGRADES, FIRE DEPARTMENT RECRUITMENT EFFORTS, AND POOL STAFFING AND PROGRAM UPDATES**

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**RECOMMENDATION**

- Hear staff report
- Technical questions from the Committee
- Receive public comment
- Further Committee discussion
- Approve and adopt Resolution No. MS2022-03, A Resolution of the Crescent City Measure S Committee Amending the Committee's Recommendation for FY 22-23 Measure S Expenditures

**ITEM ANALYSIS**

Hear the report for the update on the Street Preservation Project, police purchases, police department upgrades, fire department recruitment efforts and pool staffing and program updates.

**CRESCENT CITY  
MEASURE S OVERSIGHT COMMITTEE  
AGENDA REPORT**



**TO: MEASURE S OVERSIGHT COMMITTEE**

**FROM: ERIC WIER, CITY MANAGER**

**DATE: AUGUST 18, 2022**

**SUBJECT: UPDATE ON POOL HVAC AND FRONT STREET PROJECTS**

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**RECOMMENDATION**

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

**ITEM ANALYSIS**

Hear the report for the update on the Pool HVAC and Front Street Projects.