



CITY OF CRESCENT CITY

Chair Kelly Schellong
Committee Member Emery Mattz

Vice Chair Ernie Perry
Committee Member Dana Reno

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

WEDNESDAY DECEMBER 21, 2022 5:30 P.M.

OPEN SESSION

Call to order Chair Schellong called the meeting to order at 5:38 p.m.

Roll call Committee Members present: Committee Member Emery Mattz, Committee Member Dana Reno, Vice-Chair Ernie Perry, and Chair Kelly Schellong
Staff members present: City Manager Eric Wier, City Clerk/Administrative Analyst Robin Altman, Economic Development and Recreation Director Ashley Taylor, Human Resources Manager Sunny Valero (via Zoom), Senior Parks Maintenance Worker/Field Safety Officer Kim Smith, Fire Chief Kevin Carey, Sergeant Alex Pearson, Sergeant Anthony Lopez, Police Officer Ethan Miller, Police Officer Connor Sperling, Police Recruit Jordan Fillippa and Police Chief Richard Griffin

Pledge of Allegiance led by Fire Chief Carey

PUBLIC COMMENT PERIOD

The following residents addressed the Committee:

Sergeant Anthony Lopez: thanked the residents of the City who passed Measure S as it has given the police department vital equipment that has been already proven to help with officer safety.

Chief Griffin reported to the Committee Officer Sperling's addition to the police department and that he is the PD's first recruit in the Academy Program CCPD has implemented.

Connor Sperling: he spoke on how Measure S made it possible for him to attend the police academy to be hired for Crescent City Police Department.

Chief Griffin reported to the Committee that Police Recruit Jordan Fillippa who was selected to attend the next police academy. He further stated that Samantha Aguirre is already enrolled in College of the Sequoias Police Academy and is another recruit for CCPD.

Jordan Fillippa: spoke to the Council about being a local and the gratefulness he has for working for the Crescent City Police Department.

CONSENT CALENDAR

1. Committee Meeting Minutes

- *Recommendation: Approve the August 18, 2022 meeting minutes of the Measure S Oversight Committee.*

On a motion by Committee Member Mattz, seconded by Vice-Chair Ernie Perry, and carried unanimously, the Measure S Oversight Committee approved the August 18, 2022 meeting minutes of the Measure S Oversight Committee

NEW BUSINESS

2. Receive an Update on Measure S Unaudited FY22 Revenues, Expenditures, and Capital Improvement Projects

City Manager Wier stated that 77% of the community members voted to keep Measure S in place by voting no on Measure T. He outlined how the funds have already helped the community. He introduced Dennis Dong, an architect with CHD, that will be responsible for doing the Police Department Facility Improvement Project. Mr. Dong spoke about how he has done several public safety facilities and his preference for working for a small community. He went over his proposed design plans for the Crescent City Police Department. Chief Griffin went over the parts of the project that will give the officers a good break room so they can get the rest they need in between calls. There will also be extra parking and a training room on site so the in-house perishable training can be done. *Committee Member Mattz left the room at 6:05 p.m. and returned momentarily.* City Manager Wier stated that one of the requests will be the approval of \$20k for additional structural and geotechnical reports for the PD Facility Improvement Project. Mr. Dong stated that the current building was not built for the California Accessibility Act and has accessibility issues that need to be addressed. He met with Chief Griffin to go over the plan that will resolve the accessibility issues. Vice-Chair Perry asked if the drainage on F Street would be a problem for this project; Mr. Dong stated that will be reviewed. City Manager Wier stated that a geotechnical report will be done. Committee Member Reno asked about the overhead cover for the officers in the parking lot; Chief Griffin stated that will be in a future plan. Chair Schellong asked if the PD could use the WWTP conference room for training; Chief Griffin stated that it could be used for training in the meantime. Chief Carey reported to the Committee that at the beginning of January or February the Fire Captains will be selected. He also reported on the training, equipment and stipend changes that have been implemented. Chair Schellong asked about the SCBA bottle and if they had been purchased yet; Chief Carey stated that they had not but will be soon. City Manager Wier stated that the thermal imaging cameras may have a EOC funding component. City Manager Wier went over the FY21/22 Budget-to-Actual: Fund Balance 6/31/21: \$332,467; the FY21/22 Revenue: Budget: \$2million – actual \$2,248,000; FY21/22 Expenses: Budget: \$2,335,878 – actual \$2,175,182 and there are unallocated funds 6/30/22 of \$405,485. The FY21/22 Budget-to-Actual for the Fire Department: Budget - \$226,333 – actual - \$185,796. For the Police Department – Budget - \$229,579 – actual - \$223,293. The FY21/22 Budget-to-Actual for Streets: budget - \$981,233 – actual - \$929,419. For the Pool – budget - \$891,233 – actual - \$832,375. Vice-Chair Perry stated that he doesn't believe the CCPD project can be done with the additional \$20k for the additional structural and geotechnical reports for the PD and expects a request for more funding.

3. Amendment to the FY22-23 Police and Fire Department Measure S Budget Recommendations

- *Recommendation: Hear staff presentation regarding proposed FY22-23 Measure S Budget Amendment Recommendations to include:*
 - Additional fire department related expenditures in the amount of \$7,500 for thermal imaging cameras, \$11,500 for radios, and \$12,500 for Utility Skid Mounted Pump (requested by Chief Carey)*

and

b. *Additional Police Department related expenditures in the amount of \$20,000 for additional structural and geotechnical reports for the Police Department facility Improvement Project, \$17,000 for a forensic cell phone analyzer, \$36,000 for non-contact substance analyzer, and \$7,600 for a part time (10 hours / week) Police Records Specialist (requested by Chief Griffin)*

- *Technical questions from the Oversight Committee*
- *Receive public comment*
- *Further Committee discussion*
- *Approve and adopt Resolution No. MS2022-04, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE AMENDING THE COMMITTEE'S RECOMMENDATION FOR FY22-23 MEASURE S EXPENDITURES*

The Committee was in unanimous consensus for the \$20k expenditure for additional structural and geotechnical reports for the Police Department Facility Improvement Project.

City Manager Wier gave a presentation on the FY 22/23 budget. He gave the Committee an update on current funding sources from the State. *Chair Schellong left the meeting at 6:45 p.m.* Chief Carey reported to the Committee the needs of the Department and what is being requested of the Measure S Oversight Committee to approve the expenditures. The Utility Skid Mounted Pump will give the fire department more flexibility and better productivity to fight fires. Vice-Chair Perry asked if this will fit in the current vehicles; Chief Carey answered in the affirmative. He reported to the Committee the thermal imaging cameras that are being requested for funding and showed an old one to the Committee. He stated this piece of equipment is vital to help firefighters fight fires and rescue people who may be inside buildings. The newest camera they have is 6-7 years old and currently, other departments are being relied on for thermal imaging. Vice-Chair Perry asked how many they will be able to purchase for that amount; Chief Carey stated that they will get twelve, Crescent Fire Protection District will assist in the funding. Vice-Chair Perry asked if the radios will have an EOC grant match; Chief Griffin explained that there is that funding available and explained how it would work. He reported to the Committee what the non-contact substance analyzer was and showed an example. Field Safety Officer Smith explained why the old test kits are no safe for the officers to use due to the chemicals within them and the exposure possibilities that exist. The machine that is being proposed for purchase will test the drug right through the bag. Committee Member Reno asked if there would be an initial training available as well as ongoing training, will there also be a need for calibration often; Chief Griffin stated that there will be training. Committee Member Reno stated that this is a necessary purchase for officer safety. Chief Griffin then explained the request for the forensic cell phone analyzer and how it will be used by the officers to help in the investigation of crimes. This will be a shared cost between the police department, sheriff's department and District Attorney's office. IT will be certified to be able to work on this equipment. Committee Member Reno asked if the \$17k was the split between the City, County, and DA; Chief Griffin stated that it is the full yearly cost of the project. Committee Member Mattz asked how many times this will be used and will it go over budget; Chief Griffin stated that he has areas in his budget that can cover it, but he doesn't expect for that to occur. Chief Griffin reported to the Committee that the part-time position funding request is due to a former employee who wants to come back to work for the PD in the capacity of Police Records Specialist. He further explained that she will be able to train the new Records Specialist that was hired in her place and cover when the other Records Specialist is out of the office to keep things operating smoothly. It would be 10 hours for the next six months in the amount of \$7,600. City Manager Wier went over the resolution up for adoption. Economic Development and Recreation Director Taylor gave an update on the pool floor repair. Vice-Chair Perry asked what the status was on replacing the pool boilers; City Manager Wier explained what was discussed and approved at the last Council meeting regarding this project. City Manager Wier went over the Measure S Oversight Committee's upcoming meeting schedule: March 13, 2023 – Measure S

FY23 Expenditure Update & FY24 Budget Workshop, March 27, 2023 – short meeting to review direction given at 3/13 meeting and adopt resolution for FY24 budget recommendations, May 11, 2023 Chair of Measure S Oversight Committee to present FY24 budget recommendations to the Council at the Council Budget Workshop, and June 5, 2023 – Council to adopt FY24 Budget. Vice-Chair Perry asked about the non-contact substance analyzer and asked if it was necessary for the safety of the officers; Chief Griffin answered in the affirmative. Vice-Chair Perry spoke in opposition to using Measure S funds for the cellphone analyzer and requested more research. Committee Members Mattz and Reno agreed with Vice-Chair Perry’s opinion of the cellphone analyzer. Vice-Chair Perry wasn’t sure it met the requirements of Measure S funds as emergency service. Chief Griffin stated that he looked at it enhances the cases for more indictments, gets criminals off the streets, kidnapped children, etc. Committee Member Reno stated he would like to see this come back for discussion after the review to make sure that this is appropriate use of Measure S funds. He further stated that the City should purchase it outright and if other agencies need to use it, they can enter into an agreement which will have a small fee for using the equipment. City Manager Wier stated he believes that it does fall under appropriate use of Measure S funds but will have City Attorney Rice review it. City Manager Wier asked when the next round of funding would be available; Chief Griffin stated it would be next fiscal year. City Attorney Rice stated that the ballot measure language says the funds would be used to fund emergency services to include the Crescent City Police Department and the Crescent City Fire and Rescue. It’s her opinion that this purchase is fine, however, it’s up to interpretation of the Committee. The language is broad enough that the funds support the police department as it is an emergency response service. Vice-Chair Perry asked Chief Griffin if he believed the cellphone analyzer would be the same for officer safety as the non-contact analyzer; Chief Griffin stated it would be used to apprehend someone who is a danger to the community, so therefore is an officer safety piece of equipment. The Committee Members were in agreement that it was a useful tool for the PD and a proper use of Measure S funds.

On a motion by Committee Member Reno, seconded by Committee Member Mattz and carried on a 3-0 polled vote with Chair Schellong being absent, the Measure S Oversight Committee approved and adopted Resolution No. MS2022-04, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE AMENDING THE COMMITTEE’S RECOMMENDATION FOR FY22-23 MEASURE S EXPENDITURES

MEASURE S OVERSIGHT COMMITTEE ITEMS

- **City Manager Report - None**

ADJOURNMENT

There being no further business to come before the Measure S Oversight Committee, Vice-Chair Perry adjourned the meeting at 8:06 p.m. to the next joint meeting of the City Council / Measure S Oversight Committee, of January 30, 2023, 5:30 p.m. at the Wastewater Treatment Facility Conference Room at 210 Battery Street.

ATTEST:

Robin Altman
City Clerk/Administrative Analyst