



# CITY OF CRESCENT CITY

Mayor Jason Greenough  
Council Member Blake Inscore  
Council Member Isaiah Wright

Mayor Pro Tem Alex Campbell  
Council Member Beau Smith

MINUTES  
SPECIAL JOINT CITY COUNCIL –  
MEASURE S OVERSIGHT COMMITTEE  
WORKSHOP / MEASURE S - CCPD  
VIRTUAL VIA ZOOM

THURSDAY

FEBRUARY 25, 2021

5:30 P.M.

## OPEN SESSION

**Call to order** Mayor Greenough called the meeting to order at 5:34 pm

**Roll call** Council Members present: Council Member Blake Inscore, Council Member Beau Smith, Council Member Isaiah Wright, and Mayor Jason Greenough  
Council Member absent: Mayor Pro Tem Alex Campbell  
Oversight Committee Members present: Board Member Cindy Cruse, Board Member Heidi Kime, Board Member Emery Mattz, IV, Board Member Ernie Perry, and Board Member Kelly Schellong  
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Human Resources Administrator Sunny Valero, Finance Director Linda Leaver, Public Works Maintenance Manager Jason Wylie, City Engineer Jon Olson, Recreation and Events Coordinator Director Holly Wendt, and Police Chief Richard Griffin

**Pledge of Allegiance** Council Member Inscore

## PUBLIC COMMENT PERIOD

*There were no public comments.*

## Reports / Presentations

### 1. Review of Measure S Oversight Committee Bylaws

City Attorney Rice gave a detailed overview of the Oversight Committee Bylaws as well as the procedures for meetings. She advised the Committee Members that they cannot make presentations to an outside agency in representation of the Measure S Committee, only to the City Council. Committee Member Schellong asked if the 3 for a quorum included the two City staff members, City Attorney Rice stated that it only includes the 5 voting members.

## New Business

### 2. Measure S Oversight Committee Term Length

- *Recommendation: Hear staff report*

- *Technical questions*
- *Receive public comment*
- *Further Oversight Committee discussion*
- *Determine the Measure S Oversight Committee Members term length*

City Manager Wier explained that the first term will expire December 31, 2021 and the selection will be done by drawing a name from a bowl. The Committee was in unanimous consensus to do the selection by drawing names. Human Resources Administrator Valero drew names and the two selected for the shorter terms were Committee Member Kime and Committee Member Perry.

### **3. Selection of the Chair and Vice-Chair (Oversight Committee)**

- *Recommendation: Hear staff report*
- *Technical questions from the Oversight Committee*
- *Receive public comment*
- *Further Oversight Committee discussion*
- *Selection of Chair of the Oversight Committee*
- *Selection of Vice-Chair of the Oversight Committee*

City Clerk Patch explained the nomination process and how multiple motions are handled, should they arise.

On a motion by Committee Member Kime, seconded by Committee Member Perry, and carried unanimously on a 5-0 polled vote, the Measure S Oversight Committee selected Kelly Schellong as Chair.

On a motion by Chair Schellong, seconded by Committee Member Perry, and carried unanimously on a 5-0 polled vote, the Measure S Oversight Committee selected Heidi Kime as Vice-Chair.

### **4. Discussion of Recommended Enhancements to Crescent City Police Department Utilizing Measure S Funding**

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

City Manager Wier reported to the Committee and Council that tonight's discussion will be focused on the CCPD, however Measure S Funds will also be used for streets, the Fred Endert Municipal Pool, and Crescent City Fire and Rescue. City Manager Wier further explained that these subjects will be discussed at separate meetings with recommendations from the Oversight Committee to go before the Council before the budget meeting in May. City Manager Wier explained the subsequent meetings that will have reports on how the funds are being used so the Committee can have their oversight (this is an ongoing process). Committee Member Perry asked what the estimated revenue would be; City Manager Wier stated it is anticipated to have \$1.3million in sales tax revenue and then provided a presentation to cover the critical public safety needs for the City and covered the Crescent City Fire Master Plan, the CCPD's staffing plan, local streets and Fred Endert Municipal Pool. Police Chief Griffin gave a detailed report of the department and introduced the Committee to our current police officers as well as Records Specialist and K9 Kai. Committee Member Perry asked how many officers there were; Chief Griffin stated there are 13 sworn officers including himself. Chair Schellong asked where the records were kept; Chief Griffin stated that some are out in the shed locked and secured outside, and current two-year reports



are kept in the Records Specialist's office. Committee Member Perry stated that the current building was not designed to be a police department, it was a law firm, therefore does not fit the need of a police department. Council Member Smith stated that he took a tour of the department and it needs to be improved for our officers. Chief Griffin stated he would welcome any Council Member or Committee Member to come in for an in-person tour as for officer safety sake, he didn't want to provide a video tour for the meeting. City Manager Wier addressed the facility concerns and stated that options will be given as well as the high costs associated with them. City Manager Wier went over in detail the police department needs – staffing: additional officers, a dedicated detective position, K9 officers as well as a lieutenant; vehicles – needed for patrol as well as the detective, SRO, lieutenant and Chief. For Phase 1 of staffing, to fill two sergeant positions and two vacant officer positions, the estimated impact to the budget will be between \$10k - \$46k. Vice-Chair Kime asked about the \$5k salary difference for the detective; would the whole department at some point have the detective skill set? Chief Griffin stated that since the detective position would be rotated, you would have each officer with a set of skills that would greatly benefit the department. Chair Schellong asked what kind of training the detective would have; Chief Griffin stated that the selected person would have the two-week basic course for detectives and a focus on the sexual assault course. The benefit of the detective is it allows the direct focus on investigations. Human Resources Administrator Valero stated that she has reached out to other departments in the State and it is a typical practice to make the detective position an appointed position of current staff. City Manager Wier stated that there are also plans to have a lieutenant which will not be an additional position, this will be a sergeant promoted to lieutenant. Chief Griffin stated that the lieutenant would be an officer that would work closely with him and assist him in his duties as well as being the acting Chief should they need to step in in his absence. City Manager Wier stated that the lieutenant position would be an exempt position and not qualify for overtime, therefore only a cost of \$10k. City Manager Wier stated that another addition to the police department would be a “floppy-eared” K9. Chief Griffin explained that this would not be another bite dog, but one used for community outreach, narcotics detection, and tracking. A floppy eared dog will cost less, and the training is less extensive; CCPD also already has two K9 patrol cars that are low mileage, so that would not have to be an additional expense. City Manager Wier went over the hiring considerations, timing of the new officer training in an FTO program, and the fact that having staggered officer positions creates one time savings. Chair Schellong asked if the detective and lieutenant would be hired from within the department; City Manager Wier stated that yes, that would be the ideal choice. There would be three more patrol officers to start. The proposed start date for the new officers would be 7/1/21, 1/1/22, and 7/1/22. Chair Schellong asked if the hiring process would start before the sales tax is implemented; City Manager Wier stated no. Finance Director Leaver stated for the first quarter of Measure S (April-June) it is expected to have \$300k in revenue. Chair Schellong asked how soon the revenue would come to the City; Director Leaver stated in July. City Manager Wier stated that overtime for officers can create stress; Chief Griffin stated that adding more officers will give them more time at home which is good for wellness and overall officer wellbeing.

Chief Griffin stated that of the vehicles he is hoping to get trucks so they can use the beds to pick up grocery carts and bikes instead of handcuffing them to the fronts of patrol cars. Mayor Greenough asked how much mileage is put per year on patrol vehicles; Chief Griffin stated that it could be up to 10k per year. Committee Member Perry asked if the patrol cars are maintained by City staff; Chief Griffin stated that they were by mechanics at the City Yard.

Discussion regarding the need for new body cameras and tasers for our officers was held; Vice Chair Kime asked how much time would be saved for the officers by using the new body cameras; Chief Griffin stated they would save several hours a shift. Board Member Perry asked for the estimated cost for body cameras; Chief Griffin reported for both the body cameras and tasers it would be between \$22k-\$40k. Chair Schellong asked if there was money in the budget already and Chief Griffin advised that this is planned for next year's budget. City Manager Wier stated the current body cameras are under warranty this year. Chief Griffin gave a detailed report on how well the new body cameras will be for the officers and described their options. Mayor



Greenough asked if there were any one-time costs; Chief Griffin stated there were, it would be \$236k, so CCPD would be doing a 5-year payment plan. Council Member Inscore stated that we have received \$50k for the last two years from our Risk Management Accreditation Program (RMAP) due to implementing things just like what is being discussed and implementing this will validate our RMAP every year. There are real savings in making these sorts of investments. Vice-Chair Kime said there are definitely savings in being proactive vs. reactive. Chief Griffin showed a video on the Axion Tasers which showed how they are deployed; the new technology is that the darts have weights on them for better connectivity.

City Manager Wier went over the current state of the police department building, how much it has changed over the years and that a study done that showed what was needed for the department. A new police station would be approximately \$7million which is out of the City's price range for Measure S, however there are CDBG funds and others that could be utilized. This is not a near future need, we have other immediate needs for the department. The site improvements needed are: a larger parking lot as the current one does not meet the needs for the amount of vehicles, covered parking, an additional locker room; interior building improvements (carpet, lobby improvements), paving & striping in the parking lot, site lighting, security cameras, fencing, covered parking for ATV, ADA sidewalk improvements. There is also a need for floor, roof, and lobby improvements and the locker room needs to be remodeled. To accommodate some of these changes, a new 600 sqft. building addition would be required. Council Member Smith asked long these changes will work for the department; Mayor Greenough asked about the shed and its contents; Chief Griffin stated that even with the small changes, he would happily work in the building for another 10 – 15 years. Regarding the shed, it's mostly paperwork is being used as a drying area, and has some bikes stored inside. City Engineer Olson stated that it is important to retain a plan for this project. Council Member Inscore asked about modular buildings; Director Olson stated that it has not been looked in but can be reviewed. Council Member Smith said that with all of the beautification we are doing around the community, we should not consider modular buildings for the PD. Chair Schellong agreed stating that they would only be a temporary fix and wouldn't be long lasting. Committee Member Perry asked what the debt financing be for the \$7 million for 10 years; City Manager Wier stated we have a Municipal Financing Officer that will help with these questions. Council Member Inscore stated that now is the time to utilize debt service as the interest loans are low right now. Vice-Chair Kime stated that since it's not known truly how much will come in from Measure S perhaps a percentage should be chosen to use for priority projects. Chair Schellong stated that she would support borrowing money for a new police department over streets. The Council and Committee were in agreement. Mayor Greenough asked about the fire department portion, asked when it is agendized to add the portion where is shows if the Fire Assessment doesn't pass. City Manager Wier summarized the discussions for the evening on the funding needs for the police department. Chair Schellong asked if the City is still accessing grant funding for positions; Finance Director Leaver stated that currently grant funding is being used for limited hours for particular functions; Chief Griffin said grant funding covers the School Resource Officer (SRO) position. Council Member Smith asked if the police department was earthquake safe, etc; Director Olson stated that generally, speaking wood structured buildings can withstand earthquakes, generally.

Mayor Greenough asked if direction was needed tonight; City Manager Wier stated that the Committee can make a recommendation to bring back to the Council. If the Committee wants a new officer hired, we'll need to have to give direction tonight so recruitment can start.

Chair Schellong stated that it is difficult to make any decisions tonight on spending money that we don't have, it's not prudent. Body cameras are more important than more officers at this point; Board Member Perry agreed with Chair Schellong. By consensus, it was requested by the Oversight Committee to put the decision or recommendation on the March 9<sup>th</sup> agenda. *Vice-Chair Kime excused herself and left the meeting at 8:23pm.* HR Administrator Valero stated the recruitment takes about a month. A lot of officers want to leave higher population areas to come to smaller communities, it would be no problem getting officers. If they are local, it could be a



month, if it were out of the area, it would be a couple of months. She is hoping to start recruitment in March. Mayor Greenough stated his agreement with the Committee to wait; he would like to see tasers and body cameras come sooner.

Chair Schellong asked City Manager Wier that if the Committee were to give some recommendation on expenditures, how the expenses were tracked if another officer was hired now, would that come from General Fund money or Measure S funds and how would it be tracked; City Manager Wier stated that the City Council has the overall authority over the General Fund which includes Measure S money. Therefore, if the Council wanted to budget that expense now, they can do that, it would be accounted for separately and the Measure S Committee would review it and say that yes, the money was spent for what the Council said it would be spent for, which is the oversight piece. He further stated that whatever recommendation the Oversight Committee gives, the Council has discretion to either follow that recommendation or not. Chair Schellong asked about reporting the expenditures to the public and how that should look like; City Manager Wier stated that the report to the public should be in essence that the money was spent as the Council said it should be spent. City Attorney Rice answered that there is no set rules or format for the report to the public. The most important part of the report is to state this is what was received, this is where it was spent and this is what the City told the people the money would be spent on. If the Committee wanted to also insert that recommendations given by the Committee weren't accepted by the Council, there is nothing saying you cannot add that to the report. City Manager Wier asked for Finance Director Leaver's input on her vision for the reporting; Director Leaver stated that it is truly up to the Committee. Since she and City Manager Wier are non-voting members of the Committee, they are not to make decisions, they are to be a resource for the Committee. Funds are tracked through our accounting software and it can be provided to the Committee at whatever frequency they would like. City Manager Wier explained the budget process for regular sales tax revenue and how it is in the budget. Chair Schellong asked that if the Committee recommends moving forward with the tasers and K9 would the liability be delayed to July 1<sup>st</sup>; Director Leaver stated that technically, the City is earning the Measure S funds beginning April 1<sup>st</sup>, but we are not going to know exactly what it is until we get the check which isn't for a couple of months afterwards. To mitigate this liability, we have an agreement with Hinderliter and they are experts in sales tax who provides the City quarterly updates. Therefore if things are going off track, we will know before the year is over and can make adjustments accordingly to the budget. City Manager Wier stated that if the expenditure for tasers or a K9 were decided on by the Council, then it would be in this year's budget and in the mid-year budget, the \$300k for the first quarter of Measure S will be added.

*There were no public comments.*

## **ADJOURNMENT**

Mayor Greenough adjourned the meeting at 8:42 p.m. to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, March 1, 2021 at 6:00 p.m., via Zoom, Crescent City, CA 95531.

**ATTEST:**



Robin Patch  
City Clerk/Administrative Analyst