



CITY OF CRESCENT CITY

Chair Ernie Perry
Committee Member Steve Shamblin

Vice Chair Dana Reno
Committee Member Candace Tinkler

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

WEDNESDAY MARCH 29, 2023 5:30 P.M.

OPEN SESSION

Call to order Chairman Perry called the meeting to order at 5:30 p.m.

Roll call Committee Members present: Committee Member Steve Shamblin, Committee Member Candace Tinkler, Vice-Chairman Dana Reno, and Chairman Perry
Staff present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, Finance Director Linda Leaver, Public Works Director Dave Yeager, Economic Development and Recreation Director Ashley Taylor, Public Works Maintenance Manager Jason Wylie, Fire Chief Kevin Carey, and Police Chief Richard Griffin

Pledge of Allegiance led by Vice-Chairman Reno

PUBLIC COMMENT PERIOD

There were no comments from the public.

CONSENT CALENDAR

1. Meeting Minutes

- *Recommendation: Consider and approve the March 1, 2023 Measure S Oversight Committee meeting minutes.*

There were no comments from the public.

On a motion by Committee Member Tinkler, seconded by Committee Member Shamblin and carried unanimously on a 4-0 polled vote, the Measure S Oversight Committee considered and approved the March 1, 2023 Measure S Oversight Committee meeting minutes.

NEW BUSINESS

2. Measure S Revenue and Expenditure Presentation

- *Recommendation: Review of Measure S 5-year revenue and expenditure Plan*
- *Review of FY 22-23 expenditures and recommendations*
- *Review of FY 23-24 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 gave a review of the FY 22-23 expenditures and advised the Committee he would be requesting their recommendations. He began the review by going over the 5-year expenditure plan, which started in FY 20-21. He stated for the most part it is the same as before, it's just updated to show current revenue. The FY 22-23 totals may look different, but it matches exactly how the auditor looks at it. He reported what each FY revenue and expenditures looked like to include the ending balance on each FY. For the fire department, staff has requested the following needs to be met: increase in volunteer stipends, station staffing, full-time Captains, volunteer recruitment and retention, small equipment and tools, SCBAs and radios. Regarding the SCBAs, City Manager Wier stated it is not expected to spend \$96k on them, and there is a grant that staff is hoping is obtained. Fire Chief Carey stated that the SCBA budget, it's only 5 SCBA packs due to the cost of them individually. The current ones we have are 15-20 years old and are out of compliance. City Manager Wier stated that to get all of the SCBAs that are needed, it would cost from \$800k to \$1million. What is in the budget is a five-year replacement plan to get them into compliance. All expenses are shared with the Fire District. Chairman Perry asked why 45 SCBAs were needed; Chief Carey stated in order to answer a call for a fire, it is required to have an SCBA for each seat for every apparatus. Director Leaver gave an overview of the SCBA expense and stated that if you calculate 45 SCBAs it does not come to \$1million. But in order to be in compliance, the budget covers extra sets. Chief Carey did apply for a grant that will cover the expense of the SCBAs, but there needs to be a plan in case the grant is not received. Chairman Perry asked if this was a one-time grant; Chief Carey said that they have applied every year. It requires a 5% match. Chairman Perry asked if the grant will cover 45 SCBAs; Chief Carey said it will cover 60, which includes spares. Chairman Perry asked if it was a joint grant between the City and the District; Director Leaver stated it was, and therefore the match will be split with the District. Chief Carey said it would be \$37,500 each. City Manager Wier reported to the Committee that the funding requests for FY 23-24 are as follows: a quick response vehicle, a Chief Command vehicle, and an increase in apparatus replacement funding. Chief Carey explained what the quick response vehicle was and it's usefulness for the Department. Chairman Perry asked if this vehicle would be the same size as that of the one at the airport; Chief Carey said it would be a bit bigger. City Manager Wier went over the police department funding requests. What staff is requesting for funding are the following: three police recruits, a detective and lieutenant assignment, body cameras and tasers, dash cameras, lockers, firearms and PPE, a forensic cellphone analyzer, non-contact substance analyzer, radios, a second K9, police academy for recruits, transfer funds to vehicle replacement fund, transfer of funds to CIP fund for facility improvements, and debt service. Chief Griffin went over the PD budget needs. He explained how body camera footage helped someone realize they were in the wrong, that the license plate reader is included and includes logs into the stolen vehicle system for the state or for missing persons. If an officer is going at a certain rate of speed, the body camera will automatically activate. Vice-Chairman Reno asked if there is a redundancy system since it is off cell service; Chief Griffin stated that once it hits Wi-Fi, it automatically downloads. Only connectivity would be lost at one point, but no footage would be lost. Chairman Perry asked how many patrol cars would be outfitted; Chief Griffin answered that it would be all ten patrol cars. Committee Member Tinkler asked that if for computerized equipment, would it be wise to have set aside funds; Chief Griffin stated that would only be for office equipment. Chairman Perry asked when the next fiscal year budget be acted upon; City Manager Wier stated that there is the presentation today and a resolution in two weeks on the agenda. Vice-Chairman Reno asked if we own any of the equipment; Chief Griffin stated we will, in five years. City Manager Wier advised the Committee that the direction to the Committee to adopt and approve the changes in this year's budget for CCPD. For the fire department, the direction is to allocate additional funds.

Chairman Perry called a five-minute recess at 6:56 p.m.

Chairman Perry called the meeting back in session at 7:05 p.m.

City Manager Wier went over the budget for streets and detailed the work that will be done in the coming years and how the funding is stretched across the years for pot hole, crack seal, minor repairs, sidewalk repair or installation, striping, engineering, design, pavement management, street lights, Front Street, and a Street Preservation Fund. Director Yeager went over the funding that is still available in concrete and asphalt. He also reported to the Committee the upcoming and ongoing projects Public Works has. City Manager Wier went over the street preservation project that will be upcoming. He went over each road and the degree of wear and repairs necessary. He explained to the Committee that the best streets are fixed first, so that they can be maintained for travel. Director Yeager went over the striping machine Public Works will be getting; Vice-Chair Reno asked if this striping machine could do skip striping, Director Yeager answered in the affirmative, however the striping is not permanent. Vice-Chair Reno asked if the Public Works crew could burn down the stripes; Director Yeager explained that those machines are astronomically expensive. The striping machine they are getting is to be used in emergencies. Chairman Perry stated that the General Fund should fund the most of the expense of the equipment so that we stay true to the use of Measure S Funds for streets and roads. City Manager Wier stated that this is something that can be discussed at a staff level and brought back to the Committee. Chairman Perry wanted to confirm that unspent Measure S funds stay in the Measure S budget; City Manager Wier stated that it absolutely does.

City Manager Wier reported to the Committee about the proposed budget and forecast for the Pool. There is money budgeted for operations (staffing, utilities, supplies, etc.), equipment, parts repairs, HVAC/dehumidification project, locker room flooring, front office security measures, and pool deck re-surfacing. The funding budgeted for the Pool is to ensure that it can stay open and operational. City Manager Wier stated that for the Pool HVAC project, the City is working with a company called AECOM and they are doing a great job with the design of the project. This will also be funded by ARPA money the City has. Director Yeager went into detail about the flooring project and the process to get it replaced. Director Taylor explained to the Committee about the repainting of the pool deck and how it will make it better slip resistant.

City Manager Wier went over in detail the budget for Finance which included funds for the independent audit and a sales tax consultant (projections and business audits). Chairman Perry asked how much it was going to cost for the locker rooms and the area around the pool; City Manager Wier stated it would be \$320k. Committee Member Shamblin asked if the sales tax auditor audits all businesses; Director Leaver explained they pick a pool of businesses to audit and they have already found a couple of them who were doing it wrong and owed money to the City. City Manager Wier went over the Revenue and Expenditure Summary in detail; Chairman Perry stated that it would be best for the entire pool deck to be done and would be appreciated by the community for that use of Measure S funds. City Manager Wier stated that is budgeted for. Committee Member Tinkler asked for clarification on what needed to be approved at tonight's meeting; City Manager Wier stated that staff is looking for direction for a resolution. The fire compressor budget is \$5k, the CCPD vehicle budget \$70k and CCPD vehicle dash cams are \$9,700.

On a motion by Vice-Chair Reno, seconded by Committee Member Tinkler and carried unanimously on a 4-0 polled vote, the Measure S Oversight Committee directed staff to bring back a resolution to amend FY 22/23 budget to include the proposed expenditures, the compressor budget, the CCPD vehicle and dash cameras

City Manager asked to clarify that the Committee was directing staff to move forward with the City Council to bring forward that resolution; the Committee was in unanimous consensus that is the direction being given.

The Committee was comfortable with the recommendations in the proposed budget, but asked for clearer numbers to better understand some of the items, such as the pool decking. City Manager Wier explained that it will be detailed in the resolution they have directed staff to produce.

MEASURE S OVERSIGHT COMMITTEE ITEMS

➤ City Manager Report

ADJOURNMENT

There being no further business to come before the Committee, Chairman Perry adjourned the meeting at 8:15 p.m. to the next meeting of the Measure S Oversight Committee, 5:30 p.m., date to be determined, at the Wastewater Treatment Facility conference room, 210 Battery Street, Crescent City, CA.

ATTEST:



Robin Altman
City Clerk/Administrative Analyst