

# CITY OF CRESCENT CITY

Mayor Jason Greenough  
Council Member Ray Altman  
Council Member Isaiah Wright

Mayor Pro Tem Blake Inscore  
Council Member Beau Smith

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 Ender 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.

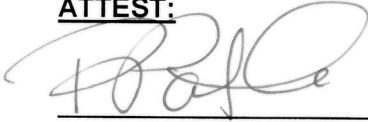
City Manager Wier stated that we will continue meeting quarterly to give updates on the Measure S revenues expenditures and budgets. The next meeting is planned for February 2022. Chair Schellong asked for a report that will outline what was completed and what was pending as he had outlined in tonight's 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