



CITY OF CRESCENT CITY

Chair Ernie Perry
Committee Member Steve Shamblin

Vice Chair Dana Reno
Committee Member Candace Tinkler

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

MONDAY

APRIL 10, 2023

3:00 P.M.

This meeting will be held in person at the location listed above. The City will provide alternative methods of participation for the convenience of the public. The City does not, however, guarantee that there will not be technological issues or interruptions. The public is hereby notified that if there is a technological issue with Zoom or YouTube, the meeting will continue in person as scheduled. The public may access and participate in the public meeting using one or more of the following methods:

- 1) The meeting will be streamed via Zoom (details below). The direct Zoom link will also be posted on the City of Crescent City website (www.crescentcity.org). During the meeting, public comment may be made by using the raise hand feature on Zoom;

ZOOM PHONE NUMBER: 1 (253) 215-8782 ZOOM WEBINAR ID: 839 0270 2749
MUTE / UNMUTE PRESS *6 RAISE HAND PRESS *9

- 2) The meeting will also be streamed on YouTube (channel: City of Crescent City, California), public comment may be made by calling in to the meeting using the Zoom phone number;
- 3) Public comments may also be made in advance by submitting written comment via 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 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

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.

NEW BUSINESS

1. FY 23/24 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*
- *Approve and adopt Resolution No. MS2023-03, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE RECOMMENDING EXPENDITURES OF MEASURE S FUNDS FOR FY 23/24*

MEASURE S OVERSIGHT COMMITTEE ITEMS

- **City Manager Report: Updates on Measure S Revenues, Expenditures, and Projects**

ADJOURNMENT

Adjourn 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.

POSTED:

April 6, 2023
/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



MEASURE S OVERSIGHT COMMITTEE AGENDA REPORT

TO: CHAIR PERRY AND MEMBERS OF THE MEASURE S OVERSIGHT COMMITTEE

FROM: ERIC WIER, CITY MANAGER

DATE: APRIL 10, 2023

SUBJECT: FY 23/24 EXPENDITURE RECOMMENDATIONS FOR MEASURE S FUNDS

RECOMMENDATION

- Hear staff presentation
- Technical questions from the Committee
- Receive public comment
- Further Committee discussion
- Approve and adopt Resolution No. MS2023-03, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE RECOMMENDING EXPENDITURES OF MEASURE S FUNDS FOR FY 23/24

BACKGROUND

In 2021 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 the recommended budget for FY 21/22:

- 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
- April 26, 2021 – FY 21/22 Summary Presentation

This 5-year plan was the basis for the Measure S recommended expenditures for fiscal years 21/22 and 22/23. Over the course of these two fiscal years, the Measure Committee met multiple times to discuss updated revenue projections, current expenditures, and additional needs of the of the Police Department, Fire Department, Pool, and Streets. As a result of these meetings the recommended FY 21/22 and FY 22/23 expenditures were amended from time to time and submitted to the City Council for consideration.

The Measure S Oversight Committee met on March 1, 2023 to receive the FY 21/22

financial statements and independent auditor's report prepared by the independent Measure S auditor (Badawi & Associates) and adopted Resolution No. MS2023-02. This resolution approved a report on Measure S Funds for Fiscal Year 2021-2022. The report confirms the amount of Measure S revenues received, the total expenditures, the balance of Measure S funds as of 6/30/22, and what departments/projects were funded with Measure S revenues in FY 21/22.

ITEM ANALYSIS

On March 29, 2022, the Measure S Oversight Committee met to receive an update from the City Manager on proposed amendments to the FY 22/23 recommended expenditures, review of the five-year plan for Measure S revenues, and to hear about funding needs / department requests for the FY 23/24 budget. The attached Resolution No. MS2023-03 outlines the recommended expenditures discussed at the March 29 meeting. The majority of the requested expenses are ongoing expenses for the various departments including funding additional police officers, fire captains, police and fire training, Police, Fire, Pool and Street equipment needs, as well as operational needs for the Pool. In addition, new items included in this year's recommendations include expenses for a 3rd K9 officer, police vehicle dash cameras, capital improvements at the Pool, increased funding for street maintenance projects, as well as 5-year plan to replace Self Contained Breathing Apparatus (SCBA) for the Fire Department, and new Structural Firefighting Turnouts.

FISCAL IMPACT

The resolution attached reflects the recommendations as directed by the Committee on March 29, 2023, totaling net Measure S Fund recommended expenditures in the amount of \$2,568,004 for FY 23/24. If adopted this recommendation will be submitted to the Council for consideration to be included in the FY 23/24 budget.

The audited Measure S balance as of June 30, 2022 was \$405,485. The current fiscal year is estimated to end with a Measure S balance of \$706,057. The recommended Measure S expenditures for FY 23/24 would result in an ending balance of \$438,054 as of June 2024.

ATTACHMENTS

- Resolution No. MS2023-03

RESOLUTION NO. MS2023-03

**A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE
RECOMMENDING EXPENDITURES OF MEASURE S FUNDS FOR FY 23/24**

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 citizens' oversight committee to review and report on Measure S revenues and expenditures; and

WHEREAS, the Measure S Oversight Committee met in 2021 to establish a 5-year plan for funding projects with Measure S funds; and

WHEREAS, the Measure S Oversight Committee made expenditure recommendations in FY 21/22 and FY 22/23 based upon the 5-year plan as well as other needs and projects brought before the Committee; and

WHEREAS, the Measure S Oversight Committee has met throughout each fiscal year to receive revenue and expenditure updates as well as to hear requests for additional or different expenditures and has amended its recommendations from time to time; and

WHEREAS, the Measure S Oversight Committee met on March 1, 2023 to receive the FY21/22 financial statements and independent auditor's report prepared by the independent Measure S auditor (Badawi & Associates) and adopted Resolution No. MS2023-02, A Resolution of the Crescent City Measure S Oversight Committee approving a report on Measure S Funds for Fiscal Year 2021-2022; and

WHEREAS, the Measure S Oversight Committee met on March 29, 2023 to receive an update from the City Manager on proposed amendments to the FY 22/23 recommended expenditures, review of the five-year plan for Measure S revenues, and funding needs / department requests for the FY 23/24 budget, and

WHEREAS, the Measure S Oversight Committee finds the recommended expenditures to be an appropriate use of Measure S funds, which are intended to support the City's Fire Department, Police Department, streets, and swimming pool.

NOW, THEREFORE, BE IT RESOLVED, by the Crescent City Measure S Oversight Committee that the FY 23/24 Expenditure Recommendations for Measure S funds as set forth on Exhibit A, attached hereto, are hereby adopted.

PASSED AND ADOPTED and made effective the same day by the Crescent City Measure S Oversight Committee on this 10th day of April 2023, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ernie Perry, Chair

ATTEST:

Robin Altman, City Clerk

Measure S Oversight Committee

Fiscal Year 2023/2024

Expenditure Recommendations

Resolution No. MS 2023-03

Exhibit A

Fire Department (\$575,587)

Fund Three Fire Captains for Engine Response Coverage	\$ 388,302*
Continue Volunteer Stipend Program	\$ 99,803*
Volunteer Station Staffing Program	\$ 39,544*
Increased Training Program	\$ 20,000*
Apparatus / Vehicle Replacement Fund	\$ 98,000
Small Equipment Replacement	\$ 10,000
SCBA Replacement	\$ 200,000*
Turnout Replacement	\$ 50,000*
SCBA - Set Aside	\$ 65,000*
Turnout - Set Aside	\$ 25,000*
Quick Response Vehicle Set Aside	\$ 90,000
*Crescent Fire Protection District Reimbursement for shared cost items	(\$510,062)

Police Department (\$474,917)

Fund Two Additional Patrol Officers	\$ 200,093
Detective Assignment (1/1/24)	\$ 3,460
2 nd K9 Officer (Supplies, Officer Training)	\$ 8,000
3 rd K9 Officer (Initial Costs, Supplies, Officer Training) (1/1/24)	\$ 19,000
Body & Tasers (Premium)	\$ 47,250
Vehicle Replacement	\$ 80,000
Vehicle Dash Cameras	\$ 36,614
Medical Supplies	\$ 5,000
Defensive Tactics Training Suit	\$ 3,000
City Incident Command Equipment	\$ 5,000
Secure Vehicle Storage Equipment	\$ 7,500
Capital Facility Improvement Fund	\$ 60,000

Street Improvements (\$935,000)

Pothole / Crack Seal / Minor Repairs	\$100,000
Sidewalk Repairs	\$100,000
Striping	\$ 40,000
Streetlight Repair	\$ 40,000
Street Repair Equipment (Crack Seal Machine)	\$ 40,000
Street Repair Equipment (Striping Machine)	\$ 10,000
Street Preservation Project Construction	\$600,000

Measure S Oversight Committee
Resolution No. MS 2023-03, Exhibit A

Fred Endert Swimming Pool (\$575,000)

Operations (Personnel / Electricity / Propane Costs)	\$325,000
Locker Room Flooring	\$ 20,000
Pool Deck Surfacing	\$170,000
Front Office Security Improvements	\$ 10,000
Parts / Supplies / Equipment	\$ 50,000

Including:

*Hydration station
Spa filter
Pool filter
Gel and membranes
Bleachers
Pool recirculation pump & motor
Chemical probes
Replacement slide pump*

Finance Department (\$7,500)

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

Total Recommended FY23/24 Measure S Expenditures **\$2,568,004***

*Including Crescent Fire Protection District Reimbursement

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.