



CITY OF CRESCENT CITY

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

WEDNESDAY APRIL 3, 2024 5:30 P.M.

This meeting will be held in person at the location listed above. The City will broadcast the meeting on YouTube, however, if there is a technological issue with YouTube, the meeting will continue in person as scheduled. The public may access and participate in the public meeting by (1) attending the meeting in person and making public comment when called for by the Mayor or (2) by submitting a written comment via publiccomment@crecentcity.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 City Council 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.

CONSENT CALENDAR

1. Meeting Minutes

- *Recommendation: Consider and approve the March 29, 2023 and November 14, 2023 Measure S Oversight Committee meeting minutes.*

NEW BUSINESS

2. Selection of Chair and Vice-Chair for 2024

- *Recommendation: Hear staff report*
- *Technical questions from the Committee*
- *Receive public comment*
- *Further Committee discussion*
- *Select a Chair and Vice Chair to serve for the next year*

3. Measure S Oversight Committee Annual Report for Fiscal Year 2022-2023

- *Recommendation: Hear staff report*
- *Technical questions from the Committee*
- *Receive public comment*
- *Further Committee discussion*
- *Approve and adopt Resolution MS 2024-01, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE APPROVING A REPORT ON MEASURE S FUNDS FOR FISCAL YEAR 2022-2023*

4. Measure S FY 24-25 Budget Discussion

- *Recommendation: Hear staff report*
- *Technical questions from the Committee*
- *Receive public comment*
- *Further Committee discussion*
- *Direct staff to prepare a resolution for the Committee's recommendations for the FY 24-25 Measure S budget; take action as necessary and appropriate*

MEASURE S OVERSIGHT COMMITTEE ITEMS

➤ **City Manager Report**

ADJOURNMENT

Adjourn to the next meeting of the Measure S Oversight Committee, date to be determined, at the Wastewater Treatment Facility conference room, 210 Battery Street, Crescent City, CA.

POSTED:

March 29, 2024

/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



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



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

TUESDAY

NOVEMBER 14, 2023

5:30 P.M.

OPEN SESSION

Call to order Chairman Perry called the meeting to order at 5:39 p.m.

Roll call Committee Members present: Committee Member Steve Shamblin, Committee Member Candace Tinkler, Vice-Chairman Dana Reno, and Chairman Ernie Perry; non-voting member Finance Director Linda Leaver
Non-voting member absent at roll call: City Manager Eric Wier
Staff members present: City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Altman, IT/GIS Technician Taylor Patch, Public Works Director Dave Yeager, Fire Chief Kevin Carey, and Police Chief Richard Griffin

Pledge of Allegiance led by Vice-Chair Reno

PUBLIC COMMENT PERIOD

There were no comments from the public.

CONSENT CALENDAR

1. Measure S Oversight Committee Meeting Minutes

- *Recommendation: Approve the April 10, 2023, meeting minutes of the Measure S Oversight Committee*

Chairman Perry said he wanted to see the budgets for the police and fire departments to ensure most of the Measure S funds were being given to those two departments. Director Leaver stated that the last item on the agenda will address that question.

On a motion by Committee Member Tinkler, seconded by Vice-Chair Reno, and carried unanimously on a 4-0 polled vote, the Measure S Oversight Committee adopted the consent calendar as presented.

NEW BUSINESS

2. Measure S Funds FY 23/24 Expenditure Updates & Proposed Budget Rollover

- *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. MS2023-04, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE AMENDING THE RECOMMENDED EXPENDITURES OF MEASURE S FUNDS FOR FY 23/24*

Director Leaver went over the highlights for the revenues and expenditures for FY 23/24. Beginning with the fire department, she reported that a portion of the funds for this department come from the Fire District. Director Leaver went over the budget that showed how much came from the District and what was Measure S Funds. Radios get partially reimbursed by the District. Committee Member Tinkler asked if the Fire Captains were hired yet; Chief Carey stated that they have been and have been a great asset to the Department. Chief Carey went over the nuances of the radios they will be getting, they are being customized for what the firefighters need. He thanked the Committee Members for their dedication to the Measure S Oversight Committee. He further explained the new fire rig they have makes it easier for firefighters to get into spaces the bigger engines cannot. Director Leaver went over the police department recommended budget and what was spent. There is one rollover item that is \$17k. There are no changes to the FY 23/24 budget other than the rollover item; this item is for a grant match for radios received that were not in hand in FY 22/23. Committee Member Shamblin asked about the detective position and if it was an “as needed” position; Chief Griffin said no, it will be staffed by a current officer by December 2023. Chief Griffin explained the new staffing shifts with a full-time detective. Committee Member Shamblin asked why the budgeted amount was so low; Director Leaver explained that it would be because it would be an officer already employed that would get a bump in pay. Director Leaver went over the Streets budget and which portions were rolled over – it would be the streets that weren’t able to be done last fiscal year. Committee Member Shamblin asked why more funding was requested to get the streets done; Director Yeager stated that most of the time was occupied by a larger project. Committee Member Shamblin asked if it was a personnel issue; Director Yeager explained that yes, due to being short staffed, larger projects are not always finished timely. Director Yeager explained that a second project manager will be on board soon. Director Leaver stated that having a second project manager will help get projects out to bid. Committee Member Tinkler stated that the weather this year isn’t looking good for street work. Is there a limit to how many times these funds can be rolled over; Director Leaver stated that there is no limit. Vice-Chair Reno asked about the striping machine and the crack sealer – for the rollover, is it City staff or out to bid? Director Yeager stated that striping and crack sealing will be done by City staff. Larger projects will go out to bid. Chairman Perry asked about an update on Front Street; Director Yeager stated that there will be a slideshow at the end of the meeting on that project. Director Leaver stated that for the Pool, there will be no rollovers. The amount not spent in that budget will go back to the Measure S fund. Director Yeager stated that the plans for the pool’s locker room flooring should come in on November 17th. The boiler needs to be replaced and will be either an in kind or a new one. Director Leaver reminded the Committee for the funding of the HVAC, a portion comes from General Fund and the remainder from Measure S funds. Committee Member Shamblin asked if the locker room flooring was done yet; Director Yeager stated that it was discovered that the plans at the time were to get the same exact floor for \$30k. It will need to be completely redone so that the water can drain better. An extra \$20k was put in the budget to get the epoxy flooring. Committee Member Shamblin asked if it wasn’t a good idea, why was the \$130k spent; Director Leaver explained that it has not been spent yet. Chairman Perry asked for clarification for what the Measure S Oversight Committee has approved and that they are just approving the rollover.

There were no comments from the public.

On a motion by Committee Member Tinkler, seconded by Vice-Chair Reno, and carried unanimously on a 4-0 polled vote, the Measure S Oversight Committee approved and adopted Resolution No. MS2023-04, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE AMENDING THE RECOMMENDED EXPENDITURES OF MEASURE S FUNDS FOR FY 23/24

Director Yeager gave a slideshow presentation on the Front Street project to include other asphalt and concrete repairing projects as well as street restriping and ADA ramps.

City Manager Wier joined the meeting at 6:28 p.m.

Director Yeager reported that for Front Street, there is an \$80k contingency in place. He further stated that the projected overage for the project is \$161,649. *Economic Development and Recreation Director Taylor joined the meeting at 6:34 p.m.* Chairman Perry asked if G St to I Street will be done by the first of the year; Director Yeager stated that is what is anticipated. Chairman Perry asked about the expected cost of the section from Play Street to Hwy 101; Director Yeager stated that we obtained the Clean California Grant which will covers sidewalks and parking. City Manager Wier said this phase of this project for the Clean California grant will be know soon. He further stated that a grant application for the street portion and is due in March, and we will hear about it in August. For the street portion, K Street will be included in the project. Director Yeager stated that although the application isn't due until March, staff is already working on it to have it submitted by January 1, 2024 since this funding through CDBG is on a first come, first serve basis. Chairman Perry asked if an answer from CDBG was received in June, would the project be able to go out for bid; City Manager Wier stated that there needs to be a contract in place first before going out to bid. Committee Member Tinkler asked if there are some contractors who won't bid on these projects because of our location being isolated; Director Yeager said that is a factor, however there are really good local contractors. Chairman Perry asked if the Play Street block be a standalone or bundled with another; City Manager Wier stated it is a bid alternate and is a part of the Clean California grant. He further stated that for this grant, there is no match funding required. Director Leaver stated there is another update for the PD facility upgrade. This year, FY 23/24 \$60k was approved for set aside for the project by the Committee. The design has geotechnical reporting that needs to be done. Dennis Dong, of Calpo, Hom & Dong, was present. Chairman Perry asked if there were any changes; City Manager Wier stated only for the funds for the geotechnical report. Director Leaver said it is not a budget change because it was already approved. The only change is that it was initially thought the funds would go to debt service, however the geotechnical report needs to be done instead. City Manager Wier stated that the upgrade would be approximately \$700 a square foot. Committee Member Tinkler asked for clarification of what the upgrade entailed; City Manager Wier explained the changes being made to the facility. It is currently estimated at \$1.7 million for the update. Committee Member Tinkler asked if the geotechnical report shows that it is not a viable project, would we have to move; City Manager Wier stated it would be an option, however, that would mean another location would have to be secured first. Director Yeager stated that the main thing they are looking for is to make sure the area is suitable for foundation support.

3. Report on General Fund Expenditures Prior to Measure S as Requested by the Measure S Oversight Committee

- *Recommendation: Hear report*
- *Technical questions from the Measure S Oversight Committee*
- *Receive public comment*
- *Further Measure S Oversight Committee discussion*

City Manager Wier gave the report on the General Fund expenditures prior to Measure S. The purpose of Measure S was to augment the services. Measure S did not supplant the General Fund, it is giving the funding necessary to fund police, fire, streets, and pool. Chairman Perry asked for the Committee to have the copies of the slides showing the departments' funding.

ADJOURNMENT

On a motion by Committee Member Tinkler, seconded by Committee Member Shamblin, and carried on a 4-0 polled vote, the Measure S Oversight Committee adjourned the meeting at 7:09 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



MEASURE S OVERSIGHT COMMITTEE AGENDA REPORT

TO: MEMBERS OF THE MEASURE S OVERSIGHT COMMITTEE

FROM: ERIC WIER, CITY MANAGER

BY: ROBIN ALTMAN, CITY CLERK/ADMINISTRATIVE ANALYST

DATE: APRIL 3, 2024

SUBJECT: SELECTION OF CHAIR AND VICE CHAIR

RECOMMENDATION

- Hear staff report
- Technical questions from the Committee
- Receive public comment
- Further Committee discussion
- Select a Chair and Vice Chair to serve for the next year

BACKGROUND

Annually, the Measure S Oversight Committee will select a Chair and Vice Chair to serve for that year. The roles of Chair and Vice Chair are outlined within the Bylaws of the Crescent City Measure S Oversight Committee as follows:

ARTICLE II – OFFICERS

Section 1: Officers

The officers of the Committee will consist of a Chairperson and a Vice Chairperson, who will be elected in the manner set forth in this Article II.

Section 2: Chairperson

The Chairperson will preside at all meetings of the Committee, and may submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the Committee. The Chairperson may sign documents necessary to carry out the business of the Committee.

Section 3: Vice-Chairperson

The Vice Chairperson is to perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the death, resignation or removal of the Chairperson, the Vice Chairperson will assume the Chairperson's duties until such time as the Committee elects a new Chairperson.

Section 4: Additional Duties

The officers of the Committee will perform such other duties and functions as may from time to time be required by the Committee, these Bylaws, or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

Section 5: Election

The Chairperson and Vice Chairperson will initially be elected from among the members of the Committee at the Committee's first meeting. Thereafter, the Chairperson and Vice Chairperson will be elected from among the members of the Committee annually. The regular term of appointment for both officers will be one (1) year. Officers of the Committee hold office until their successors are selected. Any such officer will not be prohibited from succeeding him or herself.

The selection of Chair is traditionally chosen first with the Vice Chair being chosen second. Staff suggest the following nomination / selection procedure:

1. Nominations for Chair: Any member of the Committee may nominate any sitting committee member to serve as Chair. Said nominated committee member shall either accept or decline the nomination. Once all nominations have been made, the then presiding Chair shall announce that nominations are closed and the names of those committee members that have accepted their nomination.
2. Appointment of Chair: Any member of the Committee may then make a motion to appoint any one of the nominees as Chair. Standard motion procedures apply (see below).
3. Nominations for Vice Chair: Any member of the Committee may nominate any sitting committee member to serve as Vice Chair except the member chosen to serve as Mayor. Said nominated committee member shall either accept or decline the nomination. Once all nominations have been made, the then presiding Chair shall announce that nominations are closed and the names of those committee members that have accepted their nomination.
4. Appointment of Vice Chair: Any member of the Committee may then make a motion to appoint any one of the nominees as Vice Chair. Standard motion procedures apply (see below).

- Standard Motion Procedures: Rosenberg Rules of Order state that there can be up to three motions on the floor, simultaneously. The rules of order are as follows: When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. After discussion and debate, a vote would be taken on the third motion. If this motion passed, no vote would be taken on the first or second motions.



MEASURE S OVERSIGHT COMMITTEE AGENDA REPORT

TO: CHAIR AND MEMBERS OF THE MEASURE S OVERSIGHT COMMITTEE

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: APRIL 3, 2024

SUBJECT: MEASURE S OVERSIGHT COMMITTEE ANNUAL REPORT FOR FISCAL YEAR 2022-2023

RECOMMENDATION

- Hear staff report
- Technical questions from the Committee
- Receive public comment
- Further Committee discussion
- Approve and adopt Resolution MS 2024-01, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE APPROVING A REPORT ON MEASURE S FUNDS FOR FISCAL YEAR 2022-2023

BACKGROUND

Attached are the Measure S financial statements and independent auditor's report for Fiscal Year 2022-2023 prepared by Badawi & Associates. The City's Measure S financial statements are provided to give an accurate financial snapshot at a specific point in time (June 30, 2023). The City Council engages a Certified Public Accountant (CPA) to independently audit these statements to provide users of financial reports with assurance concerning their reliability and that the statements are fairly presented.

The independent auditor tests and reviews the City's records and policies, interviews City staff, and confirms certain details with outside parties (including banks, the State, the County, the City's insurance provider, legal firms, local businesses, and others) in order to provide an opinion on whether the financial statements present fairly, in all material respects, the financial position of the City. Audit work begins after the fiscal year ends (June 30) and continues through several phases taking approximately six months.

Part of the Measure S Oversight Committee's responsibilities are to review and publicly report on the annual expenditure of Measure S revenues.

ANALYSIS

Measure S revenues and expenses occur within the City's General Fund using a specific set of account codes for tracking. Any remaining balance at the end of a given fiscal year is labeled "Assigned Measure S" and reported separately on the City's General Fund financial statements. The Measure S revenues and expenses are audited by the City's independent auditor as part of the City's overall financial audit as well as a stand-alone audit report for Measure S. Both the city-wide audit and the Measure S audit reports are posted on the City's website and can be found at:

www.crescentcity.org/departments/Finance/AuditsandBudgets.

As a general overview Measure S had a balance of \$405,485 when the fiscal year FY 2022-2023 began. The FY 2022-2023 budget recommendation was approved by the Measure S Oversight Committee by Resolution MS 2022-02 on May 11, 2022, which was incorporated into the City's FY 2022-2023 budget by the City Council. The Oversight Committee gave updated recommendations as follows, all of which were incorporated into the City's budget by the City Council:

- August 18, 2022 meeting (Resolution MS 2022-03)
 - Police: remove Lieutenant, increase K9 funding, increase firearms and PPE purchases, decrease locker cost (net increase \$2,288)
- December 21, 2022 meeting (Resolution MS 2022-04)
 - Fire: add thermal imaging cameras, radios, utility skid-mounted pump (net increase after District reimbursement \$44,000)
 - Police: remove Lieutenant pay (position vacant, change to Sergeant), increase K9, increase firearms and PPE, reduce cost of lockers, increase contribution to Capital Improvement Fund for PD facility remodel project, add forensic cell phone analyzer, non-contact substance analyzer, and part-time records specialist (net increase \$82,888)
 - Streets: increase design budget to roll over unspent funds from prior year (\$55,000)
- January 30, 2023 meeting (Resolution MS 2023-01)
 - Fire: increase budget for radios (\$26,000)
 - Police: remove part-time records specialist, because the City Council voted to fund the position using General Fund instead of Measure S, increase budget for non-contact substance analyzer (net decrease \$3,600)

- March 29, 2023 meeting (committee direction to staff)
 - Fire: additional funds for SCBA compressor (increase \$5,000)
 - Police: fund an additional patrol vehicle, increase budget for dash cameras (total increase \$79,700)

FY 2022-2023 Revenues

In FY 2022-2023 total Measure S revenues were budgeted at \$2,688,524 and actual revenue was \$2,401,936. The variance was mostly due to budgeted reimbursement from the Fire District which was not received.

The Fire District and the City have a Memorandum of Understanding to provide combined fire service to both the City and District. The shared operations are administered by the City, which pays the expenses and then bills the District for reimbursement of the District’s share of the costs. Some of the City’s fire department costs are budgeted using Measure S funds, as recommended by the Measure S Oversight Committee and approved by the City Council (such as the full-time fire captains, a portion of the volunteer firefighter stipends, certain equipment, training, etc.). For those expenses, the full expense is budgeted with Measure S funds, and the amount billed to the District (plus an administrative fee) is then returned to the Measure S balance as revenue. In FY 2022-2023, a significant portion of the budgeted Fire expenses was not spent, and therefore the corresponding revenue for Fire District reimbursement was not received. The unspent funds remain in the Measure S fund balance for future Measure S activities.

	Original Budget	Final Budget	Actual	Variance
Measure S sales tax	2,000,000	2,300,000	2,319,969	19,969
Charges for service (Fire District reimbursement)	339,634	388,524	81,967	(306,557)
Total revenues	2,339,634	2,688,524	2,401,936	(286,588)

FY 2022-2023 Expenditures

The table below shows the original and final budgets as approved by the City Council and incorporated into the City budget. There may be slight differences from the amounts shown in the Measure S Oversight Committee resolutions due to updates in costs at the time of budget approval (particularly for wages and benefits).

	Original Budget	Final Budget	Actual	Variance
Fire (total expense before reimbursement)	702,084	810,966	182,101	(628,65)
Police	510,739	670,888	609,322	(61,566)
Streets	605,000	605,000	376,708	(228,292)

Pool	511,701	513,440	490,280	(23,160)
Finance	7,500	7,500	7,500	-
Total expenses	2,337,024	2,607,794	1,665,911	(941,883)

The specific items within each department are shown in an attachment to this report. Some items were under budget due to vacant positions or purchases that were delayed to the current fiscal year. The items listed as “transfers” represent the Measure S contribution toward a specific capital improvement or capital purchase. Measure S transfers the money into the appropriate capital improvement fund until the project can be completed. Therefore, in the Measure S fund balance, the transfer is the expense, showing the money has been removed from Measure S and dedicated to the capital project. The exact project may or may not have been completed at the time of the audit. A detailed list of those projects and their status as of June 30, 2023 is also attached to this report. The funds continue to be tracked to ensure they are spent on Measure S priorities.

FY 2022-2023 Results

Revenues	
Measure S sales tax	2,319,969
Charges for service (Fire District reimbursement)	81,967
Total revenues	2,401,936
Expenditures	
Fire (total before reimbursement)	182,101
Police	609,322
Streets	376,708
Pool	490,280
Finance	7,500
Total expenditures	1,665,911
Fund balance	
Beginning balance (6/30/22)	405,485
Net results of FY 2022-2023	736,025
Ending balance (6/30/23)	1,141,510

The ending balance of \$1,141,510 is held in the Measure S fund balance, to be used for Measure S activities. Some of this amount has already been budgeted in the current fiscal year (FY 2023-2024). An update of the current year activities will be in a separate agenda item for this meeting, as well as discussion and update of the five-year spending plan and budget recommendations for FY 2024-2025.

After discussion of the audit report, staff recommends the Oversight Committee adopt a resolution approving the Committee’s annual report that will be submitted to the City

Council and the public. This report confirms the amount of revenues received, the total expenditures, the balance of Measure S funds as of June 30, 2023, and what departments/projects were funded with Measure S revenues in FY 2022-23.

ATTACHMENTS

1. Measure S Oversight Committee resolutions for FY 2022-2023 budget recommendations (MS 2022-02, MS 2022-03, MS 2022-04, MS 2023-01)
2. Analysis of FY 2022-2023 budgeted and actual expenditures
3. Measure S Transfers
4. Measure S Audit Report Fiscal Year 2022-2023
5. Resolution MS 2024-01, including Measure S Annual Report for FY 2022-2023

RESOLUTION NO. MS2022-02

**A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE
RECOMMENDING EXPENDITURE AMENDMENTS OF MEASURE S FUNDS FOR FY
21/22 AND RECOMMENDING EXPENDITURES OF MEASURE S FUNDS FOR FY
22/23**

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 seven-member Oversight Committee comprised of five residents of the City of Crescent City as voting members, and the City Manager or designee and the City Finance Director or designee as nonvoting members; and

WHEREAS, 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 Recommended Budget for FY21/22: 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, and April 26, 2021 – FY 21/22 Summary Presentation; and

WHEREAS, the Measure S Oversight Committee met on November 18, 2021 to review FY20/21 expenditures, and received an update on current FY21/22 expenditures; and

WHEREAS, the Measure S Oversight Committee met on February 9, 2022 to receive the FY20/21 financial statements and independent auditor's report prepared by the independent Measure S auditor (Badawi & Associates) and adopted Resolution MS 2022-01, A Resolution of the Crescent City Measure S Oversight Committee approving a report on Measure S Funds for Fiscal Year 2020-2021; and

WHEREAS, the Measure S Oversight Committee met on March 15, 2022 to receive an update from the City Manager on higher than anticipated Measure S revenues and priority projects, and at that meeting the Measure S Oversight Committee recommended to the Council to allocate funding for the reconstruction of Front Street (G street to I Street) and the rehabilitation of the Fred Endert Pool HVAC System; and

WHEREAS, the Measure S Oversight Committee met on April 27, 2022 to receive an update from the City Manager on proposed amendments to the FY21/22 recommended expenditures, review of the five-year plan for Measure S revenues, and funding needs / department requests for the FY22/23 budget.

NOW THEREFORE, BE IT RESOLVED, by the Crescent City Measure S Oversight Committee that:

1. The Amendments to FY 21/22 Expenditure Recommendations for Measure S funds as set forth on Exhibit A, attached hereto, are hereby adopted.
2. The FY 22/23 Expenditure Recommendations for Measure S funds as set forth on Exhibit B, attached hereto, are hereby adopted.

PASSED AND ADOPTED and made effective the same day by the Crescent City Measure S Oversight Committee on this 11th day of May, 2022, by the following polled vote:

AYES: Committee Members Mattz, Perry, Reno and Chair Schellong

NOES: None


ABSTAIN: None

ABSENT: Committee Member Cruz



Kelly Schellong, Chair

ATTEST:



Robin Patch, City Clerk

Measure S Oversight Committee

Fiscal Year 2021/2022
Amended Expenditure Recommendations
Resolution MS 2022-02
Exhibit A

Fire Department (\$230,940)

Continue Volunteer Stipend Program	\$ 11,040
Volunteer Station Staffing Program	\$ 21,900
Increased Training Program	\$ 7,500*
Apparatus / Vehicle Replacement Fund	\$ 38,000
Equipment (Large Diameter Hose)	\$ 30,000
Small Equipment Replacement	\$ 5,000*
City Station Facility Upgrades	\$ 40,000
Volunteer Recruitment Training	\$ 5,000
Additional Apparatus / Vehicle Replacement Fund	\$ 60,000
Unallocated Funds (For SCBA Bottles FY23 Budget)	\$ 12,500*

Police Department (\$229,579)

Hire two Additional Patrol Officers (Recruits) (6/1/22)	\$ 12,329*
Detective Assignment (Assignment delayed FY23)	\$ 0*
Lieutenant Promotion (10/1/21)	\$ 5,000*
Body Cameras & Tasers (Premium)	\$ 47,250
Vehicle Replacement (Purchase two patrol Vehicles)	\$115,000*
Facility Improvement (Planning / Design)	\$ 50,000

Street Improvements (\$981,233)

Pothole / Crack Seal / Minor Repairs	\$50,000
Sidewalk Repairs	\$50,000
Striping	\$25,000
Street Preservation Project Design	\$70,000
Augmented Street Light Budget	\$ 20,000
Street Preservation Project Construction	\$ 250,000
Front Street Reconstruction (G to I)	\$516,233*

Measure S Oversight Committee
Resolution MS 2022-02, Exhibit A

Fred Endert Swimming Pool (\$891,233)

Parts / Supplies / Equipment / Repairs	\$ 100,000*
Operations (Personnel Costs)	\$ 275,000
Pool HVAC Rehabilitation (Boilers / Dehumidification)	\$ 516,233*

Finance Department (\$7,500)

Sales Tax Consultant (Ongoing Business Audits and Projections)	\$ 5,000*
Independent Audit	\$ 2,500*

Total Recommended FY21/22 Measure S Expenditures \$2,340,485

*Amended 5.11.22

Measure S Oversight Committee

Fiscal Year 2022/2023
Expenditure Recommendations
Resolution MS 2022-02
Exhibit B

Fire Department (\$366,072)

Hire three (3) Fire Captains for Engine Response Coverage (10/1/22)	\$144,632
Continue Volunteer Stipend Program	\$ 11,040
Volunteer Station Staffing Program	\$ 21,900
Increased Training Program	\$ 10,000
Apparatus / Vehicle Replacement Fund	\$ 38,000
Small Equipment Replacement	\$ 5,000
Volunteer Recruitment Training	\$ 7,500
City Station Facilities Improvements (Ext Drainage)	\$ 10,000
Computers for Emergency Response Vehicles	\$ 5,000
Fire Fighter Escape Bags	\$ 5,000
SCBA Compressor (City Station)	\$ 60,000
SCBA (12 New Packs / 24 Bottles)	\$ 48,000
SCBA Bottle Purchase (Budget rollover from FY22 Est \$12,500)	

Police Department (\$510,739)

Hire Two Additional Patrol Officers (6/1/22)	\$ 167,816
Detective Assignment (6/1/23)	\$ 411
Lieutenant Promotion (7/1/22)	\$ 14,312
2 nd K9 Officer (K9 Acquisition, Supplies, Officer Training)	\$ 9,200
Body & Tasers (Premium)	\$ 47,000
Vehicle Replacement (Two Patrol Vehicles)	\$ 120,000
Vehicle Dash Cameras	\$ 22,000
Firearms & PPE	\$ 32,500
Radios (10)	\$ 17,500
Lockers	\$ 20,000
Capital Facility Improvement Fund	\$ 60,000

Street Improvements (\$550,000)

Pothole / Crack Seal / Minor Repairs	\$100,000
Sidewalk Repairs	\$100,000
Striping	\$ 50,000
Streetlight Repair	\$ 40,000
Street Repair Equipment (Mini Excavator)	\$ 10,000
Street Preservation Project Construction	\$250,000
Unspent Street Design Funds from FY22 (Est. \$55,000)	

Measure S Oversight Committee
Resolution MS 2022-02, Exhibit B

Fred Endert Swimming Pool (\$511,701)

<u>Operations (Personnel / Electricity / Propane Costs)</u>	<u>\$331,701</u>
<u>Locker Room Flooring</u>	<u>\$130,000</u>
<u>Parts / Supplies / Equipment</u>	<u>\$50,000</u>
<u>Including:</u>	
<u>Primary Chemical Storage Tank (Chlorine)</u>	
<u>Two Chemical Day Tanks (Chlorine & PH Control)</u>	
<u>Chemical Control Sensor Replacement (Annual)</u>	
<u>ADA Door Sensor Replacement</u>	
<u>Online Reservation System</u>	
<u>Slide Repair</u>	

Finance Department (\$7,500)

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

Total Recommended FY22/23 Measure S Expenditures **\$1,946,012**

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.

RESOLUTION NO. MS2022-03

**A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE
AMENDING THE COMMITTEE'S RECOMMENDATION
FOR FY 22-23 MEASURE S EXPENDITURES**

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 seven-member Oversight Committee comprised of five residents of the City of Crescent City as voting members, and the City Manager or designee and the City Finance Director or designee as nonvoting members; and

WHEREAS, 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 Recommended Budget for FY21/22: 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), and April 26, 2021 (FY 21/22 Summary Presentation); and

WHEREAS, the Measure S Oversight Committee met on November 18, 2021 to review FY20/21 expenditures, and received an update on current FY21/22 expenditures; and

WHEREAS, the Measure S Oversight Committee met on February 9, 2022 to receive the FY20/21 financial statements and independent auditor's report prepared by the independent Measure S auditor (Badawi & Associates) and adopted Resolution MS 2022-01, A Resolution of the Crescent City Measure S Oversight Committee approving a report on Measure S Funds for Fiscal Year 2020-2021; and

WHEREAS, the Measure S Oversight Committee met on March 15, 2022 to receive an update from the City Manager on higher than anticipated Measure S revenues and priority projects, and at that meeting the Measure S Oversight Committee recommended to the Council to allocate funding for the reconstruction of Front Street (G street to I Street) and the rehabilitation of the Fred Endert Pool HVAC System; and

WHEREAS, the Measure S Oversight Committee met on April 27, 2022 to receive an update from the City Manager on proposed amendments to the FY21/22 recommended expenditures, review of the five-year plan for Measure S revenues, and funding needs / department requests for the FY22/23 budget; and

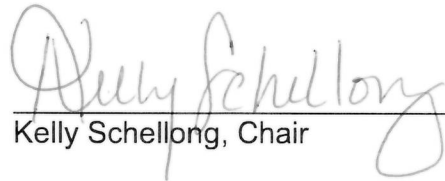
WHEREAS, the Measure S Oversight Committee met on May 11, 2022 and adopted Resolution No MS2022-02, which set forth the expenditure recommendations for Measure S funds for the FY22/23 budget; and

WHEREAS, the Measure S Oversight Committee met on August 18, 2022 to receive an update from the City Manager and Police Chief on proposed amendments to the FY22/23 recommended Police Department expenditures.

NOW THEREFORE, BE IT RESOLVED, by the Crescent City Measure S Oversight Committee that the Committee amends its FY 22/23 Measure S Expenditure Recommendation as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED and made effective the same day by the Crescent City Measure S Oversight Committee on this 18th day of August 2022, by the following polled vote:

AYES: Committee Members Mattz, Perry, Reno, and Chair Schellong
NOES: None
ABSTAIN: None
ABSENT: Committee Member Cruse



Kelly Schellong, Chair

ATTEST:


Robin Altman, City Clerk

Crescent City Measure S Oversight Committee

Fiscal Year 2022/2023

Amended Expenditure Recommendations

Resolution MS 2022-03

Exhibit A

Fire Department (\$366,072)

Hire three (3) Fire Captains for Engine Response Coverage (10/1/22)	\$144,632
Continue Volunteer Stipend Program	\$ 11,040
Volunteer Station Staffing Program	\$ 21,900
Increased Training Program	\$ 10,000
Apparatus / Vehicle Replacement Fund	\$ 38,000
Small Equipment Replacement	\$ 5,000
Volunteer Recruitment Training	\$ 7,500
City Station Facilities Improvements (Ext Drainage)	\$ 10,000
Computers for Emergency Response Vehicles	\$ 5,000
Fire Fighter Escape Bags	\$ 5,000
SCBA Compressor (City Station)	\$ 60,000
SCBA (12 New Packs / 24 Bottles)	\$ 48,000
SCBA Bottle Purchase (Budget rollover from FY22 Est \$12,500)	

Police Department (\$513,027)*

Hire Two Additional Patrol Officers (6/1/22)	\$ 167,816
Detective Assignment (6/1/23)	\$ 411
Lieutenant Promotion (7/1/22)	\$ 0*
2 nd K9 Officer (K9 Acquisition, Supplies, Officer Training)	\$ 15,450*
Body & Tasers (Premium)	\$ 47,000
Vehicle Replacement (Two Patrol Vehicles)	\$ 120,000
Vehicle Dash Cameras	\$ 22,000
Firearms & PPE (including Duty Weapon Upgrade)	\$ 46,190*
Radios (10 Each)	\$ 17,500
Lockers	\$ 16,660*
Capital Facility Improvement Fund	\$ 60,000

*Amended 8.18.22

Street Improvements (\$550,000)

Pothole / Crack Seal / Minor Repairs	\$100,000
Sidewalk Repairs	\$100,000
Striping	\$ 50,000
Streetlight Repair	\$ 40,000
Street Repair Equipment (Mini Excavator)	\$ 10,000
Street Preservation Project Construction	\$250,000
Unspent Street Design Funds from FY22 (Est. \$55,000)	

Measure S Oversight Committee
Resolution MS 2022-03, Exhibit A

Fred Endert Swimming Pool (\$511,701)

<u>Operations (Personnel / Electricity / Propane Costs)</u>	<u>\$331,701</u>
<u>Locker Room Flooring</u>	<u>\$130,000</u>
<u>Parts / Supplies / Equipment</u>	<u>\$50,000</u>

Including:

- Primary Chemical Storage Tank (Chlorine)
- Two Chemical Day Tanks (Chlorine & PH Control)
- Chemical Control Sensor Replacement (Annual)
- ADA Door Sensor Replacement
- Online Reservation System
- Slide Repair

Finance Department (\$7,500)

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

Total Recommended FY22/23 Measure S Expenditures **\$1,948,300***

*Amended 8.18.22

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.

RESOLUTION NO. MS2022-04

**A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE
AMENDING THE COMMITTEE'S RECOMMENDATION
FOR FY 22-23 MEASURE S EXPENDITURES**

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 seven-member Oversight Committee comprised of five residents of the City of Crescent City as voting members, and the City Manager or designee and the City Finance Director or designee as nonvoting members; and

WHEREAS, 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 Recommended Budget for FY21/22: 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), and April 26, 2021 (FY 21/22 Summary Presentation); and

WHEREAS, the Measure S Oversight Committee met on November 18, 2021 to review FY20/21 expenditures, and received an update on current FY21/22 expenditures; and

WHEREAS, the Measure S Oversight Committee met on February 9, 2022 to receive the FY20/21 financial statements and independent auditor's report prepared by the independent Measure S auditor (Badawi & Associates) and adopted Resolution MS 2022-01, A Resolution of the Crescent City Measure S Oversight Committee approving a report on Measure S Funds for Fiscal Year 2020-2021; and

WHEREAS, the Measure S Oversight Committee met on March 15, 2022 to receive an update from the City Manager on higher than anticipated Measure S revenues and priority projects, and at that meeting the Measure S Oversight Committee recommended to the Council to allocate funding for the reconstruction of Front Street (G street to I Street) and the rehabilitation of the Fred Endert Pool HVAC System; and

WHEREAS, the Measure S Oversight Committee met on April 27, 2022 to receive an update from the City Manager on proposed amendments to the FY21/22 recommended expenditures, review of the five-year plan for Measure S revenues, and funding needs / department requests for the FY22/23 budget; and

WHEREAS, the Measure S Oversight Committee met on May 11, 2022 and adopted Resolution No MS2022-02, which set forth the expenditure recommendations for Measure S funds for the FY22/23 budget; and

WHEREAS, the Measure S Oversight Committee met on August 18, 2022 to receive an update from the City Manager and Police Chief on proposed amendments to the FY22/23 recommended Police Department expenditures.

WHEREAS, the Measure S Oversight Committee met on December 21, 2022 to receive an update from the City Manager on Measure S funded capital improvement projects and projected Measure S revenues and expenditures, as well as receiving requests from the Police Chief and Fire Chief on proposed additional amendments to the FY22/23 recommended Police and Fire Department expenditures.

NOW THEREFORE, BE IT RESOLVED, by the Crescent City Measure S Oversight Committee that the Committee amends its FY 22/23 Measure S Expenditure Recommendation as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED and made effective the same day by the Crescent City Measure S Oversight Committee on this 21st day of December 2022, by the following polled vote:

AYES: Committee Member Mattz, Perry, and Reno
NOES: None
ABSTAIN: None
ABSENT: Chair Schellong



Kelly Schellong, Chair

ATTEST:


Robin Altman, City Clerk

Crescent City Measure S Oversight Committee

Fiscal Year 2022/2023

Amended Expenditure Recommendations

Resolution MS 2022-04

Exhibit A

Fire Department (\$410,072)

Hire three (3) Fire Captains for Engine Response Coverage (2/1/23)	\$144,632
Continue Volunteer Stipend Program	\$ 11,040
Volunteer Station Staffing Program	\$ 21,900
Increased Training Program	\$ 10,000
Apparatus / Vehicle Replacement Fund	\$ 38,000
Small Equipment Replacement	\$ 5,000
Volunteer Recruitment Training	\$ 7,500
City Station Facilities Improvements (Ext Drainage)	\$ 10,000
Computers for Emergency Response Vehicles	\$ 5,000
Fire Fighter Escape Bags	\$ 5,000
SCBA Compressor (City Station)	\$ 60,000
SCBA (12 New Packs / 24 Bottles)	\$ 48,000
SCBA Bottle Purchase (Budget rollover from FY22 Est \$12,500)	
Thermal Imaging Cameras	\$ 7,500**
Radios	\$ 11,500**
Utility Skid Mounted Pump	\$ 12,500**

** Amended 12.21.22

Police Department (\$593,627)**

Hire Two Additional Patrol Officers (6/1/22)	\$ 167,816
Detective Assignment (6/1/23)	\$ 411
Lieutenant Promotion (7/1/22)	\$ 0*
2 nd K9 Officer (K9 Acquisition, Supplies, Officer Training)	\$ 15,450*
Body & Tasers (Premium)	\$ 47,000
Vehicle Replacement (Two Patrol Vehicles)	\$ 120,000
Vehicle Dash Cameras	\$ 22,000
Firearms & PPE (including Duty Weapon Upgrade)	\$ 46,190*
Radios (Qty 10)	\$ 17,500
Lockers	\$ 16,660*
Capital Facility Improvement Fund	\$ 60,000
Additional Capital Facility Improvement Fund (Structural / Geotech Report)	\$ 20,000**
Forensic Cell Phone Analyzer	\$ 17,000**
Non-Contact Substance Analyzer	\$ 36,000**
Part Time Records Specialist (1/1/22)	\$ 7,600**

*Amended 8.18.22

**Amended 12.21.22

Measure S Oversight Committee
Resolution MS 2022-04, Exhibit A

Street Improvements (\$605,000)

<u>Pothole / Crack Seal / Minor Repairs</u>	<u>\$100,000</u>
<u>Sidewalk Repairs</u>	<u>\$100,000</u>
<u>Striping</u>	<u>\$ 50,000</u>
<u>Streetlight Repair</u>	<u>\$ 40,000</u>
<u>Street Repair Equipment (Mini Excavator)</u>	<u>\$ 10,000</u>
<u>Street Preservation Project Construction</u>	<u>\$250,000</u>
<u>Unspent Street Design Funds from FY22 (Est. \$55,000)</u>	

Fred Endert Swimming Pool (\$511,701)

<u>Operations (Personnel / Electricity / Propane Costs)</u>	<u>\$331,701</u>
<u>Locker Room Flooring</u>	<u>\$130,000</u>
<u>Parts / Supplies / Equipment</u>	<u>\$50,000</u>

Including:

- Primary Chemical Storage Tank (Chlorine)
- Two Chemical Day Tanks (Chlorine & PH Control)
- Chemical Control Sensor Replacement (Annual)
- ADA Door Sensor Replacement
- Online Reservation System
- Slide Repair

Finance Department (\$7,500)

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

Total Recommended FY22/23 Measure S Expenditures \$2,127,900**

**Amended 12.21.22

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.

RESOLUTION NO. MS2023-01

**A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE AMENDING
THE COMMITTEE'S RECOMMENDATION
FOR FY 22-23 MEASURE S EXPENDITURES**

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 seven-member Oversight Committee comprised of five residents of the City of Crescent City as voting members, and the City Manager or designee and the City Finance Director or designee as nonvoting members; and

WHEREAS, the Measure S Oversight Committee met on April 27, 2022 to receive an update from the City Manager on proposed amendments to the FY21/22 recommended expenditures, review of the five-year plan for Measure S revenues, and funding needs / department requests for the FY22/23 budget; and

WHEREAS, the Measure S Oversight Committee met on May 11, 2022 and adopted Resolution No MS2022-02, which set forth the expenditure recommendations for Measure S funds for the FY22/23 budget; and

WHEREAS, the Measure S Oversight Committee met on August 18, 2022 to receive an update from the City Manager and Police Chief on proposed amendments to the FY22/23 recommended Police Department expenditures; and

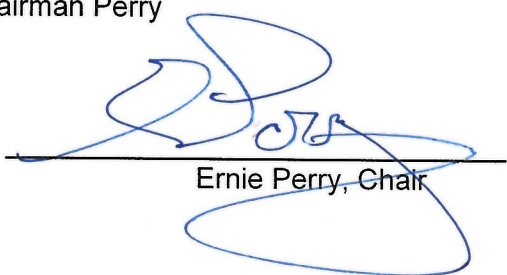
WHEREAS, the Measure S Oversight Committee met on December 21, 2022 to receive an update from the City Manager on Measure S funded capital improvement projects and projected Measure S revenues and expenditures, as well as receiving requests from the Police Chief and Fire Chief on proposed additional amendments to the FY22/23 recommended Police and Fire Department expenditures; and

WHEREAS, the Measure S Oversight Committee met again on January 30, 2023 in a joint special meeting and received additional requests from City staff on proposed additional amendments to the FY22/23 recommended Police and Fire Department expenditures.

NOW THEREFORE, BE IT RESOLVED, by the Crescent City Measure S Oversight Committee that the Committee amends its FY 22/23 Measure S Expenditure Recommendation as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED and made effective the same day by the Crescent City Measure S Oversight Committee on this 30th day of January 2023, by the following polled vote:

AYES: Committee Members Reno, Tinkler, and Chairman Perry
NOES: None
ABSTAIN: None
ABSENT: None



Ernie Perry, Chair

ATTEST:

Robin Altman, City Clerk

Crescent City Measure S Oversight Committee

Fiscal Year 2022/2023

Amended Expenditure Recommendations

Resolution MS 2023-01

Exhibit A

Fire Department (\$436,072)***

Hire three (3) Fire Captains for Engine Response Coverage (2/1/23)	\$144,632
Continue Volunteer Stipend Program	\$ 11,040
Volunteer Station Staffing Program	\$ 21,900
Increased Training Program	\$ 10,000
Apparatus / Vehicle Replacement Fund	\$ 38,000
Small Equipment Replacement	\$ 5,000
Volunteer Recruitment Training	\$ 7,500
City Station Facilities Improvements (Ext Drainage)	\$ 10,000
Computers for Emergency Response Vehicles	\$ 5,000
Fire Fighter Escape Bags	\$ 5,000
SCBA Compressor (City Station)	\$ 60,000
SCBA (12 New Packs / 24 Bottles)	\$ 48,000
SCBA Bottle Purchase (Budget rollover from FY22 Est \$12,500)	
Thermal Imaging Cameras	\$ 7,500**
Radios	\$ 37,500***
Utility Skid Mounted Pump	\$ 12,500**

** Amended 12.21.22

*** Amended 1.30.23

Police Department (\$590,027)***

Hire Two Additional Patrol Officers (6/1/22)	\$ 167,816
Detective Assignment (6/1/23)	\$ 411
Lieutenant Promotion (7/1/22)	\$ 0*
2 nd K9 Officer (K9 Acquisition, Supplies, Officer Training)	\$ 15,450*
Body & Tasers (Premium)	\$ 47,000
Vehicle Replacement (Two Patrol Vehicles)	\$ 120,000
Vehicle Dash Cameras	\$ 22,000
Firearms & PPE (including Duty Weapon Upgrade)	\$ 46,190*
Radios (Qty 10)	\$ 17,500
Lockers	\$ 16,660*
Capital Facility Improvement Fund	\$ 60,000
Additional Capital Facility Improvement Fund (Structural / Geotech Report)	\$ 20,000**
Forensic Cell Phone Analyzer	\$ 17,000**
Non-Contact Substance Analyzer	\$ 40,000***
Part Time Records Specialist (1/1/22)	\$ 0***

*Amended 8.18.22

**Amended 12.21.22

*** Amended 1.30.23

Measure S Oversight Committee
Resolution MS 2023-01, Exhibit A

Street Improvements (\$605,000)

Pothole / Crack Seal / Minor Repairs	\$100,000
Sidewalk Repairs	\$100,000
Striping	\$ 50,000
Streetlight Repair	\$ 40,000
Street Repair Equipment (Mini Excavator)	\$ 10,000
Street Preservation Project Construction	\$250,000
Unspent Street Design Funds from FY22 (Est. \$55,000)	

Fred Endert Swimming Pool (\$511,701)

Operations (Personnel / Electricity / Propane Costs)	\$331,701
Locker Room Flooring	\$130,000
Parts / Supplies / Equipment	\$50,000

Including:

- Primary Chemical Storage Tank (Chlorine)
- Two Chemical Day Tanks (Chlorine & PH Control)
- Chemical Control Sensor Replacement (Annual)
- ADA Door Sensor Replacement
- Online Reservation System
- Slide Repair

Finance Department (\$7,500)

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

Total Recommended FY22/23 Measure S Expenditures \$2,150,300***

*** Amended 1.30.23

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.

Measure S Expenditures FY 22-23

	FY 22-23 Budgeted Expenditure	FY 22-23 Budgeted Reimb	FY 22-23 Budgeted Net	FY 22-23 Actual Expenditure	FY 22-23 Actual Reimb	FY 22-23 Actual Net
Fire						
Volunteer stipends, station overnight staffing program	118,873	89,036	29,837	59,634	42,127	17,507
Full-time Captain positions	290,593	154,453	136,140	16,260	8,699	7,561
Training and volunteer recruitment / retention	35,000	18,725	16,275	8,336	4,460	3,876
Equipment			-			-
SCBA and turnouts	131,000	70,085	60,915	24,085	12,885	11,199
Radios	75,000	37,500	37,500			-
SCBA compressor for City station	65,000		65,000			-
Skid-mounted pump	12,500		12,500			-
Thermal imaging cameras	15,000	8,025	6,975	14,439	7,725	6,714
Computers	10,000	5,350	4,650	7,965	4,261	3,704
Escape bags	10,000	5,350	4,650			-
Uniforms for new captains			-	3,383	1,810	1,573
Transfer to apparatus and vehicle replacement fund	38,000		38,000	38,000		38,000
Transfer to CIP fund for facility improvements	10,000		10,000	10,000		10,000
	<u>810,966</u>	<u>388,524</u>	<u>422,442</u>	<u>182,101</u>	<u>81,967</u>	<u>100,134</u>
Police						
Police officers / recruits	168,977		168,977	147,401		147,401
Detective assignment	411		411			-
K9 support	15,450		15,450	10,308		10,308
Body cameras and tasers	47,000		47,000	46,970		46,970
Dash cameras	31,700		31,700	23,380		23,380
Equipment			-			-
Lockers	16,660		16,660	16,660		16,660
Firearms	46,190		46,190	38,764		38,764
Cell phone forensic analyzer	17,000		17,000	16,532		16,532
Drug analyzer	40,000		40,000	38,974		38,974
Radios (grant match)	17,500		17,500			-
Other			-	333		333
Transfer to vehicle replacement fund	190,000		190,000	190,000		190,000
Transfer to CIP fund for facility improvements	80,000		80,000	80,000		80,000
	<u>670,888</u>	<u>-</u>	<u>670,888</u>	<u>609,322</u>	<u>-</u>	<u>609,322</u>

Measure S Expenditures FY 22-23

	FY 22-23 Budgeted Expenditure	FY 22-23 Budgeted Reimb	FY 22-23 Budgeted Net	FY 22-23 Actual Expenditure	FY 22-23 Actual Reimb	FY 22-23 Actual Net
Streets						
Pot hole, crack seal, minor repairs	100,000		100,000	24,056		24,056
Sidewalk repairs	100,000		100,000	10,616		10,616
Striping	50,000		50,000	21,655		21,655
Design & pavement management	55,000		55,000	22,321		22,321
Street lights	40,000		40,000	39,511		39,511
Equipment	10,000		10,000	8,549		8,549
Transfer to CIP fund for large street project	250,000		250,000	250,000		250,000
	605,000	-	605,000	376,708	-	376,708
Pool						
Operations (personnel, utilities, etc.)	333,440		333,440	317,978		317,978
Parts, supplies, equipment, repairs	50,000		50,000	42,303		42,303
Transfer to CIP fund for locker room flooring	130,000		130,000	130,000		130,000
	513,440	-	513,440	490,280	-	490,280
Finance						
Sales tax consultant (auditing and projections)	5,000		5,000	5,000		5,000
Independent annual audit	2,500		2,500	2,500		2,500
	7,500	-	7,500	7,500	-	7,500
Total expenditures	2,607,794	388,524	2,219,270	1,665,911	81,967	1,583,944

Measure S - Transfers

	FY21 Transfer	FY21 Exp	FY21 Balance	FY22 Transfer	FY22 Exp	FY22 Balance	FY23 Transfer	FY23 Exp	FY23 Balance	Current Status (April 2024)
CIP Fund										
Police - PD facility			-	50,000		50,000	80,000	18,085	111,915	Finishing design FY 23-24
Fire - Fire Hall improvements			-	40,000	3,523	36,477	10,000		46,477	To be discussed for FY 24-25
										Complete, small roll-over will be combined with next Measure S street project FY 24-25
Streets - street preservation project			-	250,000		250,000	250,000	487,714	12,286	Measure S portion complete FY 23-24
Streets - Front Street			-	516,233	12,023	504,210		359,019	145,191	Out to bid, to be constructed FY 24-25
Pool - HVAC			-	516,233		516,233		67,451	448,782	Out to bid, to be constructed FY 24-25
Pool - locker room flooring			-			-	130,000		130,000	Out to bid, to be constructed FY 24-25
Fire Vehicle / Equip Fund			-	98,000		98,000	38,000		136,000	Future replacement of Engine #10
Police Vehicle Fund			-	115,000	58,781	56,219	190,000	225,153	21,066	Spent in FY 23-24
Total	-	-	-	1,585,466	74,327	1,511,139	698,000	1,157,422	1,051,717	

City of Crescent City

Measure S Sales Tax

Crescent City, California

*Financial Statements and
Independent Auditor's Reports*

For the year ended June 30, 2023

City of Crescent City
Measure S Sales Tax
Financial Statements
For the year ended June 30, 2023

Table of Contents

	<u>Page</u>
Independent Auditors' Report	1
Financial Statements:	
Balance Sheet.....	5
Statement of Revenues, Expenditures and Changes in Fund Balance.....	6
Notes to Financial Statements	7
Supplementary Information:	
Budgets and Budgetary Accounting.....	10
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual: Measure S Sales Tax.....	11
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	13

This page intentionally left blank



INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
of the City of Crescent City
Crescent City, California

Opinion

We have audited the accompanying financial statements of the Measure S Sales Tax (Measure S Sales Tax) of the City of Crescent City (City), as of and for the year ended June 30, 2023, and the related notes to the financial statements as listed in the table of contents.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Measure S Sales Tax of the City as of June 30, 2023 and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure S Sales Tax and do not purport to, and do not, present fairly the financial position of the City as of June 30, 2023, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

The City's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes

our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Measure S Sales Tax of the City. The budgetary comparison schedule is presented for purposes of additional analysis and is not a required part of the financial statements.

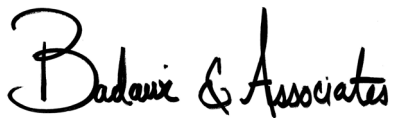
The budgetary comparison schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally

To the Honorable Mayor and Members of the City Council
of the City of Crescent City
Crescent City, California
Page 3

accepted in the United States of America. In our opinion, the budgetary comparison schedule is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 18, 2024 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Badawi & Associates". The signature is written in a cursive, flowing style.

Badawi & Associates, CPAs
Berkeley, California
January 18, 2024

This page intentionally left blank

City of Crescent City
Measure S Sales Tax
Balance Sheet
June 30, 2023

ASSETS

Cash and investments	\$	989,038
Taxes receivable		355,513
Accounts receivable		36,831
Total assets	\$	1,381,382

LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES

Liabilities:

Accounts payable	\$	195,636
Accrued salaries and benefits		43,284
Total liabilities		238,920

Deferred inflows of resources:

Unavailable revenues		952
Total deferred inflows of resources		952

Fund balance:

Assigned		1,141,510
Total fund balance		1,141,510

Total liabilities, deferred inflows of resources, and fund balance	\$	1,381,382
---	-----------	------------------

City of Crescent City
Measure S Sales Tax
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended June 30, 2023

REVENUES:

Measure S sales tax	\$ 2,319,969
Charges for services	81,967
Total revenues	<u>2,401,936</u>

EXPENDITURES:

Human services and recreation	490,280
Public Safety - Fire	182,101
Public Safety - Police	609,322
Public Works	376,708
Other	7,500
Total expenditures	<u>1,665,911</u>

Net change in fund balance	736,025
-----------------------------------	---------

FUND BALANCE:

Beginning of year	<u>405,485</u>
End of year	<u><u>\$ 1,141,510</u></u>

See accompanying Notes to Financial Statements.

City of Crescent City
Measure S Sales Tax
Notes to Financial Statements
For the year ended June 30, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. *Reporting Entity*

All transactions of the Measure S sales tax (Measure S) are reported in the General Fund (Fund) of the City of Crescent City, California (City). A separate set of accounts have been established by the City, to account for revenues earned and expenditures incurred according to Measure S. The accompanying financial statements are for the Measure S sales tax only and are not intended to fairly present the financial position of the City.

B. *Basis of Accounting and Measurement Focus*

The accompanying financial statements are prepared on the modified accrual basis of accounting. Revenues are generally recorded when measurable and available (60 days), and expenditures are recorded when the related liabilities are incurred.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus, wherein only current assets and current liabilities generally are included on the balance sheet. Operating statements of governmental funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

C. *Fund Accounting*

The operations of the Measure S sales tax are accounted for as part of the General Fund. Funds are separate accounting entities with a set of self-balancing accounts which comprise their assets, liabilities, fund equity, revenues, and expenditures.

D. *Use of Estimates*

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

E. *Revenues and Receivables*

During the course of normal operations, the General fund carries a receivable balance for Measure S sales tax. Revenues are recorded when received in cash, except revenues subject to accrual (generally 60 days after year-end) are recognized when due.

City of Crescent City
Measure S Sales Tax
Notes to Financial Statements
For the year ended June 30, 2023

2. CASH AND INVESTMENTS

Measure S monies are pooled with the City's cash, cash equivalents, and investments. The City pools cash resources from all funds to facilitate the management of cash. Cash and cash equivalents are considered amounts on hand, in demand deposits, and short-term investments with a maturity date within three months of the date acquired by the City and are presented as "Cash and Investments". The City invests in one external investment pool, the State of California Local Agency Investment Fund (LAIF).

All pooled cash and investments held by the City are considered cash and cash equivalents because LAIF is used essentially as demand deposits from the standpoint of the City. Information about the City's Cash and Investments is disclosed in the City's Basic Financial Statement.

Measure S cash and investments was \$989,038 as of June 30, 2023.

3. MEASURE S SALES TAX

The City placed Measure S (a 1% local tax measure) on the ballot for the November 3, 2020 general election. This transactions and use tax (generally referred to as a sales tax) is intended to support and maintain essential services including the City's police and fire departments, street maintenance and repair, and the operations of the municipal swimming pool. Measure S is a general tax, which requires voter approval of at least 50% +1. The voters of Crescent City approved the measure with 64.57% voting yes.

One of the requirements included with the Measure S ordinance is a citizens' oversight committee. The committee is made up of five voting members (City residents) and two non-voting members (City staff). The committee is charged with reviewing and reporting to the public on the revenues and expenditures of Measure S funds. The committee is also charged with making recommendations on the expenditure of Measure S funds to the City Council. All Measure S oversight committee meetings are open to the public. For the fiscal year ended June 30, 2023, the oversight committee recommended Measure S be spent on public pool operations and projects, additional firefighters and police, specific equipment for the fire and police departments, street repairs, and financial oversight.

4. RECEIVABLES

The taxes receivables represent the Measure S sales tax revenues for the fiscal year remitted after June 30, 2023.

Accounts receivables represent charges for services for work performed for other entities.

SUPPLEMENTARY INFORMATION

City of Crescent City
Measure S Sales Tax
Supplementary Information
For the year ended June 30, 2023

1. BUDGETS AND BUDGETARY ACCOUNTING

The City Council has the responsibility for adoption of the City's budget. Budgets are adopted for governmental and proprietary funds. From the effective date of the budget, the amounts stated as proposed expenditures become appropriations to the various City departments. The City Council may amend the budget by resolution during each fiscal year. The City Manager is authorized to transfer funds from one major expenditure category to another within the same department and fund. Any revisions that alter the total expenditures for any fund must be approved by the City Council.

All appropriations lapse at the end of the fiscal year to the extent that they have not been expended.

Budgetary comparison is provided in the accompanying financial statements for the Measure S sales tax, which is budgeted within the City's General Fund.

City of Crescent City
Supplementary Information
Measure S Sales Tax
For the year ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Measure S sales tax	\$ 2,000,000	\$ 2,300,000	\$ 2,319,969	\$ 19,969
Charges for services	339,634	388,524	81,967	(306,557)
Total revenues	2,339,634	2,688,524	2,401,936	(286,588)
EXPENDITURES:				
Human services and recreation	511,701	513,440	490,280	23,160
Public Safety - Fire	702,084	810,966	182,101	628,865
Public Safety - Police	510,739	670,888	609,322	61,566
Public Works	605,000	605,000	376,708	228,292
Other	7,500	7,500	7,500	-
Total expenditures	2,337,024	2,607,794	1,665,911	941,883
Net change in fund balance	\$ 2,610	\$ 80,730	736,025	\$ 655,295
FUND BALANCE:				
Beginning of year			405,485	
End of year			\$ 1,141,510	

This page intentionally left blank



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
of the City of Crescent City
Crescent City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the Measure S Sales Tax as of and for the year ended June 30, 2023, and the related notes to the financial statements, and have issued our report thereon dated January 18, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City's internal control. Accordingly, we do not express an opinion on the effectiveness of City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

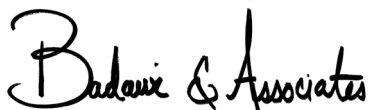
To the Honorable Mayor and Members of the City Council
of the City of Crescent City
Crescent City, California
Page 2

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Measure S Sales Tax financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Badawi & Associates". The signature is written in a cursive, flowing style.

Badawi & Associates, CPAs
Berkeley, California
January 18, 2024

Resolution No. 2024-01

**A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE
APPROVING A REPORT ON MEASURE S FUNDS FOR FISCAL YEAR 2022-2023**

Whereas, the voters of the City of Crescent City passed Measure S in November 2020 imposing a 1.0% transactions and use tax (“sales tax”) to be imposed within the City limits; and

Whereas, Measure S requires that the City have an oversight committee made up of two-non-voting staff members and five voting city residents, appointed by the Mayor and confirmed by the City Council; and

Whereas, Measure S also requires that the oversight committee report publicly on an annual basis regarding the expenditure of Measure S revenues; and

Whereas, the City’s independent auditor, Badawi & Associates, has completed a separate audit of Measure S funds for FY 2022-2023; and

Whereas, the auditor’s report has been provided to the Measure S Oversight Committee; and

Whereas, City staff have also provided the Measure S Oversight Committee with detailed information on the revenues and expenditures of Measure S funds for FY 2022-2023; and

Whereas, the Measure S Oversight Committee has met in a duly noticed public meeting and considered the information presented thereat.

NOW, THEREFORE, BE IT RESOLVED by the Crescent City Measure S Oversight Committee that the attached Measure S Committee Report for FY 2022-2023 is hereby approved.

APPROVED and ADOPTED and made effective the same day by the Crescent City Measure S Oversight Committee at a meeting thereof held on this 3rd day of April 2024 by the following polled vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

, Chairperson

ATTEST:

Robin Altman, City Clerk

Crescent City Measure S Oversight Committee

Fiscal Year 2022-2023

Annual Report

Voting Committee Members:

- _____, Chair (24-25)
- _____, Vice Chair (24-25)
- Candice Tinkler (23-24)
- Steve Shamblin (23-24)
- Vacant

Non-Voting Committee Members:

- Eric Wier, City Manager
- Linda Leaver, Finance Director

Dear City Council and Residents of Crescent City:

The Crescent City Measure S Oversight Committee makes this report pursuant to Crescent City Municipal Code 3.30.140.

1. PERIOD COVERED

This report covers Fiscal Year 2022-2023 (July 1, 2022 through June 30, 2023).

2. MEASURE S REVENUES

During FY 2022-2023, the City received \$2,319,969 in Measure S tax revenue. The original approved budget included a tax revenue estimate of \$2,000,000 which was later increased to \$2,300,000 based on updated sales tax revenue projections from HdL, a consultant which the City contracts to provide sales tax and Measure S revenue projections. Some additional revenue is received as reimbursement from the Fire District when Measure S funds are spent on items that are shared with the District. When the District reimburses the City for its share of those items, the reimbursement revenue is returned to the Measure S balance.

	Original Budget	Final Budget	Actual	Variance
Measure S sales tax	2,000,000	2,300,000	2,319,969	19,969
Charges for service (Fire District reimbursement)	339,634	388,524	81,967	(306,557)
Total revenues	2,339,634	2,688,524	2,401,936	(286,588)

3. MEASURE S EXPENDITURES

Measure S funds are intended to fund public safety (Police and Fire), streets, the swimming pool, and financial oversight of the Measure S funds. The committee met several times to develop recommendations for the FY 2022-23 budget:

- March 15, 2022 (discuss priorities)
- April 7, 2022 (discuss priorities)
- May 11, 2022 (recommendation for FY 22-23 budget – Resolution MS 2022-02)
- August 18, 2022 (update recommendations for FY 22-23 budget – Resolution MS 2022-03)
- December 21, 2022 (update recommendations for FY 22-23 budget – Resolution MS 2022-04)
- January 30, 2023 (update recommendations for FY 22-23 budget – Resolution MS 2022-04)
- March 29, 2023 (update recommendations for FY 22-23 budget)

The committee maintains a five-year spending plan for Measure S funds, which is updated each time the committee reviews the budget and makes recommendations.

All recommendations of the Measure S committee were approved by the City Council and incorporated into the City budget, except for the funding of a part-time Police Records Specialist, which the City Council voted to fund with General Fund resources.

Total Measure S budgeted expenditures for FY 22-23 were \$2,607,794 and the total actual expenditures were \$1,665,911.

	Original Budget	Final Budget	Actual	Variance
Fire (total expense before reimbursement)	702,084	810,966	182,101	(628,65)
Police	510,739	670,888	609,322	(61,566)
Streets	605,000	605,000	376,708	(228,292)
Pool	511,701	513,440	490,280	(23,160)
Finance	7,500	7,500	7,500	-
Total expenses	2,337,024	2,607,794	1,665,911	(941,883)

Some of the unspent funds were recommended to be rebudgeted / reallocated to Measure S priorities in the FY 2023-24 budget, and those recommendations were approved by the City Council and incorporated into the City's budget.

Some of the Measure S expenditures are transfers to capital improvement funds for long-term projects. The transfer is an expenditure in the Measure S fund (and therefore no longer part of the ending Measure S fund balance), although the specific project or purchase may not be completed in the same year. The ongoing funds are tracked to ensure they are ultimately spent on the Measure S recommended priorities.

- Fire Vehicle and Equipment Replacements: annual funding set aside for future replacement of fire apparatus, vehicles, SCBA, and other large equipment purchases; balance at June 30, 2023 of \$136,000 (to be reserved for future replacement of Fire

Engine #10)

- Police Vehicle Replacements: annual funding set aside for replacement of police vehicles; balance at June 30, 2023 of \$21,066 (fully expended in FY 23-24)
- Capital improvements
 - Front Street: balance at June 30, 2023 of \$145,191 (fully expended in FY 23-24)
 - Street preservation project: balance at June 30, 2023 of \$12,286
 - Pool HVAC: balance at June 30, 2023 of \$448,782 (currently out to bid, to be constructed in FY 24-25)
 - Pool flooring (locker room): balance at June 30, 2023 of \$130,000 (to be constructed in FY 24-25)
 - Fire Hall improvements: balance at June 30, 2023 of \$46,477 (to be discussed for spending in FY 24-25 budget)
 - Police facility improvements: balance at June 30, 2023 of \$111,915 (to be expended FY 23-24 or FY 24-25)

4. MEASURE S FUNDS REMAINING

In addition to the Measure S beginning fund balance of \$405,485, Measure S expenditures were less than Measure S revenues received in FY 22-23, resulting in a fund balance of \$1,141,510 as of June 30, 2023.

5. AUDIT REPORT

The Measure S revenues, expenditures, and fund balance have been audited by an independent auditing firm (Badawi & Associates) for the year ended June 30, 2023. The auditor's report is available on the City's website.

Respectfully,

, Chairperson
Measure S Oversight Committee



MEASURE S OVERSIGHT COMMITTEE AGENDA REPORT

TO: CHAIR AND MEMBERS OF THE MEASURE S OVERSIGHT COMMITTEE

FROM: ERIC WIER, CITY MANAGER

BY: LINDA LEAVER, FINANCE DIRECTOR

DATE: APRIL 3, 2024

SUBJECT: MEASURE S FY 24-25 BUDGET DISCUSSION

RECOMMENDATION

- Hear staff presentation
- Technical questions from the Committee
- Receive public comment
- Further Committee discussion
- Direct staff to prepare a resolution for the Committee's recommendations for the FY 24-25 Measure S budget; take action as necessary and appropriate

BACKGROUND

Measure S is a local 1% transactions and use tax approved by City voters in 2020. The funds are intended to support essential services provided by the City's General Fund, including Police, Fire, streets, and the swimming pool.

The Measure S Oversight Committee is responsible for reporting annually on the revenues and expenditures of Measure S funds and for providing recommendations to the City Council for budgeting Measure S funds. In order to make these recommendations, the Measure S Oversight Committee has prepared and periodically updates a five-year spending plan for the Measure S funds.

ITEM ANALYSIS

Measure S fund balance and FY 23-24 status

The most recent completed audit was for the fiscal year ending June 30, 2023. That audit report shows a Measure S fund balance of \$1,141,510. This amount represents Measure S revenues that – as of June 30, 2023 – had not been spent or transferred to capital

projects.

The current FY 2023-24 budget anticipates spending the FY 23-24 Measure S tax revenues (estimated at \$2,300,000) plus an additional \$596,553 of the prior fund balance, to leave a budgeted fund balance as of June 30, 2024 of \$544,957. However as detailed in the attached 5 year plan, due to increased expenditures in upcoming years all current estimated funds would be expended by the end of the 5 years.

Budgets are estimates at a given point in time, and actual results of operations will always vary from the budget for a variety of reasons. Staff has reviewed the FY 23-24 year-to-date expenses and projected expenses through the end of the fiscal year and estimates the ending fund balance as of June 30, 2024 will be \$738,068. This variance is due to several budgeted items anticipated to come in under budget. Significant changes are listed below.

- Fire Department
 - Volunteer stipends and station staffing
 - Training
 - SCBA purchase
- Street Department
 - Crack seal machine

A complete list of each itemized budget and the amount expected to be spent by June 30, 2024 is attached to this report. The amounts not spent in any Measure S budget line will remain in the Measure S fund balance, to be used for future Measure S priorities.

Some of the Measure S expenses are transfers. These are funds that are dedicated to a longer term capital improvement project or purchase. The Measure S budget is to transfer the funds, and the expense is recorded once the funds are transferred to the capital project. The capital project itself may not be completed in the same year, although it is tracked until completed. A complete list of all Measure S transfers to date, amounts spent, amounts remaining, and current project status is attached to this report.

Measure S FY 23-24 roll-over requests

The Fire Department has three budget lines that are expected to be significantly under budget, and the Fire Chief has requested the unspent amounts from these three lines be allocated to specific needs in the FY 24-25 budget.

- The station staffing program as originally envisioned in the 10-year master plan called for a two volunteers participating in the program every day, with an anticipated full cost of \$73,000 plus a small amount for benefits (this cost is split between the City and Fire District, with the City Measure S funds paying for approximately 30%). The program began in FY 21-22 and has been ramping up over time. The current program is projected to cost

approximately \$26,000 this year, and we had budgeted approximately \$40,000.

- Training was budgeted for \$20,000 and has been mostly unspent. There were some planned training opportunities that fell through.
- The Chief would like to combine these two savings (\$35,000 total) to purchase special equipment and training in FY 24-25.
 - Radios for apparatus: \$10,000
 - Rope rescue equipment \$10,000
 - Command Department Training System \$15,000
- The budget for SCBA purchases of \$100,000 has not been made yet. The City and District have filed a joint grant application to FEMA for approximately \$460,000 in SCBAs. If that grant is awarded, the City and District will be able to reevaluate the current five-year plan for replacing all SCBAs. If the grant is not awarded, the Chief would like to add this year's \$100,000 budget to the planned \$100,000 for the FY 24-25 budget to make a purchase of \$200,000 for the City SCBAs (with the District doing the same in their budget). Making a single combined purchase of \$400,000 next year (\$200,000 each for City and District) will allow us to purchase more SCBAs than if we split the purchases into two years. This is because the equipment vendors allow discounts on large purchases such as discounts per pack and one free cylinder for each cylinder purchased.

Update of 5-year plan

Each department (Fire, Police, Streets, and Pool) have reviewed the 5-year Measure S plan and made recommendations for the Committee to consider. For the most part, the plan is not significantly changed from last year, apart from slight updating for wage and benefit cost estimates. Other recommended changes are listed below.

- Fire Department
 - Station staffing: as discussed above, reduce FY 24-25 budget to more realistic number of \$30,000 (prior plan called for approximately \$50,000) and move the remaining \$20,000 to the equipment and tools line. The Chief recommends purchasing additional specialty equipment including attack hose, nozzles, fittings, safety cones, and traffic safety vests.
- Police Department
 - The prior 5-year plan included Measure S funding the third additional officer position. However, the City has a grant to fund that position for FY 24-25. The future years still include the plan for Measure S to fund the third position once the grant expires.
 - Add an annual cost for the next two years of \$3,500 to cover a portion of the annual cost for the forensic cell phone analyzer that was purchased in FY 22-23. Another grant is funding the majority of the annual cost, but does not fully cover it.

- Add a one-time purchase in FY 24-25 for a an enclosed trailer for the UTV (\$10,000)
- Plan for \$40,000 purchase in FY 26-27 when the non-contact substance analyzer is due to be replaced
- Finance
 - Measure S is audited by an external auditor, and the contract expired this year. The next audit contract is expected to increase slightly in cost.

The updated draft of the five-year plan is attached to this report and will be discussed for the Committee to provide direction to staff. Some items that will be discussed include:

- Police facility – design is expected to be completed soon, and we may be able to put the project out to bid this summer. The project will need to be debt-financed, and the Measure S plan included the debt service payment going forward. New cost estimates are higher than previously thought and are projected to exceed the annual amount set aside for debt service.
- Streets – the current FY 23-24 maintenance items are proposed to be fully spent, although it has not all been spent yet. The Committee can provide a recommendation to either spend the funds as originally planned or retain some to be combined into a larger street project.

Maintenance	Budget	Already Spent or Committed	Currently Remaining
Pot holes, crack seal, minor repairs	\$175,944	\$88,495	\$87,449
Sidewalks	\$189,384	\$21,595	\$167,789
Striping	\$68,345	\$67,826	\$519

- Streets – the annual allocation of \$600,000 for a large street preservation project has been transferred into the capital improvement fund. The original plan called for that \$600,000 to be held aside, with another \$600,000 transferred in FY 24-25 for a total of \$1,200,000 to be spent on a large project in FY 24-25.
 - The Front Street project will be continuing this summer to construct the block between I Street and Play Street. There is currently no contingency budget left for this section, and the City Council and staff are requesting \$75,000 of the current \$600,000 in street capital improvement funds to be allocated to Front Street.
 - Pebble Beach Drive emergency repair: the City has applied for emergency relief funds to repair the slide on Pebble Beach Drive. If the funding is awarded, there is a long wait for reimbursement. Staff is requesting the ability to use the street capital improvement funds (\$525,000 remaining from this year if the above request is approved, plus the \$600,000 for FY 24-25) for the project cash flow, to be

reimbursed back to the Measure S capital project budget when the City is reimbursed. If the grant is not awarded, the City and Measure S Oversight Committee need to discuss whether Measure S should be used to pay for the repair or another project.

FISCAL IMPACT

The audited Measure S balance as of June 30, 2023 was \$1,141,510. Staff estimates the Measure S balance as of June 30, 2024 will be 738,068. The draft plan provided tonight would result in a fund balance (if all lines were fully spent) of \$427,836 at the end of FY 24-25, and the current 5 year plan projects all fund balances to be expended by the end of the 5 year period.

NEXT STEPS

- Committee and staff discussion and questions
- Public comments
- Further discussion
- Committee recommendations to update five-year plan
- Staff to draft a resolution for the next Measure S Oversight Committee meeting to make recommendations for the City's FY 24-25 budget

ATTACHMENTS

- FY 24-25 Measure S budget and projected actual expenditures
- Measure S transfers and capital improvement fund balances
- Draft five-year Measure S spending plan

Measure S

	FY 23-24 Budget	FY 23-24 Estimate	Estimated Budget Variance
Tax reveue	2,300,000	2,300,000	-
Expenditures			
Fire (net of reimbursements from District)			
Volunteer stipends, station overnight staffing program	36,178	29,146	(7,032)
Full-time Captain positions	186,995	175,334	(11,661)
Training and volunteer recruitment / retention	9,300	238	(9,062)
Equipment			-
SCBA	100,000	-	(100,000)
Turnouts	23,250	22,238	(1,012)
Radios	34,875	30,999	(3,876)
SCBA compressor for City station	65,000	61,231	(3,769)
Skid-mounted pump	12,500	11,843	(657)
Thermal imaging cameras			-
Computers			-
Escape bags			-
Uniforms for new captains			-
Small tools etc	4,650	1,575	(3,075)
Transfer to apparatus and vehicle replacement fund	188,000	188,000	-
Transfer to CIP fund for facility improvements			-
Transfer to replacement fund (turnouts)	11,625	11,625	-
Transfer to replacement fund (SCBA)	32,500	32,500	-
	<u>704,873</u>	<u>564,730</u>	<u>(140,144)</u>

Measure S

	FY 23-24 Budget	FY 23-24 Estimate	Estimated Budget Variance
Police			
Police officers / recruits	203,589	198,543	(5,046)
Detective assignment	3,483	2,249	(1,234)
Lieutenant promotion			-
K9 support	27,000	19,618	(7,382)
Body cameras and tasers	47,250	47,250	-
Dash cameras	36,614	36,637	23
Equipment			-
Lockers			-
Firearms			-
Cell phone forensic analyzer			-
Drug analyzer			-
Radios (grant match)	17,500	16,049	(1,451)
Medical supplies	5,000	2,436	(2,564)
DTAC suit	3,000	2,144	(856)
Incident command setup	5,000	3,508	(1,492)
Vehicle storage	7,500	5,894	(1,606)
Other			-
Transfer to vehicle replacement fund	80,000	80,000	-
Transfer to CIP fund for facility improvements	60,000	60,000	-
Debt service			
	<u>495,936</u>	<u>474,327</u>	<u>(21,609)</u>
Streets			
Pot hole, crack seal, minor repairs	175,944	175,944	-
Sidewalk repairs	189,384	189,384	-
Striping	68,345	68,345	-
Design & pavement management			-
Street lights	45,000	45,000	-
Equipment	50,000	5,812	(44,188)
Transfer to CIP fund for large street project	600,000	600,000	-
Transfer to CIP fund for Front Street			
	<u>1,128,673</u>	<u>1,084,485</u>	<u>(44,188)</u>
Pool			
Operations (personnel, utilities, etc.)	325,000	325,000	-
Parts, supplies, equipment, repairs	50,000	50,000	-
Front office security	10,000	10,000	-
Transfer to CIP fund for locker room flooring	20,000	20,000	-
Transfer to CIP fund for HVAC / dehumidification project			-
Transfer to CIP fund for pool deck replacement	170,000	170,000	-
	<u>575,000</u>	<u>575,000</u>	<u>-</u>

Measure S

	FY 23-24 Budget	FY 23-24 Estimate	Estimated Budget Variance
Finance			
Sales tax consultant (auditing and projections)	5,000	2,400	(2,600)
Independent annual audit	2,500	2,500	-
	<u>7,500</u>	<u>4,900</u>	<u>(2,600)</u>
Total expenditures	<u>2,911,983</u>	<u>2,703,442</u>	<u>(208,541)</u>
Remaining Measure S balance	529,527	738,068	

Measure S - Transfers

	FY21 Transfer	FY21 Exp	FY21 Balance	FY22 Transfer	FY22 Exp	FY22 Balance	FY23 Transfer	FY23 Exp	FY23 Balance	FY24 Transfer	FY24 Exp (Estimated)	FY24 Balance (Estimated)	Current Status (April 2024)
CIP Fund													
Police - PD facility			-	50,000		50,000	80,000	18,085	111,915	60,000	150,385	21,530	Finishing design, anticipate will be out to bid in FY 24-25
Fire - Fire Hall improvements			-	40,000	3,523	36,477	10,000		46,477			46,477	To be discussed for FY 24-25
Streets - street preservation project			-	250,000		250,000	250,000	487,714	12,286	600,000		612,286	To be discussed for FY 24-25
Streets - Front Street			-	516,233	12,023	504,210		359,019	145,191		145,191	-	Complete
Pool - HVAC			-	516,233		516,233		67,451	448,782		72,933	375,849	Out to bid, to be constructed FY 24-25
Pool - locker room flooring			-			-	130,000		130,000	20,000		150,000	Out to bid, to be constructed FY 24-25
Pool - pool deck			-			-			-	170,000		170,000	Out to bid, to be constructed FY 24-25
Fire Vehicle / Equip Fund													
			-	98,000		98,000	38,000		136,000	188,000		324,000	Quick response vehicle to be purchased FY24-25 (\$180,000), the rest to be set aside for future replacement of Engine #10
Police Vehicle Fund													
			-	115,000	58,781	56,219	190,000	225,153	21,066	80,000	81,349	19,717	Purchase complete, the rest to be included with the next purchase allocation
Total			-	1,585,466	74,327	1,511,139	698,000	1,157,422	1,051,717	1,118,000	449,858	1,719,859	

Measure S Oversight Committee Revenue and Expenditure Summary

	Prior Years			Current Year		Upcoming Year			Future Years for 5-Year Plan				
	Actual			Budget	Projected	Roll Over From FY 24	New	Total Budget FY 24-25	Forecast				
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24		Request FY 24-25		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	
Revenues													
Measure S tax revenue	452,930	2,248,200	2,319,969	2,300,000	2,300,000	-	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000
Fire District reimbursement	-	35,584	81,967	401,260	363,468	29,425	371,264	400,689	419,092	419,092	419,092	419,092	419,092
Total revenues	452,930	2,283,784	2,401,936	2,701,260	2,663,468	29,425	2,671,264	2,700,689	2,719,092	2,719,092	2,719,092	2,719,092	2,719,092
Expenditures													
Fire	-	221,380	182,101	1,096,829	928,198	155,000	1,064,680	1,219,680	961,000	961,000	961,000	961,000	961,000
Police	-	223,293	609,322	489,811	474,327	-	513,250	513,250	613,351	649,851	609,851	609,851	609,851
Streets	-	929,419	376,708	1,128,673	1,084,485	-	895,000	895,000	995,000	935,000	935,000	935,000	935,000
Pool	120,463	832,375	490,280	575,000	575,000	-	375,000	375,000	375,000	375,000	375,000	375,000	375,000
Finance	-	4,300	7,500	7,500	4,900	-	7,991	7,991	8,166	8,291	8,435	8,560	8,560
Total expenditures	120,463	2,210,766	1,665,911	3,297,813	3,066,909	155,000	2,855,921	3,010,921	2,952,517	2,929,142	2,889,286	2,889,411	2,889,411
Balance													
Total revenues	452,930	2,283,784	2,401,936	2,701,260	2,663,468	29,425	2,671,264	2,700,689	2,719,092	2,719,092	2,719,092	2,719,092	2,719,092
Total expenditures	120,463	2,210,766	1,665,911	3,297,813	3,066,909	155,000	2,855,921	3,010,921	2,952,517	2,929,142	2,889,286	2,889,411	2,889,411
Remaining balance	332,467	405,485	1,141,510	544,957	738,068			427,836	194,411	(15,638)	(185,832)	(356,151)	(356,151)

Note: amounts above for Fire Department show total expense and reimbursement revenue separately, the way it will appear on the audit. For planning purposes, the net amount (expenses less reimbursement) is shown below.

Measure S tax revenue	452,930	2,248,200	2,319,969	2,300,000	2,300,000	-	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000
Expenditures													
Fire (net cost)	-	185,796	100,134	695,569	564,730	125,575	693,416	818,991	541,908	541,908	541,908	541,908	541,908
Police	-	223,293	609,322	489,811	474,327	-	513,250	513,250	613,351	649,851	609,851	609,851	609,851
Streets	-	929,419	376,708	1,128,673	1,084,485	-	895,000	895,000	995,000	935,000	935,000	935,000	935,000
Pool	120,463	832,375	490,280	575,000	575,000	-	375,000	375,000	375,000	375,000	375,000	375,000	375,000
Finance	-	4,300	7,500	7,500	4,900	-	7,991	7,991	8,166	8,291	8,435	8,560	8,560
Budgeted expenditures	120,463	2,175,182	1,583,944	2,896,553	2,703,441	125,575	2,484,657	2,610,232	2,533,425	2,510,050	2,470,194	2,470,319	2,470,319
Budgeted Measure S balance	332,467	405,485	1,141,510	544,957	738,068			427,836	194,411	(15,638)	(185,832)	(356,151)	(356,151)
Budget to actual variance (2.5%)					67,586			65,256	63,336	62,751	61,755	61,758	61,758
Estimated Measure S balance with 2.5% budget to actual variance					805,654			560,678	390,589	243,290	134,851	26,291	26,291

**Measure S Oversight Committee
Fire Department**

	Prior Years			Current Year			Upcoming Year			Future Years for 5-Year Plan Forecast			
	FY 2020-21	FY 2021-22	FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Comments FY 2023-24	Roll Over FY 2023-24	Request FY 2024-25	Total Budget FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Costs shared with Fire District													
Volunteer stipends		27,166	48,971	101,536	87,740			101,693	101,693	105,000	105,000	105,000	105,000
Station staffing		4,689	10,112	40,230	26,433	Roll over to equipment FY25 (approx \$15,000)		30,000	30,000	70,000	70,000	70,000	70,000
Full-time Captain positions			16,551	377,063	377,063			417,487	417,487	442,500	442,500	442,500	442,500
Training		11,992	8,336	20,000	511	Roll over to equipment FY25 (approx \$20,000)		15,000	15,000	15,000	15,000	15,000	15,000
Command Department Training System							15,000			8,000	8,000	8,000	8,000
Volunteer recruitment and retention								5,000	5,000	5,000	5,000	5,000	5,000
Equipment and tools		39,533	26,047	10,000	3,386		20,000	10,000	30,000	10,000	10,000	10,000	10,000
Rope rescue equipment							10,000		10,000				
SCBA (\$15-17k each)			24,085						-				
Radios (handheld)				75,000	66,665				-				
Radios (apparatus)							10,000		10,000				
Turnouts and helmets (\$250,000 total)				50,000	47,825			50,000	50,000	50,000	50,000	50,000	50,000
Transfer to Veh/Equip Fund (future turnouts)				25,000	25,000			25,000	25,000	25,000	25,000	25,000	25,000
Regional training center (\$1,000,000 total)									-				
Deputy Chief									-				
City-only costs													
Transfer to apparatus replacement fund		98,000	38,000	98,000	98,000			98,000	98,000	98,000	98,000	98,000	98,000
Transfer to CIP Fund (facility improvements)		40,000	10,000						-				
SCBA compressor (City station)				65,000	61,231				-				
Skid-mounted pump				12,500	11,843				-				
Transfer to Veh/Equip Fund (quick response vehicle)				90,000	90,000			90,000	90,000				
Transfer to Veh/Equip Fund (Chief command vehicle)								90,000	90,000				
SCBA for City				100,000	-	Roll over \$100,000 to FY25 to increase buying power	100,000	100,000	200,000	100,000	100,000	100,000	100,000
Transfer to Veh/Equip Fund (future SCBA)				32,500	32,500			32,500	32,500	32,500	32,500	32,500	32,500
Total expenditures	-	221,380	182,101	1,096,829	928,198		155,000	1,064,680	1,219,680	961,000	961,000	961,000	961,000
Fire District reimbursement		35,584	81,967	401,260	363,468		29,425	371,264	400,689	419,092	419,092	419,092	419,092
Net expenditures	-	185,796	100,134	695,569	564,730		125,575	693,416	818,991	541,908	541,908	541,908	541,908

**Measure S Oversight Committee
Police Department**

	Prior Years			Current Year			Upcoming Year			Future Years for 5-Year Plan			
	FY 2020-21	FY 2021-22	FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Comments FY 2023-24	Roll Over FY 2023-24	Request FY 2024-25	Total Budget FY 2024-25	Forecast			
										FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
1st additional officer / recruit			65,130	99,349	99,349			110,101	110,101	110,101	110,101	110,101	110,101
2nd additional officer / recruit			65,130	99,349	99,349			110,101	110,101	110,101	110,101	110,101	110,101
3rd additional officer / recruit										110,101	110,101	110,101	110,101
Academy (recruits)			17,142		(155)								
Lieutenant assignment		11,043											
Detective assignment				2,249	2,249			4,684	4,684	4,684	4,684	4,684	4,684
Body cameras and tasers		47,250	46,970	47,250	47,250			47,250	47,250	47,250	47,250	47,250	47,250
Dash cameras (initial cost)			23,380		5,641								
Dash cameras (annual cost)				36,614	30,996			36,614	36,614	36,614	36,614	36,614	36,614
Lockers			16,660										
Firearms and PPE			38,764										
Forensic cell phone analyzer			16,532										
Cell phone analyzer annual cost (partial)								3,500	3,500	3,500			
Non-contact substance analyzer			38,974								40,000		
Radios (grant match for EMPG)				17,500	16,049								
Medical supplies				5,000	2,436			5,000	5,000	5,000	5,000	5,000	5,000
Red man - dtac training				3,000	2,144								
City incident command setup				5,000	3,508								
Car storage trunks				7,500	5,894								
Enclosed trailer for UTV								10,000	10,000				
Other parts and supplies			333										
Second K9 (initial costs)			4,012										
Second K9 (ongoing costs - vet, food, training)			6,296	8,000	8,368			8,000	8,000	8,000	8,000	8,000	8,000
Third K9 (initial costs)				15,000	8,250								
Third K9 (ongoing costs - vet, food, training)				4,000	3,000			8,000	8,000	8,000	8,000	8,000	8,000
Transfer to vehicle replacement fund		115,000	190,000	80,000	80,000			80,000	80,000	80,000	80,000	80,000	80,000
Transfer to CIP fund (facility improvements)		50,000	80,000	60,000	60,000								
Debt service								90,000	90,000	90,000	90,000	90,000	90,000
Total expenditures	-	223,293	609,322	489,811	474,327		-	513,250	513,250	613,351	649,851	609,851	609,851

**Measure S Oversight Committee
Streets**

	Prior Years			Current Year		Comments FY 2023-24	Upcoming Year			Future Years for 5-Year Plan Forecast			
	FY 2020-21	FY 2021-22 Actual	FY 2022-23	Budget FY 2023-24	Projected FY 2023-24		Roll Over FY 2023-24	Request FY 2024-25	Total Budget FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Pot hole, crack seal, minor repairs		50,953	24,056	175,944	175,944		100,000	100,000	100,000	100,000	100,000	100,000	100,000
Sidewalk repair or install		48,996	10,616	189,384	189,384		100,000	100,000	100,000	100,000	100,000	100,000	100,000
Striping		24,607	21,655	68,345	68,345		50,000	50,000	50,000	50,000	50,000	50,000	50,000
Engineering, design		18,629						-	60,000				
Pavement management			22,321					-					
Street lights		20,000	39,511	45,000	45,000		45,000	45,000	45,000	45,000	45,000	45,000	45,000
Mini-excavator (Streets portion of cost)			8,549					-					
Crack seal machine (\$80K Total - Split GF / W / WW)				40,000				-					
Striping machine				10,000	5,812			-					
Equipment budget								-	40,000	40,000	40,000	40,000	40,000
Front Street (transfer to CIP fund)		516,233						-					
Street preservation project (transfer to CIP fund)		250,000	250,000	600,000	600,000		600,000	600,000	600,000	600,000	600,000	600,000	600,000
Total expenditures	-	929,419	376,708	1,128,673	1,084,485		-	895,000	895,000	995,000	935,000	935,000	935,000

**Measure S Oversight Committee
Finance**

	Prior Years			Current Year			Upcoming Year			Future Years for 5-Year Plan			
	FY 2020-21	FY 2021-22	FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Comments FY 2023-24	Roll Over FY 2023-24	Request FY 2024-25	Total Budget FY 2024-25	Forecast			
										FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Independent audit		2,500	2,500	2,500	2,500			2,991	2,991	3,166	3,291	3,435	3,560
Sales tax consultant (projections & business audits)		1,800	5,000	5,000	2,400			5,000	5,000	5,000	5,000	5,000	5,000
Total expenditures	-	4,300	7,500	7,500	4,900		-	7,991	7,991	8,166	8,291	8,435	8,560