



CITY OF CRESCENT CITY

Mayor Isaiah Wright
Council Member Raymond Altman
Council Member Kelly Schellong

Mayor Pro Tem Blake Inscore
Council Member Jason Greenough

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

MONDAY

JANUARY 30, 2023

5:30 P.M.

ZOOM PHONE NUMBER: (253) 215-8782

ZOOM WEBINAR ID: 825 4518 2107

**MUTE / UNMUTE PRESS *6
RAISE HAND PRESS *9**

The public may access and participate in the public meeting using one or more of the following methods:

- 1) Attend the meeting in person and make public comment at the podium. While public health officials still strongly recommend the wearing of facial coverings in public places, there is no requirement to wear a facial covering to attend the meeting.
- 2) Participate live online via Zoom (details below) or by utilizing the link to join the meeting posted on both the City of Crescent City – City Hall Facebook page and the City of Crescent City website (www.crescentcity.org), public comment may be made by using the raise hand feature on Zoom;
- 3) Watch the meeting via livestream on YouTube (channel: City of Crescent City, California), public comment may be made by calling in to the meeting using the Zoom phone number;
- 4) Public comments may be made in advance by submitting written comment via publiccomment@crescentcity.org or by filing it with the City Clerk at 377 J Street, Crescent City, California, 95531. All public comments (via email or mail) must be received by the City Clerk prior to 12:00 p.m. the day of the meeting. Please identify the meeting date and agenda item to which your comment pertains in the subject line. Public comments so received will be forwarded to the 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

OPEN SESSION

City Council call to order
Roll call

Measure S Oversight Committee call to order
Roll call

Pledge of Allegiance

MEASURE S OVERSIGHT COMMITTEE CONSENT CALENDAR

1. Meeting Minutes

- *Recommendation: Adopt the December 21, 2022 meeting minutes of the Measure S Oversight Committee*

NEW BUSINESS

2. 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*

3. Amendment to the FY22-23 Police and Fire Department Measure S Budget

- *Recommendation: Hear staff presentation*
- *Technical questions from the Council/Committee*
- *Receive public comment*
- *Further Council/Committee discussion*
- **MEASURE S COMMITTEE ACTION:**
 - *Approve and adopt Resolution No. 2023-01, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE AMENDING THE COMMITTEE'S RECOMMENDATION FOR FY 22-23 MEASURE S EXPENDITURES*
- **CITY COUNCIL ACTIONS:**
 - *Approve and authorize the City Manager to execute the First Amendment to CAL OES Second-Tier Subaward Agreement Number 2022-075 for the purchase of police radios*
 - *Approve and adopt Resolution No. 2023-08, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 BUDGET OF THE CITY OF CRESCENT CITY*

4. Streets Presentation

- *Recommendation: Receive presentation*
- *Technical questions from the Council*
- *Technical questions from the Committee*
- *Receive public comment*
- *Further Council discussion*
- *Further Committee discussion*

- *Provide direction to staff regarding street maintenance budget and five-year street maintenance plan*

ADJOURNMENT

Adjourn to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, February 6, 2023 at 6:00 p.m. in the Board Chambers of the Flynn Center, 981 H Street, Crescent City, CA 95531.

POSTED:

January 26, 2023

/s/ Robin Altman

City Clerk/Administrative Analyst

Vision:

The City of Crescent City will continue to stand the test of time and promote quality of life and community pride for our residents, businesses and visitors through leadership, diversity, and teamwork.

Mission:

The purpose of our city is to promote a high quality of life, leadership and services to the residents, businesses, and visitors we serve. The City is dedicated to providing the most efficient, innovative and economically sound municipal services building on our diverse history, culture and unique natural resources.

Values:

Accountability
Honesty & Integrity
Excellent Customer Service
Effective & Active Communication
Teamwork
Fiscally Responsible



CITY OF CRESCENT CITY

Chair Kelly Schellong
Committee Member Emery Mattz

Vice Chair Ernie Perry
Committee Member Dana Reno

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

WEDNESDAY DECEMBER 21, 2022 5:30 P.M.

OPEN SESSION

Call to order Chair Schellong called the meeting to order at 5:38 p.m.

Roll call Committee Members present: Committee Member Emery Mattz, Committee Member Dana Reno, Vice-Chair Ernie Perry, and Chair Kelly Schellong
Staff members present: City Manager Eric Wier, City Clerk/Administrative Analyst Robin Altman, Economic Development and Recreation Director Ashley Taylor, Human Resources Manager Sunny Valero (via Zoom), Senior Parks Maintenance Worker/Field Safety Officer Kim Smith, Fire Chief Kevin Carey, Sergeant Alex Pearson, Sergeant Anthony Lopez, Police Officer Ethan Miller, Police Officer Connor Sperling, Police Recruit Jordan Fillippa and Police Chief Richard Griffin

Pledge of Allegiance led by Fire Chief Carey

PUBLIC COMMENT PERIOD

The following residents addressed the Committee:

Sergeant Anthony Lopez: thanked the residents of the City who passed Measure S as it has given the police department vital equipment that has been already proven to help with officer safety.

Chief Griffin reported to the Committee Officer Sperling's addition to the police department and that he is the PD's first recruit in the Academy Program CCPD has implemented.

Connor Sperling: he spoke on how Measure S made it possible for him to attend the police academy to be hired for Crescent City Police Department.

Chief Griffin reported to the Committee that Police Recruit Jordan Fillippa who was selected to attend the next police academy. He further stated that Samantha Aguirre is already enrolled in College of the Sequoias Police Academy and is another recruit for CCPD.

Jordan Fillippa: spoke to the Council about being a local and the gratefulness he has for working for the Crescent City Police Department.

CONSENT CALENDAR

1. Committee Meeting Minutes

- *Recommendation: Approve the August 18, 2022 meeting minutes of the Measure S Oversight Committee.*

There were no public comments.

On a motion by Committee Member Mattz, seconded by Vice-Chair Ernie Perry, and carried unanimously, the Measure S Oversight Committee approved the August 18, 2022 meeting minutes of the Measure S Oversight Committee.

NEW BUSINESS

2. Receive an Update on Measure S Unaudited FY22 Revenues, Expenditures, and Capital Improvement Projects

City Manager Wier stated that 77% of the community members voted to keep Measure S in place by voting no on Measure T. He outlined how the funds have already helped the community. He introduced Dennis Dong, an architect with CHD, that will be responsible for doing the Police Department Facility Improvement Project. Mr. Dong spoke about how he has done several public safety facilities and his preference for working for a small community. He went over his proposed design plans for the Crescent City Police Department. Chief Griffin went over the parts of the project that will give the officers a good break room so they can get the rest they need in between calls. There will also be extra parking and a training room on site so the in-house perishable training can be done. *Committee Member Mattz left the room at 6:05 p.m. and returned momentarily.* City Manager Wier stated that one of the requests will be the approval of \$20k for additional structural and geotechnical reports for the PD Facility Improvement Project. Mr. Dong stated that the current building was not built for the California Accessibility Act and has accessibility issues that need to be addressed. He met with Chief Griffin to go over the plan that will resolve the accessibility issues. Vice-Chair Perry asked if the drainage on F Street would be a problem for this project; Mr. Dong stated that will be reviewed. City Manager Wier stated that a geotechnical report will be done. Committee Member Reno asked about the overhead cover for the officers in the parking lot; Chief Griffin stated that will be in a future plan. Chair Schellong asked if the PD could use the WWTP conference room for training; Chief Griffin stated that it could be used for training in the meantime. Chief Carey reported to the Committee that at the beginning of January or February the Fire Captains will be selected. He also reported on the training, equipment and stipend changes that have been implemented. Chair Schellong asked about the SCBA bottle and if they had been purchased yet; Chief Carey stated that they had not but will be soon. City Manager Wier stated that the thermal imaging cameras may have a EOC funding component. City Manager Wier went over the FY21/22 Budget-to-Actual: Fund Balance 6/31/21: \$332,467; the FY21/22 Revenue: Budget: \$2million – actual \$2,248,000; FY21/22 Expenses: Budget: \$2,335,878 – actual \$2,175,182 and there are unallocated funds 6/30/22 of \$405,485. The FY21/22 Budget-to-Actual for the Fire Department: Budget - \$226,333 – actual - \$185,796. For the Police Department – Budget - \$229,579 – actual - \$223,293. The FY21/22 Budget-to-Actual for Streets: budget - \$981,233 – actual - \$929,419. For the Pool – budget - \$891,233 – actual - \$832,375. Vice-Chair Perry stated that he doesn't believe the CCPD project can be done with the additional \$20k for the additional structural and geotechnical reports for the PD and expects a request for more funding.

3. Amendment to the FY22-23 Police and Fire Department Measure S Budget Recommendations

- *Recommendation: Hear staff presentation regarding proposed FY22-23 Measure S Budget Amendment Recommendations to include:*

- a. *Additional fire department related expenditures in the amount of \$7,500 for thermal imaging cameras, \$11,500 for radios, and \$12,500 for Utility Skid Mounted Pump (requested by Chief Carey); and*
 - b. *Additional Police Department related expenditures in the amount of \$20,000 for additional structural and geotechnical reports for the Police Department facility Improvement Project, \$17,000 for a forensic cell phone analyzer, \$36,000 for non-contact substance analyzer, and \$7,600 for a part time (10 hours / week) Police Records Specialist (requested by Chief Griffin)*
- *Technical questions from the Oversight Committee*
 - *Receive public comment*
 - *Further Committee discussion*
 - *Approve and adopt Resolution No. MS2022-04, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE AMENDING THE COMMITTEE'S RECOMMENDATION FOR FY22-23 MEASURE S EXPENDITURES*

The Committee was in unanimous consensus for the \$20k expenditure for additional structural and geotechnical reports for the Police Department Facility Improvement Project.

City Manager Wier gave a presentation on the FY 22/23 budget. He gave the Committee an update on current funding sources from the State. *Chair Schellong left the meeting at 6:45 p.m.* Chief Carey reported to the Committee the needs of the Department and what is being requested of the Measure S Oversight Committee to approve the expenditures. The Utility Skid Mounted Pump will give the fire department more flexibility and better productivity to fight fires. Vice-Chair Perry asked if this will fit in the current vehicles; Chief Carey answered in the affirmative. He reported to the Committee the thermal imaging cameras that are being requested for funding and showed an old one to the Committee. He stated this piece of equipment is vital to help firefighters fight fires and rescue people who may be inside buildings. The newest camera they have is 6-7 years old and currently, other departments are being relied on for thermal imaging. Vice-Chair Perry asked how many they will be able to purchase for that amount; Chief Carey stated that they will get twelve, Crescent Fire Protection District will assist in the funding. Vice-Chair Perry asked if the radios will have an EOC grant match; Chief Griffin explained that there is that funding available and explained how it would work. He reported to the Committee what the non-contact substance analyzer was and showed an example. Field Safety Officer Smith explained why the old test kits are no safe for the officers to use due to the chemicals within them and the exposure possibilities that exist. The machine that is being proposed for purchase will test the drug right through the bag. Committee Member Reno asked if there would be an initial training available as well as ongoing training, will there also be a need for calibration often; Chief Griffin stated that there will be training. Committee Member Reno stated that this is a necessary purchase for officer safety. Chief Griffin then explained the request for the forensic cell phone analyzer and how it will be used by the officers to help in the investigation of crimes. This will be a shared cost between the police department, sheriff's department and District Attorney's office. IT will be certified to be able to work on this equipment. Committee Member Reno asked if the \$17k was the split between the City, County, and DA; Chief Griffin stated that it is the full yearly cost of the project. Committee Member Mattz asked how many times this will be used and will it go over budget; Chief Griffin stated that he has areas in his budget that can cover it, but he doesn't expect for that to occur. Chief Griffin reported to the Committee that the part-time position funding request is due to a former employee who wants to come back to work for the PD in the capacity of Police Records Specialist. He further explained that she will be able to train the new Records Specialist that was hired in her place and cover when the other Records Specialist is out of the office to keep things operating smoothly. It would be 10 hours for the next six months in the amount of \$7,600. City Manager Wier went over the resolution up for adoption. Economic Development and Recreation Director Taylor gave an update on the pool floor repair. Vice-Chair Perry asked what the status was on replacing the pool boilers; City Manager Wier explained what was discussed and

approved at the last Council meeting regarding this project. City Manager Wier went over the Measure S Oversight Committee's upcoming meeting schedule: March 13, 2023 – Measure S FY23 Expenditure Update & FY24 Budget Workshop, March 27, 2023 – short meeting to review direction given at 3/13 meeting and adopt resolution for FY24 budget recommendations, May 11, 2023 Chair of Measure S Oversight Committee to present FY24 budget recommendations to the Council at the Council Budget Workshop, and June 5, 2023 – Council to adopt FY24 Budget. Vice-Chair Perry asked about the non-contact substance analyzer and asked if it was necessary for the safety of the officers; Chief Griffin answered in the affirmative. Vice-Chair Perry spoke in opposition to using Measure S funds for the cellphone analyzer and requested more research. Committee Members Mattz and Reno agreed with Vice-Chair Perry's opinion of the cellphone analyzer. Vice-Chair Perry wasn't sure it met the requirements of Measure S funds as emergency service. Chief Griffin stated that he looked at it enhances the cases for more indictments, gets criminals off the streets, kidnapped children, etc. Committee Member Reno stated he would like to see this come back for discussion after the review to make sure that this is appropriate use of Measure S funds. He further stated that the City should purchase it outright and if other agencies need to use it, they can enter into an agreement which will have a small fee for using the equipment. City Manager Wier stated he believes that it does fall under appropriate use of Measure S funds but will have City Attorney Rice review it. City Manager Wier asked when the next round of funding would be available; Chief Griffin stated it would be next fiscal year. City Attorney Rice stated that the ballot measure language says the funds would be used to fund emergency services to include the Crescent City Police Department and the Crescent City Fire and Rescue. It's her opinion that this purchase is fine, however, it's up to interpretation of the Committee. The language is broad enough that the funds support the police department as it is an emergency response service. Vice-Chair Perry asked Chief Griffin if he believed the cellphone analyzer would be the same for officer safety as the non-contact analyzer; Chief Griffin stated it would be used to apprehend someone who is a danger to the community, so therefore is an officer safety piece of equipment. The Committee Members were in agreement that it was a useful tool for the PD and a proper use of Measure S funds.

There were no public comments.

On a motion by Committee Member Reno, seconded by Committee Member Mattz and carried on a 3-0 polled vote with Chair Schellong being absent, the Measure S Oversight Committee approved and adopted Resolution No. MS2022-04, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE AMENDING THE COMMITTEE'S RECOMMENDATION FOR FY22-23 MEASURE S EXPENDITURES.

MEASURE S OVERSIGHT COMMITTEE ITEMS

➤ **City Manager Report - None**

ADJOURNMENT

There being no further business to come before the Measure S Oversight Committee, Vice-Chair Perry adjourned the meeting at 8:06 p.m. to the next joint meeting of the City Council / Measure S Oversight Committee, of January 30, 2023, 5:30 p.m. at the Wastewater Treatment Facility Conference Room at 210 Battery Street.

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: JANUARY 30, 2023

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.



CITY COUNCIL / MEASURE S OVERSIGHT COMMITTEE AGENDA REPORT

**TO: MAYOR WRIGHT AND MEMBERS OF THE CITY COUNCIL
MEMBERS OF THE MEASURE S OVERSIGHT COMMITTEE**

FROM: ERIC WIER, CITY MANAGER

DATE: JANUARY 30, 2023

**SUBJECT: AMENDMENT TO THE FY 22-23 POLICE AND FIRE DEPARTMENT
MEASURE S BUDGET**

RECOMMENDATION

- Hear staff presentation
- Technical questions from the Council / Committee
- Receive public comment
- Further Council / Committee discussion

- **MEASURE S COMMITTEE ACTION:**

Approve and adopt 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

- **CITY COUNCIL ACTIONS:**

Approve and authorize the City Manager to execute the First Amendment to CAL OES Second-Tier Subaward Agreement Number 2022-075 for the purchase of Police Radios

Approve and adopt Resolution No. 2023-08, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 BUDGET OF THE CITY OF CRESCENT CITY

BACKGROUND

On December 21, 2022, the Measure S Oversight Committee was presented with a Measure S update that included the recommendation that additional Measure S funds be allocated for Crescent City Fire and Rescue to purchase thermal imaging cameras, partial funding of radios to be matched by grant funds, and a skid mounted pump. The Committee also recommended that the City Council allocate additional funds for the

Crescent City Police Department to fund an additional part-time Police Records Specialist position and to purchase new equipment for the police department, including a forensic cellphone analyzer and a non-contact substance analyzer. The Measure S Oversight Committee voted unanimously to recommend the budget changes and new equipment purchases to the City Council.

On January 17th, the City Council received the recommendation from the Measure S Oversight Committee and adopted Resolution No. 2023-03 amending the General Fund Fiscal Year 2022 / 2023 budget in the net amount of \$112,100. However, after discussion with staff regarding Police and Fire Department radio needs and being informed that grant funding for the Fire Department radios is now not expected to come in this fiscal year, the Council further directed that staff bring back a subsequent budget amendment to include funding to purchase all needed fire and police radios before the expected pricing increase on February 1, 2023. In addition, the Council directed staff to analyze the existing personnel budget in the Police Department to determine if due to vacancies the part-time Police Records Specialist budget request could be absorbed by the current Police Department personnel budget.

ITEM ANALYSIS

FIRE DEPARTMENT

Chief Carey requests the following expenditures to fully equip the fire department with new radios:

- \$52,000 additional expense for Fire Department radios, with additional revenue of \$26,000 from the Crescent Fire Protection District.
 - The Fire Department is currently using outdated radios; this expense will ensure that each firefighter will be equipped with a new radio. The Crescent Fire Protection District will fund 50% of the expense.
 - The total cost for the radios is \$75,000. The City will purchase the radios and then the Fire District will reimburse 50%, for a net City cost of \$37,500. The City previously allocated \$23,000 for this expense with a revenue of \$11,500 to be provided by the District. The net cost of this purchase will be funded through Measure S.

POLICE DEPARTMENT

After analyzing the personnel budget for the Police Department, it was determined that the existing budget is sufficient to fund the expense of the part time Police Records Specialist through June 30, 2023. However, upon reviewing the current department expenses, staff is requesting the Measure S Committee and Council consider the following budget modifications:

- (\$7,600) Credit for part-time Police Records Specialist allocation approved in the previous resolution. The Records Specialist position expense this fiscal year will

be covered by the regular General Fund budget (not Measure S) with savings from current vacancies.

- \$17,500 additional new Police Department radios.
 - The Motorola radios the officers currently used are no longer being manufactured or supported. This budget will purchase new radios for each officer. Matched by existing budget previously allocated, the OES grant will fully fund this additional allocation. (Note the Measure S portion of the funding for this item was previously approved. Council action tonight is requested to amend the City's budget to reflect the revenue and expense of the OES grant portion of the purchase.)
- \$4,000 additional for the non-contact substance analyzer.
 - The original quote for the analyzer did not include sales tax. This purchase will be funded through Measure S.

FISCAL ANALYSIS

The above requested expenditures result in a net impact to the Measure S budget of \$22,400 (\$65,900 in expenditures less \$26,000 to be reimbursed by the Fire District and \$17,500 to be reimbursed by OES). The recently completed Measure S fund audit shows a balance as of June 30, 2022 of \$405,485. This is a result of actual FY 21/22 revenues coming in at \$2,248,000, which was \$248,000 above the budgeted \$2,000,000 and actual expenses coming in at \$2,175,82, which was \$160,696 below the budgeted amount of \$2,335,878.

The current approved FY22/23 Measure S budget includes \$2,000,000 in projected sales tax revenue and \$2,116,060 in net expenses (after the Fire District reimbursement for certain Fire Department shared expenses), for a budgeted reduction in fund balance of (116,060). This is based on the budget recommended by the Measure S Oversight Committee, which can vary slightly from the official adopted budget due to reimbursed expenses and variances in labor costs.

If these additional expenses are approved, the projected Measure S fund balance would be \$267,025 at the end of this fiscal year (June 30, 2023). The City utilizes HDL Companies to assist us in projecting annual sales tax revenue, and we expect an updated projection in late January or February. Any changes to the revenue projection will be addressed at the mid-year budget update, along with any updates in year-to-date expenses.

ATTACHMENTS

- Measure S Committee Resolution No. MS2023-01

- First Amendment to CAL OES Second-Tier Subaward Agreement Number 2022-075
- Crescent City Council Resolution No. 2023-08

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:
NOES:
ABSTAIN:
ABSENT:

, 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.

**FIRST AMENDMENT TO CAL OES SECOND-TIER SUBAWARD AGREEMENT
NUMBER 2022-075**

This First Amendment to the to Cal OES Second-Tier Subaward Agreement (Del Norte County Agreement No. 2022-075, hereinafter referred to as "Agreement") is entered into by and between the County of Del Norte, a political subdivision of the State of California ("County"); and the City of Crescent City as the Participating Agency ("Participating Agency"); collectively referred to as "Parties".

In consideration of the services to be rendered, the sums to be paid, and each and every covenant and condition contained herein, the Parties hereto agree to amend their Agreement as follows:

1. Paragraph 2 is amended to read as follows: 2. Term. The term of this Second-Tier Subaward shall commence on 5/1/2022 and shall expire on 5/15/2023. The Parties may agree to extend the term by mutual written agreement.
2. Paragraph 3. a. i) is amended to read as follows: i) Reimbursing Participating Agency fifty percent (50%) for the purchase of up to 25 portable radios with appropriate accessories up to Seventeen Thousand Five Hundred Dollars (\$17,500)
3. Paragraph 3. a. iii) is struck from the Agreement.
4. Paragraph 3. b. i) is amended to read as follows: i) The Participating Agency will purchase up to 25 portable radios with appropriate accessories for the purpose of preparedness and response to emergency situations and to support state and local efforts to prevent terrorism and other catastrophic events.
5. Paragraph 3. b. vi) is struck from the Agreement.
6. Paragraph 6. a. is amended to read as follows: a. *Total Amount of Funds*. The total amount of Grant Subaward funds that may be transferred to the Participating Agency under this Second-Tier Subaward is Twenty Two Thousand Five Hundred dollars and no cents. (\$22,500)

All other terms, covenants and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on

_____.

COUNTY OF DEL NORTE

CITY OF CRESCENT CITY

Darrin Short
Chair, Del Norte Board of Supervisors

Eric Wier
City Manager

ATTEST:

Kylie Goughnour
Clerk of the Board

APPROVED AS TO FORM:

Joel Campbell-Blair
County Counsel

RESOLUTION NO. 2023-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2022-23 BUDGET

WHEREAS, the budget for the fiscal year beginning July 1, 2022, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 20th day of June 2022; and

WHEREAS, the City Council adopted said budget by way of Resolution No. 2022-44 and has the authority to amend said budget from time to time; and

WHEREAS, the City Manager, Chief of Police, and Fire Chief have requested an increase to the annual budget as a result of identified needs within the departments; and

WHEREAS, those changes were presented in detail to the Measure S Oversight Committee on December 21, 2022; and

WHEREAS, the Measure S Oversight Committee approved Resolution MS2022-04 recommending amending the Measure S budget for FY 2022-23; and

WHEREAS, at the January 17, 2023 regular City Council meeting, the City Council adopted Resolution No. 2023-03 approving the recommended budget amendment from the Measure S Committee and also gave staff further direction to bring back to the City Council another budget amendment to the January 30 meeting to account for the direction given; and

WHEREAS, at a joint special meeting of the City Council and the Measure S Oversight Committee held on this day, the Committee adopted Resolution No. MS2023-01, further amending its recommendations for FY 22-23 Measure S expenditures; and

WHEREAS, fulfillment of these priorities requires an amendment to the budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AS FOLLOWS:

1. That the Fiscal Year 2022-23 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	\$43,500	\$65,900

APPROVED and ADOPTED and made effective the same day at a regular meeting of the City Council of the City of Crescent City held on the 30th day of January 2023 by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Isaiah Wright, Mayor

ATTEST:

Robin Altman, City Clerk