



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 1, 2023 5:30 P.M.

OPEN SESSION

Call to order Chairman Perry called the meeting to order at 6:07 p.m.

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

Pledge of Allegiance led by Chairman Perry

PUBLIC COMMENT PERIOD

There were no comments from the public.

CONSENT CALENDAR

1. Meeting Minutes

- *Recommendation: Consider and approve the December 21, 2022 Measure S Oversight Committee meeting minutes and the January 30, 2023 Joint City Council/Measure S Oversight Committee meeting minutes.*

On a motion by Vice-Chairman Reno, seconded by Committee Member Tinkler and carried on a 3-0-1 polled vote, with Committee Member Shamblin abstaining, the Measure S Oversight Committee approved the December 21, 2022 Measure S Oversight Committee meeting minutes and the January 30, 2023 Joint City Council/Measure S Oversight Committee meeting minutes.

NEW BUSINESS

2. Measure S Oversight Committee Annual Report for Fiscal Year 2021/22

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Committee discussion*

- *Approve and adopt Resolution No. MS2023-02, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE APPROVING A REPORT ON MEASURE S FUNDS FOR FISCAL YEAR 2021-22*

City Manager Wier gave a PowerPoint Presentation on the audit of Measure S funds. The Facility Improvement Project for the police department as well as the HVAC improvement project for the pool. Committee Member Shamblin asked if during the HVAC project if the pool would be closed; City Manager Wier stated that it would and bids for the project go out tomorrow. Committee Member Shamblin asked if the problems with the HVAC has caused the pool to be closed; City Manager Wier stated it hadn't and that staff will work to minimize any impacts of the closure to pool patrons. He gave a report on the Measure S Street Preservation Project that includes H Street, 9th Street, and Harding. The following has been accomplished: 460 tons of new pavement, 25,000 square feet of sidewalks and driveways, 500 linear feet of curbs and gutters, 13,500 linear feet of crack seal, and 5,500 linear feet of striping. There is \$250k set aside for this project (H St, 9th, and Harding) and it was matched with another \$250k. The Front Street – G Street to I Street project, which is funded by Measure S, is set to go out to bid next week. Regarding the Fire Captains hiring, it is on hold due to needing more information from PERS.

City Manager Wier went over the FY 21/22 Budget-to-Actual; as of June 30, 2022 there are \$405,485 of unallocated funds. The Fund Balance as of 6/30/21 was \$332,467, FY 21/22 Revenue: Budget: \$2million, Actual: \$2,248,000; FY 21/22 Expenses: Budget: \$2,335,878 – Actual: \$2,175,182.

Fire Department: Budget: \$226,333 – Actual: \$185,796 – funds were used for training, volunteer programs, and SCBAs. Fire Chief Carey stated that the fire department have brand new hoses and chainsaws that were greatly needed. City Manager Wier stated that there is a revenue share with the District for the Fire Captains positions.

Police Department: Budget: \$229,579 – Actual: \$223,293

Streets: Budget: \$981,233 – Actual: \$929,419. Public Works Director Yeager went over the project list of the potholes and patchwork that has been done. H Street from 9th & 8th had ADA sidewalk work; H Street and 9th Street there has been streetlight work. The electrical work is being done by Northridge Electric. Committee Member Shamblin was impressed that the amount of money shown for streetlights was exactly what was used; Director Leaver explained that some of the budget needed for them came from the General Fund, what is shown is for Measure S funds. Committee Member Tinkler asked if insurance companies cover the damage to street lights caused by an automobile accident; Chief Griffin explained that they do. Additionally, CCPD night patrol will note when lights are out when there is a budget for replacement.

Pool: Budget: \$891,233 – Actual: \$832,375 – funds used for staff hiring, parts and supplies ending CIP project. There is the HVAC project that has \$516k Measure S funds allocated for it, and this project will not be an annual occurrence, so the numbers presented won't be this high next time. City Manager Wier explained to the Committee that what will be considered for approval tonight is similar to what was done last year and he gave a breakdown on the budget items for Measure S funding for the fire department, police department, pool, and streets which is found as an attachment to Resolution No. MS2022-02.

Director Leaver explained that the tax consultant we use, HDL, does an independent analysis of the anticipated tax revenue from Measure S.

. City Manager Wier went over the detailed report for the FY 21/22 revenues and expenditures that outlined each expense for the fire department, police department, pool, streets and Finance Department. The actual expenses are as follows:

Fire (net of reimbursements from District)

Volunteer programs:	Budget: \$28,333	Actual: \$8,188
Training:	Budget: \$12,500	Actual: \$5,375
Transfer to apparatus and vehicle replacement fund:	\$98k	
Equipment:	Budget: \$47,500	Actual: \$34,233
Facility improvements (transfer to CIP fund):	\$40k	

Police

Police officers/recruits	Budget: \$12,329	
Lieutenant promotion	Budget: \$5,000	Actual: \$11,043
Body cameras and tasers	Budget: \$47,250	Actual: \$47,250
Facility improvements (transfer to CIP fund):	\$50k	

Streets

Pothole, crack seal, minor repairs	Budget: \$50k	Actual: \$50,953
Sidewalk repairs	Budget: \$50k	Actual: \$48,996
Striping	Budget: \$25k	Actual: \$24,607
Design & pavement management	Budget: \$70k	Actual: \$18,629
Street preservation project (transfer to CIP fund):	\$250k	
Street lights	Budget: \$20k	Actual: \$20k
Front Street (G to I St) (transfer to CIP fund)	\$516,233	

Pool

Operations (personnel, utilities, etc)	Budget : \$274k	Actual : \$248,333
Parts, supplies, equipment, repairs	Budget: \$100k	Actual: \$67,809
HVAC/dehumidification project (transfer to CIP fund):	\$516,233	

Finance

Sales tax consultant (auditing and projections)	Budget: \$5,000	Actual: \$1,800
Independent annual audit	Budget: \$2,500	Actual: \$2,500

Director Leaver explained that the sales tax consultant not only does the auditing and projections for the City, they also make sure that businesses are reporting correctly and the City is getting the money it should. Since this is only the first full year, there wasn't a lot of data, but there will be in the future. For the independent annual audit, the City always knows how much they will charge, so the budget matched the actual. City Manager Wier stated that the ending fund balance on June 30, 2022 is \$405,485. Chairman Perry stated that the good news about Front Street is that we'll be able to get a good portion of it done. Chairman Perry asked about the construction on Front Street – the City has purchased the materials and will they be used for the current bid; Director Yeager explained that the materials will be used for the project. Chairman Perry explained to the new Committee Members that Measure S funds stay in Measure S and rollover. City Manager Wier went over the audit of the Measure S funds for 21/22 and the report was that they were being used properly. Director Leaver gave an overview of our auditor, Badawi & Associates and the services they provide for the independent audit. Vice-Chairman Reno asked if they also independently audit local businesses; Director Leaver stated that they do, however it is not associated with Measure S. Committee Member Shamblin asked about the language “internal controls” within the audit; Director Leaver explained that it is required.

There were no comments from the public.

On a motion by Vice-Chairman Reno, seconded by Committee Member Tinkler, and carried on a 4-0 polled vote the Measure S Oversight Committee approved and adopt Resolution No. MS2023-02, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE APPROVING A REPORT ON MEASURE S FUNDS FOR FISCAL YEAR 2021-22

MEASURE S OVERSIGHT COMMITTEE ITEMS

- **City Manager Report** – City Manager Wier stated that since the Resolution has been approved, Chairman Perry will be presenting the report along with the Resolution to the City Council at the next meeting.

ADJOURNMENT

There being no further business to come before the Measure S Oversight Committee, Chairman Peery adjourned the meeting at 6:38 p.m. to the next meeting of the Measure S Oversight Committee, 5:30 p.m., Wednesday, March 29, 2023, Wastewater Treatment Facility conference room, 210 Battery Street, Crescent City, CA.

ATTEST:

Robin Altman
City Clerk/Administrative Analyst