



CITY OF CRESCENT CITY

Mayor Jason Greenough
Council Member Ray Altman
Council Member Beau Smith

Mayor Pro Tem Isaiah Wright
Council Member Blake Inscore

AGENDA SPECIAL MEETING MEASURE S OVERSIGHT COMMITTEE

Wastewater Treatment Plan
210 Battery Street
Crescent City, CA 95531

WEDNESDAY

MAY 11, 2022

5:00 P.M.

ZOOM PHONE NUMBER: (253) 215-8782

WEBINAR ID: 815 4928 5424

**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, public comment at the podium will be allowed.
- 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 agenda packet may be reviewed at City Hall, 377 J Street, Crescent City, CA or on our website: www.crescentcity.org

OPEN SESSION

Call to order

**Roll call
Pledge of Allegiance**

PUBLIC COMMENT PERIOD

Any member of the audience is invited to address the Measure S Oversight Committee on any matter that is within the jurisdiction of the City of Crescent City. Comments of public interest or on matters appearing on the agenda are accepted. Note, however, that the Committee is not able to undertake extended discussion or act on non-agendized items. All comments shall be directed toward the entire Committee. Any comments that are not at the microphone are out of order and will not be a part of the public record. After receiving recognition from the Chair, please state your name and city or county residency for the record. Public comment is limited to three (3) minutes. The public is additionally allotted three minutes each in which to speak on any item on the agenda prior to any action taken by the Committee.

NEW BUSINESS

1. FY 21/22 and FY 22/23 Expenditure Recommendations for Measure S Funds

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

ADJOURNMENT

Adjourn to the next meeting of the Measure S Oversight Committee, meeting time and date to be determined.

POSTED:

May 10, 2022

/s/ Robin Patch

City Clerk/Administrative Analyst

Vision:

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

Mission:

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

Values:

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



MEASURE S OVERSIGHT COMMITTEE AGENDA REPORT

**TO: CHAIR SCHELLONG AND MEMBERS OF THE MEASURE S
OVERSIGHT COMMITTEE**

FROM: ERIC WIER, CITY MANAGER

DATE: MAY 11, 2022

**SUBJECT: FY 21/22 AND FY 22/23 EXPENDITURE RECOMMENDATIONS FOR
MEASURE S FUNDS**

RECOMMENDATION

- Hear presentation
- Technical questions from the Committee
- Receive public comment
- Further Committee discussion
- Approve and adopt Resolution No. MS2022-02, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE RECOMMENDING EXPENDITURE AMENDMENTS OF MEASURE S FUNDS FOR FY21/22 AND RECOMMENDING EXPENDITURES OF MEASURE S FUNDS FOR FY 22/23

BACKGROUND

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

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.

At a meeting held March 15, 2022, the Committee received 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 that the Council allocate funding for the reconstruction of Front Street (G Street to I Street) and the rehabilitation of the Fred Endert Pool HVAC System. The Measure S Oversight Committee met again 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.

ITEM ANALYSIS

The resolution presented this evening makes the following recommended changes to the FY 21/22 Budget:

- Fire Department: Unspent funds of \$7,500 for training program and \$5,000 for volunteer recruitment training have been reallocated for SCBA bottles to be purchased in FY 22/23; total recommended amount remains unchanged.
- Police Department: Unspent funds for the hiring of one patrol officer, a detective, and a portion of the Lt. promotion are reallocated to provide for the purchase of two patrol vehicles instead of one; total recommended amount is increased by \$55.
- Street Improvements: Front Street Improvements from G Street to I Street were added in the amount of \$516,233.
- Swimming Pool: Pool HVAC Project (boilers/dehumidifiers) added for \$516,233.
- Finance Department: Funding for sales tax consultant annual contract (to audit businesses for compliance, track revenues, and provide budget projections) and required annual independent audit; total \$7,500.
- Total: The total increase in the recommended FY21/22 Measure S expenditures is \$1,040,021, for a total of \$2,340,485

The resolution presented this evening also makes recommendations as directed by the Committee totaling \$1,946,012 for FY 22/23.

FISCAL IMPACT

The total recommended FY 21/22 Measure S Expenditures are \$2,320,485 as outlined in Exhibit A to the attached Resolution. The total recommended FY 22/23 Measure S Expenditures as outlined in Exhibit B are \$1,946,012

ATTACHMENTS

- FY 2021 / 2022 Expenditure Recommendations Exhibit B (Redlined)
- Resolution No. MS2022-02

Measure S Oversight Committee

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

Proposed "Redlined" Amendments

Fire Department (\$230,940)

<u>Description</u>	<u>Budget</u>
Continue Volunteer Stipend Program	\$11,040
Volunteer Station Staffing Program	\$21,900
Increased Training Program	\$10,000 \$ 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	\$15,000 \$ 5,000
Additional Apparatus / Vehicle Replacement Fund	\$60,000
<u>Unallocated Funds (for SCBA Bottles FY23 Budget)</u>	<u>\$12,500</u>

Police Department (~~\$279,524~~) (\$279,579)

Hire One Additional Patrol Officer (10/1/21)	\$67,315
Hire two Additional Patrol Officers (Recruits) (6/1/22)	\$12,329
Detective Assignment (1/1/22) (Assignment delayed FY23)	\$ 2,479
Lieutenant Promotion (10/1/21)	\$7,479 \$ 5,000
Body Vehicle Cameras & Tasers (Premium)	\$47,250
Vehicle Replacement (Purchase two patrol Vehicles)	\$55,000 \$115,000
Facility Improvement (Planning / Design)	\$100,000

Street Improvements (~~\$465,000~~) (\$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
<u>Front Street Reconstruction (G to I)</u>	<u>\$516,233</u>

Fred Endert Swimming Pool (\$325,000) (\$841,233)

Parts / Supplies / Equipment	\$50,000
Operations (Personnel Costs, utilities, etc.)	\$275,000
<u>Pool HVAC Rehabilitation (Boilers / Dehumidification)</u>	<u>\$516,233</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 FY21/22 Measure S Expenditures \$1,300,464 ~~\$2,340,485~~

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. MS2022-02

**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:

NOES:

ABSTAIN:

ABSENT:

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 (\$279,579)

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)	\$100,000

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 (\$841,233)

<u>Parts / Supplies / Equipment</u>	<u>\$ 50,000</u>
<u>Operations (Personnel Costs)</u>	<u>\$ 275,000</u>
<u>Pool HVAC Rehabilitation (Boilers / Dehumidification)</u>	<u>\$ 516,233*</u>

Finance Department (\$7,500)

<u>Sales Tax Consultant (Ongoing Business Audits and Projections)</u>	<u>\$ 5,000*</u>
<u>Operations (Personnel Costs)</u>	<u>\$ 2,500*</u>

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 Each)	\$ 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)	

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 **\$1,946,012**

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.