



CITY OF CRESCENT CITY

Chair Ernie Perry
Committee Member Steve Shamblin

Vice Chair Dana Reno
Committee Member Candace Tinkler

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

TUESDAY

NOVEMBER 14, 2023

5:30 P.M.

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

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

ZOOM PHONE NUMBER: 1 (253) 215-8782 ZOOM WEBINAR ID: 842 2546 8896
MUTE / UNMUTE PRESS *6 RAISE HAND PRESS *9

- 2) The meeting will also be streamed on YouTube (channel: City of Crescent City, California), public comment may be made by calling in to the meeting using the Zoom phone number;
- 3) Public comments may also be made in advance by submitting written comment via publiccomment@crescentcity.org or by filing it with the City Clerk at 377 J Street, Crescent City, California, 95531. All public comments (via email or mail) must be received by the City Clerk prior to 12:00 p.m. the day of the meeting. Please identify the meeting date and agenda item to which your comment pertains in the subject line. Public comments so received will be forwarded to the Measure S Oversight Committee and posted on the website next to the agenda. **Written public comments will not be read aloud during the meeting.**

Notice regarding Americans with Disabilities Act: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact the City Clerk's office at (707)464-7483, ext. 223. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II]. For TTYDD use for speech and hearing impaired, please dial 711. A full agenda packet may be reviewed at City Hall, 377 J Street, Crescent City, CA or on our website: www.crescentcity.org

OPEN SESSION

Call to order
Roll call
Pledge of Allegiance

PUBLIC COMMENT PERIOD

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

CONSENT CALENDAR

1. Measure S Oversight Committee Meeting Minutes

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

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*

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*

ADJOURNMENT

Adjourn to the next meeting of the Measure S Oversight Committee, 5:30 p.m., date to be determined, at the Wastewater Treatment Facility conference room, 210 Battery Street, Crescent City, CA.

POSTED:

November 9, 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 Ernie Perry
Committee Member Steve Shamblin

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

WEDNESDAY APRIL 10, 2023 3:00 P.M.

OPEN SESSION

Call to order Chairman Perry called the meeting to order at 3:00 p.m.

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

Pledge of Allegiance led by Chairman Perry

PUBLIC COMMENT PERIOD

The following resident addressed the Committee:

Robert DeRego: spoke in opposition to CCPD getting another K9 and felt CCPD should share equipment with DNSO.

NEW BUSINESS

1. FY 23/24 Expenditure Recommendations for Measure S Funds

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

City Manager Wier reported to the Committee that the resolution before them for adoption outlines the recommended expenditures discussed at the March 29th meeting. The majority of the requested expenses are ongoing expenses for the various departments including funding additional police officers, fire captains, police and fire training, Police, Fire, Pool and Street

equipment needs, as well as operational needs for the Pool. In addition, new items included in this year's recommendations include expenses for a 3rd K9 officer, police vehicle dash cameras, capital improvements at the Pool, increased funding for street maintenance projects, as well as 5-year plan to replace Self Contained Breathing Apparatus (SCBA) for the Fire Department, and new Structural Firefighting Turnouts. Vice-Chair Reno addressed the public comment regarding a third K9 and asked for Chief Griffin to explain the necessity and why CCPD wouldn't just use the DNSO K9. Chief Griffin explained that he only has control over the training for CCPD and would not have the same oversight with the DNSO K9. The necessity for a third K9 is that Lt. Kai will retiring in less than two years from now. Chairman Perry asked Chief Griffin how many officers are on staff; Chief Griffin stated that CCPD will soon have 15 officers to make them fully staffed. Committee Member Shamblin asked if there was a criteria on how many officers per population; Chief Griffin stated that there are no criteria for Crescent City. He looks to what shift coverage looks like and how many officers would be needed for that. He further explained the need for a detective to cover complex cases that would require more time focused on them.

City Manager Wier explained to the Committee that the pool flooring will need to be redone; Public Works Director Yeager explained how that will be accomplished and the reasoning behind the materials chosen.

The following residents addressed the Committee:

Robert Derego: asked about the budget line item that covers personnel for \$300k and asked if that was the usual expense for the Pool personnel and if Measure S was covering staff costs; *City Manager Wier stated it was a combination of both. There was an additional supervisor added so that the pool is closer to being staffed with a supervisor for every shift. A portion is to keep the pool operational.*

Chairman Perry asked for clarification that the rest of the item also included other expenses; Director Leaver answered in the affirmative, it also covers utilities, chemicals, the online reservation system and some other operational costs. Committee Member Shamblin asked for future meetings to include what is coming out of the general fund for a clearer picture of the expenditures. Chairman Perry stated that the intent of Measure S funds are not to supplant the general fund; the City still has the commitment to fund each department.

Director Yeager explained the process of maintaining the roads and the importance of Measure S funds. Chairman Perry asked if after all of the presentations are concluded, if staff could show the Committee a total amount for the operating budget for the fire department, police department, pool, and streets so it can be reviewed historically to see what the percentages are. City Manager Wier stated that would be something that staff could produce for the Committee. Chairman Perry stated that a third K9 officer has been approved by the Committee; was the amount in the resolution for the initial purchase? City Manager Wier stated that yes, the amount listed in the resolution would be for that and a half of a year of ongoing costs. He said that he would strike "ongoing costs" from the resolution. Director Leaver stated that the attachment to the resolution says for initial costs, supplies and officer training. It covers both initial and ongoing costs.

On a motion by Committee Member Tinkler, seconded by Vice Chair Reno, and carried on a 4-0 polled vote, the Measure S Oversight Committee approved and adopted Resolution No. MS2023-03, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE RECOMMENDING EXPENDITURES OF MEASURE S FUNDS FOR FY 23/24

MEASURE S OVERSIGHT COMMITTEE ITEMS

- **City Manager Report - None**

ADJOURNMENT

There being no further business to come before the Committee, Chairman Perry adjourned the meeting at 3:54 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: CHAIR PERRY AND MEMBERS OF THE MEASURE S OVERSIGHT COMMITTEE

FROM: ERIC WIER, CITY MANAGER

DATE: NOVEMBER 14, 2023

SUBJECT: MEASURE S FUNDS FY 23/24 EXPENDITURE UPDATES & PROPOSED BUDGET ROLLOVER

RECOMMENDATION

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

BACKGROUND

In 2021 the Measure S Oversight Committee met on the following dates and heard the needs on the accompanying topics to develop a five-year plan and the recommended budget for FY 21/22:

- February 25, 2021 – Crescent City Police Department
- March 9, 2021 – Streets
- March 29, 2021 – Crescent City Fire and Rescue
- April 12, 2021 – Fred Endert Municipal Pool
- April 26, 2021 – FY 21/22 Summary Presentation

This 5-year plan was the basis for the Measure S recommended expenditures for fiscal years 21/22, 22/23, and 23/24. Over the course these fiscal years, the Measure Committee met multiple times to discuss updated revenue projections, current expenditures, and additional needs of the of the Police Department, Fire Department, Pool, and Streets. As a result of these meetings the recommended FY 21/22 and FY 22/23 expenditures were amended from time to time and submitted to the City Council for consideration.

The Measure S Oversight Committee met on March 1, 2023 to receive the FY 21/22 financial statements and independent auditor's report prepared by the independent Measure S auditor (Badawi & Associates) and adopted Resolution No. MS2023-02. This resolution approved a report on Measure S Funds for Fiscal Year 2021-2022. The report confirms the amount of Measure S revenues received, the total expenditures, the balance of Measure S funds as of 6/30/22, and what departments/projects were funded with Measure S revenues in FY 21/22.

On March 29, 2023, the Measure S Oversight Committee met to receive an update from the City Manager on proposed amendments to the FY 22/23 recommended expenditures, review of the five-year plan for Measure S revenues, and to hear about funding needs / department requests for the FY 23/24 budget. On April 10th the Committee adopted Resolution No. MS2023-03 which outlined the recommended expenditures for the FY 23/24 budget discussed at the March 29th meeting. The majority of the requested expenses are ongoing expenses for the various departments including funding additional police officers, fire captains, police and fire training, Police, Fire, Pool and Street equipment needs, as well as operational needs for the Pool. In addition, new items included in this year's recommendations include expenses for a 3rd K9 officer, police vehicle dash cameras, capital improvements at the Pool, increased funding for street maintenance projects, as well as 5-year plan to replace Self Contained Breathing Apparatus (SCBA) for the Fire Department, and new Structural Firefighting Turnouts.

On June 5th the City Council adopted the FY23/24 budget including the Measure S recommendations. The adopted budget also included \$35,047 for the Fire Radios (originally budgeted in FY 22/23) in anticipation that they would not be received by the end of fiscal year.

ITEM ANALYSIS

The City Manager, Finance Director, Police Chief, Fire Chief, Public Works Director, and Economic Development / Recreation Director will update the Committee on FY24 budgeted expenditures as well as request the committee consider recommending to the Council "rollover" funding from FY22/23 that was not expended into FY23/24. The proposed budget amendments include the following:

Fire

- SCBA Compressor \$65,000
- Skid Mounted Pump \$12,500
- Radios \$75,000 (net cost \$34,875)

Police

- Radios \$17,500

Streets

- Potholes / Crack Seal \$75,944
- Sidewalk Repairs \$89,384
- Striping \$28,345

Because staff anticipated the fire radios would not be received by the end of FY 22/23, the budget for that line item (\$75,000 total expense, with net cost of \$34,875 after District reimbursement) was included in the FY 23/24 budget adopted by the Council in June 2023. Also, the radios for the Police Department, which were purchased with a 50% grant, were required to be rolled over to FY 23/24 in order to comply with the contract with Del Norte County. The City Council approved that change in September 2023. Staff is requesting the Oversight Committee ratify those changes, along with approving the other roll-over items listed above. The net cost of all the roll-over items is \$323,548, which will come from the unspent Measure S balance as of June 30, 2023.

Previously included in the FY 23/24 recommendation, and approved by the City Council, was a set-aside budget of \$60,000 for anticipated debt service payment for the Police Department facility improvements project, which is currently under design. The geotechnical investigation has revealed additional work that needs to be done to complete the site design. This supplemental geotechnical site investigation is required to provide final foundation design recommendations as the preliminary work they previously completed revealed the presence of poorly consolidated fill generally unsuitable for foundation support.

If the additional funding to complete the geotechnical and design is approved, staff estimates the design will be completed by spring 2024 and the project will be ready to bid. In that scenario, debt service would likely begin in FY 24/25. Therefore, staff is requesting the \$60,000 budgeted in FY 23/24 for debt service be reallocated to the capital improvement project for the additional geotechnical and design work that is required. This should be sufficient to finish the design and provide some contingency.

FISCAL IMPACT

The requested total rollover over of expenditures from FY22/23 to FY23/24 would increase the FY23/24 budget by \$323,720. Each of these expenses was budgeted in FY 22/23 but not spent; none of the items are new requests. Since these budgeted dollars were not spent in FY 22/23, the Measure S fund balance for FY 22/23 will be higher than anticipated. Rolling over these expenditures to the FY 23/24 budget will then reduce the ending FY 23/24 balance, rather than reducing the FY 22/23 balance. There is no overall impact to the fund balance other than the timing.

The reallocation of the Police Department debt service payment to direct design capital improvement costs also does not have an impact to the overall budget this year. However once a loan is secured (which would most likely occur in fiscal year 24/25, the annual debt service payment would not be available for reallocation in future budgets.

Resolution No. MS2023-04 reflects the recommendations as directed by the Committee on March 29, 2023, plus the proposed rollover items listed above, including the fire radios. The amended total net Measure S Fund recommended expenditures for FY 23/24 as proposed is \$2,914,316.

The audited Measure S balance as of June 30, 2022 was \$405,485. Fiscal year FY22/23 is currently being audited; staff estimates the Measure S balance as of June 30, 2023 is estimated to be \$1,141,510. If the attached resolution is approved the recommended Measure S expenditures for FY 23/24 would result in an ending balance of \$527,194 as of June 30, 2024.

ATTACHMENTS

- Resolution No. MS2023-04

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

WHEREAS, on November 2, 2020, the voters of the City of Crescent City approved Measure S, an ordinance imposing a local 1.0% Transactions and Use Tax; and

WHEREAS, Measure S requires a citizens' oversight committee to review and report on Measure S revenues and expenditures; and

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

WHEREAS, the Measure S Oversight Committee has made expenditure recommendations in FY 21/22, FY 22/23, and FY 23/24 based upon the 5-year plan as well as other needs and projects brought before the Committee; and

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

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

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

WHEREAS, On April 10th the Measure S Oversight Committee adopted Resolution MS2023-03 stating the FY 23/24 Expenditure Recommendations for Measure S funds.

WHEREAS, the Measure S Oversight Committee met on November 14, 2023 to receive an update from the City Manager on FY22/23 expenditures and proposed FY22/23 to FY 23/24 rollover budget amendments for projects that were not completed by June 30th, 2023; and

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

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

PASSED AND ADOPTED and made effective the same day by the Crescent City Measure S Oversight Committee on this 14th day of November 2023, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ernie Perry, Chair

ATTEST:

Robin Altman, City Clerk

Measure S Oversight Committee

Fiscal Year 2023/2024

Expenditure Recommendations

Resolution No. MS 2023-04

Exhibit A

Amended 11/14/2023

Fire Department (\$707,208 net expense)

Fund Three Fire Captains for Engine Response Coverage	\$ 402,140*
Continue Volunteer Stipend Program	\$ 101,502*
Volunteer Station Staffing Program	\$ 40,218*
Increased Training Program	\$ 20,000*
Apparatus / Vehicle Replacement Fund	\$ 98,000
Small Equipment Replacement	\$ 10,000
SCBA Replacement	\$ 100,000
Turnout Replacement	\$ 50,000*
SCBA - Set Aside	\$ 32,500
Turnout - Set Aside	\$ 25,000*
Quick Response Vehicle Set Aside	\$ 90,000

Rollover Items From FY22/23

Radios	\$ 75,000*
SCBA compressor for City station	\$ 65,000
Skid-mounted pump	\$ 12,500

*Crescent Fire Protection District Reimbursement for shared cost items (\$414,652)

Police Department (\$495,936)

Fund Two Additional Patrol Officers	\$ 203,589
Detective Assignment (1/1/24)	\$ 3,483
2 nd K9 Officer (Supplies, Officer Training)	\$ 8,000
3 rd K9 Officer (Initial Costs, Supplies, Officer Training) (1/1/24)	\$ 19,000
Body & Tasers (Premium)	\$ 47,250
Vehicle Replacement	\$ 80,000
Vehicle Dash Cameras	\$ 36,614
Medical Supplies	\$ 5,000
Defensive Tactics Training Suit	\$ 3,000
City Incident Command Equipment	\$ 5,000
Secure Vehicle Storage Equipment	\$ 7,500
Debt Service	\$ 0
Capital Facility Improvement Fund	\$ 60,000

Rollover Items From FY22/23

Radios	\$ 17,500
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Measure S Oversight Committee
Resolution No. MS 2023-04, Exhibit A

Street Improvements (\$1,128,673)

Pothole / Crack Seal / Minor Repairs	\$100,000
Sidewalk Repairs	\$100,000
Striping	\$ 40,000
Streetlight Repair	\$ 40,000
Pavement Management	\$ 5,000
Street Repair Equipment (Crack Seal Machine)	\$ 40,000
Street Repair Equipment (Striping Machine)	\$ 10,000
Street Preservation Project Construction	\$600,000

Rollover Items From FY22/23

Pot hole, crack seal, minor repairs	\$ 75,944
Sidewalk repairs	\$ 89,384
Striping	\$ 28,345

Fred Endert Swimming Pool (\$575,000)

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

Including:

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

Finance Department (\$7,500)

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

Total Recommended FY23/24 Measure S Expenditures (Net) \$2,914,319*

*Including Crescent Fire Protection District Reimbursement

Measure S Oversight Committee
Resolution No. MS 2023-04, Exhibit A

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.