



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