



# CITY OF CRESCENT CITY

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

**MONDAY                      OCTOBER 28, 2024                      5:30 P.M.**

**OPEN SESSION**

**Call to order**                      Chairman Perry called the meeting to order at 5:33 p.m.

**Roll call**                      Committee Members present: Committee Member Shawna Hyatt, Committee Member Candace Tinkler, Vice-Chair Steve Shamblin, Chair Ernie Perry, City Manager Eric Wier (non-voting member) and Finance Director Linda Leaver (non-voting member)  
Committee Member absent at roll call: Committee Member Dana Reno  
Staff members present: City Clerk/Administrative Analyst Robin Altman, City Attorney Martha Rice, Public Works Director Dave Yeager, Engineering Project Manager Cliff VanHook, Fire Chief Kevin Carey, and Police Chief Richard Griffin

**Pledge of Allegiance** led by Chair Perry

**PUBLIC COMMENT PERIOD**

*There were no comments from the public.*

**CONSENT CALENDAR - NONE**

**NEW BUSINESS**

**1. Consider FY25 Measure S Budget Recommendation Amendments including:**

**Fred Endert Pool**

- Pool HVAC and Flooring Project Update
- Additional Work Recommendations during Pool Closure
- Project Contingency

**Crescent City Fire and Rescue**

- Wildland Fire Turnout Grant Matching funds

**Crescent City Police Department**

- Police Department Remodel / Addition Project Update
- FY25 Debt Service Payment Reallocation
- Estimated Future Debt Service Payments

- *Recommendation: Hear staff report*
- *Technical questions from the Committee*

- *Receive public comment*
- *Further Committee discussion*
- *Approve and adopt Resolution No. MS2024-04, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE AMENDING THE RECOMMENDED EXPENDITURES OF MEASURE S FUNDS FOR FY 24/25*

City Manager Wier went over the current FY24-25 budget for Measure S funds in detail covering the Fred Endert Municipal Pool, Crescent City Police Department, Crescent City Fire and Rescue and streets. Chief Carey reported to the Committee the need for SCBAs and that they just received word the FEMA grant applied for was not awarded to the City, however Measure S funding has been instrumental in helping to fund them. Chairman Perry asked about the expenditures for the fire department; Chief Carey explained the equipment that will be purchased is for the apparatuses. He further explained that the costs will be shared between the City and the District. The main focus of the fire department is to get the equipment updated and a 10-year plan has been laid out to budget those items. Staff is asking the Measure S Oversight Committee to approve \$10k from the City for turnouts and SCBAs, with the District matching the funds.

Director Yeager gave a detailed report on the pool projects with Engineering Project Manager VanHook giving more detail of the projects to be done during the pool closure.

City Manager Wier explained the amended Expenditure Recommendations that are listed in Exhibit A. The amendments are as follows: Fire Department: turnouts and helmets – current budget is \$50k, recommended budget is \$70k. The Fire District reimbursement: current budget is \$390,840 the recommended budget is \$400,840. For police department facility improvements, the recommended budget is \$90k to be transferred into CIP fund. For street improvements: pot hole, crack seal, and minor repairs, sidewalk repair or install, striping, street lights, grant match for HSIP sidewalk project (transfer to CIP) and street preservation project (transfer to CIP fund) – budget is \$1,143,374. For the Fred Endert Swimming Pool: operations, equipment, parts, repairs, transfer to CIP fund (HVAC/dehumidification project) – recommended budget: \$375k. For the Finance Department: independent audit and sales tax consultant (projections & business audits) recommended budget: \$7,991.

Chairman Perry stated he would like to see the maintenance expenses be tracked to ensure they are being done. Is in support of what staff is presenting for Measure S expenses. Committee Member Tinkler asked about the \$120k contingency for the Pool CIP project; City Manager Wier asked Chairman Perry if he wanted to see the contingency be 15% - 20% for specific maintenance items; Chairman Perry stated he is more concerned with the deferred maintenance and would like to see more funds for the contingency. City Manager Wier suggested bumping the contingency up \$50k, from \$120k to \$170k, so the work can get done while the pool is closed and there won't be a need to hold off on any work for approval of more funding. If the contingency isn't fully used, it will be returned to the Measure S budget. The Measure S Oversight Committee was in consensus to add \$50k to the contingency. City Manager Wier went over the detailed summary of the 5-year plan for Measure S funds.

*On a motion by Vice-Chair Shamblin, seconded by Committee Member Tinkler and carried on a 5-0 polled vote, the Measure S Oversight Committee approved and adopted Resolution No. MS2024-04, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE AMENDING THE RECOMMENDED EXPENDITURES OF MEASURE S FUNDS FOR FY24/25 with amendments to Exhibit A as presented.*

## **2. FY25 Measure S Project / Capital Purchase Update Including:**

### **Streets**

#### **- Capital Project Update**



Director Yeager gave a detailed report on the street project that was sent to bid last week. He outlined the specific streets that will be targeted in the project scope.

**Crescent City Fire and Rescue**

- Self Contained Breathing Apparatus (SCBA)
- Fire Quick Response Vehicle

Chief Carey had briefed the Committee on the need for the SCBAs in the first agenda item, therefore he went into detail about the Fire Quick Response Vehicle. He gave an overview of how the vehicle will assist firefighters and that he anticipates the purchase to be made in May.

**Crescent City Police Department**

- FY25 Patrol Vehicle

Engineering Project Manager VanHook reported on the Police Department Remodel Project and explained that the work will be done while the station is still operational. City Manager Wier explained that \$2.6 million is needed for the CCPD debt service and the ask of the Measure S Oversight Committee is to place those funds in CIP. Committee Member Reno asked if any of the work can be done by City staff to save money; Director Yeager said that due to not having the correct kind of machinery, City staff cannot do the work.

*The following resident addressed the Committee:*

Kelly Feola: asked if the contingency for the Pool would be placed in the HVAC project or additional maintenance issues; *Chairman Perry stated it would be for the deferred maintenance, not the HVAC project.*

**MEASURE S OVERSIGHT COMMITTEE ITEMS**

- **City Manager Report**
  - **Current Commissioner Terms and Expected 2025-2026 Term Measure S Oversight Committee Application Period**

City Manager Wier reported to the Committee that both Vice-Chair Shamblin and Committee Member Tinkler's term end next month. He encouraged anyone who lives in the City limits to apply for the vacancies.

**ADJOURNMENT**

*On a motion by Vice-Chair Shamblin, seconded by Committee Member Reno, and carried unanimously, the Measure S Oversight Board adjourned the meeting at 7:29 p.m. to the next meeting of the Measure S Oversight Committee, date to be determined, at the Wastewater Treatment Facility conference room, 210 Battery Street, Crescent City, CA.*

**ATTEST:**



Robin Altman  
City Clerk/Administrative Analyst