



CITY OF CRESCENT CITY

Mayor Jason Greenough
Council Member Blake Inscore
Council Member Isaiah Wright

Mayor Pro Tem Alex Campbell
Council Member Beau Smith

AGENDA
SPECIAL JOINT CITY COUNCIL –
MEASURE S OVERSIGHT COMMITTEE
WORKSHOP / MEASURE S - CCPD
VIRTUAL VIA ZOOM

THURSDAY

FEBRUARY 25, 2021

5:30 P.M.

Due to the current public health emergency resulting from COVID-19, the public may access and participate in the public meeting using one or more of the following three methods: (1) participate online via Zoom – details to join the meeting will be on both the City of Crescent City – City Hall Facebook page as well as the City of Crescent City website (www.crescentcity.org); (2) watch the meeting via livestream on YouTube (Channel: City of Crescent City, California) and submit comments via publiccomment@crescentcity.org; or submit a written comment by filing it with the City Clerk at 377 J Street, Crescent City, California 95531 prior to 4:00 pm, February 25, 2021. If you require a special accommodation, please contact City Clerk Robin Patch at 464-7483 ext. 223.

ZOOM PHONE NUMBER: (253) 215-8782

WEBINAR ID: 885 8645 7556

OPEN SESSION

Call to order
Roll call
Pledge of Allegiance

PUBLIC COMMENT PERIOD

Any member of the audience is invited to address the City Council 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 Council is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. All comments shall be directed toward the entire Council. 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 Mayor, 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 Council.

Reports / Presentations

1. Review of Measure S Oversight Committee Bylaws

New Business

2. Measure S Oversight Committee Term Length

- *Recommendation: Hear staff report*
- *Technical questions*
- *Receive public comment*
- *Further Oversight Committee discussion*
- *Determine the Measure S Oversight Committee Members term length*

3. Selection of the Chair and Vice-Chair (Oversight Committee)

- *Recommendation: Hear staff report*
- *Technical questions from the Oversight Committee*
- *Receive public comment*
- *Further Oversight Committee discussion*
- *Selection of Chair of the Oversight Committee*
- *Selection of Vice-Chair of the Oversight Committee*

4. Discussion of Recommended Enhancements to Crescent City Police Department Utilizing Measure S Funding

- *Recommendation: Hear staff report*
- *Technical questions from the Oversight Committee*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Oversight Committee discussion*
- *Further Council discussion*
- *Take action as necessary and appropriate*

ADJOURNMENT

Adjourn to the regular meeting of the City Council of the City of Crescent City scheduled for Monday, March 1, 2021 at 6:00 p.m., via Zoom, Crescent City, CA 95531.

POSTED:

February 24, 2021

/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

BYLAWS

OF THE

CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE

ARTICLE I - THE COMMITTEE

Section 1: Name of Committee

The name of the Committee will be the “Crescent City Measure S Oversight Committee” (hereinafter referred to as the “Committee”).

Section 2: Purpose

The Committee serves at the pleasure of the City Council as a means to aid the City Council in gathering public input by providing a forum through which private citizens may review and advise the City Council of the City of Crescent City (“City Council”) on matters relating to revenues and expenditures derived from the one percent general sales tax levied within the City of Crescent City, approved by the voters on November 3, 2020 (“Sales Tax Measure”). In order to accomplish that purpose, the Committee is given the following tasks: (1) report to the City Council and the public on the prior fiscal year’s Measure S revenues received and expenditures made; and (2) make recommendations to the City Council on the allocation of Measure S revenues for the upcoming fiscal year.

Section 3: Membership

- a. Membership Categories and Qualifications. To be eligible for membership on the Committee, a person must be either:
 1. City Staff Representative (2): the City Manager or designee and the City Finance Director or designee; or
 2. City Council Appointment (5): a resident of the City of Crescent City and at least 18 years of age.
- b. Open Membership. Criteria and selection for membership will not discriminate based upon sex, race, religion, creed, color, age, marital status, national or ethnic origin, or any other classification protected by law.
- c. Total Membership & Term of Appointment. The total membership of the Committee will be seven, with five voting resident members and two nonvoting staff members. Each voting resident member will serve a two-year term. Terms will run from January 1st to December 31st two years later.
- d. Staggering of Initial Committee. The initial five voting resident members of the Committee will be staggered so that three of the five will serve a two-year term (ending on December 31, 2022) and two of the five will serve a one-year term (ending on December 31, 2021). Thereafter all terms will be for two years. Which Committee members serve which term

length will be determined by lot at the first meeting of the Committee and recorded it in its minutes.

Section 4: Conflicts of Interest

As a committee that will be making recommendations to the City Council concerning policy and expenditures of funds, each Committee member will be required to adhere to the City's Conflict of Interest Code and to file Statements of Economic Interest (Form 700) with the City Clerk in the manner and at the times required of public officials. Committee members must also comply with AB 1234 by taking a two-hour ethics training course upon beginning their term, and every two years after while they remain on the Committee.

Section 5: Termination of Membership

Membership of the voting resident members on the Committee will terminate in the event that:

- a. The member is no longer a resident of the City;
- b. The member has failed to attend three consecutive meetings of the Committee;
- c. The member has failed to comply with the provisions of these Bylaws; or
- d. The member has died or become incapacitated.

Section 6: Removal of Members

A member may be removed by an affirmative vote of a majority of the City Council, if, after a hearing, it is found and determined that any one of the grounds for termination specified in Section 5 of this Article I exists.

Section 7: Resignation

Any Committee member, other than staff, may resign at any time by giving written notice to the Chairperson, who must forward the resignation to the Committee and the City Council. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation is not required to make it effective.

Section 8: Filling of Vacancies

In the event of a vacancy on the Committee, the City Council will select an individual to fill such vacancy as soon as reasonably practicable. New members must meet the qualifications set forth in Section 3 of Article I.

ARTICLE II – OFFICERS

Section 1: Officers

The officers of the Committee will consist of a Chairperson and a Vice Chairperson, who will be elected in the manner set forth in this Article II.

Section 2: Chairperson

The Chairperson will preside at all meetings of the Committee, and may submit such agenda,

recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the Committee. The Chairperson may sign documents necessary to carry out the business of the Committee.

Section 3: Vice-Chairperson

The Vice Chairperson is to perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the death, resignation or removal of the Chairperson, the Vice Chairperson will assume the Chairperson’s duties until such time as the Committee elects a new Chairperson.

Section 4: Additional Duties

The officers of the Committee will perform such other duties and functions as may from time to time be required by the Committee, these Bylaws, or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

Section 5: Election

The Chairperson and Vice Chairperson will initially be elected from among the members of the Committee at the Committee’s first meeting. Thereafter, the Chairperson and Vice Chairperson will be elected from among the members of the Committee annually. The regular term of appointment for both officers will be one (1) year. Officers of the Committee hold office until their successors are selected. Any such officer will not be prohibited from succeeding him or herself.

Section 6: Removal of Officers

Upon an affirmative vote by a majority of the members of the Committee present at a regular or special meeting of the Committee at which a quorum is present, any officer may be removed from office, and a successor elected pursuant to Section 7 of this Article II.

Section 7: Vacancies

Should the offices of the Chairperson or Vice Chairperson become vacant, the Committee must elect a successor from among the Committee members at the next regular or special meeting, and such office will be held for the unexpired term of said office.

ARTICLE III – MEETINGS

Section 1: Regular Meetings

The Committee is required to meet at least once per year but may meet as often as it deems necessary, at a location accessible to the public, in Crescent City, California. A notice, agenda and other necessary documents must be delivered to the members, personally or by mail, at least seventy-two (72) hours prior to the meeting. Staff will provide the Committee members with reports on the tax revenues/expenditures in the prior fiscal year, as well as an estimate of revenues for the coming fiscal year and any other information that staff deem necessary or relevant to aid the Committee in the performance of its assigned tasks.

Section 2: Special Meetings

Special meetings may be held upon call of the Chairperson, or an affirmative vote by a majority of the members of the Committee present at a regular or special meeting of the Committee at which a quorum is present, for the purpose of transacting any business designated in the call, after notification of all members of the Committee by written notice personally delivered or by mail at least twenty-four (24) hours before the time specified notice for a special meeting.

Section 3: Adjourned Meetings

Any meeting of the Committee may be adjourned to another meeting date, time and place without the need for notice requirements of a special meeting, provided the adjournment indicates the date, time and place of the adjourned meeting. Committee members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

Section 4: All Meetings to be Open and Public

All meetings of the Committee are to be open to the public to the extent required by law. All persons will be permitted to attend except as otherwise provided by law.

Section 5: Posting Agendas/Notices

The City Clerk will post an agenda for each regular Committee meeting or a notice for each special Committee meeting containing a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting. Agendas/notices must be posted in conformance with the Ralph M. Brown Act (Gov. Code §54950 et seq.). The City Clerk must maintain a record of such posting.

Section 6: Right of Public to Appear and Speak

At every regular meeting, members of the public must have an opportunity to address the Committee on matters within the Committee's subject matter jurisdiction. Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, must be made during the time set aside for public comment; provided, however, that the Committee may direct that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda. The Chairperson may limit the total amount of time allocated for public discussion on particular issues and/or the time allocated for each individual speaker.

Section 7: Non-Agenda Items

Matters brought before the Committee at a regular meeting which were not placed on the agenda of the meeting must not be acted upon by the Committee at that meeting unless action on such matters is permissible pursuant to the Ralph M. Brown Act (Gov. Code §54950 et seq.). Those non-agenda items brought before the Committee that the Committee determines will require Committee consideration and action may be placed on the agenda for a future meeting.

Section 8: Quorum

The powers of the Committee are vested in the voting members thereof in office. Three (3) of the five (5) voting members then in office will constitute a quorum for the purpose of conducting the Committee's business, exercising its powers and for all other purposes, but less than that number may adjourn the meeting until a quorum is obtained. An affirmative vote by a majority of the voting

members of the Committee present at a regular or special meeting of the Committee at which a quorum is present will be required for approval of any questions brought before the Committee.

Section 9: Minutes (Action)

Minutes of the Committee will be prepared in writing by the City Clerk or other City staff member assigned such task by the City Manager. Copies of the minutes of each Committee meeting will be made available to each member of the Committee and the City Council. Approved minutes will be filed in the official book of minutes of the Committee and forwarded to the City Council for information.

Section 10: Recommendations to City Council

Recommendations of the Committee to the City Council will be prepared in writing by the staff member assigned such task by the City Manager. Recommendations may be presented to the City Council during a public meeting once the assigned staff prepares a staff report summarizing key facts, analysis, cost/benefit consideration, fiscal impact, and policy implications and options, and the report has been reviewed by the City Manager. The official minutes of the Committee documenting the Committee recommendation(s) will be attached to the staff report.

ARTICLE IV – CONDUCT

While acting in their official capacity, Committee members are required to conduct themselves in a professional, courteous, and cooperative manner while interacting with each other, with City staff, and with the public. Insults, name-calling and the use of profanity will not be tolerated. While diversity of opinion and robust debate are valuable and encouraged, any Committee member whose actions serve to only disrupt, frustrate, or are otherwise aimed to thwart the work of the Committee, is subject to removal by the City Council upon the request of a majority of the remaining voting members on the Committee.

ARTICLE V - REPRESENTATION BEFORE PUBLIC BODIES

The Chairperson, the Vice-Chairperson in the Chairperson’s absence, or a member of the Committee may make official representations on behalf of the Committee before the City Council only if so specifically designated by the Committee. The Committee may present information to other public bodies with the affirmative vote of a majority of the City Council. Nothing in this article limits the ability of members of the Committee to speak before the City Council or any other public body as an individual, provided the member states he or she is not representing or speaking on behalf of the Committee.

ARTICLE VI – AMENDMENTS

These Bylaws may be amended upon an affirmative vote by a majority of the City Council.



CITY COUNCIL AGENDA REPORT

TO: MEMBERS OF THE MEASURE S OVERSIGHT COMMITTEE

FROM: ERIC WIER, CITY MANAGER

DATE: FEBRUARY 25, 2021

SUBJECT: MEASURE S COMMITTEE MEMBER TERM LENGTH

RECOMMENDATION

- Hear staff report
- Technical questions from the Oversight Committee
- Receive public comment
- Further Oversight Committee discussion
- Determine the Measure S Oversight Committee Members term length by lot

BACKGROUND

The Bylaws for the Measure S Oversight Committee state the following in regards to the staggering terms of the initial committee:

d. Staggering of Initial Committee. The initial five voting resident members of the Committee will be staggered so that three of the five will serve a two-year term (ending on December 31, 2022) and two of the five will serve a one-year term (ending on December 31, 2021). Thereafter all terms will be for two years. Which Committee members serve which term length will be determined by lot at the first meeting of the Committee and recorded it in its minutes.



CITY COUNCIL AGENDA REPORT

TO: MEMBERS OF THE MEASURE S OVERSIGHT COMMITTEE

FROM: ERIC WIER, CITY MANAGER

BY: ROBIN PATCH, CITY CLERK/ADMINISTRATIVE ANALYST

DATE: FEBRUARY 25, 2021

SUBJECT: SELECTION OF CHAIR AND VICE CHAIR

RECOMMENDATION

- Hear staff report
- Technical questions from the Oversight Committee
- Receive public comment
- Further Oversight Committee discussion
- Select a Chair and Vice Chair for 2021

BACKGROUND

The Bylaws for the Measure S Oversight Committee state the following in regards to the Chair and Vice-Chair:

ARTICLE II – OFFICERS

Section 1: Officers

The officers of the Committee will consist of a Chairperson and a Vice Chairperson, who will be elected in the manner set forth in this Article II.

Section 2: Chairperson

The Chairperson will preside at all meetings of the Committee, and may submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the Committee. The Chairperson may sign documents necessary to carry out the business of the Committee.

Section 3: Vice-Chairperson

The Vice Chairperson is to perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the death, resignation or removal of the Chairperson, the

Vice Chairperson

will assume the Chairperson's duties until such time as the Committee elects a new Chairperson.

ANALYSIS

The selection of the Chair is traditionally chosen first with the Vice Chair being chosen second. Rosenberg Rules of Order state that there can be up to three motions on the floor, simultaneously. The rules of order are as follows: When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. After discussion and debate, a vote would be taken on the third motion. If this motion passed, no vote would be taken on the first or second motions.



CITY COUNCIL AGENDA REPORT

TO: MEMBERS OF THE MEASURE S OVERSIGHT COMMITTEE

**FROM: ERIC WIER, CITY MANAGER
MARTHA RICE, CITY ATTORNEY**

DATE: FEBRUARY 25, 2021

**SUBJECT: DISCUSSION OF RECOMMENDED ENHANCEMENTS TO THE
CRESCENT CITY POLICE DEPARTMENT UTILIZING MEASURE S
FUNDING**

RECOMMENDATION

- Hear staff report
- Technical questions from the Oversight Committee
- Technical questions from the Council
- Receive public comment
- Further Oversight Committee discussion
- Further Council discussion
- Take action as necessary and appropriate

ANALYSIS

Presentation by City Manager Wier and staff on utilizing Measure S funding for the Crescent City Police Department.