



CITY OF CRESCENT CITY

Chair Kelly Schellong

Committee Member Cindy Cruse
Committee Member Ernie Perry

Committee Member Emery Mattz
Committee Member Dana Reno

AGENDA
SPECIAL MEASURE S OVERSIGHT COMMITTEE MEETING
VIA ZOOM

WEDNESDAY

FEBRUARY 9, 2022

5:00 P.M.

ZOOM PHONE NUMBER: (253) 215-8782

ZOOM WEBINAR ID: 849 9478 2830

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) 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;
- 2) 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;
- 3) 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 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 Measure S Oversight Committee. 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. 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 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.

PRESENTATION

1. Selection of Chair and Vice Chair

- *Recommendation: Hear presentation*
- *Technical questions from the Committee*
- *Receive public comment*
- *Further Committee discussion*
- *Select a Chair and Vice Chair to serve for the next year*

2. Measure S Oversight Committee Annual Report for Fiscal Year 2020/2021

- *Recommendation: Hear staff report*
- *Technical questions from the Committee*
- *Receive public comment*
- *Further Committee discussion*
- *Approve and adopt Resolution No. MS 2022-01, A RESOLUTION OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE APPROVING A REPORT ON MEASURE S FUNDS FOR FISCAL YEARS 2020-2021*

ADJOURNMENT

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

POSTED:

February 8, 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

BY: ROBIN PATCH, CITY CLERK/ADMINISTRATIVE ANALYST

DATE: FEBRUARY 9, 2022

SUBJECT: SELECTION OF CHAIR AND VICE CHAIR

RECOMMENDATION

- Hear staff report
- Technical questions from the Committee
- Receive public comment
- Further Committee discussion
- Select a Chair and Vice Chair to serve for the next year

BACKGROUND

Annually, the Measure S Oversight Committee will select a Chair and Vice Chair to serve for that year. The roles of Chair and Vice Chair are outlined within the Bylaws of the Crescent City Measure S Oversight Committee as follows:

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.

The selection of Chair is traditionally chosen first with the Vice Chair being chosen second. Staff suggest the following nomination / selection procedure:

1. Nominations for Chair: Any member of the Committee may nominate any sitting committee member to serve as Chair. Said nominated committee member shall either accept or decline the nomination. Once all nominations have been made, the then presiding Chair shall announce that nominations are closed and the names of those committee members that have accepted their nomination.
2. Appointment of Chair: Any member of the Committee may then make a motion to appoint any one of the nominees as Chair. Standard motion procedures apply (see below).
3. Nominations for Vice Chair: Any member of the Committee may nominate any sitting committee member to serve as Vice Chair except the member chosen to serve as Mayor. Said nominated committee member shall either accept or decline the nomination. Once all nominations have been made, the then presiding Chair shall announce that nominations are closed and the names of those committee members that have accepted their nomination.
4. Appointment of Vice Chair: Any member of the Committee may then make a

motion to appoint any one of the nominees as Vice Chair. Standard motion procedures apply (see below).

- Standard Motion Procedures: 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.



MEASURE S OVERSIGHT COMMITTEE AGENDA REPORT

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

FROM: ERIC WIER, CITY MANAGER

BY: MARTHA RICE, CITY ATTORNEY

DATE: FEBRUARY 9, 2022

SUBJECT: MEASURE S OVERSIGHT COMMITTEE ANNUAL REPORT FOR FISCAL YEAR 2020/2021

RECOMMENDATION

- Hear staff report
- Technical questions from the Committee
- Receive public comment
- Further Committee discussion
- Approve and adopt 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

BACKGROUND

Attached are the financial statements and independent auditor's report from Badawi & Associates. Part of the Measure S Oversight Committee's responsibilities are to review and publicly report on the annual expenditure of Measure S revenues. It is important to remember the expenses contained within this audit report are for the Fiscal year 2020-2021 during which the City only collected Measure S revenues for one quarter (April 2021 – June 2021). As stated in the audit report, the total Measure S revenue received for that quarter was \$452,930.

Also attached are the City Council minutes from 2/16/21 and Resolution 2021- 08, where the Council approved the budget adjustment and directed staff to expend up to \$176,606 for the reopening and operational expenses for the Fred Endert Municipal Pool. This was the only expenditure allocation the Council authorized for this first quarter of Measure S revenues. The audit report shows that the City only spent \$120,463. The remainder of the Measure S funds received for FY 20-21 (\$332,467) are awaiting allocation by the City

Council. The audit report does not include any revenues or expenditure of funds after July 1, 2021.

After discussion of the audit report, staff is recommending that the Oversight Committee then approve a resolution approving the Committee's annual report that will be submitted to the Council and public. This report confirms the amount of revenues received, the total expenditures, the balance of Measure S funds as of 6/30/21, and what departments/projects were funded with Measure S revenues in FY20-21.

Attachments:

1. Measure S Audit Report Fiscal Year 2020-2021
2. City Council minutes 2/16/21
3. Resolution 2021-08
4. Resolution MS 2022-01, including Measure S Annual Report

City of Crescent City

Measure S Sales Tax

Crescent City, California

*Financial Statements and
Independent Auditor's Reports*

For the year ended June 30, 2021

City of Crescent City
Measure S Sales Tax
Financial Statements
For the year ended June 30, 2021

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
of the City of Crescent City
Crescent City, California

Report on Financial Statements

We have audited the accompanying financial statements of the Measure S Sales Tax (Measure S Sales Tax) of the City of Crescent City, as of and for the year ended June 30, 2021, and the related notes to the financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing such an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

To the Honorable Mayor and Members of the City Council
of the City of Crescent City
Crescent City, California
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Opinion

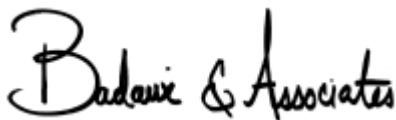
In our opinion, the financial statements referred to above present fairly in all material respects the financial position of the Measure S Sales Tax at June 30, 2021 and the results of operations and changes in fund balance for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure S Sales Tax and do not purport to, and do not, present fairly the financial position of the City as of June 30, 2021, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 17, 2022 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Badawi & Associates, CPAs
Berkeley, California
January 17, 2022

City of Crescent City
Measure S Sales Tax
Balance Sheet
June 30, 2021

	<u>Total</u>
ASSETS:	
Cash and investments	\$ 70,510
Taxes receivable	<u>293,775</u>
Total assets	<u>\$ 364,285</u>
 LIABILITIES AND FUND BALANCES:	
Liabilities:	
Accounts payable	\$ 20,863
Accrued salaries and benefits	<u>10,955</u>
Total liabilities	<u>31,818</u>
 Fund Balance:	
Assigned	<u>332,467</u>
Total fund balance	<u>332,467</u>
 Total liabilities and fund balance	 <u>\$ 364,285</u>

See accompanying Notes to Financial Statements.

City of Crescent City
Measure S Sales Tax
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended June 30, 2021

	<u>Total</u>
REVENUES:	
Measure S sales tax	\$ 452,930
Total revenues	<u>452,930</u>
EXPENDITURES:	
Human services and recreation:	
Salaries and benefits	78,354
Utilities	28,837
Supplies	11,020
Other	<u>2,252</u>
Total expenditures	<u>120,463</u>
Net change in fund balance	332,467
FUND BALANCE:	
Beginning of year	<u>-</u>
End of year	<u>\$ 332,467</u>

See accompanying Notes to Financial Statements.

City of Crescent City
Measure S Sales Tax
Notes to Financial Statements
For the year ended June 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

All transactions of the Measure S sales tax are reported in the General Fund (Fund) of the City of Crescent City, California (City). A separate set of accounts have been established by the City, to account for revenues earned and expenditures incurred according to Measure S. The accompanying financial statements are for the Measure S sales tax only and are not intended to fairly present the financial position of the City.

B. Basis of Accounting and Measurement Focus

The accompanying financial statements are prepared on the modified accrual basis of accounting. Revenues are generally recorded when measurable and available (60 days), and expenditures are recorded when the related liabilities are incurred.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus, wherein only current assets and current liabilities generally are included on the balance sheet. Operating statements of governmental funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

C. Fund Accounting

The operations of the Measure S sales tax are accounted for as part of the General Fund. Funds are separate accounting entities with a set of self-balancing accounts which comprise their assets, liabilities, fund equity, revenues, and expenditures.

D. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

E. Revenues and Receivables

During the course of normal operations, the General fund carries a receivable balance for Measure S sales tax. Revenues are recorded when received in cash, except revenues subject to accrual (generally 60 days after year-end) are recognized when due.

City of Crescent City
Measure S Sales Tax
Notes to Financial Statements
For the year ended June 30, 2021

2. CASH AND INVESTMENTS

Measure S monies are pooled with the City's cash, cash equivalents, and investments. The City pools cash resources from all funds to facilitate the management of cash. Cash and cash equivalents are considered amounts on hand, in demand deposits, and short-term investments with a maturity date within three months of the date acquired by the City and are presented as "Cash and Investments". The City invests in one external investment pool, the State of California Local Agency Investment Fund (LAIF).

All pooled cash and investments held by the City are considered cash and cash equivalents because LAIF is used essentially as demand deposits from the standpoint of the City. Information about the City's Cash and Investments is disclosed in the City's Basic Financial Statement.

Measure S cash and investments was \$70,510 as of June 30, 2021.

3. MEASURE S SALES TAX

The City placed Measure S (a 1% local tax measure) on the ballot for the November 3, 2020 general election. This transactions and use tax (generally referred to as a sales tax) is intended to support and maintain essential services including the City's police and fire departments, street maintenance and repair, and the operations of the municipal swimming pool. Measure S is a general tax, which requires voter approval of at least 50% +1. The voters of Crescent City approved the measure with 64.57% voting yes.

One of the requirements included with the Measure S ordinance is a citizens oversight committee. The committee is made up of five voting members (City residents) and two non-voting members (City staff). The committee is charged with reviewing and reporting to the public on the revenues and expenditures of Measure S funds. The committee is also charged with making recommendations on the expenditure of Measure S funds to the City Council. All Measure S oversight committee meetings are open to the public.

4. TAXES RECEIVABLES

The taxes receivables represent the Measure S sales tax revenues for the fiscal year remitted after June 30, 2021.

SUPPLEMENTARY INFORMATION

City of Crescent City
Measure S Sales Tax
Supplementary Information
For the year ended June 30, 2021

1. BUDGETS AND BUDGETARY ACCOUNTING

The City Council has the responsibility for adoption of the City's budget. Budgets are adopted for governmental and proprietary funds. From the effective date of the budget, the amounts stated as proposed expenditures become appropriations to the various City departments. The City Council may amend the budget by resolution during each fiscal year. The City Manager is authorized to transfer funds from one major expenditure category to another within the same department and fund. Any revisions that alter the total expenditures for any fund must be approved by the City Council.

All appropriations lapse at the end of the fiscal year to the extent that they have not been expended.

Budgetary comparison is provided in the accompanying financial statements for the Measure S sales tax, which is budgeted within the City's General Fund.

City of Crescent City
Supplementary Information
Measure S Sales Tax
For the year ended June 30, 2021

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES:				
Measure S sales tax	\$ -	\$ 300,000	\$ 452,930	\$ 152,930
Total revenues	-	300,000	452,930	152,930
EXPENDITURES:				
Human services and recreation:				
Salaries and benefits	-	130,257	78,354	51,903
Utilities	-	25,440	28,837	(3,397)
Supplies	-	15,500	11,020	4,480
Other	-	2,640	2,252	388
Administrative overhead allocation	-	2,769	-	2,769
Total expenditures	-	176,606	120,463	56,143
Net change in fund balance	\$ -	\$ 123,394	332,467	\$ 209,073
FUND BALANCE:				
Beginning of year			-	
End of year			\$ 332,467	

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and Members of the City Council
of the City of Crescent City
Crescent City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure S Sales Tax of the City of Crescent City, California (City), as of and for the year ended June 30, 2021, and the related notes to the financial statements, and have issued our report thereon dated January 17, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City's internal control. Accordingly, we do not express an opinion on the effectiveness of City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

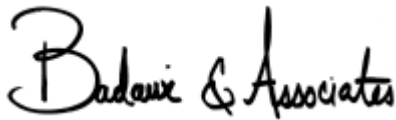
To the Honorable Mayor and Members of the City Council
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Crescent City, California
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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Measure S Sales Tax financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Badawi & Associates, CPAs
Berkeley, California
January 17, 2022



CITY OF CRESCENT CITY

Mayor Jason Greenough
Council Member Blake Inscore
Council Member Isaiah Wright

Mayor Pro Tem Alex Campbell
Council Member Beau Smith
Council Member Isaiah Wright

MINUTES SPECIAL CITY COUNCIL MEETING VIRTUAL VIA ZOOM

TUESDAY

FEBRUARY 16, 2021

6:00 P.M.

OPEN SESSION

Call to order Mayor Greenough called the meeting to order at 6:03 p.m.

Roll call Council Members present: Council Member Blake Inscore, Council Member Beau Smith, Council Member Isaiah Wright, Mayor Pro Tem Alex Campbell, and Mayor Jason Greenough
Staff members present: City Manager Eric Wier, City Attorney Martha Rice, City Clerk/Administrative Analyst Robin Patch, Human Resources Administrator Sunny Valero, Finance Director Linda Leaver, Recreation and Events Coordinator Director Holly Wendt, Aquatics Supervisor Alissa Garcia, Engineering Project Manager Andrew Leighton, Fire Chief Bill Gillespie, Housing Authority Executive Director Megan Miller, and Police Chief Richard Griffin`

Pledge of Allegiance led by Mayor Greenough

PUBLIC COMMENT PERIOD

There were no comments from the public.

CEREMONIAL ITEMS

1. Black History Month Proclamation

Council Member Wright gave some history on why February was selected for Black History Month; the two birthdays of significance, Frederick Douglas and Abraham Lincoln's, were in February and why this month was chosen. He read the proclamation aloud and accepted the proclamation to share with his students.

2. Welcome New Employees – Alissa Garcia and Drew Leighton

Recreation and Events Coordinator Director Wendt introduced Aquatics Supervisor Alissa Garcia and gave her background in aquatics. Ms. Garcia thanked the Council and expressed her happiness with starting this career with the City. City Manager Wier introduced Engineering Project Manager Andrew Leighton and gave some of his background. Mr. Leighton also expressed his appreciation for starting with the City.

CONSENT CALENDAR

3. Council Meeting Minutes

- *Recommendation: Approve the January 19, 2021 special meeting minutes, the January 21, 2021 Economic Development Strategic Action Plan Workshop minutes and the January 26, 2021 special meeting minutes of the City Council.*

4. Warrant Claims List

- *Recommendation: Receive and file the warrant claims list for the period January 9, 2021, through January 22, 2021 and for the period January 23, 2021, through February 5, 2021.*

5. Payroll Report

- *Recommendation: Receive and file the biweekly payroll report for the period ending January 16, 2021, paid January 22, 2021, and period ending January 30, 2021 paid February 5, 2021.*

6. Community Development Block Grant (CDBG) CV2 /3

- *Approve Resolution No. 2021-04, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING AN AMENDMENT TO THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CORONAVIRUS RESPONSE ROUND 1 (CDBG-CV1) STANDARD AGREEMENT TO ADD ADDITIONAL FUNDS FROM THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CORONAVIRUS RESPONSE ROUND 2 AND 3 NOFA DATED DECEMBER 18, 2020*
- *Authorize the City Manager to sign CDBG-CV 2/3 Application Certifications and Statement of Assurances*
- *Authorize City Manager to execute Amendment No. 1 to Memorandum of Understanding with Del Norte County to allow the City to provide CDBG-funded Mobile Food Pantry Services Throughout Del Norte County*
- *Authorize the City Manager to execute Amendment No. 1 to Subrecipient Agreement with Family Resource Center of the Redwoods to Provide Mobile Food Pantry Services*
- *Adopt Resolution No. 2021-05, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING THE LANGUAGE ASSISTANCE PLAN*

7. Pelican Bay State Prison Range Agreement

- *Recommendation: Ratify the City Manager's signature on the Pelican Bay State Prison Firing Range Agreement*

8. Quarterly Cash and Investments Report as of December 31, 2020

- *Recommendation: Receive and file quarterly cash and investments report as of December 31, 2020*

9. Budget-to-Actual Financial Report for December 2020

- *Recommendation: Receive and file monthly budget-to-actual financial report of the City's major operating funds for the month of December 2020*

10. Budget-to-Actual Financial Report for January 2021

- *Recommendation: Receive and file monthly budget-to-actual financial report of the City's major operating funds for the month of January 2021*

11. Pump Replacement at the Ranney Collector

- *Recommendation:* Authorize City Manager to sign an agreement with Pump Man for the purchase and installation of the two replacement pumps at the Ranney Collector.

On a motion by Council Member Inscore, seconded by Council Member Smith, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted the consent calendar consisting of items 3-11 as presented.

There were no public comments.

The Council was in consensus to move the California Tsunami Hazard Area Maps item under New Business before Reports and Presentations:

19. California Tsunami Hazard Area Maps

- *Recommendation:* Hear staff report
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Receive a presentation from representatives from the California Geological Survey, California Governor's Office of Emergency Services, and the Redwood Coast Tsunami Work Group regarding the history of tsunami hazard mapping in Del Norte County and the history of new Tsunami Hazard Area Map products; and*
- *Adopt Resolution No. 2021-09, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE CALIFORNIA TSUNAMI HAZARD AREA MAPS FOR DEL NORTE COUNTY.*

Del Norte County Emergency Services Manager Kymmie Scott, Dr. Jason Patten, PhD with California Geological Survey, Rick Wilson, California Geological Survey, and Todd Becker, Cal OES were present to give the background of the maps as well as how tsunami notifications and responses are rolled out. Mayor Greenough stated that the map has changed quite a bit from what it looked like before, Emergency Services Manager Scott stated that the update was proved by the State based on improved computer modeling and updated geologic information. Mayor Pro Tem Campbell asked how many in the evacuation zone were City residents; Dr. Patten stated that the number is unknown presently, more research will have to be done for that number. Council Member Smith stated that in the 2011 event, when he went door to door as a firefighter to evacuate people, it was met with a lot of resistance. Council Member Inscore stated he is concerned with the far-reaching line at the hospital, and that it could be a potential access point from the north point of the hospital to the mobile home parks. Emergency Manager Scott went over the public outreach that will be happening to make sure everyone is fully prepared.

There were no public comments.

On a motion by Council Member Wright, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2021-09, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE CALIFORNIA TSUNAMI HAZARD AREA MAPS FOR DEL NORTE COUNTY.

REPORTS AND PRESENTATIONS

12. FY20 Overview / Auditor Presentation

- *Recommendation:* Hear presentation

- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Receive and file budget-to-actual financial report of the City's major operating funds for Fiscal Year 2019-20*

Finance Director Leaver went over the FY20 overview that covered the following:

City-wide Wages and Benefits: Wages were decreased in FY 2019-20 compared to the prior year largely due to the change from the Wastewater Treatment Plant being city-run to being operated by a third-party contractor, and to a lesser extent due to the swimming pool being closed due to COVID-19. Benefits costs increased primarily due to pension costs, which include both current year expenses and the payments toward the City's unfunded liability.

General Fund: General Fund revenues came in significantly under budget this year by \$747,339. The largest single variance was in Transient Occupancy Tax, which was \$254,481 under budget due to the impacts of COVID-19 on the local economy and tourism. Grant revenues of \$198,700 were under budget due to the timing of grant projects and are anticipated to be received in the next fiscal year. The current budget shows that fund balance at the end of FY 2020-21 would be increased by \$326,132, resulting in a budgeted ending fund balance for June 30, 2021 of \$1,753,703. Staff will be presenting further updates to the Council at the mid-year budget review in March.

Housing Authority Fund: The Housing Authority is funded by the Federal Department of Housing and Urban Development (HUD). Housing Authority revenues were over budget by \$66,879 (primarily due to the receipt of CARES Act funding) and expenditures were under budget by \$140,249 (unspent CARES Act funding and housing assistance payments). The Housing Authority fund balance increased by \$197,573 to an ending balance of \$330,292 as of June 30, 2020.

RV Park Fund: Revenues for the RV Park were \$20,190 under budget. Operating expenses were \$94,657 lower than budgeted

Sewer Fund: Sewer Fund revenues came in a total of \$198,528 under budget. This is made up of \$343,756 under budget in service revenues (due to impacts of COVID-19), plus \$93,511 over budget in grant contributions, \$96,425 over budget in connection fees, and other variances across departments. Operating expenses were \$353,852 under budget.

Water Fund: Water Fund revenues came in a total of \$100,055 under budget. This is made up of \$135,998 under budget in service revenues (due to impacts of COVID-19), plus \$22,468 over budget in connection fees, and other variances across departments. Operating expenses were \$184,936 under budget.

Mitesh Desai of Badawi and Associates gave thorough PowerPoint presentation to explain what came from the audit, as well as what the other audits contained in previous years.

13. Measure S Results Presentation

TBWBH Props & Measures Partner Joy Kummer and Senior Consultant Robin Gerrity went over how they compiled the information from the Measure S votes from the November 2020 election and presented those results to the Council.

PUBLIC HEARINGS – None

CONTINUING BUSINESS

14. Bylaws of Measure S Oversight Committee

- *Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Adopt Resolution No. 2021-06, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING BYLAWS OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE*

City Manager Wier stated that \$1.3 million per year in local sales tax revenue is what is expected to come in as a result of Measure S passing. City Attorney Rice stated that the bylaws serve as an important document that explains what the committee is responsible for doing and what is expected from them. At the direction of the Council, a provision was added to allow for a committee member to be removed for failing to comply with the bylaws as well as an entire article regarding conduct that reads as follows: 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.

There were no public comments.

On a motion by Council Member Inscore, seconded by Council Member Smith, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2021-06, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING BYLAWS OF THE CRESCENT CITY MEASURE S OVERSIGHT COMMITTEE

15. Appointment of Measure S Oversight Committee

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Confirm the Mayor's appointment of <NAMES> to the Measure S Oversight Committee*

City Manager Wier stated that with this revenue stream comes big responsibility that the City takes seriously and will not do alone. The City received 8 applications for appointment to this Board for individuals who will oversee the Measure S funds. City Manager Wier explained the appointment process and stated that of those applications, the following were chosen by Mayor Greenough for appointment: Cindy Cruse, Heidi Kime, Emery Mattz IV, Ernest Perry, and Kelly Schellong. Council Member Inscore asked if there was a possibility to place the other three applicants as alternates since this is a 2-year term? City Attorney Rice said there was no legal requirement to go out for more applicants if we had those who weren't selected this time available for appointment should the need arise. The Council was in consensus that the other three applicants would be alternates for appointment should someone have to resign from the Committee, the applicants can be selected from the list for appointment. The Council discussed about the staggering of terms of the Committee Members and who would hold what time frame

on the Committee and how that would be selected. City Attorney Rice explained that it would be done by a draw on who would be selected for the shorter terms.

There were no public comments.

On a motion by Council Member Inscore, seconded by Council Member Wright, and carried on a 3-2 polled vote, with Council Member Smith and Mayor Pro Tem Campbell voting no, the City Council of the City of Crescent City confirmed the Mayor's appointment of Cindy Cruse, Heidi Kime, Emery Mattz IV, Ernest Perry, and Kelly Schellong as members to the Measure S Oversight Committee.

Council Member Inscore amended his motion, with Council Member Wright's second to include the following: to maintain the current applications on file should a position become available due to resignation of a Committee Member.

Mayor Greenough called a 5-minute recess at 8:11 p.m.; meeting was called back to order at 8:16 p.m.

16. Beachfront Park Master Plan Update

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Approve the Beachfront Park Master Plan*
- *Direct staff to file the California Environmental Quality Act (CEQA) Notice of Exemption*
- *Adopt Resolution No. 2021-07, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING APPLICATION(S) FOR STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM (SPP) GRANT FUNDS*
- *Make recommendation for Priority Projects for Statewide Park Development and Community Revitalization Program (SPP) application.*

Cathy Garrett, President, PGAdesign, went over the Beachfront Park Plan amenities as suggested by the community after community outreach meeting. The top 7 priorities from community engagement efforts were the Amphitheater, waterfront plaza, pump track, botanical garden and Tolowa cultural area, Kidtown expansion, part entrance, and one mile loop. The costs for these would total \$9,090,000.00. Council Member Smith asked what Chief Griffin thought about the number of trees and the safety for park visitors. Chief Griffin stated he was comfortable with the trees and the plan as presented. He further stated his suggestion was to have more signage to make sure that the community knows the park is closed at night. Council Member Wright asked about if we've spoken to the Marine Mammal Center with the close proximity of the pump track and courts to the Center. Director Wendt stated that they are looking forward to the plan as it's designed as it will bring more people to the Center. Mayor Greenough asked about funding and if we are able to get the \$8million and maybe the \$3million as well, is there a time limit to be able to apply for funding from the same source? Director Wendt stated that the funds need to be expended and project completed and available to the public by June 2025; she was unsure if funding would be available from the same source upon completion of the project. Council Member Smith asked about if the City could afford to maintain the park and if it had been discussed? City Manager Wier explained that the costs shown in this presentation does not include City staff to maintain it; that is something for the Council to take into consideration. Cathy Garrett stated that within the design was the consideration for energy efficient lighting and irrigation to reduce costs for maintenance. City Manager Wier stated that the amphitheater also has the potential to bring in revenue, recycled water is already being discussed and can be integrated to have used in the irrigation for the Park.

Jason Bartholomew: how close will we come to the June 2025 date; if we go beyond that date, do we have to pay it back? *Director Wendt stated the real goal is that they want you to reach completion by that date. City Manager Wier stated that construction should begin in Spring of 2023 so it will give us plenty of time to accomplish the construction and we give contractors hard deadlines.*

On a motion by Council Member Inscore, seconded by Council Member Smith, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved the Beachfront Park Master directed staff to file the California Environmental Quality Act (CEQA) Notice of Exemption.

On a motion by Council Member Smith, seconded by Council Member Inscore, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2021-07, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY APPROVING APPLICATION(S) FOR STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM (SPP) GRANT FUNDS

On a motion by Council Member Inscore, seconded by Council Member Wright, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City approved priority projects 1-7 based on the community engagement process.

17. Pool Reopening Plan

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Provide direction to City staff regarding the re-opening of the Fred Endert Municipal Pool*
- *Adopt Resolution No. 2021-08, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET AND POSITION CONTROL*

Director Wendt reported to the Council the partial plan to reopen with lap swims and exercise programming by reservations. Swim lessons can occur, but instruction will come from the deck by the instructor to be within COVID guidelines. Council Member Inscore stated he is fine with the reopening plan as it is as well as allocating the funds to make it happen. We can't predict when we will get into orange, but we need to get swimming lessons started immediately. Director Wendt stated that community outreach will be conducted by Aquatics Supervisor Garcia as soon as we are allowed to do swim lessons.

Council Member Inscore asked if we could address the fees for the pool when we do the Fee Schedule in May; City Manager Wier stated that this is something we can discuss at an upcoming Council meeting should the Council have consensus to add to the agenda.

The following citizens addressed the Council:

Grant Werschull and Patty McCleary: submitted public comment via email and read aloud by City Clerk Patch: thanked Director Wendt and staff for their diligence to see the pool reopen.

Grant Hodges: would it be worth to replace old heating equipment instead of budgeting to maintain old equipment? *City Manager Wier stated that this will be further discussed at the February 22nd City Council special meeting.*

On a motion by Council Member Inscore, seconded by Council Member Smith, and carried unanimously on a 5-0 polled vote, the City Council of the City of Crescent City adopted Resolution No. 2021-08, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET AND POSITION CONTROL and to proceed with reopening plan as outlined.

Council was in consensus to bring the rates back to the Council.

Due to the late hour, Mayor Greenough called another 5-minute recess at 10:19pm; the Council was reconvened at 10:26pm.

18. Introduction of Beach Fires Regulations Ordinance

- *Recommendation: Hear staff report*
- *Technical questions from the Council*
- *Receive public comment*
- *Further Council discussion*
- *Option 1: Waive full reading, read by title only and introduce Ordinance No. 824, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING SECTION 12.20.030, RESTRICTION ON LOCATION AND USE OF BEACH FIRES ON CERTAIN PUBLIC BEACHES, OF CHAPTER 12.20, PARK REGULATIONS OF TITLE 12, STREETS, SIDEWALKS, AND PUBLIC PLACES, OF THE CRESCENT CITY MUNICIPAL CODE*
- *Option 2: Waive full reading, read by title only and introduce Ordinance No. 824, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING SECTION 12.20.030, RESTRICTION ON LOCATION AND USE OF BEACH FIRES ON CERTAIN PUBLIC BEACHES, OF CHAPTER 12.20, PARK REGULATIONS OF TITLE 12, STREETS, SIDEWALKS, AND PUBLIC PLACES, OF THE CRESCENT CITY MUNICIPAL CODE WITH THE FOLLOWING MODIFICATION: THE PROHIBITION OF BEACH FIRES ON PUBLIC BEACHES AS CONTAINED IN 12.20.030(A) SHALL BE REVISED TO INCLUDE THE PUBLIC BEACH BETWEEN THE NORTHERN BOUNDARY OF THE BATTERY POINT VISTA AREA TO THE CITY LIMIT LINE AT PRESTON ISLAND.*

City Attorney Rice reported that the provisions approved by the Council on the 19th were to extend the stretch of public beach upon which fires are prohibited to: from the top of the Preston Island access road south to the Battery Point Vista area, to prohibit the building of a fire upon private property without the written permission of the property owner, to establish regulations for all beach fires including limiting the size and location to match the Fire Code (fuel area of no larger than 3 feet in diameter and 2 feet high; must be 25 feet from structures or vegetation; fuel must be organic material), and to require beach fires be fully extinguished prior to abandonment and expressly prohibits the burying of coals. City Attorney Rice explained the options given for the introduction - option 1 includes revised consistent with the direction given at the January 19th meeting, and option 2 includes a motion that can be utilized if the City Council chooses to extend the prohibition on beach fires on public property north to the City limit line, thereby not allowing fires on the public beach seaward of the Preston Island access road. City Manager Wier displayed a map that showed the areas being discussed with the options as explained by City Attorney Rice. Mayor Greenough stated signage is necessary to make sure the public is aware of what is allowed and where. Council Member Wright stated that a fire anywhere in the area would be unsafe. Encouraged the Council to make the decision considering the longevity of the ordinance versus the terms of the Council and staff members. The safest decision is a full ban of beach fires. Mayor Pro Tem Campbell stated that property owners should be able to do what they want to on their own property. Chief Gillespie stated that if the property owner gives consent to someone to have a beach fire on their property, and the fire gets out of control and damages someone else's property, the property owner who allowed the beach fire would be liable for the damages. He further stated that whatever decision the Council makes will help the fire department and police

department enforce the rules as they will then be clearly written in our municipal code. Mayor Greenough stated that the rule of who is liable for a fire that damages someone else's property is the same County-wide. Council Member Wright stated that being financially liable is one thing, but his concern is being liable for someone's life or home being affected by an out of control fire. Council Member Inscore stated that his approach changed to get an ordinance on the books so there could be enforcement. Agrees that the safest thing is a complete prohibition of fires in that stretch of land, however, wants to see Council consensus so enforcement can be done.

Natalie Fahning: no homeowner has requested to allow beach fires. Asked for there to be language for the property owner to be on site to allow fires on their property.

Michael Sayre: spoke about high winds and wave activity and that there is no place that will allow for beach fires as there are no dry sand areas that are away from vegetation.

On a motion by Council Member Smith, seconded by Mayor Pro Tem Campbell, and carried unanimously on a 4-1 polled vote with Council Member Wright voting no, the City Council of the City of Crescent City Waive full reading, read by title only and introduce Ordinance No. 824, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING SECTION 12.20.030, RESTRICTION ON LOCATION AND USE OF BEACH FIRES ON CERTAIN PUBLIC BEACHES, OF CHAPTER 12.20, PARK REGULATIONS OF TITLE 12, STREETS, SIDEWALKS, AND PUBLIC PLACES, OF THE CRESCENT CITY MUNICIPAL CODE WITH THE FOLLOWING MODIFICATION: THE PROHIBITION OF BEACH FIRES ON PUBLIC BEACHES AS CONTAINED IN 12.20.030(A) SHALL BE REVISED TO INCLUDE THE PUBLIC BEACH BETWEEN THE NORTHERN BOUNDARY OF THE BATTERY POINT VISTA AREA TO THE CITY LIMIT LINE AT PRESTON ISLAND.

NEW BUSINESS

19. California Tsunami Hazard Area Maps

- Recommendation: Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Receive a presentation from representatives from the California Geological Survey, California Governor's Office of Emergency Services, and the Redwood Coast Tsunami Work Group regarding the history of tsunami hazard mapping in Del Norte County and the history of new Tsunami Hazard Area Map products; and
- Adopt Resolution No. 2021-09, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY ADOPTING THE CALIFORNIA TSUNAMI HAZARD AREA MAPS FOR DEL NORTE COUNTY.

On a motion by Council Member Wright, seconded by Council Member Inscore, and carried unanimously, the City Council of the City of Crescent City approved postponing item 20 to the February 22nd meeting.

20. Lighthouse Way Parking Complaint

- Recommendation: Hear staff report
- Technical questions from the Council
- Receive public comment
- Further Council discussion
- Direct staff as necessary and appropriate

CITY COUNCIL ITEMS

- **Legislative Matters – None**
- **City Manager Report and City Council Directives – None**
- **Reports, Concerns, Referrals, Council travel and training reports – None**

ADJOURNMENT

There being no further business to come before the Council, Mayor Greenough adjourned the meeting at 11:07 p.m. to the special meeting of the City Council of the City of Crescent City scheduled for Monday, February 22, 2021 at 6:00 p.m., via Zoom, Crescent City, CA 95531.

ATTEST:



Robin Patch
City Clerk/Administrative Analyst

RESOLUTION NO. 2021-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AMENDING THE FISCAL YEAR 2020-21 BUDGET OF THE CITY OF CRESCENT CITY

WHEREAS, the budget for the fiscal year beginning July 1, 2020, as submitted by the City Manager, was reviewed by the City Council and a public hearing was held thereon the 22nd day of June 2020; and

WHEREAS, the City Council adopted said budget and has the authority to amend said budget from time to time; and

WHEREAS, due to the public health and financial impacts of the COVID-19 pandemic, the Fred Endert Municipal Swimming Pool has been closed since March 2020; and

WHEREAS, the public has expressed strong support for reopening the swimming pool as soon as possible for the health and wellness of the community; and

WHEREAS, the State has implemented the Blueprint for a Safer Economy, providing guidance to businesses and service providers on reopening safely, with restrictions based on the County's COVID-19 metrics, and City staff has worked with the Del Norte County Department of Public Health to develop a reopening plan for the swimming pool in accordance with the latest state guidelines; and

WHEREAS, the voters of the City of Crescent City approved Measure S (a local 1% transactions (sales) tax) on the November 3, 2020 ballot to raise General Fund revenues to provide essential services including the swimming pool; and

WHEREAS, the City Council supports reopening the swimming pool with modified operations based on the County's COVID-19 tier, utilizing funds to be collected through Measure S; and

WHEREAS, fulfillment of these priorities requires an amendment to the operating budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CRESCENT CITY AS FOLLOWS:


1. That the Fiscal Year 2020-21 City of Crescent City Annual Budget is hereby amended and appropriated in the amounts identified below:

	Revenue Increase (Decrease)	Expenditure Increase (Decrease)
General Fund	\$12,000	\$176,606


2. That the Position Control attached is hereby approved.

APPROVED and ADOPTED and made effective the same day at a meeting of the City Council of the City of Crescent City held on the 16th day of February, 2021 by the following polled vote:

AYES: Council Members Campbell, Inscore, Smith, Wright, and Mayor Greenough
NOES: None
ABSTAIN: None
ABSENT: None



Jason Greenough, Mayor



Robin Patch, City Clerk

**City of Crescent City
Position Control
Authorized Positions & Pay Ranges Effective 02.16.21**

POSITION	Auth Pay Range - Current		Auth Pay Range - Proposed		Current Auth FTE	Change	Proposed FTE	Notes
	Min Annual	Max Annual	Min Annual	Max Annual				
Administration								
City Manager	104,506	133,536	104,506	133,536	1.00		1.00	
HR Administrator	46,755	56,810	46,755	56,810	1.00		1.00	
Information Systems Administrator	65,765	79,957	65,765	79,957	1.00		1.00	
City Clerk								
City Clerk / Administrative Analyst	60,133	73,092	60,133	73,092	1.00		1.00	
Finance								
Director of Finance	83,943	105,260	83,943	105,260	1.00		1.00	
Accountant	57,228	69,572	57,228	69,572	1.00		1.00	
Payroll Administrator	46,755	56,810	46,755	56,810	1.00		1.00	
Account Clerks					3.00		3.00	
Account Clerk III Y-rated	44,225	53,752	44,225	53,752				
Account Clerk III	40,507	49,241	40,507	49,241				
Account Clerk II	35,798	43,521	35,798	43,521				
Account Clerk I Y-rated	32,960	40,044	32,960	40,044				
Account Clerk I	32,432	39,406	32,432	39,406				
Fire								
Fire Chief	89,272	111,919	89,272	111,919	1.00		1.00	
Deputy Fire Chief	74,818	90,938			0.00		0.00	
Fire House Maintenance Worker	36,171	43,971	36,171	43,971	0.48		0.48	
Administrative Assistant	39,538	48,031	39,538	48,031	1.00			
Police								
Chief of Police	89,272	111,919	89,272	111,919	1.00		1.00	
Lieutenant	83,681	96,556	83,681	96,556	0.00		0.00	
Sergeant	66,937	83,018	66,937	83,018	4.00		4.00	
Police Officer	44,224	65,620	44,224	65,620	7.00		7.00	
Police Officer - Limited Term	44,224	65,620	44,224	65,620	1.00		1.00	
Police Recruit	37,477	37,477	37,477	37,477	0.00		0.00	
Records Specialist	38,570	46,865	38,570	46,865	1.00		1.00	
Planning, Building & Code Enforcement								
Community Development Director	83,943	105,260			0.00		0.00	
City Planner and Economic Development Specialist	57,228	69,575	57,228	69,575	0.00		0.00	
Planning and Economic Development Technician	44,518	54,109	44,518	54,109	0.00		0.00	
Building Inspector & Code Enforcement Officer *	49,087	59,649	49,087	59,649	0.46		0.46	
Office Technician **	33,246	40,418	33,246	40,418	1.00		1.00	
Recreation and Events								
Recreation and Events Director	65,765	79,957	65,765	79,957	1.00		1.00	
Recreation Lead	25,480	28,600			0.00		0.00	
Campground Attendant	32,427	39,416	32,427	39,416	0.96		0.96	
Public Works								
Director of Public Works	89,272	111,919	89,272	111,919	1.00		1.00	
Engineering Project Manager	57,228	69,572	57,228	69,572	1.00		1.00	
Temporary Engineering Project Manager	57,228	69,572	57,228	69,572	0.50		0.50	
Engineering Technician Y-rated	48,625	59,099	48,625	59,099	1.00		1.00	
Engineering Technician	43,851	53,312	43,851	53,312	0.00		0.00	
Public Works Maintenance Manager	69,063	83,947	69,063	83,947	1.00		1.00	
Public Works Parks / Buildings / Maintenance Workers & Equipment Operators					12.00		12.00	
Maintenance Workers								
Senior Public Works Maintenance Worker	46,513	56,546	46,513	56,546				
Maintenance Worker II	38,262	46,513	38,262	46,513				
Maintenance Worker I	34,720	42,201	34,720	42,201				
Equipment Operators								
Equipment Operator II	42,201	51,288	42,201	51,288				
Equipment Operator I	36,436	44,291	36,436	44,291				
Buildings & Parks Maintenance Workers								
Senior Bldgs & Parks Maintenance Worker	38,262	46,513	38,262	46,513				
Buildings Maintenance Worker	33,048	40,176	33,048	40,176				
Parks Maintenance Worker	31,486	38,262	31,486	38,262				
EMOT					2.00		2.00	
Senior Electrical Mechanical Operations Technician	62,333	75,776	62,333	75,776				
Electrical Mechanical Operations Technician II	53,840	65,457	53,840	65,457				
Electrical Mechanical Operations Technician I	46,513	56,546	46,513	56,546				
Utility Mechanic	38,262	46,513	38,262	46,513	1.00		1.00	
Laboratory Director	60,133	73,092	60,133	73,092	1.00		1.00	
Laboratory Assistant / Tech					2.00		2.00	
Laboratory Technician II	48,845	59,363	48,845	59,363				
Laboratory Technician I	40,176	48,845	40,176	48,845				
Laboratory Assistant	33,048	40,176	33,048	40,176				
Fleet Mechanics					2.00		2.00	
Senior Mechanic	51,288	62,333	51,288	62,333				
Mechanic II	42,201	51,288	42,201	51,288				
Mechanic I	34,720	42,201	34,720	42,201				
Pool								
Aquatics Supervisor	40,186	48,630	40,186	48,630	1.00		1.00	
Relief Supervisor/Lesson Coordinator	34,029	41,377	34,029	41,377	1.00		1.00	
Lifeguards					0.00	2.50	2.50	Add mult. Part-time lifeguards
Lifeguard - Designated Head Lifeguard (Seasonal FT)	28,600	33,280	30,680	35,360				Min wage increase effective 1/1/21
Lifeguard	27,560	33,280	29,640	35,360				Min wage increase effective 1/1/21
Aquatic Specialty Program Instructor	30,680	34,840	32,760	36,920				Min wage increase effective 1/1/21
Water Safety Aide	28,080	30,160	30,160	32,240				Min wage increase effective 1/1/21
Housing Authority								
Housing Authority Director	83,943	105,260	83,943	105,260	1.00		1.00	
Housing Authority Inspector	38,262	46,513	38,262	46,513	0.00		0.00	
Tenant Services Technician	39,362	47,833	39,362	47,833	2.00		2.00	
Clerk Typist	27,965	33,994	27,965	33,994	0.63		0.63	
Totals					60.03	2.50	62.53	

* 1.0 FTE split between Building/Code Enforcement and Housing Authority
** 1.0 FTE split between Planning and Public Works

Pay ranges do not include special pay, i.e. certification, longevity, merit, etc.
Min and max annual pay ranges are based on 2,080 hours per year. Actual hours for positions may be different.

Resolution No. 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**

Whereas, the voters of the City of Crescent City passed Measure S in November 2020 imposing a 1.0% transactions and use tax (“sales tax”) to be imposed within the City limits; and

Whereas, Measure S requires that the City have an oversight committee made up of two-non-voting staff members and five voting city residents, appointed by the Mayor and confirmed by the City Council; and

Whereas, Measure S also requires that the oversight committee report publicly on an annual basis regarding the expenditure of Measure S revenues; and

Whereas, the sales tax was not imposed until April 1, 2021, meaning that the City only collected one quarter of sales taxes for Fiscal Year 2020-2021; and

Whereas, the City’s independent auditor, Badawi & Associates, has completed a separate audit of Measure S funds for FY 2020-2021; and

Whereas, the auditor’s report has been provided to the Measure S Oversight Committee; and

Whereas, City staff have also provided the Measure S Oversight Committee with detailed information on the expenditure of Measure S revenues received for FY 20-21; and

Whereas, the Measure S Oversight Committee has met in a duly noticed public meeting and considered the information presented thereat.

NOW, THEREFORE, BE IT RESOLVED by the Crescent City Measure S Oversight Committee that the attached Measure S Committee Report for FY 2020-2021 is hereby approved.

APPROVED and ADOPTED and made effective the same day by the Crescent City Measure S Oversight Committee at a meeting thereof held on this 9th day of February 2022 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson

ATTEST:

Robin Patch, City Clerk

Crescent City Measure S Oversight Committee

Fiscal Year 2020-2021

Annual Report

Committee Members:

- Kelly Schellong, Chair (21-22)
- Ernest Perry (22-23)
- Cindy Cruse (21-22)
- Emery Mattz IV (21-22)
- Dana Reno (22-23)

Dear City Council and Residents of Crescent City:

The Crescent City Measure S Oversight Committee makes this report pursuant to Crescent City Municipal Code 3.30.140.

1. PERIOD COVERED

This report covers Fiscal Year 2020-2021 (July 1, 2020 through June 30, 2021). However, the Measure S transactions and use tax was not implemented until the 4th quarter of the fiscal year (April 1, 2021).

2. MEASURE S REVENUES

During FY 2020-2021, the City received \$452,930 in Measure S tax revenue.

3. MEASURE S EXPENDITURES

During the FY 2020-2021, the City expended \$120,463 from Measure S funds. On February 16, 2021, the City Council approved expending \$176,606 toward re-opening the pool and pool operations, which had been closed due to COVID-19 restrictions. However, due to staffing vacancies and limited programs offered because of Covid restrictions, the City only spent \$120,463. All Measure S expenditures in FY 20-21 were for the benefit of the Fred Ender Municipal Swimming Pool and in accordance with the approvals given by City Council.

4. MEASURE S FUNDS REMAINING

Because the City only expended a portion of the Measure S revenues received in FY 20-21, there is \$332,467 in Measure S funds from FY 20-21 remaining.

Respectfully,

Kelly Schellong, Chairperson
Measure S Oversight Committee