



City of Crescent City

Title VI Annual Accomplishments and Goals Report

Reporting Period: Federal FY 2023 (October 1, 2022 to September 30, 2023)

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1.0 INTRODUCTION

The City of Crescent City is a small, rural city located approximately 20 miles south of the Oregon border and nestled between the Pacific Ocean to the west and the Coastal Redwoods to the east. Crescent City was incorporated in 1854 and is the only incorporated city within the County. Crescent City has a 2020 census population of approximately 6,700 persons, however, it provides a variety of services outside of its corporate limits, such as water, sewer, and Section 8 housing assistance.

The City of Crescent City began Federal Fiscal Year 2022 without a Title VI implementation plan as required by Caltrans. Upon being notified by Caltrans staff that the City was lacking this required policy, City staff began the development of a Title VI plan. On November 23, 2022, the City Manager officially approved a Title VI implementation plan.

2.0 FY 2023 ACCOMPLISHMENTS

In FY 2023, City staff accomplished the following FY 2022 Goals:

- 2.1 Adopt a Title Implementation Plan** – completed. Approved and signed by the City Manager on November 23, 2022.
- 2.2 Disseminate Title VI Notices and Information** – completed. Title VI Notice to the Public and Your Rights Under Title VI pamphlets were displayed and posted at all public counters (City Hall Public Works, City Hall Utility Billing, Crescent Fire &

Rescue, Crescent City Police Department, Fred Endert Municipal Pool, Crescent City Housing Authority).

- 2.3 Implement a Language Assistance Plan** – completed. All City cell phones have a translation application installed on them; all public counters have the “I Speak” language identification card prominently displayed; all public counters have information on how to access the City’s on-demand translation service provider.
- 2.4 Title VI Implementation Plan landing page on city website** – completed. City staff created a page containing all pertinent Title VI information, including contact information for the City’s Title VI Coordinator, the full Title VI Implementation Plan, Title VI Notice to the Public, Your Rights Under Title VI pamphlet, Title VI Complaint Procedures, Title VI Complaint Form, all in English and Spanish, the Title VI FY 2022 Annual Report, and an audio recording of the Title VI Notice to the Public.
- 2.5 Develop Employee Training Plan** – completed. The City Attorney gave a one-hour presentation / training on Title VI and related statutes as well as the City’s Title VI Implementation Plan. The presentation was recorded so that employees not able to attend on that date could complete the training at a later date. The training will be offered every 2 years.
- 2.6 Data Collection** – completed / ongoing. The Crescent City Housing Authority (CCHA) continues to collect data on its program participants. CCHA programs are 100% federally-funded.

3.0 FY 2024 GOALS

3.1 Update the Title VI Implementation Plan

- Update the City’s Title VI Implementation Plan to reflect all related statutes’ covered classes. Specifically, add sex, age, and disability as prohibited classes of discrimination in areas where it is not currently included.

3.2 Dissemination of Title VI Notices and Information

- Confirm that the Title VI Notice to the Public and Your Rights Under Title VI pamphlet at all public counters are current and posted.
- Post the Title VI Notice to the Public and Your Rights Under Title VI pamphlet at the Lighthouse Cove RV Park office.

3.3 Language Assistance Plan Implementation

- Confirm that “I SPEAK” language identification cards remain displayed at all public counters.
- Confirm that all public counter employees and other employees with frequent public contact have access to the City’s on-demand translation services and instructions, including Lighthouse Cove RV Park.

- Remind employees that they have access to free translation applications on their work cell phones.

3.4 Update Title VI Implementation Plan Landing Page on City Website

Keep the Title VI Implementation Plan landing page on the City's website updated with any revised plans, forms, or other documents. This page is listed under "Support for Residents."

3.5 Data Collection - Ongoing

Conduct the voluntary collection of race, ethnicity, national origin, sex, disability, age and language data from participants in federally-funded programs.
