



CITY OF RED BLUFF

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CITY COUNCIL

MINUTES

Date of Meeting: Tuesday, March 1, 2016
Time of Meeting: 6:15 p.m. Closed Executive Session
7 p.m. Regular Meeting
Place of Meeting: Council Chambers, City Hall
555 Washington Street
Red Bluff, CA 96080

Councilmembers Present: Clay Parker, Mayor
Gary Jones, Mayor Pro Tem
Rob Schmid
Daniele Jackson
Suren Patel

Councilmembers Absent: None

Staff Present: Rick Crabtree, City Manager/City Attorney
Sandy Ryan, Finance Director
Kyle Sanders, Police Chief
Ray Barber, Fire Chief
Donna Gordy, City Treasurer
Cheryl Smith, Deputy City Clerk

CLOSED EXECUTIVE SESSION:

- 1. CONFERENCE WITH LABOR NEGOTIATORS: Executive Session in accordance with Government Code Section 54957.6 for the purpose of instructing the City's designated representatives Richard Crabtree, City Manager/City Attorney, Rick Haeg, Labor Negotiator and Vi Cobb, Human Resources Analyst II, and Sandy Ryan, Finance Director regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits with the Fire Unit Employees.**

2. PUBLIC EMPLOYEE PERFORMANCE REVIEW
Title: City Manager (Government Code Section 54957)

Mayor Parker reported that the City Council had ^{provided} proved direction to the City Manager during the Closed Executive Session.

PLEDGE OF ALLEGIANCE:

Mayor Parker led the assembly in the Pledge of Allegiance.

CITIZEN'S COMMENT:

Pastor Scott Camp provided a prayer for those in attendance.

Kathy Nelson requested an update on when work on the old burn dump would be started.

Rick Crabtree, City Manager, advised her that CalRecycle had postponed the project until May or June of 2016 due to the weather.

CONSENT AGENDA:

Councilmember Schmid requested that item 3 be pulled from the Consent Agenda.

M/S/C Councilmembers Jackson and Jones to approve the remainder of the Consent Agenda.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

1. APPROVAL OF MINUTES

a. February 2, 2016

b. February 16, 2016

Approved 5-0-0

2. **RESOLUTION NO. 9-2016; A RESOLUTION ADOPTING THE CONFLICT OF INTEREST CODE FOR THE CITY OF RED BLUFF**

Recommendation: That the City Council adopt Resolution No. 9-2016; A resolution adopting the Conflict of Interest Code for the City of Red Bluff.

The City of Red Bluff is required to periodically review, usually in even numbered years, the Conflict of Interest Code for the City. Staff has reviewed the current Conflict of Interest Code and made revisions as needed to those employees required to file.

Approved 5-0-0

3. **REGULATION OF BUTANE SALES**

Recommendation: That the City Council waive the second reading and adopt Ordinance No. 1042.

The northern region of our State has experienced a recent increase in explosions caused from the manufacture of honey oil (also known as hash oil) in clandestine labs using refined butane of 5x and higher. These incidents have caused considerable property damage, personal injury and even incidents of death to those participating in the manufacturing process, and to innocent bystanders.

The use of refined butane 5x or higher is done to dissolve the tetrahydrocannabinol (THC) resin from marijuana plants, which concentrates into a liquid/oil form as a result of the butane's stripping process. The stripping of the THC through use of refined butane of 5x or higher causes flammable butane vapors to accumulate low to the ground and remain exposed to ignition sources. Studies suggest that 99.5% of the extracted THC Butane mixture will volatilize into the immediate area and remain in a form that is odorless and latent to the human eye and only detected through a combustible gas instrument.

A honey oil lab using refined butane of 5x and higher presents a serious hazard to property and persons, including first responders and innocent bystanders, and such conditions present grave risk of loss where potential ignition sources are present, resulting in an explosion.

The resale of refined butane 5x and higher occurs at levels that are only relevant to the manufacture of honey oil. Such sales and possession of butane should be regulated to prevent the use of butane in the manufacture of honey oil where such activity presents grave dangers and adverse health risks to the occupants of the City of Red Bluff and the first responders therein.

Councilmember Schmid stated that he voiced his concerns on the Ordinance at the last meeting and still felt there should be verbiage included allowing for someone to request purchase of an amount over the allowed and stated that he doesn't support this Ordinance.

Mayor Parker questioned if Councilmember Schmid had heard from anyone voicing their concerns on the Ordinance and Councilmember Schmid replied that he had not.

M/S/C Councilmembers Jackson and Jones to waive the second reading and adopt Ordinance No. 1042.

AYES: Councilmembers Jackson, Jones, Parker and Patel

NOES: Councilmember Schmid

ABSENT OR NOT VOTING: None

CURRENT BUSINESS:

1. REQUEST BY THE SHAREHOLDERS OF CARDAN AIRCRAFT SERVICES INC. TO TRANSFER ALL OF THE SHARES OF COMPANY STOCK TO GARY J. WALKER

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council authorize the City Manager to provide written consent to a request, by the Shareholders of Cardan Aircraft Services Inc. (Cardan), to transfer all of the shares of their Company Stock to Gary J. Walker, and to accept an assignment of the Fixed Base Operator Lease Agreement ("FBO Agreement") to Gary J. Walker.

Cardan Aircraft Services is the current Fixed Base Operator at the Red Bluff Municipal Airport. The current agreement with Cardan is for a period of five (5) years that originally commenced on **January 1, 2015** and terminates on **December 31, 2019**.

The objective of this action is the transfer of the control and management of the Fixed Base Operations at the Red Bluff Airport to Gary Walker. Mr. Walker is a long time participant at the Red Bluff Airport and is well known and respected. The intent for a transfer of the Cardan Operations, over to Gary's management, has been presented at several of the recent Airport Commission meetings and the news has been well received.

The Cardan representative answered the councilmember's questions.

M/S/C Councilmembers Jones and Schmid to authorize the City Manager to provide written consent to a request, by the Shareholders of Cardan Aircraft Services Inc. (Cardan), to transfer all of the shares of their Company Stock to Gary J. Walker, and to accept an assignment of the Fixed Base Operator Lease Agreement ("FBO Agreement") to Gary J. Walker.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid
NOES: None
ABSENT OR NOT VOTING: None

2. COMPLETION OF THE DOWNTOWN RED BLUFF SIGNAGE PROJECT

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council authorize the temporary reassignment of several of the City's Street Maintenance Workers in order to complete the installation of signage associated with completion of the Downtown Signage Project.

The Downtown Red Bluff Signage Project is a continuation of the City's "Downtown Area" enhancements that began with the vinyl banners that are now displayed periodically on traffic and light standards throughout the City. The next phases of the project are the renovation of additional downtown traffic signs and mounting posts. The acquisition costs for these new signs and decorative posts are being funded by the Downtown Red Bluff Business Association.

The project was planned to be completed in three phases. The phases include:

1. The replacement of all the parking signage in the downtown core. (Completed)
2. The replacement of all of the stop signs and street signs, and their poles, with decorative poles like the newer black light standards that were installed a few years ago. (Not yet completed)
3. The installation of Wayfinding Signage on several of the existing light standards located in the public parking lots surrounding the downtown area. (Not yet completed)

The Downtown Business Association has requested that the labor required for the installation of the new signage be provided by City Street Maintenance personnel.

The installations necessary for the first phase of the project were completed by City Maintenance personnel during the past several months. Approximately 70 "Visitor Parking" signs were placed at various locations in the downtown core. The City provided roughly 120 man-hours of staff labor for the completion of that effort.

Phase 2 of the project will necessitate the installation of 6 Stop Signs, 15 Street Signs and 10 Combination Signs; all placed on newly installed decorative poles.

Phase 3 of the project will place 17 Wayfinding Signs at various locations within parking lots in the downtown area.

Staff estimates an average commitment of 3 man-hours of staff time for the installation of each of the identified tasks, with a total manpower commitment of approximately 150 additional man-hours of City staff time. Of course, this commitment would divert Street Maintenance Workers from their normal duties.

Rick Crabtree, City Manager, reported that he had received a call from Tod Dolling asking that the City approve the labor and materials to install, once approved by the City Council they will order the signs.

Councilmember Schmid requested and received clarification on the availability of the Streets Maintenance Workers.

Councilmember Patel inquired as to whether the City could use an outside contractor.

Mr. Crabtree explained that a supplemental appropriation would have to be requested to cover the costs associated with hiring an outside contractor, whereas the Streets Maintenance staff can work on the project as time allows in their schedules.

M/S/C Councilmembers Jones and Jackson to authorize the temporary reassignment of several of the City's Street Maintenance Workers in order to complete the installation of signage associated with completion of the Downtown Signage Project.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

3. STAFFING ALLOCATION ADJUSTMENT

Kyle Sanders, Chief of Police, reviewed the staff report and provided staff's recommendation that the City Council:

1. Freeze two Police Officer positions and thus reduce allocated positions from 27 to 25.
2. Add three new Community Service Officers (CSO) positions to increase from 2.5 CSO's to 5.5 CSO's.

As a result of the ¼ cent sales tax initiative two additional police officer positions were added to the 2015/2016 budget. This brought our allocated sworn positions from 25 to 27. We currently have 22 of the 27 allocated positions filled. Five openings remain despite considerable hiring efforts. We are seeking to adjust our approved staffing allocation by freezing two of the police officer positions which would then be replaced by creating three new Community Service Officer positions. Summing up, we would hire three CSO's dedicated to patrol functions instead of two police officers.

Police Officers are indispensable employees in any police agency as only sworn officers can handle certain types of calls or situations. With that in mind, we will always need a certain number of sworn officers to handle encounters with suspects and other dangerous activities. However, the nature of many incidents or calls a police officer handles could be appropriately addressed by a well trained civilian employee. In fact, a recent review of police call types at the Red Bluff Police Department over a one year period showed that roughly 40 – 50 % of calls could be safely handled by a trained civilian employee such as a Community Service Officer (CSO).

For instance, while not an all-inclusive list, a trained CSO could assist officers by collecting evidence at major crime scenes and handle the following types of incidents:

- Thefts and burglaries with no suspects
- Minor vehicle collisions
- Vandalisms with no suspects
- Missing Persons reports
- Animal calls
- Stolen vehicle and recovered stolen vehicle reports with no suspect present
- Found and lost property reports
- Other minor calls not involving dangerous situations

The concept of using civilians, specifically CSO's, for doing some of the traditional functions of a police officer is not new in law enforcement circles. However, the extent to which we are proposing to utilize the CSO's would be new here.

There are several reasons this concept should be considered. To start, the current ability of our agency to provide the desired level of service to our citizens is limited. By obtaining the necessary staff we can improve our quality and level of service to our community.

By hiring three CSO's for the cost of two police officers, we would have three individuals (CSO's) to distribute patrol calls / workload to rather than two (officers). These patrol dedicated CSO's would be utilized to handle many of the lower level call types that currently take up much of a police officer's time. These CSO's would be "report takers" so police officers could be "crime fighters." In other words, by transferring workload, police officers will see an increase in unallocated time (time not busy or dedicated to a call or specific function) that will then allow us to shift from being primarily reactive to a more proactive model.

In 2015 we conducted 22 background investigations. Yet, despite the fact we invested considerable time, effort, and money in attempting to fill our vacant sworn positions, we have had limited success. Greater success in hiring CSO's is anticipated because the unique focus of the position doesn't include the physical requirements and customary danger that is associated with being a police officer. It also does not require a lengthy academy that all police officers are required to attend. However, CSO's will require considerable in-house training just as officers do when first employed.

One secondary consideration is that these new CSO positions may also serve as a training opportunity and gateway to a police officer's position for a CSO that has such aspirations. This could have positive long term outcomes for the Police Department.

Staffing Allocation:

The Police Department is authorized 27 sworn personnel. This plan calls for freezing two of these positions and replacing the two Officers with three CSO'S. These new CSO's would be dedicated exclusively to patrol functions and would allow for CSO coverage seven days a week both during the day and in the evening / night.

Cost Analysis:

The following is the full employment cost to include salary and all benefits with the assumption the employee takes family health insurance coverage:

| | |
|-----------------------------------|--------------------|
| Police Officer: | \$82,926.64 |
| Community Service Officer: | \$57,626.15 |
| Cost Difference: | \$25,300.49 |

2 Police Officers = \$165,853.28 versus 3 CSO's = \$172,878.45

There would be an increase of \$7,025.17 to employ three CSO's instead of two police officers.

Conclusion:

Modifying the Police Department's staffing allocation as outlined above is not a complete panacea to every organizational or community issue that may exist. However, it is a realistic concept that may prove fruitful and one that can propel this agency and City forward in our efforts to increase our level of service. The cost is almost neutral, having an increase of approximately \$7,000 annually.

In determining whether or not to pursue this idea it was clear that dialogue with key stakeholders should take place. Therefore, the idea was discussed with the law enforcement subcommittee, the Red Bluff Police Officers Association leadership and the Chief's Citizen Advisory Committee. Both the RBPOA and the Citizen Advisory Committee found the idea favorable.

Chief Sanders provided a letter from the Red Bluff Peace Officers Association supporting this staffing allocation adjustment.

Councilmember Jackson requested and received clarification on who would make the decision to unfreeze the positions recommended.

Mr. Crabtree stated that it would be brought back to the City Council to unfreeze any of the positions.

Mayor Pro Tem Jones requested clarification on whether there was any difference in the hiring process between a Community Service Officer and Police Officer.

Chief Sanders stated it was very similar with the exception of no physical agility test and psychological evaluation.

Councilmember Patel questioned if the CSO's would have a vehicle.

Chief Sanders stated that the department may take some of the old Crown Vic's and use those for the CSO's.

Councilmember Schmid requested clarification on whether a CSO would follow through with theft, *investigations.*

Chief Sanders stated that he doesn't see any problems and doesn't want to put the CSO in to danger, but he is looking at the next Records Specialist to be more of a criminal analyst.

Mayor Parker stated that would make or break this would be the policies of the Police Department and that the Officers and CSO's would have to work together.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

4. AUTHORIZATION TO SUBMIT A REGIONAL GRANT APPLICATION TO THE SHASTA REGIONAL COMMUNITY FOUNDATION FOR THE MCCONNELL FUND GRANT PROGRAM

Sandy Ryan, Finance Director, reviewed the staff report and provided staff's recommendation that the City Council authorizes staff to apply for a grant from the Shasta Regional Community Foundation for The McConnell Fund Grant.

The Shasta Regional Community Foundation has several grant programs. One program, The McConnell Fund, provides up to \$50,000 for the purchase of equipment or building related projects for recreation, community vitality, children, youth, and other related areas. Blues For The Pool has suggested that the City apply for this grant to purchase and install a new wrought iron, powder-coated fence surrounding the McGlynn Pool.

The grant application is due tomorrow, March 2, 2016 by 5 p.m. Although the grant states up to \$50,000.00, the City is asking for the full \$70,000.00 needed. If only \$50,000.00 is awarded, the City's General Fund would be required to contribute \$20,000.00 towards the project.

The new fence would improve security for the pool and related facilities. Unfortunately, the pool facilities have been vandalized multiple times in recent years. The existing chain link fence is old and does not provide adequate security. The new fence would also improve safety by keeping people from using the pool when it is closed and unsupervised. The improved fencing would complement the additional improvements planned for River Park.

Councilmember Schmid questioned the use of rod iron fencing.

Mr. Henz stated that chain link fencing was easier to cut.

Councilmember Jackson stated that Blues for the Pool decided that the City would be responsible and that Blues for the Pool was not willing to apply as they felt it would be more favorable if the City applied. Blues for the Pool has made many donations over the years and they will help out with needed items at the pools as funds become available.

M/S/C Councilmembers Jones and Jackson to authorize staff to apply for a grant from the Shasta Regional Community Foundation for the McConnell Fund Grant.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

5. EXPENDITURE AGREEMENT BETWEEN THE CITY OF RED BLUFF AND COUNTY OF TEHAMA FOR THE FISCAL YEAR 2015 HOMELAND SECURITY GRANT PROGRAM FUNDS

Kyle Sanders, Chief of Police, reviewed the staff report and provided staff's recommendation that the City Council:

1. Authorize the Chief of Police to sign the 2015 Homeland Security Grant expenditure agreement between the City of Red Bluff and the County of Tehama.
2. Authorize two supplemental appropriations in the amount of \$31,439.00 for Fiscal Year 2015/2016 revenue account 11-33-060-740 and for expenditure from expense account 11-33-540-126. The amount of \$31,439.00 will be reimbursed to the City of Red Bluff by the County of Tehama (via Homeland Security Grant Funds) following the purchase of the Dispatch Radio Consoles.

This funding of \$31,439.00 will be paired with other budgeted funds to pay for the Dispatch Radio Console project. This project meets the requirements of Homeland Security Grant funding.

Allocation of Homeland Security Grant funds begins with a collaborative meeting involving representatives from law enforcement, Fire, EMS and other public service providers in Tehama County. Funds from this program must be allocated based on specified program guidelines. These guidelines also dictate what type of items can be purchased. Tehama County Sheriff's Office is the grant administrator and therefore funds are received by the County and then reimbursed to the other agencies subsequent to the purchases being made.

Police Department staff evaluated organizational needs and identified an anticipated shortage of funding to purchase and install new Dispatch Radio Consoles. At the above described meeting, Staff gained commitment of \$31,439.00 of 2015 Homeland Security funds to be utilized for the Dispatch Radio Console project.

M/S/C Councilmembers Jackson and Jones to:

1. Authorize the Chief of Police to sign the 2015 Homeland Security Grant expenditure agreement between the City of Red Bluff and the County of Tehama.
2. Authorize two supplemental appropriations in the amount of \$31,439.00 for Fiscal Year 2015/2016 revenue account 11-33-060-740 and for expenditure from expense account 11-33-540-126. The amount of \$31,439.00 will be reimbursed to the City of Red Bluff by the County of Tehama (via Homeland Security Grant Funds) following the purchase of the Dispatch Radio Consoles.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

6. REPORT ON QUARTER CENT SALES TAX

Sandy Ryan, Finance Director, reviewed the staff report and provided staff's recommendation that the City Council:

1. Review and comment on proposed expenditures for the quarter cent sales tax as outlined in the summary for the 16/17 Fiscal Year.
2. Authorize the immediate creation of an additional full-time Firefighter position (taking the number of full-time Firefighters/Engineers/Captains to 11); and

3. Approve a supplemental appropriation for the 15/16 Fiscal Year (for account No. 11-31-100-100 - Employees) of \$15,211.00.

Department Heads and the Budget Committee recently met to discuss the revised HdL estimates for the quarter cent sales tax and agreed to recommend the expenditure strategy described below to the full City Council.

14/15 Revenues of \$187,884.00 had not yet been expended. 15/16 Revenues are estimated at \$861,000.00 and 15/16 Expenditures are estimated at \$818,950.00, leaving \$229,934.00 to start 16/17. 16/17 Revenues are estimated at \$912,000.00 and 16/17 Expenditures are estimated at \$737,160.00 (before any additional costs stated below), leaving additional revenues of \$404,750.00 to allocate to 16/17.

The Public Works Department has requested funding for additional playground equipment.

The Police Department has proposed construction of an evidence building (on City Hall property), and a new Records Specialist position.

The Fire Department has requested an additional full-time Firefighter position.

In order to achieve those goals, staff looked at ongoing and one-time revenues and expenditures, and separated the two. Staff determined that the Police Department should also get additional ongoing overtime, and the Parks Department should also get additional funds for ongoing playground bark replacement efforts. Staff and the Budget Committee reviewed and approved these proposals for recommendations to the full City Council. See the table below.

During 15/16, some sales tax revenues were used to help offset increases to insurance, workers' comp., and PERS costs. Staff and Budget Committee agreed that these ongoing costs should revert to the general fund over time. Staff and the Budget Committee recommend reverting these costs to the General Fund 20% per year for the next five (5) years. Other costs as detailed in the attached cost summaries will be eliminated if the quarter cent sales tax is not extended, or if it is determined that the general fund cannot absorb those costs.

| | PREVIOUS | CURRENT | | SUBTOTAL REV-EXP | |
|-----------------------------|----------------|----------------|--|---------------------|--|
| 14/15 carry forward balance | \$187,884.00 | \$187,884.00 | | | |
| 15/16 Estimated Revenue | \$700,000.00 | \$861,000.00 | | | |
| 15/16 Expenditures | (\$818,950.00) | (\$818,950.00) | | \$42,050.00 | |
| 15/16 Ending Balance | \$ 68,934.00 | \$ 229,934.00 | | | |
| | | | | | |
| 16/17 Estimated Revenue | \$725,000.00 | \$912,000.00 | | | |
| 16/17 Expenditures | (\$818,950.00) | (\$737,160.00) | | \$174,840.00 | |
| 16/17 Ending Balance | (\$ 25,016.00) | \$ 404,774.00 | | | |

| | Total | Ongoing | | One Time | |
|-----------------|--------------|--------------|-------------------------------|--------------|-------------------|
| | \$404,750.00 | \$174,840.00 | | \$229,910.00 | |
| Parks, etc. 15% | \$ 60,713.00 | \$ 840.00 | Playground bark | \$ 59,873.00 | Playground equip. |
| Police, 70% | \$240,826.00 | \$ 86,000.00 | \$52- rec. spec./\$34 - OT | \$154,826.00 | Evidence bldg. |
| Fire , 30% | \$103,211.00 | \$ 88,000.00 | Firefighter | \$ 15,211.00 | Firefighter |

Councilmember Jackson requested clarification on the amounts included for parks.

Mr. Henz, Public Works Director, stated that this year they were requesting money for soft fall material and that next year there is the one time budget for new playground equipment.

Mayor Parker questioned if the additional Firefighter position was the only request by Fire and noted that the City Council can allocate more to the Fire Department if needed or switch up each year depending upon the amount of sales tax received.

Chief Barber stated it was.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

STAFF ITEMS:

Bruce Henz reported on the progress of the restaurant at the Airport and stated that it should be done by mid-March.

COMMITTEE REPORTS/COUNCIL COMMENTS:

Reports by City Council members on the activities of their assigned agencies and/or committees.

Local Agency Formation Commission (LAFCO) - *no meeting*

3 Core - *no meeting*

Tehama County Transportation Commission - *did meet and discussed issues of the road tax proposed by the State, Councilmember Schmid encouraged everyone to sign up for the program so that voices in the north state are heard.*

Downtown Red Bluff Business Association - Councilmember Jackson reported that she was unable to attend the meeting.

Community Action Agency - no meeting, but Councilmember Jones did remind everyone of the Prosperity even on March 6th and that he still had tickets available.

Tehama Economic Development Corporation - no meeting

Executive Committee - Tehama County Solid Waste Management Agency - no meeting

Tehama County Solid Waste Management Agency (JPA II) - met February 22nd and interviewed candidates for the Manager position.

Chamber of Commerce - met on February 23rd preparing for events associated with the Red Bluff Round Up.

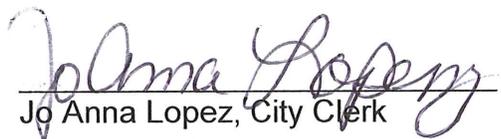
ADJOURNMENT:

There being no further business Mayor Parker adjourned the meeting at 8:15 p.m. until the meeting of March 15, 2016.



Clay Parker, Mayor

Attest:



Jo Anna Lopez, City Clerk