CITY OF RED BLUFF

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CITY COUNCIL MINUTES

Date of Meeting: Tuesday, November 21, 2017

Time of Meeting: 6:15 p.m. Closed Session
7:00 p.m. Regular Meeting

Place of Meeting: Council Chambers, City Hall
555 Washington Street
Red Bluff, CA 96080

Councilmembers Present: Daniele Eyestone, Mayor Pro Tem
Rob Schmid
Amanda Jenkins
Clay Parker

Councilmembers Absent: Gary Jones, Mayor (Excused)

Staff Present: Rick Crabtree, City Manager/City Attorney
Robin Kampmann, Public Works Director
Kyle Sanders, Police Chief
Sandy Ryan, Finance Director
Ray Barber, Fire Chief
Cassidy DeRego, City Clerk
Scott Friend, Community Development Director
Donna Gordy, City Treasurer

CLOSED EXECUTIVE SESSION:

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; Bill May Labor Negotiator; 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. Employee Organization: Police Mid-Management Unit; Red Bluff Police Officers' Association.

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Conference with Legal Counsel: Government Code Section 54956.9 - Existing Litigation, Wierzbicki Worker's Comp Claim Nos. NCWA-555880 and NCWA-556792.

Mayor Pro Tem Eyestone reported that during the Closed Executive Session the City Council provided direction to staff.

PLEDGE OF ALLEGIANCE:

Mayor Pro Tem Eyestone led the Pledge of Allegiance and the assembly joined in.

CITIZEN'S COMMENT:

Kenn Rieders discussed the legalization of cannabis and the recommendation that the California Medical Board has released in regards to Medical Marijuana. He also discussed the need for a cannabis dispensary within the City of Red Bluff.

Bob Moore from the Airport Commission stated that the south taxiway is deteriorating at the Red Bluff Airport; he stated that the cracks are getting larger and it is in need of an overlay. He stated that upstairs in the main building the windows are leaking again. The FBO received accommodations from the Forest Service for going above and beyond when they needed to utilize the airport during fire season.

CONSENT CALENDAR:

Mayor Pro Tem Eyestone stated that item one was requested to be pulled for discussion.

M/S Councilmembers Jenkins and Parker to approve items two through four on the consent agenda.

AYES: Councilmembers Eyestone, Jenkins, Parker and Schmid
NOES: None
ABSENT OR NOT VOTING: Jones (Excused)

1. Open Market Purchases; October Contracts 2017

Recommendation:

Staff recommends that City Council accept the open market purchases, contract awards and purchases of $1,000.00 or more for October of 2017.

Councilmember Schmid requested and received clarification on the Chiller/Boiler Rental 8/12-8/24/17.

Councilmember Schmid requested and received clarification on the South Main Sewer Project Phase 2-Design 9/1-9/30/17.

Councilmember Schmid requested and received clarification on the Audit Services- FY 2016-2017.

Councilmember Schmid requested and received clarification on the Outside Equipment Maintenance.

M/S Councilmembers Schmid and Jenkins to approve the open market purchases, contract awards and purchases of $1,000.00 or more for October of 2017.

AYES: Councilmembers Eyestone, Jenkins, Parker and Schmid
NOES: None
ABSENT OR NOT VOTING: Jones (Excused)

2. Warrant Report; October 2017

Recommendation:

Staff recommends that City Council approve the October warrants; check numbers 88166 through 88384.

4-0-1

3. Treasurer's Report; Third Month of FY 17/18

Recommendation:

Staff recommends that the City Council accept the Treasurer's report for September 2017.

4-0-1

4. Mead & Hunt Contract; Supplemental Appropriation

Recommendation:

Staff recommends that the City Council authorizes a supplemental funding appropriation to move pre-approved funds from the 16/17 Fiscal Year into the 17/18 Fiscal Year Airport Fund No. 57-55-340-100 in the amount of **$229.89**.

4-0-1

CURRENT BUSINESS:

1. Geographic Information System (GIS); Services and Equipment

Scott Friend, Community Development Director, reviewed the staff report and provided the staff's recommendation that the City Council approves a supplemental appropriation of $12,000.00 and authorize the Mayor to enter into an agreement with the Geographic Information Center (GIC) at California State University Chico (CSUC) for a professional service contract in an amount up to and not-to-exceed, $12,000.00 dollars to allow the GIC to provide professional Geographic Information System (GIS) services and support to the City of Red Bluff.

This item was intended to be included in the FY17/18 Department budget as a recurring expense for continued system develop and maintenance. Upon receipt of the Fiscal Year contract from the GIC, it was determined that the funding for the purpose was not included in the department budget. This request is for authorization for supplemental funding to continue with Phase II of the work effort.

The Geographic Information Center (GIC) at Chico State provides professional GIS support services to numerous local cities and counties (e.g. Butte County; Cities of Chico, Orland, Oroville, Biggs), and Butte County Association of Governments (BCAG) through the Chico State Foundation. The Center has provided GIS support and technical services to local governments and non-profit entities for well over two decades using paid, professional staff supported by students learning GIS at the University. This arrangement allows the Foundation and GIC to provide a low-cost GIS service option to local and regional agencies and non-profit organizations. The service is supported by full-time, experienced GIS professionals, for a fraction of what it would cost to staff such a position internally or to pay internal or contract staff to provide the same service.

The proposed contract would authorize the GIC to provide as-needed and as-requested full-service GIS support to the City of Red Bluff that would allow for system updating as well as maintenance and special task assistance for the City's GIS database system. The proposed contract would work with the City's existing software and would facilitate the updating of the City's existing GIS database to incorporate much needed data updates, edits, and system upgrades. Additionally, GIC staff would work with the City and the City's IT services provider to re-align the current GIS system from a loose amalgamation of disconnected machines and data working off of a master machine / slave machine relationship into a fully networked data system whereby all system users have access to the same data that is regularly updated and that has been vetted for accuracy and appropriateness. The current data sets used by the City appear to not have been comprehensively updated for a long period of time and staff is finding errors in the data on an increasingly frequent basis.

Staff believes that the engagement of the GIC to assist the City with its ongoing GIS needs is both a very important and very timely need and will assist both internal staff in providing timely and accurate information to members of the public and to policy makers.

Additionally, the service will allow the City to stay within established statutory boundaries for data currency. Without a substantial review and update to the existing system data, the overall integrity and utility of the GIS system will continue to erode and will become difficult and more costly to fix moving forward.

The proposed engagement is supported by a single, one-year term contract which could result in an annual expenditure of up to $12,000.00. However, the Center would only bill the City for services rendered on an as-needed and as-requested basis. The City of Red Bluff would continue to have ownership of all system software and system data/information and would continue to be hosted and housed on the City's computer network.

Councilmember Schmid asked if this is something that will be needed yearly.

Scott Friend, Community Development Director, stated not necessarily, it is something that will be necessary the first three years for sure, but may not be needed yearly after that.

Mayor Pro Tem Eyestone asked if after three years it will be where it needs to be.

Mr. Friend stated that they are on track to be where they need to be in three years.

Councilmember Schmid asked that next year this item be included in the budget.

Sandy Ryan, Finance Director, stated that it will be on the budget next year.

M/S Councilmembers Parker and Jenkins to approve a supplemental appropriation of $12,000.00 and authorize the Mayor to enter into an agreement with the Geographic Information Center (GIC) at California State University Chico (CSUC) for a professional service contract in an amount up to and not-to-exceed, $12,000.00 dollars to allow the GIC to provide professional Geographic Information System (GIS) services and support to the City of Red Bluff.

AYES: Councilmembers Eyestone, Jenkins, Parker and Schmid
NOES: None
ABSENT OR NOT VOTING: Jones (Excused)

2. Police Staffing Allocation Adjustment

Kyle Sanders, Police Chief, reviewed the staff report and provided the staff's recommendation that the City Council approve the following Police Officer and Community Service Officer (CSO) staffing adjustments:

1. Freeze one CSO position to decrease from 5.5 CSOs to 4.5 CSOs.

2. Increase one Police Officer position and thus increase allocated positions from 25 to 26.

In early March 2017, the decision was made to sponsor one CSO through the law enforcement academy. In part, this decision was made knowing the attrition rate over the past 20 years and believing there would likely be one or more police officer vacancies during the year. Fortunately, the long established trend of losing an average of 3.5 officers annually did not occur this year and all 25 Police Officer positions are currently filled.

At the conclusion of an internal testing process for academy sponsorship, CSO Ron Johnson was selected as the police cadet (academy sponsor). Cadet Johnson began the academy in July 2017 and graduates on December 8, 2017. He currently ranks #5 in a class of 31.

Having evaluated the previous staffing adjustment and utilization of increased CSO's for more than a year now, we have learned that increasing our utilization of CSO's has proven beneficial. Similarly, we have also found that in order to pursue and maintain important roles such as our problem-oriented policing (POP) officer position, it would be most beneficial to have an additional police officer. With current staffing levels we frequently have to cancel the POP position or other assignments for weeks at a time. Increasing by one Police Officer would reduce this from occurring as regularly as it does.

While a strong preference would be to add a Police Officer position while maintaining the current allocation of CSO's; an understanding of fiscal realities leads to the request to increase one Police Officer position by eliminating one CSO position. If approved, Cadet Johnson will immediately begin his in-house field training program upon his academy graduation on December 8, 2017.

One further point worth considering is the following statement contained within the original staff report (regarding staff modification) dated March 1, 2016: "One secondary consideration is that these new CSO positions may also serve as a training opportunity and a gateway to a police officers position for a CSO that has such aspirations. This could have positive long term outcomes for the police department." This is, in fact, what occurred with CSO Johnson.

We anticipate having sufficient funds in the current budget year to cover the increase to transition one CSO position to a Police Officer for the remainder of this year. Therefore, we are not requesting any change to the current 2017 / 2018 budget.

The data below expresses the full employment cost (for a full year) to include salary and all benefits with the assumption the employee takes family health insurance coverage:

(1) Police Officer:	$83,284.00
(1) Community Service Officer:	$58,324.00
Cost Difference:	$24,960.00

The estimated budgetary increase for fiscal year 2018 / 2019 would be approximately $24,960.00 unless other budgetary modifications were implemented. For instance, during budget discussions, if deemed financially necessary, the part time temporary employee account could be eliminated (for a savings of $20,000.00) resulting in a net increase of only $4,960.00 for fiscal year 2018/2019.

Mayor Pro Tem Eyestone asked if we freeze one CSO position, could that position be opened later, or in the future could the CSO be replaced and then go back down to 25 police officers.

Kyle Sanders, Police Chief, stated that he would like to keep CSO's at 5.5 and increase to 26 police officers in the future. If the position is frozen, it cannot be filled unless it is brought to the City Council.

Councilmember Schmid stated that in regards to next year, it sounds feasible, but he doesn't feel they should commit to anything right now, it would need to be discussed at a later date.

Chief Sanders stated that he is not asking for a commitment right now, he is just letting them know the cost and some different options that they have to assist in funding the position. He will discuss the options further at the budget negotiations.

Councilmember Schmid stated that they want to make sure they keep a full time position to help in the community with the homeless issues.

M/S Councilmembers Jenkins and Eyestone to approve Freezing one CSO position to decrease from 5.5 CSOs to 4.5 CSOs and to increase one Police Officer position and thus increase allocated positions from 25 to 26.

AYES: Councilmembers Eyestone, Jenkins, Parker and Schmid
NOES: None
ABSENT OR NOT VOTING: Jones (Excused)

3. Law Enforcement Services Funds; 17/18 Supplemental Appropriation COPS

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

1. Approve the expenditure plan for 2017 / 2018 Supplemental Law Enforcement Services Funds ($100,000.00).

2. Approve the expenditure plan for the Supplemental Law Enforcement carry over funds ($50,480.43).

3. Approve a supplemental appropriation in the amount of $50,480.43 to revenue account 11-33-060-763 and for expenditure from accounts 11-33-540-170 ($25,000.00) and 11-33-450-170 ($25,383.43).

On November 2, 2017, a meeting with the supplemental law enforcement funds oversight committee was conducted. The expenditure plan for the 2017/2018 funding was submitted as was the expenditure plan for the carryover funds. Both plans were reviewed and approved by the committee.

Staff recommends the following expenditure plan for the 2017/2018 funds:

1. **Salaries and partial benefits:** (2) Community Service Officers	$70,833.00
2. **RIMS Annual Lease Fee:**	$18,695.00
3. **Volunteer Programs:** (VIPS, Reserves)	$1,500.00
4. **Cameras and Protective Cases:**	$3,000.00
5. **Law Enforcement Equipment & Supplies:** (Replacement leather gear, spike strips, Taser cartridges, Honor Guard equipment / accessories, or other miscellaneous equipment)	$5,875.00
6. **Tehama County Administrative Fee:**	$97.00
	Total: $100,000.00

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Staff recommends the following expenditure plan for the carryover funds:

1. **Mobile Digital Computers:** (2 MDC's, including IT costs)	$15,000.00
2. **Dispatch Flooring and Lockers:**	$10,000.00
3. **SWAT Vests:**	$6,000.00
4. **Portable Radios:**	$6,000.00
5. **Body Cameras:**	$4,000.00
6. **TASERS and Holsters**:	$4,000.00
7. **Rifle Plates:**	$2,500.00
8. **Firearms Parts:** (M-4 Rifle, Shotguns, etc.)	$1,700.00
9. **Impact Weapons:** (RCB Batons)	$1,183.43
10. **Tehama County Administrative Fee:**	$97.00
	Total: $50,480.43

M/S Councilmembers Parker and Jenkins to approve the expenditure plan for the 2017/2018 Supplemental Law Enforcement Services Funds ($100,000.00), approve the expenditure plan for the Supplemental Law Enforcement carry over funds ($50,480.43) and approve a supplemental appropriation in the amount of $50,480.43 to revenue account 11-33-060-763 and for expenditure from accounts 11-33-540-170 ($25,000.00) and 11-33-450-170 ($25,383.43).

AYES: Councilmembers Eyestone, Jenkins, Parker and Schmid
NOES: None
ABSENT OR NOT VOTING: Jones (Excused)

4. Management and Mid Management Resolution

Rick Crabtree, City Manager, reviewed the staff report and provided the staff's recommendation that the City Council approves the proposed Resolution No. 13-2017, a Resolution setting certain rules, policies and benefits for the management and mid-management employees of the City of Red Bluff.

The City Council recently approved new Union MOU's with the Fire and Miscellaneous bargain groups. Each of those MOU's provided for general salary increases for all full-time unit members as follows:

- 2%: Effective the first full pay period following adoption of the MOU.
- 2%: Effective July 1, 2018
- 2%: Effective July 1, 2019

The Resolution proposes that the Management employees also receive the same 2% raise effective the first full pay period after approval of the Resolution and each subsequent July 1st through July 1, 2019. In addition, the Resolution contains, for the first time, a 5% Longevity stipend upon completion of 10 years of continuous service to the City. The applicable MOU's for the Fire group, the Miscellaneous Unit, the POA, and the Red Bluff Police Mid-Manger Association all include a 5% longevity step after completion of 10 years of continuous employment with the City (the POA MOU has 2 longevity steps). The proposed Resolution would extend this benefit to Management and Mid-Management employees.

Employee positions in the unrepresented Management/Mid-Management group that would receive the proposed salary adjustments include the following:

Group A (Department Heads):

Public Works Director/City Engineer
Police Chief
Fire Chief Finance
Director Community Development Director
(Note: The proposed Resolution does not apply to Management officials or contractors serving the City under contract as an outside vendor. The terms pertaining to such Management employees are set forth in their respective contracts.)

Group B (Mid-Management):

Executive Assistant to the City Manager/Deputy City Clerk
Human Resources Analyst I
Human Resources Analyst II
Financial Management Specialist
Public Works Maintenance Supervisor
Wastewater Division Supervisor
Water Division Supervisor
Associate Civil Engineer
Associate Civil Engineer/Airport Manager
Assistant Engineer
Fire Division Chief
Fire Marshal
Development Coordinator/Development Official
Building Inspector
Recreation Supervisor

Councilmember Parker stated that they are trying to treat everyone the same and employees should be paid fairly; unfortunately, they cannot afford more.

Councilmember Schmid stated that he has a problem with grouping everyone into one group; he feels that raises should be given on individual merit.

Mayor Pro Tem Eyestone stated that she completely agrees with Councilmember Schmid; however, she knows that Mayor Jones would have voted yes, so she will vote yes on his behalf.

M/S Councilmembers Parker and Jenkins to approve Resolution No. 13-2017, a Resolution setting certain rules, policies and benefits for the management and mid management employees of the City of Red Bluff.

AYES: Councilmembers Eyestone, Jenkins, and Parker
NOES: Schmid
ABSENT OR NOT VOTING: Jones (Excused)

5. Cancel January 2, 2018 Meeting Due to Holidays

Rick Crabtree, City Manager, reviewed the staff report and provided the staff's recommendation that the City Council Consider cancelling the City Council meeting on January 2, 2018 due to the holidays and give direction to staff.

The 2018 New Year's Day holiday falls on Monday, January 1st (the day before the first regular City Council meeting in January). City Hall will be closed half of the day on December 29th and all day on New Year's Day. The period between Christmas and New Year's is a popular time for City employees to take time off. City Council agenda reports are normally submitted and reviewed the week before the following City Council Meeting. In this case, this would be the week of Christmas. This year, both December 25th and 26th are City employee holidays.

For these reasons, City staff requests that the City Council consider cancellation of the City Council meeting set for January 2, 2018.

M/S Councilmembers Jenkins and Eyestone to approve canceling the City Council Meeting on January 2, 2018.

AYES: Councilmembers Eyestone, Jenkins, Parker and Schmid
NOES: None
ABSENT OR NOT VOTING: Jones (Excused)

G. STAFF ITEMS:

Ray Barber, Fire Chief, stated that the Fire Control 3 class will be on December 8 and December 9, 2017. He will be headed to Wisconsin for the building of their new fire engine next week.

H. 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 is scheduled.
- **Tehama County Transportation Commission** - No Meeting is scheduled.
- **Downtown Red Bluff Business Association** - The road signs are in the process of being installed, January 17, 2018 is the next meeting. The DRBBA will be invited to the next council meeting to hear Caltrans give their presentation.

- **Community Action Agency** - No update was given.
- **Executive Committee - Tehama County Solid Waste Management Agency** - No meeting is scheduled.
- **Tehama County Solid Waste Management Agency (JPA II)** - No meeting is scheduled.
- **Chamber of Commerce** - No update was given.
- **Ground Water Commission** - No meeting is scheduled.

Councilmember Schmid stated that the building department computer system is not integrated and is outdated; he would like to see that discussed during budget negotiations.

Sandy Ryan, Finance Director, stated that there is software available.

Councilmember Schmid stated that staff believes that the software available is not a good program for the building department.

Ms. Ryan stated that they will have the building department look at the program available, if it will not work for them, then they can look into something different.

Rick Crabtree, City Manager, stated that they are aware of the issue and are looking into solutions.

Scott Friend, Community Development Director, stated that it is being discussed regularly.

Councilmember Schmid stated that there is a substantial budget for paving and a lot of roads that are on the list to be paved; the section of road on Walnut Street in front of the court house needs to be addressed next. He said that with the rainy weather, it is starting to degrade and if something isn't done soon, it will become a much larger project.

Robin Kampmann, Public Works Director, stated that she will make sure they look at that road first and try to get it done as soon as possible.

Councilmember Schmid stated that he has talked previously about obtaining a Grant Writer, he knows someone who worked for Water Resources and retired as a Grant Writer. He said that she is available to help.

Councilmember Schmid stated that Bob Moore discussed that the windows in the main building are leaking again at the Red Bluff Airport. He is frustrated because this should have been fixed right the first time. He stated that they need to be fixed as soon as possible to stop any additional damage from occurring. He stated that all of the windows are leaking and the walkway is leaking as well.

H. ADJOURNMENT:

There being no further business Mayor Pro Tem Eyestone adjourned the meeting at 7:46 p.m. until the meeting of December 5, 2017 at the Red Bluff City Council Chambers.

Daniele Eyestone

Daniele Eyestone, Mayor Pro Tem

ATTEST:

A Rios For Cassidy DeRego

Cassidy DeRego, City Clerk

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