

Gridley City Council – Regular Meeting Agenda

Monday, June 17, 2024; 6:00 pm

Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”

The Public is encouraged to attend and participate in person. Comments from the public on agenda items will be accepted until 4 pm on June 17th, 2024, via email to csantana@gridley.ca.us or via the payment/document drop box at Gridley City Hall and will be conveyed to the Council for consideration.

You may view using the following link, ID, and passcode:

<https://us06web.zoom.us/j/81387151016?pwd=QYaeoNQZ9kbovxJd79mk-8PLO0TgfQ.jC6DXdQUSIYRCVrz>

Webinar ID: 813 8715 1016

Passcode: 573231

Or Telephone:

+1 669 444 9171 US

+1 253 215 8782 US

CALL TO ORDER - Mayor Farr

ROLL CALL

PLEDGE OF ALLEGIANCE – Councilmember Roberts

PROCLAMATION – None

INTRODUCTION OF NEW OR PROMOTED EMPLOYEES - None

COMMUNITY PARTICIPATION FORUM - *Members of the public may address the City Council on matters not listed on the agenda. The City Council may not discuss nor take action on any community participation item brought forward by a member of the community. Comments are requested to be limited to three (3) minutes.*

CONSENT AGENDA

1. Resolution 2024-R-018: A Resolution of the City Council of the City of Gridley, Requesting the Board of Supervisors of the County of Butte to Consolidate a General Municipal Election to be Held on Tuesday, November 5th, 2024, with the Statewide General Election to be Held on the Date Pursuant to §10403 pf the Elections Code

ITEMS FOR CONSIDERATION

2. Workplace Violence Prevention Policy
3. Resolution No. 2024-R-019: TPM 1-24 Orchard Hospital APN 010-250-048– Application for a Tentative Parcel Map to Subdivide an Approximately 4.9-Acre Parcel into two Parcels Resulting in a 1.0 Parcel and a 3.9-Acre Parcel located on the North Side of Spruce St. The Property has a General Plan Land Use Designation as Public and a Zoning Designation as Public Quasi Public
4. FY 2024/2024 Draft Budget

You may view the draft budget using the following link:

<https://city-gridley-ca-budget-book.cleargov.com/14941/introduction/transmittal-letter>

CITY STAFF AND COUNCIL COMMITTEE REPORTS - *Brief updates from City staff and brief reports on conferences, seminars, and meetings attended by the Mayor and City Council members, if any.*

CITY ADMINISTRATOR REPORTS - *Brief updates and reports on conferences, seminars, and meetings attended by the City Administrator, if any.*

POTENTIAL FUTURE CITY COUNCIL ITEMS - *(Appearing on the Agenda within 30 days):*

Procurement Policy	7/15/2024
Travel Policy	7/15/2024
Energy Efficiency Contract Review	7/15/2024
Sports Complex	7/15/2024

CLOSED SESSION - None

ADJOURNMENT – adjourning to a regular meeting on July 15th, 2024.

NOTE 1: POSTING OF AGENDA- This agenda was posted on the public bulletin board at City Hall at or before 6:00 p.m., June 14th, 2024. This agenda along with all attachments is available for public viewing online at www.gridley.ca.us and at the Administration Counter in City Hall, 685 Kentucky Street, Gridley, CA.

NOTE 2: REGARDING UNSCHEDULED MATTERS – In accordance with state law, it shall be the policy of this Council that no action shall be taken on any item presented during the public forum or on unscheduled matters unless the Council, by majority vote, determines that an emergency situation exists, or, unless the Council by a two-thirds vote finds that the need to take action arose subsequent to the posting of this agenda.

City Council Agenda Item #1
Staff Report

Date: June 17, 2024

To: Mayor and City Council

From: Elisa Arteaga, City Administrator

Subject: City Council approval of Resolution 2024-R-018, requesting the Butte County Board of Supervisors to consolidate a General Municipal Election to be held Tuesday, November 5, 2024.

<input checked="" type="checkbox"/>	Regular
<input type="checkbox"/>	Special
<input type="checkbox"/>	Closed
<input type="checkbox"/>	Emergency

Recommendation

City staff respectfully recommends that the City Council adopt the attached resolution, Resolution 2024-R-018, requesting the Board of Supervisors of the County of Butte to consolidate a General Municipal Election to be held Tuesday, November 5, 2024, with the Statewide General Elections to be held pursuant §10403 of the Elections Code.

Background

This Election Consolidation process is standard for cities throughout the State every two years. Three Councilmember seats are open this year, including the seats held by Councilmembers Michael Farr, Catalina Sanchez and J Angel Calderon. With this action the County Election Department is authorized to canvass the returns of the General Municipal Election.

Compliance with City Council Strategic Plan or Budget Goals

This action is consistent with the City Council’s commitment to effective democratic processes and the Council’s focus on excellence in community leadership.

Financial Impact

The City of Gridley recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

Attachments

Resolution 2024-R-018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRIDLEY, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF BUTTE TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO §10403 OF THE ELECTIONS CODE

WHEREAS, the City Council of the City of Gridley hereby calls a General Municipal Election to be held on November 5, 2024, for the purpose of the election of three members of the City Council for the full term of four years, and;

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Butte canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

WHEREAS, pursuant to Elections Code section 1300 and Gridley Municipal Code section 1.16.010, the City of Gridley General Election is to be held at the same time as the statewide General Election and said date for both is set forth in Elections Code section 1200, and for this year, 2024, is November 5.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRIDLEY DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

- SECTION 1. That pursuant to the requirements of §10403 of the Elections Code, the Board of Supervisors of the County of Butte is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General election on Tuesday, November 5, 2024, for the purpose of the election of three members of the City Council for the full term of four years.
- SECTION 2. That the County Election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.
- SECTION 3. That the Board of Supervisors is requested to issue instructions to the County Election department to take any and all steps necessary for the holding of the consolidated election.
- SECTION 4. That the City of Gridley recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.
- SECTION 5. That the City Clerk is hereby directed to file a certified copy of this resolution

with the Board of Supervisors and the County Election department of the County of Butte.

SECTION 6. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

I HEREBY CERTIFY that the foregoing resolution was duly introduced, passed, and adopted by the City Council of the City of Gridley at a regular meeting held on the 17th day of June 2024, by the following vote:

AYES: COUNCILMEMBERS

NOES: COUNCILMEMBERS

ABSENT: COUNCILMEMBERS

ABSTAIN: COUNCILMEMBERS

ATTEST:

APPROVE:

Elisa Arteaga, City Administrator

Michael W. Farr, Mayor

City Council Agenda Item #2
Staff Report

X	Regular
	Special
	Closed
	Emergency

Date: June 17, 2024
To: Mayor and City Council
From: Elisa Arteaga, City Administrator
Subject: Workplace Violence Prevention Plan

Recommendation

Staff respectfully requests the Council consider and approve the attached Workplace Violence Prevention Plan (WVPP) to be effective upon approval.

Background

California Senate Bill 553 (SB 553) requires California employers to implement a policy that addresses the rising frequency of violent episodes occurring at places of employment. The purpose of the WVPP is to have a clearly understood, accessible, and actionable policy to help prevent, minimize, and respond quickly to workplace violence. The plan encompasses pre-violent incident activities such as employee education and training on recognizing violent incidents as well as post-violent incident activities like incident reporting, investigation and hazard correction.

Fiscal Impact

There is no fiscal impact beyond staff time.

Compliance with City Council Strategic Plan or Budget Goals

This plan is consistent with the Council’s goals of compliance with State Law and providing a safe working environment for all City employees.

Attachments

Workplace Violence Prevention Plan



City of Gridley
Workplace Violence Prevention Plan

June 17th, 2024

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- A. Workplace Violence Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

Policy

The City of Gridley is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by [SB 553](#). The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purpose of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

Prohibited Acts

The City of Gridley will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, City of Gridley prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all City of Gridley property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on City of Gridley property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The City Administrator, or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The City Administrator will also be able to answer employee questions concerning this plan.

The City Administrator, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The City Administrator, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on City of Gridley WVP plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;

- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an annual basis.

Communication and Training

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the City of Gridley's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use City of Gridley's confidential Employee Assistance Program:

ACI SPECIALTY BENEFITS

Main Phone Number: 800-932-0034

Text: 858-ACI-2094

Website: **WWW.ACISPECIALTYBENEFITS.COM**

Contact: **EAP@ACISPECIALTYBENEFITS.COM**

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- City of Gridley alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- City of Gridley's EAP

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At time of hire or transfer;
- Annually for employees performing patient contact activities and their supervisors;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, the City Administrator will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- **METHODS OF NOTIFICATION:** Intercom, Text Message, Email, Activation of Alarm

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the City Administrator.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as security personnel by calling the following number: **911**. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling **911**. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with the City of Gridley who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively

implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and

- Record the incident in the Workplace Violent Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years in accordance with the recordkeeping requirements of the City of Gridley's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained a minimum of five years at Gridley City Hall (Records), 685 Kentucky Street, Gridley Ca. 95948.

Annual Review

City of Gridley's Workplace Violence Prevention Plan will be reviewed annually by the City of Gridley's Risk Management Committee and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A

CITY OF GRIDLEY - WORKPLACE VIOLENCE INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
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Specific Location of Incident:

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B

**CITY OF GRIDLEY - WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase City of Gridley's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programmed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

City Council Agenda Item #3
Staff Report

Date: June 17, 2024
To: Mayor and City Council
From: Elisa Arteaga, City Administrator

X	Regular
	Special
	Closed
	Emergency

Subject: Resolution No. 2024-R-019: TPM 1-24 Orchard Hospital - Application for a tentative parcel map to subdivide an approximately 4.9-acre parcel into two parcels resulting in a 1.0-acre parcel and a 3.9-acre parcel located on the north side of Spruce Road. The property has a General Plan land use designation as Public and a zoning designation as Public Quasi Public (PQP), (APN 010-250-048)

Recommendation

1. Determine the project is Categorically Exempt per the California Environmental Quality Act, Section 15315, Class 15, Minor Land Divisions; and,
2. Recommend the City Council adopt Resolution No. 2024-R-019

Summary

Orchard Hospital has applied for a tentative parcel map to reinstate the boundaries of a parcel and to create access to the parcel from Spruce Street.

Discussion

The project consists of re-establishing a parcel that was formerly merged to the Orchard Hospital site. Since that action, the hospital has applied for and received grant funding to construct the Orchard Hospital Adolescent Services meeting a community need for mental health support for its youth. The grant requires the development to have its own parcel and not connected to any other development; therefore, the hospital has made this application to comply with the grant requirements.

Planning Commission

On May 22, 2024, the Planning Commission considered the project and voted unanimously to forward the tentative map to the City Council for adoption to meet the requirements of the grant.

Conclusion

The resolution will recreate of the boundaries that once existed. The grant requires the parcel be approved prior to the end of June in order for the hospital to continue the funding process.

Public Notice

A notice was advertised 72 hours in advance of the hearing date, posted at City Hall, made available at the Administration public counter, placed on the city website for review, published in the Gridley Herald 10 days in advance of the City Council date, and mailed to property owners within 300 feet of the property boundary.

Environmental Review

In accordance with CEQA Section 15315, Class 15, Minor Land Divisions, no additional environmental review is necessary.

Financial Impact

There is no cost to the city for this project. Application funds are received in order to process the application which covers the costs for review.

Compliance with City Council Strategic Plan or Budget Goals

This recommendation is consistent with the ongoing effort to be responsive and transparent regarding all planning, engineering and financial matters.

Attachments:

Resolution No. 2024-R-019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRIDLEY TO SUBDIVIDE AN APPROXIMATELY 4.9-ACRE PARCEL INTO TWO PARCELS RESULTING IN A 1.0-ACRE PARCEL AND A 3.9-ACRE PARCEL LOCATED ON THE NORTH SIDE OF SPRUCE ROAD WITH THE ZONING DESIGNATION AS PUBLIC-QUASI-PUBLIC (PQP) AND A GENERAL PLAN LAND USE DESIGNATION AS PUBLIC (P)(APN 010-250-048)

WHEREAS, the City of Gridley has received an application to consider a Tentative Parcel Map request for one parcel totaling approximately 4.9 acres in order to create a total of two (2) parcels for an adolescent mental health facility adjacent to Orchard Hospital located on the north side of Spruce Street, in the manner illustrated on a tentative parcel map received by the City (Exhibit "A" attached); and,

WHEREAS, the subject property consists of one parcel designated as Assessor's Parcel Number 010-250-048 and the proposed Tentative Parcel Map has been assigned the file number Tentative Parcel Map No. 1-24 (TPM 1-24); and,

WHEREAS, the General Plan designation is Public (P) on the Gridley General Plan Land Use Map; and,

WHEREAS, the zoning designation for the subject parcel is Public-Quasi-Public (PQP) District; and,

WHEREAS, on May 22, 2024 the Planning Commission considered the project at a noticed public hearing the comments and concerns of property owners who are potentially affected by approval of Tentative Subdivision Map No. 1-24, and also considered the staff report regarding the proposed tentative map design and required public improvements and further recommended the City Council adopt a resolution approving the Tentative Parcel Map; and,

WHEREAS, the City Council determined that the described tentative parcel map and its design and improvements are consistent with Gridley's General Plan and zoning ordinance policies regarding the use and division of land; and,

WHEREAS, the City Council finds that this tentative parcel map complies with all State and City regulations governing the division of land, and that division and development of the property in the manner set forth on the tentative parcel map as shown on Exhibit A will not unreasonably interfere with the free and complete use of existing public and/or public utility easements or rights-of-way.

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

SECTION 1: FINDINGS FOR APPROVAL OF THE TENTATIVE PARCEL MAP

The following findings are taken from the Subdivision Map Act regarding subdivisions and are modified to apply to the Tentative Subdivision Map.

1. That the proposed project is consistent with the City of Gridley General Plan and does not exceed density and intensity standards within the Land Use Element.
2. That the site is physically suitable for the type of development proposed.
3. The project site is flat with slopes less than two percent. The project site is located within the Gridley urban limits and is not within a flood plain. There is adequate road access to the property and all necessary public utilities and services necessary for development are available to the site.
4. That the designs of the parcel map or the proposed improvements are not likely to cause serious public health problems. As conditioned, the project will provide adequate sanitary sewer, a public water supply, storm drainage facilities, and standard road improvements.
5. The design of the project will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed project
6. The Tentative Parcel Map conforms to the provisions of the Subdivision Map Act and to the provisions of Gridley Municipal Code Title 16 - Subdivisions (GMC Section 16.15)
7. The tentative parcel map is consistent with good planning and engineering practice (GMC Section 16.15).
8. The project will not be harmful to the public health and safety or the general welfare of the persons residing or working in the area.
9. The project will not result in substantial environmental damage. The project is categorically exempt from CEQA per the California Environmental Quality Act, Section 15315, Class 15, Minor Land Divisions.

SECTION 2: THE CITY COUNCIL OF THE CITY OF GRIDLEY

Approves Tentative Parcel Map 1-24 as described subject to the Conditions of Approval:

1. The applicant/property owner shall file a Declaration of Acceptance of the Conditions of Approval within 30 days of approval of the resolution for the Tentative Parcel Map 1-24.

ATTACHMENT 1
RESOLUTION NO.
2024-R-019

2. The Tentative Parcel Map 1-24 shall expire after a two (2) year period. An extension is allowed under the Subdivision Map Act; the applicant would need to apply 30 days prior to the expiration of the Tentative Parcel Map.
3. If the Tentative Parcel Map expires, a new application to develop the site would be required.
4. Any development of the site shall submit an application for review and approval to the City of Gridley and obtain all necessary permits prior to construction.
5. Minor changes may be approved by the Planning Department or City Administrator upon receipt of a request by the applicant, or their respected designee. Prior to such approval, verification shall be made by each Department that the modification is consistent with the approved application. Changes deemed to be major or significant in nature shall require a formal application for amendment.
6. Prior to recordation of the Final Parcel Map, the applicant shall coordinate with the Butte County Assessor's Office and Tax Collector to segregate any assessments against the properties and pay any delinquent, current, and future taxes and/or assessments against the properties as required.
7. All utilities for telephone, cable television, and electric service shall be provided to Parcels 1 in accordance with the Gridley Public Works Construction Standards, the Gridley Municipal Code, and the requirements of the agencies providing these services.
8. The electrical services need to be placed underground, or you can appeal to the Director of the Electric Dept. if you believe you have a hardship in meeting the code. You may need to provide cross parcel easements to service the site a minimum of 10 feet in width. No overhead power may continue to be used as a service line if it crosses property lines without an easement, nor across buildings.
9. If any existing utilities must be relocated as a result of this subdivision, the agencies that own the facilities may require the developer to pay the cost of such relocations.
10. The Applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to the plaintiff in an action challenging the validity of this tentative parcel map or any environmental or other documentation related to approval of this tentative subdivision map.
11. Develop sewer utility service and tie in locations at the time of construction.

I HEREBY CERTIFY that the foregoing resolution was duly introduced and passed at the regular City Council meeting of the City of Gridley held on the 17th day of June, 2024, by the following vote:

AYES: COUNCIL MEMBERS _____

NOES: COUNCIL MEMBERS _____

ABSTAIN: COUNCIL MEMBERS _____

ABSENT: COUNCIL MEMBERS _____

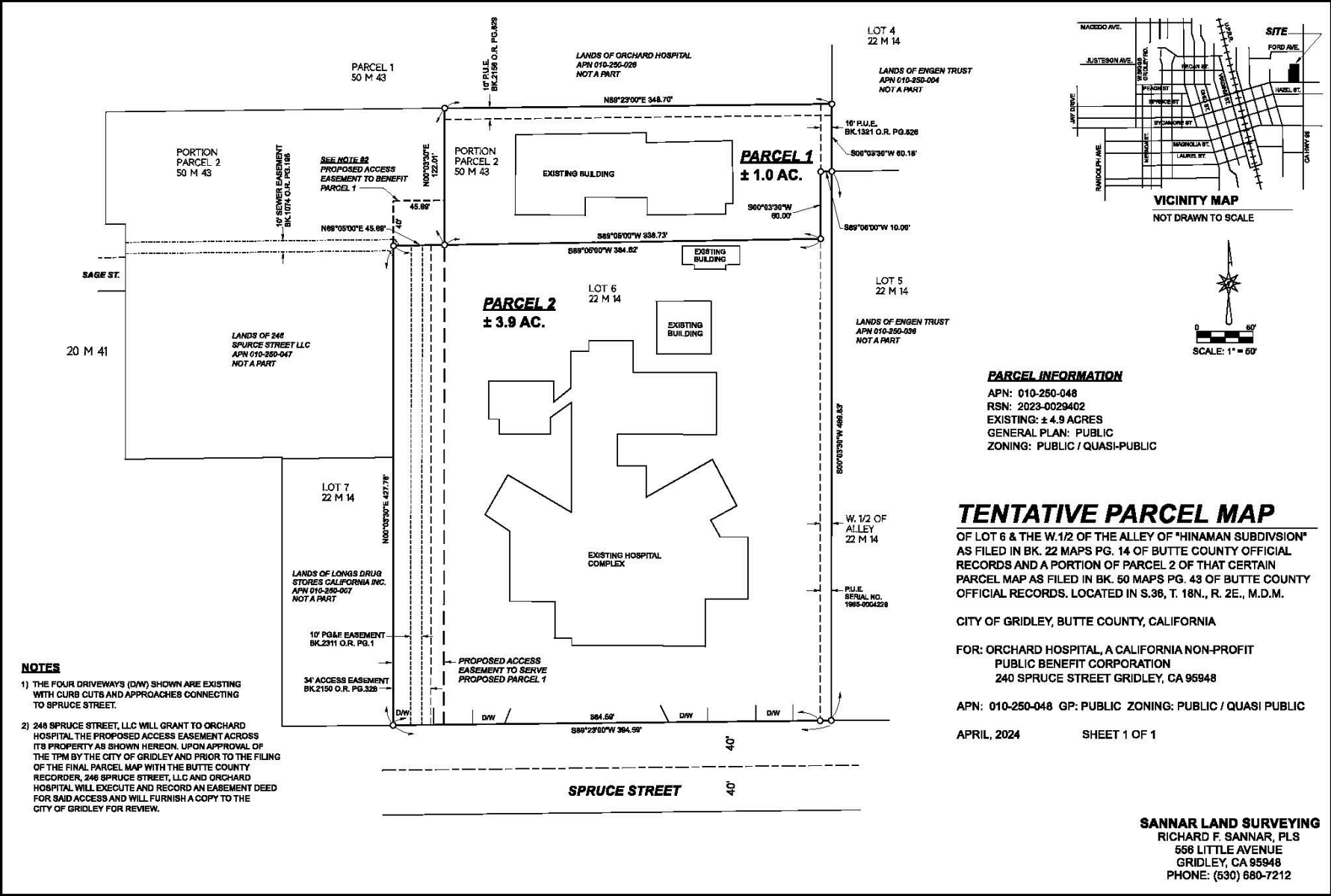
ATTEST:

APPROVE:

Elisa Arteaga, City Clerk

Michael W. Farr, Mayor

EXHIBIT A



City Council Agenda Item #4
Staff Report

Date: June 17, 2024
To: Mayor and City Council
From: Martin Pineda, Finance Director
Subject: FY 2024/2025 Budget

X	Regular
	Special
	Closed
	Emergency

Recommendation

Staff respectfully requests the City Council approve the FY 2024-2025 Budget.

Background

The first budget study session took place on 06/03/2024 where the City Administrator gave an overview of the new budget book, Cleargov. The City Administrator also talked about the overview of expenses and revenue projections for FY 2024-2025.

A study session was held on 06/17/2024 at 5pm prior the regular council meeting. The Finance Director addressed some changes that have happened since the 06/03/2024 meeting. The changes include:

- Increased account 010-4180-54300 from \$3,500 to \$6,500 (\$3,000 increase).
- Increased account 495-4360-51001 from \$0 to \$27,000 (\$27,000 increase).
- Increased account 010-4210-53600 from \$1,098,072 to \$1,108,072 (\$10,000 increase).
- Increased the transfer from Fund 672 to Fund 010 from \$140,000 to \$590,000 (\$450,000 increase).
- Changed transfer from Fund 600 to Fund 620 and changed to Fund 621 to Fund 620.
- Removed City Attorney professional services account from showing up in the Administration department. City Attorney is shown as its own section in Cleargov, this was to remove the duplicate showing.
- Added accomplishments and goals in the Water and Sewer Fund.
- Updated debt chart to show the Successor Agency Bond Debt.
- Cleaned up debt schedule and split accounts to show principal and interest payments.
- Added reimbursement to Outdoor Equity Grant.
- General grammar and spelling errors were corrected.
- Increased account 932-0000-49723 from \$17,493.72 to \$61,391.72 (\$43,898 increase).
- Will create fuel accounts for all 3 sewer departments.
- Will create principal and interest accounts to 4210 department for the purchase of the fire truck.
- Will create engineering accounts and separate the expenses for better tracking.

Fiscal Impact

The Proposed FY 2024-2025 Operating Budget is the staff's comprehensive effort to present a policy document which preserves fiscal stability and at the same time enables the City Council and staff to accomplish crucial projects and services. Adopting a proposed budget which enables the City to sustainably and efficiently provide services is one of the most important duties a City Council can participate in.

Attachments

1. A link to the budget is attached to this staff report, the agenda, and will be posted on the City Website.

<https://city-gridley-ca-budget-book.cleargov.com/14941>

2. Resolution No. 2024-R-020: A Resolution of the City of Gridley City Council Establishing the FY 2024-2025 Appropriations Limit for the City of Gridley
3. Resolution No. 2024-R-021: A Resolution of the City of Gridley Adopting a Budget for Fiscal Year 2024-2025.

**A RESOLUTION OF THE CITY OF GRIDLEY CITY COUNCIL
ESTABLISHING THE FY 2024-2025 APPROPRIATIONS LIMIT FOR THE CITY OF GRIDLEY**

WHEREAS, SB 1352 was enacted by the California State Legislature during the 1980 Session which specifically adds Division 9, Chapter 1205 (commencing with Section 79000) to Title 1 of Government Code; and

WHEREAS, SB 1352 was enacted to provide for the implementation of voter approved Proposition 4, also known as the “Gann Initiative” whose purpose was to limit governmental appropriations; and

WHEREAS, the voters of California did approve Proposition 111 in June 1990, which, among other provisions, allows for new adjustment formulas for calculating the City’s annual appropriations limit; and

WHEREAS, the appropriations limit has been calculated for the City of Gridley by the City Finance Department in accordance with the Uniform Guidelines for Implementation of the Gann Initiative and Proposition 111, as promulgated by the League of California Cities.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Gridley as follows:

- 1.) For fiscal year 2024-2025, the City Council approved the selection and usage of the “California Per Capita Income” percentage change and the population growth percentage increase for the City of Gridley when calculating that year’s appropriations limit. The FY 2024-2025 appropriations limit may be amended at some future date due to a change in the factor used in this calculation. The choice of factors to be used for the FY 2024-2025 calculation was limited to use of the California Per Capita Income change due to the unavailability of the “percentage change in the local assessment roll from the preceding year due to the addition of local nonresidential construction in the City”. (The County of Butte, Assessor’s Office reports this factor has not been determined.) Therefore, when the factor depicting the percentage change in the local assessment roll from the preceding year due to the addition of local non-residential construction in the City is available, should it be greater than the California Per capita Income factor, the FY 2023-2024 Appropriations Limit could be recalculated to reflect the higher factor.
- 2.) The Appropriations Limit is hereby established for the City in the amount of \$23,425,313 for fiscal year 2024-2025 in conformance with the attached Exhibit A and Article XIII B of the Constitution as amended.

I HEREBY CERTIFY that the foregoing resolution was duly introduced and passed at a special meeting of the City Council of the City of Gridley held on the 17th day of June 2024, by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS

ABSTAIN: COUNCIL MEMBERS

ABSENT: COUNCIL MEMBERS

ATTEST:

APPROVED:

Elisa Arteaga, City Administrator

Michael W Farr, Mayor

EXHIBIT A - Gann Initiative - Appropriation Limit Calculation
For the Fiscal Year ended June 30, 2025

2024-2025 Appropriation Limit Calculation

Price factor information:

Prior year amount	4.44
Current year amount	3.62

Population information:

Prior year population	7,235
Current year population	6,935

Per Capita Change: 3.62

Population Change: (4.15)

Per Capita converted to a ratio: $\frac{3.62 + 100}{100} = 1.036200$

Population converted to a ratio: $\frac{(4.15) + 100}{100} = 0.958535$

Calculation of factor for FY 2024-2025: $1.036200 \times 0.958535 = 0.993234$

2024-2025 Appropriation Limit:

2023-2024 Appropriation Limit	\$23,584,892
Multiplied by Factor	<u>0.993234</u>
2024-2025 Appropriation Limit	<u>\$23,425,313</u>

**A RESOLUTION OF THE CITY OF GRIDLEY CITY COUNCIL ADOPTING A BUDGET FOR FISCAL
YEAR 2024-2025**

WHEREAS, a Proposed Annual Operating Budget for Fiscal Year 2024-2025 was presented to the City Council of the City of Gridley and Gridley community members at three public Council meetings on June 3rd and a study session and regular meeting on June 17th 2024; and

WHEREAS, the Council desires to incorporate the proposed changes, additions, and deletions discussed at the various public budget meetings into the Proposed FY 2024-2025 Operating Budget as provided in the records of the pertinent meetings; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Gridley does hereby adopt the Annual Operating Budget for the City for FY 2024-2025, as described above and attached Exhibit A

I HEREBY CERTIFY that the foregoing resolution was duly introduced and passed at a special meeting of the City Council of the City of Gridley held on the 17th day of June 2024, by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS

ABSTAIN: COUNCIL MEMBERS

ABSENT: COUNCIL MEMBERS

ATTEST:

Elisa Arteaga, City Administrator

APPROVED:

Michael W Farr, Mayor