

**City Manager's Report****May 28, 2019 City Council Meeting****Prepared by: Kim Nida, Police Commander****Pierre Rivas, Development Services Director****Item #: 12.2****Subject:** Adopt Resolution:

1. Ratifying a Memorandum of Understanding with the California Department of Justice for the 2019-2021 Department of Justice, Proposition 56 Tobacco Grant in the amount of \$395,267 and authorizing the Chief of Police to execute the same; and
2. Approving an additional part-time (0.48 FTE) Community Services Officer position in the Police Department; and
3. Abolishing the current full-time (1.00 FTE) Building Official position in the Development Services Department; and
4. Approving the job description for the Code Enforcement Official position; and
5. Approving the creation of a full-time (1.00 FTE) Code Enforcement Official position in the Development Services Department; and
6. Approving and affirming a new salary schedule, adding the newly created Code Enforcement Official position, effective June 1, 2019.

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**Purpose:** To accept the grant award from the Department of Justice (DOJ) Proposition 56 Tobacco Grant in the amount of \$395,267 for the implementation of tobacco education and prevention in the City.

**Background:** The Police Department applied for the Department of Justice (DOJ) Proposition 56 Tobacco Grant in October of 2018. In January of 2019, the Department was notified that the City was awarded \$395,267 for tobacco education and prevention in the City of Placerville.

**Discussion:** As part of the DOJ tobacco grant, the Police Department is funded for an additional part-time (0.48 FTE) Community Services Officer (CSO) position and to modify the current Building Inspector II position within the City from a part-time (0.48 FTE) position to a full time (1.00 FTE) position. The primary responsibility of these positions is for education and prevention of tobacco use in the City. The City would be educating retailers, parents and youth on the types of tobacco products covered under the law, including electronic smoking devices. The Police Department has worked with the El Dorado County Public Health Services in gaining useful data through surveys, such as the Young Adults Purchase Surveys, in years past. We will continue to strengthen that collaborative effort and increase our efforts to gather data that can be applied towards our measurements of the success of programs instituted through the grant. In writing the grant, a significant area of concern was the lack of data for the City specifically related to the use of tobacco products.

The Police Department has agreed to coordinate and assist with the tobacco retailer education and checking to ensure compliance with the City's sign ordinance that window coverage by signage does

not exceed 25% blocking a clear view into the stores and to improve community aesthetics. Tobacco retailers are a focal point for marketing tobacco products and individuals living in those areas are exposed to advertisement messaging that encourage tobacco use.

In addition to the personnel increases, the grant has funded the purchase of “Fly Sense Technology” for El Dorado High School and Markham Middle School. This technology monitors air quality in the school bathrooms or locker rooms to determine when students are vaping or using other electronic smoking devices. The School Resource Officer will be conducting #NoVaping assemblies each school year. This is a program geared towards educating students on the dangers of vaping and nicotine. The Executive Assistant to the Chief of Police will be responsible for administration of grant funding and project management. The increase in workload for the assistant is covered by a 5% administration fee provided by the grant. The City will assume all costs associated with recruitment and hiring of the additional personnel.

#### Code Enforcement Official

Staff proposes to eliminate the current part-time (0.48 FTE) Building Inspector II position, which is currently funded by cost savings from the vacant full-time (1.00 FTE) Building Official position. The current contract with Interwest Consulting Group for building plan checking and building inspection services is also funded by the cost savings from the vacant Building Official position. Because the Building Official position has remained vacant for approximately six years, staff is recommending that the position be abolished.

The part-time Building Inspector II position currently focuses on inspection of substandard and other non-compliant building construction activities and enforcement of the building code and other nuisance abatement activities. As described above, the full-time (1.00 FTE) Code Enforcement Official would be partially funded by the savings from the abolishment of the Building Official (0.48) position and (0.52 FTE) by the DOJ Tobacco Grant resulting in a full-time (1.00 FTE) position. The monthly salary for the proposed Code Enforcement Official position is the same as the current Building Inspector II position (\$4,417 to \$5,370).

Should the El Dorado County Fire Protection District be successful in obtaining grant funding through the Federal Emergency Management Agency FY 2018 Fire Prevention & Safety Application Assistance Grant, staff will return to the Council with additional recommendations for the utilization of this funding for personnel.

**Options:** 1. Accept \$395,267 from DOJ Tobacco Grant to increase personnel and programs as outlined above.

2. Do not accept the grant funding.

**Cost:** The personnel costs, oversight, and administration of the grant is projected to be \$395,267 over a three year period.

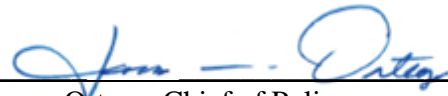
**Budget Impact:** If approved, staff will incorporate the associated costs of the 2019-2021 Department of Justice, Proposition 56 Tobacco Grant in the proposed Fiscal Year 2019/2020 Operating Budget.

**Recommendation:** Adopt a resolution:

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M. Cleve Morris, City Manager



James Ortega, Chief of Police



Dave Warren, Assistant City Manager/  
Director of Finance



Pierre Rivas, Development Services Director

*Attachments:*

1. *Resolution*
  - a. *Attachment "A" Revised Salary Schedule*
2. *2019 DOJ Grant Budget Outline*
3. *ASL Request-Community Services Officer*
4. *ASL Request-Deletion of Building Inspector II*
5. *Code Enforcement Official Job Description*
6. *ASL Request-Code Enforcement Official*