



# CITY OF RED BLUFF

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## CITY COUNCIL MEETING MINUTES

**Date of Meeting:** Tuesday, March 4, 2014  
**Time of Meeting:** 7 p.m. Regular Meeting  
**Place of Meeting:** Council Chambers, City Hall  
555 Washington Street  
Red Bluff, Ca 96080

### Councilmember's Present:

Daniele Jackson, Mayor  
Ray Eliggi, Mayor Pro Tem  
Clay Parker, Councilmember  
Rob Schmid, Councilmember  
Wayne Brown, Councilmember

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## **Staff Present:**

Rick Crabtree, City Manager/City Attorney  
Sandy Ryan, Finance Director  
Jo Anna Lopez, City Clerk  
Paul Nanfito, Police Chief  
Scot Timboe, Interim Community Development Director  
Bruce Henz, Public Works Director  
Jon Bennett, Fire Chief  
Donna Gordy, City Treasurer

## **PLEDGE OF ALLEGIANCE:**

Mayor Jackson asked Fire Division Chief Shobash to lead the Pledge of Allegiance and the assembly joined in.

## **CITIZEN'S COMMENTS:**

Kim Berry reported that a Spelling Bee, Kids against Adults, would be held on March 22<sup>nd</sup> from 5 p.m. to 8 p.m. to benefit the Back to School Project. She asked for a second councilmember to volunteer to be on the adult team.

## **CONSENT AGENDA:**

### **1. TREASURER'S REPORT - Seventh Month of Fiscal Year 2014**

#### **Recommendation:**

That the City Council accepts the Treasurer's report for the seventh month of FY 2014.

The Government Code provides that the City Treasurer shall submit to the City Clerk a written report and accounting of all receipts, disbursements, and fund balances. (Government Code Section 41004).

M/S/C Councilmembers Parker and Eliggi to accept the Treasurer's report for the seventh month of FY 2014.

AYES: Councilmembers Parker, Brown, Eliggi, Schmid and Jackson

NOES: NONE

ABSENT OR NOT VOTING: NONE

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## **CURRENT BUSINESS:**

### **1. CHAMBER OF COMMERCE REQUESTS**

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council:

1. Appoint two Council Members to meet with the Chamber to discuss renewal of the City/Chamber Agreement (expires June 30, 2014).
2. Deny the Chamber's request to lift the \$70,000 Chamber payments cap for the remainder of fiscal year 2013/2014.

### **Relevant Provisions Of Existing Chamber Agreement:**

The existing Agreement with the Chamber calls for the City to provide payments to the Chamber as follows: *"Subject to an annual appropriation in the City Budget,* the City of Red Bluff shall pay the Red Buff-Tehama County Chamber of Commerce 16% of the actual Transient Occupancy Tax (TOT) revenue collected by the City."

In December of 2011, the City and Chamber agreed to an Amendment to the Agreement which capped the City's annual payments to the Chamber. That Amendment, dated December 19, 2011, states that "Effective July 1, 2011, total payments made to the Chamber under this amendment will not exceed \$70,000 annually (July to June of each year)."

## **Analysis**

Thus, payments to the Chamber: (1) must be included as an appropriation in the current year's City Budget; and (2) are not to exceed \$70,000 annually. The 2013/2014 budget appropriation for the Chamber is \$70,000. (Fund 10, Dept. 21) The \$70,000 allocation for 2013/2014 has been paid in full.

Any additional payments to the Chamber would require a supplemental budget appropriation and would decrease the 2013/2014 year end general fund balance. The estimated cost of the Chamber's request is \$32,500, but is ultimately dependent on actual TOT revenue received and the method of allocation of the current cap. It is not clear exactly what the Chamber is suggesting by asking the City to "lift the cap for the remainder of the year."

Dave Gowan and Darlene Koontz, representatives for the Chamber of Commerce stated why the Chamber's cap should be lifted and while funding is tight, visitors come here and we should provide more for them.

M/S/C Councilmembers Eliggi and Parker nominating Councilmembers Brown and Schmid to be appointed to meet with the Chamber of Commerce representatives.

AYES: Councilmembers Parker, Brown, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: NONE

M/S/C Councilmembers Brown and Schmid to deny the Chamber's request to lift the cap on payments for the remainder of the 2013/2014 fiscal year.

AYES: Councilmembers Parker, Brown, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: NONE

## **2. STREET IMPROVEMENT PRIORITIES**

Bruce Henz, Public Works Director, provided an informational presentation outlining the Street Improvement Design and construction projects that are currently programmed by the Public Works and Community Development Staff.

This report presented a Street Improvement Priorities program that identifies projects that the Public Works Department plans to undertake within next 5 years. The list includes many of the worst city roadways and several of the major project improvements that will be required for the orderly development and healthy economic future of the City of Red Bluff.

The list included projects that would be funded from the City's Transportation Fund, the Transition Development Impact Fee Fund and projects funded with assistance requested from the State Transportation Improvement Program.

These projects assume that General Fund dollars will not be available to pay for the improvements.

### **3. POSSIBLE SALES TAX BALLOT MEASURE**

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that the City Council further consider placing a sales tax measure on the November 2014 ballot and provide direction to staff. Options to consider include:

1. Direct staff to finalize the proposed Ordinance and Resolution to place a 25% sales tax measure on the November 2014 ballot.
2. Direct staff to finalize the proposed Ordinance and Resolution to place a .50% sales tax measure on the November 2014 ballot.
3. Direct staff whether to include an advisory measure on the ballot regarding expenditure of the sales tax revenue.

4. Consider any other options as appropriate and direct staff accordingly.

The need for the proposed sales tax increase (.25%) is described in the December 17, 2013 Report from Police Chief Nanfito (copy attached). Chief Nanfito's report focuses on the potential benefits to public safety services (police and fire).

Another key City need is increased funds for street improvements. Budget restrictions have limited the City's street maintenance and repair services for several years.

Consequently, repairs are overdue. The Council may wish to consider a .50% sales tax increase with the revenue split between public safety (police and fire), and street repair and improvements. Additional revenue would greatly enhance the City's ability to construct needed street improvements.

Although the sales tax revenue would be general fund dollars, the Council may wish to consider a companion advisory measure which would give the

voters an opportunity to voice their opinion regarding how the money should be spent. An advisory ballot measure could read something like the following:

### **ADVISORY VOTE ONLY**

Should the City of Red Bluff allocate half of the revenue collected from the one-half percent sales tax to improve police and fire services, and allocate the remainder to street repair and other City services?

### **PROCEDURE:**

The proposed Ordinance adopts the sales tax, contingent on voter approval. The Resolution places the sales tax measure on the ballot. The Ordinance is adopted first, and then followed by the Resolution. By law, the Resolution placing the sales tax measure on the November 2014 ballot must be adopted by a 2/3 vote of the City Council (i.e., 4 of 5 votes).

As previously discussed, this would be a general tax, with increased revenue available for general fund expenditures. Police and fire have long been the City's top general fund priority. Police and fire currently account for 78% of general fund expenditures.

If the ballot measure is approved in November 2014, the City expects to begin receiving additional sales tax revenue in September 2015. It is anticipated that a .25% sales tax measure would generate approximately \$600,000 annually. Accordingly, a .50% sales tax increase would generate approximately \$1,200,000 annually.

Donna Gordy, City of Red Bluff resident, stated that she thought the council should vote for the ¼ cent tax.

M/S/C Councilmembers Eliggi and Parker to finalize the proposed Ordinance and Resolution to place a ¼ percent sales tax measure on the November 2014 ballot.

AYES: Councilmembers Parker, Brown, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: NONE

#### **4. ANNUAL PUBLIC MEETING FOR GENERAL PLAN/HOUSING ELEMENT 2013 ANNUAL REPORT**

Scot Timboe, Interim Community Development Director, reviewed the staff report and provided staff's recommendation that the City Council:

1. Conduct the public meeting and receive public comments.
2. Accept the 2013 Annual Housing Element Progress Report.

Mayor Jackson opened the Public meeting at 8:25 p.m. and after hearing no comments closed the Public meeting at 8:25 p.m.

State law requires that a Housing Element Progress Report be submitted to the City Council and the Department of Housing and Community Development (HCD) by April 1<sup>st</sup> of each year. The purpose of the public meeting is to update the public and the City Council regarding the status of the Housing Element and progress in its implementation.

M/S/C Councilmembers Parker and Brown to accept the 2013 Annual Housing Element Progress Report.

AYES: Councilmembers Parker, Brown, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: NONE

**5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RED BLUFF WAIVING NOTIFICATION REQUIREMENTS OF GOVERNMENT CODE SECTION 25351 REGARDING THE PROPOSED TEHAMA COUNTY LEASE OF PRIVATE PROPERTY**

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**AND FINDING THE LEASE OF SAID  
PROPERTY IS CONSISTENT WITH THE  
CITY GENERAL PLAN**

Rick Crabtree, City Manager/City Attorney,  
reviewed the staff report and provided staff's  
recommendation that the City Council adopt  
Resolution No 4-2014, waiving the notification

requirements of Government Code Section 25351 and finding the proposed property lease and project to be consistent with the City of Red Bluff General Plan and Zoning Code.

The County is proposing to lease property within the City of Red Bluff for use as the temporary Tehama County Air Pollution Control District Office. The County is requesting a General Plan consistency analysis/finding for the property lease and its proposed use, and for the City to waive the 60-day notice period normally required by State Law. The property currently has 2 buildings on it and consists of 0.14 acres of M-1 Light Industrially zoned land.

M/S/C Councilmembers Parker and Eliggi to adopt Resolution No. 4-2014, waiving the notification requirements of Government Code Section 25351 and finding the proposed property lease and project to be consistent with the City of Red Bluff General Plan and Zoning Code.

AYES: Councilmembers Parker, Brown, Schmid, Eliggi and Jackson

NOES: NONE

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ABSENT OR NOT VOTING: NONE

## **6. NEW ACCOUNT CLERK II JOB DESCRIPTION AND PAY SCALE.**

Sandy Ryan, Finance Director, reviewed the staff report and provided staff's recommendation that the City Council approve the proposed job description and pay scale for an Account Clerk II in the Finance Department.

M/S/C Councilmembers Parker and Eliggi to approve the proposed job description and pay scale for an Account Clerk II in the Finance Department.

Since 2010 a Red Bluff employee has been assigned the task of Accounts Payable processing, which is outside the normal job duties of the employee's current position, Account Clerk. The City previously authorized a 5% out-of-class pay for the service being performed by the Account Clerk.

As indicated, the out-of-class pay is normally intended to be temporary but in the case of the Account Clerk, the employee has been performing

this task for nearly four years. This is an important service to the Finance Department since we have insufficient staffing to provide for this task.

AYES: Councilmembers Parker, Brown, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: NONE

### **STAFF ITEMS:**

Rick Crabtree reported that on March 12th at 6 p.m. the County of Tehama would be holding a meeting on site selection for the new library.

### **COMMITTEE REPORTS/COUNCIL COMMENTS:**

Local Agency Formation Commission (LAFCO)  
*Discussed Gerber Community Service District taking over the operation of the Gerber Park*  
3 CORE: *Reported that as of Feb 26<sup>th</sup> Revenue is up 9%; and the comprehensive economic development strategy.*

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Tehama County Transportation Commission: *Looking into bus service to Rancho Tehama*

Downtown Red Bluff Business Association: *Meeting Cancelled; but still gave update on the possible parking change on Washington Street*

Community action Agency: *Looking for low income person to sit on the Board and reported on food give away*

Tehama Economic Development Corporation: *No Meeting*

Tehama County Sanitary Landfill JPA I: *No Meeting*

Executive Committee – Tehama County/City of Red Bluff Landfill Management Agency JPA II: *No Meeting*

Chamber of Commerce: *discussed B.E.A.M and the Crawdad Festival*

PG&E-Gas Plant Mitigation: *happy to do anything to make it right*

**ADJOURNMENT:**

There being no further business Mayor Jackson adjourned the meeting at 8:45 p.m. until the meeting of March 18, 2014.

*s/ Daniele Jackson, Mayor*

ATTEST:

*s/ Cheryl Smith, Deputy City Clerk*