



CITY OF RED BLUFF

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CITY COUNCIL MINUTES

Date of Meeting: Tuesday, March, 7 2017
Time of Meeting: 7 p.m. Regular Meeting
Place of Meeting: Council Chambers, City Hall
555 Washington Street
Red Bluff, CA 96080

Councilmembers Present:

Gary Jones, Mayor
Daniele Jackson, Mayor Pro Tem
Rob Schmid
Amanda Jenkins
Clay Parker

Councilmembers Absent: None

Staff Present:

Rick Crabtree, City Manager/City Attorney
Robin Kampmann, Interim Public Works Director
Kyle Sanders, Police Chief
Sandy Ryan, Finance Director
Ray Barber, Fire Chief
Cassidy DeRego, City Clerk
Donna Gordy, City Treasurer

City Council Minutes

March 7, 2017

Page 1 of 29

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PLEDGE OF ALLEGIANCE:

Mayor Jones led the Pledge of Allegiance and the assembly joined in.

CITIZEN'S COMMENT:

Pastor Scott Camp provided a prayer for those in attendance.

Gary Smith discussed safety concerns at Frey Field in Red Bluff; he stated that the park is not ADA compliant, which results in the inability for him to bring his wheelchair-bound son to events held at the park. He also brought up concerns about people smoking marijuana in the bathrooms at the park.

Kenn Rieder spoke about the recent legalization of marijuana and asked that Tehama County make it legal and accepted.

CONSENT CALENDAR:

M/S Councilmembers Jackson and Jenkins to approve all items (1-2) on the consent agenda.

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

1. Approval of Minutes

February 21, 2017

Approved 5-0-0

2. Treasurer's Report-Seventh Month

Recommendation:

It is recommended that the City Council accepts the Treasurer's report for the seventh month of FY 2017.

Approved 5-0-0

CURRENT BUSINESS:

**1. Department of Alcoholic Beverage Control
Grant Assistance Program**

City Council Minutes

March 7, 2017

Page 3 of 29

The City of Red Bluff is an equal opportunity provider

Kyle Sanders, Police Chief, reviewed the staff report and provided staff's recommendation that the City Council authorize staff to apply for the 2017 / 2018 Alcoholic Beverage Control (ABC) Grant Assistance Program.

The Red Bluff Police Department is eligible to apply for the ABC Grant Assistance Program (GAP). If approved, the grant application will request \$31,451.00 to cover overtime, equipment, GAP Conference costs and other operating expenses. There are no matching funds required. The deadline for the application is March 30, 2017.

There are establishments within the City of Red Bluff licensed to serve or sell alcoholic beverages. These businesses include both on and off sale establishments such as bars, family restaurants, liquor stores etc.

In broad terms, the goal of the program is to reduce the volume of alcohol related offenses within our community.

More pointedly, the police department is interested in combating the sale of alcohol to minors, identifying problematic establishments, and reducing the number of intoxicated persons in public. Methods would include a variety of enforcement activities as well as offering education to owners and employees of businesses that sell alcoholic beverages. These activities would be conducted by officers on overtime, funded completely by the GAP funds.

The grant application must be submitted by March 30, 2017. If awarded, staff will bring the grant award back to the City Council, request a resolution as required, and ask that the awarded funds be included in the 2017/2018 fiscal year budget.

Mayor Pro Tem Jackson asked for clarification on what exactly would be covered in the GAP conference.

Kyle Sanders, Police Chief, stated that the conference is required by the grant and the conference covers instruction on how to

approach enforcing the items covered under the grant. He stated it will not cost the city any funds.

Mayor Pro Tem Jackson asked if the conference could expand to more than just underage sales and could it expand to other areas.

Kyle Sanders, Police Chief stated that yes it could expand to other areas and it's more about education to the public first rather than enforcement first.

Councilmember Schmid asked if this is all done by officers on overtime, will the funds go quickly.

Kyle Sanders, Police Chief, stated that out of the \$31,451.00 for the grant, about \$23,000.00 will go to overtime. The remaining funds will go to a variety of operating expenses, materials, and conferences.

M/S Council members Parker and Jackson to authorize staff to apply for the 2017/2018 Alcoholic Beverage Control (ABC) Grant Assistance Program.

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

2. Approval of a New Class Specification for the Position of Fire Administrative Technician

Ray Barber, Fire Chief, reviewed the staff report and provided staff's recommendation that the City Council approve a Class Specification and Salary Schedule Category for a Fire Administrative Technician.

The duties and responsibilities of this position are essential in fulfilling the operational necessities of key Fire Department functions. Some of the functions include duties of an Incident Accountability Officer and managing of the department's Fire Inspection Program. Although no formal job description change or position reclassification was ever done, the current Fire Department Administrative Assistant has taken them on knowing their importance to the overall mission of the department and has done so for

more than 15 years. This new position has been created to more appropriately define the Fire Department's administrative requirements.

Ray Barber, Fire Chief, states that the Administrative Technician position exists within the city. It was established in the Public Works Department and the assistant position can be moved over to the new position of Fire Department Administrative Technician. The cost to city would be about \$400 per month, which would fit into the current fiscal year budget.

Councilmember Schmid requested confirmation that we are discussing Sherryl Arend's position who is currently the Administrative Assistant for the Fire Department and it is being requested that she is moved to the new position of Administrative Technician.

Councilmember Schmid also requested clarification on what will happen to her old position.

Ray Barber, Fire Chief, confirmed Ms. Arend the current Fire Department Administrative Assistant would be moved to the new position of Administrative Technician.

He also stated the position of Administrative Assistant would be frozen, and he recommends it stays that way. In the event that Ms. Arend leaves or retires, they would hire a new person into the Administrative Assistant position at the lower pay rate.

Mayor Jones stated that the position of Administrative Assistant should be frozen and available for future hiring needs. He stated that he would not want to see that position removed, in the event that Ms. Arend leaves, they would not be able to find someone with the same skill set as Ms. Arend and would need the lower position opened for the new individual who is hired.

Ray Barber, Fire Chief, agreed that the concern with removing the Administrative Assistant position completely is that it would be unlikely that they would be able to find someone with the same skill set.

Mayor Pro Tem Jackson stated if Ms. Arend left then we would place a new person into the Administrative Assistant position, and freeze the position of Administrative Technician.

Councilmember Schmid is concerned that by creating more jobs and not removing old jobs that eventually there will be unnecessary jobs filled throughout the city which wastes funds that could be better utilized elsewhere.

Ray Barber, Fire Chief, stated that the Fire Department has not filled the position of Division Chief which has added extra duties to Ms. Arend.

Councilmember Schmid asked who performed the duties of the Administrative Assistant prior to Ms. Arend.

Ray Barber, Fire Chief, stated that he was not sure who was in her position prior to Ms. Arend, she has been in the position for over 15 years.

Mayor Jones stated that he has experience with change in position duties after being in a position for a long period of time. This creates the issue that in the event the person with the specialized skill set leaves and needs to be replaced, that the new person would not have the same skill set, and would need to be hired at a lower rate.

The new individual would then have the opportunity to work their way up as they gain experience.

Ms. Arend, the current Administrative Assistant, stated that prior to her responding to fires, a firefighter was pulled to perform this duty. Since the Fire Department has been low on personnel, she has been the one who responds. She has been responding to fires for the last 14 years.

She has also taken on business inspections; the position that handled these duties prior to this has been frozen for the last several years. Currently, the Fire Department is operating with two less administration positions than they have had in the past and she has absorbed many of the duties that those positions performed.

Scott Camp asked if Ms. Arend's duties will change with the position change.

Ray Barber, Fire Chief, clarified that her duties will continue to be the same and will include the additional duties that she has taken on over the past several years.

Scott Camp requested clarification on if they are keeping the Administrative Assistant position and if that is the case why would that position be kept.

Ray Barber, Fire Chief, gave clarification and stated that the recommendation is that the position be kept frozen, so that in the event that Ms. Arend leaves and they need to hire someone new, they could then hire a new individual into the Administrative Assistant position, since they most likely will not possess the skill set that Ms. Arend has.

Scott Camp requested clarification on if they needed to fill the position would the Administrative Assistant position be opened and the Administrative Technician position be frozen.

Mayor Jones and Mayor Pro Tem Jackson confirmed that yes, the Administrative Assistant position would be opened for the new person hired and the Administrative Technician position would then be frozen.

Councilmember Schmid stated he was concerned that there is an assumption that the position would be automatically frozen.

Mayor Pro Tem Jackson and Councilmember Parker stated that in the event this position is approved, then the Administrative Assistant position would be automatically frozen when Ms. Arend moves to the position of Administrative Technician.

Councilmember Schmid stated a concern that there is an assumption that if Ms. Arend leaves, that her position of Administrative Technician would be automatically frozen and that the Administrative Assistant position would be opened. He asked if verbiage could be placed stating that.

Rick Crabtree City Manager, stated that a they cannot bind a future council to an action. He also stated that the City has several unfunded positions, which is not uncommon. To fund a position, it would have to go the budget committee and City Council to be approved to fund.

Councilmember Schmid reiterated his concern of having extra position unfunded and asked if they ultimately want to give Ms. Arend a raise, why can't the current position window be raised instead of making a new position.

Councilmember Jenkins stated they would need the change in position because each position has different job descriptions and someone new might not be able to perform the duties that Ms. Arend does.

Mayor Pro Tem Jackson stated that a new individual should not be paid more starting out.

Councilmember Schmid stated that the window can be left low and then end higher.

Mayor Pro Tem Jackson stated that there are only five steps available in a position, so that would not be necessarily possible.

Councilmember Jenkins stated that there needs to be two positions because a person without the expertise of someone seasoned would not be able to complete the duties required from the higher position.

Mayor Jones stated that a position is limited in the steps available, if the position was started lower it would not necessarily be able to go higher, therefore a person would need to be moved to a new position to continue obtaining raises.

Mayor Pro Tem Jackson asked Kyle Sanders, Police Chief, if when the number of officers were decreased and the number of CSO's increase were the officer positions frozen or eliminated.

Sandy Ryan, Finance Director stated that they authorized a specific number of officers and left the others unfunded.

Councilmember Parker stated that when the change in CSOs and Police Officers was brought to the Council, they were not sure if it would work or not, so they did not want to eliminate the deputy positions, instead they left them unfunded and authorized a specific number of CSOs and Police Officers.

In the event the change did not work, and in 2 or 3 years the Police Chief needed to ask to have it changed back, it would be an easier transition since the positions were still available.

Councilmember Parker stated that for this position in question, we are updating the duties to what Ms. Arend actually does and compensating her for those duties, then we will freeze the position of Administrative Assistant.

M/S Councilmembers Parker and Jenkins to approve a Class Specification and Salary Schedule Category for a Administrative Technician, and to freeze the position of Administrative Assistant.

AYES: Councilmembers Jackson, Jenkins, Jones, and Parker

NOES: Councilmember Schmid

ABSENT OR NOT VOTING: None

3. Construction Contract Award for the Walbridge Sewer Improvements

Robin Kampmann, Interim City Engineer, reviewed the staff report and provided staff's recommendation that the City Council authorize the award of the construction contract to Walberg, Inc., in the amount of \$115,016.94 for the purpose of the construction of the new Walbridge Sewer Improvements.

The proposed project will remove approximately 1000-feet of sewer force main between the sewer manhole on Walbridge Street west of Kemper Avenue to the high point of the force main near the intersection of Baker Road and the gravel frontage road and replace it with 8-inch gravity sewer line. The project will also include the installation of two new sewer manholes

The City of Red Bluff will receive an \$85,000.00 litigation insurance settlement that will go towards the construction of the Walbridge Sewer Improvement Project.

The City will fund the remaining \$30,016.94 from the wastewater Collection Sewer Line Repair/Replacement Program account number 47-44-530-102.

City Council Minutes

March 7, 2017

Page 17 of 29

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Councilmember Schmid requested confirmation on what the litigation insurance was.

Rick Crabtree, City Manager, stated that the litigation was regarding the sewer line from Kathy Nelson and it was resolved by settlement. The City had a dispute about pollution coverage with the insurance company and it was settled for \$85,000.00 to be contributed to the settlement (to improve the sewer line).

Councilmember Schmid asked if any background checks on these contractors was done.

Ms. Kampmann stated she has worked with many of the contractors in the past.

Mayor Pro Tem Jackson asked what is known about these contractors, we want to make sure we have a good reliable contractors.

Ms. Kampmann stated that she has worked with Walberg, Inc., and she currently has two contracts with them.

She feels they are very reliable and she has not had any problems with them.

Mayor Jones asked that by doing this sewer improvement, does that relieve the City of future lawsuits.

Council member Schmid voiced concern that the City could still have future lawsuits brought forward.

Rick Crabtree, City Manager, stated that any old complaints prior to the fix could not be brought as a lawsuit, but he did confirm that if there are future incidents after the fix, they could be filed against the City of Red Bluff.

Councilmember Schmid asked if citizens are still unhappy with the smell after work is completed could they bring a new lawsuit.

Mr. Crabtree, stated that it would be possible.

Councilmember Parker stated that he was only concerned about one company on the list because it showed the business starting in 2017.

He stated that he feels strongly about keeping business local so he was happy that the City was going with Walberg Inc.

Councilmember Parker also stated that the City should send a letter to Greenville Rancheria to point out that they were the ones who put together the project originally, which has caused the problems that are being corrected now.

The City approved the project, but their plans did not work and Greenville Rancheria should be responsible for half the cost.

Scott Camp asked if it was Red Bluff City Engineers who engineered this project.

Ms. Kampmann stated that it was an outside engineer.

Scott Camp requested confirmation that an engineer put together the bid and the construction companies said that they can do it in the amount of money specified. He also asked if the engineer or construction company would be responsible if this does not fix the problem.

Mr. Crabtree stated that because it is a smell which is subjective it is not that simple to decide who would be responsible.

Scott Camp asked who would be liable if smell comes back.

Mr. Crabtree stated that he is unable to answer that question as it would depend on the actual reason for the smell.

Councilmember Schmid stated that the proposal currently is removing half of the forced sewer line; he states that theoretically it could still cause a problem because half of it still remains. He stated that to fix it completely would be extremely expensive.

M/S Councilmembers Parker and Jenkins to authorize the award of the construction contract to Walberg, Inc., in the amount of \$115,016.94 for the purpose of the construction of the new Walbridge Sewer Improvements.

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

NOES: None

ABSENT OR NOT VOTING: None

City Council Minutes

March 7, 2017

Page 21 of 29

The City of Red Bluff is an equal opportunity provider

4. Construction Bid Proposal for McGlynn Pool-Auxiliary Pools Resurfacing

Robin Kampmann, Interim City Engineer, reviewed the staff report and provided staff's recommendation that the City Council authorize City Staff to advertise for proposals for the resurfacing of the auxiliary pools at the McGlynn Pool facility.

The McGlynn Pool facility consists of the main pool, two auxiliary pools, a 3-ft deep pool and an 18-inch deep wading pool. The plastered surfaces of the auxiliary pools require resurfacing to ensure the safety of the children that use the pools.

The plaster surfaces of both the 3-ft deep round pool and the 18-inch deep wading pool have degraded over time, leaving sharp and abrasive edges on the steps and the bottom of the pool. Patrons using the pools regularly reported cuts and scrapes to their feet, leading staff to post signs recommending footwear to be worn in these pools. Staff recommends resurfacing the pools prior to opening the pool in June to ensure

the safety of the patrons who wish to swim or wade with bare feet.

When an acceptable and qualified bid is received, the successful low bid will be brought back to Council for the approval of the contract award.

Councilmember Schmid asked what the pools are made of.

Chris Hurton stated that they are made of plaster.

Councilmember Schmid asked what would be put on the pools to resurface them.

Chris Hurton stated it would be another layer of plaster.

Councilmember Schmid asked when the pools were last resurfaced.

Chris Hurton stated that it has been at least 15 years.

Mayor Pro Tem Jackson asked if they are using less abrasive cleaners, and does he know why this happened to the pools.

Chris Hurton stated that they are aware of what caused the rough surface and they have corrected the problem so it should not happen in the future.

Mayor Pro Tem Jackson asked if it was possible that the resurfacing would be completed prior to summer.

Chris Hurton confirmed that yes, it would be completed before summer.

Councilmember Schmid asked if the cost of the resurfacing could be covered by sale tax revenue.

Sandy Ryan, Finance Director, stated that it cannot come from the sales tax revenue but that they still had funds left in the budget and the current budget would be able to cover the cost of the resurfacing.

Chris Hurton stated that last year they allowed the pools to turn green immediately after the pools closed, which saved enough money to pay for the resurfacing.

M/S Councilmembers Jenkins and Jackson to authorize City Staff to advertise for proposals for the resurfacing of the auxiliary pools at the McGlynn Pool facility.

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

NOES: None

ABSENT OR NOT VOTING: None

5. New Playground Equipment-Sandy Ryan

Sandy Ryan, Finance Director, presented staff's recommendation that the City Council receives the information of the newly installed playground equipment at the River Park, no action is necessary.

The City of Red Bluff has completed the quarter cent sales tax upgrades to the parks for the fiscal year 16/17.

Attached are pictures of the new playground at the Riverside Park near the McGlynn Pool. Engineered wood fiber surfacing (soft fall) was placed under the playground equipment at most of the parks.

All improvements were made possible by the new quarter cent sales tax revenue. Staff hopes to continue with improvements as quarter cent sales tax revenue comes available.

Rick Crabtree, City Manager, stated that the equipment looks very nice and thanked staff.

Mayor Jones stated that his family has used the new equipment and found it very nice.

Ms. Ryan thanked Mike Skelton for all his hard work on making the parks look great.

Councilmember Schmid stated that the ground cover at the playgrounds looked good.

STAFF ITEMS:

Rick Crabtree, City Manager, stated on Monday March 20, 2017 at 6 p.m. at the Tehama County Board of Supervisors, there would be a meeting about marijuana use in Tehama County. He stated that the Council was invited to attend as a joint meeting, along with other local councils in Tehama County.

Mr. Crabtree also stated that there was a minor accident with no injuries at the Red Bluff airport on March 7, 2017. A plane came down to land without landing gear. The airport was closed for 30 minutes.

Councilmember Schmid stated that he saw the accident happen and stated that the City did not do well with emergency response.

Mr. Crabtree stated that 911 was not called and they called his cell phone and Ray Barber, Fire Chief was contacted.

COMMITTEE REPORTS/COUNCIL COMMENTS:

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

Local Agency Formation Commission

(LAFCO) - No meeting

3 Core - Next meeting is Friday March 10, 2017

Tehama County Transportation Commission -

It was approved at the meeting to create a route to the casino and back.

Downtown Red Bluff Business Association -

Next meeting is March 8, 2017

Community Action Agency - Next meeting

Thursday March 13, 2017 at the Corning Council Chambers 4-5 p.m.- public hearing

Tehama Economic Development Corporation

- No meeting

Executive Committee - Tehama County Solid

Waste Management Agency - Meeting is on

April 3, 2017 5 p.m., New service agreement coming due, landfill will place a tank for oil, talking about starting a recycling campaign, Tehama County will need to increase recycling by 50% by 2020.

City Council Minutes

March 7, 2017

Page 28 of 29

The City of Red Bluff is an equal opportunity provider

Tehama County will also need to decrease organics in the landfill. Tehama County has been a leader in waste management and wants to continue to do so.

Tehama County Solid Waste Management Agency (JPA II) - No meeting

Chamber of Commerce - No meeting

Ground Water Commission - Met February 22, 2017, Bylaws were approved.

ADJOURNMENT:

There being no further business Mayor Jones adjourned the meeting at 8:03 p.m. until the meeting of March 21, 2017 at the Red Bluff City Council Chambers.

S/Gary Jones,
S/Cassidy DeRego, City Clerk