



CITY OF RED BLUFF

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CITY COUNCIL

MINUTES

Date of Meeting: Tuesday, November 15, 2016
Time of Meeting: 7 p.m. Regular Meeting
Place of Meeting: Council Chambers, City Hall
555 Washington Street
Red Bluff, CA 96080

Councilmembers Present:

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

Councilmembers Absent: Suren Patel (absent)

Staff Present:

Rick Crabtree, City Manager/City Attorney
Robin Kampmann, Interim Public Works Director
Sandy Ryan, Finance Director
Ray Barber, Fire Chief
Cheryl Smith, Deputy City Clerk
Kyle Sanders, Police Chief
Donna Gordy, City Treasurer
Vi Cobb, Human Resources Analyst II

PLEDGE OF ALLEGIANCE:

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

CITIZEN'S COMMENT:

Pastor Scott Camp provided a prayer for those in attendance.

Wanda Schuler, Airport Commissioner, provided an update for the City Council from the last Airport Commission meeting where the Airport Runway Project was discussed and put on hold until the weather warms up in the spring. The need to establish policies on the use of drones were also discussed and the completion of the clean-up of the old restaurant area upstairs at the terminal.

Councilmember Schmid stated that he encourages the Airport Commission to attend the City Council meetings and report to keep the City Council updated on what's happening at the Airport.

CONSENT AGENDA:

Councilmember Schmid requested that item number 2 be pulled for questions.

M/S/C Councilmembers Jones and Jackson to approve the remainder of the Consent Agenda.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

1. APPROVAL OF MINUTES

[November 1, 2016](#)

Approved 4-0-1

2. REPORT REGARDING OPEN MARKET PURCHASES AND CONTRACT AWARDS

Recommendation:

That the City Council accept the open market purchases and contract awards for October of 2016.

Pursuant to the City of Red Bluff's Code, Section 2.67-2, the Purchasing Officer shall, at least monthly, prepare and submit a report to the City Council of all open market purchases & contract awards made for the preceding month. Above is a list of purchases and awards for October of 2016 with the amount of the bid and the dates for the purchase of materials, supplies and services required by the City's departments and approval by the Purchasing Officer. Unless otherwise noted, the awards were to the lowest responsible bidders and bids were in compliance with City specifications/requirements. All bids awarded were within the appropriations approved for them by the City Council in the current Annual Budget.

Councilmember Schmid requested and received clarification on the Animal Shelter payment; the purchase of office chairs and the payment made to Northstar Engineering.

M/S/C Councilmembers Schmid and Jones to accept the open market purchases and contract awards for October of 2016.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

3. APPROVAL OF WARRANT LIST

Recommendation:

That the City Council approve Check Warrant No. 85396 through 85630 dated October 1, 2016 through October 31, 2016.

This is a normal procedure per California Government code section 41004 and General Warrants need to be approved by the City Council regularly.

Approved 4-0-1

CURRENT BUSINESS:

1. CITY HOMELESS GRANT

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council consider the various applications and award the grant funds to one or more entities.

In the 2016/2017 Budget, the City Council set aside \$10,000.00 to help fund local programs which aid the homeless. The City Council Homeless Grant AdHoc Committee solicited applications for the available funds. The attached RFP was distributed to known local homeless service providers as well as advertised in the local newspaper. Applications were due on or before close of business on November 4, 2016. The City received timely grant applications from four (4) different entities. The City Council AdHoc Committee met with the grant applicants on November 10, 2016 to perform an initial screening and consider recommendations to the full City Council.

Applications were received from the following entities/organizations:

- **Faith Works in Tehama County** requested \$2,000.00 to assist the organization in providing various direct services to the homeless or at-risk persons.
- **Supernatural Life Transition Ranch** requested \$3,600.00 to support various direct services to the homeless.
- **PATH (Poor and the Homeless Tehama County Coalition)** requested \$5,000.00 to help fund its winter homeless shelter services, and an additional \$5,000.00 to be used as seed money to launch a Men's Transitional Housing program.
- **Tehama County Plow Share Project** requested an unspecified amount to assist with its programs which grow, glean and harvest fresh produce for distribution to the Food Bank and Food Pantries and other organizations which then hand out the produce to the homeless and other persons in need throughout Tehama County.

Mayor Parker thanked all four groups for submitting their requests and reported that after hearing their presentations he and Mayor Pro Tem Jones discussed and would like to award as follows:

P.A.T.H. men's transitional housing	\$5,000.00
FAITH Works	\$2,500.00
Supernatural Life Transition	\$2,500.00

Councilmember Jackson requested and received clarification on why no funding was provided to Tehama County Plow Share Project.

Mayor Pro Tem Jones stated that at this time they are not an operating non-profit organization.

Scott Camp, Faith Works, provided an example of how his organization assists those in need, such as helping with people facing eviction notices, utility shut off etc.

Randy Dueck, Supernatural Life Transition reporting that they are continuing to help more people with food, clothing etc. and thanked the City Council for the consideration of their program.

Colleen Lewis, P.A.T.H., spoke on the need for transitional housing for men and how it helps someone get back to being a productive member of the community. She also thanked the City Council for considering their proposal.

Jennifer Ragsdale, P.A.T.H. thanked everyone for the funding and described some of programs that P.A.T.H. helps with and the importance of transitional housing.

M/S/C Councilmembers Jones and Jackson to award the grant funds as follows:

P.A.T.H. men's transitional housing	\$5,000.00
FAITH Works	\$2,500.00
Supernatural Life Transition	\$2,500.00

AYES: Councilmembers Jackson, Jones, Parker and

NOES: Councilmember Schmid

ABSENT OR NOT VOTING: Councilmember Patel (absent)

2. **2016/2017 SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDS - \$100,000.00**

Kyle Sanders, Police Chief, reviewed the staff report and provided staff's recommendation that the City Council approve the expenditure plan for Supplemental Law Enforcement Services Funds.

Existing state law establishes in each county treasury a Supplemental Law Enforcement Services Fund and requires that monies from this fund be allocated to counties and cities in accordance with specific requirements for, among other things, front line law enforcement services. This program is also known as, "Citizen Options for Public Safety" (COPS).

On November 3, 2016, a meeting with the supplemental law enforcement funds oversight committee was conducted. The below expenditure plan was submitted and approved by the committee. Staff recommends the following expenditure plan for the funds:

- 1. Salaries and partial benefits:**
- (2) Community Service Officers - \$70,833.00
- 2. RIMS Annual Lease Fee - \$18,695.00**
- 3. Volunteer Programs:**
- (VIPS, Reserves, Explorers) - \$ 1,500.00
- 4. POST Team Building Workshop: \$ 5,000.00**
- 5. Law Enforcement Equipment:**
- (Replacement leather gear, spike strips, Taser cartridges, simmunitions conversion kits, Honor Guard equipment/accessories, firearm trade-ins, or other miscellaneous equipment) - \$ 3,875.00
- 6. Tehama County Administrative Fee - \$ 97.00**

Mayor Pro Tem Jones requested clarification on what POST stood for, which is Peace Officer Standards and Training.

M/S/C Councilmembers Jones and Jackson to approve the expenditure plan for the Supplemental Law Enforcement Services Funds as requested.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

3. AWARD OF ARCHITECTURE AND ENGINEERING SERVICES CONTRACT FOR THE POLICE DEPARTMENT EVIDENCE BUILDING PROJECT

Kyle Sanders, Police Chief, reviewed the staff report and provided staff's recommendation that the City Council authorizes the award of a contract to Semingson Architects, Inc., in the amount not to exceed \$11,550.00 for the preparation of the architectural and engineering design of the Police Department evidence building.

The Police Department is in need of a climate controlled facility for evidence processing and storage purposes. The current budget (FY 2016/2017) has \$154,826.00 allocated for the building project. Prior to seeking requests for proposal for construction, the facility plans and engineering design must be completed.

Semingson Architects, Inc. has submitted a proposal to assist in the preparation of the architectural design as well as the structural, mechanical and electrical engineering.

With guidance and direct assistance from public works staff, the police department has been working toward constructing a functional evidence facility to be built on the vacant city owned lot located behind the police department (adjacent to the parking lot and Jefferson Street). During this process it was determined that facility plans and engineering calculations would be necessary before being able to seek construction bids.

Original discussions centered on the idea of constructing the facility as a metal building. However, discussions with public works staff led to re-evaluating this idea. Semingson Architects, Inc. also provided input indicating for a project this nature and size, a building made of wood framed construction would likely be less costly than a metal constructed building. Other factors, such as aesthetics and heating / cooling efficiency were also noteworthy. Based on these factors, it appears most prudent to proceed with a facility constructed of wood rather than metal.

Semingson Architects, Inc. provided two separate service proposals for their work; one for a wood constructed building (\$11,550.00) and the second proposal for a metal constructed facility (\$8,350.00). Both proposals are attached. While their proposal for architectural and engineering work for the metal building is less expensive, it is still believed the best choice is to proceed with a traditional wood constructed facility.

There was no bid process undertaken as a part of staff's selection of Semingson Architect, Inc. for the provision of these Consulting Professional Services.

Semingson Architect, Inc. was identified through a “Qualification Based Selection” procedure where recognized expertise and project approach are the primary emphasis of the selection process.

The selection is legally authorized within the Red Bluff City Code Section 2.65 (E), which is consistent with the Government Code 4526.

Mayor Parker requested and received clarification on the total project cost estimated and if it was possible that a supplemental appropriation may be needed.

Ms. Kampmann reported that the original cost of \$154,826.00 was for a metal building and that hopefully the project will still be completed within budget.

Councilmember Schmid requested and received clarification on the bids and he suggested that the city should sell the land to a developer who could build and then lease it to the City.

Councilmember Jackson stated that other than the cost nothing is contained in the estimates that say if it's for wood or metal.

Ms. Kampmann stated that when the project is awarded staff could exclude the electrical portion of the bid.

M/S/C Councilmembers Jones and Jackson to authorize the award of a contract to Semington Architects, Inc., in the amount not to exceed \$11,550.00 for the preparation of the architectural and engineering design of a wooden Police Department evidence building.

AYES: Councilmembers Jackson, Jones, Parker and

NOES: Councilmember Schmid

ABSENT OR NOT VOTING: Councilmember Patel (absent)

4. **SUPPLEMENTAL APPROPRIATION FOR THE COSTS REQUIRED FOR THE RENTAL OF THE AIR COOLED CHILLER PACKAGE (HVAC) UNITS THAT ARE TEMPORARILY PROVIDING AIR CONDITIONING FOR THE RED BLUFF CITY HALL COMPLEX**

Robin Kampmann, Interim Public Works Director/City Engineer, reviewed the staff report and provided staff's recommendation that the City Council authorizes a supplemental appropriation from the City's General Fund, in the amount of **\$6,305.69** into the 2016/2017 budget account for General Government Buildings; Fund No.10-57-540-100, Machinery and Equipment.

The chiller and large compressor units that serve the City Hall Complex are broken and the units cannot be repaired. As the replacement of the units will require an extensive renovation, the rental and connection of a temporary portable chiller unit to augment the broken City Hall HVAC system has been implemented. The installation of temporary equipment was authorized by the City Council on

May 3, 2016 and an additional appropriation in the amount of \$22,625.00 was authorized by the City Council on August 16, 2016. This appropriation paid for the rental equipment through October 10, 2016. The use of the temporary equipment continued through the month of October and an additional amount of \$6,305.69 has been expended on this equipment. The contract for the rental equipment was terminated on November 7, 2016.

The air conditioning replacement is being pursued through the following stages:

- Provide a temporary portable “Chiller Unit” to maintain operational temperatures within the City Hall Complex (no longer needed since the weather has cooled down).
- Develop the necessary performance specifications for the “New” replacement air conditioning units (ArcSine has prepared the plans and specifications. City staff is in the process of preparing the bid package).

- Advertise and receive Bids; and award a construction contract for the installation of the new replacement air conditioning units (the City will implement this stage by bringing the RFP to council on December 6, 2016).

Councilmember Schmid requested and received clarification on what the outlook was for next spring and the need for air conditioning.

Ms. Kampmann stated that the plans have been received and staff is putting the bid documents together for a thirty (30) day bid process.

M/S/C Councilmembers Jackson and Jones to authorize a supplemental appropriation from the City's General Fund, in the amount of \$6,305.69 into the 2016/2017 budget account for General Government Buildings; Fund No. 10-57-540-100, Machinery and Equipment.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

5. CITY CLERK VACANCY

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council authorize City Staff to advertise for applicants for the vacant position of Red Bluff City Clerk.

The current term for the office of Red Bluff City Clerk expires on December 6, 2016. No person timely submitted necessary papers to run for the Office of City Clerk in the November 2016 election. In addition, no person timely submitted necessary papers to be a write-in candidate for the Office of City Clerk. Accordingly, that office becomes vacant on December 6, 2016. (Elections Code §§ 8600, 10103,15341)

Filling the Vacancy

The City Council “shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy.” (Government Code § 36512(b). If a special election is called before February 3, 2017, the election will be held on June 6, 2017. The County estimates the special election costs to be somewhere between \$15,000.00 and \$20,000.00.

If the City Council opts to fill the vacancy by appointment, the appointment must occur before February 3, 2017 (if an appointment is not made by that date, a special election would automatically be called). The person appointed or elected to fill the vacancy will hold office for the unexpired four year term. Thus, the person appointed or elected will hold that office through November 2020. (*Id.*)

Staff recommends the following schedule for City Council action:

- November 15, 2016:
Authorize staff to advertise for applicants for the vacant City Clerk position.
- December 9, 2016
Deadline for submitting applications for vacant City Clerk position.
- December 20, 2016
City Council vote to appoint a person to fill the vacant City Clerk position. In the alternative, set a special election to fill the vacancy.

Donna Gordy, City Treasurer, stated that she wanted the positions of City Treasurer and City Clerk to go to a ballot measure in two years to make the positions appointed rather than elected and how she felt it was unsafe to collect signatures to run for the office.

Mayor Parker requested clarification on how an elected position was being harassed.

Ms. Gordy stated that it was very dangerous for females to obtain signatures from strangers to run for office.

M/S/C Councilmembers Jackson and Jones to authorize City Staff to advertise for applicants for the vacant position of Red Bluff City Clerk.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

6. UPDATED SALARY SCHEDULES

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council adopt Resolution No. 26-2016 to update the salary schedule for the City of Red Bluff; and approve the following supplemental appropriations to accommodate these increases:

1. Recreation, Regular employees
Fund 60-60-100-100: \$ 600.00
2. Community Center, Regular employees
Fund 63-63-100-100: \$1,855.00
3. Police, Regular employees
Fund 11-33-100-100 \$1,510.00

The City's salary schedule has been updated to reflect modifications made by the Department of Labor (DOL). The DOL has increased the salary requirements for exempt employees (management and mid-management employees), beginning December 1, 2016. Under the new rules exempt employees must be paid at least \$1,826.00 per bi-weekly pay period or \$47,476.00 per year. The proposed salary schedule adjusts the salaries of those positions that do not meet the minimum requirements.

Mayor Parker requested and received clarification on the reason for no salary increase for the Executive Assistant to the Police Chief.

Vi Cobb, Human Resources Analyst II, stated it was because her position didn't supervise anyone.

Councilmember Schmid requested clarification on whether the amounts were annual or monthly.

Sandy Ryan, Finance Director, reported that it was for the last six (6) months of the fiscal year.

M/S/C Councilmembers Jones and Parker to adopt Resolution No. 26-2016 to update the salary schedule for the City of Red Bluff; and approve the following supplemental appropriation to accommodate these increases:

1. Recreation, Regular employees
Fund 60-60-100-100: \$ 600.00
2. Community Center, Regular employees
Fund 63-63-100-100: \$1,855.00
3. Police, Regular employees
Fund 11-33-100-100 \$1,510.00

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

STAFF ITEMS:

Mr. Crabtree reported that Terri Cairo had been offered the position of Executive Assistant to the City Manager/Deputy City Clerk and that the Burn Dump project was complete and had been hydro seeded.

Fire Chief Ray Barber reported that on November 17th there would be a statewide emergency exercise held at 99W near Tyler Road and several agencies will be participating. This year's scenario is a multi-casualty simulated incident involving a train versus a bus and will be on rapid, safe triage and treatment of multiple patients. Students from Red Bluff High School will be participating as the actors during the event.

Councilmember Schmid requested clarification on whether the Public Works Director job flyer had been distributed and that he would have liked to be involved in reviewing the flyer prior to distribution.

Mr. Crabtree stated that it had been distributed and that Mayor Parker and Councilmember Schmid would be involved in reviewing applications from potential candidates.

Mayor Pro Tem Jones reported that the reason for his beard was that the month of November had been declared Cancer Awareness Month for Men.

Ms. Kampman reported that staff had been working with the Water Department to be proactive on saving water and are posting various public notices to the city's website promoting water conservation.

Mayor Parker stated that on December 7th a priority would be to update the city's website with the new Councilmembers.

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 *- no meeting*

Tehama County Transportation Commission *- no meeting*

Downtown Red Bluff Business Association -
meeting on November 16th

Community Action Agency *- meeting on November 17th at 3 p.m.*

Tehama Economic Development Corporation -
no meeting

Executive Committee - Tehama County Solid Waste Management Agency *- no meeting*

Tehama County Solid Waste Management Agency (JPA II) - *met and discussed and awarded bid for a new ¾ ton long bed truck, which came in under what was approved to spend; also discussed a notice of violation on the inbound and outbound scales and the policy for monitoring the scales has been changed*

Chamber of Commerce - *meeting was cancelled*
Ground Water Commission - *met on November 9th held elections for Chairman which resulted in Mayor Parker being elected; the next step is to develop by laws for the commission. Tehama County is the only one in the state that has completed development of their commission.*

ADJOURNMENT:

There being no further business Mayor Parker adjourned the meeting at 7:58 p.m. until the meeting of December 6, 2016.

S/Clay Parker
Mayor

ATTEST:

S/Cheryl Smith
Deputy City Clerk

City Council Minutes

November 15, 2016

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The City of Red Bluff is an equal opportunity provider