



# CITY OF RED BLUFF

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## City Council Minutes

**Date of Meeting:** Tuesday, November 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  
Clay Parker, Councilmember  
Rob Schmid, Councilmember  
Wayne Brown, Councilmember

### **Staff Present:**

Rick Crabtree, City Manager/City Attorney  
Sandy Ryan, Finance Director  
Jo Anna Lopez, City Clerk  
Kyle Sanders, Police Captain  
Scot Timboe, Community Development Director  
Bruce Henz, Public Works Director  
Ray Barber, Fire Chief  
Donna Gordy, City Treasurer

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*The City of Red Bluff is an equal opportunity provider*

## **PLEDGE OF ALLEGIANCE:**

Mayor Jackson asked Police Captain Kyle Sanders to lead the Pledge and the assembly joined in.

## **CITIZEN'S COMMENTS:**

Pastor Scott Camp said a Prayer for Raymond Eliggi and those in attendance.

## **CONSENT AGENDA:**

M/S/C Councilmembers Parker and Brown to approve the Consent Agenda.

AYES: Councilmembers Parker, Brown, Schmid and Jackson

NOES: NONE

ABSENT OR NOT VOTING: NONE

## 1. APPROVAL OF MINUTES

a) October 7, 2014

b) October 21, 2014

*Approved 4/0/0*

## 2. TREASURER'S REPORT - SECOND MONTH OF FISCAL YEAR 2015

### Recommendation:

That the City Council accepts the Treasure's report for the second Month of Fiscal Year 2015.

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).

*Approved 4/0/0*

### **3. TREASURER'S REPORT - THIRD MONTH OF FISCAL YEAR 2015**

#### **Recommendation:**

That the City Council accept the Treasurer's report for the third month of Fiscal Year 2015.

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).

*Approved 4/0/0*

### **4. REQUEST FOR BID - PEST CONTROL SERVICES**

#### **Recommendation:**

That the City Council authorize advertisement of the notice inviting bids for Pest Control Services at designated City Facilities.

Staff is requesting an approval for inviting bids for Pest Control Services for the period of one year with a two year renewal option. The Pest Control Services contract will provide coverage for the areas within City Hall, the Waste Water Treatment Plant, Airport areas (terminal, FAA, storage), Hanger 1965 Airport Blvd., Fire Hall #2, Police Evidence Building, Community Center, Corporation Yard areas (break room, office building), and the Fire Training classroom.

*Approved 4/0/0*

## **5. RFP - CONTRACTUAL SERVICES - CITY HALL JANITORIAL SERVICES**

### **Recommendation:**

That the City Council approve the advertisement for bid proposals - contractual services - City Hall Janitorial Services.

The original contract was for 1 year, with an option for renewal, at the City's discretion, for two additional years. Staff is now requesting Council approval to publish a new advertisement for bid proposals for the contractual services relating to the City Hall Janitorial Services.

*Approved 4/0/0*

## **6. MONTGOMERY ROAD SEWER REPLACE PROJECT**

### **Recommendation:**

That the City Council authorize the Public Works Director to proceed with the construction bid process for the Montgomery Road Sewer Replacement Project.

The Montgomery Road Sewer Replacement Project will replace an 18" Sewer Main collector lying within portions of South Main Street and Montgomery Road. This is a major City sewer main that collects sewer flows from 4 different south area sewer lift stations prior to transporting the sewer flows to the

City's Waste Water Treatment Plant. This necessary sewer repair also lies within the area affected by the Montgomery roadway relocation that is being completed as a part of the Walmart development roadway improvements. The sewer replacement work will be completed prior to the new roadway resurfacing being constructed within Montgomery Road.

*Approved 4/0/0*

## **CURRENT BUSINESS:**

### **1. TEHAMA COMMUNITY CORRECTIONS REENTRY AND DAY REPORTING CENTER PROJECT PROPOSED NEGATIVE DECLARATION**

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that the City Council Receive the Proposed Negative Declaration and the presentation by County staff Provide direction to City Staff as appropriate.

The Project location generally abuts Madison Street to the east, Pine Street to the north, Oak Street to the south and the Union Pacific Railroad tracks to the west. The County proposes to establish a 34,460 square foot multi-purpose corrections reentry and Day Reporting Center facility that will accommodate a variety of functional uses on a 53,800 square foot parcel in a P-A (Public Agency) zoning district. The Project also proposes closing Madison Street for through traffic between Pine and Oak Streets.

Williams Goodwin, Chief Administrating Officer and Sean Moore, Planning Director for the Tehama County provided background information on the project and answered questions from the council.

Council elected to have this agenda item brought back on the November 18, 2014 agenda for direction to council.

*INFORMATIONAL ITEM NO ACTION NEEDED*

## **2. REPORT ON SALES TAX - 2ND QUARTER OF 2014**

Sandy Ryan, Finance Director, provided the City Council with an informational update on sales tax for the 2<sup>nd</sup> quarter of 2014.

Receipts for Red Bluff's sales, occurring from April through June 2014 were 2.9% higher than the same quarter of 2013. Actual sales activity increased 3.8% for the same prior year quarter. Actual sales for all of Tehama County increased 3.3%, and the Far North State sales grew 3.6% for the same prior year quarter.

As part of the City's consultant agreement, HDL Companies monitor and project sales tax revenue, property tax revenue, and motor vehicle fees and provide the City with quarterly sales tax reports, preliminary and final property tax and vehicle license fee reports. Attached to the staff report is the Second Quarter Sales Tax Report for 2014 (collected in April to June 2014, disbursed to the City in July to September 2014). The main increases are due to increased sales in the auto/transportation business group. The main decreases are due to reduced sales

in the fuel and service stations. HdL states the decrease is due to lower consumption of fuel. HdL feels this trend will continue as people are buying cars with better gas mileage.

### **3. REPORT ON BUDGET UPDATE FOR FY 2013/2014 AND 2014/2015**

Sandy Ryan, Finance Director, provided an informational update on the 2013/2014 and 2014/2015 budgets.

The final audited General Fund Balance for June 30, 2013 is **\$739,159.00**.

The estimate for the General Fund Balance for June 30, 2014 is decreased from the August 2014 report balance of \$979,918 to **\$893,167.00**.

The estimate for the General Fund Balance for June 30, 2015 is decreased from the August 2014 report balance of \$1,016,657 to **\$803,051.00**.

#### **4. SUPPLEMENTAL APPROPRIATION TO INCREASE COMPUTER EXPENSES BY \$23,880.00**

Sandy Ryan, Finance Director, reviewed the staff report and provided staff's recommendation that the City Council authorize the Supplemental Appropriation of the Following:

\$9,552 to expense account No. 11-33-380-100&200 (8 Police Computers)

\$5,970 to expense accounts No. 11-31-380-100&200 (5 Fire Computers)

\$1,194 to expense accounts No. 10-18-380-100&200 (1 Finance Computer)

\$1,194 to expense accounts No. 10-12-380-100&200 (1 Deputy City Clerk Computer)

\$1,194 to expense accounts No. 10-57-380-100&200 (1 IT/Maintenance Computer)

\$2,388 to expense accounts No. 63-63-380-100&200 (2 Community Center Computers)

\$2,388 to expense accounts No. 43-42-380-100&200 (2 Streets Computers)

Two years ago the City instituted a plan to replace antiquated desk top computers. However, the City still has 20 computers using the Microsoft XP Operating System, which is no longer supported by anti-virus or anti-malware updates. This leaves these computers and our servers vulnerable to security threats. Furthermore, our IT support company will no longer cover working on these computers in their contract.

M/S/C Councilmembers Brown and Parker to approve the supplemental appropriations as noted above.

AYES: Councilmembers Brown, Parker, Schmid and Jackson

NOES: NONE

ABSENT OR NOT VOTING: NONE

## **5. SELECTION OF ON-CALL CONSULTANTS FOR PLANNING, ENGINEERING, AND ARCHITECTURAL CONSULTING SERVICES**

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council:

- 1) Approve the consultants, listed by the Selection Committee to provide Contractual Planning, Engineering, and Architectural Consulting Services.
- 2) Authorize the City Manager, Community Development Director and Director of Public Works to negotiate professional services agreements with the On-Call Consultants in order to provide Planning, Engineering and or Architectural Consulting Services.

The City maintains a list of "Qualified Consultants", reviewed and approved by a Selection Committee to provide "On Call Planning, Engineering, and/or Architectural consulting services for the City Manager, Planning, Building and Public Works Departments. Staff recommends that the "On Call" list be modified as reflected in Exhibit A. The Selection Criteria was based on availability: Generally rapid response to City requests for

permitting; and the convenience of service and access with City.

“On Call Consultants” are typically used for projects that are either emergencies or to supplement City staffing; examples include Building Dept. Plan Checking, Planning CEQA Documents, Public Works Engineering designs etc. The On Call Consultant list may be used for projects under \$50,000.00.

M/S/C Councilmembers Brown and Parker to approve the consultants, listed by the Selection Committee to provide Contractual Planning, Engineering, and Architectural Consulting Services and authorize the City Manager, Community Development Director and Director of Public Works to negotiate professional services agreements with the On-Call Consultants in order to provide Planning, Engineering and or Architectural Consulting Services.

AYES: Councilmembers Parker, Brown, Schmid and Jackson

NOES: NONE

ABSENT OR NOT VOTING: NONE

## 6. COUNCIL VACANCY

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that City Council authorizes staff to advertise for applicants for the vacant City Council Position.

Councilmember Ray Eliggi has submitted his written resignation, effective October 28, 2014.

(Government Code § 1750(f), resignation effective on the date submitted to the Deputy City Clerk.) Mr. Eliggi's resignation is immediately effective and no acceptance is necessary. (*Meeker v. Reed*, 70 Cal.App. 119) Once effective, a resignation may not be withdrawn. (*American Fed. Of Teachers v. Board of Ed.*, 107 Cal.App.3d 829, 840 (1980).)

Councilmember Eliggi was appointed to fill the unexpired term of prior council member Robert Sheppard. That term expires in December 2016 and is not part of the current 2014 election cycle.

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).) Thus, the City Council must appoint someone to the fill Mr. Eliggi’s seat on the Council before December 26, 2014 or call a special election.

The County Elections Department estimates a special election would cost \$10,000.00. The person appointed or elected to fill the vacancy will hold office for the unexpired term of Mr. Eliggi’s seat on the City Council. Thus, the person appointed or elected will hold office through November 2016.  
(*Id.*)

Staff recommends the following schedule for City Council action:

- November 4, 2014: Authorize staff to advertise for applicants for the vacant City Council position.
- November 24, 2014 Deadline for submitting applications for vacant City Council position.

- December 2 or 16, 2014 City Council vote to appoint a person to fill the vacant City Council position. In the alternative, set a special election to fill the vacancy.

Larry Stevens asked if the council would be selecting the new council member once the 2014 cycle of elected council members took their seats.

M/S/C Councilmembers Brown and Schmid to approve staff's recommendation for advertising for an applicant to fill the vacancy on the City Council.

AYES: Councilmembers Brown, Parker, Schmid and Jackson

NOES: NONE

ABSENT OR NOT VOTING: NONE

### **STAFF ITEMS:**

*NONE*

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

Local Agency Formation Commission (LAFCO): *No Meeting*

3 Core: *Meeting November 18<sup>th</sup> to discuss the 5 year strategy*

Tehama County Transportation Commission: *talked about consolidation of transportation, unmet transit needs and electric vehicle charging stations*

Downtown Red Bluff Business Association: *Later in the month*

Community Action Agency: *Later in the month*

Tehama Economic Development Corporation: *unattended*

Tehama County Sanitary Landfill JPA I: *No Meeting*

Executive Committee - Tehama County/City of Red Bluff Landfill Management Agency JPA II:

*Discussed new office*

Tehama County/City or Red Bluff Landfill

Management Agency JPA II- *No Meeting*

Chamber of Commerce: *meeting at the end of the month*

## **ADJOURNMENT:**

There being no further business Mayor Jackson adjourned the meeting at 8:04 p.m. until the meeting of November 18, 2014.

*s/ Daniele Jackson, Mayor*

ATTEST:

*s/ Jo Anna Lopez, City Clerk*