



# CITY OF RED BLUFF

555 Washington Street Red Bluff, California 96080 (530) 527-2605 Fax (530) 529-6878 www.cityofredbluff.org

## CITY COUNCIL MINUTES

**Date of Meeting:** Tuesday, November 7, 2017

**Time of Meeting:** 6:15 p.m. Closed Session  
7:00 p.m. Regular Meeting

**Place of Meeting:** Council Chambers, City Hall  
555 Washington Street  
Red Bluff, CA 96080

**Councilmembers Present:**

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

**Councilmembers Absent:**

None

**Staff Present:**

Rick Crabtree, City Manager/City Attorney

Robin Kampmann, Public Works Director

Kyle Sanders, Police Chief

Sandy Ryan, Finance Director

Cassidy DeRego, City Clerk

Donna Gordy, City Treasurer

**CLOSED EXECUTIVE SESSION:**

**Conference with Labor Negotiators:**

Executive Session in accordance with Government Code Section 54957.6 for the purpose of instructing the City's designated representatives Richard Crabtree, City Manager/City Attorney; Bill May Labor Negotiator; Vi Cobb, Human Resources Analyst II; and Sandy Ryan, Finance Director regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits. Employee Organization: Red Bluff Police Officers' Association.

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Executive Session in accordance with Government Code Section 54957.6 for the purpose of instructing the City's designated representatives Richard Crabtree, City Manager/City Attorney; Bill May Labor Negotiator; Vi Cobb, Human Resources Analyst II; and Sandy Ryan, Finance Director regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits to the following unrepresented employee positions:

Public Works Director/City Engineer

Police Chief

Fire Chief

Finance Director

Community Development Director

(Note: This notice does not apply to Management officials or contractors serving the City under contract as an outside vendor. The terms pertaining to such Management employees are set forth in their respective contracts.)

Executive Assistant to the City Manager/Deputy City Clerk

Human Resources Analyst I

Human Resources Analyst II

Financial Management Specialist

Public Works Maintenance Supervisor

Wastewater Division Supervisor

Water Division Supervisor

Associate Civil Engineer

Associate Civil Engineer/Airport Manager

Assistant Engineer

Fire Division Chief

Fire Marshal

Development Coordinator/Development Official.

Building Inspector

Recreation Supervisor

### **Conference with Legal Counsel:**

Anticipated litigation (one case) (Government Code § 54956.9 (d) (2))

### **Conference with Legal Counsel:**

Government Code Section 54956.9-Existing Litigation - Wierzbicki - Worker's Comp Claim Nos. NCWA 555880 and NCWA 556792

Mayor Jones reported that during the Closed Executive Session the City Council provided direction to staff on the first three items, the fourth item was tabled for a later date.

### **PLEDGE OF ALLEGIANCE:**

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

### **CITIZEN'S COMMENT:**

Brin Greer, with the Resource Conservation District, invited the public, staff and Red Bluff City Council to attend the Wild and Scenic Film Festival. It will be held at the State Theatre on November 11, 2017, doors open at 6:30 p.m. and Movies start at 7:00 p.m. Tickets will be \$12 for General Admission, \$10 with student ID and Military and Veterans will be free. There will be 8 films featured and all proceeds go to the Sacramento River Discovery Center and the Tehama Resource Conservation Fund.

Kenn Rieders discussed the legalization of Marijuana and the money it could bring to the City of Red Bluff and urged the City Council to consider allowing Cannabis dispensaries within the City of Red Bluff.

Tammy Jones stated that there are city codes being violated at her residence, 1051 Washington Street. She stated that there are seven units and the landlord has not been willing to fix anything.

Rick Crabtree, City Manager, stated that the City of Red Bluff can only do something if an actual city code has been violated, if the issue is a landlord and tenant dispute the City of Red Bluff cannot do anything to help that. He stated that he would make sure that City Code Enforcement would go to her residence tomorrow November 8, 2017 to evaluate the concerns.

### **CONSENT CALENDAR:**

M/S Councilmembers Eyestone and Jenkins to approve items one and two on the consent agenda.

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

NOES: None

ABSENT OR NOT VOTING: None

1. [Approval of October 3, 2017 minutes](#)

**Recommendation:**

Staff recommends that City Council approve the minutes as written.

5-0-0

2. [Approval of October 17, 2017 minutes](#)

**Recommendation:**

Staff recommends that City Council approve the minutes as written.

5-0-0

**CURRENT BUSINESS:**

1. [Chamber of Commerce Update:](#)

Dave Gowan and Lisa Hansen provided an informational update on the Chamber of Commerce activities from July through September 2017.

The Chamber's Strategic Marketing Plan established a "clearly delineated process of communication" with the City that provided for periodic status reports. This presentation is part of that adopted process. The City Clerk maintains a binder with current financials and other information required by the Chamber/City Agreement.

Councilmember Parker stated that they are the Red Bluff and Tehama County Chamber of Commerce; he said the City of Red Bluff gives \$17,500.00 every quarter and Tehama County gives \$2,700.00.

Councilmember Schmid states that he likes the report and feels that they are accomplishing what the City of Red Bluff wants to see. He would like to see the "TOT" next to City of Red Bluff be removed on the budget report.

Dave Gowan stated that he will be happy to remove that immediately.

Councilmember Schmid stated that he feels that there is adequate accountability for funds spent and he really likes their website.

Mr. Gowan stated that they always promote locally, but they also try to have a larger outreach as well.

## **2. Sales Tax Update-2017 Second 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 2017 (collected in April to June 2017, disbursed to the City in July to September 2017). The main increases are due to increased sales in the Fuel and Service Stations group and the County and State Pools for on-line sales. These increases were offset by a decrease in the Business and Industry group and the Restaurants and Hotels group. These decreases were from closed merchants and weak sales.

The prior estimate by HdL:	<u>16/17</u>	<u>17/18</u>
Bradley Burns 1% sales tax:	\$3,349,201	\$3,364,820
Measure D (1/4) sales tax:	<u>\$ 919,254</u>	<u>\$ 961,226</u>
Total sales tax:	\$4,268,455	\$4,326,046

The new estimate by HdL:	<u>16/17</u>	<u>17/18</u>
Bradley Burns 1% sales tax:	\$3,362,313	\$3,349,898
Measure D (1/4) sales tax:	<u>\$ 923,034</u>	<u>\$ 962,000</u>
Total sales tax:	\$4,285,347	\$4,311,898

County payments not accounted for by HdL:	<u>\$ 67,215</u>	<u>\$ 67,887</u>
Final sales tax amounts:	\$4,352,561	\$4,379,785

The 16/17 actuals are approximately \$84,106.00 more than the prior estimate. The 17/18 estimates are approximately \$53,739.00 more than the prior estimate. The main reason for the increase is the lack of consideration of the County payments by HdL. After this last update discussion, HdL will now include the County payments in future estimates.

Councilmember Schmid stated that the Chamber of Commerce said that they saw better hotel sales the last quarter, would that be something we would see on the next report?

Sandy Ryan, Finance Director, confirmed that it is something that might show on the next report.

Scott Camp asked if this report is made public.

Ms. Ryan stated that yes it is made public and is available online and also at the front desk in the Red Bluff City Hall.

Mr. Camp asked how this report compares to last year at this time.

Ms. Ryan stated that the report is better than last year at this time.

A citizen in attendance asked if the City of Red Bluff will see the gas tax.

Ms. Ryan stated that the City of Red Bluff has to match a certain amount of funds; if those funds are met then the City of Red Bluff should see \$90,000.00.

Councilmember Schmid said that the gas tax is earmarked for transportation, which can mean many different things within the state of California.

### **3. Water/Sewer Service - 2 County Lots on Lakeside Drive**

Robin Kampmann, Public Works Director, reviewed the staff report and provided the staff's recommendation that the City Council authorize a water service connection and sewer connection for each of the two parcels located on Lakeside Drive, APN: 041-021-024 and 0041-021-025, upon the approval of improvement plans and payment of the required fees.

The existing parcels are currently vacant and the owner/developer is proposing to construct multi-family residences on each parcel. There are currently no wells or septic systems on the parcels. The developer has submitted an application for City water and sewer services for each parcel, APN: 041-021-024 and 041-021-025. The subject parcels are located outside, and not adjacent to, the City Limits but within the Sphere of Influence.

An existing 6" water main and 6" sewer main are located in Lakeside Drive adjacent to the parcels requesting service. The proposed water service connections would include tying into the existing water main and installing two new 1-1/4" water meters meter per City standards. The proposed sewer service connections would include tying into the existing sewer main and installing two new 4" sewer laterals per City standards.

The proposed services will be single services to each parcel and one bill will be provided to the owner for each parcel. If multi-family residences are constructed it will be the owner's responsibility to keep the account current and to determine the monthly costs for each resident. The installation of individual meters beyond the City water meter is acceptable but reading these meters will not be the responsibility of the City.

Per Policy 3 of City Council Resolution No. 38-2011, the applicant requesting water service meets all of the requirements outlined in the policy but the parcels are outside the City limits and not adjacent to the city limit line: therefore, City Council authorization and approval is required.

Councilmember Schmid asked if these are the only impact fees.

Robin Kampmann, Director of Public Works, confirmed that there are two impact fees they have to pay.

Councilmember Schmid asked they would pay for the physical connection.

Ms. Kampmann confirmed that they would pay for the physical connection.

Mayor Pro Tem Eyestone asked if they would each be a fourplex.

Ms. Kampmann stated that she believes there would be two duplexes.

Councilmember Schmid asked if the existing water line would be enough for the demand.

Ms. Kampmann confirmed that it should be, not all of the houses on that street are using the water main.

Councilmember Schmid asked what happens if it cannot meet the demand in the future.

Ms. Kampmann stated that the road is a loop; because of this they can utilize another water line if needed in the future.

Councilmember Parker asked if there was anything that states that if the city wants to annex the property in the future that the owner cannot dispute it.

Rick Crabtree, City Manager, stated that legally he would have to look into it to see if it is something the City of Red Bluff can do.

M/S Councilmembers Jenkins and Jones to authorize a water service connection and sewer connection for each of the two parcels located on Lakeside Drive, APN: 041-021-024 and 0041-021-025, upon the approval of improvement plans and payment of the required fees.

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

NOES: None

ABSENT OR NOT VOTING: None

4. **Approval of New Classification - Airport Manager / Associate Civil Engineer**

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

1. Approves the proposed Job Description and Salary Schedule category for a new position: Associate Civil Engineer & Airport Manager
2. Approves a supplemental appropriation of \$1,205.00 into Fund account 10-41-100-100, \$905.00 into Fund account 45-44-100-100 and \$905.00 into Fund account 50-50-100-100 in order to provide funding for the filling of this position within the FY 17/18 City Budget.

On August 10, 2017 the City Associate Civil Engineer, Scott Miller, was appointed by Mr. Crabtree as the Airport Manager. The additional duties performed by the Airport Manager are not included in the current Associate Civil Engineer job description therefore a new job description has been prepared creating a more appropriately defined position that includes the Airport Manager duties. The existing Associate Civil Engineer position would remain unfilled

The Associate Civil Engineer position is paid 40% from the Engineering and Administration department, 30% from the Waste Water Maintenance department and 30% from the Water Operating department. The Associate Civil Engineer & Airport Manager position would have the same percentage allocations.

To provide funding for filling this position within the FY 17/18 budget a supplemental appropriation from the general fund for the following amounts into the specific departments would be needed:

<u>Amount</u>	<u>Fund Account</u>
\$1,205.00	10-41-100-100 Eng. and Administration
\$ 905.00	45-44-100-100 Waste Wtr Maintenance
\$ 905.00	50-50-100-100 Water Operating

Councilmember Schmid stated that in the past, we had Airport Managers; did they get out of class raises?

Rick Crabtree, City Manager, stated no it was built into the Public Works Director Job Description.

Councilmember Schmid asked if this out of class designation is required.

Mr. Crabtree stated that no, it is not required, but Robin Kampmann is paid by the hour and having her attend these extra meetings would be expensive.

Mayor Pro Tem Eyestone said that the Union was mentioned, but this position is a mid management position.

Mr. Crabtree stated that if they fill in, mid management does get the Out of Class pay. This is a permanent change so a job description makes more sense.

Councilmember Schmid stated that whenever something changes we have to pay more money. He asked why we can't add it to their job description and not increase their pay. It used to be, duties were delegated, and no pay increase was given.

Mayor Pro Tem Eyestone agreed, she is given extra duties at her employer without a pay increase.

M/S Councilmembers Parker and Jenkins to Approve the proposed Job Description and Salary Schedule category for a new position: Associate Civil Engineer & Airport Manager and approve a supplemental appropriation of \$1,205.00 into Fund account 10-41-100-100, \$905.00 into Fund account 45-44-100-100 and \$905.00 into Fund account 50-50-100-100 in order to provide funding for the filling of this position within the FY 17/18 City Budget.

AYES: Councilmembers Jenkins, Jones and Parker

NOES: Schmid and Eyestone

ABSENT OR NOT VOTING: None

## **5. Automated License Plate Reader - Supplemental Appropriation**

Kyle Sanders, Police Chief, reviewed the staff report and provided the staff's recommendation that the City Council approves a supplemental appropriation in the amount of \$32,167.12 to move pre-approved funds from last fiscal year to this fiscal year (expenditure account 11-33-540-118 /TIDE Expenditures).

The police department accepted \$140,000.00 and has effectively implemented the ALPR program. A total of \$107,832.88 of the \$140,000.00 was spent to implement and operate the program through June 30, 2017. This leaves a program balance of \$32,167.12.

There are ongoing operational costs associated with the ALPR program. Therefore, it is necessary to allocate the remaining fund balance into the 2017/2018 budget. This supplemental appropriation request is simply an accounting amendment to move the remaining funds into this year's budget and there continues to be no cost to the City.

Councilmember Schmid asked if the balance had been absorbed.

Sandy Ryan, Finance Director, stated that they thought all of the funds were going to be spent in the last fiscal year. The funds are still there, they just need to be moved forward to this year's budget.

Mayor Pro Tem Eyestone stated that these funds were for a specific project.

Mr. Ryan stated that this will not affect the current budget.

M/S Councilmembers Parker and Eyestone to approve a supplemental appropriation in the amount of \$32,167.12 to move pre-approved funds from last fiscal year to this fiscal year (expenditure account 11-33-540-118 /TIDE Expenditures).

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

NOES: None

ABSENT OR NOT VOTING: None

6. [Law Enforcement Grant Funds - Supplemental Appropriation](#)

Kyle Sanders, Police Chief, reviewed the staff report and provided the staff's recommendation that the City Council approves a supplemental appropriation in the amount of \$16,550.70 to expenditure account 11-33-250-400 (City Law Enforcement Grant Training Expenditures.)

The police department accepted \$31,793.00 from the State of California for what has been termed the City Law Enforcement Grant. Forty percent of the funds were distributed to Corning Police Department and the remaining sixty percent (\$19,076.00) was placed in the police department's 2016/2017 budget. A total of \$2,525.30 of the \$19,076.00 was spent through June 30, 2017. This leaves a program balance of \$16,550.70.

Future training continues to be planned and the remaining funds are necessary to pay for such expenses.

Therefore, it is necessary to allocate the remaining fund balance into the 2017/2018 budget. This supplemental appropriation request is simply an accounting amendment to move the remaining funds into this year's budget and there continues to be no cost to the City.

M/S Councilmembers Parker and Jenkins to approve a supplemental appropriation in the amount of \$16,550.70 to expenditure account 11-33-250-400 (City Law Enforcement Grant Training Expenditures).

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

NOES: None

ABSENT OR NOT VOTING: None

7. **Police Miscellaneous Donations - Supplemental Appropriation**

Kyle Sanders, Police Chief, reviewed the staff report and provided the staff's recommendation that the City Council approves a supplemental appropriation in the amount of \$3,594.00 to Police Miscellaneous Donation Revenue account 11-33-080-766 and for expenditure from account 11-33-450-766 (Miscellaneous Donations Expenditures).

The police department routinely receives donations. Sometimes these donations are given for specific purposes and other donations are given without specificity. The balance for police donations is currently \$3,594.00. We are seeking to utilize those funds to purchase two items: A trailer for our utility vehicle and a hand-held lidar gun. The \$3,594.00 will cover the majority of both purchases. Any overage in cost will be covered with our existing budget.

M/S Councilmembers Eyestone and Jenkins to approve a supplemental appropriation in the amount of \$3,594.00 to Police Miscellaneous Donation Revenue account 11-33-080-766 and for expenditure from account 11-33-450-766 (Miscellaneous Donations Expenditures).

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

NOES: None

ABSENT OR NOT VOTING: None

### **G. STAFF ITEMS:**

Rick Crabtree, City Manager, stated that there will be a County joint meeting on Monday November 13, 2017 at 6 p.m. regarding housing and the homeless at the Tehama County Board of Supervisor Chambers.

Mr. Crabtree stated that there would also be a non-joint meeting at the Tehama County Board of Supervisors on Tuesday regarding Marijuana at 1:30 p.m.

Additionally, Mr. Crabtree stated that Robin Kampmann, Scott Miller and himself all attended Gary Antone's Retirement Party.

Kyle Sanders, Police Chief, stated that Sunday November 19, 2017 will be 15 years since Dave Mobilio was killed while in the line of duty, they will be spending some time remembering him with his family in Chico.

Robin Kampmann, Public Works Director, announced that Caltrans will attend the next City Council meeting to speak about the striping of Main Street.

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

Reports by City Council Members on the activities of their assigned agencies and/or committees:

- **Local Agency Formation Commission (LAFCO)** - Councilmember Parker stated that there is no meeting scheduled.
- **Tehama County Transportation Commission** - Councilmember Schmid stated they had a meeting.
- **Downtown Red Bluff Business Association** - Mayor Pro Tem Eyestone stated more street signs have been ordered and will be installed when they arrive. Councilmember Schmid commented that the Art walk looked really nice.

- **Community Action Agency** - Mayor Jones stated that the next meeting is scheduled on Friday November 17, 2017. There is an upcoming Lift event that will be at the Tehama County Fairgrounds. Sandy Ryan, Finance Director stated that the City of Red Bluff will be there giving out dog licenses.
- **Executive Committee - Tehama County Solid Waste Management Agency** - Mr. Crabtree stated that there is no meeting scheduled
- **Tehama County Solid Waste Management Agency (JPA II)** - Councilmember Schmid stated that they discussed the closure of Cell one; they will be closing it for the winter and complete the closure in the spring.
- **Chamber of Commerce** - Mayor Jones stated the Chamber of Commerce gave an update at the City Council Meeting; the Christmas Parade will be on November 25, 2017.
- **Ground Water Commission** - Councilmember Parker stated that they discussed grant funding.

Councilmember Schmid asked about the Chiller and Boiler unit.

Robin Kampmann, Director of Public Works, stated that the contractors were here last week, it is still on trial.

Councilmember Schmid asked what happens if cooler doesn't work after winter.

Ms. Kampmann stated that once the system is approved they have a 1-year warranty.

Councilmember Schmid asked why Walton Avenue was closed.

Scott Miller, Associate Civil Engineer, stated that the railroad needs to close the crossing to fix a patch. Repairs were scheduled this week, but delayed due to weather.

Councilmember Jenkins stated that she toured the Tehama County Jail and she found it very informative, she would recommend it to others.

## **H. ADJOURNMENT:**

There being no further business Mayor Jones adjourned the meeting at 8:24 p.m. until the meeting of November 21, 2017 at the Red Bluff City Council Chambers.

s/Gary Jones, Mayor

ATTEST:

s/Cassidy DeRego, City Clerk