



CITY OF RED BLUFF

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CITY COUNCIL **MINUTES**

Date of Meeting: Tuesday, October 20, 2015
Time of Meeting: 6:15 p.m. - Closed Executive Session
7 p.m. Regular Meeting
Place of Meeting: Council Chambers, City Hall
555 Washington Street
Red Bluff, CA 96080

Councilmembers Present:

Clay Parker, Mayor
Rob Schmid
Suren Patel
Gary Jones

Councilmembers Absent:

Daniele Jackson, Mayor Pro Tem (absent-excused)

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Staff Present:

Rick Crabtree, City Manager/City Attorney

Cheryl Smith, Deputy City Clerk

Donna Gordy, City Treasurer

Sandy Ryan, Finance Director

Ray Barber, Fire Chief

Kyle Sanders, Police Chief

Vi Cobb, Human Resources Analyst II

Bruce Henz, Public Works Director

CLOSED EXECUTIVE SESSION:

- 1. CONFERENCE WITH LEGAL COUNSEL;
GOVERNMENT CODE SECTION 54956.9
PENDING LITIGATION; ONE CLAIM -
COKER, MATHEW, CLAIM NUMBER
NCWA-556054**

2. 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, Rick Haeg, Labor Negotiator and 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 with the Miscellaneous Unit Employees.

Mayor Parker reported that the City Council had provided direction to staff during the Closed Executive Session.

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.

A representative from the Resource Conservation District invited everyone to the October 28th Drought Signs and Effects/ El Nino event at the Red Bluff Community Center from 5:30 p.m. to 7 p.m.

PRESENTATION:

1. PRESENTATION EMPLOYEE LONGEVITY RECOGNITION

Kyle Sanders, Police Chief, provided information on Suszette Erb, Public Safety Dispatcher, who has been with the City for 10 years and is the Senior Dispatcher.

Mayor Parker presented Ms. Erb with her 10 year certificate and stated that dispatching is one of the hardest positions in law enforcement.

PROCLAMATIONS:

1. DOMESTIC VIOLENCE AWARENESS MONTH Jeanne Spurr

This item was pulled from the agenda as it was presented at the October 6th meeting.

2. WESTERN OPEN FIDDLE WEEK

Councilmember Gary Jones read and presented the proclamation to representatives of the Western Open Fiddle.

Loosely Strung played three tunes for those in attendance as samples of the types of music that will be played at the Western Open Fiddle Contest this weekend.

CONSENT AGENDA:

Councilmember Schmid requested that items 2 and 3 be pulled for clarification.

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

AYES: Councilmembers Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Jackson (absent-excused)

1. APPROVAL OF MINUTES

a. September 29, 2015

Approved 4-0-1

2. EXPIRATION OF TERMS; VARIOUS COMMISSIONS

Recommendation:

That the City Council direct the Deputy City Clerk to solicit applications for the various City committees and commissions. These vacancies will be advertised as per the dates on the legal notice and a Press Release will be distributed to the media.

Each year the City Council directs the Deputy City Clerk to advertise the various commission vacancies during October and November with City Council selection and appointment occurring the first meeting in December.

The City has a total of five (5) commissions, committees and/or boards that have rotating expiration dates of its members. These vacancies are as follows:

Planning Commission – one vacancy

Parks and Recreation Commission – four vacancies
(1 student 1-year term and 3 3-year terms.

Airport Commission – one vacancy

Audit Committee – one vacancy

Loan Committee Member for Economic,
CDBG/HOME Loans – one vacancy

Councilmember Schmid requested and received clarification on the length of the terms for the various commissions.

M/S/C Councilmembers Schmid and Jones to direct the Deputy City Clerk to solicit applications for the various City committees and commissions.

AYES: Councilmembers Jones, Parker, Patel
and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember
Jackson (absent-excused)

3. REPORT REGARDING OPEN MARKET PURCHASES AND CONTRACT AWARDS - SEPTEMBER 2015

Recommendation:

That the City Council accepts the open market purchases and contract awards for September of 2015.

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 September of 2015 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.

Councilmembers Schmid and Jones requested and received clarification on various items contained in the open market purchases and contract awards for September 2015.

AYES: Councilmembers Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Jackson (absent-excused)

4. APPROVAL OF WARRANT LIST

Recommendation:

That the City Council approves Check Warrant No. 82197 through 82562 dated September 1, 2015 through September 30, 2015.

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

5. UPDATE OF INJURY AND ILLNESS PREVENTION PROGRAM

Recommendation:

That the City Council adopt the revised and updated Injury and Illness Prevention Program (IIPP) Policy Packet addressing the changes needed based on new California and Federal requirements.

Federal and State requirements, including CalOSHA, have updated and added several requirements to the IIPP over the past years. Staff, with the help of our risk management services partnership with Bickmore and NCCSIF, have updated and added sections to comply those requirements. Additions include an Emergency Action Plan, a Fire Prevention Plan, a Hazard Communication Program, and a Heat Illness Prevention Program. Adoption of this IIPP Packet will bring the City into compliance with these state and federal requirements.

Approved 4-0-1

6. ORDINANCE NO. 1038; AN ORDINANCE OF THE CITY OF RED BLUFF REGARDING COMMERCIAL SEWER RATE CHARGES

Recommendation:

That the City Council waive the second reading and adopt Ordinance No. 1038; An Ordinance of the City of Red Bluff Regarding Sewer Rate Charges.

Currently applicable water and sewer charges were adopted by the City Council on May 15, 2012.

The City's current Fee Schedule for water and sewer services relies on the volume of water used to determine the applicable sewer fees. The fee schedule sets a minimum monthly commercial monthly fee of \$34.00 (which includes up to 1,100 cubic feet of water use per month). For over 1,100 cubic feet of water use per month there is set charge per 100 cubic feet depending on the type of business. Bakeries are charged \$3.63/100 cubic feet; restaurants pay \$2.99/100 cubic feet; and all other commercial uses pay \$2.69/100 cubic feet of water supplied.

This sewer fee structure works well for commercial uses that send most of the water used into the sewer system (e.g., a restaurant with bathroom and kitchen facilities). The flat rate structure, however, does not work as well for uses that discharge only a portion of the volume of water used into the City sewer system (e.g., a commercial use with lots of landscaping).

The proposed ordinance was developed to allow the Public Works Director (or designee) to determine an appropriate sewer fee that is equitably based on the volume of water which is reasonably expected to be discharged into the City sewer system.

For example, a commercial use that uses lots of water for landscape irrigation does not send that irrigation water into the sewer system. A fair way to allocate sewer fees in such a circumstance may be to take an average of the monthly water use during December, January and February (typically months with low irrigation water use) and base the sewer monthly charges for the year on that average.

The proposed Ordinance will grant staff the authority to equitably address circumstances where a commercial use discharges only a portion of the volume of water used into the City sewer system.

Approved 4-0-1

7. TREASURER'S REPORT - SECOND MONTH OF FISCAL YEAR 2016 (AUGUST 2015)

Recommendation:

That the City Council accepts the Treasurer's report for the second month of Fiscal Year 2016.

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 4-0-1

8. ANNUAL STATEMENT OF INVESTMENT POLICY

Recommendation:

That the City Council approve the City Treasurer's Investment Policy Statement for Fiscal Year 2015-2016.

The purpose of this statement is to provide guidelines for the prudent investment of the City's surplus cash. The ultimate goal is to enhance the economic status of the City, while protecting its pooled cash (active and inactive deposits).

Approved 4-0-1

CURRENT BUSINESS:

1. COUNTY ECONOMIC DEVELOPMENT STRATEGIES

Caylyn Brown, County of Tehama Economic Jobs Development, provided an informational update on job creation and economic development in Tehama County. There will be a joint meeting in December with the County of Tehama, Cities of Tehama, Corning and Red Bluff to further discuss these strategies.

The County has requested an opportunity to present these economic development reports to the City Council. This will be followed by a joint workshop

including the Tehama County Board of Supervisors and the City Councils of both Red Bluff and Corning.

Informational only, no action requested.

2. CHAMBER OF COMMERCE UPDATE

Rick Crabtree, City Manager/Attorney, reviewed the staff report and provided staff's recommendation that the City Council receive an update from the Chamber of Commerce.

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.

Dave Gowan, President/CEO, provided an update on events held throughout the year, as well as the coming Christmas Parade that will be held on November 28th.

Pastor Scott Camp, Chamber Chair, reported that Good Morning Red Bluff would be held on October 29th at the Rustic Rose and invited everyone to the ribbon cutting for From the Hearth on October 22nd at 10 a.m.

Informational only, no action requested.

3. PLACEMENT OF AN ART SCULPTURE AT RIVER PARK

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council consider and approve the request from the Tehama County Welding Shop to place a piece of creative "Sculptural Art" within the City's River Park.

A basic description and illustrative graphic is included as Attachment A of this report. It provides a representation of the concept and the final design will not be far different than the concept that is being proposed.

The proposal was presented to the Parks and Recreation Commission at their meeting on October 14th. There were detailed discussions relating to the concept and the proposed placement location and the project was enthusiastically supported by the commission.

The Commission voted unanimously to recommend support and approval of the proposed project.

Richard Muench, Chief Probation Officer, stated that his department had expanded the program to include welding. There is no cost to the city for this sculpture as the Branding Committee had donated \$1,000.00.

Councilmember Schmid requested and received clarification on what type of foundation this would be mounted on, maintenance and whether the sculpture would have any sharp edges.

Mr. Muench stated that the sculpture would be mounted on concrete, there would be no sharp edges and the program could cover repairs to anything structural, but the City would be responsible for painting over any graffiti.

Mayor Parker requested clarification on the weight of the sculpture, but it is unknown at this time. He did note that there are cameras that monitor the area where the sculpture will be placed.

~~Commissioner~~ Councilmember Patel requested clarification on the location of the sculpture and was informed that it would be located near the entrance to River Park.

Mr. Muench invited the Council out to Shaffer Cabinets to view the work being done by the participants in the program.

M/S/C Councilmembers Jones and Patel to approve the request from the Tehama County Welding Shop to place a piece of creative "Sculptural Art" within the City's River Park.

AYES: Councilmembers Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Jackson (absent-excused)

4. EAST SAND SLOUGH FUNDING REQUEST

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

1. Consider a request from the Resource Conservation District of Tehama County (RCD) to provide funding (\$4,485.00) for the removal of dead trees and the clearing of blackberry and other invasive plants in the East Sand Slough.
2. Approve a supplemental appropriation of \$4,485.00 for expense account #10-21-330-100-Special Supplies and Services, Community Promotion & Economic Development Dept.

The RCD is seeking funding (\$4,485.00) to support an effort to remove dead trees and clear blackberry and other invasive plants from the East Sand Slough.

Tom McCubbins, Watershed Coordinator/Project Manager, provided information on the project and what they would like to accomplish with the help of the City. They would like assistance from the Police Department and Tehama County Sheriff's Department to provide security for those working in the area, as well as help with removing the homeless encampments located in the area. They would utilize crews from the Ishi Conservation Camp, Forest Service and/or volunteers for some of the vegetation removal and falling of dead trees. The application of the herbicide would have to wait until late August of 2016 and would then be followed up with yearly treatments.

Bobbie Hughes, Sacramento Discovery Center, encouraged the Council to approve this request and take advantage of the free labor.

M/S/C Councilmembers Jones and Patel to:

1. Consider a request from the Resource Conservation District of Tehama County (RCD) to provide funding (\$4,485.00) for the removal of dead trees and the clearing of blackberry and other invasive plants in the East Sand Slough.

2. Approve a supplemental appropriation of \$4,485.00 for expense account #10-21-330-100-Special Supplies and Services, Community Promotion & Economic Development Dept.

AYES: Councilmembers Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Jackson (absent-excused)

5. UPDATE OF WATER LEAK POLICY

Sandy Ryan, Finance Director, reviewed the staff report and provided staff's recommendation that the City Council adopt the Revised Leak Policy addressing the changes needed from reading water meters every two months to reading water meters monthly.

AP & P 18-23 was adopted when water meters were read every two months. The credit for repaired water leaks was based on one consumption cycle, of which was 2 months. Water meters are now read monthly so the Leak Policy should reflect this change.

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M/S/C Councilmembers Schmid and Jones to adopt the Revised Leak Policy addressing the changes needed from reading water meters every two months to reading water meters monthly.

AYES: Councilmembers Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Jackson (absent-excused)

STAFF ITEMS:

None.

COMMITTEE REPORTS/COUNCIL COMMENTS:

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

Local Agency Formation Commission (LAFCO) - *met October 14th and discussed advertising for a new member at large; sphere of influence that was completed and a trailer park on Belle Mill whose water is undrinkable and looking at annexing as a way to use city utilities.*

3 Core - *meeting October 27th*

Tehama County Transportation Commission - *no meeting*

Downtown Red Bluff Business Association - *no report*

Community Action Agency - *met October 15th and reviewed policies*

Tehama Economic Development Corporation - *no meeting*

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

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

Chamber of Commerce - *meeting October 27th*

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Mayor Parker reminded everyone that there would be a joint Study Session with the County of Tehama regarding the jail expansion project on October 26th at 6 p.m.

ADJOURNMENT:

There being no further business Mayor Parker adjourned the meeting at 8:51 p.m. until the meeting of November 3, 2015.

Clay Parker, Mayor

ATTEST:

Jo Anna Lopez, City Clerk