



# CITY OF RED BLUFF

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

## CITY COUNCIL REGULAR COUNCIL MEETING MINUTES

**Date of Meeting:** Tuesday September 3, 2013  
**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 Pro Tem  
Councilmember Schmid  
Councilmember Parker  
Councilmember Eliggi

### **Councilmember's Absent:**

Mayor Wayne Brown (absent-excused)

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## **Staff Present:**

Rick Crabtree, City Manager/City Attorney  
Sandy Ryan, Finance Director  
Jo Anna Lopez, City Clerk  
Paul Nanfito, Police Chief  
Scot Timboe, Planning Director  
Bruce Henz, Public Works Director  
Jon Bennett, Fire Chief

## **PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Jackson led the Pledge of Allegiance and the assembly joined in.

## **CITIZEN'S COMMENT:**

*NONE*

## **CONSENT AGENDA:**

M/S/C Councilmembers Parker and Schmid to adopt Ordinance No. 1018 on the Consent Agenda.

AYES: Councilmembers Parker, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: Mayor Brown (absent-excused)

### **1. REORGANIZATION OF THE BUILDING AND PLANNING DEPARTMENTS INTO A SINGLE COMMUNITY DEVELOPMENT DEPARTMENT**

#### **Recommendation:**

That the City Council waive the second reading and adopt Ordinance No. 1018 an Ordinance of the City Council of the City of Red Bluff modifying Red Bluff City Code Chapters 2, 5, 25, 26 and various articles relating to the reorganization of the Building and Planning Departments into a single Community Development Department.

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The current Planning Department and Building Department will be combined into a single Community Development Department. This change is recommended in order to increase coordination and cooperation within the departments, to improve customer service, to save funds and to improve overall efficiency.

In May of 2003 (Ordinance 939) the then Red Bluff Community Development Department (consisting of a Community Development Director, Community Development Officer (Planner), Community Development Building Official and Community Development Coordinator) was split into two separate departments: creating the Planning Department and the Building Department. Ordinance 939 made numerous changes to the City Code, replacing references to the Community Development Department or Community Development Department Director with appropriate references to the Planning or Building Department. Assuming the City Council approves the proposed reorganization, City Code references to the Planning Department or Building Department need to be changed accordingly.

*Approved 4/0/1*

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## **CURRENT BUSINESS:**

### **1. ADOPTION OF THE FINANCE DEPARTMENT PROCEDURES MANUAL**

Sandy Ryan, Finance Director, reviewed the staff report and provided staff's recommendation that the City Council adopt the Finance Department Procedures Manual.

The 2012 Management Comments Letter from our external auditors recommended that the Finance Department develop and adopt a formal Finance Department Procedures Manual. The Finance Department has completed the manual and is presenting it to the City Council for adoption.

This is the last recommendation that needed addressing so that the City can have a Management Comments Letter without recommendations that have not been implemented.

M/S/C Councilmembers Schmid and Parker to adopt the Finance Department Procedures Manual with the corrections to the page numbering in the Table of Contents and correction on page 15.

AYES: Councilmembers Parker, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: Mayor Brown (absent-excused)

## **2. RESOLUTION NO. 26-2013 ALLEY CLOSURE FOR BEEF AND BREWS EVENT**

Scot Timboe, Planning Director, reviewed the staff report and provided staff's recommendation that the City Council adopt Resolution No. 26-2013 approving the request for the alley closure and sidewalk use for the September 21, 2013 Beef and Brews Event.

On Saturday September 21, 2013 from 8:00 am to 11:00 pm a Special Event will require the closure of the alley along the west side of the Cone & Kimball

Plaza from the back of Dale's Carpet to the front of Dale's carpet and will include the placement of barricades at the sidewalk for access control. The points of access will be near Coldwell Banker Realty and the Walnut/Main St. corner along with another access point at the alley and Dale's Carpet. The Cone Kimball Plaza and alley closure will provide a place for non-profit food vendors, tables, bleachers and a Beer garden. Activities will include beer and food tasting.

Promoters of the event will be required to secure a temporary alcohol event license from ABC and the City of Red Bluff Police Chief. There, will be no alcohol allowed on public property. The DRBBA and Cattlewomen's Association will be responsible for monitoring alcohol sales and distribution at the event, and will provide 4 licensed bonded private security guards for the event as security.

M/S/C Councilmembers Schmid and Eliggi to adopt Resolution No. 26-2013 approving the request for the alley closure and sidewalk use for the September 21, 2013 Beef and Brews Event.

AYES: Councilmembers Parker, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: Mayor Brown (absent-excused)

### **3. RESOLUTION NO. 25-2013; STREET CLOSURE; ANTIQUE FAIRE**

Scot Timboe, Planning Director, reviewed the staff report and provided staff's recommendation that the City Council adopt Resolution No. 25-2013 authorizing street closures for the Sunrise Rotary Antique Faire on October 6, 2013.

Red Bluff Sunrise Rotary has requested the closure of Washington Street, between Oak and Pine Street; and Pine Street between Main and Washington Streets for the 22<sup>nd</sup> Annual Antique Faire to be held on Sunday, October 6, 2013.

This event is held on a Sunday between 5:00 a.m. and 5:00 p.m. Sunrise Rotary will notify the

surrounding businesses and post the necessary signs noting the street closure.

Event promoters will also provide a Certificate of Insurance naming the City as an additional insured in an amount not less than one million dollars (\$1,000,000) combined aggregate per occurrence, person injury and property damage.

M/S/C Councilmembers Parker and Eliggi to adopt Resolution No. 25-2013 authorizing street closures for the Sunrise Rotary Antique Faire on October 6, 2013.

AYES: Councilmembers Parker, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: Mayor Brown (absent-excused)

#### **4. SUPPLEMENTAL BUDGET APPROPRIATION**

Sandy Ryan, Finance Director, reviewed the staff report and provided staff's recommendation the the City Council authorize the supplemental budget appropriations for Fiscal Year 2012/2013 in the amount of \$98,346.00.

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Year-end reconciliations revealed some needed fund balance adjustments. Budget amounts are being increased to cover Employer's Taxes and Worker's Compensation Insurance for overtime wages in 2012/2013. These appropriations do not change the year-end cash balance reported in the budget update brought to City Council on August 20, 2013.

M/S/C Councilmembers Parker and Jackson to authorize the supplemental budget appropriations for Fiscal Year 2012/2013 in the amount of \$98,346.00.

AYES: Councilmembers Parker, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: Mayor Brown (absent-excused)

## **5. POLICE SUPPLEMENTAL APPROPRIATIONS**

Paul Nanfito, Police Chief, reviewed the staff report and provided staff's recommendation that the City Council authorize the supplemental budget

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appropriations for Fiscal Year 2012/2013 in the amount of \$119,177.00.

Year-end reconciliations revealed some needed fund balance adjustments. Budget amounts are being increased to cover grant funded revenue and expenditures for Traffic Overtime, Overtime (general), K-9 Expenses, Memorial sign costs, Dispatch Upgrade and equipment acquisitions in 2012/2013 FY. These appropriations do not change the year-end cash balance reported in the budget update to City Council on August 20, 2013.

M/S/C Councilmembers Eliggi and Parker to authorize the supplemental budget appropriations for Fiscal Year 2012/2013 in the amount of \$119,177.00.

AYES: Councilmembers Parker, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: Mayor Brown (absent-excused)

## **STAFF ITEMS:**

Rick Crabtree reported that he had spoken with GreenWaste and the downtown area would receive street sweeping prior to the Beef and Brew event on September 21<sup>st</sup>.

Mayor Pro Tem Jackson reported that she would not be in attendance at the meeting of September 17<sup>th</sup>.

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

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

3 Core: *We are not currently a member of this committee*

Tehama County Transportation Commission: *No Meeting*

Downtown Red Bluff Business Association: *No Meeting*

Community Action Agency: *No Meeting*

Tehama Economic Development Corporation: *No Meeting*

Tehama County Sanitary Landfill JPA I: *No Meeting*

Executive Committee – Tehama County/City of Red Bluff Landfill Management Agency JPA II: *No Meeting*

**ADJOURNMENT:**

There being no further business Mayor Pro Tem Jackson adjourned the meeting at 7:29 p.m. until the meeting of September 17, 2013.

*s/ Daniele Jackson, Mayor Pro Tem*

ATTEST:

*s/ Jo Anna Lopez, City Clerk*