



# CITY OF RED BLUFF

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## RED BLUFF CITY COUNCIL REGULAR COUNCIL MEETING

**Date of Meeting:** Tuesday April 16, 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:** Wayne Brown, Mayor  
Daniele Jackson, Mayor Pro Tem  
Rob Schmid, Councilmember  
Clay Parker, Councilmember  
Robert Sheppard, Councilmember

**Staff Present:** Rick Crabtree, City Attorney/City Manager  
Cheryl Smith, Executive Assistant to the City Manager/Deputy City Clerk  
Paul Nanfito, Police Chief  
Sandy Ryan, Finance Director  
Scot Timboe, Planning Director  
Bruce Henz, Public Works Director  
Jon Bennett, Fire Chief  
Donna Gordy, City Treasurer

Mayor Brown called the meeting to order at 7:00 p.m.

### **PLEDGE OF ALLEGIANCE:**

Mayor Wayne Brown led the Pledge of Allegiance and the assembly joined in.

Mayor Brown asked for a moment of silence for the City of Boston and victims of the bombing there.

## **CITIZEN COMMENTS:**

Bob Grayson, solar contractor for Northern California, reported that his company had installed 43 solar units in the last year in Red Bluff. These systems were provided at no cost to below average income homes. He stated that his company is looking for cost sharing and will be back to a future meeting.

Mayor Brown referred him to the City Manager.

Councilmember Schmid commented on a citizen that pulls down yard sale signs and stated that he wanted to acknowledge Linda Clawsen and Betty Lasley who clean-up areas in town, as well as Ray Eliggi and his wife, who were in the audience.

Scot Timboe, Planning Director, commented on the rehab completed by the Class of "72" on the dugouts at Tosh Field. He stated that it looked very nice and that when the winds calmed down they would finish painting the dugouts.

## **PRESENTATIONS:**

### **1. PRESENTATION – EMPLOYEE LONGEVITY RECOGNITION**

Mayor Brown reported that Cindee Spurgeon, Joseph Rossi and JD Ellison were not in attendance to receive their certificates. Mayor Brown then presented certificates to Reserve Fire Engineer Casey Hickok, Police Corporal Jeff Wing and Planning Director Scot Timboe.

Scot Timboe thanked the City Council and his colleagues for their support.

## **CONSENT AGENDA:**

M/S/C Councilmembers Jackson, Sheppard to approve the Consent Agenda.

AYES: Councilmembers: Brown, Jackson, Parker, Schmid and Sheppard

NOES: Councilmembers: None

ABSENT OR NOT VOTING: None

### **1. APPROVAL OF MINUTES**

a. **March 19, 2013**

b. **April 2, 2013**

**APPROVED 5-0-0**

## **2. UNCLAIMED CHECKS TRANSFER**

**Recommendation:** That the City Council adopt Resolution No. 14-2013 authorizing transfer of funds from unclaimed checks to the general fund from their respective funds.

***APPROVED 5-0-0***

## **3. TREASURER'S REPORT – SEVENTH MONTH OF FISCAL YEAR 2013**

**Recommendation:** That the City Council accepts the Treasurer's Report for the seventh month of Fiscal Year 2013.

***APPROVED 5-0-0***

## **4. COMMUNITY CENTER COPIER/PRINTER/SCANNER BID AWARD**

**Recommendation:** That the City Council award the Community Center Copier/Printer/Scanner Bid to Ray Morgan in the amount of \$2,366.19 for a three year lease.

***APPROVED 5-0-0***

## **CURRENT BUSINESS:**

### **1. REPORT REGARDING OPEN MARKET PURCHASES AND CONTRACT AWARDS FOR MARCH 2013**

Sandy Ryan, Finance Director, reviewed the staff report, explained the purpose of the report and gave staff's recommendation that the City Council accept the open market purchases and contract awards for March of 2013.

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 March of 2013 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 Jackson requested and received clarification on the costs associated with the walk-in refrigerator at the Community Center.

M/S/C Parker, Schmid to accept the open market purchases and contract awards for March of 2013.

AYES: Councilmembers: Brown, Jackson, Parker, Schmid and Sheppard

NOES: Councilmembers: None

ABSENT OR NOT VOTING: None

## **2. REPORT ON SALES TAX – 3<sup>RD</sup> QUARTER OF 2012**

Sandy Ryan, Finance Director, reviewed the report on sales tax for the 3<sup>rd</sup> quarter of 2012.

Receipts for Red Bluff's sales, occurring from July through September 2012 were 12.5% higher than the same quarter of 2011. Receipts for all of Tehama County increased 9.9%, and the Far North State sales grew 2.5%.

*Informational Item – no action needed*

## **3. REPORT ON BUDGET UPDATE FOR 2012 AND 2013**

Sandy Ryan, Finance Director, provided an update on the 2012 and 2013 budget for the City Council.

The General Fund Balance for 2012 is \$472,905. The Budgeted estimate for the General Fund Balance for 2013 is increased from \$610,000 to \$626,615.

*Informational Item – no action needed*

## **4. SUPPLEMENTAL BUDGET APPROPRIATION FOR FINANCE DEPARTMENT**

Sandy Ryan, Finance Director, reviewed the staff report and gave staff's recommendation that the City Council approve a supplemental budget appropriation in the amount of \$7,193.01, for an HdL sales tax audit, which resulted in \$47,953.40 in additional sales tax.

HdL Companies is our consultant that reviews and estimates sales tax income and property tax income. If, during their review of sales and property tax, they come across inconsistencies that make them suspicious of businesses/property owner's reports or payments of taxes, they request that the City allow them to do an audit of that business or property. HdL recently requested authorization to audit certain businesses, and the audit resulted in additional sales tax revenue of \$47,953.40. When the City Manager signed the authorization, the City agreed to pay HdL 15% sales tax recovered, for their efforts. Therefore, the Finance Department is asking for a supplemental appropriation to pay HdL for our additional sales tax revenue of \$47,953.40

M/S/C Jackson, Parker to approve a supplemental budget appropriation in the amount of \$7,193.01, for an HdL sales tax audit, which resulted in \$47,953.40 in additional sales tax.

AYES: Councilmembers: Brown, Jackson, Parker, Schmid and Sheppard  
NOES: Councilmembers: None  
ABSENT OR NOT VOTING: None

## **5. RESOLUTION NO. 15-2013; STREET CLOSURE; CARENET WALK FOR LIFE**

Scot Timboe, Planning Director, reviewed the staff report and gave staff's recommendation that the City Council adopt Resolution No. 15-2013 authorizing the street closures for the CareNet Walk for Life on May 4, 2013.

Janet Forward has requested the use of Washington Street, between Oak and Pine Street, for the Walk for Life that will include live music, food, face painting, games and information displays on Saturday May 4, 2013 between 8 am and 2 pm.

M/S/C Sheppard, Jackson to adopt Resolution No. 15-2013 authorizing the street closures for the CareNet Walk for Life on May 4, 2013.

AYES: Councilmembers: Brown, Jackson, Parker, Schmid and Sheppard  
NOES: Councilmembers: None  
ABSENT OR NOT VOTING: None

## **6. 2013 BOOT DRIVE**

Jon Bennett, Fire Chief, reviewed the staff report on the 2013 Boot Drive and as this was an informational item no action is needed by the City Council.

2013 will mark the 11<sup>th</sup> year that the Red Bluff Volunteer Fire Department has conducted the annual 'Boot Drive' fund raiser to support the local fight against cancer in conjunction with American Cancer Society's Relay for Life. This event will be held on Friday April 19, 2013 at the intersection of South Main Street and Luther Road.

***Informational item, no action needed***

## **7. PROPOSED ORDINANCE SETTING TWO REGULAR CITY COUNCIL MEETINGS PER MONTH**

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that the City Council waive the first reading and introduce Ordinance No. 1023, An Ordinance of the City of Red Bluff setting the time and place of regular meetings of the Red Bluff City Council.

Ordinance No. 674 set the regular meetings of the City Council to occur on the first Tuesday of each calendar month at 7:00 p.m. in City Hall. It has become a long standing practice to adjourn the Council meeting on the first Tuesday to a second meeting on the third Tuesday of the calendar month. The proposed Ordinance would codify this practice.

M/S/C Parker, Jackson to waive the first reading and introduce Ordinance No. 1023.

AYES: Councilmembers Brown, Jackson, Parker, Schmid and Sheppard

NOES: Councilmembers: None

ABSENT OR NOT VOTING: None

## **8. APPROVAL OF WARRANT LIST**

Sandy Ryan, Finance Director, reviewed the staff report and gave staff's recommendation that the City Council approve Check Warrant No. 75122 through 75366 dated March 1, 2013 through March 31, 2013.

M/S/C Schmid, Sheppard to approve Check Warrant No. 75122 through 75366 dated March 1, 2013 through March 31, 2013.

AYES: Councilmembers: Jackson, Parker, Schmid and Sheppard

NOES: Councilmembers: None

ABSENT OR NOT VOTING: Mayor Brown (abstained)

## **STAFF ITEMS:**

City Manager Rick Crabtree reminded the City Council of the meeting on May 2<sup>nd</sup> being hosted by the County of Tehama on issues in the Antelope Area, such as the loss of Lake Red Bluff, groundwater issues and homeless issues to name a few.

City Manager Rick Crabtree informed the City Council that Human Resources Analyst II Vi Cobb was not in attendance at the meeting due to a death in her family.

City Manager Rick Crabtree commended the Police Department for how they had conducted themselves during this difficult time.

Police Chief Paul Nanfita thanked the City Manager and Council for the comments.

**COMMITTEE REPORTS/COUNCIL COMMENTS:**

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

Local Agency Formation Commission (LAFCO) - *did have their first meeting regarding a property owner that wanted to annex into the Corning Water district and Councilmember Parker was elected appointed Chairperson.*

3Core – *No meeting*

Tehama County Transportation Commission – *No meeting*

Downtown Red Bluff Business Association – *meeting Wednesday morning*

Community Action Agency - *meeting on Thursday*

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 Brown adjourned the meeting at 7:43 p.m. until the meeting of May 7, 2013, in the Red Bluff City Council Chambers.

*s/b Wayne Brown, Mayor*

ATTEST:

*s/b Jo Anna Lopez, City Clerk*