



CITY OF RED BLUFF

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CITY COUNCIL

MINUTES

Date of Meeting: Tuesday, August 15, 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: Daniele Eyestone, Mayor Pro Tem
Rob Schmid
Amanda Jenkins
Clay Parker

Councilmembers Absent: Gary Jones, Mayor (Excused)

Staff Present: Rick Crabtree, City Manager/City Attorney
Robin Kampmann, Public Works Director
Kyle Sanders, Police Chief
Sandy Ryan, Finance Director
Ray Barber, Fire Chief
Cassidy DeRego, City Clerk
Donna Gordy, City Treasurer

CLOSED 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 Organizations: Red Bluff Police Officers' Association, Red Bluff Firefighters' Union, and the Operating Engineers Union Local No. 3 for the Miscellaneous Unit.

Mayor Pro Tem Eyestone reported that during the Closed Executive Session the City Council provided direction to staff.

PLEDGE OF ALLEGIANCE:

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

CITIZEN'S COMMENT:

Pastor Chris Hurton provided a prayer for those in attendance

CONSENT CALENDAR:

Mayor Pro Tem Eyestone stated that item 2 was requested to be pulled for discussion.

M/S Councilmembers Jenkins and Parker to approve the remaining items 1 and 3 on the consent agenda.

AYES: Councilmembers Eyestone, Jenkins, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Mayor Jones (Excused)

1. [Approve the July 18, 2017 Minutes](#)

Recommendation:

Staff recommends that Council approves the July 18, 2017 minutes as written.

4-0-1

2. [July 2017 Open Market Purchases-Contracts](#)

Recommendation:

Staff recommends that City Council accepts the open market purchases, contract awards & purchases of \$1,000.00 or more for July of 2017.

Councilmember Schmid requested and received clarification on the Thermolazer 200TC.

M/S Councilmembers Schmid and Jenkins to approve the open market purchases, contract awards & purchases of \$1,000.00 or more for July of 2017.

AYES: Councilmembers Eyestone, Jenkins, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Mayor Jones (Excused)

3. [July 2017 Warrant List](#)

Recommendation:

Approve Check Warrant No. 87485 through 87662 dated July 1, 2017 thru July 31, 2017.

This is a normal procedure per California Government code section 41004 and General Warrants need to be approved by the City Council regularly.

4-0-1

CURRENT BUSINESS:

1. [Grand Jury Response](#)

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council approve the following two items:

1. The draft responses to the 2016-2017 Grand Jury Report. In the alternative, direct staff to make revisions to the draft responses.
2. Consider appointment of a City Councilmember to the Tehama County Continuum of Care Steering Committee. (Next meeting: August 23, 2017 @ 9:00 AM at the County Department of Social Services.)

On June 27, 2017, the 2016-2017 Tehama County Grand Jury issued its annual Report. Pages 37-47 of the Report pertain to homeless issues in Red Bluff and Tehama County. At the conclusion of the Report's discussion of homeless issues, there are a number of Findings and Recommendations.

The City is required to submit a written response, within 90 days, to the portions of the Grand Jury Report pertaining to matters under the City's control. (Penal Code §933(c)) For each Grand Jury Finding, the City must make one of the following responses:

- (1) The City agrees with the finding.
- (2) The City disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore. (Penal Code § 933.05(a)) For each recommendation, the City must respond with one of the following:

For each recommendation, the City must respond with one of the following:

- (1) The recommendation has been implemented, with a summary regarding the implemented action.
- (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
- (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
- (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefore. (Penal Code § 933.05(b))

City staff has reviewed the Report and provides the attached draft responses for the City Council's consideration.

RESPONSE TO RECOMMENDATIONS:

R.1 The Grand Jury recommends the City Council place a member on the [Tehama County] Continuum of Care Steering Committee by September 1, 2017.

Response to Recommendation: The recommendation has not been implemented, but will be in the future. The City expects to appoint a Councilmember to the Steering Committee by September 1, 2017.

R2. The Grand Jury recommends a task force be created by October 1, 2017. The task force should include at a minimum a representative of City Council, Tehama County Continuum of Care Steering Committee (COC), PATH, Community Action Agency, Law Enforcement, Faith Works, and any other interested parties to unify sheltering solutions, with the purpose of working towards ending homelessness in Tehama County.

Response to Recommendation: The recommendation requires further analysis. The City will need to gauge if such a Task Force would be duplicative of already existing area committees working on homeless issues. For example, the Tehama Homeless Issues Stakeholders' Workgroup and the Continuum Of Care Steering Committee (each discussed below) already exist to develop and implement programs to address homelessness in the City (and County). These programs welcome the participation of all of the parties identified in the Grand Jury's recommendation R2.

The Tehama County Continuum of Care Steering Committee is the Executive Leadership branch of the COC. They meet on the 4th Wednesday of the month. The COC has invited the City of Red Bluff to participate. The COC General Committee is the community wide group of agencies, non-profits and individuals who are working with, and to end homelessness. They meet on the 2nd Tuesday of the month, 8 AM - 10 AM at the Tehama County Department of Education.

The Homeless Issues Stakeholders' Workgroup is a Community Wide group of people who touch or are touched by the homeless. Participants include the Red Bluff Police Department, Public Health Department, Head Start, Faith Works, Library, COC, Corning Planning, etc. They are: (1) looking at what might impede and what might have the most positive impact on homelessness: (2) working to set priorities and, (3) developing a 10-year plan. The Red Bluff Police Department is a participating agency.

However, the Stakeholders' Group has decided not to invite local elected officials (including the County CAO and the City Manager) to participate while the Group is developing their 10-year plan. Presentations to elected officials will follow after the 10-year plan is developed.

R3. The Grand Jury recommends that this newly created Task Force, as one of its main priorities, establish a permanent homeless shelter.

Response to Recommendation: See Response to R.2 above. Regardless of whether a new Task Force is formed, the City will support the goal of establishing a permanent homeless shelter at an appropriate location in or near Red Bluff. The Tehama County Continuum of Care Steering Committee and the Tehama Homeless Issues Stakeholders' Workgroup, are each pursuing a permanent homeless shelter.

R4. The Grand Jury encourages the City Council [to] continue to grant financial support to groups that provide homeless services.

Response to Recommendation: The recommendation has been implemented. The City Council set aside \$5000.00 in the City's 2017/2018 Annual Budget for grants to providers of services for the homeless.

Rick Crabtree, City Manager, stated that a notice went out on Friday August 11, 2017 to have Homeless organizations to apply for a grant.

Councilmember Schmid stated that he is happy to see that the City of Red Bluff is trying to stay out of these issues directly.

Councilmember Jenkins stated that if approved she would like to be a member on the Continuum of Care Steering Committee.

Allene Dering, Board of Directors for PATH, stated that she agreed that another task force is not necessary.

M/S Councilmembers Parker and Jenkins to approve the draft responses to the 2016-2017 Grand Jury Report.

AYES: Councilmembers Eyestone, Jenkins, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Mayor Jones (Excused)

Councilmember Schmid stated he would prefer Mayor Jones to be on the Continuum of Care Steering Committee. He feels that Mayor Jones would be a better fit due to experience than Councilmember Jenkins.

Councilmember Parker stated that Councilmember Jenkins is able to commit to these meeting times; Mayor Jones may not be available.

M/S Councilmembers Parker and Eyestone to appoint Councilmember Jenkins to the Tehama County Continuum of Care Steering Committee.

AYES: Councilmembers Eyestone, Jenkins, Parker

NOES: Schmid

ABSENT OR NOT VOTING: Mayor Jones (Excused)

2. [2017 Sales Tax Update](#)

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 First Quarter Sales Tax Report for 2017 (collected in January to March 2017, disbursed to the City in April to June 2017). The main increases are due to strong sales in the general consumer goods group, County and State pools for on-line sales, and an increase in the fuel and service stations and restaurants. These increases we offset by a decrease in autos and transportation group.

The prior estimate by HdL:	<u>16/17</u>	<u>17/18</u>
Bradley Burns 1% sales tax:	\$3,357,876	\$3,392,782
Measure D (1/4) sales tax:	\$ 982,000	\$ 993,000
Total sales tax:	\$4,339,876	\$4,385,782

The new 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:	\$ 919,254	\$ 961,226
Total sales tax:	\$4,268,455	\$4,326,046

The 2016/2017 estimates are approximately \$71,421.00 less than the prior estimate. The 2017/2018 estimates are approximately \$59,736.00 less than the prior estimate. The main reason for the decrease is the lack of confidence in the auto and transportation group and the fuel and service station group, and an estimate that auto sales will decrease in the next year.

Councilmember Schmid asked if the number of receipts has gone down or if it was overall how much consumers have spent.

Sandy Ryan, Finance Director, stated that the volume of overall sales has decreased.

Ms. Ryan stated that there is a decline of auto sales, but consumer goods are up overall.

3. Budget Update for FY 2016/17 and 2017/18

Staff updates City Council with quarterly budget updates. Last staff report to City Council was on May 16, 2017.

The final audited General Fund Balance for June 30, 2016 is **\$2,520,128.00**.

The estimated General Fund Balance for June 30, 2017 is increased from the May 16, 2017 adopted Budget report balance of \$2,041,742.0 to **\$2,906,143.00**.

The estimate for the General Fund Balance for June 30, 2018 is increased from the May 16, 2017 adopted Budget report balance of \$1,307,742.00 to **\$1,752,302.00**.

The overall General Fund Balance has increased due to increases in the estimated revenue of the City's main funding sources, along with departments decreased spending.

Adopted City Reserve Policy calls for a 15% Contingencies and Uncertainties General Fund Reserve.

Based on 2017/2018 estimated expenditures of \$11,574,423.00, the Contingencies and Uncertainties reserves should be \$1,736,163.00. For the 2017/2018 Fiscal Year the estimated General Fund Balance is as follows:

Reserved for Contingencies:	\$ 1,157,442
Reserved for Uncertainties:	\$ 578,721
Reserved for Fire Vehicle Replacement:	\$ 195,000
Reserved for Quarter cent sales tax:	\$ 140,600
Unreserved:	<u>\$ (319,461)</u>
Total Fund Balance:	\$ 1,752,302

The Budget Committee is currently talking about SB1. There is a match requirement that is not included in the budget. The Budget Committee will come back to the City Council with a recommendation regarding this at a later date.

Councilmember Schmid stated that Diamond Pools showed a figure that was only 10% of their awarded contract.

Sandy Ryan, Finance Director stated that it was a typo and would be corrected.

Rick Crabtree, City Manager, asked if the funds that the City of Red Bluff is supposed to obtain from Caltrans is already included in the budget.

Ms. Ryan stated that yes they are included in the budget.

Councilmember Parker requested clarification on SB1, it is based on the 3 previous fiscal years, is that based on budget or actual numbers?

Ms. Ryan stated that it is based on the actual numbers.

Councilmember Schmid asked if there is a Budget Committee meeting planned.

Ms. Ryan stated that yes there is a Budget Committee meeting planned.

4. McGlynn Auxillary Pool Project Acceptance

Robin Kampmann, Public Works Director, reviewed the staff report and provided the staff's recommendation that the City Council accept the completion of the McGlynn Auxiliary Pool Resurfacing Project, and direct staff to file a notice of completion.

The plaster surfaces of both the 3-ft deep round pool and the 18-inch deep wading pool have degraded over time, leaving sharp and abrasive edges on the steps and bottom of the pool. The auxiliary pools could not be opened at the beginning of the swim season due to the condition of the pools and as a result Council approved the resurfacing of both auxiliary pools for the safety of the patrons that wish to use the pools.

The construction contract work has been completed by Blue Diamond Pools, Inc. The Punch List for completion has been reviewed by the City's Public Works Department staff and all work is acceptable to the Public Works Director.

The City Council, at their meeting on May 2, 2017, authorized the award of the construction contract to Blue Diamond Pools, Inc. in the amount of \$16,390.00 to resurface the auxiliary pools at the McGlynn Pool Facility

New plaster has been placed and new tiles installed around the perimeter of both of the auxiliary pools. Both auxiliary pools passed the inspection performed by Tehama County Environmental Health and the pools are currently in use for the remainder of the swim season. The total project cost was \$16,390.00 and the contractor has been paid in full.

A budget appropriation will be brought back to the City Council at a later date.

Chris Hurton stated that the community has had really positive feedback on the pools. Blue Diamond Pools, Inc. has done an excellent job.

M/S Councilmembers Schmid and Jenkins to accept the completion of the McGlynn Auxiliary Pool Resurfacing Project, and direct staff to file a notice of completion.

AYES: Councilmembers Eyestone, Jenkins, Parker

NOES: None

ABSENT OR NOT VOTING: Jones (Excused)

STAFF ITEMS:

Ray Barber, Fire Chief, stated that their engine was back from Modoc County.

Robin Kampmann, Public Works Director, stated that Scott Miller is now the Airport Manager.

COMMITTEE REPORTS/COUNCIL COMMENTS:

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

- **Local Agency Formation Commission (LAFCO)** - They are continuing to work through procedural issues, next meeting will be held on Wednesday, September 13, 2017.
- **3 Core** - No meeting scheduled.
- **Tehama County Transportation Commission** - No meeting scheduled.
- **Downtown Red Bluff Business Association** - Next meeting will be held on Wednesday, August 16, 2017, they will be having a presentation by Caltrans regarding the Main Street paving project.
- **Community Action Agency** - Next Meeting will be held on Thursday, August 17, 2017 at 3:00 p.m., the meeting will be ending at 3:45 p.m. At 4:00 p.m., a representative from Section 8 Housing from Plumas County will be available to answer questions about their program.
- **Tehama Economic Development Corporation** - No meeting scheduled.
- **Executive Committee - Tehama County Solid Waste Management Agency** - No meeting Scheduled.
- **Tehama County Solid Waste Management Agency (JPA II)** - There was a tour of the landfill, they showed the old cell that was closed and the new cell that just opened, they also explained what they are doing to maintain the landfill.
- **Chamber of Commerce** - Next meeting will be held on Thursday, August 24, 2017.
- **Ground Water Commission** - They had a meeting on Wednesday, August 9, 2017. They created 2 Ad Hoc Committee's, for boundary changes and Groundwater

Robin Kampmann, Director of Public Works, stated that Caltrans is looking at repaving from Antelope Blvd. to Highway 36 West. They are also looking into reconfiguring the lanes to allow better traffic flow. In the near future, Caltrans will be doing a presentation at a City Council Meeting to show exactly what they are planning.

Councilmember Schmid asked if they are repaving or overlaying.

Ms. Kampmann stated that they are planning on repaving.

Councilmember Schmid asked if the water issues to the planters will be addressed before this project.

Ms. Kampmann stated that right now, it will just be repaving. They are looking into what the water issue is, as of right now all the planters have water supplied to them.

Councilmember Schmid stated that he would like to see budget meetings started early for the next fiscal year. He stated that it would allow for time to prepare items that need to be started before the winter months.

Ms. Kampmann stated that she agrees and said that it would allow them to get non-weather related items done in the off-season.

Councilmember Schmid asked what the best time to start the budget meetings would be.

Sandy Ryan, Finance Director, stated that January would be the best time to begin budget meetings.

Councilmember Schmid asked if there has been any progress on the Vista School road project.

Ms. Kampmann stated that yes they are moving forward.

Councilmember Schmid asked if doing the design in-house is beneficial or making things harder.

Ms. Kampmann stated that they are caught up now and it won't be a problem.

ADJOURNMENT:

There being no further business Mayor Pro Tem Eyestone adjourned the meeting at 7:58 p.m. until the meeting of September 5, 2017 at the Red Bluff City Council Chambers.

Gary Jones, Mayor

ATTEST:

Cassidy DeRego, City Clerk