



# CITY OF RED BLUFF

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## RED BLUFF CITY COUNCIL MINUTES

**Date of Meeting:** Tuesday August 20, 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  
Raymond Eliggi, Councilmember

**Staff Present:** Rick Crabtree, City Attorney/City Manager  
Sandy Ryan, Finance Director  
Jo Anna Lopez, City Clerk  
Paul Nanfito, Police Chief  
Scot Timboe, Planning Director  
Bruce Henz, Public Works Director  
Donna Gordy, City Treasurer  
Jon Bennett, Fire Chief  
Vi Cobb, Human Resources Analyst II

### **PLEDGE OF ALLEGIANCE:**

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

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

*DeFreece*  
Lynn DeFreeze of North Valley Services invited everyone to an open house on August 21, 2013 at the new Tehama Country Visitor's Center.

Robert Moore of the Airport Commission gave an update on the upgraded restrooms completed at the airport and the Airport plan that had been submitted to FAA.

Joe Harrop congratulated Councilmember Eliggi for his selection to the City Council seat and expressed his concerns with several items such as the chlorination of the water, budget, benefit packages etc.

## **CONSENT AGENDA:**

Items 1, 2 and 3 were pulled for clarification and noted corrections.

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

a. July 16, 2013

b. August 6, 2013

Mayor Pro Tem Jackson stated that on page 4 of the July 16, 2013 minutes Councilmember Parker had voted No.

M/S/C Councilmembers Jackson and Parker to approve the minutes with the above change.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

### **2. REPORT REGARDING OPEN MARKET PURCHASES AND CONTRACT AWARDS – JULY 2013**

**Recommendation:** That the City Council accepts the open market purchases and contract awards for July 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 July 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.

Public Works Director Bruce Henz provided clarification that the well patch was on Well No. 12.

M/S/C Councilmembers Jackson and Eliggi to accept the open market purchases and contract awards for July of 2013.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

**3. ACCEPTANCE AND RELEASE OF RETAINAGE FOR THE COMPLETION OF THE ADA COMPLIANT RESTROOM RENOVATIONS AT THE CITY OF RED BLUFF AIRPORT**

**Recommendation:** That the City Council approve the final contract amount of \$20,700.00, accept the completed improvements, direct staff to file a notice of completion, release the contract retention within 45 days and begin the one year warranty period for the project.

The ADA Compliant Restroom Renovations at the Red Bluff Airport are complete and all work is acceptable to the Public Works Director. The work was completed within the designated budget by **Richard Gumm Construction** with a final project cost of \$20,700.00.

Bruce Henz, Public Works Director, provided clarification on the spread sheet.

M/S/C Councilmembers Jackson and Parker to approve staff's recommendation.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

**CURRENT BUSINESS:**

**1. AUTHORIZATION TO USE RIVER PARK FOR A CLASSIC CAR SHOW  
SEPTEMBER 14, 2013 FROM 10:00 A.M. TO 3:00 P.M.**

Scot Timboe, Planning Director, reviewed the staff report and provided staff's recommendation that the City Council authorize the Friday Knight's Car Club to hold a Christmas for Kids Fundraiser at the City River Park on the grass September 14, 2013.

The Friday Knight's Car Club (Nonprofit) is proposing to host a Car Show for Christmas 4 Kids (Fundraiser) at the Red Bluff's River Park on September 14, 2013 between 7:30 am and 3:00 pm (with awards). The event will also include old tractors, which will be parked on the adjacent parking lot pavement so as not to damage the grass and/or irrigation. The car clubs registration will take place between 7:30 am and 10:00 am. Then promptly at 10:00 am the car show and judging will begin at which time awards will be given out at 3:00 p.m. The Club will also sell concessions (hamburgers, hot dogs and cold drinks) as part of the fundraising for the kids.

Car Club volunteers will be responsible for the breakdown and clean up at the River Park after the event.

Councilmember Parker requested that the ending time be changed to 4:00 p.m.

M/S/C Councilmembers Parker and Schmid to authorize the Friday Night's Car Club to hold a Christmas for Kinds Fundraiser at the City River Park on the grass September 14, 2013, with the change of the ending time to 4:00 p.m.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

## **2. REPORT ON BUDGET UPDATE FOR 2012/2013 AND 2013/2014**

Sandy Ryan, Finance Director, provided an informational update on the Budget for 2012/2013 and 2013/2014.

The final audited General Fund Balance for June 30, 2012 is \$472,905.00.

The estimate for the General Fund Balance for June 30, 2013 is increased from \$663,826.00 to \$703,614.00.

The estimate for the General Fund Balance for June 30, 2014 is increased from \$377,093.00 to \$452,631.00.

*INFORMATIONAL ONLY NO ACTION NEEDED*

## **3. ACCOUNTING POLICIES UPDATE**

Sandy Ryan, Finance Director, reviewed the staff report and provided staff's recommendation that the City Council approve the updated Policies:

- 11-3 Reserve Policies
- 18-5 Travel Policy
- 18-6 Cellular Phone/Pager Policy

11-2 Reserve Policies needed to be updated as reserves are no longer in separate funds, but are a reserved portion of Fund Balances.

18-5 Travel Policy needed to be updated acknowledging the IRS discontinuance of Per Diem Rate Publication 1542 and the City of Red Bluff's use of the U.S. General Services Administration (GSA) Per Diem Rates.

18-6 Cellular Phone/Pager Policy needed to be updated reflecting the City of Red Bluff's \$25.00 reimbursement to employees for using their personal cellular phones for City business.

M/S/C Councilmembers Jackson and Eliggi to approve the updated policies.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

#### **4. TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT REVIEW COMMITTEE**

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that the City Council appoint a representative from the City of Red Bluff to the Tehama County Air Pollution Control District Review Committee.

To provide the Tehama County Air Pollution Control District (APCD) with a sound method for mitigating the emissions produced from the operation of new commercial and residential development projects throughout the County of Tehama, including within the incorporated cities in the County, all developers have the option to pay an Indirect Source Fee, provide on-site or off-site mitigation through an Alternative Emission Reduction Plan, or do a combination of both.

A Review Committee has been established to propose how the mitigation fees will be used for mitigation projects. The APCD is requesting that the City appoint one representative to the Review Committee. The representative can be a City Councilmember, staff member or a member of the public.

M/S/C Councilmembers Brown and Parker to appoint Councilmember Eliggi as the Representative for this Committee.

AYES: Councilmembers Parker, Eliggi, Schmid, Jackson and Brown  
NOES: NONE  
ABSENT OR NOT VOTING: NONE

## **5. OTHER AGENCY REPRESENTATION**

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that the City Council review and discuss appointment of Councilmember Eliggi as the City's representative and/or alternate to those committees and agencies previously assigned to former Councilmember Sheppard.

Each December the City Council reviews the current Councilmember assignments as City Representatives to other agencies.

M/S/C Councilmembers Jackson and Parker to approve the removal of former Councilmember Sheppard from these committees and appoint Councilmember Eliggi to those Committees.

AYES: Councilmembers Parker, Schmid, Jackson Eliggi and Brown  
NOES: NONE  
ABSENT OR NOT VOTING: NONE

## **6. LEASE OF (3) NEW POLICE VEHICLES**

Paul Nanfito, Police Chief, reviewed the staff report and provided staff's recommendation that the City Council approve and authorize the lease of three (3) new, marked police SUV's from Folsom Ford for annual lease payment of \$44,619.68 over three years. Staff is requesting a supplemental budget appropriation of \$44,619.68 for expenditure from Police Department expenditure account # 11-33-540-100 total expenditure at the end of the three year lease agreement will be \$126,425.00. At the end of the lease agreement the City will be able to purchase each vehicle for \$1.00 each.

The Police Department currently has a fleet of eight (8) marked police vehicles comprised of Ford Crown Victoria police sedans. For more than twenty years, the Department has had a fleet management policy to purchase two new vehicles per / year in order to cycle out the fleet every four years. Over the past 4 years the Department has only purchased four (4) new police cars. A 5<sup>th</sup> purchase was authorized by City Council on February 5<sup>th</sup> 2013 and that vehicle was received by the Red Bluff Police Department on July 19, 2013. The last three (3) patrol cars were purchased with Police Protection Impact Fees (DIF funds). These purchases have exhausted the Police Protection Impact Fee account.

There are three more vehicles that need to be replaced due to the condition of the vehicles and/or with excessive mileage that are experiencing frequent equipment, engine and/or other vehicle component failures. These three vehicles are in poor condition which dictates their replacement. Vehicles assigned to the marked police fleet that operate in the patrol environment need to have a greater probability of not failing in emergent conditions. Replacing these three vehicles will therefore enhance vehicle safety for the citizens of Red Bluff as well as the employees that operate these emergency vehicles.

The lease option allows us to spread the cost of the three vehicles over three fiscal years rather than all at once. The traditional method of replacing two cars per/year would result in annual expenditures of \$84,000.00 per/year. This option will allow for a longer period of economic recovery before going back to annual general fund purchases.

M/S/C Councilmembers Jackson and Parker to approve the lease of three new Police vehicles.

AYES: Councilmembers Parker, Schmid, Eliggi and Jackson

NOES: Councilmember Brown

ABSENT OR NOT VOTING: NONE

## **7. PROPOSED REORGANIZATION OF THE BUILDING AND PLANNING DEPARMENTS INTO A SINGLE COMMUNITY DEVELOPMENT DEPARTMENT**

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

1. Adopt Resolution No. 20-2013 adopting a reorganization of the building and planning departments into a single Community Development Department.
2. Waive the first reading and introduce Ordinance No. 1018 An Ordinance of the City Council 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.

Staff is recommending that the current Planning Department and Building Department 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.

A brief history of the Planning and Building Departments is attached hereto as Exhibit A. The number of people working in each department has decreased with the decrease in building and development activity in recent years.

M/S/C Councilmembers Parker and Eliggi to adopt Resolution No. 20-2013.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

M/S/C Councilmember Parker and Jackson to waive the first reading and introduce Ordinance No. 1018.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

**8. REQUEST TO ADD AN ADDITIONAL 40 HOUR FULL TIME EMPLOYEE WITHIN THE WASTEWATER COLLECTIONS MAINTENANCE DIVISION**

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

1. Authorize an additional 40 hr full time Maintenance Worker within the Wastewater Collection Maintenance Division.
2. Authorize a Supplemental Budget Appropriation from the Sewer Enterprise Fund, in the amount of \$54,000.00 for addition to the 2013/2014 Budget Item 45-44-100 (Personnel Services).

The Public Works Director requests City Council authorization to create additional 40 hr. full time Maintenance Worker position within the Wastewater Collections Maintenance Division. This request is based on:

- A significant increase in the State's Requirements for monitoring, recordkeeping and reporting that has been increasingly necessitated by the State Water Resources Control Board's update of the Sanitary Sewer Systems Waste Discharge Requirements.
- An identified need for providing additional maintenance staff whose focus and efforts would be directed towards the physical operational and repair efforts required for many of the Wastewater Collection services.
- The occurrence of ongoing medical restrictions and necessary skill-set demands that are currently affecting the operational capabilities of all of the Public Works Maintenance division.

M/S/C Councilmembers Parker and Jackson to authorize an additional 40 hr. full time Maintenance Worker within the Wastewater Collections Maintenance Division and authorize a supplemental budget appropriation from the Sewer Enterprise Fund, in the amount of \$54,000.00, for addition to the 2013/2014 Budget Item 45-44-100 (Personnel Services).

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

## **9. UNION PACIFIC RAILROAD CROSSING IMPROVEMENTS**

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

1. Cooperate and participate in the Red Bluff Rail Crossing Repair Project.
2. Authorize a Supplemental Budget Appropriation from the Transportation Fund in the amount of \$8,000.00 for addition to the 2013/2014 Budget Item No. 43-42-100 (Road Maintenance Repair).

The Union Pacific Rail Road (UPRR) has requested that the City cooperate and participate in the Red Bluff Rail Crossing Repair Project. This Union Pacific initiated project will upgrade the railroad crossings at the six rail crossings within the City of Red Bluff's area of road maintenance responsibility.

The east / west streets effected include Oak Street, Walnut Street, Cedar Street, Crittenden Street, Breckenridge Street and Walton Street.

The UPRR will upgrade the rail bed and rails and the crossing area between lines two (2) feet outside of the rails of each track. Any pavement that needs to be removed outside of the two foot limit in order to reestablish a smooth roadway transition is designated by the UPRR as a City (local Jurisdiction) responsibility. The City's participation would ensure that pavement improvements to ensure a smooth transition will be made, even outside the 2 feet from track area.

The UPRR sites authority for this position as the Public Utilities Commission General Order NO. 72-B the rules governing the construction and maintenance of crossings at grade of railroads with public streets, roads and highways in the state of California. A copy of this document has been included as an Attachment to this report. The applicable section VIII is highlighted. It essentially states that It shall ordinarily be the responsibility of the political subdivision having jurisdiction over the roadway to maintain the approaches and those portions of the crossing that are outside of the crossing area that is between the lines two (2) feet outside of the rails of each track.

M/S/C Councilmembers Jackson and Schmid to cooperate and participate in the Red Bluff Rail Crossing Repair Project and authorize a Supplemental Budget Appropriation from the Transportation Fund in the amount of \$8,000.00 for addition to the 2013/20914 Budget Item 43-42-530-100 (Road Maintenance/Repair).

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

## **10. APPROVAL OF WARRANT LIST**

**Recommendation:** That the City Council approves Check Warrant No. 76107 through 76293 dated July 1, 2013 through July 31, 2013.

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

M/S/C Councilmembers Jackson and Schmid to approve the Warrant list for July 2013.

AYES: Councilmembers Parker, Schmid, Eliggi and Jackson

NOES: NONE

ABSENT OR NOT VOTING: Councilmember Brown (abstained)

**STAFF ITEMS:**

Staff reported that the Beef and Brew would be held September 21, 2013.

Mayor Brown reported that he would be gone until November 15<sup>th</sup> 2013.

**COMMITTEE REPORTS/COUNCIL COMMENTS:**

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

3 Core: *No Meeting*

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 Brown adjourned the meeting at 8:47 p.m. until the meeting of September 3, 2013.

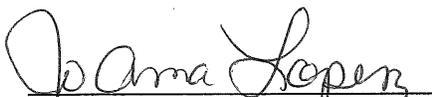


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Councilmember

Rob Schmid

ATTEST:

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Jo Anna Lopez, City Clerk