



CITY OF RED BLUFF

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CITY COUNCIL

Minutes

Date of Meeting: Tuesday, December 1, 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
Daniele Jackson
Rob Schmid
Gary Jones
Suren Patel

Councilmembers Absent: None

Staff Present: Rick Crabtree, City Manager/City Attorney
Cheryl Smith, Deputy City Clerk
Sandy Ryan, Finance Director
Kyle Sanders, Police Chief
Donna Gordy, City Treasurer
Ray Barber, Fire Chief
Bruce Henz, Public Works Director
Jo Anna Lopez, City Clerk
Vi Cobb, Human Resources Analyst II

CLOSED EXECUTIVE SESSION:

- 1. 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 Police Unit Employees and the Police Mid-Management Unit.

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

PLEDGE OF ALLEGIANCE:

Mayor Parker led the Pledge of Allegiance and the assembly joined in.

CITIZEN'S COMMENT:

Pastor Scott Camp provided a pray for those in attendance.

CONSENT AGENDA:

M/S/C Councilmembers Jackson and Jones to approve the Consent Agenda.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

1. UNCLAIMED CHECK TRANSFER

Recommendation: That the City Council adopt Resolution No. 25-2015 authorizing transfer of funds from unclaimed checks to the general fund from their respective funds.

I. Summary of State Law

- A. Money that is not the property of the City of Red Bluff that remains unclaimed for a period of more than three (3) years is the property of the City of Red Bluff forty-five (45) days after the initial public notice if not claimed or if no verified complaint is filed and served. (Sec 50050 and Sec 50051)
- B. Any time after the expiration of the three (3) year period, the Treasurer of the City may cause a notice to be published once a week for two (2) successive weeks in a newspaper of general circulation published in the City of Red Bluff. (Sec 50051)
- C. The Treasurer may release to the depositor of the unclaimed money, their heir, beneficiary, or duly appointed representative, unclaimed money if claimed prior to the date the money becomes the property of the City of Red Bluff upon submitting proof satisfactory to the Treasurer. (Sec 50052.5)

- D. When the unclaimed funds become the property of the City, and are in a Special Fund, the City Council may transfer them, by resolution, to the General Fund. (Sec 50053)
- E. Any individual items of less than fifteen (15) dollars, or any amount if the depositor's name is unknown, which remain unclaimed for the period of one year may be transferred to the general fund by the City Council without the necessity of public notification in a newspaper. (Sec 50055)
- F. The responsibilities of the Treasurer may be delegated by the Treasurer to the department that maintains the supporting records of the uncleared checks based on the initial receipt or deposit of that money or both. (Sec 50056)

Approved 5-0-0

2. VEHICLE REPAIR SUPPLEMENTAL APPROPRIATION

Recommendation: That the City Council make a supplemental appropriation to the Police Department vehicle repair account (11-33-260-200) in the amount of \$1,967.34.

In June 2015 a police department patrol vehicle was struck by another vehicle while parked. The patrol car has already been repaired. The at-fault party's insurance company has reimbursed the City in the amount of \$1,967.34.

Approved 5-0-0

CURRENT BUSINESS:

ELECTION OF MAYOR AND MAYOR PRO TEM

Red Bluff is a General Law City; the City Council selects one of its members to serve as Mayor. Historically the City Council elects a Mayor and Mayor Pro Tem each December to serve for a period of one year.

Mayor Parker turned the meeting over to Deputy City Clerk Cheryl Smith.

Ms. Smith called for nominations for the position of Mayor for the next year.

M/S/C Councilmembers Jackson and Jones nominating Councilmember Parker for Mayor.

Motion by Councilmember Patel nominating Councilmember Schmid died for the lack of a motion.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

Ms. Smith called for nominations for the position of Mayor Pro Tem for the next year.

M/S/C Councilmembers Schmid and Jackson nominating Councilmember Jones for Mayor Pro Tem.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

OTHER AGENCY REPRESENTATION

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

Councilmembers reviewed and discussed the current assignments and Councilmember Jackson asked if anyone else would like to replace her on the Audit Committee. Mayor Pro Tem Jones stated that he would like to take that assignment.

M/S/C Councilmembers Jackson and Schmid to approve the current other agency representation assignments with the change of Mayor Pro Tem Jones replacing Councilmember Jackson on the Audit Committee.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

APPOINTMENT OF VARIOUS COMMISSIONERS, LOAN COMMITTEE MEMBER AND AUDIT COMMITTEE MEMBER

Cheryl Smith, Deputy City Clerk, reviewed the staff report and provided staff's recommendation that the City Council:

1. Make necessary appointments to the Airport Commission, Parks and Recreation Advisory Commission, Audit Committee and the Loan Committee from the applications received.

2. Direct the Deputy City Clerk to re-advertise the vacancies on the Parks and Recreation Advisory Commission and Planning Commission.

Each December the City Council makes appointments to the various Commissions and Committees from applications received.

M/S/C Councilmembers Jackson and Schmid to appoint those whose applications and/or letters were received, direct the Deputy City Clerk to re-advertise the Planning Commission vacancy and direct staff to bring back an ordinance amending the Parks and Recreation Advisory Commission from seven (7) members to five (5).

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

ANNUAL REPORT OF DOWNTOWN BUSINESS IMPROVEMENT AREA ADVISORY BOARD

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that the City Council review the annual Business Improvement District Report and 1) accept it as submitted or, 2) modify any particular portion of the report.

The Downtown Business Improvement District is an assessment district that assesses members for business promotion offsets.

State Law requires that the Downtown Red Bluff Business Association Advisory Board shall prepare a report each fiscal year for the assessments that are to be levied and collected. Staff's review of the report indicates the contents match the legal requirements. The report proposes no changes in the boundaries of the BID, no changes in the benefit zones and no changes in the assessments. Annual approval of this assessment is a three meeting process.

Ivan Petrzelka, President of the Downtown Red Bluff Business Association, provided an update on activities being planned for the downtown area. He reported that members were currently discussing the parking downtown where appointments were lasting longer than the two hours allowed. He stated that members were discussing the possibilities of either re-installing parking meters or scrapping the two hour parking zone.

M/S/C Councilmembers Jones and Jackson to accept the report as submitted.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

REPORT ON SALES TAX - 2ND QUARTER OF 2015

Sandy Ryan, Finance Director, provided an informational report on Sales Tax for the 2nd quarter of 2015.

Receipts for Red Bluff's sales, occurring from April through June 2015 were 8.8% higher than the same quarter of 2014. Actual sales activity increased 5.5% for the same prior year quarter. Actual sales for all of Tehama County increased 0.6%, and the Far North State sales increased 3.8% for the same prior year quarter.

REPORT ON BUDGET UPDATE FOR FY 2014/15 AND 2015/16

Sandy Ryan, Finance Director, provided an informational update on the Budget for Fiscal Years 2014/15 and 2015/16.

The final audited General Fund Balance for June 30, 2014 is **\$893,489.00**.

The estimate for the General Fund Balance for June 30, 2015 is increased from the August 2015 Budget report balance of \$1,124,806.00 to **\$1,432,924.00**.

The estimate for the General Fund Balance for June 30, 2016 is increased from the August 2015 Budget report balance of \$989,265.00 to **\$1,296,024.00**.

NEW POLICE OFFICERS ASSOCIATION MOU

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that the City Council approve adoption of the proposed POA (Police Officers Association) MOU (Memorandum of Understanding) to cover the time period from the present through December 31, 2016, and approve the supplemental appropriation as outlined in the City Fiscal Impact section below.

The City has reached a tentative agreement with POA Unit to cover the period through December 31, 2016. The primary provisions/changes to the MOU are as follows:

1. Term - The proposed term is one year, effective upon POA and City Council ratification and expiring December 31, 2016.
2. Merit Step Structure - The proposed MOU adds a 6th step to the merit step progression of each classification effective the start of the first full pay period after ratification.

Analysis: Affects 12 employees. City Cost would be \$50,000.00 over 12 months. The increases would cover half of fiscal year 15/16 and half of 16/17. The increase will assist with retention of officers. (For comparison, a 1.5% across the board increase for all POA members would cost approximately \$46,220.00.)

3. Medical Insurance Increase For 2016: City to absorb the increase in medical insurance premiums one time, for the increases effective January 1, 2016 only. Thereafter, medical premium increases are split 50/50 between the City and the employees.

Analysis: City Cost is \$13,000 for fiscal year 15/16.

4. Uniform Allowance: The proposed MOU contains the following increase in annual uniform allowance effective July 1, 2016:

	<u>Current Allowance</u>	<u>New Allowance</u>
for Sworn and CSO	\$650.00	\$800.00
for Dispatch	\$345.00	\$400.00

Analysis: City Cost is \$5,000.00 for fiscal year 16/17. Last uniform allowance increase was in 2011.

4. POST Pay and Education Pay Incentive and Educational Reimbursement
 - The proposed MOU adds a Master's Degree Incentive at 7.5% and also adds degrees for "Management, Public Administration, Business Administration, and Psychology" to the list of qualifying degree programs. The proposed MOU also adds language regarding "accredited" degree program requirements.

Analysis: City cost depends on the number of employees who obtain a Master's Degree. Currently there are no POA members with a Master's Degree.

TOTAL CITY COST ESTIMATES:

- Additional Step: \$50,000.00
- Absorb medical increase one time: \$13,000.00
- Uniform Allowance Increase: \$ 5,000.00
- TOTAL COST: \$68,000.00

Councilmember Schmid requested and received clarification on items in the MOU.

Councilmember Jackson stated that she agreed with some of the MOU, but not with other items and for that reason would be voting no.

M/S/C Councilmembers Jones and Patel to approve adoption of the proposed POA MOU to cover the time period from the present through December 31, 2016, and approve the supplemental appropriation.

AYES: Councilmembers Jones, Parker, Patel and Schmid

NOES: Councilmember Jackson

ABSENT OR NOT VOTING: None

REVISED MANAGEMENT, MID-MANAGEMENT SALARY/BENEFIT RESOLUTION

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that the City Council adopt proposed Resolution No. 26-2015, A Resolution setting certain rules and regulations for the Management and Mid-Management Employees of the City of Red Bluff and providing certain benefits therefore, and adopt the supplemental appropriation of \$17,981.00 as detailed in the fiscal impact section.

On November 17, 2015, the City Council approved a new bargaining agreement with the City's Miscellaneous Bargaining Group. That Agreement included a 1.5% salary increase effective the first full pay period after adoption and an additional 1.5% increase effective the first full pay period following July 1, 2016. The Agreement also included a one-time pick up of the January 1, 2016 increase in group health insurance premiums.

The proposed Resolution would grant the same salary and benefit increases to City Management and Mid-Management employees. In addition, the City Manager is requesting the same salary and benefit increases.

M/S/C Councilmembers Jones and Patel to adopt Resolution No. 26-2015, A Resolution setting certain rules and regulations for the Management and Mid-Management Employees of the City of Red Bluff and providing certain benefits therefore, and adopt the supplemental appropriation of \$17,981.00.

AYES: Councilmembers Jones, Parker and Patel

NOES: Councilmembers Jackson and Schmid

ABSENT OR NOT VOTING: None

ORDINANCE NO. 1039; AN ORDINANCE OF THE CITY OF RED BLUFF REVISING CHAPTER SECTION 8.17 OF THE RED BLUFF CITY CODE

Matt Shobash, Division Chief, reviewed the staff report and provided staff's recommendation that City Council waive the first reading and introduce Ordinance No. 1039; An Ordinance of the City of Red Bluff revising Chapter Section 8.17 of the Red Bluff City Code.

Portable manufactured outdoor fireplaces have been sold locally for the use in backyards at private residences for a number of years. These portable fireplaces are widely used by the public and, when used correctly, per the manufacturer's recommendations, have shown to not create an increased risk of personal or property damage. California Fire Code 307.4.3 allows for portable outdoor fireplaces when used in accordance with the manufacturer's instructions.

The current City Code does not allow use of portable manufactured outdoor fireplaces. The proposed ordinance would allow use of these fireplaces subject to certain requirements including operation as recommended by the manufacturer and the immediate availability of a fire extinguisher, water hose, etc.

Mayor Parker questioned if anyone had complained about the use of the portable fire pits.

Division Chief Shobash stated that no one had.

Cindy Frahlin expressed her concerns with outdoor burning.

Jon Bennett stated that there had never been an issue with the safety of the outdoor fire pits and that people are safely enjoying this fire pits.

Ron Shank expressed his concerns with outdoor burning and asked that the Council consider the pollution and health issues associated with smoking.

M/S/C Councilmembers Schmid and Jones to waive the first reading and introduce Ordinance No. 1039; An Ordinance of the City of Red Bluff to revised Chapter 8 Section 8.17 of the Red Bluff City Code.

AYES: Councilmembers Jones, Schmid and Patel

NOES: Councilmembers Jackson and Parker

ABSENT OR NOT VOTING: None

CONTRACT AWARD FOR AN ENERGY ALTERNATIVES ANALYSIS AND EVALUATION FOR SELECTED FACILITIES WITHIN THE CITY OF RED BLUFF

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

1. A supplemental Appropriation of \$19,905.00, from the General Fund, for the evaluation of the physical opportunities and financial benefits that may be realized through the use of Solar Photovoltaic Systems at many of the City operated facilities.
2. The award of a contract to ARC Alternatives, in the amount of \$19,905.00 for an evaluation of the physical opportunities and financial benefits that may be realized through the use of Solar Photovoltaic Systems at many of the City operated facilities.

Councilmember Schmid expressed his concerns with solar, as it's very costly and out of date within a short period of time.

Councilmember Jackson stated that she only wanted three places considered and that would be the pool, Community Center and City Hall.

Councilmember Patel stated that solar is great, but he wanted a few months to see what the City's budget looked like before expending the money.

M/S/C Councilmembers Jackson and Jones to:

1. A supplemental Appropriation of \$19,905.00, from the General Fund, for the evaluation of the physical opportunities and financial benefits that may be realized through the use of Solar Photovoltaic Systems at many of the City operated facilities.
2. The award of a contract to ARC Alternatives, in the amount of \$19,905.00 for an evaluation of the physical opportunities and financial benefits that may be realized through the use of Solar Photovoltaic Systems at many of the City operated facilities.

AYES: Councilmembers Jones, Jackson and Parker

NOES: Councilmembers Schmid and Patel

ABSENT OR NOT VOTING: None

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) - *meeting December 9th*

3 Core - *no meeting*

Tehama County Transportation Commission - *no meeting*

Downtown Red Bluff Business Association - *Councilmember Jackson reported that the Storybook Christmas event would be held downtown December 4th, 5th and 6th.*

Community Action Agency - *meeting December 17th*

Tehama Economic Development Corporation - *no meeting*

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

Tehama County Solid Waste Management Agency (JPA II) - *met November 23rd to accept Kristina Miller's resignation and discuss an interim while the recruitment was being done*

Chamber of Commerce - *met November 24th, no Christmas mixer this year, but there would be a Christmas breakfast held on December 10th at Red Bluff Dodge*

Mayor Parker reported that a joint meeting of the Board of Supervisors and City Council was held on November 23rd to discuss the re-entry facility and that the Tehama County Board of Supervisors had voted 3-2 to look at the realignment of Madison Street.

ADJOURNMENT:

There being no further business Mayor Parker adjourned the meeting at 8:37 p.m. until the meeting of December 15, 2015.



Clay Parker, Mayor

ATTEST:


Jo Anna Lopez, City Clerk