



# CITY OF RED BLUFF

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## CITY COUNCIL

### Minutes

**Date of Meeting:** Tuesday, December 17, 2013  
**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:** Daniele Jackson, Mayor  
Ray Eliggi, Mayor Pro Tem  
Clay Parker  
Rob Schmid  
Wayne Brown

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

### CLOSED EXECUTIVE SESSION:

1. PUBLIC EMPLOYEE PERFORMANCE REVIEW  
Title: City Manager (Government Code Section 54957)

Mayor Jackson reported that during Closed Session the City Council had provided direction to staff.

### PLEDGE OF ALLEGIANCE:

Chief Bennett led the Pledge of Allegiance and the assembly joined in.

## **CITIZEN'S COMMENT:**

None

## **CONSENT AGENDA:**

Items 2 and 5 were pulled for clarification.

M/S/C Councilmembers Parker and Brown to approve the remainder of the Consent Agenda.

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

NOES: None

ABSENT OR NOT VOTING: None

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

a. **November 19, 2013**

b. **December 3, 2013**

*Approved 5-0-0*

### **2. ADOPTION OF FAIR POLITICAL PRACTICES COMMISSION FORM 806**

Mayor Jackson requested and received clarification on the estimated annual compensation for the Transportation Commission.

In May 2012, the Fair Political Practices Commission adopted Form 806 to be used by the government body to allow a Councilmember to participate in a decision to appoint him/herself to a Board, Commission, Special Agency, Joint Powers Agency or Authority, Joint Powers Insurance Agency or Authority, or a Metropolitan Planning organization.

Form 806 must first be adopted by the City Council and posted on the City's website containing all of the information as required by the FPPC, and updated as needed to reflect current appointments.

Until the City adopts and posts Form 806, a Public Official may not participate in a vote that appoints him/herself to a compensated external Board position.

M/S/C Councilmembers Jackson and Brown to adopt FPPC Form 806 for posting on the City's website with the mandated information and the correction to the estimated annual to \$1,001-\$2,000.

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

**3. RESOLUTION NO. 32-2013, A RESOLUTION OF INTENTION TO LEVY A FISCAL YEAR ASSESSMENT FOR THE DOWNTOWN RED BLUFF PARKING AND BUSINESS IMPROVEMENT AREA**

**Recommendation:** That the City Council adopt the Resolution of Intention to Levy an assessment and set a public hearing for January 7, 2014.

The City Council at the December 3, 2013 Council meeting received and approved the Annual Report from the Downtown Red Bluff Business Association (DRBBA), Board of Directors. The DRBBA Board was designated as the Advisory Board for the Business Improvement Area by City Council Resolution No. 16-1995. After reviewing the Annual Report, receiving a report from DRBBA members, asking questions and receiving responses the City Council voted to approve the Annual Report.

In accordance with State Law the next step in the annual process is for the City Council to adopt a Resolution of Intention to levy a Fiscal Year assessment for the improvement area and set the matter for a public hearing. The attached Resolution No. 32-2013 is prepared in accordance with the State Law provisions.

*Approved 5-0-0*

**4. CONTRACT AWARD FOR THE 1840 AIRPORT BOULEVARD ROOF RESTORATION PROJECT**

**Recommendation:** That the City Council authorizes the award of a contract to Bippus Roofing Company, in the amount of \$18,500, for the reroofing of the City Hanger located at 1840 Airport Blvd.

The roof over a City owned hanger building at the Red Bluff Airport has been in disrepair for several years. It was temporarily repaired by City maintenance personnel last year. Since the temporary repair, the roof has continued to degrade and was subject to additional wind damage this spring. The funds for this repair are available within the currently budgeted authorization for Airport Building Upgrades (55-55-520-101). The Engineers estimate for this work is \$20,500.

*Approved 5-0-0*

**5. REPORT REGARDING OPEN MARKET PURCHASES AND CONTRACT AWARDS – NOVEMBER 2013**

Councilmember Schmid requested and received clarification on several items on the Open Market Purchases and Contract Awards for November 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 November 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.

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

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

NOES: None

ABSENT OR NOT VOTING: None

**6. ORDINANCE NO. 1026 AMENDING CHAPTER 5 OF THE RED BLUFF CITY CODE**

**Recommendation:** That the City Council Waive the first reading and introduce Ordinance No. 1026, an Ordinance updating the City's Building Code.

The City is required by State Law to follow the most current version of the California Building Codes, Title 24. The State Codes were updated in 2013, by adopting a local ordinance the City can avoid implementing the non-mandatory sections of the new code, reducing the added cost to home owners and builders.

*Approved 5-0-0*

**7. ORDINANCE NO. 1027 AMENDING CHAPTER 8 OF THE RED BLUFF CITY CODE**

**Recommendation:** That the City Council Waive the first reading and introduce Ordinance No. 1026, an Ordinance updating the City's Building Code.

State Legislature mandates that local jurisdictions adopt the most current version of the California Building and Fire Codes based upon a three year code adoption cycle. The California Fire Code is developed by the State Fire Marshal and the Building Standards Commission by modifying a model code, the International Fire Code, through the use of public comment and amendments applicable to both state and local government organizations.

*Approved 5-0-0*

**CURRENT BUSINESS:**

**STATE THEATRE OF THE ARTS FEE WAIVER REQUEST**

Scot Timboe, Interim Community Development Director, reviewed the staff report and provided staff's recommendation that the City Council approve the fee waiver requested by the State Theatre for the Arts (STFTA) for \$4,264.96.

The State Theatre for the Arts (Non-Profit 501(c)(3)) bought the Historical Theatre at 333 Oak Street in 2011. Since that time the STFTA has held regular venues at the Historical Theatre. City staff believes the use and activity that the STFTA has promoted at the Historical State Theatre is a benefit to the Community and the artistic culture of Red Bluff. Through the diligent efforts of the STFTA Board and their supporters the mortgage for the State Theatre of the Arts Building/Property was paid off in October of 2013.

Recently, the State Theatre for the Arts received a \$65,000 Grant from the McConnell Fund of the Shasta Regional Community Foundation for the "Blade/Marquee (Signs) Restoration Project." The estimated cost of the project is \$83,000. The STFTA has submitted a letter requesting that the City Council waive certain fees associated with the sign project (Please see the STFTA Letter and Design package dated November 13, 2013 as Exhibit A). Based on the City Fee Schedule, Planning/TAC Design Review fee is estimated at \$79, while Building Permit/Plan Check and Inspection fees for the Marquee, and Blade (37 feet high) reengineered and reconstructed signs are \$4,189.96 or about 5% of estimated cost (Please See the Attached Building/Zoning Design Review Plan Check balance as Exhibit B).

M/S/C Councilmembers Brown and Parker to approve the fee waiver requested by the State Theatre for the Arts (STFTA) for \$4,264.96.

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

NOES: None

ABSENT OR NOT VOTING: None

**2. PRESENTATION AND ACCEPTANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR END, JUNE 30, 2013**

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

1. Receive the presentation by Staff and comment as appropriate on the Comprehensive Annual Financial Report for the Fiscal Year End June 30, 2013.
2. Accept the Comprehensive Annual Financial Report, the Transportation Development Act Fund Financial Statements, the Report to the Audit Committee, and the Management Comment Letter, for the Fiscal Year End June 30, 2013.

Rob Griffith, Matson & Isom, gave a brief update on the changes to the annual financial report.

The Independent Auditors' Report received from Matson & Isom states that the financial statements are fairly presented. (See Page 7 of the Comprehensive Annual Financial Report.) Also included in this agenda item are the Transportation Development Act Fund Financial Statements (TDA Fund Financial Statements), the Report to the Audit Committee, and the Management Comment Letter.

M/S/C Councilmembers Eliggi and Schmid to accept the Comprehensive Annual Financial Report, the Transportation Development Act Fund Financial Statements, the Report to the Audit Committee, and the Management Comment Letter, for the Fiscal Year End June 30, 2013.

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

NOES: None

ABSENT OR NOT VOTING: None

**3. OFFICE SPACE RENTAL AGREEMENT WITH THE TEHAMA COUNTY LANDFILL JPA**

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that the City Council authorize the Mayor to sign the Office Space Rental Agreement with the Tehama County Landfill JPA for office space located at 1790 Airport Blvd.

Kristina Miller, Tehama County Landfill Manager, was also present and provided comments to this request.

Kristina Miller, Tehama County Landfill Manager, has approached City staff regarding the possibility of renting office space for 24-36 months while new office facilities at the Landfill are constructed.

Office space within the scale house at the landfill is currently being utilized by JPA staff. The scale house is in need of major repairs or replacement. The City has the office space previously rented by TLDC available at the Airport that could be rented to the Landfill JPA on a limited term basis.

M/S/C Councilmembers Brown and Schmid to authorize the Mayor to sign the Office Space Rental Agreement with the Tehama County Landfill JPA for office space located at 1790 Airport Blvd.

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

NOES: None

ABSENT OR NOT VOTING: None

#### **4. TAX MEASURE IN SUPPORT OF THE POLICE AND FIRE DEPARTMENTS**

Paul Nanfito, Police Chief, reviewed the staff report and provided staff's recommendation that the City Council direct the City Manager/City Attorney to draft a ballot measure for a ¼ center sales tax increase to help support and fund the personnel, operational and capital outlay costs for the Police and Fire Departments. It is recommended that the ballot measure be a general tax measure scheduled for the November 2014 general election.

Jon Bennett, Fire Chief, provided information on how this would help the Fire Department.

The local economy within the City of Red Bluff was hit very hard resulting in significant budget cuts. These cuts resulted in significant budget reductions to both the Police and Fire Departments. Both Departments lost significant operational and capital outlay funding as well as significant reductions in personnel. While at the same time, each Department continues to have increases in calls for service (workload).

Joe Harrop provided his input and thoughts on the proposed tax measure.

D. J. Gordy stated that she thought the tax measure should be for a half cent increase and have the money go towards the Police, Fire, Pool and the Community/Senior Center.

Councilmembers Brown, Parker and Schmid expressed their concerns on the measure and wanted to see the proposed measure prior to deciding whether to put on the November ballot.

M/S/C Councilmembers Parker and Eliggi to direct the City Manager to draft a ballot measure and bring back to the City Council for review, comment and direction.

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

## **5. REQUEST FOR INCREASED AND NEW FEES AT THE COMMUNITY CENTER**

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council approve fee increases and new fees as indicated for the Red Bluff Community Center, effective January 1, 2014.

Staff is requesting approval for:

- 1) Increased rates for conference room rentals.
- 2) Increased rate for small pot coffee.
- 3) New rate for large coffee refills.
- 4) New rate for rental of Community Center owned decorations.
- 5) New rate for storage rental rates.

M/S/C Councilmembers Parker and Eliggi to approve the fee increases and new fees as indicated for the Red bluff Community Center, effective January 1, 2014.

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

## **6. SPECIAL EVENT FORM REVIEW AND APPROVAL**

Scot Timboe, Interim Community Development Director, reviewed the staff report and provided staff's recommendation that the City Council approve the Special Event Form "Request to Use City Streets/Property for Special Event".

City Staff has modified the current Special Event form into two parts: an Applicant Form and a City Condition/Requirement Form that staff will fill out after evaluating the Applicants' information and answers. Once Staff has evaluated the Applicant's information, Staff will impose any needed conditions and requirements on the Event and send a copy back to the Applicant for review and comment.

M/S/C Councilmembers Schmid and Eliggi to approve the Special Event Form "Request to Use City Streets/Property for Special Event", with the correction as noted in item 8 on the form.

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

## 7. APPROVAL OF WARRANT LIST

### *Action Item*

#### **Recommendation:**

That the City Council approve Check Warrant No. 77042 through 77270 dated November 1, 2013 through November 30, 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 Schmid and Parker to approve Check Warrant No. 77042 through 77270 dated November 1, 2013 through November 30, 2013.

AYES: Councilmembers: Eliggi, Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Brown (abstained)

### **STAFF ITEMS:**

Mr. Crabtree wished everyone a Merry Christmas.

Chief Nanfito announced that Captain Sanders had graduated from the LA Police Department Leadership Program on December 12<sup>th</sup>.

Chief Bennett provided the City Council with copies of the 2013 Tehama County Health Partnership health report for Tehama County.

Chief Bennett also announced that, as part of a fund raiser to provide the Fire Academy, Fire Department T-Shirts were available for \$10 each.

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

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

Local Agency Formation Commission (LAFCO) -*cancelled*

3 Core - *no meeting*

Tehama County Transportation Commission - *last meeting took care of administrative items*

Downtown Red Bluff Business Association - *cancelled*

Community Action Agency - *meeting on Thursday*

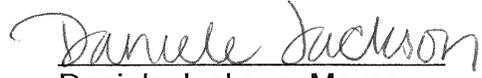
Tehama Economic Development Corporation - *meeting in January*

Tehama County Sanitary Landfill JPA I - *meeting cancelled*

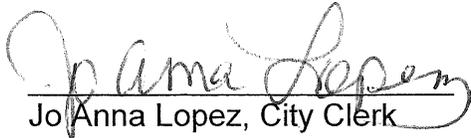
Executive Committee -- Tehama County/City of Red Bluff Landfill Management Agency  
JPA II - *meeting cancelled*

**ADJOURNMENT:**

There being no further business Mayor Jackson adjourned the meeting at 8:19 p.m. until the Meeting of January 7, 2014.

  
Daniele Jackson, Mayor

ATTEST:

  
Jo Anna Lopez, City Clerk