



# CITY OF RED BLUFF

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## CITY COUNCIL

### MINUTES

**Date of Meeting:** Tuesday, February 16, 2016  
**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, Mayor  
Gary Jones, Mayor Pro Tem  
Rob Schmid  
Daniele Jackson  
Suren Patel

**Councilmembers Absent:** None

**Staff Present:** Rick Crabtree, City Manager/City Attorney  
Sandy Ryan, Finance Director  
Kyle Sanders, Police Chief  
Ray Barber, Fire Chief  
Donna Gordy, City Treasurer  
Jo Anna Lopez, City Clerk

### 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 Fire Unit Employees.**

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

Mayor Parker reported that during the closed Executive Session the City Council had provided direction to staff.

**PLEDGE OF ALLEGIANCE:**

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

**CITIZEN'S COMMENT:**

Pastor Scott Camp provided a prayer for those in attendance. He also thanked Councilmember Schmid for the picture on Thursday evening at the B.E.A.M. Expo.

Rachel Ross, Tehama County Landfill Agency, reported that trash containers for the Parks would be delivered on Wednesday.

Kathy Nelson questioned if a traffic light would be going up by the new Court House on Walnut Street.

**CONSENT AGENDA:**

Council members Schmid and Jackson requested that items 2 and 3 be pulled for clarification.

M/S/C Councilmembers Jackson and Patel to approve the remainder of the Consent Agenda.

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

NOES: None

ABSENT OR NOT VOTING: None

**1. APPROVAL OF MINUTES**

**a. January 19, 2016**

***Approved 5-0-0***

## 2. REPORT REGARDING OPEN MARKET PURCHASES AND CONTRACT AWARDS - JANUARY 2016

**Recommendation:** That the City Council accepts the open market purchases and contract awards for January of 2016.

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 January of 2016 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 Schmid requested and received clarification on items contained in the report.

Councilmember Jackson requested and received clarification regarding the pool covers that had been purchased and asked about Blues for the Pool reimbursement.

M/S/C Councilmembers Schmid and Jackson to accept the open market purchases and contract awards for January of 2016.

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

NOES: None

ABSENT OR NOT VOTING: None

## 3. APPROVAL OF WARRANT LIST

**Recommendation:** That the City Council approve Check Warrant No. 83265 through 83520 dated January 1, 2016 through January 31, 2016.

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

Councilmember Jackson stated that she pulled this item to thank staff for the added descriptions in the report.

M/S/C Councilmembers Jackson and Jones to approve Check Warrant No. 83265 through 83520 dated January 1, 2016 through January 31, 2016.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid  
NOES: None  
ABSENT OR NOT VOTING: None

**4. APPROVAL OF AN UPDATED CLASS SPECIFICATION FOR THE POSITION OF ACCOUNTING TECHNICIAN I**

**Recommendation:** That the City Council approve an updated Class Specification for Accounting Technician I.

The Finance Department has been reviewing the class specifications for each job class in the Finance Department, and has found that this class specification needed updating with additional job duties.

***Approved 5-0-0***

**5. REVISED SPECIAL EVENT APPLICATION/AGREEMENT**

**Recommendation:** That the City Council adopt the proposed Special Event Application/Agreement.

There is existing litigation regarding an injury sustained during the Farmers' Market a few years ago. Even though the Chamber acquired insurance for the event, the insurance company is thus far denying coverage to the City based, in part, on alleged deficiencies in the Special Event Application/Agreement. Although, the City contends the prior Special Event form was legally adequate, the proposed revisions have been made in an effort to avoid this circumstance in the future.

The following language has been added to proposed Special Event form:

NOTE: Applicant is required to provide liability insurance in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and name "the City of Red Bluff, its elected officials, officers and employees" as additional insured.

Applicant represents that the foregoing is true and correct and agrees to provide insurance coverage as described above. Applicant will defend and indemnify the City of Red Bluff, its elected officials, officers and employees from any and all claims arising from, associated with or related to Applicant's event(s) described herein.

***Approved 5-0-0***

## CURRENT BUSINESS:

### **1. CALRECYCLE BEVERAGE CONTAINER RECYCLING PROGRAM; RESOLUTION NO. 10-2016**

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council adopt Resolution No. 10-2016 authorizing the Submittal of Applications to the Department of Resources Recycling and Recovery Beverage Container Recycling City/County Payment Program and related authorizations.

CalRecycle will be implementing changes to the current guidelines for applying for grants.

The changes proposed by CalRecycle are:

1. Implement an approximate two year term for recipients to expend Program funds.
2. Allow jurisdictions to submit a regional application (Funding Request).
3. Require all recipients to submit an approved resolution.
4. Require authorized signatures with submittal of Funding Request and Expenditure Reporting.
5. Implement a proportionate cost policy for all eligible projects.
6. Remove Recycled Content Products as an eligible expenditure.
7. Require all recipients to submit an expenditure report with supporting documentation for funds expended.

Rachel Ross, Tehama County Landfill Agency, was in attendance and provided a presentation to council about the CalRecycle Beverage Container Recycling Program and answered questions from the City Council.

M/S/C Councilmembers Jackson and Jones to adopt Resolution No. 10-2016 authorizing the Submittal of Applications to the Department of Resources Recycling and Recovery Beverage Container Recycling City/County Payment Program and related authorizations.

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

NOES: None

ABSENT OR NOT VOTING: None

### **2. REGULATION OF BUTANE SALES**

Rick Crabtree, City Manager reviewed the staff report and provided staff's recommendation that the City Council waive the first reading and introduce Ordinance No. 1042.

The use of butane in the processing of concentrated tetrahydrocannabinol (THC, the active ingredient in marijuana) or "honey oil" has become more prevalent and more dangerous. Red Bluff and surrounding communities have seen an increase in the frequency of explosions, fire, property damage and injuries associated with this activity. The proposed Ordinance would limit resale of butane to no more than 600 ml (21.0 oz) (equivalent to two 300 ml canisters) in any single transaction and limit the purchase of butane to 600 ml per month per individual. In addition, the Ordinance would make it unlawful to possess more than 600 ml of butane at any one time.

The northern region of our State has experienced a recent increase in explosions caused from the manufacture of honey oil (also known as hash oil) in clandestine labs using refined butane of 5x and higher. These incidents have caused considerable property damage, personal injury and even incidents of death to those participating in the manufacturing process, and to innocent bystanders.

M/S/C Councilmembers Patel and Jackson to waive the first reading and introduce Ordinance No. 1042.

AYES: Councilmembers Jackson, Jones, Parker and Patel

NOES: Councilmember Schmid

ABSENT OR NOT VOTING: None

### **3. REPORT ON SALES TAX - 3<sup>RD</sup> QUARTER OF 2015**

Sandy Ryan, Finance Director, provided an informational report on the 3<sup>rd</sup> quarter of 2015 Sales Tax.

Receipts for Red Bluff's sales, occurring from July through September 2015 were 4.6% higher than the same quarter of 2014. Actual sales activity increased 3.6% for the same prior year quarter. Actual sales for all of Tehama County decreased 0.5%, and the Far North State sales increased 2.3% for the same prior year quarter.

### **4. REPORT ON BUDGET UPDATE FOR FY 2015/16**

Sandy Ryan, Finance Director, provided an informational update on the 2015/16 Fiscal Year Budget.

The final audited General Fund Balance for June 30, 2015 is **\$1,432,924.00**.

The estimate for the General Fund Balance for June 30, 2016 is increased from the December 1, 2015 Budget report balance of \$1,296,024 to **\$1,607,621.00**.

The overall General Fund Balance has increased due to increases in the estimated revenue of the City's main funding sources.

Adopted City Reserve Policy calls for a 15% General Fund Reserve. Based on 2015/2016 estimated expenditures of \$9,665,465.00, the reserve should be \$1,449,820.00.

For the 15/16 Fiscal Year the General Fund Balance is as follows:

Reserved for Contingencies: \$1,449,820.00  
Unreserved: \$157,801.00

Budget Committee meetings start next month and discussions of the fixed asset reserve requirements will be addressing the unreserved balance.

**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) - *No meeting*

3 Core - *No meeting*

Tehama County Transportation Commission - *No meeting*

Downtown Red Bluff Business Association - *meeting on February 17<sup>th</sup>*

Community Action Agency - *meeting on February 18<sup>th</sup> at 3 p.m.*

Tehama Economic Development Corporation - *No meeting*

Executive Committee - Tehama County Solid Waste Management Agency - *met discussed recycle cans in parks*

Tehama County Solid Waste Management Agency (JPA II) - *meeting February 22<sup>nd</sup>*

Chamber of Commerce - *meeting February 23<sup>rd</sup>*

**ADJOURNMENT:**

There being no further business Mayor Parker adjourned the meeting at 7:55 p.m. until the meeting of March 1, 2016.



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Clay Parker, Mayor

ATTEST:

*for Cheryl Smith Deputy City Clerk*  
Jo Anna Lopez, City Clerk