



CITY OF RED BLUFF

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CITY COUNCIL

MINUTES

Date of Meeting: Tuesday, June 18, 2013
Time of Meeting: 7 p.m. Regular Meeting
Place of Meeting: Council Chambers, City Hall
555 Washington Street
Red Bluff, CA 96080

Council Members Present:

Wayne Brown, Mayor
Daniele Jackson, Mayor Pro Tem
Rob Schmid
Clay Parker

Staff Present:

Rick Crabtree, City Manager/City Attorney
Sandy Ryan, Finance Director
Scot Timboe, Planning Director
Paul Nanfito, Police Chief
Bruce Henz, Public Works Director
Donna Gordy, City Treasurer
Jon Bennett, Fire Chief
Vi Cobb, Human Resources Analyst II
Cheryl Smith, Deputy City Clerk

Mayor Brown called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE:

At the request of Mayor Brown, Bob Martin led the pledge of allegiance and the assembly joined in.

Rick Crabtree, City Manager/City Attorney, spoke on the resignation of Councilmember Robert Sheppard Jr., thanked Mr. Sheppard for his service to the City of Red Bluff and reported that on July 2nd the City Council would address the issue of how to fill the vacant position.

CITIZEN'S COMMENT:

Mario Rodriguez, Commission on Peace Officer's Training, presented Police Chief Paul Nanfito with his POST Executive Certificate.

Kim Berry, Back to School Program for Tehama County Schools, provided information on the Back to School Project and invited everyone to attend the annual Pancake Breakfast on June 29th at Applebee's. Money raised from this event will go toward purchasing new clothing to needy children.

Jay Nelson invited everyone to attend the cow dog competition in October and reported that last year this event rose over \$10,000 for the Back to School Project.

Rich Henley addressed the City Council about bringing a dog park to the City of Red Bluff. Mr. Henley presented information on a proposed site, located between Tosh Field and Vista School. Mr. Henley stated that they would raise money to provide trash cans and fencing would be donated by local businesses. Mr. Henley stated that his group was willing to donate \$1,000 per year and that their goal was to not have this cost the City any money.

Bob Martin, Parks and Recreation Advisory Commission member, spoke and stated that the commission had discussed this concept and the City was already watering and mowing the proposed area.

Donna Gordy, Tehama County Fireworks Committee, reported that the fireworks show on the 4th of July is currently up to 15 minutes and that she had golden tickets available for purchase if anyone was interested in purchasing one.

C. CONSENT AGENDA:

Mayor Pro Tem Jackson requested that items 1 and 4 be pulled for clarification.

Councilmember Schmid requested that item 3 be pulled for clarification.

1. REPORT REGARDING OPEN MARKET PURCHASES AND CONTRACT AWARDS – MAY 2013

Recommendation: That the City Council approve the open market purchases and contract awards for May of 2013.

Mayor Pro Tem Jackson requested and received clarification on the donations to the Library, City Hall Chiller and Water Assistant.

Councilmember Schmid requested and received clarification on payments listed for Airport Restrooms, Boat Launch Ramp and Reeds Lift Station.

M/S/C Jackson, Schmid to approve the open market purchases and contract awards for May of 2013.

AYES: Councilmembers: Brown, Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: None

2. APPROVAL OF MINUTES

May 21, 2013

M/S/C Jackson, Parker to approve the minutes of May 21, 2013 as submitted.

AYES: Councilmembers: Brown, Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: None

3. REVISED RESOLUTION FOR DEDICATED SOURCE OF NET REVENUE. FUNDING APPLICATION FOR THE CITY OF RED BLUFF WASTE WATER RECLAMATION PLANT SECONDARY CLARIFIER TREATMENT RELIABILITY PROJECT

Recommendation: That the City Council adopt replacement Resolution No. 19-2013, authorizing the City of Red Bluff to dedicate net revenues from the City's Wastewater Fund to payment of any and all Clean Water State Revolving Fund and/or Water Recycling Funding Program financing (Except Grant) for The City of Red Bluff Waste Water Reclamation Plant Secondary Clarifier Treatment Reliability Project when and if the City's applications are accepted/approved.

Councilmember Schmid requested and received clarification on the change to the resolution.

M/S/C Schmid, Jackson to adopt Resolution No. 19-2013, authorizing the City of Red Bluff to dedicate net revenues from the City's Wastewater Fund to payment of any and all Clean Water State Revolving Fund and/or Water Recycling Funding Program financing (except grant) for the City of Red Bluff Waste Water Reclamation Plant Secondary Clarifier Treatment Reliability Project when and if the City's applications are accepted/approved.

AYES: Councilmembers: Brown, Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: None

4. SUPPLEMENTAL BUDGET APPROPRIATIONS FOR FISCAL YEAR ENDING JUNE 30, 2013

Recommendation: That the City Council approves supplemental budget appropriations as listed in the staff report for the 2012/2013 Budget.

Mayor Pro Tem Jackson requested and received clarification on the appropriation for the Fire Department.

M/S/C Jackson, Parker to approve the supplemental budget appropriations as listed in the staff report for the 2012/2013 Budget.

AYES: Councilmembers: Brown, Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: None

D. CURRENT BUSINESS:

1. RENEWAL OF GREENWASTE OF TEHAMA SOLID WASTE COLLECTION FRANCHISE AGREEMENT

Rick Crabtree, City Manager/City Attorney, reviewed the changes made to the agreement between the City of Red Bluff and Waste Connections of California, Inc.

The proposed Agreement notes the requested changes in the street sweeping seasons. (See, Agreement, Section 5(K),p. 13.) The only other substantive change takes into account tipping fee rate increases at the Tehama County Landfill which exceed the normal

CPI. (See, Section 12(B)) This contract and its predecessors contain annual CPI escalators for garbage collection fees. The proposed Agreement provides that tipping fee rate increases which exceed 80% of the applicable CPI increase may be passed on in the form of higher collection rates.

Street Sweeping

The current Franchise Agreement requires GreenWaste to provide monthly street sweeping services for all streets within the City beginning in mid-April and continuing through mid-November.

- Existing Agreement:
 - Sweeping mid-April to mid-November (7 months)
 - Residential sweeping once per month
 - Commercial sweeping weekly (mid-April to mid-November; not required by contract)
 - Leaf Collection: mid-November – December (6 weeks)

- New Proposed Contract:
 - Sweeping mid-October – mid-May
 - Residential sweeping once per month
 - Commercial sweeping weekly (mid- mid-October – mid-May; *now required by contract*)
 - Leaf Collection: mid-November – December (6 weeks)

Mayor Pro Tem Jackson expressed her concerns over the scheduling of street sweeping and requested that GreenWaste look into swapping the times so that residential areas are done later in the morning when people are at work and the commercial areas are done early mornings before the business open.

Representatives from GreenWaste stated that they were willing to do this.

M/S/C Jackson, Schmid to approve and authorize the Mayor to execute the amended and restated agreement between the City of Red Bluff and Waste Connections of California, Inc. for Residential and Commercial Waste Management.

AYES: Councilmembers Brown, Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: None

2. 3 CORE AGREEMENT FOR FISCAL YEAR ENDING JUNE 30, 2014

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

1. Authorize the City Manager to sign the agreement between 3 Core, Inc. and the City of Red Bluff and add this amount to the 2013/14 Fiscal Year Budget; or
2. Decline participation in 3 Core for the 2013/2014 fiscal year.

The City of Red Bluff has been entering into an agreement for economic development services in the amount of \$3,500 with 3 Core, in past years. 3 Core originally requested \$4,000 for 2013/2014 participation. However, 3 Core recently reduced their request to \$3,500.

The Budget Committee has reviewed costs and benefits associated with this agreement, and has recommended NOT to continue this agreement, in order to help with the General Fund. Councilmember Parker spoke in favor of continuing the agreement with 3 Core and that he would waive his mileage reimbursement for attending meetings in Chico and that 3 Core had agreed to keep the City's membership at \$3,500 per year.

Marc Nemanic, 3 Core, provided information on businesses that 3 Core had been able to assist over the past year, including Girls with Guns, which they assisted in obtaining a lease option for a building at the Airport Industrial Park.

Mayor Brown requested and received clarification from Mr. Nemanic on what would happen to the businesses that did receive financial help from 3 Core if the City chooses not to continue to be a member of 3 Core.

Mr. Nemanic stated that they would not penalize a business for this.

Mayor Pro Tem Jackson requested clarification on why the recommendation was made by the Budget Committee to decline participation in 3 Core.

Councilmember Schmid stated that the Budget Committee was trying to find money for the General Fund.

M/S Parker, Jackson to authorize the City Manager to sign the agreement between 3 Core, Inc. and the City of Red Bluff and add this amount to the 2013/14 Fiscal Year Budget.

AYES: Councilmembers Jackson and Parker

NOES: Councilmembers Brown and Schmid

ABSENT OR NOT VOTING: None

City Manager Crabtree stated that staff will bring this item back when a fifth Councilmember is selected.

3. PROPOSED REORGANIZATION OF THE BUILDING AND PLANNING DEPARTMENTS 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 the City of Red Bluff modifying Red Bluff City Code Chapters 2, 5, 25 and 26, Various Articles relating to the reorganization of the Building and Planning Departments into a Single Community Development Department.

Currently Building and Planning are two separate autonomous departments, with two separate department head positions. In the Planning Department, the current department head supervises only himself. In the Building Department, the current department head supervises two employees (and an occasional part-time employee). Both departments normally are self-supporting enterprise fund departments. However, both departments have failed to be self-supporting during the last several years. The Building Department has been drawing on a reserve established during the boom building years. The Planning Department has been supported with General Fund dollars. For example, during 2012/2013 fiscal year, the General Fund supported the Planning Department with \$ 77,045.

The proposed reorganization would combine the Building and Planning Departments into one department with a single department head. The new Community Development Director would be responsible for the orderly supervision, management and provision of both Building and Planning. There would be a cost savings of approximately \$80,000 in operating costs by combining the departments and eliminating a department head position. In addition, staff expects improvement in customer service for applicants needing both planning and building approvals. Any application would be jointly reviewed for both building and planning approvals. This should eliminate inconsistent messages regarding a project's requirements and the City's expectations.

Under the proposed reorganization, the salary for the Community Development Director would be paid from enterprise funds. For 2013/2014 there will be an estimated savings of \$ 80,707 to the General Fund. Future year's General Fund savings will depend on the level of development/building activity. The hope is that future development/building activity will support the Community Development Department in the future without impact to the General Fund.

Mayor Pro Tem Jackson expressed her displeasure with what she felt was writing the job description of Community Development Director to benefit one particular staff member.

Councilmember Schmid stated that he liked the direction of combining but had concerns over the job description for the Community Development Director.

M/S Parker, Brown to adopt Resolution No. 20-2013 adopting a reorganization of the Building and Planning Departments into a single Community Development Department.

AYES: Councilmembers Brown and Parker

NOES: Councilmembers Jackson and Schmid

ABSENT OR NOT VOTING: None

4. PUBLIC WORKS CAPITAL IMPROVEMENT PLAN PROJECT LIST (DRAFT)

Bruce Henz, Public works Director, reviewed the staff report and Capital Improvement Plan Project List for the Public Works Departments.

With feedback to this report, the CIP project list can be finalized, the initial estimates will be refined and the proposed fund balance and drawdown budgets can be established. A finalized Public Works segment for a new and updated Five Year Capital Improvement Plan may then be included within an overall City of Red Bluff Five Year Capital Improvement Plan that would include all of the City's needs and necessary facilities.

It is envisioned that for the planning, implementation and completion of the listed Public Works projects, outside Consulting Services will be utilized for a significant portion of the project delivery process. Public Works Maintenance personnel may be utilized for the design, construction or repair of some of the listed facilities dependent upon the staffing that may be available for the safe and efficient completion of the work.

Informational item no action needed.

5. ADOPT THE BUDGET FOR FY 2013-14

Sandy Ryan, Finance Director, reviewed the report and provided staff's recommendation that the City Council adopt the Budget for Fiscal Year 2013-14 as proposed by the Budget Committee. Ms. Ryan spoke regarding the General Fund balance and the need to achieve a General Fund balance of not less than 1.3 million.

The 2013/14 budget begins with an estimated general fund balance of \$663,826.
The 2013/14 budget ends with an estimated general fund balance of \$377,093.
This decrease of \$287,000 is mainly due to salary increases required by the MOU's with union employees.

Government Finance Officers Association (GFOA) states that AT A MINIMUM, regardless of the size of the entity, the UNRESTRICTED general fund balance shall be no less than two months of general fund expenditures. This amount is \$1.3 million for the City of Red Bluff. The GFOA recommends the general fund balance to be three months of expenditures. Staff will bring a full presentation to council on the general fund reserve policy, updating the policy, and how the City will aim to achieve those goals.

Highlights of the 2013-14 Budget, as proposed by the Budget Committee, are:

Implementation of re-organization of the planning & building department, to remove planning from the general fund cost.

General Fund Savings: \$80,000

Continued funding for the Chamber of Commerce of \$70,000.
Continued funding for the Tehama Economic Development Corporation of \$10,000.
Continued funding for the Tehama County Library of \$1,500.
Elimination of funding for 3 Core.

General Fund Savings: \$3,500

Based on the \$287,000 decrease in the general fund balance, very few items were increased other than those required by contract/MOU.

Implementation of the salary increases per the MOU's. This budget estimates that sales tax will increase by 4.5%, and therefore salaries for Police and Fire will increase by 4.5%, salaries for Misc. Unit will increase by 2%. Be advised this is an estimate, and the City will not get final payment until October 2013. This is the most conservative approach, based on our sales tax estimates. The budget also includes a 3% increase for Mgt./Mid-Mgt. which will bring that group of employees back up to their 2008 salary. The budget also includes a 2% increase for the employer portion of PERS for police, fire, and misc. unit, 20% increase in workers' compensation, and a 3% increase in health insurance.

Cost to the General Fund: \$336,000

Implementation of an entity wide computer replacement program. In order to minimize costs, the department discretionary spending for computer equipment and service has been removed from each department and replaced with the cost to replace computer towers only (no keyboards, monitors, battery back-ups, etc.) over a four year period for each department.

Cost to General Fund: \$2,200

Increased chlorine for year round pool maintenance.

Cost to the General Fund: \$9,000

Increased expenditures for the following contracts: animal shelter, fire dispatch, police & fire communications, City manager communications, & City attorney dues.

Cost to the General Fund: \$23,300

Bill Moule spoke on behalf of the Chamber of Commerce. Mr. Moule explained what the Chamber and business community did for the City and that the cap should be taken off of the Chamber funding and returned to the full 16% of transient occupancy taxes.

Mayor Pro Tem Jackson explained that everyone had taken a hit, questioned why the City should treat the Chamber differently than anyone else and stated that she did not want to see the cap lifted at this time.

Mayor Brown thanked every department head and employee for their past, current and future efforts at keeping costs to a minimum, being conservative in their budgeting and spending within those budgets.

Police Chief Paul Nanfito provided a brief presentation on the Police Department's aging vehicles and the need get back to replacing 2 vehicle per year and offered a move to a lease purchase as one option for obtaining these vehicles. He also addressed the need for additional funding of \$5,000 for ammunition as the costs for procuring ammunition has increased.

Councilmember Parker questioned if money from the vacant positions be used to purchase ammunition.

Ms. Ryan stated that she would prefer to see the department go over in the ammunition account and keep the salaries under the proposed budget.

City Manager/City Attorney Crabtree requested and received the cash prices for vehicles.

Fire Chief Bennett provide a request for additional funding in the Fire Department's overtime account of \$50,500 to allow for the department to provide a Fire Academy, emergency call-back coverage, engine staffing backfill to cover vacations and department drills.

Bruce Henz, Public Works Director, asked for funding to be added to the Waste Water Collections for one additional Maintenance Worker to monitor collections, spills, grease trap reporting etc. He stated that this would come out of the Sewer Enterprise Fund and no money from the General Fund would be used. The department currently has one working Supervisor, two Senior Maintenance Workers and one Senior Maintenance Worker out on disability, but may be moved to Electrical when he returns.

Councilmember Parker requested clarification on whether he was also asking for one additional person in the Water Department.

Mr. Henz stated that would be for if and when the City went to chlorination, but he was not asking for that position at this time.

Mayor Brown called a recess at 9:38 p.m. and reconvened the meeting at 9:45 p.m.

Donna Gordy, City Treasurer, stated that the City has adopted budgets with less in reserves and the City has survived.

Councilmember Parker thanked the Budget Committee and Department Heads for their work and appreciates the conservativeness of the budget.

M/S/C Schmid, Brown to adopt the Budget for Fiscal Year 2013-14 as proposed by the Budget Committee.

AYES: Councilmembers Brown, Jackson and Schmid

NOES: Councilmember Parker

ABSENT OR NOT VOTING: None

6. APPROVAL OF WARRANT LIST

Action Item

Recommendation:

That the City Council Approve Check Warrant No. 75583 through 75830 dated May 1, 2013 thru May 31, 2013.

M/S/C Jackson, Parker to approve Check Warrant No. 75583 through 75830 dated May 1, 2013 through May 31, 2013.

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Mayor Brown (abstained)

STAFF ITEMS:

City Manager Crabtree thanked everyone involved in the budget process.

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 Wednesday at 7:30 a.m.*

Community Action Agency - *Meeting on Thursday*

Tehama Economic Development Corporation - *No Meeting*

Tehama County Sanitary Landfill JPA I - *Meeting on Wednesday*

Executive Committee -- Tehama County/City of Red Bluff Landfill Management Agency
JPA II – *Meeting cancelled until next week*

There being no further business Mayor Brown adjourned the meeting at 8:17 p.m. until the meeting of June 18, 2013 at 7 p.m.

Wayne Brown, Mayor

ATTEST:

Cheryl Smith, Deputy City Clerk