



CITY OF RED BLUFF

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RED BLUFF CITY COUNCIL REGULAR MEETING MINUTES

Date of Meeting: Tuesday May 7, 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

Councilmember's Present:

Wayne Brown, Mayor
Daniele Jackson, Mayor Pro Tem
Rob Schmid, Councilmember
Clay Parker, Councilmember
Robert Sheppard Jr., 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
Vi Cobb, Human Resources Analyst II
Donna Gordy, City Treasurer

PLEDGE OF ALLEGIANCE:

Mayor Pro Tem Jackson led the Pledge of Allegiance and the assembly joined in.

CLOSED EXECUTIVE SESSION:

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

Mayor Brown reported that the Closed Executive Session would reconvene following the conclusion of the meeting.

CITIZEN'S COMMENT:

Tom Cantrell reported that he uses a service dog and was asked to leave the PG&E office. He stated that he needed a special tag for the dog and when he went to find out about it City employees sent him to the County and the County sent him back to the City.

Rick Crabtree, City Attorney/Manager, stated he would find out where he needs to go and give him a call.

PROCLAMATIONS:

1. **TEHAMA COUNTY PEACE OFFICERS**

Mayor Brown read and presented the Proclamation to Mark Fritz.

2. **MAY IS MENTAL HEALTH MONTH**

Mayor Pro Tem Jackson read and presented the Proclamation to Mike Gonzales.

CONSENT AGENDA:

Mayor Pro Tem Jackson pulled agenda item 2 for clarification.

M/S/C Councilmember Jackson and Sheppard to approve the remainder of the Consent Agenda.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

1. APPROVAL OF MINUTES

April 16, 2013

Approved 5/0/0

2. ORDINANCE NO. 1023; SETTING TWO REGULAR CITY COUNCIL MEETINGS PER MONTH

Recommendation:

That the City Council waive the second reading and adopt Ordinance No. 1023, an Ordinance of the City of Red Bluff setting the time and place of regular meetings of the Red Bluff City Council.

Mayor Pro Tem Jackson requested and received clarification on the proposed Ordinance.

M/S/C Councilmember Jackson and Parker to adopt Ordinance No. 1023, an Ordinance of the City of Red Bluff setting the time and place of regular meetings of the Red Bluff City Council.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

3. TREASURER'S REPORT – EIGHTH MONTH OF FISCAL YEAR 2013

Recommendation:

That the City Council accepts the Treasurer's report for the eighth month of fiscal year 2013.

Approved 5/0/0

4. TREASURER'S REPORT – NINTH MONTH OF FISCAL YEAR 2013

Recommendation:

That the City Council the Treasurer's report for the ninth month of fiscal year 2013.

Approved 5/0/0

CURRENT BUSINESS:

1. REPORT ON SALES TAX -4TH QUARTER OF 2012

Sandy Ryan, Finance Director, provided an informational update on the 4th quarter of 2012 Sales Tax.

Receipts for Red Bluff's sales, occurring from October through December 2012 were 1% lower than the same quarter of 2011. Actual sales activity increased 4.9%. Actual sales for all of Tehama County increased 11.4%, and the Far North State sales grew 2.1%.

INFORMATIONAL ONLY

2. REPORT ON PROPERTY TAX REVENUE UPDATE

Sandy Ryan, Finance Director, provided an informational report on Property Tax Revenues.

Final taxable property values decreased approximately 4.5% for the 2012/13 fiscal year, compared to the prior year. That is a larger decrease than last years' 2.2% decrease for the 2011/12 fiscal year.

INFORMATIONAL ONLY

3. 3 CORE ECONOMIC DEVELOPMENT STRATEGY FOR 2013-14

Scot Timboe, Planning Director, reviewed the project priority lists and asked that the City Council approve the project priority lists for the fiscal year 2013/2014 Comprehensive Economic Development Strategy.

It is once again time to update our jurisdictions' project priorities. This priority projects list will be included in the 3 CORE District's Comprehensive Economic Development Strategy (CEDS) for the fiscal year 2013/2014. This report, along with Priority Projects is typically updated on an annual basis and submitted to EDA for their approval.

M/S/C Councilmembers Parker and Jackson to approve the City Project List as provided by staff.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

4. REQUEST FOR FUNDS RECEIVED THROUGH CONTRACTS WITH OTHER ALLIED LAW ENFORCEMENT AGENCIES TO BE PROVIDED DIRECTLY TO THE POLICE DEPARTMENT FOR FUTURE RANGE IMPROVEMENTS

Police Chief Paul Nanfito reviewed the staff report and provided staff's recommendation that the City Council:

1. Authorize the Finance Director to deposit funds received from contracts with allied law enforcement agencies into Police Department Revenue Account # 11-33-100 (Police Misc. Income) for expenditure from Police Department revenue account # 11-33-340-100 (Range Improvements). That the City Council authorize the Finance Director to make similar deposits from contracts with other allied law enforcement agencies that use the Red Bluff Police Department Range (Department of Fish and Game and Cal Fire).
2. Approve the increase in fees from \$600.00 to \$2,000.00 for the term of the two year agreement.

The Red Bluff Police Department has allowed other allied law enforcement agencies to use the Red Bluff Police Department firing range for range training of their personnel. The term of this agreement is from July 1, 2013 through June 30, 2015. The California Department of Corrections and Rehabilitation agrees to pay \$2,000.00 during the term of this MOU agreement.

M/S/C Councilmembers Schmid and Sheppard to approve staff recommendations.

AYES: Councilmembers Parker, Sheppard, Schmid and Brown

NOES: Mayor Pro Tem Jackson

ABSENT OR NOT VOTING: NONE

5. EXPENDITURE AGREEMENT BETWEEN THE CITY OF RED BLUFF AND THE COUNTY OF TEHAMA FOR THE FISCAL YEAR 2013 HOMELAND SECURITY GRANT PROGRAM FUNDS

Police Chief Paul Nanfito reviewed the staff report and gave staff's recommendation that the City Council:

1. Authorize the Chief of Police and the City Attorney to sign the expenditure agreement between the City of Red Bluff and the County of Tehama. Include appropriation of \$24,649.00 in the final 2013/2014 City Budget for the purposes of (1) Robotex Vatar II (SWAT Robot) and (1) L-3 Night Vision Scope for the SWAT Team.

2. Appropriate the funds in the amount of \$24,649.00 to 2013/2014 FY revenue account 11-33-060-761 for expenditure from expense account 11-33-540-126. The amount of \$24,649.00 will be reimbursed to the City of Red Bluff by the County of Tehama (via Homeland Security Grant Funding) following the purchase of the equipment.

The Robotex Avatar II SWAT Robot and the L-3 Night Vision Scope have been assessed to be essential pieces of equipment for the Tehama Inter-Agency Regional SWAT Team. This type of equipment meets the criteria set by the Department of Homeland Security in order to be purchased using Homeland Security Grant Funds. The equipment will be part of a regional team thereby benefiting all Tehama County Law Enforcement.

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

AYES: Councilmember Parker, Sheppard, Schmid, Jackson and Brown

NOES: NONE

ABSENT OR NOT VOTING: NONE

6. ACCEPT THE SEXUAL ASSAULT FELONY ENFORCEMENT TEAM (S.A.F.E) FUNDS IN THE AMOUNT OF \$24,351.00

Police Chief Paul Nanfito reviewed the staff report and provided staff's recommendation that the City Council:

1. Accept S.A.F.E. funds in the amount of \$24,351.00 for the purchase equipment related to the Sexual Assault Felony Enforcement (S.A.F.E.) Program.
2. The funding will be allocated to the Police Department revenue account #11-33-060-753. The funds will be expended through Police Department overtime expenditure account #11-33-120-300 and the Police Department equipment expenditure account #11-33-450-400.

The Red Bluff Police Department has been participating in a multi-county Sexual Assault Felony Enforcement (S.A.F.E.) Program since 2006. This has been a grant funded, multi-county, project that is managed by the Shasta County Sheriff's Department

In May 2011, the department received confirmation from the Shasta County Sheriff's Department and the California Emergency Management Agency (Cal-EMA) that there was sufficient funding to augment the existing SAFE Grant. The Red Bluff Police Department will receive \$8,000.00.

In October, we received further notification that the Red Bluff Police Department was going to receive an additional \$24,351.00 continued funding for the Sexual Assault Felony Enforcement (S.A.F.E.) Program. The Police Department is dedicated to participating in the S.A.F.E. Program, particularly after the implementation of AB 109.

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

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

7. COPS HIRING PROGRAM GRANT

Police Chief Paul Nanfita reviewed the staff report and proved staff's recommendation that the City Council approve the application of the COPS Grant for approve the application of the COPS Grant for (1) sworn police officer position for a total grant award of 75% of the salary and benefits for one sworn police officer position for a period of three years. It is estimated this would be approximately \$173,250.00 over the three year grant period. The City would be required to contribute a matching grant expenditure of \$19,250.00 per year total of \$57,750.00 over the course of the three year grant period.

The Office of Community Oriented Policing Services (COPS Office) has announced they will begin accepting applications for the Fiscal Year (FY) 2013 COPS Hiring Program (CHP) beginning April 22, 2013. The applications for this grant program must be submitted by 7:59 EDT on May 22, 2013.

If awarded this grant will cover up to 75% of the approved entry-level salary and benefits for three years (36 months) for newly, hired, full-time sworn officer positions (including existing unfunded vacancies. Currently, the Red Bluff Police Department has (3) unfunded, vacant Police Officer positions.

M/S/C Councilmembers Parker and Jackson to approve the application of the COPS Grant for (1) sworn police officer position.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

8. REQUEST FOR APPROVAL TO FILL THE VACANT RECORDS MANAGER POSITION AND RETURN TO A COMBINED POLICE RECORDS/COMMUNICATIONS MANAGER POSITION

Police Chief Paul Nanfito reviewed the staff report with the City Council and provided staff's recommendation that the City Council authorize City staff to begin recruiting for the Police Records/Communications Manager Position immediately so that the position can be filled as soon as possible.

The Records Manager position became vacant in March 2013. The management team of the Police Department made an analysis of the vacant position and existing staff. We found that the Department currently has a Dispatch Supervisor that possesses the requisite knowledge and skills necessary to manage the Communications Unit and the Records Unit. Combining these positions will add continuity and efficiency to the management of these two critical units within the Police Department.

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

AYES: Councilmembers Parker, Sheppard, Schmid and Brown

NOES: Councilmember Jackson

ABSENT OR NOT VOTING: NONE

9. WASTEWATER TREATMENT PLANT SERVICE CONTRACT

Public Works Director Bruce Henz reviewed the staff report and provided staff's recommendation that the City Council approves the issuance of a purchase order in the amount of \$591,350.00 to fund the coming year's budget allocation for the Southwest Water Company services that are provided for the operation and management of the City of Red Bluff Wastewater Treatment Plant.

The Master Services Contract with SWWC is a five year contract running through February 1, 2015. The contract, executed in 2010, established a base cost of \$530,644.00 per year. The costs for several of the Wastewater Treatment Plant's operational and maintenance budget needs were not defined within the original Scope of Work that was prepared for the contract and need to be included in each year's adjustments as we proceed through the contract. They Include:

- A yearly Base Price escalation relating to the Consumer Price Index. This was established at 2.4% for the 2013 adjustment and is estimated at 3.0% for the 2014 adjustment.
- A Project Programs and Review budget for requested services such as waste monitoring, effluent sampling and project or permitting oversight.

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

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

10. ASSIGNMENT OF THE WASTEWATER TREATMENT PLANT SERVICE CONTRACT TO SEVERN TRENT ENVIRONMENTAL SERVICES INC

Public Works Director Bruce Henz reviewed the staff report and provided staff's recommendation that the City Council authorize the City Manager to sign the assignment and assumption agreement that is necessary for the assignment of the Wastewater Treatment Plant Service Contract to Severn Trent Environmental Services Inc.

The Board of Directors for The Southwest Water Company (SWWC) has made the decision to exit the O & M Services business segment of the company. SWWC wishes to transition all of their current California O & M Contracts to Severn Trent Services. The City Council's consent to the Assignment and Assumption Agreement is necessary to complete this transaction.

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

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

11. CONTRACT AWARD FOR A HEATING, VENTILATION AND AIR CONDITIONING (HVAC) EVALUATION FOR THE RED BLUFF CITY HALL

Public Works Director Bruce Henz reviewed the staff report and provided staff's recommendation that the City Council authorizes the award of a contract to ArcSine Engineering in the amount of \$13,200.00 for an HVAC Evaluation of the City Hall building.

The Air Conditioning and Heating equipment for the City Hall Building is antiquated and in need of replacement. Staff has been told, by the people who service this equipment, that if portions of the existing equipment were to fail, it could take two or three weeks to obtain the necessary replacement parts or to alter the existing equipment in a manner sufficient to affect a repair. This is a particularly onerous situation for Police Operations. The Police Department would be unable to move the dispatch operations out of the building if an air conditioning failure should occur during the heat of the summer. The computer servers for both police and fire are also located within the portion of the building housing police operations.

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

AYES: Councilmembers Parker, Sheppard, Schmid and Jackson

NOES: Councilmember Brown

ABSENT OR NOT VOTING: NONE

12. SOUTH MAIN STREET SEWER DESIGN PROJECT PHASE 2

Public Works Director Bruce Henz reviewed the staff report and provided staff's recommendation that the City Council authorizes the award of a contract for Consulting Services for the South Main Street Sewer Design Project Phase 2 to RBF Consulting.

The South Main Street Sewer Design Project, Phase 2 will provide design services for the preparation of the plans and Specifications for the Phase 2 Sewer Improvement Project. On March 5, 2013 City Council authorized the Public Works Director to advertise for bids for Consulting Services for this project.

The project was advertised and five submittals were received. There is not a lowest bid provision for the selection of a consultant for these "Qualification Based" services. The selection made by a "Best Qualified" determination. This is legally authorized within the Red Bluff City Code Section 2.65 (E), which is consistent with the Government Code 4526.

Coincidentally, the selected Consultant also presented the lowest bid for these services.

The 2012/2013 Wastewater Collection Budget has funds allocated from within the Sewer Replacement Program for these types of services. (Fund 47-44-530-102) The Engineering Estimate prepared by City Staff for these Design services is \$21,000.00.

M/S/C Councilmembers Schmid and Sheppard to approve staff's recommendation.

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

NOES: NONE

ABSENT OR NOT VOTING: NONE

STAFF ITEMS:

City Manager Rick Crabtree reported that at the June 18th City Council meeting the 2013/14 Budget review and adoption will be part of the regular meeting agenda.

Everyone was in agreement to this date for the Budget review. The Mayor and Mayor Pro Tem reported that they would both be absent from the September 17th meeting.

COMMITTEE REPORTS/COUNCIL COMMENTS:

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

3 Core: *Meeting is scheduled for May 22nd*

Tehama County Transportation Commission: *Had a Meeting*

Downtown Red Bluff Business Association: *Had Meeting - reorganization*

Community Action Agency: *Meeting held was informed of some grants and healthy eating*

Tehama Economic Development Corporation: *No Meeting*

Tehama County Sanitary Landfill JPA II: *No Meeting*

Executive Committee – Tehama County/City of Red Bluff Landfill Management Agency

JPA II: *Meeting Cancelled*

ADJOURNMENT:

There being no further business Mayor Brown adjourned the May 7, 2013 Meeting at 8:38 p.m. until the meeting of May 21st, 2013 and reconvened the closed session.

At the conclusion of the closed session Mayor Brown reported that there was nothing to report.

Signed by Wayne Brown, Mayor

ATTEST:

Signed by Jo Anna Lopez, City Clerk