



CITY OF RED BLUFF

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City Council Minutes

Tuesday, December 18, 2018
6:00 p.m. Regular Meeting
Council Chambers, City Hall
555 Washington Street
Red Bluff, CA 96080

Attendee Name	Title	Status	Arrived
Gary Jones	Mayor	Absent	
Amanda Jenkins	Mayor Pro Tem	Present	6:00 PM
Clay Parker	Council Member	Present	6:00 PM
Daniele Eyestone	Council Member	Present	6:00 PM
Kris Deiters	Council Member	Present	6:00 PM

STAFF PRESENT

Rick Crabtree, City Manager
Sandy Ryan, Finance Director
Kyle Sanders, Police Chief
Ray Barber, Fire Chief
Robin Kampmann, Public Works Director
Cassidy Derego, City Clerk
Donna Gordy, Treasurer
Anita Rice, Deputy City Clerk
Scott Miller, Assistant Public Works Director
Marie Jensen, Public Works Tech

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Jenkins led the Pledge of Allegiance and those in attendance joined in.

CLOSED SESSION ITEM(S): None

Mayor Pro Tem Jenkins reported there were no closed session items scheduled at the December 4th City Council meeting.

CITIZEN COMMENT

Pastor Scott Camp led prayer for those in attendance.

Mr. Camp reported that there was a Tehama County Board of Supervisors hearing last week concerning the homeless facility that is being proposed near the Red Bluff Airport. He attended the Airport Commission meeting later that evening for further discussion regarding the impact of the shelter to the Airport Community.

Kathy Nelson asked if the sale of the building at 6 Sutter Street in Red Bluff did indeed go through.

Rick Crabtree, City Manager, confirmed that the building has been sold.

Ms. Nelson asked if the City of Red Bluff knows what the plan is for the building.

Mr. Crabtree stated that they have submitted a tentative timeline and cleanup schedule to the City of Red Bluff.

Bob Moore, Airport Commissioner, reported that at the last Airport Commission meeting Tehama County came and discussed the proposed homeless facility. He reported that the Airport Commission agreed that the old Beacon in the surplus storage should not be sold because they want to use it as a display item; it is an antique.

Mr. Camp stated that the County will know if the Community Development Block Grant will be granted in May. If the grant does not go through, the homeless facility may still be an option. It is not solely dependent on the CDBG; there are other monies available.

Rob Schmid, Airport Commission, reported that the homeless shelter has not been received well at the Airport. He would like for the City of Red Bluff to review current zoning requirements and find property that is available within the approved M1 and M2 zones. The proposed homeless shelter is not in an M1 or M2 zone and the property owners in the area should not have to worry about this type of facility being near them.

Citizen Comment Notations

RESULT: NO ACTION NEEDED

PROCLAMATIONS/PRESENTATIONS: None

CONSENT AGENDA / APPROVAL OF MINUTES

ITEMS PULLED FROM CONSENT

1. Approval of Warrant List

Councilmember Eyestone asked why there are ten car washes costing \$7.00 per wash.

Kyle Sanders, Police Chief, stated they usually have an inmate worker wash the cars but he was not available at the time.

Councilmember Eyestone stated that on Page 27, the vendor name is stated as "Chief" who is that, Police Chief or Fire Chief?

Chief Sanders stated that it is the name of the company being used.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniele Eyestone, Council Member
SECONDER:	Kris Deiters, Council Member
AYES:	Amanda Jenkins, Clay Parker, Daniele Eyestone, Kris Deiters
ABSENT:	Gary Jones

2. Open Market Purchases of \$1,000 or More & Contract Awards - November 2018

Councilmember Eyestone requested and received clarification that the Forensic Drying Cabinet is an extra cost.

Councilmember Eyestone requested and received clarification that the 48 hour notice cost for Water/Sewer Department is not a monthly bill.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniele Eyestone, Council Member
SECONDER:	Clay Parker, Council Member
AYES:	Amanda Jenkins, Clay Parker, Daniele Eyestone, Kris Deiters
ABSENT:	Gary Jones

3. Adoption of Fair Political Practices Commission; Form 806

Mayor Pro Tem Jenkins stated that the Form 806 is missing a couple of appointments. She requested and received clarification that members are paid for attending the Executive JPA meetings.

Councilmember Eyestone stated that she would like Item three postponed until they have all required information listed on the Form 806.

RESULT:	TABLED [0 TO 0]
	Next: 1/15/2019 6:00 PM
ABSTAIN:	Amanda Jenkins, Clay Parker, Daniele Eyestone, Kris Deiters
ABSENT:	Gary Jones

REGULAR AGENDA

4. Resolution Waiving Certain Building Permit Fees for Aircraft Display

Robin Kampmann, Public Works Director, provided the staff's recommendation that the City Council:

1. Conduct a public hearing regarding the requested Building Permit Fee Waiver.
2. Adopt proposed Resolution No. 30-2018, waiving certain Building Permit fees for the Aircraft Display project to be located at Red Bluff Municipal Airport.

Mayor Pro Tem Jenkins opened the public hearing at 6:18 p.m.

Ken Johnson, representative of the Tehama County Aviation Association (TCAA), stated that the City used to have the old clock tower and the boat drags to draw people in. That is why the TCAA wants to install the Air Craft Display because it will help to draw people to the Airport. It will be an aesthetic item for the Red Bluff Airport and the City of Red Bluff. The funding will consist of donations from the community and that is why a building fee waiver is being requested.

Councilmember Parker asked when the funds for the project would be expected.

Mr. Johnson stated that fundraising would start in January. They wanted to obtain City support before starting a fundraiser.

Councilmember Parker explained that in order to meet the criteria to waive the fees, the project would need to be completed within 18 months. Would that be a realistic timeline?

Mr. Johnson affirmed that he believed the project will be completed within 18 months.

Scott Miller, Airport Manager, reported that he was approached by the Tehama County Aviation Association (TCAA). He said he looked at the engineering for the foundation and they already have the aircraft in a hangar. They also have the base done and they have the equipment to complete the project in the correct and most aesthetically pleasing manner. This would be a welcome addition to the Red Bluff Airport and he recommended that the fees be waived.

Mayor Pro Tem Jenkins closed the public hearing at 6:23 p.m.

Councilmember Parker asked if prevailing wage would need to be a consideration?

Robin Kampmann, Public Works Director, stated that all work should be volunteer, therefore wages would not be a factor.

Councilmember Eyestone asked why this item was not on the November agenda.

Ms. Kampmann stated that due to the holiday, they could not advertise the public hearing in the news paper on time.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Clay Parker, Council Member
SECONDER:	Daniele Eyestone, Council Member
AYES:	Amanda Jenkins, Clay Parker, Daniele Eyestone, Kris Deiters
ABSENT:	Gary Jones

5. Award of Fire Department Construction Project Architect Services

Sandy Ryan, Finance Director, gave the staff's recommendation that if City Council approves a supplemental appropriation (operating transfer) from the general fund balance to the CDBG Grant Fund for expenditure from account #70-70-520-100, of \$14,200, staff recommends the award of the New Fire Station Architect Services to Semingson Architecture & Engineering, Inc.

Rob Schmid, Airport Commission, stated that Semingson Architecture & Engineering was used at the Red Bluff Airport Restaurant Project which didn't go well. He also had personal experience with them with his own business that was unfavorable. He asked that if the City of Red Bluff awards the project, would they have to use the same architect for the entire project, or is the preliminary assessment just for funding purposes?

Robin Kampmann, Public Works Director, stated that if the architectural services are awarded to Semingsons tonight, it would be for the entire project.

Councilmember Deiters asked why they scored higher than the other two companies who bid on the project.

Ms. Kampmann stated that the scoring is based on a combination of four criteria: past projects, understanding of timeline requirements, qualified staff, and team makeup. When they received the proposals the other companies had very canned proposals, so this company scored higher.

Mr. Schmid stated that the City Council needs to consider the history the City of Red Bluff has with Semingsons and asked when is the deadline to submit the 30% plans.

Ms. Kampmann stated that the application is due by February 5, 2019. All of the applicants were told that the plans had to be submitted by January 23rd.

Mr. Schmid asked if there was a well scoring applicant who didn't get the bid within the required timeline.

Ms. Kampmann stated that there was one company that scored higher, but the bid was not received in a separate sealed envelope.

Councilmember Eyestone asked why they didn't meet the timeline.

Ms. Kampmann stated that they didn't submit the cost proposal in a separate sealed envelope.

Councilmember Deiters asked if the bids were received in writing and if there had been any verbal discussion with the three bidding companies.

Ms. Kampmann stated that all the bids were received in writing and that there had been no verbal discussion with the three bidding companies.

Councilmember Eyestone stated that she would have liked to see the other three bids. She also stated that during the Evidence Building Project there was an issue with the company being unaware of a basement that needed to be excavated. She would be interested in throwing out all of the bids and starting the process again.

Ms. Kampmann stated that they do not have time to go back out for bids if they want to meet the February timeline.

Sandy Ryan, Finance Director, stated that they would have to go with the next CBGD grant cycle which, would be in September 2019.

Councilmember Parker asked Ms. Kampmann if she has had any issues dealing with this company.

Ms. Kampmann stated that she is not aware of any issues, but she agrees that if they are prolonging until the September 2019 deadline, then they should solicit new bids.

Councilmember Eyestone stated that a special meeting regarding this item could be held when the full City Council is available.

Ray Barber, Fire Chief, stated that he has heard concerns about this company from Mr. Schmid in the past, but when he spoke with others who have dealt with them everyone seemed quite happy with their work.

Rick Crabtree, City Manager, requested confirmation of the direction Council wants staff to take.

Councilmember Eyestone confirmed the City Council will hold a Special Meeting when Mayor Jones returns.

RESULT:	REJECTED [2 TO 2]
MOVER:	Clay Parker, Council Member
SECONDER:	Amanda Jenkins, Mayor Pro Tem
AYES:	Amanda Jenkins, Clay Parker
NAYS:	Daniele Eyestone, Kris Deiters
ABSENT:	Gary Jones

6. Presentation and Acceptance of the Comprehensive Annual Financial Report for the Fiscal Year Ended 6-30-18

Sandy Ryan, Finance Director, provided the staff's recommendation that the City Council accept the Comprehensive Annual Financial Report (CAFR) and the Transportation Development Act Fund Financial Statements for the Fiscal Year Ended June 30, 2018.

Ms. Ryan reported that she and the Audit Committee, Mayor Jones and Councilmember Deiters, met with the external auditors (ADT) and reviewed the financial statements in detail. They are recommending that Council accept the CAFR and the TDA fund financial statements.

Ms. Ryan thanked the City's Finance Department, City Management, the Mayor, the City Manager, the Department Heads, and all staff that helped with the audit.

Rob Griffith, AGT professional services, reviewed the CAFR and stated that no single audit was required this year. A preliminary review showed no issues with the financial reports. They conducted the Transportation Development Act Audit and all was in accordance to the requirements.

Councilmember Deiters stated that it was very informative.

Sandy Ryan, Finance Director, stated that on Page 20, "\$253" for new Scada Equipment was changed to "\$253,000.00".

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Daniele Eyestone, Council Member
SECONDER:	Clay Parker, Council Member
AYES:	Amanda Jenkins, Clay Parker, Daniele Eyestone, Kris Deiters
ABSENT:	Gary Jones

7. Mosquito and Vector Control District Trustee - Reappointment

Rick Crabtree, City Manager, provided the staff's recommendation that the City Council re-appoint Mr. Ronald Etzler to serve as the Tehama County Mosquito and Vector Control District Trustee representing the City of Red Bluff for the term of January 1, 2019 through December 31, 2020.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Clay Parker, Council Member
SECONDER:	Daniele Eyestone, Council Member
AYES:	Amanda Jenkins, Clay Parker, Daniele Eyestone, Kris Deiters
ABSENT:	Gary Jones

8. Supplemental Appropriation for Carr Fire Reimbursement

Kyle Sanders, Police Chief, presented the staff's recommendation that the City Council approve a supplemental appropriation in the amount of \$30,329.13 to Police Miscellaneous Revenue account 11-33-080-110 for expenditure of \$1,887.88 from account 11-33-260-100 (Gasoline and Oils) and \$28,441.25 from account 11-33-120100 (Overtime).

Councilmember Eyestone asked if staff time, gas and vehicle maintenance was all taken into consideration for the reimbursement value.

Kyle Sanders, Police Chief, explained that the disbursement is based on mileage. The monies are being requested to go into the gasoline and oils account strictly because it makes the most sense.

Councilmember Eyestone asked if the assistance requests are in written or verbal form.

Chief Sanders stated that the requests are in both forms, written (teletype) and verbal.

Councilmember Eyestone asked that a copy of the request be included in the future.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniele Eyestone, Council Member
SECONDER:	Clay Parker, Council Member
AYES:	Amanda Jenkins, Clay Parker, Daniele Eyestone, Kris Deiters
ABSENT:	Gary Jones

9. Award of Contract for Data Processing, Printing, and Mail Services

Sandy Ryan, Finance Director, presented the staff's recommendation that the City Council awards the contract for data processing, printing, and mailing services to Infosend as only one response was received.

Rick Crabtree, City Manager, asked if the \$1500 savings included employees having more time for other tasks.

Sandy Ryan, Finance Director, stated that they only accounted for supplies, services and toner savings but anticipates an increase in staff's time.

Councilmember Eyestone requested and received clarification about the calculations Ms. Ryan used.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniele Eyestone, Council Member
SECONDER:	Amanda Jenkins, Mayor Pro Tem
AYES:	Amanda Jenkins, Clay Parker, Daniele Eyestone, Kris Deiters
ABSENT:	Gary Jones

10. Streets Department Staffing Update

Robin Kampmann, Public Works Director, presented the staff's recommendation that the City Council direct the staff and the budget committee to explore the option of hiring an additional employee for the Streets Department during the budget committee meetings for the FY19/20 budget.

Ms. Kampmann explained that Public Works employees cannot legally work on projects worth over \$5,000. Anything over \$5,000 must be contracted. Ms. Kampmann summarized the department's staffing and reported it would cost approximately \$68,000 to hire an additional employee.

Councilmember Eyestone asked if they need City Council approval for the Budget Committee to explore employment.

Councilmember Parker stated they do not need City Council approval.

Rob Schmid asked if the \$5,000.00 maximum project cost is something that can be changed through City Council.

Rick Crabtree, City Manager, stated that it is something set by the Unions.

Mr. Schmid stated that if they could hire someone with road construction experience, it could help the City of Red Bluff Maintain roads better. The current crews lack the

knowledge for road maintenance. He also stated that they should see about writing an increase of the \$5,000.00 limit into the next Union contract.

Mr. Crabtree asked if Mr. Schmid requested to create a foremen or assistant leadership position within the roads department.

Mr. Schmid confirmed that would be beneficial. They need someone with experience with road construction to help guide the crews. There is money in the budget that could be used for the position.

Sandy Ryan, Finance Director, stated that money cannot be used on hiring employees, it has to be used on capital projects.

RESULT: NO ACTION NEEDED

STAFF ITEMS

Rick Crabtree, City Manager, reported that he toured the City of Paradise on Friday; and it was absolutely shocking how devastating it is up there.

Staff Item Report Notations

RESULT: NO ACTION NEEDED

COMMITTEE REPORTS/COUNCIL COMMENTS

- Local Agency Formation Commission (LAFCO)
Mayor Pro Tem reported there was no meeting.
- Tehama County Transportation Commission
Councilmember Eyestone stated that she was surprised to learn that there is a Tehama County Transportation Commission and a Tehama County Transit Agency Board. She attended both meetings. They discussed Caltans and all that they have been doing. There are currently 28 projects within Tehama County. They are working on their GIS system update, and she is now their Vice Chair.

At the Transit Agency Board they discussed the LIFT event and a tenant at the Pepsi Company / Frito Lay building.
- Downtown Red Bluff Business Association
Councilmember Eyestone reported that the next meeting is scheduled for December 19, 2018.
- Community Action Agency
There was no report for this committee.
- Executive Committee - Tehama County Solid Waste Management Agency
Mayor Pro Tem Jenkins reported that there is no meeting scheduled.
- Tehama County Solid Waste Management Agency (JPA)
Mayor Pro Tem Jenkins reported that there is no meeting scheduled.

- Chamber of Commerce
Councilmember Eyestone reported that the next meeting will be in January 2019.
- Ground Water Commission
Councilmember Parker reported that the next meeting will be held in January 2019.
- Tehama County Continuum of Care Executive Council
Mayor Pro Tem Jenkins reported that there were no meetings scheduled.

Committee Reports Staff Notations

RESULT: NO ACTION NEEDED

RECESS TO CLOSED SESSION: No items scheduled.

ADDITIONAL COUNCIL COMMENTS

Councilmember Parker stated that the Fire Station needs to be discussed; he would like to meet on Friday. This project should not be delayed; he stated he doesn't want to lose the three million dollar grant.

Councilmember Eyestone stated that she's not available the next three evenings but could meet mid day.

Robin Kampmann, Public Works Director, stated that they will likely not make the timeline for the February deadline if its not approved tonight.

Rick Crabtree, City Manager, stated that they could call for another vote tonight.

Councilmember Parker stated that he would be interested in calling another vote.

Councilmember Eyestone stated she would not change her position.

Ray Barber, Fire Chief, asked if Ms. Kampmann has previous experience with Semingson Architecture & Engineering, Inc.

Ms. Kampmann stated that she has worked with them, both in past City projects and also with private projects. She has not had any negative experiences with them.

Councilmember Parker stated that he would hate for this project to be passed up especially when the Public Works Director is willing to work with the architect.

Mayor Pro Tem Jenkins called for another vote on awarding of the New Fire Station Architect Services to Semingson Architecture & Engineering, Inc.

Mover: Amanda Jenkins, Mayor Pro Tem
Second: Clay Parker, Council Member
Ayes: Jenkins and Parker
Nays: Eyestone, Deiters

Absent: Jones

Rob Schmid stated that his past experience with Semingson was more than likely affected by prior staff involved at the time of past projects. If the current Public Works Director has good experience with them, then they should be reconsidered for the project.

Additional Council Notations

RESULT: NO ACTION NEEDED

ADJOURNMENT

There being no further business Mayor Pro Tem Jenkins adjourned the meeting at 7:09 p.m. the next City Council meeting will be on January 15, 2019 at 6:00 p.m. in the Red Bluff City Council Chambers.

Gary Jones, Mayor

ATTEST:

Anita Rice, Deputy City Clerk