



## **CITY COUNCIL AGENDA**

**September 20, 2016**

**REGULAR SESSION - 6:00 P.M.**  
**CLOSED SESSION FOLLOWING**

**ANDERSON CITY HALL**  
1887 Howard Street

### **PARTICIPATION BY PUBLIC IN MEETING**

Please review the Agenda to determine if the subject you wish to discuss is scheduled for Council consideration. If it is on the Agenda, you will have an opportunity when that matter comes up for discussion to briefly address the Council.

If the subject is *not* on tonight's Agenda, please complete an Agenda Request Form (on Clerk's table) and present it to the City Council Clerk. You will have the opportunity to speak on the subject under Item 5.2. However, if the item is not on the Agenda, each speaker will be limited to one three (3) minute opportunity to speak, unless the City Council makes an exception due to special circumstances.

The Brown Act prohibits the Council from taking action on any item not placed on the printed Agenda in most cases.

The Brown Act requires any non-confidential documents or writings distributed to a majority of the City Council less than 72 hours before a regular meeting will be made available to members of the public at the same time they are distributed.

City Council meetings are televised and can be seen live on Cable Public Access Channel **181** (previously Channel 11) and on tape delay the following morning at 10:00 a.m. City Council meetings may also be viewed on the City's website at [www.ci.anderson.ca.us](http://www.ci.anderson.ca.us) by clicking on the TV icon on the Home Page.

In compliance with the Americans with Disabilities Act, the City of Anderson will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office (378-6646) to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C. 20250.**

**REGULAR SESSION – 6:00 P.M.**

- 1.0 **ROLL CALL – COUNCIL:** Councilmember Comnick  
Councilmember Yarbrough  
Councilmember Hunt  
Vice-Mayor Browning  
Mayor Baugh
- 2.0 **INVOCATION** – Pastor Tom Lucatorta, Heritage Baptist Church, will give the invocation.
- 3.0 **PLEDGE OF ALLEGIANCE** –Councilmember James Yarbrough.
- 4.0 **INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS** – None.
- 5.2 **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** - *Anyone in the audience who wishes to address the Council on a subject which is not on tonight's agenda is now invited to come to the podium. Please provide your name and the subject you wish to discuss. Please limit your remarks to 3 minutes or less.*

**CONSENT AGENDA**

- 6.0 **CONSENT AGENDA** - *Consent Agenda items are expected to be routine and non-controversial. They will be acted upon by the Council at one time without discussion. Any member of the public, staff or City Council may request that an item be removed from the Consent Agenda for separate discussion. Are there any requests to remove any items from the Consent Agenda?*
- 6.1 **MINUTES** - Approve the minutes of the regular meeting of September 6, 2016, and the special meeting of September 13, 2016.
- 6.2 **WARRANTS** - Receive and file warrant 5670 to 5745 in the amount of \$139,321.76; warrant 5746 to 5815 in the amount of \$234,476.36; an ACH in the amount of \$1,142.90; and an ACH in the amount of \$24,964.59.
- 6.3 **CITY ATTORNEY** –None.
- 6.4 **CITY CLERK** - Waive reading, except by title, of any ordinances under consideration at this meeting for either introduction or passage per Government Code Section 36934.

**END OF CONSENT CALENDAR**

- 6.11 **ITEMS (IF ANY) REMOVED FROM THE CONSENT CALENDAR** – *Items removed from the Consent Agenda for discussion will be treated as Regular Agenda items and any member of the public may request to address the Council on any such item as it comes up for discussion. Please provide your name and limit your remarks to 3 minutes or less.*

**PUBLIC HEARINGS** – None.

**REGULAR AGENDA**

- 8.0 **REGULAR AGENDA** – *Regular Agenda Items will be discussed individually and in order. Any member of the public may request to address the Council on an item as it comes up for discussion. Please provide your name and limit your remarks to 3 minutes or less.*

**CITY MANAGER**

- 8.3 **APPROVE AN AGREEMENT FOR STRATEGIC PLANNING AND LEADERSHIP ENHANCEMENT**

**RECOMMENDED ACTION:**

**Authorize the City Manager to execute a limited-term agreement with SBL Group for specialized professional strategic planning and leadership enhancement.**

- 9.0 **SUCCESSOR AGENCY** – *(The City Council will, as the Successor Agency, conduct business related to the now dissolved Anderson Redevelopment Agency.)* – None.
- 10.0 **STAFF REPORTS** – None.
- 11.0 **COUNCIL REPORTS/COMMENTS** – *City Councilmembers will report on attendance at conferences/meetings reimbursed at City expense (Requirement of Assembly Bill 1234.)*

**CLOSED SESSION**

**Public Comment on Closed Session Item(s):** *Anyone in the audience who wants to address the City Council on a subject which is listed under the Closed Session agenda is now invited to come to the podium. Please provide your name and the subject you wish to discuss. Please limit your remarks to 3 minutes or less.*

**The City Council will convene to Closed Session.**

- C.S.1 **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
(Gov't. Code Sec. 54956.9(d)(1))  
One case: Gerald Knighten v. City of Anderson, US District Court  
Case No. 2:15-CV-01751-TLN-CMK

**The City Council will reconvene to Open Session.**

- 12.0 **CLOSED SESSION ANNOUNCEMENT:** The Mayor will announce the results of the Closed Session.

**ADJOURN - The City Council will adjourn to October 4, 2016.**

# **DRAFT**

## **ANDERSON CITY COUNCIL MINUTES**

**Regular Meeting  
September 6, 2016**

### **REGULAR SESSION**

The regular session was called to order at 6:00 p.m.

#### **ROLL CALL**

Councilmembers present: Councilmember Comnick  
Councilmember Hunt  
Councilmember Yarbrough  
Vice-Mayor Browning  
Mayor Baugh

Councilmembers absent: None.

Also present: City Manager Jeff Kiser, City Attorney Jody Burgess, Assistant City Manager Liz Cottrell, Police Chief Michael Johnson, City Engineer David Durette, and City Clerk Juanita Barnett.

#### **INVOCATION**

Ron Barnett, Faith Assembly Church, gave the Invocation.

#### **PLEDGE OF ALLEGIANCE**

Councilmember Melissa Hunt led the Pledge of Allegiance.

#### **PRESENTATIONS**

Parks & Recreation Supervisor Pam Lewis gave an update on the Summer Recreation Programs.

#### **PROCLAMATIONS**

A proclamation declaring Constitution Week as September 17-23, 2016 and Constitution Day as September 17, 2016, was read by Councilmember Comnick.

A proclamation declaring September 16, 2016 as "American Legion Day" was read by Vice-Mayor Browning and presented to District 2 Commander David Thompson by Mayor Baugh.

*The City of Anderson is an Equal Opportunity Provider*

Commander Thompson thanked the Council for their recognition and support.

A proclamation declaring September as Youth Peer Court Month was read by Councilmember Yarbrough and presented to Vice-Mayor Browning as the City's representative to the Youth Violence Prevention Council by Mayor Baugh.

Vice-Mayor Browning thanked the Council for their recognition of the Youth Peer Court Program and stated he would make sure the Youth Violence Prevention Council received the proclamation.

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Mike Gallagher thanked the Council and City leaders for their support of Shasta Thrive and for attending their first annual fundraiser dinner at the Gaia Hotel.

Denise McLean, Anderson Middle School Leadership teacher for the seventh and eighth grade introduced two students, Colby and Jaeden, and informed the Council that students from her leadership class will be attending Council meetings throughout the school year.

**CONSENT AGENDA**

By motion made, seconded (Hunt/Yarbrough), and carried by a 5-0 vote, the Council took the following actions:

Approved the minutes of the regular meeting of August 16, 2016.

Received and filed warrant 5458 to 5479 in the amount of \$249,464.44; warrant 5480 to 5588 in the amount of \$155,734.88; warrant 5589 to 5668 in the amount of \$163,567.65; an ACH in the amount of \$1,142.90; and an ACH in the amount of \$25,278.75

Waived reading, except by title, of any ordinances under consideration at this meeting for either introduction or passage per Government Code Section 36934.

Received and filed the quarterly treasurer's report for the fiscal quarter ended June 30, 2016.

**Vote:** AYES: Councilmembers Hunt, Yarbrough, Comnick, Browning, and Mayor Baugh.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

**ITEMS REMOVED FROM THE CONSENT CALENDAR** – None.

**PUBLIC HEARINGS** – None.

**REGULAR AGENDA**

**CITY ATTORNEY**

**RESOLUTION DECLARING CITY PROPERTY AS SURPLUS WITH ACTION TO FOLLOW TO ALLOW ITS TRANSFER; RESOLUTION NO. 16-48**

City Attorney Jody Burgess gave a staff report and answered questions from the Council.

By motion made, seconded (Browning/Hunt), and carried by a 5-0 vote, the Council adopted Resolution No. 16-48 declaring 2951 McMurray Drive as surplus property under Government Code 54222 and to be offered for sale as so dictated in the code; find the sale of the subject property to be exempt from the requirements of California Environmental Quality Act; and find that the property be sold to Roger S. Mochetti where no party set forth under the Government Code 54222 accepts the City's offer to acquire the property.

**Vote:** AYES: Councilmembers Browning, Hunt, Comnick, Yarbrough, and Mayor Baugh.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

**CITY MANAGER**

**NON ACTION ITEM: LEAGUE OF CALIFORNIA CITIES RESOLUTION**

City Manager Jeff Kiser gave a staff report and answered questions from the Council.

The City Council reviewed and discussed the League of California Cities resolution, "Resolution Committing the League of California Cities to Supporting Vision Zero, Toward Zero Deaths, and Other Programs or Initiatives to Make Safety A Top Priority for Transportation Projects and Policy Formulation, While Encouraging Cities to Pursue Similar Initiatives," to be voted on at the upcoming annual conference.

**DEVELOPMENT SERVICES DEPARTMENT**

**THE CITY OF ANDERSON ANNUAL HOUSING PRODUCTION REPORT**

Planning Consultant Jim Hamilton gave a staff report and answered questions from the Council.

By motion made, seconded (Comnick/Yarbrough), and carried by a 5-0 vote, the Council received the Annual Housing Production Report and directed the filing of the Report with the State of California.

Vote: AYES: Councilmembers Connick, Yarbrough, Hunt, Browning, and Mayor Baugh.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

**PUBLIC WORKS**

**AUTHORIZATION TO AWARD 2016 PAVEMENT REPAIR PROJECT**

City Engineer Dave Durette gave a staff report and answered questions from the Council.

By motion made, seconded (Yarbrough/Connick), and carried by a 5-0 vote, the Council took the following action:

1. Awarded the contract for the 2016 Pavement Repair Project to Northwest Paving, Inc. from Redding, CA in the amount of Three Hundred Twenty One Thousand Four Hundred Eight Dollars and no Cents (\$321,408.00);
2. Authorized the City Manager to execute the contract upon receipt of required insurance certificates and payment and performance bonds; and
3. Authorized the City Engineer to approve additional project change orders not to exceed 15% of the contract bid amount.

Vote: AYES: Councilmembers Yarbrough, Connick, Hunt, Browning, and Mayor Baugh.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

**COUNCIL REPORTS/COMMENTS**

Councilmembers used this time to report on meetings and activities they participated in and to announce upcoming events.

**ADJOURNMENT**

**6:49 p.m.:** ***The City Council adjourned to September 20, 2016.***

ATTEST:

\_\_\_\_\_  
Susie Baugh, Mayor

\_\_\_\_\_  
Juanita Barnett, City Clerk

# **DRAFT**

## **ANDERSON CITY COUNCIL MINUTES**

**Special Meeting  
September 13, 2016**

### **REGULAR SESSION**

The special session was called to order at 10:00 a.m. at The Gaia Hotel, Mt. Lassen Room, 4125 Riverside Place, Anderson, California.

### **ROLL CALL**

Councilmembers present: Councilmember Comnick  
Councilmember Hunt  
Vice-Mayor Browning  
Mayor Baugh

Councilmembers absent: Councilmember Yarbrough

Also present: City Manager Jeff Kiser.

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** – None.

### **TRAINING SESSION WITH FACILITATOR JOHN OAKES, SBL CO. CONSULTING GROUP**

A training session workshop was conducted by John Oakes of SBL Co. Consulting Group on the Global Perspective for the City of Anderson. This was an open discussion training session with no actions taken.

### **ADJOURNMENT**

**2:00 p.m.:** ***The City Council adjourned.***

ATTEST:

\_\_\_\_\_  
Susie Baugh, Mayor

\_\_\_\_\_  
Juanita Barnett, City Clerk

*The City of Anderson is an Equal Opportunity Provider*



# AGENDA ITEM

**September 20, 2016 City Council Meeting**



**Approved for Submittal By:**

*Jeff Kiser*  
Jeff Kiser, City Manager

**To Be Presented By:**

*Liz Cottrell*  
Liz Cottrell, Finance Director/Treasurer

To: Honorable Mayor and Members of the Anderson City Council  
Through: Jeff Kiser, City Manager  
From: Liz Cottrell, Finance Director/Treasurer  
Date: September 20, 2016

## **SUBJECT**

**Receive and File Weekly Warrant Registers.**

## **RECOMMENDATION**

Receive and file warrant 5670 to 5745 in the amount of \$139,321.76; Receive and file warrant 5746 to 5815 in the amount of \$234,476.36; Receive and file ACH in the amount of \$1,142.90; Receive and file ACH in the amount of \$24,964.59.

## **ATTACHMENTS**

Warrant Registers.

Check Register Report

Date: 09/02/2016

Time: 12:47 pm

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City of Anderson

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>							
5670	09/01/2016	Printed		407426	RICHARD PRATT	PER DIEM-TRAINING	1,729.82
5671	09/02/2016	Printed		050210	AAMIGO IRRIGATION SUPPLY	SUPPLIES	85.52
5672	09/02/2016	Printed		05546	ALLCAL EQUIPMENT SERVICES, INC	ANNUAL CERTIFICATION	700.00
5673	09/02/2016	Printed		05644	AMERICAN FIDELITY ASSURANCE CO	CAFETERIA 125 P/E 08/26/16	348.46
5674	09/02/2016	Printed		05057	AP TECHNOLOGY	MAINTENANCE 2016	180.00
5675	09/02/2016	Printed		0580	APOA	DUES P/E 08/26/2016	600.00
5676	09/02/2016	Printed		11007	ARCMATE MANUFACTURING CORP.	SUPPLIES	185.45
5677	09/02/2016	Printed		111011	AT& T CALNET	PHONE CHARGES	125.03
5678	09/02/2016	Printed		111011	AT& T CALNET	SINTF-PHONE CHARGES	5.08
5679	09/02/2016	Printed		1133	BASIC LAB, INC.	PROFESSIONAL SERVICES	288.00
5680	09/02/2016	Printed		1136012	SUSAN BAUGH	HEALTH INS. REIMBURSEMENT	65.09
5681	09/02/2016	Printed		5069	BRIGHT'S REDDING TROPHY	SINTF-PROFESSIONAL SERVICES	537.50
5682	09/02/2016	Printed		120602	CA. DEPT. OF CHILD SUPPORT SER	PAR # 0002232853 P/E 08/26/16	69.23
5683	09/02/2016	Printed		1220	CALIFORNIA VISION SERVICE	INSURANCE PREMIUM SEPT-2016	301.60
5684	09/02/2016	Printed		12755	CAVENAUGH & ASSOC.	REGISTRATION-CHIMENTI	538.00
5685	09/02/2016	Printed		120922	CBSC	CBSC FEES	147.60
5686	09/02/2016	Printed		129035	CHEM QUIP, INC.	SUPPLIES	1,077.60
5687	09/02/2016	Printed		13162	CHRIS CHIMENTI	PER DIEM- TRAINING	1,069.15
5688	09/02/2016	Void	09/02/2016			Void Check	0.00
5689	09/02/2016	Printed		1070	CITY OF ANDERSON	UTILITIES	2,117.94
5690	09/02/2016	Printed		132201	CITY OF REDDING	UTILITIES	1,240.85
5691	09/02/2016	Printed		1337	NORMA COMNICK	HEALTH INS. REIMBURSEMENT	384.82
5692	09/02/2016	Printed		1414	LIZ COTTRELL	CELL PHONE REIMBURSEMENT	75.00
5693	09/02/2016	Printed		143820	D & J MAINTENANCE, INC.	PROFESSIONAL SERVICES	1,297.25
5694	09/02/2016	Printed		149005	DE LAGE LANDEN FINANCIAL SVC	MONTHLY LEASE	417.53
5695	09/02/2016	Printed		1480	DEPT OF JUSTICE	FINGERPRINT APPLICATIONS	364.00
5696	09/02/2016	Printed		1530261	RYAN ELLIS	SINTF PER DIEM - TRAINING	116.00
5697	09/02/2016	Printed		153526	EMPIRE OUTPATIENT SERVICES	SINTF- DONATION 2016	5,000.00
5698	09/02/2016	Printed		1540	EMPLOYMENT DEVELOPMENT	SDI W/H P/E 08/26/2016	707.90
5699	09/02/2016	Printed		1540	EMPLOYMENT DEVELOPMENT	STATE W/H P/E 08/26/2016	4,661.09
5700	09/02/2016	Printed		159455	FERGUSON ENTERPRISES, INC.	SUPPLIES	351.60
5701	09/02/2016	Printed		16117013	TYLER FINCH	PER DIEM-TRAINING	28.22
5702	09/02/2016	Printed		1659521	GABEL'S HAULING & DEMO	HYDRANT DEPOSIT REFUND	861.84
5703	09/02/2016	Printed		172151	PLENA GABELLAS	CLEANING DEPOSIT REFUND	350.00
5704	09/02/2016	Printed		1702350	GIRLS INC. OF THE NORTHERN	SINTF-DONATION 2016	6,000.00
5705	09/02/2016	Printed		17470	DANIEL HAAS	REIMBURSEMENT	60.00
5706	09/02/2016	Printed		176967	ROCKY HARPHAM	CELL PHONE REIMBURSEMENT	75.00
5707	09/02/2016	Printed		1785	HARVEST PRINTING	PROFESSIONAL SERVICES	229.78
5708	09/02/2016	Printed		1807583	HIGHWAY SPECIALTY CO, INC	SUPPLIES	48.38
5709	09/02/2016	Printed		1840	ICMA RETIREMENT TRUST 457	PLAN # 302204 W/H P/E 08/26/16	10,851.00
5710	09/02/2016	Printed		18915570	MICHAEL L. JOHNSON	CELL PHONE REIMBURSEMENT	75.00
5711	09/02/2016	Void	09/02/2016			Void Check	0.00
5712	09/02/2016	Printed		190800	K & S STAFFING SOLUTIONS, INC.	PROFESSIONAL SERVICES	2,534.55
5713	09/02/2016	Printed		1918003	JEFF KISER	CELL PHONE REIMBURSEMENT	75.00
5714	09/02/2016	Printed		196320	LOCAL INDIANS FOR EDUCATION	SINTF- DONATION 2016	8,000.00
5715	09/02/2016	Printed		1977493	MAILFINANCE	QUARTERLY LEASE	766.78
5716	09/02/2016	Printed		198180	JUSTIN MAY	SINTF PER DIEM - TRAINING	116.00
5717	09/02/2016	Printed		19878659	SHAWN MCGINNIS	SINTF PER DIEM - TRAINING	136.00
5718	09/02/2016	Printed		198787	MCMASTER-CARR SUPPLY CO.	SUPPLIES	312.47
5719	09/02/2016	Printed		2042	MUNICIPAL MTNC. EQUIPMENT	SUPPLIES	629.32
5720	09/02/2016	Printed		3051	OFFICE DEPOT	OFFICE SUPPLIES	60.30
5721	09/02/2016	Printed		4020	PAINT MART	SUPPLIES	352.04
5722	09/02/2016	Printed		407509	PROFORCE	EQUIPMENT	2,114.64
5723	09/02/2016	Printed		503082	REDDING ELKS LODGE #1073	SINTF-DONATION 2016	2,000.00

Check Register Report

Date: 09/02/2016

Time: 12:47 pm

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City of Anderson

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>							
5724	09/02/2016	Printed		50458	REDDING OCCUPATIONAL MEDICAL	PROFESSIONAL SERVICES	170.00
5725	09/02/2016	Printed		508702	RICHARD'S UPHOLSTERY	PROFESSIONAL SERVICES	425.00
5726	09/02/2016	Printed		5097591	ROYAL AIRE INC	OVERPAYMENT ON BUS LIC	25.00
5727	09/02/2016	Printed		0555196	SAN FRANCISCO-ALLIANT INS	INSURANCE PREMIUM 4TH QTR	183.00
5728	09/02/2016	Printed		60005	SBL CO. MGT. CONSULTING INC.	PROFESSIONAL SERVICES	3,500.00
5729	09/02/2016	Printed		6004851	DILLON SCOMA	SINTF PER DIEM - TRAINING	116.00
5730	09/02/2016	Printed		60218	SHASTA CO. CHEMICAL PEOPLE,INC	SINTF- DONATION 2016	5,000.00
5731	09/02/2016	Printed		60216	SHASTA CO. CHILD ABUSE PREVENT	SINTF-DONATION 2016	15,000.00
5732	09/02/2016	Printed		60995	SHASTA FAMILY YMCA	SINTF- DONATION 2016	20,000.00
5733	09/02/2016	Printed		702375	SHASTA THRIVE	SINTF- DONATION 2016	9,852.00
5734	09/02/2016	Printed		7064054	SLAKEY BROTHERS, INC	SUPPLIES	613.16
5735	09/02/2016	Void	09/02/2016			Void Check	0.00
5736	09/02/2016	Printed		70643	SMOGBASTERS II	PROFESSIONAL SERVICES	325.75
5737	09/02/2016	Printed		70845899	STROUP'S POWER EQUIP INC	SUPPLIES	202.88
5738	09/02/2016	Printed		7090	TAYLOR AUTO PARTS	PARTS	1,862.18
5739	09/02/2016	Printed		709195	TELSTAR INSTRUMENTS, INC.	SUPPLIES	2,415.40
5740	09/02/2016	Printed		800593	TRI COUNTY COMMUNITY NETWORK	SINTF-DONATION 2016	5,565.00
5741	09/02/2016	Printed		80092105	UPS	SHIPPING CHARGES	114.88
5742	09/02/2016	Printed		800945	US POSTAL SERVICE-CMRS-POC	#07552063 POSTAGE MACHINE	5,000.00
5743	09/02/2016	Printed		80911	WEST COAST TECHNOLOGY	EQUIPMENT	3,300.78
5744	09/02/2016	Printed		902739	PATRICK WRITER	PROFESSIONAL SERVICES	97.30
5745	09/02/2016	Printed		90297	YOUTH VIOLENCE PREVENTION COUN	SINTF-DONATION 2016	5,000.00

Total Checks: 76

Checks Total (excluding void checks):

139,231.76

Total Payments: 76

Bank Total (excluding void checks):

139,231.76

Total Payments: 76

Grand Total (excluding void checks):

139,231.76

*W. Cottrell* 9/2/16  
 SIGNATURE DATE

09/02/2016 ACH

Members First Credit Union

\$1,142.90

For Payroll Ending 8/26/2016

09/02/2016 ACH

PERS

\$24,964.59

For Payroll Ending 8/26/2016

\*Check #5669- Void printing error

# Check Register Report

Date: 09/09/2016

Time: 9:31 am

Page: 1

City of Anderson

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>							
5746	09/09/2016	Printed		0500	A & A MACHINE AND WELDING	PROFESSIONAL SERVICES	258.51
5747	09/09/2016	Printed		05021	CHARLES & REBECCA AALFS	CREDIT BALANCE REFUND	195.18
5748	09/09/2016	Printed		050210	AAMIGO IRRIGATION SUPPLY	SUPPLIES	158.09
5749	09/09/2016	Printed		055601	AL'S SAW SHOP	SUPPLIES	9.62
5750	09/09/2016	Printed		05656125	AMERICAN TOWER CORPORATION	MONTHLY TOWER RENT	884.00
5751	09/09/2016	Printed		0590580	ANDERSON ROTARY CLUB	MEMBERSHIP DUES-KISER	150.00
5752	09/09/2016	Printed		108626	APLAN CONSULTING SERVICES	PROFESSIONAL SERVICES	6,165.00
5753	09/09/2016	Void	09/09/2016			Void Check	0.00
5754	09/09/2016	Printed		111011	AT& T CALNET	PHONE CHARGES	275.58
5755	09/09/2016	Void	09/09/2016			Void Check	0.00
5756	09/09/2016	Printed		1133	BASIC LAB,INC.	PROFESSIONAL SERVICES	1,936.40
5757	09/09/2016	Printed		1137854	DARRELL BIBLE	WATER DEPOSIT REFUND	22.39
5758	09/09/2016	Printed		5069	BRIGHT'S REDDING TROPHY	SUPPLIES	46.25
5759	09/09/2016	Printed		1189770	CHERI BYERS	WATER DEPOSIT REFUND	10.40
5760	09/09/2016	Printed		1333551	JAMES COLEMAN	RETURN ASSET FORFEITURE	3,355.67
5761	09/09/2016	Printed		13760	CONSOLIDATED ELECTRICAL DIST.	SUPPLIES	213.69
5762	09/09/2016	Printed		139377	DEBRAH CORNELIUS	WATER DEPOSIT REFUND	22.15
5763	09/09/2016	Printed		143010	VASELISA CUAHUTENANGO	CLEANING DEPOSIT REFUND	350.00
5764	09/09/2016	Printed		14170	CUSTOM HOUSE CARPETS	PROFESSIONAL SERVICES	44,176.00
5765	09/09/2016	Printed		149005	DE LAGE LANDEN FINANCIAL SVC	PROPERTY TAX & ADMIN FEES	72.54
5766	09/09/2016	Printed		1491010	DIAMOND WELL DRILLING	PROFESSIONAL SERVICES	4,050.00
5767	09/09/2016	Printed		1525070	ANTHONY & STEPHANIE EDWARDS	WATER DEPOSIT REFUND	22.70
5768	09/09/2016	Printed		157863	EVERBANK	MONTHLY LEASE	547.68
5769	09/09/2016	Printed		05808	FASTENERS INC.	SUPPLIES	282.88
5770	09/09/2016	Printed		1645160	FOREMOST PROMOTIONS	SUPPLIES	14.00
5771	09/09/2016	Printed		1646520	KIM & ED FOSTER	WATER DEPOSIT REFUND	12.70
5772	09/09/2016	Printed		166537	GARDEN EQUIPPED	SUPPLIES	74.61
5773	09/09/2016	Printed		173803	BERTA GUZMAN	WATER DEPOSIT REFUND	20.35
5774	09/09/2016	Printed		1750	HACH COMPANY	SUPPLIES	480.94
5775	09/09/2016	Void	09/09/2016			Void Check	0.00
5776	09/09/2016	Void	09/09/2016			Void Check	0.00
5777	09/09/2016	Printed		1760	HARDWARE EXPRESS	SUPPLIES - JOB #2	1,255.88
5778	09/09/2016	Printed		176790	ROBERT CHARLES HATLER	RETURN ASSET FORFEITURE	2,727.23
5779	09/09/2016	Printed		181503	JEANNIE & DALE HOGUE	WATER DEPOSIT REFUND	2.52
5780	09/09/2016	Printed		1850430	INLAND BUSINESS SYSTEMS	MONTHLY MAINTENANCE OVERAGE	210.79
5781	09/09/2016	Printed		1880	J.W. WOOD COMPANY INC.	SUPPLIES	20.52
5782	09/09/2016	Void	09/09/2016			Void Check	0.00
5783	09/09/2016	Printed		1929	LAUNDRY WORLD	PROFESSIONAL SERVICES	1,339.69
5784	09/09/2016	Printed		19300	LEAGUE OF CALIF CITIES	DIVISION MEETING	14.00
5785	09/09/2016	Printed		19383	KRISTA & JAMES LEONARD	WATER DEPOSIT REFUND	22.10
5786	09/09/2016	Printed		19460	HEATHER & STEPHEN LEWIS	WATER DEPOSIT REFUND	22.70
5787	09/09/2016	Printed		1969911	DENISE LYNCH	WATER DEPOSIT REFUND	8.50
5788	09/09/2016	Printed		1977493	MAILFINANCE	QUARTERLY LEASE	1,358.29
5789	09/09/2016	Printed		198787	MCMASTER-CARR SUPPLY CO.	SUPPLIES	668.64
5790	09/09/2016	Printed		1982136	MDS ENGINEERING AND	WWTP FILTER PROJECT	56,276.28
5791	09/09/2016	Printed		2040	MT. SHASTA SPRING WATER	DRINKING WATER	220.85
5792	09/09/2016	Printed		4074	NORTHERN LIGHTS ENERGY, INC.	FUEL SUPPLIES	543.62
5793	09/09/2016	Printed		4025	PAPA	SEMINAR-DUFF	80.00
5794	09/09/2016	Printed		4040	PAYLESS BUILDING SUPPLY	SUPPLIES	73.99
5795	09/09/2016	Printed		118992	PEOPLE FACTS, LLC	PROFESSIONAL SERVICES	21.67
5796	09/09/2016	Printed		5000	QUALITY SAW & MOWER	SUPPLIES	86.05
5797	09/09/2016	Printed		5060	REDDING PRINTING COMPANY,INC	SUPPLIES	279.72
5798	09/09/2016	Printed		508702	RICHARD'S UPHOLSTERY	PROFESSIONAL SERVICES	425.00
5799	09/09/2016	Printed		5095932	NATHAN ROGERS	WATER DEPOSIT REFUND	10.40
5800	09/09/2016	Printed		60005	SBL CO. MGT. CONSULTING INC.	PROFESSIONAL SERVICES	3,500.00

Check Register Report

Date: 09/09/2016

Time: 9:31 am

Page: 2

City of Anderson

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>							
5801	09/09/2016	Printed		60216	SHASTA CO. CHILD ABUSE PREVENT	PROFESSIONAL SERVICES	9,555.90
5802	09/09/2016	Printed		7050	SIERRA CHEMICAL CO.	SUPPLIES	2,210.45
5803	09/09/2016	Printed		7064550	ALYSSA SNOW	CREDIT BALANCE REFUND	21.13
5804	09/09/2016	Printed		70845899	STROUP'S POWER EQUIP INC	SUPPLIES	192.50
5805	09/09/2016	Printed		141520590	THE CARTRIDGE FAMILY	SUPPLIES	2,612.70
5806	09/09/2016	Printed		800473	TRACTOR SUPPLY CREDIT PLAN	SUPPLIES	269.99
5807	09/09/2016	Printed		800594	TRI-COUNTIES BANK	#310306360 REDEVELOPMENT LOAN	2,712.99
5808	09/09/2016	Printed		80985	UNION BANK , N.A.	REVENUE BONDS #3010756	78,630.78
5809	09/09/2016	Void	09/09/2016			Void Check	0.00
5810	09/09/2016	Printed		800926	US BANK CORP PYMT SYSTEMS	SUPPLIES, TRAVEL & LODGING	2,058.82
5811	09/09/2016	Printed		8150	VALLEY INDUSTRIAL	MONTHLY MAINTENANCE CONTRACT	696.00
5812	09/09/2016	Printed		16735	VCA GATEWAY ANIMAL HOSPITAL	PROFESSIONAL SERVICES	66.95
5813	09/09/2016	Printed		81597	VIRTUAL PROJECT MANAGER	PROFESSIONAL SERVICES	500.00
5814	09/09/2016	Printed		90260	WYNTOUR GARDENS	SUPPLIES	630.38
5815	09/09/2016	Printed		902846	YARD MANICURIST	PROFESSIONAL SERVICES	1,342.00

Total Checks: 70

Checks Total (excluding void checks):

234,476.36

Total Payments: 70

Bank Total (excluding void checks):

234,476.36

Total Payments: 70

Grand Total (excluding void checks):

234,476.36

  
SIGNATURE

9/9/16  
DATE



# AGENDA ITEM

**September 20, 2016, City Council Meeting**

**Approved for Submittal By:**

*Jeff Kiser*  
Jeff Kiser, City Manager

**To Be Presented By:**

*Jeff Kiser*  
Jeff Kiser, City Manager

To: Honorable Mayor and Members of the Anderson City Council

From: Jeff Kiser, City Manager

Date: September 20, 2016

## **SUBJECT**

**Approve an Agreement for Strategic Planning and Leadership Enhancement**

## **RECOMMENDATION**

The City Manager recommends that the City Council:

**Authorize the City Manager to execute a limited-term agreement with SBL Group for specialized professional strategic planning and leadership enhancement.**

## **FISCAL IMPACT**

The fiscal impact is \$3500.00 per month, not to exceed 12 months.

## **DISCUSSION and BACKGROUND**

The City has previously benefited from using SBL Group and would like to utilize their expertise again. Under the proposed agreement, SBL Group will provide leadership enhancement to the Executive Management Team and Council while helping with the development of a strategic plan.

## **ATTACHMENT**

1. Proposed Agreement.

# CITY OF ANDERSON & SBL Co. MANAGEMENT CONSULTING

## Strategic Processing Leadership & Department Team Enhancement

04.29.16

**Engagement design per our discussions; Jeff Kiser, City Manager and John Oakes, CEO, SBL Co. Management Consulting Group**

### Overview discussion

This was our third meeting. We met to assess some details on how to enhance leadership strengths, team synergy and strategic processing. The objective is to clearly identify the key issues and opportunities and take the city leadership to the next level of focused strategic thinking and implementation tactics.

The city currently operates very effectively with minimal staff and financial resources. With that said the need to be very strategic and have forward thinking and creative leadership that will envision and promote the economic landscape and strategies to attract key industry opportunities to this rich-natural resource community.

Another important component of this engagement is to provide a segment for the City Council to contribute their insights to future needs, goals and expectations that they see from their perspective and from their communities perspective; short-term and long-term.

Following is draft schedule and content of components that would be delivered over a period of 12 months starting with May 1<sup>st</sup>, 2016. The leadership team would be made up of the 5 Sr. members of the city's management team. The City Council board of 5 will have their own independent strategy sessions on several occasions over the course of the engagement.

### Engagement Deliverables:

1. The initial process will be orientation of SBL Co. staff. We will visit the various department meetings to share the overall objective of this engagement and acquire a feel on how each department functions.
  - a. We will also view all four corners of the city boundaries for a geographic overview.
  - b. We will sit in on several City Council meetings to acquire a feel for community involvement and key areas of concern.
  - c. We will view all the key resource areas that are available for expansion and development.
  - d. We will gather a broad understanding of the potential for the city to enhance its natural resources to improve economic opportunities.

# CITY OF ANDERSON & SBL Co. MANAGEMENT CONSULTING

## Strategic Processing

### Leadership & Department Team Enhancement

04.29.16

2. The initial meetings with the Leadership team will be to go over the engagement process and expectations. This meeting will help establish rapport, trust and the purpose for the direction of the engagement as well as expectations for the next team meetings.
3. Second meeting will be preceded with two parts: (a & b)
  - a. A brief questionnaire for each of the participants to complete and submitted to SBL Co. in advance so the contents may be consolidated.
  - b. Each participant will complete a Professional Development assessment questionnaire that will address one's Behavior Style, Motivators/Driving Forces and Acumen/Competencies ranking.
    - i. The outcome will address Personal growth through self-discovery.
    - ii. Improving relationship through enhanced understanding.
    - iii. Job alignment effectiveness
    - iv. Team growth
    - v. Advancing creative capacity
  - c. The leadership team will meet to have a team interaction using the assessment reports as an integral part of this process.
4. Throughout the course of the 12 month engagement John Oakes of SBL Co. will set one on one meeting times to provide additional personal debrief for each of the five participants and opportunities for personal coaching if needed or desired.
  - a. If appropriate, triad discussions will be facilitated between two or more of the leadership participants.
5. Strategy meetings (possibly two) with the City Council and the City Manager will be set at acceptable times.
  - a. These meetings will focus on "**Global Perspective**". Council members will be encouraged to articulate their personal beliefs and insights; what their community / region can become and developed into. This will be a big picture view, not the details or how-to, but their "**Dream works**". No limitations, but a list of 3 to 5 global initiatives to be identified.
6. The 3<sup>rd</sup> & 4<sup>th</sup> leadership Team meetings will follow the City Council meeting on "**Global Perspective**".
  - a. Developing stronger interactive department synergy and identifying Succession "By Design" insights for each department. The value of the departments cohesively interacting will establish a framework of stronger cooperation and buy in.



# CITY OF ANDERSON & SBL Co. MANAGEMENT CONSULTING

## Strategic Processing

### Leadership & Department Team Enhancement

04.29.16

- b. The leadership team will have a strategic process called "**Creative Vision**". This process will take into consideration the councils "**Global Perspective**" and build a set of strategic initiatives with the following components.
    - i. Prioritize and assign the key strategic initiatives resulting from the "**Creative Vision**".
    - ii. Develop cross departmental interactive support.
    - iii. Outline tactical actions and timelines.
    - iv. Interactive accountability.
7. Results and expectations
- a. Fresh perspective
  - b. Clarifying a healthy organizational structure that is the best fit for the City of Anderson Community.
  - c. Who are we – not a typical government enterprise – but a highly creative government managing our resources effectively
  - d. Building more out of minimal resources by being highly focused and super proactive.
  - e. A creative vision and key implementation format
  - f. Follow-up throughout the course of the engagement to ensure focus, opening doors of opportunity, and supporting tactical applications.

#### **Engagement Cost:**

\$3,500 per month for twelve months, payment starts at the beginning of each month.

#### **Footnotes:**

1. Payments are made at the beginning of the engagement and then each month thereafter.
2. Either party may back out of this engagement following the third month with a 14 day notification with the current month payment to be paid in full
3. All materials are included in the engagement cost
4. Some months will have more interaction than others.
5. Time frames for each meeting will be determined in advance to respect each other's scheduling.
6. It may be advisable to have a city staff member be the scribe for the various workshops

**CITY OF ANDERSON & SBL Co. MANAGEMENT CONSULTING**  
**Strategic Processing**  
**Leadership & Department Team Enhancement**

04.29.16

**Acceptance:**

**City of Anderson**

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Jeff Kiser, City Manager

Date

**SBL Co. Management Consulting, Inc.**

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John Oakes, CEO, President

Date