



# CITY OF RED BLUFF

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## CITY COUNCIL

### MINUTES

**Date of Meeting:** Tuesday, July 19, 2016  
**Time of Meeting:** 6:30 p.m. Closed Executive Session  
7 p.m. Regular Meeting  
**Place of Meeting:** Council Chambers, City Hall  
555 Washington Street  
Red Bluff, CA 96080

### **Councilmembers Present:**

Clay Parker, Mayor  
Daniele Jackson  
Rob Schmid

### **Councilmembers Absent:**

Gary Jones and Suren Patel (both excused)

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*The City of Red Bluff is an equal opportunity provider*

## **Staff Present:**

Rick Crabtree, City Manager/City Attorney  
Ray Barber, Fire Chief  
Kyle Sanders, Police Chief  
Bruce Henz, Public Works Director  
Donna Gordy, City Treasurer

## **CLOSED EXECUTIVE SESSION:**

1. CONFERENCE WITH LEGAL COUNSEL -  
- ANTICIPATED LITIGATION  
(one case) (GOV CODE § 54956.9(d)(2))

Mayor Parker reported that staff was given direction during the Closed Executive Session.

## **PLEDGE OF ALLEGIANCE:**

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

Rick Crabtree, City Manager, requested that item 5 on the regular agenda be pulled from the agenda.

## **CITIZEN'S COMMENT:**

Pastor Camp provided a prayer for those in attendance. He thanked City Manager Crabtree, Mayor Parker, Chief Kyle Sanders and those who met with them on the use of the money allotted by the Council to address homeless issues.

Mayor Parker commented that there had been a letter to the editor and staff has received various emails on the repaving of the airport runway and wanted to say that the project is out to bid with bids due the end of July, then it has to come back to the City Council for approval, but throughout this there have been rumors that the runway was going to close in July. It will not close in July or August. We, as a city, want to mitigate the issues to the people that have businesses at the airport, so we want to any ideas you may have and the best way to address them is at the Airport Commission, which meets on July 20<sup>th</sup>. We have the money from FAA and I'm sure everyone wants to see the project done.

Kathy Nelson expressed her concerns with sidewalk issues and who's responsible for the repair.

Mayor Parker suggested that Mrs. Nelson keep working with Mr. Crabtree.

Mr. Crabtree stated that the City has an ADA transition plan and we have an implementation plan and are slowly making progress.

Mrs. Nelson expressed her concerns with the old City burn dump and the remediation of the area and that it was to be finished the end of last year and still is not completed.

Mayor Parker stated that the State postponed the project last year and the State is in the process of restarting the project.

Mrs. Nelson stated that the City is in non-compliance with a court order that something needs to be done with the sewer in her neighborhood and she requested a copy which she still has not received.

Mr. Crabtree stated that the information on the design was just received today and we're going to do an internal staff review of the design and we'll have it to her Attorney within 10 days.

Mr. Henz stated that staff would like to review the design; it may take a little more than a week, because the goal of the review is to uncover anything between the consultants and staff, but we did receive the plans, specifications and contract documents and we will promptly review and get to you as soon as it's complete.

## **PRESENTATIONS:**

### **1. PRESENTATION - EMPLOYEE LONGEVITY RECOGNITION**

City employees are recognized for their length of service in 5 year increments on a quarterly basis. Following is a list of employees to be recognized for their service to the City as of March 31, 2016:

<u>Employee</u>	<u>Department</u>	<u>Date of Hire</u>	<u>Years of Service</u>
Sandra Ryan	Finance	05/04/2011	5
Dawn Arnett	Finance	05/31/2006	10
Rick Lara	Water	06/21/2006	10
Ken Garner	Streets	04/08/1996	20
Michael Skelton	Streets/Parks	04/08/1996	20

Councilmember Jackson presented the certificate to Sandy Ryan for her 5 years of service.

Sandy Ryan, Finance Director, presented the certificate to Dawn Arnett for her 10 years of service. Ms. Ryan explained how valuable Ms. Arnett is to the operations of the Finance Department.

Bruce Henz spoke about Rick Lara, Ken Garner and Michael Skelton who were unable to attend due to other commitments.

## **2. CERTIFICATE OF ACHIEVEMENT AWARD**

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council acknowledges the Certificate of Achievement for Excellence in Financial Reporting that has been awarded to the City of Red Bluff by the Government Finance Officers Association (GFOA) for its Comprehensive Annual Financial Report (CAFR).

The Certificate of Achievement is the highest form of recognition for excellence in state and local government financial reporting and its attainment represents a significant accomplishment by a government and its management. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized CAFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

An Award of Financial Reporting Achievement has been awarded to the individual primarily responsible for preparing the award-winning CAFR. This has been presented to Sandy Ryan, Finance Director.

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constrictive “spirit of full disclosure” to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Ms. Ryan stated that the City has come a long way with their annual audits.

Mayor Parker asked if this was the first time the City of Red Bluff had received this award, which was confirmed by Ms. Ryan, and thanked Ms. Ryan for the great work she does.

## **CONSENT AGENDA:**

Items 1 through 5 were pulled from the Consent Agenda for questions and clarification.

M/S/C Councilmembers Jackson and Schmid to approve item 6 on the Consent Agenda.

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmembers Jones and Patel (both absent-excused)

## **1. APPROVAL OF MINUTES**

**June 21, 2016**

Councilmember Jackson stated that she pulled the minutes to note the corrections made on page 1 from pray to prayer and on page 6 it was listed as 9 a.m. to 9 p.m. and it was changed to 9 p.m. to 9 a.m. on the water restrictions.

M/S/C Councilmembers Jackson and Schmid to approve the June 21, 2016 minutes with the noted corrections.

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmembers Jones and Patel (both absent-excused)

**2. RESOLUTION NO. 20-2016; A  
RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF RED BLUFF AUTHORIZING  
ON ITS BEHALF THE SUBMITTAL OF A  
USED OIL PAYMENT PROGRAM  
APPLICATION BY THE TEHAMA COUNTY  
SOLID WASTE MANAGEMENT AGENCY**

**Recommendation:**

That the City Council adopts Resolution No. 20-2016 designates the Tehama County Solid Waste Management Agency to act as the Lead Agency and authorizes it to submit a Used Oil Payment Program regional application on behalf of itself as Lead Agency and the City of Red Bluff. The Tehama County Solid Waste Management Agency is hereby authorized and empowered to execute all documents necessary to secure funds and implement the approved project for five (5) years.

The Used Oil Payment Program (OPP) allows participants flexibility in development and management of their local used oil programs while minimizing their administrative burden.

This year's resolution will authorize the Tehama County Solid Waste Management Agency to submit applications for five (5) years and eliminate the annual adoption of a resolution authorizing them to apply for funding.

Public Resources Code 48600 et seq. describes the California Oil Recycling Enhancement Act (Act) which provides for, among other things, funding to assist local governments in developing and maintaining an on-going used oil and used oil filter collection/recycling program for their communities.

Councilmember Jackson stated that she had pulled this staff report to commend staff for a very well written staff report, as all her questions were answered as she read through the report.

M/S/C Councilmembers Jackson and Schmid to adopt Resolution No. 20-2016 designates the Tehama County Solid Waste Management Agency to act as the Lead Agency and authorizes it to submit a Used Oil Payment Program regional application on behalf of itself as Lead Agency and the City of Red Bluff. The Tehama County Solid Waste Management Agency is hereby authorized and empowered to execute all documents necessary to secure funds and implement the approved project for five (5) years.

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmembers Jones and Patel (both absent-excused)

### **3. CAL RECYCLE IMPROVEMENT PROJECT AT THE RED BLUFF OLD BURN DUMP**

**Recommendation:** Informational Item Only

The remediation includes removal and reconsolidation of approximately 10,000 cubic yards of wastes from the main tributary and most of its branches. The waste would be reconsolidated over an area of existing waste in the northeastern portion of the property within a generally rectangular footprint encompassing approximately three acres. Areas from which the wastes were removed would be sampled and tested to determine the presence of residual contamination. Additional excavation, waste removal, and reconsolidation of the wastes in the three-acre footprint would occur until exposed soils meet the cleanup criteria established for the project.

The reconsolidated waste would be covered with a minimum of 24 inches of clean soils excavated from within the property. The cover soil would be moisture conditioned and compacted to minimize future erosion, and the final cover grades would be constructed to provide positive drainage off the reconsolidated waste prism. Following construction of the soil cover, a seed blend from local plant communities would be applied to the final cover soils to promote vegetation growth to provide further long-term stability of the final cover soil. In addition,

temporary erosion control measures would be installed on the reconsolidated waste prism to reduce the potential for erosion until the vegetation is established.

Councilmember Schmid stated that he pulled this item to find out when the project would be started.

Bruce Henz, Public Works Director, reported that CalRecycle is providing state funding to fund to assist with necessary designing and remediation. The project also consists of consolidating and capping the waste material, as well as capping a portion of the burn ash in place. Staff has been dealing with the permitting issues with the Water Board. CalRecycle had anticipated starting the project in July, but now they are looking at the end of August or early September.

Mayor Parker noted that the City has been doing something on the project.

Mr. Henz stated we have and it involves multiple agencies and it's an ongoing project.

Councilmember Schmid stated that the project should be complete by the end of the year and then put on a maintenance schedule.

Mr. Henz stated that was correct.

M/S/C Councilmembers Schmid and Jackson to accept the informational item.

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmembers Jones and Patel (both absent-excused)

#### **4. REPORT REGARDING OPEN MARKET PURCHASES AND CONTRACT AWARDS JUNE 2016**

##### **Recommendation:**

That the City Council accepts the open market purchases and contract awards for June of 2016.

Pursuant to the City of Red Bluff's Code, Section 2.67-2, the Purchasing Officer shall, at least monthly, prepare and submit a report to the City Council of all open market purchases & contract awards made for the preceding month. Above is a list of purchases and awards for June of 2016 with the amount of the bid and the dates for the purchase of materials, supplies and services required by the City's departments and approval by the Purchasing Officer. Unless otherwise noted, the awards were to the lowest responsible bidders and bids were in compliance with City specifications/requirements. All bids awarded were within the appropriations approved for them by the City Council in the current Annual Budget.

Councilmember Schmid requested this item be pulled for clarifications on the amount spent on tree removal and Mussel Study and whether it was part of grant funding.

Mr. Henz stated that this was a different tree than the one mentioned by Ms. Nelson and the Mussel Study was part of the Wastewater Treatment Plant operation and included in the budget.

Councilmember Schmid also requested clarification on Northstar Engineering.

Mr. Henz stated that they provide help on several projects and they have become an extension of staff with the County as far as the State and funding for projects.

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

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmembers Jones and Patel (both absent-excused)

## 5. APPROVAL OF WARRANT LIST

### Recommendation:

That the City Council approve Check Warrant No. 84449 through 84708 dated June 1, 2016 through June 30, 2016.

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

Mayor Parker pulled this item for a question on page 9 of the report and questioned the Fastrak Violation Process payments.

Chief Sanders reported that staff that had Federal Court in Oakland and were not aware of the toll fee, so what should have been a \$5.00 fee turned into a \$30.00 violation fee.

Councilmember Jackson stated that the report is very detailed and thanked staff for the increased detail.

M/S/C Councilmembers Parker and Jackson to approve Check Warrant No. 84449 through 84708 dated June 1, 2016 through June 30, 2016.

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmembers Jones and Patel (both absent-excused)

## **6. TREASURER'S REPORT - ELEVENTH MONTH OF FISCAL YEAR 2016 (MAY 2016)**

### **Recommendation:**

That the City Council accepts the Treasurer's report for the eleventh month of Fiscal Year 2016.

The Government Code provides that the City Treasurer shall submit to the City Clerk a written report and accounting of all receipts, disbursements, and fund balances. (Government Code Section 41004).

Approved 3-0-2

## **CURRENT BUSINESS:**

### **1. RESOLUTION NO. 21-2016; RED BLUFF FIRE DEPARTMENT ANNUAL AGREEMENT WITH CAL FIRE FOR DISPATCH SERVICES**

Ray Barber, Fire Chief, reviewed the staff report and provided staff's recommendation that the City Council adopt Resolution No. 21-2016 authorizing City Manager Richard Crabtree to renew and sign the contract with CAL FIRE for the City of Red Bluff Fire and Emergency Medical Dispatch Services for the period of July 1, 2016 to June 30, 2017.

Annual dispatch service fees are roughly based upon the number of emergency requests processed by the CAL Fire Emergency Command Center (ECC) on behalf of the Red Bluff Fire Department (Rbfd) as compared to the staff time required to complete the required tasks. Therefore, CAL Fire has determined that the current workload placed on the ECC by the City's call volume meets the requirements for the staffing of one full-time Communication Operator. The City is then responsible for those expenses incurred by CAL Fire as the result of salary and benefits cost of one Communications Operator, as well as an administrative fee for program oversight. Last year the Rbfd responded to 3,746 requests for emergency service; as of this staff report we are currently ahead in run volume as compared to the same time last year. The City will only be billed for the actual cost of the employee, which is typically a lesser expense than the cost estimate provided at the start of each new contract year.

Through this dispatch contract the CAL Fire Emergency Command Center (ECC) performs the following responsibilities: Processing of the request for emergency service, dispatching of appropriate response units and personnel, performance of incident accountability of responding units to and from an incident, acts as the central point of ordering and dispatch for additional resource needs, tracking of time sensitive critical events, maintains the status of resources and personnel, and provides a common communications network for resources in the field. This is a vital all-encompassing task that begins the moment the dispatcher answers a 911 telephone call to the point that all units have returned to their respective quarters.

M/S/C Councilmembers Jackson and Parker to adopt Resolution No. 21-2016 authorizing City Manager Richard Crabtree to renew and sign the contract with CAL FIRE for the City of Red Bluff Fire and Emergency Medical Dispatch Services for the period of July 1, 2016 to June 30, 2017.

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmembers Jones and Patel (both absent-excused)

## **2. 3 CORE AGREEMENT FOR FISCAL YEAR ENDING JUNE 30, 2017**

Rick Crabtree, City Manager/City Attorney, reviewed the staff report and provided staff's recommendation that the City Council authorize the City Manager to sign the agreement between 3 Core, Inc. and the City of Red Bluff.

The City of Red Bluff has been entering into an annual agreement for economic development services with 3 Core for several years.

This year the cash match will remain at \$2,500.00.

Mayor Parker reported that 3 Core has helped finance A & R Meats and the Sail House that offers long term assisted living for up to 23 residents up to 18 years old.

Councilmember Jackson stated that it was located at the corner of Airport and Luther Roads.

Mayor Parker stated that 3 Core assists projects such as these and that there are currently \$100,000.00 loans in the pipeline for businesses in the City of Red Bluff.

M/S/C Councilmembers Jackson and Parker to authorize the City Manager to sign the agreement between 3 Core, Inc. and the City of Red Bluff.

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmembers Jones and Patel (both absent-excused)

**3. BAKER ROAD BRIDGE RECONSTRUCTION;  
AWARD OF THE PROFESSIONAL SERVICES  
CONTRACTS FOR THE MANAGEMENT OF  
THIS FEDERAL AID TRANSPORTATION  
PROJECT**

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council approve the selection of Consultant, Northstar Engineering, and authorize the Public Works staff to negotiate the scope and cost of services, methods of payment, and other terms as needed for a Project Development and Management Services Contract for the Baker Road Bridge Reconstruction Project.

As authorized by the City Council on April 5, 2016, City staff has solicited Requests for Qualifications (RFQ), for the Consulting services necessary to provide professional federal-aid transportation project development and management services, regarding the Baker Road Bridge Reconstruction Project.

Four Statements of Qualifications (SOQ) were received by the City in response to the RFQ. Statements were submitted by the following consultants and have been analyzed and ranked by City Staff as follows:

NorthStar Engineering – Chico, Ca.

Omni Means Engineering Solutions - Redding, CA.

Interwest Consulting - Elk Grove, CA.

Green Dot Transportation Solutions – Chico, CA

1. The City with funding applications.
2. Assist the City with development of Project Study Reports (PSRs).
3. Assist the City with Request for Allocations through the STIP, Request for Authorizations through the various Federal- Aid programs.
4. Assist the City with planning for future programming, including participation in programming workshops and submittal of related funding documents.
5. Maintain a funding tracking schedule and update the City quarterly on upcoming applicable deadlines and milestones for each active project.
6. Maintain thorough records of all funding related documents.

7. Assist the City with capital budget development and fund management.
8. Assist the City with in correspondence with Caltrans Local Assistance and Tehama County Transportation Commission (TCTC) for all aspects of funding related items.
9. Assist the City with developing a Quality Assurance Plan (QAP).

## **Professional Services Contract Procurement and Administration**

The Consultant shall assist the City in the procurement of professional services for professional and technical services needed in the development of the project. The expected professional services includes (but not limited to) civil, hydraulic, geotechnical, and structural engineering, environmental investigation and permitting services (noise, air, biological, visual, archeological), land surveying services, right-of-way appraisal and acquisition services, and landscape architecture services. Consultant will assist the City in the following general list of items of work:

10. Develop scoping and budgeting for all applicable professional services needed.
11. Develop solicitation (RFP/RFQ) documents, including assisting the City with setting project specific DBE goals.
12. Consultant will not participate in direct evaluation or selection of any consultant procurement, but Consultant may be asked to review DBE commitments and facilitate third-party review.
13. Assist the City with contract development.
14. Develop and submit Award Packages for Professional Service Contracts.
15. Assist the City with reviewing consultant invoices for completeness, accuracy and compliance with applicable labor regulations.
16. Consultant will be expected to follow-up with design team consultants for corrections to invoice documentation.

## **Project Administration, Management, and Design Consultant Oversight**

The Consultant shall assist the City with administration and management in the development of projects. Project development includes successful

and timely navigation of the technical designs, environmental planning and permitting, utility coordination, right-of-way appraisal/acquisitions, preparation of construction plans, specifications and estimates, preparation of Bid Documents and assist with Bidding and Award of Construction Contracts, and project close-out. The successful consultant will assist the City in the following general list of items of work:

17. Develop and enforce Project Development Schedules.
18. Develop and maintain budgets for each project.
19. Effectively communicate with design consultant team to deliver a sound and prompt project design.
20. Administer and facilitate meetings between design consultant team, City staff, and Caltrans Local Assistance.
21. Consultant shall act as a liaison between design consultant team(s) and the City. Record minutes of meetings, provide project development status updates and forecast upcoming tasks and needs to avoid delays in the project development process.

22. Assist the City with communications with all applicable utilities to appropriately identify conflicts and negotiate sound and equitable relocations plans.
23. Submit all necessary submittals to Caltrans Local Assistance, only after direct authorization by appropriate City staff.
24. Assist the City by communicating in a fair and prudent manner with the public regarding project related issues.
25. Assist the City in the development of elements of Staff Reports, as needed.
26. Assist the City in providing right-of-entry for parcels where needed for project development.

### **Technical Design Review**

The Consultant will facilitate early scoping as part of Caltrans/FHWA funded projects. Early scoping tasks include conducting Field Reviews with Caltrans staff and design team, followed by the preparation of the associated Preliminary Environmental Study (PES) Form, which includes identifying required technical studies, level of analysis, and the NEPA Class of

Action (i.e., Categorical Exclusion, Environmental Assessment, etc.). Completion of the PES occurs prior to initiating final design. Consultant's in-house staff and technical sub-consultants will assist the City with technical review of transportation related designs. The technical design review process identifies the studies that would be needed in order to achieve compliance with the requirements of NEPA, as well as identify potential effects on the environment based on the future design team's submitted drawings, reports, specifications and other related documents.

Technical review may consist of the following:

27. Assist the City with technical review of Geotechnical reports findings, recommendations and design(s).
28. Assist the City with technical review of topographic and boundary survey(s).
29. Assist the City with technical review of environmental investigations, studies, plans, findings, recommendations and other related environmental documentation associated with CEQA and /or NEPA including but not limited to: Preliminary Environmental Study (PES) Form,

- Section 4(f), air quality, aesthetics, noise, water quality, cultural resources, phase 1 (ISA) hazardous waste, traffic, and Natural Environmental Studies (NES), Biological Assessments (BA), and various permit applications.
30. Assist the City with technical review of hydraulic reports findings, recommendations and design(s).
  31. Assist the City with technical review of structural foundation designs.
  32. Assist the City with review of appraisals, and other right-of-way acquisition documents, as appropriate.
  33. Assist the City with technical review of structural bridge/superstructure designs.
  34. Assist the City with technical review of roadway design(s).
  35. Assist the City with technical review of electrical or other designs.
  36. Assist the City with technical review of project(s) specifications.
  37. Assist the City with technical review of project(s) estimates/ opinions of probable costs.

38. Assist the City with developing City specific Division 1 (Caltrans 2010 Standard Specifications) Special Provisions and other needed modifications to the Standard Specifications.
39. Assist the City with developing City specific non-standard special provisions (NSSP), as needed for each project.

### **Assist with DBE Program Oversight**

The Consultant shall assist the City with various DBE program related activities, with general work items listed below.

40. Assist the City with updating and/or modifying its current DBE program documentation.
41. Assist the City in developing contract specific goals.
42. Assist the City by developing third-party review process and procedures.

Consultant will not be acting as the DBE liaison for the Agency/ City, but rather assist in the management and oversight.

## **Invoices**

The Consultant shall assist the City with developing and submitting invoices to CalTrans Local Assistance for reimbursement. The Consultant will perform the following general items:

43. For all phases of the project, determine eligible and non-eligible costs for reimbursement, from each Design Consultant and Construction invoices, for each project, and maintain accurate accounting of these eligible and non-eligible costs.
44. Assist the City in compiling the required documentation and submitting reimbursement invoices (for Project Management, Professional Service Agreements, and Construction/ Construction Administration related encumbrances), in a timely manner, to CalTrans Local Assistance.
45. Maintain accounting of payable and receivable monies and coordinate closely with the City. Consultant shall provide a status summary of reimbursable invoicing on a monthly basis, at a minimum, to the City.

## **Construction Contract Management**

The Consultant will assist the City with managing Construction Contract(s). Construction Contract Management will generally involve performing administrative tasks related to the construction contract, act as a liaison between the Resident Engineer, City and Contractor.

Services that are not included within the Consultant's Contract are the Materials Testing, Resident Engineer/ Construction Inspection (RE), or Construction Staking services.

The Consultant will perform the following items of work:

46. Procure (if needed) a Resident Engineer/ Construction Inspection Professional Services, and a Materials Testing/ Quality Assurance Professional Services.
47. Confirm construction funds are secured and estimated costs are appropriately budgeted.

48. Assist the City in the developing bid solicitation tasks including prepare Bid Packages, secure all approvals, develop and facilitate pre-bid meeting(s), and draft and obtain approval of Addenda, answer and document questions when bids are open.
49. Review Bids and provide recommendation to City.
50. Review and assist in resolving Bid Protest(s).
51. Facilitate the Award of Contract.
52. Develop and deliver Award Package to Local Assistance.
53. Assist the City with issuing Notices to the Contractor
54. Communicate closely with the Project RE.
55. Review and address Requests for Information, manage and coordinate all contractor submittals with Project RE.
56. Develop and facilitate prompt execution of Contract Change Orders.
57. Assist the City with developing public notices
58. Provide monthly construction progress status updates, at a minimum.
59. Develop Final Invoice(s), and all other project close-out forms including the FROE package.

The terms of the agreement for these services will be on a not-to-exceed cost of \$150,000.00, and a maximum duration of five years. Task-orders would be issued for various and progressive tasks as needed during the agreement term.

Councilmember Schmid requested and received information on Northstar Engineering.

Mr. Henz stated that Northstar had worked with the County of Tehama and they have dealt with various issues with the City and County on STIP issues.

M/S/C Councilmembers Schmid, Jackson to approve the selection of Consultant, Northstar Engineering, and authorize the Public Works staff to negotiate the scope and cost of services, methods of payment, and other terms as needed for a Project Development and Management Services Contract for the Baker Road Bridge Reconstruction Project.

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmembers Jones and Patel (both absent-excused)

#### **4. SUPPLEMENTAL APPROPRIATION TO FINALIZE DISPATCH RADIO PROJECT**

Kyle Sanders, Police Chief, reviewed the staff report and provided staff's recommendation that the City Council approve the following supplemental appropriations to pay for the Dispatch Radio Project:

1. \$54,884.18 for Fiscal Year 2016/2017 for expenditure from Police Department expenditure account (11-33-530-102).
2. \$31,439.00 for Fiscal Year 2016/2017 revenue account 11-33-060-740 and for expenditure from expense account 11-33-540-126. This amount will be reimbursed to the City by the County of Tehama (via Homeland Security Grant Funds) following final installation of the radio consoles.

The Dispatch Radio Project was originally anticipated to be completed prior to the end of Fiscal

Year 2015 / 2016. Unfortunately, the vendor was unable to finalize the project prior to the end of the fiscal year. Therefore, a supplemental appropriation is necessary to utilize the previously allocated funding from fiscal year 2015 / 2016 in this current fiscal year (2016 / 2017) budget so the vendor can be paid upon completion of the project.

Councilmember Jackson noted that the calculation was incorrect and wanted to be sure that the correct amount is noted.

Chief Sanders stated that was correct and it was a typo on his report.

M/S/C Councilmembers Jackson and Schmid to approve as follows with the change from \$51,884.18 to \$54,884.18.

1. \$54,884.18 for Fiscal Year 2016/2017 for expenditure from Police Department expenditure account (11-33-530-102).

2. \$31,439.00 for Fiscal Year 2016/2017 revenue account 11-33-060-740 and for expenditure from expense account 11-33-540-126. This amount will be reimbursed to the City by the County of Tehama (via Homeland Security Grant Funds) following final installation of the radio consoles.

AYES: Councilmembers Jackson, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmembers Jones and Patel (both absent-excused)

## **5. INVOICES FOR FLOORING AT AIRPORT RESTAURANT PROJECT**

This item was pulled by staff.

### **STAFF ITEMS:**

None at this time from staff.

Councilmember Schmid requested that the Public Comment period be reopened to allow for comments from the public in attendance regarding the airport runway project as it will affect various businesses at the airport since summer time is prime fly time.

Mike Gunsauls, PJ Helicopters, was concerned with the timing of the project as they perform fire control for PG&E through October 15<sup>th</sup>. He utilized a turbo prop which runs every other day in the western states for fire suppression and has a second turbo prop that will be under their control as well. He continued by stating that they can't go to Corning since there is no jet fuel and it is not feasible to use Redding or Chico. He would hope that the runway repaving would hold off until mid October.

Mr. Crabtree stated that there had been a rumor that the project would be done in July, which is not true and that he had been in contact with Mr. Fust regarding his concerns and when a construction date is selected the airport would be notified.

Mr. Henz stated that the reason a lot hadn't been shared is that staff does not have a bid in, no contractor has been selected, no idea of what the bid will be, do not have FAA approval of the bid and do not have all the issues that needs to be in some sort of order in able to discuss the project in detail. We have not been that position to have any that information.

Councilmember Schmid stated that the Airport Commission needs to know that.

## **COMMITTEE REPORTS/COUNCIL COMMENTS:**

***Reports by City Council members on the activities of their assigned agencies and/or committees.***

Local Agency Formation Commission (LAFCO) - *None*  
3 Core - *met July 12<sup>th</sup>*

Tehama County Transportation Commission - *no meeting*

Downtown Red Bluff Business Association - *meeting on July 20<sup>th</sup>*

Community Action Agency - *meeting July 21<sup>st</sup>*

Tehama Economic Development Corporation -  
*no meeting*

Executive Committee - Tehama County Solid Waste Management Agency - *met on July 19<sup>th</sup> and discussed the used oil program, which the City's resolution was adopted this evening. Paul Freund from the Tehama County Solid Waste Management Agency reported on the mattress and carpet recycling, as well as the outreach program and grant program. They also received a grant for propane cylinders which is now on sale at the U Haul in Red Bluff and hopefully we can get more businesses to sale. The Agency is hosting the "Good Morning Red Bluff" program on July 28<sup>th</sup>.*

Tehama County Solid Waste Management Agency (JPA II) - *No meeting*

Chamber of Commerce - *met June 28<sup>th</sup> and discussed the fireworks booth which needed volunteers.*

Councilmember Schmid requested clarification on the traffic counter located at the Cedar Street railroad crossing and wondered if it was the City.

Mr. Henz stated that the crossings are the Railroads and he wasn't aware of it and he'll see if he can find out about it.

Mr. Crabtree stated that he was told that the City would receive a formal offer to purchase Madison Street soon, within the next 3-4 weeks.

**ADJOURNMENT:**

There being no further business Mayor Parker adjourned the meeting at 8:11 p.m. until the meeting of August 2, 2016.

s/ Clay Parker, Mayor

ATTEST:

s/ Jo Anna Lopez, City Clerk