



# CITY OF RED BLUFF

555 Washington Street Red Bluff, California 96080 (530) 527-2605 Fax (530) 529-6878 www.cityofredbluff.org

## CITY COUNCIL

### MINUTES

**Date of Meeting:** Tuesday, June 21, 2016  
**Time of Meeting:** 7 p.m. Regular Meeting  
**Place of Meeting:** Council Chambers, City Hall  
555 Washington Street  
Red Bluff, CA 96080

### Councilmembers Present:

Clay Parker, Mayor  
Gary Jones, Mayor Pro Tem  
Daniele Jackson  
Rob Schmid

### Councilmembers Absent:

Suren Patel (excused)

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## **Staff Present:**

Rick Crabtree, City Manager/City Attorney

Ray Barber, Fire Chief

Bruce Henz, Public Works Director

Donna Gordy, City Treasurer

Jo Anna Lopez, City Clerk

## **PLEDGE OF ALLEGIANCE:**

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

## **CITIZEN'S COMMENT:**

Pastor Camp provided a prayer for those in attendance and thanked the City Council for providing a line item in the budget to assist with the homeless issues.

## **CONSENT AGENDA:**

M/S/C Councilmembers Jones and Jackson to approve the Consent Agenda.

AYES: Councilmembers Jackson, Jones and Parker

NOES: Schmid

ABSENT OF NOT VOTING: Councilmember Patel (absent-excused)

### **1. APPROVAL OF MINUTES**

a) [May 17, 2016](#)

b) [June 7, 2016](#)

*Approved 3-1-1*

**2. TREASURER'S REPORT - TENTH MONTH OF FISCAL YEAR 2016 (APRIL 2016)**

**Recommendation:**

That the City Council accept the Treasurer's Report for the tenth 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 3-1-1*

**3. REPORT REGARDING OPEN MARKET PURCHASES AND CONTRACT AWARDS FOR MAY 2016**

**Recommendation:**

That the City Council accept the open market purchases and contract awards for May 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. The report contains a list of purchases and awards for May 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.

*Approved 3-1-1*

#### 4. **APPROVAL OF WARRANT LIST**

##### **Recommendation:**

That the City Council approve Check Warrant Nos. 84229 through 84448 dated May 1, 2016 through May 31, 2016.

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

*Approved 3-1-1*

5. **EXEMPTION FROM TRANSIENT OCCUPANCY TAX (TOT) ORDINANCE NO. 1044**

**Recommendation:**

That the City Council waive the second reading and adopt Ordinance No. 1044; an Ordinance of the City of Red Bluff regarding certain exemptions from the payment of Transient Occupancy Tax.

Local hoteliers have requested that the City modify its TOT ordinance provisions to provide an exemption for federal and California state employees when on official business. Local hoteliers have stated that they have lost valuable business when federal and state employees have traveled to other jurisdictions to avoid payment of TOT. Furthermore, recent court decisions have called into question the City's legal ability to collect TOT from federal and state employees.

*Approved 3-1-1*

## **CURRENT BUSINESS:**

### **1. EAST SAND SLOUGH UPDATE**

Rick Crabtree, City Manager, reviewed the work completed on the East Sand Slough and acknowledged Durango RV Park for contributing an additional eight hundred dollars (\$800.00) to assist with the completion of additional work.

Tom McCubbins, Resource Conservation District, provided additional information on the work completed and reported that RCD staff prepared a proposal to Tehama County Resource Advisory Committee seeking funding necessary to complete treatments to the area, but confirmation had not yet been received.

This was an informational update on the Final Progress Report related to the efforts to remove dead trees and clear blackberry and other invasive plants from the East Sand Slough. At the October 20, 2015 City Council meeting the City Council authorized funding to the RCD (Resource Conservation District) of \$4,485.00 to support these efforts.

*Informational only*

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**2. RESOLUTION NO. 18-2016; A RESOLUTION OF THE CITY OF RED BLUFF ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION, REQUESTING CONSOLIDATION OF THE ELECTION AND DETERMINING CHARGES FOR CANDIDATE'S STATEMENTS**

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council adopt Resolution No. 18-2016; A Resolution of the City of Red Bluff ordering an election, requesting County Elections to conduct the election, requesting consolidation of the election and determining charges for Candidate's Statements.

The governing board of the City may by resolution request the Board of Supervisors of the county to permit the County Elections official to render specified services to the city relating to the conduct of an election.

This year there are two Council terms (Council seats currently occupied by Clay Parker and Suren Patel), as well as the City Treasurer (Donna Gordy) and the City Clerk (Jo Anna Lopez) ending.

M/S/C Councilmembers Jones and Jackson to adopt Resolution No. 18-2016; A Resolution of the City of Red Bluff ordering an election, requesting County Elections to conduct the election, requesting consolidation of the election and determining charges for Candidate's Statements.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent-excused)

### **3. GROUNDWATER COMMISSION APPOINTMENT**

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council make an appointment to the Ground Water Sustainability Agency.

Earl Wintle stated that he would like to be appointed to this commission.

Mr. Crabtree reported that the County of Tehama suggested the appointment of a Councilmember to this commission.

The structure of this Commission was the result of extensive discussion among local agencies and other stakeholders during 2015. Service on the Groundwater Commission is a substantial responsibility and will entail a significant time commitment once the Plan development begins.

M/S/C Councilmembers Schmid and Jones to appoint Mayor Clay Parker to the Groundwater Commission of the Ground Water Sustainability Agency.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent-excused)

#### 4. EASING WATER RESTRICTIONS

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council adopt Resolution No. 19-2016; A Resolution of the City Council of the City of Red Bluff declaring a Stage II Moderate Water Shortage (City Code Section 24.18-2).

In response to drought conditions and mandates from the Governor and the State Water Resources Control Board, the City previously adopted a Stage III – Serious Water Shortage and implemented certain restrictions on landscape watering. These restrictions limited residents to landscape watering on certain days of the week based on street addresses.

The 2015-2016 winter season in the area including Red Bluff and its watershed brought precipitation close to, or excess of, seasonal averages. Nevertheless, the State continues to mandate water use restrictions. However, based on available water supplies, the City can now ease water restrictions to permit daily landscape watering.

However, the following water use restrictions would remain in place:

1. Landscape watering is permitted daily, but only between the hours of 9:00 pm until 8:00 a.m.
2. Over-watering which allows water runoff into adjoining streets, gutters, sidewalks, parking lots or alleys is PROHIBITED.
3. Hosing down or washing sidewalks, walkways, driveways, parking lots, or other hard surfaced areas with potable (drinkable) water is PROHIBITED.
4. Washing cars, boats, trailers, or other vehicles with potable water is permitted only with a hose equipped with a shutoff nozzle.
5. Any hose connected to the City water supply must be equipped with a shutoff nozzle.
6. All leaks in plumbing fixtures, water lines, and sprinkler systems must be repaired promptly.

7. All new construction must install low flow shower heads, low flush toilets, and faucet aerators (does not affect existing residences).

M/S/C Councilmembers Jones and Schmid to adopt Resolution No. 19-2016; A Resolution of the City Council of the City of Red Bluff declaring a Stage II Moderate Water Shortage (City Code Section 24.18-2) and to bring back a modification to the code changes the hours to water to 9 p.m. to 9 a.m.

AYES: Councilmembers Jones, Parker and Schmid

NOES: Councilmember Jackson

ABSENT OR NOT VOTING: Councilmember Patel (absent-excused)

5. **THE ACCEPTANCE OF THE PROJECT AND THE RELEASE OF THE CONTRACT RETAINAGE FOR THE AIRPORT RESTAURANT REHABILITATION PROJECT**

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council approve the final contract amount of

\$373,626.78, accept the completed improvements, direct staff to file a notice of completion, release the 5% retention amount (\$18,681.34) after 30 days and begin the one year warranty period for the project.

The construction contract work has been completed by Tom Mehringer Construction. The "Punch List for completion has been reviewed by the City's Building Department staff and a Certificate of Occupancy has been issued. All work is acceptable to the Public Works Director.

M/S/C Councilmembers Jones and Parker to approve the final contract amount of \$373,626.78, accept the completed improvements, direct staff to file a notice of completion, release the 5% retention amount (\$18,681.34) after 30 days and begin the one year warranty period for the project.

AYES: Councilmembers Jones and Parker

NOES: Councilmembers Jackson and Schmid

ABSENT OR NOT VOTING: Councilmember Patel (absent-excused)

Staff will bring back to a future meeting when all members are present.

**6. CONSTRUCTION BID PROPOSALS FOR THE PLACEMENT OF ADA COMPLIANT CONCRETE PAVEMENT ALONG THE SOUTHEASTERN LOBBY FRONTAGE AT THE RED BLUFF AIRPORT**

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council authorizes the Public Works Director to advertise for proposals for the placement of ADA compliant concrete pavement along the southeastern lobby frontage at the Red Bluff Airport.

Portions of the easterly parking lot area and buildings sidewalk access have been upgraded in combination with the new Airport Restaurant improvements. To complete the necessary east side concrete work, additional ADA compliant sidewalks and parking area modifications are being recommended.

M/S/C Councilmembers Jackson and Jones to authorize the Public Works Director to advertise for proposals for the placement of ADA compliant concrete pavement along the southeastern lobby frontage at the Red Bluff Airport.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent-excused)

7. **CONSTRUCTION BID PROPOSAL FOR ASBESTOS CONTAINING MATERIAL REMOVAL FROM THE MECHANICAL (HVAC EQUIPMENT) ROOMS AT THE RED BLUFF CITY HALL**

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council authorizes the Public Works Director to advertise for proposals for the removal of the asbestos containing material from the mechanical rooms at the Red Bluff City Hall.

The chiller and large compressor units within the Air Conditioning and Heating equipment for the City Hall Building complex are broken and require an extensive renovation. The City has requested design service proposals from the Arc Sine

Engineering Group to provide the engineering design and bidding assistance services necessary for the replacement of the existing mechanical equipment. When the designs have been completed, construction bids will be requested for the actual replacement of the necessary equipment.

Prior to beginning the actual installation of the equipment the asbestos containing materials will need to be removed in order to provide an acceptable working area for the contractor.

M/S/C Councilmembers Jones and Jackson to authorize the Public Works Director to advertise for proposals for the removal of the asbestos containing materials from the mechanical rooms at the Red Bluff City Hall.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent-excused)

**8. CONSTRUCTION BID PROPOSAL FOR THE REMOVAL OF THE WALLBOARD MATERIALS, FLOOR COVERINGS, CEILING MATERIALS AND OTHER DUMPED AND DISCARDED DEBRIS FROM THE ASBESTOS CONTAMINATED UPSTAIRS AREA OF THE AIRPORT RESTAURANT BUILDING (OLD RESTAURANT LOCATION)**

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council authorizes the Public Works Director to advertise for proposals for the hazardous material removal and cleanup work that is required to remove the wallboard materials, floor coverings, ceiling materials and other dumped and discarded debris from the asbestos contaminated upstairs area of the Airport Restaurant Building (old restaurant location).

With the startup of operations within the new Airport Restaurant area, the old restaurant space upstairs remains contaminated with hazardous materials,

unusable equipment and debris. Additional rehabilitation work will be required, within the upstairs area, in order to provide a usable and productive space. The Hazardous Material removal and cleanup work within the upstairs is a necessary first step in that process.

The “Proposal” requirements for this project will include the Hazardous Material removal and cleanup work that is required to remove the Wallboard Materials, Floor Coverings, Ceiling Materials and other dumped and discarded Debris from the Asbestos Contaminated Upstairs Area of the Airport Restaurant Building.

M/S/C Councilmembers Jones and Jackson to authorize the Public Works Director to advertise for proposals for the hazardous material removal and cleanup work that is required to remove the wallboard materials, floor coverings, ceiling materials and other dumped and discarded debris from the asbestos contaminated upstairs area of the Airport Restaurant Building (old restaurant location).

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent-excused)

**9. MODIFY THE PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN OF THE CITY HALL CHILLER REPLACEMENT TO ALSO INCLUDE THE NECESSARY BOILER REPLACEMENT DESIGN**

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council authorizes:

1. A supplemental appropriation in the amount of \$12,200.00 into the 2015/2016 budget account for General Government Buildings; Fund No. 10-57-540-10, Machinery and Equipment.
2. That the City Council authorizes the award of a design services contract to ArcSine Engineering, the amount of \$39,500.00, for the engineering design and bidding assistance services necessary for the replacement of the

existing air conditioning and boiler heating equipment at the Red Bluff City Hall complex.

The design and construction approach that had been initially proposed was to prepare the design and then replace the broken Chiller equipment. The design work for that effort was authorized at an estimated cost for services of \$27,300.00.

This Staff Report requests authorization to have the design drawings be expanded to include the replacement of the Boiler (heating equipment) within the same drawing set. The estimated cost for the preparation of these design drawings is \$39,500.00, a cost increase of \$12,200.00 over the first estimate.

If the City Council wishes to have separate plan-sets prepared, one plan-set for the Chiller replacement (air conditioning) and a separate plan-set for the Boiler replacement (heating) the estimated costs for the two plan-sets would be:

- Chiller replacement - \$27,300.00
- Boiler replacement - \$18,200.00

An increase of \$6,000 over the cost for the consolidated plan-set

As a part of the decision process for moving forward, several aspects of the design and replacement procedures should be considered.

As initially envisioned, the focus on the completion of the Chiller replacement, within the shortest time period, will minimize the cost outlay for the temporary outside replacement chiller.

Combining the Chiller and Boiler equipment design into a single plan-set creates an economy in the design effort but will complicate the potential phasing of the future replacements if funding considerations limit the City's ability to proceed with the replacement of both the Chiller equipment and the Boiler equipment at the same time. The time necessary for both the design preparation and equipment installation will also be increased somewhat by the additional scope of the work.

Simultaneously creating separate plan-sets will allow flexibility within the City's future phasing decisions, but again the design timeline will be increased to some extent and the cost is significantly larger than a combined plan-set. An Estimate of probable costs

will be prepared at the completion of either the combined or separated plan-sets.

The Plans and Specifications for the selected equipment replacement will need to be competitively bid before a Replacement Construction Contract is awarded. A construction contract with the qualifying contractor will then be brought back to the City Council for a subsequent approval of the equipment replacement contract.

M/S/C Councilmembers Schmid and Jackson to authorize the following as modified from original request:

1. A supplemental appropriation in the amount of \$18,200.00 into the 2015/2016 budget account for General Government Buildings; Fund No. 10-57-540-10, Machinery and Equipment.
2. That the City Council authorizes the award of a design services contract to ArcSine Engineering, the amount of \$45,500.00, for the engineering design and bidding assistance services necessary for the replacement of the existing air conditioning and boiler heating equipment at the Red Bluff City Hall complex.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent-excused)

### **STAFF ITEMS:**

Rick Crabtree, City Manager, reminded the City Council that there would not be a meeting on July 5<sup>th</sup>.

Fire Chief Ray Barber reported that a crew had been deployed to the fires in Southern California.

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

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

Local Agency Formation Commission (LAFCO)  
*- no meeting*

3 Core *- no meeting*

Tehama County Transportation Commission -  
*meeting on June 23<sup>rd</sup>*

Downtown Red Bluff Business Association - *met  
on June 15<sup>th</sup> and discussed the hourly parking  
changes that they will be bringing to council*

Community Action Agency - *did meet and  
discussed the \$10,000.00 approved in the city's  
budget to address homeless issues*

Tehama Economic Development Corporation -  
*no meeting*

Executive Committee - Tehama County Solid Waste  
Management Agency - *no meeting*

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

Chamber of Commerce - *meeting on June 28<sup>th</sup>*

## **ADJOURNMENT:**

There being no further business Mayor Parker adjourned the meeting at 8:00 p.m. until the meeting of July 19, 2016.

s/ Clay Parker, Mayor

ATTEST:

s/ Cheryl Smith, Deputy City Clerk  
for Jo Anna Lopez, City Clerk