



# CITY OF RED BLUFF

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## CITY COUNCIL

### MINUTES

**Date of Meeting:** Tuesday, May 17, 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  
Suren Patel

**Councilmembers Absent:** None

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## **Staff Present:**

Rick Crabtree, City Manager/City Attorney  
Sandy Ryan, Finance Director  
Ray Barber, Fire Chief  
Kyle Sanders, Police 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 pray for those in attendance and thanked the City Council for providing a line item in the budget to assist with the homeless issues.

Kathy Nelson expressed her concerns with homeowners having to repair their sidewalks as she feels that it is the responsibility of the City.

## **PROCLAMATION:**

### **1. NATIONAL DRUG COURT MONTH**

Patrice Tamp, Drug and Alcohol Supervisor

Mayor Parker presented the Proclamation to Patrice Tamp.

Patrice Tamp read and accepted the Proclamation for National Drug Court Month.

## **CONSENT AGENDA:**

Councilmember Jackson requested that items 5, 6, and 7 be pulled for clarification.

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

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

1. **ORDINANCE NO. 1043; AMENDING CHAPTER 13, MOTOR VEHICLES AND TRAFFIC; SECTION 13.8, DESIGNATING A NEW SPEED LIMIT ON A PORTION OF WALNUT STREET**

**Recommendation:**

That the City Council waive the second reading and adopt Ordinance No. 1043; An Ordinance amending Chapter 13, Motor Vehicles and Traffic; ARTICLE I: GENERAL PROVISIONS, Section 13.8: SPEED LIMITS ON PORTIONS OF CERTAIN STREETS of the Code of the City of Red Bluff, and setting the speed limit on Walnut Street from Cemetery Lane to Paskenta Road at 15 MPH.

The portion of Walnut Street between Cemetery Lane and Paskenta Road lies adjacent to the soon to be completed new county courthouse. A traffic survey on this portion of Walnut Street was completed in 2012 and a speed limit of 35 MPH (mph) was designated at that time.

City Staff believes that this portion of Walnut Street will likely experience increases in vehicular and pedestrian traffic when the new courthouse opens.

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Based on the predicted traffic volumes that were provided as a part of the impact evaluations for the new courthouse, it is unlikely that the new traffic volumes will support a radar enforceable 25 mph designation.

The City has the authority to designate speed restrictions based upon a desire to enhance public safety. Based on available traffic and speed data, however, a 25 mph speed would not be enforceable by the Police Department using radar speed measuring devices. Nevertheless, a posted 25 MPH speed designation should decrease vehicle speeds.

The last comprehensive Traffic Survey was completed in December of 2011 and adopted with Am. Ord. 1019 on January 3, 2012. These surveys are generally good for (5) five to seven (7) years, so we would be looking to complete a new set of surveys in 2017 or 2018.

A single location traffic survey, focusing on the Walnut Street segment, may be appropriate after the new courthouse is fully occupied and operational.

*Approved 5-0-0*

## **2. REPORT REGARDING OPEN MARKET PURCHASES AND CONTRACT AWARDS - APRIL 2016**

### **Recommendation:**

That the City Council accepts the Open Market Purchases and Contract Awards for April 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 April 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 5-0-0*

### 3. **APPROVAL OF WARRANT LIST**

#### **Recommendation:**

That the City Council approve Check Warrant No. 84011 through 84228 dated April 1, 2016 through April 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.

*Approved 5-0-0*

### 4. **TREASURER'S REPORT - NINTH MONTH OF FISCAL YEAR 2016 (MARCH 2016)**

#### **Recommendation:**

That the City Council accepts the Treasurer's report for the ninth 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 5-0-0*

5. **REIMBURSEMENT COSTS FOR CITY FIRE MANAGEMENT PERSONNEL**

**Recommendation:**

That the City Council adopt Resolution No. 17-2016, a Resolution of the City of Red Bluff identifying the terms and conditions for the City of Red Bluff to reimburse its Fire Department Management Personnel when they are on responses away from their official duty station and assigned to an emergency incident operating under the California Fire Assistance Agreement.

This resolution will allow the City of Red Bluff to pay their Fire Department Management Personnel for the hours worked in excess of their normal duty hours and while they are away from their normal course of duty. This extra pay is contingent on the receipt of reimbursement funds from the State.

Councilmember Jackson requested and received clarification on the reimbursement of Fire Department Management Personnel in excess of their normal duty hours.

M/S/C Councilmembers Jackson and Jones to adopt Resolution No. 17-2016, a Resolution of the City of Red Bluff identifying the terms and conditions for the City of Red Bluff to reimburse its Fire Department Management Personnel when they are on responses away from their official duty station and assigned to an emergency incident operating under the California Fire Assistance Agreement.

AYES: Councilmembers Jackson, Jones, Parker, Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

**6. ACCEPTANCE OF THE COMPLETED IMPROVEMENTS AND RELEASE OF RETENTION FOR THE CITY HALL HVAC CONTROL PANEL PROJECT**

**Recommendation:**

That the City Council accept the completed improvements for the City Hall HVAC Control Panel Replacement Project, direct staff to file a notice of completion, begin the one year warranty period for the project and release the project retention of \$899.00 to Shasta Control Company.

On February 2, 2016 the City Council approved the award of the City HVAC Control Panel Project to Shasta Control Company in the amount of \$17,980.00 and a supplemental appropriation was authorized for account number 25-57-530-100 in the amount of \$20,700.00.

The City Hall HVAC Control Panel Project has been completed and all work is acceptable to the Public Works Director. The work was completed by Shasta Control Company for the original bid amount of \$17,980.00.

Councilmember Jackson requested and received clarification on the improvements for the City Hall HVAC Control Panel Replacement Project.

M/S/C Councilmembers Jones and Patel to accept the completed improvements for the City Hall HVAC Control Panel Replacement Project, direct staff to file a notice of completion, begin the one year warranty period for the project and release the project retention of \$899.00 to Shasta Control Company.

AYES: Councilmembers Jones, Parker, Patel and Schmid

NOES: Councilmember Jackson

ABSENT OR NOT VOTING: None

7. **ACCEPTANCE OF THE COMPLETED IMPROVEMENTS AND RELEASE OF RETENTION FOR THE CITY HALL DATA CABLING PROJECT**

**Recommendation:**

That the City Council accept the completed improvements for the City Hall Data Cabling Project, direct staff to file a notice of completion, begin the one year warranty period for the project and release the project retention of \$1,509.50 to True Telecom and Surveillance.

The City Hall Data Cabling Project has been completed and all work is acceptable to the Public Works Director. The work was completed by True Telecom & Surveillance for a final contract amount of \$30,190.00. Due to a necessary change order for patch cables in the amount of \$2,190.00.

Councilmember Jackson requested and received clarification on the completed improvements for the City Hall Data Cabling Project.

M/S/C Councilmembers Jones and Patel to accept the completed improvements for the City Hall Data Cabling Project, direct staff to file a notice of completion, begin the one year warranty period for the project and release the project retention of \$1,509.50 to True Telecom and Surveillance.

AYES: Councilmembers Jones, Parker, Patel and Schmid

NOES: Councilmember Jackson

ABSENT OR NOT VOTING: None

## **CURRENT BUSINESS:**

### **1. TECHNOLOGY UPDATE**

Scott Putnam and Tom Grisell, from APEX Technology Management, provided an informational technology update.

Informational only, no action requested.

## **2. PROFESSIONAL SERVICES AGREEMENT FOR THE 2015/2016 URBAN WATER MANAGEMENT PLAN (UWMP)**

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council authorize the award of a contract to Carollo Engineers, Inc., in the amount of \$49,230.00, to prepare an Urban Water Management Plan (UWMP) for the City that meets all Department of Water Resources (DWR) requirements.

The Urban Water Management Act requires every “urban water supplier” to prepare or modify and adopt an Urban Water Management Plan every five years. Carollo Engineers, Inc. has extensive experience, both with the preparation of Urban Water Management Plans for California cities and has a thorough understanding of the City of Red Bluff potable water system, its operation and billing rate structure ensuring that their time spent on the UWMP will be focused on the primary deliverable and not exhausted on an unproductive learning curve.

There was no bid process undertaken as a part of staff's selection of Carollo Engineers, Inc. for the provision of these "Consulting Professional Services". Carollo Engineers was identified through a "Qualification Based Selection" procedure where recognized expertise and project approach are the primary emphasis of the selection process.

The selection is legally authorized within the Red Bluff City Code Section 2.65 (E), which is consistent with the Government Code 4526.

M/S/C Councilmembers Patel and Jones to authorize the award of a contract to Carollo Engineers, Inc., in the amount of \$49,230.00, to prepare an Urban Water Management Plan (UWMP) for the City that meets all Department of Water Resources (DWR) requirements.

AYES: Councilmembers Jones, Parker, Patel and Schmid

NOES: Councilmember Jackson

ABSENT OR NOT VOTING: None

### **3. PROFESSIONAL SERVICES AGREEMENT FOR THE CITY HALL CHILLER REPLACEMENT**

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 **\$27,300** 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 **\$27,300**, for the engineering design and bidding assistance services necessary for the replacement of the existing air conditioning units at the Red Bluff City Hall complex.

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. Staff recommends that the City contract with ArcSine Engineering for the

mechanical and electrical design services necessary to provide biddable construction drawings and specifications for the Air Conditioning units repair.

M/S/C Councilmembers Schmid and Patel to authorize a supplemental appropriation in the amount of \$27,300.00 into the 2015/2016 budget account for General Government Buildings; Fund No. 10-57-540-100, Machinery and Equipment and award a design services contract to ArcSine Engineering, in the amount of \$27,300.00, for the engineering design and bidding assistance services necessary for the replacement of the existing air conditioning units at the Red Bluff City Hall complex.

AYES: Councilmembers Parker, Patel and Schmid

NOES: Councilmembers Jackson and Jones

ABSENT OR NOT VOTING: None

**4. SUPPLEMENTAL APPROPRIATION FOR  
15/16 COMMUNITY CENTER REVENUES  
AND EXPENSES**

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

1. Approve a supplemental appropriation to the following Community Center Expense accounts:

63-63-110-100	Temporary and Part-Time Employees	\$ 3,000.00
63-63-210-100	Utilities	<u>\$ 7,000.00</u>
	Total Supplemental Appropriation	\$10,000.00

2. Approve a supplemental appropriation to the following Community Center Revenue Accounts:

63-63-070-020	Community Center Rentals	\$ 7,000.00
63-63-070-030	Community Center Concessions	\$ 8,500.00

63-63-080-010 Community Center	
Miscellaneous Revenues	<u>(\$ 5,500.00)</u>
Total Supplemental Appropriation	\$10,000.00

The annual revenues from Sunday rentals exceed \$18,000.00. This is a significant contributor to the additional income that allowed us to increase our budgeted rental revenues from \$77,000.00 in 2014-2015 to \$100,000.00 in 2015-2016.

This appropriation would also adjust the budget to reflect a recent change in the way concession revenues are tracked at the Community Center. Vending revenue has been separated out of “Misc Revenues” into “Concessions”. Due to excellent revenues, the net change of the two accounts is an increase of \$3000.00 from the original 2015-2016 budget.

M/S/C Councilmembers Jackson and Jones to approve the supplemental appropriations into the Community Center Expenses accounts and Revenue Accounts as follows:

63-63-110-100	Temporary and Part-Time Employees	\$ 3,000.00
63-63-210-100	Utilities	<u>\$ 7,000.00</u>
	Total Supplemental Appropriation	\$10,000.00
63-63-070-020	Community Center Rentals	\$ 7,000.00
63-63-070-030	Community Center Concessions	\$ 8,500.00
63-63-080-010	Community Center Miscellaneous Revenues	<u>(\$ 5,500.00)</u>
	Total Supplemental Appropriation	\$10,000.00

AYES: Councilmembers Jackson, Jones, Parker,  
Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

**5. SUPPLEMENTAL APPROPRIATION FOR  
FISCAL YEAR 2015/2016 RECREATION  
REVENUES AND EXPENSES**

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

1. Approve a supplemental appropriation to the following Recreation Expense Accounts:

60-60-110-100	Temporary and Part-Time Employees	\$ 2,000.00
60-60-330-100	Special Supplies and Services	<u>\$ 3,877.00</u>
	Total Supplemental Appropriation	\$ 5,877.00

2. Approve a supplemental appropriation to the following Recreation Revenue Accounts:

60-60-070-030	Special Recreation Classes-Games	\$ 10,000.00
60-60-080-030	Recreation Donations	<u>\$ 877.00</u>
	Total Supplemental Appropriation	\$ 10,877.00

High participation levels have put the Recreation Department on pace to exceed the approved budget in expenses and revenues. A supplemental appropriation is necessary to provide anticipated programs and services.

M/S/C Councilmembers Jones and Jackson to approve the supplemental appropriations to the Recreation Expense and Revenue Accounts as listed:

60-60-110-100	Temporary and Part-Time Employees	\$ 2,000.00
60-60-330-100	Special Supplies and Services	<u>\$ 3,877.00</u>
	Total Supplemental Appropriation	\$ 5,877.00

60-60-070-030	Special Recreation Classes-Games	\$ 10,000.00
60-60-080-030	Recreation Donations	<u>\$ 877.00</u>
	Total Supplemental Appropriation	\$ 10,877.00

AYES: Councilmembers Jackson, Jones, Parker,  
Patel and Schmid

NOES: None

ABSENT OR NOT VOTING: None

6. **REPORT ON SALES TAX - 4<sup>TH</sup> QUARTER OF 2015**

Sandy Ryan, Finance Director, provided an informational update on the 4<sup>th</sup> quarter sales tax.

Receipts for Red Bluff's sales, occurring from October through December 2015 were 0.8% higher than the same quarter of 2014. Actual sales activity increased 3.8% for the same prior year quarter. Actual sales for all of Tehama County decreased 2.0%, and the Far North State sales increased 4.5% for the same prior year quarter.

No action needed.

**STAFF ITEMS:**

Rick Crabtree, City Manager, reported that the cost of new concrete at the Airport is \$12,725.00 and would be putting this on the next agenda for approval. He also reported that the license for the contractor was still being not resolved at this time.

Mr. Crabtree also reminded those in attendance of the Peace Officers Memorial Services being held on Wednesday, May 18<sup>th</sup> beginning at 7 p.m. at Bethel Church.

## **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- *no meeting*

Downtown Red Bluff Business Association - *meeting on Wednesday, May 18<sup>th</sup>*

Community Action Agency - *meeting on May 19<sup>th</sup>*

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 May 24<sup>th</sup>*

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**ADJOURNMENT:**

There being no further business Mayor Parker adjourned the meeting at 8:27 p.m. until the meeting of June 7, 2016.

*Clay Parker, Mayor*

ATTEST:

*Jo Anna Lopez, City Clerk*