



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, October 18, 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 (absent)

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Staff Present:

Rick Crabtree, City Manager/City Attorney

Ray Barber, Fire Chief

Kyle Sanders, Police Chief

Robin Kampmann, Interim Public Works Director/City Engineer

Donna Gordy, City Treasurer

Sandy Ryan, Finance Director

PLEDGE OF ALLEGIANCE:

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

CITIZEN'S COMMENT:

Pastor Scott Camp provided a prayer for those in attendance.

Kathy Nelson expressed her concerns with the building located on So. Main, next to the Days Inn, that should be torn down due to the condition of the building. Requested that the City take action on the owner to address the condition.

Rick Crabtree, City Manager/City Attorney, reported that the building was inspected and posted last week and notified the owner who has agreed that he will take steps to secure the building and will come in to discuss with staff items that need to be addressed.

Ms. Nelson expressed concerns with drones and stated that Homeland Security and DOJ are warning agencies of their concerns with drones.

Robert Moore, Airport Commission, reported on the last meeting of the Airport Commission and items that were discussed.

Councilmember Jackson reported on a letter received from Sharon Wilkes regarding the closure of Madison Street proposed by the County of Tehama. She wanted to thank Ms. Wilkes for the letter and read the letter to those in attendance.

PROCLAMATIONS:

1. WESTERN OPEN FIDDLE WEEK

Tex Ash and the Loosely Strung Group provided a sampling of music that will be provided at the Western Open Fiddle.

2. RED RIBBON WEEK Young Marines

Mayor Parker presented the Proclamation to members of the Young Marines.

PRESENTATIONS:

1. PRESENTATION - EMPLOYEE LONGEVITY RECOGNITION

Chief Ray Barber presented a 10 year certificate to Division Chief Shobash and spoke on Engineer Jimmy Heinle who has been with the department for 10 years but was unable to attend.

Chief Kyle Sanders presented a 10 year certificate to Dispatcher Jane Hoover who was in attendance and spoke on Dispatcher Kim McIvor who was unable to attend.

CONSENT AGENDA:

Councilmember Schmid requested that item 2 be pulled from the Consent Agenda.

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

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

1. APPROVAL OF MINUTES

a. [September 6, 2016](#)

b. [September 20, 2016](#)

Approved 4-0-1

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

Recommendation:

That the City Council accepts the open market purchases and contract awards for September 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 September 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 and received clarification on the replacement of a breaker, which was for the temporary chiller and was not the correct size.

Councilmember Schmid requested and received clarification on the refund of the over-charge of sewer charges, which had gone on for several years due to the meters for the landscaping and office that had been hooked up in reverse.

Councilmember Schmid requested and received clarification on the maintenance of the city's traffic signal and requested clarification on how much longer CalTrans will maintain.

Mayor Parker stated that his understanding was that someone in Public Works will be trained on the maintenance of the traffic lights.

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

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

3. APPROVAL OF WARRANT LIST

Recommendation:

That the City Council approve Check Warrant No. 85123 through 85395 dated September 1, 2016 through September 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 4-0-1

4. **DOWNTOWN PARKING TIME LIMITS**

Recommendation:

That the City Council waive the second reading and adopt Ordinance No. 1045; An Ordinance of the City of Red Bluff Regarding Parking Time Limit Zones.

The DRBBA has requested modifications to existing downtown parking time limits which would convert 54 current 2-hour parking spaces to all day parking. A copy of the request from the DRBBA is attached. The DRBBA believes “that some of the [existing] 2-hour zones have disproportionately adverse impacts on certain downtown businesses.”

City staff has reviewed the requests from the DRBBA and are recommending all the requested changes except the requested conversion of the median parking in the 400 block of Pine Street from existing all-day, to 2-hours. This parking is used by County staff and area citizens who frequently need to park for more than 2 hours. In addition, there are few businesses located in the 400 block of Pine Street.

Finally, the proposed Ordinance also updates the fine amount to reflect parking violation fines of \$36.00 per violation.

Approved 4-0-1

5. **TREASURER'S REPORT - SECOND MONTH OF FISCAL YEAR 2017 (AUGUST 2016)**

Recommendation:

That the City Council accepts the Treasurer's Report for the second month of Fiscal Year 2017.

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 4-0-1

CURRENT BUSINESS:

1. AWARD THE CONTRACT FOR THE PLAYGROUND EQUIPMENT AND SAFETY SURFACING TO NSP3

Sandy Ryan, Finance Director, reviewed the staff report and provided staff's recommendation that the City Council awards the contracts for playground equipment and surfacing to NSP3 in the amount of \$59,012.23.

As part of the FY 2016/2017 budget, the Parks Maintenance Department has \$58,875.00 in their budget to provide improvements to City playgrounds. The Parks Department Supervisor has obtained quotes from three companies that have partnership agreements with cities in their program which allows cities to purchase from them without going through the bid process, as the partnerships (National Purchasing Partners and U.S.

Communities Government Purchasing Alliance) have already gone through the bid process, and selected the best companies to purchase from. We informed each company of our approximate budget and the quotes came in with their best recommendation. The playground equipment is for River Park and the surfacing is for all playgrounds.

This project is being funded by the parks department allocation of the quarter cent sales tax. The low quote is \$137.23 over the budget; however the parks department supervisor is confident that he can use a portion of the equipment repair & maintenance budget to cover this small amount.

Councilmember Jackson requested clarification on the wood fiber that was included in the proposal and if we used something other than wood fiber.

Mike Skelton, Public Works Supervisor, reported that engineered wood fiber has always been used as it's the cheapest way to meet ADA standards and the 800 yards on the bid is just topping dressing.

Councilmember Schmid requested clarification on the 800 yards being just top dressing and if that was considered resurfacing.

Mr. Skelton stated that is just a topping as it should be done every couple of years and it's been five (5) years since it was last done.

Councilmember Jackson requested clarification on how many inches deep the top dressing should be.

Mr. Skelton stated that it should be twelve inches deep compacted.

Councilmember Schmid questioned if that was considered the resurfacing.

Mr. Skelton stated that it was.

Councilmember Schmid requested clarification on how much of the quarter cent was in the Parks budget for this year from the sales tax and the items that the Grand Jury had included in its report that should be addressed.

Ms. Ryan stated that \$58,875.00, so \$137.00 is coming out of their equipment and maintenance budget. The cameras at the River Park have been repaired and the other items the Grand Jury wanted addressed would be addressed in the next budget year.

M/S/C Councilmembers Jones and Jackson to award the contracts for playground equipment and surfacing to NSP3 in the amount of \$59,012.23.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

2. **WATER SERVICE FOR 240 WHITE ROAD, ANTELOPE HOMEWOOD MOBILE HOME PARK**

Robin Kampmann, Interim Public Works Director/City Engineer, reviewed the staff report and provided staff's recommendation that the City Council authorizes a single water service connection for 240 White Road, APN: 039-180-014-001, upon the approval of improvement plans and payment of the required fees.

The Antelope Homewood Mobile Home Park occupies two parcels APN: 039-180-014-001 and 039-180-012-001. Each parcel currently has its own well that provides water to the residents. The wells and water systems between the two parcels are not connected. Currently an application for City water service has been submitted for APN: 039-180-014-001. It has been determined by the Tehama County Environmental Health that the existing well on subject parcel has tested positive for nitrates and all residences served by this well are on a do not drink order.

The subject parcel is located outside but adjacent to the City Limits and within the Sphere of Influence. An existing 16" City water main is located on the north edge of White Road. The proposed service connection would include tying into the existing water main, installing a new 4" backflow preventer and 4" meter per City standards and connect into the existing 2" distribution infrastructure to all the residents already located on the parcel. All existing water service infrastructure located beyond the backflow preventer and the water meter will be considered private and will not be the City's responsibility to maintain or repair. All proposed improvements will be completed at the parcel owner's expense.

The proposed service will be a single service and one bill will be provided to the owner. It will be the owner's responsibility to keep the account current and to determine the monthly costs for each resident. The installation of individual meters beyond the City water meter is acceptable but reading these meters will not be the responsibility of the City.

Per Policy 4 of City Council Resolution No. 38-2011, the applicant requesting water service meets all of the requirements outlined in the policy but has a property size greater than half an acre and/or more than one dwelling unit is on the parcel therefore City Council authorization and approval is required.

Councilmember Schmid requested clarification that they were paying the impact fee and it's double the rate.

Ms. Kampmann stated that was correct and there would be one meter, one bill and one payment. The property owner will be the one that signs the utility services agreement.

Councilmember Schmid requested how the Gurnsey Avenue water issue was going.

Ms. Kampmann reported that staff had met with Environmental Health today to determine what the city's role would be and the city's involvement is minor at this time, once the application is complete and ready to submit it will be brought back to the City Council.

M/S/C Councilmembers Jones and Jackson to authorize a single water service connection for 240 White Road, APN: 039-180-014-001, upon the approval of improvement plans and payment of the required fees.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

3. CONSTRUCTION CONTRACT AWARD, CITY HALL MECHANICAL ROOM ASBESTOS ABATEMENT

Robin Kampmann, Interim Public Works Director/City Engineer, reviewed the staff report and provided staff's recommendation that the City Council authorizes:

1. A supplemental Funding Appropriation from the City's General Fund, in the amount of \$10,700.00 into the General Government Buildings account 10-57-540-100, Machinery and Equipment, for the purpose of the Asbestos Abatement in the City Hall Mechanical Room.

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2. The award of the construction contract to PARC Specialty Contractors, in the amount of \$10,700.00, City Hall Mechanical Room Asbestos Abatement.

The design for the new air conditioning and heating units for the City Hall complex is being completed by ArcSine. Prior to the installation of the new equipment that will be required for the design the asbestos containing materials located within the mechanical room will need to be removed. Asbestos has been found in the insulation of the existing piping for the boiler and chiller lines.

The scope of the removal project includes the removal of all of the asbestos containing materials within the Mechanical Room and the second story Mezzanine Area. Once the asbestos containing materials have been removed, heated pipes may create a temporary work area hazard. To mitigate this issue, the abatement contract includes the rewinding of the exposed piping with a temporary wrap of a fiberglass material in order to provide a safe working area during future construction.

The proposed abatement work will not start until mid November as the City Hall will have to be in operation without air-handlers for up to five consecutive days. By waiting for the weather to consistently be cooler the absence of air-handlers will not have as much of an impact on the occupants of the building.

The funding of the Asbestos Abatement in the City Hall Mechanical Room would reduce the City's General Fund balance by \$10,700.00.

Ms. Kampman stated that the boiler would have to be shut down for up to five (5) days to do the work so staff is watching the weather to determine the best time to do the work.

M/S/C Councilmembers Jackson and Jones to authorize:

1. A supplemental Funding Appropriation from the City's General Fund, in the amount of \$10,700.00 into the General Government Buildings account 10-57-540-100, Machinery and Equipment, for the purpose of the Asbestos Abatement in the City Hall Mechanical Room.

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2. The award of the construction contract to PARC Specialty Contractors, in the amount of \$10,700.00, City Hall Mechanical Room Asbestos Abatement.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

4. **MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF TEHAMA AND THE CITY OF RED BLUFF FOR THE BRIDGE PREVENTATIVE MAINTENANCE PROJECT (BPMP)**

Robin Kampmann, Interim Public Works Director/City Engineer, reviewed the staff report and provided staff's recommendation that the City Council authorizes Mayor Clay Parker to execute the memorandum of Understanding between the County of Tehama and the City of Red Bluff authorizing the County of Tehama to proceed with the preventative maintenance and improvements of the Brickyard

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Creek Bridge and Reeds Creek Bridge as specified in the BPMP.

The County of Tehama has prepared a Bridge Preventative Maintenance Program (BPMP) that includes 13 bridges that need repair. The BPMP extends the life of bridges by: applying high molecular methyl methacrylate (concrete crack sealant), replacing joint seals and joint seal assemblies, constructing approach slabs and repainting metal support beams. Two of the bridges in the program this year are located within the City of Red Bluff. These bridges are Jackson Street at Brickyard Creek and Jackson Street at Reeds Creek. Both bridges are scheduled to receive a Methacrylate Deck Treatment.

The estimated cost of the preventative maintenance and improvements to the Brickyard Creek Bridge is \$30,000.00 and to the Reeds Creek Bridge is \$38,750.00. The project is funded with 90% Federal Highway Bridge Program Funds and 10% State Transportation Improvement Program Funds.

The County of Tehama agrees to contract with the successful bidder to perform all work and pay all costs, without the right to reimbursement from the City, necessary to complete the preventative maintenance and improvements to the bridges specified. In return the City of Red Bluff agrees to grant to the County of Tehama, at no cost to the County, any temporary right of way or easement that is necessary for the preventative maintenance and improvement to the bridges.

M/S/C Councilmembers Schmid and Jackson to authorize Mayor Clay Parker to execute the memorandum of Understanding between the County of Tehama and the City of Red Bluff authorizing the County of Tehama to proceed with the preventative maintenance and improvements of the Brickyard Creek Bridge and Reeds Creek Bridge as specified in the BPMP.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

5. EXPIRATION OF TERMS; VARIOUS COMMISSIONS

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council direct the Deputy City Clerk to solicit applications for the various City committees and commissions. These vacancies will be advertised as per the dates on the attached Legal Notice and the attached Press Release will be distributed to the media.

The City has a total of five (5) commissions, committees and/or boards that have rotating expiration dates of its members. These vacancies are as follows:

Planning Commission – two vacancies
Parks and Recreation Commission – three vacancies (1 student 1-year term 2 - 3 year terms (Red Bluff Union High School and Red Bluff Elementary School Districts Representatives)
Airport Commission – two vacancies
Audit Committee – one vacancy
Loan Committee Member for Economic, CDBG/HOME Loans – one vacancy

Councilmember Jackson stated that she wanted the Council candidates to be aware of these vacancies and if they don't get elected to consider applying for one of the vacancies on the various commissions.

M/S/C Councilmembers Jackson and Jones to direct the Deputy City Clerk to solicit applications for the various City committees and commissions.

AYES: Councilmembers Jackson, Jones, Parker and Schmid

NOES: None

ABSENT OR NOT VOTING: Councilmember Patel (absent)

STAFF ITEMS:

Chief Barber reported that the OES Engine responded to the fires located in the Reno area, which makes it the first time the engine has responded to a fire outside the state, and made it back to the station on Monday.

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 - met October 13th with representatives from Chico State, Butte and Shasta Colleges, Red Bluff School District and discuss economic development and what schools and education can do to help.

Tehama County Transportation Commission - *No meeting*

Downtown Red Bluff Business Association - *met earlier today and discussed the future of the BID and out of the seventeen members only six votes, four in favor and two opposed to the BID.*

Community Action Agency - *Meeting Thursday at 3 p.m. with a presentation by the group who helps Tehama County with Section 8 funding and this meeting is open to the public.*

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 October 25th*

Ground Water Commission - *Meeting will be held the first week of November*

ADJOURNMENT:

There being no further business Mayor Parker adjourned the meeting at 7:59 p.m. until the meeting of November 1, 2016.

s/ Clay Parker, Mayor

ATTEST:

s/ Jo Anna Lopez, City Clerk