

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
February 1, 2017– 7:00 p.m.

Meeting was called to order at 7:00 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Joe Franco, Rod De Boer, and Kathie Garnier.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Franco, second by Councilmember De Boer, to approve the agenda as submitted; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No business.

3 CLOSED SESSION: No business.

4 RETURN TO OPEN SESSION:

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; John King, Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager; Craig Sanders, Senior Planner and Gwenna MacDonald, City Clerk.

Councilmember De Boer offered the Thought of the Day.

1. Chief of Police – Public Introduction and Badge Ceremony

Mr. Hancock introduced John King, Chief of Police.

Chief King thanked the City Council for the opportunity to serve as the Chief of Police. He discussed his approach to leadership, how impressed he is with the department, and stated that he is looking forward to building strong relationships with the Department, City and community.

The City Council welcomed Chief King on board.

5 BUSINESS FROM THE FLOOR:

Athena Bryant, Knoch Building resident, spoke about the vandalism of vehicles in the parking lot, the area around City Hall, and the cost of getting her car out of impound. She stated that the towing company is going to charge \$500 to get her car back, and it isn't even worth that much.

Mayor pro tem Franco asked if the building residents had a neighborhood watch group. His neighborhood has noticed a decline in suspicious activity since organizing a group.

An unidentified gentleman suggested implementation of a parking permit process.

Councilmember Wilson asked what the City's policy is on impounding vehicles.

Chief King explained that when an automobile is stolen and then located, the Department works to identify and contact the owner, and if that fails, the City has it towed for safety reasons. Any charges for claiming the vehicle are imposed by the tow yard, and the City has no authority to establish what those charges would be.

Councilmember Wilson suggested that Ms. Bryant contact the towing company and try to negotiate a reduced pick up charge based upon the circumstances that her vehicle had been stolen.

Ms. Bryant stated that she had already signed off on the vehicle, collected personal belongings and relinquished ownership since the car had also been damaged by the person who stole it.

- 6** **CONSENT CALENDAR:** Mayor Garnier reviewed the items on the Consent Calendar:
- A Approve minutes from the City Council's December 21, 2016 and January 4, 2017 meetings
 - B Approve vendor warrants numbered 99421 through 99525 for a total of \$1,047,029.44 including \$107,090.35 in payroll warrants

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the Consent Calendar; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** None.
Commission/Committee Reports:

9 **NEW BUSINESS:**

9A Consider Resolution No. 17-5347 authorizing participation in the Home Energy Renovation Opportunity (HERO) Program Mr. Sanders explained that the HERO Program is an opportunity for residents to fund various energy related improvements to their home, including renewable energy, energy water efficiency improvements and electric vehicle charging infrastructure on their property. To further explain the program, he introduced Robert Bendorf, Marketing Manager to further explain the program.

Mr. Bendorf explained that the PACE program provides another funding option for home owners who wish to make energy-efficiency related improvements to their home in the form of a low-interest loan. The improvements must be related to energy or water conservation, and it acts as another tool for homeowners to use. The loan is deferrable for a period of 5 to 20 years, which offers flexibility, and it is attached to the property tax bill. Homeowners must have at least ten percent equity in the home, and the loan can be for no more than thirty percent of the home's value.

Mr. Bendorf continued, stating that the program has been adopted in over 440 California communities, and more than 17,700 local jobs have been created because of HERO. The benefits to the City include clean energy job creation, increased home values, positive environmental benefits, and the ability to provide residents access to the California HERO Program without the higher staffing costs that an independent program established by the City would require. Jurisdictions only need to adopt the form of resolution accompanying this staff report and approve an amendment to the joint exercise of powers agreement to begin the process.

The FHA and VA will approve the purchase and refinance of mortgages on homes with PACE assessments. Lenders are responsible for escrowing PACE payments as they would property taxes. Purchasers of homes with existing PACE assessment may elect to take over any unpaid balance since they are benefitting from the utility savings of the installed product.

Councilmember Wilson asked if it would be required for participants to use contractors from an approved list to complete the work.

Mr. Bendorf responded that the program requires that all contractors be licensed, bonded, and insured in order to perform the work.

Mayor pro tem Franco asked if the funding source was limited or if there were priorities established to help a certain demographic before another.

Mr. Bendorf responded that the funding source is not limited such as with block grants, and it is strictly first come, first served based upon meeting the qualifying criteria of at least ten percent owned equity in the home.

Mayor Garnier asked if it would be up to the City to advertise the program, and if the assessment followed the property when it is re-sold.

Mr. Bendorf responded that the City would be welcome to participate in advertising the program, but the PACE program facilitates promotion of the program. The assessment does stay with the property, and while there is an option available to pay it off when the property is sold, it is not a requirement. Homeowners and homebuyers can work through a negotiation process to pay it off, but the concept is that the improvements are made to the home, and increase the value of the home, so the buyer benefits from the improvements in that way when they purchase the property.

Councilmember Wilson asked Mr. Sanders if he has been in communication with other communities who have adopted this program.

Mr. Sanders responded that he has not had an opportunity to discuss the program with representatives from other communities, but it is being utilized in the County of Butte, in Chico, and some of the surrounding areas and overall he has seen positive information regarding the program.

Motion by Councilmember De Boer, second by Councilmember Stafford, to approve Resolution No. 17-5347; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9B Consider Resolution No. 17-5348 authorizing purchase of fuel system for Public Works Mr. Newton reported that the Public Works Department current fuel dispensing equipment is quite old and has become increasingly difficult to repair as parts are hard to obtain. The dispensers and fuel usage accounting equipment is unreliable and unusable during power outages. It is imperative that the City emergency responders and personnel are able to easily access fuel. The City has received a quote from RSSE, Inc. for two Gasboy Fleet fuel dispensers with a card lock system for accounting purposes. The cost for the project including all labor, materials and contingencies is \$25,000. It is anticipated that the additional features of the system which include the ability to track mileage and usage and electronically transmit the data will improve the efficiency of managing the City's fuel resource.

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve Resolution No. 17-5348; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9C Consider request by Lassen County Fair for support of Bluegrass Festival Mr. Hancock reported that the City has received a request from the Lassen County Fair Board to provide a sponsorship of \$5,000 for the 2017 Blue Grass music festival. The event is scheduled for June 23 through 25, 2017. Mr. Jim Wolcott, Lassen County Fair Manager was in attendance to talk about the event.

Jim Wolcott thanked the City Council for its consideration of this request, explaining that the festival started in 2010, spearheaded by Dan Douglas. The event brings in numerous vendors, performers, and attendees from out of the area who all stay at the hotels and support local restaurants and stores. The 2016 event drew approximately 800 people to the community, and they are hoping to increase attendance for this year's festival by increasing sponsorships which allows them to bring in better bands. Many times people travel from one community to the next to attend the festival, and it is a very popular event in the region. He discussed the marketing options that are available, to include a nationwide website that reaches a broad audience for a reasonable cost.

Motion by Councilmember De Boer, second by Councilmember Stafford, to approve the contribution in the amount of \$5,000; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Councilmember Wilson commented that it is a good event, and while he supports the benefit that it brings to the community, it does lead to a greater discussion by the City Council regarding the amount that is budgeted every year for Civic Contributions. The City budgets \$8,000, and with \$500 remaining in the fund, the Junior Fishing Derby is coming up and there will be a request coming from that group.

Mayor Garnier added that it would be an important matter of discussion during consideration of the next year's budget.

9D Consider Ordinance No. 17-1009 adopting posted speed limit signs of 30 miles per hour on Numa Road between Skyline Road and Spring Ridge Drive: Waive first reading and introduce Mr. Newton explained that staff has taken the necessary steps to establish a speed limit of 30 miles per hour on Numa Road between Skyline Road and Spring Ridge Drive. An Engineering and Traffic Survey has been conducted and based upon the findings, it was determined that the most appropriate posted speed limit given the conditions present is 30 miles per hour. The results of the Survey were reviewed by the City Council, and the California Vehicle Code provides authority to local jurisdictions to set speed limits based on the findings of an Engineering and Traffic Survey. The study was reviewed by the Police Chief and he concurred with the findings. The cost of the new speed limit signs is estimated to be approximately \$250 per sign, to include posts and anchor. This consideration of the ordinance is to waive the first reading and adopt. The new speed limit would not be in effect until 30 days after the second reading which would be on the next agenda.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to waive the first reading and introduce Ordinance No. 17-1009; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9E Consider Ordinance No. 17-1010 authorizing establishment of a speed limit of 15mph on Fourth Street: Waive first reading and introduce Mr. Newton reported that this ordinance is a similar concept and is related to the prior item. This item is proposing the establishment of a reduction in the

speed limit in the school zone on Fourth Street. The speed limit would be 15 miles per hour in front of McKinley School and 500 feet each direction when children are present. The Engineering and Traffic Survey completed per the California Vehicle Code determined the appropriate speed to be 15 miles per hour, which is reduced from the standard 25 miles per hour normally set for school speed limits. The Government Code also requires that flashing traffic beacons are used to notify motorists of the reduction in speed, they are required to say "when children are present." The School administration and Police Chief have been consulted and reviewed the Survey and are in agreement with the recommendations.

Mr. Newton explained that the cost for the new speed limit signs is estimated at approximately \$250 per sign, and the flashing beacon would cost approximately \$5,000 to \$6,000 per beacon. A budget transfer to fund the beacons may be considered as a separate item to be brought back for City Council consideration.

Councilmember Wilson referred to the discussion held at a previous meeting and asked if staff had been in contact with CHP to request an increased presence.

Mr. Hancock confirmed that the contact with CHP had been made, was well received and resulted in an increased presence of officers during peak school crossing times.

Councilmember Wilson asked if the cost for the beacon sign included powering the sign.

Mr. Newton responded that they were designed to be solar powered, so the estimated cost includes everything necessary for operation.

Motion by Councilmember Wilson, second by Councilmember De Boer, to waive the first reading and introduce Ordinance No. 17-1010; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

10 **SUSANVILLE COMMUNITY DEVELOPMENT AGENCY:** No business.

11 **SUSANVILLE MUNICIPAL ENERGY CORPORATION:** No business.

12 **CONTINUING BUSINESS:**

12A **Receive and File Quarterly Transient Occupancy Tax Report 1st Quarter FY 2016/2017** Ms. Savage reviewed the report regarding the amount of Transient Occupancy Tax collected for the period of July through September 2016 and noted the comparison to prior quarters. The revenue collected for the first quarter of 2016/2017 is \$181,570.

Councilmember Wilson asked if the increase from previous years was due to the fire season.

Ms. Savage noted that it was a contributing factor.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Community Swimming Pool Utility Rate Discussion** Mr. Hancock stated that the City will be providing water, gas and geothermal utilities to the community swimming pool. The facility will be owned and operated by the Honey Lake Valley Recreation Authority, and staff was asked to identify opportunities to charge a discounted or subsidized rate to the HLVRA as the City is a signatory member to the JPA. Each

utility has a separate rate structure and offer a different option for providing lower cost utilities to the facility.

The water utility rates which were recently adopted by City Council, and setting of the rate is governed by Proposition 218. There is no justification to structure a new rate specific to the pool, and staff recommends the pool be charged in accordance with the existing rates or that the City enter into an agreement similar to the existing agreement with the Susanville Ranch Park Ball Fields where the water is donated to the facility.

The natural gas utility rates include a rate that reflects the raw cost, and is applicable to facilities that are operated by the City. Staff recommends that the gas rate resolution be amended to include the community swimming pool facility in this raw cost rate. The geothermal utilities establish costs on a per square foot basis, and staff recommends that a cost be generated which reflects the actual pumping costs that will be generated to provide the service to the community swimming pool during the summer months when the system is traditionally offline. Mr. Hancock is requesting direction from Council on the type of discount that would be calculated so that an appropriate rate can be charged.

Mayor pro tem Franco commented that it is important to keep fixed costs for the facility as low as possible and supports the options as presented.

Councilmember Stafford stated that he would like to see more information provided regarding where the project is at financially, and requested that a report be brought back at the next meeting about the overall status of the project.

Councilmember Wilson stated that he serves as one of the City's representatives on the Board, and provided a brief update regarding where the project in terms of completion, explaining that the weather is a factor in finishing the plaster, however the Board anticipates that the facility will be open in the spring.

Councilmember Stafford asked what the costs for utilities were expected to be.

Mr. Hancock responded that the costs are currently estimated at \$400 to \$500 per month for water, \$2,500 for geothermal, and it was more difficult to estimate natural gas usage. The shower rooms will be operating on on-demand water heaters, and the gas will be used for back-up heating for the pool. Staff does not anticipate a high amount of usage but as there are no other comparable facilities, it is difficult to identify what the usage would be.

Mayor Garnier commented that she supports keeping the utilities as low as possible for the facility, and asked Mr. Hancock to summarize what the contribution would be.

Mr. Hancock explained that it would be brought back to Council as action items and reviewed the proposed charges for the utilities as follows:

- Geothermal: Enter into an agreement with the HLVRA to provide geothermal at the basic cost of running the pump during off-season time when the system is normally down, which is estimated at approximately \$2,250 per month;
- Natural Gas: Charged at the raw cost which is what other City departments are charged for natural gas usage;
- Water: Would be provided either through an agreement similar to the existing Ranch Park agreement, or keep it at regular water rate which is estimated to be between \$400-\$500 per month.

Mayor Garnier stated that if the Council is in agreement that the charges should be kept as low as possible, then it would be the preference to structure an agreement that is similar to the Ranch Park agreement.

Mr. Hancock confirmed that based on Council direction, the item would be brought back for formal adoption at a subsequent meeting. He added that in regards to the completion of the project, that the Board made a few minor amendments to the contract to add additional features and improvements, and the project between \$4,000 - \$5,000 over the original budget.

It was the consensus of the City Council to bring the item back as an action item as described.

Mayor pro tem Franco commented that it might be prudent to also bring back a report to provide an update to the City Council regarding the project.

13B Fire Department Quarterly Update

Chief Moore reviewed the activities and projects of the Susanville Fire Department including personnel, statistics and incident response information, OES, grants, volunteers, facility, training, prevention, public education, apparatus maintenance and efforts related to the January 7-9, 2017 storm event. He explained that the Department resubmitted the 2016 FEMA AFG grant for a new Quint Ladder Truck, and have also applied through NOR-Cal EMS for an OTS grant to fund 5 Tough Book Laptop computers to be placed in the first-out equipment and staff vehicles. Chief Moore explained that a partnership has been formed with SEMSA and the Lassen County Health Department to provide community CPR courses on a quarterly basis and the Department will be conducting a CPR refresher course for all staff and volunteers annually. In March a CPR class is scheduled for the general public.

Mayor pro tem Franco complimented City staff on the quick reaction and coordination with other agencies during the storm.

Councilmember Wilson asked if Carroll Street is going to remain sand-bagged until spring.

Chief Moore responded that it would. It takes between 16 to 18 hours to get all of the bags set up, and with the amount of snowpack and spring rains that are likely to come, it is safer to leave them in place.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to adjourn; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Meeting adjourned at 8:36 p.m.

Respectfully submitted by

Gwenna MacDonald, City Clerk

Kathie Garnier, Mayor

Approved on: March 1, 2017