

5 **BUSINESS FROM THE FLOOR:**

Any person may address the Council at this time upon any subject **not on the agenda** within the jurisdiction of the City Council. However, any matter that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit.

6 **CONSENT CALENDAR:**

All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.

A Receive and file minutes from City Council's December 3, 2014 meeting

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:** No business.

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

A Public request to install Pedestrian "Bulb Outs" on Main Street in the Historic Uptown

B Consider construction of Natural Gas Fueling Station for City Vehicles

14 **COUNCIL ITEMS:**

A AB1234 travel reports;

15 **ADJOURNMENT:**

- ***The next regular City Council meeting will be held on January 21, 2015 at 6:00 p.m.***

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.org, unless there were systems problems posting to the website.

Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for January 7, 2015 in the areas designated on January 2, 2015.



Gwenna MacDonald, City Clerk

Reviewed by: JKH City Administrator
_____ City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: January 7, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's December 3, 2014 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's December 3, 2014 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's December 3, 2014 meeting.

ATTACHMENTS: Minutes: December 3, 2014

**SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY**

**Regular Meeting Minutes
December 3, 2014 – 6:00 p.m.**

City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 6:00 p.m. by Mayor Brian R. Wilson.

Roll call of Councilmembers present: Kathie Garnier, Nicholas McBride, Rod E. De Boer, Lino P. Callegari and Brian R. Wilson.

Staff present: Jared G. Hancock, City Administrator, Peter M. Talia, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve the agenda as submitted; motion carried unanimously. Ayes: Garnier, McBride, Callegari, De Boer and Wilson.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS:

Ron Jarrell spoke in support of allowing Mr. Almand to operate the golf course for the upcoming season. From the perspective of a golfer, Mr. Jarrell stated that he was pleased with Mr. Almand's performance in prior seasons and urged the Council to consider a full time manager for the course.

John Shaw commented that the golf course is a great asset for the community, and that the City was doing a great job of running the course, but that it could be capitalized on to attract more visitors to the community.

Adam Almand thanked the City Council for considering the proposal.

3 CLOSED SESSION: At 6:09 p.m. the Council recessed to closed session to discuss the following:

- A CONFERENCE WITH REAL PROPERTY NEGOTIATORS – PURSUANT TO Government Code §54956.8:
 - Property: 470-895 Circle Drive
 - Agency negotiator: Jared G. Hancock
 - Negotiating parties: City of Susanville; Adam Almand
 - Under negotiation: Price/Conditions/Terms of Lease
- B CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code § 54956.9(b)(2). one potential claim

Closed session adjourned at 7:05 p.m.

4 RETURN TO OPEN SESSION: At 7:06 p.m. the City Council reconvened in open session.

Staff present: Thomas Downing, Police Chief; James Moore, Fire Battalion Chief; Dan Newton, Public Works Director; and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that prior to closed session the agenda was approved without changes and that in closed session Council gave direction but there was no reportable action.

Mayor Wilson provided the thought of the day.

Chief Downing recognized Officer Thomas McEachren who was recently honored by the Veterans of Foreign Wars by being chosen as Officer of the Year.

5 BUSINESS FROM THE FLOOR:

Tara Avilla, Susanville Peace Officers Association, invited those in attendance to participate in an annual Shop with a Cop event for local children. The sponsorship cost is fifty dollars per child, and the event would allow children to enjoy a Christmas celebration that included shopping for toys while being escorted by an officer. Money raised by the Policeman's Ball has provided funding for the event, but the Association hopes to allow as many children as possible to participate.

Mayor pro tem McBride requested the removal of Item 6C for separate consideration.

6 CONSENT CALENDAR: Mayor Wilson reviewed the items on the Consent Calendar:

- A Approve vendor warrants numbered 92541 through 92685 for a total of \$288,200.50 with \$96,289.55 in payroll warrants
- B Receive and file Finance Reports: October 2014
- C Approve Resolution No. 14-5125 determining industrial retirement of Thabiti Mwalози

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Item 6A and 6B; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

6C Approve Resolution No. 14-5125 determining industrial retirement of Thabiti Mwalози Mr. Hancock reported that CalPERS requires that local agencies participate in the process of a member who retires through the disability process by making a determination of industrial cause for safety personnel. On August 4, 2014 the City received notification of industrial disability filing and a subsequent determination of industrial cause through the Approved Medical Examiner (AME) report received on October 20, 2014. The City Council must make the determination by adoption of a resolution.

Motion by Councilmember De Boer second by Councilmember Callegari, to approve Item 6C; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

7 PUBLIC HEARINGS:

7A Consider request for variance to minimum lot size, width and front yard setback for parcel located at 1355 North Street and 215 Grand Avenue Mr. Hancock stated that the City Council reviewed a request at the November 19, 2014 meeting regarding a variance request for a parcel located at North Street and Grand Avenue. Staff was directed to conduct further research and look at the application and circumstances for requesting the variance and determine what conditions or requirements might be appropriate for approval of the request. The research that staff conducted included a title search and change of title search and in reviewing those documents it was discovered that a fairly unique situation existed regarding the parcel. In the early 1900's it was not uncommon to sell property by grant deed and it would appear that by transferring property and retaining a portion inadvertently created a separate lot. Staff has requested an official determination from the City's contract surveyor to determine if there are in

fact two legal lots that already exist. The applicant and applicant's representative have already been notified, and at this time the City is waiting on final determination from the surveyor. It is unfortunate that this was not picked up at the application stage, but the City does not require an extensive title search at the application stage of the process.

Jeff Morrish, NST Engineering, commented that it would be great if the property is already legally considered two lots, and would like the City to consider a lot line adjustment in order to deal with the existing garage.

There was a general discussion regarding the processing of applications through the Planning Department, and normally applications are submitted and processed by the Department with a commitment to low fees and expedient processing times. This situation raises awareness of exceptions to the rule, and specific language in the grant deed is not something that would have been readily observed during the normal application processing.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS:

Commission/Committee Reports:

9 NEW BUSINESS:

9A Consider approval of Resolution No. 14-5122 accepting the City of Susanville's Audited Financial Statements for the Fiscal Year ending June 30, 2014 Mr. Hancock reported that the firm of Badawi & Associates, CPAs has completed the audit of the City's Financial Statements for the fiscal year ended June 30, 2014. The audit included the financial statements of the governmental entities, business-type activities, each major fund, and the aggregate remaining fund information of the City, which collectively comprises the City's basic financial statements. The City has received a clean audit opinion, and typically Mr. Badawi would be present to address the Council and review the report, however due to unforeseen circumstances, Mr. Badawi would be providing a report via conference call. Mr. Hancock turned the floor over to Mr. Ahmed Badawi.

Mr. Badawi thanked the Council for allowing him the opportunity to present the report and referred to a PowerPoint handout that had been provided to the City Council and made available to the public. Mr. Badawi reviewed slides pertaining to the engagement team, deliverables and scope of audit, the audit report, required communications, and new accounting standards. He reviewed the City's assets, liabilities, net position and changes in net position, net cost of services to tax revenue, and expenditure coverage. Mr. Badawi noted that the City has the ability to continue operations with no revenues using available net position for six months, with the general recommendation being between two and four months. Mr. Badawi concluded his presentation, stating that the staff in Susanville is always very welcoming and cooperative throughout the process.

Mayor Wilson asked for clarification regarding the increase in debt limit as indicated on page 165 of the Comprehensive Annual Finance Report (CAFR).

There was a general discussion regarding the process of determining debt limit, and the impact of the City refinancing the CalPERS Side Fund to gain long term savings on pension cost obligations.

Mayor Wilson asked if the audit revealed any issues with internal controls at the Golf Course.

Mr. Badawi responded that there was nothing of concern noted during the audit, and the City is doing a good job considering the challenge of maintaining control at an off-site location.

The Mayor thanked Mr. Badawi for his presentation and the telephone call was disconnected.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution No. 14-5122; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9B Consider approval of Resolution No. 14-5126 approving South Street Extension Easement

Mr. Newton reported that the City of Susanville owns property at the end of South Street over which an unpaved road known as South Street Extension runs as it connects to Cheney Creek Road. The road is unimproved and has never been established as a public road. Over the years the City has granted easements to property owners in the vicinity which allows complete legal access rights to their properties. The City owned property is shown on the parcel map attached as Exhibit B.

The City has been notified by a property owner on Cheney Creek Road that she has experienced difficulty in obtaining financing on her property due to a cloud on the title relating to the legal access to her property, and she is requesting the City approve an easement over the South Street Extension. Resolution No. 14-5126 would provide this authorization by granting the easement and the easement agreement mirrors other easements granted over the same property in the past.

There was a general discussion regarding the responsibility for road maintenance and the benefits of designating a portion of the street a public road.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 14-5126; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9C Consider approval of Resolution No. 14-5124 authorizing expenditure of mitigation funds for refurbishment of Susanville Fire Engine 621

Chief Moore reported that Engine 621 is Susanville Fire Department's initial structure fire and emergency response vehicle. The engine has 7,634 engine hours, 658 pump hours, 63,922 miles and has served the Fire Department well, but due to age, use and inclement weather, is in critical need of refurbishing. He described the repairs needed and that the department received three quotes to complete the work. The lowest quote was received from Hi-Tech E.V.S., Inc. of Oakdale in the amount of \$43,796.88 to include materials, labor and tax. The project was budgeted two years ago but since that time some of the work has been done in house, resulting in a reduced scope of work and cost than the initial proposal.

Motion by Councilmember Callegari, second by Councilmember De Boer to approve Resolution No. 14-5124; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS: No business.

14 COUNCIL ITEMS:

14A **AB1234 travel reports:**

A AB1234 travel reports:

15 ADJOURNMENT: Motion by Councilmember De Boer, second by Councilmember Callegari to adjourn; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Meeting adjourned at 8:19 p.m.

Respectfully submitted by

Brian R. Wilson, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Dan Newton, Public Works Director

Action Date: January 7, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Discussion letter from Mr. Jim Reichle regarding proposal to install Pedestrian "Bulb Outs" along Main Street in Historic Uptown

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: On December 5, 2014, Susanville resident, Mr. Jim Reichle sent a letter to local agencies and community groups regarding the installation of "Bulb Outs" on Main Street in Historic Uptown Susanville. Mr. Reichle's letter is attached.

Caltrans is willing to explore the concept of installing "Bulb Outs" but would like to see some community support generated for the idea prior to expending funds to study the feasibility and appropriateness of the "Bulb Outs."

Additionally, Caltrans has expressed that traffic volumes in the uptown area are low enough that it is no longer required to have 4 travel lanes. Caltrans is willing to explore the concept of restriping the travel lanes so that there would be two travel lanes and a two way left hand turn lane, but would also like to see some community support generated for the idea.

The "Bulb Outs" and travel lane concepts may be considered concurrently or separately.

FISCAL IMPACT: None

ACTION REQUESTED: Provide Direction to Staff.

ATTACHMENTS: December 5, 2014 letter from Mr. Reichle.

December 5, 2014

To: Lassen County Chamber of Commerce
Historical Uptown Susanville Association (HUSA)
City of Susanville
Lassen County
Cal Trans
Rotary of Susanville
Sunrise Rotary of Susanville

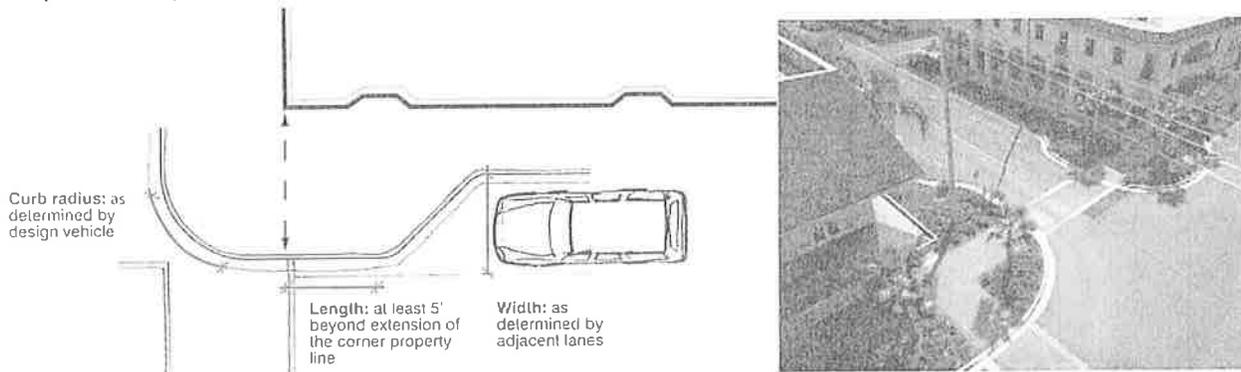
From: Jim Reichle

Re: Proposal to Install Bulb Outs at Corners in Areas of Main Street

Dear Interested Parties,

As some of you are aware, I have developed a keen interest in revitalizing the economy of Susanville. In particular, I feel poor Main St has been more an example of urban blight than a shining example of our wonderful community. I want to thank so many of you for your shared interest and work in creating a vision and physical changes that will slowly make Main Street and our economy one that is vibrant and fun and a source of pride in Northern California.

I am writing to ask you to consider the adoption of one change that will help with the look of Main St. the idea is a structural one that is being adopted in several downtown areas- large and small that promotes pedestrian (shopper) traffic around our retail areas. The structures are called "bulb outs" and they are an expanded area at pedestrian corners. Here are some architectural drawings:



Bulb Outs give a sense of narrowing of the street without actually narrowing the traffic lanes. They create areas where pedestrians congregate and feel safer when crossing streets. They can be partially used as landscaping areas. To understand more about their uses and advantages, please visit this web site:

<http://www.planetizen.com/node/44645>

At this time, Cal Trans has begun a project to re-engineer the handicap access ramps on many corners in Susanville. Ideally we could work with them to create bulb outs at appropriate corners as long as they are tearing up the corners anyway. Of course, the City of Susanville and all business owners and the public would need to approve such an idea first. The timing may not be possible for this project period

with Cal Trans. However, the long term goal of having this type of structure added to the revitalization of Main Street can get started along with other architectural improvements.

I invite you to consider this idea and I am asking that you adopt it as one of many architectural improvements to make Main Street, Susanville a place of community pride.

Thank you for your consideration.

Jim Reichle, 324 Prospect Avenue
Susanville 96130
530 257-4547
Jimmyjeff29@gmail.com

December 5, 2014

To: Lassen County Chamber of Commerce
Historical Uptown Susanville Association (HUSA)
City of Susanville
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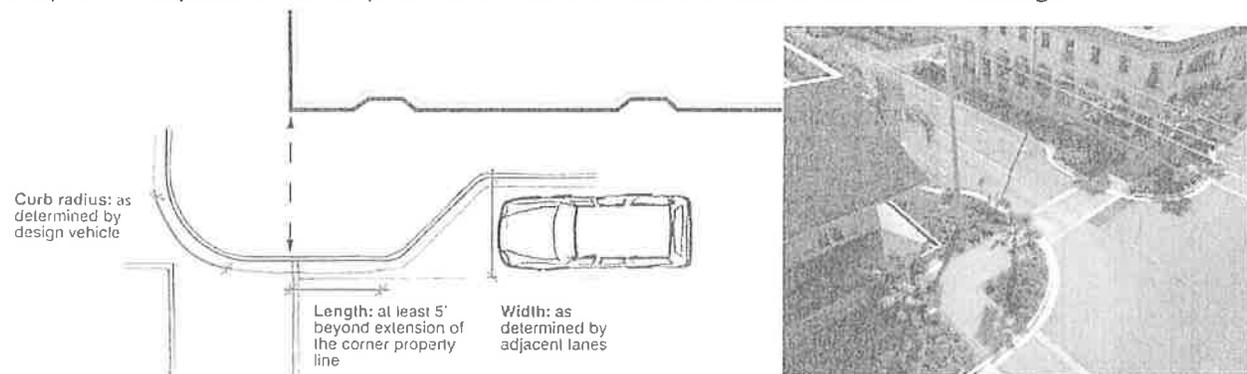
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Thank you for your consideration.

Jim Reichle, 324 Prospect Avenue
Susanville 96130
530 257-4547
Jimmyjeff29@gmail.com

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Jared G. Hancock, City Administrator

Action Date: January 7, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Potential Natural Gas Fueling Station

PRESENTED BY: Jared G. Hancock, City Administrator

ANALYSIS: Over the years the City discussed a small scale fueling station that could be used for fueling, marketing and demonstration purposes. Staff has looked into the feasibility of implementing this idea and the associated cost of implementation. The time-fill (slow-fill) option is the lowest cost option due to significantly lower equipment and installation costs because they do not require storage or other fast fill refueling components. Staff has looked at various locations to install a fueling location and the most practical location would be behind City Hall. The cost of CNG vehicles is about 30% more than conventional gas vehicles but there is the ability to recoup some of the costs long term through fuel savings. We have not tried to estimate the value of the fueling station as a marketing tool. If City Council is interested in pursuing the option we recommend that we proceed as indicated below:

- Concrete pad, fire wall, gas hook-up, unit protection posts approx. \$8,000
- Installation of a fence and security gate, approximately \$11,280.60
- 2 time-fill (slow fill) fueling units, fuel up to 4 vehicles, \$17,784.80
- CNG vehicles range in price from \$13,000 - \$26,800

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Direction to Staff.

ATTACHMENTS: None.