

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

Regular Meeting Minutes

May 20, 2015 – 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 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 and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Mr. Hancock noted that the attachment for Item 9E had been amended since the distribution of the agenda and had been provided to the Council.

Mayor pro tem McBride requested the removal of Item 6B and ask that the item be tabled pending further discussion of the fiscal year 2015/2016 budget.

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:05 p.m. the Council recessed to closed session to discuss the following:

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1 Complaint against public employee
 - 2 Public Employee Performance Evaluation: City Administrator
- B CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1 Agency Negotiator: Jared G. Hancock
Bargaining Unit: Administrative, Firefighters, Management, Miscellaneous,
Public Works, SPOA

Closed session recessed at 6:56 p.m.

4 RETURN TO OPEN SESSION: At 7:00 p.m. the City Council reconvened in open session.

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

Mr. Hancock stated that prior to Closed Session the agenda was approved with an amendment to revise the attachment for Item 9E, and the removal of Item 6B. During Closed Session there was no reportable action and no direction to staff and at the conclusion of Open Session, City Council would be reconvening in Closed Session.

Councilmember Garnier provided the Thought of the Day.

5 **BUSINESS FROM THE FLOOR:** None.

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

- A Approve vendor warrants numbered 93874 through 94046 for a total of \$505,207.85 including \$199,938.18 in payroll warrants
- B ~~Approve Resolution No. 15-5173 approving and authorizing Mayor to execute Memorandum of Understanding with the Management Bargaining Unit~~ Removed

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

7 **PUBLIC HEARINGS:**

- 7A**
- 1 Consider Resolution No. 15-5169 adopting Mitigated Negative Declaration for General Plan Amendment and Rezone for APN 105-152-01, 105-152-02 and 105-152-09**
 - 2 Consider Ordinance No. 15-1000 approving General Plan Amendment and Rezone GZ 14-022 for Rite Aid project: Waive first reading and introduce.**

Mr. Hancock reported that a project has been brought forward by PM Design Group to construct a new Rite Aid Pharmacy on the property located on Main Street and bordered by First Street on the north, Park Street on the west, and Ash Street on the east. There are a total of eight parcels at the location, with three properties currently zoned residential. The request is to change the land use designation to General Commercial/Shopping Center and to rezone the parcels to C-2. The three parcels will create a 1.65 acre property and will require the demolition of the three existing residences and a 7,124 square foot commercial building.

Mr. Hancock continued that the Planning Commission at its hearing on April 28, 2015 adopted Resolution No. 15-1024 recommending to the City Council an amendment to the General Plan Land Use Map from Single family Residential to General Commercial/Shopping Center and rezoning the properties from R-1 to C-2. If constructed, the 17,369 square foot commercial project will generate approximately \$30,400 in mitigation fees and additional revenue with increased property taxes and a small potential increase in sales tax revenues.

Mayor Wilson requested that the construction project be coordinated as much as possible with CalTrans.

Mr. Hancock responded that CalTrans has been involved in the process for months, and was the primary contributor of comments throughout the planning phases, with the main concerns related to traffic impacts and drainage. There have been several discussions regarding access to the site and how to address storm water runoff, and CalTrans is satisfied with the current project design.

Mayor Wilson opened the public hearing at 7:13 p.m. and requested comments regarding the project.

Randall Kirksmith, property owner, thanked staff for their assistance throughout the process. He expressed his appreciation of the professionalism and cooperation he experienced during the project, stating that the suggestions made along the way ultimately led to a much better project.

Mayor Wilson asked when the project was expected to start and the estimated timeline for completion.

Mr. Kirksmith responded that the tentative start date is July 1, 2015 and was expected to take approximately 120 days to complete.

Councilmember Callegari asked if any of the existing buildings would be incorporated into the project or if the site would be leveled.

Mr. Kirksmith indicated that all existing structures, including curb, gutter and sidewalk would be removed prior to the beginning of construction.

There being no further comments, Mayor Wilson closed the public hearing at 7:15 p.m.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 15-5169; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to waive the first reading and introduce Ordinance No. 15-1000; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

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

9 **NEW BUSINESS:**

9A **Consider Resolution No. 15-5166 approving closure of Main Street from Cottage Street to Fair Drive on Saturday, July 18, 2015 for the Lassen County Fair Parade** Mr. Newton reported that the City received a request from the Lassen County Fair Office to support the Lassen County Fair Parade event by authorizing the closure of Main Street from Cottage Street to Fair Drive on Saturday, July 18, 2015, between the hours of 9:30 a.m. to 11:30 a.m. A total of six Public Works Department employees will be needed for the set up and removal of traffic control devices and ten police officers to assist with traffic control. City Council authorization is also required to facilitate the encroachment permit process through Caltrans. The total cost for staffing to support the event is estimated at \$4,723.

Mayor pro tem McBride commented that the City provides support for several of these types of events and he would like to see the organizations recognizing the City as a sponsor.

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to approve Resolution No. 15-5166; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9B **Consider Resolution No. 15-5170 approving agreement with Laguna Ranch LLC for fire training exercises** Chief Moore explained that the Fire Department has a unique and valuable opportunity to conduct training on private property located on Main Street at the site of the future Rite Aid project. The existing structures that are scheduled for demolition prior to the beginning of the commercial development provide a rare training opportunity with three residential structures and one commercial structure located on site. The owners of the property have offered the use of the property for the price of one dollar, with the training dates to be determined. There will be no controlled burning conducted as part of the training, and no financial liability assumed by the City.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve Resolution No. 15-5170; motion carried. Ayes: Garnier, De Boer, Callegari, and Wilson. Abstain: McBride

9C Consider Resolution No. 15-5171 authorizing Agreement with State of California for transfer of Office of Emergency Services Equipment Mr. Moore reported that the Susanville Fire Department has been assigned an Office of Emergency Services (OES) fire engine to assist with statewide emergencies and in exchange for housing the engine, the City is able to use it to assist with mutual aid in the County and use it for emergencies within the City. The existing engine is being swapped for a newer model with the most notable change of it having 4 x 4 off road capability. The engine requires the staffing of three personnel and provides for the City to be a part of the statewide fire network. The OES engine in the city's possession now (OES 316) will be turned in to the State when we pick up the new engine.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 15-5171; motion carried. Ayes: Garnier, De Boer, Callegari, and Wilson. Abstain: McBride

9D Consider approval of sponsorship request from Lassen County Fair for 2015 Lassen County Fair events Mr. Hancock explained that the Lassen County Fair sponsors a number of events in the community during Fair week which this year, will be held July 15 through 19, 2015. In the past, the City has provided support through additional security staffing during shows and events, street closure assistance for the parade, and additional monetary contributions. The Lassen County Fair has requested a contribution of \$2,500 from the City of Susanville to support 2015 Lassen County Fair activities. Staff recommends providing funding through the fiscal year 2015/2016 Civic Promotions budget.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve the sponsorship request in the amount of \$2,500 for the 2015 Lassen County Fair; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9E Consider Resolution No. 15-5172 approving ATP application for Riverside construction Mr. Hancock explained that the City has multiple local, State, and Federally funded rehabilitation, reconstruction, Complete Streets, bicycle, and pedestrian projects being proposed for development and implementation over the next three years. The City entered into an agreement with Green DOT Transportation Solutions to assist with project development, management, programming, and delivery of these projects. The Riverside Drive Multi-Use Trail project has been discussed for quite some time, and would be comprised of a one-half mile long Class 1 trail that would connect the existing Susan River Trail with the Bizz Johnson Trail. The proposed design includes a stand-alone bicycle and pedestrian bridge over the Susan River; and would provide a bicycle and pedestrian link between residential areas, schools, key commercial areas, parks and community services.

Green DOT Transportation Solutions has identified a funding opportunity through the Active Transportation Program (ATP), and is proposing to submit an application for property acquisition and funding to construct the trail. The application requires a letter of support from the City Council.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5172; 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:

13A Emergency Water Regulations Report

Mayor Wilson invited Mr. Marshall Leve to comment regarding the item.

Mr. Leve noted that he provided the Council with a statement of his concerns, and in lieu of reviewing the list stated that he would listen to the report given as he expected many of his concerns would likely be addressed.

Mr. Newton reported that The State Water Resources Control Board adopted its emergency water regulations which requires the City of Susanville to achieve a thirty-six percent reduction in potable water production between the months of June 2015 and February 2016 as compared to the same months in 2013. Staff has analyzed production reports and has determined that in the summer, usage in Susanville increases approximately four hundred percent, so in order to achieve the required thirty-six percent reduction, it is the recommendation to focus on outdoor watering in the summer months. Per staff's analysis, a reduction of fifty percent in water produced for outdoor watering will result in a thirty-six percent conservation of potable water produced over the next nine months. This would mean that water restrictions during the winter months, when usage is already low, or mandating usage indoors will not be necessary. The draft plan is being reviewed by legal counsel and is not ready for presentation, however staff is seeking direction on some of the key plan elements.

Mr. Newton reviewed the key plan elements as follows:

- Attempt to achieve a thirty-six percent reduction in potable water production by focusing on summer outdoor watering
- Public awareness and education
- Distribution of low flow shower heads
- Definition of terms and enforcement of Water Board Regulations and stage II of the City's Water Shortage Contingency Plan

The conservation requirement will become effective on June 1, 2015 and staff is requesting the City Council provide direction on the key plan elements and the possible need to call a special meeting to adopt the plan before June 1, 2015. The plan would have to be adopted by Ordinance to provide authority for enforcement through the Susanville Municipal Code. The State will be reviewing progress at the end of June, and if the City falls short there are additional measures they can take to enforce conservation. If they determine that the City has made every effort to establish a reasonable and honest methodology to achieve a thirty-six percent reduction then it is very likely that the additional measures will not be punitive.

Mr. Hancock noted that an important part of the strategy involves an established water schedule for days of the week, and not trying to regulate the water usage for indoor use.

Councilmember Callegari noted that it is important to maximize public outreach so that the citizens know what is expected. Limiting watering days based on odd and even addresses has been done in the past, but the public needs to know about it as soon as possible.

Councilmember Garnier stated that there may be some compliance, but there will be people who do not conserve and then others will become discouraged and not stick to it. She asked if the parks would be following the same restrictions and whether or not car washes will be allowed as fundraisers.

Mr. Newton responded that it is likely that the City will be seeing some yellow lawns, however lawns will go dormant and they are ok for a few months. The City may want to look at car washes and limiting some businesses on the event. If they do not have any landscaping there is only so much that some of the commercial businesses can do to conserve. Staff is looking at progressive disciplinary measures for those residents who do not comply.

Councilmember Callegari suggested several methods of conserving water and reusing for indoor and outdoor use.

Mayor pro tem McBride stated that is important to educate the public regarding leaky faucets and high-flow shower heads and such things as they can add up to a lot of lost water.

Mr. Leve suggested that the Council do a direct mailing to all water customers regarding the mandate. He just received his water bill and with the billing cycles, the month of June will be half over before some people even receive notification.

Mr. Newton stated that the Public Works Department staff has developed a flyer that is in the final stages of review and will be distributed directly to all water customers in the City. He did not want to proceed with the mailing prior to making Councilmembers aware, since they were liable to receive phone calls and questions regarding the information that is provided.

There was a lengthy discussion regarding utilizing other City owned wells, the capacity in existing wells, legal uses of grey water, potential conservation rebates and the State's definition of production versus usage and involving local representatives to attempt to work with the State.

Councilmember De Boer announced that he had a family emergency and needed to leave the meeting. He requested that an item be added to the next agenda regarding the City owned property at 600 Nevada Street, and at 8:15 p.m. he exited the meeting and did not return.

The Council continued discussing the availability of water in the region and water usage for the Airport, Golf Course and City Parks.

Councilmember Callegari commented that Susanville has the luxury of water when many other communities in the State do not, and that it is important to be responsible stewards.

Councilmember Garnier remarked that it needs to be an all-out effort from all customers or else it will cause tremendous problems between the citizens who are doing their part, and those who do not.

Mayor Wilson reiterated the importance of public outreach and asked if the City had implemented reduction in usage for city parks.

Mr. Hancock responded that the City Park water systems are more of the residential style watering system and Parks staff have already reduced the percentage of watering on the timers, and have been turning them off after it rains. He restated the focus of the conservation effort, which is to implement a fifty percent reduction in outdoor water during the mandate period, to codify Stage Two of the City Water Mandate which will define the terms of the mandate, and asked for Council authority to move forward.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

A AB1234 travel reports:

Councilmember Garnier requested follow up regarding illegal dumping in the unpaved area of Numa Road.

Mayor Wilson requested an update regarding the progress on Roop's Fort.

Mr. Hancock responded that the City is continuing to work with the Historical Society, and they are in the process of identifying a contractor to oversee the project and the City has not received the engineered plans from NST Engineering. The tree trimming is underway, with many of the smaller branches having been removed, and the Park Superintendent is working towards having some of the larger limbs removed.

Councilmember Callegari stated that the Fort belongs to the community and it is important to make sure the project gets completed.

Mayor pro tem McBride suggested drafting a request for proposals in the event that the project stalls so the City could select a contractor to move forward with the project.

There was general discussion regarding the project deadlines and the importance of maintaining communication with the Lassen Historical Society to ensure that the project continues to move forward.

15 **ADJOURNMENT:**

At 8:43 p.m. Mayor Wilson called for a short recess prior to reconvening in Closed Session.

At 8:55 p.m. the City Council reconvened in Closed Session.

At 10:13 p.m. the City Council returned to Open Session.

Mr. Hancock reported that the City Council directed staff to schedule a special meeting for May 27, 2015 at 5:30 p.m.

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

Meeting adjourned at 10:15 p.m.

Respectfully submitted by

Brian R. Wilson, Mayor

Gwenna MacDonald, City Clerk

Approved on June 17, 2015