

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

**Regular Meeting Minutes
September 16, 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 requested the addition of an attachment for Item 13D be added to the agenda.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve the agenda with the addition of the attachment 13D as 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 6:02 p.m. the Council recessed to Closed Session to discuss the following:

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1 Agency Negotiator: Jared G. Hancock
- B CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation: Significant exposure to litigation pursuant to Government Code §54956.9

Closed Session recessed at 6:59 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; Dan Newton, Public Works Director; James Moore, Fire Chief; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that prior to Closed Session the agenda was approved with the addition of an attachment for Item 13D. In closed session the City Council gave direction but there was no reportable action.

Councilmember De Boer provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Ted Friedline discussed concerns related to traffic safety in the City of Susanville and near his residence in particular. He commended the Council for the effort put forth to provide things such as the golf course,

airport, and swimming pool for the community however he believes that traffic safety and adequate law enforcement to keep the streets safe for everyone was equally important. The Council thanked him for his comments.

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

A Approve vendor warrants numbered 95003 through 95074 for a total of \$485,841.74 including \$104,696.18 in payroll warrants

Motion by Mayor pro tem McBride, second by Councilmember De Boer, to approve the consent calendar; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

9A **Consider approval of Resolution No. 15-5207 approving closure of Main Street between Weatherlow Street and Alexander Avenue on September 18, 2015 for the Lassen Union High School Homecoming Assembly** Mr. Newton explained that the Lassen Union High School District has requested City support for the Lassen Union High School Homecoming Assembly by authorizing a street closure on Main Street from Weatherlow Street to Alexander Avenue on Friday, September 18, 2015, between 2:00 p.m. to 2:40 p.m. He introduced Lassen High School representatives Carrie Satca and Sam Yonan, who spoke to the City Council regarding the planned parade route and safety measures proposed for the event. Mr. Newton concluded his report by stating that it is necessary for the City to facilitate the application process to Caltrans for an encroachment permit for the street closure.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 15-5207; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9B **Consider approval of Fee Waiver Request for Memorial Park September 27, 2015** Mr. Hancock reported that the City has received a fee waiver request for use of the Memorial Park ball field on September 27, 2015 to hold a Community Benefit softball game. The game features a match between local Police and Fire personnel at 1:00 p.m., and he introduced Richard Hudson who shared information regarding promotional activities that will help to promote the event. He stated his goal is to have the event become an annual fundraiser for the Northern California Cancer Advocates (NCCA). He requested City support of the event by approval of the request to waive the \$59 park use fee.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve the fee waiver as requested; 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:**

12A **Consider approval of Resolution No. 15-5197 accept grant offer from FAA for PAPI design**
Mr. Hancock reported that at its May 6, 2015 meeting, the City Council approved submittal of a grant

application to the Federal Aviation Administration (FAA) for design of a Precision Approach Path Indicator (PAPI) system at the Susanville Municipal Airport. The existing Visual Approach Slope Indicator (VASI) system is inoperable and replacement parts are no longer available. The FAA has approved the grant award for ninety percent of project cost, which will provide \$62,739 in funding, with the City's match of \$3,834 covered by fund balance from the Apron Reconstruction Project budgeted in fiscal year 2014-2015.

Mayor Wilson requested clarification regarding the fiscal impact.

Mr. Hancock reviewed the fiscal impact related to the project, explaining that the Airport fund balance plus a surplus in the Apron Reconstruction Project that carried over from the 2014/2015 fiscal year budget ensures that the City's match of \$3,834 does not require any additional funds to be budgeted for the project at this time.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 15-5197; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

12B Consider approval of Resolution No. 15-5198 authorize submittal of grant application to Caltrans for matching funds for PAPI design project Mr. Hancock explained that the California Department of Transportation, Division of Aeronautics makes funding available to provide for a five percent grant match to assist airports with improvement projects, and City Council authorization is required to apply for the matching grant funds. If approved, the Caltrans grant would be \$3,137 which would reduce the City's required contribution for the project.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 15-5198; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

12C Consider approval of Resolution No. 15-5199 accepting Scope of Work from C & S Companies for Susanville Municipal Airport Precision Approach Path Indicators (PAPI) Design and Bidding services Mr. Hancock explained that the City retained the services of C&S Companies for Airport Consulting Services in July 2012 by way of an agreement that requires the consultant to provide planning, design and engineering services as related to the Susanville Municipal Airport. Any additional services provided on specific projects must be authorized by the City Council. C&S has provided a Scope of Work Proposal describing the Runway 11 and 29 PAPI Installation Project and outlines the professional services for design and bidding preparation to be provided by C&S. At the completion of the design and bidding phase the City will have a shovel-ready project ready for construction.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 15-5199; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

12D Consider approval of Resolution No. 15-5208 authorizing execution of close out for Apron Reconstruction Project Mr. Hancock reported that Dig It Construction, Inc. was selected to complete the Apron Reconstruction Project at the Susanville Municipal Airport and on August 26, 2015, the project was completed under budget for an overall project savings of \$54,684.46. He explained that the City would receive a proportionate share of the savings based upon project match costs, but that the entire cost savings does not remain with the City as entitlement funding.

Councilmember Garnier requested clarification as to why the project came in so far under budget.

Mr. Hancock explained that there were a number of factors, including that one of the steps in the project was not required, and with that removed it was a two-fold savings on time and materials, the cost of project inspections was reduced.

Mayor Wilson noted that the project turned out to be a good deal from the beginning when the bids came in far enough under anticipated budget that the scope was increased to include an additional phases.

Mr. Hancock summarized the phased scope for the Apron Reconstruction project which began with a base bid and included an alternate one and two bid for additional phases of the project, which was initially estimated at \$950,000 total. When bids were received for the project they came in lower than anticipated so that an additional phase was able to be included. In addition, the City had approximately \$600,000 in Airport entitlement funding available that had been accumulating over the past few years.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5208; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

12E Consider approval of Resolution No. 15-5209 approving amended Committee List to appoint an Alternate to the Honey Lake Valley Recreation Authority Board Mr. Hancock explained that the Honey Lake Valley Recreation Authority has requested that pursuant to the Joint Powers Agreement that the City Council consider the appointment of an alternate representative to serve on the board. It has been recommended by the Mayor that Councilmember Garnier be appointed to serve and the Committee List be updated accordingly.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 15-5209; motion carried unanimously. Ayes; Garnier, McBride, De Boer, Callegari and Wilson.

12F Consider approval of Resolution No. 15-5210 granting appeal request for Rite Aid sign Mr. Hancock explained that the City Council approved the appeal request submitted by Rite Aid to allow the construction of a 20 foot free standing sign at their location on Main Street. The Susanville Municipal Zoning Code imposes a 15-foot standard sign height, and the request was denied by the Planning Commission at their July 9, 2014 public hearing. The decision was appealed to the City Council on September 2, 2015 and the Council authorized the installation of a 20-foot free standing sign. Approval of Resolution No. 15-5210 would formalize the City Council's September 2, 2015 action.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 15-5210; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

13 CITY ADMINISTRATOR'S REPORTS:

13A Work Crew Update Mr. Hancock provided an update to the Council regarding the utilization of work crews to complete additional projects and thanked the Fire Department for taking the lead and coordinating the projects. He shared that the City has been able to leverage this resource to accomplish more than what would have been possible with our limited staff and financial resources and that we were able to address several areas of concern in the community. The City's commitment to ensuring that Susanville is a safe and welcoming community has been furthered by the use of the Federal Bureau of Prisons' Work Crew resources to aid in weed abatement and brush clearing. Weed abatement and brush clearing in the following areas was completed as part of the this project:

- Majority of Skyline area roadway

- Johnstonville Rd. from San Francisco Street to Skyline Extension
- Various locations along Riverside Drive
- Paiute Creek from Main Street to Cornell Drive
- Mill District
- Hospital Lane
- Bike Trail
- City owned property located on South Ash Street
- Both sides of Paul Bunyan Road
- Along and around Chestnut Street
- East Side of N. Mesa Street and ditch alongside N. Mesa Street to Russell Avenue
- Corners of Ash Street and Hall Street & Russell Avenue and Fair Drive
- River Street from S. Fairfield Avenue to Little League Fields
- Ditch from south side of Numa Road to north side of Shadow Mountain Drive
- Lovell Alley, Modoc Street, Alexander Avenue, Parkdale Avenue, West Street and various areas along Richmond Road
- Johnstonville Road from Bella Way to Post Office
- Intersection of N. Roop Street and Cherry Terrace

Mr. Hancock closed by stating that the Federal Work Crew is a valuable resource and with their assistance, the City has been able to address many additional projects and areas of concern.

Mayor Wilson recused himself from participating in the following discussion and exited the Council chambers

13B Fire Hazard Zone Map Mr. Sanders explained that the City is in the process of updating the Housing Element and the update process includes requirements of Government Code Section 65302 (g)(3) to review and update the General Plan Safety Element to address fire hazards within the City and must consider the advice included in the Office of Planning and Research's publication "Fire Hazard Planning, General Technical Advice Series" which discusses a variety of fire planning issues. In 2008 CalFire prepared and adopted Very High Fire Hazard Severity Zone (VHFHSZ) maps based on urban fuel modeling studies conducted by the UC Berkeley Center for Fire Research and other resources. The VHFHSZ maps were developed by Calfire for the Local Response Area to reflect flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area. Government Code Section 51179 required local agencies to adopt, by ordinance, a VHFHSZ within their jurisdiction.

A designation of a VHFHSZ requires under Government Code Section 51182 that any person who owns or controls a property adhere to the following criteria:

- Increased Building Code requirements for new construction as contained in Chapter 7A of the building code
- Disclosure that the property is in a VHFHSZ as part of any sale of the property
- Maintenance of "defensible space" including vegetation removal, fuel reduction, tree trimming within 30 feet of any occupied structure or to the property line whichever is less and within 100 feet or to the property line for any occupied structure with an allowance for vegetation no greater than 18 inches tall for erosion control
- Removal of any portion of a tree that extends within 10 feet of a chimney or stove pipe

- Maintenance of any tree adjacent to or overhanging any building free from dead or dying wood
- Maintenance of the roof of any structure free of leaves, needles, or other dead vegetative growth

The adoption of the VHFHSZ was required within 120 days of receiving the maps from Calfire, and the City has not yet done so. The City may, at its discretion, exclude properties or include properties, however they must provide substantial evidence in the record to show that the amendments are needed in order to provide effective fire protection. Mr. Sanders invited questions or comments from the City Council.

Councilmember Garnier observed that based upon the map which was circulated in 2008-2009, the area seems to have increased.

Chief Moore responded that the boundary proposed and presented to City Council in 2008-2009 had been altered somewhat.

Councilmember Garnier asked why the Wildwood/Lakewood Way areas were not included.

Chief Moore answered that the maps were developed based upon a computer model that considered topography, history of fire movement in the area, wind direction, weather, slope and other factors that were analyzed by scientists and computer programs to generate the resulting map. He discussed the accuracy of the model based upon events that have occurred since the release of the maps in 2008, and stated that they do appear to be very accurate, and allowed the fire crews to get an accurate idea of where the fires would move. Chief Moore introduced Dave Junette, Unit Chief, Calfire Lassen Modoc Plumas Unit and Silas Rojas, Fire Captain/Prevention Officer, Calfire Lassen Modoc Plumas Unit who were present to discuss the maps and answer any questions.

There was a discussion based upon the negative affect that adoption of the map would have on homeowners insurance rates for those property owners located within the zone. Chief Moore explained the various mitigation measures that would be imposed and that if adhered to the properties should not present a greater risk in terms of insurance premiums.

Mr. Hancock referenced the building code requirements for new construction, adding that existing homes would not be required to retro-fit various features of their home, however in the case of a re-roof project or the construction of an addition, newer building standards would apply. It will have the greatest impact on new construction in terms of costs of implementing the new standards.

Mr. Hancock also clarified that the City is working to update its Housing Element in order to be in a position to take advantage of grant and other funding for the community, and that the update triggers other State mandated requirements which in this case was an update to the Safety Element. The State requires that cities adopt the VHFHSZ maps, not necessarily the one that has been provided by Calfire. If the City wishes to propose the modification of the map, it would require a separate review process including a 60-day review period, among others.

Mr. Sanders stated that any revisions or changes to the maps would be subject to State review, and they would look at the justification and findings presented by the City and accept or deny the changes.

Mr. Hancock stated that staff was preparing to draft the ordinance and wished to obtain feedback from the City Council on their preference to move forward with adopting the maps provided, or have staff work towards preparing a revised map for approval.

Silas Rojas discussed the process that CalFire undertook to develop the maps, including the public review requirements, and the various criteria that had been included to develop the zones which would ultimately provide additional protection for the City in terms of anticipating areas that were likely to burn, allowing the dedication of resources which would prevent another situation such as what occurred last year in Weed.

Councilmember Callegari asked if the map was set in stone or was it possible to amend the boundary and obtain state approval.

Mr. Hancock read from Government Code Section 51179(b) which provides the opportunity for the local agency, at its discretion, to exclude areas identified as Very High Fire Hazard Severity Zones by the director within the jurisdiction, providing a finding supported by substantial evidence in the record that the requirements are not necessary for effective fire protection within the areas identified.

Chief Moore reviewed the mitigating factors which would be required that would include among other items, a conscientious approach to weed cleanup, tree trimming, and making sure that flammable materials were kept cleaned up and away from homes.

Mayor pro tem McBride asked if failure to adopt the map would have a negative effect on the City's ability to receive disaster dollars from the State if there were a large fire event near Susanville.

There was a lengthy discussion regarding issues related to data collected in the preparation of the maps, requirements of the relevant Building Code sections and mitigation factors that would be required by property owners within the VHFHSZ area, the negative impact on homeowners insurance rates for fire coverage, and the success of other agencies in amending the VHFHSZ maps. Staff was directed to continue research and report back to City Council.

Mayor Wilson returned and assumed his seat on the dais.

13C CalTrans Main Street Capital Improvement Project Mr. Hancock explained that at the January 7, 2015 City Council meeting, the City Council was presented with the concept of installing Pedestrian Bulb-outs at various Main Street intersections as a way to improve pedestrian safety and improve the overall aesthetic appeal of the Main Street corridor. As a result, staff has had a number of conversations with Caltrans to discuss the scope and feasibility of this concept. Staff met with Caltrans to discuss the concept, and after receiving the cost estimate of \$2 or \$3 million, wanted to step back from the project and determine the level of commitment and interest from the community.

The idea is receiving increased attention due to an upcoming Caltrans project (2017/2018 Cap M) along the Main Street corridor which includes approximately 7 miles of roadway from the intersection of Highway 36 and Highway 395 to the brake check area at the top of Highway 36 west of Susanville. Caltrans is still working to develop the project scope that will primarily consist of repaving and the upgrading of existing pedestrian ramps to be ADA accessible. The installation of Bulb Outs at many of these intersections would increase the feasibility and cost efficiency of the project and they are a lot more anxious to partner with the City to incorporate bulb-outs into the project.

So far, the "Cap M" project is estimated at \$9 million dollars. Caltrans is looking to begin the project in a few years and they are looking for an indication of how interested the City would be in pursuing a bulb-

out solution. They would like the City to also consider a "road diet", which would reduce the existing four lanes plus a turn lane down Main Street to street parking, a five foot bike lane and one travel lane in each direction plus a center turn lane. Concerns for the City have typically included pedestrian safety. At this point it was intended to begin the discussion, make the Council aware of Caltrans progress and make the public aware. Public outreach would be a key component regardless of what the Council would ultimately choose to pursue. If the Council is interested in the installation of bulb-outs, the best chance of seeing that happen would be to partner with Caltrans project.

Councilmember Callegari stated that the bulb-outs would be fine in the summer but what about during the winter under four feet of snow.

Mr. Hancock stated that the areas where the City was originally considering the bulb-outs considered were areas that already have on street parallel parking. The bulb-out would protrude into the street, eliminating one parking space at the intersection, but would not create any issues for snow plowing that do not already exist due to the current parking layout.

Mr. Newton commented on the plow to the middle versus the side debate, and stated that the road diet option would actually increase parking for drivers.

Mayor pro tem requested comments from the Police Chief.

Chief Downing responded that he has seen bulb-outs to be beneficial to slowing traffic which also has a positive effect on pedestrian and bicycling safety. He talked about options for lighting and safety at the intersections.

Councilmember Garnier asked who would be responsible for landscaping so that they did not turn into areas of unattractive bare dirt at every intersection.

Mr. Hancock responded that maintenance would be an important issue that would need to be worked out with Caltrans.

Mr. Newton explained that the traffic volumes have actually decreased since a study initiated in 2008.

The City Council discussed general issues related to daily traffic volumes, challenges created for snow removal, the installation of infrastructure related to drainage, landscaping responsibility and effects of drought-related watering restrictions, and possible funding options.

Due to the length of time between projects of this scope and scale, staff is recommending that we discuss the City's goals and objectives for Main Street. The consensus of the City Council was concern regarding snow removal and while the City would be open to the idea of installing bulb outs, they had concerns about the road diet option and would like more information regarding the utilization of bulb-outs in a community with similar climate conditions.

13D Susanville Municipal Airport / Airport Capital Improvement Plan Update Mr. Hancock explained that the City was contacted by the Federal Aviation Administration (FAA) and they have requested that the City provide a tentative proposal for projects that the City would be interested in pursuing for the period of 2017 to 2019. The proposal is requested to be in the format of a Capital Improvement Plan, and should include the priority order of the projects and list the local match amounts.

The Airport Commission discussed several project ideas at their September 14, 2015 meeting and staff is requesting feedback from the City Council prior to submitting the CIP to the FAA. It is the suggestion to front load a few smaller projects into the plan, as the last two or three projects completed at the airport have been large-scale projects due to the accumulation of FAA Entitlement Funds and the City has been budgeting \$15,000 per year to provide matching funds for future projects. They included Phase II of the Apron Reconstruction project, land acquisition and fence realignment, the conducting of a pavement study, taxiway reconstruction and the design and construction of runway rehabilitation.

There was extensive discussion regarding short and long term goals at the airport, the challenge of funding the larger projects, and the implication of funding the design of the projects with FAA funding and then removing them from the Capital Improvement Plan and how to develop a funding strategy in order to move towards completion.

Mr. Hancock stated that the best option would be to work with the consultants to identify funding sources and develop a plan to complete both short and long-term projects.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

A AB1234 travel reports:

Mayor pro tem McBride requested an update regarding the demolition of city-owned hangar #8 at the Susanville Municipal Airport.

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 9:24 p.m.

Brian R. Wilson, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: October 4, 2015