

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

**Regular Meeting Minutes  
February 17, 2016 – 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 pro tem McBride.

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

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

**1      APPROVAL OF AGENDA:**

Mr. Hancock reported that attachments had been provided for reference only on Item 12A and Item 12B, and the information contained therein was already summarized in the respective staff reports.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve the agenda with the addition of attachments to Items 12A and 12B; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: 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:  
All Employees

Closed Session recessed at 6:59 p.m.

**4      RETURN TO OPEN SESSION: At 7:05 p.m. the City Council reconvened in Open Session.**  
Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; Thomas Downing, Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda with the addition of attachments to Items 12A and 12B. During Closed Session, the City Council gave direction to staff but there was no reportable action taken.

Jared Hancock provided the Thought of the Day.

**5      BUSINESS FROM THE FLOOR:**

**Raymond Stout** discussed concerns regarding traffic speeds and safety for the children at the McKinley School. He requested that the City Council take action to reduce the speed limit to 15 mph, and install a blinking yellow light to ensure the safety of the students.

Councilmember De Boer stated that he was in complete agreement with Mr. Stout.

Mayor pro tem McBride commented that the speed limit in Reno for all school zones is 15 mph.

Councilmember Garnier added that the reduced speed limits and flashing yellow lights in school zones is very effective.

Mr. Hancock suggested bringing the item back at the next meeting to discuss the process for reducing the speed limit.

Mayor pro tem McBride requested that staff also contact the School regarding the discussions.

Councilmember Garnier requested separate discussion of Item 6A.

Mayor pro tem McBride requested separate discussion of Item 6D.

**6**     **CONSENT CALENDAR:** Mayor pro tem McBride reviewed the items on the Consent Calendar:

- A     Receive and file minutes from City Council's January 6 and 20, 2016 meetings
- B     Approve vendor warrants numbered 96371 through 96478 for a total of \$259,363.00 including \$100,259.19 in payroll warrants
- C     Receive and file Finance Reports: January 2016
- D     Receive and file Quarterly TOT report

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

Councilmember Garnier pointed out a discrepancy in the election filing deadline date on Item 9A of the January 6, 2016 minutes. Ms. MacDonald clarified that it was a typographical error and clarified the filing deadline is March 11, 2016 with a five-day extension to March 16<sup>th</sup> if any of the incumbents choose not to run for office.

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

Mayor pro tem McBride requested that a report be brought to the City Council summarizing the collection of Transient Occupancy Tax, the use of the tax, and any agreements or discussions regarding the commitment of funding.

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

**7**     **PUBLIC HEARINGS:** No business.

**8** **COUNCIL DISCUSSION/ANNOUNCEMENTS:** None.

Commission/Committee Reports:

**9** **NEW BUSINESS:**

**9A Consider Resolution No. 16-5255 authorizing Mayor to execute Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884, located at Susanville Memorial Park** Mr. Hancock explained that the City is in possession of equipment that is currently on display at the Memorial Park and as part of the agreement with the U.S. Army, must update the agreement every year and certify that the equipment is being maintained in its original condition.

There were no comments or questions.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution No. 16-5255; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

**9B Consider Resolution No. 16-5256 authorizing annual Certificate of Materiel status for UH-1 Huey Helicopter and AH-1 Cobra Helicopter on static display at Susanville Municipal Airport** Mr. Hancock explained that the item is related to the helicopters on display at the Susanville Municipal Airport. An annual certification is required per the terms of the agreement with the U.S. Army to ensure that the City is in possession of the equipment and that it is displayed and maintained in the appropriate manner.

There were no comments or questions.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve Resolution No. 16-5256; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

**9C Consider Resolution No. 16-5257 authorizing loan agreement with National Museum of the US Air Force for static display at Susanville Municipal Airport** Mr. Hancock explained that a similar agreement is required with the U.S. Air Force for the Phantom Jet on display at the Susanville Municipal Airport. Mr. Hancock also expressed his appreciation for staff's initiative and commitment in keeping the equipment clean and working with the Army and Air Force to properly maintain the equipment for display.

There were no questions or comments.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution No. 16-5257; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

**9D Consider Resolution No. 16-5258 authorizing sale of Fire Department SCBA surplus equipment** Chief Moore explained that when the City was awarded the Assistance to Firefighters Grant from Federal Emergency Management Agency (FEMA) the Department was able to purchase new SCBA packs, bottles and masks. The new packs, bottles and masks have been received and are in service and now staff is requesting authorization to declare the old equipment that has been replaced as surplus, and authorize its sale. The Department has 31 SCBA backpacks, 52 face masks and 59 4,500 psi air bottles available. The air bottles still have a market value and staff proposes to offer these for sale on Western Chiefs and the Fire Trader sites prior to auction. The face masks have no market value, however the Lassen College Fire Science program is interested in using them for training purposes only, so staff is proposing

to sell the lot of masks to the College for \$1.00. Chief Moore added that the Susan River Fire Department has expressed interest in obtaining he fill compressor.

There were no questions or comments.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 16-5258; motion carried with Mayor pro tem McBride abstaining. Ayes: Garnier, De Boer and Callegari. Abstain: McBride. Absent: Wilson.

**9E Consider Resolution No. 16-5259 accepting the City of Susanville’s Single Audit Report for Fiscal Year Ending June 30, 2015** Ms. Savage reported that as a recipient of Federal funding in excess of \$500,000 in one fiscal year, the City of Susanville is required to have a Single Audit performed. The City has been audited for compliance requirements as described in the OMB Circular A-133 in the areas of internal controls, compliance with requirements of laws, regulations, contracts and grants applicable to its Federal programs by the firm of Badawi and Associates. The City has received an unmodified opinion on the report. The report must be completed and accepted by the City in order to maintain eligibility for Federal funding.

There were no questions or comments.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve Resolution No. 16-5259; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

**9F Consider Resolution No. 16-5260 granting authority to advertise bids for PN 16-03 Water Main Replacement and City Clerk to execute the notice of inviting bids and authorize funding for PN 16-03.** Mr. Newton explained that as a result of research related to the water study, the Public Works Department has identified additional sections of water main that may be at risk and require replacement. City staff has prepared plans, specifications and an engineer’s estimate for the installation of new water mains in select areas of the City where leaks continue to be problematic and place the water system at further risk. The streets identified are included in the street rehabilitation projects that will be completed this year. The City Engineer’s cost for these project locations is currently estimated at \$292,000 for the base bid plus five percent in contingencies and five percent for construction engineering for a total project cost of approximately \$366,000. This cost is based upon the installation of new 6” PVC water main installed at locations on Fifth Street from Ash to Spruce Street and on North Union Street from Nevada to North Street. If the bids received are lower than anticipated, locations on Third Street from Cedar to Park Street and Third Street from Ash to Hall Street would also be considered. Funding for the project would be from the Water Capital Improvement Fund 7114, which currently has a balance in excess of \$600,000 identified for the purpose of replacing the City’s water infrastructure system.

There were no comments or questions.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 16-5260; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

**9G Consider Resolution No. 16-5262 authorizing agreement with Adams Ashby for 2016 CDBG consulting services** Mr. Hancock explained that the Department of Housing has announced that the Notice of Funding Availability will be released in the next few weeks, with the application for CDBG funding to be available soon after. The City has been working to ensure that all of the required documents

are in place, including the Housing Element that will be coming to City Council for action. Staff is proposing to contract services to assist in the preparation of the grant application. The firm of Adams Ashby Group, Inc. has a proven track record of success and a significant amount of insight into the program to allow the City to put together the most competitive application possible. In addition, they had the most competitive cost proposal in an amount not to exceed \$4,500 which will be funded from Program Income as an eligible General Administrative cost. Staff is requesting authorization to contract with Adams Ashby Group, Inc. to assist with public workshops and preparation of the 2016 Community Development Block Grant application.

Mayor pro tem McBride asked if staff is expecting a better outcome by utilizing the services of Adams Ashby Group, Inc.

Mr. Hancock responded that while staff will still be very involved in the application process, the firm has extensive knowledge of the criteria required, areas in the community that would be most competitive, and the ability to assist in presenting the most competitive application for funding as possible. The first application workshop is scheduled for Friday, February 19<sup>th</sup>, and they would be assisting in sharing program information and receiving input from the public regarding community priorities and funding goals.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 16-5262; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

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

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

**12**     **CONTINUING BUSINESS:**

**12A**    **Consider Resolution No. 16-5251 Notice to Award and execute agreement for STIP Overlay Project 15-03** Mr. Newton explained that Public Works staff has prepared plans and specifications for the installation of 2.5" thick Type B asphalt pavement over existing City streets at various locations. The project includes additional work including making localized repairs to sub-grade, re-establishing proper street profiles and cross slopes, the required upgrading of existing American with Disabilities Act (ADA) access ramps at adjacent street intersections and the repair of isolated areas to replace damaged curb, gutter and sidewalk.

The following streets are included in Project No. 15-03:

- i. Fifth Street from Grand Avenue to Ash Street;
- ii. North Union Street between Main and North Streets;
- iii. Carroll Street between Lassen and Mill Streets;
- iv. Hill Street west of North Roop Street;
- v. Inspiration Drive east of Harris Drive;
- vi. Long and Lovell Alleys north of Hill and west of North Roop Street;

The locations selected have been revised from previous lists submitted to the City Council and were based upon locations that require the least amount of additional work related to ADA ramp replacement and include utility relocation and right of way acquisition.

The City Engineer's estimate for the project was \$777,069 for the base bid excluding any contingencies, and the lowest responsible bid from Dig-It Construction Inc. was \$694,017.00, which is 11.97 percent lower than estimated. Change orders and construction engineering estimated at less than 10 percent and 15 percent respectively result in a total estimated project cost of \$867,522. The funding allotted for the project from the State Transportation Improvement Program (STIP) is set at \$963,000. With the estimated costs to the project, this leaves approximately \$95,478 for additional work.

The City also received additive bids for Brookwood, Meadowood and Oakridge east of Cherry Terrace as part of this project and the low additive bid on these locations from Dig-It was \$187,791 for a total of \$234,739 including estimated increases for change orders and construction engineering. Staff will be pursuing opportunities for cost savings during the course of the project to free up programmed funds for the additive street locations. If staff is successful with its request for permission from Caltrans, and funds are available within the allocation including additional locations, staff will be making subsequent presentations to the City Council regarding additional funding.

Mayor pro tem McBride observed that Fifth Street has very heavy use, and asked if an overlay would be adequate considering the high traffic volume.

Mr. Newton responded that some streets will require more extensive rehabilitation than others, depending on the usage.

There was a discussion regarding options to obtain more funding from users who cause more wear and tear on the pavement.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 16-5251; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

Mr. Hancock added that he wanted to publicly thank Director Newton for providing the update and wanted to acknowledge his time and staff's time that has been dedicated to bringing these projects forward. It is a relatively short process to get the resolution and City Council approval, but improvement of City streets has been something that the City Council has made a priority and it takes years to put these projects together and it is important for the public to be aware of that process. The City receives funding through gas taxes for street repairs and it is a very small amount of money that does not go far. The utilization of STIP funding is a rigorous process that includes defining the project, including it on the Regional Transportation Plan, on the STIP funding plan, and making annual adjustments as the State revises the requirements of the program. It takes hundreds of hours to get a project developed and repaving projects are not a priority with the State, and are often one of the first things to get dropped as funding is reprioritized. Other communities are losing projects due to that reprioritization, but by developing relationships with State level staff and keeping the process on track, Susanville has been able to keep projects moving forward to retain that funding. The City will be receiving close to \$10 million in project funding in the next five years from Regional and State resources, and it is not funding that is received automatically. Mr. Hancock explained that it translates into safer streets and improved neighborhoods, and as people notice the newer streets it will increase the pride people have in their property which in turn improves the community as a whole. He acknowledged the work that Director Newton and his department contribute in that process.

Councilmember Garnier agreed, stating that it is one more amenity that keeps people in Susanville.

Mr. Newton thanked Mr. Hancock and the Council for their support, adding that it would not be possible without the hard work and dedication of Mr. Gibbs and the Engineering staff.

**12B Consider Resolution No. 16-5252 notice to award and execute agreement for STIP Overlay Project 15-04** Mr. Newton explained that this project is very similar, however relates to different streets in the following locations:

- i. Quarry Street (includes extending);
- ii. South Pine Street from Court to Cottage Street;
- iii. South Roop Street Extension adjacent to the cemetery;
- iv. South Union Street between Cottage and Main Street;
- v. View Drive north of Pine Street;
- vi. Shasta Street from Modoc to Tehama Street;
- vii. Sierra Street from Modoc to Tehama Street;
- viii. Tehama Street between Sierra and Shasta Streets;
- ix. Wall Street east of Richmond Street;
- x. Shawn Way east of Paiute Road

Dig It Construction, Inc. is again the lowest responsible bidder, with a base bid of \$664,371.00. With the City Engineer's estimate of \$666,030.00 for the base bid, the lowest responsible bid was 0.25 percent lower than estimated. With change orders and construction engineering, the total estimated project cost is \$830,464. Funding is allotted from the STIP program and is set at \$866,000. Based upon the estimated project costs this leaves approximately \$35,536 for additional work.

The City received additive bids for Third Street between Ash and Oak Street at the location of the recent water main replacement project. The low additive bid on these locations from Dig-It Construction was \$238,886 for a total of \$298,607, including estimated increases for change orders and construction engineering. Mr. Newton explained that staff will be pursuing opportunities for cost savings during the course of the project to free up programmed funds for the additive street locations. These include implementing the projects simultaneously which allows savings in staffing and testing costs. He added that the project will be entirely funded by the STIP program.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 16-5252; motion carried. Ayes: Garnier, De Boer, Callegari and McBride. Absent: Wilson.

An unidentified member of the audience requested clarification on the action taken in regards to the project total.

Mr. Newton responded that the action was to award the project to Dig-it Construction for the base bid only.

Mayor pro tem McBride asked if the gas taxes for funding the STIP program were from taxes paid in the region only, or if they are collected from gas sales throughout the State.

Mr. Newton explained that the funding calculation is a fairly complicated formula utilized by the State that is based upon who is buying the most gas, so it is not necessarily based upon taxes paid in the northern region only.

**13** **CITY ADMINISTRATOR'S REPORTS:**

**13A Report on SB 876 (Liu) Homeless 'Right to Rest'** Mr. Hancock reported that as the legislative session at the State progresses, there are a lot of bills that are introduced, and staff monitors and receives periodic updates on those which have the potential to cause significant impact on small cities and counties. Senator Liu has introduced Senate Bill 876 which is being referred to as the Homeless Right to Rest, and if passed, the bill would prohibit any regulation or prohibitions related to camping, resting, or setting up space on public properties or plazas. It would go against laws that the City of Susanville has on the books related to camping on public properties, and it is staff's recommendation to write opposition letters to the respective Senate Committee members in order to allow local agencies, cities and counties the ability to be able to regulate and address the issue on a local level.

Councilmember Garnier expressed support of sending opposition letters, and commended Mr. Hancock on staying on top of the issues that could impact the City.

It was the consensus of the City Council to send a letter of opposition regarding Senate Bill 876.

**13B Rob's Way Update** Mr. Hancock explained that another project that is nearing completion is the dedication of a memorial on the street that was formerly referred to as River Street. With the development of the Tractor Supply and other businesses in the area the street was repaved, reconfigured and it was deemed appropriate to rename the street. The City Council voted to name the street in memory of Officer Rob McElrath, and as part of the renaming an area was identified to install a small memorial for him. The area is approximately half way up the block towards Tractor Supply, it is off Main Street, and is a quiet area with a view of the Diamond Mountains and the new Court House. The area will be approximately three feet by six feet, with stamped concrete that is set back from the sidewalk with a metal bench and two retractable vases where the family can put flowers during events. The vases can recess back into the concrete when not in use. In addition, there will be a plaque attached to the back of the bench recognizing Rob's service to the community. Staff has been working with the family to finalize the language that will be on the plaque, and are hoping to formalize the dedication sometime in the spring.

**14** **COUNCIL ITEMS:** No business.

**14A AB1234 travel reports:**

**15** **ADJOURNMENT:**

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

Meeting adjourned at 7:52 p.m.

Respectfully submitted by

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Nicholas McBride, Mayor pro tem

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Gwenna MacDonald, City Clerk

*Approved on March 16, 2016*