

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**February 15, 2017– 7:00 p.m.**

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

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

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

**1      APPROVAL OF AGENDA:**

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

**2      PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS:** No business.

**3      CLOSED SESSION:** No business.

**4      RETURN TO OPEN SESSION:**

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

Chief James Moore requested a moment of silence to honor the passing of former Fire Chief, Don Kurtz.

**5      BUSINESS FROM THE FLOOR:**

**Ron Wood** discussed the National Welcome Home Vietnam Veterans Day to be held on April 1, 2017, and the activities that will be held in Susanville to honor the event. He requested that the City Council present a proclamation recognizing the occasion.

**Ben Moore**, Susanville Little League President, discussed the damage done to the Pat Murphy Little League field by the recent flood event. The League has 300 children signed up to play ball, and the fields have been destroyed. He reviewed the extent of the repairs needed and requested City support and resources to help get the fields in as good if not better shape than they were before.

Mayor Garnier suggested that he also contact the Rotary clubs to ask for contributions and assistance.

Councilmember Wilson asked him to get in touch with staff to coordinate the clean-up effort.

Mr. Moore responded that the City has been involved and he has conducted a walk-through of the property with the Parks Maintenance Superintendent and Building Official.

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

A      Approve minutes from the City Council's January 18, 2017 meeting

- B Approve vendor warrants numbered 99526 through 99625 for a total of \$257,757.36 including \$100,328.60 in payroll warrants
- C Receive and file Finance Reports: January 2017

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

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

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

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

**9A Consider approval of Accounts Receivable Write-off** Ms. Savage explained that the Administrative Services Department is responsible for the collection of revenues for the City. Established procedures are followed, including phone calls, sending delinquent letters, new account searches and the utilization of the credit reporting agency resources. When those attempts are unsuccessful, the uncollectible balances are forwarded to a collection agency. The City receives 66 percent of any revenue collected by the Agency, and accounts received in the first six to twelve months have the highest level of success in being collected. It is necessary for the City Council to authorize the removal of those accounts receivable from the books. The total balance requested for write-off is \$8,253.67 for the period of June 2016 through January 2017.

Mayor pro tem Franco asked how this amount compares to previous years.

Mr. Hancock responded that it is much lower, and the City's delinquency rate is very low for the utility industry. Ms. Savage added that she is proud of the diligence of staff in following up and taking an active role in collections so that the balances can be kept to a minimum.

Mayor Garnier asked if the deposits held for these accounts have been deducted from the total.

Ms. Savage responded that they have been.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve accounts receivable write-off in the amount of \$8,253.67; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

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

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

**12** **CONTINUING BUSINESS:**

**12A Consider Ordinance No. 17-1009 adopting a speed limit of 30 miles per hour on Numa Road between Skyline Road and Spring Ridge Drive: Waive second reading and adopt** Mr. Newton reported that the City Council introduced Ordinance No. 17-1009 which would authorize the posting of a 30 mile per hour speed limit on Numa Road between Skyline Road and Spring Ridge Drive. This determination was based upon the results of an Engineering and Traffic Survey submitted to the City Council for review on November 2, 2016. The final action would result in the implementation of the speed

limit within 30 days of the final passage of the Ordinance. The placement for the new signs is estimated at approximately \$250 per sign, including post and anchor.

There were no questions or comments.

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

**12B Consider Ordinance No. 17-1010 authorizing establishment of speed limit on Fourth Street: Waive second reading and adopt**

**Consider Resolution No. 17-5351 authorizing increase to the Traffic Safety Fund in the amount of \$12,000 for the installation of flashing beacons on Fourth Street delineating the McKinley School Speed Zone** Mr. Newton explained that this item is similar to the previous ordinance, with the key difference involving the establishment of the speed limit in a school zone. Ordinance No. 17-1010, introduced at the February 1, 2017 meeting of the City Council would reduce the speed limit from 25 miles per hour to 15 miles per hour along Fourth Street in front of and extending 500 feet in each direction of the McKinley School when children are present. The action is based upon the results of the Engineering and Traffic Survey submitted to City Council on November 2, 2016. The location of the zone in front of the school also requires the installation of flashing signal beacons to identify the speed zone, and the cost is eligible for funding through the Traffic Safety fund. The resolution to increase the budget has been included.

Councilmember Wilson asked if the cost for the beacons included the power for the signs.

Mr. Newton responded that they are designed to be solar powered, so \$12,000 represents all costs for two signs.

Motion by Mayor pro tem Franco, second by Councilmember Stafford to waive the second reading and adopt Ordinance No. 17-1010; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

**13 CITY ADMINISTRATOR'S REPORTS:**

**13A Community Swimming Pool Update** Mr. Hancock explained that at the last meeting, staff was asked to bring a report so that the Council could discuss progress on the community pool project. This has been a project that has been discussed for quite some time ever since the Roosevelt Pool that used to serve the community was taken out of operation. Since that time, there has been a desire in the community to re-establish a swimming pool. Some effort for ballot measures and other opportunities were made, and most recently, a joint effort between the City and County to fund with existing revenue. The proposal that was approved included the dedication of \$200,000 per year from each agency for a 15 year period to fund the construction, operations and maintenance of the facility. The figure comes to approximately \$6 million, and due to past history and experience in managing the Roosevelt pool, it was deemed that it would not be prudent to spend all of the money on construction, as there is a need for money each year to cover any operational deficit, maintenance or repairs and to fund depreciation. The initial number for construction was \$3 million to leave the balance for the operational, maintenance and repair costs.

In order to move forward with the process, it was necessary to create a new government agency, the Honey Lake Valley Recreational Authority was created as a Joint Powers Authority. The JPA was developed with the flexibility and language in the agreement to add additional agencies that may be interested in becoming partners, which would also change the composition of the Board. Currently the Board is five members comprised of two city councilmembers, two board of supervisors, and one public member.

A primary goal for the new venture was to have as much support and investment from the community as possible. The Board began with conducting a review and feasibility study to discuss all of the potential sites in the community that had been suggested as possible locations for the facility, and around 20 sites were considered. A review criteria was established and the top three sites were reviewed based upon additional criteria, and the top site chosen was at the Credence School site. The school district was originally supportive of the location, however due to some staffing changes and some lease issues that could negatively impact to the college, it was decided that it would be in the best interest of the community to select site two, which was the existing Roosevelt pool site.

This choice opened up a lot of new questions, including whether or not it would be cheaper to rebuild the existing facility or build a new facility. An engineering consulting firm was called in to give cost estimates as to what it would cost to be competition ready, and it was determined that the cost would be outside of the price range of the funds available. Then it became necessary to abate and demolish the building, which was completed at a total cost of around \$234,000 which included the removal of lead and asbestos material and a phase one analysis and two-phase removal of abandoned underground tanks.

The JPA then moved on to the project itself, and looked at a few options. Utilizing an engineering company to design the project would typically run between 12 and 18 percent of the total construction costs. It is a high percent, and staff was also advised that with an engineer designed project, often times the contractor comes in and tries to follow the design and plans from a firm which is not familiar with how they build pools, which results in a higher number of plan modification change orders.

He continued that there is a public project structure available to school districts and State agencies that was recently made available for use by Cities and Counties which is the design build approach. This involves putting out a Request for Proposals to gather pre-qualified applications from construction firms that have completed similar projects, and then going out to bid for a design build project. The firm designing the project is also constructing it, and it is broken down into a design phase and a construction phase.

The design phase for the project was at a cost of approximately \$100,000, with the option at the end of phase one to withdraw if the firm was unsatisfactory to work with, or if the JPA had any concerns regarding cost overruns, budget or ability. At that point they would still have a set of plans for significantly cheaper than if they had initially hired an engineering firm. The firm hired for the design build project has been a great company to work with; they have come up with a good design and have been working with the JPA for modifications in the design to keep costs down. The contract for phase two included a gross maximum price of around \$2.8 million, and the goal of the JPA was to reduce the GMP to \$2.75 million. They went back to the contract and requested a modified proposal, the contract was approved and construction began. The contract is based upon working days in order to accommodate any weather delays, and as of today the project completion date is the middle to end of March.

Mr. Hancock provided an update on price as follows:

- Current costs to date: \$2,754,555
- Change orders with a reduction to the Gross maximum price: \$110,000
- Additional plumbing costs to extend plumbing to the exterior for the addition of outdoor showers and easy expansion of the building: \$700.00
- Additional electrical conduit for landscaping: \$534.00
- Reconfiguration of the lobby area: \$4,000
- Expanding the gate and one corner to expand the usable area of pool: \$1,600
- Removal of hydro-seeding scope of work and perform with local forces for cost reduction of \$5,888
- Extension of swimming pool fence and grading work: \$3,000

Mr. Hancock stated that all total, the changes represent a budget increase of \$4,555 resulting in a number of design improvements to be completed for the project.

Mr. Hancock summarized the remaining items which include a few days of interior work, touch up paint on the exterior of the building, and approximately three days on the pool itself to add the final layer of plaster. We need temperatures that are above 32 degrees at night and 45 degrees during the day in order for it to properly cure. The contractor is in Chico, and they have been watching the weather, and as soon as there is a window of time they will complete the remaining items. The pool is still on track to open in the spring this year, and be available to the public.

Mr. Hancock stated that some of the recent developments include the generous donation of a monument sign to the facility, and the JPA is continuing to reach out to community groups and businesses that have expressed an interest in contributing to the facility, and offer opportunities to provide that assistance. The JPA has been actively recruiting for a Pool Director for about five months, and the Board has taken additional action to consider alternative options and contingency plans so that someone can be put in place and ready to have it up and running.

Mr. Hancock described some of the employment and training opportunities that would be available locally, adding that flyers would be circulating to people with lifeguard or CPR training who are ready to be life guards and swim instructors. Also, college and high school students who do not have the training would be invited to participate in training that would be conducted through the Red Cross, with the goal to coordinate as much of that training in Susanville as possible.

Mr. Hancock added that as part of the process of construction of the facility, the goal had originally been for the JPA to obtain its own financing however because of a lack of credit history or rating, the types of financing available had a high interest rate, which made the costs of financing very significant. With the \$800,000 that had already been collected, the City and County each obtained an additional \$1.1 million in financing for a much lower interest rate in order to come up with the construction costs of the pool. The annual contribution for both agencies is reduced to \$80,000, which is expected to cover any operational deficit, maintenance, repairs and depreciation. It is also important to note that the JPA will own the facility free and clear on the day that it opens.

Mr. Hancock concluded by stating that he tried to cover the highlights and provide as much information as possible, and he requested comments and questions from the City Council regarding any items that they would like more information or follow up on. He acknowledged that Mayor

Garnier and Councilmember Wilson serve as the City's representatives on the Board, and invited them to comment.

Mayor Garnier added that the local bus has rearranged its schedule in order to include a stop at the swimming pool on the route which opens up ridership for kids who can now catch the bus to pool.

Mayor pro tem Franco asked if the facility has been named.

Mr. Hancock responded that it will be called the Honey Lake Valley Community Pool.

Mayor pro tem Franco stated that it was perfect, and suggested that the advertising and public notification regarding opening times, swim classes and other organized events be well publicized to the public.

Mr. Hancock responded that staff has put together a lot of information about programs, schedules and fees, and the objective has been to get a pool director on board to take it forward. They will have a huge responsibility to make sure the programs are successful.

Mr. Hancock asked if Councilmember Stafford had any questions or wanted additional information.

Councilmember Stafford responded that he did not have any questions and just wants to see the project get going.

Councilmember Wilson added that one of the questions he keeps hearing again is why the facility is constructed as an outdoor pool. He stated that it came down to budget, with an estimated cost of another \$5 million to cover the facility. The pool is built in such a way to allow that it be covered in the future, should funding become available. Regarding the season, because it is an outdoor facility, it has been discussed that the tentative season would be somewhere in the Memorial Day to Labor Day range, with shoulder seasons that would be on reduced hours of operation. The goal is to leave it open as long as possible, and it is heated with geothermal, so heating the water should not be an issue. Natural gas is used as a backup heat source for the pool and the building.

Mayor Garnier thanked Mr. Hancock for his comprehensive report.

**13B Storm Event Update** Mr. Hancock explained that Fire Chief Moore would be providing an update regarding the recent flood, and added that the determination of a local emergency by the Governor will free up additional State and Federal funding that could be redistributed to the region.

Councilmember Wilson asked if there was a difference between relief funding that is available for public entities versus private.

Mr. Hancock responded that the City reports on public property, as there are funding requirements specific to government agencies. The building department works with contractors and inspectors to document flood-related damage on private property who have to contact FEMA directly. The City can look at opportunities to assist with waiving of fees for permits that are pulled for flood-related repairs.

Chief Moore discussed meeting the criteria to qualify for flood-related damage and generally the assistance is the form of low-interest loans and funding opportunities like that.

Councilmember Wilson confirmed that the County has declared a disaster area, so the next step would be for the Governor to also declare it a disaster area.

Chief Moore responded that as soon as the Governor declares it a state of emergency, then FEMA steps in and builds a report. There are no guidelines or criteria to meet, and it comes down to approval at the Presidential level as to whether or not there is a disaster. There is a process to assess and document for the purpose of gaining funding, and the local Office of Emergency Services is taking the lead as point of contact for that process for Lassen County. At this time, they are still in the process of assessing all of the damage.

Mayor pro tem Franco asked if the City would be waiving the permit costs for property owners.

The City Council was in agreement that building permit fees should be waived for property owners who are repairing damages caused by the flood.

Mayor Garnier confirmed that it was the consensus of the City Council to waive fees and directed staff to waive them and bring back the building permit fee waiver for flood damage repairs for a formal vote.

Chief Moore described the sequence of events that took place prior to the high water peak on February 9<sup>th</sup>. The storm came harder and faster than expected, and the river crested and flooded within about 20 minutes of passing the flood stage. He described it as an event that he would not want to see happen again in Susanville. He compared the 1997 river height at 17.31 feet, which was approximately two feet higher than the height during this event, however the resultant flooding was much more significant this time. There was consensus among emergency personnel present in 1997, that changes in elevation calculations may have occurred because this was a larger event. Since the 1997 flood, work has been done to add culverts to Paiute Creek, the channel through Memorial Park was widened, and it did its job. It also carried more water through the park to dump into the Susan River. In looking at the 100 year flood overlay, the areas that saw a lot of waters followed that very closely.

Mayor pro tem Franco commented that all of the public safety personnel moved very quickly and did a great job of keeping the citizens in the community safe, adding that he was grateful that the water didn't come up during the night time.

Mr. Hancock stated that he had spoken with Rob Hill who served as the City Community Services Director during the 1997 flood. He indicated that during that flood, the neighborhoods around Memorial Park flooded and the work done along Paiute Creek kept the water moving downstream and protected the homes in the neighborhood.

There was a general discussion about all of the measures taken to keep citizens off the street and out of the flood water. The City Council thanked staff for the hard work and group effort of the emergency response team.

**14     COUNCIL ITEMS:**

**14A    AB1234 travel reports:**

**15     ADJOURNMENT:**

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

Meeting adjourned at 8:26 p.m.

Respectfully submitted by

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Kathie Garnier, Mayor

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Gwenna MacDonald, City Clerk

*Approved on: March 15, 2017*