

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
November 6, 2019– 6:00 p.m.

Meeting was called to order at 6:00 p.m. by Mayor Stafford.

Roll call of Councilmembers present: Brian Wilson, Joseph Franco, Brian Moore, Mendy Schuster and Mayor Kevin Stafford.

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the agenda as submitted; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION:

- A CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section §54956.9(d)(1):
 - 1. *Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville*
- B PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 City Attorney Performance Evaluation
- C CONFERENCE WITH REAL PROPERTY NEGOTIATOR – Pursuant to Government Code 54956.8

4 RETURN TO OPEN SESSION:

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; Dan Newton, Public Works Director; James Moore, Fire Chief; Ryan Cochran, Policy Captain; Quincy McCourt, Project Manager; Anthony Hanner, Building Official; Deborah Savage, Finance Manager; Heidi Whitlock, Assistant to the City Administrator; and Gwenna MacDonald, City Clerk.

Mr. Wilson reported that the City Council approved the agenda with no changes prior to Closed Session. During Closed Session, direction was given to staff but no reportable action was taken.

Captain Cochran requested a moment of silence in honor of an El Dorado County officer who was killed in the line of duty.

Mayor Stafford read a proclamation in honor of Veterans Day.

5 BUSINESS FROM THE FLOOR:

Darrell Foster thanked the City Council for the improvements made through the Riverside Park Rehabilitation project specifically the lighting upgrades.

Councilmember Wilson requested that Item 6B be tabled.

6 CONSENT CALENDAR:

- A Consider **Resolution No. 19-5734** authorizing execution of Agreement with Shaw Engineering Construction Management Agreement for Cady Springs Project
- B Consider **Resolution No. 19-5730** authorizing execution of Agreement with Lassen Community College for the use of Memorial Ball Park

Motion by Councilmember Wilson, second by Councilmember Schuster, to approve Item 6A; motion carried unanimously. Ayes: Wilson, Schuster, Franco, Moore and Stafford.

7 PUBLIC HEARINGS:

7A Consider Resolution No. 19-5724 accepting Fiscal Year 2018-2019 Annual Report of Development/Mitigation Fees Ms. Savage reported that local agencies have the authority to charge and collect development impact fees for new development within their jurisdiction and an annual report must be presented to identify the purpose of the fee and the use to which the fee is to be put. In some cases, the City has also adopted additional provisions outlining the use of specific funds. Municipal Code Title 3, Chapter 32, outlines the use of Public Facilities impact fees for Police, Fire, Street and Traffic Facility and Maintenance. Municipal Code Title 16, Chapter 32, outlines the use of Parkland Dedication Fees. Most Impact fees apply equally to all new development within the City limits. However, in some instances, fees have been assessed to a specific development for public facilities that will benefit a specific geographic area. On June 1, 1992, the City Council approved Phase One of the Skyline Terrace Tentative Subdivision Map and later established five mitigation fees for that project area. All of the mitigation funds are deposited into separate accounts and interest income is allocated accordingly. These funds are considered "restricted" funds and expenditures are made only for the purpose for which the fee was originally collected.

At 7:18 p.m. Mayor Stafford opened the public hearing and requested comments. There being no comments, Mayor Stafford closed the public hearing at 7:19 p.m.

Motion by Councilmember Moore, second by Mayor pro tem Franco, to approve Resolution No. 19-5724; motion carried unanimously. Ayes: Moore, Franco, Schuster, Wilson and Stafford.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: Commission/Committee reports: No business.

9 NEW BUSINESS:

9A Consider approval of vendor warrants numbered 205075 through 205372 for a total of \$2,282,850.65 including \$811,645.32 in payroll warrants Ms. Savage presented the vendor warrant report for approval. Councilmember Schuster stated her recusal from voting due to a conflict with her father's business.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve the vendor warrant report; motion carried. Ayes: Franco, Wilson, Moore and Stafford. Abstain: Schuster.

9B Consider Resolution No. 19-5731 approving and authorizing the City Administrator to enter into a Local Agency Subscription Agreement for the CAL-Card program Ms. Savage explained that the City currently uses Bank of America Corporate Cards for our departments to use as credit cards. These cards are used by staff to order items on-line or at a local establishment and pay for costs incurred while on travel for the city, and has been challenging for employees to use these cards while traveling as each card is in the name of the City of Susanville and the department where they work. Most establishments will not accept the city card even if the employee has an ID card from the City. The CAL-Card program allows agencies to manage the program online by printing statements, making payments, issue cards, setting spending limits, etc. Each department head will be responsible for holding and issuing cards to their respective employees as each employee will have a card in their name. Employees will be expected to sign a credit card use policy before the card is issued to them. This program will also give the City access to an incentive program for volume sales, prompt payment and large ticket volume. There are no annual fees associated with the credit card program.

Mayor Stafford commented that it sounds like an improvement to managing and tracking expenditures.

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to approve Resolution No. 19-5731; motion carried unanimously. Ayes: Schuster, Franco, Moore, Wilson and Stafford.

9C Consider Resolution No. 19-5732 accepting Lassen Municipal Utilities District Rebate for Riverside Park project Ms. Savage reported that the City has applied for and was awarded a \$15,000 grant through LMUD's Public Benefits Community Program for lighting at the Riverside Park. The Park Rehabilitation project was funded through CDBG funding and has brought many improvements to the park and neighborhood, however as with many projects of this type, there have been unforeseen additional expenses that were not included in the original scope. The additional funding available through LMUD's program will be put towards the upgrade to stadium lighting and replacement of the distribution box. Council approval is required for acceptance of the funding.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5732; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

9D Consider Resolution No. 19-5733 approving and authorizing the City Administrator to execute contract with Impact Construction to replace the approach pad for Hangar #9 Mr. Wilson reported that the City is in negotiations for a commercial operator agreement for Hangar #9 at the Susanville Municipal Airport, and the concrete approach to this hangar has deteriorated with age and must be replaced before the Agreement can be finalized. The lowest quote received for the job was from Impact Construction for \$7,120. The City current has \$5,000 set aside in the Airport CIP fund, and Council authorization is required for the additional \$2,120 from the Airport Operations Fund.

Councilmember Wilson asked if the \$5,000 was from the money set aside for grant matches.

Ms. Savage responded that in the prior year, the Council authorized an additional \$5,000 from risk services dividends to be set aside for emergency repairs at the airport. Some of the funding was used for an emergency plumbing repair.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 19-5733; motion carried unanimously. Ayes: Franco, Moore, Schuster, Wilson and Stafford.

9E Consider Resolution No. 19-5735 accepting Small Cities Organized Risk Effort (SCORE) loss control grant funding for City Hall Flooring project Ms. Savage reported that the flooring in the lobby areas at City Hall have become damaged, including breaking tiles and softening of the underlayment in the floor. The City's participation in the Small Cities Organized Risk Effort (SCORE) provides an opportunity to receive loss control grant funding to be used to prevent claims and losses. The damage to the public entry ways poses a trip hazard, and staff has proposed utilizing a portion of the funding to replace the flooring. The balance of funding for the program has been dedicated to the installation of security cameras at City Hall.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5735; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

9F Consider Resolution No. 19-5736 authorizing increase to Police Mitigation Fund and Police Facility and Equipment Reserve Fund for purchase of equipment for new police vehicles Captain Cochran reported that the police department was recently authorized to purchase three police vehicles, and since that approval was given by Council, there has been an increase in the cost required to outfit the

vehicles with the equipment needed to get them into service. City Council approval is needed to authorize the budget increase in the Mitigation and Facility/Equipment Reserve Fund.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 19-5736; motion carried unanimously. Ayes; Wilson, Franco, Moore, Schuster and Stafford.

9G Consider Resolution No. 19-5737 authorizing execution of agreement with Kirack Construction, Inc. for City Hall Re-Roof Project 19.02 Mr. Newton reported that the roof at 66 N. Lassen is damaged and leaking, and previous attempts to repair it have been unsuccessful. The damage to the interior of the building will also continue to worsen unless the repairs are completed. Staff circulated a formal bid and received one response from Kirack Construction in the amount of \$85,229.03. If approved, the City Administrator will be authorized to prepare and execute an agreement with Kirack Construction, Inc. and the Finance Manager will amend the budget as necessary to complete the project.

Mayor pro tem Franco commented that it will be nice to have the roof fixed and the interior repaired.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5737; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider Ordinance No. 19-1017 regulating Medical and Adult Use Cannabis Activities: Waive the second reading and adopt Mr. Wilson reported that at the October 16, 2019 meeting, the City Council conducted a public hearing to consider the proposed ordinance regulating cannabis in Susanville. A public hearing was also held before the Susanville Planning Commission, and approval of the ordinance was recommended. The Council voted to waive the first reading and introduce Ordinance No. 19-1017 regulating medical and adult use cannabis activities within the City of Susanville. The ordinance prohibits cannabis activities within the city limits, to the extent to which the City is allowed to prohibit the activity by State law.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to waive the second reading and adopt Ordinance No. 19-1017; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster and Stafford.

12B Consider approval of State Transportation Improvement Program (STIP) Project Report to be provided to the Lassen County Transportation Commission Mr. Newton explained that the Lassen County Transportation Commission (LCTC) is developing their Regional Transportation Improvement Program and has asked the City and County to submit project requests for consideration at the LCTC's November meeting. City staff has submitted its list of projects; however, there is not adequate funding to program all City and County requests. City staff has been gathering additional information and will continue working with LCTC staff to develop a strategy to optimize the programming capacity of the STIP. Mr. Newton reviewed a spread sheet showing the City and County programmed projects and requests for additional programming from the 2020 STIP cycle. There are currently three projects programmed in the STIP for the City of Susanville. There are several factors that affect the funding for these projects including timelines for completion. The City has obligated itself to complete the programmed projects and is subject to having to repay expended funds if they are not completed on time. Mr. Newton added that it sounds as

if the CTC will not finalize the list until December, so the City has an opportunity to discuss and provide more information.

There was a general discussion regarding timelines, milestones, and possibility for funding decisions to be overturned. There was no action taken on this item.

13 CITY ADMINISTRATOR'S REPORTS:

13A Economic Development Update Ms. Whitlock reported that that the Economic Development team was created to find ways for improving the economic well-being of Susanville by attracting new businesses, retaining current businesses, creating and retaining jobs, and building the local tax base while increasing the quality of life for our community. Staff has been identifying multiple areas for review and has been actively working on the following areas: Creating an Implementation Plan to include elements such as promoting public trust, attracting new businesses, attracting people to visit, attracting people to move here and building jobs; Working with Buxton provided data/leakage reports and retail matches for potential new businesses; Site inventory identifying all vacant lots/buildings, owner information and amenities; Flyers & Surveys providing an explanation of the City's financial information to our community while receiving input on what we should be focused on as well as asking for volunteers; Website complete redesign for easier viewing and includes economic development information for potential businesses; Contact with Alliance for Workforce Development to discuss job training/skill building opportunities; Contact with Lassen Union High School about career and technical job training classes. Staff will continue focusing on multiple areas of economic development and will provide updates to the Council on a quarterly basis.

Mr. McCourt explained the shopping leakage trends and information that was being compiled for the area, stating that the top four things purchased by Susanville residents was alcohol, tobacco, junk food and medications. The reports and information would be made available to businesses and made public on the City's upgraded website.

Mayor Stafford thanked Ms. Whitlock, Mr. McCourt and Mr. Hanner for working on the City's economic development team.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

2019 Annual League of California Cities Conference Update

Mr. Wilson provided an update regarding the annual League Conference, noting that the focus was on homelessness, budgets, and housing. He added that the conference is not necessarily geared towards rural cities.

Councilmember Moore discussed his activities at the conference and the Rural Cities Exchange which provides an opportunity for improved representation of rural cities at the State level. In addition, he informed the City Council that in an effort to help with the budget shortfall and projected crisis, he has volunteered to give up the medical benefit that is provided to the City Council.

Councilmember Schuster added that she also does not take advantage of the health insurance benefit.

Mayor Stafford stated that he would like to give back the discretionary fund that is allotted to each Councilmember. When the City is looking at cutting positions, every dollar matters. It was the consensus of the Council to give back the remaining discretionary funding to the General Fund.

15 ADJOURNMENT:

Motion by Councilmember Moore, second by Councilmember Wilson, to adjourn; motion carried. Ayes: Moore, Wilson, Schuster and Franco. Absent: Stafford

Meeting adjourned at 8:04 p.m.

Respectfully submitted by

Gwenna MacDonald, City Council

Kevin Stafford, Mayor

Approved on: December 18, 2019