

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
April 1, 2020– 3:00 p.m.

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

Roll call of Councilmembers present: Brian Moore, Quincy McCourt, Kevin Stafford and Mayor Mendy Schuster.

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney, and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION: At 3:01 p.m. the Council entered into Closed Session to discuss the following:

- A PUBLIC EMPLOYMENT – pursuant to Government Code Section §54957:
 - 1. City Administrator
- B CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section 54956.9(d)(1): Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville
- C CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - Agency Negotiator: Mike Wilson
 - Bargaining Unit: SPOA

At 4:17 p.m. the City Council reconvened in Open Session.

4 RETURN TO OPEN SESSION:

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Deborah Savage, Finance Manager; Daniel Gibbs, City Engineer/Interim Public Works Director; Kevin Jones, Police Chief; Ryan Cochran, Police Captain; Kelly Mumper, City Planner; and Gwenna MacDonald, City Clerk.

Mr. Wilson reported that the City Council approved the agenda with no changes prior to Closed Session and that the Council met in Closed Session and direction was provided to staff.

Deborah Savage provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

David Knaut, LCTC provided information regarding services being provided to the community during the COVID-19 quarantine.

6 CONSENT CALENDAR:

- A Approve **Resolution No. 20- 5755** approving street closure request for a portion of Sunkist Drive and approving fee waiver request for the use of Riverside Park for the Superhero Fun Run and Walk event
- B Approve Experimental Aircraft Association (EAA) Chapter #794 Susanville Municipal Airport Fair on Saturday June 6, 2020 and authorize sponsorship of insurance cost not to exceed \$500.00

Motion by Mayor pro tem Moore, second by Councilmember Stafford, to approve the consent calendar; motion carried. Ayes: Moore, Stafford, McCourt and Schuster.

7 PUBLIC HEARINGS:

7A Consider Resolution No. 20-5756 City of Susanville Housing Element Update 2019-2024 of the City of Susanville's General Plan 1990-2010

At 4:23 p.m. Mayor Schuster opened the public hearing and requested the staff report.

Mr. Mumper explained that the City has completed the update of the Housing Element for the period of 2019/2024 and has received confirmation from the State Department of Housing and Community Development that the draft document has been approved. Adoption and certification of the Housing Element is required by State Law and required to obtain grant funding.

Mayor Schuster requested comments regarding the report. There being no comments, Mayor Schuster closed the public hearing at 4:26 p.m.

Motion by Councilmember McCourt, second by Councilmember Stafford, to approve Resolution No. 20-5756; motion carried. Ayes: McCourt, Stafford, Moore and Schuster.

7B Consider Ordinance No. 20-1022 amending Section 17 of the Susanville Municipal Code regarding Emergency Housing/Shelters: waive first reading and introduce

At 4:27 p.m. Mayor Schuster opened the public hearing and requested the staff report.

Mr. Mumper reviewed the proposed ordinance which amends the Susanville Municipal Code and is required as part of the Housing Element Update. The Housing Element is a State-mandated document that is one of seven mandated elements of the General Plan, and the proposed zoning ordinance is required for the Housing Element to be in compliance with State law.

Mayor Schuster requested comments regarding the report. There being no comments, Mayor Schuster closed the public hearing at 4:28 p.m.

Motion by Mayor pro tem Moore, second by Councilmember Stafford, to waive the first reading and introduce Ordinance No. 20-1022; motion carried. Ayes: Moore, Stafford, McCourt and Schuster.

7C Consider Ordinance No. 20-1023 amending Section 17 of the Susanville Municipal Code regarding Transitional and Supportive Housing

At 4:28 p.m., Mayor Schuster opened the public hearing and requested the staff report.

Mr. Mumper explained that this item is similar to the prior item, however it deals with the issue of Transitional and Supportive Housing. Approval of this change to the City's zoning code is necessary for Housing Element compliance with State Law.

Mayor Schuster requested comments from the public.

David Teeter commented that the change will implement uses by right which takes away the process to stop certain uses of public property. He acknowledged that the State mandate requires the implementation of this language.

There being no further questions, Mayor Schuster closed the public hearing at 4:33 p.m.

Motion by Councilmember McCourt, second by Councilmember Stafford, to waive the first reading and introduce Ordinance No. 20-1023; motion carried. Ayes: McCourt, Stafford, Moore and Schuster.

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

9 **NEW BUSINESS:**

9A **Consider approval of Resolution No. 20-5752 adopting the City of Susanville 2019-2020 Mid-year Budget and adopting Updated Budget Policies** Ms. Savage explained that each year the City Council sets appropriations for the coming year, and estimated revenues and expenses are estimated based upon those projections. At the mid-year, the budget is reviewed and updated based upon more current information. She reviewed the proposed changes for the budget. In addition, budget policies are being brought for an amendment to the out-of-area fire distribution. The policy is being removed to allow the Department to retain and use any year-end surplus to pay towards the unfunded liability for CalPERS.

Councilmember McCourt clarified that what is being presented is an update to the estimated numbers that were used at the beginning of the fiscal year. He asked if there was the same urgency to proceed with the mid-year budget adoption as there is at the beginning of the year. He stated that he has spoken with members in the community and the feedback is that people would like more information and feedback regarding what is going on with the City and the budget. He asked if there was a better way to present the information to improve communication with the citizens.

Mayor Schuster asked Councilmember McCourt if he would be more comfortable tabling the item until he had an opportunity to meet with Ms. Savage.

There was a general discussion regarding the workshop process and scheduling, and it was the consensus of the Council to table the item and address the format and presentation of the budget at the workshop for the 2020/2021 budget.

9B **Consider Resolution No. 20-5760 accepting a report for submittal to the State for projects anticipated to be completed during Fiscal Year 2019-20 as allowed per the Road Repair and Accountability Act (RMRA)** Mr. Gibbs reviewed the proposed project list, describing the challenges in funding availability and the requirement for City Council approval if there are any changes to the project list after it is submitted to the State. He reviewed the changes proposed to utilize the balance of RMRA funding from fiscal year 2017/2018 and 2018/2019. There were no questions or comments.

Motion Councilmember McCourt, second by Councilmember Stafford, to approve Resolution No. 20-5760; motion carried. Ayes: McCourt, Stafford, Moore and Schuster.

9C **Consider Resolution No. 20-5761 adopting a list of street related maintenance, repair and improvement projects for Fiscal Year 2020-21 per the Road Repair and Accountability Act (RMRA) to submit to the State** Mr. Gibbs explained that the proposed project list for expenditures from the RMRA funding is for the upcoming fiscal year and as required by the State, must be submitted prior to May 1st as approved by the City Council. Typically projects include fog or crack sealing for city streets, and the projects require an expenditure of matching General Fund contributions from the City. Mr. Gibbs reviewed the project list in order of priority as funding allows.

Motion by Councilmember Stafford, second by Councilmember McCourt to approve Resolution No. 20-5761; motion carried. Ayes: Stafford, McCourt, Moore and Schuster.

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

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

12 **CONTINUING BUSINESS:**

12A **Discussion regarding Homelessness and Camping Ordinance No. 20-1024** Mr. Wilson explained that this item is kept as a recurring item on the agenda as requested by Council to provide an opportunity to discuss and provide direction as needed. At this time, staff has no new information to report, and is continuing to focus on the quarantine and COVID-19 local effort. There were no comments or questions.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **COVID-19 Report** Chief Moore and Barbara Lange provided an update to the City Council regarding the local multi-agency team and the efforts made to prepare the community for any future outbreaks of COVID-19. Testing has been performed but no positive results have been received to date. The College, Banner Lassen, County, City and local OES have worked towards keeping the community informed and prepared for any cases of covid, and the community has been supportive and cooperative regarding quarantine restrictions.

Mayor Schuster thanked Chief Moore and Ms. Lange for the update, and expressed her appreciation of the hard work and dedication to keeping the community safe.

13B **Community Garden Update** Mr. Wilson introduced Seth Anderson who provided an update regarding the activities at the Community Garden.

Mr. Anderson provided an update of the success of the community garden. During the first year, the garden had 10 users, followed by 32 users the following year. Through the partnership with Lassen College, they have been provided opportunities through grant funding for expansion of programs for local youth. In addition to the garden, the site has mature fruit trees that also provides the opportunity for people to learn about how to can produce and fruit. The garden has been a success and has generated a lot of volunteers who are hoping to be able to continue to expand the program.

Mr. Wilson stated that staff would be working on an MOU to bring back at a future meeting.

Mayor Schuster thanked Mr. Anderson for his presentation.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Councilmember McCourt stated that as a former employee of the City, he knows that staff is working beyond capacity and he requested that a project list be brought to Council so that the City Council could prioritize the projects to be more in line with current staffing capacity, and focus on the most important projects.

Mayor Schuster requested that the agenda order of business be updated to allow for an invocation to be given during the Thought of the Day item.

15 ADJOURNMENT:

Motion by Mayor pro tem Moore, second by Councilmember Stafford, to adjourn; motion carried. Ayes: Moore, Stafford, McCourt and Schuster.

Meeting adjourned at 5:24 p.m.

Mendy Schuster, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: June 3, 2020