
CITY OF SUSANVILLE
66 North Lassen Street ♦ Susanville CA
Kathie Garnier, Mayor
Joseph Franco, Mayor pro tem
Mendy Schuster * Kevin Stafford * Brian R. Wilson

SUSANVILLE COMMUNITY DEVELOPMENT AGENCY SUSANVILLE MUNICIPAL ENERGY CORPORATION SUSANVILLE
PUBLIC FINANCING AUTHORITY

Susanville City Council
Regular Meeting ♦ City Council Chambers
September 20, 2017 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 17-5417

Next Ordinance No. 17-1012

- 1 **APPROVAL OF AGENDA:** (Additions and/or Deletions)

- 2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.

- 3 **CLOSED SESSION:**
 - A CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section §54957.6
 - 1 Agency Negotiator: Jared G. Hancock
 Bargaining Unit: Professional/Technical Unit
 - B PUBLIC EMPLOYMENT – pursuant to Government Code §54957
 - 1 City Administrator

- 4 **RETURN TO OPEN SESSION:** (recess if necessary)
 - *Reconvene in open session at 7:00 p.m.*
 - *Pledge of allegiance*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Moment of Silence or Thought for the Day: Dan Newton*
 - *Proclamations, awards or presentations by the City Council:*
 Employee Service Recognition

- 5 **BUSINESS FROM THE FLOOR:**

Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit

6 CONSENT CALENDAR:

All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.

- A Approve minutes from the City Council's August 7 and 16, 2017 meetings
- B Receive and file monthly Finance Reports: July 2017

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS:

Commission/Committee Reports:

9 NEW BUSINESS:

- A Consider request for a facility use fee waiver on October 12, 2017 for the Lassen Family Services Court Appointed Special Advocates (CASA) Volunteers appreciation lunch
- B Consider request for facility use of the Diamond Mountain Golf Course Clubhouse
- C Consider request by the Pre-K through 8th Lassen County Cross Country League to hold an event at Diamond Mountain Golf Course on October 19, 2017.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS:

- A CDBG Supplemental Activity Update

14 COUNCIL ITEMS:

- A AB1234 travel reports:

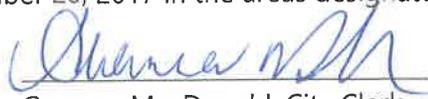
15 ADJOURNMENT:

- *The next regular City Council meeting will be held on October 4, 2017 at 6:00 p.m.*

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.org, unless there were systems problems posting to the website.

Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for September 20, 2017 in the areas designated on September 15, 2017.


Gwenna MacDonald, City Clerk

Reviewed by: AW City Administrator
 City Attorney

 X Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: September 20, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's August 7 and 16, 2017 meetings

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's August 7 and 16, 2017 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's August 7 and 16, 2017 meetings.

ATTACHMENTS: Minutes: August 7, 2017 special meeting
August 16, 2017

**SUSANVILLE CITY COUNCIL
Special Meeting Minutes
August 7, 2017 – 5:30 p.m.**

Meeting was called to order at 5:30 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Joe Franco, Mendy Schuster and Kathie Garnier.

Staff present: Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF THE AGENDA:

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

2 PUBLIC COMMENT: No comments.

3 CLOSED SESSION: At 5:31 p.m. City Council recessed to Closed Session to discuss the following:

- A CONFERENCE WITH LEGAL COUNSEL - Anticipated Litigation - Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) regarding one (1) potential case

4 ADJOURNMENT:

The City Council reconvened in open session and it was announced that there was no reportable action taken.

Meeting adjourned at 7:09 p.m.

Kathie Garnier, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

**SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
August 16, 2017– 6:00 p.m.**

Meeting was called to order at 6:05 p.m. by Mayor Garnier,

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Mendy Schuster and Kathie Garnier.
Absent: Joseph Franco

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

1 APPROVAL OF AGENDA:

Motion by Councilmember Stafford, second by Councilmember Schuster, to approve the agenda as submitted; motion carried. Ayes: Stafford, Wilson, Schuster and Garnier. Absent: Franco

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS:

Gary Bridges addressed the City Council about concerns related to the problem of homeless people living in camp trailers throughout the community.

3 CLOSED SESSION: At 6:07 p.m. the Council entered into Closed Session to discuss the following:

- A CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section §54957.6
 - 1 Agency Negotiator: Jared G. Hancock
 - Bargaining Unit: Administrative
 - Fire
 - Miscellaneous
 - Public Works
 - SPOA
- B CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) regarding one (1) potential case
- C PUBLIC EMPLOYMENT - Pursuant to Government Code section 54757: Public Employee Performance Evaluation: City Administrator

At 7:19 p.m. the City Council recessed Closed Session.

4 RETURN TO OPEN SESSION:

At 7:21 p.m. the City Council reconvened in Open Session.

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

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda with no changes. The City Council met in Closed Session and would be reconvening in Closed Session at the conclusion of Open Session. Mr. Hancock explained that there was an announcement on one item, and he passed the floor over to the City Attorney.

Ms. Ryan made one announcement out of Closed Session that the City Administrator and City Council have reached a mutual separation agreement. Mr. Hancock's last day as City Administrator will be October 11, 2017 and a press release will be issued soon. The City Council thanks Mr. Hancock for his hard work on behalf of the City and for the City.

Councilmember Stafford offered the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Pat Holley submitted a letter regarding reducing crime in the community, and improving the quality of life. The letter was signed by 12 citizens, and focused on areas of concern dealing with burglaries, theft, blighted properties, criminal activity related to drug and alcohol addictions, and the importance of taking action locally. Mr. Holley stated that he would be presenting the same information to the County at the next Board of Supervisors meeting.

Darrell MacChamber stated that he does not want to show up at the meetings only to complain, and demonstrated the use of a game camera that he suggested setting up at strategic locations to capture evidence of criminal activity. He stated that while budget is a concern, the cameras are approximately \$45 each, and as a volunteer working at the District Attorney's office, he knows the value of photographic evidence and the camera also provides a picture that could be utilized in prosecuting some of these cases. They may also work to act as a deterrent once the word gets out that the cameras are around and being utilized.

Raj Baines discussed an ongoing problem that he has with his neighbor at North Spring Street, and the neighbor's continued non-compliance with the City's Property Maintenance ordinance.

Gary Bridges, representing the Depot 6 Neighborhood Watch Group, stated that his group has been very successful in driving the criminal activity out of his neighborhood, unfortunately those people have just moved into other parts of town. He thanked the Police Department for all of their hard work, and stated that the officers are stretched thin, and he is frustrated by the situation that exists all over town. Homeless people are living in RV's and trailers on the street, and it is important for everyone in town to work together so that there is no place in Susanville for them to go.

An unidentified member of the public expressed her frustration with the gangs, crime, drugs, and stated that the public should not have to come and complain in order for something to be done. She stated that she understands the problem of the DA not prosecuting cases or having people arrested only to be released the following day to commit another crime, but something has to be done.

Mayor Garnier thanked everyone present for their comments.

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

- A Approve minutes from the City Council's July 17 and July 19, 2017 meetings
- B Approve vendor warrants numbered 101007 through 101102 for a total of \$1,087,902.49 including \$129,615.78 in payroll warrants

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

7 PUBLIC HEARINGS: No business.

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

9 **NEW BUSINESS:**

9A **Consider approval of Resolution No. 17-5408 authorizing utilization of 7114 Water Capital Improvement Funds for Project No. 17-03, Water Main Replacement on Main Street (SR36) from Weatherlow Avenue to Park Street in the City of Susanville** Mr. Newton explained that the 2016 Water Rate Analysis and Calculations Report as approved by the City Council included a water main replacement project as part of the Capital Improvement Plan. A section of the steel water main located on Main Street between Weatherlow and Park Street was prioritized and scheduled for replacement in the current fiscal year. Replacing the water main prior to the Caltrans Cap-M project would help to preserve the newly placed asphalt. An additional segment of old steel water main exists on Main St. between Park St. and Spring St. There are not sufficient funds available to replace the entire segment prior to the Caltrans pavement overlay; however, the worst segment is being addressed. The estimated project cost, including contingencies and engineering, is \$905,329, which exceeds the existing cash balance in Fund 7114. Due to the need to complete the project prior to commencement of the Caltrans CapM project, staff is recommending borrowing from Rate Stabilization Fund 7111, which is allowed by the bond covenants as long as the balance borrowed is repaid within 120 days from the end of the fiscal year from which they are borrowed.

Councilmember Wilson asked how much money will accumulate annual in Fund 7111, and noted that the five-year list of projects was substantial in cost.

Mr. Newton responded that it is estimated to be \$715,000 annually, and in some years it is anticipated that there will be lower expenditures, and it is likely that an analysis will have to be conducted on the cash flow to ensure that the estimated projections are being collected. Another factor to consider is that the estimates may be low or high based on the fluctuation of construction cost estimates.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 17-5408; motion carried. Ayes: Wilson, Stafford, Schuster and Garnier. Absent: Franco.

9B **Consider approval of Resolution No. 17-5409 authorizing the Public Works Director to execute STIP project right-of-way certifications including language indemnifying Caltrans in the event that right-of-way is not clear as certified by City** Mr. Newton explained that this is a procedural item as part of construction allocation requests for STIP projects. The State requires local agencies to certify that any right-of-way needed or impacted was cleared as being either acquired or accessible for construction related activities. This can also include relocation or removal of public utilities. In the event that the City certifies a right-of-way as clear, and the right-of-way is not actually clear, Caltrans does not want to be held liable. In order to certify the right-of-way, the City is required to provide a resolution indemnifying Caltrans against any and all liability which may result in the event right-of-way is not clear as certified.

Staff is now preparing a construction allocation request for STIP Project 'FC' which includes Alexander, Lassen, Mill, Paiute, Roop and Weatherlow with Hospital and West Lanes as additive work if bids are favorable to do so. The project will advertise for bids with anticipated award later this year.

Councilmember Schuster asked what portion of Lassen was included in the project.

Mr. Newton responded that it would include the section between Main and Nevada Street.

Motion by Councilmember Stafford, second by Councilmember Wilson, to approve Resolution No. 17-5409; motion carried. Ayes: Stafford, Wilson, Schuster and Garnier. Absent: Franco.

9C Consider approval of Resolution No. 17-5410 authorizing budget amendment for Honey Lake Valley Community Swimming Pool Mr. Hancock explained that the agreement with the Honey Lake Valley Recreation Authority to provide management and operational services for the Honey Lake Valley Community Swimming Pool authorizes the reimbursement of staff costs at the rates specified in the agreement, as well as any direct costs. It is necessary to create revenue and expense line items for \$350,000 in the 2017-2018 General Fund budget in order to process the payments. The estimate of \$350,000 is a high estimate so that it does not have to continually be brought back to Council for adjustments.

Councilmember Schuster asked how long it takes the expenses to be reimbursed.

Mr. Hancock responded that it is between 30 and 60 days, depending on the cycle of meetings.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 17-5410; motion carried. Ayes: Wilson, Stafford, Schuster and Garnier. Absent: Franco.

9D Consider approval of Fee Reduction for a Use Permit application submittal for an over-height fence Mr. Sanders reported that in 2014, the property owners at the corner of Chestnut and North Weatherlow hired a contractor to install a chain link fence along the easterly and northerly boundary of their property. The fence replaced a shorter chain link fence in the same location. This fence is located within the side yard and front yard setbacks at a height of 6 feet. The section of the fence in the side yard setback has slats inserted in the fence while the section in the front yard setback does not have slats, allowing for visibility for drivers. The City's Municipal Code allows chain link fences in the setback up to 5 feet in height provided no slats are inserted in the fence. The Code provides for a property owner to obtain a Use Permit from the Planning Commission to allow the property owner to keep the fence as-is, at its location. The Use Permit application process for fences has a two-tier fee system which was adopted in 2008 that allows for a reduced fee when the application is filed prior to the installation of the fence. In this instance, the property owner relied on the knowledge of the fence contractor for compliance with City regulations. The City Engineer has reviewed the site and did not have any concerns with the placement of the fence. The homeowner has submitted a request to the City to consider allowing a reduction in the Use Permit application fee from \$1,033 to \$421.

William Loucks, property owner, stated that he did not want to be in violation, and had contracted with a company to locate underground utilities before installing the fence. He relied on the fence contractor to construct the fence according to City standards, and stated that he wanted to do the right thing and make sure that he was not in violation.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the Use Permit application fee reduction as requested; motion carried. Ayes: Wilson, Stafford, Schuster and Garnier. Absent: Franco.

9E Consider circulation of Request for Proposals (RFP) for vendor to provide banking services for the City of Susanville Ms. Savage reported that Bank of America is the custodian for the City's wire transfer services, debit/credit card processing, positive pay and payroll automated clearing house services.

The City has been notified that Bank of America is closing the Susanville branch in November 2017. Staff has drafted a Request for Proposals to solicit a new vendor to provide banking services. The City will need a bank with a local branch in order to accommodate the need to make daily cash deposits. It was the consensus of the City Council to move forward with releasing the proposal as presented.

9F Consider approval of Susanville Municipal Airport 2017 Air Fair on August 19, 2017 Sponsored by the Experimental Aircraft Association (EAA) Chapter #794 Mr. Hancock reported that the City received a request from the Airport Manager to support the annual Air Fair scheduled for August 19, 2017, by paying for half of the insurance premium costs for the event, in an amount not to exceed \$500. The event is sponsored by the Experimental Aircraft Association (EAA) Chapter #794 and as part of the agreement with the City, must provide notification of their intent to sponsor the Air Fair.

Councilmember Wilson noted that the fiscal impact provides authorization for the EAA to charge for parking, and he was under the impression that it was a free event.

Mr. Hancock clarified that the information included regarding parking rates and an admission charge was eliminated in prior years and carried forward in error.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the sponsorship of the 2017 Air Fair as requested; motion carried. Ayes: Wilson, Stafford, Schuster and Garnier. Absent: Franco.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS:

13A K-9 Program update Chief King explained that he was bringing more information regarding the K-9 Program and he introduced Officer Hoover as very knowledgeable regarding the program and available to answer any additional questions that the Council may have. Chief King stated that he has contacted several K-9 training organizations in the area, and they all adhere to the same process of implementing a K-9 Program which is to first identify the animal handler, then identify a training program which best suits the needs of the City, coordinate the scheduling of the next available training course, and then acquiring the dog. They all stress the importance of following that process in order to avoid issues with acquiring the dog too soon and then the base level training diminishes, or acquiring the dog too late, which does not provide adequate bonding time between the handler and the dog. With inadequate bonding time, the dog does not respond as well to the handler which also diminishes the effectiveness of the subsequent handler/dog training.

Chief King reviewed the costs going forward, noting that there is some certainty with the cost of training which is approximately \$4,500, costs for food and veterinary care, however the cost of the dog will fluctuate and what is available at the time the City is ready to purchase the dog will determine what the ultimate cost will be. Chief King discussed the funds currently available through the Lassen County K-9 foundation, and the interest that the Sheriff's office has in adding a second dog.

Officer Hoover explained that the City is not the only agency with access to that funding, and at present there is approximately \$6,000 available. The Police Officer's Association (POA) is looking to engage in more

fund raising activities to fund the purchase of the dog and to cover additional costs such as emergency veterinary expenses, should the dog be injured during the course of duties.

Mayor Garnier commented that she had a conversation with a veterinarian who had indicated that nobody has approached him regarding the program, and he would be willing to donate services at no cost.

Chief King responded that staff has been reluctant to enter into arrangements with providers for services if the program would not be up and running right away. There have been discussions and support, but the department has not solicited firm contributions or commitments at this stage. He reviewed the costs for backfilling the officer who would be undergoing the handler training, and that the option to utilize the school resource officer to backfill was no longer an option now that school is back in session.

Mayor Garnier clarified that the \$10,000 which had been available before was no longer available.

Officer Hoover stated that the money was not the City's money, and was based on a verbal agreement with the owner of Treats Dog Food Company. The POA is looking at donations and fund raising on their own, now that the County is looking at adding another dog to their K-9 program.

Chief King added that the POA has been very anxious to work on fund raising efforts and solicit donations but he has asked them to wait until receiving more solid direction from the Council regarding the program.

Mayor Garnier asked if the dogs were trained to sniff out drugs, and if they were in an area where they alerted on someone carrying a backpack if that would be probable cause for an arrest.

Officer King responded that it would be. A dog is a tool, and cannot be trained to cheat or to discriminate, and as long as the officer is able to identify what the dog is alerting to, then it can be used.

Jim Uruburu, Susan River Fire Department, stated that the SRFD is very supportive of the canine program and is willing to cover the costs to get the program up and running.

Mayor Garnier thanked Mr. Uruburu for the generosity of the Department.

Councilmember Wilson asked about the vehicle that has been donated for use in the program, and what the anticipated useful life of the car would be.

Chief King stated that the vehicle is very functional and while it is a higher mileage car, it is in very good shape and the advantage of using it for the K-9 program is that it is used by one person and is not included in the rotation for use by the patrol staff.

Councilmember Wilson stated that there has been a lot of discussion regarding different tools that the Police Department could use, and that the Council has been interested and anticipates the department present a priority list of items that would best serve the department. He asked Chief King if the K-9 program was the item on the list that he really wanted to support.

Chief King responded that he has discussed the options at length with the POA to engage in dialog regarding what would be meaningful for the department. A drug task force or a crime task force are valuable but incredibly expensive and they do not have an immediate impact on the quality of life that a K-9 program will have. A dog can be used to battle drugs, and battle crime, and can be taken to a grade school to play

with kids and provide positive and valuable public relations with the community. There are so many things that a dog can be used for, with the widest application and can provide the most bang for the buck.

Mayor Garnier asked about adding laptops to the patrol vehicles as a priority.

Chief King responded that it would be a great addition, but the City currently partners with the County for dispatch services and the technology and equipment utilized would not support the communication that would provide the most benefit. The records management system is very old, and is very expensive to upgrade.

Mayor Garnier asked if there were any opportunities for volunteerism for citizens with the department. Chief King explained the efforts to launch a volunteer program as well as an explorer program for the community youth.

Mayor Garnier asked if there were any grants available for the K-9 program.

Chief King responded that there were, but generally they are reimbursement type of grants which require that the City already have an established program.

Officer Hoover added that he has been approached by a young lady in Chico who was providing vests for K-9's as part of her senior project. There is a lot of help and support for K-9 programs and those doors will open, but it is hard to solicit help when we do not have the program in place. He added that the system which allows a temperature gauge to run air conditioning to the back seat and a remote door release is equipment that would be simple to transfer to a new vehicle at the point in time when the existing K-9 vehicle is no longer serviceable.

Chief King concluded by stating that the total cost to establish the program is estimated to be \$29,000, which includes the cost of training, the purchase of the dog, and compensation for the backfill for the officer who is attending training. It is a great tool, but the cost of overtime will be an additional expense. The annual estimated cost for the program is \$26,400.

Mr. Hancock confirmed that staff was looking for direction to move forward with putting the items together, including working with the POA to define the contributions to the program, discuss items related to the MOU's, and to obtain a final cost breakdown related to the fund raising efforts. It was the consensus of the City Council to do so.

13B Comprehensive Economic Development Strategy (CEDS) Discussion Mr. Hancock explained that the Comprehensive Economic Development Strategy document was developed by Lassen County with input from the Lassen Economic Development Committee. The main body of the document including the 2016 demographic update has been provided with the agenda packet, and an entire copy of the appendices was produced with one copy made available in the Council office, and one copy made available for review with the Public agenda. It was requested at the previous meeting that the document be placed on the agenda for City Council to review and consider adoption of the CEDS as the City's Economic Development strategy.

Councilmember Schuster stated that she has not read the entire document, but has reviewed a large portion of it, and while some of the information may be outdated, it looks like a good place to start in moving the City forward with having an economic development strategy.

Councilmember Wilson asked if the County was still operating from the CEDS document by updating and adopting it each year.

Mr. Hancock stated that the Lassen Economic Development Committee was actively working to prepare a plan, and the County had an existing grant at the time that was set to expire. The funds were utilized to develop the documents, and one of the ongoing requirements of the grant funding prompted the 2016 update to the demographic data. Mr. Hancock stated that the structure at the County has changed considerably since that time, and he was not certain if they were actively implementing the Plan, however the City has continued implementing the goals and objectives as set forth in the Plan, particularly as related to the main street revitalization goals.

Councilmember Wilson stated that he was involved with the development of the document and there are components that the City adopted and unfortunately, some of the goals take a very long time to develop such as working with Caltrans on projects on Main Street. Sometimes it takes years and years to get the projects implemented due to the bureaucratic process and limited availability of funding.

Mr. Hancock explained that the City Council has been incredibly proactive through addressing property maintenance, particularly along Main Street with the installation of curb, gutter and sidewalk along Laurel Street and Rob's Way, and those projects require that the City follow all of the processes required by Caltrans, which are very involved. The City has been a leader in moving the goals and objectives forward, as is evidenced by the development along the mid-section of town, where just a few years ago there was an 80 percent vacancy rate in the Sierra Shopping center.

Mayor Garnier added that the improvements seen throughout the community have not just been limited to Main Street.

Councilmember Schuster commented that it was obvious that a lot of time and effort went into developing the document, and it would be unfortunate to start all over again on a document that was just the City's. An economic development strategy is key in continuing to move the City forward, and she expressed interest in having it come back for adoption.

Mayor Garnier asked if there were a downside to adopting the entire document as presented.

Mr. Hancock responded that the simplest action would be to direct staff to continue implementation of the priorities of the CEDS by resolution and adopting it as the City's own formal Economic Development strategy. There is no harm in that, however specific items related to policies such as creating a red team which involved a group of City and County staff that, due to the significant difference in the structure that exists in the County would be unnecessary as the City already has processes in place that are effectively based on the red team objective. When a developer comes in, the City schedules a meeting with all of the key agencies and departments so that the developer can get all of the answers at one time. That process has already been dialed in, however the City could include the County in more regional projects. Adopting the document as the City's is difficult due to the length and volume of information that may not be applicable or meaningful to the City's goals.

Councilmember Wilson noted that one of the reasons that the City did not adopt was it was such a large document, and there had been discussions about picking items that were relevant to the City, and creating something that was on just a few pages that would be readily available and easier to use and share with a

developer or someone who was interested in starting a business, rather than handing them a 250 page document.

Mr. Hancock explained that the City has a template for that. The direction that staff was moving in was to take the most relevant information and create a color brochure that was three or four pages in length. Staff went through all of the Economic Development studies that have been completed in the region for the past 30 years, and gathered the information, finding all of the common areas and key points, and consolidated into something tangible. People are looking for something that's 3 or 4 pages that can be provided by the schools, hospitals, and other agencies to people who are moving into the area, or considering moving to the area, to showcase the improvements and accomplishments that have been completed. The City has focused more on quality of life issues and aesthetics, but economic development must also include the installation of 21st century infrastructure, creating a business-friendly environment, and having a ready work-force. If the City Council wants to adopt the CEDS as the guiding document, then it would be prudent to review it thoroughly to determine what it will be committing us to do.

Councilmember Wilson stated that he has mixed feelings about adopting the document in its entirety, and he believes that it's important to bring it up and talk about it again. There are a lot of the projects that the City is working on that relate back to the document and the work that was invested in the creation of the Plan however there are a lot of priorities that are not identified, such as using the Susan River corridor as a bigger focus through town.

Mr. Hancock stated that it was important to highlight what has been accomplished, such as the repaving that has occurred within the past few years. The City has brought in nearly \$10 million dollars which is close to 25 percent of the residential streets being repaved, and the \$20 million commitment by Caltrans to redo Main Street. There have been several grants, the construction of the community pool, and it is important to show what has been accomplished and what is still to come.

Councilmember Schuster commented that the important part of the document is that it gives people hope to see what has been accomplished, and the knowledge that there are more things to come that will be positive things for the community.

Pat Holley suggested that the City prepare a quick and glossy presentation of what is there now, and a second level that provides more detail regarding short and long term goals that sells the community. Show something that is eye-catching and sharp to put your best foot forward, and then additional information to discuss potential projects.

Councilmember Stafford commented that he would support selecting the parts that are applicable and meaningful to the City, and prioritize in that way.

Councilmember Wilson concurred, adding that the CEDS document can be utilized as an appendix to refer to but to select the goals and objectives that are the most attainable. Mayor Garnier commented that that would be the direction to staff.

Mr. Hancock added that he had one more item to discuss, which was related to a request he received from Mr. McBride regarding a letter of support from the City Council in support of the Susanville Area Bicycle Association Trail Program. Mr. McBride provided a sample letter, and as there is a short turn-around time with City Council direction Mr. Hancock indicated he would prepare the letter as requested. It was the consensus of the City Council to do so.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember Schuster noted that the Susanville Sanitary District was working near the bridge on Carroll Street and asked if the District Manager notifies the City before they begin these types of larger projects.

Mr. Newton responded that the District has the right to access their facilities in the right of way to perform maintenance, and normally when they will be disturbing asphalt, they do notify the City first.

Councilmember Schuster noted that there were a number of burned out lights in Riverside Park and Memorial Park.

Mr. Hancock noted that the City does have a program for replacing bulbs, and they are expensive and sometimes difficult to obtain so that the replacement time can be lengthy.

Mayor Garnier noted that on the north side of Riverside Drive where there are bollards to keep people from going down to the river, people are driving around them and they have created a new roadway to access the river. It poses a danger due to fire and potential illegal activity. The location right near the rest home is concerning, if a fire ever starts it will travel quickly up the hill.

Darrell MacChamber commented that on both sides of the river there are ongoing problems with trespassing activity and people engaging in behavior that poses a danger to the area residents.

Councilmember Stafford thanked Mr. MacChamber and Mr. Holley for bringing these topics up, and he offered to do whatever he could to be involved to find solutions.

Councilmember Wilson stated that it is important for people to call things in and report when they see people camping or gathering in places where they do not belong.

Star Claire commented that the fire danger at the river is particularly concerning, due to the close proximity of the nursing home. It is not simple to facilitate an evacuation of the residents in case of emergency. She expressed concern regarding the fire danger presented by the piles of brush that are located on the south side of the river.

15 ADJOURNMENT:

At 9:30 p.m. Mayor Garnier called for a five minute recess prior to reconvening in Closed Session.

At 9:37 p.m. the City Council reconvened in Closed Session.

Meeting adjourned at 10:37 p.m. Direction was given to staff in closed session, but there was no reportable action taken.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

Reviewed by: ASW City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: September 20, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of July 2017.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file monthly finance report.

ATTACHMENTS: Pooled cash and investments report
Cash and Investment report
Receipts and disbursements report
Revenues, expenses and fund balances report

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				\$346,304.77
7/1/2017			\$1,534.20	\$347,838.97
7/2/2017			\$2,213.49	\$350,052.46
7/3/2017			\$1,722.10	\$351,774.56
7/3/2017		-\$20.00		\$351,754.56
7/3/2017			\$50,831.68	\$402,586.24
7/3/2017			\$10,436.27	\$413,022.51
7/3/2017			\$1,218.05	\$414,240.56
7/3/2017		-\$733.03		\$413,507.53
7/3/2017		-\$2,380.99		\$411,126.54
7/4/2017			\$669.13	\$411,795.67
7/5/2017			\$885.85	\$412,681.52
7/5/2017			\$51,258.23	\$463,939.75
7/5/2017			\$6,532.28	\$470,472.03
7/5/2017			\$1,925.66	\$472,397.69
7/5/2017		-\$2,195.82		\$470,201.87
7/5/2017		-\$737.73		\$469,464.14
7/5/2017		-\$7.74		\$469,456.40
7/5/2017			\$227.74	\$469,684.14
7/6/2017			\$17,837.12	\$487,521.26
7/6/2017			\$1,201.56	\$488,722.82
7/6/2017			\$7,871.45	\$496,594.27
7/6/2017			\$1,953.29	\$498,547.56
7/6/2017		-\$10.00		\$498,537.56
7/6/2017		-\$170.00		\$498,367.56
7/6/2017			\$1,276.20	\$499,643.76
7/7/2017			\$783.12	\$500,426.88
7/7/2017		-\$108,812.64		\$391,614.24
7/7/2017		-\$2,202.40		\$389,411.84
7/7/2017		-\$35,640.26		\$353,771.58
7/7/2017		-\$4,489.82		\$349,281.76
7/7/2017		-\$1,306.43		\$347,975.33
7/7/2017		-\$28,701.68		\$319,273.65
7/7/2017		-\$2,689.44		\$316,584.21
7/7/2017		-\$1,491.00		\$315,093.21
7/7/2017		-\$543.60		\$314,549.61
7/7/2017			\$300,000.00	\$614,549.61
7/7/2017			\$23,114.84	\$637,664.45
7/7/2017			\$2,793.37	\$640,457.82
7/7/2017			\$8,241.06	\$648,698.88
7/7/2017			\$982.70	\$649,681.58
7/7/2017		-\$510,880.33		\$138,801.25
7/10/2017			\$1,586.12	\$140,387.37
7/10/2017			\$50,818.63	\$191,206.00
7/10/2017			\$8,066.02	\$199,272.02
7/10/2017			\$1,076.30	\$200,348.32
7/11/2017			\$1,157.90	\$201,506.22
7/11/2017			\$84,771.05	\$286,277.27
7/11/2017			\$4,172.63	\$290,449.90
7/11/2017			\$4,781.33	\$295,231.23
7/11/2017			\$301.53	\$295,532.76
7/11/2017		-\$5,772.05		\$289,760.71
7/11/2017		-\$246.10		\$289,514.61
7/11/2017		-\$1,926.08		\$287,588.53
7/11/2017		-\$190.00		\$287,398.53
7/12/2017			\$1,262.53	\$288,661.06
7/12/2017			\$8,931.63	\$297,592.69

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
7/12/2017			\$2,536.44	\$300,129.13
7/12/2017			\$356.84	\$300,485.97
7/12/2017			\$460,000.00	\$760,485.97
7/12/2017				\$760,485.97
7/13/2017			\$17,102.45	\$777,588.42
7/13/2017			\$3,229.65	\$780,818.07
7/13/2017			\$113.38	\$780,931.45
7/13/2017				\$780,931.45
7/13/2017				\$780,931.45
7/13/2017			\$300.00	\$781,231.45
7/13/2017		-\$139,805.48		\$641,425.97
7/13/2017			\$464.48	\$641,890.45
7/14/2017			\$20,698.72	\$662,589.17
7/14/2017			\$617.99	\$663,207.16
7/14/2017			\$5,302.61	\$668,509.77
7/14/2017			\$187.34	\$668,697.11
7/14/2017		-\$8,329.82		\$660,367.29
7/14/2017			\$47.14	\$660,414.43
7/14/2017		-\$35.75		\$660,378.68
7/14/2017			\$632.10	\$661,010.78
7/14/2017		-\$202.35		\$660,808.43
7/17/2017			\$723.34	\$661,531.77
7/17/2017			\$80.00	\$661,611.77
7/17/2017			\$12.50	\$661,624.27
7/17/2017			\$30,100.60	\$691,724.87
7/17/2017			\$4,108.92	\$695,833.79
7/17/2017			\$437.82	\$696,271.61
7/17/2017		-\$1,286.37		\$694,985.24
7/17/2017			\$1,300.53	\$696,285.77
7/18/2017			\$1,025.24	\$697,311.01
7/18/2017		-\$1,170.92		\$696,140.09
7/18/2017		-\$3,772.98		\$692,367.11
7/18/2017			\$23,088.89	\$715,456.00
7/18/2017			\$4,329.63	\$719,785.63
7/18/2017			\$143.13	\$719,928.76
7/18/2017			\$407.51	\$720,336.27
7/18/2017			\$30.56	\$720,366.83
7/19/2017		-\$15.00		\$720,351.83
7/19/2017			\$1,159.11	\$721,510.94
7/19/2017			\$120,200.00	\$841,710.94
7/19/2017		-\$19,668.00		\$822,042.94
7/19/2017			\$14,230.59	\$836,273.53
7/19/2017			\$842.63	\$837,116.16
7/19/2017			\$5,575.72	\$842,691.88
7/19/2017			\$52.35	\$842,744.23
7/20/2017			\$163.38	\$842,907.61
7/20/2017			\$11,235.31	\$854,142.92
7/20/2017			\$4,638.47	\$858,781.39
7/20/2017			\$184.89	\$858,966.28
7/21/2017			\$9,993.62	\$868,959.90
7/21/2017			\$369.25	\$869,329.15
7/21/2017			\$3,594.34	\$872,923.49
7/21/2017			\$657.59	\$873,581.08
7/21/2017		-\$39,961.41		\$833,619.67
7/21/2017			\$725.45	\$834,345.12
7/21/2017		-\$113,793.94		\$720,551.18
7/21/2017		-\$2,141.66		\$718,409.52

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
7/21/2017		-\$37,442.77		\$680,966.75
7/21/2017		-\$5,510.61		\$675,456.14
7/21/2017		-\$1,448.80		\$674,007.34
7/21/2017		-\$489,102.32		\$184,905.02
7/21/2017		-\$73,088.00		\$111,817.02
7/21/2017		-\$1,048.94		\$110,768.08
7/21/2017		-\$895.13		\$109,872.95
7/21/2017		-\$309.55		\$109,563.40
7/21/2017		-\$8,066.57		\$101,496.83
7/21/2017		-\$595.05		\$100,901.78
7/21/2017				\$100,901.78
7/24/2017			\$983.80	\$101,885.58
7/24/2017			\$286.27	\$102,171.85
7/24/2017			\$632.67	\$102,804.52
7/21/2017			\$400.00	\$103,204.52
7/24/2017			\$25,660.72	\$128,865.24
7/24/2017			\$809.36	\$129,674.60
7/24/2017			\$4,728.49	\$134,403.09
7/24/2017			\$414.63	\$134,817.72
7/24/2017		-\$75.72		\$134,742.00
7/25/2017		-\$190.00		\$134,552.00
7/25/2017			\$4,781.22	\$139,333.22
7/25/2017			\$22,664.41	\$161,997.63
7/25/2017			\$2,213.31	\$164,210.94
7/25/2017			\$600.54	\$164,811.48
7/25/2017		-\$2,528.00		\$162,283.48
7/25/2017			\$3.86	\$162,287.34
7/26/2017			\$290.57	\$162,577.91
7/26/2017			\$135.53	\$162,713.44
7/26/2017			\$172.35	\$162,885.79
7/26/2017			\$13,771.28	\$176,657.07
7/26/2017			\$5,048.42	\$181,705.49
7/26/2017			\$554.02	\$182,259.51
7/27/2017			\$152,447.01	\$334,706.52
7/27/2017			\$2,420.84	\$337,127.36
7/27/2017			\$232.13	\$337,359.49
7/27/2017			\$1,378.87	\$338,738.36
7/27/2017		-115.21		\$338,623.15
7/28/2017		-115,770.23		\$222,852.92
7/28/2017		-135.00		\$222,717.92
7/28/2017			\$16,471.03	\$239,188.95
7/28/2017			\$5,255.05	\$244,444.00
7/28/2017			\$2,998.13	\$247,442.13
7/28/2017			\$251.37	\$247,693.50
7/28/2017			\$1,140.69	\$248,834.19
7/31/2017		-\$801.38	\$44,190.74	\$292,223.55
7/31/2017		-\$0.10	\$5,419.97	\$297,643.42
7/31/2017			\$156.66	\$297,800.08
7/31/2017			\$1,218.94	\$299,019.02
7/31/2017			\$288.79	\$299,307.81
7/31/2017			\$364.56	\$299,672.37
7/31/2017			\$858.30	\$300,530.67

POOLED CASH & INVESTMENTS

July 31, 2017

POOLED CASH FUND	
Bank of America - Checking	300,531
LAIF	13,478,948
Total Cash & Investments	<u>13,779,479</u>

Pooled Cash Allocation:

General	1,208,218
General Restricted	1,148,029
Special Revenue	1,547,134
Capital Projects	13,848
Debt Service	369,026
Enterprise	
Airport	(17,399)
Geothermal	258,662
Golf Course	(28,199)
Natural Gas	4,688,977
Water	3,583,744
Internal Service	443,744
Trust & Agency	563,694
Total Cash & Inv. Allocations	<u>13,779,479</u>

CASH WITH FISCAL AGENTS

July 31, 2017

General	
Special Revenue	
Capital Projects	
Debt Service	150,846
Enterprise	2,447,780
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,598,626</u>
GRAND TOTAL	<u>16,378,105</u>

S:/Finance/Debi/Council Cash & Investments Report

9/8/2017 16:25

Totals may not add due to rounding

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 JULY 31, 2017

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	300,530.67
9999-1030-001	LAIF	13,478,947.85
		13,779,478.52
	TOTAL COMBINED CASH AND INVESTMENTS	13,779,478.52
9999-1000-000	CLAIM ON CASH	(13,779,478.52)
		.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	104,571.34
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,466.24
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	(42,750.59)
1004	ALLOCATION TO GF-PANCERA	18,394.61
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,079,271.93
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	2,346.05
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	53,721.80
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	33,579.16
2002	ALLOCATION TO STATE COPS	63,596.77
2006	ALLOCATION TO SNOW REMOVAL	(626.45)
2007	ALLOCATION TO STREETS & HIGHWAYS	15,177.72
2010	ALLOCATION TO STREET MITIGATION	28,714.57
2011	ALLOCATION TO POLICE MITIGATION	11,103.68
2012	ALLOCATION TO FIRE MITIGATION	120,191.16
2013	ALLOCATION TO PARK DEDICATION FUND	163,322.47
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	21,696.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	351,596.98
2018	ALLOCATION TO HOME REVOLVING FUND	421,092.12
2030	ALLOCATION TO TRAFFIC SAFETY	56,930.44
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	97,458.96
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,583.89
4001	ALLOCATION TO MARK ROOS SERIES B/92	24,637.89
4003	ALLOCATION TO CITY HALL	63,548.25
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	296,517.40
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	8,959.92
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	510,959.16
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	43,352.48
7630	ALLOCATION TO RISK MANAGEMENT FUND	29,865.19
7650	ALLOCATION TO PAYROLL	221,680.15
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	10,192.06
8402	ALLOCATION TO LAFCO	39,845.15
8403	ALLOCATION TO SEC 125 & AFLAC	3,293.87
8404	ALLOCATION TO AIR POLLUTION	228,328.23
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	407,626.21
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(27,912.53)
	ALLOCATIONS TO RESTRICTED FUNDS	9,280,407.28

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
JULY 31, 2017

UNRESTRICTED FUNDS

1000 ALLOCATION TO GENERAL FUND	1,208,217.93
3015 ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110 ALLOCATION TO WATER SYSTEM	54,412.68
7112 ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	18,372.31
7201 ALLOCATION TO AIRPORT	(56,992.03)
7301 ALLOCATION TO GEOTHERMAL UTILITY	258,662.28
7401 ALLOCATION TO NATURAL GAS	2,881,902.31
7530 ALLOCATION TO GOLF COURSE	(28,198.80)
7620 ALLOCATION TO PW ADMIN & ENGINEERING FUND	148,846.59
	<hr/>
ALLOCATIONS TO UNRESTRICTED FUNDS	4,499,071.24
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	13,779,478.52
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(13,779,478.52)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	.00
	<hr/> <hr/>

Fund #	Fund Title	Unaudited	YTD	YTD	Unaudited
		6/30/17 Fund Balance	Revenue	Expenditures	July Fund Balance 7/31/17
100X	General Fund	3,163,377	164,493	890,231	2,437,639
2002	State COPS	72,815	31	9,252	63,594
2006	Snow Removal	(475)	28	179	(626)
2007	Streets	170,864	34,209	62,424	142,649
2010	Street Mitigation	28,687	29	0	28,716
2011	Police Mitigation	11,088	15	0	11,104
2012	Fire Mitigation	120,061	131	0	120,192
2013	Park Dedication	163,149	186	0	163,335
2014	State of CA - Prop 30/AB 109	23,668	0	1,972	21,696
2016	State Comm. Dev. Rev.FD	1,302,135	285	362	1,302,058
2018	Home Revolving Fund	725,160	22,459	0	747,619
2030	Traffic Safety	59,126	58	0	59,184
2035	Traffic Signals Fund	97,330	128	0	97,458
2037	Skyline Bicycle Lane	7,576	9	0	7,585
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	316,251	771	0	317,023
4003	City Hall Debt Service	52,241	11,308	0	63,549
4004	2013 CalPERS Refunding Loan	259,225	37,294	0	296,519
4005	Community Pool Debt Service	631	8,329	0	8,960
711X	Water Funds	3,133,242	46,962	210,011	2,970,192
7201	Airport	2,136,218	38,127	24,150	2,150,195
7301	Geothermal	557,729	6,831	5,744	558,816
740X	Natural Gas	(87,965)	28,927	286,996	(346,034)
7530	Golf Course	2,361,143	67,065	21,978	2,406,229
7620	PW Admin/Engineering	132,864	18,631	38,135	113,361
7630	Risk Management	332,964	61,763	365,789	28,938
8402	LAFCO	35,684	34	899	34,820
8404	Air Pollution	263,838	9,387	18,541	254,684
8405	Air Pollution - Carl Moyer	407,411	296	0	407,707
8406	IRWM - Management Group	(26,496)	0	1,417	(27,913)
	TOTALS	15,859,885	557,787	1,938,080	14,481,009

Reviewed by: JH City Administrator
 City Attorney

 X Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: September 20, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Community Center Rental Fee Waiver Request

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City received a request from Lassen Family Services for use of the Community Center on October 12, 2017 between 10:00 a.m. and 2:00 p.m. for their annual CASA Volunteer Awards and Appreciation Luncheon. Lassen Family Services CASA Volunteers are Court Appointed Special Advocates to represent abused and neglected children in the community. Lassen Family Services is a non-profit corporation and they have requested that the City waive the rental fee for use of the Community Center and Kitchen for the Event. The rental fee is \$133.00 plus a \$100 refundable deposit.

FISCAL IMPACT: Unearned revenue in the amount of \$133.00

ACTION REQUESTED: Motion to authorize the waiver of rental fees for use of the Community Center for the Lassen Family Services CASA Volunteer Appreciation event.

ATTACHMENTS: Letter of Request

CASA

Court Appointed Special Advocates for Children

• A Program of Lassen Family Services •

PO Box 710, 1306 Riverside Drive, Susanville, CA 96130

☎ (530) 257-4599 ☎

lfscasa@lassenfamilyservices.org



September 11, 2017

City of Susanville
66 North Lassen Street
Susanville, CA 96130

Re: Rental of Community Center
Nonprofit request for waiver of fee

Susanville City Council:

Lassen Family Services CASA Program respectfully requests the rental fee be waived for use of the Community Center and kitchen in Susanville on October 12th, 2017. Our agency would like to hold an appreciation lunch for our CASA volunteers to thank them for their dedication to the wellbeing of the children of Lassen County.

Our CASA program recruits, screens and trains community volunteers to become advocates for children who have been removed from their homes because of abuse or neglect. They are sworn officers of the court and are specially trained to insure the child or children to whom they are appointed have a voice in court and do not “slip through the cracks” of the dependency court and foster care system. We currently have 21 CASAs serving 65 children in our community so far this year.

We expect approximately 40 people for this event. Please contact me at 530-257-4599 with any questions regarding this request, and thank you for your consideration.

Sincerely,

Claudia Ellis
CASA Program Manager
Lassen Family Services



City of Susanville

66 N Lassen
Susanville CA 96130

(530)252-5113 ♦ (530)257-4725 Fax

Parks and Facilities Rental Form

<p><u>Riverside Park</u></p> <p><input type="checkbox"/> Picnic Area</p> <p><input type="checkbox"/> Softball Field #1</p> <p><input type="checkbox"/> Softball Field #2</p> <p><input type="checkbox"/> Soccer Field</p>	<p><u>Memorial Park</u></p> <p><input type="checkbox"/> Picnic Area</p> <p><input type="checkbox"/> Event Stage</p> <p><input type="checkbox"/> Electric Panel</p> <p><input type="checkbox"/> Baseball Field</p>	<p><u>Community Center</u></p> <p><input type="checkbox"/> Main Room</p> <p><input type="checkbox"/> Kitchen</p> <p><input checked="" type="checkbox"/> Both</p>	<p><u>Golf Course Clubhouse #1</u> <u>Wingfield Rd</u></p>	<p><u>Golf Course Clubhouse</u> <u>#2 Circle Drive</u></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------	------------------------------------------------------------------------------

Please type or print clearly and return form with payment to the City of Susanville Finance Department at 66 N Lassen St., Susanville
Keep completed approved copy of this form with you during your reservation to avoid conflict over facility usage

Today's Date: 9/11/2017 Name: Claudia Ellis Contact Number: 530-257-4599

Organization: Lassen Family Svcs CASA Mailing Address: PO Box 710 Susanville CA 96130

Park/Facility Requested: Community Center & Kitchen Dates: 10/12/17 Hours: 10-2
Am pm

Equipment Requested/Special Notes: Tables & Chairs

Description of Event: Volunteer Appreciation Number of People Expected: 40

Bounce House: Yes or No (Designated areas only) Email Address: LFSCASA@LassenFamilySvcs.org

I/we will hold harmless The City of Susanville, its agents, representatives and employees, from any and all claims, losses, damages, injuries, and liabilities, arising from the death or injury to persons or property occurring as a result of participation in this activity mentioned herein, and further declare that I/we have read regulations and rules and shall be personally responsible, on behalf of our organization, for any damage to City property, furnishings or equipment. I am authorized to sign for the Organization name above.

Signature: Claudia Ellis Print Name: Claudia Ellis Date: 9/11/17

Confirmation of Reservation Accepted Declined Reserved for another party on date requested

Return of Keys/Electric Panel: Yes or No

Facilities left in good condition: _____ Refund Deposit: Yes or No

Parks & Recreation Signature: _____ Date: _____

City Use Only

Employee Signature: _____ Date: _____

Use Fees Collected: \$ _____ Deposit Collected: \$ _____ Total: \$ _____

Deposit Refunded Yes or No Date of Refund: _____

Employee Signature: _____ Date: _____

Name: Claudia Ellis

Organization: Lassen Family Services CASA

In consideration of being permitted to enter the City of Susanville parks and facilities for any purpose, including but not limited to observation, use of facilities or equipment, or participation in any way, the undersigned, for himself or herself, and any personal representatives, and next of kin, hereby acknowledges, agrees and represents that he or she, immediately upon entering will inspect such premises and facilities. It is further warranted that such entry into the City of Susanville parks and facilities for observation, participation or use of any parks, facilities, or equipment constitute an acknowledgement that such premises and all parks, facilities, and equipment thereon have been inspected and that the undersigned finds and accepts same as being safe and reasonably suited for the purposes of such observation or use.

In further consideration of being permitted to use the City of Susanville Parks and Facilities for any purpose including but not limited to observation, use of parks, facilities, or equipment, or participation in any way, the undersigned agrees to the following:

1. The undersigned hereby releases, waives, discharges, and covenants not to sue the City of Susanville, its council members, officers, employees, and agents (hereinafter referred to as releasees), from all liability to the undersigned, his/her successors and/or assigns, for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein.
2. The undersigned hereby agrees to indemnify and hold harmless the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the City of Susanville premises or in any way observing or using any parks, facilities, or equipment of the City of Susanville whether caused by the negligence of the releasees, or otherwise.
3. The undersigned hereby assumes full responsibility for any risk of bodily injury, death or property damage due to the negligence of releasees or otherwise while in, about or upon the premises of the City of Susanville Parks and Facilities and/or while using the premises or any parks, facilities, or equipment hereon. The undersigned further expressly agrees that the foregoing Release/Waiver is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The undersigned has read and voluntarily signs the release and waiver of liability, and further agrees that no oral representations, statements, or inducement apart from the foregoing written agreement have been made.

I have read this release and agree to its terms. I am also authorized to sign for the afore mentioned company, entity, organization, individual.

Signature: Claudia Ellis Print Name: Claudia Ellis Date: 9/11/17

Reviewed by: City Administrator
 City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: September 20, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Request for Use of Golf Course Club House

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City has received a request for the continued use of the old Golf Course Clubhouse to conduct yoga classes. The classes were held three mornings per week on Monday, Wednesday and Saturday, from 9:00 a.m. to 10:30 a.m. during the summer, and were very well attended. There is an interest in expanding the classes offered to include an evening class from 6:00 – 7:00 p.m. on Monday, October 1st, and adding a second evening class on Wednesday at the same time, beginning November 1st. The facility would be cleaned and maintained, and the request for conducting class includes a proposed monthly rental fee of \$100 to \$200 to cover the costs of heating the clubhouse during the fall and winter months. The usage fee for the facility is \$100 for up to four hours, and the potential revenue for usage up to five classes per week would be \$2,000 per month. The proposed use would accommodate other groups who wish to rent the facility for events by not conducting classes on those occasions.

FISCAL IMPACT: Potential unearned revenue of \$1,800 - \$1,900 per month

ACTION REQUESTED: Motion to authorize use of the Diamond Mountain Golf Course Clubhouse as requested and establish the monthly facility use fee.

ATTACHMENTS: Letter of request

Lynda Jackson
P.O. Box 1717
Susanville, CA 96130

Cell: 530-310-0196
Email: jyndams@gmail.com

September 12, 2017.

Jared Hancock
City Administrator
City of Susanville

Yoga at the Old Clubhouse: A Proposal to the City of Susanville
To be presented at the City Council Meeting, 9/20/17

My purpose of writing is to report back on yoga classes that have taken place since June on a "trial basis" at the old clubhouse, Wingfield Road. We are most grateful for the support of Jared Hancock and the City of Susanville in this endeavor.

Classes, taught by myself, Lynda Jackson and Kelly Fairbank, have been held from 9:00am - 10:30am, Monday, Wednesday, and Saturday. In return for use of the premises, we have detail cleaned twice with our own cleaning supplies and products, and cleaned as needed on an ongoing basis. We also provide our own props. In addition, we have shown a presence, and kept an eye on the property in a community where sadly, vandalism has been on the increase.

Classes have been well attended, and supported by a growing yoga community in our area. Attendees have appreciated an affordable community service that supports citizens' health and well-being.

Beginning, October 1st, 2017, I propose that the City is paid an affordable, fair rent ranging from \$100 - \$200 per month to cover the cost of heating the facility as needed. In addition, we will continue to keep the premises clean. We understand that the City occasionally rents the facility to the public for special events. In the event of the City renting the facility to other groups, we understand that if necessary, we will *not* hold classes on those days, with the expectation that after use, other renters will leave the facility in the condition they found it.

We would very much like to continue the program adding evening classes beginning Monday, October 2, 6 - 7pm, and Wednesday, beginning November 1st, at the same time. Our goal is to provide an affordable program, that is a "win-win" situation for the City, the community, and yoga instructors.

Unfortunately I am unable to attend the City Council Meeting of September 20, 2017 and would greatly appreciate being informed by email the outcome of your decision, so that we can begin paying the first month's rent October 1st!

Lynda Jackson



Yoga Instructor

Reviewed by: City Administrator
 City Attorney

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: September 20, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Lassen County Cross Country League

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City has received a request from the Lassen County Cross Country League to host an event at the Diamond Mountain Golf Course on October 19, 2017 for Pre-K through 8th grade runners. The group proposes two separate courses for Pre-K through 4th Grade, and another course for 5th through 8th grade runners on the east side of the course. The event would begin at 3:30 p.m. and 4:00 p.m., with all runners off the course by 4:30 p.m. The runners would be utilizing service roads and will stay away from the greens and fairways. Volunteers will be placed along the course and be available to provide safety and supervision for the participants. An alternate date of October 26, 2017 would also be acceptable for the event.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to authorize the use of the Diamond Mountain Golf Course on October 19, 2017 for K-8 Cross Country event.

ATTACHMENTS: Letter of request.

The Bizz Running Company
695-375 Gold Run Road
Susanville, CA 96130
(530) 310-5013



City of Susanville
66 North Lassen
Susanville, CA 96130

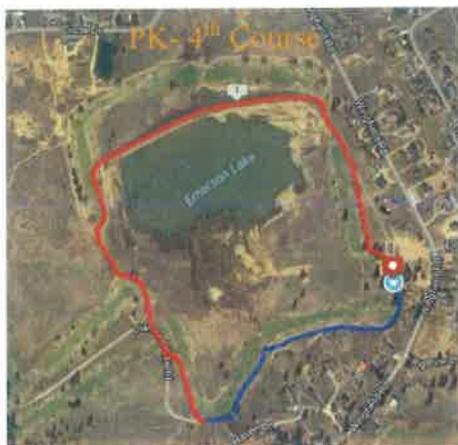
Dear Council Members,

On behalf of the Pre-K through 8th Grade Lassen County Cross Country League, I appreciate the opportunity to request use of the east side of the Diamond Mountain Golf Course on Thursday, October 19, 2017 or Thursday, October 26, 2017. The league consists of approximately 250 Lassen County youth participating in the incredible sport of cross country running. The details of the event are as follows:

- Start and End at the Old Clubhouse area on Wingfield Road
- Race #1 – Pre-K through 4th Grade starts at 3:30 PM
- Race #2 - 5th through 8th Grade starts at 4:00 PM
- All runners off the course by 4:30 PM.
- Both races will utilize mostly service roads and will not affect the fairways or greens.
- Volunteers will be along the course, as well as, a Safety Sweep.

Thank you so much for your consideration,

Linda Powell



Reviewed by: City Administrator
 City Attorney

- Motion only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: September 20, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Community Development Block Grant (CDBG) - Supplemental Activity Discussion

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City applied for the 2016 CDBG NOFA (Notice of Funding Availability) requesting funds for public facilities, public improvements and a housing and rehabilitation program. As part of the application process, staff is required to specify the existing Program Income on hand and anticipate any payments that would be received in the following year for the purpose of calculating the total Program Income (PI) on hand. The State requires that all PI be depleted prior to the drawing down of grant funds and, due to the City now having an open grant, all PI on hand must be spent prior to the drawing down of those grant funds unless a supplemental activity is also requested. At this time, staff is recommending that a supplemental activity request be submitted in order to continue with the Homeownership Assistance Program. Staff is proposing to schedule a public hearing for the October 18th City Council meeting for further council and community discussion of the program.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: None.