
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
June 20, 2018 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 18-5532

Next Ordinance No. 18-1014

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

Agency Negotiator: Dan Newton

Bargaining Unit: 1. Administrative Unit
 2. Professional/Technical Unit
 3. Public Works

B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8

1 Property: APN #116-230-85-11 (Diamond Mountain Bar & Grill)

Agency Negotiator: Dan Newton, Interim City Administrator

Negotiating Parties: City of Susanville/Rebecca Anderson

Under Negotiation: Terms of Lease

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: Councilmember Stafford*
- *Proclamations, awards or presentations by the City Council:*

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 May 16 and 29, 2018 meetings

7 **PUBLIC HEARINGS:**

- A Consider **Resolution No. 18-5519** adopting the City of Susanville 2018-2019 Budget
B Consider **Resolution No. 18-5497** establishing and adopting Schedules of Fees

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider **Resolution No. 18-5526** approving interns to assist in re-establishing the HOME Program
B Consider **Resolution No. 18-5527** appropriating the balance of funding in CDBG Program income to the Riverside Park fund
C Consider Hangar Lease Minimum Standards for Fixed Base Operators
D Consider **Resolution No. 18-5528** authorizing the expenditure of Park Mitigation funds for the construction of a Disc Golf Park
E Consider **Resolution No. 18-5529** approving the upgrade of internet infrastructure and installation of security cameras at City facilities
F Consider **Resolution No. 18-5530** authorizing agreement with Rebecca Anderson for the operation of Diamond Golf Course Restaurant
G Consider inventory of City-Owned Properties and discuss potential sales

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

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

12 **CONTINUING BUSINESS:**

- A Consider approval of Department Head Recruitment and Selection procedure

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Administrative Services Update
B July 2018 Regular Meeting Schedule Discussion

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- ***The next regular City Council meeting will be held on July 18, 2018 at 6:00 p.m.***
- ***The regular City Council meeting scheduled for July 4, 2018 will not be held.***

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 June 20, 2018 in the areas designated on June 15, 2018.



Gwenna MacDonald, City Clerk

Reviewed by: *GW* Interim City Administrator
 City Attorney

 X Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's May 16 and 29, 2018 meetings

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's May 16 and 29, 2018 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's May 16 and 29, 2018 meetings.

ATTACHMENTS: Minutes: May 16, 2018
May 29, 2018

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
May 16, 2018– 3:00 p.m.

Meeting was called to order at 3:00 p.m. by Mayor Garnier.

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

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, Deborah Savage, Finance Manager, Kelley Merritt, Acting Police Chief, Dan Weaver, Battalion Chief, Anthony Hanner, Building Official, Quincy McCourt, Project Manager 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: Stafford, Franco, Wilson, Schuster and Garnier.

2 PUBLIC COMMENT: No comments.

3 SCHEDULED MATTERS:

3A Budget Workshop Fiscal Year 2018-2019 Mr. Newton explained the purpose of the workshop, which includes a review of the funds, obtaining Council feedback, obtaining input regarding the proposed budget, and discussing the next steps in the budget adoption process. Mr. Newton turned the floor over to Ms. Savage.

Ms. Savage began a power point presentation by explaining the principles of Fund Accounting, reviewed the City's major funds, and discussed the differences between governmental, proprietary and fiduciary funds. Governmental funds include special revenue, capital projects, debt service and the general fund. Proprietary funds include the enterprise and internal service funds, and fiduciary funds are also referred to as agency funds and are utilized to account for resources held by other agencies in a custodial capacity. The City's fiduciary funds are HUSA, LAFCo, the Air Pollution Control District and the Regional Water Management Group. Ms. Savage reviewed accounting terms and provided examples of assets, liabilities and discussed the difference between cash and fund balance.

Ms. Savage reviewed the revenue and expense fiscal year 2017/2018, year to date expenditures, proposed fiscal year 2018/2019 budgets for the following funds: Public Works Administration, Streets, Water Enterprise, Natural Gas Enterprise, Airport Enterprise, and Golf Course Enterprise. Ms. Savage presented charts depicting the revenue and expense history of the General Fund, comparing fiscal year 2012/2013 through the present.

Councilmember Wilson referred to the SB1 Road Maintenance requirement that will allow the City to receive funding through the Road Repair and Accountability Act. He asked if any of the funding that the City has received through the Lassen County Transportation Commission (LCTC) is included in the City's Maintenance of Effort (MOE) requirement.

Mr. Newton responded that he did not believe that it would be. The MOE stipulates that the City utilize unrestricted funds for street and road repairs and maintenance. The funding received from LCTC is restricted to use for streets and does not come from the general fund.

There was a general discussion regarding the City's \$166,717 MOE requirement, and the calculations used by the State to arrive at the amount which is required annually in order for the City to receive approximately \$300,000 in funding. In addition, the Council discussed the LCTC Regional Surface Transportation apportionment that in the past has been retained by the City. The amount is approximately \$81,000 annually, and is not utilized in the calculation of the City's MOE figure.

Councilmember Wilson asked if any of the funding expended by the City at the Airport is included in the calculation. Mr. Newton responded that it was not.

Councilmember Wilson asked Ms. Savage to clarify the depreciation of \$377,000 in the Water Enterprise Fund, and asked if there had been any opportunity to research the possibility of separating the gas and water fund for bond purposes.

Ms. Savage responded that there is not an opportunity to separate those utilities, unless the City chooses to refinance the utility. The bond rating company has advised that the rate stabilization funds are tied together and the only opportunity to refinance is in June when the annual payment is made.

Mayor Garnier asked if that is something that the City could look into.

Councilmember Wilson commented that the refinance process is very lengthy and there is not time to facilitate for June 2018. He asked if an item could be brought back for a future meeting to identify the requirements for the operations fund, and whether or not the City needs to keep growing the fund or not.

Councilmember Wilson asked if the City is accounting for the negative balance at the airport each year, and zeroing it out each year.

Ms. Savage explained that over the past few years, the City has not made a contribution to the Golf Course or Airport to zero out the fund at the end of each fiscal year. For the most part, the Golf Course has been breaking even, even with some unexpected expenses.

Ms. Savage continued with her presentation, reviewing the cost allocation, increasing cost of Calpers pension obligations, staffing levels, and presented a slide illustrating the decline of staffing levels from 2000 to the present, noting that the current fiscal year staff level is 64 employees. She reviewed General Fund spending by department, reviewing revenue and expense from public safety and administrative services departments.

Ms. Savage reviewed the Civic Promotions account, contributions made in 2017-2018 as well as additional requests that have been received.

Mayor pro tem asked if the Council's discussion regarding adjusting the fund was going to take place separately, or if this was the appropriate time to have that discussion.

Councilmember Wilson stated that the Council talked about having the discussion to consider increasing the budget, but did not get into detail regarding what the numbers would look like.

Mr. Newton responded that staff could bring back more information for a future discussion, however based on the requests that the City received last year, the estimated budget was carried forward at \$8,000.

Ms. Savage talked about proposed budget changes, including net increases to salary, pension costs and slight increases in debt service payments. There are also increased costs associated with animal control and dispatch services. Increases to revenues include TOT and business license revenue, contract services for Lassen County Air Pollution to assign the Building Official to assist with inspections as well as the billing function to be transferred to the finance department. There is a proposed increase for fire department responses to natural gas emergencies.

Ms. Savage referred to a slide with a list of needs presented by the Department that are not included in the proposed budget. These include a server for the police department, a new roof for the Fire Department, a new heating system for the Fire Department, a repair or replacement for the roof at City Hall, a generator for City Hall, replacement of the Building Official vehicle, and replacement of Police patrol cars. Other items include the Maintenance of Effort for the Streets funding, remodel of the Community Center, and cash transfers to support the airport and golf course.

Mayor Garnier asked if there were cost estimates associated with these additional items.

Mr. Newton responded that there were some, but not all. The police department server is a high priority item, and they have looked at a few options including lease or purchase outright, and staff anticipates bringing the item back in the very near future. The old server is behaving very poorly, has crashed a few times and is increasingly difficult to bring back online.

Mayor Garnier commented that she did not notice a new phone system for the Public Works Department on the list, and that has been an issue too.

Mr. Newton responded that it is included in the budget.

Mayor pro tem Franco suggested that for these one-time expenses, the City should look at some of the real estate that the City owns, and consider selling for a few of these one-time purchases. He would prefer that to taking the money from reserves.

Mayor Garnier agreed, adding that a few years ago when the Council considered that option the market was not doing as well. Times are better now economically and it may be easier to find buyers.

The City Council was in consensus to research that option.

Ms. Savage explained that some of the information in this year's budget was positive. The City's objective of retaining a reserve of 20 percent of annual revenue has been exceeded. The City currently has \$1.3 million in reserve funding which exceeds the objective of \$1.25 million. There is also the possibility of a few one-time revenues, including back dating charges to the Natural Gas fund for the responses that the Fire Department has made on Natural Gas emergency calls. This represents an additional one-time revenue of \$100,000. Returning the OES engine has opened the option for increased engine rentals then we have had in previous years.

Ms. Savage continued with reviewing the pay-off dates for the City's long-term debt obligations. Regarding the Calpers pension discussion, she explained that Mr. Newton presented a comprehensive overview of the City's pension obligation a few months earlier. The only change since the Council was presented with that information, is that Calpers has changed their amortization schedule from 30 years to 20 years, which means that the payments will increase. For City's who are financially hurting, they have

allowed a request to keep the 30 year amortization schedule. It is still delaying the problem, however it may be something for the City to consider to keep the payments as low as possible and it may save having to make drastic cuts.

Mayor Garnier asked if they would be adding fees or any punitive charges for keeping the 30 year amortization.

Ms. Savage responded that she was unaware if there would be any additional fees or charges, but the loss on the rate of return would be compounded.

Councilmember Wilson asked if any of the numbers were available for the 20 year amortization scheduled.

Ms. Savage responded that there are some, but those are projections and City's would be transitioning to the 20 year amortization in 2021, which does not allow a lot of time. The City will have a better idea of numbers in August when the new valuation studies are released.

Mr. Newton noted that the City is currently paying a substantial amount in Calpers costs, so the amount of the increase is not \$900,000, but \$400,000 to \$500,000. In addition, the Side Fund loan will be paid off in 10 years, so the money going towards the debt service payment for that load will be available to offset some of the expense.

There was general discussion regarding market rates, Calpers investment strategy and rate of return, the impact on public agencies and the necessity of pushback from State agencies overall.

Ms. Savage reviewed a slide related to budget polices.

Mayor Garnier asked if there was an excess in the reserve if it would be prudent to spend some on the server at the Police Department. She supports having as much as possible in reserve, but some of the costs associated with roof repairs or the replacement of the server could increase dramatically if the problems are not addressed. A leaky roof can turn into problems that are much more expensive to address.

Mayor pro tem Franco agreed, stating that it is money well spent to prevent some very large problems in the future.

Councilmember Wilson commented that he would like to see costs associated with these items so that the Council can discuss priorities. He asked if the old software would run on the new police server.

Mr. Newton responded that the software would likely have to be upgraded. There was an extensive discussion regarding upgrading the Police Department's software in coordination with the County, the option of upgrading existing software versus replacing with a new system, options to back-up the existing evidence and the County's plans to also move forward with upgrading and replacing their system.

Councilmember Wilson stated that the City has been discussing the upgrade of the Police Department system and that there is money, however it's never been determined or put forward as an emergency.

Mr. Newton suggested that the City could address the replacement of the server in the fiscal year 2017/2018 budget, and then it would not be a consideration for the new budget. He is concerned with protecting the City's internal information, and not be dependent upon the County's timeline. The item could be brought back for consideration at the June 6, 2018 meeting.

Mayor Garnier requested that staff bring back an item that details the property the City owns and an estimate of value without having to obtain appraisals on all of the properties. A ballpark idea of what it is all worth would be a good starting point, and maybe be able to cover a number of items on the list.

Mr. Newton asked if the Council would like to have the Civic Contribution item brought back as a separate discussion or consider increasing the annual budget by \$2,000.

Mayor pro tem Franco commented that he would support increasing the amount to \$10,000 annually, and he would prefer to have an established guideline and parameters for spending.

Councilmember Wilson agreed, adding that the City could consider establishing a maximum contribution to any one organization, or adopt the discretionary fund model utilized by the County and leave it up to each Councilmember to determine which activities and organizations that they would like to support. He stated that he does not like seeing the budget increased when there is a deficit in the General Fund, but also considers that the TOT revenue is available for supporting community events. Councilmember Wilson asked David Teeter to speak about the County's program of discretionary funding.

David Teeter explained that he does like the opportunity for each Board member to bring forward the programs or organizations that they would like to support, however the entire Board still has to vote to support the contribution. He is mindful that when he supports an organization by recommending a contribution, that the entire Board is recognized as supporting the program or event, and not just himself as one Board member.

There was a general discussion regarding the process to determine support of various organizations and events, the benefit to the community for public good and to improve quality of life for the community, and the need to be fiscally responsible and protect the City's assets.

Mr. Teeter commented that in many cases, the organizations that have the most need are the smaller non-profit groups that are not able to secure other sources of funding, such as grants. The benefit to the community in terms of attracting visitors is not always the only measure of value that the contribution has.

Councilmember Wilson discussed the benefit of using a discretionary fund method as a means to filter the requests through a Councilmember. Ordinarily the requests come to staff, and the Council is presented with a request and nobody wants to vote no or deny contributing to good causes. There has to be some parameter or guideline because the Council would like to be able to give money to everyone, but it just is not possible.

Mr. Newton requested direction on bringing the item back for further discussion.

It was the consensus of the City Council to establish the budget at \$10,000 and bring the item back for discussion regarding the establishment of spending guidelines and parameters.

Mayor Garnier stated that regarding the Golf Course and Airport enterprise funds, they are in a deficit and those funds have to be balanced.

Councilmember Wilson remarked that the City funds airport improvement projects at 10 percent but is depreciating the asset as if the projects are one hundred percent funded. The City is probably never going to fund projects at one hundred percent, and asked if there is some way to adjust depreciation to a more realistic level. The depreciation for the Golf Course was lowered because a lot of the asset is just grass, and he would like staff to look into options for the airport.

Ms. Savage responded that staff could check with the Auditors to determine if there are other options for booking depreciation at the airport.

Councilmember Wilson commented that from the cash standpoint, the City is probably always going to run a deficit at the Airport and Golf Course, and be required to make an annual contribution from the General Fund to zero out those accounts at the end of every year. He would support reviewing that every year, rather than let it accumulate over time and increase to an unmanageable number, and that the Council could make an informed decision every year that they will fund the loss of those enterprises.

Ms. Savage suggested revising the City's budget policies to bring that to the Council every year and providing an opportunity to vote on transferring funds to those enterprises.

It was the consensus of the Council to bring the item back as part of the budget policy.

Mayor Garnier asked when staff would be able to provide updated Calpers figures to reflect the impact of changing from a 30 to 20 year amortization schedule.

Ms. Savage responded that the actuarial would be coming out in August, so staff could bring the item back for further discussion. She confirmed that staff would be bringing back the budget for additional consideration and potential adoption at the June 6, 2018 meeting.

The City Council thanked Ms. Savage and Mr. Newton for their presentation.

5 ADJOURNMENT:

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to adjourn the meeting.

The meeting was adjourned at 4:52 p.m.

Kathie Garnier, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
May 16, 2018– 6:00 p.m.

Meeting was called to order at 6:02 p.m. by Mayor Garnier.

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

Staff present: Dan Newton, Interim City Administrator; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION: At 6:03 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: Dan Newton
 Bargaining Unit: Fire Fighters

B PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

1 Police Chief Recruitment

C CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8

1 Property: APN # 107-280-09
 Agency Negotiator: Dan Newton, Interim City Administrator
 Negotiating Parties: City of Susanville/Sierra Pacific Industries
 Under Negotiation: Purchase of Land

4 RETURN TO OPEN SESSION:

At 7:00 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; James Moore, Fire Chief; Dan Gibbs, Acting Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the City Council approved the agenda. The Council met in Closed Session, gave direction to staff but there was no reportable action taken.

Ms. MacDonald requested that a moment of silence be observed for the passing of Craig Sanders.

Mayor Garnier announced that the meeting would be adjourned in Mr. Sanders honor.

5 BUSINESS FROM THE FLOOR:

Steven Gray expressed his frustration at the difficulty of crossing Main Street. Drivers are speeding and not observing the cross walks, and he has trouble walking so it is a danger to cross the street.

Mimi and John Dozier discussed the creation of a dog park in Susanville. It would be a fenced-in area that is safe for people to take their pets for off-leash play. There is a lot of interest from the public and they requested that they be allowed to bring back plans and details for future consideration.

Mayor pro tem Franco asked if they had any property in mind.

Ms. Dozier responded that one of the properties under consideration was the Sierra Road property.

Mayor Garnier requested that Item 6A be removed from the Consent Calendar and brought back for consideration at the next meeting.

6 **CONSENT CALENDAR:**

- A Approve minutes from the City Council's May 2, 2018 meeting
- B Approve vendor warrants numbered 201073 through 201166 for a total of \$656,922.27 including \$104,557.90 in payroll warrants
- C Approve **Resolution No. 18-5502** authorizing agreement with Susanville Peace Officers Association (SPOA) Bargaining Unit

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Item 6B and 6C; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports:

9 **NEW BUSINESS:**

9A **Consider Resolution No. 18-5510 approving purchase of Tactical Vests for Police Department with SCORE funding** Acting Chief Merritt reported that the City has an opportunity to replace outdated equipment through the City's self-insurance group. SCORE's Loss Control Grant Funding Program provides an opportunity for members to purchase safety equipment, fund training or other projects that will reduce the frequency and severity of liability and injury for employees. The City of Susanville was awarded \$17,332 to replace 5 outdated ballistic body armor vests and purchase supplemental body armor plates and carriers for 15 police officers. The supplemental armor will provide an additional layer of protection not provided by the current body armor.

There were no questions or comments.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 18-5510; motion carried unanimously. Ayes: Stafford, Franco, Wilson, Schuster and Garnier.

9B **Consider Resolution No. 18-5511 Resolution of Intention pursuant to Streets and Highways Code §36534 approving annual budget and scheduling public hearing to consider setting assessments for FY 2018/2019** Mr. Newton explained that the City Council is required by the Streets and Highways code to review and approve the annual budget of the Historic Uptown Susanville Association (HUSA) and set a public hearing to consider the levy of assessments against the District for the upcoming fiscal year. The public hearing is tentatively scheduled for June 6, 2018, and he turned the floor over to Melanie Westbrook, HUSA Board President.

Melanie Westbrook reviewed the annual report, and highlighted some of the activities that the District sponsors throughout the year. She requested any questions or comments from the City Council regarding the annual report.

Councilmember Schuster asked if all new Uptown businesses are levied the assessment, and if the Board would consider extending the timeline for businesses to pay.

Ms. Westbrook explained the challenge of keeping up with Uptown businesses due to high turnover, and identifying when a business actually opens as often times they do so without obtaining a business license. Sometimes it's difficult to determine who the businesses are without having the City's assistance to track them through the business license process.

Mayor Garnier commented that the dues assessed to businesses in the highest level is \$350 annually, or \$29 per month. It has been said before that if it's a struggle to afford \$29 per month, perhaps the person shouldn't be in business.

David Teeter, owner of Margie's Book Nook, agreed with Mayor Garnier, and talked about the importance of supporting events like the Farmer's Market that was relocated to the Pancera Plaza. The Safe and Sane Halloween and Uptown Christmas events bring thousands of people to the Uptown area and it's a benefit to everyone in the District. If you are a business located off Main Street, the cost is only \$11 per month, which is very affordable for the benefits received.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 18-5511; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

9C Consider Resolution No. 18-5512 approving execution of agreement with KASL Consulting Engineering for Grant Services for the Paul Bunyan Connectivity Sustainable Communities Grant

Mr. Newton reported that the City was awarded a planning grant through the CalTrans Restricted Grant Agreement Program in the amount of \$126,024.00. The grant requires a \$14,476.00 local match and will fund the completion of the Paul Bunyan Connectivity Sustainable Communities Grant. The City received two proposals from GreenDot and KASL Consulting. KASL Consulting Engineering has proposed a price of \$65,620.00 as well as a time and material matrix to provide Grant Services for the Paul Bunyan Connectivity Sustainable Communities Grant. The timeline, expertise, and price make KASL the ideal consultant to complete the project within the budget and schedule. He turned the floor over to Quincy McCourt, Project Manager to answer any more specific questions that the Council may have.

Councilmember Wilson asked what the grant pays for, and the amount of GreenDot's proposal.

Mr. McCourt responded that it was approximately \$110,000 however with the time frame, their schedule of availability was not compatible with the grant requirements. He described the project area, and explained that the focus of the grant is to encourage multi-modal forms of transportation that connect the pedestrian and bicycle routes throughout the City. The grant will result in project plans and details that are an important part of the planning process and making the City more competitive for future funding opportunities as they become available.

Mayor pro tem Franco asked if the pedestrian and bike path includes extending it all the way from Skyline to Ranch Park, or if it would be focusing on Skyline Park.

Mr. McCourt explained that the grant would be limited to City limits only, but included in the planning process is the identification of various projects, and Skyline Park is the most popular among the residents that participated in the workshops that have been conducted as part of the community outreach effort.

Councilmember Wilson suggested looking at Skyline for the location of the dog park. The creation of additional parks throughout town creates the requirement to build additional parking lots and those are a huge expense.

Mayor pro tem Franco commented that he supports the connectivity of Skyline and Ranch Parks.

Mayor Garnier added that she would like to see a bicycle loop between Skyline and Ranch Park.

Mr. McCourt responded that ultimately the connection of town to Lassen College, Skyline and Ranch Park would be ideal, and it's the hope that through this process the City will be competitive for future funding.

Mr. Newton commended Mr. McCourt for his hard work and effort on the projects. The City has applied in the past for grants and often have not been successful due to the lack of public outreach. Mr. McCourt has been working hard to engage the public in a meaningful way, and the feedback received has been due to his efforts. It opens the City up to receive future funding for the construction of some of these projects.

Mayor Garnier asked if the match could be made up through in-kind services.

Mr. McCourt confirmed that salaries for employees can be counted towards the match.

There were no further questions or comments.

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to approve Resolution No. 18-5512; motion carried unanimously. Ayes: Schuster, Franco, Wilson, Stafford and Garnier.

9D Consider Resolution No. 18-5516 authorizing the Interim City Administrator to execute an Agreement for Professional Services for Material Testing with Pavement Engineering Inc. (PEI), for a cost Not to Exceed \$40,000 Mr. Gibbs explained that the City awarded the 2012 STIP FC Project 17-01 to Dig-It Construction, Inc. and as part of that process, material testing as part of the construction management and quality control program is required. Staff circulated a Request for Quotes, advertised, and approached several firms throughout California and Nevada for Caltrans-certified providers to provide the necessary testing of materials associated with the over lay projects. Pavement Engineering, Inc. of Redding submitted the most responsive quote in the amount of \$40,000, which is less than the engineers estimate for the project. The Agreement with PEI will be for an amount not to exceed \$40,000.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 18-5516; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

9E Consider Resolution No. 18-5517 authorizing agreement for assignment of OES Type II Hazardous Materials vehicle and equipment, assigned as HM-32 Chief Moore reported that the City was contacted by California Office of Emergency Services with a need to place a Type II Hazardous Materials Response Team in the Lassen, Plumas, Modoc County area. The need was identified due to an increase in hazardous materials transportation by railway and roads through the tri-County area. The City

Council approved an HM-32 team training contract which was completed in November 2017 and is comprised of team members from the Lassen County, Plumas County, State of California, Cal-Fire and City of Susanville. The agreement for placement of the vehicle and related equipment is complete and the City is ready for the assignment of the vehicle.

Mayor pro tem Franco asked how large the responding crew is, and how large is the area of responsibility.

Chief Moore responded that the team is made up of 17 trained people, and the area is the tri-County, and probably Shasta County as well.

Mayor Garnier asked if there was an increase to the cost of insurance.

Chief Moore responded that the cost for coverage is the same as the OES vehicle that the City just returned to the State so there is no increase in costs.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5517; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Stafford and Garnier.

9F Consider Resolution No. 18-5515 authorizing Interim/City Administrator to sign contract for Commodities Flow Study and Area Response Plan Mr. McCourt explained that the City was awarded a \$60,000 grant from the CalOES Hazard Mitigation Grant to conduct a Commodities Flow Study and update the Area Response Plan. This grant is 100 percent reimbursable and the will help prepare first responders for incidents that involve hazardous materials. The grant application deadline was pushed back due to wildfires in the State last fall, however the project completion deadline is September 2018, and staff released a Request for Proposal (RFP) which was due May 11, 2018. A multi-agency meeting was held on May 9, 2018 to gather feedback from local fire and law enforcement agencies. Due to the short timeline required by the grant, staff is requesting Council authorization for the Interim City Administrator to sign an agreement with the most qualified consultant in the amount of \$50,000. The remaining \$10,000 will be used for staff time to manage the grant. Mr. McCourt acknowledged the effort put forth by City staff members Ruth Ellis and Crystal Skadron whose assistance has been appreciated due to the short timelines involved with the grant.

Mayor pro tem Franco asked what commodities were the object of the focus.

Mr. McCourt responded that the process involves survey teams to identify the placards on semi-trucks that are moving through the area on three different major routes. It requires more hours of study and data collection to identify the most commonly transported materials.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5515; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Stafford and Garnier.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION:

At 7:58 p.m. Mayor Garnier called the meeting to order; roll call of Directors present.

11A Consider Resolution EC-18-210 authorizing Chairperson to execute a quitclaim deed for the transfer of ownership for Susanville Municipal Energy Corporation (SMEC) owned properties to the

City of Susanville Mr. Gibbs reported that SMEC owns a variety of properties encompassing City public facilities that serve a variety of municipal utility services and their functions. It is the recommendation of staff that SMEC facilitate the transfer of these properties to the City by quitclaim deeds. The properties are located at Cady Springs & Chlorine House, Bagwell Springs and Tank, Harris Tank and Pump Station, Lassen County Hall of Justice Well No. 1, South Street Tank and Johnstonville Road Well No. 3. There is no fiscal impact to SMEC, and any recording fees will be paid by the City.

Director Wilson asked what the motivation was for initiating the transfer.

Mr. Newton responded that the formation of SMEC was due to the management of the City's Geothermal system, and the City owns the utilities so it is in keeping that the property and assets should also be owned by the City.

Motion by Director Wilson, second by Director Franco; to approve Resolution No. EC 18-210; motion carried unanimously. Ayes: Wilson, Franco, Stafford, Schuster and Garnier.

The meeting of the Susanville Municipal Energy Corporation adjourned at 8:03 p.m.

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **City Layout Plan and Community Workshop Series** Mr. McCourt explained that the City is working to develop many different concepts to improve the quality of life for Susanville residents and visitors. The recent outreach from the Paul Bunyan Connectivity Grant has focused on projects that would enhance the multi-modal transportation and because community feedback will help strengthen future planning efforts, staff proposes to host a series of workshops. The workshops will be hosted every two weeks concluding at the August 1, 2018 City Council meeting and will follow an informal open house framework. The goal of the workshops is to gather ideas and identify the community's support for the current list of projects. Staff is considering organizing a bus tour of seven potential project sites that have a definite need for active transportation improvements to enhance the safety of bikers and pedestrians. City Council participation is requested, however no more than two council members will be able to tour at the same time, and the tour must be noticed to comply with Brown Act requirements. The feedback received from the workshops can be compiled on one report and utilized for multiple applications.

Mr. McCourt responded that there was not, however the proposed workshop dates were as follows:

May 30 th	3:00 – 5:00
June 14 th	4:00 – 6:00
June 25 th	10:00 – 12:00
July 12 th	4:00 – 6:00
July 24 th	1:00 – 3:00
August 1 st	7:00 City Council meeting

The City Council was supportive of the workshops and tour.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Councilmember Schuster stated that she was recently at an event where she was asked why the City does not drug test employees. She requested an explanation of the City's policy regarding drug testing.

Mr. Newton responded that all employees, both temporary and permanent, undergo a pre-employment drug screen prior to employment. There are certain employees who are regulated by the Department of Transportation and deemed to be in safety sensitive positions that are subject to random drug testing, and any employee involved in an accident while driving a City vehicle are tested as part of that accident reporting process.

Councilmember Schuster requested that the City extend an invitation to the 2018 Lassen High School class Valedictorian and Salutatorian to be recognized at the next Council meeting for their academic achievements.

15 ADJOURNMENT:

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

Meeting adjourned at 8:23 p.m. in memory of Craig Sanders.

Kathie Garnier, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
May 29, 2018 – 6:30 p.m.

Meeting was called to order at 6:32 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Mayor pro tem Franco, Mendy Schuster and Mayor Garnier.

Staff present: Dan Newton, Interim City Administrator; 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: Franco, Stafford, Wilson, Schuster and Garnier.

2 PUBLIC COMMENT: No comments.

3 CLOSED SESSION: At 6:34 p.m. the Council considered the following:

3A CONFERENCE WITH LEGAL COUNCIL – EXISTING LITIGATION – Pursuant to Paragraph (1) of subdivision (d) of Section 54956.9 of the California Government Code regarding two cases:

1. Matthew Wood v City of Susanville
2. Michael Bollinger v City of Susanville

At 7:40 p.m. the City Council reconvened in Open Session.

Ms. Ryan reported the following action from closed session:

The City Council directed Staff to transmit the City Council's written decision in the matters of Bollinger v. Susanville and Wood v. Susanville to the attorneys for the appellants and to appellants by the following vote: Ayes: Franco, Stafford, Wilson and Garnier. No: Schuster.

Meeting adjourned at 7:42 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Reviewed by: D.S. Interim City Administrator
 City Attorney

 Motion only
 X Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5519** Adopting the City of Susanville 2018-2019 Budget

PRESENTED BY: Dan Newton, Interim City Administrator
 Deborah Savage, Finance Manager

SUMMARY: The City conducted a budget workshop on May 16, 2018 to solicit input from the community and the City Council on the proposed 2018-2019 Budget. The workshop included information on the major funds for the City, revenue and expense projections and pension costs.

The budget is being presented as Exhibit A for adoption. The information in Exhibit A reflects the financial data presented during the workshop with the following changes.

1. Increase to LAFCO contributions \$2,015
2. Increase transfers in to General Fund from Natural Gas \$100,000
3. Increase in Civic Promotions \$2,000
4. Increase in Out of Area Fire revenue \$50,000
5. Increase transfer in to General Fund from CDBG for \$3,875
6. Increase transfer out of General Fund to Golf Course \$18,557

The changes above have reduced the projected General Fund deficit to (\$184,199) as reflected in the attached Exhibit A.

The budget presented reflects priorities set by the City Council and maintains current level of services.

FISCAL IMPACT: General Fund expenditure budget of \$6,593,016, all other funds budget \$11,059,229 for a total City budget of \$17,652,245.

ACTION REQUESTED: Motion to approve Resolution No. 18-5519 Adopting the City of Susanville 2018-2019 Budget

ATTACHMENTS: Resolution No. 18-5519
 Exhibit A – FY 2018-2019 Budget

RESOLUTION NO. 18-5519
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ADOPTING THE CITY OF SUSANVILLE FY 2018/2019 BUDGET

WHEREAS, the City Council of the City of Susanville conducted a budget workshop on May 16, 2018 soliciting and considering comments on the proposed budget; and

WHEREAS, the City Council has conducted a public hearing to receive comments on the proposed Fiscal Year 2018/2019 Budget as set forth in Exhibit A; and

WHEREAS, the City Council has received and reviewed the proposed Fiscal Year 2018/2019 Budget as set forth in Exhibit A;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Fiscal Year 2018/2019 City of Susanville Budget as set forth in Exhibit A, is hereby adopted.

BE IT FURTHER RESOLVED that in the event total projected revenues fall significantly below projections, approved budget expenditures will also be reduced to avoid excessive use of fund balances.

APPROVED:

Kathie Garnier, Mayor

ATTEST:

Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 20th day of June, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

EXHIBIT A

FY 2018-19 Budget

S:\Finance\2016-17 Budget\Exhibit A

5/30/2018 8:39

Fund #	Fund Title	Projected 6/30/18 Fund Balance	Adopted Budget Revenues	Adopted Budget Expenses	Projected Rev. Over (Under) Exp	Projected 6/30/19 Fund Balance
1000	GF- General Fund Operations	1,931,612	6,408,817	6,593,016	(184,199)	1,747,413
1001-1008	GF-General Fund Restricted	1,193,047	2,360	0	2,360	1,195,407
2002	State COPS	72,815	100,000	100,000	0	72,815
2006	Snow	45,807	30,396	30,396	0	45,807
2007	Streets	322,350	795,996	773,948	22,048	344,398
2010	Street Mitigation	39,809	10,100	0	10,100	49,909
2011	Police Mitigation	2,988	13,400	0	13,400	16,388
2012	Fire Mitigation	135,384	13,100	0	13,100	148,484
2013	Park Dedication	157,434	500	6,141	(5,641)	151,793
2016	CDBG Revolving	1,264,968	500	3,875	(3,375)	1,261,593
2018	Home Revolving	725,460	310	10,000	(9,690)	715,770
2030	Traffic Safety Fund	47,784	10,158	0	10,158	57,942
2035	Traffic Signals Fund	79,645	500	0	500	80,145
2037	Skyline Bike Lane	7,576	100	0	100	7,676
3015	City Hall Parking Lot Project	13,848	0	13,846	(13,846)	2
4003	City Hall Debt Service	52,241	138,381	138,381	0	52,241
4004	Calpers Refunding Loan	259,228	461,345	461,345	0	259,228
4005	Community Pool Debt Service	631	99,857	99,857	0	631
711X	Water Funds	3,101,096	3,154,769	2,888,815	265,954	3,367,050
7201	Airport	2,136,218	110,000	267,174	(157,174)	1,979,044
7301	Geothermal	557,729	92,000	132,900	(40,900)	516,829
7401	Natural Gas	(124,128)	4,729,450	4,843,684	(114,234)	(238,362)
7530	Golf Course	2,361,143	334,507	357,991	(23,484)	2,337,659
7620	PW Admin/Engineering	132,864	198,156	230,156	(32,000)	100,864
7630	Risk Management	332,964	699,378	700,720	(1,342)	331,622
	TOTALS	14,850,513	17,404,080	17,652,245	(248,165)	14,602,348

Reviewed by: City Administrator
 City Attorney

 Motion only
 X Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 18-5497 Establishing and Adopting Schedules of Fees for Services Previously Resolution No. 17-5384

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: The City has adopted resolutions establishing various fees for services. A fee is a charge imposed on an individual or business for a service or facility provided directly to an individual or business. Local governments charge fees for a wide range of purposes, from park use fees to building plan check fees. The amount of the fee may not exceed the cost of government to provide the service. These fees are reviewed annually to determine that costs are being recovered and adjusted when necessary.

Staff is submitting the Fee Schedule for Fiscal Year 2018-19 with the following changes:

Increases (Red Font)—Currently charged fees that are proposed to be increased based on an annual Consumer Price Index (CPI) increase for the year ending December 2017.

- Police Mitigation Fees
- Streets Mitigation Fees
- Fire Mitigation Fees

Increase to application fees and permit fees for Building and Planning as well as a request for two new fees, Expedited Plan Review and After Hours Inspection Fee

FISCAL IMPACT: All proposed fees for services have been calculated to recover the estimated cost of providing the service. For fiscal year 2018-19, the amount estimated to be collected for all fees under the current fee structure is approximately \$231,080. (Approximately \$157,945 for General Fund, \$35,200 for Special Revenue Funds, and \$37,935 for Proprietary Funds (not including utilities).

ACTION REQUESTED: Motion to approve Resolution No. 18-5497 Establishing and Adopting Schedules of Fees for Services Previously Resolution No. 17-5384

ATTACHMENTS: Resolution No. 18-5497
Exhibit A- Fees for Services for FY 2018-2019

RESOLUTION NO. 18-5497
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ESTABLISHING AND ADOPTING SCHEDULES OF RATES, FEES AND CHARGES
PREVIOUSLY RESOLUTION NO. 17-5384

WHEREAS, the City Council of the City of Susanville has heretofore established various schedules of rates, fees and charges for various services , including but not limited to, development fees, encroachment permit fees, public works fees, city care fees, duplication fees, building permit fees, police services fees, and fire services fees; and

WHEREAS, California Government Code Section 66013 or 66014 requires that no local agency shall levy a service charge or fee to an amount which exceeds the estimated amount of providing the services; and

WHEREAS, California Government Code Section 66016 requires that prior to levying a new fee or service charge, a local agency shall hold at least one public meeting at which oral or written presentations can be made and data can be made available to the public; and

WHEREAS, California Government Code Section 66018 requires that prior to adopting an ordinance or resolution adopting a new fee or charge, or increasing an existing fee or charge, a local agency shall hold a public hearing, at which oral or written presentations can be made, as part of a regularly scheduled meeting; and

WHEREAS, pursuant to California Government Code Section 66018, this City Council has conducted and concluded a public hearing with respect to the rates, fees and charges prior to adoption of this Resolution; and

WHEREAS, the City Council desires to adjust the rates, fees and charges and implement new rates, fees and charges for various government services provided by the City of Susanville, as set forth herein; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville as follows:

1 The City Council hereby finds and determines that based upon the data, information, analyses, oral and written documentation received concerning the rates, fees and charges described in Exhibit "A" incorporated herein, the rates, fees and charges do not exceed the established reasonable cost of providing the service for which they are levied.

2 The rates, fees and charges set forth in Exhibit "A" are hereby adopted and approved.

3 The rates, fees and charges set forth in Exhibit "A" attached hereto shall were effective and implemented commencing July 1, 2018, except for the Planning and Building Fees, which take effect sixty (60) days after City Council adoption of this Resolution.

4 Immediately upon the effective date, any previously established rates, fees and charges shall be superseded by the rates, fees and charges established in said Exhibit "A".

5 If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of the Resolution.

6 The City Clerk shall certify to the adoption of this Resolution.

Dated: June 20, 2018

APPROVED:

Kathie Garnier, Mayor

ATTEST:

Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville held on the 20th day of June, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

A		B		M		N		O		P		R	
1 S:2018-19 Budget/2018-19 Fees for Services - Exhibit A				2017-2018		2018-2019		Increase					
Department	Service	ADOPTED FEES	PROPOSED	(Decrease)									
City Clerk	Filing fee for Notice of intent to circulate petition	\$200.00											
	Notary fees per signature	\$10.00											
	Duplication Fees per copy	\$0.10											
Finance Dept	NSF Returned Check (First check passed)	\$25.00											
	NSF Returned Check (Subsequent checks passed)	\$35.00											
	Business License/HUSA Log	\$7.00											
	Credit Card Fee (for payments on line or over the telephone)	\$3.00											
	Water/Natural Gas Utility Late Fee	10%											
Comm. Devel.													
Building	Minimum permit fee	\$56.00	\$60.00	\$4.00									
	Electrical permit application fee	\$46.00	\$50.00	\$4.00									
	Mechanical permit application fee	\$46.00	\$50.00	\$4.00									
	Plumbing permit application fee	\$46.00	\$50.00	\$4.00									
	Building Permit application fee	\$46.00	\$50.00	\$4.00									
	Permit fee - Electrical	\$103.00	\$123.00	\$20.00									
	Permit fee - Mechanical	\$103.00	\$123.00	\$20.00									
	Permit fee - Plumbing	\$103.00	\$123.00	\$20.00									
	Demolition Permit	\$153.00	\$50.00	\$103.00									
	Plan Review Revisions	\$40.00	\$50.00	\$10.00									
New	Expedited Plan Review	\$106.00	\$184.00	\$78.00									
	Temp certificate of occupancy	\$71.00	\$83.00	\$12.00									
	Re-inspection fees	\$52.00	\$196.00	\$144.00									
New	After Hours Inspection Fee	\$52.00	\$192.00	\$140.00									
	Sign permit-Copy Change Only	\$163.00	\$148.00	\$15.00									
	Sign permit-new permit (flat rate vs. valuation) Electrical	\$123.00	\$148.00	\$25.00									
	Expired Permit												
	Architectural Design & Site Plan	\$104.00											
	Review-less than 1000 sq ft	\$1,144.00											
	Architectural Design & Site Plan	\$600.00											
	Review-more than 1000 sq ft	\$600.00											
	Lot Line Adjustment	\$381.00											
	Lot Merger	\$209.00											
	Certificate of Compliance	\$100.00											
	Administrative Permit	\$90.00											
	Temporary Use Permit	\$612.00											
	Home Occupation Permit	\$1,224.00											
	Variance (proposed development)	\$190.00											
	Variance (existing development)	\$421.00											
	Floodplain Permit	\$1,033.00											
	Conditional Use Permit Res - proposed (fences,signs)	\$842.00											
	Conditional Use Permit Res - existing (fences,signs)	\$1,414.00											
	Conditional Use Permit minor	\$2,061.00											
	Conditional Use Permit moderate												
	Conditional Use Permit major												

Comments/calculations
Elections Code 9202
Government Code 8211
Cost of Paper & Cost per copy for lease agrmnt (Cost/copy lease= .08 and paper .02/sheet)

California Civil Code Section 1719
California Civil Code Section 1719

To recover part of the fees the Bank charges the City for accepting Credit Cards (over the phone)
Of delinquent balance at time of non-pay disconnection of service

1=(Building Official @\$65.36/hr) 2=(Building Dept Permit-Tech @\$48.09/hr) 3=Planner@\$1.25/hr
After Hours Rate (1) \$65.36*1.5=\$98/hr, \$48.09*1.5=\$72.13/hr(2)
4 hr (1) plus .7hrs(2)
1 hr (1) plus .9hrs(2)
1.34 hrs (1) plus .73hrs (2)
1.34 hrs (1) plus .73hrs (2)
1.34 hrs (1) plus .73hrs (2)
1.34 hrs (1) plus .73hrs (2) plus .3 (3)
.77 hrs (1) plus \$79 per hour after the first half hour
1 hr after hour rate (1) and .5 hr after hour rate (2) plus plan review fee
per first 30 day period 1.25hrs (1) plus .5hrs (2)
9hrs (1) plus .5hrs (2) (Fee allowed by Ord 02-886)
Minimum 2 hr after hour rate (1) plus mileage one way
25hrs (1) plus .8hrs (2)
1.9 hrs (1) plus 1.4hr (2) = ***Est. minimum. Charge will vary if permit includes electrical
1.5 hrs (1) plus 1hr (2) Fee varies per time & prior work performed

1.5hr (3)

18.6 hrs (3)+.7hrs(2)
9.5 hrs (3) + .7hrs (2)
9.5 hrs (3) + .7hrs (2)
5.4 hrs (3) +.5hrs (2)
2.9 hrs (3) + .25hrs (2)
3 day parking lot event (plus \$25.00 BL)
1.3 hrs (3) + 25hr (2)
10.2 hrs (3) plus \$80 Public Notice/2 +.5hr (2)
18 hrs (3) +1 (2) plus \$80 Public Notice +.7hr (2)
3hrs (3) + 5hrs (2)
6.7hrs (3), .25hrs (2) plus \$80 Public Notice/2
16 hrs (3) + .25 (2) plus \$80 Public Notice
13 hrs (3) + .25 (2) plus \$80 Public Notice
20 hrs (3) plus \$80 Public Notice
30 (3) \$80 Public Notice, plus \$75 Records Search +1hr (2)

City of Susanville
Fees for Services
Fiscal Year 2018-2019

Exhibit "A"

A	B	M	N	O	P	R
2		2017-2018	2018-2019	Increase		
3	Department	ADOPTED FEES	PROPOSED	(Decrease)		
53	Service Conditional Use Permit PD	\$2,443.00				Comments/calculations 38 hrs (3) plus \$80 Public Notice plus \$75 Records Search + 1hr (2)
54	Service					
55	Tentative Parcel Map	\$1,414.00				20hrs (3) + .5hrs (7) plus \$80 Public Notice
56	Tentative Subdivision Map	\$2,443.00				37hrs (3) + .5hr (2) plus \$80 Pub Notice + \$75 Record Search + \$20 per lot
57	Zone Change	\$2,066.00				31hrs (3) + 1hr (2) plus \$160 Public Notice
58	Zone Change PD	\$2,257.00				35hrs (3) + 1hr (2) plus \$160 Public Notice
59	General Plan Amendment	\$2,526.00				40 hrs (3)+ 1hr (2) plus \$160 Public Notice plus \$75 Records Search
60	General Plan Amendment with Annexation	\$4,048.00				65hrs (3) + 1hr (2) plus \$160 Pub Notice plus \$75 Record Search
61	Specific Plan					
62	Environmental Impact Report	Actual cost plus 15%				
63	Special Study for Environmental	Actual cost plus 15%				
64	Review by outside professionals	Actual cost plus 15%				
65	Telecommunications Registration Fee	\$1,500.00				
66	Telecommunications Encroachment Review Fee	\$350.00				
67	Site Improvement Plan Review (PW Engineering)	Actual cost plus 15% plus \$1,000 Deposit				
68	Engineering Review	Actual cost plus 15% plus \$1,000 Deposit				
69	Outside Plan Review (Including Revisions)	Actual cost plus 15%				
70	Negative Declaration	\$3,080.00				
71	Notice of Exemption	\$100.00				
72	Notice of Determination	Varies ***\$2,044-				
73	Final Subdivision Map	\$2,839.25 State				
74	Final Parcel Map	\$1,144.00				
75	Appealed Conditions	\$762.00				
76	Appeals to Planning Commission	\$652.00				
77	Appeals to City Council	\$381.00				
		\$461.00				
78	Mitigation Fees - Streets (per Sq.Ft)	\$0.98	\$1.01	\$0.03		per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2017)
79	Mitigation Fees - Police (per Sq.Ft)	\$1.26	\$1.30	\$0.04		per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2017)
80	Mitigation Fees - Fire/residential (per Sq. Ft.)	\$0.93	\$0.95	\$0.03		per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2017)
81	Mitigation Fees - Fire/commercial (per Sq.Ft.)	\$1.15	\$1.18	\$0.03		per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2017)
82	Vacant Neglected Building Monitoring Program	\$1,000.00				Quarterly fee (Application fee \$250, Staff Costs-Building Official \$196.01, City Planner \$152.31, Battalion Chief \$218.09, Patrol Officer \$102, Finance Division \$70, Vehicle Costs \$70)
83	Historic Building Site Registry	\$126.00				Same as Lassen County
84	Plan Check Fee (per hour)	\$82.00				per hour for City Engineer
85	Final Map Check Fee (per hour)	\$82.00				per hour for City Engineer
86	Development Improvement Inspection	1%-2%				est. cost(\$500,000 or less=2%)((\$500,001-\$1,000,000=1.5%)(over \$1,000,000=1%) plus 10%
87						

2	A	B	M		N	O	P	R
			2017-2018 ADOPTED FEES	2018-2019 PROPOSED				
3	Department							Comments/calculations
88	Commun. Svc.							**6=(Acct Tech\$34.44/hr) 7=(Parks Supervisor\$42.40/hr)
89								8=(Part-Time Staff \$16.92/hr)(Deposit Refundable)9=(Average Hourly of 7 & 8=\$29.66)
90		Community Center rental (per day-less than 4 hrs)	\$70.00					per day/less than 4 hours (.35 hrs (6))(1 hr prep/clean-up(7) + 1 hr prep/clean up (8)) +\$50 Dep
91		Community Center rental (per day-more than 4 hrs)	\$101.00					per day/more than 4 hours(.25 hrs (6))(1.5hrs clean-up(7))+ \$50 Dep
92		CC Kitchen only (per day)	\$63.00					per day (.6 hrs (6))(.5 hr (7)) +\$50 Dep
93		PA System Rental	\$20.00					100 Refundable Deposit
94		Electrical Panel Rental	\$20.00					100 Refundable Deposit
95		Riverside Park (per day)	\$132.00					per day(1 hr (7) +1 hr (8))(4.8 hrs clean-up(8))
96		Riverside Park - Class Reunions	\$100.00					Refundable Deposit
97		Athletic Field (per day)	\$45.00					per day (.6 hrs (7))(1 hr clean-up(8))
98		Group Picnic Area (per day) memorial park	\$59.00					per day(.6 hrs (7))(2 hrs clean-up(8))
99		Tournament Fee (per day)	\$35.00					per day (2.6 hrs clean-up(8))
100		Amphitheater/Stage (per day)	\$47.00					per day (.5 hr (7))(1.5 hrs clean-up(8))
101		Light Tokens	\$6.50					per token
102								11= (Com Svc Ofcr \$36.80/hr) 12=(Admin Asst \$40.72/hr)
103								13= (Average Hourly Rate of Police Officer \$67.00) 14=Police Chief \$91.16/hr
104	Police	Police Reports	\$15.00					25 hrs (12) Retrieve, review and redact report before making copies and returning to files
105		Reports additional pages	\$0.10					Cost of Paper & Cost per copy for lease agmnt (Cost/copy lease= .08 and paper .02/sheet)
106		Finger Prints	\$28.00					plus live scan
107		Solicitor's Permits	\$28.00					plus live scan
108		Amplified Music	\$15.00					.16 hrs (14) Review application and contact applicant prior to signing and providing applicant a copy
109		Taxi Owner	\$28.00					plus live scan
110		Taxi Driver	\$28.00					plus live scan
111		Vehicle Release	\$82.00					plus citation cost 1hr (13) plus .25 (12) plus \$4.80 registered letter
112		VIN Verification	\$28.00					.42 hrs (13) Officers conduct these at remote locations, inspect vehicle/trailer, match DMV documents and complete form
113		Civil Subpoena (per day)	\$275.00					per day attendance is required. Government Code 68096.1(b)(6)
114		Citation sign off (Not SPD)	\$17.00					.25 hrs (13) Officers respond to station, inspect vehicles, complete and sign document
115		Daily Alcohol Sales App	\$15.00					.41 hrs (14) Review application and contact applicant prior to signing and providing copy to applicant.
116		Police Service Fee (per hour)	\$67.00					per hour 1 hr (13)
117		DUI Recovery Fee (per hour)	\$67.00					per hour 1 hr (13)
118		Subpoena Duces Tecum EC1560	\$15.00					E.C 1560 \$24/hr per person(\$6/qtr hour) .10/copy for standard reproduction. Rate set in code
119		Booking Fee Reimbursement	Actual cost county charge					
120		NSF Returned Check (First check passed)	\$25.00					Actual cost county charge
121		NSF Returned Check (Subsequent checks passed)	\$35.00					California Civil Code Section 1719
122								California Civil Code Section 1719

A	B	M	N	O	P	R
2		2017-2018	2018-2019	Increase		
3	Service	ADOPTED FEES	PROPOSED	(Decrease)		
123	Public Works					Comments/calculations
124						15=(Admin Staff Asst \$30.45/hr) 16=(Admin Spec. \$40.92/hr) 17=(City Engineer \$72.64/hr)
125	Fire Hydrant Use Application Fee (No Meter) plus Deposit \$	\$100.00				18=(PW Director \$88.10/hr) 17a=(Asst Engineer\$48.85/hr)
126	Fire Hydrant Use Application Fee (With Meter) plus Deposit	\$100.00				Inspection Fee= .5hrs(15)=\$15.23 + 1.1hr (17)=\$79.90 + .25hrs(18)=\$22.03=\$117.16/hr
127	Inspection Fee	\$112.00				plus \$500 deposit (1.41 hrs(16))
128	Back Flow Prevention Devices	Actual cost				Inspection Fee (1.41 hrs(16))
129	Well Permits	\$274.00				Actual cost
130	Request for deferment of curb, gutter sidewalk	\$290.00				Base Fee(\$162) + Inspection Fee(\$112)=\$274.
131	Testing and Sampling	Actual Cost				Base Fee(\$162)+1.14hrs Inspection Fee (\$112)=\$127.77
132	Development outside City limits (% of cost of work)	2%				Actual Cost
133	Encroachment Permits-					% of cost of work
134	Encroachment Permit Review	Cost				Fee Based on Engineers Estimated Time for Project Review
135	Concrete, sidewalk, curb & gutter	\$218.00				Base Fee +.5 hrs Inspection Fee
136	Concrete, sidewalk, curb & gutter	\$274.00				Base Fee + 1 hr Inspection Fee
137	Concrete, sidewalk, curb & gutter	\$330.00				Base Fee + 1.5 hrs Inspection Fee
138	Concrete, sidewalk, curb & gutter	\$386.00				Base Fee + 2 hrs Inspection Fee
139	Concrete, sidewalk, curb & gutter	2% of cost				Base Fee + 2.5 hrs Inspection Fee
140	Concrete, sidewalk, curb & gutter	\$274.00				Base Fee + 1 hr Inspection Fee
141	AC or PCC Pavement	\$330.00				Base Fee + 1.5 hrs Inspection Fee
142	AC or PCC Pavement	\$386.00				Base Fee + 2 hrs Inspection Fee
143	AC or PCC Pavement	\$442.00				Base Fee + 2.5 hrs Inspection Fee
144	AC or PCC Pavement	2% of cost				Base Fee
145	Excavation outside pavement	\$162.00				Base Fee plus 0.18 per foot over 200 LF
146	Excavation outside pavement	\$240.00				Base Fee +.7 hrs Inspection Fee
147	Excavation outside pavement	\$274.00				Base Fee + 1 hr Inspection Fee
148	** For Each Additional Foot over 200 feet 0.18 will be charged per foot	\$312.00				Base Fee + 1.34 hrs Inspection Fee
149	Excavation inside pavement	\$356.00				Base Fee + 1.73 hrs Inspection Fee
150	Excavation inside pavement	\$390.00				Base Fee + 2.04 hrs Inspection Fee
151	Excavation inside pavement	\$487.00				Base Fee + 2.90 hrs Inspection Fee
152	Excavation inside pavement	\$312.50				Labor + Equipment + Materials
153	Excavation inside pavement	\$500.00				Labor + Equipment + Materials
154	Excavation inside pavement	\$637.50				Labor + Equipment + Materials
155	AC Repair	\$700.00				Labor + Equipment + Materials
156	0-25 SF	\$1,000.00				Labor + Equipment + Materials
157	26-50 SF	\$50.00				Labor + Equipment + Materials
158	51-75 SF					40% of base fee
159	76-100 SF					Inspection Fee
160	101-200 SF					
161	Non construction permits within pavement					
161	Excessive Encroachment Permit Inspections	\$112.00				

A	B	M	N	O	P	R
2	Department	2017-2018 ADOPTED FEES	2018-2019 PROPOSED	Increase (Decrease)		Comments/calculations
162						
163						
164						
165						19=(Admin Asst \$35.00/hr) 20=(avg hrly Chief & Battalion Chief = \$82.00)
166						Type I Engine - \$350/hr, Type 1 Rescue/Engine - \$425/hr, Type II Engine - \$250/hr, Type III Engine - \$150/hr, Ladder Truck - \$550/ hour, Command Vehicle - \$60/hr, Utility Vehicle - \$50.00/hr) 1 hr minimum
167	Fire					Dispatch Fee - \$10.00, Volunteer Recovery Fee -\$20.00/hr each, Administrative Fee- 20% or \$200 (whichever is greater), Special Equipment - \$400 each
168	Fire Reports	\$38.00				1.1 hr (19)
169	New Business Inspections	\$82.00				1.1hr (20)
170	Medical Calls (Inside City Limits Nonresident or not contracting)	Actual cost				Vehicles+personnel+dispatch+admin
171	Fireworks display booth inspections ***	\$500.00				Permit-\$100, 3 inspections-\$150, clean up bond \$250 (additional inspections are required)
172	*** Additional inspections requires additional fees					
173	Sprinkler Plan and Inspection	\$82.00				per hour (20) 1-hr minimum
174	Plan Check Review	\$82.00				per hour (20) 1-hr minimum
175	Carnivals and Fair Inspections	\$575.00				7 hrs (20) \$577.71 Inspect all building, rides, booths, access and records
176	State Mandated Inspections:					
177	Day Care, residential (per hour)	\$82.00				per hour (20)
178	Day Care, commercial (per hour)	\$82.00				per hour (20)
179	Convalescent Hospital/Assisted Living (per hour)	\$82.00				per hour (20)
180	Other:					
181	Fire Suppression/Alarm system plan check (per hour)	\$82.00				per hour (20) 2 hr minimum
182	Fire Investigation Services (per hour)	Actual cost				Actual cost
183	Malicious/false alarms	Actual cost				Actual cost
184	Fire-stand by	Actual cost				Actual cost
185	Facility use (per hour)	\$42.00				Actual cost
186	Duplication (Black & White copies) per copy	\$0.10				Avg daily cost for bldg (\$11.938)/30 days=\$397.93/8hrs=\$49.75 plus 1hr (21)=\$31.08 prep
187	Duplication (Color copies) per copy	\$0.21				per copy (Cost per copy lease agrmnt.)=.08 blk/whit(.19 color) plus Paper cost=.02/sheet
188	Hazardous materials response	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
189	Special rescue/low angle	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
190	Vehicle Accidents	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
191	Vehicle Fire	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
192	Negligent Incident (illegal burn, negligent fire, etc)	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
193	Arching Power Lines	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
194	DUI Vehicle Accident	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
196	Operational Permit Fee Schedule:					
197	Amusement Buildings	\$82.00				1hr (20)=\$82. for processing permit and inspection
198	Aviation Facilities	\$82.00				1hr (20)=\$82. for processing permit and inspection
199	Carnival and Fair	\$575.00				7 hrs (20) \$577.71 Inspect all building, rides, booths, access and records
200	Compressed Gases	\$82.00				1hr (20)=\$82. for processing permit and inspection
201	Cryogenic Liquids	\$82.00				1hr (20)=\$82. for processing permit and inspection
202	Cutting and Welding	\$82.00				1hr (20)=\$82. for processing permit and inspection
203	Dry Cleaning Plants	\$82.00				1hr (20)=\$82. for processing permit and inspection
204	Exhibits and Trade Shows	\$82.00				1hr (20)=\$82. for processing permit and inspection
205	Explosives	\$82.00				1hr (20)=\$82. for processing permit and inspection
206	Fire Hydrants and Valves	\$82.00				1hr (20)=\$82. for processing permit and inspection
207	Flammable and Combustible Liquids	\$82.00				1hr (20)=\$82. for processing permit and inspection
208	Floor Finishing	\$82.00				1hr (20)=\$82. for processing permit and inspection
209	Fumigation and Thermal Insecticide Fogging	\$82.00				1hr (20)=\$82. for processing permit and inspection

A	B	M	N	O	P	R
		2017-2018 ADOPTED FEES	2018-2019 PROPOSED	Increase (Decrease)		
2						
3	Department					
	Service					Comments/calculations
210	Hazardous Materials	\$82.00				1hr (20) = \$82. for processing permit and inspection
211	High Pile Storage	\$82.00				1hr (20) = \$82. for processing permit and inspection
212	Hot Work Operations	\$82.00				1hr (20) = \$82. for processing permit and inspection
213	Industrial Ovens	\$82.00				1hr (20) = \$82. for processing permit and inspection
214	Lumberyards and Woodworking Plants	\$82.00				1hr (20) = \$82. for processing permit and inspection
215	Liquid/Gas Fueled Vehicles/Equipment In Assembly	\$82.00				1hr (20) = \$82. for processing permit and inspection
216	LP-Gas	\$82.00				1hr (20) = \$82. for processing permit and inspection
217	Misc Combustible Storage	\$82.00				1hr (20) = \$82. for processing permit and inspection
218	Open Burning	\$82.00				1hr (20) = \$82. for processing permit and inspection
219	Open Flames and Torches	\$82.00				1hr (20) = \$82. for processing permit and inspection
220	Open Flames and Candles	\$82.00				1hr (20) = \$82. for processing permit and inspection
221	Places of Assembly	\$82.00				1hr (20) = \$82. for processing permit and inspection
222	Private Fire Hydrants	\$82.00				1hr (20) = \$92. for processing permit and inspection
223	Pyrotechnic Special Effects Material	\$350.00				3 inspections, fire stand-by, permit
224	Refrigeration Equipment	\$82.00				1hr (20) = \$82. for processing permit and inspection
225	Repair Garages and Motor Fuel-Dispensing Facilities	\$82.00				1hr (20) = \$82. for processing permit and inspection
226	Spraying or Dipping	\$82.00				1hr (20) = \$82. for processing permit and inspection
227	Storage of Scrap Tires and Tire Byproducts	\$82.00				1hr (20) = \$82. for processing permit and inspection
228	Temporary Membrane Structures, Tents and Canopies	\$82.00				1hr (20) = \$82. for processing permit and inspection
229	Waste Handling	\$82.00				1hr (20) = \$82. for processing permit and inspection
230	Wood Products	\$82.00				1hr (20) = \$82. for processing permit and inspection
231	Construction Permit and Other Fees	\$82.00				1hr (20) = \$82. for processing permit and inspection
232	Application Fee	\$82.00				1hr (20) = \$82. for processing permit and inspection
233	Inspection Fee	\$82.00				1hr (20) = \$92. for processing permit and inspection
234	Assembly	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
235	Compressed Gases	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
236	Flammable and Combustible Liquids	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
237	Hazardous Materials	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
238	High Piled Storage	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
239	Industrial Ovens	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
240	LP-Gas	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
241	Private Fire Hydrants	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
242	Spraying or Dipping	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
243	Temporary Membrane Structures, Tents and Canopies	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
244	Re-inspection	\$82.00				1hr (20) = \$82.00 - 1hr minimum after 2nd Attempt on non-compliance re-inspects.
245	Mobile Home Park Hydrant Certification (per hydrant)	\$41.00				each 30 min (20) if private hydrant fee has already been paid
246	Private Fire Hydrant Annual Inspection (per hydrant)	\$70.00				each Vehicle+personnel+supplies+equipment+records
247	Private Fire Hydrant Repair & Maintenance	\$164.00				Chk: Charge is per hour (20) = \$82.00 with a 2 hour minimum plus parts
248	Fire Investigation Report	Actual Cost				Min Vehicles+personnel+supplies+SE

Reviewed by: Interim City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Quincy McCourt, Project Manager

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5526**, Approving interns to assist in re-establishing the HOME First Time Homebuyers Program and to be paid by HOME General Administrative (GA) funding.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: Council approved by resolution the employ of interns on selected reimbursable projects. Staff is requesting that the HOME Program be added to the list of approved projects to pay the interns with.

The HOME First Time Homebuyers Program was closely related to the existing CDBG Homeownership Assistance Program as it assists income qualifying, first time home buyers with the purchase of a home. The program was once active within the City and numerous loans were provided with a maximum amount of \$35,000 per loan; however, it is not currently active. The City has received payments for loans previously given which have went into the HOME Program Income (PI) account which is now at approximately \$400,000. Staff, in the best interest of the community, would like to re-establish the program and utilize the \$400,000 on hand to provide loans to eligible applicants. However, without an active program, the City is only permitted to expend the HOME PI on GA, including re-establishing the program.

Staff requests utilizing the GA portion (approximately \$17,000) of the \$400,000 to assist in re-establishing the program. Once active, the remaining \$383,000 will be available for the HOME First Time Homebuyers Program.

FISCAL IMPACT: Ability to pay Interns from HOME PI GA on hand (not to exceed \$17,000) previously awarded as a grant

ACTION REQUESTED: Motion to approve Resolution No. 18-5526, approving interns to assist in re-establishing the HOME Program and to be paid by HOME General Admin funding.

ATTACHMENTS: Resolution 18-5526

RESOLUTION NO. 18-5526
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE HOME PROGRAM BE ADDED TO THE LIST OF APPROVED
PROJECTS TO PAY THE INTERNS WITH

WHEREAS, the City of Susanville approved by resolution the employ of interns on selected reimbursable projects; and

WHEREAS, the HOME program has money available to facilitate; and

WHEREAS, staff is requesting that the HOME program be added to the list of approved projects to pay the interns with; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves the HOME program be added to the list of approved projects to pay the interns with.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5526 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of June, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: Interim City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Quincy McCourt, Project Manager

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5527**, Appropriate 100% of the Community Development Block Grant (CDBG) Program Income (PI) into the Riverside Park Fund.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The City was awarded a CDBG to be invested into our Riverside Park. In order to request reimbursement for the grant, 100% of the City's PI must first be expended. During the October 18th council meeting of 2017, Council adopted Resolution 17-5438 (see attached) directing any remaining CDBG PI after April 10, 2018 to go to the Riverside Park project. At that time, \$321,000 was available. Currently, \$310,031 in PI is required to be spent prior to drawing down grant funds. Staff is requesting approval to authorize the finance department to use 100% of the remaining PI for the Riverside Park project.

FISCAL IMPACT: \$310,031 of CDBG PI

ACTION REQUESTED: Motion to approve Resolution No. 18-5527, appropriating 100% of the Community Development Block Grant (CDBG) Program Income (PI) into the Riverside Park Fund.

ATTACHMENTS: Resolution No. 18-5527
Resolution No. 17-5438

RESOLUTION NO. 18-5527
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING 100% OF THE CDBG PI TO BE USED FOR RIVERSIDE PARK

WHEREAS, the City was awarded a Community Development Block Grant (CDBG) to be invested into improvements at Riverside Park; and

WHEREAS, as part of that contract, the City is to expend 100% of current Program Income (PI); and

WHEREAS, the PI was going to be available for the Homebuyer Assistance Program and approved by resolution that any remainder not used by Aril 10th, 2018 will used for Riverside Park; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorizes 100% of the CDBG PI for Riverside Park.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of June, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. 17-5438
A RESOLUTION OF THE SUSANVILLE CITY COUNCIL
APPROVING BUDGET AMENDMENTS FOR THE RIVERSIDE PARK PROJECT
AND HOMEOWNERSHIP ASSISTANCE PROGRAM

WHEREAS, the City was awarded a Community Development Block Grant (CDBG) in the amount of \$450,000 to be invested into improvements at Riverside Park; and

WHEREAS, as part of that contract, the City is to expend 100 percent of current Program Income (PI); and

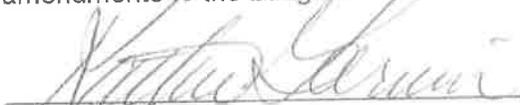
WHEREAS, the current balance of Program Income (PI) is \$321,000; and

WHEREAS, the PI will be invested in the Homeownership Assistance Program and any remainder will go to the Riverside Park Project; and

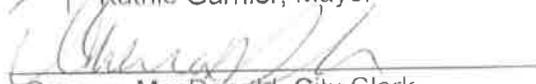
WHEREAS, an increase to the appropriations in the 2017/2018 Budget of \$450,000 for the Riverside Park Project and \$321,000 for the Homeownership Assistance Program is required.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorizes the necessary amendments to the budget.

APPROVED:


Kathie Garnier, Mayor

ATTEST:

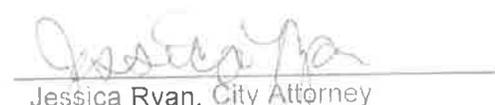

Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of October, 2017 by the following vote:

AYES: Schuster, Franco, Wilson, Stafford and Garnier
NOES: None
ABSENT: None
ABSTAINING: None


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM.


Jessica Ryan, City Attorney

Reviewed by: Interim City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Minimum Standards for Fixed Based Operators and Steve Datema Hanger #13

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: Steve Datema purchased Hangar #13 on April 3, 2018 and a lease agreement was brought before the Council for approval on April 18, 2018. At that time, the Council requested staff review the City's policy regarding the number of hangars a Fixed Based Operator is permitted to own and, if the policy allowed for more leases than currently executed, the lease would be approved as presented.

Mr. Datema currently owns two hangars at the airport and has a partial ownership in two additional hangars for a total of four leases.

Staff reviewed Resolution No. 90-2184 which adopted the minimum standards for fixed based operators at the Susanville Municipal Airport. It was determined, as the document has not been updated in almost 30 years, that the Minimum Standards must be modified to reflect current lease terms for all tenants. Staff did determine that the document states no Fixed Based Operator shall lease from the City more than three hangar spaces.

Staff recommends entering into a shorter-term lease with Mr. Datema for Hangar #13, with language stating he must be compliance within a given timeframe, while staff reviews and makes necessary updates to the Minimum Standards document.

FISCAL IMPACT: Hangar lease amount of \$812.44 annually

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Resolution No. 90-2184, Adopting Minimum Standards for Fixed Based Operators

RESOLUTION NO. 90- 2184-A

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ADOPTING MINIMUM STANDARDS FOR FIXED BASE OPERATORS
AT THE SUSANVILLE MUNICIPAL AIRPORT

WHEREAS, the City Council of the City of Susanville being interested in adopting Minimum Fixed Base Operator Standards for the Susanville Municipal Airport to advance the public health, safety, benefit and welfare; and

WHEREAS, it appearing that heretofore the City of Susanville has not adopted uniform Fixed Base Operator Standards; and

WHEREAS, it appearing that the Susanville Municipal Airport is in a state of growth and the City of Susanville is interested in assuring that said growth and increased use progressing in as safe and efficient manner as possible; and

WHEREAS, the City Council having read and considered the attached Minimum Standards for Fixed Base Operators and Airport Tenants at the Susanville Municipal Airport, Susanville, California;

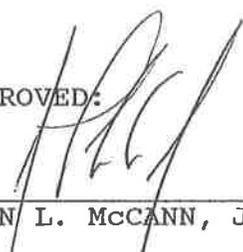
NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council does hereby approve and adopt those Minimum Standards for Fixed Base Operators and Airport Tenants at the Susanville Municipal Airport, Susanville, California, and authorizes the Mayor to sign the same;

2. The City Council further authorizes the City Administrator or his designee to mail a copy of the attached Standards to each airport tenant and to any person having a commercial operating license with the City of Susanville to

1 ensure that users of the airport comply with the new Minimum
2 Standards.

3 APPROVED:

4 
5 _____
6 JOHN L. McCANN, JR., Mayor

7 Attest:

8 
9 _____
10 MARY FAHLEN, CMC, City Clerk

11 The foregoing resolution was adopted at a regular meeting of
12 the City Council of the City of Susanville, held on the 5th day
13 of November, 1990, by the following vote:

14 AYES : Tripp, Middleton, Callegari, Foster and McCann, Jr.
15 NOES : None
16 ABSENT : None
17 ABSTAINING: None

18 
19 _____
20 MARY FAHLEN, City Clerk, CMC

21 Approved as to Form:

22 _____
23 KATHLEEN R. LAZARD, City Attorney.
24
25
26
27
28

MINIMUM STANDARDS FOR FIXED BASE OPERATORS AND AIRPORT TENANTS
AT THE
SUSANVILLE MUNICIPAL AIRPORT
SUSANVILLE, CALIFORNIA

The following minimum standards and requirements for commercial aeronautical activities have been established in the public interest for the safe and efficient operation of the Susanville Municipal Airport; to enhance its orderly growth; to preclude the granting of an exclusive right to conduct an aeronautical activity in violation of Section 308(a) of the Federal Aviation Act of 1958; to conform to Title VI of the Civil Rights Act of 1964 and Part 21 of the Department of Transportation Regulations; and to assure to all users the availability of airport property on fair and reasonable terms and without unjust discrimination.

1. A Fixed Base Operator (FBO) is defined as any person, firm, or corporation performing any of the functions or furnishing any of the services as hereinafter set out for Fixed Base Operators at the Susanville Municipal Airport. No person, firm, or corporation shall engage in any commercial activity as a Fixed Base Operator as herein defined unless a written contract is entered into with the City of Susanville, and unless the commercial activity as a Fixed Base Operator is done in full compliance with the standards, rules and regulations herein set forth.

2. An Airport Tenant is defined as any person, firm, or corporation leasing property at the Susanville Municipal Airport who is not a Fixed Base Operator or who is not otherwise the

Airport Operator/Manager. An Airport Tenant may hangar his aircraft on his leased property subject to the provisions of Category "H - AIRPORT TENANT" hereof.

3. All Fixed Base Operators and Airport Tenants shall protect the public generally, the customers or clients of such Fixed Base Operators, and the City of Susanville from any and all lawful damages, claims, or liability and shall carry comprehensive general liability insurance in a company authorized to do business in the State of California with limits of not less than \$5,000,000.00 per person, \$5,000,000.00 for each occurrence for personal injury, and \$5,000,000.00 property damage with the City of Susanville named as an additional insured, which policies must be approved by the City Administrator and a certificate of insurance thereof furnished to the City. It is further understood that as circumstances in the future dictate, the City may require an increase in bodily injury and property damage insurance. City shall increase the limits of insurance coverage only after a hearing before the City Council following input from the Airport Commission.

4. A Fixed Base Operator shall satisfy the lessor that it is technically and financially able to perform the services of a Fixed Base Operator. This shall include the responsibility for demonstrating continued financial solvency and business ability by the submitting of an annual balance sheet, credit references and any other proof that the City may require from time to time. In cases of doubt by the City to such ability of a Fixed Base Operator, the City may conduct a hearing to determine the

appropriate action. In each instance, the City shall be the final judge as to the qualifications and financial ability of the lessee.

5. Any person, firm, or corporation capable of meeting the minimum standards set forth herein for any of the stated Fixed Base Operator categories is eligible to become a Fixed Base Operator at the airport, provided there is space available, subject to the execution of a written lease for not less than five (5) years containing such terms and conditions as may be determined by the City. A Fixed Base Operator or Airport Tenant shall not engage in any business or activity on the airport other than that authorized under his particular category or categories. Any Fixed Base Operator desiring to extend his operation into more than one category or to discontinue operations in a category, shall first apply in writing to the City for permission to do so, setting forth in detail the reasons and conditions for the request. The City shall then grant or deny the request on such terms and conditions as the City deems to be prudent and proper under the circumstances. Each Fixed Base Operator shall provide his own buildings, personnel and equipment, and other requirements as herein stated upon land leased from the City.

6. All construction required of such FBO's shall be in accordance with design and construction standards required or established by the City for the facility or activity involved. Title to any and all buildings and appurtenances, which may be built on City property, shall revert to the City, when and if the subject FBO vacates the premises for any reason. (Alternate: When

and if subject FBO vacates the lease for any reason, he may either remove said buildings at his expense within 30 days, or title will automatically pass to the City.) All operators shall be required to furnish the City payment and performance bonds commensurate with any construction required under the standards herein fixed or under any contract or lease by and between such operator and the City.

7. The rates or charges for any and all activities and services of such FBO's shall be determined by the FBO's, subject to approval of the City, and subject, further, to the requirement that all such rates or charges shall be reasonable and be equally and fairly applied to all users of the services.

8. All FBO's at the airports shall be full time, financially sound and progressive business enterprises, with adequately manned and equipped facilities, including ample office facilities, and who observe normal or specifically required business hours.

9. All Fixed Base Operators shall, at their own expense, pay all taxes and assessments against any buildings or other structures placed on the premises by them, as well as all taxes and assessments against the personal property used by them in their operations.

10. All FBO's shall abide by and comply with all state, county and city laws and ordinances, the rules and regulations of the City and the rules and regulations of the State and Federal Aviation Administration.

11. In the event the City constructs the physical plant facilities (hangars, etc.) for use by any FBO under the provisions

of any lease or other contract, such lease or contract with such FBOs shall be on such terms and conditions as to guarantee a full return of the investment within ten (10) years, plus interest and reasonable rental for use during such period.

12. All FBO's shall provide and pay for all lights, gas, electric current, water, sewer charges and garbage collection charges used or incurred anywhere in or about their subject premises, and shall pay the charges made therefor by the suppliers thereof promptly when due.

13. All contracts and leases between such FBO's and the City shall be subordinate to the provisions of any existing or future agreement between the City of Susanville and the United States, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the Airport properties.

14. No Fixed Base Operators shall sublease or sublet any premises leased by such FBO from the City, or assign any such lease, without the prior written approval of the City, and any such subletting or assignment shall be subject to all of the minimum standards herein set forth.

15. In the event the FOB or tenant sublets any portion of his lease, the sublessee must agree to assume the full obligations of the lease as set out herein and must agree to fully cooperate with the City in seeing that these standards are complied with. The sublessee shall immediately comply with any reasonable request or

direction of the City as it relates to the enforcement of these standards.

16. In the event that the FBO or tenant or sublessee fails to comply fully with these standards or fails to comply with the reasonable request or direction of the City as it relates to these standards, said FBO, tenant, or sublessee shall be in default. If said default continues for more than ten (10) days after notice of said default, the City may terminate the lease. Said FBO or tenant is responsible for the performance of the sublessee.

17. Fixed base operators shall have the right to use common areas of the Airport, including runways, taxiways, aprons, roadways, floodlights, landing lights, signals and other conveniences for the takeoff, flying and landing of aircraft of FBO or tenant.

18. Beginning with the effective date of adoption of these minimum standards, leases to Fixed Base Operators and airport tenants shall be limited to a maximum of ten (10) years. In addition, leases shall, at the discretion of the City, be subject to review and reevaluation at the end of each five (5) year period thereof, in relation to the cost to City of operating the airport, and in relation to the Consumer Price Index published by the Bureau of Labor Statistics of the United States Department of Labor (hereinafter referred to as the cost of living index) for the northern California area including Susanville. In this regard, when at the end of each of said five (5) year periods, the aforesaid cost of living index is determined by the City to be five

(5) or more percent higher than at the date the lease became effective, the rental terms thereof may be increased to such percentage of increase or of said cost of living index. If at the end of such five (5) year period the said cost of living index has changed less than five (5) percent, the City shall take no action to review or reevaluate the lease as far as the cost of living is concerned; however, the City shall have the right to increase the rental terms in the event the cost of operating the airport has risen.

19. FBO's and tenants will, at all times during the continuance of the term of their agreements and/or leases and any renewal or extension thereof, conduct, operate and maintain for the benefit of the public, the Fixed Base Operation provided for and described therein, and all aspects and parts and services thereof as defined and set forth, and will make all such services available to the public and that it will devote its best efforts for the accomplishment of such purposes and that it will at all times make charges to patrons and customers for all merchandise or materials and services furnished or rendered, but that it will refrain from imposing or levying excessive or otherwise unreasonable charges or fees for any facilities or services. Notwithstanding anything contained in a lease that may be or appear to the contrary it is expressly understood and agreed that the rights granted thereunder are nonexclusive and the lessor reserves the right to grant similar privileges to another operator or operators upon formal application by that operator, and upon demonstration of compliance with

paragraphs 4 and 5 herein.

20. The City reserves the right to take any actions it considers necessary to protect the aerial approaches to the Airport against obstructions, together with the right to prevent any fixed base operator from erecting, or permitting to be erected, any building, sign, or other structure on the airport which, in the opinion of the City, would limit the usefulness of the Airport or constitute a hazard to aircraft.

21. All contracts and leases between such operators and the City shall be subordinate to the right of the City during time of war or national emergency to lease the landing area or any part thereof to the United States Government for military or naval use, and, if any such lease is so made, the provisions of any contracts or leases between such with the provisions of the lease to the Government, shall be suspended.

22. The provisions of these standards shall in no way negate or cause to be null or void existing leases with Fixed Base Operators or Airport Tenants at the Susanville Municipal Airport. Upon the adoption of these standards, any new leases and/or agreements entered into and any amendments to existing leases and/or agreements shall be in accordance with the standards.

23. The FBO or tenant shall remove from the airport or otherwise dispose of in a manner approved by the City all garbage, debris, and other waste material (whether solid or liquid) arising out of its occupancy of the premises or out of its operations. Said FBO or tenant shall keep and maintain his premises in a neat

and orderly manner; shall keep the grass cut and the buildings painted. Any garbage debris waste which may be temporarily stored in the open shall be kept in suitable garbage or waste receptacles, the same to be made of metal and equipped with tight fitting covers and to be of a design safely and properly to contain whatever may be placed therein. The FBO or tenant shall use extreme care when effecting removal of all such waste. No FBO or tenant shall permit any dumping of hazardous waste on City property or on property leased or rented by FBO or tenant.

24. The City reserves the right to further develop or improve all areas of the Airport as it sees fit, regardless of the desires or views of any fixed base operators, and without interference or hindrance from any such fixed base operators.

25. The City reserves the right to enter upon any premises leased to fixed base operators at reasonable times for the purpose of making such inspections as it may deem expedient, to the proper enforcement of any covenant or condition of any fixed base operator's contract or lease agreement.

26. The City recognizes the rights of any person, firm or corporation operating aircraft on the airport to perform services on its own aircraft with its own employees (including, but not limited to maintenance and repair) that it may choose to perform. However, said persons, firms or corporations may not hire any vendors of service, aircraft parts, or fuel from off-airport premises to perform services on the airport. Aircraft fueling accomplished under this provision shall be in strict accordance

with any safety regulations and/or ordinance as referenced in paragraph 10.

27. No FBO shall lease from the City more than three hangar spaces.

28. Aircraft fueling shall be in strict accordance with any safety regulations and/or ordinance as referenced in Paragraph 10. Any person, firm or corporation fueling any aircraft at the airport must carry insurance in the amounts set forth in Paragraph 3 hereof. Any fuel dispensed shall be subject to a City charge of \$.05 per gallon flowage fee. When fuel is purchased through the City tank, this flowage fee is automatically included in the price City charges. Any other circumstances will require the flowage fee to be paid. It is not City's intent by this provision to allow for fuel dispensing other than through City's tanks at the Airport.

29. Stickers and security - current stickers issued by City shall be required on all authorized vehicles before they shall be permitted upon the airport apron, runway, and hangar area; the gate to this area shall be locked at all times and accessed by a key. Reasonable fees for the sticker and the key shall be established by City Council resolution.

30. Any and all signs for FBO services at the airport shall be erected on one large display sign to be placed at the entrance to the Susanville Municipal Airport. The size of said sign shall be determined by City, with room thereon for four equal size advertisements, each for an FBO.

FIXED BASE OPERATOR CATEGORIES

CATEGORY A. FLIGHT INSTRUCTION AND AIRCRAFT RENTAL:

A Fixed Base Operator in this category shall:

1. Have available an instructor pilot with appropriate and current Federal Aviation Administration pilot and medical certificates.

2. Provide and at all times maintain a minimum of one (1) aircraft owned or leased or rented by and under the exclusive control of this Fixed Base Operator which are properly equipped and Federal Aviation Administration certificated for flight instruction and rental.

3. Demonstrate the continuing ability to meet requirements for certification of flight instructor personnel and aircraft by the Federal Aviation Administration.

4. Assure that personnel operating rental equipment obtained from the subject Fixed Base Operator have appropriate and current Federal Aviation Administration pilot and approved medical certificates.

5. Independent individual flight instructors not performing said services on a full time basis shall be exempt from the 5% revenue requirement.

CATEGORY B. AIRCRAFT CHARTER AND TAXI:

A Fixed Base Operator in this category shall:

1. All aircraft charter and taxi service shall be conducted in accordance with Federal Aviation Regulations, particularly

2. Have a minimum of one (1) fully qualified demonstrator pilot employed with current and appropriate Federal Aviation Administration pilot and approved medical certificates.

3. Lease from the City sufficient land on which to locate all required improvements.

CATEGORY E. AIRCRAFT, ENGINE, PROPELLER, AND ACCESSORY MAINTENANCE:

Fixed Base Operators in this category shall:

1. Operate only under a lease approved by the City for exclusive use of hangar, shop, and storage space. City must approve this category to take place in the particular leased premises prior to any such maintenance and repair activity taking place.

2. Furnish facilities and equipment for airframe and power plant repairs with at least one duly Federal Aviation Administration certified A & P Mechanic and such other personnel as may be necessary. Such airframe and power plant repair shall include facilities for both major and minor repair of aircraft and engines used in private aviation in this area.

3. If so specified in the lease, and as City's agent, demonstrate the ability to and assume responsibility for promptly removing from the public landing area as soon as permitted by cognizant Federal Aviation Administration and Civil Aeronautics Board authorities any disabled aircraft.

4. Lease from the City sufficient land on which to locate all required improvements.

5. A Fixed Base Operator in this category may engage in the buying and selling of new and used aircraft, aircraft parts and equipment; however, for new aircraft sales, FBO must comply with the requirements of Category D, Aircraft Sales.

CATEGORY F. RADIO AND INSTRUMENT:

Fixed Base Operators in this category shall:

1. Lease from the City sufficient land on which to locate all required improvements.

2. Have available a Federal Aviation Administration certificated technician in the field of aircraft electronics and/or aircraft instruments with proper Federal Communications Commission license to conduct complete aircraft transmitter, receiver and antennae repair.

3. Provide satisfactory arrangements for access to and storage of aircraft being worked on.

CATEGORY G. SALE OF AVIATION PETROLEUM PRODUCTS AND RAMP SERVICE:

A Fixed Base Operator in this category shall:

1. Lease from the City sufficient land on which to locate intended storage and dispensing equipment or buildings.

2. Have personnel on full-time duty during normal business hours of not less than 8 hours a day, seven days a week, adequately trained to operate fuel dispensing equipment in accordance with all applicable local, state, and Federal laws. (Additional requirement: On-call service may be required during all hours of darkness if the airport is equipped with runway lights.)

3. Demonstrate capability to efficiently and safely conduct

or move aircraft to such areas and park them. (Additional services, such as aircraft washing, tire inflation, changing engine oil or providing other minor repairs may be required.) Compliance with FAA and EPA standards shall be adhered to at all times.

4. Comply with the following criteria regarding fuel storage and dispensing facilities:

a. Purchase from City fuel tanks such fuel as is needed by FBO for sale to FBO's customers;

b. Maintain separate trucking equipment for each grade of fuel, meeting all applicable safety requirements with reliable metering devices subject to independent inspection, and with a pumping efficiency capable of servicing all aircraft normally using the airport.

c. Provide adequate fire extinguishers in all fuel dispensing areas and on all mobile dispensing trucks.

5. Have the following minimum amounts of liability insurance in force:

Bodily injury	\$5,000,000.00 each person \$5,000,000.00 each accident
Property damage	\$5,000,000.00 each accident

7. A Fixed Base Operator in this category may engage in the buying and selling of new and used aircraft, aircraft parts and equipment; however, for new aircraft sales, FBO must comply with requirements Category D, Aircraft Sales.

CATEGORY H. AIRPORT TENANT:

An airport tenant in this category shall:

1. Lease from the City or provide under terms agreeable to

the City sufficient land for his exclusive use which shall be improved in accordance with applicable zoning pertaining to the airport.

2. Be prohibited from engaging in any of the activities of Fixed Base Operators defined by Category "A" through "G", unless specifically approved by the City in the Lease Agreement between the City and the tenant.

3. Be responsible that aircraft owned by him or operated from the property leased or occupied by him are operated by personnel who hold appropriate and current Federal Aviation Administration pilot and approved medical certificates.

CATEGORY I. FLYING CLUBS:

In an effort to foster and promote flying for pleasure, develop skills in aeronautics, including pilotage, navigation, and an awareness and appreciate of aviation requirements and techniques the category of Flying Clubs is added to the Rules, Regulations and Minimum Standards of the Susanville Municipal airport.

All flying clubs desiring to base their aircraft and operate on the Airport must comply with the applicable provisions of these Standards and Requirements. However, they shall be exempt from regular fixed base operator requirements upon satisfactory fulfillment of the conditions contained herein.

1. The club shall be a non-profit entity (corporation, association or partnership) organized for the express purpose of providing its members with an aircraft or aircraft for their personal use and enjoyment only. The ownership of the aircraft, or

aircraft, must be vested in the name of the flying club (or owned ratably by all of its members). The property rights of the members of the club shall be equal and no part of the net earnings of the club will inure to the benefit of any member in any form (salaries, bonuses, etc). The club may not derive greater revenue from the use of its aircraft than the amount necessary for the operations, maintenance and replacement of its aircraft.

2. Flying clubs may not offer or conduct charter, air taxi, or rental of aircraft operations. They may not conduct aircraft flight instruction except for regular members, and only members of the flying club may operate the aircraft. No flying club shall permit its aircraft to be utilized for the giving of flight instruction to any person, including members of the club owning the aircraft, when such person pays or becomes obligated to pay for such instructions, except when instruction is given by a lessee based on the Airport and who provides flight training. Any qualified mechanic who is a registered member and part owner of the aircraft owned and operated by a flying club shall not be restricted from doing maintenance work on aircraft owned by the club and the club does not become obligated to pay for such maintenance work except that such mechanics and instructors may be compensated by credit against payment of dues or flight time.

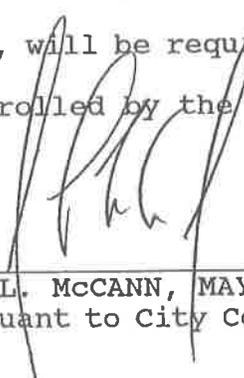
3. All flying clubs and their members are prohibited from leasing or selling any goods or services whatsoever to any person or firm other than a member of such club at the Airport except that said flying club may sell or exchange its capital equipment.

4. The flying club, with its permit request, shall furnish the Airport Management a copy of its charter and by-laws, articles of association, partnership agreement or other documentation supporting its existence; a roster, or list of members, including names of officers and directors, to be revised on a semi-annual basis; evidence of insurance in the form of a certificate of insurance in the following minimum amounts: Public Liability (5,000,000.00 per person; public liability (\$5,000,000.00) per accident; property damage (\$5,000,000.00), with hold harmless clause in favor of the Airport, its officers and employees (ten days prior notice of cancellation shall be filed with airport management); number and type of aircraft; evidence that aircraft are properly certificated; evidence that ownership is vested in the club; and operating rules of the club. The books and other records of the club shall be available for review at any reasonable time by airport management or his authorized agent.

5. A flying club, at any airport controlled by this same airport management shall abide by and comply with all Federal, State and local laws, ordinances, regulations and the Rules and Regulations of this airport management.

6. A flying club which violates any of the foregoing, or permits one or more members to do so, will be required to terminate all operations at all airports controlled by the City.

Dated: November 2, 1990.



JOHN L. McCANN, MAYOR
(Pursuant to City Council Resolution

90- 2184 adopted November 5, 1990)

Attest:


MARY FAHLEN, CMC, city Clerk

Reviewed by: WJ Interim City Administrator

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

Submitted by: Quincy McCourt, Project Manager

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5529**, Approving the use of the Risk Management Fund to pay for the upgrade of the Internet infrastructure and install cameras at all of our facilities, parks and department buildings and to send out an RFP to solicit a vendor.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The City's buildings continue to be robbed and vandalized. Security cameras will send the message that the City of Susanville is paying attention and being proactive. The intent is to provide two weeks of security video at different City locations in an effort to effectively manage risk. Staff has been working with departments heads to determine the best camera locations for risk management. Much effort has been made working with multiple vendors on scope of work, equipment and requirements to accomplish the security upgrade to the City. It has been challenging to arrive at an apples to apples approach within the initial vendor outreach, but progress has been made and quotes have been received. Staff is requesting approval for the use of the Risk Management Fund to pay for the upgrade of the Internet infrastructure and install cameras at all of our facilities, parks and department buildings and to send out an RFP to solicit a vendor. The RFP will allow the City to better define the scope of work and allow vendors an opportunity to honor their initial quotes and more importantly provide comparable price quotes.

The RFP is intended to solicit a vendor to supply and install cameras and related equipment. The original estimated costs range from \$90,000 to \$150,000. Currently the Risk Management Fund has \$153,647 available.

The source of the available funds is a cyclical motion of risk management. Each of the City's departments pay into the Risk Management Fund and in turn, the City pays Small Cities Organized Risk Effort (SCORE) contributions in the form of Worker's Comp and other similar formats. SCORE provides for us an estimate of our payment based on past experience and claims. If our claims are down, the City receives a return in the dividends. The money the City has on hand currently is years of collected dividends.

FISCAL IMPACT: To be determined during RFP pre-budget preparation not to exceed \$153,647.

ACTION REQUESTED: Motion to approve Resolution No. 18-5529 approving the use of the Risk Management Fund to pay for the upgrade of the Internet infrastructure and install cameras at all of our facilities, parks and department buildings and to send out an RFP to solicit a vendor.

ATTACHMENTS: Resolution No. 18-5529

RESOLUTION NO. 18-5529
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE USE OF THE RISK MANAGEMENT FUND TO PAY FOR THE
UPGRADE OF THE INTERNET INFRASTRUCTURE AND INSTALL CAMERAS AT
ALL OF OUR FACILITIES, PARKS AND DEPARTMENT BUILDINGS AND TO SEND
OUT AN RFP TO SOLICIT A VENDOR

WHEREAS, the City's buildings continue to be robbed and vandalized; and

WHEREAS, security cameras will send the message the City of Susanville is paying attention and being proactive; and

WHEREAS, the intent is to provide two weeks of security video at different City locations in an effort to effectively manage risk; and

WHEREAS, the City has available money from the Small Cities Organized Risk Effort (SCORE); and

WHEREAS, staff is requesting approval of the use of the Risk Management Fund to pay for the upgrade of the Internet infrastructure and install cameras at all of our facilities, parks and department buildings and to send out an RFP to solicit a vendor.; and

NOW THEREFORE, The City of Susanville approves the use of the Risk Management Fund to pay for the upgrade of the Internet infrastructure and install cameras at all of our facilities, parks and department buildings and to send out an RFP to solicit a vendor.; and

NOW THEREFORE, The City of Susanville authorizes the finance department to use the Risk Management Fund to pay for this risk management security camera effort; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves the use of the Risk Management Fund to pay for the upgrade of the Internet infrastructure and install cameras at all of the City's facilities, parks and department buildings and to send out an RFP to solicit a vendor and authorizing the City/Interim Administrator or designee to execute all related contracts.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5529 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of June, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: Interim City Administrator
 City Attorney

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

Submitted By: Quincy McCourt, Project Manager

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5528**, Approving the appropriation of the total \$158,169 from the Park Dedication Fund to the General Fund and construct one or a combination of one of the below mentioned identified projects.

PRESENTED BY: Quincy McCourt, Project Manager

SUMMARY: The City was awarded a CalTrans Sustainable Communities grant which assists agencies in identifying projects and potential funding sources.

The grant is intended to strongly collect community feedback. City staff met with many stakeholders to identify potential projects north of Chestnut Street that will enhance multi-modal transportation. Through that very successful process, many projects were identified.

During the April 4, 2018 City Council meeting, a community member presented the option of a Skyline Disc Golf Course that was discussed during the stakeholder meetings and community outreach. Staff was directed to agendize the Skyline Disc Golf Course as well as other options including the possibility of abandoning the Cameron Park Project and utilizing those funds at the Skyline Park. Four possible projects were discussed during community outreach as follows along with potential cost estimates:

Skyline Disc Golf - \$100,000

The Skyline Disc Golf Course will enable and encourage more active transportation and meet the needs of the community as well as the grant. Other benefits include creating a Destination Park with a very low overhead.

The design will be based on feedback from community workshops and final Council approval. This is also an opportunity to highlight partnerships within the Community, the County, Banner Lassen and the Back Country Horsemen to name a few. More than twenty community members have already signed up to volunteer at least twenty hours of labor (each) for this project with more volunteers expressing interest daily. See attached design and budget.

The County CAO has verbally agreed to allow their Trails Coordinator to assist with intentional drainage and hole placement. Banner Lassen would like to be involved with the health component and along with other groups sponsor a hole.

The Back Country Horsemen have a unique contribution in that bringing concrete equipment to each hole poses a difficult challenge. The horses can bring concrete and water to each of the locations which is also a Susanville luxury. There are many other groups as well and their efforts will be recognized in the Lassen Times if approved.

Skyline Pump Track -\$10,000

The pump track, like the Disc Golf Course, has a following of volunteers that would like to help. This project is also a low maintenance project like the Disc Golf Course. The Susanville Area Bicycle Association has volunteered to do the labor with heavy equipment. The pump track is a type of off-road terrain for cycle sport consisting of a circuit of banked turns and features designed to be ridden completely by riders "pumping" creating momentum by up and down body movements.

Skyline Dog Park- \$60,000

Though this project has much more maintenance involved than the previous two projects, it does have an anonymous money donor. One potential combination could be for this project to coincide with the Disc Golf Course using the Park Dedication Fund for construction and applying the anonymous monetary contribution towards a maintenance fund for the Skyline Park Area. This project would require irrigation that could be accessed from the nearby Skyline Road water supply. See attached preliminary layout design.

Cameron Pocket Park - \$40,000

The original design was estimated to cost well over the amount available in the Park Dedication Fund. A simplified project could still be considered and may benefit from a simple set of swings and slides which differs from the suggested abandonment of the project. For consideration: proceed with either abandonment or a basic approach to occupy the space that may encourage safe, local activity until additional funding is available.

The Sustainable Communities Grant has enabled community outreach and has been pivotal in cultivating a collaborative effort between the City and its members. Staff has identified a great opportunity to invest the money within the Park Dedication Fund, totaling \$158,169, that is restricted to the Skyline area. Staff is requesting approval to appropriate the \$158,169 from the Park Dedication Fund to the General Fund to construct one or a combination of the above mentioned identified projects.

FISCAL IMPACT: \$158,169 of budgeted available funds.

ACTION REQUESTED: Motion to approve Resolution No. 18-5528, approving the appropriation of the total \$158,169 from the Park Dedication Fund to the General Fund and construct one or a combination of one of the above mentioned identified projects.

ATTACHMENTS: Resolution 18-5528
First draft of conceptual Skyline Disk Golf Course design
First draft of estimated Disc Golf Course budget
First draft of conceptual Skyline Dog Park design

RESOLUTION NO. 18-5528
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE APPROPRIATION OF THE ENTIRE \$164,000 FROM THE PARK
DEDICATION FUND TO THE GENERAL FUND TO BE USED FOR PARK
IMPROVEMENTS RESTRICTED TO THE SKYLINE AREA.

WHEREAS, the City of Susanville was successful in receiving a grant from CalTrans to engage the community and identify projects that will enhance the multi-modal transportation north of Chestnut Street; and

WHEREAS, as part of that grant it will provide the means to prepare a program ready report with identified funding sources; and

WHEREAS, funding has been recognized in the Parks Dedication Fund that can only be invested into park projects restricted to the Skyline area; and

WHEREAS, a successful blend of community and the efforts of the grant will be the construction of one or more of the identified projects; and

WHEREAS, The City of Susanville approves the appropriation of the entire \$164,000 from the Park Dedication Fund to the General Fund; and

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Susanville authorizes the Finance Department to appropriate the entire \$164,000 from the Park Dedication Fund to the General Fund to be used for park improvements restricted to the Skyline Area.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5528 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of June, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Skyline Disc Golf Course - Project Inception - First Draft Budget

I. Evolution/History

- A. While reaching out to stakeholders of the Paul Bunyan Connectivity Grant and public outreach through workshops, one project that gained popularity and support as a destination to attract and encourage multi-modal transportation was the concept of a Skyline Disc Golf Course.
- B. As part of the CalTrans Paul Bunyan Grant, once projects have been identified and prioritized they are to be converted to Program Ready status. During that process it was discovered that the City's Park Dedication Fund could be applied to Skyline Park.
- C. A group of volunteers have been working with the City to flag potential paths and holes. They have also compiled a list of volunteers that have signed up to contribute a minimum of twenty hours each.

II. Design

- A. The intent is to deliver a course that can be enjoyed by all ages.
- B. The course will be designed to accommodate tournaments by having buckets that can be relocated for options A, B and C.
- C. Way finding signage will also serve as an opportunity to allow local businesses and groups to sponsor maintenance of holes and be represented.
- D. As the terrain is of much change in contour, trails between paths will be necessary.
- E. A twenty-seven hole course with a nine-hole kiddie section is being proposed.
- F. Parking area with 4" of 95% compacted 3/4"(-) AB.
- G. Way finding road signage.

III. Cost Estimate

A. Spreadsheet

Description	Quantity	Cost	Total
T-pads	38	\$ 450.00	\$ 17,100.00
Buckets	38	\$ 457.00	\$ 17,350.00
Bucket Sleeves	120	\$ 100.00	\$ 12,000.00
Signage	45	\$ 350.00	\$ 15,750.00
Parking	1	\$ 15,000.00	\$ 15,000.00
Trails	1	\$ 15,000.00	\$ 15,000.00
Pack it in Pack it out Signs "You are here" Signs - Kiosk	6	\$ 800.00	\$ 4,800.00
Benches	10	\$ 300.00	\$ 3,000.00
			\$ 100,000.00

IV. Things to note

A. It's often difficult to provide a recreational benefit to the community that does not have a high overhead.

1. One of the many benefits of a Disc Golf Course is the low overhead.

B. The basic non-tournament day to day disc golf will be free to the public.

V. Plan

A. Host two or three workshops to gather T-pad placement input and other design feedback.

B. Complete design.

C. Work with The Back Country Horsemen and local contractors to pour T-pads.

D. Begin Construction.

1. Coincide volunteers with contractors.

E. Host a kick-off tournament Grand Opening.

1. Disc Golf Association.

F. Funding Source.

1. Park Mitigation Fund.

a) Skyline Disc Golf Park.

b) Cameron Park.

(1) Slides and Swings and benches and signage.

c) Radical Road.

(1) Parking and Signage.

VI. Value to the Community.

A. Community Vitality.

B. Economic Vitality

VII. Revenue.

A. City of Susanville discs and shirts and sweatshirts.

B. Tournament.

1. Shirts.

2. Discs.

1:25000
 1:5000
 1:1000
 1:500
 1:250
 1:100
 1:50
 1:25
 1:10
 1:5
 1:2
 1:1

DISC GOLF HOLE LAYOUT



EX-08
 SHEET

EXHIBITS FOR CONCEPT DESIGN OF
PAUL BUNYAN CONNECTIVITY
 SUSANVILLE, CALIFORNIA
SKYLINE PARK LAYOUT



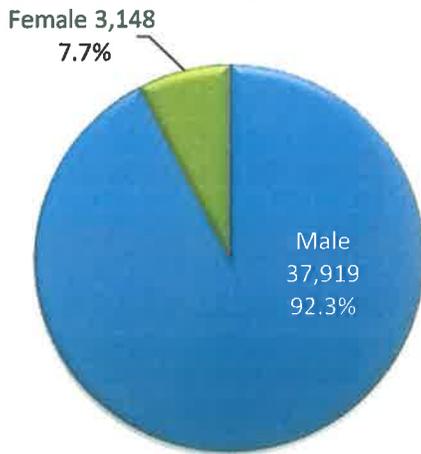
EXHIBIT
 SCALE: 1"=80'
 JOB NO. 3430-06
 DATE: JUNE 25, 2018
 RELEASE: []

REVISIONS		
NO.	DESCRIPTION	DATE BY

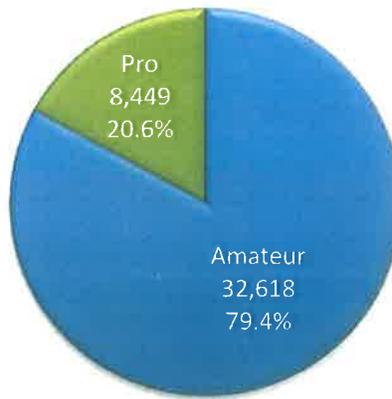
2017 PDGA Memberships Growth

In 2017, PDGA memberships grew by 15.16 % to 41,067 active members and lifetime membership #103,024 was issued. This represents the largest annual increase in PDGA members in the 40-year history of the organization.

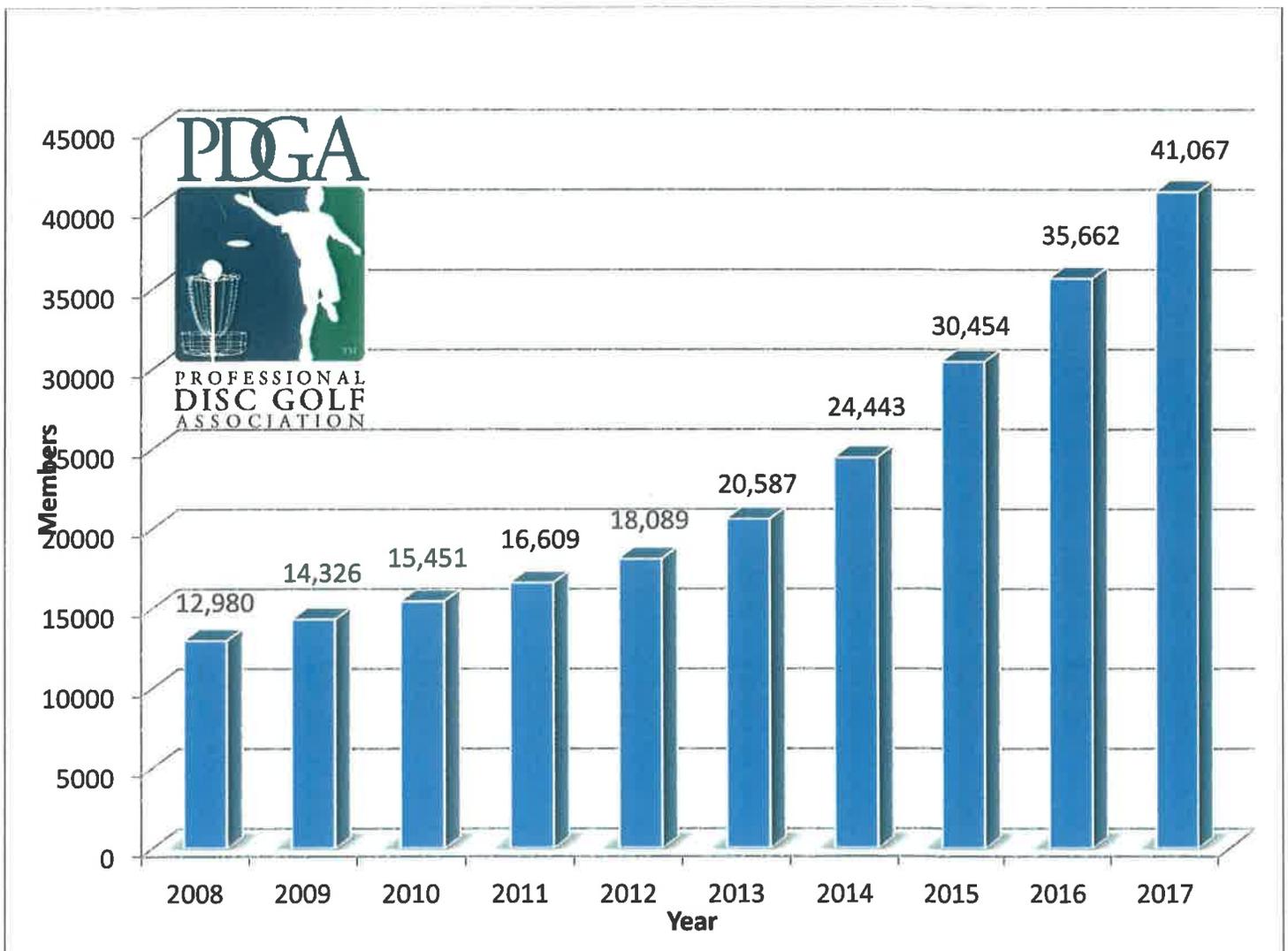
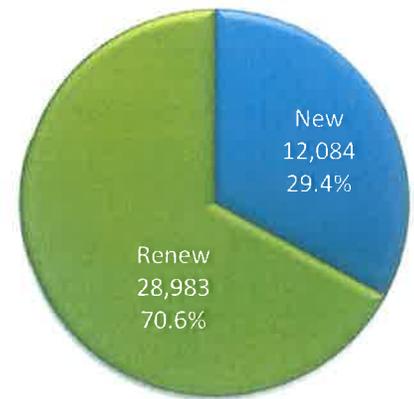
Members by Gender



Members by Classification

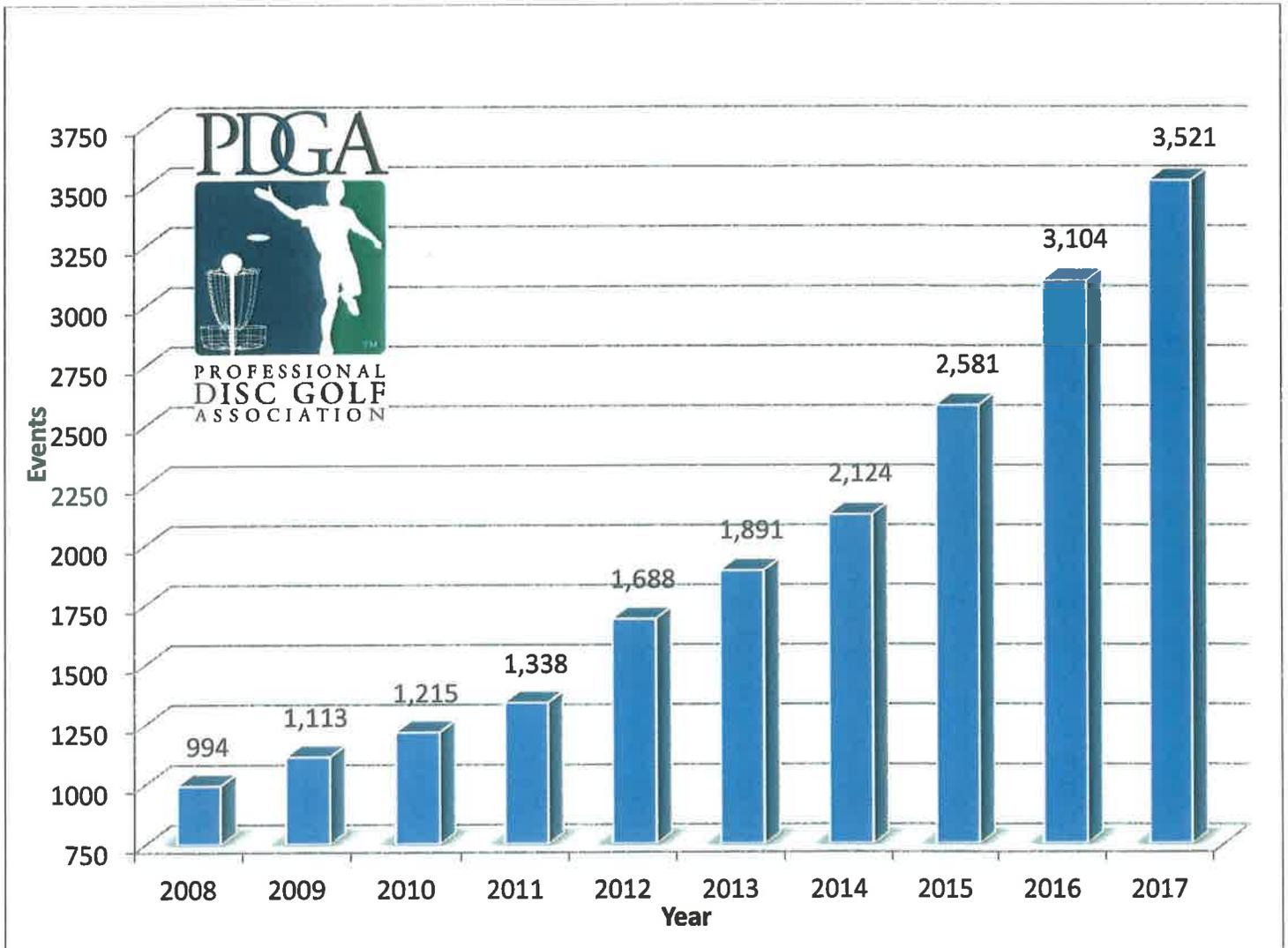
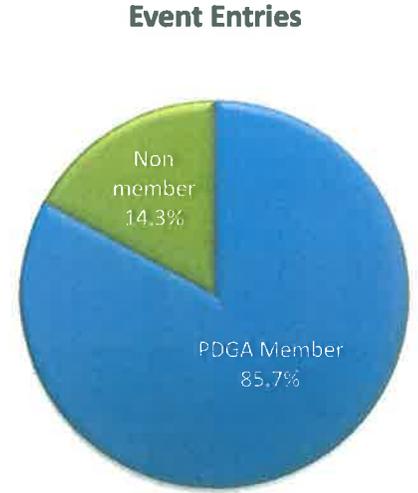
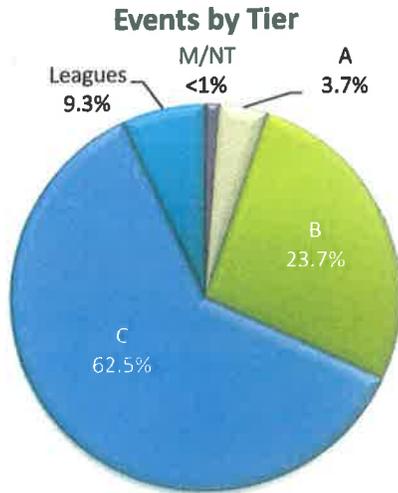


Members by Registration



2017 PDGA Sanctioned Events Growth

In 2017, the number of sanctioned events on the PDGA Tour grew by 13.4% to 3,521 events. The number of PDGA sanctioned events and leagues has more than doubled in the past five years.



Frederic Nagel

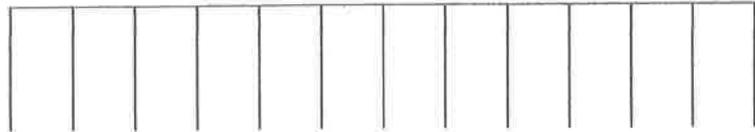
CONCEPTUAL 1 ACRE DOG PARK

FIRST DRAFT

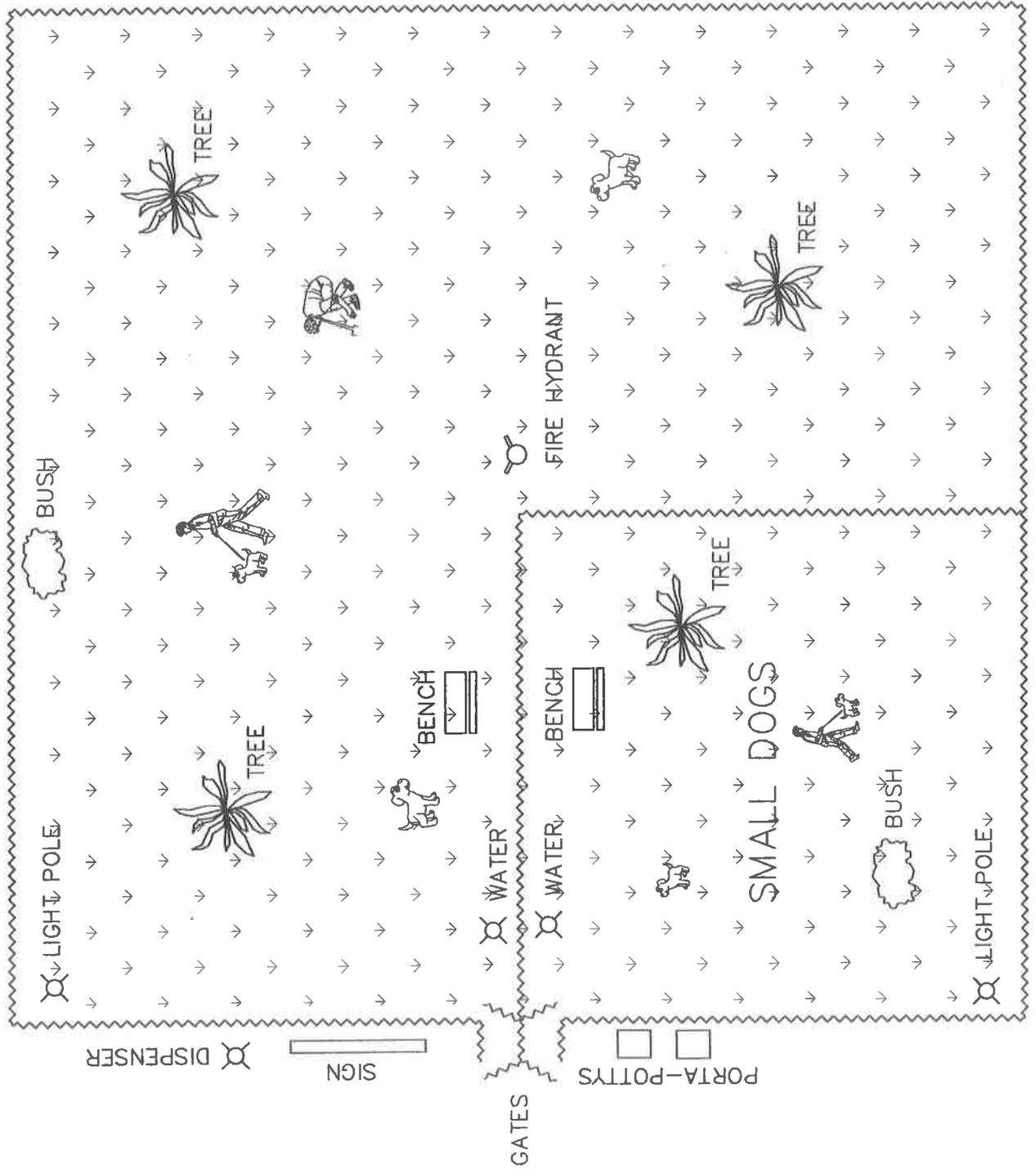
APPROX. 200' x 200'



SCALE: 1" = ±30'



PARKING



NEEDS FOR DOG PARK 2018

Land – 1 acre

Fencing

Grass

Shade – ideally, trees

Water

Signage

Toilet

Benches & Tables

Parking with turnaround for RVs

Maintenance

Name :

Porterfield Park
Dog

Reviewed by:

HW City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 18-5530, Approving and authorizing the Mayor to execute Lease Agreement with Rebecca Anderson for the Diamond Mountain Bar & Grill.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: Staff has been working with Rebecca Anderson to negotiate terms of a Lease Agreement for the Diamond Mountain Bar & Grill (a turn key restaurant) at the Diamond Mountain Golf Course.

FISCAL IMPACT: Utility costs (TBD) to be charged as base rent as referenced in Agreement.

ACTION

REQUESTED: Motion to approve Resolution No. 18-5530, approving and authorizing the Mayor to execute Lease Agreement with Rebecca Anderson for the Diamond Mountain Bar & Grill.

ATTACHMENTS: Resolution No. 18-5530
Lease Agreement

RESOLUTION NO. 18-5530
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING MAYOR TO EXECUTE DIAMOND
MOUNTAIN BAR AND GRILL LEASE AGREEMENT

WHEREAS, the City of Susanville is currently operating the Diamond Mountain Golf Course and recognizes that the provision of food and beverage services to the patrons is an integral part of the successful operation of the course; and

WHEREAS, the City of Susanville has been negotiating with Rebecca Anderson to operate the Diamond Mountain Golf Course Bar and Grill for the 2018 and 2019 golf seasons; and

WHEREAS, the City Council of the City of Susanville has considered the Agreement for Services attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves the Diamond Mountain Bar and Grill Lease Agreement as attached hereto as Exhibit A and authorizes the Mayor to execute the Agreement.

Dated: June 20, 2018

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5530 was adopted at a regular meeting of the City Council of the City of Susanville held on the 20th day of June 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

COMMERCIAL LEASE AGREEMENT DIAMOND MOUNTAIN BAR AND GRILL

This COMMERCIAL LEASE AGREEMENT (Agreement), is made and entered into this ____ day of _____ 2018, by and between the CITY OF SUSANVILLE a municipal corporation, (hereinafter referred to as the "Landlord"), and _____ a private and self-employed individual (hereinafter referred to as the "Tenant").

Recitals

WHEREAS, Landlord owns the conjoined clubhouse and restaurant facility located at the Diamond Mountain Golf Course; and

WHEREAS, Landlord recognizes that a thriving restaurant and bar is an amenity that is beneficial to the success of the Golf Course; and

WHEREAS, Tenant has restaurant business experience and is desirous of operating the restaurant/bar and grill at the premises; and

WHEREAS, Landlord and Tenant agree that there is a mutual benefit to enter into Lease Agreement wherein Landlord minimizes rent payments for a period of 18 months to allow Tenant to establish a thriving business at the golf course; and

WHEREAS, After 18 months, Landlord and Tenant intend to negotiate a fair and equitable monthly rent for the use of the premises.

NOW THEREFORE, IN CONSIDERATION OF the Landlord leasing certain premises to the Tenant, the Tenant leasing those premises from the Landlord and the mutual benefits and obligations set forth in this Lease, the receipt and sufficiency of which consideration is hereby acknowledged, the Parties to this Lease (the "Parties") agree as follows:

Definitions

1. When used in this Lease, the following expressions will have the meanings indicated:
 - a. "Additional Rent" means all amounts payable by the Tenant under this Lease except Base Rent, whether or not specifically designated as Additional Rent elsewhere in this Lease;
 - b. "Building" means the new clubhouse building, improvements, equipment, fixtures, property and facilities from time to time located at 470-895 Circle Drive, Susanville, CA 96130.
 - c. "Common Areas and Facilities" mean:
 - i. those portions of the Building areas, buildings, improvements, facilities, utilities, equipment and installations in or forming part of the Building which from time to time are not designated or intended by the landlord to be leased to tenants of the Building including, without limitation, exterior weather walls, roofs, entrances and exits, parking areas, driveways, loading docks and areas, storage, mechanical and electrical rooms, areas above and below leasable premises and not included within leasable premises, security and alarm equipment, grassed and landscaped areas, and maintenance, cleaning and operating equipment serving the Building; and

- ii. those lands, areas, building, improvements, facilities, utilities, equipment and installations which serve or are for the useful benefit of the Building, the tenants for the Building or the Landlord and those having business with them, whether or not located within, adjacent to or near the Building and which are designated from time to time by the Landlord as part of the Common Areas and Facilities;
- d. "Leasable Area" means with respect to any rentable premises, the area expressed in square feet of all floor space determined to be part of the restaurant, bar and kitchen area (Exhibit "A"). There will be no deduction or exclusion from any space occupied by or used for columns, ducts or other structural elements;
- e. "Premises" means the commercial premises located at 470-895 Circle Drive, Susanville, CA 96130.
- f. "Proportionate Share" means a fraction, the numerator of which is the Leasable Area of the Premises and the denominator of which is the aggregate of the Leasable Area of all rentable premises in the Building;
- g. "Rent" means the total of Base Rent and Additional Rent.

Leased Premises

2. The Landlord agrees to rent to the Tenant the commercial premises described as the Diamond Mountain Bar & Grill, (the "Premises") for the following permitted use (the "Permitted Use"):
 - a. The exclusive right to operate all food and beverage concessions within the Diamond Mountain Bar & Grill. The Tenant shall also have the exclusive right to sell concessions for all tournaments and events held at the Course. This agreement shall not include non-golf course related events which have occurred from time to time at Lake Emerson and catering associated with the rental of the Old Clubhouse located on Wingfield Road. If the Tenant is requested, and agrees to provide concession services for an event at the Old Club House, such concessions will be bound by the terms of this Agreement. This Agreement does not permit the Tenant to operate any other type of business from the premises. Tenant shall not place or cause to be placed, any equipment or other furniture or fixtures upon the premises without prior consent of the City. Tenant shall not incur any liability on behalf of the City.
 - b. The Tenant will be responsible for coordinating day to day concession operations with a contribution of at least forty (40) direct service hours per week and will prepare marketing and advertising materials, provide food handling and customer service training to staff, and will schedule, plan and cater special events and tournaments.
 - c. The Tenant is permitted to and shall obtain all necessary permits and licenses required should Tenant choose to dispense alcoholic beverages on the Premises.
 - d. The Tenant shall, within ninety (90) days, confirm inventory and condition of items listed in Exhibit "B". and notify City in the event maintenance or repairs are needed at City's expense. Items requiring repair or maintenance after that time will be the responsibility of Tenant.
 - e. The City shall provide the following as part of Lease:
 - i. Diamond Mountain Bar & Grill Leasable Area including restaurant, bar and kitchen areas as well as outside patio space.
 - ii. Common areas to include foyer area and bathrooms

1. Tenant responsible for cleaning said common areas when no pro shop staff is present (eg. Tenant hosts dinner after pro shop hours)
- iii. Existing equipment and supplies within kitchen, bar and restaurant area as shown in Exhibit "B"

Neither the Premises nor any part of the Premises will be used at any time during the term of this lease by Tenant for any purposed other than the Permitted Use.

Term

3. The term of the Lease commences on July 1, 2018 and ends on December 31, 2019.
4. Should the Tenant desire to lease the Premises upon the expiration of the Lease, Tenant shall notify Landlord, in writing, sixty (60) days prior to the expiration of this Lease to start negotiating future terms.

Rent & Utilities

5. Subject to the provisions of this Lease, the Tenant will pay a base rent of TBD (Based on estimated utility cost from April 1st through October 31st, and proportionate share of additional common area maintenance), payable per month for twelve (12) months, for the Premises (the "Base Rent").
6. Subject to the provisions of this Lease, between November 1st and March 31st, the Tenant will pay the base rent plus the actual cost of all utilities.
7. Tenant will be responsible for acquiring year round trash services.
8. The Tenant will pay the Base Rent on or before the 1st day of each and every month of the term of this Lease to the Landlord.

Use and Occupation

9. The Tenant will use and occupy the Premises only for the Permitted Use and for no other purpose whatsoever. The tenant will carry on business under the name of the Diamond Mountain Bar & Grill and will not change such name without the prior written consent of the Landlord, such consent not to be unreasonably withheld. The tenant will open the whole of the Premises for business to the public fully fixtured, stocked and staffed on the date of commencement of the term and throughout the term, will continuously occupy and utilize the entire Premises in the active conduct of its business in a reputable manner on such days and during such hours of business as may be determined from time to time by the Landlord.
10. The Tenant covenants that the Tenant will carry on and conduct its business from time to time carried on upon the Premises in such a manner as to comply with all statutes, bylaws, rules and regulations for any federal, state, municipal or other competent authority and will not do anything on or in the Premises in contravention of any of them.
11. The Tenant covenants that the Tenant will obtain and maintain all appropriate permits and licenses during the course of operation of the concession.

Quiet Enjoyment

12. The Landlord covenants that on paying the Rent and performing the covenants contained in this Lease, the tenant will peacefully and quietly have, hold and enjoy the Premises for the agreed term.

Distress

13. If and whenever the Tenant is in default in payment of any money, whether hereby expressly reserved or deemed as rent, or any part of the rent, the Landlord may, without notice or any form of legal process, enter upon the Premises and seize, remove and sell the Tenant's goods and / or equipment from the premises or seize, remove and sell any goods and / or equipment at any place to which the Tenant or any other person may have removed them, in the same manner as if they had remained and been distrained upon the Premises, all notwithstanding any rule of law or equity to the contrary, and the tenant hereby waives and renounces the benefit of any present or future statute or laws limiting or eliminating the Landlord's right of distress.

Overholding

14. If the Tenant continues to occupy the Premises without the written consent of the Landlord after the expiration or other termination of the term, then, without any further written agreement, the Tenant will be a month-to-month tenant at a minimum monthly rental equal to twice the Base Rent and subject always to all of the other provisions of this Lease insofar as the same are applicable to a month-to-month tenancy from year to year will not be created by implication of law.

Additional Rights of Reentry

15. If the Landlord reenters the Premises or terminates this Lease, then:
- a. Notwithstanding any such termination or the term thereby becoming forfeited and void, the provisions of this lease relating to the consequences of termination will survive;
 - b. The Landlord may use such reasonable force as it may deem necessary for the purpose of gaining admittance to and retaking possession of the Premises and the Tenant hereby releases the Landlord from all actions, proceedings, claims and demands whatsoever for and in respect of any such forcible entry or any loss or damages in connection therewith or consequential thereupon;
 - c. The Landlord may expel and remove, forcibly, if necessary, the Tenant, those claiming under the Tenant and their effects, as allowed by law, without being taken or deemed to be guilty of any manner of trespass;
 - d. In the event that the Landlord has removed the property of the Tenant, the landlord may store such property in a public warehouse or at a place selected by the Landlord, at the expense of the Tenant. If the Landlord feels that it is not worth storing such property given its value and the cost to store it, then the Landlord may dispose of such property in its sole discretion and use such funds, if any, towards any indebtedness of the Tenant to the Landlord. The Landlord will not be responsible to the Tenant for the disposal of such property other than to provide any balance of the proceeds to the Tenant after paying any storage costs and any amounts owed by the Tenant to the Landlord;

- e. The Landlord may relet the Premises or any part of the Premises for a term or terms which may be less or greater than the balance of the term of this Lease remaining and may grant reasonable concessions in connection with such reletting including any alternations and improvements to the Premises.
- f. After reentry, the Landlord may procure the appointment of a receiver to take possession and collect rents and profits of the business of the Tenant and if necessary to collect the rents and profits the receiver may carry on the business of the Tenant and take possession of the personal property used in the business of the Tenant, including inventory, trade fixtures, and furnishings, and use them in the business without compensating the Tenant;
- g. After reentry, the Landlord may terminate the Lease on giving 5 days written notice of termination to the Tenant. Without this notice, reentry of the Premises by the Landlord or tis agents will not terminate this Lease;
- h. The Tenant will pay to the Landlord on demand:
 - i. All rent, Additional rent and other amounts payable under this Lease up to the time of reentry or termination, whichever is later;
 - ii. Reasonable expenses as the Landlord incurs or has incurred in connection with the reentering, terminating, reletting, collecting sums due to payable by the Tenant, realizing upon assets seized; including without limitation, brokerage, fees and expenses and legal fees and dispersements and the expenses of keeping the Premises in good order, repairing the same and preparing them for reletting; and
 - iii. As liquidated damages for the loss of rent and other income of the Landlord expected to be deprived from this Lease during the period which would have constituted the unexpired portion of the term has it not been terminated, at the option of the Landlord, either:
 - 1. An amount determined by reducing to present worth at an assumed interest rate of twelve percent (12%) per annum all Base Rent and estimated Additional Rent to become payable during the period which would have constituted the unexpired portion of the term, such determination to be made by the Landlord, who may make reasonable estimates of when any such other amounts would have become payable and may make such other assumptions of the facts as may be reasonable in the circumstances; or
 - 2. An amount equal to the Base rent and estimated Additional Rent for a period of six (6) months.

16. The Landlord and the tenant will complete, sign and date an inspection report at the beginning and at the end of this tenancy.

Renewal of Lease

17. Upon giving written notice no later than 60 days before the expiration of the term of this Lease, the Tenant may renew this Lease for an additional term. All terms of the renewed lease will be the same except for any signing incentives/inducements and this renewal clause and the amount of the rent. The Base Rent will be \$ TBD .

Tenant Improvements

18. The Tenant will obtain written permission from the Landlord before doing any of the following:
- a. Applying adhesive materials, or inserting nails or hooks in walls or ceilings other than two small picture hooks per wall;
 - b. Painting, wallpapering, redecorating or in any way significantly altering the appearance of the Premises;
 - c. Performing any structural alterations;
 - d. Changing the amount of heat or power normally used on the premises as well as installing additional electrical wiring or heating units;
 - e. Placing or exposing or allowing to be placed or exposed anywhere inside or outside the Premises any placard, notice or sign for advertising or any other purpose; or
 - f. Affixing to or erecting upon or near Premises any radio or TV antenna or tower.

Exterior Signage

19. Upon Landlord's prior written approval (which such approval shall not be unreasonably withheld, conditioned or delayed), Tenant may, at Tenant's sole cost and expense, erect signage consisting of Tenant's name and logo on the Building tower (such signage referred to herein as the Exterior Signage). The exact size, design and location of the Exterior Signage shall be mutually agreed upon between Landlord and Tenant and must comply with all applicable governmental regulations, laws and codes.

Insurance

20. The Tenant is hereby advised and understands that the personal property of the Tenant is not insured by the Landlord for either damage or loss, and the Landlord assumes no liability for any such loss.
21. The Tenant is responsible, during the period of Lease, to obtain public liability and property damage insurance issued by an insurance company acceptable to City and insuring City against loss or liability caused by or connected with Tenant's activities under this lease in the amount of \$1,000,000 for injury or death or one or more persons and \$1,000,000 for damage or destruction of any property of City or others.
22. The Tenant will provide proof of such insurance to the Landlord upon the issuance or renewal of such insurance.

Hold Harmless Clause

23. Tenant agrees to protect, indemnify and save City from and against any and all liability to third parties resulting from Tenant's activities on the Premises.

Attorney Fees

24. All costs, expenses and expenditures including and without limitation, complete legal costs incurred by the Landlord on a solicitor/client basis as a result of unlawful detainer of the Premises, the recovery of any rent due under the Lease, or any breach by the Tenant of any other condition in the Lease, will forthwith upon demand be paid by the Tenant as Additional rent. All rents including the Base Rent and Additional rent will bear interest at the rate of twelve (12%) percent per annum from the due date until paid.

Governing Law

25. It is the intention of the Parties to this Lease that the tenancy created by this Lease and the performance under this Lease, and all suits and special proceedings under this Lease, be construed in accordance with and governed, to the exclusion of the laws and other forum, by the laws of the State of California, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

26. If there is a conflict between any provision of this Lease and the applicable legislation of the State of California (the "Act"), the Act will prevail and such provisions of the Lease will be amended or deleted as necessary in order to comply with the Act. Further, any provisions that are required by the Act are incorporated into this Lease.

Assignment and Subletting

27. The Tenant will not assign this Lease, or sublet or grant any concession or license to use the Premises or any part of the Premises. An assignment, subletting, concession, or license, whether by operation of law or otherwise, will be void and will, at Landlord's option, terminate this Lease.

Maintenance

28. The Tenant will, at its sole expense, keep and maintain the Premises and appurtenances in good and sanitary condition and repair during the term of this Lease and may renewal of this Lease.
29. In particular, the Tenant will keep the fixtures in the Premises in good order and repair. The Tenant will, at Tenant's sole expense, make all required repairs to the plumbing, range, heating apparatus, and electric and gas fixtures whenever damage to such items will have resulted from the Tenant's misuse, waste, or neglect or that of the Tenant's employee, family, agent, or visitor.
30. The Tenant will be responsible at its own expense to replace all electric bulbs, tubes, ballasts or fixtures serving the Premises.
31. The Tenant will also perform the following maintenance in respect to the Premises: Maintaining common areas (foyer and bathrooms) when pro shop is closed or when hosting special events.

Care and Use of Premises

32. The Tenant will promptly notify the Landlord of any damage, or of any situation that may significantly interfere with the normal use of the Premises.

33. The Tenant will notify and request City approval to extend hours after 9:00 p.m. due to the residential character of the surrounding neighborhood.
34. The Tenant will not engage in any illegal trade or activity on or about the Premises.
35. The Landlord and Tenant will comply with standards of health, sanitation, fire, housing and safety as required by law.

Surrender of Premises/Relinquishing equipment

36. At the expiration of the lease term, the Tenant will quit and surrender the Premises in as good a state and condition as they were at the commencement of this Lease, reasonable use and wear and damages by the elements excepted.

All Equipment and items listed in Exhibit "B" shall be relinquished back to Landlord in good working order and in like condition as initially received by Tenant, less normal wear and tear. Any items listed in Exhibit "B" that have been lost, broken, or damaged during the term of the Lease shall be the responsibility of the Tenant and shall be replaced by Tenant with identical items or items of comparable quality, size, and appearance.

Hazardous Materials

37. The Tenant will not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive nature that might unreasonably increase the danger of fire on the Premises or that might be considered hazardous by any responsible insurance company.

Rules and Regulations

38. The Tenant will obey all rules and regulations posted by the Landlord regarding the use and care of the Building, parking lot, bathrooms and other common facilities that are provided for the use of the Tenant in and around the Building on the Premises.

General Provisions

39. Any waiver by the Landlord of any failure by the Tenant to perform or observe the provisions of this Lease will not operate as a waiver of the Landlord's right under this Lease in respect of any subsequent defaults, breaches or nonperformance and will not defeat or affect in any way the landlord's rights in respect of any subsequent default or breach.
40. This Lease will extend to and be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns, as the case may be, of each party to this Lease. All covenants are to be construed as conditions of this Lease.
41. All sums payable by the Tenant to the Landlord pursuant to any provision of this Lease will be deemed to be Additional Rent and will be recovered by the Landlord as rental arrears.

Signatures on following Page

IN WITNESS WHEREOF the Parties to this Lease have duly affixed their signatures under hand and seal, or by a duly authorized officer under seal, on this ____ day of _____, 20__.

LANDLORD:

TENANT:

Kathie Garnier, Mayor (Landlord)

Tenant

ATTEST:

APPROVED AS TO FORM:

Gwenna MacDonald, City Clerk

Jessica Ryan, City Attorney

DRAFT

Reviewed by: DN Interim City Administrator

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Dan Newton, Interim City Administrator

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: City Owned Properties

PRESENTED BY: Dan Newton, Interim City Administrator

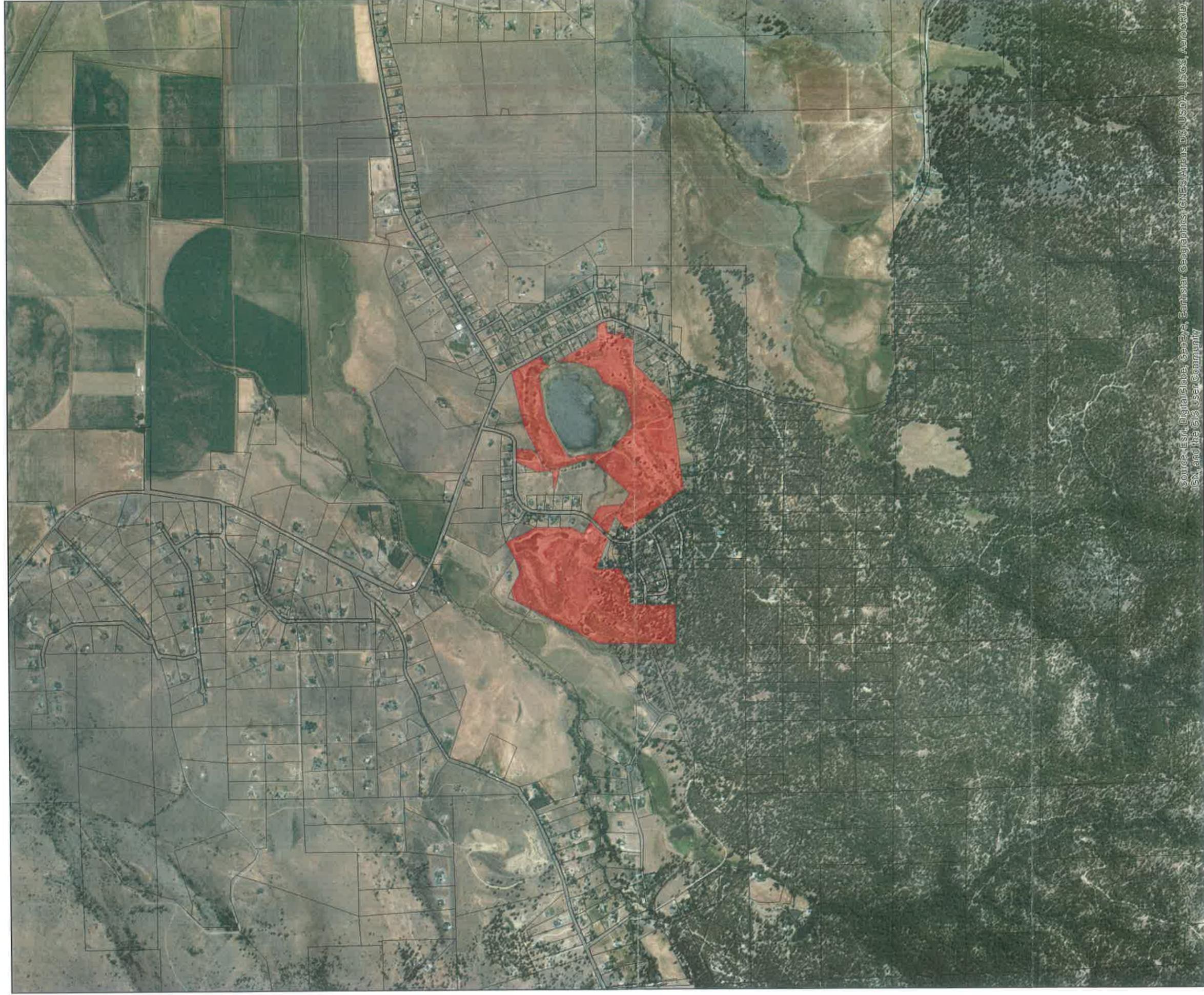
SUMMARY: Attached is a list of City owned properties. City Council directed staff to present the list for council consideration for identification of non-essential City owned property for possible liquidation.

Staff will research estimated value of individual properties at the direction of City Council.

FISCAL IMPACT: To Be Determined

**ACTION
REQUESTED:** Direction to Staff

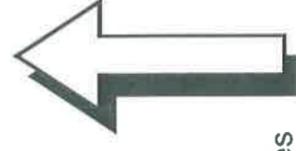
ATTACHMENTS: City Owned Property List and Map

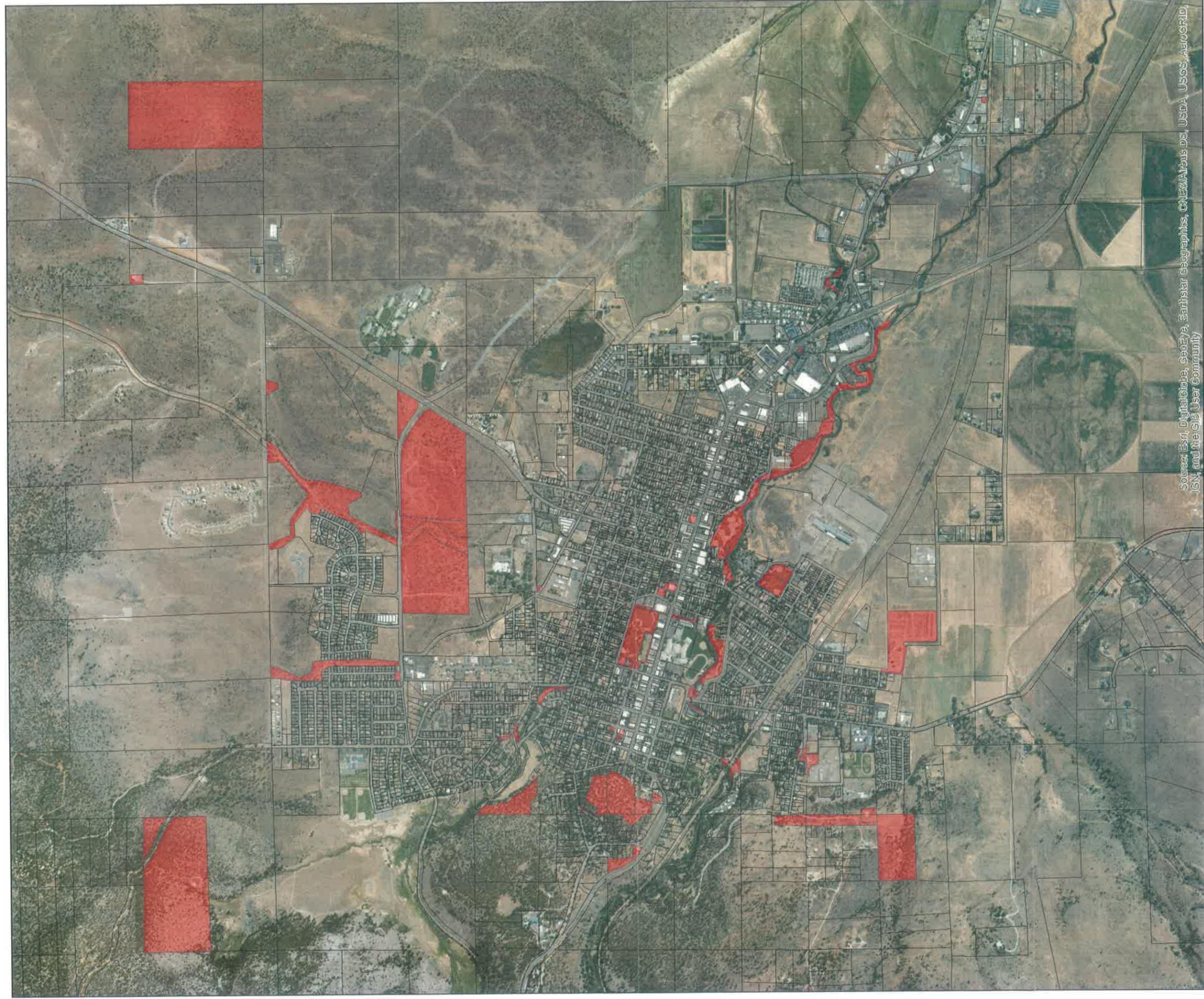


City Owned Properties

Golf Course Vicinity

0 0.25 0.5 1 Miles





City Owned Properties

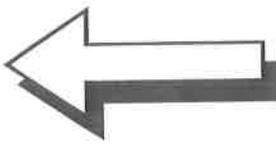
City Limit Vicinity





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

City Owned Properties Airport Vicinity



Reviewed by: DW Interim City Administrator

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Dan Newton, Interim City Administrator

Action Date: June 20, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Department Head Selection Process Outline

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: On May 16, 2018 City Council was presented with a proposed policy hiring department heads. Council directed staff to research how other communities conduct their hiring processes. Staff reached out to Chico and Redding California and received information regarding recent recruitments. Both cities contacted conducted two preliminary interviews. One panel (Community Panel) was comprised of community members and often a union representative, the other panel was comprised of professionals (Professional Panel) in the same field as the position being filled.

Staff has prepared the attached Department Head Selection Process Outline for Council's consideration. Once approved staff will have adequate direction on how to proceed with the hiring process and prepare a detailed procedure to ensure the consistent application of the process.

FISCAL IMPACT: None

ACTION REQUESTED: Approve Department Head Selection Process Outline

ATTACHMENTS: Department Head Selection Process Outline

Department Head Selection Process

Outline

- I. Application Process
 - a. Announce Job Opening by posting City Council approved job announcement and flier in:
 - i. Local News Paper
 - ii. Professional Publications
 - iii. Direct Mailers
 - iv. Online Websites
 - b. Applications Received at City Hall
 - i. Must be received prior to closing date and time
 - ii. Must include standard city application, resume and cover letter
 - iii. Must be submitted to City Clerk
- II. Application Screening Process
 - a. Applicants are screened for compliance with job announcement by Assistant to City Administrator
 - i. Applications in conformance with the job announcement are provided for City Council Members to screen
 - b. City Council members screen applications to determine which candidates will receive an interview.
 - i. Council Members will independently and confidentially indicate yes or no as to whether or not they want to interview an applicant.
 - ii. Applicants receiving three or more yes indications from Council Members will be interviewed
- III. Interviews
 - a. An ad hoc committee consisting of two Council Members and the City Administrator will convene to determine the composition of the interview panels
 - i. Two panels will be convened, a Community Panel and Professional Panel
 1. Community Panel
 - a. May consist of community leaders, business professionals, union representatives, representatives from other agencies, and HR representative
 - b. Community Panel Members will be asked to submit three questions for consideration by ad hoc committee, ad hoc committee will determine the final list of questions to be asked during the community interview
 2. Professional Panel
 - a. May consist of experts in the field being hired, and Department Heads, and HR representative
 - b. Professional Panel Members will be asked to submit three questions for consideration by ad hoc committee, ad hoc committee will determine the final list of questions to be asked during professional interview

ii. Scoring

1. Candidates will be scored by the interview panelists using city standard scoring sheet. Scores will be averaged from the Community and Professional panels.
 - a. Community Panel will account for 40% of overall score
 - b. Professional Panel will count for 60% of overall score
 - b. Top two candidates will be interviewed in closed session by the entire City Council with the City Administrator present
- IV. Successful Candidate will continue to the pre-employment process
- V. Unsuccessful Candidates will be placed in a hiring pool for up to one year in the event the position becomes vacant again

Reviewed by: HW Interim City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Administrative Services Update

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: An update will be provided to City Council regarding the activities in the Administrative Services Department.

FISCAL IMPACT: None.

ACTION REQUESTED: Information only.

ATTACHMENTS: Administrative Services Update to be provided at meeting.

