

**SUSANVILLE CITY COUNCIL  
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY  
SUSANVILLE MUNICIPAL ENERGY CORPORATION  
SUSANVILLE PUBLIC FINANCING AUTHORITY**

**Regular Meeting Minutes**

**April 2, 2014 – 6:00 p.m.**

**City Council Chambers 66 North Lassen Street Susanville CA 96130**

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

Roll call of Councilmembers present: Cheryl L. McDonald, Nicholas McBride, Lino P. Callegari, Mayor pro tem Wilson and Mayor Rod E. De Boer.

Staff present: Jared G. Hancock, City Administrator, Peter M. Talia, City Attorney and Gwenna MacDonald, City Clerk.

**1 APPROVAL OF AGENDA:**

Motion by Mayor pro tem Wilson, second by Councilmember McBride, to approve the agenda as submitted; motion carried unanimously.

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

**3 CLOSED SESSION:** At 6:01 p.m. the Council recessed to closed session to discuss the following:

- A CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): six potential claims
- B PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – pursuant to Government Code Section 54957
- C PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
  - 1. Approved Position List
  - 2. Planning Commission Recruitment

**4 RETURN TO OPEN SESSION:** At 7:00 p.m. the City Council reconvened in open session.

Staff present: Dan Newton, City Engineer; Theodore Friedline, Fire Chief; Matt Wood, Police Lieutenant/Acting Police Chief; Deborah Savage, Finance Manager; and Gwenna MacDonald, City Clerk.

Mr. Hancock stated there was no reportable action from closed session.

Mayor pro tem Wilson offered the Thought of the Day.

Mayor De Boer presented a proclamation to Lassen Family Services designating April 6 – 12, 2014 as National Crime Victim's Rights Week. The Council was invited to participate in the 'Walk a Mile in Their Shoes' event scheduled for April 12, 2014.

**5 BUSINESS FROM THE FLOOR:**

**Alex Smith**, Lassen Behavioral Health, offered their assistance to participate in a river clean-up prior to the Junior Fishing Derby. She requested assistance from the City to facilitate the event.

**Jim Chapman** added that the preparations for the Derby were well underway, and the noon Rotary Club will also be participating in the clean-up, and that additional groups including 4-H Clubs and Boy Scouts have been notified of the event. He thanked Ms. Smith for the support in stepping forward to help make the 25<sup>th</sup> Fishing Derby is a success.

- 6**      **CONSENT CALENDAR:** Mayor De Boer reviewed the items on the Consent Calendar:
- A      Receive and file minutes from the City Council's February 13, 19 and March 5, 2014 meetings
  - B      Approve vendor warrants numbered 90439 through 90566 for a total of \$318,274.19 including \$91,385.96 in payroll warrants

Motion by Mayor pro tem Wilson, second by Councilmember McDonald, to approve the consent calendar; motion carried unanimously.

- 7**      **PUBLIC HEARINGS:**
- 7A**      **Community Development Block Grant Program: General Allocation for Public Facilities, Home Buyer Assistance, Housing Rehabilitation, Planning and Technical Assistance.**
- 1**      **Public Hearing: Solicit and consider comments on proposed application to State Department of Housing and Community Development in the amount of \$2,000,000**
  - 2**      **Action: Consider Resolution No. 14-5039; approving application and contract execution for General Allocation Grant**

Mr. Hancock explained that over the past few years the State has drastically modified the process of applying for grant funding through the Community Development Block Grant program. They have reduced the various programs which were available throughout the year through the Notice of Funding Availability process to an opportunity to apply for funding for different activities through a process called a Super NOFA. The City was not eligible to apply for funding due to the lack of a certified Housing Element in the City's General Plan, but over the last two years staff has worked diligently to complete the Housing Element and is once again eligible to apply for funding. The City received valuable feedback during the mid-year budget workshop conducted on February 19 and March 5, 2014 which included the discussions regarding City Council priorities for economic vitality and funding opportunities through the CDBG Program including applying for funds to help offset the cost of constructing a community pool. The proposed application has been designed to meet those primary objectives. The City has conducted various workshops, and discussed eligible programs and project activities available through this funding opportunity. In general the City can apply through the Super NOFA every other year and must expend at least half of the money before applying in the next cycle.

Staff has identified a total request of \$2,000,000; \$1,500,000 for Public Facilities for the community pool project, \$350,000 Homeownership Assistance, \$50,000 Housing Rehabilitation for weatherization purposes and \$100,000 for Planning and Technical Assistance for the completion of an economic vitality plan and a land use analysis study that will explore opportunities for industrial development. The PTA activity does require a cash match amount of five percent. City Council approval is required for submittal of the application, and funding announcements are anticipated by July or August of 2014. He thanked Heidi Whitlock, Project Manager, for her hard work in completing the lengthy application process.

Mayor De Boer opened the public hearing at 7:19 p.m. and requested comments from the public.

**Kathie Garnier** commented that in the past it has been helpful to combine the Homebuyer Assistance with Weatherization in one transaction, as many of the qualifying buyers are limited in the amount of improvements they can make to a home with their own money and they are generally purchasing an older property.

**Joe Franco** asked in relation to the industrial/business park if the inclusion of wood chip burning for a co-generation plant had been considered along with geothermal and natural gas. The addition of a third energy option might make it more attractive for industrial business looking to relocate to Susanville.

Councilmember Callegari commented that a wood pellet plant is being built in Yreka and it might be a good business to attract to the area.

There was a discussion regarding the proposed use of the Planning and Technical Assistance funded study, including the objective which included determining what type of industrial use would be most suited for the area and suitable lot sizes.

**Sherrie Neff** asked why the amount of money for housing weatherization is so low.

Mr. Hancock explained that the City has operated a weatherization program for several years, as has the County. Both agencies have seen declining interest from applicants and contractors alike, and if funded, the City would be extensively advertising and promoting the program.

There was a general discussion regarding the opportunity for residents to weatherize their homes through the LEDC and HEAP programs, and the allocation of funding from the State to counties and cities and the challenges posed in distributing the funds according to stringent State guidelines.

There being no further comments, Mayor De Boer closed the public hearing at 7:30 p.m.

Mayor pro tem Wilson asked if the requirement to expend fifty percent of the money prior to asking for more was a flat cost or if it was necessary to expend fifty percent by category and if that includes the money that the City has in the revolving loan fund.

Mr. Hancock responded that he would have to confirm with the State, but normally the City must spend the State's money first.

Councilmember McBride asked what the balance was in the City's homebuyer fund. Mr. Hancock responded that there was approximately \$300,000 available in the City's revolving loan fund. There was a general discussion regarding the homebuyer program including the length of time that it took for applicants to move through the qualification requirements and escrow process, and the opportunity to reach out to a different demographic through the economic vitality program and market to young families relocating to the area.

Motion by Mayor pro tem Wilson, second by Councilmember McDonald, to approve Resolution No. 14-5039; motion carried unanimously.

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

**9**      **NEW BUSINESS:**

**9A**      **Consider approval of traffic control assistance in support of Lassen Family Services “Walk a Mile in Their Shoes” event: April 12, 2014** Mr. Hancock reported that Lassen Family Services is planning an event in recognition of National Crime Victim’s Rights Week. The “Walk a Mile in Their Shoes” event is scheduled for Saturday, April 12, 2014 between 10:30 and 11:30 a.m. Participants will begin at the Lassen Family Services office at 1306 Riverside Drive, walking to and around Riverside Park. The City’s assistance in providing barricades and warning signs to assist with traffic control and public safety has been requested for an approximate cost \$223 for staff time.

**Melissa Downing**, Lassen Family Services Executive Director added that there were approximately 275 participants registered for the event and she invited those in attendance to participate in the walk.

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

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

**12**      **CONTINUING BUSINESS:** No business

**13**      **CITY ADMINISTRATOR’S REPORTS:** No business.

**14**      **COUNCIL ITEMS:**

**14A**      **AB1234 travel reports:**

**15**      **ADJOURNMENT:** Motion by Mayor pro tem Wilson, second by Councilmember McBride to adjourn; motion carried unanimously.

Meeting adjourned at 7:44 p.m.

Respectfully submitted by

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Gwenna MacDonald, City Clerk

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Rod E. De Boer, Mayor

*Approved on May 7, 2014*