

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

**Regular Meeting Minutes**

**July 16, 2014 – 6:00 p.m.**

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

Meeting was called to order at 6:27 p.m. by Mayor Brian Wilson.

Roll call of Councilmembers present: Kathie Garnier, Nicholas McBride, Rod E. De Boer, Lino P. Callegari, and Mayor Brian Wilson.

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

**1      APPROVAL OF AGENDA:**

Mr. Hancock noted that a request had been submitted by the Lassen Chamber of Commerce to hold the Lassen County 150<sup>th</sup> Celebration at Memorial Park, and that item 9B would be revised accordingly.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve the agenda with the correction noted; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari, and Wilson.

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

**3      CLOSED SESSION: At 6:27 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): two potential claims
- B      PUBLIC EMPLOYMENT pursuant to Government Code §54957: Airport Manager Contract
- C      PUBLIC EMPLOYEE PERFORMANCE EVALUATION – pursuant to Government Code §54957: City Administrator

Closed session adjourned at 6:57 p.m.

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

Staff present: Dan Newton, Public Works Director; Theodore Friedline, Fire Chief; Tom Downing, Police Chief; Deborah Savage, Finance Manager; Craig Sanders, City Planner and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that the agenda was approved with a revision to Item 9B, and that the City Council gave direction in Closed Session but there was no reportable action.

Mr. Talia reported that the City Administrator received a favorable evaluation and would receive a merit increase according to the Management pay matrix.

Peter Talia offered the Thought of the Day.

5 **BUSINESS FROM THE FLOOR:** No business.

6 **CONSENT CALENDAR:** Mayor Wilson reviewed the items on the Consent Calendar:

- A Approve vendor warrants numbered 91280 through 91430 for a total of \$163,192.42 including \$2,226.13 in payroll warrants
- B Receive and file Finance Reports: May 2014

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve the Consent Calendar; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

7 **PUBLIC HEARINGS:**

7A **CDBG Annual Program Income Report**

- 1 **Public Hearing: Solicit and consider comments regarding the annual Grantee Performance Report**
- 2 **Action: Motion to accept Annual Program Income Report and authorize submittal to the State Department of Housing and Community Development**

Mr. Hancock reported that the City conducts an annual public hearing to discuss the performance of the City in administering the grant programs, and to receive feedback from the Council and community regarding the various activities. The City receives income from the payment of CDBG loans which are deposited into revolving loan funds, and then loaned again to eligible applicants for CDBG activities. The City has provided mortgage assistance for first time homebuyers and weatherization upgrades through low-interest loans, including conversion to natural gas as a project component.

The City was recently notified by the State that changes in the federal government have resulted in a suspension of all Program Income Reuse Plans, statewide, effective July 1, 2014. The State would be providing a revised template for jurisdictions to use for updating their reuse plans to be compliant with Federal and State guidelines. The City is currently working towards revising the Program Guidelines for the First Time Homebuyers and Weatherization activities, and will be bringing those along with the Program Income Reuse Plan for Council approval and submittal to the State. The City is not authorized to proceed with any activities until receiving final authorization from the State.

At 7:07 p.m., Mayor Wilson opened the public hearing and requested any comments from the public regarding the report. There being no comments, the public hearing was closed at 7:08 p.m.

Motion by Councilmember De Boer, second by Councilmember Callegari to accept the Program Income report and authorize submittal to the State Department of Housing and Community Development; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

7B **An Ordinance of the City of Susanville amending various sections of Chapter 17 of the City of Susanville Municipal Code to implement regulatory provisions required by the City of Susanville General Plan Housing Element 2009 – 2014**

- 1 **Public Hearing: Solicit and consider public comment relative to the amendment of Chapter 17 of the Susanville Municipal Code**
- 2 **Action: Consider Ordinance No. 14-0998; waive second reading and adopt**

Mr. Hancock explained that the City Council adopted the 2009 – 2014 Housing Element Update as required under State Planning and Zoning law in April 2013. In adopting the document the Council agreed to a set of twenty seven action items to implement the goals and policies of the document for providing housing for the City's population. Nine of the action items required amendments to the City

Zoning Code and one amendment to the General Plan Land Use Element. Eight of those items are introduced by the adoption of Ordinance 14-0998, and the ninth item addressing second dwelling units will be brought forward as a separate discussion for consideration in the future. The Council introduced the ordinance at the June 18, 2014 meeting, and a second reading is required for final adoption.

At 7:10 p.m., Mayor Wilson opened the public hearing and requested comments from the public. There being no comments, the public hearing was closed at 7:11 p.m.

Motion by Councilmember Callegari, second by Councilmember De Boer, to waive the second reading and adopt Ordinance No. 14-0998; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

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

**9**      **NEW BUSINESS:**

Councilmember Garnier recused herself from consideration of Item 9A and left the council chambers.

**9A**      **Consider approval of Lassen Chamber of Commerce fund request for Magical Country Christmas Event** Mr. Hancock reported that the City received a request from the Lassen Chamber of Commerce to support the Magical Country Christmas, an annual event held each year on the first Saturday in December. The event has grown in popularity, and the highlight is the lighting of the Christmas tree. The existing pine trees that have been used in the past are deteriorating, and last year much of the tree was unlit. After much research, it has proven to not be feasible to purchase all new lighting for the trees, but rather purchase a commercial tree that can be installed and removed every year. Mr. Hancock added that the City budgeted \$8,000 in the Civic Promotions fund for fiscal year 2014/2015, and has spent \$2,500.

**Julie Brown**, Chamber of Commerce, provided information to the City Council regarding the type of tree that would be purchased. It is durable and will withstand the weather conditions experienced in Susanville, and more importantly can be added to in future years as more funds become available to put up a larger tree. The Chamber currently has \$11,550 and needs an additional \$15,000, and they are seeking contributions from all local agencies.

Councilmember McBride asked if the Chamber had investigated the concept of projected lighting on the tree, and whether or not the commercial tree would stand up to Susanville winter weather conditions.

Ms. Brown explained some of the features of the tree and how it would be secured in place. She added that the company is located in Wisconsin, an area with winters that are normally much more severe than winter in Lassen County. Another benefit is that it can be stored safely out of the weather throughout the year.

Motion by Councilmember De Boer, second by Councilmember Callegari, to contribute \$2,000 from the civic promotions fund to be used towards the purchase of the tree; motion carried unanimously. Ayes: McBride, De Boer, Callegari and Wilson. Abstain: Garnier.

Councilmember Garnier returned to the Councilchambers and assumed her seat on the dais.

**9B Consider use of Roop's Fort for Lassen County's 150<sup>th</sup> Anniversary celebration**

Mr. Hancock reported that the Lassen County Chamber of Commerce is requesting City support in recognition of Lassen County's 150<sup>th</sup> Anniversary celebration. The event will be held September 5, 2014 from 6:00 – 9:00 p.m. at Memorial Park. Initially the Chamber planned to hold the event at Roop's Fort, but they anticipate a larger number of people to attend and proposed the change in venue. They are requesting permission to serve alcoholic beverages during the event, and will be responsible for obtaining all necessary Alcoholic Beverage Control permits. In addition, they have also requested that the City waive the \$59 park user fee.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve the fee waiver and authorize the Chamber of Commerce to serve alcohol for the event; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

**9C Consider approval of lease agreement for the property at 606 Nevada Street** Mr. Hancock reported that the City owned property at 606 Nevada Street has been used as a rental property since its purchase in 2002, usually for City staff that move to Susanville from out of the area in order to facilitate their transition to the community. The City executed a month to month rental agreement with Mr. Craig Sanders in the amount of \$500 per month in February 2013, with the agreement that Mr. Sanders was to complete various repairs to the property. The items have been completed, and both parties have negotiated a new agreement, effective August 1, 2014, with a month to month term and a rental amount of \$700.00 per month. A redline copy of the agreement had been provided for review and consideration by City Council.

Motion by Councilmember Callegari, second by Councilmember De Boer, to execute the rental agreement for 606 Nevada Street with Mr. Sanders; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

**9D Consider approval of agreement with The Source for personnel information services**

Ms. MacDonald reported that as part of the pre-employment process, the City requires a consumer credit report for specific employees prior to providing an offer of employment. Staff has researched options and determined that The Source: Personnel Information Service is a company that can provide the quality of information that is needed. Each credit check is billed at \$10.00 with no deposits, monthly, or minimum fees required. A services agreement is required as part of the credentialing process required for End Users, and the City will follow all necessary notice and disclosure requirements to protect the privacy of the applicants.

Councilmember Garnier expressed concern that the information would ultimately belong to a company that might provide it to marketing agencies. She requested that staff follow up with The Source to ensure that the individuals who are being asked by the City to provide personal information are protected from an eventual release of personal information by The Source to solicitors.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve the contract, providing that there are no issues with release of personal information; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

**9E Consider approval of surplus equipment donation to CB Consulting** Mr. Hancock reported that the City has received a request from CB Consulting regarding the donation of surplus equipment

from the Roosevelt Pool. While most of the equipment has been removed, there is a single lane line that is in poor condition with no measurable value, and could be considered surplus for the purpose of the donation. He confirmed that the School District was not interested in keeping it.

There was a discussion about donating individual items of surplus and not providing an opportunity for everyone in the City to have access to the surplus items that the City owns. Mr. Talia pointed out that due to the lack of value of the item and the use for the overall public good defines it as not being a gift. It was the consensus of the City Council to develop a simple lease, charge one dollar, and add the item to the City's surplus sale.

Motion by Councilmember De Boer, second by Councilmember Garnier, to rent the lane line to CB Consulting for one dollar; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

**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 Callegari to adjourn; motion carried unanimously.

Meeting adjourned at 7:40 p.m.

Respectfully submitted by

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Brian Wilson, Mayor

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Gwenna MacDonald, City Clerk

*Approved on: September 17, 2014*