

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

Regular Meeting Minutes

June 17, 2015 – 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 Wilson.

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

Staff present: Jared G. Hancock, City Administrator and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:02 p.m. the Council recessed to Closed Session to discuss the following:

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1 Public Employment Contract: City Administrator
 - 2 City Attorney Services
 - 3 Planning Commissioner Vacancies
 - 4 Approved Position List
- B CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1 Agency Negotiator: Jared G. Hancock
Bargaining Unit: Administrative, Firefighters, Management, Miscellaneous, Public Works, SPOA
- C CONFERENCE WITH REAL PROPERTY NEGOTIATORS – PURSUANT TO Government Code §54956.8:
 - 1 Property: APN 103-321-02
Agency negotiator: Jared G. Hancock, City Administrator
Negotiating parties: City of Susanville; Nobles
Under negotiation: Price/Conditions/Terms of Lease

Closed Session recessed at 6:56 p.m.

4 RETURN TO OPEN SESSION: At 7:00 p.m. the City Council reconvened in Open Session.

Staff present: Thomas Downing, Police Chief; Dan Newton, Public Works Director; James Moore, Fire Chief; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that prior to Closed Session the agenda was approved with no changes and in Closed Session the Council gave direction to staff on three items. He stated that the City Council voted unanimously to appoint Alan Dowdy and Dan Foster to fill the Planning Commission vacancies; they voted

unanimously to modify the approved position list to include the creation of the Assistant Civil / Air Quality Engineer position, and voted unanimously to approve the termination of lease with Tim Nobles.

Mayor Wilson provided the Thought of the Day.

Mayor Wilson presented a Certificate of Appreciation to Ryann Brown in recognition of an outstanding act of heroism.

5 BUSINESS FROM THE FLOOR:

Bob Bengard, Lassen Historical Society, requested an update regarding the status of tree cleanup at Roop's Fort.

Mr. Hancock responded that the Parks Superintendent was working to obtain three quotes from tree-trimming companies to perform the work.

Tony Jonas discussed using the City of Susanville owned stage coach in the 2015 Lassen County Fair Parade to carry the retired Lassen County Sheriffs. He stated that a teamster from Adin has volunteered to pull the coach, and described the safety measures that would be implemented to protect the equipment, horses, and crowd during the parade event.

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

- A Receive and file minutes from the City Council's May 13, 20 and 27, 2015 meetings
- B Approve vendor warrants numbered 94176 through 94309 for a total of \$279,851.03 including \$131,847.87 in payroll warrants
- C Receive and file Monthly Finance Report: May 2015
- D Motion to approve **Resolution No. 15-5173** authorizing Mayor to execute Memorandum of Understanding with Management Unit

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

Councilmember Garnier and Mayor pro tem McBride recused themselves from consideration of the Item 7A and exited the council chambers.

7 PUBLIC HEARINGS:

7A Consider Resolution No. 15-5174 authorizing setting the FY2015/2016 assessments for the Historic Uptown Susanville Association (HUSA) setting assessments fiscal year 2015/2016 (continued from June 3, 2015) Mr. Hancock reported that the City Council approved Resolution No. 15-5161 at its May 6, 2015 meeting which set the public hearing to consider a levy assessment for the 2015-2016 fiscal year as set forth in Chapter 5.24 of the Susanville Municipal Code. The Council considered the annual fiscal report, and is conducting a public hearing as required by the Streets and Highways Code. Council approval is required in order to collect the assessment.

Mayor Wilson opened the Public Hearing at 7:17 p.m. and requested comments from the public.

David Teeter, HUSA President, expressed his appreciation for the positive energy between the City and the Association and thanked the City for the hard work and commitment that made it possible.

There being no further comments, Mayor Wilson closed the public hearing at 7:19 p.m.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5174; motion carried. Ayes: Callegari, De Boer and Wilson. Abstain: Garnier and McBride.

Mayor pro Tem McBride and Councilmember Garnier returned to the council chambers and assumed their seats on the dais.

7B Consider approval of Resolution No. 15-5175 setting appropriation limit for fiscal year 2015/2016 Ms. Savage reported that cities are required to establish an appropriation limit each budget year. The annual limit is determined by identifying the percentage change in population plus the percentage change in Per Capita Personal Income (PCPI) for California, or the percentage change in the local assessment roll due to the addition of local non-residential new construction. The City reserves the right to amend the limit if it is determined that the percentage change in the local assessment due to the addition of non-residential new construction is greater than the percentage change in PCPI.

The City has utilized information provided by the State Department of Finance and calculated the anticipated appropriation limit for 2015-2016 as \$9,284,629. This represents a PCPI increase from January 2014 to January 2015 of 3.82 percent. It is anticipated that the appropriations will be more in line with past years, and the City anticipates collecting an actual amount of \$4,554,889.

Mayor Wilson opened the public hearing at 7:22 p.m. and requested comments.

The Council discussed the funding mechanism as established by Proposition 4 and the effect on determination of appropriation limits each year. They discussed changes in tourism, retail sales and future growth of the community.

There being no further comments, Mayor Wilson closed the public hearing at 7:25 p.m.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 15-5175; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

7C Consider approval of Resolution No. 15-5176 approving budget for fiscal year 2015/2016 Ms. Savage reported that the City has discussed the fiscal year 2015-2016 budget and conducted the final budget workshop on June 15, 2015 which was an opportunity to solicit input from the community and the City Council and based upon that discussion staff has prepared a final budget for adoption as Resolution Number 15-5176 Exhibit A. The budget includes the increase in revenues for General Fund and Natural Gas as well as the reduction in expenses in the General Fund as recommended by the City Council. These changes from the budget workshop feedback reduce the General Fund deficit to \$257,360 from \$569,528. Staff has also received notice from the Department of Finance that the City will be receiving approximately \$51,169 in mandated cost reimbursements from billings that occurred prior to 2004 that the State of California has been holding. This will reduce the General Fund deficit to \$206,204.

Mayor Wilson asked what the estimated savings was based upon the staffing budgeted at 94 to 95 percent of full staffing as discussed at the workshop.

Mr. Hancock clarified for those present that the City typically budgets for staffing based on the assumption that all departments will be fully staffed for the entire year, however with retirements and

such things that create vacancies throughout the year there is on average a four to six percent savings in personnel costs. He suggested moving forward with adoption of the budget based upon funding staffing costs at 96 percent, assuming a four percent vacancy rate. The City Council was in agreement with that amount.

Mayor Wilson requested clarification regarding the \$40,000 contingency, as it is absorbed into fund balance at the end of the year and only increases the General Fund deficit.

Mr. Hancock responded that the contingency is small but it is prudent to set aside in the event of unforeseen or emergency expenditures.

Mayor pro tem McBride remarked that that was what the reserve is for.

Councilmember Callegari stated that a contingency is necessary, and \$40,000 is on the low side of what the City needs, and that through good management of funds, the budget will balance out as it always does.

Mayor Wilson opened the public hearing at 7:33 p.m. and requested comments from the public.

An unidentified member of the audience spoke regarding utilizing General Fund money to support the enterprise funds, and asked if the airport was being held up by the General Fund.

Mr. Hancock responded that enterprise operations should be self-sustaining, however the Council voted to set aside \$15,000 per year to make available for the Airport to utilize for grant matching funds, or to purchase hangars as they become available. Both of those actions would require an additional vote from the City Council.

There being no further questions or comments, Mayor Wilson closed the public hearing at 7:37 p.m.

Mayor Wilson requested clarification for the funding available for larger airport projects through the Federal Aviation Administration.

Mr. Hancock explained that the Susanville Municipal Airport is eligible for \$150,000 in FAA funding each year, and it can be carried over to an amount not to exceed \$600,000. The Council continues to budget \$15,000 each year because the projects all require that the City commit matching funds based upon a percentage of the total project cost, and some of the larger projects are in the range of \$160,000 - \$170,000 so it is necessary to accumulate funds for a few years before the project can be finished. In addition to the Apron Reconstruction and PAPI project, staff is looking at constructing a storage facility in order to get the airport equipment in out of the weather.

There were no more questions or comments from City Council.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 15-5176; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** None.

Commission/Committee Reports:

9 NEW BUSINESS:

9A Consider approval of Resolution No. 15-5180 authorizing Water Main Replacement Project

Mr. Newton reported that in 2008, a rate increase was approved to fund infrastructure improvements to the City's water system. Based on the severity of repetitive and chronic leaks and upcoming street overlay work, staff has prepared plans, specifications and an engineer's estimate for the installation of new water mains in select areas of the City. Those areas were identified based on having leaks that are the most prevalent and problematic and were also selected so as to coordinate replacement prior to the surface rehabilitation scheduled through STIP overlay projects.

The Water Capital Improvement Fund currently has a fund balance in excess of \$1,200,000 and the City Engineer's cost for these project locations is estimated at \$970,000 for the base bid and includes a ten percent contingency and fifteen percent for construction engineering. The project includes the installation of a new 6-inch PVC water main and supporting infrastructure installed at the following locations:

- Arnold Street from Weatherlow Street to its west end at the cul-de-sac;
- Carroll from South Lassen Street to approximately 1,500 feet east of South Lassen Street;
- Foss Street from south of Main (SR 36) to Cornell Street;
- Park Street from Main (SR 36) to North Street;
- Third Street from Ash to Park Street;
- Third Street from Cedar to Grand Avenue;
- Third Street from McDow to Hall Street.

Councilmember Garnier asked how much is collected each year in the capital improvement fund.

Mr. Newton responded that the City collects approximately \$360,000 - \$370,000 per year.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 15-5180; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9B Consider approval of Resolution No. 15-5182 approving revisions to Air Pollution Control Agreement Mr. Newton explained that on June 9, 2015, the Lassen County Air Pollution Control District approved the revised Agreement concerning Administrative Services. The language in the Agreement has been modified so that minor changes in staffing in the future will not require amendments to the Agreement, and the appointment authority of the Air Pollution Control Officer (APCO) will remain with the District Board.

The new Agreement includes language that the City will provide the District with a Cost of Services budget proposal annually by May 1st. This will represent the dollar amount the District will pay the City for providing administrative and staffing services. In January 2012, the individual employed as the City Engineer was identified as having the appropriate education and experience to serve and the APCO and therefore the Agreement contained specific language indicating the City Engineer would serve as the APCO. Since that time, the individual serving as the APCO has been promoted to the position of Public Works Director and revisions to the Agreement are necessary to ensure that the most qualified staff members are available to provide administrative and staffing services to the District.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 15-5182; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9C Consider approval of Fee Waiver Request from Veterans of Lassen County for Memorial Park June 26 – 28, 2015 Mr. Hancock reported that the VFW is requesting City Council support of their Laser Tag Event scheduled for June 26 – 28, 2015 from 12:00 p.m. – 10:00 p.m. at Memorial Park by approving a waiver of park user fees for the three day event. The normal park user fee is \$59 per day.

Motion by Councilmember De Boer, second by Councilmember Garnier, to authorize the fee waiver as requested; 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:

12A Consider approval of Resolution No. 15-5157 accepting grant award and authorizing budget transfer of \$12,213.00 from Mitigation Funds Chief Moore reported that in 2012 the Fire Department contracted with Gatchell Grant Resources LLC to apply for an Assistance to Firefighters Grant which is funded through the Federal Emergency Management Agency (FEMA). The grant application was to fund replacement of Fire Department Self-Contained Breathing Apparatus (SCBA's) that no longer meet National Fire Protection Agency standards. They have become expensive to repair, and some parts are no longer available. The grant also includes a fit testing machine that will allow the Department to meet the requirements of the federally-mandated Respiratory Protection Program. This year the application for funding was successful and the City has been awarded \$244,280 from FEMA with a five percent match required from the City in the amount of \$12,213. Staff proposes that the five percent City match be paid from Fire Mitigation funds.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5157; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Abstain: McBride.

12B Consider approval of Fee Waiver Request from Historical Society for Roop's Fort project Mr. Hancock reviewed the progress made in the roof remodel project at Roop's Fort, and stated that City Council approval is required to authorize a waiver of building permit fees to help support the project, and staff suggests dedicating the fee waiver amount towards the approved contribution from the City to the project.

Motion by Councilmember Callegari, second by Councilmember De Boer, to authorize the fee waiver as requested; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Councilmember Garnier recused herself from consideration of the next item and exited the Council Chambers.

12C Consider Matching Fund contribution for ABC Grant competition Mr. Hancock explained that Lassen County is one of 50 quarter finalists to advance to the next round of the America's Best Communities Competition and the only community in California eligible for an opportunity to receive the top award of \$3 million dollars. He introduced Lassen Chamber of Commerce Executive Officer, Patricia Hagata, and invited to speak regarding the competition.

Ms. Hagata explained that as quarter finalists, the ABC Application Committee and the Lassen County Chamber of Commerce has been awarded \$50,000 in the competition and they have been given six

months to develop a comprehensive strategy to bring revitalization the community. One requirement of the award is to obtain \$15,000 in community matching funds to show support of the revitalization and economic development efforts. Lassen County Chamber of Commerce initially requested the City of Susanville contribute \$6,000 in order to meet the requirements of the next round of the competition. All of the moneys received will be used to further the economic revitalization plan. There are 18 finalists, and Susanville is the only town in California that has been chosen to continue in the contest. Due to a very positive response from the community, the Chamber is only asking for a contribution of \$5,000, and the Committee is on track to meet the contribution requirement by the August application deadline. Ms. Hagata recognized the participation and assistance of City staff throughout the process and thanked the City Council for their support.

Motion by Councilmember De Boer, second by Councilmember Callegari, to authorize a contribution of \$5,000 for the ABC Grant Competition; motion carried unanimously. Ayes: McBride, De Boer, Callegari and Wilson. Abstain: Garnier.

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

12D Consider Resolution No. 15-5183 adopting Mitigated Negative Declaration for the Riverside Drive Trail Project Mr. Newton reported that on May 1, 2015, the Draft Mitigated Negative Declaration document for the Riverside Drive Trail Project was circulated and comments were received on from the State Water Board and the State Department of Fish and Wildlife. The comments have been addressed in the CEQA Findings of Facts which is included in Resolution No. 15-5183 as Exhibit A. He noted that approximately 40 replacement pages had been provided to the Council and public that would be part of the final document. Approval of the resolution adopts the final Initial Study/Mitigated Negative Declaration and directs staff to prepare notice of determination and take the necessary steps to proceed with the project. The next steps include identifying funding for the preparation of plans, right of way procurement, and construction.

Andy Hauge, of Hauge Brueck Associates, presented an overview of the final project determinations. The Council discussed road realignment and pedestrian safety concerns to include lighting, and the involvement of the County throughout the process. Mr. Hauge stated that the idea was to keep the project as broad as possible and not impose restraints or confinements to future trail project development during the environmental phase.

Mr. Newton reviewed the process of completing the project which consists of the environmental phase, the design phase, obtaining permits, and right of way easements, and then the actual construction phase. Projects are programed into the STIP cycle and then broken down into components, and the only component that is paid for at this point is the environmental phase.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5183 with the inclusion of the replacement pages in Exhibit A; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Mayor pro tem McBride and Councilmember Callegari recused themselves from consideration of the following item due to conflicts of interest and exited the council chambers.

13 CITY ADMINISTRATOR'S REPORTS:

13A 600 Nevada Street Property Improvements Mr. Hancock explained that the property at 600 Nevada Street had been acquired with economic development funds and has been discussed at length regarding long term priorities. The Council authorized the abatement and demolition of the structure due to its dilapidated and hazardous condition. The existing vacant lot is in a key area in the historic uptown, and the City has been approached by members of the community who are interested in developing a park at the site. Staff has estimated that the cost to bring in soil, irrigation and turf for the area would be roughly \$600 - \$800 in materials, but the City is working to be very conscious of water usage issues and so a dialog regarding the Council priorities for the site is appropriate. He invited comments from the City Council.

Councilmember Garnier stated that she has several issues with the concept of creating a park at that location. Those concerns included the City creating more park space during a time of water restrictions, the creation of more park maintenance responsibility for the City, the traffic danger which exists at the corner and the liability to the City of having volunteer workers. If the City wants to improve park space, she stated that it should be focused on the Shadow Mountain area at the north part of town.

Mr. Hancock responded that staff was working on an agenda item to address the traffic concerns at the corner of Nevada and Roop Street and would be bringing the item back at an upcoming meeting.

Councilmember Garnier stated that she was concerned with having a bare lot that would require watering and mowing and that it would not provide enough of a benefit to justify the expense. The lot is not large enough to meet set back requirements for construction of a new home, and even with a zero scape design, it is still a park which attracts a different kind of nuisance. With a number of community events in the uptown area, overflow parking would be beneficial and would help to eliminate the traffic hazard caused by the existing parking layout on the street.

Councilmember De Boer stated he had been supportive of the concept of installing a small park, but Councilmember Garnier brought up some very good points and paving the lot to utilize as parking would solve a few of the problems she mentioned.

Mayor Wilson stated that if the lot starts as a park, it will probably always be a park, and that the Council needs to keep in mind the long term goals for the property, and consider what would be the best solution to fit the long term plan for both 600 and 606 Nevada Street.

Mr. Hancock responded that he is supportive of the ideas brought forth by volunteers and he is also not happy with the way the lot currently looks. He stated that in its current condition it would be a bad time to consider selling the property, and it would be more marketable if it were cleaned up and looked nice with some grass planted but he understands the concerns and hesitation that have been expressed. The property at 606 Nevada is currently rented but when it becomes vacant it would be a good time to look at long range organizational needs and priorities of the City.

Mayor Wilson responded that the City does have a responsibility to improve the property and maintain it in a better condition, but there is a fine line between improvement for aesthetic reasons and creating a park space.

Councilmember De Boer suggested tabling the matter for now, and he deferred to Councilmember Garnier's input on the subject as she spends a lot more time in the uptown area and is more familiar with the community needs in the district.

The Council discussed adding the property to the list of projects that would be discussed in Item 13B, preparing cost lists, and brainstorming long term usage and goals.

Mayor pro tem McBride and Councilmember Callegari returned to the chambers and assumed their seats on the dais.

13B Melton Design Park Improvement Projects Mr. Hancock explained that the City Council procured the services of Melton Design Group to prepare park design services and cost estimates for completing various park improvement projects within the City. In order to expend park construction funds and submit for grants and funding as they become available, it is necessary to have shovel-ready projects identified to be competitive in securing funding. Based upon direction from City Council the list of potential projects for review are:

- Application for River Parkways Grant Funds
- Design and cost estimates for neighborhood park in vicinity of Cameron Drive
- Historical Plaza design
- Old Clubhouse design concepts
- Expansion of Memorial Park to Main Street, including completion of Skate Park

Mr. Hancock asked for direction and feedback from the City Council regarding their priorities for the proposed projects.

Mayor Wilson asked how much the City could get from the \$15,000 committed to Melton Design, and what the advantage is for proposing five projects when the City would be fortunate to be able to fund only one or two.

Mr. Hancock responded that in looking to the future, it is important to be prepared to take advantage of funding opportunities as they arise. By having a list of five projects, broken into various components, it affords the chance for community groups to complete some of the phases as community service projects, or it allows the City to take advantage of various funding options that become available, as it is not always a one size fits all funding source. He cited the River Parkway project as an example of funding that was available specifically for river and stream corridor projects. By taking the time to lay out a plan it puts the City in the best possible position to move forward on a variety of projects that the community has asked for.

Councilmember Garnier suggested that the expansion of Memorial Park to include an upgrade to the Chamber of Commerce plaza as a visitor's center would be valuable to the community.

Councilmember Callegari also supported the expansion of Memorial Park to Main Street, upgrading the old Golf Course clubhouse, and a focus on the River Parkway project.

Mayor pro tem McBride agreed that the River Parkway improvement project should be a priority, and that it was important to let the community know the status on the various projects as a means to be ready to proceed as funding becomes available.

Councilmember Garnier asked if fire crews were available to complete any of the work.

Mr. Hancock responded that the availability is dependent upon the fire season, and the cost to utilize the crew is \$200 per day.

Councilmember De Boer stated that the park mitigation funding came in large part from the development on the north side of town, and that is where the money should be spent to improve those neighborhoods. The River Parkway would be a good project but there are both positives and negatives and where the money came from is where the money ought to be spent.

Mayor Wilson stated that the project list should be presented carefully so that it does not create false hope that all of these projects are going to happen, but rather they are the basic wish list and the City is working towards creating planning and project specifications. He still prefers limiting the project list to only a few projects.

Mr. Hancock stated that the firm would be looking at preliminary designs, similar to those included in the application submitted for the River Parkway application which was submitted a few years ago. The development of plans and specifications that would be utilized for obtaining competitive bids would be significantly more detailed. This provides an opportunity for the City to complete some initial legwork on projects that have already been identified as priorities to the community and it is important to have that preparedness to move forward.

Councilmember De Boer stated that skate parks are expensive to build, and he would place the River Parkway and a park in the north part of town higher on the list.

Mr. Hancock restated the direction of the City Council, and stated that the focus would be to balance expansion with focusing on what the City has that could be improved upon. Staff could continue exploring options for funding, and based upon the feedback from the City Council, would consider moving forward with two of the items from the list, the River Parkway and north end park, and then consider adding a third project at some point.

13C Water Restriction Enforcement Process Mr. Hancock explained that the adoption of Ordinance No. 15-1003 implemented mandatory water restrictions and provides for enforcement authority through Chapter 1.12 of the Susanville Municipal Code. According to the Code, violations will be classified as an infraction and shall be punishable by a fine not exceeding \$100.00 for a first violation; a fine not exceeding \$200.00 for a second violation of the same ordinance within one year; and a fine not exceeding \$500.00 for each additional violation of the same ordinance within one year from the first violation.

Mr. Hancock explained that every day the violation continues constitutes a separate offense and an infraction is a written notice to appear in court, or provides for the option of paying the fine in lieu of appearing in court. If the fine is not paid prior to the court date and if said violator does not appear in court, within 20 days, a warrant or judgment may be executed against the responsible party.

In addition, the City has implemented a warning process that includes hanging door notices, sending warning letters, providing educational materials and detailing the penalties for further violations.

If a warning letter has been provided, upon issuance of third notice, City will issue a citation to water customer in the amount of \$100 dollars. If a violation is observed, a fourth notice shall be hung on the customer's door and if first citation has been issued, upon issuance of fourth notice, the City will issue a citation to water customer in the amount of \$200 dollars. If the violation continues, upon issuance of fifth notice City will issue a citation to water customer in the amount of \$500 dollars. Appeals to the warning process would be heard by the Susanville Planning Commission.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

A AB1234 travel reports:

Mayor pro tem McBride requested an update regarding the progress on the Roop's Fort project.

Mr. Hancock stated that the plans had been received by the Building Department, however some minor items were missing and those were anticipated to be turned in within a few days. They are currently working with three potential contractors for the job however no permit application has been received.

15 **ADJOURNMENT:**

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

Meeting adjourned at 9:25 p.m.

Respectfully submitted by

Brian R. Wilson, Mayor

Gwenna MacDonald, City Clerk

Approved on: August 19, 2015