

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

**Regular Meeting Minutes**

**July 6, 2016 – 6:00 p.m.**

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

Meeting was called to order at 6:01 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Brian R. Wilson, Kevin Stafford, Joe Franco and Kathie Garnier.  
Absent: Rod E. De Boer.

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

**1      APPROVAL OF AGENDA:**

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

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

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

A      PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

1. Golf Course Manager
2. Agency Negotiator: Jared G. Hancock  
    Bargaining Unit:      Administrative  
                                    Miscellaneous  
                                    Professional/Technical  
                                    Public Works

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

Property:                      APN: 101-270-10  
Agency negotiator:      Jared G. Hancock  
Negotiating parties:      City of Susanville/Lassen Community College  
Under negotiation:      Price/Conditions/Terms

Closed Session adjourned at 7:07 p.m.

**4      RETURN TO OPEN SESSION:** At 7:09 p.m. the City Council reconvened in Open Session.

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

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda as submitted. During Closed Session, the City Council gave direction but there was no reportable action.

Mr. Hancock provided the Thought of the Day.

Mayor Garnier presented a Certificate of Recognition to Colton Hunter Keith in honor of his achievement of the rank of Eagle Scout.

Mayor Garnier presented Nicholas McBride a plaque in honor of his four years of service on the Susanville City Council.

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

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

A Receive and file minutes from City Council's May 18, and June 1, 2016 meetings

B Approve vendor warrants numbered 97545 through 97587 for a total of \$543,995.27 including \$110,290.17 in payroll warrants

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

**7** **PUBLIC HEARINGS:** No business.

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

Commission/Committee Reports:

**9** **NEW BUSINESS:**

**9A Consider request for sponsorship of 2016 Lassen County Fair Events** Mr. Hancock reported that through the budget process, the City Council has created a civic promotion budget wherein various requests are made by community groups to sponsor events. The Lassen County Fair schedules a number of events during fair week, and have requested that the City contribute \$2,500 in support of Fair Week. The City has historically provided support in the form of additional security staffing during shows, street closure assistance for the parade, as well as monetary contributions. Staff recommends providing the requested funding through the 2016-2017 Civic Promotions fund.

Councilmember Wilson requested clarification regarding the amount allocated to the civic promotions budget. Mr. Hancock reviewed the balances from 2007 through 2015 which varied from \$4,000 to \$8,000 per year.

Councilmember Wilson requested that staff research options to structure the civic promotions budget similar to that employed by Lassen County, where each Supervisor has a discretionary fund and is able to contribute towards specific events individually.

Councilmember Franco commended the Police and Fire Department for their management of community events, citing the example of the recent July 4<sup>th</sup> celebration, where residents celebrated without apparent incident.

Mr. Hancock added that the Public Works Department assisted in the clean up efforts on July 5<sup>th</sup>.

Councilmember Franco asked if trash cans were provided to allow citizens an opportunity to clean up their own mess.

Mr. Hancock suggested involving Solid Waste and looking for ways to improve the process in 2017.

Motion by Councilmember Franco, second by Councilmember Stafford, to approve the donation of \$2,500 to the Lassen County Fair 2016 celebration; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

**9B Consider approval of Resolution No. 16-5307 approving City Council Committee List** Mr. Hancock explained that part of the official duties of those elected to the City Council was to represent the Council on various boards and committees. After an election, the Mayor reviews the assignments and makes recommendations for committee appointments. The list is then brought to the City Council for ratification by the City Council.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5307; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

**9C Consider approval of Resolution No. 16-5309 approving agreement with Lassen Community College for usage of Memorial Park Ballfield** Mr. Hancock explained that the City had a prior agreement with Lassen Community College for the use of various City owned facilities. Many, such as the Roosevelt Pool or greenhouses on Sierra Road, were no longer in existence, so the City and College have been working towards developing an agreement that just speaks to the current facilities in use by the college. The College maintains a strong presence at the Memorial Park Ballfield, and the City is involved in the scheduling to ensure that the field remains available for use by other groups. Both the College and City Council have reviewed the terms of the proposed agreement, which will require the College to contribute \$5,000 annually in addition to providing labor for the completion of projects at the ballfield.

Councilmember Wilson asked if the College Board has approved the agreement.

Mr. Hancock responded that it was his understanding that Dr. Hall had authority to sign the agreement, but he was not sure if it went to the College Board.

Motion by Councilmember Franco, second by Councilmember Stafford, to approve Resolution No. 16-5309; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

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

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

**12 CONTINUING BUSINESS:**

**12A Consider approval of Resolution No. 16-5265 adopting updated Budget Process Policies** Mr. Hancock explained that the budget policies have been reviewed and updated based on the suggestions provided during the June 22<sup>nd</sup> discussion to provide additional clarity regarding the allocation of audited surplus general funds. Currently, the City dedicates fifty percent of the audited general fund surplus to the reserve, and is close to reaching the goal of a twenty percent reserve. In addition, thirty percent of any departmental operational savings that are realized at the end of each year, less payroll expenses, will be allocated to an equipment and facility replacement fund. Once the reserve is fully funded, the policy proposes that the amount be increased to fifty percent of any savings in the department's operations budget be allocated to the equipment and facility replacement fund, and thirty percent of the audited general fund surplus would be utilized to pay down short and long term debt as approved by the City

Council. The remaining twenty percent would be retained in the General Fund fund balance. Phase three of the policy specifies that once all short and long term General Fund debt is paid, seventy percent of the net departmental savings, excluding payroll, for the Administrative Services, Police and Fire Departments will be allocated to the respective equipment and facility funds to continue accruing each year. Mr. Hancock added that the Public Works Department is operated through enterprise funds, and not the General Fund.

Councilmember Wilson stated that the City was on a good track, and it is good to be in a position to begin implementation of Phase Two in the very near future, and it has been possible because staff has worked together to maintain an efficient operation, and he thanked everyone for their effort.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5265; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

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

**14      COUNCIL ITEMS:**

**14A    AB1234 travel reports:**

Mayor Garnier announced that the City Council would be scheduling a special meeting on July 19, and going dark at the regular meeting of July 20.

Mayor Garnier requested an update be brought to the next meeting regarding the fee schedule at the Airport.

Mr. Hancock stated that the item had been tabled at a previous meeting, so it would be appropriate for the Council to vote to remove the item from the table.

Motion by Mayor Garnier, second by Councilmember Wilson, to remove the consideration of Airport Land Leases from the table; motion carried. Ayes: Garnier, Stafford, Franco, and Garnier. Absent: De Boer.

**15      ADJOURNMENT:**

Motion by Councilmember Franco, second by Councilmember Stafford, to adjourn; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

Meeting adjourned at 7:42 p.m.

Respectfully submitted by

\_\_\_\_\_  
Kathie Garnier, Mayor

\_\_\_\_\_  
Gwenna MacDonald, City Clerk

*Approved on: July 19, 2016*