

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**March 1, 2017– 6:00 p.m.**

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

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

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney and Ruth Ellis, Administrative Staff Assistant

**1      APPROVAL OF AGENDA:**

Motion by Mayor pro tem Franco, 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 business.

**3      CLOSED SESSION:** At 6:01 p.m. the Council entered into Closed Session to discuss the following:

- A      PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
  - 1.    Employee Status Report
- B      CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:
  - 1.    Property:                      APN: 101-110-33 and a portion of 101-060-18  
      Agency negotiator:        Jared G. Hancock  
      Negotiating parties:        City of Susanville/Bureau of Land Management  
      Under negotiation:        Property Acquisition
  - 2.    Property:                      APN: 103-340-01  
                                          APN: 103-270-06  
                                          APN: 103-260-14  
      Agency negotiator:        Jared G. Hancock  
      Negotiating parties:        City of Susanville/Uniti Towers  
      Under negotiation:        Lease Terms
  - 3.    Property:                      APN: 101-270-10  
      Agency negotiator:        Jared G. Hancock  
      Negotiating parties:        City of Susanville/Lassen Community College  
      Under negotiation:        Price/Condition/Terms of Lease
  - 4.    Property:                      APN: 116-180-04  
      Agency negotiator:        Jared G. Hancock  
      Negotiating parties:        City of Susanville/United Parcel Service  
      Under negotiation:        Lease Terms
  - 5.    Property:                      APN: 116-180-04  
      Agency negotiator:        Jared G. Hancock  
      Negotiating parties:        City of Susanville/Various Ground Leases  
      Under negotiation:        Lease Terms

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

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; John King, Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager; Craig Sanders, City Planner and Ruth Ellis, Administrative Staff Assistant

Mr. Hancock reported that prior to Closed Session, the City Council approved the Agenda as submitted. He also said that during Closed Session, the Council gave direction but there was no reportable action.

Mayor pro tem Franco offered the Thought of the Day.

**5**     **BUSINESS FROM THE FLOOR:**

**Bill McCabe**, Lassen Union High School District Superintendent, presented a Certificate of Appreciation to the City of Susanville and its employees for their dedicated service during the recent flood. Mr. McCabe explained the school district had several buses that were unable to be removed from harm's way and they could have potentially floated down stream. City employees responded, towed the buses out and ensured they were safely stored. Mr. McCabe said they felt the City's dedication to the community and especially to Lassen High School went above and beyond the call of duty.

Mayor Garnier accepted the award on the City's behalf and said she was really proud of the First Responders and everyone who responded to the people in need.

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

- A     Approve minutes from the City Council's February 4, 2017 meeting
- B     Approve vendor warrants numbered 99626 through 99780 for a total of \$373,678.50  
Including \$105,018.70 in payroll warrants
- C     Approve Resolution No. 17-5354 approving contract for services with Mark Siemens, Inc.

**9**     **NEW BUSINESS**

**9A**    **Consider approval of Resolution No. 17-5352 accepting the 2017 Nor-Cal EMS Grant, and authorizing Finance division to increase the Fire Department budget accordingly for the purchase of electronic devices** Chief Moore explained that in January 2017, Nor Cal EMS contacted the Fire Department in a last minute email about available grant money. Chief Moore said he researched it, found it was a zero match grant and made the decision to apply for it. Nor Cal EMS emailed staff on February 6, 2017 to inform them all applications were approved for the amounts requested.

Chief Moore stated it was a good grant and added that Nor Cal EMS followed up with the Fire Department to spend \$50,000, but he couldn't justify it because the department doesn't need \$50,000.

The grant is a reimbursement and the money will be used to purchase five Panasonic Toughbook computers in the amount of \$28,945.

Motion by Councilmember Stafford, second by Mayor pro tem Franco to approve Resolution No. 17-5352; Motion carried. Ayes. Stafford, Franco, Wilson, Garnier. Absent: De Boer

**9B Consider approval of Resolution No. 17-5355 approving the Lassen Land and Trails Trust Agreement and Authorizing the City Administrator to execute the Agreement** Mr. Hancock explained that the matter before Council is related to the Regional Water Management Group and the Regional Water Management Plan. The Lahontan Basins Region Group for Lassen County includes the City of Susanville, the Susanville Indian Rancheria, Lassen Irrigation Company and the Honey Lake Valley Resource Conservation District.

Mr. Hancock stated the group has been successful in creating a plan with some grant funding, getting the plan approved and getting projects funded through Prop 84 during the 2015 cycle.

The three projects approved for the grant funding are getting the City's Cady Springs well online and working on the water main infrastructure. The Lassen Land and Trails Trust inadvertently picked up two water systems when it acquired some old railroad line in Wendel and the Spalding Community Services District's sewer pond closure project.

Mr. Hancock explained the Spalding project received other money to fund its project, but the LLTT is still needing to utilize the grant funds to do some feasibility studies of the water system so they can hopefully turn them over to the communities or another agency.

The state approved \$62,000 for the project and staff was seeking Council's approval to enter into an Agreement with Lassen Land and Trails Trust for use of those funds and staff would move forward with administering the project.

Motion by Councilmember Wilson, second by Mayor pro tem Franco to approve Resolution NO. 17-5355. Motion carried. Ayes: Wilson, Franco, Stafford, Garnier. Absent: De Boer

**9C Consider approval of Resolution No. 17-5353 authorizing the emergency repair of Susan 1 Geothermal Well** Dan Newton, Public Works Director, said the flood on February 9, 2017 caused water to infiltrate the geothermal well on South Lassen Street. There was about four feet of water in the building where there is a floor to ceiling wall of electrical panels, controls, different types of instrumentation, measuring devices to monitor the system and a variable frequency drive. The water damaged the frequency inverter, which is part of the variable frequency drive system. A local electrician was called out and he went through each component to see if it was working. There was also a lot of mud inside the electrical panel that had to be cleaned out and it took quite a number of days to diagnose the problem. The solution to correct the issue is to replace the frequency inverter.

Director Newton said staff is asking for Council's consideration to increase the geothermal budget to make the repairs and to consider the matter an emergency. He added all of the geothermal customers have an alternate heat source, but they are paying higher energy costs at this time.

He further explained the City's purchasing policy normally requires three quotes whenever possible, however all bidding may be dispensed with if it is an emergency situation. Staff was trying to eliminate additional delays in getting the repairs done.

Mayor pro tem Franco said it sounded like it could have been a whole lot worse. Mayor Garnier added that the City should consider itself lucky.

Motion by Mayor pro tem Franco; second by Councilmember Stafford to approve Resolution No. 17-5353; motion carried. Ayes, Franco, Stafford, Wilson, Garnier: Absent: De Boer.

Mayor pro tem Franco asked if the City could be reimbursed. Mr. Newton responded yes there is and explained that the matter was included as damage in the Emergency Disaster Relief report. Depending on how it all unfolds, the City may only have to pay 6.5 percent.

Councilmember Wilson asked about the status of getting the number of properties damaged during the flood.

Chief Moore answered that Eric Ewing, Office of Emergency Services Chief, submitted the paperwork to OES. The OES representative said floods are very hard thresholds to hit and there's not a good answer as to whether we hit those numbers or not. OES was going to be here Monday of next week and FEMA probably by that Wednesday to assess the damage of the second storm.

Mayor Pro-Tem Franco asked about the Presidential Proclamation.

Chief Moore responded that the Governor has to sign first. He further explained that OES will make the assessment, then it will go to the Governor with their blessing. Once the Governor signs, FEMA will step in, do the same thing and take it to the President. With the last storm, it took two to three weeks to get through the process.

Mayor Garnier clarified that there had to be a certain amount of both commercial and residential properties that were damaged.

Chief Moore confirmed her statement. He added that Chief Ewing really leaned hard to qualify a rental as both a commercial and residential property. Mr. Moore thought they needed five commercials in that 40 percent threshold and Mr. Ewing felt like it was close.

Mr. Hancock asked if that was for private property. Chief Moore confirmed it was. Mr. Hancock asked if it would impact the ability to have the Governor or President declare the other disaster. Chief Moore responded it was different funding and a different office in OES.

Mr. Hancock stated that was his understanding and he didn't want people thinking there was a chance the City didn't hit a threshold for the State or President to declare a disaster for the City's projects.

There was more discussion about the process of assessing the damage in the area. Mayor Garnier asked if the assessment would occur in both the City and County.

Chief Moore answered that it would be both.

Mr. Hancock said his only concern with the state declaration for the second storm is that when the first incident happened in January, there was a lot of focus on Susanville. With the second flood, the spotlight shifted to Lake Oroville and the levies and dams. Now the Governor is putting a lot of his focus on getting structure funding approved. The recent flooding was significantly larger than the one declared a month earlier, but hopefully, the City can stay on the Governor's radar and not get left out when the State is focusing on those other areas.

### **13 CITY ADMINISTRATOR'S REPORTS**

**13A Sphere of influence update** Mr. Hancock gave a brief overview of the service boundaries of Cities and other governmental agencies. The terminology traditionally used for the City of Susanville is the City Limits where there is police power, land use authority and other services provided to residents. Mr. Hancock said there are several islands as High Desert State Prison, the California Correctional Center and half of the Golf Course are included in the City limits.

Mr. Hancock said the Local Agency Formation Commission (LAFCo) recently completed a Municipal Service Review and evaluated the City's current services, the ability to continue providing and expanding those services and the City's financial capacity. As part of the review, LAFCo typically looks at the Sphere of Influence, which has traditionally been aligned outside of City limits. Typically, a Sphere of Influence was a 20 year sphere and LAFCo would look at what is a reasonable area where the agency may grow and annex the land in that time frame. As part of that analysis, LAFCo looks at whether the agency would be able to provide services and does it make sense that they would expand in those areas.

Mr. Hancock outlined the specific goals LAFCo: to promote orderly growth, preserve agricultural land, and to provide for sufficient services. There is additional criteria to ensure that annexations address Disadvantaged Unincorporated Communities (DUC's). For example, if a City is growing and cherry picking areas containing commercial and high value homes to annex, but is leaving out a poor neighborhood that doesn't have services then LAFCo will have tools to pressure an agency to annex that area.

He continued that in the last 10 years there has been quite a bit of change as it relates to Spheres of Influence. The SOI is supposed to be looked at every five years and there is typically a short term sphere and a long-term sphere. A lot of emphasis is put on evaluating service entities to make sure the spheres make sense and that the Agencies are growing in the same area and are planning together.

Mr. Hancock stated the issue has been on the radar for quite a while and John Benoit, LAFCo Executive Officer, has been working on a draft Sphere of Influence. It was his belief the matter was presented to LAFCo during a Monday, Feb. 27 meeting. Mr. Benoit was informed it was going to be on the City Council Agenda and he introduced and tabled the item to allow for Council feedback.

Councilmember Wilson confirmed that was the case.

Mr. Hancock said staff is pretty happy with the job Mr. Benoit did and added some other points that are unique to the area. Typically a jurisdiction is not allowed to provide services outside of City limits. When agencies have extended services that extend outside of an area, normally a clock starts ticking to annex it. Currently the City has been quite creative and there is a blanket outside services agreement so the City can provide any of its municipal services - water, natural gas or geothermal - within the Sphere of Influence without any requirement or timeline for annexation. Mr. Hancock stated there's a good possibility that may change with future LAFCo legislation and there may not be that same flexibility with out of area service agreements so it is important that the City comes up with a good Sphere of Influence that's logical and makes sense.

Mr. Hancock said comments have been made about the population and updates, however, there are some additional things staff feels are important and would like to have Council consider submitting to LAFCo for including in the update.

One of the recommendations in the document is that the City's Sphere of Influence mirror the Susanville Sanitary District's Sphere of Influence, which was recently updated. Mr. Hancock explained there is some strong language that gives the impression an annexation to the City would only be approved if an identical annexation took place with the Sanitary District. If there is a new development in the Sphere of Influence it's not an issue because the homes being built should be included in the Sanitary District. The concern is if the City were annexing land for future development and taking in existing parcels, there is no guarantee the Sanitary District is going to be able to serve those parcels, especially if they are large, spread out and already developed. There is no reason for those properties to get into the Sanitary District system if there is already a functioning septic tank in place. It is also unlikely the Sanitary District would pay for the improvements. The language should be clarified so it's not 'a must' situation.

Mr. Hancock stated that Item 2 was already addressed regarding the population and how it's adopted for the community's clarity. Item 3 addresses services that were left out. He said there was missing discussions staff felt was important regarding the regional growth patterns. The discussions talk about the proximity to Reno, Chico and Redding but staff feels a lot of pressure the City sees for commercial and residential development is going to be driven mostly by employment. In addition, the City is going to see more development pressure and more interest in development from Reno's economy expanding rather than from Chico or Redding.

Mr. Hancock stated it is important to have that discussion because, in his opinion, a lot of the housing pressure will be generated from people who work in the area, but don't currently live in the area, or people in Reno looking for a place to spread their wings because they don't want to live in Reno.

He continued that most significantly is the point with the boundary and more discussion is needed on whether it is necessary to include the upper Rancheria as part of the Sphere of Influence. Since that is sovereign land and they are essentially their own Agency, it would be unlikely the City would ever need to annex that property or even provide municipal services to them. There is also land to the north and west of the Rancheria that is very remote and the City wouldn't expect to have a housing density that would make sense of having that be in the City Limits.

Staff also felt the boundary goes too far west on Highway 36 and a more logical location would be to remove some of those areas in the west and the north and bring the Sphere of Influence farther down to the South and Southeast in the Richmond and Gold Run Road areas. Especially in terms of natural gas, those areas not being in the Sphere of Influence now would not be covered by the agreement to provide services. Staff feels that reducing some of those areas to the north and west and working with LAFCo to the south and southeast provides a more logical long-term sphere.

Mr. Hancock stated that was the feedback staff would like to present to LAFCo in letter form, have a discussion at the next LAFCo meeting and request that LAFCo consider making some of those changes. He told the Council staff wanted to get direction on what its priorities are, if it was in agreement or it was happy with the way it is.

Councilmember Wilson said there have been discussions of possibly providing natural gas to the Upper Reservation. If that area was removed from the Sphere of Influence, would that prevent the City from providing them with services.

Mr. Hancock stated it potentially could. He continued that another option that staff has looked at is putting a meter at the City Limit and having a service contract with the Susanville Indian Rancheria to maintain the

lines and meters on its property. The City would be the service provider through contract, but the infrastructure, lines and meters would belong to the Rancheria.

Mayor pro tem Franco said it was his understanding that if the City were to annex or service an area it would require the City to provide all three services. He asked if the City could just provide one service.

Mr. Hancock answered that right now there is flexibility to pick and choose. Using the former Tum A Lum Lumber facility as an example, Mr. Hancock said it's in the County and within the City's Sphere of Influence. In order to be developed, some fire flow and domestic water requirements had to be met, but having their own well didn't make a lot of sense when there is already water infrastructure on site. Under the current set up, if there was only a need for water and natural gas the City could provide those services without having to provide police and fire services or having any requirements to annex them at any point in the future.

Mayor pro tem Franco commented that there are independent water districts in Johnstonville and at Susan Hills. He asked if anything were to happen to those delivery systems would the City have to take them over?

Councilmember Wilson said Mr. Benoit didn't see much of a situation where the City would be impacted by having to take on additional underserved properties. He felt the City wouldn't have to provide police or fire services because the Sheriff and Susan River Fire Protection District covered those areas. He added it was the first time Mr. Benoit said it wasn't going to affect the City. In the past, it was about if the City annexed one area, what else was going to annex by default.

Mr. Hancock said Mayor pro tem Franco brought up two points and he wanted to address both of them, the first being the DUC discussion. He explained there has been a lot of uncertainty when legislation passed about how it was all tied to income. There were issues in the City that the census tracts weren't specific enough to really identify the DUC's based on available data.

In order for there to be a DUC, there has to be an income threshold where you are below 80 percent of the area median income. There also has to be a lack of services where people around you have services that you don't. Based on these criteria, the entire City is a DUC and it was reflected in Mr. Benoit's report.

Mr. Hancock continued there also needs to be some evidence that the City has specifically avoided annexing those areas. As we look at it, the City doesn't have any DUCs, there are no areas the City has avoided and the City meets the income requirements. If those neighborhoods wanted the services we would probably provide natural gas and water. They aren't missing out on police and fire services because of Cal Fire and the sheriff's office. The DUC discussion, while critical in a lot of urban areas that have annexed around and left big pockets, won't impact the City too much.

Mr. Hancock stated the second issue with the water systems is more significant and deals with a separate State department. There are different levels of compliance that are required based on the size and type of system it is. As those requirements get more stringent, smaller water systems are finding it more difficult to have the qualified staff to comply with the treatment regimen and getting the system back on line after contamination.

Water systems, such as the City's, are going to be held to a much higher standard of operation and the City will continue to see that pressure for municipal or larger water systems to take over those smaller systems. There may be other properties, such as the Susanville Airport, where it's advantageous for that to be in the

City Limits and it is a large annexation the City may want to consider. As part of that, the City would look at those smaller water districts and the feasibility of taking them over.

Mr. Hancock asked Mayor pro tem Franco if he had any further questions. Mayor pro tem Franco said no and that he was just looking toward the future. Since the Sphere of Influence goes out in that area, it would be nice to provide some service without necessarily having to annex it. Mr. Hancock responded there is that flexibility. He continued that, in reality, utilities do generate revenue, but there is not enough money generated from property taxes to cover roads, drainage, police, fire and other services. Taking on aged infrastructure in those developed areas is not a financial gain.

Mayor pro tem Franco said it's obvious that if the City only service people within the City limits there's a finite number of services available. If the City expands, the potential for increased properties is greater and the viability of the utility is guaranteed and that's a good thing.

Mr. Hancock agreed, but added another matter to consider is the cost of extending the infrastructure and how many customers would the City be gaining.

Mayor pro tem Franco stated it is something the City would have to be smart about.

Mr. Hancock added the natural gas infrastructure is unique because the costs aren't as high, but maintaining and operating the system requires a significant amount of funding.

Mayor pro tem Franco asked if the City were to set up a meter and contract out the services with the Upper Reservation would it be kept in the Sphere or would there still be support to drop it.

Mr. Hancock responded he understood Councilmember Wilson's comment to be that if the Susanville Indian Rancheria were removed from the Sphere, it would be cutting off an opportunity to provide them with services in the future and it is something that staff would need to look at and speak about with Mr. Benoit.

There was continued discussion about installing a meter and providing the Susanville Indian Rancheria with natural gas services.

Councilmember Wilson asked if the Sphere of Influence was potentially going to start covering more agriculture land, how it would co-exist with LAFCo trying to keep the City out of those areas.

Mr. Hancock responded in order for a future annexation to occur, the City has to pre-zone a property and establish what the land use is before it becomes annexed and becomes part of the City's jurisdiction. The Ag lands are areas the City hasn't looked at or established any pre-zoning for, he continued that when you do pre-zoning the City should also be putting a pre-general plan designation, too. The primary concern for LAFCo is avoiding the premature conversion of Ag land. It can be converted to other development, but it shouldn't be leap frog development and it shouldn't be converted early. If there are other properties where there can be in-fill types of development, then that should be the first focus before converting Ag land.

Mr. Hancock stated the Ag land in the Richmond Road area is some of the best and highest grade in Lassen County. If the City were to expand in that area, the recommendation would be to pre-zone it for agricultural purposes until there was a need to convert it. The City would have to develop zoning requirements that were more Ag conducive so if the land were annexed, it would be ready to go.

He added the focus should be on the quality of the land. Susan Hills, on the uphill side of Richmond Road, is not high quality agricultural land and other types of development may be appropriate in that area. However converting some of the best Ag land in the county doesn't make sense. Just because it's in the City sphere, or just because it's annexed, doesn't mean it automatically has to become single family homes, there can be Ag lands in the City.

Councilmember Wilson asked if the City wanted to annex the airport could it be an island like some of the other properties.

Mr. Hancock responded there has been discussion and under the current regulations there are some options for annexation. LAFCo sometimes refers to it as lollipop annexations where there is a skinny piece that goes out with a larger piece at the end. There are specific provisions, such as if it's owned by a municipality and under a certain acreage but island annexations typically aren't allowed except under these circumstances and staff believes it would fit under them.

There was general discussion that the airport is currently not in the Sphere of Influence, but the City wants it to be and the map provided to Council was not how the Sphere currently exists.

Mr. Hancock explained that when the Sanitary District re-did its Sphere of Influence, the airport was included and Mr. Benoit proposed the document match up with theirs. In policy and theory that was fine, it could still stay in the document. The City could adopt a different sphere and when the Sanitary District does their next update they would be moved to match the City's.

Councilmember Wilson asked if any of those boundaries took into account possible airport expansion.

Mr. Hancock answered it is based on the current property boundary, but there is consideration to expand the runway and the fence project. If the City were to do that, it would have to acquire the property from the County and amend those property boundaries. Then it wouldn't matter if it was in the City's sphere or not because the City owns the airport. If the airport were annexed and became part of the City, then the Sphere would have to be expanded out so there wasn't a Sphere encroaching on City limits.

Councilmember Wilson asked it was best to wait on that.

Mr. Hancock responded he thought so and to do it all at once. Unless there is a designated area where they LAFCo can draw a bubble out there that would pick it up, but it wouldn't help the City that much. It is a discussion staff could have with Mr. Benoit.

There was general discussion that island annexations are preferred over lollipop annexations.

Mr. Hancock asked if the Council was in line with staff's comments, or if there was more they wanted to add or remove.

Councilmember Wilson commented that there was a typo where one number was 60,000 then another as 68,000. Mr. Sanders responded it's supposed to be 60,000.

Mr. Hancock reviewed the changes.

Mr. Sanders stated he believed there was ample time for Mr. Benoit to make some amendments, put together an alternative proposal and have Council look at it prior to the next LAFCo meeting in April.

Mayor Garnier asked the Council if they were in favor of the five changes, the Council was unanimous in its support of the recommended changes.

**13B Administrative Services Update** Mr. Hancock highlighted the projects from the last quarter and noted there were quite a few recruitments staff has worked through and there were four new hires. There were no significant changes to the equipment or properties the City manages.

Staff has been working extensively with the Airport Commission on the commercial and ground leases at the airport and is hoping to complete that soon. The Precision Pathway Indicators project is set to begin in the spring and the Airport Improvement Plan 15-16 has been completed.

He stated staff received a lot of positive comments regarding the repainting of City Hall, but some detail work needs to be completed in the spring and summer. A lot of patching had to be done and the older window frames deteriorated quite a bit. A Bondo material was used to reform them and they were now solid. Mr. Hancock said he believed a quality job had been done and it was going to last. He added there has been some concern that the facility is made of block and they were cracking. He explained the blocks are cast in place and there is stucco and paint with a coating on top where the brick lines were drawn in.

A lot of progress is being made on the Southeast Gateway Project and a field surveyor from Caltrans was recently here taking care of the site at the Jack in the Box corner. The work the surveyor did will provide the information the City needs for moving forward with the project and going to the California Transportation Commission have the time to finish the planning and environmental work that was put on hold.

Mayor pro tem Franco asked if the project was going to change the width of the road.

Mr. Hancock responded that yes it will in some areas, but the right of ways will stay consistent. There may be some modifications across the bridge where it narrows and pedestrian facilities will be added.

Mayor pro tem Franco inquired about the chain up area near High Country Inn.

Mr. Hancock explained that the Lassen Economic Development Council came up with a list of priorities for Main Street and making improvements to create a welcoming entrance into town. The project had to be packaged in a way that would be palatable to Caltrans for this type of funding source and the main issues staff was trying to address is aesthetics and truck parking. There are a lot of big rigs that stop at McDonalds and in front of High Country Inn and Caltrans doesn't want truck parking there. Staff was able to call it an improvement to the existing chain up area allowing it to serve the same function and providing a safe place to park while still meeting the Caltrans objectives.

Mayor pro tem Franco stated that once a person hits Townhill, there isn't a safe place to chain up and good safety area needs to be provided to get up the hill. Susanville is an alternate to Interstate 80 and we could see more traffic.

There was general discussion about big rigs needing to chain up through town due to the snow this year and traffic hazards that were created when the drivers did not follow the warnings.

Continuing with the report, Mr. Hancock stated the Regional Water Management grant and plan is significant. Currently there is \$1.9 million in Proposition 1 funds that will provide a strong revenue stream and more funding cycles for projects. Being the administrative agency requires a lot of work on the City's part, but out of the \$1.9 million, there is approximately \$92,000 that will cover administrative costs for managing those projects. The primary one is the City project.

Councilmember Wilson asked if the City project is planned for this year.

Director Newton explained staff is hoping to get a lot of the design work done and it's potentially something that can be looked at late in the construction season.

Mr. Hancock continued the report and said the City received grant funding and the agreement from the State for the Sustainable Communities Grant for the roadway assessment in the north part of town. Staff is updating and re-establishing the HOME program for affordable housing and down payment assistance for low income home owners, getting the swimming pool over the finish line, preparing a Request for Proposal for administrative services for the Riverside Park Project and working on getting the designs completed.

In addition, staff is coordinating with the consultant on the Cameron Park Project to make the modifications Council requested and to refine the budget estimates to bring it down and utilize some prison labor and other labor to keep it within the funds that are available.

Staff is looking at options for a shooting range to address the Police Department's need to have a qualified area and is also working on getting the compliance verifications needed for the Community Development Block Grant.

Moving onto the Finance Department, Mr. Hancock noted administrative services provides a lot of services to other departments and outside agencies and he appreciates Finance for managing a lot of that. In addition, there are a lot of new reporting requirements for payroll that the City is having to meet.

Mr. Hancock said the Planning and Building Department has been staying busy and Mr. Sanders has begun updating the conservation and open space elements of the General Plan. Those were the next two areas staff was looking to complete in-house while looking at some of the larger ones such as traffic, transportation and land use. In addition, a lot work has gone into the property maintenance draft.

Mr. Hancock noted the Hazard Mitigation Plan is a significant joint effort between the City, County OES and the Rancheria. It is supposed to be updated every five years and Community Development has been working closely with the Fire Department on it. Mr. Hancock explained the benefit to that plan is identifying the hazards and hazard mitigation options, once completed it will provide access for mitigation funding to address some of the needs. He said it is in the forefront of people's minds right now and he was just approached by the high school about flood walls and controlling those flows. Sometimes the cost for them is much more significant than it is for the City to purchase some homes by the river and create a space for the river to flood.

Mr. Hancock explained the TOT audit is underway and staff is working with the finance consultant and will be speaking with hotel owners within the next several weeks. He said the Municipal Code is fairly general and allows the City access to all of that information to do an audit.

Mr. Hancock closed the report and said he appreciates staff and a lot of work gets done behind the scenes and on stage, too.

Mayor pro tem Franco commented that the floods could delay the Golf Course and Little League seasons, but he hoped the City could get them up to speed.

Mr. Hancock explained the damage at the Golf Course has been assessed and the Golf Course Manager has been coordinating volunteers who want to come out and lend assistance. A lot of the more expensive repairs were included in the funding request after the first disaster and staff is hoping to get feedback on what funding was approved. A lot of the larger items will need to wait until then, but there are smaller items that need to be taken care of now and plans are being put together.

Referring to Agenda Item 13D, Little League Field Update, Mr. Hancock stated he has had several meetings with members from the Susanville Little League. They were also on the radio and have been very positive and complimentary toward the City.

Mr. Hancock complimented the Susanville Little League adding a lot of people are volunteering time, labor and materials. The City has offered its support for things they may not be able to cover and is making materials available to them. There is a good plan in place for a lot of the damage although it wasn't as bad as they had anticipated. Some of the fields, such as the Farm Field have a lot of silt and sediment on them. Staff looked at options and hosing off some test areas worked quite well. In addition, the City is working on coordinating a prison crew to come help with the clean-up and the Susanville Little League is working on getting bids for parking lot repairs. The organization is also looking at the availability of some other fields like Riverside Park, but they are hoping to use the Little League fields in the next several weeks.

Mr. Hancock explained that as cost estimates are being received, staff is finalizing the mid-year budget and is looking to have estimates for funding to put toward those types of projects, especially to match with the federal and state funds.

Councilmember Wilson commented that the City owns the Little League Fields and has turned it over to the Little League as far as volunteering.

Mr. Hancock responded that there is an Agreement with them.

Councilmember Wilson asked if, as part of the Agreement, the Susanville Little League was responsible for the damages and fixing all of it.

Mr. Hancock responded that the type of flood damage isn't contemplated in the Agreement. If the Susanville Little League wants to add things, they have to get the City's permission and the appropriate permits. There have been some changes on the Little League board in the last few years and they reached out to the City about what they can do and how they can work together. They recently reviewed the Agreement and felt no changes were needed at this time.

Councilmember Wilson asked if the Susanville Little League felt like they were getting what they needed from the City. He stated they are having to go out and find funding and started a GoFund Me account. He said he felt the City should be providing them with a check.

Mr. Hancock responded that when he first met with the Little League members, he let them know that when they were going out looking for funding, the City was receiving negative feedback about why it wasn't taking responsibility for its own property. The Little League representatives were not aware that it was being interpreted that way and they felt like there was a good relationship with the City.

Mr. Hancock continued that since that first meeting, the Susanville Little League has been going out of its way to share there has been a positive working relationship with the City and is part of the solution. City staff did the damage assessments and repaired some leaky water and sewer lines and the Susanville Little League was pretty pleased with the resources the City was sending their way.

Councilmember Wilson inquired about the damages at Memorial Park.

Mr. Hancock said it was quoted as part of the damage assessment but nothing would stop the park from being used. The snack bar took in quite a bit of water and the City is working with Lassen Community College on that.

Mayor pro tem Franco said it was his understanding the fences were in disrepair and hopefully that was being taken care of.

Mr. Hancock confirmed his statement and reviewed the revised Agreement between the City and the College, which put more responsibility on the City for maintenance and day to day activities. He explained there was a provision of projects the College wanted to do to improve the facility that were beyond maintenance and they would come up with the labor. One of the projects was upgrading some of the fencing. The materials had been purchased and the project approved and the City has also offered to provide someone who is familiar with that type of project.

Mayor pro tem Franco commented that he drives by the facility all the time and the amount of spectators that show up for the games is truly amazing to him and it is one of the largest draws in the City. It gets a lot of use and to keep it in the best shape possible makes a whole lot of sense. He disagreed with comments that it didn't warrant the investment needed to keep it a first rate field. He said it can be an example of what the City can provide.

Mayor Garnier commended the Parks and Recreation Department for keeping the park pristine.

**David Teeter**, District 2 Supervisor, asked how many people are staffed in the Parks and Recreation Department.

Mr. Hancock responded there is one benefitted position and seasonal help. Due to the amount of projects, one seasonal employee was kept on this winter.

Mayor pro tem Franco commented about the lack of available fields in the City during baseball or soccer season. He said the City needs another sports park and if there's an opportunity and it's done right, he would support it.

Mayor Garnier moved to Item13C as Item 13B had already been discussed.

**13C** Chief Moore stated wildland fire season is approaching on July 1 and historically, the weed abatement deadline has been set for the last Monday in June. The deadline is late enough in the year so weeds aren't having to be cut three times, but before fireworks sales begin.

This year's deadline is June 26 and after that date, the Fire Department can abate or cite if there is a fire hazard or violation of Susanville Municipal Code 8.28. Chief Moore directed the Council's attention to the attached weed abatement standards and said it will be sent out as a reminder in all of the residents' water bills along with information about what needs to be done to be compliant. The document is also sent to contractors when they go out and abate.

Mayor Garnier commented that hopefully the property maintenance provision will help with the weed abatement because they won't be that high and be an issue.

Mr. Hancock stated staff has been bringing the item to Council to set the date, but the code doesn't actually require that.

Chief Moore responded that setting the date has been brought to Council for motion, but as he read through Code 8.28 he couldn't find that requirement anywhere, rather the process is set and approved by the Council, which it has done and is in the City Code.

Mr. Hancock asked if the Council felt the need to set the date every year or can it be handled on a routine basis.

Councilmember Wilson said he didn't have a problem with it, he just thought it was important the matter be brought forward at a time when people are going to be thinking about it and for it to be advertised in the press.

Chief Moore responded that the process requires a notice to be posted in a public circulation for two weeks.

Mr. Hancock said he felt it would be better for staff to set the date and send notices out. As the date approaches staff will bring it as a reminder so it's fresher in people's minds.

**14** **Council Items** Mayor pro tem Franco stated that due to the wet weather there are a lot of potholes. He asked what the time frame is to fix them. He added he knew staff has been working on them in between storms, which he appreciates.

Mr. Newton said there are quite a few and staff is working on them as they can. Public Works has some good material that can be put down as a temporary basis and then they will follow up more permanent material in the summer.

Mayor pro tem Franco said it's a good thing the City hasn't experienced anything like Highway 50, which experienced a road failure.

**15** **Adjournment**

Motion by Mayor pro tem Franco, second by Councilmember Stafford to adjourn. Motion carried; Franco,, Stafford, Wilson, Garnier. Absent: De Boer.

Meeting adjourned at 8:50 p.m.

Respectfully submitted by

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Kathie Garnier, Mayor

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Ruth Ellis, Administrative Staff Assistant

*Approved on: April 5, 2017*