

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
June 20, 2018– 6:00 p.m.

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

Roll call of Councilmembers present: Brian Wilson, Joseph Franco, Brian Moore, Mendy Schuster and Kevin Stafford.

Staff present: Dan Newton, Interim City Administrator; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the agenda as submitted; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson, and Stafford.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS:

Elizabeth Norton spoke on behalf of the Lassen Land and Trails Trust regarding properties for sale that were part of the old Wendel railroad line. Specifically, properties located on the Sierra Pacific Mill side of the rail corridor. The Trails Trust is pursuing grant funding to possibly acquire those properties as part of a parks connectivity project. She discussed various funding sources and the beginning steps for acquisition which include a feasibility study. A letter of support from the City would be an important part of the grant application process, and she circulated a template letter to the Council. She added that the deadline for submission of the application was coming at the end of June.

There was a general discussion regarding the funding process, the importance of a trail system in the area to provide a good economic base for recreation-based tourism, the benefits of improving the Susan River corridor through town and the support of various agencies who are working to improve the quality of life in the region through the improvement of the trail system.

The City Council discussed the protocol for public comment and the preferred dialog that should occur when determining when a topic should be placed on the agenda for future consideration.

3 CLOSED SESSION: At 6:24 p.m. the Council entered into Closed Session to discuss the following:

A CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6

Agency Negotiator: Dan Newton
Bargaining Unit: 1. Administrative Unit
 2. Professional/Technical Unit
 3. Public Works

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

1 Property: APN #116-230-85-11 (Diamond Mountain Bar & Grill)
Agency Negotiator: Dan Newton, Interim City Administrator
Negotiating Parties: City of Susanville/Rebecca Anderson
Under Negotiation: Terms of Lease

4 RETURN TO OPEN SESSION:

At 7:00 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Dan Gibbs, Acting Public Works Director; Kelley Merritt, Acting Police Chief; Deborah Savage, Finance Manager; Quincy McCourt, Project Manager and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the City Council approved the agenda. The Council met in Closed Session, and there was no reportable action taken.

Mayor Stafford requested that a moment of silence be observed for the passing of Beth Bennett.

Mr. Newton informed the Council that the Fire Department has received the new HazMat Vehicle, and he suggested the Council take a five minute recess to go outside and look at the new engine and equipment.

At 7:12 p.m., the Council had included their observation of the new vehicle.

5 BUSINESS FROM THE FLOOR:

Jim Reichle talked about disc golf, and the importance of improvement to the quality of life of Susanville's citizens. He does not play, but knows many people who do and it is a relatively inexpensive thing to install.

Mindy Dockery spoke in favor of disc golf.

Linda Robinette stated that she does not play disc golf, but her children all do. They travel a lot, and people who are really into the sport are willing to travel long distances to play. It is a good way to augment tourism in Susanville, and it is important for the Council to do what it can to support the efforts of people in the community who are working to improve the quality of life for everyone.

Nancy McAllister supports the concept of disc golf, and would like to see the City become more than just a trails destination.

Johna Dockery spoke in support of disc golf.

Robin Wanless stated that she is a transplant to Susanville and has lived in many places. Disc golf is a popular activity everywhere she has lived and she would support it being brought to Susanville.

Josh Blackburn, Lassen High School Assistant Principal, spoke in support of disc golf. It gives people of all ages a low-cost option for an activity that is a positive experience.

Cody Cavendar stated that he moved to the community from Redding. He has three brothers, and they take their Frisbee everywhere they go. The baskets are simple and relatively inexpensive to install, there is very little maintenance involved, and he has spoken with coworkers at the prison who are interested to try it.

Nick McBride spoke in support of disc golf, and asked if the Council would consider moving Item 9D to be considered next since it is related to this topic.

It was the consensus of the Council to move Item 9D to be considered before the Consent Calendar.

9D Consider Resolution No. 18-5528 authorizing the expenditure of Park Mitigation funds for the construction of a Disc Golf Park Mr. McCourt explained that the City was awarded a CalTrans Sustainable Transportation grant that requires a large effort of public outreach to collect community feedback regarding potential projects that would be located primarily north of Chestnut Street. The focus is to identify projects that would increase multi-modal forms of transportation, including walking and biking. Through the public outreach process, staff received a lot of valuable input from the community and the project that has generated the most interest is the possible Skyline Disc Golf Course. The Course would enable and encourage more active transportation, result in very little overhead or maintenance costs, and the infrastructure of the park is already there, including parking which is a very expensive part of any project.

Mr. McCourt stated that the City maintains a Park Mitigation fund which is money that has accumulated through the new construction fees for homes that are built in Susanville, the majority of which are located in the neighborhood north of Chestnut Street. The fund has not been expended for many years, and has a current balance of \$164,000. It is staff's recommendation to invest the money for the Disc Golf Course, and utilize additional funds to improve parks in the area to possibly include Cameron Park. Mr. McCourt referred to a draft budget for the Disc Golf project and stated that the Lassen County CAO has agreed to allow the Lassen Trails Coordinator to assist with drainage and hole placement. There are other groups who are interested in participating and supporting the project, and Banner Lassen has discussed the possibility of sponsoring a hole as a way to promote a healthy community lifestyle. Mr. McCourt requested comments or questions from the City Council.

Mayor Stafford commented that he is not familiar with disc golf, and would prefer to have more time to consider the proposal and think about whether it is the best use of the funding.

Mayor pro tem Franco said that he was not opposed to the idea, and the suggestion of a pump track, or dog park, or even disc golf seems like an appropriate activity to be located at Skyline Park. He asked if there was a deadline that needs to be met.

Mr. McCourt responded that the item is related to the public outreach requirement for the Connectivity Grant, and providing an update and spending plan for Skyline Park improvements and suggested uses for the Park Mitigation fund had been requested by Council at a previous meeting.

Councilmember Wilson commented that the pump track always had Council support, and he was not clear what had happened to delay moving forward with it. His hesitation lies in the idea of proposing to spend all of the mitigation fund, and not just a portion of it on a specific project. Typically the Council has been more involved in that decision making process. The City does need to spend the money, but he would prefer to have more discussion and try to identify the economic benefit to make sure that the community gets the most bang for the buck. He would prefer to not make a decision on the money transfer at this meeting, but he supports the concept. The limitation of dollars for this type of expenditure is going to get increasingly scarce over time, and he wants to be sure and complete the due diligence in spending that the community deserves.

Mr. McCourt discussed the importance of community feedback and support for these types of projects, and the disc golf course proposal has generated a lot of excitement and enthusiasm on the part of a lot of people who are willing to dedicate their time and labor to make the project happen.

Mayor pro tem Franco remarked that the problem is, the Council wasn't really given any options for spending the money and the resolution as it is worded does not provide a lot of leeway or flexibility. It seems premature to make a determination to transfer all of the money to fund the project.

Nick McBride stated that he has been on the City Council side of things, and he understands the dilemma. He suggested a modification to the resolution to approve the concept without committing the dollars. He discussed how important it is to provide a chance for the community to be involved, to have some pride of ownership in a project that they were involved in, and not have them go away and get discouraged because they think the City is just stalling. If the Council approves the concept, then the volunteers can start in on the project and get a lot of work done with no cost to the City.

Councilmember Wilson expressed his support of Mr. McBride's comments. He would like to see what the allocation of funding is going to be before moving forward with making a decision regarding moving all of the Mitigation funding to the project. He told those present that this was not some sort of stall tactic, and that he really likes the idea of disc golf, and it clearly has a lot of community support.

David Teeter, District 3 Supervisor, commented that it is important to keep the ball rolling forward to sustain the enthusiasm and hope that the volunteers have for the project. In this current climate of budgets and diminishing state funding opportunities, it could be the new model for these types of projects, wherein volunteer support and effort is needed to bring new projects to the community that improve the quality of life. He referred to the Community Garden project as an example. It requires a certain amount of faith in the City that they have to move forward and rely on that coordination of effort but it could be the only way to bring new things to the community, and he commended the Council for its willingness to explore new ways of doing things.

There was a general discussion regarding the disc golf course in Alturas, the terrain and features that would make Skyline Park a more interesting and challenging course for players, the process to install the course, and the relatively low maintenance of the course after it is installed.

Mr. Newton commented that the process in the past for these types of projects has been for the Council to be involved early on; to see plans, designs, provide input, and in this case, the community outreach effort that is required by the grant has created a situation here the public support and enthusiasm has outpaced the planning effort. Gaining community support before the topic comes to Council for consideration is unconventional, however he appreciates Mr. McCourt's energy, and his ability to engage the public to generate that enthusiasm to volunteer and be a part of the project.

Mayor pro tem Franco added that he appreciates Mr. McCourt's energy and enthusiasm to make the community a better place for the citizens.

Mr. Teeter commented that a community driven project can be scary, but if the Council is willing to take that risk, then it will result in a lower-cost project over all, since the cost for Government to do business with these types of projects can make them unaffordable. He commended the City for its innovative approach to bringing amenities into the community.

Councilmember Wilson thanked everyone present for their comments and feedback, explaining that the Council has a difficult time balancing responsibility to spend the City's money wisely, and the desire to support the various projects and amenities that the community is asking for.

It was the consensus of the City Council to move forward with the concept of the improvements to Skyline Park.

6 **CONSENT CALENDAR:**

A Approve minutes from the City Council's May 16 and 29, 2018 meetings

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve the Consent Calendar; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster and Stafford.

7 **PUBLIC HEARINGS:**

7A **Consider Resolution No. 18-5519 adopting the City of Susanville 2018-2019 Budget** Ms.

Savage reported that the City Council conducted a budget workshop on May 16, 2018 to solicit input from the community and discuss Council priorities for the proposed 2018-2019 Budget. The workshop included information regarding the major funds for the City, revenue and expense projections and anticipated pension costs. The result of those discussions is reflected in an amended budget being presented for adoption. Ms. Savage reviewed the proposed changes as follows:

1. Increase to LAFCO contributions \$2,015
2. Increase transfers in to General Fund from Natural Gas \$100,000
3. Increase in Civic Promotions \$2,000
4. Increase in Out of Area Fire revenue \$50,000
5. Increase transfer in to General Fund from CDBG for \$3,875
6. Increase transfer out of General Fund to Golf Course \$18,557

The changes which reflect the priorities of the Council and maintain existing levels of City services have also reduced the projected deficit to -\$184,199. Ms. Savage concluded by stating that the budget can be brought back to Council at any time for amendment.

The City Council discussed the requirements of SB1 and the City's Maintenance of Effort (MOE) which includes a General Fund expenditure in order to obtain streets funding from the State. The League of California Cities is working to develop language that may be on the ballot in November to reduce or repeal the burden on cities who are struggling to come up with general fund monies to finance street maintenance and repairs.

At 8:31 Mayor Stafford opened the public hearing and requested comments from the public. There being no comments, Mayor Stafford closed the public hearing at 8:32 p.m.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Resolution No. 18-5519; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster and Stafford.

7B **Consider Resolution No. 18-5497 establishing and adopting Schedules of Fees** Ms. Savage

explained that the City reviews the fees charged for services each year, and adopts the schedule by resolution. A fee is a charge imposed for a service or facility that is provided directly to an individual or beings, and governments charge a fee for a wide range of purposes. The amount of the fee may not exceed the cost of providing the service, and the costs are reviewed annually to determine that costs are being recovered and adjusted when necessary. Staff is proposing an increase to Police, Fire and Streets mitigation based on an increase in the annual Consumer Price Index. An increase is also proposed to application and permit fees for the Building Department as well as the addition of two new fees to include an expedited plan review and after-hours inspection fee.

At 8:34 p.m. Mayor Stafford opened the public hearing and requested comments. There being no comments, Mayor Stafford closed the public hearing at 8:35 p.m.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 18-5497; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: Commission/Committee reports:

Mayor Stafford congratulated Councilmember Schuster and Councilmember Moore on their successful elections, and welcomed Councilmember Moore to the Council.

9 NEW BUSINESS:

9A Consider Resolution No. 18-5526 approving interns to assist in re-establishing the HOME Program Mr. McCourt explained that the City Council has recently approved the employment of interns on selected reimbursable grant projects. The interns were successfully utilized to complete an income survey, which helped to identify various neighborhoods in town that meet the specified income thresholds to be eligible for future grant-funded projects. The City's HOME Program is related to the CDBG Homeownership Assistance Program, which assists low-income qualified buyers with the purchase of a home. The HOME program was once very active, and numerous loans were provided, with repayments deposited to the HOME Program Income fund. The City currently has a balance of approximately \$400,000, and provisions of the HOME program limit the amount of assistance to \$35,000 per loan. The City is allowed to utilize a portion of the money for general administrative costs which is needed to re-establish the program, with a current available balance of approximately \$17,000. Staff is requesting the use of interns for re-establishment of the HOME program.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5526; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9B Consider Resolution No. 18-5527 appropriating the balance of funding in CDBG Program income to the Riverside Park fund Mr. McCourt reported that the City was awarded a grant through the Community Development Block Program to fund improvements to Riverside Park. The City must first expend one hundred percent of the Program Income (PI) prior to expending any grant funds. At the October 18, 2017, the Council voted to commit all PI not expended by April 10, 2018 to the Riverside Park Project. There is currently \$310,031 in CDBG Program Income remaining, and Council authorization is required to transfer the money to the Riverside Park program fund.

Councilmember Wilson clarified that the \$310,000 was in addition to the \$450,000 grant, and asked what additional features would be added to the project.

Mr. McCourt reported that staff was working to identify final hard costs and once those numbers were obtained, then the City Council would have an opportunity to make a final decision regarding the features that would be included in the rehabilitation of the park.

Mayor pro tem Franco asked if the project was still moving along according to schedule.

Mr. McCourt responded that the construction documents were almost complete, and then will be circulated to contractors to solicit bids. It is moving along, and staff is working to coordinate the construction schedule with the various groups that utilize the park.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5527; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9C Consider Hangar Lease Minimum Standards for Fixed Base Operators Mr. Newton reported that a land lease agreement for Hangar #13 at the Susanville Municipal Airport was brought to Council for approval at the April 3, 2018 meeting. The hangar was purchased by Steve Datema, and the Council requested staff review the City's policy regarding the number of hangars that the Fixed Based Operator is permitted to own, and if the approval of the lease for Hangar #13 would be in violation of that policy.

Mr. Datema owns two hangars at the airport, and has partial ownership of two additional hangars, for a total of four land lease agreements. Minimum Standards for Fixed Base Operators were adopted almost 30 years ago by Resolution No. 90-2184. The document has not been updated since that time, but it does specify that no Fixed Based Operator shall lease from the City more than three hangar spaces. Staff recommends that the City execute a short-term lease with Mr. Datema for Hangar #13 to include language requiring his compliance within a given timeframe. Staff will continue to review and prepare the necessary updates to the Minimum Standards document.

It was the consensus of the City Council to approve the 5-year ground lease for Hangar #13, and bring back an updated Minimum Standards document for Council consideration.

9D Consider Resolution No. 18-5528 authorizing the expenditure of Park Mitigation funds for the construction of a Disc Golf Park

9E Consider Resolution No. 18-5529 approving the upgrade of internet infrastructure and installation of security cameras at City facilities Mr. Newton explained that the City continues to have issues with vandalism and theft at city-owned facilities and properties. In an effort to be proactive, the intent is to provide two weeks of security video at different City locations Staff has been working with department heads to identify the best camera locations and a lot of effort has been dedicated to working with multiple vendors on scope of work, equipment and requirements to accomplish the security upgrade to the City. Staff is recommending use of the Risk Management Funding to pay for the upgrade of the Internet infrastructure and install cameras at all of the facilities, parks and department buildings and to circulate a Request for Proposals to solicit a vendor to supply and install the cameras and related equipment. The original estimated costs range from \$90,000 to \$150,000, and the Risk Management Fund has an available balance of \$153,647.

Councilmember Schuster commented that it is important to be proactive if the City is having problems with theft and vandalism.

There was a general discussion about the identified locations, including Parks, Public Works, the Sierra Road Quonset Hut, City Hall and others. The Museum is not included as a potential location at this time.

David Teeter, District 3 Supervisor, discussed the projects put forward by various community groups, including installing trail cams along the River Trail in order to create a record of people who are traveling or loitering in the area.

Mr. Newton discussed various expenditures from the Risk Management and the accumulation of annual dividend returns.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5529; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9F Consider Resolution No. 18-5530 authorizing agreement with Rebecca Anderson for the operation of Diamond Golf Course Restaurant Mr. Newton reviewed the agreement terms for the lease of the Diamond Mountain Bar & Grill at the Diamond Mountain Golf Course including lease term, rent and utility payments. He stated that the City would be responsible for ensuring that the existing equipment is operational, and discussed terms for start-up and monthly operation. Ms. Anderson has reviewed and accepted the terms of the agreement.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 18-5530; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

9G Consider inventory of City-Owned Properties and discuss potential sales Mr. Newton distributed an inventory of all city-owned properties with a corresponding diagram of property locations. A map was projected to allow members of the audience to also view the location of the properties. Mr. Newton identified the properties on the map that are undeveloped lots, properties considered to be non-essential, and suggested some of the properties that the City may want to consider possibly selling.

There was a lengthy general discussion regarding the location of various parcels, the potential long-term uses of those parcels, and the options that the City might have regarding the Sierra Road property, providing water to the airport via the Johnstonville Well, and the lots at the Golf Course that had previously been identified as non-essential property.

It was the consensus of the City Council to direct staff to develop a list of the properties that are non-essential, assign an estimated market value for those properties, and bring back to City Council for consideration.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider approval of Department Head Recruitment and Selection procedure Mr. Newton explained that staff had brought forth a proposed policy for the recruitment and hiring of department head level positions, to include the City Administrator. The Council reviewed the document and provided feedback and comment, and staff has incorporated those changes into a draft policy that is being presented for consideration and approval. He contacted the City of Redding and the City of Chico, and discussed the approach utilized by both agencies. Mr. Newton reviewed an outline of the document, discussed the creation of a committee made up of two Councilmembers who would work with the City Administrator to identify the interview panel, select questions, and provide oversight to the hiring process.

Councilmember Schuster provided input regarding various items on the document, and the Council discussed the importance of contacting applicants to ensure and verify that the information submitted was received by the established deadlines. The attraction of qualified candidates has been challenging, and the Council discussed various ways to improve the recruitment process and steps to take if no applications are received for a particular position during the filing period. The Council had a general discussion about the composition of the interview panel, the public representation on the panel, and the

HR Team approach that has been established for all recruitments and new hires; the Assistant to the City Administrator prepares the recruitment materials and advertising, and handles application receipt and screening to ensure they meet the advertised minimum requirements. The City Clerk coordinates the interview process, including the establishment of panelists and interview questions, and as Interim City Administrator, he acts to supervise and oversee the entire of the process.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve the policy with the modifications related to the application collection by the Assistant to the City Administrator, and the typographical corrections; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

Councilmember Wilson requested postponement of consideration of the Administrative Services Update due to the length of the meeting. It was the consensus of the Council to postpone the update.

13 CITY ADMINISTRATOR'S REPORTS:

13A Administrative Services Update

13B July 2018 Regular Meeting Schedule Discussion Mr. Newton explained that the City's first regular meeting in July is scheduled for July 4th, and after a previous discussion regarding whether or not to reschedule a special meeting for that week, or just cancel the meeting, it was the Council's direction to wait until the July date got closer to make a decision. It was the consensus of the City Council to go dark on July 4th, and schedule a special meeting if necessary.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Mayor Stafford asked how close the City was getting on the police department server update. Mr. Newton responded that it was nearing completion.

15 ADJOURNMENT:

Motion by Councilmember Schuster second by Mayor pro tem Franco, to adjourn; motion carried. Ayes: Schuster, Franco, Wilson, Moore and Stafford.

Meeting adjourned at 10:05 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: August 1, 2018