

5 BUSINESS FROM THE FLOOR:

Stan Bales, of the Bureau of Land Management, expressed concern about what he described as a graffiti outbreak and requested a full court press from the Police Department. He further explained that he helped paint over graffiti for the sixth time at Hobo Camp. Local businesses were also recently tagged in that area and they were looking at exploring options such as installing security cameras.

There was general discussion that graffiti has been a long-time issue and educating the public about the consequences and prosecuting the perpetrators to the full extent if they are caught.

Commenting on a separate matter as a member of the public, Mr. Bales said he supports the disc golf course proposed at Skyline Park.

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

6A Approve vendor warrants numbered 201831 through 201883 for a total of \$444,619.94 including \$124,280.48 in payroll warrants.

Motion by Mayor pro tem Franco, second by Councilmember Moore to approve Item 6A; motion carried. Ayes: Franco, Moore, Wilson, and Stafford. Abstain: Schuster.

9 NEW BUSINESS

9A Discussion regarding Civic Contribution Fund Mr. Newton explained the item had been placed on the agenda as a follow-up to a discussion during the City's budget workshop and subsequent budget adoption. The discussion centered on funding that the Council has historically distributed to various community service agencies as well as other governmental agencies in support of activities that provide a benefit economically or community vitality.

The City does receive quite a few requests from various organizations, some requests of which are repetitive from year to year, so Council directed staff to bring the item back to discuss a potential policy addressing how the civic contribution fund is distributed.

He continued that one option discussed, which is what other Cities and Counties do, is elected officials are given a discretionary fund. In order to disburse money from that fund, an elected official would request an item be placed on the agenda and then the entire Council would vote on that, allowing it to go through the public process.

Mr. Newton stated some of the recurring requests are \$2,500 for the Fourth of July fireworks show and \$5,000 for the Bluegrass Festival. A portion of the Civic Contribution Fund was partially used to support the Junior Fishing Derby, which has now been budgeted separately in Fiscal Year 18-19.

Mr. Newton provided four options for the Council's consideration. Option A would divide \$10,000 equally among the Councilmembers, allocating \$2,000 to each Councilmember and develop a policy for disbursements from the fund. If selected, the Councilmembers may have to pool discretionary fund requests over \$2,000.

Option B would divide \$5,000 equally among the Council allocating \$1,000 to each Councilmember and leave \$5,000 in Civic Contribution fund for larger or routine requests and develop a policy.

Option C: No discretionary fund allocations and develop a policy for disbursements from the fund. Option D: Other.

Mayor pro tem Franco stated that they needed to summarize the repetitive funding requests and figure out what the amount is.

Councilmember Wilson responded that it exceeds the \$10,000.

Mayor pro tem Franco said if that is typically what they are paying out, there won't be any money left.

There was general discussion that the Bluegrass Festival is the largest ticket item in recent years and they have to weigh the benefits to the community.

Mr. Newton stated that is why it is important discuss how the disbursements are to be made in the future so that a majority of the fund isn't going to one particular event.

Councilmember Wilson stated that the reason the item is on the agenda is because the fund has been overspent in the last several years. The discussion is to decide whether to set up a mechanism where staff can field these calls and decide if it meets the parameters set forth by the Council or another option is do similar to what the County does and have discretionary funds.

There was general discussion that various groups come to the City Council at different times and requests are rarely denied and the way set up right now, there are no parameters, and whoever comes first is usually how it works.

Councilmember Schuster said she liked Option B of giving the Councilmembers \$1,000.

David Teeter, District 2 Supervisor, stated the discretionary fund is an opportunity for individual Councilmembers to control their own agenda for the public good.

Councilmember Wilson said that historically, donating to the fireworks show at the fairgrounds goes back a long way and he felt if they were going with Option B, it should be noted that is something they spend the money on.

Mayor pro tem Franco said he liked the idea of not funding the entire request, but what they felt they could afford, but the next step is to judge the criteria for funding.

Mr. Newton presented sample policies for discretionary allocation disbursements. He explained there are several cities that struggle with the same issue of being receiving requests far in excess of what has been budgeted and some cities have placed restrictions on how much people can request.

Councilmember Wilson thanked Mr. Newton and stated he believes the framework is fair.

Council directed staff to prepare a more formal policy and bring back to the Council for adoption.

9B Request for Civic Contribution Funds from the Lassen Family Services Court Appointed Special Advocates (CASA) Mr. Newton explained that Lassen Family Services CASA requested a monetary contribution from the City Council in the amount of \$1,500.

Claudia Ellis, CASA Program Manager, explained that during the past few years, staff has been able to provide 5,000 toys to the community's children due to a partnership with the National CASA Association and a private toy foundation. The Toy Foundation would sort and pack toys and the National CASA would cover the shipment costs. That partnership no longer exists, however, the Toy Foundation is willing to give another 2,500 toys, but there is no funding to cover the shipping costs.

Ms. Ellis continued that the toys are not just for the CASA children, but for those across Lassen County. It allows families who need a little bit of extra help in providing toys for their kids on Christmas morning or for children to come in and select a gift for sibling, parents, or caregivers.

Councilmember Schuster asked if the CASA children participate in the Holiday with a Hero program conducted by the Susanville Police Department.

Ms. Ellis responded they do work with Holiday with a Hero and Toys for Tots by helping provide toys for the children on waiting lists. In addition, they are also able to provide items to children who live in the outlying areas and aren't able to participate in the other programs.

Councilmember Wilson asked if it would be a one-time need or ongoing.

Ms. Ellis said it is a one-time request and there are plans next year to hold toy drives.

Councilmember Wilson said, based on the discussion of the previous agenda item, that he would donate \$300 of his discretionary funds and asked that it be brought back at their future meeting once the discretionary fund policy is formalized.

Mayor pro tem Franco said he is a CASA advocate and he would also donate \$300 from his discretionary fund. Councilmembers Schuster, Moore and Mayor Stafford also stated they would each donate \$300.

Mr. Newton stated that with Council's approval, when the discretionary fund policy is brought back, each Councilmember's discretionary fund would be decreased.

Gary Bridges, Lassen Family Board President, thanked the Council for its contribution.

Motion by Mayor pro tem Franco, second by Councilmember Wilson to donate \$1,500 from the discretionary fund to the CASA Toy program. Motion carried. Ayes: Franco, Wilson, Schuster, Moore and Stafford.

9C Consider Resolution No. 18-5542 authorizing award of additive bid on Water Replacement Project 17-03 Mr. Gibbs explained that on December 6, 2017, the City Council awarded a base bid contract to Dig it Construction Inc. for the 2017 Water Main Replacement Project 17-03. There was also an additive bid and now that the base bid has been completed, they can move forward.

Mr. Gibbs stated that Dig it Construction was the overall low bidder and it is staff's recommendation to award the bid to the contractor.

The project is an extension of a bid that started from Main at Weatherlow to Park Street. The additive portion will begin at Park Street and onto Spring Street. He noted one thing of importance is that the project will remain in advance of the State CAP-M pavement rehabilitation project, which began the prior week.

Mr. Gibbs continued that with the additional work, the capital infrastructure water plan has been revised with some minor changes, but they are at the same total amount for that program as they were when the 2016 rate study program was approved.

Councilmember Wilson asked if there was any water main left to replace on Main Street with the extension to Spring Street.

Mr. Newton responded that it will replace all of the steel main that is on Main Street. He continued that there was a project in the late 90s that addressed Spring Street to Johnstonville Road, which is now all plastic pipe and gives the City the ability to deal with less leaks on Main Street.

There was general discussion regarding the construction work currently going on in the City and the Cap M project.

Motion by Councilmember Councilmember Wilson, second by Mayor pro tem Franco to approve Resolution No. 18-5542 authorizing award of additive bid on Water Replacement Project 17-03; motion carried Ayes: Wilson, Franco, Schuster, Moore, and Stafford.

9D Consider Resolution 18-5543 releasing retention for base bid for Project 17-03 Mr. Gibbs explained that the item is a request from the contractor to release any remaining funds for the base bid 2017 Water Main Project.

The project is complete, but the City is not issuing a notice of completion due to the fact staff wants to wrap it up at the same time as the additive work.

Mr. Gibbs stated that the base project saved \$36,000 or 5 percent of the job. Saved money on the line items and construction engineering because staff is very efficient on those projects.

Motion by Mayor pro tem Franco, second by Councilmember Schuster to approve Resolution No. 5543 releasing retention for base bid project 17-03.

9E Consider Resolution No. 18-5544 accepting donation for the purchase of neighborhood watch signs The City received a donation of \$400 from the Board of Supervisors for the purchase of Neighborhood Watch signs for Rooptown 9 area.

Starlynn Clare, of Rooptown 9 Neighborhood watch, thanked Supervisor Dave Teeter for providing the funding for the signs. She provided a history about the Rooptown 9 Neighborhood Watch Group and expressed her appreciation to the Police Department for their assistance.

Supervisor Teeter also commended the Susanville police officers and stated they volunteer to make that connection work with the neighborhood watch groups.

Mayor pro tem Franco stated the signs are very effective and he has seen the results of having them posted. It brings the neighbors together and they look after each other properties.

There was further discussion regarding Rooptown 9 and the other neighborhood watch groups. It was also noted that if there is a combined meeting of the groups, three or more Councilmembers may be present.

Ms. Ryan stated the safest thing to do is send out a notice.

Ms. Clare asked who would be purchasing the signs.

Mr. Newton responded that the Public Works department handles the purchasing and installation of the signs. If they can, they will hang them on an existing post, or if they need to, purchase a post to install them.

Motion by Councilmember Moore, second by Councilmember Schuster to approve Resolution 18-5544 accepting the donation for the purchase of neighborhood watch signs; motion carried. Ayes: Moore, Schuster, Wilson, Franco and Stafford.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business

12 CONTINUING BUSINESS Consider Skyline Park Children's Playground

Mr. Newton stated the item is a follow-up to the discussion from the last City Council meeting regarding developing some of the amenities in the Skyline Park Master Plan, particularly, a playground area.

He said staff is looking for approval to prepare some of the concepts for the projects involving the installation of playground equipment. Staff will bring the matter back to Council once a design is complete. Playground equipment is expensive and is estimated at \$35,000. It would involve mostly the cost of the equipment purchase and materials but a lot of the labor could be done in-house.

Mr. Newton stated the Parks Superintendent is a certified playground specialist and he felt the City has the expertise in house for the playground installation.

Motion by Mayor pro tem Franco, second by Councilmember Schuster to authorize staff to proceed with the design with community input; Motion Carried. Ayes, Franco, Schuster, Moore, Wilson and Stafford.

Councilmember Wilson said he wanted to be clear that they are not necessarily locked into any of the numbers and there was going to be more than one option.

Mr. Newton responded that as the various design options items disc golf course, pump track and now the playground and likely the dog park, looking at the park plan dedication fund holistically and come up with a design that works well and fit within the budget.

Mayor pro tem Franco asked if any volunteer work can be included in the amount.

Mr. Newton responded that it would be included in the overall work estimate.

13 City Administrator's Reports

13A Southeast Gateway Project Update Mr. Gibbs provided an update on the Southeast Gateway Project, which has been in the works for seven to eight years. He stated that the environmental work has been completed and the project has now moved onto the design phase.

He explained the design information he was presenting was preliminary and conceptual only, but there are constraints as to what they can and can't do in changing the information being presented. He added, however, there is a lot of latitude to make minor changes.

The project begins on the west end of town, heads east past Riverside Drive and ends just 300 feet this side of the Susan River where a monument sign will be constructed. Objectives are to improve continuity and safety for pedestrians and bicyclists, and providing truck parking and an area for trucks to chain up. Other objectives include strongly encouraging economic development, increasing the aesthetic appeal in the area, attracting visitors through business growth and developing an entry feature at the end of town.

The goal is to also improve connectivity and improve access to the commercial areas for pedestrians. He stated they were trying to support the goals of the Main Street survey and the Lassen Economic Development Council (LEDC) and believes it was an issue addressed quite some time ago.

Councilmember Wilson confirmed the vision did come from the LEDC and believes it was also included in the CEDS document. He provided a history about the LEDC's purpose.

Mr. Teeter stated the work that went into the CEDS document is worthwhile and there is a road map in there for economic development and they need to start working on the items that are on the checklist.

Mr. Gibbs continued his presentation by highlighting other features of the project including landscaping, creating off-highway bike corridors, installing bike racks, trash receptacles and benches and the placement of the monument sign. The sign will be placed approximately 300 feet on the town side from where the river crosses. Its location was selected because it has enough set back off the highway to take into account the state's requirements for a recovery zone.

Councilmember Wilson asked how close the sign was going to be to the Skyline Extension.

Mr. Gibbs responded that the sign would be a lot closer to town than where the extension would be.

Councilmember Wilson stated one thing to consider is that when the bypass goes in and if develops out they would have the same problem as with the current Welcome to Susanville sign is well within commercial development.

Mr. Gibbs presented design concepts on how the monument may look.

In closing, Mr. Gibbs presented a tentative schedule and explained that staff is waiting for approval from the Federal Highway Administration for a Notice to Proceed with design. Once that is received, staff will develop RFPs and move forward with hiring a consultant. They will also identify any right of way needs and any minor utility relocation needs. Once that is all finalized staff will put together a design package and move forward with construction potentially scheduled for 2020.

14 Council Items

14A AB 1234 travel reports

Councilmember Schuster reported she attended Frank Ernaga's memorial held at Memorial Park and the town lost a hero. She commended City staff for how perfect the park looked and Lassen Community College, for chalking Mr. Ernaga's name onto the field and it was touching.

15 Adjournment Motion by Mayor pro tem Franco, second by Councilmember Wilson to adjourn meeting at 9:06 p.m. Motion carried: Franco, Wilson, Moore, Schuster and Stafford.

Respectfully submitted by

Kevin Stafford, Mayor

Ruth McElrath, Administrative Staff Assistant

Approved on October 3, 2018