

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
January 17, 2018– 6:00 p.m.

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

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Mayor pro tem Franco, and Kathie Garnier. Absent: Schuster

Staff present: Dan Newton, Interim 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: Stafford, Franco, Wilson, and Garnier. Absent: Schuster.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

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 Section §54957
 - 1 City Administrator
 - 2 Approved Position List
- B CONFERENCE WITH LEGAL COUNCIL – EXISTING LITIGATION – Pursuant to Paragraph (1) of subdivision (d) of Section 54956.9 of the California Government Code regarding two cases:
 - 1 Matthew Wood v City of Susanville
 - 2 Michael Bollinger v City of Susanville

4 RETURN TO OPEN SESSION:

At 7:00 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; John King, 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 as submitted. In Closed Session, the Council approved modifications to the Approved Position list to include the removal of the Golf Course Manager position and adding the Golf Course Business Manager positions. Regarding Item 3B, there was direction given, but no reportable action taken. Closed session was recessed and will be continued after the conclusion of open session.

Chief King offered the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Dava Montgomery voiced a complaint that City employees were allegedly being utilized to survey private property owned by the former City Administrator. She is a County resident who is currently

engaged in a property line dispute with her neighbor, and she was advised by her attorney to notify the City of her claims.

Danielle Sanchez, Lassen County Health and Social Services, informed the Council that they would be conducting the annual Point in Time Homeless count.

David Teeter spoke as a citizen on behalf of residents interested in starting a community garden. They are interested in seeing it on the agenda as an action item to commit city support for the project.

Gary Felt spoke in support of the Community garden.

Chris Montgomery spoke in opposition of a sales tax increase. He stated that it has no chance of success and he has access to a new media source and would prefer to promote the City Council's support of public safety.

6 **CONSENT CALENDAR:**

- A Approve minutes from the City Council's December 6, 2017 meeting
- B Approve vendor warrants numbered 200111 through 200278 for a total of \$653,229.60 including \$229,036.66 in payroll warrants
- C Receive and file Monthly Finance Reports: November and December
- D Receive and file Quarterly TOT Report: Second-Fourth Quarters FY 2016/2017
- E Receive and file Golf Course Report Fiscal Year ending 2017

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

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports: none

9 **NEW BUSINESS:**

9A **Consider agreement for auditing services for fiscal year ending 2018** Ms. Savage reported that the City has one year left with the current contract for auditing services with the firm of Badawi and Associates, but it requires City Council approval to confirm the extension of the contract so that their services may be utilized to conduct the annual financial audit for the City. Badawi and Associates has done a good job of providing this service, and if the Council chooses to exercise the option to extend the contract for one final year, then next year the City will be required to circulate an RFP to procure auditing services. If the Council votes to extend the contract, a resolution will be brought back at the next meeting for formal approval.

It was the consensus of the City Council to bring back a contract with Badawi and Associates.

9B **Consider Resolution No. 18-5467 approving budget increase in Memorial Park Fund to complete repairs and improvements as identified in attached scope of work** Mr. McCourt explained that the City received a request from Lassen College to complete various improvements at the Memorial Ball Park. The items requested include:

- Repair of flood damaged berm along Paiute Creek
- Tree trimming near score board (completed)

New storage structures near ball field
New fencing for ball field bullpen area
Infield grading

The Memorial Park fund, which is partially funded through a cell tower lease agreement, has \$51,000 available which is sufficient to complete the work, which is estimated at \$31,000. Approximately \$13,500 is expected to be reimbursable through FEMA since much of the work is to repair damages caused by last year's flood event. If approved, the projects would begin as soon as possible, weather permitting.

The City Council discussed the condition of the ball field, the existing storage containers utilized to store sports equipment, and the various painting projects that had been completed through the Parks and Recreation division. The College would be providing assistance for completion of the projects through volunteer labor provided by the baseball team.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 18-5467; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: Schuster.

9C Consider Resolution No. 18-5468 requesting approval of the Susanville Municipal Airport Commission ACIP recommendations Mr. McCourt reported that every year the Susanville Municipal Airport receives \$150,000 in entitlement funding with the requirement to provide 10 percent in matching funds. The City budgets \$15,000 annually to provide the local match to fund airport improvements. Every year the Federal Aviation Administration (FAA) requires the submittal of a project priorities list through the Airport Capital Improvement Plan (ACIP). The Airport Commission considered the 2018-2023 ACIP at its January 11, 2018 meeting and is recommending that the City Council approve the updated ACIP. The City does not receive enough funding through the entitlement to complete all of the projects, but in providing the list to the FAA, there are other opportunities for funding through CalTrans, or other sources that the City could work with through the FAA to possibly front load additional funding.

The City Council discussed the project priorities, funding options, and the necessity of conducting long-range planning in order to comply with FAA requirements for the ACIP and the Airport Layout Plan. The Airport Commission has dedicated a lot of time and discussion to reviewing the ACIP and is recommending its adoption by City Council.

Motion by Councilmember Franco, second by Councilmember Stafford, to approve Resolution No. 18-5468; motion carried. Ayes: Franco, Stafford, Wilson and Garnier. Absent: Schuster.

9D Resolution No. 18-5469 approving and authorizing Mayor to execute professional services agreement with Lassen County Mr. Newton explained that the City of Susanville conducts recruitments for employees and the process for filling temporary and permanent positions. The process to conduct background investigations for permanent hires is more extensive than temporary appointments, and in an effort to make the best possible hiring decisions, it is staff's recommendation to utilize the services of the County of Lassen to conduct the background investigation portion of the pre-employment process. The County has personnel on staff who are formally trained to conduct background investigations and have the ability to provide these services. Whenever possible, the City could continue to utilize the services in-house, however for certain positions or to keep the process moving, the City would have the option to utilize services provided by the County.

Mayor Garnier asked how often the City would have to utilize the County.

Mr. Newton responded that it would be based on the turnover rate, and workload of the City staff who would be conducting the investigation.

Councilmember Stafford stated that through the POST website, employees could undergo training for a minimal cost that would allow for more staff to be available to complete the investigations.

Motion by Mayor pro tem Franco to approve Resolution No. 18-5469. The motion dies for lack of a second.

It was the consensus of the Council to utilize in-house staff to conduct the background investigations.

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

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

12 **CONTINUING BUSINESS:**

12A **Resolution No. 18-5436 approving Cooperative agreement with Susanville Indian Rancheria Housing Authority** Ms. Ryan reviewed the Cooperative Agreement that has been considered and discussed by the City Council at the January 3, 2018 meeting. The language changes have been incorporated and the agreement has been reviewed by the Susanville Indian Rancheria Housing Authority Board.

Wanda Brown, SIR Housing Authority, commented that the City's property maintenance ordinance has also been reviewed, so they are aware of the new regulations put in place by the City, and stated that they will be subject to the ordinance as every other property owner. This process is also new to the SIR Housing Authority, and they are ready to work with the City through the process, and after having been on several Council agendas, they are hoping to obtain a vote on the agreement.

Councilmember Wilson suggested that since this project is limited to three parcels, that the agreement be limited to those three parcels only. If the agreement was revised to include the APN's then the Council could consider the agreement as limited to those properties.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 18-5436 with the revision to include the parcel APN's as suggested; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: Schuster.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Sales Tax Measure Update** Mr. Newton explained that the County Administrative Officer and the Interim City Administrator have been working on a mutually agreeable percentage split for a proposed general sales tax ballot measure. At the January 9, 2018 Lassen County Board of Supervisors Meeting, the proposed tax measure was discussed by the Board and direction was given to County Staff. The proposed process to place the measure on the ballot for the June election is being vetted by legal counsel, and the preliminary plan is for Lassen County to place a tax measure on the ballot that would create a district tax that would include the City of Susanville. Through a tax sharing agreement, the City and County would agree to share the revenue. The State has indicated that the situation is unique, and it is legal, but it is not a common relationship to create between the City and County in terms of sharing revenue so it will take some additional consideration by legal counsel. The County has requested a joint

meeting between the County and City on January 23rd at Jensen Hall at 1:00 p.m. to discuss the sales tax measure and the marijuana ordinance.

Councilmember Wilson asked what they hope to accomplish by conducting a joint special meeting.

Mr. Newton responded that it would provide an opportunity to identify and agree to the percentage of sales tax split, and to solicit public comments regarding the measure overall.

Mayor pro tem Franco asked if the County appeared to prefer a general tax versus a special tax dedicated to public safety. The pool ballot measure failed, and the raising of taxes is never a popular thing to place on the ballot. He has doubts that a special tax even for public safety would ever gain enough votes.

The City Council discussed the timeline to have a measure placed on the ballot. The deadline is March 9th, and an ordinance would have to be approved as well as a resolution to place the measure on the ballot. The timeline is such that if the Council would like to have a back-up plan to place its own measure on the ballot, that would have to be brought forward in the February meetings in order to meet the timeline for ordinance approval.

13B Administrative Services Update Mr. Newton reviewed the activities and services provided by the Administrative Services Department. The Department includes the Finance Division, Building and Planning, City Clerk, Project Management as well as overseeing operations at the Airport, Golf Course, and provided executive services for the Community Swimming Pool. Mr. Newton reviewed the list of completed projects as well as upcoming projects that have been completed by the department.

13C Riverside Park Design Workshop Update Mr. McCourt explained that the City of Susanville was awarded a CDBG grant to perform various upgrades and improvements at Riverside Park. The grant specifies that ADA improvements and lighting safety upgrades be completed as part of the grant agreement. The project scheduled to begin in the middle of 2018, and the City Council has expressed an interest in the opportunity to contribute additional design feedback. A community workshop is scheduled for January 25, 2018 and Mr. McCourt invited the City Council to attend and provide feedback. A special meeting notice will be posted to allow a quorum of the Council to participate in the discussion.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

At 9:14 p.m. Mayor Garnier called for a five minute recess before reconvening in Closed Session.

The Council reconvened in Closed Session at 9:20 p.m.

The City Council recessed Closed at 10:02 p.m.

The announcement out of Closed was that no reportable action was taken.

The meeting was adjourned at 10:03 p.m.

Kathie Garnier, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: March 7, 2018