

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
December 19, 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 Mayor Kevin Stafford.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney 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, Wilson, Moore, Schuster and Stafford.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

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

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; Kevin Jones, Police Chief; Daniel Gibbs, Acting Public Works Director; Deborah Savage, Finance Manager; Quincy McCourt, Project Manager; and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the agenda was approved as submitted. During Closed Session, the City Council provided direction on Item 3A(1). Regarding Item 3A(2), the Council voted unanimously to raise the salary range for the Police Lieutenant position from 152-154 to 154-156, subject to the meet and confer process with the Professional/Technical Unit.

Councilmember Brian Wilson provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Officer Terra Avilla provided an update regarding the Holiday With a Hero Event, and thanked those present for their participation.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's November 7, 2018 meeting
- B Receive and file monthly Finance Report: November 2018
- C Approve **Resolution No. 18-5596** approving appointment to the Small Cities Organized Risk Effort (SCORE) Board of Directors
- D Approve **Resolution No. 18-5598** authorizing the name change of Riverside Park to Fruit Growers Park

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

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports:

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 202681 through 202845 for a total of \$561,710.51 including \$417,404.90 in payroll warrants**

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

9B **Consider approval of Resolution No. 18-5599 authorizing execution of Verizon Wireless Agreement for the Susanville Police Department**

Chief Jones reported that the Police Department has an opportunity to contract with Verizon Wireless for cellular phone services under its Public Safety program. It is a priority plan for public safety similar to FIRSTNET which offers priority space when the broadband/cell lines may be overloaded. The plan provides unlimited services, no cost for the phones with the exception of tax, and if they are ordered before the end of the year, the City receives a \$100 credit per phone which will offset the cost of the tax. The Department would like to replace five existing phones, with the capability to expand to additional phones as future technology improvements become available. The cost for the program is \$42 per month per phone, and it will enhance the communication ability of the Department.

There was a general discussion regarding the technology and compatibility with body worn camera services.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5599; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9C **Consider approval of Resolution No. 18-5600 accepting the City of Susanville's Audited Financial Statements for the Fiscal Year ending June 30, 2017**

Ms. Savage reported that the City's Financial Statement audit for the fiscal year ending June 30, 2018 has been completed, and Ahmed Badawi of Badawi & Associates, CPA's is available via conference call to present the reports.

Ahmed Badawi, Badawi & Associates, thanked the City Council for the opportunity to present the report via the remote location. The audit conducted included the financial statements of the governmental entities, business-type activities, each major fund, and the aggregate remaining fund information of the City, which collectively comprises the City's basic financial statements. The audited financial statements are presented in the Comprehensive Annual Financial Report (CAFR). The CAFR also includes Management's Discussion and Analysis (MD&A) comparing audited numbers from the current year and the previous audited year. The CAFR includes a statistical section, note disclosures and required supplemental information regarding the City's overall financial health.

With the assistance of Ms. Savage, Mr. Badawi reviewed a lengthy power point, describing information related to the Engagement Team, Deliverables and Scope of the Audit, Areas of Primary Emphasis,

Auditors report and Financial Statements, Required Communications and concluded that the City has received a clean or unmodified opinion.

There was a general discussion regarding the continued increase in CalPERS pension costs that is presenting challenges for every agency in California. Ms. Savage thanked Mr. Badawi for his report.

Ms. Savage reported that in addition to the information presented, there was an issue to discuss related to the water billing. A discovery was made when inputting the rates at the end of the irrigation season that the irrigation rate had not been implemented in the system due to an error. This resulted in an under-billing for the summer season of approximately \$220,000. Mr. Newton added that with the savings in his position at City Hall, and the focus of the engineering personnel on street projects, that it looks as if the Water Fund will weather the shortfall, as it is not practical to try and go back and calculate under billings. Many of the customers do not have accounts anymore, and there is no fair way to try and recoup some of the lost revenue. The shortfall would be addressed during mid-year budget discussions, however staff wanted to make the council and public aware of the issue.

Mayor pro tem Franco stated that a mistake was made, but it was important for the City to learn from it, take steps to prevent such a thing happening in the future and move on.

Councilmember Schuster asked if the rate change was programmed to occur automatically or if it had to be manually changed.

Mr. Newton responded that it was set up to be changed manually, however due to a computer glitch it had not taken effect, and it was not caught until the end of the season when the rate would be changed back to non-irrigation rate.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Resolution No. 18-5600; motion carried unanimously. Ayes: Franco, Wilson, Schuster, Moore and Stafford.

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Tobacco Grant Update** Mr. Newton reported that the City has been awarded \$466,488 through the Tobacco Law Enforcement Grant to fund the collaborative effort between the Police Department and Administrative Services to enhance tobacco enforcement through a variety of operations and improvements. The main components of the grant are measurement and enforcement, and the activities will include community outreach, classroom tobacco awareness education, neighborhood watch programs, and parks tobacco enforcement. The City should see a reduction in operations costs through the opportunity for reimbursement. Mr. Newton recognized the effort put forth by Quincy McCourt to put together the application for funding.

Mayor Stafford asked if vaping was included in the tobacco restrictions for parks.

Councilmember Wilson commented that the no smoking ordinance in public spaces was updated to include vaping.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember Schuster spoke on behalf of a North Pine Street resident who asked her to publicly thank Dan Newton, Dan Gibbs, Anthony Hanner, and Quincy McCourt for helping them out recently with a problem. They could not be present at the meeting to do so in person.

Mayor pro tem Franco thanked Public Works for repaving in front of Meadowview School.

Mayor Stafford asked how much longer the Main Street paving project would be going on.

Mr. Gibbs responded that it would be a few more months.

Councilmember Wilson asked about the status of the MOU with the Lassen Historical Society.

Mr. Newton responded that staff has been working with them to review the draft document, and it should be ready to be brought forward within the next few months.

15 ADJOURNMENT:

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

Meeting adjourned at 8:03 p.m.

Respectfully submitted by

Kevin Stafford, Mayor

Gwenna MacDonald, City Clerk

Approved on: January 16, 2019