

**NOTICE OF CALL OF SPECIAL MEETING  
TO THE MEMBERS OF THE SUSANVILLE CITY COUNCIL:**

You are hereby notified that a SPECIAL MEETING of the Susanville City Council will be held in the Council Chambers of City Hall in the City of Susanville at 66 North Lassen Street, Susanville, California on **Thursday July 5, 2018 at 6:00 p.m.** to transact the following business:

Call Meeting to Order  
Roll Call of City Councilmembers

- 1 **APPROVAL OF THE AGENDA:**
- 2 **PUBLIC COMMENT:** Members of the public may address the Council concerning **any item on the agenda** prior to closed session.
- 3 **CLOSED SESSION:** No business.
- 4 **SCHEDULED MATTERS:**
  - A Consider Transactional and Use tax Ballot Measure for November 5, 2018 Election
  - B Consider formation of Ad Hoc Committee for Police Chief and City Administrator interview panel selection: Appoint Committee
  - C Consider entering into Memorandum of Understanding with Historical Society MOU: Direction to staff
  - D Consider implementing the payment of a Signing Bonus for new police officers

5 **ADJOURNMENT:**

  
\_\_\_\_\_  
Kevin Stafford, Mayor

ATTEST:

  
\_\_\_\_\_  
Gwenna MacDonald, City Clerk

**AFFIDAVIT OF MAILING NOTICE**

I, the undersigned employee of the City of Susanville, California do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING Thursday July 5, 2018 at 6:00 p.m.** was delivered to each and every person set forth on the list contained herein on July 3, 2018. A copy of said Notice is attached hereto.

I declare under penalty of perjury that the foregoing is true and correct.

Dated at Susanville, California July 3, 2018.

  
\_\_\_\_\_  
Gwenna MacDonald, City Clerk

Kevin Stafford	Electronic Mail
Joseph Franco	Electronic Mail
Brian Moore	Electronic Mail
Brian Wilson	Electronic Mail
Mendy Schuster	Electronic Mail

Reviewed by: D Interim City Administrator

- Motion only
- Public Hearing
- Resolution
- Ordinance
- Information

**Submitted by:** Dan Newton, Interim City Administrator

**Action Date:** July 5, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Transactional and Use tax

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** The City and County worked cooperatively to support a ballot measure on the June election that would have imposed a district tax on sales transactions in the entire County, including Susanville. The ballot measure did not pass in June and there is a small window of opportunity to look at the November ballot.

Financial projections over the next several years indicate a sizable increase in spending, primarily to meet CALPERS obligations, of which a significant percentage (75%) is attributable to public safety. A sales tax increase will help the City to meet its financial obligations without having to cut essential services.

Several members of the public have expressed support for a special tax that would be restricted for public safety use. Special taxes are required to receive a 2/3 majority vote.

Staff is seeking direction from City Council on how to proceed. Specifically on the following questions:

- November ballot?
- Special tax or general tax?
- If Special tax, 100% public safety or other?
- Work jointly with County or proceed independently?
- Tax percentage (must be in increments of 0.125)

**FISCAL IMPACT:** Half cent sales tax is estimated to generate approximately \$900,000 additional revenue

**ACTION REQUESTED:** Provide direction to staff

**ATTACHMENTS:** None

Reviewed by: DN Interim City Administrator

- Motion only
- Public Hearing
- Resolution
- Ordinance
- Information

**Submitted by:** Dan Newton, Interim City Administrator

**Action Date:** July 5, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Ad Hoc Committee for Chief of Police and City Administrator

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** The job announcement for City Administrator closed on June 21, 2018 and the job announcement for the Chief of Police closes on July 6, 2018. As part of the recently adopted procedures for City Department Heads an ad hoc committee consisting of two City Council members and the City Administrator (Interim) is to be appointed to facilitate the formation of the Community Interview Panel and the Professional Interview Panel.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Appoint Ad Hoc Committee for Police Chief and City Administrator interview panel selection and interview question approval.

**ATTACHMENTS:** None

Reviewed by D Interim City Administrator

- Motion only
- Public Hearing
- Resolution
- Ordinance
- Information

**Submitted by:** Dan Newton, Interim City Administrator

**Action Date:** July 5, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Memorandum of Understanding between Lassen Historical Society and City of Susanville for use of buildings

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** Councilmember Wilson, requested this item be placed on the agenda so that Council may provide direction to staff regarding developing an MOU between the City and the Lassen Historical Society for use of buildings in the Roop's Fort Complex.

**FISCAL IMPACT:** To be determined

**ACTION REQUESTED:** Direction to Staff

**ATTACHMENTS:** None

Reviewed by: D. Interim City Administrator

- Motion only
- Public Hearing
- Resolution
- Ordinance
- Information

**Submitted by:** Dan Newton, Interim City Administrator

**Action Date:** July 5, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Lateral Police Officer Signing Bonus

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** There is currently one Police Officer vacancy that exists in the Susanville Police Department with the potential for additional vacancies, due to promotional opportunities within the Department. The City has had a difficult time recruiting lateral police officers over the past several years. Staff is planning on revising future job flyers to highlight the City of Susanville's excellent benefit package; however, police officers are in high demand and other departments across the state are competing for qualified candidates.

Staff has done some basic research and discovered several law enforcement departments that offer signing bonuses for lateral police department positions. Bonuses range from \$5,000 to \$15,000 and are paid out differently among the various departments (Attached).

Staff is requesting direction as to whether or not to offer a signing bonus for lateral police officers, the dollar amount of the bonus, and how it would be disbursed.

**FISCAL IMPACT:** To be determined based on Council's direction

**ACTION REQUESTED:** Provide direction to staff

**ATTACHMENTS:** Examples of agencies with signing bonus

## Examples of Agencies with Signing Bonus for Lateral Officers

- 1) City of Modesto  
Amount: \$ 15,000  
Paid: Unknown
  
- 2) City of Anioch  
Amount: \$ 10,000  
Paid: \$ 2,500-upon employment  
\$ 2,500-upon successful completion of probation  
\$ 5,000-upon three years of service
  
- 3) Napa County  
Amount: \$ 5,000  
Paid: \$ 1,000 paid in second pay period  
\$ 4,000 upon completion of probation
  
- 4) City of San Francisco  
Amount: \$ 5,000  
Paid: \$ 5,000 upon completion of field training