

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
January 16, 2019– 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:

Mr. Newton stated that there was a request to correct the minutes to reflect the attendance of the City Attorney at the meetings.

Motion by Councilmember Wilson, second by Councilmember Schuster, to approve the agenda with the correction requested; motion carried unanimously. Ayes: Wilson, Schuster, Franco, Moore and Stafford.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:03 p.m. the Council entered into Closed Session to discuss the following:
PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

- A 1 City Administrator
- 2 Interim City Administrator Performance Evaluation

4 RETURN TO OPEN SESSION:

At 7:06 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; Ryan Cochran, Police Lieutenant and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the agenda was approved with a correction to the minutes submitted under Item 6A, and that the City Council met in Closed Session and provided direction on Item 3A1, and at the end of Open Session, the Council would reconvene in Closed Session.

Mayor pro tem Franco provided the Thought of the Day.

Chief Jones announced the promotion of Ryan Cochran to the position of Police Lieutenant, and introduced Lt. Cochran's parents who were present to participate in the badge pinning ceremony.

5 BUSINESS FROM THE FLOOR: No comments.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's November 20, 28, December 5, 7 and 19, 2018 meetings

- B Receive and file Monthly Finance Report: December 2018
- C Receive and file Quarterly Report of Transient Occupancy Tax
- D Consider approval of **Resolution No. 19-5605** approving amendment to Resolution No. 19-5599 pertaining to agreement with Visual Labs, Inc.

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

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: Commission/Committee reports:

Mayor Stafford requested that Council move consideration of Item 9F to take place, given the number of audience members who were present for that item.

Councilmember Moore stated that he had a conflict and recused himself from participation in the discussion. Councilmember Moore exited the Council chambers.

9 NEW BUSINESS:

9F Council Discussion regarding School Resource Officer MOU with Lassen Union High School, and providing direction to Staff Chief Jones provided a summary regarding the School Resource Officer program, and the preliminary discussions that have taken place with Lassen Union High School staff, the City Administrator and himself regarding the services provided to the school and the reimbursement costs that are provided to the City. He explained the challenges of meeting overtime costs, staff requirements and backfilling needed to make up for the Department being understaffed. He discussed the challenge of balancing the value of the program with the needs of the community as a whole, and requested feedback and any suggestions from the City Council regarding their priorities. He reiterated that it is a good, proven program, and wanted to open the dialog to options that would allow him to meet the obligations of the program while continuing to provide services to the community.

Mr. Newton added that they have had meetings with the high school administrative staff, and he reviewed the sections of the agreement that could be bolstered regarding services provided, officer compensation, and the challenge to quantify what the program is actually worth in terms of creating positive experiences with law enforcement for the student body.

Bill McCabe, Superintendent, commented that it is a symbiotic relationship between the school and the City, and he agrees with everything that has been stated. The program sends a strong message to the community that the City is committed to supporting its youth. He believes that the City and School District are very close to an agreement regarding costs and services provided.

Councilmember Schuster noted that paragraph 3 states that the officer would be pulled away to respond to major calls, and asked if that language needed amending, or what changes the Chief may be considering.

Chief Jones responded that he would suggest a temporary suspension of the program, until such a time that the Department is fully staffed. It is hard to quantify a value to the program, and the high school is very much a part of the community. However, he is also responsible for being as efficient as possible with the City's money, and as a business decision, it does not pencil out to have a dedicated officer to the high

school, when it creates increasing overtime costs and backfill challenges with the existing officers, and he should be able to pull the officer when he needs them.

Mayor pro tem Franco stated that he appreciates the Chief's position, and while it is hard to clarify what the benefits are, there is no question that it provides a huge benefit to have an officer on campus. It's a high priority, and if it is a matter of continuing to negotiate the MOU, then it is important to do that and to reach an agreement.

Mayor Stafford stated that the City needs to negotiate the agreement with the school, that the City supports the program and staff should be working that out with the school.

Chief Jones responded that he also supports the program, and wanted to keep the Council informed, determine the level of support for the program, and if it becomes necessary to pull an officer on occasion, he wanted to inform the Council of that situation. It was not the intent to do away with the program, but an option to perhaps temporarily suspend the program until the Department is fully staffed. However, it is clear that the Council is very much in support of the SRO program, and with that direction he will continue negotiations with the school.

Bill McCabe commented that he believes they are close to an agreement, and he would like to keep working with the City to update the MOU.

Councilmember Wilson remarked that prior to this agreement with the school, there was not the additional position on staff. He recognizes that the amount that was agreed upon to reimburse the City when the agreement was originally negotiated is probably not covering the cost of an Officer in today's budget, and if there are other services being added then those should be negotiated and compensated fairly. It's a good program, and he hopes that an agreement can be reached which covers the services that the school would like to see, at a cost that will allow the City to retain that staff position.

There was no further discussion, and Councilmember Moore returned to the Council chambers.

Councilmember Schuster announced that she would recuse herself from consideration of Item 9A due to a conflict.

9A Consider approval of vendor warrants numbered 202846 through 202989 for a total of \$828,193.51 including \$469,661.08 in payroll warrants

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

9B Consider approval of Resolution No. 19-5602 authorizing agreement for Police Services

Chief Jones explained that based upon requests that the City receives for the support of Police Officers at various community events, he has developed standard agreement language that will be utilized for entities who are in need of dedicated officer services for specific events. The resolution authorizes a template and standard cost while providing the authority for the Police Chief to sign the agreements. Any agreement that is entered into would come to the Council as an information item.

Mayor pro tem Franco asked how many of these types of requests are typically received.

Chief Jones responded that they are normally received from the College, but occasionally they are received for private events as well.

Motion by Councilmember Wilson, second by Councilmember Moore, to approve Resolution No. 19-5602 at a standard rate of \$63.00 per hour, with the approval of the City Attorney as to the form of the agreement; motion carried unanimously. Ayes: Wilson, Moore, Schuster, Franco and Stafford.

9C Consider approval of Resolution Number 19-5604 rejecting all bids on Project No. 18-03, Cady Springs Pump Station Completion Project in the City of Susanville Mr. Gibbs reported that the City has received bids for the Cady Springs Pump Station project which has been under development for several years now. Dyer Engineering completed the plans and specifications and staff worked with contractors through the pre-bid meeting process to keep them informed. The two bids received were well over the grant allocation for construction of the project, and it is staff's recommendation to reject both bids, and reevaluate the project. This reevaluation will include the construction documents, Dyer's estimate, take into consideration the bidding contractor's feedback, the projected bid environment and assess whether lower pricing can be obtained. The bidding contractors will be notified of rejection and encouraged to share how or why the bids can be reduced and where costs increases were identified over and above the estimate.

There was a general discussion regarding the construction of the project, status of the grant funding and the challenge to solicit competitive bids.

Motion by Councilmember Moore, second by Councilmember Schuster to approve Resolution No. 19-5604; motion carried unanimously. Ayes: Moore, Schuster, Franco, Wilson and Stafford.

9D Consider approval of Request for Proposals for City Auditing Services Ms. Savage reported that the City is required to have an annual audit of its financial records conducted by an independent auditing firm. The firm of Badawi and Associates has conducted the audit for the past three years, and it is time to circulate a Request for Proposals (RFP) soliciting proposals from qualified firms. The RFP outlines the scope of work, proposal process, timeline and requirements. The deadline is scheduled for February 18th, with interviews conducted during the first week of March, and the selected firm would then be brought to the City Council for consideration and approval of the agreement.

Councilmember Wilson asked if Badawi and Associates would be eligible to submit an RFP. Ms. Savage responded that they would.

Councilmember Schuster asked if there was really only one firm in town that met the qualifications necessary to submit a bid. Ms. Savage answered that it was correct.

It was the general consensus of the City Council to authorize the release of the Request for Proposals.

9E Consider approval of Resolution No. 19-5606 authorizing finding of Public Convenient or Necessity (PCORN) for the transfer of a Type 20, off-sale beer and wine license Mr. Newton reported that the City received a request from the Susanville Food Mart, located at 2425 Main Street, to authorize the transfer of an off-sale beer and wine license from Tom's Sierra Company, located in Westwood. The Business Code requires that the governing body approve the transfer of the license if the concentration of licenses will exceed the ratio established by the population in the census tract area. The Census Tract at that location allows four off-sale licenses, and current has four off-sale beer, wine or general alcohol

licenses within it. The approval must include the finding that a public convenience or necessity exists for the request, and the burden of proof lies upon the applicant, and the information provided with the agenda item includes the letter of request and map identifying the location of the Susanville Food Mart. There is currently a moratorium on alcoholic beverage licenses in Lassen County, which is imposed by State Alcoholic Beverage law, which is why the license is being transferred from a business establishment in Westwood.

Mayor pro tem Franco verified that the Police Department had been included with the decision making process for this item. Mr. Newton confirmed that the Police Department reviewed the proposal and did not identify any safety concerns based on the location.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 19-5606; motion carried unanimously. Ayes: Franco, Moore, Schuster, Wilson and Stafford.

9F Council Discussion regarding School Resource Officer MOU with Lassen Union High School, and providing direction to Staff

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS: No business.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember Moore mentioned that many of the Federal employees in the community are not getting paid, and may be struggling to pay their bills. He requested that the Council consider an item at the next meeting to work with them in the payment of their utility bills.

Mayor pro tem Franco stated that he has recently moved to a new part of town, and has noticed that the streets in the old neighborhood are not being plowed as frequently as they are in the new neighborhood. He asked what the City's approach is to plowing.

Mr. Gibbs responded that the City has a Snow Removal Plan that is available on the City's website and it explains the prioritization of plowing streets. The recent storm had a lot of the City's Departments, including Fire and Police, out working to remove fallen limbs that were in many cases blocking the streets. The Public Works Department also provides assistance to those citizens who may be elderly or unable to shovel out their driveway, if they call the Department and request the help.

15 ADJOURNMENT:

At 8:10 p.m. Mayor Stafford called for a 5-minute recess prior to reconvening in Closed Session.

The Council reconvened in Closed Session at 8:15 p.m.

At 8:48 p.m. the reconvened in Open Session, and Mr. Newton announced that direction was given to staff.

Meeting adjourned at 8:17 p.m.

Respectfully submitted by

Kevin Stafford, Mayor

Gwenna MacDonald, City Clerk

Approved on: February 20, 2019