

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
February 6, 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 and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Mr. Newton noted that City Attorney Jessica Ryan was delayed, but would be arriving during Closed Session.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve the agenda as submitted; motion carried unanimously. Ayes: Wilson, Schuster, Franco, Moore 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:
PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

A CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8

- 1 Property: APN: 105-210-29-11
- Agency Negotiator: Dan Newton, Interim City Administrator
- Negotiating Parties: Lassen Aurora Network (LAN)
- Under Negotiation: Price/Conditions/Terms of Lease

B PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

- 1 Approved Position List, Police Lieutenant

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, and that the City Council met in Closed Session and under Item 3B, voted to approve the change in title of Police Lieutenant to Captain. The change does not include an increase in salary, and is subject to the meet and confer process with the Professional/Technical Bargaining Unit.

Daniel Gibbs provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Ron Wood, VFW, reviewed the schedule of events for the upcoming Welcome Home Vietnam Veterans Day, scheduled for March 30, 2019. He discussed the contributions made by the Veterans group and requested that the City Council support the day by presenting a Proclamation.

Pat Holley spoke in support of the new Chief of Police, Kevin Jones, and expressed his appreciation at the positive changes he has noted in the community.

Gary Bridges thanked Chief Jones for his support of the community and the positive changes he has made, including his support of the community watch groups. He noted that Councilmember Brian Moore has also been very supportive, and has attended every meeting of the Community Watch group.

6 **CONSENT CALENDAR:**

- A Approve minutes from the City Council's January 2, 2019 meeting
- B Consider **Resolution No. 19-5608** authorizing execution of Agreement for Phantom Jet F-4C on static display at the Susanville Municipal Airport
- C Consider **Resolution No. 19-5609** authorizing execution of Agreement for AH-1 Cobra Helicopter on static display at the Susanville Municipal Airport
- D Consider **Resolution No. 19-5610** authorizing execution of annual Army Materiel Status for GPF M1917/18 Series Gun at Memorial 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:

Councilmember Schuster recused herself from consideration of Item 9A.

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 202990 through 203170 for a total of \$610,397.42 including \$234,669.93 in payroll warrants** Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve the Vendor Warrants; motion carried. Ayes: Franco, Moore, Wilson and Stafford. Abstain: Schuster.

9B **Consider Resolution No. 19-5611 authorizing execution of agreement with Forensic Analytical Crime Lab** Chief Jones reported that staff recommends entering into an agreement with Forensic Analytical Crime Lab to conduct DNA and forensic testing. The Department of Justice processes evidence for felony convictions, but there is a significant backlog and testing trace evidence or DNA is assigned a priority based on the most severe cases. The ability to utilize Forensic Analytical Crime Lab allows the Department to move forward more quickly when processing crime scene evidence. There is a possibility for reimbursement through Lassen County for DNA processing.

Councilmember Wilson thanked Chief Jones for his diligence in pursuing optional funding sources and looking for ways to improve Department efficiency.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5611; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9C Consider Resolution No. 19-5612 authorizing expenditures of the Traffic Safety Fund and authorizing the Finance Manager to amend the fiscal year 2018-2019 budget Chief Jones reported that the Police Department is proposing to bill materials and services that are directly related to Traffic Safety, and a budget amendment is required for the 2018-2019 Traffic Safety budget. These items would include repair and calibration to the radar unit, camera and recording equipment, reflective vests, and range finder/identifier. Chief Jones noted that an amended resolution had been provided to correct a minor error.

Motion by Councilmember Wilson, second by Councilmember Schuster, to approve the updated Resolution No. 19-5612; motion carried unanimously. Ayes: Wilson, Schuster, Franco, Moore and Stafford.

9D Consider Resolution No. 19-5613 authorizing execution of Agreement with Computer Logistics for upgraded server and data collection backup system at the Public Works Department Mr. Gibbs reported that the Public Works Department is in need of an upgraded computer server and data collection backup system and at Public Works. The existing components are showing signs of instability and are subject to total failure without notice. The server is more than 6 years old and is actually desktop computer converted to use as server. The memory capacity is quite small, and fails to meet the requirements of the Public Works Department and ever-increasing demand for memory capacity. The new server will provide more reliable storage for the Department's projects and records, and the capacity for expanding the system with storage security upgrades. The City solicited three bids and received one viable bid from Computer Logistics. Funding is available in the Public Works Administration fund for the purchase of the server.

Adequate funding in the amount of well over \$300,000 is available in the Public Works Administration Fund and can be, with Council approval, utilized for purchase and installation of an updated server and data storage backup system at the City Department of Public Works facility located at 720 South Street in Susanville, California.

Motion by Councilmember Moore, second by Councilmember Schuster, to approve Resolution No. 19-5613; motion carried unanimously. Ayes: Moore, Schuster, Wilson, Franco and Stafford.

9E Consider Resolution No. 19-5615 considering approval of the updated CalTrans Capital Improvement Plan (CIP) including the Airport Land Use Compatibility Plan (ALUCP) and authorizing the Interim/City Administrator to sign the submittal documents Mr. McCourt provided a summary of the process to adopt the Airport Capital Improvement Plan (ACIP) per Federal Aviation Administration (FAA) regulations, and the requirement to update the Plan every year. CalTrans provides project assistance funding, and they require an update of the ACIP every two years. In addition, CalTrans provides project funding not available through FAA to the Lassen County Airport Land Use Commission (ALUC). The Airport Land Use Commission Plan has not been updated since 1987, and the Commission has requested that the City include the ALUCP in the City's ACIP in order to be eligible to apply for project funding through CalTrans. Any funding match required for ALUCP projects would be the responsibility of the County to provide. Staff is requesting the amendment to the ACIP to include the Airport Land Use Commission Plan.

There was a general discussion regarding the Airport Land Use Commission's function, and general funding for capital improvement projects at the Susanville Municipal Airport.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5615; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9F Consider approval of Department Head Selection Process Outline Mr. Newton reviewed the Department Head Selection process outline that has been revised and updated since it was first reviewed and adopted in June 2018. At this time, there is no active recruitment for a department head or City Administrator position, so it is an opportunity to revise some sections of the process that needed additional clarification.

Councilmember Wilson commented that Section IIIB is not clear as to show that the reason the Council may opt to not interview either of the top two candidates would be based on a negative finding through the professional and community panel interview process. He requested that sentence two be modified as follows:

"Based on the **negative** results ~~of~~ **from** the Professional and/or Community Panel interviews, the City Council may elect to not interview one or both ~~of~~ **of** the top two candidates."

Mayor pro tem Franco stated for those present that the purpose of the discussion and the establishment of a hiring policy is to attempt to be as open as possible with the hiring of management level employees. The City has experts from the public and other agencies involved in the screening process in order to select the best candidates and to make sure the process is transparent and fair.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve the proposed Department Head Selection Process with the correction to section III B as requested; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

9G Consider Resolution No. 19-5616 authorizing execution of Federal Executive Office for the Organized Crime Drug Enforcement Task Force Agreement Chief Jones explained that the Federal Organized Crime Drug Enforcement Task Force (OCDETF) has funding available for officers that are dedicated to the OCDETF program. The funding reimburses the overtime costs associated with those duties, and the overtime costs do pose a challenge to managing the Department's budget.

There was a general discussion regarding the benefits of participating in the task force, having the availability of the FBI and the importance of taking advantage of funding reimbursement to offset the overtime costs for backfill needed to cover the officer who is working on the task force.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 19-5616; motion carried unanimously. Ayes: Franco, Moore, Wilson, Schuster and Stafford.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

13 CITY ADMINISTRATOR'S REPORTS:

13A Public Works Department Update Mr. Gibbs reviewed the Public Works Department Mission Statement, recent accomplishments, and projects in progress.

Mayor Stafford completed the Public Works staff for all of their hard work. Mayor pro tem Franco agreed, stating that with the added challenges of management changes, the Department has continued to work hard and has accomplished a lot.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember Schuster asked when it was anticipated that the holiday lights on Main Street would be removed.

Mr. Newton responded that the removal is a multi-agency effort which requires a lot of assistance from LMUD and with weather and scheduling, it has been difficult to coordinate the removal.

15 ADJOURNMENT:

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

Meeting adjourned at 7:51 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: March 20, 2019