

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
December 18, 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, Brian Moore, Mendy Schuster and Mayor Kevin Stafford.
Absent: Joseph Franco.

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney, and Kevin Jones, Police Chief.

1 APPROVAL OF AGENDA:

Motion by Commissioner Schuster, second by Councilmember Moore, to approve the agenda as submitted; motion carried. Ayes: Schuster, Moore, Wilson and Stafford. Absent: Franco.

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 CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
Agency Negotiator: Michael Wilson
Bargaining Unit: Susanville Peace Officers Association (SPOA)
- B CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section §54956.9(d)(1)):
 - 1. Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville
- C PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 Police Chief Performance Evaluation

At 6:20 p.m. Mayor pro tem Franco arrived.

At 7:08 p.m. Mayor Stafford called for a recess and the City Council reconvened in Open Session at 7:12 p.m.

4 RETURN TO OPEN SESSION:

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; Dan Newton, Public Works Director; James Moore, Fire Chief; Kevin Jones, Police Chief; Anthony Hanner, Building Official; Deborah Savage, Finance Manager; Daniel Gibbs, City Engineer and Gwenna MacDonald, City Clerk.

Mr. Wilson reported that the City Council approved the agenda with no changes prior to Closed Session. An introduction of staff would be added to presentations and at the conclusion of Open Session, the Council would be reconvening in Closed Session.

Mayor Kevin Stafford provided the Thought of the Day.

Chief Moore announced the promotion of Firefighter Andrew Jarrett and Firefighter Dale Johnson to Firefighter II.

Mr. Wilson introduced Kelly Mumper, who has been hired to fill the vacancy of City Planner. Mr. Wilson discussed Mr. Mumper's credentials and welcomed him to the Administrative Services team.

5 **BUSINESS FROM THE FLOOR:** No comments.

6 **CONSENT CALENDAR:**

A Approve minutes from the City Council's October 16, 21 and November 6, 2019 meetings

Councilmember Moore requested the removal of the minutes of October 16, 2019, stating that he was not in attendance at the meeting however the minutes listed his as present. The City Clerk stated that the corrections would be made, and the minutes brought back for review and approval at the next meeting.

Motion by Councilmember Schuster, second by Councilmember Wilson, to approve the minutes of the October 21, 2019 meeting; motion carried unanimously. Ayes: Schuster, Wilson, Franco, Moore and Stafford.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve the minutes of the November 6, 2019 meeting; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports: No business.

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 205586 through 205099 for a total of \$1,182,290.39 including \$305,534.71 in payroll warrants** Ms. Savage reviewed the vendor warrant report.

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

9B **Consider offer to purchase Hangar #18 at the Susanville Municipal Airport** Mr. Wilson reviewed the terms of sale being offered by the seller of Hangar #18 at the Susanville Municipal Airport. The City has the right of first refusal for the sale.

It was the consensus of the City Council to not purchase the hangar.

9C **Consider Resolution No. 19-5744 approving the Federal Aviation Administration (FAA) FY2020-2025 Airport Capital Improvement Plan (ACIP) for Susanville Municipal Airport** Mr. Wilson reviewed the proposed ACIP for fiscal year 2020-2025 for the Susanville Municipal Airport. The Plan is used to identify and prioritize airport capital improvement needs and to plan the distribution of funds. Proposed projects must be included in the ACIP to be eligible for funding. Mr. Wilson discussed the next steps required in the perimeter fencing project and estimated initial costs for meeting NEPA requirements.

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to approve Resolution No. 19-5744; motion carried unanimously. Ayes: Schuster, Franco, Moore, Wilson and Stafford.

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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 General Fund Update: Budget Presentation Mr. Wilson reviewed a power point which outlined the proposal to implement Phase II of the fiscal road map which addresses the plan deal with the anticipated General Fund deficit that is facing the City. With City Council direction, the Phase II proposals would be implemented immediately.

Slide One

Hiring Freeze: Effective January 1, 2020

All City Recruitments and hiring will be frozen. Departments with vacancies will bring a notification of vacancy to City Council at a regular Council session to notify council and staff of the vacancy. In the event a vacancy is a critical position, staff will provide a request to the City Administrator for evaluation to consider possible recruitment and unfreezing the vacancy. This will be brought to Council for final approval before filling any future vacancies.

Slide Two

Office Supply Procurement Policy: Effective January 1, 2020

Office Supply expenses by all departments will be brought to the Finance Department for Approval, Ordering and Distribution. This will include all office supplies, paper, ink, pens, etcetera. City inventory will be checked and distributed before new supplies are ordered. Departments will provide Finance with an inventory of the existing office supplies on or before January 31, 2020.

Slide Three

Department Cuts and Savings

Department Heads have made various adjustments to their operations in order to save money during the first half of this fiscal year. Each department head will be responsible for cutting the remaining deficit amount each department currently maintains during the second half of this fiscal year.

Slide Four

Police Department Savings to Date:

Anticipated Additional Revenue	
Law Enforcement Tobacco Grant	\$142,000 (Salary/Benefits)
Sexual Assault Fund Enforcement	\$30,000
POST Reimbursement	\$15,000
County Contracts	\$60,000
Personnel	\$30,000 (\$60,000, \$30k transferred for IT Services)
<u>Estimated Deficit before Increases</u>	<u>\$10,869</u>
Estimated Increases: Overtime	\$10,000

Services Reductions:

Part-Time CSO Laid Off

Reduction in certain Police Services

Slide Five

Fire Department Savings to Date:

Cancelled Lexipol policy	\$4,050.00
Cancelled subscription to NFPA	\$1,495.00
Copier lease savings/purchase	\$1,931.52

Fire Department overtime expense is on track and reimbursement for staff attendance at HazMat training and out of area fires is pending. Planned overtime expenditures have only been adjusted for backfill of vacation and sick leave.

The Fire Department performs facility and vehicle maintenance and repairs in house, using staff labor and technical knowledge, saving an estimated \$5,000 to \$10,000 annually.

The Technical Services line item has increased from \$650 annually to \$2,100 annually due to the Computer Logistics contract. The Fire Department has saved approximately \$17,476.52 to date.

Slide Six

Administrative Services Savings to Date:

Janitorial Services Cut \$7,050 annual

Membership Dues Reduced \$2,000

Salary Savings:

City Planner Position \$9,020

Project Manager Reduced \$66,487 with cost allocation.

City Attorney Relocated and Hours Reduced (New Contract being Finalized). Mr. Wilson added that it is too early to determine actual cost savings, however the initial estimate is \$84,557 savings to date.

Slide Seven

Police Proposed Cuts Due to Fiscal Year Deficit

Initial Deficit \$287,869

Proposed cuts -\$267,000

Deficit remaining (\$20,869)

Slide Eight

Fire Proposed Cuts Due to Fiscal Year Deficit

Initial Deficit \$126,298

Proposed cuts - \$17,476.52

Deficit remaining (\$108,821.42)

Slide Nine

Administrative Services

Initial Deficit \$154,744

Proposed cuts -\$84,557

Deficit remaining (\$70,187)

Slide Ten

Additional Considerations:

Reduce Current City Administrator Position to halftime for an estimated Cost Savings of \$80,890 with cost allocation.

Slide Eleven and Twelve

Mr. Wilson recommended providing a Phase III Proposed Update at the March 18, 2020 meeting, following the election and Measure N results. If Measure N passes, the proposal will be to continue with Phase II Actions for the remainder of the 2019/2020 fiscal year. If Measure N does not pass, staff will propose the implementation of Phase III for the General Fund, to include budget cuts, lay offs and exploring the option of contract services to provide Police and Fire.

Mr. Wilson requested questions or comments from the City Council.

Councilmember Wilson stated that these have been difficult meetings to go through, and he commended staff for working together to come up with a plan. As the CalPers issue unfolds, it will be important to have a good plan to address the challenges as they come.

Mayor pro tem Franco stated that the presentation was consistent with the direction given by City Council, it is important that the City do something to address the impending crisis, and he commended staff for being proactive.

Councilmember Moore thanked the Department Heads for all the proposed cuts, adding that the City has the right people on the job, and he is optimistic that the City will pull through.

Mayor Stafford agreed with the other Councilmembers comments, stating that he would have liked to see these cuts happening in July. He requested that staff follow up with expense at the Golf Course for cable television, and if the Club House was still being utilized regularly for classes.

Councilmember Schuster thanked staff, stating that the hard work has not gone unnoticed, and she has hope for the future of the City.

Councilmember Moore requested that if cuts in staffing had to be made, to please give as much notice as possible to those employees who would be affected.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Mr. Wilson proposed that the City conduct a townhall meeting to discuss the tax measure on January 29, 2020 to provide an opportunity to discuss the necessity of the measure with the public.

15 ADJOURNMENT:

At 7:48 p.m. Mayor Stafford called for a five minute recess prior to reconvening in Closed Session.

At 8:10 p.m. the City Council reconvened in Open Session.

Mr. Wilson announced that no reportable action had been taken.

The meeting was adjourned at 8:11 p.m.

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

Meeting adjourned at 8:02 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Gwenna MacDonald, City Council

Approved on: January 15, 2020