

**SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY**

**Regular Meeting Minutes
February 19, 2014 – 6:00 p.m.**

City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 6:00 p.m. by Mayor De Boer.

Roll call of Councilmembers present: Cheryl L. McDonald, Nicholas McBride, Lino P. Callegari, Mayor pro tem Wilson and Mayor Rod E. De Boer.

Staff present: Jared G. Hancock, City Administrator, Peter M. Talia, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Mr. Hancock noted that Item 9C had been amended to include a copy of the current agreement with LeadsOnline.

Motion by Mayor pro tem Wilson, second by Councilmember McDonald to approve the agenda as submitted; motion carried unanimously.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:01 p.m. the Council recessed to closed session to discuss the following:

A PUBLIC EMPLOYMENT – pursuant to Government Code Section 54957:

1 Title: Police Chief

B CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): three cases

4 RETURN TO OPEN SESSION: At 7:00 p.m. the City Council reconvened in open session.

Staff present: Craig Platt, Public Works Director; Tom Downing, Police Chief; Theodore Friedline, Fire Chief; Matt Wood, Police Lieutenant; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that in closed session direction had been given to staff, but there was no reportable action.

Peter Talia offered the thought of the day.

5 BUSINESS FROM THE FLOOR:

Gracie Claypool, People to People Student Ambassador, discussed her opportunity to represent the community through her People to People trip to Australia, and invited the Council to various fundraising events.

- 6** **CONSENT CALENDAR:** Mayor De Boer reviewed the items on the Consent Calendar:
- A Receive and file minutes from City Council's February 5, 2014 meeting
 - B Approve vendor warrants numbered 90104 through 90230 for a total of \$342,394.84 including \$95,690.10 in payroll warrants
 - C Receive and file Treasurers Report: January 2014
 - D Receive and file Finance Report: January 2014
 - E Approve Resolution No. 14-5029 declaring two police vehicles surplus

Motion by Mayor pro tem Wilson, second by Councilmember McBride, to approve the consent calendar; motion carried unanimously.

- 7** **PUBLIC HEARINGS:** No business.

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

- 9** **NEW BUSINESS:**

9A **Consider approval of Resolution No. 14-5026 authorizing natural gas meter purchase** Mr. Platt reported that the natural gas meter replacement project originally included the purchase of 2,800 AL-250 gas meters, and the entire stock of meters has been expended. There are currently 40 meter conversions pending, and staff proposes the purchase of 50 new meters which will meet the demand until the end of the 2013/2014 fiscal year. Additional purchases will need to be budgeted for fiscal year 2014/2015. The cost to purchase 50 new meters is \$14,316.70 and is covered by fund 7401.

Mayor pro tem Wilson confirmed that 50 meters was adequate to cover the conversions scheduled through June 30, 2014.

Councilmember McBride asked if there was a price break for purchasing 100 meters versus 50.

Mr. Platt responded that the per-meter cost was the same for 50 meters or 100.

Motion by Councilmember Callegari, second by Councilmember McDonald to approve Resolution No. 14-5026; motion carried unanimously.

9B **Consider approval of Resolution No. 14-5028 authorizing Lassen Family Services to place ribbons on Main Street in recognition of assault prevention month** Mr. Platt reported that Lassen Family Services is proposing to hang ribbons along Main Street in recognition of Child Abuse Prevention and Sexual Assault Awareness month. The ribbons will be hung from light posts from April 1 through April 30, 2014, and require an encroachment permit through Caltrans. There is no fiscal impact to the City.

Motion by Mayor pro tem Wilson, second by Councilmember McDonald to approve Resolution No. 14-5028; motion carried unanimously.

9C **Consider approval of Resolution No. 14-5030 approving agreement with LeadsOnline** Chief Downing explained that LeadsOnline is the nation's largest online investigation system for law enforcement, and provides electronic access to transactions from thousands of reporting businesses including scrap metal processors, secondhand stores, internet drop-off stores, and pawn shops. He explained the mapping process utilized to identify the sale of potential stolen goods through vendors

that report electronically. The information is available through an agreement and annual subscription cost of \$1,488.00 per year. It is anticipated that these leads could result in the apprehension of suspects involved in thefts, burglaries, and potentially other major crimes.

Councilmember McBride asked if he would be working with local scrap yards.

Chief Downing explained that participation is voluntary but he planned to do a lot of outreach to explain how vendors could benefit. An identification check is required for the sale of copper and similar high-value items.

Mayor pro tem Wilson asked if research had been conducted with other agencies to determine the potential success of the program.

Chief Downing responded that the department had been checking with other agencies and thus far had received positive feedback.

Councilmember Callegari suggested revisiting the program in one year to determine effectiveness.

Motion by Councilmember McDonald, second by Councilmember Callegari to approve Resolution No. 14-5030; motion carried unanimously.

9D Consider approval of contract with GEI Consultants for Water Resource planning services Mr. Hancock reported that the State of Water Resources periodically releases funding for eligible water infrastructure and planning projects. The eligibility requirements are strict and specific and to utilize the professional expertise of a consultant will ensure the City is in a position to be as competitive as possible for funding in order to bring state money back into the community. In order to have shovel ready projects and to meet the application requirements it is proposed that the City utilize the services of GEI Consultants to assist with the preparation of the required documents. The scope of services is listed as attachment A.

Motion by Councilmember Callegari, second by Mayor pro tem Wilson to approve the agreement with GEI Consultants and authorize the City Administrator to execute the contract; motion carried unanimously.

9E Consider Ordinance No. 14-0995 authorizing the abolishment of the City Treasurer position: waive first reading and introduce Mr. Hancock explained that in recent years, the City has studied the role of the City Treasurer as all but one of the duties have been transferred to paid professional staff in the finance division. The remaining duty is that of inventory clerk which can easily be conducted through modern technologies and the annual external audit. Not all cities have a treasurer and California Government Code 51506 provides that "the offices of city assessor, tax collector and city treasurer may be abolished by ordinance after their duties have been transferred." The proposed Ordinance provides for the transfer of any and all duties of the City Treasurer to the finance division of the City. It would abolish the position and the Susanville Municipal Code would be amended accordingly.

The City put an alternative issue to the voters in 1998, and it has been suggested that California Government Code 36508 requires that the position can only be abolished by a vote. The City Attorney has researched the issue and determined that this would be the case if the City were proposing to

make the position appointed versus elected, however an outright abolishment can be done by Ordinance according to Government Code 51506. It is proposed that the position be abolished effective June 30, 2014 or at the end of the current term.

Mayor pro tem Wilson asked what duties the current Treasurer is performing. Mr. Hancock responded that the City prepares a monthly report which he signs off, although the report is no longer mandated by the State. The duties of inventory clerk were reduced with the adoption of the City's asset policy which limited the inclusion of fixed assets to items valued at \$5,000 or more.

Mr. Talia explained that the position was set to be compensated at \$25 per month and is one that the City decided was obsolete a long time ago. The times have changed, as well as the way the City conducts its business. The City now has an independent auditing firm conducting an annual audit which also serves to provide checks and balances. He has conducted a lot of research and has determined that the City is perfectly within its right to abolish the position.

Motion by Councilmember Callegari, second by Councilmember McDonald to waive the first reading and introduce Ordinance No. 14-0995; motion carried with Mayor pro tem Wilson voting No.

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

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

12 **CONTINUING BUSINESS:**

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **City Department Update** Chief Downing provided an update regarding the activities of the Susanville Police Department. He reviewed current staffing levels, training, public education efforts, and various department highlights including the reinstatement of the animal control program, a bicycle patrol program, an undercover drug investigation program, station upgrades and improvements, and various statistics. He concluded his report by discussing future issues including staffing vacancies, records management systems, fleet and equipment, and the funding of a school resources officer.

13B **Roops Fort Update** Mr. Hancock explained that the Historic Society is proposing the installation of a monument at Roop's Fort. He introduced Lassen Historic Society president Tony Jonas, and turned the floor over to him.

Mr. Jonas displayed a full-size artist rendering of the monument which displays a covered wagon and the fort. The monument would be created by Ron McBride, a local artisan, and the installation coordinated through the efforts of Boy Scout Troop 159. He described the craftsmanship of the monument, and discussed the numerous visitors to the museum and fort.

13C **Workshop: Fiscal year 2013/2014 Midyear Budget** Mr. Hancock explained that each year, the City Council adopts a budget in late June that sets appropriations for the new fiscal year. Various projections are made related to revenue and expenses, the departments meet to discuss individual needs for the year, and the City Council reviews the requests, establishes priorities and votes to adopt the budget. At mid-year, the Council reviews the budget and adjusts priorities based upon actual revenue received, and any changes to expenses that might have occurred during the first six months of the fiscal year. He turned the floor over to Ms. Savage, Finance Manager.

Ms. Savage reviewed the changes to the mid-year budget, including payroll increases due to the adoption of the bargaining unit MOU's, the financing of the City's PERS side fund and the City's contribution to the Honey Lake Valley JPA. It reduces the revenues for in-lieu taxes the City receives from the State and the contribution from the Susanville Indian Rancheria. The mid-year budget proposal maintains the existing levels of service and reflects the priorities set forth by the City Council.

The Council discussed priorities for projects, economic vitality efforts and proposed funding options through the State Department of Housing and Community Development CDBG program.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT: Motion by Mayor pro tem Wilson, second by Councilmember Callegari to adjourn the meeting; motion carried unanimously.

Meeting adjourned at 8:29 p.m.

Respectfully submitted by

Rod E. De Boer, Mayor

Gwenna MacDonald, City Clerk

Approved on April 2, 2014