

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
February 21, 2018– 6:00 p.m.

Meeting was called to order at 6:06 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Kevin Stafford, Mayor pro tem Franco, Mendy Schuster and Kathie Garnier. Absent: Wilson.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve the agenda as submitted; motion carried. Ayes: Stafford, Franco, and Garnier. Absent: Wilson.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION: At 6:07 p.m. the Council entered into Closed Session to discuss the following:

- A PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 City Administrator
 - 2 Police Chief Recruitment
 - 3 Approved Position List
- B CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
 - 1 Agency Negotiator: Dan Newton
 - Bargaining Unit: SPOA
- C CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8
 - Property: APN 101-050-53-11
 - Agency Negotiator: Dan Newton, Interim City Administrator
 - Negotiating Parties: City of Susanville/Various
 - Under Negotiation: Potential Easement

4 RETURN TO OPEN SESSION:

At 7:00 the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Dan Gibbs, Acting Public Works Director; Kelley Merritt, Acting Police Chief; Deborah Savage, Finance Manager; Quincy McCourt, Project Manager and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the City Council approved the agenda as submitted. The Council met in Closed Session, and there was no reportable action taken. At the conclusion of Open Session, the Council will be reconvening in Closed Session.

Ms. Savage offered the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Linda Alberico spoke regarding the installation of a memorial bench at Roop's Fort in honor of Zella Mae Miles.

Elizabeth Norton addressed the Council regarding plans for the old SPI Mill site and future commercial development at the site. She also commended the Council on the recent joint meeting of the City and County, which she attended and gained an improved understanding of the budget issues facing both agencies.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's January 3, 17, 19 and 22, 2018 meetings
- B Approve **Resolution No. 18-5473** authorizing Mayor to execute the 2018 Loan Agreement with the national museum of the US Air Force for Phantom Jet F-4C on static display at Susanville Municipal Airport
- C Approve **Resolution No. 18-5474** authoring Mayor to execute Annual Certificate of Materiel Status for the UH-1 Huey Helicopter located at the Susanville Municipal Airport
- D Approve **Resolution No. 18-5475** authorizing Mayor to execute Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun located at Memorial Park
- E Approve **Resolution No. 18-5481** authorizing the purchase of a 2018 SSV Dodge 1500 Police Truck
- F Approve **Resolution No. 18-5483** approving Amendment #2 to the Agreement with the Honey Lake Valley Recreation Authority for Administrative, Management and Operational Services

Councilmember Schuster requested the removal of Item 6A from consideration, as minutes from January 17, 2018 were not included in the packet.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Consent Calendar Items 6B through 6F; motion carried. Ayes: Franco, Schuster, Stafford and Garnier. Absent: Wilson.

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: Commission/Committee reports: none

9 NEW BUSINESS:

9A Consider Resolution No. 18-5445 approving the acceptance of the CalOES Grant and budget amendments to fund its operations and authorizing the City/Interim City Administrator or designee to execute all related contracts Mr. McCourt explained that the City applied for a grant through the CalOES Hazard Mitigation Program which provides the funding to complete a Commodities Flow Study and an Area Response Plan that enables first responders to be better prepared in the event of an emergency. The grant application was fully funded in the amount of \$60,000 to conduct the study, plan preparation, and staff time. The grant is 100% reimbursable and requires no matching funds from the City of Susanville. City Council authorization is needed to accept the grant, authorize the finance division to amend the budget, and to authorize the Interim City Administrator/City Administrator or designee to sign any related contract documents.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 18-5445; motion carried. Ayes: Stafford, Franco, Schuster and Garnier. Absent: Wilson.

9B Consider Resolution No. 18-5460 authorizing agreement with Bench Craft Company and authorizing the Interim City Administrator to sign the agreement Mr. Newton stated that the Council considered the agreement with Bench Craft Company in December 2017 and requested additional information. A former Manager at the Diamond Mountain Golf Course entered into three agreements in total with Bench Craft to provide benches and tee signs for the course. A display sign/course layout board was also added that included ball washers and free score cards. In exchange for providing these items, Bench Craft would place advertisements on these items for businesses wanting to advertise at the course. The City does not receive any revenue from the advertising.

Bench Craft is interested in entering into a single agreement with the City for the items currently at the course, which includes 18 benches, 18 ball washers, 18 tee signs, 1 rules and regulations sign, 1 display board and the scorecards. There is no charge to the City for these supplies and Bench Craft is responsible for maintaining the items.

It was the consensus of the City Council that the agreement should not automatically renew after the five year period.

Councilmember Schuster indicated that she has received positive feedback from people who frequent the golf course regarding these items.

Motion by Mayor pro tem Franco, second by Councilmember Schuster to approve Resolution No. 18-5460 with an amendment to remove the automatic renewal as stipulated in the agreement; motion carried. Ayes: Franco, Schuster, Stafford and Garnier. Absent: Wilson.

9C Consider Resolution No. 18-5482 authorizing the Interim City Administrator to execute agreement authorizing transfer of expiring FAA Entitlement Funding to Palo Alto Airport Mr. McCourt explained that staff was notified by the FAA of fiscal year 2015 Entitlement Funding in the amount of \$1,649 that will expire as of May 1, 2018. The FAA supports airports transferring expiring funds to neighboring airports and staff has requested assistance from the FAA in locating airports that could utilize the funding. The City has been notified that the Palo Alto Airport has a need for additional support, and the FAA has assisted with the draft transfer agreement process. The Palo Alto airport has an immediate need for the funding, and it is against FAA regulations to just bank the additional funds.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 18-5482; motion carried. Ayes: Franco, Stafford, Schuster and Garnier. Absent: Wilson.

9D Consider approval of Volunteer Shift Coverage Policy for Susanville Fire Department Chief Moore reported that the Volunteer program at the Fire Department has been in place for almost 20 years, as the department utilizes volunteer labor to backfill shifts at the Department. This increases the daily staffing available for emergencies and special projects. The current policy provides for the volunteer to be compensated \$25 for a 24 hour shift, and this amount has not increased in the time that the program has been in place. Staff is proposing to change the policy to implement a three tier program, which would compensate the volunteer at \$25, \$50, or \$75 for the 24 hour shift, depending on qualification and rank held within the department. The fire department volunteer program has been beneficial to the department and the community, and is covered in the existing budget.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the policy; motion carried. Ayes: Franco, Schuster, Stafford and Garnier. Absent: Wilson.

9E Consider request to install a metal bench near Roop's Fort in honor of Zella Mae Miles Mr. McCourt explained that staff has been contacted by a group of local volunteers and friends of Zella Mae Miles who wish to donate and install a memorial bench in her honor. Zella Mae was the great granddaughter of Susanville founder Issac Roop, and her recent passing has affected the entire community. The volunteers are proposing to install the bench at Roop's Fort, with the final location to be coordinated with and approved by the Susanville Park Superintendent. Mr. McCourt referred to a diagram included in the packet which indicated the proposed location which would be adjacent to the Fort and the museum. The bench would be a metal bench with some type of memorial placard affixed to the back.

Councilmember Schuster asked if anyone had been in contact with her family to see if they have a preference for where they would like to see the bench, and she requested that the placard identify that she is the great granddaughter of Issac Roop.

Mayor Garnier asked to be contacted if any additional donations were needed.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve the installation of the bench and direction to staff to work with the volunteers to coordinate the project; motion carried. Ayes: Stafford, Franco, Schuster and Garnier. Absent: Wilson.

9F Consider Ordinance No. 18-1013 imposing a transaction and use tax to be administered by the California Department of Tax and Fee Administration: Waive first reading and introduce Mr. Newton explained that the City of Susanville has been in negotiations with Lassen County to develop a sales tax sharing agreement. While City and County staff have been working together and negotiations are progressing, there have not been any final documents produced or agreed upon to date. The City Council directed staff to prepare a separate ballot measure as a contingency in the event that the County and City were unable to come to an agreement for a joint measure. Both the City Council and the Board of Supervisors have provided direction to their respective staffs to continue to work toward a tax sharing agreement. At this time, the City must proceed with an ordinance if the City Council desires to have the option of placing a City measure on the June 5, 2018 ballot. An ordinance requires two meetings for adoption; one to introduce the ordinance, and approval at a subsequent meeting for adoption. The second reading and adoption must occur at the March 7, 2018 meeting in order to place it on the ballot. The estimated revenue from the proposed ordinance is consistent with what has been proposed in recent weeks through discussions with County staff and would result in a one half percent sales tax in the form of a district and transaction use tax.

Richard Egan, Lassen County CAO, explained that at this time, the agreement between the City and County is under review by special counsel, who are coming up with the language for the distribution of tax. The Board of Supervisors took a second action and the measure will be on the ballot, with the intention to work with the City to arrive at an agreement prior to the June election date.

Councilmember Schuster asked if the measure were to gain voter approval, how long would it be before the City would begin to see the additional revenue.

Mr. Egan responded that the measure would be effective July 1st for the 2018/2019 budget.

Councilmember Schuster asked if the measure passes if the additional revenue would be utilized to stabilize the existing public safety services, or if there would be additional funding to hire more officers.

Mr. Newton responded that in evaluating the budget and anticipated additional revenue, it was expected that there would be funding available for additional services, whether that be equipment, officers, or programs is possible but has not been discussed in great detail. The ballot measure is for a general tax so it will be the decision of the City Council as to how it wants to prioritize the spending. The County is going to have an advisory measure on the ballot to address the question of public priorities.

Mayor Garnier commented that even with an advisory measure, the ballot measure is for a general tax and the City has to be careful to not promise or give an impression that the additional revenue would be committed to any specific purpose.

Mr. Egan agreed that the advisory measure is non-binding, and that the County and City cannot jeopardize the status of the measure by creating a special tax when it is a general tax.

An unnamed member of the public commented that a sales tax will not pass with the voters unless they are assured that it will be spent on public safety.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to waive the first reading and introduce Ordinance No. 18-1013; motion carried. Ayes: Franco, Stafford, Schuster and Garnier. Absent: Wilson.

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 **Meeting Schedule discussion – March 2018** Mr. Newton explained that the City Council has scheduled three special meetings in March to conduct appeal hearings. The meetings will be held from 9:00 a.m. to 12:00 p.m. and 3:00 to 6:00 p.m. on March 19, 20, and 21, 2018. The City Council's regular meeting is scheduled for March 21, beginning with closed session at 6:00 p.m. It is anticipated that due to the potential duration of the special meeting of March 21st, it may be prudent to consider alternatives to holding the regular meeting of March 21st, whether it be rescheduling as a special meeting, or postponing business until the meeting of April 4th.

It was the consensus of the City Council to postpone the discussion until the meeting of March 7th when Councilmember Wilson would be in attendance to discuss his availability and preference.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

15 **ADJOURNMENT:**

At 8:01 p.m. Mayor Garnier called for a five minute recess before reconvening in Closed Session.

The Council reconvened in Closed Session at 8:06 p.m.

The City Council recessed Closed at 9:17 p.m.

The announcement out of Closed was that no reportable action was taken.

The meeting was adjourned at 9:18 p.m.

Kathie Garnier, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: April 4, 2018