

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, DECEMBER 20, 2023 – 4:30 PM

Mayor McCourt called the meeting to order at 4:30pm.

Roll Call of Councilmembers Present: Schuster, Brown, McCourt, Stafford

1. APPROVAL OF AGENDA:

Moved by Schuster; seconded by Stafford to approve.

Motion Carried: 4 - 0

Voting For: McCourt, Stafford, Schuster, Brown

Voting Against: None

Absent: Herrera

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): No public comment.

3. CLOSED SESSION:

The City Council convened in closed session at 4:30pm to discuss the following items:

A. CONFERENCE WITH LABOR NEGOTIATIONS – pursuant to Government Code §54957.6

1. Firefighter Unit

B. PUBLIC EMPLOYEE APPOINTMENT - pursuant to Government Code Section §54957

1. Economic Development Director

2. City Administrator

4. RETURN TO OPEN SESSION: Council Member Herrera arrived at 5:00pm.

The City Council reconvened in open session at 5:00pm.

The Pledge of Allegiance and Invocation were offered.

Dan Newton, City Administrator, stated that the City Council met in closed session and provided direction to staff, but no reportable action was taken.

5. BUSINESS FROM THE FLOOR: Heather Bennett, Sexual Assault Coordinator with Lassen Family Services, provided information related to the services they provide as well as the substantial budget cuts that they will see this upcoming year.

6. CONSENT CALENDAR:

Mr. Newton requested that item 6D be considered separately as there is an error listed on item 5 within the side agreement as it states January 6, 2023 when it should state January 6, 2024.

Moved by Schuster; seconded by Herrera to approve consent items 6A-6C only.

Motion: 5 - 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

6.A Minutes of the City Council's December 6, 2023 regular meeting and the December 12, 2023 special meeting.

Motion to waive the reading of and approval to receive and file the City Council's December 6, 2023 regular meeting and the December 12, 2023 special meeting.

[231206.cc.min.draft.pdf](#)

[231212.spec.cc.min.draft.pdf](#)

6.B Vendor and payroll warrants

Motion to receive and file

[11-17-23.pdf](#)

[11-30-23.pdf](#)

[12-07-23.pdf](#)

[12-08-23.pdf](#)

6.C Utility Accounts Receivable Write-Offs

Motion to approve to write-off accounts receivable and send \$1,179.68 to collections.

[3811_001.pdf](#)

6.D Consider **Resolution No 23-6261**, approving and authorizing the modification and conditions to the Memorandum of Understanding with the Firefighters Bargaining Unit.

[Side Letter No. 2.pdf](#)

[23-6261.pdf](#)

Mr. Newton presented the item and explained that there was an error regarding the start date in the side letter that would require modification prior to approval. The request was made to change the start date to January 6, 2024, not 2023.

Motion to approve Resolution No. 23- 6261, approving and authorizing the modification and conditions to the Memorandum of Understanding with the Firefighters Bargaining Unit
Moved by Stafford; seconded by Herrera to approved with the requested date change.

Motion: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

7. **PUBLIC HEARINGS:**

7.A Consider **Resolution No. 23-6262**, Approving an amendment to the Standard Agreement issued under the 2020 Community Development Block Grant Program Coronavirus Response (CDBG-CV) for the Crossroads Freezer Project

Jolene Arredondo, Assistant to the City Administrator, provided an explanation of the item to the Council and requested approval of Resolution No. 23-6262.

Public Hearing opened and closed at 5:11pm with no comments.

[23-6262.pdf](#)

Approve **Resolution No. 23-6262**, Approving an amendment to the Standard Agreement issued under the 2020 Community Development Block Grant Program Coronavirus Response (CDBG-CV) for the Crossroads Freezer Project

Moved by Stafford; seconded by Brown to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 7.B Consider **Resolution No. 23-6266**, approving an amendment to the Standard Agreement issued under the 2020 Community Development Block Grant Program Coronavirus Response (CDBG-CV) for the Memorial Park Bathroom Rehabilitation Project

Jolene Arredondo, Assistant to the City Administrator, provided an explanation of the item to the Council and requested approval of Resolution No. 23-6266.

Public Hearing opened and closed at 5:14pm.

[23-6266.pdf](#)

Motion to approve Resolution No. 23-6266, approving an amendment to the Standard Agreement issued under the 2020 Community Development Block Grant Program Coronavirus Response (CDBG-CV) for the Memorial Park Bathroom Rehabilitation Project

Moved by Brown; seconded by Herrera to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** The city's Mission statement and Land Acknowledgement statement were provided.

9. **NEW BUSINESS:**

- 9.A City Procurement Policy and Credit Card Policy Updates

Mr. Newton provided an explanation of the item and requested Council discussion.

Council direction was provided to move forward and to bring back the entire package, including updated Ordinance language.

[Procurement Policy 2004.pdf](#)

[DRAFT city procurement policy 2.pdf](#)

[2001 Credit Card Policy \(1\).pdf](#)

[Credit Card Policy FINAL DRAFT.pdf](#)

- 9.B Consider **Resolution No. 23-6265**, authorizing the City Administrator to execute an Addendum to the Managed IT Services Partner Agreement between the City of Susanville and Computer Logistics Corporation

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6265.

[City of Susanville Partner Agreement Addendum 103123.pdf](#)
[23-6265.pdf](#)

Motion to approve Resolution No. 23-6265, authorizing the City Administrator to execute an Addendum to the Managed IT Services Partner Agreement between the City of Susanville and Computer Logistics Corporation

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.C Consider **Ordinance No. 23-1041**, amending section 12.32.030 (F) Structures, Plants, Trees, Rubbish of the Susanville Municipal Code regarding allowable activities at Loumena Tennis Courts.

Mr. Newton provided an explanation of the Ordinance No. 23-1041 and requested the Council waive the first reading and introduce this item.

[23-1041.pdf](#)

Motion to waive first reading and introduce Ordinance No. 23-1041, amending section 12.32.030 (F) Structures, Plants, Trees, Rubbish of the Susanville Municipal Code regarding allowable activities at Loumena Tennis Courts.

Moved by Schuster; seconded by Herrera, to waive the first reading and introduce Ordinance No. 23-1041.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

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

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

12. **CONTINUING BUSINESS**:

- 12.A Consider **Ordinance No. 23-1040**, amending city code to define Public Safety Chief and consider **Resolution No. 23-6264**, authorizing City Administrator to reorganize city departments as depicted in attached organizational chart. Consider Public Safety Chief job description.

Mr. Newton provided an explanation of Ordinance No. 23-1040 and requested the first reading of the Ordinance be waived and for said ordinance to be introduced.

Mr. Newton then presented the organizational chart and job description and stated that there will be a change in the chart to reflect that both the police department and fire departments will remain their own departments; however, the administrative functions will be combined and handled by the Public Safety Officer. In addition, the position title directly under the Assistant Fire Chief still needs to be determined.

Motion to waive first reading and introduce Ordinance No. 23-1040, city code to define Public Safety Chief.

Moved by Stafford, second by Brown.

Voting For: Stafford, Brown, Herrera, Schuster, McCourt

Voting Against: None

Motion to approve Resolution No. 23-6264, authorizing the City Administrator to reorganize city departments as depicted in the attached organizational chart with changes to reflect that both the fire and police departments will still remain separate departments and further authorizes Mr. Newton to determine the title directly under the Assistant Fire Chief.

Moved by Stafford, second by Brown.
Voting For: Stafford, Brown, Herrera, Schuster, McCourt
Voting Against: None

Motion to approve Public Safety Chief job description and authorize City Administrator to fly the Public Safety Chief position using the city's standard job announcement format.
Moved by Stafford, second by Schuster.
Voting For: Stafford, Brown, Herrera, Schuster, McCourt
Voting Against: None

[23-6264.pdf](#)

[23-1040.pdf](#)

[Draft - Public Safety Chief Job Description December 20, 2023.pdf](#)

[210915 Adopted Dept Head Process.pdf](#)

12.B City Project Priorities

Mr. Newton provided an explanation of the item and requested Council feedback.

The following requests were made: 1) revisit the dogs at large item, 2) discussion regarding the Little League Park, and 3) bring back the ARPA discussion item.

Mr. Newton responded that the Little League Park item and the ARPA item will be coming back at the second meeting in January.

[231220_City_Priorities_List.pdf](#)

13. **CITY ADMINISTRATOR'S REPORTS:**

13.A Department Reports Information only.

Department Heads provided updates on the happenings in their departments.

14. **FUTURE COUNCIL ITEMS:** No business.

15. **ADJOURNMENT:** Motion to Adjourn at 6:22pm.

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

Approved on: January 3, 2024