CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA

Rita Heath • Jan Newbold • Tom Downing • Curtis Bortle • Tony Ardito

Sales Tax Oversight Board

Sales Tax Oversight Board • City Council Chambers 66 N. Lassen Street, Susanville, CA 96130

Monday, December 19, 2022 – 5:30 PM

CALL TO ORDER
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*

2. **BUSINESS FROM THE FLOOR:** *Any person may address the Board at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the Board. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting. Presentations are subject to a five-minute limit.*

3. **CONSENT CALENDAR:** *All matters listed under the Consent Calendar are considered to be routine by the Board. There will be no separate discussion on these items. Any member of the public or the Board may request removal of an item from the Consent Calendar to be considered separately.*

   3.A Minutes of the Sales Tax Oversight Board's November 28, 2022 regular meeting.

4. **NEW BUSINESS:**

   4.A Consider the appointment of Chair and Vice Chair for the 2023 Calendar Year.

   4.B Consider the City of Susanville Sales Tax Oversight Board Governance Practices

   4.C California Public Meeting Law / Brown Act Information

5. **CONTINUING BUSINESS:**

   5.A Receive Presentation on City Budget

6. **ADJOURNMENT:**
   - ***The next meeting of the Board to be determined.***

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.net, unless there were systems problems posting to the website.

Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.

I, Heidi Whitlock, certify that I caused to be posted notice of the meeting scheduled for December 19, 2022 in the areas designated on December 16, 2022.

AGENDA ITEM NO. 3.A
Action Item

SALES TAX OVERSIGHT BOARD AGENDA ITEM

Submitted By:	Heidi Whitlock, Administrative Services
Action Date:	December 19, 2022
SUBJECT:	Minutes of the Sales Tax Oversight Board's November 28, 2022 regular meeting.
PRESENTED BY:	Dan Newton, City Administrator
SUMMARY:	Attached for review are the minutes of the Sales Tax Oversight Board's November 28, 2022 regular meeting.
FISCAL IMPACT:	None.
ACTION REQUESTED:	Motion to waive oral reading and approve minutes of the Sales Tax Oversight Board's November 28, 2022 regular meeting.

ATTACHMENTS:
221128stob.min.draft.pdf

SALES TAX OVERSIGHT BOARD
Sales Tax Oversight Board Minutes
MONDAY, NOVEMBER 28, 2022 – 5:30 PM

Mr. Newton called the meeting to order at 5:33pm. He provided a brief explanation of what will be discussed and offered that this board is subject to the Brown Act.

Roll Call of Councilmembers Present: Tony Ardito, Curtis Bortle, Tom Downing, Rita Heath, Jan Newbold

1. APPROVAL OF AGENDA:

Moved by Downing; seconded by Ardito to approve.
Motion Carried: 5 - 0
Voting For: Ardito, Bortle, Downing, Heath, Newbold
Voting Against: None

2. BUSINESS FROM THE FLOOR:

Mr. Newton stated that, as this Board is subject to the Brown Act, a public comment area is required. No public comment received.

3. NEW BUSINESS:

A Discussion regarding Sales Tax Oversight Board's responsibilities and expectations

Mr. Newton stated that the goal of staff is to have the meeting move forward in two ways. One would be the establishment of the members, to positions, the meeting schedule, etc.. The other goal is to start the review of the budget.

Mr. Newton reviewed Resolution No. 22-5970 and mentioned the important notes including how the tax is a general tax, not a special tax, and can be used for any city business. However, the advisory committee was requested to assist in keeping the intent of the tax. The intent includes items such as public safety, streets, and economic development.

Mr. Newton stated that items would be brought to the committee to review and then they would provide a report/recommendation to council.

Ms. Heath asked if there was a set percentage to each area of intent to which Mr. Newton responded no, being that it is a general tax, it can be spent anywhere; however, it can be reported to council and recommendations can be made for consideration.

Mr. Newton stated the money from Measure P funding should be set up to be tracked and shown to the Committee to show transparacy.

Mr. Bortle stated that it appears that the advisory board is a watch dog committee for the public. He added that they would be shown the spending that has occurred to review and, if the spending is not done in the way the Board thinks the city should, they would report and make a recommendation to the Council.

Mr. Ardito commented that it appeared that this would be reactive instead of proactive and inquired as to why they, as the Board, could not state how they would recommend the money be spent.

Mr. Downing responded that it was his believe that the role of the Board is to verify that enough information is being shared with the public to be transparent and not to state what the funds need to be spent on.

Mr. Bortle agreed and added that the Board is in place to show that there is another level of oversite on the spending but, it is the council's place to decide where funds are spent.

Mr. Newton responded that this is new right now and the city wants to ensure it is being set up correctly and that something is in place that will remain once staff and board members change.

He added that staff envisions two pots of money. He wants to be able to state which pot is which meaning, if there is a surplus, is it in the Measure P pot or the "other" General Fund pot.

Chandra Jabbs, Finance Manager, provided a brief overview of what is typically budgeted to different departments specifically mentioning the Fire and Police Departments.

Mr. Newton also reveiwed the change of setting up seperate funds for both Police and Fire and talked about the vacancy rate. He added that, when there is a surplus, it stays in their fund and encourages savings.

Mr. Newton reviewed the cash report, the restricted funds vs. nonrestricted funds and provided a few explanations.

Mr. Bortle inquired about the SB1 funding and details regarding a match of funding requirement to which Mr. Newton responded.

Mr. Newton paused to ask if anyone had any questions and stated that all of the attachments can be sent to the board and if there were additional questions, they can reach out to him.

No comments.

Mr. Newton read the language in Measure Q and asked if there any additional questions regarding the measure.

Mayor McCourt addressed the Board from the audience and stated that people will ask them questions and they will be able to respond. He also added that the meetings will eventually be livestreamed which will help with transparancy.

Mr. Newton requested to know when to meet again, and who would be the Chair and Vice Chair if that is the terminology the Board is going with.

The Board discussed the location and concerns with the meetings being welcoming so the public will attend. It was the consensus of the Board to meet in the Council Chambers but, to create a round table area and not use the dais.

Mr. Bortle stated that there will still need to be a Chair and Vice Chair since it's a Brown Act board.

Ms. Heath inquired as to who responds to questions from the public.

Mr. Newton responded that, due to the Brown Act, if it is a question related to an agendized item, then the board can respond. However, he will be in attendance at all of the meetings, and they can recommend that he respond.

Mr. Bortle stated that the manner in which the Board discusses items will set the tone of the meetings.

Mr. Newton recommended that the roles for Chair and Vice Chair be set to make it easier for whoever fills those roles. He added that staff can bring an item back at the next meeting and then go to council to be approved once approved by this Board.

Ms. Heath stated that she wanted to avoid bureaucracy and wanted to be able to move things forward.

Mr. Newton responded that the city also sees the importance of moving this forward, which is why staff suggested a two spoke approach and is discussing both meeting details and the budget tonight.

Mr. Downing inquired about training and what the Board can and cannot talk about and when.

Mr. Newton responded that the board cannot talk to more than one other Board member about any topic as an individual member cannot know what the majority of the board is thinking. He stated that he, at the staff level, can know what everyone is thinking but, he cannot share with the board members.

Mr. Downing inquired about future meetings.

Mr. Newton responded that there is a need to come up with a way to identify the two pots of money. He added that staff and the Board will want to discuss that at the next meeting as there will be changes needed already to the mid-year budget.

Mr. Downing inquired as to how the city would suggest the structure to be set up and suggested the Board do so in order to keep moving forward.

Mr. Bortle suggested Rosenburg's Rules of Order.

Ms. Heath asked if the Board can choose now, to which Mr. Newton stated yes, and no. Since it is not agendized no action can be taken; however, it can come back at the next meeting to approve as well as the appointment of the chair and vice chair.

It was the consensus to meet again on December 19, 2022, at 5:30pm.

22-1035 Tax Measure.pdf

4. CONTINUING BUSINESS: No business.

5. ADJOURNMENT:

Moved by Downing; seconded by Ardito to approve adjourning at 6:39pm.
Motion Carried: 5 - 0
Voting For: Ardito, Bortle, Downing, Heath, Newbold
Voting Against: None

_____
, Chair

Respectfully submitted by:

_____
Heidi Whitlock, City Clerk

Approved on:

AGENDA ITEM NO. 4.A
Action Item

SALES TAX OVERSIGHT BOARD AGENDA ITEM

Submitted By:	Heidi Whitlock, Administrative Services
Action Date:	December 19, 2022
SUBJECT:	Consider the appointment of Chair and Vice Chair for the 2023 Calendar Year.
PRESENTED BY:	Dan Newton, City Administrator
SUMMARY:	The Sales Tax Oversight Board is in need of a Chairperson and Vice Chairperson to serve during the 2023 calendar year. At this time, appointments to this position will be accepted.
FISCAL IMPACT:	None
ACTION REQUESTED:	Appoint Chair and Vice Chair for the 2023 Calendar Year
ATTACHMENTS:	

AGENDA ITEM NO. 4.B
Action Item

SALES TAX OVERSIGHT BOARD AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: December 19, 2022

SUBJECT: Consider the City of Susanville Sales Tax Oversight Board Governance Practices

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: As a newly created advisory board, the Sale Tax Oversight Board has an opportunity to recommend that City Council adopt a resolution memorializing the governance of STOB. Relevant items include:

1) The roles of the Chair and Vice Chair
2) Meeting Schedule
3) Meeting Rules of Order

Consider providing a recommendation to City Council to adopt the a resolution establishing the City of Susanville Sales Tax Oversight Board Governance Practices.

A DRAFT Governance Practices document is provided for the Board's review and consideration.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to recommend that the City Council approve the Sales Tax Oversight Board Governance Practices as provided in the staff report **OR** as amended at the meeting.

ATTACHMENTS:

AGENDA ITEM NO. 4.C
Discussion Item

SALES TAX OVERSIGHT BOARD AGENDA ITEM

Submitted By:	Dan Newton, Administrative Services
Action Date:	December 19, 2022
SUBJECT:	California Public Meeting Law / Brown Act Information
PRESENTED BY:	Dan Newton, City Administrator
SUMMARY:	As an advisory board appointed by the Susanville City Council, the Sales Tax Oversight Board (STOB) is subject to the provisions of the Ralph M. Brown Act. Margaret Long, City Attorney will provide information to the STOB board members regarding public meeting requirements.
FISCAL IMPACT:	None.
ACTION REQUESTED:	Receive Presentation From Margaret Long, City Attorney via Zoom
ATTACHMENTS:	

AGENDA ITEM NO. 5.A
Discussion Item

SALES TAX OVERSIGHT BOARD AGENDA ITEM

Submitted By:	Dan Newton, Administrative Services
Action Date:	December 19, 2022
SUBJECT:	Receive Presentation on City Budget
PRESENTED BY:	Dan Newton, City Administrator
SUMMARY:	City staff will present line item budgets for information and discussion. Including revenue and expense projections.
FISCAL IMPACT:	None.
ACTION REQUESTED:	Discussion item.
ATTACHMENTS:	