

AGENDA
Regular Meeting
TULELAKE CITY COUNCIL
December 19, 2023
5:30 PM

Dial in Number: 712-432-3900 – Conference id: 419973 #

If you are unable to attend in person, join the meeting by dialing the number listed above and entering the Conference ID No.

1. Call to order the regular meeting of December 19, 2023.
2. Pledge of Allegiance
3. Approval of the December 05, 2023, regular meeting minutes. Discussion/Action.
4. Approval of the payments of bills. Discussion/Action.
5. Comments from the public.

This is the time set aside for citizens to address the Council on matters not on the agenda. Comments should be limited to matters within the jurisdiction of the Council. If your comment concerns an item on the agenda, please address the Council after that item is open for public comment. By law, the Council cannot discuss or act on matters that are not on the agenda. The mayor reserves the right to limit the duration of each speaker to three (3) minutes. Speakers may not give their time to others.

6. Approval of Task Order No. 15 for Adkins Engineering & Surveying, Inc. for the City of Tulalake Wastewater Improvements. Discussion/Action. (Director of Public Works/City Hall Administrator)
7. Approval of the revised Fiscal Year 23/24 Salary Schedule that includes the new 1/1/2024 California minimum wage increase, effective for the 12/31/2023 pay period. Discussion/Action. (City Hall Administrator)
8. Approval of Resolution Cal OES ID No: JS22-011 Designation of Applicant's Agent Resolution for Non-State Agencies. Discussion/Action. City Hall Administrator
9. Review of quote and possible approval of setting up an emergency system to notify utility customers. Discussion/Action. (Public Works Director)
10. Review and possible approval of Veterans Memorial brick quotes. Discussion/Action. (City Hall Administrator)
11. Recommendation for wage raise increases for Public Works staff for Arturo Ramirez to \$20.36 per hour, step 7; Samuel Flores, Jr. to \$19.00 per hour, step 5; Scott Caroll to \$18.36 per hour, step 4. All raises are effective per the revised FY23/24 Salary Schedule effective December 31, 2023. Discussion/Action. (Finance Director)
12. Recommendation for wage raise increases for City Hall staff for Tricia Plass to \$20.28 per hour, step 6; Jazlyn Chavolla to \$16.56 per hour, step 1; Teena Salazar to \$16.00 per hour, base rate. All raises are effective per the revised FY23/24 Salary Schedule effective December 31, 2023. Discussion/Action. (Finance Director)
13. Approval to increase Jenine Coelho, City Hall Administrator and Jose Perez, Director of Public Works hourly salary rate per hour to \$32.00 by the requirement of the state of California where exempt employees rate of pay must be twice that of the state minimum wage. Discussion/Action. (Finance Director)
14. Department Head updates. Discussion/Action.

- a. Chief of Police, Tom Hoy
- b. City Hall Administrator, Jenny Coelho
- c. Director of Public Works, Jose Perez
- d. Finance Director, Will Sargent

COMMENTS FROM ADMIN AND STAFF:

15. Comments from City Engineer
16. Comments from City Attorney
17. Comments from City Building Inspector (John Pemberton)
18. Comments from Library Branch Manager (Tricia Plass)
19. Comments from Chief of Police (Tom Hoy)
20. Comments from Director of Public Works (Jose Perez)
21. Comments from Finance Director (Will Sargent)
22. Comments from City Treasurer (Sara Luscombe)
23. Comments from City Clerk (Aissa Martinez)
24. Comments from City Hall Administrator (Jenny Coelho)
25. Comments from Assistant City Admin (Jazlyn Chavolla)
26. Comments from Council Member Tom Cordonier
27. Comments from Council Member Julia Pena Larsen
28. Comments from Council Member Teresa Williams
29. Comments from Council Member Bryan Hendricks
30. Comments from Council Member Penny Velador
31. Adjournment

Meetings convene in the Council Chambers at City Hall located at 591 Main Street, Tulelake, CA 96134.

Parties with a disability as provided by the American Disabilities Act who require special accommodations or aids to participate in a public hearing should make the request to City Hall Staff at least 48 hours prior to the meeting.

The City Attorney, Margaret Long, may appear by telephone from 2240 Court Street, Redding, CA 96001 (530) 691-0800.

The City Finance Director, Will Sargent, CPA, may appear by telephone from 125 Riverside Drive, Klamath Falls, OR 97601 (541) 882-2668.