

**SANTA ROSA CITY COUNCIL MINUTES  
REGULAR MEETING  
CITY HALL, 100 SANTA ROSA AVENUE  
DECEMBER 6, 2016**

**1. CALL TO ORDER AND ROLL CALL**

Mayor Sawyer called the meeting to order at 3:04 p.m. Council Members present: Mayor Sawyer, Vice Mayor Schwedhelm, Council Members Carlstrom, Combs, Coursey, Olivares, and Wysocky.

**2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

Mayor Sawyer recessed the meeting to closed session at 3:04 p.m. to discuss Item 2.1 as listed on the agenda:

**2.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Consideration of whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: one potential case.

Mayor Sawyer adjourned closed session at 3:20 p.m. and reconvened the meeting to open session in the Council Chamber at 4:09 p.m.

**3. STUDY SESSION - NONE**

**4. ANNOUNCEMENT OF ROLL CALL**

City Clerk Gomez announced that all Council Members were present.

**5. REPORT, IF ANY, ON STUDY AND CLOSED SESSIONS**

Interim City Attorney Stricker reported that the Council met in closed session regarding Item 2.1 as listed on the agenda and directed staff to enter into a settlement agreement with the architects who designed Fire Station No. 5.

**6. PROCLAMATIONS/PRESENTATIONS - NONE**

**7. STAFF BRIEFINGS - NONE**

**8. CITY MANAGER'S/CITY ATTORNEY'S REPORTS - NONE**

**9. STATEMENTS OF ABSTENTION BY COUNCIL MEMBERS**

Council Member Olivares will abstain from Item 11.1.

Council Member Carlstrom will abstain from Item 14.3.

**10. MAYOR'S/COUNCIL MEMBERS' REPORTS**

The Mayor and Council Members made announcements and reports of interest to the Council.

**10.1 MAYOR'S/COUNCIL MEMBERS' SUBCOMMITTEE AND LIAISON REPORTS (AND POSSIBLE COUNCIL DIRECTION TO BOARD REPRESENTATIVE ON PENDING ISSUES, IF NEEDED)**

10.1.1 Council Subcommittee Reports – Council Member Wysocky provided a brief report on the Downtown Subcommittee. Council Member Combs provided a brief report on the Homeless Policy Subcommittee.

- 10.1.2 Sonoma County Transportation Authority/Regional Climate Protection Authority (SCTA/RCPA) – None.
- 10.1.3 Sonoma County Water Agency (SCWA) - Water Advisory Committee – None.
- 10.1.4 Association of Bay Area Governments (ABAG) – None.
- 10.1.5 Sonoma County Agricultural Preservation and Open Space District Advisory Committee – None.
- 10.1.6 Sonoma Clean Power Authority (SCPA) – Council Member Wysocky provided a brief report.
- 10.1.7 Sonoma County Waste Management Agency (SCWMA) – None.
- 10.1.8 Other – None.

## **11. APPROVAL OF MINUTES**

### **11.1 November 1, 2016, Regular and Special Meetings**

**MOVED** by Council Member Carlstrom, seconded by Council Member Wysocky, and **CARRIED** 6-0-0-1 (Mayor Sawyer, Vice Mayor Schwedhelm, Council Members Carlstrom, Combs, Coursey, Wysocky voting yes; Council Member Olivares abstained/recused) to approve as submitted.

## **12. CONSENT ITEM**

### **PUBLIC COMMENT**

Duane DeWitt requested that the caption services include a verbatim transcription option available to the public.

**MOVED** by Vice Mayor Schwedhelm, seconded by Council Member Olivares, and **CARRIED** unanimously to waive reading of the text and adopt Consent Item 12.1 as follows:

### **12.1 MOTION - FIFTH AMENDMENT OF THE PUBLIC MEETING VIDEO STREAMING, ARCHIVING AND AGENDA MANAGEMENT AGREEMENT WITH GRANICUS, INC.**

**MOTION** approving a Fifth Amendment to General Services Agreement Number F000308, with Granicus, Inc., San Jose, CA, subject to approval as to form by the City Attorney, to add Closed Captioning services, and extend the contract for an additional five (5) years, for a cumulative contract total of \$590,615.

The time not yet being 5:00 p.m., Mayor Sawyer took Report Items 14.1 – 14.3 before Item 13.1 – Public Comment on Non-Agenda Matters.

## **14. REPORT ITEMS**

### **14.1 REPORT - SANTA ROSA WATER FUND-TO-FUND LOAN APPROVAL FOR THE PURPOSE OF ACQUIRING AGRICULTURAL LAND LOCATED AT 7630-7650 LAKEVILLE HIGHWAY, PETALUMA, FOR BIOSOLID APPLICATION**

**BACKGROUND:** The Water Department uses a variety of methods to dispose of biosolids generated from wastewater processing. Agricultural land for biosolid application is needed due to limited dispersal areas to protect the California Tiger Salamander, increasingly stringent organic diversion from landfills, and biosolid exclusions from certified organic family operations. Approximately 235 acres of land is available for purchase situated within Sonoma County in an already approved area for

biosolid application. In order to proceed with the acquisition, approval of a fund-to-fund loan from the Local Wastewater Utility Fund to the Subregional Waste Operations Fund for up to \$2.1 million is needed.

**RECOMMENDATION:** It is recommended by the Board of Public Utilities and the Subregional Partners as well as the Water and Finance Departments that the Council, by resolution, approve a Santa Rosa Water fund-to-fund loan for up to \$2.1 million from the Local Wastewater Utility Fund to the Subregional Waste Operations Fund for the acquisition costs of agricultural land to be used for biosolid application located at 7630-7650 Lakeville Hwy, Petaluma, California.

Presented by Megan Basinger, Interim Deputy Director – Water Administration.

**PUBLIC COMMENT**

Colleen Fernald spoke in opposition to the item.

Peter Tscherneff spoke in opposition to the item.

**MOVED** by Council Member Carlstrom, seconded by Council Member Combs and **CARRIED** unanimously to waive reading of the text and adopt:

**RESOLUTION NO. 28887 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING A FUND-TO-FUND LOAN FROM THE LOCAL WASTE WATER UTILITY FUND TO THE SUBREGIONAL WASTE OPERATIONS FUND FOR THE PURCHASE AND ACQUISITION COSTS OF AGRICULTURAL LAND FOR BIOSOLID APPLICATION.**

**14.2 REPORT - AMENDMENT TO RESOLUTION NO. 28718 REGARDING WASTEWATER FIXED MONTHLY CHARGES TO EXISTING COMMERCIAL/INDUSTRIAL/MULTI-FAMILY PROPERTIES**

**BACKGROUND:** In 2015, a five-year rate plan for water and wastewater rates was approved by the Santa Rosa City Council via Resolution No. 28718 with an effective date of January 1, 2016. Following the adoption and implementation of the revised rates, an administrative issue was identified related to the wastewater fixed monthly charge applied to commercial/industrial/multifamily properties that have larger sized meters to address fire flow requirements. Amending Resolution No. 28718 provides the Director of Water with the authority to reduce the wastewater fixed monthly charge applied to the account(s) that have larger sized meters to address fire flow requirements. There are four known accounts that can benefit from this amendment, resulting in an estimated annual loss of revenue of \$7,300.00 to the Wastewater Enterprise.

**RECOMMENDATION:** It is recommended by the Board of Public Utilities and the Water Department that the City Council, by resolution, amend Resolution No. 28718 to provide the Director of Water with the authority to reduce the wastewater fixed monthly charge for existing commercial/industrial/multi-family customers that have a large meter to address fire flow requirements.

Presented by Megan Basinger, Interim Deputy Director – Water Administration.

**MOVED** by Vice Mayor Schwedhelm, seconded by Council Member Olivares and **CARRIED** unanimously to waive reading of the text and adopt:

**RESOLUTION NO. 28888 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING RESOLUTION NO. 28718 REGARDING WASTEWATER FIXED MONTHLY CHARGES TO EXISTING COMMERCIAL/INDUSTRIAL/MULTI-FAMILY PROPERTIES**

**14.3 REPORT - RESOLUTION TO (1) DECLARE A FISCAL EMERGENCY AS A RESULT OF THE RECENT PASSAGE OF CALIFORNIA STATE PROPOSITION 64 (ADULT USE OF MARIJUANA ACT); (2) ORDER A BALLOT SUBMISSION TO SANTA ROSA VOTERS OF AN ORDINANCE AMENDING CHAPTER 6-04 OF THE SANTA ROSA CITY CODE AND ADDING CHAPTER 6-10 OF THE SANTA ROSA CITY CODE TO AUTHORIZE THE CITY TO IMPOSE A BUSINESS TAX ON CANNABIS BUSINESSES; (3) APPROVE BALLOT LANGUAGE; (4) PERMIT THE FILING OF REBUTTAL ARGUMENTS; (5) DIRECT THE CITY ATTORNEY TO PROVIDE AN IMPARTIAL ANALYSIS; AND (6) PROVIDING DIRECTION REGARDING BALLOT ARGUMENTS IN SUPPORT OF THE MEASURE.**

BACKGROUND: On November 8, 2016, the California State election passed ballot measure Proposition 64, known as "the Adult Use of Marijuana Act." Prop 64 brings businesses to support recreational cannabis use into a regulated market, and allows the City of Santa Rosa to enact local regulations on such businesses in addition to the regulations that will be imposed by the state.

With the passing of Proposition 64, the City is facing a fiscal emergency when considering and adopting appropriate regulations to govern this new industry, administer business permits, inspect businesses, enforce code regulations, support public safety, protect the environment, and provide education to the industry and community. Such significant costs to the City may deplete general fund resources that are needed for other crucial City services.

City Staff recommends that the Council seek authorization from the voters to impose a local business license tax on the cannabis industry in order to pay for the significant costs to the City of allowing cannabis businesses to operate in Santa Rosa. The proposed business tax is not a sales tax and would not be imposed directly on cannabis users or consumers.

Under the proposed measure, the voters would authorize the City Council to impose up to a maximum business tax rate on cannabis businesses. Specifically, the measure would authorize the City Council to set the initial tax rate and adjust that rate as appropriate from time to time up to the maximum approved by the voters. For commercial cannabis cultivators, the maximum tax rate would be based on \$38 per square feet of cultivation space, adjusted annually based on the CPI index, or up to 10% on gross receipts. For all other cannabis businesses (including nurseries, transporters, distributors, testing labs, manufacturers, dispensaries and delivery providers) the maximum tax rate would be 10% of gross revenues.

The City recognizes businesses will be bearing many initial costs as they adjust to the new legal environment and adhere to state regulations that are yet to be developed. As such, the tax rates the City intends to impose will be sufficient to secure funding for the needs of the community, while not overburdening the industry.

For the City to bring the proposed ballot measure to the voters at the March 7, 2017 election - at the same election the County of Sonoma is considering submitting its own cannabis business license tax measure to County voters - as a general tax measure

requiring approval by only a simple majority of the City's voters, the members of the City Council in attendance for this item must vote unanimously to declare a fiscal emergency based on the passage of Proposition 64. Without such a unanimous declaration, the City must wait until the November 2018 election to submit to the voters a tax measure requiring approval of only a simple majority of voters.

**RECOMMENDATION:** It is recommended by the Planning and Economic Development and Finance Departments that the Council continue Item 14.3 to a Regular Meeting in February 2017 and direct staff to revise the resolution to submit the Cannabis Industry Tax Measure to the Santa Rosa Voters at a special election on June 6, 2017.

#### **PUBLIC COMMENT**

Duane DeWitt spoke in support to the item and requested that the Council consider that the election be held at the next General Municipal Election in 2018.

Shelly Browning spoke in support of the item and provided information regarding public banking.

Jackson Disbrow spoke regarding the high rates being proposed, requested to reconsider the cost.

Peter Tscherneff spoke in support of the item.

**MOVED** by Council Member Wysocky, seconded by Council Member Combs and **CARRIED** 6-0-1 (Mayor Sawyer, Vice Mayor Schwedhelm, Council Members Combs, Coursey, Olivares, Wysocky voting Yes; Council Member Carlstrom abstained/recused) to continue the item to a Regular Meeting in February 2017.

### **13. PUBLIC COMMENT ON NON-AGENDA MATTERS**

Peter Tscherneff spoke regarding various topics.

Carl Franzoni spoke regarding concerns for CMedia staff.

Mireal Otoole thanked the Council Members who served and welcomed the newly elected Council Members; and spoke regarding homelessness.

Duane DeWitt spoke regarding homelessness.

Colleen Fernald spoke regarding homelessness.

### **14.4 REPORT - TERMINATION OF CMEDIA CONTRACT F000682**

**BACKGROUND:** On January 14, 2014, The City entered into an Agreement with CMedia to provide for the operation of PEG ("Public Education and Government") access channels and the management of a community media center by CMedia in exchange for funding by the City. As such, CMedia became party to this agreement that is scheduled to expire on March 31, 2017. CMedia is required to provide for such fiscal control and accounting procedures as are necessary to assure proper disbursement and accounting for funds received from the City. The unlawful use of funds shall be cause for the City to deduct such funds from any payments owed to CMedia and the immediate termination of this Agreement.

The agreement requires CMedia to submit to the City an annual proposed budget of capital equipment requirements for the upcoming year for the City's review and

consideration. At the City's sole discretion, the PEG capital funding is to be provided to CMedia up to a maximum amount of \$150,000 per year for the purchase of capital equipment by CMedia.

In addition to PEG capital funding, the Agreement calls for the City to provide operating funds to CMedia in the amounts of:

- o First Year of Agreement: \$360,000
- o Second Year of Agreement: \$275,000
- o Subsequent Years through the Term of Agreement: \$200,000

On October 31, 2016 CMedia notified City staff of a complete layoff of all its staff, including its Executive Director, stating financial and internal control issues.

Following the notification of staff layoffs, on November 9, 2016 the City initiated an internal performance audit of CMedia to determine whether CMedia complied with the accounting, reporting and usage of PEG capital funds; to evaluate CMedia's ability to sustain its operations through March 31, 2017; to determine CMedia's current payroll liability and its ability to pay its employees; and to determine the amount of PEG funds advanced to CMedia.

RECOMMENDATION: It is recommended by the Information Technology Department that the Council, by resolution, terminate the January 14, 2014 agreement between the Santa Rosa Community Media Access Center (dba CMEDIA") and the City to provide for the operation of PEG ("Public Education and Government") access channels and the management of a community media center.

Presented by Eric McHenry, Director and Chief Information Officer Information Technology Department.

#### PUBLIC COMMENT

Peter Tscherneff spoke in opposition to the item.

Carl Franzoni spoke in opposition to this item.

Keith Rhinehart spoke in opposition to the item.

Rosa Reynoza spoke in opposition to the item.

Robyn Kasper spoke in opposition to the item.

Rob Olmsted spoke in opposition to the item.

Eshawn Zuniga spoke in opposition to the item.

Jake Ward spoke in opposition to the item.

Zaccatures Harp spoke in opposition to the item.

George Uberti spoke in opposition to the item.

Daniel Minkin spoke in opposition to the item.

James Curtis spoke in opposition to the item.

Patrick Saindon spoke in opposition to the item.

Colleen Fernald spoke in opposition to the item.

Andre Estournes spoke in opposition to the item.

Daniel Villalva spoke in opposition to the item.

Steven Chisham spoke in opposition to the item.

Shey Roth spoke in opposition to the item.

Canini spoke in opposition to the item.

James Bennett spoke in opposition to the item.

Victoria Fleming spoke in opposition to the item.

Duane DeWitt spoke in opposition to the item.

David Reed spoke in opposition to the item.

**MOVED** by Council Member Coursey, seconded by Council Member Olivares and **CARRIED** unanimously to waive the reading of the text and adopt:

**RESOLUTION NO. 28889 ENTITLED:** RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA TERMINATING AGREEMENT NUMBER F000682 WITH SANTA ROSA COMMUNITY MEDIA ACCESS CENTER, INC. (DBA "CMEDIA") FOR PUBLIC, EDUCATION AND GOVERNMENT SERVICES

Mayor Sawyer recessed the meeting at 7:43 p.m. and reconvened at 8:15 p.m. All Council Members were present with the exception of Council Member Carlstrom.

#### **14.5 REPORT - AMENDMENT TO THE CITY CLASSIFICATION AND SALARY PLAN TO MODIFY THE SALARY RANGES OF CITY ATTORNEY AND WATER DIRECTOR CLASSIFICATIONS**

BACKGROUND: A Total Compensation Survey was requested for specific vacant classifications and due to the current job market, it became clear that an upward adjustment to the salary range would enhance the ability to recruit qualified and experienced candidates. The classifications reviewed were City Attorney and Water Director.

RECOMMENDATION: It is recommended by the Human Resources Department that the Council, by resolution, amend the City Classification and Salary Plan to modify the salary ranges of City Attorney by increasing the top of the range by 10% and the Water Director by 5%, effective the first full pay period after Council approval of this resolution.

Presented by Rhonda McKinnon, Interim Human Resources Director.

#### **PUBLIC COMMENT**

Duane DeWitt spoke in opposition to the item.

Canini spoke in opposition to the item.

**MOVED** by Council Member Olivares, seconded by Council Member Carlstrom and **CARRIED** 6-1 (Mayor Sawyer, Vice Mayor Schwedhelm, Council Members Carlstrom, Coursey, Olivares, Wysocky voting Yes; Council Member Combs voting no) to waive the reading of the text and adopt:

**RESOLUTION NO. 28890 ENTITLED:** RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING THE CITY CLASSIFICATION AND SALARY PLAN TO MODIFY SALARIES FOR CITY ATTORNEY AND WATER DIRECTOR AND AUTHORIZING THE CITY MANAGER TO IMPLEMENT THESE CHANGES

- 15. PUBLIC HEARINGS - NONE
- 16. WRITTEN COMMUNICATIONS (AND POSSIBLE COUNCIL ACTION) - NONE
- 17. COUNCIL REORGANIZATION
- 17.1 **REPORT - DECLARING RESULTS OF THE GENERAL MUNICIPAL ELECTION HELD ON TUESDAY, NOVEMBER 8, 2016, FOR THE PURPOSE OF (1) ELECTING FOUR MEMBERS TO THE CITY COUNCIL, EACH FOR A FULL TERM OF FOUR YEARS; (2) SUBMITTING TO THE VOTERS MEASURE O RELATING TO THE CITY'S PUBLIC SAFETY SPENDING LEVELS ORDINANCE; AND (3) CITY OF SANTA ROSA MEASURE N RELATING TO THE CITY'S SERVICES**

BACKGROUND: Pursuant to City Charter Section 30 and the California Elections Code, the City Council called a General Municipal Election for Tuesday, November 8, 2016, for the purpose of (1) electing four members to the City Council, each for a full term of four years; (2) submitting to the voters Measure O relating to the City's Public Safety Spending Levels Ordinance; and (3) City of Santa Rosa Measure N relating to the City's Services.

RECOMMENDATION: It is recommended by the City Clerk that the Council, by resolution, declare the results of the Consolidated General Municipal Election held on Tuesday, November 8, 2016, for (1) the election of Julie Combs, Ernesto Olivares, Chris Rogers, and Jack Tibbets to the City Council, each for a full term of four years; (2) City of Santa Rosa Measure O relating to the City's Public Safety Spending Levels Ordinance; and (3) City of Santa Rosa Measure N relating to the City's Services.

Presented by Daisy Gomez, City Clerk.

**MOVED** by Council Member Olivares, seconded by Vice Mayor Schwedhelm and **CARRIED** unanimously to waive the reading of the text and adopt:

**RESOLUTION NO. 28891 ENTITLED: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD ON TUESDAY, NOVEMBER 8, 2016, DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW**

**17.2 COMMENTS BY COUNCIL MEMBERS**

Council Members made comments and thanked the outgoing Council members for their service.

**PUBLIC COMMENT**

Duane DeWitt thanked leaving Council Members.

Colleen Fernald thanked leaving Council Members.

Lacinda Moore thanked leaving Council Members.

**17.3 ADMINISTRATION OF OATH OF OFFICE TO NEWLY ELECTED COUNCIL MEMBERS, PRESENTATION OF CERTIFICATES OF ELECTION, AND SEATING OF THE NEWLY ELECTED COUNCIL MEMBERS**

City Clerk Gomez administered the Oath of Office to Council Members Elect Jack Tibbets, Julie Combs, Chris Rogers and Ernesto Olivares.



#### **17.4 COMMENTS BY NEWLY ELECTED COUNCIL MEMBERS**

Council Members Combs, Olivares, Rogers, and Tibbetts made comments and expressed appreciation to outgoing Council Members, family members, and members of the community.

#### **17.5 ELECTION OF MAYOR**

The Council, in accordance with the City's Charter and the City Council Manual of Protocols and Procedures, will elect a Mayor from among its members. The Mayor will serve for a term of two years.

##### **PUBLIC COMMENT**

Duane DeWitt encouraged the new Council Members to allow public participation of the election of mayor.

Colleen Fernald spoke regarding various topics.

Nominations were made in the following order:

Council Member Combs nominated Council Member Coursey, which was seconded and accepted by Council Member Coursey.

Council Member Sawyer nominated Council Member Schwedhelm, seconded by Council Member Olivares and accepted Council Member Schwedhelm.

City Clerk Gomez recorded votes by roll call in the following order:

Council Member Combs for Council Member Coursey.

Council Member Coursey for Council Member Coursey.

Council Member Olivares for Council Member Schwedhelm.

Council Member Rogers for Council Member Coursey.

Council Member Sawyer for Council Member Schwedhelm.

Council Member Schwedhelm for Council Member Schwedhelm.

Council Member Tibbetts for Council Member Coursey.

Council Member Sawyer requested all Council Members vote for Council Member Coursey to serve as Mayor for a two-year term.

The nomination for Council Member Coursey to serve as Mayor **CARRIED** unanimously.

#### **17.6 ELECTION OF VICE MAYOR**

The Council, in accordance with the City's Charter and the City Council Manual of Protocols and Procedures, will elect a Vice Mayor from among its members. The Vice Mayor will serve a term of one year.

Mayor Coursey called for nominations for Vice Mayor.

Council Member Combs nominated Council Member Tibbetts, which was accepted by Council Member Tibbetts.

No other nominations were made.

City Clerk Gomez recorded votes for Council Member Tibbetts to serve as Vice Mayor by roll call in the following order:

Council Member Combs voted yes.

Council Member Coursey voted yes.

Council Member Olivares voted yes.

Council Member Rogers voted yes.

Council Member Sawyer voted yes.

Council Member Schwedhelm voted yes.

Council Member Tibbetts voted yes.

The nomination for Council Member Tibbetts to serve as Vice Mayor **CARRIED** unanimously.

**17.7 ELECTION OF DESIGNATED PRESIDING OFFICER TO PRESIDE OVER COUNCIL MEETINGS IN ABSENCE OF BOTH MAYOR AND VICE MAYOR; SUSPENSION OF COUNCIL PROCEDURE III(A)**

Section III (A) of the City Council Manual of Procedures and Protocols provides procedures for the selection of a presiding officer to preside over meetings of the City Council in the event of the absence of both the Mayor and Vice Mayor. Section XII(C) of the Manual of Procedures and Protocols provides procedures for the election of Mayor and Vice Mayor.

It is recommended by staff that the Council, pass a motion: 1) suspending the procedures in Section III(A) of the Manual of Procedures and Protocols for the selection of a presiding officer in the event of the absence of both the Mayor and Vice Mayor; and 2) elect a "Designated Presiding Officer" for a term of one year to preside over Council meetings in the event of the absence of both the Mayor and Vice Mayor, using the procedures set forth in Section XII(C) of the Manual of Procedures and Protocols for the election of Mayor and Vice Mayor.

Presented by Interim City Attorney Stricker.

**MOVED** by Council Member Sawyer, seconded by Council Member Schwedhelm and **CARRIED** unanimously to suspend the procedures in Section III(A) of the Manual of Procedures and Protocols for the selection of a presiding officer in the event of the absence of both the Mayor and Vice Mayor.

**MOVED** by Council Member Schwedhelm, seconded by Council Member Olivares and **CARRIED** unanimously to elect Council Member Sawyer as the "Designated Presiding Officer" for a term of one year to preside over Council meetings in the event of the absence of both the Mayor and Vice Mayor, using the procedures set forth in Section XII(C) of the Manual of Procedures and Protocols for the election of Mayor and Vice Mayor.

**18. PUBLIC COMMENTS ON NON-AGENDA MATTERS - NONE**

**19. ANNOUNCEMENT OF CONTINUED CLOSED SESSION ITEMS, RECESS TO CLOSED SESSION IN THE MAYOR'S CONFERENCE ROOM, RECONVENE TO OPEN SESSION, AND ANNOUNCEMENTS – NONE.**

**19. ADJOURNMENT OF MEETING**

Hearing no further business, Mayor Sawyer adjourned the meeting at 9:49 p.m. The next regularly scheduled meeting will take place on December 13, 2016, at a time to be set by the Mayor.

Approved on: January 10, 2017

/s/ Daisy Gomez, City Clerk