

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**September 6, 2017– 6:00 p.m.**

Meeting was called to order at 6:00 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Joe Franco, Mendy Schuster and Kathie Garnier.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

**1      APPROVAL OF AGENDA:**

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

**2      PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS:** No comments.

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

- A      CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code Section §54957.6
  - 1. Agency Negotiator: Jared G. Hancock  
Bargaining Unit: Fire
  - 2. Agency Negotiator: Jared G. Hancock  
Bargaining Unit: SPOA
- B      PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
  - 1. Community Services Officer
  - 2. Police Officer Trainee
  - 3. Golf Course Manager
  - 4. City Planner
  - 5. Special Legal Counsel
  - 6. City Administrator: 2 items
- C      CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) regarding one (1) potential case
- D      CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §59456.8:
  - Property: Public Road and Utility Infrastructure for subdivision in Wood Duck Court
  - Agency negotiator: Jared G. Hancock
  - Negotiation parties: City of Susanville/Al Robbins
  - Under Negotiation: Price/Conditions/Terms

At 7:03 p.m. the City Council recessed Closed Session.

**4      RETURN TO OPEN SESSION:**

At 7:05 p.m. the City Council reconvened in Open Session.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Dan Newton, Public Works Director; John King, Police Chief; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda, and there has been a revised Item 9D provided to the Council and public. The City Council met in Closed Session and gave direction on two items, with one item of reportable action; staff would be proceeding with an open recruitment for a City Administrator and he would be working with Public Works Director Dan Newton who would be serving as the Interim City Administrator.

Chief King offered the Thought of the Day.

**5**      **BUSINESS FROM THE FLOOR:** No comments.

**6**      **CONSENT CALENDAR:** Mayor Garnier reviewed the items on the Consent Calendar:

- A      Approve minutes from the City Council's August 2, 2017 meeting
- B      Approve vendor warrants numbered 101103 through 101272 for a total of \$669,988.24 including \$139,113.84 in payroll warrants

Councilmember Schuster requested the removal of Item 6B for separate discussion.

Motion by Councilmember Wilson, second by Councilmember Stafford to approve Item 6A; motion carried. Ayes: Wilson, Stafford, Schuster and Garnier. Abstain: Franco.

Councilmember Schuster asked if the claim for services from Kronich, Moskovitz Tiedemann and Girard was a retainer or consulting fee, as the charge of \$20,000 seemed a bit high.

Mr. Hancock explained that the City has an agreement with the firm to perform human resources specific work on a time and materials basis, and the charge represents work performed.

Motion by Mayor pro tem Franco, second by Councilmember Stafford to approve Item 6B; motion carried. Ayes: Franco, Stafford, Wilson and Garnier. No: Schuster.

**7**      **PUBLIC HEARINGS:**

**7A**      **Consider approval of Resolution No. 17-5413 approving the Urban Water Management Plan (UWMP) update** Mr. Newton explained that Urban Water Management Plans are prepared by urban water suppliers to support long-term resource planning and to ensure that adequate water supplies are available to meet existing and future water demands. The City falls in this category as serving more than 3,000 water connections, and is required by the California Government Code to prepare the Urban Water Management Plan and submit it to the Department of Water Resources (DWR). The Plan must be updated every 5 years, and DWR will review the Plan to ensure that the requirements identified in the Water Code have been completed. Mr. Newton reviewed the Plan, noting that it is broken down into sections that address the purpose and process of Plan development and implementation, and then addresses information specific to the system, including the system description, water sources, system demands, water supply, the water shortage contingency plan, and demand management measures. Mr. Newton reviewed the timeline to update the Plan, stating that work on the City's Urban Water Management Plan was completed with the assistance of Full Spectrum Engineering, and a draft was circulated in June 2017. Comments were solicited from the public and various stake holders and will be accepted through the public hearing that has been

scheduled for consideration of the document. Upon approval by City Council, the document will be submitted to the Department of Water Resources for review.

At 7:18 p.m. Mayor Garnier opened the public hearing and requested comments from the public regarding the Urban Water Management Plan. There being no comments or questions, Mayor Garnier closed the public hearing at 7:19 p.m.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution 17-5413; motion carried unanimously. Ayes: Wilson, Franco, Stafford, Schuster and Garnier.

**8**      **COUNCIL DISCUSSION/ANNOUNCEMENTS:** None.

Commission/Committee Reports:

**9**      **NEW BUSINESS:**

**9A**      **Consider approval of Resolution No. 17-5411 approving hold harmless training agreement with Susanville Indian Rancheria for property at 477-280 N. Weatherlow** Chief Moore explained that the Fire Department is always seeking opportunities to conduct operational fire training and has been in contact with the Susanville Indian Rancheria to utilize a structure that is scheduled for demolition. The property is located at 477-280 N. Weatherlow and the Rancheria has agreed to allow the Susanville Fire Department to utilize the facility for firefighting training prior to destruction and removal of the building. This provides valuable training for the Department and the agreement is modeled after the agreement the City utilized when the Department conducted training at the old Tri-Counties Bank building prior to its demolition to make way for the new Rite-Aid building. The agreement provides that the City will pay \$1.00 to the Susanville Indian Rancheria to use the building for training purposes.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5411; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

**9B**      **Consider approval of Resolution No. 17-5412 authorizing execution of software maintenance and support agreement with Caselle** Ms. Savage reported that the City has utilized a government software program called Caselle since November 2002. This software includes payroll, accounts payable, accounts receivable, utility management and general ledger functions. The original software program was upgraded in 2007 at a cost of \$42,000 for purchasing the software and \$13,251 in quarterly software assurance charges for training and updates. The software assurance program provides the City with the opportunity to upgrade software at no extra charge, provides priority responses to support requests, unlimited support requests, program updates, and free access to Webinar Training and Knowledgebase curriculum. The City currently pays \$15,096 annually for the software assurance program. The proposal submitted by Caselle would increase this annual charge for the software upgrade to \$21,600 annually. If the invoice is paid annually and not monthly, the City will save an additional five percent for an annual cost of \$20,520. The upgraded software program, Caselle Connect, also includes features to assist the City with Affordable Care Act (ACA) reporting requirements which is not offered on the current program version. In addition, the City received notification that it will no longer be providing updates as of December 31, 2017 which will impact all users' year end reporting for W-2's and 1099's.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5412; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

**9C Consider request to allow the sale of alcoholic beverages concessions at the Diamond Mountain Golf Course Club House on September 23, 2017 for the Lassen Football Booster Golf Tournament** Mr. Hancock explained that the City has received the request from the Lassen High School Football Boosters to allow the sale of alcoholic beverage concessions at their annual fundraising tournament. The concessions will be provided under the license provided by Gino Surian, owner of the T&A Lounge, and the Department of Alcoholic Beverage Control requires a letter of authorization from the City as part of the application process.

Motion by Councilmember Stafford, second by Councilmember Schuster, to allow the sale of alcoholic beverages for the event; motion carried unanimously. Ayes: Stafford, Schuster, Wilson, Franco and Garnier.

**9D Consider request for a facility use fee waiver and to allow the sale of alcoholic beverages concessions at the Diamond Mountain Golf Course Club House on September 9, 2017 for the Lassen College Athletic Golf Tournament** Mr. Hancock explained that the Lassen College Foundation is hosting a golf tournament to generate funding for the Lassen College Foundation's scholarship fund and for the Athletic Boosters. The tournament, scheduled for September 9, 2017, will include the sale of alcoholic beverages. Due to the short time frame, staff tentatively authorized the sale as part of the application process. In addition to ratifying the request, the College is also requesting a fee waiver of \$87.50 for utilization of the Diamond Mountain Golf Course.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the sale of alcoholic beverages and a waiver of the \$87.50 facility use fee; motion carried unanimously. Ayes: Wilson, Stafford, Schuster, Franco and Garnier.

Mayor Garnier recused herself from consideration of Item 9E due to ownership of property on Wood Duck Court, and exited the Council Chambers.

**9E Consider approval of Resolution No. 17-5414 accepting the offer of dedication of Wood Duck Court** Mr. Hancock explained that the City received a request from Mr. Al Robbins to transfer the private access right of way, utility infrastructure and future maintenance responsibilities at Wood Duck Court to the City. The City Council has considered and reviewed the terms of the agreement, which was drafted and provided to Mr. Robbins for his review and comment. The documents were signed and received by the City. The roadway and infrastructure is well maintained and in good condition, and the one recommendation would be that Mayor pro tem Franco be authorized to sign the documents on behalf of the City in lieu of Mayor Garnier.

There were no questions or comments.

Motion by Councilmember Stafford, second by Councilmember Wilson, to approve Resolution No. 17-5414 and authorize Mayor pro tem Franco to sign the related documents; motion carried. Ayes: Stafford, Wilson, Schuster and Franco. Abstain: Garnier.

Mayor Garnier returned to the Council Chambers and assumed her seat at the dais.

**9F Consider approval of Resolution No. 17-5415 executing Proposition 1 IRWM Disadvantaged Community Involvement Program Agreement with the California Rural Water Association (CRWA)** Mr. Hancock explained that several local agencies that have authority over water in the region, along with the City, formed the Lahontan Basins Water Management Group. The City serves as the lead agency and

provides staffing services for the group. Through the new Prop 1 bond measure, the State has made funding available for smaller agencies and districts whose applications for Prop 84 funding did not rate high or were not competitive. This was due to a variety of reasons, including being unable to document that they were a disadvantaged community, did not have the expertise to conduct CEQA or other required environmental requirements, or the funding to put together plans or deliver shovel ready projects. Lahontan Basins partnered with the California Rural Water Association, and an application was put together on behalf of 7 regions. Funding was received in the amount of \$2.45 million dollars, and of that amount \$322,590 is specifically for the Lahontan Basins. This is money that will be available to conduct workshops, mapping, income surveys, assist with engineering and environmental studies to create shovel ready projects that will be more competitive. The City will work with other agencies including the Susanville Indian Rancheria, Lassen Irrigation Company, Honey Lake Valley RCD, and many others through this process. The grant funding will funnel through the City, as the sub-recipient, and there is a general administration component of the funding. The agreement for review by City Council is between the City as sub-recipient and the California Rural Water Authority, who has a separate agreement with the State Department of Water Resources. Once the agreement is approved, the City will be working with the Inter Regional Water Management Group to develop a scope of work, identifying who will be providing which services, and those types of items.

Mayor pro tem Franco asked what types of projects would be funded, and who makes that determination.

Mr. Hancock responded that the funding at this point is to conduct community outreach, planning, engineering, prepare project cost estimates, conduct income surveys, and many other functions.

Mayor pro tem Franco asked how the projects would be prioritized or identified as being eligible for funding.

Mr. Hancock explained that the process would be facilitated by the IRWM, and that the City appointee to the group is Dan Newton. The board members have all been provided with a list of project applications from last year and the ranking sheet to identify where they were less competitive. The applications will be reviewed to determine what might have made the project a stronger candidate for funding. The board will look at the types of projects, and the impact that they might have on the entire region. Mr. Hancock gave an example of a project submitted by Lassen Irrigation Company which was to provide for lining of a diversion canal that travels from Johnstonville to Leavitt Lake. The project ranks high on the list due to the amount of water that is lost through the process, but a barrier for the project was that they were not considered a disadvantaged community and as such, would have to provide a twenty-five percent project match. By utilizing funding to complete income surveys and mapping to include the Leavitt Lake area to designate the area as a disadvantaged community would have provided for a stronger application. Mr. Hancock explained that there are other projects in the North County area where there are water systems serving only two or three users and they do not have the financial mechanism to conduct studies, or take water samples, and they do not have a backup water source. For those projects, funding to conduct a feasibility study for consolidation would be a tremendous help. There are an unlimited number of things that people could apply for, but the board will primarily be focusing on applications that have already been received but were not funded, and what steps can be taken to make them more competitive.

Mayor Garnier asked what the timeline is for expending the grant funds.

Mr. Hancock responded that he estimated it would be approximately 18 months.

Mr. Newton added that the State anticipates making another call for projects in the Spring 2018 funding cycle, and it would be advantageous to have work completed for projects to be ready for that announcement.

Mayor pro tem Franco asked who would be providing the required services, and if there was a list available.

Mr. Hancock responded that some of the resources were provided in the application, and it would include regional government agencies and directly contracting with firms to provide project specific analysis. Administrative costs normally average between 12 to 18 percent, so that has already proven to be a benefit for the City's budget to provide IRWM with management services, and it also gives the City an advantage of being aware of funding opportunities and it makes the region very competitive to obtain as much funding as possible.

Mayor pro tem Franco asked if the City has the staffing capacity to handle the additional workload.

Mr. Hancock responded that it is an ongoing discussion that will have to occur, since it is going to be an extra workload. The recommendation would be that the City continue to provide that resource to the IRWM group, and the City is one of the few agencies with financial capacity to operate on a reimbursement basis.

There were no more questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve Resolution No. 17-5415; motion carried unanimously. Ayes: Franco, Stafford, Wilson, Schuster and Garnier.

**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    Public Works Department Update**

Mr. Newton reviewed the accomplishments, key projects in progress, and ongoing responsibilities of the various divisions of the Public Works department, including Administration/Engineering, Streets, Water/Geothermal and Natural Gas. Mr. Newton described the on-call rotation process which improves the efficiency and responsiveness of the department by providing a higher level of expertise available for after-hours emergency service and provides a larger number of employees available to participate in the rotation. The Department conducted a water audit which is a required report that is submitted to the State. Water is tracked coming into the system at the production source and for all customers to track usage and gauge efficiencies regarding how much water is leaking out of the system.

Mr. Newton reviewed the street projects, noting that there were several which were being wrapped up, and staff is working on another large project coming up which involves Weatherlow, Mill, Lassen Street, a portion of Alexander Street between Burger King and Main, and Paiute. The department is attempting to complete as much work as possible, with consideration to the high cost of installing Americans with Disabilities Act (ADA) compliance.

Mayor pro tem Franco asked about an oil seal that was being applied to a few streets.

Mr. Newton replied that there were a few streets completed by one particular contractor, and the streets were not looking as they should. The City utilizes a firm to conduct material testing and there was some advice given regarding the streets, which included an oil seal, however the City will still have a hard time accepting the asphalt in those certain portions of the project. Mr. Newton discussed the ongoing duties of the Streets Division, which is always very busy, and these include vegetation control, sweeping, alley maintenance, curb painting, clearing the roadway after accidents, clearing floodways and pothole repair.

Mayor Garnier pointed out that there was a large hole at the corner of Main Street and Rob's Way that was reappearing, most likely due to the heavy traffic in that area.

Mr. Newton explained that the Water/Geothermal Division had been busy this summer with a high number of leaks and service calls. He discussed Service calls, meter installations and pending installation contracts for the natural gas division, in addition to annual reporting requirements and leak surveys. The department is also staying ahead of paving projects by stubbing out the service connections in order to avoid having to cut into new asphalt.

Mayor Garnier thanked Mr. Newton for the report.

### **13B Riverside Park Project Update**

Mr. Hancock explained that the City received funding in the amount of \$450,000 through the Community Development Block Grant (CDBG) for the Riverside Park Project. Staff has been working on the preliminary design phase of the project. The design will be used as the basis for the preparation of engineered plans and specifications utilized to put the project out to bid. The proposed design must be submitted to the State prior to the preparation of the plans and specifications, and staff is requesting City Council feedback prior to submitting the updated layout to the State. Mr. Hancock reviewed the project features as depicted in the project rendering, which included ADA improvements, creation of angled parking, new curb/gutter/sidewalk improvements, the addition of a bike lane, the creation of a central group gathering area, and a relocation of play equipment to improve visibility for parents whose children are playing on the tot equipment. Mr. Hancock mentioned that a concern had been raised regarding the current Peggy's Playground equipment, and it was not being removed from the park, just moved back to allow for improved safety and supervision purposes. The existing mounded feature creates visibility problems, where a child can be out of sight and near the street, so the concept is to bring everything closer to the middle of the park, and away from the street. Mr. Hancock invited questions and comments from the City Council.

Mayor pro tem Franco asked if the existing restroom was being removed.

Mr. Hancock responded that the original plan called for the restroom building to be replaced, however it was damaged during the storms which came through the area in February, and repairs had to be completed at that time. Now the proposal is to expand the existing facility.

Mayor Garnier asked if there were any improvements planned for the South Side of the park along Monrovia. She also noted that the proposed zipline feature seems out of place when all of the traditional slides had been removed from the parks around town due to safety concerns.

Mr. Hancock explained that the project scope had been narrowed in the application phase to provide for \$450,000 in improvements, the majority of which have been utilized to install the ADA improvements to the

north side of the park. The long term vision for the park was to propose the relocation of the baseball diamond to the Southeast corner of the park. This would free up enough space to allow the soccer field to exist without slightly overlapping the dirt infield. The proposed zipline and adventure area is a feature that was proposed to be included at a future point in time, however it is not included in the existing budget. Regarding the traditional metal slides, communities have been encouraged to phase them out due to law suits related to falls, and the slides which are currently utilized in parks have features designed for child safety.

Councilmember Schuster stated that she has been visiting Riverside Park since 1962, and asked who created the proposed design, and noted that the large existing shade trees do not appear to be included in the design. She asked if the trees would be kept, adding that they are very important to the character and history of the park.

Mr. Hancock responded that the design was developed based upon feedback received from the community and Council, and was completed by Melton Design Group. He noted that the location of the fire pit area in the center, proposed to have shade trees in a similar location as the current 12 trees were located.

Councilmember Schuster asked if the existing trees would be removed or touched in any way.

Mr. Hancock responded that the proposed design could accommodate some of the trees, but the recommendation is to remove the existing trees which are reaching the end of their useful lifespan due to safety issues related to center rot. The species are prone to weak limbs, and they pose a safety issue. The removal could be phased, with the planting of species that are more appropriate for long-term use in parks, so that there would still be shade, but the idea is to work towards getting rid of all of them.

Mayor pro tem Franco added that the trees are not great trees, as both elm and cottonwood trees are prone to rot.

Mr. Hancock responded that the elms would be removed.

Mayor Garnier asked what type of tree would be planted in their place.

Mr. Hancock responded that it would be another species of large shade tree. The park currently has elms, cottonwoods, locust, and they all pose significant issues. They are popular trees due to low water demands and quick growth however they have a shorter lifespan of 60 years. What we are seeing is center rot and weak limbs, so the City has to conduct regular safety trimming, and the trees will not survive another 10-15 years in a functional state. The City has had licensed folks look at the trees and they are not going to last safely into the future.

Councilmember Schuster asked if there would be an opportunity to talk to those people and find out exactly which trees have rot in the middle. She added that they are huge, beautiful trees and she will fight to keep them from being removed.

Councilmember Schuster asked if all of the grass was being removed around the front areas and replaced with a dirt or gravel surface.

Mr. Hancock explained that one of the reasons the City's application scored so high was the installation of improvements that are compliant with the Americans for Disabilities (ADA) Act. The high traffic areas were

proposed to be converted to a higher compaction material in order to accommodate those ADA features. There is a product that is a mixture of decomposed granite and resin which results in a natural-looking pathway that is a firmer surface with less dust than a natural decomposed granite path.

Mayor pro tem Franco asked if the project includes the relocation of the baseball diamond.

Mr. Hancock responded that it would be proposed as a future phase of the project, but it is not in the current budget.

Councilmember Schuster asked if the proposed monument sign had been designed, and suggested including a reference to the Fruit Growers neighborhood.

Mr. Hancock replied that a mock-up of the sign has not been prepared, adding that one requirement of the CDBG program is to display signage that indicates the park improvements were completed utilizing Community Development Block Grant funding and that a reference to the Fruit Growers neighborhood could be considered.

Mayor Garnier commented that the installation of the sign would be a good project for the Rotary Club.

Councilmember Schuster asked what types of community outreach efforts were conducted as part of the project.

Mr. Hancock explained that the project was opened up to the community for feedback at public hearings, with a basic park layout provided, and the feedback received was largely positive, with people excited about the park receiving a facelift.

Councilmember Schuster stated that she visits the park regularly with her grandson, and since she has a strong attachment to the park, she contacted five mothers and asked for their feedback regarding the proposed design. She stated that the feedback she received from them was a common concern by what appeared to be a lot of dirt, they were concerned about the shade trees that are at the park, and that it looks too much like what is already available at the Bizz Johnson Trail. The park is the prettiest feature in the neighborhood, it is a lot of green space, and losing that would be a loss since there is not a lot of green in the area.

Councilmember Stafford suggested reducing the ADA features to pathways, and not an entire removal of the existing turf.

Mr. Hancock explained that at this stage, there is still a lot of flexibility with park design. The consultants deal primarily with the conversion of existing park spaces to more eco-friendly landscapes that focus on drought tolerant landscaping and features which they see as a benefit to communities who are dealing with water restriction issues. If the direction is to leave more of the design as a grass area, that is a simple design modification. The design can be reconfigured to leave as many of the existing trees as possible, identify those that pose the most immediate safety issues, and phase in the planting of new trees that are a larger size, and a more appropriate species that will be there for many years to come. Mr. Hancock stated that the information regarding the trees can be provided to Council, and used as a basis to determine the phased process of replacing the old trees, and gradually removing those that are in the worst shape and that pose the biggest safety hazard. There is still ample amount of time to address that issue while the proposed design modifications are reviewed by the State.

Councilmember Stafford remarked that he was not a big fan of the central gathering area that features a fire pit, and asked if it was too late to replace that feature with a splash pad.

Mr. Hancock responded that it could be incorporated in with a future phase, as funding becomes available, but it is not in the budget to install with the current project.

Mayor pro tem Franco commented that the park does need an upgrade. He has attended a lot of barbecues and agency events through work at the park, and it is run down, and a bit shabby. The barbecue areas are not currently handicapped accessible, and it is a pleasant atmosphere but really does show its age. The City has received a lot of funding to make some major improvements, and he also would support replacing the center barbecue feature with a splash pad, as funding becomes available.

Mr. Hancock reviewed the comments and suggestions received so far as follows:

- Remove center barbecue pit and designate as a future splash park
- Retain as much of the existing turf as possible
- Replace some of the native planter areas under trees and leave those as grass
- Have further discussion regarding the transition plan with the mature trees.

Mayor Garnier asked if the gateway to SPI is going to be upgraded.

Mr. Hancock explained that the existing fencing, while not ideal, would remain in place.

Councilmember Wilson remarked that he is thrilled to have \$450,000 to spend on upgrading a City park. At a time when grant funding is scarce, staff should be commended for securing nearly one-half million dollars to fund park improvements. If it were for the construction of a brand-new park, it would not be a problem, but there are a number of people in the community who have a personal attachment to the existing park. Removing the trees will be a similar situation as when the middle school removed old and dying trees to make way for a larger, improved parking lot; it was extremely upsetting for many people in the community. He encouraged the design revisions to focus on retaining as many of the existing trees as possible.

Mr. Hancock requested direction on the items discussed, and moved on to the next topic by explaining that there is a the State's requirement for agencies to utilize all Program Income (PI) funding that is on hand, prior to drawing down any grant funds. The program income is generated by the repayment of prior grant-funded loans that the City has made, and currently there is approximately \$350,000 in PI on hand. The City anticipated funding first-time homebuyer assistance projects with the PI, and will be doing another advertising push to expend the money, however if the interest remains limited then we will need to use the additional dollars for the park.

Councilmember Wilson asked if the Program Income could be spent to expand the park project.

Mr. Hancock explained that features could be added within the existing scope of the project.

There was a general discussion regarding the availability and demand for the first time homebuyer program funded by program income, and the requirements for spending PI on hand prior to drawing down funds awarded through the grant. The Council discussed options for allocating any remaining Program Income to fund additional features in the Riverside Park Project after another push for First Time Homebuyer Loans.

Mr. Hancock summarized the City Council priorities for the park design:

- Installation of splash pad feature
- Upgraded Fencing along east side of the park
- Relocation of baseball diamond
- Create parking on Limoneria

**13C Community Crime Reduction Initiatives** Mr. Hancock explained that recent public comments and discussions before City Council have focused on the reduction of crime in the community. Direction has been given by Council to begin the facilitation of a panel discussion with local leaders and subject matter experts to improve safety and security in the community. The process will include the solicitation of comments, questions, and concerns from the community to be addressed during a public forum setting. An invitation letter will be sent to identify tentative dates, and questions will be prepared and submitted for discussion.

Mayor pro tem Franco commented that Crossroads was not on the list of recipients of the letter, and suggested that they should be included in the discussions.

Mr. Hancock indicated that the second phase of the process would definitely include Crossroads as well as other community service groups, such as Lassen Family Services, to address a component of the problem, which is what people can do to obtain help. The first phase is geared more towards having solid information from subject matter experts that can be developed into a public frequently asked questions and answers. The panel would include representatives from the District Attorney's Office, the Lassen County Sheriff's Office, the Public Defender's Office, the Courts, and those type of people who will be able to weigh in on the various topics of discussion. Mr. Hancock added that the City Council would be kept updated as the date for that panel discussion is finalized.

**Sam Williams**, Lassen County Times, asked if the Council could comment on the details of the mutual separation agreement with Mr. Hancock that was announced at the August 16<sup>th</sup> meeting.

Ms. Ryan stated that the terms of the agreement specify that Mr. Hancock's final day as City Administrator is October 11, 2017. Mr. Hancock will receive a cash payment of \$125,000 which represents full and final payment for all wage and benefit obligations that the City owes, in addition to accrued vacation, including a severance payment that is outlined in his employment contract. Mr. Hancock waives all rights to unemployment benefits, and during his remaining time as City Administrator he may provide up to 12 hours per week of independent consulting services to entities other than the City of Susanville, and as the City Attorney, Ms. Ryan indicated that she would be providing a determination as to whether or not said consulting would post a conflict of interest between those services and his responsibilities at the City. The City and Mr. Hancock will enter into a post-consulting agreement so that if the City is in need of any consulting services after October 11, then he will be available to provide those services and he would be working as an independent contractor under the terms of that agreement.

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

**15 ADJOURNMENT:**

At 9:29 p.m. Mayor Garnier called for a five minute recess prior to reconvening in Closed Session.

At 9:34 p.m. the City Council reconvened in Closed Session.

Meeting adjourned at 11:37 p.m. Direction was given to staff in closed session, but there was no reportable action taken.

Respectfully submitted by

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Kathie Garnier, Mayor

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Gwenna MacDonald, City Clerk

*Approved on: October 4, 2017*