
CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
Quincy McCourt, Mayor
Thomas Herrera, Mayor pro tem
Russ Brown • Mandy Schuster • Kevin Stafford

Susanville City Council
Regular Council Meeting • City Council Chambers
Wednesday, September 6, 2023 – 4:30 PM

CALL TO ORDER
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** *Any person may address the Council at this time upon any subject for discussion during Closed Session.*
3. **CLOSED SESSION:**
 - A. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR** - *pursuant to Government Code Section §54956.8*
 - *Property: Ramsey Ditch*
 - *Agency Negotiator: Dan Newton, City Administrator*
 - *Negotiating Party: Kim Dieter*
 - *Under Negotiation: Price/Terms*
4. **RETURN TO OPEN SESSION:** *(recess if necessary)*
 - *Reconvene in open session at 5:00pm*
 - *Pledge of allegiance*
 - *Invocation*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Proclamations, awards or presentations by the City Council*
5. **BUSINESS FROM THE FLOOR:** *Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. 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.
6. **CONSENT CALENDAR:** *All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.*
 - 6.A *Minutes of the City Council's August 16, 2023 regular meeting and the August 21, 2023 special meeting.*
 - 6.B *Vendor and payroll warrants*
 - 6.C *Consider Resolution No 23-6202, approving and authorizing the modification of members and conditions to the Memorandum of Understanding with the Firefighters Bargaining Unit*

- 6.D Consider Resolution No. 23-6203, approving and authorizing the modification of members and condition to the Memorandum of Understanding with the Susanville Police Officers Association Bargaining Unit
- 6.E Consider Resolution No. 23-6204, approving and authorizing the the modification of members and conditions to the memorandum of understanding with the Administrative Bargaining Unit.
- 6.F Consider Resolution No. 23-6200, approving and accepting a donation of \$1,000.00 from the Walmart Charitable Foundation
- 6.G Consider Resolution No. 23-6201, supporting closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial building located at 1205 Main Street and authorizing closure of Fair Drive from Russell Avenue to Main Street for the Veterans Day parade on Saturday, November 11, 2023, from 10:00am to 12:00pm
- 6.H Consider Resolution No. 23-6205, authorizing the Public Works Director to close one block of Richmond Rd in front of 601 Richmond Road for the purpose of Lassen Land & Trails Trust Annual Rails to Trails Festival and Handcar Races held on October 7, 2023.
- 6.I Consider Resolution No. 23-6199, authorizing the Public Works Director to close one block of Sunkist Drive in front of the Senior Center for the purpose of a Superhero Fun Run and walk on Saturday, September 30, 2023
- 6.J Consider Resolution No. 23-6206, authorizing the Public Works Director to intermittently close one block of Richmond Rd in front of 601 Richmond Rd. for the purpose of Lassen Land and Trail Trust annual Gravel Adventure Ride held on September 9, 2023.
- 6.K Consider Resolution No. 23-6208, supporting the Lassen County Chamber of Commerce, Safe and Sane Halloween event on Tuesday, October 31, 2023, with the street closure from 12:00pm to 6:00pm.
- 6.L Consider Resolution No. 23-6214, accepting award from Lassen Municipal Utility District's Public Benefits Community Projects program and authorizing the Finance Manager to increase the Susan River Clean Up Project 1011 Fund in the amount of \$23,000
- 6.M Approved Position List

7. PUBLIC HEARINGS:

- 7.A Consider Resolution No. 23-6212, approving a Use Permit/Rezone/General Plan Amendment/Initial Study #22-009 to allow a 70 Space Recreational Vehicle Park at 300 Bella Way on a 10.19 Acre Parcel for the Thompson Family Trust.
- 7.B Conduct Cost Recovery Public Hearing Case # LN2023-001 and consider Resolution No. 23-6177, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6178, approving the recordation of a lien against real property at 1135 Brian Court.
- 7.C Conduct Cost Recovery Public Hearing on Case # LN2023-002 and consider Resolution No. 23-6179, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6180, approving the recordation of a lien against real property at 713 Cottage Street.
- 7.D Conduct Cost Recovery Public Hearing on Case # LN2023-003 and consider Resolution No.

23-6181, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6182, approving the recordation of a lien against real property at 811 Cottage Street.

- 7.E Conduct Cost Recovery Public Hearing on Case # LN2023-004 and consider Resolution No. 23-6183, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6184, approving the recordation of a lien against real property at 50 South Gay Street.
- 7.F Conduct Cost Recovery Public Hearing on Case # LN2023-005 and consider Resolution No. 23-6185, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6186, approving the recordation of a lien against real property at 610 Juniper Street.
- 7.G Conduct Cost Recovery Public Hearing on Case # LN2023-006 and consider Resolution No. 23-6187, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6188, approving the recordation of a lien against real property at 713 Cottage Street.
- 7.H Conduct Cost Recovery Public Hearing on Case # LN2023-007 and consider Resolution No. 23-6189, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6190, approving the recordation of a lien against real property at 50 South Gay Street.
- 7.I Conduct Cost Recovery Public Hearing on Case # LN2023-008 and consider Resolution No. 23-6191, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6192, approving the recordation of a lien against real property at 811 Cottage Street.
- 7.J Conduct Cost Recovery Public Hearing on Case # LN2023-009 and consider Resolution No. 23-6193, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6194, approving the recordation of a lien against real property at 732 Main Street.
- 7.K Conduct Cost Recovery Public Hearing on Case # LN2023-010 and consider Resolution No. 23-6195, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6196, approving the recordation of a lien against real property at 801 Main Street.
- 7.L Conduct Cost Recovery Public Hearing on Case # LN2023-011 and consider Resolution No. 23-6197, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent Resolution No. 23-6198, approving the recordation of a lien against real property at 1005 North Street.
- 7.M Conduct Cost Recovery Public Hearing on Case # LN2023-012 and consider Resolution No. 23-6209, approving a cost report of costs associated with the abatement of nuisance conditions at 10 Santa Paula Street and, if approved, consider subsequent Resolution No. 23-6210, approving the recordation of the special assessment against real property at 10 Santa Paula Street and requesting the inclusion of said special assessment on the county tax rolls.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. **NEW BUSINESS:**

- 9.A Consider Resolution No. 23-6207, authorize the closure of Main Street from North Weatherlow St. to Alexander Ave. on September 29, 2023 for the Lassen High School Homecoming Parade between 1:00 p.m. and 4:00 p.m. Further, authorize the Public Works Director to execute a Caltrans Encroachment Permit application as required and authorize the Finance Director to adjust the budget as necessary for this event.
- 9.B Consider approval of Councilmember discretionary funds in support of the homecoming parade.
- 9.C Consider Resolution No. 23-6175, authorizing the Mayor to execute agreement with Aqua-Tech to clean and inspect the city of Susanville's five water tanks and authorize the Finance Director to increase the 7114 Water Capital Improvement budget in the amount of \$30,075
- 9.D Discussion regarding General Plan Updates including the Housing Element 2024 and General Plan 2025-2050 updates.
- 9.E Consider Resolution No. 23-6211, authorizing City Administrator to execute a new phone system monthly agreement between Computer Logistics and the city of Susanville, the City Administrator to enter into an agreement with Computer Logistics for the installation and procurement of telecommunications equipment, and further authorizes the Finance Director to make the necessary budget increase and allocate the cost across all departments.
- 9.F Consider Resolution No. 23-6215, awarding bid to Kirack Construction Inc. for the replacement of Memorial Park Bathroom.
- 9.G Consider Resolution No. 23-6217, receiving and accepting donation from the Susanville Police Officer Association

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:

12. CONTINUING BUSINESS:

- 12.A Consider Resolution No. 23-6213, approving and authorizing the Mayor to execute a standard agreement with TischlerBise Fiscal, Economic, and Planning Consultants to perform an Impact Fee Study pertaining to Fire, Police, and Transportation.
- 12.B Consider Resolution No. 23-6218, authorizing City Administrator to enter into an agreement with Peckham & McKinney for recruitment services for the recruitment of an Economic Development Director.

13. CITY ADMINISTRATOR'S REPORTS:

- 13.A Department Reports

14. FUTURE COUNCIL ITEMS:

- 14.A Future Council Items

15. ADJOURNMENT:

- **The next regular meeting of the Susanville City Council will be held on September 20, 2023 at 4:30PM.**

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 regular meeting scheduled for September 6, 2023 in the areas designated on September 1, 2023.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: September 6, 2023

SUBJECT: Minutes of the City Council's August 16, 2023 regular meeting and the August 21, 2023 special meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's August 16, 2023 regular meeting and the August 21, 2023 special meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's August 16, 2023 regular meeting and August 21, 2023 special meeting minutes.

ATTACHMENTS:
[230816.cc.min.draft.pdf](#)
[230821.cc.spec.min.draft.pdf](#)

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, AUGUST 16, 2023 – 4:30 PM

Mayor pro tem Herrera called the meeting to order at 4:30p.m.

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

1. APPROVAL OF AGENDA:

Moved by Schuster; seconded by Brown, to approve the agenda with the changes as recommended by City Administrator Dan Newton to include item 13A being heard immediately after 9B as well as a presentation of the new vehicle acquired by the Police Department.

Motion Carried: 3 - 0

Voting For: Herrera, Schuster, Brown

Voting Against: None

Absent: McCourt, Stafford

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

3. CLOSED SESSION: The City Council convened in closed session at 4:35p.m. to discuss the following items:

A. PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957

1. Economic Development Director

B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION -

pursuant to Government Code Section §54956.8

1. Name of Case: Cargill v. city of Susanville

4. RETURN TO OPEN SESSION: The Council reconvened in open session at 5:01p.m.

The Pledge of Allegiance and Invocation were provided.

Mr. Newton stated that the Council met in closed session to discuss the above-mentioned items, that direction was provided to staff; however, no reportable action was taken.

Ryan Cochran, Chief of Police, presented the department's newly acquired vehicle.

Mr. Newton provided an explanation on the employee recognition program.

Bob Godman recognized Pat Thomson, Mechanic, for 5 years of service.

Tom Hernandez, Acting Fire Chief, recognized Leon Myers, Fire Captain, for 10 years of service.

Chandra Jabbs, Finance Director, recognized Alicia Cordova, Account Tech I, for 10 years of service and Stefanie Steward, Account Tech II, for 5 years of service.

Mr. Newton recognized Bob Godman, Public Works Director, for 15 years of service.

Mayor pro tem Herrera offered words to those recognized.

5. BUSINESS FROM THE FLOOR: Amy Holmen, Lassen Land & Trails Trust, provided information on two events coming up in September and October.

Jacqui Henry requested a moment of silence for Maui.

6. **CONSENT CALENDAR:**

6.A Minutes of the City Council's August 2, 2023, regular meeting.

[230802.cc.min.draft.pdf](#)

Motion to waive the reading of and approval to receive and file the City Council's August 2, 2023, regular meeting minutes.

Moved by Brown; seconded by Schuster to approve.

Motion Carried: 3- 0

Voting For: Herrera, Schuster, Brown

Voting Against: None

Absent: McCourt, Stafford

6.B Consider **Resolution No. 23-6174**, approving agreement with NextRequest for Public Records Request software.

[Updated CA - NextRequest - discounted.pdf](#)
[23-6174.pdf](#)

Motion to approve Resolution No. 23-6174, approving agreement with NextRequest for Public Records Request platform.

Moved by Schuster; seconded by Brown to approve.

Motion Carried: 3- 0

Voting For: Herrera, Schuster, Brown

Voting Against: None

Absent: McCourt, Stafford

7. **PUBLIC HEARINGS:** No business.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Mayor pro tem Herrera provided both the Land Acknowledgment Statement and the city's Mission Statement.

9. **NEW BUSINESS:**

9.A Appointment of Voting Delegate and Alternates for the League of California Cities Annual Conference to be held on September 20-22, 2023.

Mr. Newton provided a brief explanation of the item and requested direction from the Council as to who would be going and who would be the designated voting delegate. He added that Mayor McCourt would like to attend, as would two other councilmembers.

Mayor pro tem inquired as to whether all five Council members could be in attendance to which Ms. Long, City Attorney, stated that they could as it is a conference.

Councilmember Schuster stated that she would prefer to bow out due to budgetary reasons if everyone else would like to go.

It was the consensus of the Council to have Mayor McCourt attend as the voting delegate, and Mayor pro tem Herrera and Councilmember Brown attend as the alternates.

Motion to have Mayor McCourt attend as the voting delegate, and Mayor pro tem Herrera and Councilmember Brown attend as the alternates.

Moved by Schuster; seconded by Brown to authorize.

Motion Carried: 3- 0

Voting For: Herrera, Schuster, Brown

Voting Against: None

Absent: McCourt, Stafford

9.B Discussion regarding Lassen High School Homecoming Parade Direction to staff

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

Renee Delgado, LHS ASB President, read a letter that they provided to the Council requesting the closure of Main Street for their Homecoming Parade. She included that ASB will assist with the marketing of the city's SeeClickFix app.

Councilmember Schuster is for the event but requested more details on what streets are being requested.

Councilmember Brown stated that he is supportive of Alexander to Weatherlow.

Mayor pro tem Herrera stated that he was also in support of the event.

Mr. Newton stated that the issue with the road closure is finding a route for the semi trucks. The closure would most likely have to be from Riverside to Weatherlow to accommodate the request, but staff could potentially find a shorter route as the request would prevent access to businesses at a peak period of time on a Friday.

City staff including Chief Cochran, Director Godman, and Acting Chief Hernandez all provided their comments.

Jim McCarthy, public, stated that it may be a state highway but, it is our Main Street. He added that he has an uptown business, and he is still in favor of the event.

Eileen Richard, public, suggested to stage the floats at Memorial Park and simply make the loop.

After further discussion, both Councilmember Schuster and Councilmember Brown are still in favor of the event.

Mayor pro tem Herrera stated that he is aware that it will be a lot of work for city staff, but he is very much for this event.

Both Herrera and Brown offered to be flaggers for the event, but it was requested that a shorter route be found.

13.A City Project Priorities

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

Councilmember Brown thanked staff as he knows it's hard to have other items added on when the list is so long.

Bob Tyndall, SMAC member, stated that there are projects at the airport as listed on the ACIP that need to be made a priority. He voiced his concern as to why they are not getting completed. He requested Taxiway B be placed on the list to where it is completed in the spring in addition to the completion of the 2024 project.

Jim McCarthy requested that time spent on HUSA should end and all put towards the economic development efforts as he is seeing changes with the current endeavor.

Jacqui Henry recommended that the airport item be made a priority as she sees that as economic development.

Councilmember Schuster asked Mr. Newton if the Taxiway project was one of the items that may not be on the list but is being worked on.

Mr. Newton responded by stating yes, but this is one of those projects that slipped through the cracks because of the workload and the items ahead of it on the priority list.

[230215 City Project Priorities.docx](#)

- 9.C Consider **Resolution No. 23-6175**, authorizing the Mayor to execute agreement with Aqua-Tech to clean and inspect the city of Susanville's five water tanks and authorize the Finance Manager to increase the 7114 Water Capital Improvement budget in the amount of \$30,075 Motion to approve Resolution No. 23-6175, authorizing the Mayor to execute agreement with Aqua-Tech to clean and inspect the city of Susanville's five water tanks and authorize the Finance Manager to increase the 7114 Water Capital Improvement budget in the amount of \$30,075

Mr. Godman stated that, due to the budget amendment and the need for a 4/5th's vote. The item will be tabled at this time and presented at the next meeting.

Mayor pro tem Herrera stated that the item is tabled until a later date.

[23-6175.pdf](#)

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

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

12. **CONTINUING BUSINESS:**

- 12.A Consider **Resolution No. 23-6176**, upholding, modifying, or rejecting the Susanville Planning Commission's decision to assess civil assessment penalties in the amount of \$10,000 against the property located at 765 Shasta Street for violations of a nuisance abatement order.

Cody Loflin, Code Enforcement Officer, provided an explanation of the item and requested direction as to which Resolution the Council would prefer to adopt.

Mr. Guerrero addressed the Council and shared the work he has done to date. He added that the outside should resemble any other house in the area by the end of October.

[Nuisance Abatement Order for 765 Shasta St.pdf](#)
[23-6176 \(Rejection\).pdf](#)
[23-6176 \(Approval\).pdf](#)

Motion to approve Resolution No. 23-6176, upholding the Susanville Planning Commission's decision to assess civil assessment penalties in the amount of \$10,000 as ordered pursuant to Susanville Planning Commission Resolution No. 23-1126.

Moved by Brown; seconded by Schuster to approve.

Motion Carried: 3- 0

Voting For: Herrera, Schuster, Brown

Voting Against: None

Absent: McCourt, Stafford

13. CITY ADMINISTRATOR'S REPORTS:

~~13.A City Project Priorities~~ – item heard following 9B

13.B Department Reports

City staff provided updates to the Council.

14. FUTURE COUNCIL ITEMS: 14.A Future Council Items

No comments.

[20230816 Items from the Podium.pdf](#)

15. ADJOURNMENT: Adjourned at 6:57p.m.

Moved by Brown; seconded by Schuster to adjourn at 6:57p.m.

Motion Carried: 3 - 0

Voting For: Herrera, Schuster, Brown

Voting Against: None

Absent: McCourt, Stafford

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

Approved on:

**SUSANVILLE CITY COUNCIL
Special Council Meeting Minutes
MONDAY, AUGUST 21, 2023 – 9:00 AM**

Mayor McCourt called the meeting to order at 9:00a.m.

Roll Call of Councilmembers Present: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

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

Moved by Kevin Stafford; seconded by Thomas Herrera to approve.

Motion Carried: 5 - 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): *Any person may address the Council at this time upon any subject for discussion during Closed Session.* No comment.

3. CLOSED SESSION:

The City Council convened in closed session at 9:01 a.m. to discuss the following:

A. PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957

1. Economic Development Director

Councilmember Stafford left the meeting at 11:04 a.m.

2. RETURN TO OPEN SESSION: (recess if necessary)

The Council reconvened in open session at 11:10 a.m.

Mr. Newton stated that the Council approved the agenda as written and met in closed session to discuss the above-mentioned item. Direction was provided to staff with no reportable action taken.

3. ADJOURNMENT:

Meeting adjourned at 11:05 a.m.

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Administrative Services

Action Date: September 6, 2023

SUBJECT: Vendor and payroll warrants

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: Warrants dated July 24, 2023 through August 25, 2023 numbered 218991-219239.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$951,609.78, plus \$1,114,421.96 in payroll warrants, for a total of \$2,066,031.74.

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
[07-31-23.pdf](#)
[08-03-23.pdf](#)
[08-10-23.pdf](#)
[08-17-23.pdf](#)
[08-18-23.pdf](#)
[08-24-23.pdf](#)

Report Criteria:

Report type: GL detail

Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/23	07/31/2023	219048	728	U.S. POSTMASTER	UB BILLING WATER	073123	1	7110-430-42-46	POSTAGE	544.21	544.21
07/23	07/31/2023	219048	728	U.S. POSTMASTER	UB BILLING GAS	073123	2	7401-430-62-46	POSTAGE	280.34	280.34
Total 073123:										824.55	824.55
Grand Totals:										824.55	824.55

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 8/3/2023 - 8/3/2023Page: 1
Aug 03, 2023 02:21PM

Report Criteria:

Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/23	08/03/2023	219055	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	5980110909	1	7620-430-10-46	SUPPLIES-JANITORIAL	1.74	1.74
08/23	08/03/2023	219055	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980110909	2	2007-431-20-44	LINEN SERVICE	54.91	54.91
08/23	08/03/2023	219055	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980110909	3	7401-430-62-44	LINEN SERVICES	11.75	11.75
Total 5980110909:											
08/23	08/03/2023	219056	10390	AUTOZONE PARTS INC	SUPPLIES-FD	4015371688	1	1010-422-10-44	RESCUE- REPAIR & MAINTENA	3.02	3.02
Total 4015371688:											
08/23	08/03/2023	219057	10836		REFUND GAS DEPOSIT	10414900015	1	7401-2228-000	DEPOSITS-CUSTOMER	196.39	196.39
Total 10414900015:											
08/23	08/03/2023	219058	1307	C&S WASTE SOLUTIONS	725 MAIN STREET-STREETS	175159221U037	1	2007-431-20-44	DISPOSAL	25.60	25.60
Total 175159221U037:											
08/23	08/03/2023	219058	1307	C&S WASTE SOLUTIONS	605 ASH STREET-STREETS	175159225U037	1	2007-431-20-44	DISPOSAL	25.60	25.60
Total 175159225U037:											
08/23	08/03/2023	219058	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	175159236U037	1	7530-451-52-44	DISPOSAL	561.87	561.87
Total 175159236U037:											
08/23	08/03/2023	219058	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	175159430U037	1	7620-430-10-44	DISPOSAL	218.91	218.91
Total 175159430U037:											
08/23	08/03/2023	219058	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	175159431U037	1	1000-417-10-44	DISPOSAL	215.84	215.84
Total 175159431U037:											
08/23	08/03/2023	219058	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	175159432U037	1	1011-452-20-44	DISPOSAL	212.77	212.77

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 2			
				Check Issue Dates: 8/3/2023 - 8/3/2023				Aug 03, 2023 02:21PM			
GL	Check	Check	Vendor	Payee	Description	Invoice	Inv	GL Account	GL Account Title	Seq	Check
Period	Issue Date	Number	Number			Number	Seq	No		Amount	Amount
Total 175159432U037:											
08/23	08/03/2023	219058	1307	C&S WASTE SOLUTIONS	720 SOUTH ST-SHOP	175159434U037	1	7620-430-10-44	DISPOSAL	212.77	212.77
Total 175159434U037:											
08/23	08/03/2023	219058	1307	C&S WASTE SOLUTIONS	1110 NORTH STREET	175159513U037	1	1011-452-20-44	DISPOSAL	225.04	225.04
Total 175159513U037:											
08/23	08/03/2023	219058	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	175159655U037	1	2007-431-20-44	DISPOSAL	311.22	311.22
Total 175159655U037:											
08/23	08/03/2023	219059	10292	CEB	CA MUNICIPAL LAW HANDBOO	11123062	1	1000-411-40-46	BOOKS AND PERIODICALS	100.34	100.34
Total 11123062:											
08/23	08/03/2023	219060	148	COMPUTER LOGISTICS	23/24 FY COMPULOG CONTRA	84374	1	1000-417-10-43	TECHNICAL SVCS	544.13	544.13
Total 84374:											
08/23	08/03/2023	219061	161	CSK AUTO INC	CREDIT- GAS	2740411913	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5,480.00	5,480.00
Total 2740411913:											
08/23	08/03/2023	219061	161	CSK AUTO INC	CREDIT- WATER	2740438384	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	44.00-	44.00-
Total 2740438384:											
08/23	08/03/2023	219061	161	CSK AUTO INC	CREDIT- WATER	2740445356	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	223.89-	223.89-
Total 2740445356:											
08/23	08/03/2023	219061	161	CSK AUTO INC	WASHER-GAS	2740446905	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	73.37-	73.37-
08/23	08/03/2023	219061	161	CSK AUTO INC	WASHER-WATER	2740446905	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	1.70	1.70
08/23	08/03/2023	219061	161	CSK AUTO INC	WASHER-STREETS	2740446905	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	1.69	1.69

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Total 2740446905:											
08/23	08/03/2023	219061	161	CSK AUTO INC	BELT-STREETS	2740446918	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	35.09	35.09
Total 2740446918:											
08/23	08/03/2023	219061	161	CSK AUTO INC	POWER BELT-STREETS	2740447669	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	23.43	23.43
Total 2740447669:											
08/23	08/03/2023	219061	161	CSK AUTO INC	POWER BELT-STREETS	2740447676	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	50.52	50.52
Total 2740447676:											
08/23	08/03/2023	219061	161	CSK AUTO INC	CREDIT- STREETS	2740448381	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	77.69-	77.69-
Total 2740448381:											
08/23	08/03/2023	219061	161	CSK AUTO INC	MIRROR-STREETS	2740448547	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	52.13	52.13
Total 2740448547:											
08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-GAS	2740449023	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	417.83	417.83
Total 2740449023:											
08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-GAS	2740449025	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	139.28	139.28
08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-WATER	2740449025	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	139.28	139.28
08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-STREETS	2740449025	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	139.27	139.27
Total 2740449025:											
08/23	08/03/2023	219061	161	CSK AUTO INC	E-TRACK-WATER	2740450437	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	125.03	125.03
Total 2740450437:											
08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-WATER	2740450555	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	11.61	11.61
08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-GAS	2740450555	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	11.61	11.61

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08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-STREETS	2740450555	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	11.60	11.60
Total 2740450555:											
08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-WATER	2740450666	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	62.76	62.76
Total 2740450666:											
08/23	08/03/2023	219061	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740450685	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	119.02	119.02
Total 2740450685:											
08/23	08/03/2023	219061	161	CSK AUTO INC	REFLECT TAPE-GAS	2740450716	1	7401-430-62-46	SUPPLIES-GENERAL	29.22	29.22
Total 2740450716:											
08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-GAS	2740450935	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	16.01	16.01
08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-WATER	2740450935	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	16.01	16.01
08/23	08/03/2023	219061	161	CSK AUTO INC	SUPPLIES-STREETS	2740450935	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	16.01	16.01
Total 2740450935:											
08/23	08/03/2023	219061	161	CSK AUTO INC	SPONGE-STREETS	2740451420	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	7.57	7.57
Total 2740451420:											
08/23	08/03/2023	219062	8713	CUNNINGHAM AUTO GR	REPAIR & MAINT-GAS	644397	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	174.95	174.95
Total 644397:											
08/23	08/03/2023	219063	194	DIAMOND SAW SHOP IN	REPAIR & MAINT-FD	19643	1	1010-422-10-44	MISC- REPAIR & MAINTENANCE	148.44	148.44
Total 19643:											
08/23	08/03/2023	219063	194	DIAMOND SAW SHOP IN	SUPPLIES-FD	19674	1	1010-422-10-44	MISC- REPAIR & MAINTENANCE	16.18	16.18
Total 19674:											
08/23	08/03/2023	219064	1261	DIAMOND TRUCK AND A	REPAIRS & MAINT-FD	5727	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	1,251.14	1,251.14

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Total 5727:											
08/23	08/03/2023	219065	198	DITCH WITCH EQUIPMEN	SUPPLIES-WATER	520856	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	1,251.14	1,251.14
Total 520856:											
08/23	08/03/2023	219066	219	ED STAUB & SONS PETR	490.30 GAL FUEL-GC	9403419	1	7530-451-52-46	GASOLINE	450.06	450.06
Total 9403419:											
08/23	08/03/2023	219066	219	ED STAUB & SONS PETR	4343 GAL UNLEADED	9508944	1	1000-1410-001	INVENTORIES-GASOLINE	18,714.97	18,714.97
Total 9508944:											
08/23	08/03/2023	219067	1484	EDGES ELECTRICAL GR	REPAIR & MAINT- AIRPORT	S5915762.001	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	7.90	7.90
Total S5915762.001:											
08/23	08/03/2023	219068	10845		REIMBURSEMENT FOR PERMIT	073123	1	1011-424-20-32	BUILDING PERMITS	400.25	400.25
Total 073123:											
08/23	08/03/2023	219069	230	ENTENMANN - ROVIN CO	SUPPLIES-FD	0174931-IN	1	1010-422-10-46	SUPPLIES- GENERAL	178.27	178.27
Total 0174931-IN:											
08/23	08/03/2023	219070	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375295A	1	7110-430-42-43	PROFESSIONAL SVCS	28.00	28.00
Total 375295A:											
08/23	08/03/2023	219070	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375297A	1	7110-430-42-43	PROFESSIONAL SVCS	53.00	53.00
Total 375297A:											
08/23	08/03/2023	219070	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375300A	1	7110-430-42-43	PROFESSIONAL SVCS	53.00	53.00
Total 375300A:											

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08/23	08/03/2023	219071	265	FRONTIER	257-1057-FAX PW	1057 072023	1	7620-430-10-45	COMMUNICATIONS	184.62	184.62
Total 1057 072023:											
08/23	08/03/2023	219071	265	FRONTIER	257-5152 FIRE	5152 071023	1	1010-422-10-45	COMMUNICATIONS	184.62	184.62
Total 5152 071023:											
08/23	08/03/2023	219071	265	FRONTIER	257-5603 POLICE	5603 071023	1	1009-421-10-45	COMMUNICATIONS	288.26	288.26
Total 5603 071023:											
08/23	08/03/2023	219072	1075	INDEPENDENT ELECTRI	GROUND LEVEL SQUEEZE TO	S106094935.001	1	7401-430-63-47	VEHICLES	611.00	611.00
Total S106094935.001:											
08/23	08/03/2023	219073	10837		REFUND WATER DEPOSIT	10326050002	1	7110-2228-000	DEPOSITS-CUSTOMER	1,484.50	1,484.50
Total 10326050002:											
08/23	08/03/2023	219074	10844		REFUND ELECTRICAL PANEL D	072423	1	1000-2228-009	DEPOSITS-COMM CENTER RE	8.58	8.58
Total 072423:											
08/23	08/03/2023	219075	10849		REFUND GAS DEPOSIT	10531901702	1	7401-2228-000	DEPOSITS-CUSTOMER	100.00	100.00
Total 10531901702:											
08/23	08/03/2023	219076	8571		TR EX FOLSOM 08/8/23-8/11/23	072423	1	1009-421-10-45	TRAINING	123.10	123.10
Total 072423:											
08/23	08/03/2023	219077	374	L.N. CURTIS & SONS	SUPPLIES-FD	INV727141	1	1010-422-10-46	SUPPLIES- GENERAL	241.50	241.50
Total INV727141:											
08/23	08/03/2023	219078	412	LASSEN REGIONAL SOLI	DUMP FEES-STREET'S	3545	1	2007-431-20-44	DISPOSAL	109.41	109.41
08/23	08/03/2023	219078	412	LASSEN REGIONAL SOLI	DUMP FEES-STREET'S	3545	2	2005-431-20-44	REPAIR AND MAINTENANCE-MI	54.95	54.95
08/23	08/03/2023	219078	412	LASSEN REGIONAL SOLI	DUMP FEES-GAS	3545	3	7401-430-62-44	REPAIR AND MAINTENANCE-FA	30.00	30.00
											2.53

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08/23	08/03/2023	219078	412	LASSEN REGIONAL SOLI	DUMP FEES-CODE ENFORCEM	3545	4	1011-425-21-43	PROFESSIONAL SVCS	130.08	130.08
Total 3545:											
08/23	08/03/2023	219079	437	LMUD	471-920 JOHNSTONVILLE RD-AI	10108 072523	1	7201-430-81-46	ELECTRICITY	52.64	52.64
08/23	08/03/2023	219079	437	LMUD	471-920 JOHNSTONVILLE RD-AI	10108 072523	2	7201-430-81-46	ELECTRICITY	105.27	105.27
Total 10108 072523:											
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 072523	1	7530-451-52-46	ELECTRICITY	953.37	953.37
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 072523	2	7530-451-52-46	ELECTRICITY	1,906.80	1,906.80
Total 122907 072523:											
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE PUMP STATION	122910 072523	1	7530-451-52-46	ELECTRICITY	1,320.87	1,320.87
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE PUMP STATION	122910 072523	2	7530-451-52-46	ELECTRICITY	2,641.80	2,641.80
Total 122910 072523:											
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 072523	1	7530-451-52-46	ELECTRICITY	10.00	10.00
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 072523	2	7530-451-52-46	ELECTRICITY	20.00	20.00
Total 122929 072523:											
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE PUMP HOUSE	132052 072523	1	7530-451-52-46	ELECTRICITY	20.60	20.60
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE PUMP HOUSE	132052 072523	2	7530-451-52-46	ELECTRICITY	10.43	10.43
Total 132052 072523:											
08/23	08/03/2023	219079	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 072523	1	7530-451-52-46	ELECTRICITY	198.83	198.83
08/23	08/03/2023	219079	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 072523	2	7530-451-52-46	ELECTRICITY	397.80	397.80
Total 144281 072523:											
08/23	08/03/2023	219079	437	LMUD	SOUTH ST - PW OFFICE	14590 072523	1	7620-430-10-46	ELECTRICITY	197.89	197.89
08/23	08/03/2023	219079	437	LMUD	SOUTH ST - PW OFFICE	14590 072523	2	7620-430-10-46	ELECTRICITY	395.79	395.79
Total 14590 072523:											
										593.68	593.68

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08/23	08/03/2023	219079	437	LMUD	SOUTH ST ROOSEVELT AREA L	1744 072523	1	1011-452-20-46	ELECTRICITY	3.61	3.61
08/23	08/03/2023	219079	437	LMUD	SOUTH ST ROOSEVELT AREA L	1744 072523	2	1011-452-20-46	ELECTRICITY	7.23	7.23
Total 1744 072523:											10.84
08/23	08/03/2023	219079	437	LMUD	RIVERSIDE PARK	1999 072523	1	1011-452-20-46	ELECTRICITY	24.02	24.02
08/23	08/03/2023	219079	437	LMUD	RIVERSIDE PARK	1999 072523	2	1011-452-20-46	ELECTRICITY	48.03	48.03
Total 1999 072523:											72.05
08/23	08/03/2023	219079	437	LMUD	CADY SPRINGS	26784 072523	1	7110-430-42-46	ELECTRICITY	253.75	253.75
08/23	08/03/2023	219079	437	LMUD	CADY SPRINGS	26784 072523	2	7110-430-42-46	ELECTRICITY	507.49	507.49
Total 26784 072523:											761.24
08/23	08/03/2023	219079	437	LMUD	1505 MAIN ST FIRE STATION	2876 072523	1	1010-422-10-46	ELECTRICITY	234.38	234.38
08/23	08/03/2023	219079	437	LMUD	1505 MAIN ST FIRE STATION	2876 072523	2	1010-422-10-46	ELECTRICITY	469.00	469.00
Total 2876 072523:											703.38
08/23	08/03/2023	219079	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 072523	1	2007-431-60-46	ELECTRICITY	105.19	105.19
08/23	08/03/2023	219079	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 072523	2	2007-431-60-46	ELECTRICITY	210.37	210.37
Total 35094 072523:											315.56
08/23	08/03/2023	219079	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 072523	1	1011-452-20-46	ELECTRICITY	24.84	24.84
08/23	08/03/2023	219079	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 072523	2	1011-452-20-46	ELECTRICITY	49.69	49.69
Total 3522 072523:											74.53
08/23	08/03/2023	219079	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 072523	1	2007-431-60-46	ELECTRICITY	52.91	52.91
08/23	08/03/2023	219079	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 072523	2	2007-431-60-46	ELECTRICITY	105.83	105.83
Total 3651 072523:											158.74
08/23	08/03/2023	219079	437	LMUD	720 SOUTH EMULSION TANK-P	38646 072523	1	7620-430-10-46	ELECTRICITY	10.00	10.00
08/23	08/03/2023	219079	437	LMUD	720 SOUTH EMULSION TANK-P	38646 072523	2	7620-430-10-46	ELECTRICITY	20.00	20.00

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Total 38646 072523:											
08/23	08/03/2023	219079	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 072523	1	1011-452-20-46	ELECTRICITY	12.87	12.87
08/23	08/03/2023	219079	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 072523	2	1011-452-20-46	ELECTRICITY	25.74	25.74
Total 416851 072523:											
08/23	08/03/2023	219079	437	LMUD	LAUREL ST- STREETS	416902 072523	1	2007-431-60-46	ELECTRICITY	12.87	12.87
08/23	08/03/2023	219079	437	LMUD	LAUREL ST- STREETS	416902 072523	2	2007-431-60-46	ELECTRICITY	25.74	25.74
Total 416902 072523:											
08/23	08/03/2023	219079	437	LMUD	SOUTH ST- STREETS	416924 072523	1	2007-431-60-46	ELECTRICITY	12.87	12.87
08/23	08/03/2023	219079	437	LMUD	SOUTH ST- STREETS	416924 072523	2	2007-431-60-46	ELECTRICITY	25.74	25.74
Total 416924 072523:											
08/23	08/03/2023	219079	437	LMUD	RICHMOND RD & PEARL CR- S	416984 072523	1	2007-431-60-46	ELECTRICITY	12.87	12.87
08/23	08/03/2023	219079	437	LMUD	RICHMOND RD & PEARL CR- S	416984 072523	2	2007-431-60-46	ELECTRICITY	25.74	25.74
Total 416984 072523:											
08/23	08/03/2023	219079	437	LMUD	1801 MAIN ST- STREETS	417512 072523	1	2007-431-60-46	ELECTRICITY	12.87	12.87
08/23	08/03/2023	219079	437	LMUD	1801 MAIN ST- STREETS	417512 072523	2	2007-431-60-46	ELECTRICITY	25.74	25.74
Total 417512 072523:											
08/23	08/03/2023	219079	437	LMUD	ORCHARD ST- STREETS	418802 072523	1	2007-431-60-46	ELECTRICITY	7.57	7.57
08/23	08/03/2023	219079	437	LMUD	ORCHARD ST- STREETS	418802 072523	2	2007-431-60-46	ELECTRICITY	15.15	15.15
Total 418802 072523:											
08/23	08/03/2023	219079	437	LMUD	RIVERSIDE DR. & RIVER- STRE	418824 072523	1	2007-431-60-46	ELECTRICITY	12.87	12.87
08/23	08/03/2023	219079	437	LMUD	RIVERSIDE DR. & RIVER- STRE	418824 072523	2	2007-431-60-46	ELECTRICITY	25.74	25.74
Total 418824 072523:											
08/23	08/03/2023	219079	437	LMUD	RIVERSIDE DR. & LAUREL- STR	418833 072523	1	2007-431-60-46	ELECTRICITY	12.87	12.87

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08/23	08/03/2023	219079	437	LMUD	RIVERSIDE DR. & LAUREL- STR	418833 072523	2	2007-431-60-46	ELECTRICITY	25.74	25.74
Total 418833 072523:											
08/23	08/03/2023	219079	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 072523	1	2007-431-60-46	ELECTRICITY	63.29	63.29
08/23	08/03/2023	219079	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 072523	2	2007-431-60-46	ELECTRICITY	126.58	126.58
Total 49496 072523:											
08/23	08/03/2023	219079	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 072523	1	2007-431-60-46	ELECTRICITY	53.53	53.53
08/23	08/03/2023	219079	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 072523	2	2007-431-60-46	ELECTRICITY	107.06	107.06
Total 49497 072523:											
08/23	08/03/2023	219079	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 072523	1	2007-431-60-46	ELECTRICITY	62.09	62.09
08/23	08/03/2023	219079	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 072523	2	2007-431-60-46	ELECTRICITY	124.18	124.18
Total 49498 072523:											
08/23	08/03/2023	219079	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 072523	1	2007-431-60-46	ELECTRICITY	99.46	99.46
08/23	08/03/2023	219079	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 072523	2	2007-431-60-46	ELECTRICITY	198.92	198.92
Total 49499 072523:											
08/23	08/03/2023	219079	437	LMUD	471-920 JOHNSTONVILLE RD-AI	54333 072523	1	7201-430-81-46	ELECTRICITY	13.97	13.97
08/23	08/03/2023	219079	437	LMUD	471-920 JOHNSTONVILLE RD-AI	54333 072523	2	7201-430-81-46	ELECTRICITY	27.94	27.94
Total 54333 072523:											
08/23	08/03/2023	219079	437	LMUD	SPRING RIDGE BOOSTER	55754 072523	1	7110-430-42-46	ELECTRICITY	306.59	306.59
08/23	08/03/2023	219079	437	LMUD	SPRING RIDGE BOOSTER	55754 072523	2	7110-430-42-46	ELECTRICITY	613.18	613.18
Total 55754 072523:											
08/23	08/03/2023	219079	437	LMUD	925 SIERRA RD SPORTS CTR	60453 072523	1	1011-452-20-46	ELECTRICITY	10.21	10.21
08/23	08/03/2023	219079	437	LMUD	925 SIERRA RD SPORTS CTR	60453 072523	2	1011-452-20-46	ELECTRICITY	20.41	20.41
Total 60453 072523:											
										30.62	30.62

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08/23	08/03/2023	219079	437	LMUD	471-920 JOHNSTONVILLE RD AI	7146 072523	1	7201-430-81-46	ELECTRICITY	181.49	181.49
08/23	08/03/2023	219079	437	LMUD	471-920 JOHNSTONVILLE RD AI	7146 072523	2	7201-430-81-46	ELECTRICITY	362.99	362.99
Total 7146 072523:											
08/23	08/03/2023	219079	437	LMUD	471-920 JOHNSTONVILLE RD AI	7154 072523	1	7201-430-81-46	ELECTRICITY	13.68	13.68
08/23	08/03/2023	219079	437	LMUD	471-920 JOHNSTONVILLE RD AI	7154 072523	2	7201-430-81-46	ELECTRICITY	27.37	27.37
Total 7154 072523:											
08/23	08/03/2023	219079	437	LMUD	WINGFIELD CLUBHOUSE	7394 072523	1	7530-451-50-46	ELECTRICITY	36.55	36.55
08/23	08/03/2023	219079	437	LMUD	WINGFIELD CLUBHOUSE	7394 072523	2	7530-451-50-46	ELECTRICITY	73.20	73.20
Total 7394 072523:											
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE CART BARN 2	7400 072523	1	7530-451-52-46	ELECTRICITY	18.03	18.03
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE CART BARN 2	7400 072523	2	7530-451-52-46	ELECTRICITY	36.20	36.20
Total 7400 072523:											
08/23	08/03/2023	219079	437	LMUD	WELL #1-WATER	7714 072523	1	7110-430-42-46	ELECTRICITY	54.23	54.23
08/23	08/03/2023	219079	437	LMUD	WELL #1-WATER	7714 072523	2	7110-430-42-46	ELECTRICITY	2,814.74	2,814.74
Total 7714 072523:											
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE BARN 1 & 3	9312 072523	1	7530-451-52-46	ELECTRICITY	10.00	10.00
08/23	08/03/2023	219079	437	LMUD	GOLF COURSE BARN 1 & 3	9312 072523	2	7530-451-52-46	ELECTRICITY	20.00	20.00
Total 9312 072523:											
08/23	08/03/2023	219079	437	LMUD	RIVERSIDE PARK LIGHTS	9501 072523	1	1011-452-20-46	ELECTRICITY	32.24	32.24
08/23	08/03/2023	219079	437	LMUD	RIVERSIDE PARK LIGHTS	9501 072523	2	1011-452-20-46	ELECTRICITY	64.49	64.49
Total 9501 072523:											
08/23	08/03/2023	219079	437	LMUD	GEO PUMP #2	9503 07253	1	7301-430-52-46	ELECTRICITY	11.84	11.84
08/23	08/03/2023	219079	437	LMUD	GEO PUMP #2	9503 07253	2	7301-430-52-46	ELECTRICITY	43.42	43.42

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 9503 072523:											
08/23	08/03/2023	219079	437	LMUD	HOSPITAL LN-GEO	9963 072523	1	7301-430-52-46	ELECTRICITY	55.26	55.26
08/23	08/03/2023	219079	437	LMUD	HOSPITAL LN-GEO	9963 072523	2	7301-430-52-46	ELECTRICITY	10.68	10.68
Total 9963 072523:											
08/23	08/03/2023	219080	1508	MAIN STREET LUBE	VEHICLE MAINT- PD	38009	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	32.05	32.05
Total 38009:											
08/23	08/03/2023	219081	1085C		REFUND GAS DEPOSIT	10113980013	1	7401-2228-000	DEPOSITS-CUSTOMER	63.87	63.87
Total 10113980013:											
08/23	08/03/2023	219082	10848		REFUND GAS DEPOSIT	10531902607	1	7401-2228-000	DEPOSITS-CUSTOMER	74.22	74.22
Total 10531902607:											
08/23	08/03/2023	219083	9983	MODOC COUNTY RECOR	ADVERTISEMENT-WATER	77470	1	7110-430-42-45	ADVERTISING	115.65	115.65
Total 77470:											
08/23	08/03/2023	219083	9983	MODOC COUNTY RECOR	ADVERTISEMENT-PLANNING	77597	1	1011-419-10-45	COMMUNICATIONS	72.00	72.00
Total 77597:											
08/23	08/03/2023	219084	10495		REFUND ELECTRIC PANEL DEP	072423	1	1000-2228-009	DEPOSITS-COMM CENTER RE	120.00	120.00
Total 072423:											
08/23	08/03/2023	219085	546	PAYLESS BUILDING SUP	SUPPLIES-AIRPORT	150638	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	100.00	100.00
Total 150638:											
08/23	08/03/2023	219085	546	PAYLESS BUILDING SUP	REPAIRS-PW	150988	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	50.14	50.14
Total 150988:											

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Total 150968:											
08/23	08/03/2023	219086	1296	RENTAL GUYS	RENTAL EQUIPMENT-AIRPORT	948199-5	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	89.62	89.62
Total 948199-5:											
08/23	08/03/2023	219087	10835		REFUND GAS DEPOSIT	10408340009	1	7401-2228-000	DEPOSITS-CUSTOMER	169.81	169.81
Total 10408340009:											
08/23	08/03/2023	219088	10851		REFUND GAS DEPOSIT	10401750009	1	7401-2228-000	DEPOSITS-CUSTOMER	108.96	108.96
Total 10401750009:											
08/23	08/03/2023	219089	1270	SILVER STATE BARRICA	REPAIRS & MAINT-STREETS	016501	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	674.93	674.93
Total 016501:											
08/23	08/03/2023	219090	76	SUSANVILLE ACE HARD	SUPPLIES-FD	517336	1	1010-422-10-46	SUPPLIES- GENERAL	53.95	53.95
Total 517336:											
08/23	08/03/2023	219090	76	SUSANVILLE ACE HARD	FASTENERS- FIRE	517544	1	1010-422-10-46	SUPPLIES- GENERAL	47.36	47.36
Total 517544:											
08/23	08/03/2023	219090	76	SUSANVILLE ACE HARD	CANOPY-STREETS	517602	1	2007-431-20-46	SUPPLIES-GENERAL	61.70	61.70
08/23	08/03/2023	219090	76	SUSANVILLE ACE HARD	CANOPY-PARK	517602	2	1011-452-20-46	SUPPLIES-GENERAL	61.69	61.69
Total 517602:											
08/23	08/03/2023	219090	76	SUSANVILLE ACE HARD	CONTRACTOR BAGS-STREETS	517626	1	2007-431-20-46	SUPPLIES-GENERAL	15.87	15.87
Total 517626:											
08/23	08/03/2023	219090	76	SUSANVILLE ACE HARD	SUPPLIES-STREETS	517726	1	2007-431-20-46	SUPPLIES-GENERAL	64.08	64.08

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Total 517726:											
08/23	08/03/2023	219090	76	SUSANVILLE ACE HARD	TRASH CAN-PARKS	517758	1	1011-452-20-46	SUPPLIES-GENERAL	64.08	64.08
Total 517758:											
08/23	08/03/2023	219090	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	517812	1	1011-452-20-46	SUPPLIES-GENERAL	26.29	26.29
Total 517812:											
08/23	08/03/2023	219090	76	SUSANVILLE ACE HARD	SUPPLIES-WATER	517857	1	7110-430-42-44	REPAIR AND MAINTENANCE-FA	15.53	15.53
Total 517857:											
08/23	08/03/2023	219091	76	SUSANVILLE ACE HARD	PUMP TRACK REPAIRS	517686	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	8.75	8.75
Total 517686:											
08/23	08/03/2023	219092	9295	TAMCO CAPITAL CORP	COMMUNICATION- PD	5026031914	1	1009-421-10-43	TECHNICAL SERVICES	91.19	91.19
Total 5026031914:											
08/23	08/03/2023	219093	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PW	922	1	7620-430-10-44	CUSTODIAL	254.39	254.39
Total 922:											
08/23	08/03/2023	219094	749	VERIZON WIRELESS	CELLULAR PHONES - CITY CO	9939886451	1	1000-411-10-45	COMMUNICATIONS	300.00	300.00
08/23	08/03/2023	219094	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9939886451	2	1010-422-10-45	COMMUNICATIONS	125.34	125.34
Total 9939886451:											
08/23	08/03/2023	219095	9597	VISUAL LABS INC	BODY WORN CAMERA CONTRA	23722	1	1009-421-10-43	TECHNICAL SERVICES	339.16	339.16
Total 23722:											
08/23	08/03/2023	219096	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69852269	1	7110-430-42-46	SUPPLIES-GENERAL	464.50	464.50
Total 69852269:											
08/23	08/03/2023	219096	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69852269	1	7110-430-42-46	SUPPLIES-GENERAL	10,368.00	10,368.00
Total 10,368.00:											
08/23	08/03/2023	219096	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69852269	1	7110-430-42-46	SUPPLIES-GENERAL	59.81	59.81

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Total 69852269:											
08/23	08/03/2023	219096	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69858691	1	7110-430-42-46	SUPPLIES-GENERAL	59.81	59.81
Total 69858691:											
08/23	08/03/2023	219096	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69868651	1	7110-430-42-46	SUPPLIES-GENERAL	127.39	127.39
Total 69868651:											
08/23	08/03/2023	219096	770	WESTERN NEVADA SUP	SUPPLIES- GAS	CM69829371	1	7401-430-62-46	SUPPLIES-GENERAL	.05	.05
Total CM69829371:											
08/23	08/03/2023	219097	10847		REFUND GAS DEPOSIT	10411750117	1	7401-2228-000	DEPOSITS-CUSTOMER	9.48	9.48
Total 10411750117:											
Grand Totals:											
										71,892.77	71,892.77

Report Criteria:

Report type: GL detail

Check Voided = False

M = Manual Check, V = Void Check

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Report Criteria:

Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/23	08/10/2023	219109	10859		REFUND GAS DEPOSIT	10401350105	1	7401-2228-000	DEPOSITS-CUSTOMER	111.77	111.77
Total 10401350105:											
08/23	08/10/2023	219110	9432	ALL SEASON HEATING	NO.299 WOODSTOVE REPLACE	080323	1	8404-430-12-48	GRANTS	3,000.00	3,000.00
Total 080323:											
08/23	08/10/2023	219111	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-CITY	08-07323	1	1000-417-10-43	PROFESSIONAL SVCS	276.72	276.72
Total 08-07323:											
08/23	08/10/2023	219112	10860	ALTURAS RANCHES LLC	FARMER CYCLE 4 HEAVY-DUTY	080823	1	8404-430-13-48	GRANTS	358,556.00	358,556.00
Total 080823:											
08/23	08/10/2023	219113	10853		REFUND GAS DEPOSIT	10524450321	1	7401-2228-000	DEPOSITS-CUSTOMER	147.15	147.15
Total 10524450321:											
08/23	08/10/2023	219114	1307	C&S WASTE SOLUTIONS	SPAULDING GREENWASTE CL	175159044U037	1	8404-430-15-48	GRANTS	675.48	675.48
Total 175159044U037:											
08/23	08/10/2023	219114	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	175159433U037	1	1009-421-10-44	DISPOSAL	162.64	162.64
Total 175159433U037:											
08/23	08/10/2023	219114	1307	C&S WASTE SOLUTIONS	1505 MAIN ST-FD	175159436U037	1	1010-422-10-44	DISPOSAL	215.84	215.84
Total 175159436U037:											
08/23	08/10/2023	219115	1307	C&S WASTE SOLUTIONS	845 WASHOE LANE	175159166U037	1	1011-425-20-43	PROFESSIONAL SVCS	295.50	295.50

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Total 175159166U037:											
08/23	08/10/2023	219116	8291		REIM. COPIES USED PERSONA	080423	1	1011-425-20-43	PROFESSIONAL SVCS	295.50	295.50
Total 080423:											
08/23	08/10/2023	219117	152	COUSO TECHNOLOGY &	HOSTING & MAINT WEBSITE	4740	1	1000-417-10-43	TECHNICAL SVCS	53.30	53.30
Total 4740:											
08/23	08/10/2023	219118	6546	CRAZY J'S CONCRETE	2023 PARK & WATER BOND ACT	080823	1	2048-452-21-43	PROFESSIONAL SVCS	17,914.60	17,914.60
Total 080823:											
08/23	08/10/2023	219118	6546	CRAZY J'S CONCRETE	SOUTH STREET POURING	627	1	2005-431-20-44	PROFESSIONAL SVCS	2,999.00	2,999.00
Total 627:											
08/23	08/10/2023	219118	6546	CRAZY J'S CONCRETE	CURB & GUTTER SOUTH LASS	645	1	2007-431-20-43	TECHNICAL SVCS	20,160.97	20,160.97
Total 645:											
08/23	08/10/2023	219118	6546	CRAZY J'S CONCRETE	CURB & GUTTER SOUTH LASS	645.	1	2007-431-20-43	TECHNICAL SVCS	11,839.03	11,839.03
Total 645.:											
08/23	08/10/2023	219119	265	FRONTIER	257-1887 BACKUP	1887 080123	1	1000-417-10-45	COMMUNICATIONS	75.98	75.98
Total 1887 080123:											
08/23	08/10/2023	219119	265	FRONTIER	257-2520 GOLF COURSE	2520 080123	1	7530-451-52-45	COMMUNICATIONS	244.36	244.36
Total 2520 080123:											
08/23	08/10/2023	219120	10738	GAETKE MEDICAL CORP	PROFESSIONAL SERVICES-FD	531	1	1010-422-10-43	PROFESSIONAL SVCS	2,143.00	2,143.00
Total 531:											

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08/23	08/10/2023	219121	10854		REFUND WATER DEPOSIT	10429400024	1	7110-2228-000	DEPOSITS-CUSTOMER	72.50	72.50
Total 10429400024:											
08/23	08/10/2023	219122	10857		REFUND GAS DEPOSIT	10522210015	1	7401-2228-000	DEPOSITS-CUSTOMER	17.03	17.03
Total 10522210015:											
08/23	08/10/2023	219123	10856		REFUND GAS DEPOSIT	10114230007	1	7401-2228-000	DEPOSITS-CUSTOMER	17.03	17.03
Total 10114230007:											
08/23	08/10/2023	219124	9906		TR EX MCCLELLAN POST INTE	072423	1	1009-421-10-45	TRAINING	379.50	379.50
Total 072423:											
08/23	08/10/2023	219125	374	L.N. CURTIS & SONS	SAFETY EQUIPMENT-FD	INV729584	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	1,445.01	1,445.01
Total INV729584:											
08/23	08/10/2023	219126	392	LASSEN CO CLERK'S OF	PROFESSIONAL SERVICES- BU	080323	1	1011-419-10-43	PROFESSIONAL SVCS	250.00	250.00
Total 080323:											
08/23	08/10/2023	219127	389	LASSEN COUNTY AUDIT	ANIMAL CONTROL	10/122-12/31 010523.	1	1009-421-10-45	ANIMAL CONTROL CONTRACT	27,000.93	27,000.93
Total 010523.:											
08/23	08/10/2023	219127	389	LASSEN COUNTY AUDIT	DISPATCH SERVICES	4/1/23-6/3 072423	1	1009-421-10-45	DISPATCH CONTRACT	61,605.61	61,605.61
Total 072423:											
08/23	08/10/2023	219127	389	LASSEN COUNTY AUDIT	ANIMAL CONTROL	4/1/23-6/30/2 072423.	1	1009-421-10-45	ANIMAL CONTROL CONTRACT	31,972.93	31,972.93
Total 072423.:											
08/23	08/10/2023	219128	8091	LASSEN FAMILY SERVIC	REFUND PARK FEE EVENT CA	080223	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
08/23	08/10/2023	219128	8091	LASSEN FAMILY SERVIC	REFUND PARK EVENT FEE EVE	080223	2	1000-2228-009	DEPOSITS-COMM CENTER RE	20.00	20.00

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Total 080223:											
08/23	08/10/2023	219129	412	LASSEN REGIONAL SOLI	DUMP FEES-FD	282989	1	1010-425-20-43	TECHNICAL SERVICES	120.00	120.00
Total 282989:											
08/23	08/10/2023	219129	412	LASSEN REGIONAL SOLI	DUMP FEES-FD	283152	1	1010-425-20-43	TECHNICAL SERVICES	2.52	2.52
Total 283152:											
08/23	08/10/2023	219130	437	LMUD	1801 MAIN ST POLICE STATION	8314 072523	1	1009-421-10-46	ELECTRICITY	412.39	412.39
08/23	08/10/2023	219130	437	LMUD	1801 MAIN ST POLICE STATION	8314 072523	2	1009-421-10-46	ELECTRICITY	824.77	824.77
Total 8314 072523:											
08/23	08/10/2023	219131	10788	MURDOCK SUPPLIES SE	DRINKING FOUNTAIN FOR MEM	92526171	1	2048-452-21-46	SUPPLIES GENERAL	1,237.16	1,237.16
Total 92526171:											
08/23	08/10/2023	219132	824	ODP BUSINESS Solutio	SUPPLIES	322819086001	1	1000-411-40-46	SUPPLIES-GENERAL	18.26	18.26
08/23	08/10/2023	219132	824	ODP BUSINESS Solutio	SUPPLIES	322819086001	2	1000-416-10-46	SUPPLIES-GENERAL	14.65	14.65
08/23	08/10/2023	219132	824	ODP BUSINESS Solutio	SUPPLIES	322819086001	3	1000-417-10-46	SUPPLIES-GENERAL	9.79	9.79
Total 322819086001:											
08/23	08/10/2023	219132	824	ODP BUSINESS Solutio	OFFICE SUPPLIES	322892090001	1	1000-411-40-46	SUPPLIES-GENERAL	7.56	7.56
08/23	08/10/2023	219132	824	ODP BUSINESS Solutio	OFFICE SUPPLIES	322892090001	2	1000-416-10-46	SUPPLIES-GENERAL	8.66	8.66
Total 322892090001:											
08/23	08/10/2023	219133	546	PAYLESS BUILDING SUP	LUMBERS, SCREWS	149923	1	1011-425-21-46	SUPPLIES-GENERAL	10.83	10.83
08/23	08/10/2023	219133	546	PAYLESS BUILDING SUP	LUMBERS, SCREWS	149923	2	1011-425-21-46	SUPPLIES-GENERAL	10.83	10.83
08/23	08/10/2023	219133	546	PAYLESS BUILDING SUP	LUMBERS, SCREWS	149923	3	1011-425-21-46	SUPPLIES-GENERAL	10.83	10.83
Total 149923:											
08/23	08/10/2023	219134	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 073123	1	1000-417-10-45	COMMUNICATIONS	32.49	32.49
Total 58020 073123:											
08/23	08/10/2023	219134	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 073123	1	1000-417-10-45	COMMUNICATIONS	768.00	768.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 58020 073123:											
08/23	08/10/2023	219135	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN-2023-7	1	8402-413-30-46	SUPPLIES-GENERAL	768.00	768.00
08/23	08/10/2023	219135	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN-2023-7	2	8402-413-30-43	LAFCO EXEC. OFFICE SVC	38.20	38.20
08/23	08/10/2023	219135	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN-2023-7	3	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	3,500.00	3,500.00
Total LASSEN-2023-7:											
08/23	08/10/2023	219136	572	QUILL CORPORATION	OFFICE SUPPLIES	33481350	1	1000-415-10-46	SUPPLIES-GENERAL	3,867.50	3,867.50
Total 33481350:											
08/23	08/10/2023	219136	572	QUILL CORPORATION	OFFICE SUPPLIES	33650545	1	1000-415-10-46	SUPPLIES-GENERAL	71.39	71.39
Total 33650545:											
08/23	08/10/2023	219137	1562	R.E.Y ENGINEERS INC	INCREASE PO RES.21-5923	24678	1	2007-431-39-43	PROFESSIONAL SERVICES	71.39	71.39
Total 24678:											
08/23	08/10/2023	219138	9295	TAMCO CAPITAL CORP	COMMUNICATION-FD	5026129389	1	1010-422-10-45	COMMUNICATIONS	17,178.50	17,178.50
Total 5026129389:											
08/23	08/10/2023	219139	10858		REFUND WATER DEPOSIT	10300400009	1	7110-2228-000	DEPOSITS-CUSTOMER	205.68	205.68
Total 10300400009:											
08/23	08/10/2023	219140	6318		REFUND ELECTRIC PANEL DEP	072423	1	1000-2228-009	DEPOSITS-COMM CENTER RE	4.64	4.64
Total 072423:											
08/23	08/10/2023	219141	770	WESTERN NEVADA SUP	SUPPLIES- PW	69836293	1	7620-430-10-46	SUPPLIES-GENERAL	100.00	100.00
Total 69836293:											
08/23	08/10/2023	219142	10855		REFUND WATER DEPOSIT	10311750016	1	7110-2228-000	DEPOSITS-CUSTOMER	74.79	74.79
Total 10311750016:											
08/23	08/10/2023	219142	10855		REFUND WATER DEPOSIT	10311750016	1	7110-2228-000	DEPOSITS-CUSTOMER	30.85	30.85

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10311750016:											
Grand Totals:											
										30.85	30.85
										577,473.80	577,473.80

Report Criteria:

Report type: GL detail

Check Voided = False

Report Criteria:

Report type: GL detail

Check Voids = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/23	08/17/2023	219146	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-FIRE	08-07223	1	1010-422-10-43	PROFESSIONAL SVCS	1,003.51	1,003.51
Total 08-07223:											
08/23	08/17/2023	219147	696	ANSORGE INC	MONTHLY MAINT. FEE TO ASSE	2047	1	7201-430-81-43	TECHNICAL SVCS	600.00	600.00
Total 2047:											
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PARKS	5980118743	1	1011-452-20-46	SUPPLIES-JANITORIAL	7.48	7.48
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PW	5980118743	2	7620-430-10-44	LINEN SERVICE	48.23	48.23
Total 5980118743:											
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	5980118744	1	7620-430-10-46	SUPPLIES-JANITORIAL	1.74	1.74
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980118744	2	2007-431-20-44	LINEN SERVICE	54.91	54.91
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980118744	3	7401-430-62-44	LINEN SERVICES	11.75	11.75
Total 5980118744:											
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980118745	1	7401-430-62-44	LINEN SERVICES	75.62	75.62
Total 5980118745:											
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980118747	1	7110-430-42-44	LINEN SERVICE	43.40	43.40
Total 5980118747:											
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PW	5980120683	1	7620-430-10-44	LINEN SERVICE	48.23	48.23
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PARKS	5980120683	2	1011-452-20-44	LINEN SERVICES	7.48	7.48
Total 5980120683:											
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	5980120684	1	7620-430-10-46	SUPPLIES-JANITORIAL	1.99	1.99
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980120684	2	2007-431-20-44	LINEN SERVICE	64.10	64.10
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980120684	3	7401-430-62-44	LINEN SERVICES	13.45	13.45

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 5980120684:											
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980120685	1	7401-430-62-44	LINEN SERVICES	79.54	79.54
Total 5980120685:											
08/23	08/17/2023	219148	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980120687	1	7110-430-42-44	LINEN SERVICE	87.95	87.95
Total 5980120687:											
08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	1205 MAIN STREET- STREETS	175159220U037	1	2007-431-20-44	DISPOSAL	96.60	96.60
Total 175159220U037:											
08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	801 MAIN STREET- STREETS	175159223U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175159223U037:											
08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	701 MAIN STREET- STREETS	175159224U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175159224U037:											
08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	617 MAIN STREET- STREETS	175159226U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175159226U037:											
08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	611 MAIN STREET- STREETS	175159227U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175159227U037:											
08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	400 MAIN STREET- STREETS	175159228U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175159228U037:											
08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	600 MAIN STREET-STREETS	175159229U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175159229U037:											

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08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	819 MAIN STREET- STREETS	17515922U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 17515922U037:											
08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	700 MAIN STREET- STREETS	175159233U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175159233U037:											
08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	822 MAIN STREET- STREETS	175159234U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175159234U037:											
08/23	08/17/2023	219149	1307	C&S WASTE SOLUTIONS	950 MAIN STREET- STREETS	175159235U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175159235U037:											
08/23	08/17/2023	219150	986	CARLSON'S TIRE PROS	REPAIR & MAINT-WATER	94577	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	140.00	140.00
Total 94577:											
08/23	08/17/2023	219150	986	CARLSON'S TIRE PROS	REPAIR & MAINT-WATER	95007	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	629.86	629.86
Total 95007:											
08/23	08/17/2023	219151	8845	CORDICO PSYCHOLOGI	PRE-EMP PSYCH EVAL-FIRE	6864	1	1010-422-10-43	PROFESSIONAL SVCS	500.00	500.00
Total 6864:											
08/23	08/17/2023	219152	10670	CURRENT ELECTRIC & A	720 SOUTH STREET	046101	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 046101:											
08/23	08/17/2023	219153	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	673007	1	1000-416-10-45	FINGERPRINTING SERVICES	64.00	64.00
Total 673007:											
08/23	08/17/2023	219154	194	DIAMOND SAW SHOP IN	REPAIR & MAINT-FD	19702	1	1010-422-10-43	PROFESSIONAL SVCS	233.67	233.67

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Total 19702:											
08/23	08/17/2023	219154	194	DIAMOND SAW SHOP IN	REPAIR & MAINT-FD	19706	1	1010-422-10-44	MISC- REPAIR & MAINTENANCE	233.67	233.67
Total 19706:											
08/23	08/17/2023	219155	1261	DIAMOND TRUCK AND A	REPAIRS & MAINT-FD	5729	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	1,559.96	1,559.96
Total 5729:											
08/23	08/17/2023	219156	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	080323	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	70.00	70.00
Total 080323:											
08/23	08/17/2023	219157	10523	DOWN RANGE INVESTM	SAFETY SUPPLIES-PW	635675	1	7620-430-10-46	SUPPLIES-SAFETY ITEMS	2,614.02	2,614.02
Total 635675:											
08/23	08/17/2023	219158	219	ED STAUB & SONS PETR	36.29 GAL PROPANE-AIRPORT	9223269	1	7201-430-81-46	PROPANE	91.80	91.80
Total 9223269:											
08/23	08/17/2023	219159	1484	EDGES ELECTRICAL GR	ELECTRICAL BOX-AIRPORT	S59158595.001	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	113.38	113.38
Total S59158595.001:											
08/23	08/17/2023	219160	10867	EMERGENCY VEHICLE O	OUTFITTING CHEVY TAHOE- P	0787	1	1009-421-10-47	MACHINERY AND EQUIPMENT	16,144.09	16,144.09
Total 0787:											
08/23	08/17/2023	219161	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375292A	1	7110-430-42-43	PROFESSIONAL SVCS	433.00	433.00
Total 375292A:											
08/23	08/17/2023	219161	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375294A	1	7620-430-10-43	PROFESSIONAL SVCS	53.00	53.00
Total 375294A:											

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08/23	08/17/2023	219161	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375298A	1	7110-430-42-43	PROFESSIONAL SVCS	238.00	238.00
Total 375298A:											
08/23	08/17/2023	219161	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375511A	1	7110-430-42-43	PROFESSIONAL SVCS	133.00	133.00
Total 375511A:											
08/23	08/17/2023	219161	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375881A	1	7110-430-42-43	PROFESSIONAL SVCS	30.00	30.00
Total 375881A:											
08/23	08/17/2023	219161	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375883A	1	7620-430-10-43	PROFESSIONAL SVCS	133.00	133.00
Total 375883A:											
08/23	08/17/2023	219162	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV005976	1	7401-430-62-43	TECHNICAL SVCS	44.08	44.08
08/23	08/17/2023	219162	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV005976	2	7110-430-42-43	TECHNICAL SVCS	44.08	44.08
Total SV005976:											
08/23	08/17/2023	219162	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	SV006057	1	7620-430-10-43	TECHNICAL SVCS	315.99	315.99
Total SV006057:											
08/23	08/17/2023	219162	257	FOREST OFFICE EQUIPM	COPIER-FD	SV006083	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	31.74	31.74
Total SV006083:											
08/23	08/17/2023	219163	265	FRONTIER	252-1020 CITY HALL	1020 080523	1	1000-417-10-45	COMMUNICATIONS	392.33	392.33
Total 1020 080523:											
08/23	08/17/2023	219163	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 080523	1	1000-417-10-45	COMMUNICATIONS	109.33	109.33
Total 2960 080523:											
08/23	08/17/2023	219164	10022	GRANICUS LLC	PEAK AGENDA MANAGEMENT	168706	1	1010-422-10-43	TECHNICAL SVCS	875.89	875.89
08/23	08/17/2023	219164	10022	GRANICUS LLC	PEAK AGENDA MANAGEMENT	168706	2	1009-421-10-43	TECHNICAL SERVICES	875.89	875.89

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/23	08/17/2023	219164	10022	GRANICUS LLC	PEAK AGENDA MANAGEMENT	168706	3	7201-430-81-43	TECHNICAL SVCS	525.53	525.53
08/23	08/17/2023	219164	10022	GRANICUS LLC	PEAK AGENDA MANAGEMENT	168706	4	1000-417-10-43	TECHNICAL SVCS	7,007.09	7,007.09
08/23	08/17/2023	219164	10022	GRANICUS LLC	PEAK AGENDA MANAGEMENT	168706	5	7620-430-10-43	TECHNICAL SVCS	7,357.45	7,357.45
08/23	08/17/2023	219164	10022	GRANICUS LLC	PEAK AGENDA MANAGEMENT	168706	6	1011-452-22-46	SUPPLIES GENERAL	875.88	875.88
Total 168706:											
08/23	08/17/2023	219165	10864		REFUND GAS OVERPAYMENT	10226700001	1	9999-1001-001	CASH CLEARING - UTILITIES	107.71	107.71
Total 10226700001:											
08/23	08/17/2023	219166	322	HYDRA-CLEAN	GOLF BALL PURCHASE-GC	14662	1	7530-451-55-46	SUPPLIES - GENERAL	1,520.00	1,520.00
Total 14662:											
08/23	08/17/2023	219167	10837		REFUND WATER OVERPAYMEN	103260540002	1	9999-1001-001	CASH CLEARING - UTILITIES	50.68	50.68
Total 103260540002:											
08/23	08/17/2023	219168	10852		REFUND GAS DEPOSIT	10523000030	1	7401-2228-000	DEPOSITS-CUSTOMER	128.81	128.81
Total 10523000030:											
08/23	08/17/2023	219169	10865		REFUND GAS DEPOSIT	10311300033	1	7401-2228-000	DEPOSITS-CUSTOMER	87.65	87.65
Total 10311300033:											
08/23	08/17/2023	219170	374	L.N. CURTIS & SONS	SAFETY EQUIPMENT-FD	INV730960	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	4,573.37	4,573.37
Total INV730960:											
08/23	08/17/2023	219171	404		REFUND GOLF COURSE DEPO	081423	1	1000-2228-009	DEPOSITS-COMM CENTER RE	75.00	75.00
Total 081423:											
08/23	08/17/2023	219172	411	LASSEN MOTOR PARTS	SUPPLIES- FD	438148	1	1010-422-10-44	MISC- REPAIR & MAINTENANCE	117.74	117.74
Total 438148:											

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08/23	08/17/2023	219173	10485	LEAF CAPITAL FUNDING	EQUIPMENT RENTAL-PW	15117630	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	153.55	153.55
Total 15117630:											
08/23	08/17/2023	219174	9456	NUTRIEN AG SOLUTIONS	REPAIR & MAINT-GC	52304188	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	814.50	814.50
Total 52304188:											
08/23	08/17/2023	219175	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1203148	1	7401-430-62-43	TECHNICAL SVCS	46.49	46.49
08/23	08/17/2023	219175	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1203148	2	7110-430-42-43	TECHNICAL SVCS	46.48	46.48
Total 1203148:											
08/23	08/17/2023	219176	556	PITNEY BOWES INC	POSTAGE	8000900000677660 08042	1	1000-1410-002	INVENTORIES-POSTAGE	1,020.99	1,020.99
Total 8000900000677660 080423:											
08/23	08/17/2023	219177	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 073123	1	1009-421-10-43	TECHNICAL SERVICES	185.00	185.00
Total 63630 073123:											
08/23	08/17/2023	219177	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	68444	1	7620-430-10-45	COMMUNICATIONS	368.56	368.56
Total 68444:											
08/23	08/17/2023	219177	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-FD	69319 073123	1	1010-422-10-45	COMMUNICATIONS	304.67	304.67
Total 69319 073123:											
08/23	08/17/2023	219178	9689	PRENTICE LONG & EPPE	PROFESSIONAL SERVICES-PD	5992	1	1009-421-10-43	PROFESSIONAL SERVICES	825.00	825.00
08/23	08/17/2023	219178	9689	PRENTICE LONG & EPPE	PROFESSIONAL SERVICES-PW	5992	2	7620-430-10-43	PROFESSIONAL SVCS	55.00	55.00
Total 5992:											
08/23	08/17/2023	219178	9689	PRENTICE LONG & EPPE	PROFESSIONAL SERVICES	5993	1	1000-416-10-43	PROFESSIONAL SVCS	2,269.00	2,269.00
Total 5993:											
08/23	08/17/2023	219179	576	R.S.S.E. INC	SUPPLIES-PW	35821	1	7620-430-10-46	SUPPLIES-GENERAL	175.39	175.39

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Total 35821:											
08/23	08/17/2023	219180	5562		REIM. SUPPLIES	081423	1	7620-430-10-46	SUPPLIES-GENERAL	175.39	175.39
Total 081423:											
08/23	08/17/2023	219181	10861		REFUND GAS DEPOSIT	10408204112	1	7401-2228-000	DEPOSITS-CUSTOMER	37.76	37.76
Total 10408204112:											
08/23	08/17/2023	219182	1217	SEAN BITLE	IRRIGATION REPAIRS-GC	320153	1	7530-451-52-43	PROFESSIONAL SERVICES	193.00	193.00
Total 320153:											
08/23	08/17/2023	219183	1379	SENSIT TECHNOLOGIES	SUPPLIES- GAS	0349305-IN	1	7401-430-62-47	MACHINERY & EQUIPMENT	2,700.00	2,700.00
Total 0349305-IN:											
08/23	08/17/2023	219184	76	SUSANVILLE ACE HARD	SAFETY SUPPLIES-WATER	517676	1	7110-430-42-46	SUPPLIES - SAFETY ITEMS	770.10	770.10
Total 517676:											
08/23	08/17/2023	219184	76	SUSANVILLE ACE HARD	SAFETY SUPPLIES-WATER	517941	1	7110-430-42-46	SUPPLIES - SAFETY ITEMS	9.54	9.54
Total 517941:											
08/23	08/17/2023	219184	76	SUSANVILLE ACE HARD	SUPPLIES-WATER	518040	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	35.06	35.06
Total 518040:											
08/23	08/17/2023	219184	76	SUSANVILLE ACE HARD	TRASH CANS-STREETS	518098	1	2007-431-20-46	SUPPLIES-GENERAL	39.93	39.93
Total 518098:											
08/23	08/17/2023	219184	76	SUSANVILLE ACE HARD	SUPPLIES-FD	518165	1	1010-422-10-46	SUPPLIES- GENERAL	27.27	27.27
Total 518165:											

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/23	08/17/2023	219185	638	THATCHER COMPANY	SUPPLIES- WATER	2023400113921	1	7110-430-42-46	SUPPLIES-GENERAL	765.03	765.03
Total 2023400113921:											
08/23	08/17/2023	219185	638	THATCHER COMPANY	SUPPLIES- WATER	2023400113945	1	7110-430-42-46	SUPPLIES-GENERAL	1,334.78	1,334.78
Total 2023400113945:											
08/23	08/17/2023	219185	638	THATCHER COMPANY	CREDIT-WATER	2023400902814	1	7110-430-42-46	SUPPLIES-GENERAL	240.00-	240.00-
Total 2023400902814:											
08/23	08/17/2023	219186	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- CITY H	918	1	1000-417-10-43	PROFESSIONAL SVCS	350.00	350.00
Total 918:											
08/23	08/17/2023	219187	720	TRI-PACIFIC SUPPLY INC	REPAIR & MAINT- GAS	0169955-IN	1	7401-430-62-44	REPAIR AND MAINTENANCE-FA	1,097.20	1,097.20
Total 0169955-IN:											
08/23	08/17/2023	219188	530	U.S. BANK EQUIPMENT F	UPSTAIRS COPIER CITY HALL	507962744	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	400.56	400.56
Total 507962744:											
08/23	08/17/2023	219188	530	U.S. BANK EQUIPMENT F	COPIER DOWNSTAIRS CITY HA	508377355	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	258.31	258.31
08/23	08/17/2023	219188	530	U.S. BANK EQUIPMENT F	COPIER-PD	508377355	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	258.30	258.30
Total 508377355:											
08/23	08/17/2023	219189	10821	UBEO WEST LLC	COPIER CITY HALL	4199269	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	89.79	89.79
08/23	08/17/2023	219189	10821	UBEO WEST LLC	COPIER PD	4199269	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	88.20	88.20
08/23	08/17/2023	219189	10821	UBEO WEST LLC	COLOR COPIES- WATER	4199269	3	7110-430-42-45	PRINTING AND BINDING	103.41	103.41
08/23	08/17/2023	219189	10821	UBEO WEST LLC	COPIER CITY HALL	4199269	4	1000-417-10-44	RENT & LEASES EQUIP & VEHI	506.24	506.24
08/23	08/17/2023	219189	10821	UBEO WEST LLC	COPIER PD	4199269	5	1009-421-10-44	RENT & LEASES EQUIP & VEHI	255.74	255.74
Total 4199269:											
08/23	08/17/2023	219190	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9940822190	1	1009-421-10-45	COMMUNICATIONS	1,043.38	1,043.38
08/23	08/17/2023	219190	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9940822190	1	1009-421-10-45	COMMUNICATIONS	1,090.58	1,090.58

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 9940822190:											
08/23	08/17/2023	219191	770	WESTERN NEVADA SUP	SUPPLIES- WATER	69799576	1	7110-430-42-46	SUPPLIES-GENERAL	1,090.58	1,090.58
Total 69799576:											
08/23	08/17/2023	219191	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69835639	1	7110-430-42-46	SUPPLIES-GENERAL	307.18	307.18
Total 69835639:											
08/23	08/17/2023	219191	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69887754	1	7110-430-42-46	SUPPLIES-GENERAL	307.18	307.18
Total 69887754:											
08/23	08/17/2023	219191	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69887757	1	7110-430-42-46	SUPPLIES-GENERAL	569.27	569.27
Total 69887757:											
08/23	08/17/2023	219192	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-72284	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	11.70	11.70
Total A-72284:											
08/23	08/17/2023	219192	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	A-72289	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	109.39	109.39
Total A-72289:											
08/23	08/17/2023	219193	10862		REFUND WATER OVERPAYMEN	10429200034	1	9999-1001-001	CASH CLEARING - UTILITIES	218.78	218.78
Total 10429200034:											
Grand Totals:											
										104.92	104.92
										69,114.43	69,114.43

M = Manual Check, V = Void Check

Report Criteria:

Report type: GL detail

Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/23	08/18/2023	219197	728	U.S. POSTMASTER	UB BILLING WATER	08182023	1	7110-430-42-46	POSTAGE	789.95	789.95
08/23	08/18/2023	219197	728	U.S. POSTMASTER	UB BILLING GAS	08182023	2	7401-430-62-46	POSTAGE	406.95	406.95
Total 08182023:										1,196.90	1,196.90
Grand Totals:										1,196.90	1,196.90

Report Criteria:

Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/23	08/24/2023	219213	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5501375112	1	7110-430-42-46	SUPPLIES-GENERAL	425.69	425.69
08/23	08/24/2023	219213	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5501375112	2	7401-430-62-46	SUPPLIES-GENERAL	255.41	255.41
08/23	08/24/2023	219213	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5501375112	3	2007-431-20-46	SUPPLIES-GENERAL	170.28	170.28
Total 5501375112:											
08/23	08/24/2023	219214	9432	ALL SEASON HEATING	NO.306 WOODSTOVE REPLACE	082323	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 082323:											
08/23	08/24/2023	219215	9072	B. E. GIBBONS CONSULT	TEST BACKFLOW ASSEMBLIES	0808923-02	1	7110-430-42-43	TECHNICAL SVCS	712.50	712.50
Total 0808923-02:											
08/23	08/24/2023	219216	10868		REFUND GAS DEPOSIT	10120950019	1	7401-2228-000	DEPOSITS-CUSTOMER	131.12	131.12
Total 10120950019:											
08/23	08/24/2023	219217	96	CALAFCO	CONFERENCE FEE 23/24	081623	1	8402-413-30-45	TRAVEL	650.00	650.00
Total 081623:											
08/23	08/24/2023	219218	986	CARLSON'S TIRE PROS	TIRE SWAP-PARKS	94957	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	240.00	240.00
Total 94957:											
08/23	08/24/2023	219219	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	373490A	1	7301-430-52-43	PROFESSIONAL SVC	843.00	843.00
Total 373490A:											
08/23	08/24/2023	219219	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375299A	1	7110-430-42-43	PROFESSIONAL SVCS	473.00	473.00
Total 375299A:											
08/23	08/24/2023	219219	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	375882A	1	7110-430-42-43	PROFESSIONAL SVCS	433.00	433.00

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Total 375882A:											
08/23	08/24/2023	219219	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	375885A	1	7112-430-42-43	PROFESSIONAL SVCS	65.00	65.00
Total 375885A:											
08/23	08/24/2023	219219	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	376219A	1	7110-430-42-43	PROFESSIONAL SVCS	164.00	164.00
Total 376219A:											
08/23	08/24/2023	219220	265	FRONTIER	257-1033-PARKS	1033 080523	1	1011-452-20-45	COMMUNICATIONS	145.72	145.72
Total 1033 080523:											
08/23	08/24/2023	219220	265	FRONTIER	257-1041 ADMIN-PW	1041 080523	1	7620-430-10-45	COMMUNICATIONS	652.04	652.04
Total 1041 080523:											
08/23	08/24/2023	219220	265	FRONTIER	257-1044 PRI	1044 080523	1	7620-430-10-45	COMMUNICATIONS	130.80	130.80
Total 1044 080523:											
08/23	08/24/2023	219220	265	FRONTIER	252-1182 SCADA	2-1182 081023	1	7110-430-42-45	COMMUNICATIONS	308.18	308.18
Total 2-1182 081023:											
08/23	08/24/2023	219220	265	FRONTIER	257-5603 POLICE	5603 081023	1	1009-421-10-45	COMMUNICATIONS	610.92	610.92
Total 5603 081023:											
08/23	08/24/2023	219220	265	FRONTIER	257-7098 NATURAL GAS	7098 080123	1	7401-430-62-45	COMMUNICATIONS	85.98	85.98
Total 7098 080123:											
08/23	08/24/2023	219221	1289	FULL SPECTRUM INC	WELL 3 SETUP/START UP	20230821	1	7110-430-46-43	TECHNICAL SVCS	3,172.50	3,172.50
Total 20230821:											

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08/23	08/24/2023	219222	10669	INSTRUMART LLC	WELL 3 PROJECT NET 30 TERM	IN623887	1	7110-430-46-47	MACHINERY & EQUIPMENT	16,838.29	16,838.29
08/23	08/24/2023	219222	10669	INSTRUMART LLC	WELL 3 PROJECT AMEND	IN623887	2	7110-430-46-47	MACHINERY & EQUIPMENT	238.14	238.14
Total IN623887:											
08/23	08/24/2023	219223	332	INTERSTATE GAS SERVI	NAT GAS CONSULTING 7/23	7021738	1	7401-430-62-43	PROFESSIONAL SVCS	555.00	555.00
08/23	08/24/2023	219223	332	INTERSTATE GAS SERVI	WATER CONSULTING 7/23	7021738	2	7110-430-42-43	PROFESSIONAL SVCS	2,405.00	2,405.00
Total 7021738:											
08/23	08/24/2023	219224	10875		GRANT	082223	1	8404-430-13-48	GRANTS	171,712.00	171,712.00
Total 082223:											
08/23	08/24/2023	219225	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	3587	1	2007-431-20-44	DISPOSAL	38.12	38.12
Total 3587:											
08/23	08/24/2023	219226	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-AIR	12510	1	7620-430-11-43	PROFESSIONAL SERVICES	60.00	60.00
Total 12510:											
08/23	08/24/2023	219227	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 081023	1	1011-452-20-46	ELECTRICITY	37.39	37.39
Total 10262 081023:											
08/23	08/24/2023	219227	437	LMUD	STREET LIGHTS-STREETS	14039 081023	1	2007-431-60-46	ELECTRICITY	228.42	228.42
Total 14039 081023:											
08/23	08/24/2023	219227	437	LMUD	STREET LIGHTS-STREETS	14041 081023	1	2007-431-60-46	ELECTRICITY	228.42	228.42
Total 14041 081023:											
08/23	08/24/2023	219227	437	LMUD	S GAY ST-STREETS	24323 081023	1	2007-431-60-46	ELECTRICITY	4,480.10	4,480.10
Total 24323 081023:											
08/23	08/24/2023	219227	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 081023	1	1011-452-20-46	ELECTRICITY	71.47	71.47
Total 24661 081023:											
08/23	08/24/2023	219227	437	LMUD						30.00	30.00

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Total 24661 081023:											
08/23	08/24/2023	219227	437	LMUD	STREET LIGHTS-STREETS	2467 081023	1	2007-431-60-46	ELECTRICITY	30.00	30.00
Total 2467 081023:											
08/23	08/24/2023	219227	437	LMUD	65 N WEATHERLOW ST- PARKS	2865 081023	1	1011-452-20-46	ELECTRICITY	2,000.65	2,000.65
Total 2865 081023:											
08/23	08/24/2023	219227	437	LMUD	65 N WEATHERLOW ST-PARK O	2867 081023	1	1011-452-20-46	ELECTRICITY	2,000.65	2,000.65
Total 2867 081023:											
08/23	08/24/2023	219227	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 081023	1	1011-452-20-46	ELECTRICITY	48.48	48.48
Total 2870 081023:											
08/23	08/24/2023	219227	437	LMUD	NORTH ST BASEBALL PARK ME	2873 081023	1	1011-452-20-46	ELECTRICITY	48.48	48.48
Total 2873 081023:											
08/23	08/24/2023	219227	437	LMUD	SKYLINE DR WELL 4-WATER	29931 081023	1	7110-430-42-46	ELECTRICITY	61.21	61.21
Total 29931 081023:											
08/23	08/24/2023	219227	437	LMUD	HARRIS DR & HWY 36-WATER	30658 081023	1	7110-430-42-46	ELECTRICITY	61.21	61.21
Total 30658 081023:											
08/23	08/24/2023	219227	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 081023	1	7112-430-42-46	ELECTRICITY	68.19	68.19
Total 350161 081023:											
08/23	08/24/2023	219227	437	LMUD	SAN FRANCISCO ST- STREETS	416835 081023	1	2007-431-60-46	ELECTRICITY	32.87	32.87
Total 416835 081023:											
08/23	08/24/2023	219227	437	LMUD						32.87	32.87
Total 416835 081023:											
08/23	08/24/2023	219227	437	LMUD						4,977.78	4,977.78
Total 416835 081023:											
08/23	08/24/2023	219227	437	LMUD						4,977.78	4,977.78
Total 416835 081023:											
08/23	08/24/2023	219227	437	LMUD						227.09	227.09
Total 416835 081023:											
08/23	08/24/2023	219227	437	LMUD						227.09	227.09
Total 416835 081023:											
08/23	08/24/2023	219227	437	LMUD						113.56	113.56
Total 416835 081023:											
08/23	08/24/2023	219227	437	LMUD						113.56	113.56
Total 416835 081023:											
08/23	08/24/2023	219227	437	LMUD						38.61	38.61
Total 416835 081023:											
08/23	08/24/2023	219227	437	LMUD						38.61	38.61
Total 416835 081023:											

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08/23	08/24/2023	219227	437	LMUD	FIRST STREET & ALLEY LIGHTS	416848 081023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416848 081023:											
08/23	08/24/2023	219227	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 081023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416860 081023:											
08/23	08/24/2023	219227	437	LMUD	INSPIRATION POINT- STREETS	416915 081023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416915 081023:											
08/23	08/24/2023	219227	437	LMUD	CAMPBELL ST- STREETS	416940 081023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416940 081023:											
08/23	08/24/2023	219227	437	LMUD	WASHO LN- STREETS	416959 081023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416959 081023:											
08/23	08/24/2023	219227	437	LMUD	130 N LASSEN STREET- STREE	416962 081023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416962 081023:											
08/23	08/24/2023	219227	437	LMUD	MARTHA & ARNOLD STREET LI	421476 081023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 421476 081023:											
08/23	08/24/2023	219227	437	LMUD	130 N PINE ST- STREETS	425450 081023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 425450 081023:											
08/23	08/24/2023	219227	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 081023	1	2007-431-60-46	ELECTRICITY	272.69	272.69
Total 43511 081023:											
08/23	08/24/2023	219227	437	LMUD	115 N WEATHERLOW ST	43866 081023	1	1011-452-20-46	ELECTRICITY	126.70	126.70

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 43866 081023:											
08/23	08/24/2023	219227	437	LMUD	N PINE & COOK - SCADA-WATE	44153 081023	1	7110-430-42-46	ELECTRICITY	30.00	30.00
Total 44153 081023:											
08/23	08/24/2023	219227	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 081023	1	7110-430-42-46	ELECTRICITY	36.57	36.57
Total 44298 081023:											
08/23	08/24/2023	219227	437	LMUD	PAIUTE LN SCADA-WATER	44316 081023	1	7110-430-42-46	ELECTRICITY	35.55	35.55
Total 44316 081023:											
08/23	08/24/2023	219227	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 081023	1	7110-430-42-46	ELECTRICITY	95.29	95.29
Total 45542 081023:											
08/23	08/24/2023	219227	437	LMUD	WELL #3-WATER	4559 081023	1	7110-430-42-46	ELECTRICITY	6,107.94	6,107.94
Total 4559 081023:											
08/23	08/24/2023	219227	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 081023	1	2007-431-60-46	ELECTRICITY	77.21	77.21
Total 49500 081023:											
08/23	08/24/2023	219227	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 081023	1	2007-431-60-46	ELECTRICITY	203.01	203.01
Total 49501 081023:											
08/23	08/24/2023	219227	437	LMUD	606 NEVADA STREET	58209 081023	1	7620-430-10-46	ELECTRICITY	109.46	109.46
Total 58209 081023:											
08/23	08/24/2023	219227	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 081023	1	1011-452-20-46	ELECTRICITY	163.97	163.97
Total 9283 081023:											

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08/23	08/24/2023	219227	437	LMUD	GEO PUMP #1	9297 081023	1	7301-430-52-46	ELECTRICITY	2,214.39	2,214.39
Total 9297 081023:											
08/23	08/24/2023	219227	437	LMUD	MAIN ST & PINE ST-STREETS	94811 081023	1	2007-431-60-46	ELECTRICITY	30.00	30.00
Total 94811 081023:											
08/23	08/24/2023	219228	10713		REIMBURSEMENT	081623	1	1009-421-10-47	EQUIPMENT-SAFETY	357.26	357.26
Total 081623:											
08/23	08/24/2023	219229	1296	RENTAL GUYS	SUPPLIES-WATER	951368-5	1	7110-430-42-46	SUPPLIES-GENERAL	150.56	150.56
Total 951368-5:											
08/23	08/24/2023	219230	10866		REFUND WATER DEPOSIT	10232550013	1	7110-2228-000	DEPOSITS-CUSTOMER	4.67	4.67
08/23	08/24/2023	219230	10866		REFUND GAS DEPOSIT	10232550013	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10232550013:											
08/23	08/24/2023	219231	1479	SIERRA BROADCASTING	ADVERTISING-GAS	23070119	1	7401-430-62-45	ADVERTISING	499.00	499.00
Total 23070119:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	.515963	1	7401-430-62-46	SUPPLIES-GENERAL	6.52	6.52
Total .515963:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES- PARKS	.517175	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	153.91	153.91
Total .517175:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	FASTENERS- STREETS	.517292	1	2007-431-20-46	SUPPLIES-GENERAL	37.61	37.61
Total .517292:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES-WATER	.517348	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	62.77	62.77

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total .517348:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	BAGS-STREETS	.517368	1	2007-431-20-46	SUPPLIES-GENERAL	62.77	62.77
Total .517368:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES- PARKS	514615.	1	1011-452-20-46	SUPPLIES-GENERAL	15.87	15.87
Total 514615.:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	FASTENERS- PW	517181	1	7620-430-10-46	SUPPLIES-GENERAL	15.87	15.87
Total 517181:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES-WATER	517302.	1	7110-430-42-46	SUPPLIES-GENERAL	18.50	18.50
Total 517302.:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	CREDIT-STREETS	517315.	1	2007-431-20-46	SUPPLIES-GENERAL	3.70	3.70
Total 517315.:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES- PARKS	517344.	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	8.37	8.37
Total 517344.:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	517971	1	7401-430-62-46	SUPPLIES-GENERAL	37.61-	37.61-
Total 517971:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	KEYS-PARKS	518062	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	23.36	23.36
Total 518062:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	518179	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	2.91	2.91
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	518179	2	1011-452-20-46	SUPPLIES-GENERAL	2.91	2.91
Total 518179:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	518179	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	5.82	5.82
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	518179	2	1011-452-20-46	SUPPLIES-GENERAL	5.82	5.82
Total 518179:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	518179	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	43.83	43.83
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	518179	2	1011-452-20-46	SUPPLIES-GENERAL	16.53	16.53
Total 518179:											

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 518179:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	REPAIRS-PARKS	518216	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	12.65	12.65
Total 518216:											
08/23	08/24/2023	219232	76	SUSANVILLE ACE HARD	PAINT REMOVER-PARKS	518301	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	9.54	9.54
Total 518301:											
08/23	08/24/2023	219233	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	54027	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	666.30	666.30
Total 54027:											
08/23	08/24/2023	219234	9295	TAMCO CAPITAL CORP	COMMUNICATION-PW	5026289111	1	7620-430-10-45	COMMUNICATIONS	474.14	474.14
Total 5026289111:											
08/23	08/24/2023	219235	712	TNS TRUCKING CO	BASE ROCK-GAS	5631	1	7401-430-62-46	SUPPLIES-GENERAL	39.77	39.77
08/23	08/24/2023	219235	712	TNS TRUCKING CO	BASE ROCK-WATER	5631	2	7110-430-42-46	SUPPLIES-GENERAL	39.77	39.77
08/23	08/24/2023	219235	712	TNS TRUCKING CO	BASE ROCK-STREETS	5631	3	2007-431-20-46	SUPPLIES-GENERAL	15.38	15.38
Total 5631:											
08/23	08/24/2023	219236	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PD	923	1	1009-421-10-44	CUSTODIAL	94.92	94.92
Total 923:											
08/23	08/24/2023	219237	749	VERIZON WIRELESS	CELLULAR PHONES - ADMIN	9940932066	1	1000-413-20-45	COMMUNICATIONS	62.51	62.51
08/23	08/24/2023	219237	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9940932066	2	1011-424-20-45	COMMUNICATIONS	98.91	98.91
08/23	08/24/2023	219237	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9940932066	3	1011-452-20-45	COMMUNICATIONS	103.52	103.52
08/23	08/24/2023	219237	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9940932066	4	7620-430-11-45	COMMUNICATIONS	52.01	52.01
08/23	08/24/2023	219237	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9940932066	5	7620-430-10-45	COMMUNICATIONS	1,316.47	1,316.47
08/23	08/24/2023	219237	749	VERIZON WIRELESS	CELLULAR PHONES - GAS	9940932066	6	7401-430-62-45	COMMUNICATIONS	201.26	201.26
Total 9940932066:											
08/23	08/24/2023	219238	770	WESTERN NEVADA SUP	SUPPLIES- GAS	69885289	1	7401-430-62-46	SUPPLIES-GENERAL	1,834.68	1,834.68
Total 69885289:											
08/23	08/24/2023	219238	770	WESTERN NEVADA SUP	SUPPLIES- GAS	69885289	1	7401-430-62-46	SUPPLIES-GENERAL	17.32	17.32

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 8/24/2023 - 8/24/2023Page: 10
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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 69885289:											
08/23	08/24/2023	219238	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69887410	1	7110-430-42-46	SUPPLIES-GENERAL	17.32	17.32
Total 69887410:											
08/23	08/24/2023	219238	770	WESTERN NEVADA SUP	SUPPLIES- WATER	69893770	1	7110-430-42-46	SUPPLIES-GENERAL	193.16	193.16
Total 69893770:											
08/23	08/24/2023	219238	770	WESTERN NEVADA SUP	SUPPLIES- WATER	69895877	1	7110-430-42-46	SUPPLIES-GENERAL	148.91	148.91
Total 69895877:											
08/23	08/24/2023	219238	770	WESTERN NEVADA SUP	SUPPLIES-PW	69897890	1	7620-430-10-46	SUPPLIES-SMALL TOOLS	127.39	127.39
Total 69897890:											
08/23	08/24/2023	219238	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69898743	1	7110-430-42-46	SUPPLIES - SAFETY ITEMS	27.87	27.87
Total 69898743:											
08/23	08/24/2023	219239	10869	REFUND WATER DEPOSIT		10218850013	1	7110-2228-000	DEPOSITS-CUSTOMER	40.08	40.08
Total 10218850013:											
Grand Totals:											
										231,107.33	231,107.33

AGENDA ITEM NO. 6.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No 23-6202**, approving and authorizing the modification of members and conditions to the Memorandum of Understanding with the Firefighters Bargaining Unit

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: On August 2, 2023 the City Council approved Resolution No. 23-6167 concluding the Professional Technical Bargaining Unit labor negotiations agreement for the period of July 1, 2022 through and including July 7, 2023. The Professional Technical Bargaining Unit and the city of Susanville agreed to dissolve Pro-Tech Unit and place members in other existing employee bargaining units performing similar work functions; such as the Firefighters Bargaining Unit. In order to incorporate those changes, a side letter to the Firefighters Bargaining Unit's MOU is necessary to outline the parameters of the transition. These changes will be retroactive to July 8, 2023 and will apply only to the Assistant Fire Chief.

FISCAL IMPACT: As determined by the terms negotiated by the Professional Technical and Firefighter Bargaining Units

ACTION REQUESTED: Motion to approve Resolution No. 23- 6202, approving and authorizing the modification of members and conditions to the Memorandum of Understanding with the Firefighters Bargaining Unit

ATTACHMENTS:
[Side Letter.pdf](#)
[23-6202.pdf](#)



City of Susanville

(530) 252-5100 • 66 North Lassen Street • Susanville, CA 96130-3904

To the Operating Engineering Local Union No. 3 Firefighters Unit Representatives,

The City of Susanville's Professional Technical Unit has met and conferred in good faith and has agreed to dissolve the Professional Technical Bargaining Unit. The City Council approved the dissolution of the Unit at a regular City Council meeting held on August 2, 2023. Upon the City Council's ratification and approval to dissolve the Professional Technical Unit, unit members have been proposed to be redistributed into various Bargaining Units. The following members are proposed to be distributed into the Firefighters Unit at the below proposed ranges and steps:

Position	Proposed Range	Proposed Biweekly	Proposed Range	Proposed Step
Assistant Fire Chief	145-150	\$3,492.96	150	E

The proposed range and step of this position incorporates the existing Firefighters Unit's incentives and longevity incentives. This redistribution will not modify the listed position's duties and responsibilities, modifications will only include bargaining unit transition and update to pay range. The job descriptions for this position will be presented to the Firefighter Unit representative for review prior to final approval. Upon approval, this position will receive the above listed range and step pay retroactive to the first full pay period in July 2023 (pay period beginning July 8, 2023) as depicted in Exhibit "B" of the Firefighters Unit Memorandum of Understanding's Bi-weekly Salary Matrix for the 2023-2025 MOU term. The Assistant Fire Chief will stay on their existing merit schedule and anniversary date. This position is subject to union dues and other union-sponsored program deductions and unit recognition.

The city will pay Mutual Aid Assignment Pay for the Assistant Fire Chief as follows:

1. While in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or prepositioned for emergency response, portal-to-portal the Assistant Fire Chief shall be compensated at a rate of one and one half (1.5) times his/her hourly salary, excluding benefits.
2. Such payment shall be made only after receipt by the city of the reimbursement for such services.
3. If the Assistant Fire Chief chooses and is authorized by the Fire Chief to take such deployment, they shall be responsible to take personal time off for portal-to-portal assignment time.
4. The Fire Chief has sole discretion as to if and when the Assistant Fire Chief will be assigned to out of area fires.
5. Assistant Fire Chief is limited to one deployment per fiscal year with a maximum of 14 days of deployment.

Notwithstanding Section 15, the Assistant Fire Chief is classified as an exempt employee and therefore is not eligible for unit's overtime assignments.

Notwithstanding Section 17, the Assistant Fire Chief is not eligible for Acting Duty Officer Pay.

Notwithstanding Section 12, the Assistant Fire Chief is not eligible for schedule changes or shift trades.

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

Notwithstanding, Section 13 Holidays, the Assistant Fire Chief, when working a Holiday as defined in the Employee Manual, the Assistant Fire Chief when required to work on a holiday may take an alternate day off work with approval of the Fire Chief. Employees may not defer alternate day off for more than 90 days.

Notwithstanding, Section 19, sick leave accrual for Assistant Fire Chief shall be as follows: Employees within the UNIT shall accrue four (4) hours of sick leave for each full pay period of employment and shall be able to use sick leave in accordance to the provisions of the Employee Manual dated June 1, 2001. Under the Public Employees' Retirement System, credit for unused sick leave (Section 20862.S) of the Government Code shall be a benefit provided to each employee of this UNIT upon retirement and in accordance with the rules and regulations of PERS. The Assistant Fire Chief will not receive MOU sick leave conversion. Sick leave benefits are payable only for an employee's regularly scheduled workdays on which he or she is off as a result of the employee's illness or accident. Under the Public Employees' Retirement System, credit for unused sick leave (Section 20965) of the Government Code shall be a benefit provided to the Assistant Fire Chief upon retirement and in accordance with the rules and regulations of CalPERS. At retirement, 50% of accumulated sick leave may be applied to 50% of insurance premiums per month.

The Assistant Fire Chief shall receive sixty (60) hours Administrative Leave per fiscal year in addition to vacation leave. Such leave will be credited July 1 of each year. Administrative Leave will be made available from the time of hire, at fifteen (15) hours credited for each three (3) month period remaining in the fiscal year during which the employee is hired, prorated for the first three (3) month period. Administrative Leave is made available in recognition of the Assistant Fire Chief's responsibility to perform functions after normal business hours. Administrative Leave may not accrue, and any unused leave will extinguish as of June 30 each year. The Assistant Fire Chief may sell up to thirty (30) hours of unused Administrative Leave back to the CITY during December's special payroll, and up to (30 hours) in June's special payroll. This benefit is not available to an employee who has not successfully completed their introductory period. For the 2023/2024 fiscal year, if the Assistant Fire Chief has used any Professional Technical Leave from July 1, 2023, to execution of this letter, that leave amount will be reduced from the sixty (60) hours of Administrative Leave.

Attached to this letter is the updated Firefighters Unit Memorandum of Understanding's Exhibit "A" Position Classification Schedule, which demonstrates all Firefighters Unit members and those position ranges. This will be in effect upon resolution and pay changes will be effective retroactive to July 8, 2023. This side letter and the terms outlined shall remain in effect for the period of July 8, 2023, through and including June 30, 2024, or until a successor MOU is reached, unless a specific provision provides for a different commencement and/or termination date. This letter has been ratified by both the CITY and UNIT on the _____ day of _____ 2023.

Dan Newton
City Administrator

Art Frolli, Business Representative

Dale Johnson, UNIT Steward

Leon Myers, UNIT Steward

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

EXHIBIT “A” Position List
Firefighter Position Classification Schedule
July 8, 2023 through and including June 30, 2025

<u>Positions</u>	<u>Incentive Level</u>	<u>Range*</u>
Firefighter I	Base	129-131
	I	130-132
	II	131-133
	III	132-134
Firefighter II	Base	132-134
	I	133-135
	II	134-136
	III	135-137
Fire Apparatus Engineer	Base	137-139
	I	138-140
	II	139-141
	III	140-142
Fire Captain	Base	141-143
	I	142-144
	II	143-145
	III	144-146
Assistant Fire Chief**	Base	145-147
	I	146-148
	II	147-149
	III	148-150

*Ranges indicated account for longevity steps at 7 years of service (one range) and 10 years of service (two ranges).

**Unit members added July 8, 2023

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

RESOLUTION NO. 23-6202
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING THE MODIFICATION OF MEMBERS AND CONDITIONS
TO THE MEMORANDUM OF UNDERSTANDING WITH THE
FIREFIGHTERS BARGAINING UNIT

WHEREAS, the city of Susanville's Professional Technical Bargaining Unit and the City of Susanville have agreed to dissolve the Professional Technical Bargaining Unit; and

WHEREAS, the dissolution of the Professional Technical Unit agreed to distribute the following position into the Firefighters Bargaining Unit at the following biweekly salary range matrix range as of July 8, 2023:

Assistant Fire Chief 145-150

WHEREAS, the Firefighters Bargaining Unit has ratified the respective agreement with the terms and conditions as outlined in the attached side letter to incorporate the above listed positions; and

WHEREAS, the representatives from the Firefighters Bargaining Unit have negotiated a labor agreement according to the requirements of the Meyers-Milias-Brown Act; and

WHEREAS, the agreement has been negotiated within the parameters established by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves and authorizes the following:

1. The Memorandum of Understanding with the Firefighters Bargaining Unit will adopt the attached side letter and incorporate the listed employees into the Firefighters Bargaining Unit for the period of July 8, 2023, through and including June 30, 2025; and
2. Modifications to the city of Susanville Approved Position List to incorporate these changes; and
3. The Finance Director shall modify the 2023/2024 fiscal year budget as necessary to accommodate the dissolution of the Professional Technical Bargaining Unit and the distribution to the listed members into the Firefighters Bargaining Unit.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council for the City of Susanville held on the 6th day of September, 2023 by the following vote:

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AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

Margaret Long, City Attorney

AGENDA ITEM NO. 6.D
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6203**, approving and authorizing the modification of members and condition to the Memorandum of Understanding with the Susanville Police Officers Association Bargaining Unit

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: On August 2, 2023 the City Council approved Resolution No. 23-6167 concluding the Professional Technical Bargaining Unit labor negotiations agreement for the period of July 1, 2022 through and including July 7, 2023. The Professional Technical Bargaining Unit and the city of Susanville agreed to dissolve Pro-Tech Unit and place members in other existing employee bargaining units performing similar work functions; such as the Susanville Police Officers Association (SPOA) Bargaining Unit. In order to incorporate those changes, a side letter to the SPOA Bargaining Unit's MOU is necessary to outline the parameters of the transition. These changes will be retroactive to July 8, 2023 and will apply only to the Police Captain. The City Administrator has met and conferred with the SPOA representatives who have approved the contents of the attached side letter and the transition of the Police Captain to the SPOA unit.

FISCAL IMPACT: Subject to the terms negotiated through the bargaining processes of the Professional Technical and Susanville Police Officers Association Bargaining Units.

ACTION REQUESTED: Motion to approve Resolution No. 23-6203, approving and authorizing the modification of members and condition to the Memorandum of Understanding with the Susanville Police Officers Association Bargaining Unit

ATTACHMENTS:
[Side Letter.pdf](#)
[23-6203.pdf](#)



City of Susanville

(530) 252-5100 • 66 North Lassen Street • Susanville, CA 96130-3904

To the Susanville Police Officers Association (SPOA) Unit Representatives,

The City of Susanville's Professional Technical Unit has met and conferred in good faith and has agreed to dissolve the Professional Technical Bargaining Unit. The City Council approved the dissolution of the UNIT at a regular City Council meeting held on August 2, 2023. Upon the City Council's ratification and approval to dissolve the Professional Technical Unit, UNIT members have been proposed to be redistributed into various Bargaining Units. The following member has been proposed to be distributed into the Susanville Police Officers Association (SPOA) Unit at the below proposed ranges and steps:

Position	Proposed Range	Proposed Biweekly	Proposed Range	Proposed Step
Police Captain	147-156	\$4,744.56	156	F

The proposed range and step of this position incorporates the existing SPOA Unit's incentives and longevity incentives. This redistribution will not modify the listed position's duties and responsibilities, modifications will only include bargaining UNIT transition and update to pay range. The job descriptions for this position will be presented to the SPOA Unit representative for review prior to final approval. Upon approval, this position will receive the above listed range and step pay retroactive to the first full pay period in July 2023 (pay period beginning July 8, 2023) as depicted in Exhibit "B" of the SPOA Unit Memorandum of Understanding's Bi-weekly Salary Matrix for the 2022-2025 MOU term. The Police Captain is subject to union dues in which the CITY will deduct from their wages the regular monthly dues. Such dues shall be deducted and transmitted to the association upon notification from the association that an employee has submitted a voluntary, revocable, written application for association membership in a manner complying with legal requirements. The CITY will cease dues deduction if notified by the association that an employee is no longer a member. The Police Captain shall be a non-voting associate member of the UNIT and shall have the option to participate in the UNIT's legal defense fund if elected to participate in the legal defense fund, the Police Captain shall pay full member dues.

Notwithstanding Section 7F, the Police Captain is not eligible for specialty pay assignments or night differential pay.

Notwithstanding Section 11, Work Schedule the Police Captain shall generally work Monday through Friday from 8:00 AM to 5:00 P.M. or a schedule that is deemed appropriate to fulfill the duties of their position as directed by the Police Chief.

Notwithstanding Section 12, Holidays, the Police Captain, when working a Holiday as defined in the Employee Manual, may take an alternate day off work with approval of the Police Chief. Employees may not defer alternate days off for more than 90 days.

Notwithstanding Section 13, Overtime the Police Captain is classified as an exempt employee and therefore is not eligible for UNIT's overtime or court call back pay.

Notwithstanding, Section 14, sick leave accrual for the Police Captain shall be as follows: Employees within the UNIT shall accrue 5.54 hours of sick leave for each full pay period of employment and shall be able to use sick leave in accordance with the provisions of the Employee Manual dated June 1, 2001. Under the

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

Public Employees' Retirement System, credit for unused sick leave (Section 20862.S) of the Government Code shall be a benefit provided to each employee of this UNIT upon retirement and in accordance with the rules and regulations of PERS. The Police Captain will not receive sick leave conversion. Sick leave benefits are payable only for an employee's regularly scheduled workdays on which he or she is off as a result of the employee's illness or accident. Under the Public Employees' Retirement System, credit for unused sick leave (Section 20965) of the Government Code shall be a benefit provided to the Police Captain upon retirement and in accordance with the rules and regulations of CalPERS. At retirement, 50% of accumulated sick leave may be applied to 50% of insurance premiums per month.

The Police Captain shall receive sixty (60) hours Administrative Leave per fiscal year in addition to vacation leave. Such leave will be credited July 1 of each year. Administrative Leave will be made available from the time of hire, at fifteen (15) hours credited for each three (3) month period remaining in the fiscal year during which the employee is hired, prorated for the first three (3) month period. Administrative Leave is made available in recognition of the Police Captain's responsibility to perform functions after normal business hours. Administrative Leave may not accrue, and any unused leave will extinguish as of June 30 each year. The Police Captain may sell up to thirty (30) hours of unused Administrative Leave back to the CITY during December's special payroll, and up to (30 hours) in June's special payroll. This benefit is not available to an employee who has not successfully completed their introductory period. For the 2023/2024 fiscal year, if the Police Captain has used any Professional Technical Leave from July 1, 2023 to execution of this letter, that leave amount will be reduced from the sixty (60) hours of Administrative Leave.

Attached to this letter is the updated SPOA Unit Memorandum of Understanding's Exhibit "A" Position Classification Schedule which demonstrates all SPOA Unit members and those position ranges. This will be in effect upon resolution and pay changes will be effective retroactive to July 8, 2023.

This side letter and the terms outlined shall remain in effect for the period of July 8, 2023, through and including June 30, 2024, or until a successor MOU is reached, unless a specific provision provides for a different commencement and/or termination date. This letter has been ratified by both the CITY and UNIT on the _____ day of _____ 2023.

Dan Newton
City Administrator

Allen Sobol
UNIT Representative

Fred Foulk
UNIT Representative

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

SPOA Position Classification Schedule
July 8, 2023 through and including June 30, 2025

<u>POSITION</u>	<u>RANGE</u>
Police Officer - Base	136
Police Officer – 2.5% Incentive	137
Police Officer – 5.0% Incentive	138
Police Officer – 7.5% Incentive	139
Police Officer – 10% Incentive	140
Police Officer – 12.5% Incentive	141
Police Officer – 15.0% Incentive	142
Police Officer – 17.5% Incentive	143
Police Officer – 20.0% incentive	144
Police Officer – 22.5% incentive	145
 Police Sergeant - Base	 143
Police Sergeant – 2.5% Incentive	144
Police Sergeant – 5.0% Incentive	145
Police Sergeant – 7.5% Incentive	146
Police Sergeant – 10% Incentive	147
Police Sergeant – 12.5% Incentive	148
Police Sergeant – 15.0% Incentive	149
Police Sergeant – 17.5% Incentive	150
Police Sergeant – 20.0% incentive	151
Police Sergeant – 22.5% incentive	152
 Police Captain* - Base	 147
Police Captain* – 2.5% Incentive	148
Police Captain* – 5.0% Incentive	149
Police Captain* – 7.5% Incentive	150
Police Captain* – 10% Incentive	151
Police Captain* – 12.5% Incentive	152
Police Captain* – 15.0% Incentive	153
Police Captain* – 17.5% Incentive	154
Police Captain* – 20.0% incentive	155
Police Captain* – 22.5% incentive	156

Each incentive increase increment of 2.5% is achieved by providing the members of this ASSOCIATION with a salary matrix range increase. Each range in the salary matrix is 2.5% higher than the previous range.

*Effective July 8, 2023 the Police Captain has been added to the SPOA UNIT

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

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AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 6.E
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6204**, approving and authorizing the the modification of members and conditions to the memorandum of understanding with the Administrative Bargaining Unit.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: On August 2, 2023 the City Council approved Resolution No. 23-6167 concluding the Professional Technical Bargaining Unit labor negotiations agreement for the period of July 1, 2022 through and including July 7, 2023. The Professional Technical Bargaining Unit and the city of Susanville agreed to dissolve Pro-Tech Unit and place members in other existing employee bargaining units performing similar work functions; such as the Administrative Bargaining Unit. In order to incorporate those changes, a side letter to the Administrative Bargaining Unit's MOU is necessary to outline the parameters of the transition. These changes will be retroactive to July 8, 2023 and will apply to the following new Administrative Bargaining Unit members:

1. Assistant Director Engineering
2. Assistant Director Operations
3. Building Official
4. City Planner
5. Pool Director

FISCAL IMPACT: Subject to the terms negotiated by the Professional Technical Bargaining Unit dissolution and the terms outlined in the Administrative Unit MOU Side Letter

ACTION REQUESTED: Motion to approve Resolution No. 23-6204, approving and authorizing the the modification of members and conditions to the memorandum of understanding with the Administrative Bargaining Unit.

ATTACHMENTS:
[2023 ADMIN Side Letter.pdf](#)
[23-6204.pdf](#)



City of Susanville

(530) 252-5100 • 66 North Lassen Street • Susanville, CA 96130-3904

To the Administrative Unit Representatives,

The City of Susanville's Professional Technical Unit has met and conferred in good faith and has agreed to dissolve the Professional Technical Bargaining Unit. The City Council approved the dissolution of the UNIT at a regular City Council meeting held on August 2, 2023. Upon the City Council's ratification and approval to dissolve the Professional Technical Unit, UNIT members have been proposed to be redistributed into various Bargaining Units. The following members are proposed to be distributed into the Administrative Unit at the below proposed ranges and steps:

Position	Proposed Range	Proposed Biweekly	Proposed Range	Proposed Step
Assistant Director Engineering	154-158	\$3,869.93	160	D
Assistant Director Operations	154-158	\$3,026.79	154	B
Building Official	152-154	\$3,178.12	154	C
City Planner	152-154	\$3,337.03	154	D
Pool Director	138-140	\$2,602.23	138	G

The proposed range and step of each position incorporates the existing Administrative Unit's incentives. This redistribution will not modify the listed position's duties and responsibilities, modifications will only include bargaining unit transition and update to pay ranges. Job descriptions for all positions will be presented to the Administrative Unit representative for review prior to final approval. Upon approval, the listed members will receive the above listed range and step pay retroactive to the first full pay period in July 2023 (pay period beginning July 8, 2023) as depicted in Exhibit "C" of the Administrative Unit Memorandum of Understanding's Bi-weekly Salary Matrix for the 2023/2024 fiscal year. Added UNIT members will stay on their existing merit schedules and anniversary dates.

Added UNIT members who are classified as exempt employees will receive Supplemental Administrative Leave and Administrative Leave as depicted in the current MOU, previous Professional Technical Leave will not carry over. If any Professional Technical Leave has been used from July 1, 2023 to execution of this letter, that leave amount will be reduced from the available Administrative Leave or Supplemental Administrative Leave. The employee will provide which leave to reduce in a memo to the city's finance division.

The Assistant Director of Engineering, when appointed as the Air Pollution Control Officer (APCO) by the Lassen County Air Pollution Control District will be compensated at the following pay ranges, maintaining current merit step, pursuant to the licensing requirements as depicted Assistant Director Engineering job description.

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

- 3 years of increasingly responsible experience in a public works related field **AND** appointed as the Air Pollution Control Officer (APCO) is required to fill the position at Range 158.
- Possession of a four-year degree from an accredited college or university in civil engineering or related field **OR** possession of a Professional Engineering License **OR** possession of a Professional Land Surveying License is required to fill the position **AND** appointed as the Air Pollution Control Officer (APCO) is required to fill the position at Range 160.
- Possession of a four-year degree from an accredited college or university in civil engineering or related field **AND** possession of a Professional Engineering License **OR** Possession of a four-year degree from an accredited college or university in civil engineering or related field **AND** possession of a Professional Land Surveying License **AND** appointed as the Air Pollution Control Officer (APCO) is required to fill the position at a Range 162.

The appointment of the APCO is made by the governing board of the Air Pollution Control District, per the agreement between the city of Susanville and the Lassen County Air Pollution Control District, the Air District effects to remove the appointment, the compensation for Assistant Director Engineering will revert to the appropriate pay range based on licensing as specified above. Newly added UNIT members to the Administrative Unit will obtain Supplemental Administrative Leave (8 hours) as well as Administrative Leave (60 hours) for exempt employees of the UNIT, subject to the current terms in the Administrative MOU. Additionally, the Building Official upon appointment may receive a uniform allowance reimbursement, if they so desire; \$800 in year one. The Pool Director may receive a uniform allowance reimbursed up to \$300 annually.

Attached to this letter is the updated Administrative Bargaining Unit Memorandum of Understanding's Exhibit "A" Position Classification Schedule which demonstrates all Administrative Unit members and those position ranges. This will be in effect upon resolution and pay changes will be effective retroactive to July 8, 2023.

This side letter and the terms outlined shall remain in effect for the period of July 8, 2023, through and including June 30, 2024, or until a successor MOU is reached, unless a specific provision provides for a different commencement and/or termination date. This letter has been ratified by both the CITY and UNIT on the _____ day of _____ 2023.

Dan Newton
City Administrator

Cody Lofin
UNIT Representative

Victoria Estrada
UNIT Representative

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

EXHIBIT “A” Position List
Administrative Confidential Employees
Position Classification Schedule
July 1, 2022 through June 30, 2024

Exempt Positions

Range

Assistant Director – Engineering*	154/156/158
Assistant Director – Operations*	154/156/158
Building Official*	152-154
City Planner*	152-154
Assistant to the City Administrator	148-150
Administrative Assistant: Police Department	142-144
Pool Director*	138-140

Non-exempt Positions

Range

Code Enforcement	136-138
Program Coordinator	138-140
Assistant Civil/Air Quality Engineer	140/144/152
Assistant Engineer	140-142
Permit Technician	140-142

*UNIT members added July 8, 2023

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

RESOLUTION NO. 23-6204
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING THE MODIFICATION OF MEMBERS AND CONDITIONS
TO THE MEMORANDUM OF UNDERSTANDING WITH THE
ADMINISTRATIVE BARGAINING UNIT

WHEREAS, the city of Susanville's Professional Technical Bargaining Unit and the City of Susanville have agreed to dissolve the Professional Technical Bargaining Unit; and

WHEREAS, the dissolution of the Professional Technical Unit agreed to distribute the following positions into the Administrative Bargaining Unit at the following biweekly salary range matrix ranges as of July 8, 2023:

Assistant Director Engineering	154-158
Assistant Director Operations	154-158
Building Official	152-154
City Planner	152-154
Pool Director	138-140

WHEREAS, the Administrative Bargaining Unit has ratified the respective agreement with the terms and conditions as outlined in the attached side letter to incorporate the above listed positions; and

WHEREAS, the representatives from the Administrative bargaining unit have negotiated a labor agreement according to the requirements of the Meyers-Milias-Brown Act; and

WHEREAS, the agreement has been negotiated within the parameters established by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves and authorizes the following:

1. The Memorandum of Understanding with the Administrative Bargaining Unit will adopt the attached side letter and incorporate the listed employees into the Administrative Bargaining Unit for the period of July 8, 2023, through and including June 30, 2024; and
2. Modifications to the city of Susanville Approved Position List to incorporate these changes; and
3. The Finance Director shall modify the 2023/2024 fiscal year budget as necessary to accommodate the dissolution of the Professional Technical Bargaining Unit and the distribution to the listed members into the Administrative Bargaining Unit.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, Clerk

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Heidi Whitlock, City Clerk

Margaret Long, City Attorney

AGENDA ITEM NO. 6.F
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6200**, approving and accepting a donation of \$1,000.00 from the Walmart Charitable Foundation

PRESENTED BY: Ryan Cochran, Chief of Police

SUMMARY: The Walmart Charitable Foundation is a charitable corporation that provides funding Each year, the Foundation awards local cash grants that are designed to address the unique needs of the communities where we operate. Some of the needs that are addressed and awarded pertain to Public Safety Awareness and Prevention Programs. The Susanville Police Department submitted an application for funds to help fulfill needs to continue to provide educational outreach to our community. The Walmart Charitable Foundation received that request and has awarded that request with a donation of \$1,000.00. Upon approval and acceptance by the City Council, the Susanville Police Department plans to utilize this funding for Police Prevention supplies, materials and educational promotions.

FISCAL IMPACT: Susanville Police Department to receive \$1,000.00 in charitable donations to purchase educational supplies

ACTION REQUESTED: Motion to approve Resolution No. 23-6200, approving and accepting a donation of \$1,000.00 from the Walmart Charitable Foundation

ATTACHMENTS:
[23-6200.pdf](#)

RESOLUTION NO. 23-6200
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND ACCEPTING A DONATION OF \$1,000.00 FROM
WALMART CHARITABLE FOUNDATION

WHEREAS, the City of Susanville has applied for fundings to the Walmart Charitable Foundation which provides funding to fire safety programs, first aid education programs and funding to support local police department programs; and

WHEREAS, the City of Susanville Police Department has a need to purchase public education supplies, prevention supplies, and safety hand-out brochures; and

WHEREAS, the City being authorized to accept gifts and donations; and

WHEREAS, the City Council acknowledge that the prevention and education supplies, and safety hand-out brochures are valuable resources to the community; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville accept the donation from the Walmart Charitable Foundation in the amount of \$1,000.00.

BE IT FURTHER RESOLVED that the Mayor is authorized to approve this donation on behalf of the City of Susanville and authorize the Finance Director to modify the budget as necessary to accommodate the expenditure of funds received.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6201**, supporting closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial building located at 1205 Main Street and authorizing closure of Fair Drive from Russell Avenue to Main Street for the Veterans Day parade on Saturday, November 11, 2023, from 10:00am to 12:00pm

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY:

City Council support is requested for the Veterans Day Parade. The closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial Building located at 1205 Main Street and Fair Drive between Russell Avenue and Main Street on Saturday, November 11, 2023, from 10:00 am to 12:00 pm.

Caltrans Encroachment Permit is required for the closure of Main Street. Caltrans does not charge the City an Encroachment Permit fee but they do require the City to accept all liability for this event as the Encroachment Permit Permittee. City Staff is currently working with Caltrans to obtain the Encroachment Permit and the city has already purchased the insurance for this event.

This event requires three (3) Street Division crewmembers to sweep Main Street (State Route 36) before and after the event and eight (8) Public Works Department employees to set up, take down traffic control signs, and assist seven (7) Police Officers with traffic control.

FISCAL IMPACT:

Veterans Day Parade: November 11, 2023

Insurance Cost	\$ 989.50
Public Works Dept. Estimate Costs	\$2,896.00
Police Dept. Estimated Costs	<u>\$ 900.00</u>

TOTAL ESTIMATED COST

\$ 4,785.50

ACTION REQUESTED:

Motion to approve Resolution No. 23-6201, supporting closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial building located at 1205 Main Street and authorizing closure of Fair Drive from Russell Avenue to Main Street for the Veterans Day parade on Saturday, November 11, 2023, from 10:00am to 12:00pm

ATTACHMENTS:

[23-6201.pdf](#)

[request for veterans parade_2023.pdf](#)

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August 25, 2023

To: Director, City of Susanville Public Works
720 South Street
Susanville, California 96130

Subject: Request the Closure of Fair Drive and Highway 36 (Main Street) on Saturday, 11 November 2023 for Veterans Day Parade.

Dear Mr. Godman,

The Lassen County Veterans Association, which is comprised of Thomas Tucker American Legion Post 204, and the Veterans of Foreign Wars William Davidson Post 2381, request the closure of Fair Drive and Highway 36 (Main Street) on Saturday, 11 November 2023 for our annual Veterans Day parade. The parade will begin at the National Guard Armory parking lot at 11 :00 am and proceed down Fair Drive to Main Street and end up in front of the Veterans Memorial Building. It is anticipated that the parade participants will start to gather at 10:15 am.

Thank you for your assistance and if you have any questions please feel free to call me at (559) 333-1301.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Soto", written over a horizontal line.

Stephen Soto, Commander
Thomas Tucker American Legion Post 204
1205 Main Street, Suite 103
Susanville, CA 96130

Thomas Tucker American Legion Post No. 204 1205 Main Street, Suite 103, Susanville CA 96130

thomas.tucker.post204@gmail.com

AGENDA ITEM NO. 6.H
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6205**, authorizing the Public Works Director to close one block of Richmond Rd in front of 601 Richmond Road for the purpose of Lassen Land & Trails Trust Annual Rails to Trails Festival and Handcar Races held on October 7, 2023.

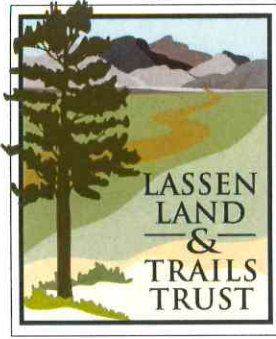
PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: The City has received a request from Lassen Land & Trails Trust to donate staff time for the road closure on Richmond Rd for the Annual Rails to Trails and Handcar Races held on October 7, 2023. LLTT is requesting with the support of the City to close one block of Richmond Rd. from 8:00am to 4:00pm for the event.

FISCAL IMPACT: Estimated \$300 in public works staff time to set up and take down road closure.

ACTION REQUESTED: Motion to approve Resolution No. 23-6205, authorizing the Public Works Director to close one block of Richmond Road in front of 601 Richmond Road for the purpose of Lassen Land & Trails Trust Annual Rails to Trails Festival and Handcar Races held on October 7, 2023.

ATTACHMENTS:
[COS-RailsToTrails_10-7-23.pdf](#)
[23-6205.pdf](#)



P.O. Box 1461
SUSANVILLE, CA 96130
PHONE: (530) 257-3252
www.lassenlandandtrailstrust.org

August 10, 2023

City of Susanville, City Council
66 North Lassen Street
Susanville, CA 96130

Re: Rails to Trails Festival: October 7, 2023

Dear Council Members,

Lassen Land and Trails Trust is excited to announce the annual Rails to Trails Festival and Handcar Races on October 7, 2023 at the Historic Susanville Railroad Depot Interpretive Visitor Center, 601 Richmond Road.

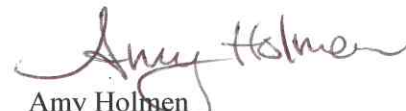
We are requesting:

- Road closure from 8:00 a.m. to 4:00 p.m. on Richmond Road just south of North Railroad and north of Cypress Street, along the depot street frontage on Saturday, October 7, 2023.
- Participation from City of Susanville Departments who are interested in having activities or informational booths, which would be provided free of charge.
- Waiver of fees associated with this special event through the City's Temporary Use Permit application process. This event is a major fundraiser for Lassen Land & Trails Trust, a 501(c)3 nonprofit organization, and a major draw for locals and visitors.

Thank you so much for your support of this annual community-wide event which also welcomes so many visitors who are participating in the Bizz Johnson Marathon that weekend.

Please do not hesitate to call if you have any questions.

Sincerely,


Amy Holmen
Project Manager

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RESOLUTION NO. 23-6205
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE ANNUAL RAILS TO TRAILS FESTIVAL AND
HANDCAR RACES EVENT SCHEDULED FOR SATURDAY, OCTOBER 7, 2023,
SPONSORED BY LASSEN LAND & TRAILS TRUST AND AUTHORIZING THE
PARTIAL STREET CLOSURE OF RICHMOND ROAD

WHEREAS, Lassen Land & Trails Trust is sponsoring their Annual Rails to Trails Festival and Handcar Races on October 7, 2023; and

WHEREAS, the Rails to Trails Festival and Handcar Races is a benefit to the City of Susanville; and

WHEREAS, Lassen Land & Trails Trust has requested the closure of one block of Richmond Road.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby supports the Rails to Trails Festival and Handcar Races event and approves the partial street closure of Richmond Road.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6199**, authorizing the Public Works Director to close one block of Sunkist Drive in front of the Senior Center for the purpose of a Superhero Fun Run and walk on Saturday, September 30, 2023

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: The City has received a request from Lassen Family Services to partner with them in conducting their annual Superhero Fun Run and Walk by closing a portion of Sunkist Rd. Proceeds from the event benefit the Lassen Family Services Court Appointed Special Advocates for Children Program.

FISCAL IMPACT: Estimated \$315 in public works staff time to set up and take down road closure.

ACTION REQUESTED: Motion to approve Resolution No. 23-6199, authorizing the Public Works Director to close one block of Sunkist Drive in front of the Senior Center for the purpose of a Superhero Fun Run and walk on Saturday, September 30, 2023

ATTACHMENTS:

[Letter to City - Request Fee Waiver and Road Block Superhero 2023.pdf](#)
[23-6199.pdf](#)



August 2nd, 2023

City of Susanville City Council
 66 North Lassen Street
 Susanville, CA 96130

Re: Rental of Fruit Growers Park and Road Closure Request
 Nonprofit Request for Waiver of Fee

Susanville City Council:

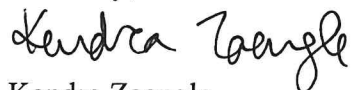
Lassen Family Services' CASA Program respectfully requests the rental fee be waived for use of the Fruit Growers Park on September 30th, 2023.

We are also requesting permission to block off the one-block area of Sunkist Drive in front of the Senior Center to ensure safety of our participants. The roadblock would be directly in front of the Senior Center only and would not block entry onto Laverne Street or Santa Paula Lane from Sunkist Drive. Our agency is planning to hold the annual Superhero Fun Run and Walk to benefit our CASA Program. Routes for the run and walk have been enclosed in this letter. Susanville City Council will be named as a partner for this event if requested.

Our CASA program recruits, screens and trains community volunteers to become advocates for children who have been removed from their homes because of abuse or neglect. We currently have 25 CASAs who have served nearly 100 children in our community this past year. This event will help our program raise funds for children to do activities with their CASA.

We expect approximately 150 people for this event. Please contact me at 530-257-5459 with any questions regarding this request and thank you for your consideration!

Sincerely,



Kendra Zaengle
 Lassen Family Services

cc: Dan Newton, City Administrator
 Robert Godman, Public Works Director

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AGENDA ITEM NO. 6.J
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6206**, authorizing the Public Works Director to intermittently close one block of Richmond Rd in front of 601 Richmond Rd. for the purpose of Lassen Land and Trail Trust annual Gravel Adventure Ride held on September 9, 2023.

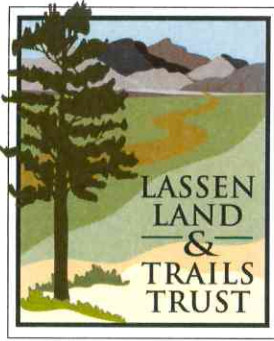
PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: The City has received a request from Lassen Land & Trails Trust to donate staff time for the intermittent road closure on Richmond Rd for the Annual Lassen Gravel Adventure Ride held on September 9, 2023. LLTT is requesting with the support of the City to intermittently close the crossing at Richmond Rd. at the top of the 7:00am, 8:00am and 9:00am hours to allow riders to safely get onto the Bizz Johnson Trail and start their ride for the event.

FISCAL IMPACT: Estimated \$300 in public works staff time to set up and take down road closure.

ACTION REQUESTED: Motion to approve Resolution No. 23-6206, authorizing the Public Works Director to intermittently close one block of Richmond Rd in front of 601 Richmond Rd. for the purpose of Lassen Land and Trail Trust annual Gravel Adventure Ride held on September 9, 2023.

ATTACHMENTS:
[COS_LassenGravelAdventureRide_9-9-23.pdf](#)
[23-6206.pdf](#)



P.O. Box 1461
SUSANVILLE, CA 96130
PHONE: (530) 257-3252
www.lassenlandandtrailstrust.org

August 10, 2023

City of Susanville, City Council
66 North Lassen Street
Susanville, CA 96130

Re: Lassen Gravel Adventure Ride: September 9, 2023

Dear Council Members,

Lassen Land and Trails Trust is excited to announce the 2023 Lassen Gravel Adventure Ride, a new event in partnership with the Susanville Area Bicycle Association and the Bizz Running Company. This organized bicycle ride will start the Lassen Land & Trails Trust's historic Susanville Railroad Depot (601 Richmond Rd, Susanville, CA 96130), travel up the Bizz Johnson National Recreation Trail and onto Lassen National Forest lands, before returning down the Bizz to a finish-line celebration at the Depot. Three ride lengths (40 miles, 63 miles, and 94 miles) will bring riders from around the region and beyond to explore our amazing trails and natural resources, as well as the hospitality of our town.

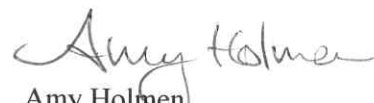
We are requesting:

- Special Event signage along Richmond Rd to notify drivers of additional traffic and pedestrian/bicycle use around the Depot property
- Assistance from the Susanville Police Department to stop traffic on Richmond at the start of each distance's ride (7am, 8am, 9am) to allow riders to safely get onto the Bizz Johnson Trail and start their ride.
- Waiver of fees associated with this special event through the City's Temporary Use Permit application process. This event is a major fundraiser for Lassen Land & Trails Trust and the Susanville Area Bicycle Association, 501(c)3 nonprofit organizations, and a major draw of visitors to our city.

Thank you so much for your support of this new event which we hope will continue into the future, and continue to highlight the wonderful recreational and community resources of the City of Susanville and Lassen County.

Please do not hesitate to call if you have any questions.

Sincerely,


Amy Holmen
Project Manager

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RESOLUTION NO. 23- 6206
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE ANNUAL LASSEN GRAVEL ADVENTURE RIDE EVENT
SCHEDULED FOR SATURDAY, SEPTEMBER 9, 2023, SPONSORED BY
LASSEN LAND & TRAILS TRUST AND AUTHORIZING THE INTERMITTENT
STREET CLOSURE OF RICHMOND ROAD

WHEREAS, Lassen Land & Trails Trust is sponsoring their Annual Lassen Gravel Adventure Ride Event on September 9, 2023; and

WHEREAS, the Lassen Gravel Adventure Ride is a benefit to the City of Susanville; and

WHEREAS, Lassen Land & Trails Trust has requested the intermittent closure of Richmond Road at the top of the 7:00am, 8:00am, and 9:00am hour.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby supports the Lassen Gravel Adventure Ride event and approves the intermittent street closure of Richmond Road.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6208**, supporting the Lassen County Chamber of Commerce, Safe and Sane Halloween event on Tuesday, October 31, 2023, with the street closure from 12:00pm to 6:00pm.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY:

The Annual Historical Uptown Susanville Association (HUSA), Safe and Sane Halloween event on Tuesday, October 31, 2023, from 3:30 pm to 5:30 pm; authorizing the Public Works Director to close South Gay Street (Pancera Plaza) from Main Street to Cottage Street on Tuesday, October 31, 2023, from 12:00 pm to 6:00 pm; and supporting the closure of Main (State Route 36) from Cottage Street to Weatherlow Street on Tuesday, October 31, 2023, from 3:00 pm to 6:00 pm.

This event requires Public Works Department employees to set up, take down traffic control signs, and assist the Police Department with traffic control.

A Caltrans Encroachment Permit is required for the closure of Main Street. Caltrans does not charge the City and Encroachment Permit fee but they do require the City to accept all liability for this event as the Encroachment Permit Permittee.

FISCAL IMPACT:	Public Works Dept. Estimate Costs	\$1,148
	Police Dept. Estimated Costs	<u>\$ 875</u>
	TOTAL ESTIMATED COST	\$2,023

ACTION REQUESTED: Motion to approve Resolution No. 23-6208, supporting the Lassen County Chamber of Commerce, Safe and Sane Halloween event on

Tuesday, October 31, 2023, from 3:30 pm to 5:30 pm; authorizing the Public Works Director to close South Gay Street (Pancera Plaza) from Main Street to Cottage Street on Tuesday, October 31, 2023, from 12:00 pm to 6:00 pm; and supporting the closure of Main (State Route 36) from Cottage Street to Weatherlow Street on Tuesday, October 31, 2023, from 3:00 pm to 6:00 pm.

ATTACHMENTS:

[Request Letter_chamber2023.pdf](#)
[23-6208.pdf](#)



PO Box 338 | 1516 Main Street | Susanville, CA 96130 | 530-257-4323 | Fax: 530-251-2561
www.lassencountychamber.org

August 24, 2023

Dan Newton
City Administrator
66 N. Lassen St.
Susanville, CA 96130

Dear Mr. Newton,

The Lassen County Chamber of Commerce is requesting the street closure of Main Street from Pine Street to Weatherlow Street from 12pm – 6pm to hold the annual Safe and Sane Halloween Celebration, Tuesday, October 31, 2023. In addition to the closure of Uptown Main Street, we would like to include Pancera Plaza on South Gay Street from Main Street to Cottage Street. This year's event will take place from 3:30 pm to 5:30 pm and include dance performances, live entertainment, a costume contest for children and pets, and of course trick or treating provided by our business community. As this is the Chamber's first year taking over the event, we request all permit and encroachment fees to be waived.

Please don't hesitate to contact me if you have any questions regarding any of the planned events. We appreciate your consideration and look forward to another successful event.

A handwritten signature in cursive script, appearing to read "Kelly Ackley".

Kelly Ackley
Executive Director
Lassen County Chamber of Commerce

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RESOLUTION No. 23-6208
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
SUPPORTING THE LASSEN COUNTY CHAMBER OF COMMERCE SAFE AND SANE
HALLOWEEN EVENT ON OCTOBER 31, 2023; SUPPORTING CLOSURE OF MAIN
STREET (STATE ROUTE 36) FROM ROOP STREET TO WEATHERLOW STREET ON
TUESDAY, OCTOBER 31, 2023, FROM 3:00 PM TO 6:00 PM; AND AUTHORIZING
CLOSURE OF SOUTH GAY STREET FROM COTTAGE STREET TO MAIN STREET
ON TUESSDAY, OCTOBER 31, 2023, FROM 12:00 PM TO 5:00 PM.

WHEREAS, Lassen County Chamber of Commerce is hosting the annual Safe and Sane Halloween event on Tuesday, October 31, 2023, from 3:30 pm to 5:30 pm; and

WHEREAS, Lassen County Chamber of Commerce has requested the closure of Main Street from Roop Street to Weatherlow Street from 3:00pm to 6:00pm; and

WHEREAS, Lassen County Chamber of Commerce has requested the closure of South Gay Street (Pancera Plaza) from Main Street to Cottage Street from 12:00 pm to 5:00 pm on Tuesday, October 31, 2023, for the event; and

WHEREAS, Caltrans requires an Encroachment Permit application to be submitted in order to close Main Street (State Route 36) for this event.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves as follows:

1. The City of Susanville supports the Lassen County Chamber of Commerce Safe and Sane Halloween event to be held on Tuesday, October 31, 2023, from 3:30 pm to 5:30 pm; and
2. The City supports the closure of Main (State Route 36) from Roop Street to Weatherlow Street from 3:00 pm to 6:00 pm on Tuesday, October 31, 2023, for the event; and
3. The City authorizes the closure of South Gay Street (Pancera Plaza) from Main Street to Cottage Street from 12:00 pm to 6:00 pm on Tuesday, October 31, 2023, for the event.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 6.L
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6214**, accepting award from Lassen Municipal Utility District's Public Benefits Community Projects program and authorizing the Finance Manager to increase the Susan River Clean Up Project 1011 Fund in the amount of \$23,000

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Resolution No. 23-6085 was approved in January of 2023 increasing the budget for the purchase of an Electric ATV for Susanville, the vehicle has since been on back order since this approval and city staff has received notice the electric ATV is ready to be picked up. It is necessary at this time to increase the 23/24 Fiscal Year Budget by the \$23,000 to complete the purchase and submit for reimbursement for \$19,375 through the LMUD Community Benefits Program.

Item History:

Two of City Council's identified priorities include improvements to the Susan River Trail and addressing homelessness in the city. In September of 2022 Council passed Resolution 22-6048 which created a budget of \$30,000 in the 1011 fund to address citywide monitoring of homeless encampments and to conduct encampment closures. In the following months, staff has conducted cleanups utilizing these funds for staff time, equipment and supplies. Staff has researched utility vehicles and various equipment that would support the efforts of addressing encampment closures and cleanup efforts, as well as equipment that would support a proposed Volunteer Trail Patrol program.

Staff has met with LMUD to discuss if this project would be an eligible project through their Public Benefits Community Projects program and worked out that the purchase of an electric all-terrain utility vehicle would be an eligible use of funds. The Public Benefits Community Projects program provides funding to the community for projects that fall into categories such as energy efficiency improvements, low-income assistance, research and development into emerging technologies, and renewable energy projects. This program has funded energy efficient lighting at the Senior Center, provided LED lighting for the community Christmas Tree and has provided funding for the LED Scoreboard at Lassen High School's football field. The

program funds up to half of the total cost of the project proposed, not to exceed \$25,000. City staff has received notification of award of the proposed project to purchase an electric all-terrain utility vehicle and upon City Council acceptance of the program award, is looking forward to partnering with LMUD in future educational opportunities and community exposure to utility vehicle alternatives outside of the Susan River Trail usage.

FISCAL IMPACT:

Increase general fund by \$23,000 of which \$19,375 is reimbursable through LMUD Public Benefits Community Projects program

ACTION REQUESTED:

Motion to approve Resolution No. 23-6214, accepting award from Lassen Municipal Utility District's Public Benefits Community Projects program and authorizing the Finance Manager to increase the Susan River Clean Up Project 1011 Fund in the amount of \$23,000

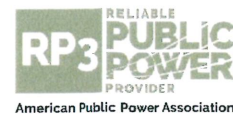
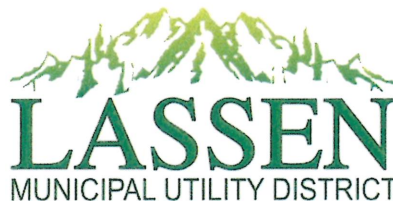
ATTACHMENTS:

[23-6214.pdf](#)

[Award Letter.pdf](#)

[EUTV.pdf](#)

[23-6085.pdf](#)



65 S. ROOP STREET * SUSANVILLE, CA * 96130
(530) 257-4174 * FAX (530) 257-2558

Jess Urionaguena, President * Fred Nagel, V.P. * Dave Ernaga, Treasurer * H.W. "Bud" Bowden, Director * Daren Hagata, Director

December 12, 2022

City of Susanville
ATTN: Dan Newton – City Administrator
66 N. Lassen St.
Susanville, CA 96130

RE: Application for Public Benefits Community Projects: Purchase of Electric All-Terrain Vehicle

Dear Mr. Newton,

It is my pleasure to inform you that the City of Susanville's application for LMUD's, Public Benefits Community Projects to purchase an electric ATV has been approved. The award is based on the actual cost of the vehicle, excluding the purchase of the trailer.

Funding of this project is contingent on the purchase of the vehicle, as submitted. The amount of the award is \$19,375.00, not to exceed half of the final purchase price.

Please keep us informed as to the progress of the project and to the completion date. Upon completion, LMUD will inspect the project and then issue a check in the award amount to the City of Susanville.

Please understand that in compliance with LMUD's Public Benefits Policy the project must be completed to specification no later than one (1) year from the approval date or the City will forfeit this award.

It has been a pleasure working with you. Please contact me should you have any questions.

Sincerely,

Theresa Phillips
Public Relations Manager
Lassen Municipal Utility District
530-257-6944
tphillips@lmud.org



RESOLUTION NO. 23-6085
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ACCEPTING AWARD FROM LASSEN MUNICIPAL UTILITY DISTRICT'S PUBLIC
BENEFITS COMMUNITY PROJECTS PROGRAM AND AUTHORIZING THE FINANCE
MANAGER TO INCREASE THE SUSAN RIVER CLEAN UP PROJECT 1011 FUND IN
THE AMOUNT OF \$23,000

WHEREAS, the City of Susanville City Council has prioritized the improvement to and cleanup efforts of the Susan River Trail; and

WHEREAS, a Volunteer Patrol program that will report on the Susan River Trail; and

WHEREAS, an economical mode of transportation that can easily access parts of the Susan River Trail and surrounding areas is a vital component to this program; and

WHEREAS, the city staff has applied to Lassen Municipal Utility District's (LMUD) Public Benefits Community Projects to purchase an electric all-terrain vehicle to provide transportation to the Volunteer Patrol program; and

WHEREAS, notification of award of application submitted to fund the purchase for up to half of the cost has been provided by LMUD by reimbursement from LMUD.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the finance manager to increase budget by \$23,000 to the Susan River Clean Up Project fund 1011 to cover the full cost of the electric all-terrain vehicle, half of cost to be reimbursed by LMUD's Public Benefits Community Project program.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of January 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: September 6, 2023

SUBJECT: Approved Position List

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: By approving the attached Approved Position list, the Assistant Civil/Air Quality Engineer is reclassified as an Air Quality Specialist in the Engineering Division of the Public Works Department. The position remains in the Administrative Bargaining Unit at range 140-152.

Other changes to the approved position list as a result of labor negotiations include:

- Police Captain, SPOA Bargaining Unit, Range 147-156
- Assistant Fire Chief, Firefighter Unit, Range 145-150
- Assistant Director Engineering, Administrative Bargaining Unit, Range 154-158
- Assistant Director Operations, Administrative Bargaining Unit, Range 154-158
- City Planner, Administrative Bargaining Unit, Range 152-154
- Building Official, Administrative Bargaining Unit, Range 152-154
- Pool Director, Administrative Bargaining Unit, Range 138-140

FISCAL IMPACT: Position are included in existing and future budgets

ACTION REQUESTED: Provide direction to staff

ATTACHMENTS:
[230906 Approved Position List.pdf](#)

Last Approved 8/2/2023

Department/Position	Range	Step A	Step G & H	Unit
REGULAR, FULL-TIME				
ADMINISTRATIVE SERVICES				
City Administrator	182-184	\$ 125,832.72	\$ 177,059.22	Contract
Finance Director	170-174	\$ 98,593.04	\$ 145,667.08	Mgmt
Economic Development Director	170-174	\$ 98,593.04	\$ 145,667.08	Mgmt
City Clerk	164-170	\$ 85,168.46	\$ 132,124.20	Mgmt
Assistant to City Administrator	148-150	\$ 64,628.20	\$ 95,542.20	Admin
Admin Staff Assistant (Base-II)	124-128	\$ 44,257.46	\$ 62,274.94	Misc
Account Tech II (Base - II)	142-146	\$ 56,787.12	\$ 88,200.58	Misc
Account Tech - Account Tech I (Base- II)	124-128 or 133-137	\$ 31,452.20	\$ 55,107.52	Misc
Account Tech - Account Tech I (Base- II)	124-128 or 133-137	\$ 31,452.20	\$ 55,107.52	Misc
Account Tech - Account Tech I (Base- II)	124-128 or 133-137	\$ 31,452.20	\$ 55,107.52	Misc
FIRE				
Fire Chief	168-174	\$ 93,897.96	\$ 145,667.08	Mgmt
Assistant Fire Chief	145-150	\$ 66,037.40	\$ 105,132.04	Fire
Fire Fighter I - Engineer <i>OR Captain (No more than 3 Captains)*</i>	129-142 or 141-146	\$ 44,484.44	\$ 95,244.24	Fire
Fire Fighter I - Engineer <i>OR Captain (No more than 3 Captains)*</i>	129-142 or 141-146	\$ 44,484.44	\$ 95,244.24	Fire
Fire Fighter I - Engineer <i>OR Captain (No more than 3 Captains)*</i>	129-142 or 141-146	\$ 44,484.44	\$ 95,244.24	Fire
Fire Fighter I - Engineer	129 - 142	\$ 44,484.44	\$ 86,286.72	Fire
Fire Fighter I - Engineer	129 - 142	\$ 44,484.44	\$ 86,286.72	Fire
Fire Fighter I - Engineer	129 - 142	\$ 44,484.44	\$ 86,286.72	Fire
Admin Staff Assistant - Fire (Base - II)	138-142	\$ 44,257.46	\$ 62,274.94	Misc
*At descretion of the Fire Chief with City Administrator approval				
POLICE				
Police Chief	168-174	\$ 93,897.96	\$ 145,667.08	Mgmt
Police Captain	147-156	\$ 77,394.20	\$ 123,358.56	SPOA
Police Sergeant	143-152	\$ 70,115.24	\$ 111,756.84	SPOA
Police Sergeant	143-152	\$ 70,115.24	\$ 111,756.84	SPOA
Police Sergeant	143-152	\$ 70,115.24	\$ 111,756.84	SPOA
Police Sergeant	143-152	\$ 70,115.24	\$ 111,756.84	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer (SRO)	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Administrative Assistant	142-144	\$ 55,726.06	\$ 82,333.68	Admin
Community Services Officer (Base - II)	132-136	\$ 44,361.98	\$ 68,902.08	Misc
Community Services Officer (Base - II) (PHLA Grant funded)	132-136	\$ 44,361.98	\$ 68,902.08	Misc
PUBLIC WORKS				
Public Works Director	168-174	\$ 93,897.96	\$ 145,667.08	Mgmt
Assistant Director of Operations	154-158	\$ 72,066.28	\$ 111,931.56	Admin
Assistant Director of Engineering	154-158	\$ 72,066.28	\$ 111,931.56	Admin
Building Official	152-154	\$ 68,593.72	\$ 101,404.42	Admin
City Planner	152-154	\$ 68,593.72	\$ 101,404.42	Admin
Air Quality Specialist	140-151	\$ 53,043.38	\$ 100,378.98	Admin
Assistant Civil / Air Quality Engineer	140-152	\$ 53,043.38	\$ 100,378.98	Admin
Building Permit Tech	140-142	\$ 53,043.38	\$ 78,415.74	Admin
Program Coordinator	140-142	\$ 53,043.38	\$ 78,415.74	Admin

Park/Facilities Maint Superintendent (Base - II)	143-145	\$	57,686.72	\$	81,219.32	PWorks
Assistant Engineer	140-142	\$	53,043.38	\$	78,415.74	Admin
Pool Director (reimbursed by HLVRA)	138-140	\$	48,545.64	\$	71,766.76	Admin
Water Utility Supervisor (Base - II)	145-147	\$	60,607.04	\$	85,330.96	PWorks
Gas Utility Supervisor (Base - II)	144-146	\$	59,128.94	\$	83,249.66	PWorks
Streets Maintenance Super. (Base - II)	143-145	\$	57,686.72	\$	81,219.32	PWorks
Code Enforcement Officer I/II	136-138	\$	48,054.76	\$	71,040.84	Admin
Gas Technician II - III (Base - II)	132-134 or 138-140	\$	43,965.74	\$	71,786.00	PWorks
Gas Technician II - III (Base - II)	132-134 or 138-140	\$	43,965.74	\$	71,786.00	PWorks
Gas Technician II - III (Base - II)	132-134 or 138-140	\$	43,965.74	\$	69,025.06	PWorks
Street Maint Operator II - III (Base - II)	131-133 or 137-139	\$	42,893.24	\$	70,035.16	PWorks
Water System Op II - III (Base - II)	133-135 or 139-141	\$	45,064.76	\$	73,580.78	PWorks
Water System Op II - III (Base - II)	133-135 or 139-141	\$	45,064.76	\$	73,580.78	PWorks
Utilities Services Technician (Base - II)	125-127	\$	36,986.82	\$	52,075.14	Pworks
Utilities Services Technician (Base - II)	125-127	\$	36,986.82	\$	52,075.14	Pworks
Admin Staff Assistant (Base -II)	124-128	\$	36,409.88	\$	56,551.04	Misc
Mechanic II (Base - II)	131-133	\$	42,893.24	\$	60,390.98	PWorks
Maintenance Worker I - II (Base - II) (S)	123-125 or 125-127	\$	35,204.52	\$	52,075.14	PWorks
Maintenance Worker I - II (Base - II) (S)	123-125 or 125-127	\$	35,204.52	\$	52,075.14	PWorks
Maintenance Worker I - II (Base - II) (G)	123-125 or 125-127	\$	35,204.52	\$	52,075.14	PWorks
Maintenance Workr I-II (Base - II) (W)	123-125 or 125-127	\$	35,204.52	\$	52,075.14	PWorks
Parks Maintenance Worker II (Base - II)	125-127	\$	36,986.82	\$	52,075.14	Pworks
PART-TIME						
ADMIN						
Parks Maintenance Worker - P/T	922	Hourly Wage		\$	15.88	n/a
Parks Maintenance Worker - P/T	922	\$	15.88	\$	17.10	
Human Resources Investigator	954	\$	33.30	\$	37.68	n/a
Construction Technician	951	\$	30.92	\$	34.99	n/a
POLICE						
Community Service Officer - P/T	932	\$	19.34	\$	21.88	n/a
Youth Services Officer - Grant funded	132-136	\$	44,361.98	\$	68,902.08	n/a
POOL						
Assistant Pool Manager	935	\$	20.83	\$	23.57	n/a
Pool Maintenance Worker	924	\$	15.88	\$	17.96	n/a
Head Swim Instructor	928	\$	17.53	\$	19.83	n/a
Head Lifeguard	928	\$	17.53	\$	19.83	n/a
Head Program Instructor	928	\$	17.53	\$	19.83	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a

Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$	17.10	n/a
GOLF COURSE						
Golf Course Business Manager P/T 20 Hours	937	\$	21.88	\$	24.76	n/a
Head Maintenance Worker	930	\$	18.41	\$	20.83	na
Maintenance	922	\$	15.88	\$	17.10	n/a
Maintenance	922	\$	15.88	\$	17.10	n/a
Pro Shop Worker	922	\$	15.88	\$	17.10	n/a
Pro Shop Worker	922	\$	15.88	\$	17.10	n/a
Pro Shop Worker	922	\$	15.88	\$	17.10	n/a
Pro Shop Worker	922	\$	15.88	\$	17.10	n/a
Pro Shop Worker	922	\$	15.88	\$	17.10	n/a
Pro Shop Worker	922	\$	15.88	\$	17.10	n/a
Pro Shop Worker	922	\$	15.88	\$	17.10	n/a
Carts	922	\$	15.88	\$	17.10	n/a
Carts	922	\$	15.88	\$	17.10	n/a
TEMPORARY						
ADMIN						
Intern	922	\$	15.88	\$	17.10	n/a
POLICE						
Reserve Police Officer:						
Reserve Police Officer 1	922	\$	15.88	\$	17.10	n/a
Reserve Police Officer 2	922	\$	15.88	\$	17.10	n/a
Reserve Police Officer 3	922	\$	15.88	\$	17.10	n/a
Reserve Police Officer 4	922	\$	15.88	\$	17.10	n/a
Reserve Police Officer 5	922	\$	15.88	\$	17.10	n/a
<i>Up to 5 positions funded thru salary savings</i>						
FIRE						
Fire Captain (Side Letter)	924	\$	15.88	\$	17.96	n/a
Fire Captain (Side Letter)	924	\$	15.88	\$	17.96	n/a
Seasonal Firefighter	922	\$	15.88	\$	17.96	n/a
Seasonal Firefighter	922	\$	15.88	\$	17.96	n/a
Seasonal Firefighter	922	\$	15.88	\$	17.96	n/a
PUBLIC WORKS						
Assistant Engineer	944	\$	26.01	\$	29.43	n/a
Gas Technician II (Gas Surveyor)	931	\$	18.87	\$	21.35	n/a
Intern (PW)	922	\$	15.88	\$	17.10	n/a
Intern (PW)	922	\$	15.88	\$	17.10	n/a
Intern (PW)	922	\$	15.88	\$	17.10	n/a
VARIOUS						
Summer Laborer	922	\$	15.88	\$	17.10	n/a
Summer Laborer	922	\$	15.88	\$	17.10	n/a
Summer Laborer	922	\$	15.88	\$	17.10	n/a
Summer Laborer	922	\$	15.88	\$	17.10	n/a
Summer Laborer	922	\$	15.88	\$	17.10	n/a
CONTRACT POSITIONS						
POLICE						

Officer Trainee

932

n/a

City Attorney - contracted flat rate

Airport Manager - \$1,896.86 per month

Annual costs:

\$ 22,762.32

AGENDA ITEM NO. 7.A
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6212**, approving a Use Permit/Rezone/General Plan Amendment/Initial Study #22-009 to allow a 70 Space Recreational Vehicle Park at 300 Bella Way on a 10.19 Acre Parcel for the Thompson Family Trust.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY:

The Initial Study and Mitigated Negative Declaration prepared for the proposed project (IS/MND **SCH#2023020169**) evaluates the environmental effects to allow a 70 space RV Park on a 10.19-acre parcel that is currently zoned C-M (Commercial Light Industrial Zoning District) with a General Plan designation of *“Light Industry or Business Park”* pursuant to the *City of Susanville General Plan 1990-2010*. The subject parcel has split zoning and therefore, approximately 1.28 acres of the subject parcel is zoned O-S (Open Space). The project proposal requires a rezone and general plan amendment application which if approved would rezone the subject parcel from C-M to C-2 (General Commercial Shopping Center District) with a General Plan designation of *General Commercial/ Shopping Center*. The subject parcel has an Assessor’s Parcel Number (APN) 116-470-018-000 and is located on Bella Way approximately 950 feet northwest of the intersection of Skyline Road and Johnstonville Road in Susanville CA. The subject parcel is bordered by the Jensen Slough on the western portion of the parcel, adjacent to Western Nevada Supply Company to the south, and JW Wood Company to the west.

City staff circulated the Project materials and information in compliance with the California Office of Planning and Research mandated guidelines. Therefore, early consultation and tribal consultation were conducted. Comments from Federal, State, and Local agencies revealed that impacts could be significant unless proper mitigation was required, and additional studies were performed. Specifically, a cultural resource inventory/report was prepared by a certified Archeologist at the request of the California Historical Records Information System located in Chico, CA. In addition, a noise impact survey was conducted by the City Planner.

All studies, reports, and comments from the Federal, State, and local jurisdictions have been incorporated into the Initial Study and ultimately the Mitigated Negative Declaration.

The Mitigated Negative Declaration and its supporting documents were available for review at the City of Susanville's Community Development Department, 66 N. Lassen Street Susanville CA 96130, during normal business hours during the statutory review period for the document review which ran from June 9, 2023, through July 9, 2023.

The exhibits associated with this project are as follows:

1. **Exhibit “A”** Final Mitigated Negative Declaration Environmental Document.
2. **Exhibit “B”** Final Mitigated Negative Declaration Environmental Document Mitigation Measures.
3. **Exhibit “C”** Draft Rezone Ordinance.
4. **Exhibit “D”** Existing and Proposed Zoning Map
5. **Exhibit “E”** Existing and Proposed Land Use Diagram/Map

TRAFFIC IMPACT ANALYSIS:

The applicants did not supply a Traffic Impact Study in conjunction with this project. However, all appropriate agencies were included as a part of the Mitigated Negative Declaration early consultation process and comments were received and will be included as conditions of approval in order to minimize traffic impacts to a less than significant level. Specifically, primary access for entry and exit shall be Bella Way for Recreational Vehicle owners and the access points along Skyline Road shall only be used in the event of emergencies. Encroachment Permits will be required from Lassen County for any access improvements on Skyline Road.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT:

The Department of Housing and Community Development will likely require the applicant to secure a “Permit to Operate” for what is known as a Special Occupancy Park. The Mobile home and Special Occupancy Parks Program develops, adopts, and enforces state regulations for the construction, use, maintenance, and occupancy of privately owned mobile home and special occupancy parks throughout California, which assure owners, residents, and users protection from risks to

their health, safety, and general welfare.

California law governing special occupancy parks is entitled the "Special Occupancy Parks Act" and may be found in [Section, Part 2.3 of the California Health and Safety Code, commencing with section 18860](#).

These laws establish requirements for the permits, fees, and responsibilities of park operators and enforcement agencies, including the Department of Housing and Community Development, and require the Department to develop and enforce both the regulations and the laws.

[Special Occupancy Park regulations](#) (updated 4-1-2013) apply to Special Occupancy Parks and separate designated recreational vehicle (RV) sections within a mobile home park. The requirements are contained in the California Code of Regulations, title 25, chapter 2.2, commencing with section 2000. The regulations include specific requirements for park construction, maintenance, use, occupancy, and design. Also included are requirements for items such as lot identification, lighting, roadway width, plans, permits, accessory structures and buildings, application procedures, fees, enforcement, and appeal procedures.

The applicant is encouraged to review the California Code of Regulations, Title 25. Housing and Community Development Division 1. Chapter 2, Sections 1002 through 1759, not consecutive and Chapter 2.2, Sections 2002 through 2759, not consecutive.

STAFF RECOMMENDATION:

The Planning Commission and staff recommends approval requiring the conditions outlined in the adopting resolution. Staff has included an approving and disapproving resolution for FILE NO. UP/RZ/GPA/IS # 22-009.

As proposed, the project is consistent with the Susanville Municipal Code and the *City of Susanville General Plan, 1990-2010*. Staff recommends that the City Council approve Resolution No. 23-6212, with the stated conditions outlined in the proposed adopting resolution and the Mitigation Measures outlined in the Mitigated Negative Declaration as Exhibit "A" and extrapolated verbatim for the City Council's convenience and for added clarity as Exhibit "B". Exhibit "C" is the rezone Ordinance which will amend the City of Susanville Zoning Map if approved.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 23-6212, approving a Use Permit/Rezone/General Plan Amendment/Initial Study #22-009 to allow a 70 Space Recreational Vehicle Park at 300 Bella Way on a 10.19 Acre Parcel for the Thompson Family Trust.

ATTACHMENTS:

[23-6212.pdf](#)

[Thompson Family Trust Mitigated Negative Declaration-Final-Exhibit A.pdf](#)

[MND Mitigation Measures Exhibit-B.docx](#)

[NOI TFT 70 Space RV Park-CC.doc](#)

[Ord. No. 23-1039. Exhibit C.pdf](#)

[Existing and Proposed Zoning Exhibit “D”.docx](#)

[Exhibit E Existing and Proposed Land Use Diagram.docx](#)

[Application Materials and Site Plan.pdf](#)

[Planning Commission Resolution No. 23-1162.pdf](#)

RESOLUTION NO. 23-6212
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ADOPTING A MITIGATED NEGATIVE DECLARATION AS THE ENVIRONMENTAL
DOCUMENT FOR FILE UP/RZ/GPA/IS # 22-009 TO AMEND THE GENERAL PLAN LAND
USE ELEMENT DIAGRAM, REZONE ASSESSOR'S PARCEL NUMBER 116-470-018-000,
AND USE PERMIT TO ALLOW A 70 SPACE RECREATIONAL VEHICLE PARK

WHEREAS, The City of Susanville has received an application for a use permit and general plan amendment to the City of Susanville General Plan Land Use diagram changing the land use designation from Light Industry/Business Park/Parks and Recreation to General Commercial/Shopping Center and rezoning from C-M/O-S to C-2, one parcel located on Bella Way approximately 950 feet northwest of the intersection of Skyline Road and Johnsonville Road, Assessor's Parcel Number 116-470-018-000; and

WHEREAS, the City of Susanville Planning Commission at a duly noticed public hearing held during its regular meeting of August 8, 2023, accepted public testimony and considered both written and verbal comments concerning the Mitigated Negative Declaration for the Thompson Family Trust Use Permit/Rezone/General Plan Amendment to change the land use designation from Light Industry/Business Park/Parks and Recreation to General Commercial/Shopping Center and rezoning from C-M/O-S to C-2 allow a 70 space recreational vehicle park located at 300 Bella Way; and

WHEREAS, the City of Susanville Planning Commission forwarded its recommendation to the City Council under Resolution number 23-1162; and

WHEREAS, the City of Susanville Planning Commission and City Council conducted public hearings on August 8, 2023, and on September 6, 2023, and has considered both written and oral comments presented concerning the project and reviewed the environmental document for the General Plan Amendment and Rezone and finds that the project will not have a significant impact on the environment with the implementation of the Mitigation Measures outlined in the Mitigated Negative Declaration; and

WHEREAS, the Initial Study, draft Mitigated Negative Declaration, and Notice of Intention to Adopt the Mitigated Negative Declaration were distributed for public review pursuant to the provisions of Section 15073 of the California Environmental Quality Act (CEQA) with the public review period running from June 9, 2023 to July 9, 2023; and

WHEREAS, the City Clerk shall submit the affiliated Rezone Ordinance (Exhibit "C") to the Modoc Record Newspaper Publication within 15 days of this passage.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Susanville hereby adopts the Mitigated Negative Declaration as the environmental document for the project based on the following findings of fact:

1. The initial study identified potentially significant impacts that could occur by the general plan amendment or amendments to the city's zoning map.
2. Based on the mitigation measures required within the Mitigated Negative Declaration, potentially significant impacts will be reduced to a less than significant level and therefore there is no further significant evidence that would suggest that the project would have a significant impact on the environment.

3. The mitigation measures required by the Mitigated Negative Declaration have been extrapolated from the environmental document and are shown in Exhibit "B" of this resolution.
4. That the Mitigated Negative Declaration has been completed in compliance with the California Environmental Quality Act (CEQA) Guidelines, the City's CEQA procedures, and adequately addresses the general environmental setting of the proposed project, its environmental impacts, alternatives, and mitigation measures related to each impact.
5. That the proposed General Plan amendment is consistent and compatible with the goals and policies of the General Plan and any implementation programs that may be affected.
6. That the establishment, maintenance, or operation of the subject use, building or facilities applied for will not, under the circumstances of the particular use, with the conditions imposed thereon, be detrimental to or contrary to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of the proposed use and will not be injurious or detrimental to property or improvements in the neighborhood or the general welfare of the city.
7. That the conditions imposed upon approval of this use are necessary to further the public health, safety, peace comfort and general welfare of the city.
8. That the Mitigation Measures outlined in Exhibit "B" and any conditions outlined in the Mitigated Negative Declaration are hereby incorporated by reference.
9. That the findings and conditions outlined in the Planning Commission resolution recommending approval to City Council by Resolution No. 23-1162 are hereby incorporated by reference.

BE IT FURTHER RESOLVED, that the City Council hereby takes the following actions:

1. Adopts the Mitigated Negative Declaration as shown as Exhibit "A" attached hereto and directs staff to file the required Notice of Determination.
2. Amends the City of Susanville General Plan Land Use Element Diagram from Light Industry/Business Park and Parks and Recreation to General Commercial/Shopping Center for property identified as APN 116-470-018-000 as shown in attached Exhibit "E".
3. Approve an ordinance rezoning from C-M/O-S to C-2, one parcel identified as Assessor's Parcel Number 116-470-018-000, as shown in attached Exhibit "C" and also graphically referenced as shown in attached Exhibit "D".

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6TH day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

Exhibit "A"
CEQA APPENDIX G: ENVIRONMENTAL
CHECKLIST FORM
FINAL MITIGATED NEGATIVE DECLARATION

NOTE: The following is a sample form and may be tailored to satisfy individual agencies' needs and project circumstances. It may be used to meet the requirements for an initial study when the criteria set forth in CEQA Guidelines have been met. Substantial evidence of potential impacts that are not listed on this form must also be considered. The sample questions in this form are intended to encourage thoughtful assessment of impacts, and do not necessarily represent thresholds of significance.

1. Project title: **UP/RZ/GPA/IS#22-009, THOMPSON FAMILY TRUST, 70 SPACE RV PARK**
2. Lead agency name and address: City of Susanville. 66 N. Lassen Street Susanville, CA 96130.

3. Contact person and phone number: Kelly Mumper, City Planner (530)252-5104.
4. Project location: 300 Bella Way, Susanville, CA 96130.
5. Project sponsor's name and address: Perry Thompson 26810 Pittville Totten Road, McArthur, CA 95056

6. General plan designation: Light Industrial-Business Park 7. Zoning: Commercial-Light Industrial.
8. Description of project: (Describe the whole action involved, including but not limited to later phases of the project, and any secondary, support, or off-site features necessary for its implementation. Attach additional sheets if necessary.)

UP/RZ/GPA/IS#22-009, THOMPSON FAMILY TRUST, 70 SPACE RV PARK. The applicant is proposing a 70 space RV Park on a 10.19-acre parcel that is currently zoned C-M (Commercial Light Industrial Zoning District) with a General Plan designation of "*Light Industry or Business Park*" pursuant to the *City of Susanville General Plan 1990-2010*. Approximately 1.28 acres of the subject parcel is zoned O-S (Open Space). The Project proposal requires a rezone and general plan amendment application which if approved would rezone the subject parcel from C-M/O-S to C-2 (General Commercial Shopping Center District) with a General Plan designation of *General Commercial/ Shopping Center*. The subject parcel has an Assessor's Parcel Number (APN) 116-470-018-000 and is located on Bella Way approximately 950 feet northwest of the intersection of Skyline Road and Johnsonville Road in Susanville CA.

9. Surrounding land uses and setting: Briefly describe the project's surroundings: Surrounding land uses include a mixture of commercial light industrial and general commercial/shopping center zoning districts. The subject parcel is bordered by the Jensen Slough to on the western portion of the parcel and adjacent to Western Nevada Supply Company to the south and JW Wood Company to the west. Current settings also include an

undeveloped 13 Acre parcel to the southeast, an undeveloped 32 Acre parcel to the north (Lassen County jurisdiction), and an undeveloped 30 Acre parcel to the west.

10. Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement.) Encroachment Permit for Skyline Road access through the Lassen County Public Works Department.

11. Have California Native American tribes traditionally and culturally affiliated with the project area requested consultation pursuant to Public Resources Code section 21080.3.1? If so, has consultation begun? **Yes**

Note: Conducting consultation early in the CEQA process allows tribal governments, lead agencies, and project proponents to discuss the level of environmental review, identify and address potential adverse impacts to tribal cultural resources, and reduce the potential for delay and conflict in the environmental review process. (See Public Resources Code section 21083.3.2.) Information may also be available from the California Native American Heritage Commission's Sacred Lands File per Public Resources Code section 5097.96 and the California Historical Resources Information System administered by the California Office of Historic Preservation. Please also note that Public Resources Code section 21082.3(c) contains provisions specific to confidentiality.

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

☐ Aesthetics	☐ Agriculture and Forestry Resources	☐ Air Quality
☒ Biological Resources	☐ Cultural Resources	☐ Geology /Soils
☐ Greenhouse Gas Emissions	☒ Hazards & Hazardous Materials	☐ Hydrology / Water Quality
☐ Land Use / Planning	☐ Mineral Resources	☒ Noise
☐ Population / Housing	☐ Public Services	☐ Recreation
☒ Transportation/Traffic	☐ Tribal Cultural Resources	☐ Utilities / Service Systems
☐ Mandatory Findings of Significance		

DETERMINATION: (To be completed by the Lead Agency)

On the basis of this initial evaluation:

☐ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

☒ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.

☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

☐ I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

☐ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.



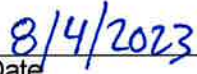
Signature



Signature



Date



Date

EVALUATION OF ENVIRONMENTAL IMPACTS:

- 1) A brief explanation is required for all answers except "No Impact" answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A "No Impact" answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A "No Impact" answer should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
- 2) All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
- 3) Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. "Potentially Significant Impact" is appropriate if there is substantial evidence that an effect may be significant. If there are one or more "Potentially Significant Impact" entries when the determination is made, an EIR is required.
- 4) "Negative Declaration: Less Than Significant With Mitigation Incorporated" applies where the incorporation of mitigation measures has reduced an effect from "Potentially Significant Impact" to a "Less Than Significant Impact." The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from "Earlier Analyses," as described in (5) below, may be cross-referenced).
- 5) Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063(c)(3)(D). In this case, a brief discussion should identify the following:
 - a) Earlier Analysis Used. Identify and state where they are available for review.
 - b) Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
 - c) Mitigation Measures. For effects that are "Less than Significant with Mitigation Measures Incorporated," describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.
- 6) Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.
- 7) Supporting Information Sources: A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.
- 8) This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to a project's environmental effects in whatever format is selected.

- 9) The explanation of each issue should identify:
- a) the significance criteria or threshold, if any, used to evaluate each question; and
 - b) the mitigation measure identified, if any, to reduce the impact to less than significance

SAMPLE QUESTION

Issues:

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
<u>I. AESTHETICS.</u> Would the project:				
a) Have a substantial adverse effect on a scenic vista?	☐	☐	☒	☐
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	☐	☐	☐	☒
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	☐	☐	☒	☐
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	☐	☐	☒	☐

Responses to questions A-D

- a) The most significant views in the project vicinity focus on streetscapes along major arterials such as Johnstonville Road and Skyline Road. The proposed project will have a less than significant impact on scenic vistas as the project location is not identified within the *City of Susanville General Plan, 1990-2010*, local ordinance, or specific plan, as a scenic vista. Project implementation would replace existing views of the site (undeveloped-native vegetation) with approximately two single story structures and up to 70 Recreational Vehicles depending on seasonal usage.
- b) The proposed project is located within a half mile of California State Highway 36 which has not been identified by the California Department of Transportation as eligible, nor has the City of Susanville applied for Scenic Highway Approval and subsequently no Corridor Protection Program has been adopted by the City of Susanville. In addition, the *City of Susanville General Plan 1990-2010*, does not have a policy to acquire or pursue scenic designation. There are no trees, outcroppings, historic buildings, or other scenic resources that would be applicable to a Corridor Protection Program. The Caltrans website was consulted to determine this analysis. In addition, the project is not located within a scenic highway corridor and there will be no impacts.
- c) The existing visual character of the project site and its surroundings are dominated by mid-rise commercial and light industrial buildings presenting a mixture of architectural styles. The area is further defined by industrial and heavy industrial uses located within Lassen County's jurisdiction, paved roadways, parking lots, and structures which are accessory to the aforementioned land use designations. Approximately 1.26 Acres of the southwestern portion of the project site is zoned Open Space and shall remain as such as part of this proposal. Proposed project uses on said acreage fall under ministerial actions by the local agency and therefore will not be discussed in detail. Said area encompasses a portion of Jensen Slough, which is a man-made irrigation canal which over the decades, has established riparian corridor type vegetation. This area is to remain undisturbed as part of the project scope and to be enjoyed as such by potential patrons or temporary residents of the proposed RV Park. During the construction phase, views across the project site from surrounding areas would be temporarily disrupted.

Graded or to be graded surfaces, construction debris, construction equipment, and truck traffic would be visible. There are no unique or scenic visual resources on the project site or in its vicinity. Long term operations would permanently alter the appearance of the site by replacing the undeveloped land with a 70-space recreational vehicle park. Based on the context of the surrounding uses, the proposed development would be visually compatible with existing uses. The potential impacts are less than significant.

- d) Lighting associated with the bathroom facility and office building would be that of typical office buildings. Any outdoor lighting would be downward facing and shielding as required pursuant to the City of Susanville Municipal Code Chapter 17 17.96.050. Outdoor lighting associated with the recreational vehicle spaces would also be downward facing, cut off, and subject to the aforementioned city ordinance to avoid spillover onto adjacent properties. Building materials and colors would be non-reflective to minimize impacts to glare. A glow effect could become significant if city lighting ordinance is not adhered to, but impacts are less than significant should conditions be placed and followed.

II. AGRICULTURE AND FORESTRY RESOURCES.

In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board. Would the project:

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	☐	☐	☐	☒
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	☐	☐	☐	☒
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code section 51104(g))?	☐	☐	☐	☒
d) Result in the loss of forest land or conversion of forest land to non-forest use?	☐	☐	☐	☒
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?	☐	☐	☐	☒

Responses to A-E

- a) According to the California Department of Conservation Farmland Mapping and Monitoring Program, the site has been mapped as Prime Farmland, Unique Farmland, or Farmland of Statewide importance and falls within the land classification of “Prime farmland if irrigated.” The project site is only 10.19 acres and surrounded by Light Industrial and Commercial uses which makes the site not suitable for agricultural production. In addition, the subject parcel was already evaluated by a previous EIR (State Clearing House Number 89050810) *City of Susanville General Plan 1990-2010*, for a more intense zoning district than what the project proposes General Commercial Shopping Center District vs Commercial/Light Industrial). Therefore, while the subject parcel does have viable soils for farmland, a previous EIR determined that impacts are less than significant, and that this general area would not be zoned for Agricultural uses within the scope of the *City of Susanville General Plan 1990-2010*. No impacts.
- b) The project site is located within the C-M (Commercial Light Industrial Zoning District) and agricultural uses are not permitted within this zone. There is no Williamson Act contract that affects the project site according to the Lassen County Assessor’s Office and Planning Department. No impacts.
- c) The project site is located within the C-M (Commercial Light Industrial Zoning District) and proposes residential and commercial uses and therefore is not in conflict with forest or timberland zoning. No impacts.
- d) The proposed project site is located within the C-M (Commercial Light Industrial Zoning District) and proposes residential and commercial uses. There are no forests lands within this area so the loss of forest or conversion of forest land to non-forest use would not occur. No impacts.
- e) The project site is not located in close proximity to forest land or farmland as shown on the maps prepared by the California Department of Conservation and based on a field reconnaissance. The project would not involve the disruption or damage of the existing environment that would result in the loss of farmland to nonagricultural use or conversion of forest land to non-forest use because its location is not in the vicinity of farmland and forest land. In addition, the project site was already evaluated by a previous EIR which determined that impacts are less than significant, and that this general area would not be zoned for Agricultural uses within the scope of the *City of Susanville General Plan 1990-2010*. Agricultural uses that are within the vicinity of the proposed project are under Lassen County jurisdiction and buffered by Skyline Road. No impacts.

III. AIR QUALITY. Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:

a) Conflict with or obstruct implementation of the applicable air quality plan?

☐	☒	☐
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b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?

☐	☒	☐
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c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?

☐	☒	☐
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	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
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d) Expose sensitive receptors to substantial pollutant concentrations?

☐	☒	☐
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e) Create objectionable odors affecting a substantial number of people?

☐	☒	☐
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Air Quality: Responses to A-E

a) The project is in The Lassen County Air Pollution Control District which is a Local Air District governing the Lassen County Region. Lassen County is in Northeastern California and is part of the Northeastern Plateau Air Basin. The Air Quality Management District which has been identified by the California Air Resources Board and Environmental Protection Agency as being in an Attainment area for Ozone, Respirable Particulate Matter (PM₁₀), and Fine Suspended Particulate Matter (PM_{2.5}) The applicable air quality plan is the Federal and State Ambient Air Quality Standards. The project was evaluated for consistency with the Federal and State Standards based on the following criteria:

1. The first criteria is if the project air pollutant emissions with respect to the Federal and State Ambient Air Quality Standards will not increase in the frequency or severity of existing air quality violations, delay their timely attainment, or interfere with the interim emission reductions specified in the Plan. Based on the air quality report prepared for the project which used the Urban Emissions Model, the air pollution emissions do not exceed the Federal or State Ambient Air Quality Standards. Therefore, the project meets the first criteria for compliance with the established Federal and State standards.
2. The second criteria is compliance with the control measures of the federal and state standards. The Plan contains a number of land use and transportation control measures that are intended to reduce air pollutant emissions. The project will comply with control measures identified in the Plan in addition to all the District's applicable rules and regulations. Therefore, the project complies with the second criteria and impacts are less than significant.
3. In addition, the project site was already evaluated under a previous EIR which determined impacts associated with Commercial/Light Industrial Uses related to air quality are less than significant. *City of Susanville General Plan Environmental Impact Report, 1990-2010.* (SCH#89050810).

The proposed Project will not result in an increase in the frequency or severity of existing air quality violations or cause or contribute to new violations or delay the timely attainment of air quality standards at the state or federal level. As determined by the California Emissions Estimator Model, the project will not exceed state or federal significance thresholds for any criteria pollutant during construction or during long term operation. Accordingly, the Project's air pollutant emissions would not contribute to an existing or potential future air quality violation or delay the attainment of the State and Federal

Ambient Air Quality Standards. As such, the Project would be consistent with the Lassen County Air Pollution Control District's adopted State and Federal Ambient Air Quality Standards and thresholds, and no mitigation is required.

- b) The project would generate air pollutants from construction activities (e.g., fugitive exhaust and equipment exhaust) and in the long term from project operation and area sources (e.g., vehicles emissions, landscaping activities, etc.) The pollutants that would be generated by the project include Particulate Matter (both PM10 and PM2.5), Carbon Monoxide (CO), and precursors of Ozone (oxides of nitrogen [NOx] and Volatile Organic Compounds [VOC], all of which are Nonattainment criteria pollutants in the Air Pollution Control District.

Based on the air quality analysis prepared for the project, air pollution emissions are projected to be below both Federal and State Ambient Air Quality Standards.

Construction Impacts

Impacts from short-term construction are a result of site grading and construction from the bathroom facilities, manager's office, recreational vehicle pads, parking areas, and related improvements. Construction related emissions were modeled using the California Air Resources Board approved CalEEMod computer program as recommended by the District.

The following table shows the construction related equipment and duration followed by air pollution emissions analysis based on the air quality report prepared for the project.

Phase	Days	Equipment
Site Rough Grading Preparation	5	Cat 140H Grader, Cat 615 Scraper, Hamm 84" Roller, and Water Truck.
Site Utilities	10	Komatsu 228 Excavator, Bobcat 337 Mini Excavator, Case Backhoe, and Water Truck.
Site Concrete	15	Backhoe, and concrete crew
Fine Grading Site Work	5	Cat 140H Grader, Cat 615 Scraper, Hamm 84" Roller, and Water Truck.
Site Paving	2	Paver, 2 Cat Rollers, and John Deer Skip Loader.
Landscaping and Site Clean Up	7	Backhoe, Dump Truck, and landscaping crew.
	Total Days: 45	

Air pollution emissions generated during all phases of construction are projected to be less than the District's, and States Construction Emission Thresholds. No mitigation is required.

Long-Term Operations Impacts

Impacts from long-term operations are primarily a result from recreational vehicle trips generated by the project and the use of natural gas by said recreational vehicles during the winter months for heating and cooking and the summer months for cooking. Natural gas will also be utilized to an extent in the proposed structures on site. Long-term impacts also include the use of maintenance equipment for weed abatement.

Based on the report generated for the Project using the California Emissions Estimator Model, construction related emissions would not exceed State or Federal emissions standards. In addition, the Projects long term operational impacts would not exceed State or Federal emissions standards. Lastly, the proposed Project would not generate or contribute to what is known as a CO

hotspot which is typically associated with idling vehicles at extremely busy intersections which encounter 100,000 vehicle trips per day. There are no intersections within the vicinity of the Project site which exceed the 100,000-vehicle trip per day threshold typically associated with a CO hotspot. Therefore, Project-related vehicular emissions would not create a CO Hot Spot and would not contribute to an existing or project Co Hot Spot. Based on the analysis above and the California Emissions Estimator Model Report generated for the project, impacts would be less than significant, and no mitigation is required.

- c) The project is in The Lassen County Air Pollution Control District which is a Local Air District governing the Lassen County Region. Lassen County is in Northeastern California and is part of the Northeastern Plateau Air Basin. The Air Quality Management District which has been identified by the California Air Resources Board and Environmental Protection Agency as being in an Attainment area for Ozone, Respirable Particulate Matter (PM₁₀), and Fine Suspended Particulate Matter (PM_{2.5}) The applicable air quality plan is the Federal and State Ambient Air Quality Standards. As indicated by the Project's Air Quality Impact Analysis, near-term construction activities and long-term operational activities would not exceed any of the thresholds of significance for criteria pollutants (including ozone precursors). As such, impacts would be less than significant, and mitigation would not be required.
- d) Land uses that are considered sensitive receptors typically include residences, schools, playgrounds, childcare centers, hospitals, convalescent homes, and retirement homes. To the north, the Project is bordered by undeveloped vacant land. Western Nevada Plumbing Supply borders the Project site to the south. Skyline Road East and agricultural lands border the Project to the east. J.W. Wood Plumbing and irrigation company and the United States Postal Service Office are located to the west. None of the aforementioned land uses are sensitive receptors. As indicated by the Project's Air Quality Impact Analysis, the Project would not exceed any of the Air Quality Management Districts adopted State or Federal thresholds of significance during near-term construction or long-term operation. In addition, the Project would not create a CO Hot Spot. Accordingly, Project-related localized emissions would not expose sensitive receptors to substantial pollutant concentrations during construction or long-term operation, and impacts would be less than significant.
- e) During construction, there is a potential for the generation of objectionable odors in the form of diesel exhaust and volatile organic compounds from architectural coatings, paint, and parking lot striping in the immediate vicinity of the Project site. However, these emissions

will rapidly dissipate and be diluted by the atmosphere downwind of the site. The Project site is located within a half mile of a Wastewater Treatment Facility known as Susanville Sanitation Wastewater Treatment Facility. However, the Project does not propose any uses that technically categorize the project as a sensitive receptor (residential development) because it does not propose development that would constitute permanent residency scenarios. Recreational Vehicle Parks are not considered residential subdivisions, nor are they considered mobile home parks. In this case, the proposed project is solely proposing Recreational Vehicle accommodations and no mobile homes, or any type of permanent residency is proposed. Therefore, impacts to Recreational Vehicle enthusiasts or patrons utilizing the proposed Recreational Vehicle Park would only be subjected to short term objectional odors and therefore impacts are less than significant, and no mitigation is required.

IV. BIOLOGICAL RESOURCES:

Would the project:

a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?



b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?



c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?



d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?



e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?

☐☐☒

f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?

☐☐☒

Answers to Questions A through F:

As discussed in the Land Use and Planning Section of this Initial Study, The Project is not located within an adopted habitat conservation plan, natural community conservation plan, or other local, regional, or state habitat conservation plan. In addition, the project has not been identified to be a part of a tree preservation policy or ordinance. However, comments received during the early consultation process from the Department of Fish and Wildlife shall require specific mitigation for nesting birds, irrigation ditches, lighting, trenching, and native vegetation. The California Department of Fish and Wildlife's comments have been summarized below as Mitigation Measure BIO-1:

Mitigation Measure BIO-1:

Nesting Birds

Habitat suitable for nesting birds and raptors appear to occur within and adjacent to the proposed Project area. During construction, nesting migratory birds and raptors, if present, could be directly or indirectly impacted by land modification or vegetation removal activities. Direct impacts could include mortality, resulting from the operation of heavy equipment in an area containing an active nest with eggs or chicks. Indirect effects could include nest abandonment by adults in response to noise levels above ambient, human encroachment, or a reduction in food availability to young birds due to changes in feeding behavior by adults. Special status species known to nest within one mile of the project area include greater sandhill crane (*Antigone canadensis tabida*, state threatened) and bank swallow (*Riparia riparia*, state threatened). To avoid impacts to nesting birds and/or raptors protected under FGC sections 3503 and 3503.5 and the federal Migratory Bird Treaty Act, one of the following should be implemented:

a. Vegetation removal and other ground-disturbance activities associated with construction should occur between September 1 and January 31, when birds are not nesting; or

b. If vegetation removal or ground disturbance activities occur during the nesting season, a pre-construction nesting bird survey should be conducted by a qualified biologist to identify active nests in and adjacent to the Project area, no more than 7 days prior to the commencement of construction activities.

Surveys should begin prior to sunrise and continue until the entire Project area and adjacent suitable nesting habitat has been sufficiently surveyed for nests. The survey should consider acoustic impacts and line-of sight disturbances occurring as a result of the Project to determine a sufficient survey radius to maximize observations of nesting birds. A nesting bird survey report should be prepared and at a minimum, the report should include a description of the area surveyed, date and time of the survey, ambient conditions, bird species observed, a description of any active nests observed, any evidence of breeding behaviors (e.g., courtship, carrying nest materials or food, etc.), and a description of any outstanding conditions that may have impacted the survey results (e.g., weather conditions, excess noise, the presence of predators, etc.).

If an active nest is located during the preconstruction surveys, a non-disturbance buffer should be established around the nest by a qualified biologist in consultation with the Department and U.S. Fish and Wildlife Service to comply with FGC sections 3503 and 3503.5 and the Migratory Bird Treaty Act. Compliance measures may include, but are not limited to, exclusion buffers, sound-attenuation measures, seasonal work closures based on the known biology and life history of the species identified in the survey, as well as ongoing monitoring by biologists.

The nesting bird survey report should be submitted to the Department upon completion via email to R1CEQARedding@wildlife.ca.gov. The survey should be conducted no more than one week prior to the initiation of construction. If construction activities are delayed or suspended for more than one week after the pre-construction nesting bird survey, the site should be resurveyed.

Irrigation Ditches

Based on the Departments analysis of aerial mapping, the parcel has been altered and modified for agricultural purposes over the last decade. Jenson Slough runs along the northwestern parcel boundary and flows into Brockman Slough, which runs along the southern parcel boundary, where the sloughs intercept and flow into the Susan River. The Department recommends including a more detailed narrative about the surface connectivity of these irrigation ditches with direct connectivity to the Susan River, to determine if the Project activities are subject to Fish and Game

Code section 1602. These irrigation ditches may provide, and be utilized, as suitable habitat for wildlife in the Susanville area, such as the Lahontan Mountain Sucker (*Catostomus lahontan*, state species of special concern). Land modification associated with construction activities may result in direct and/or indirect impacts to ditch habitat and/or the water quality within them.

The Project review package includes the use of bioswales. The proposed Project will increase impervious surfaces therefore, the Department concurs with, and encourages, the implementation of bioswales to allow stormwater to percolate in the ground and prevent potential water quality impacts throughout the irrigation ditches mentioned above.

Lake or Streambed Alteration Agreement

Fish and Game Code section 1602 requires any person, state or local governmental agency, or public utility to notify CDFW prior to beginning any activity that may do one or more of the following:

1. substantially divert or obstruct the natural flow of the bed, channel, or bank of any river, stream or lake; or
2. substantially change or use any material from the bed, channel, or bank of any river, stream, or lake; or
3. deposit or dispose of debris, waste, or other material containing crumbled, flaked, or ground pavement where it may pass into any river, stream, or lake.

To obtain information about the 1600 Notification process, please access the Department's website at: <https://www.wildlife.ca.gov/Conservation/LSA>.

Lighting

The Department recognizes the adverse effects that artificial lighting has on birds and other nocturnal species. The effects are numerous and include impacts to singing and foraging behavior, reproductive behavior, navigation, and altered migration patterns. To minimize adverse effects of artificial light on wildlife, the Department recommends that lighting fixtures associated with the Project be downward facing, fully shielded, designed and installed to minimize photo-pollution and spillover of light onto adjacent wildlife habitat.

Trenching

If trenching will be included in Project activities, any open trench should be covered securely prior to stopping work each day and/or a wildlife exit ramp should be provided in the trench to prevent wildlife entrapment. If pipes are left out onsite, they should be inspected for wildlife prior to burying, capping, moving, or filling. The Department recommends a mitigation measure be developed and included in the final environmental document or project approval.

Native Vegetation in Landscaping

The Department recommends utilizing vegetation native to the local area in landscaping whenever possible. Benefits of utilizing native vegetation in landscaping include providing resources for native wildlife such as hummingbirds and beneficial pollinators, conserving water, reducing pesticide use, and reducing landscaping maintenance. The California Native Plant Society (CNPS) website (<https://www.cnps.org>) includes a variety of useful information and tools to help determine which native species occur in a particular area, information on care and maintenance of native species, and contacts for purchasing native plants or seeds. The CNPS tool Calscape (<https://calscape.org/>) generates a list of native plants that grow in an area based on a specific address, and can be used to develop a planting palette for landscaping plans. A search of Calscape returned a wide variety of plants native to the Project site and surrounding landscapes. For more information regarding the importance of using native species in landscaping, please see the CNPS Guidelines for Landscaping to Protect Native Vegetation from Genetic Degradation at:

<https://www.cnps.org/wpcontent/uploads/2018/04/landscaping.pdf>.

With the implementation of Mitigation Measure BIO-1, project applicants, contractors, and engineers can collaborate on the best time frames for construction and if needed, provide the proper mitigation pertaining to The California Department of Fish and Wildlife 's requirements depending on when the project construction begins. Impacts are reduced to less than significant with the implementation of Mitigation Measure BIO-1.

Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
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V. CULTURAL RESOURCES. Would the project:

a) Cause a substantial adverse change in the significance of a historical resource as defined in § 15064.5?

☐	☐	☒	☐
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b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5?

☐	☐	☒	☐
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c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?

☐	☐	☒	☐
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d) Disturb any human remains, including those interred outside of dedicated cemeteries?

☐	☐	☒	☐
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Tribal Cultural Resources:

Would the project cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is:

e) Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1(k), or

f) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resources Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.

Responses to questions A-D:

a) As part of the Phase 1 Cultural Resources Assessment for the project, the Project area was surveyed to identify potentially significant cultural resources. Based on the survey, The API was 100% surveyed in all areas except those with standing water or very deep mud where survey was not possible. The resources recorded in the API (Figure 7) include two isolated artifacts (Appendix A). Overall, the survey area was highly disturbed by seasonal flooding and mowing/ploughing of the parcel. The artifacts are both in heavily disturbed areas.

Two isolated artifacts were recorded within the API, none of which were diagnostic artifacts (Table 3). Both of these artifacts were pre-contact era stone tools: a fragment of ground stone and two small pieces of lithic debitage. SRV-i01 consists of a single piece of fire cracked ground stone from an unknown artifact. From the shape and angle, it was possibly a mano fragment (Figure 8). SRV-i02 consisted of two fragments of fine-grained volcanic rock, likely basalt. One of the fragments was a flake fragment while the other was shatter. Both flakes were found within a meter of each other, and no other artifacts were found (Figure 9).

The isolated resources are not associated with an event or person important in local prehistory or history under criteria 1 and 2. The isolates are not an outstanding or unusual representation of a type, period, or method of construction and do not retain architectural or engineering features under Criterion 3. Given the isolated nature of these resources and the thorough documentation of morphological and functional data at the inventory level, the data potential inherent in the isolates have been exhausted and they do not meet Criterion 4. The isolates do not retain integrity of workmanship, design, and materials. Given their portable and isolated nature and their location in a mowed and ploughed field, their setting and location has likely been altered, as has the integrity of feeling and association. Therefore, the two isolates are not eligible for inclusion in the CRHR and are not considered historical resources for the purposes of CEQA.

Therefore, implementation of the Project would not affect historical resources and no mitigation measures will be required.

b) A records search was requested from the California Historical Resource Inventory Center. As part of the Phase 1 Cultural Resources Assessment for the project, NST Engineering hired PAR Environmental Services, Inc. in 2023 to conduct a cultural resources inventory of a future 70-space RV park in the City of Susanville in Lassen County, California. Although a portion of two prior surveys intersected the project API, no existing sites were within the project area and adjacent sites were not visited during this fieldwork. The survey identified two new isolated artifacts. The two isolates do not meet criteria 1, 2, 3, or 4, of the CRHR and are not historical resources for the purposes of

CEQA. No protective measures are recommended at this time for these isolated flake debitage.

While an archaeological survey is designed to detect resources with surface manifestations, there is always a potential for unidentified subsurface deposits. Because the current project proposes to replace poles using digging only to its previous depth, there is a low potential to encounter *in situ* archaeological deposits. If archaeological deposits or artifacts (e.g., beads, stone or bone tools, or human remains) are noted, work should stop until a qualified archaeologist can evaluate the find.

CEQA Guidelines, Section 15064.6 (f) requires the lead agency for a project to ensure that provisions are made for accidentally discovered resources. These requirements include preserving the find until an archaeologist can evaluate the discovery, providing for the immediate evaluation of the find by an archaeologist, and contingency planning for the time and funding to mitigate project effects upon such accidental discoveries. Therefore, the project shall be conditioned as such if upon accidental discovery of an archaeological deposit, it shall be required that work be halted within 100 ft. (30 m) of the discovery until a professional archaeologist has evaluated the find.

Based on the results from the survey done for the project and previous surveys in years past, there is a low probability that a subsurface cultural deposit exists within the immediate project boundaries. To ensure that impacts to cultural resources are reduced to less than significant levels the aforementioned condition shall be a condition of approval of the Use Permit, and no mitigation measures are required.

c) According to the Cultural and Paleontological Resources Assessment prepared for the project, a review of the California Environmental Resources Evaluation System, review of the *City of Susanville General Plan 1990-2010*, the Project site is not located in an area that is considered likely to have paleontological resources present. Fossils of plants, animals, or other organisms of paleontological significance have not been discovered at the Project site, nor has the site been identified as an area where such discoveries are likely. The geologic conditions on the Project site typically do not represent favorable conditions for the discovery of paleontological resources. The Project does propose grading of the site but will not involve any deep excavation work that could un-earth or disturb a significant geologic or paleontological resource. The Project would not result in impacts to paleontological resources or geologic features. In addition, no paleontological resources were discovered during the field survey. Therefore, impacts to paleontological resources are less than significant and no mitigation measures are required.

d) The Project site does not contain a cemetery and no known formal cemeteries are located within the immediate site vicinity. Based on the Records Search obtained from the California Historical Research Inventory Center, there is a low probability of archaeological resources to be present on the site and no further study is recommended.

If human remains are discovered during the Project grading or other ground disturbing activities, The Project would be required to comply with the applicable provisions of the Public Health and Safety Code Section 7050.5, Public Resources Code Section 5097 et seq., and CEQA Guidelines Section 15064(e). California Health and Safety Code Section 7050.5 states that no further disturbance shall occur until the County Coroner has made the necessary findings as to origin. Pursuant to the California Public Resources Code Section 5097.98(b), remains shall be left in place and free from disturbance until a final decision as to the treatment and deposition has been made by the Coroner.

If the Coroner determines the remains to be Native American, the California Native American Heritage Commission must be contacted and the Native American Heritage Commission must then immediately notify the most likely descendants of receiving notification of the discovery. The most likely descendants shall then make recommendations within 48 hours and engage in consultations concerning the treatment of the remains as provided in the Public Resources Code Section 5097.98. Mandatory compliance with these requirements would ensure that the potential impacts associated with accidental discovery of human remains would be less than significant.

e and f) As part of the Early Consultation process for the Project proposal, SB 18 consultation was performed by the lead agency. All the currently listed/registered tribes were contacted and only one tribe responded, and their comments were “no comments at this time.”

As part of the Phase 1 Cultural Resources Assessment for the project, the Project area was surveyed to identify potentially significant cultural resources. Based on the survey, The API was 100% surveyed in all areas except those with standing water or very deep mud where survey was not possible. The resources recorded in the API (Figure 7) include two isolated artifacts (Appendix A). Overall, the survey area was highly disturbed by seasonal flooding and mowing/ploughing of the parcel. The artifacts are both in heavily disturbed areas.

Two isolated artifacts were recorded within the API, none of which were diagnostic artifacts (Table 3). Both artifacts were pre-contact era stone tools: a fragment of ground stone, and two small pieces of lithic debitage. SRV-i01 consists of a single piece of fire cracked ground stone from an unknown artifact. From the shape and angle, it was possibly a mano

fragment (Figure 8). SRV-i02 consisted of two fragments of fine-grained volcanic rock, likely basalt. One of the fragments was a flake fragment while the other was shatter. Both flakes were found within a meter of each other, and no other artifacts were found (Figure 9).

The isolated resources are not associated with an event or person important in local prehistory or history under criteria 1 and 2. The isolates are not an outstanding or unusual representation of a type, period, or method of construction and do not retain architectural or engineering features under Criterion 3. Given the isolated nature of these resources and the thorough documentation of morphological and functional data at the inventory level, the data potential inherent in the isolates have been exhausted and they do not meet Criterion 4. The isolates do not retain integrity of workmanship, design, and materials. Given their portable and isolated nature and their location in a mowed and ploughed field, their setting and location has likely been altered, as has the integrity of feeling and association. Therefore, the two isolates are not eligible for inclusion in the CRHR and are not considered historical resources for the purposes of CEQA.

Based on SB 18 consultation, and the Cultural Resources Report prepared for the Project, the project will not cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe. In addition, the Project is not listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1(k), or a resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resources Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.

VI. GEOLOGY AND SOILS. Would the project:

- | | | | |
|--|--------------------------|-------------------------------------|-------------------------------------|
| a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving: | ☐ | ☐ | ☒ |
| i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42. | ☐ | ☐ | ☒ |
| ii) Strong seismic ground shaking? | ☐ | ☒ | ☐ |
| iii) Seismic-related ground failure, including liquefaction? | ☐ | ☒ | ☐ |
| iv) Landslides? | ☐ | ☒ | ☐ |
| b) Result in substantial soil erosion or the loss of topsoil? | ☐ | ☒ | ☐ |
| c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse? | ☐ | ☒ | ☐ |
| d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property? | | | |
| e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water? | | | |

Responses to A-E

According to the California Division of Mines and Geology, Susanville is located in the Honey Lake Fault Zone. The Division's fault-mapping investigations completed during summer 1988 indicate four quaternary faults and three pre-quaternary faults that run through or near the city. Figure 9-3 (p. 182) of the General Plan shows the locations of these faults. According to the Plan, quaternary faults are less than 1.8 million years old and are classified as "potentially active", while pre-quaternary faults are more than 1.8 million years old and are classified as "inactive" unless a detailed study concludes there is a potential for activity.

No faults classified as "active" (displacement within the last 11,000 years) or "historic" (displacement within the last two hundred years) are located within the city's sphere of influence.

Policies and programs included in the General Plan are intended to minimize Susanville's risk of seismic activity by ensuring that new development is located away from sites with high exposure to hazard and that it is constructed according to high safety standards. Specifically, the first policy that addresses seismic hazards calls for the city to be consistent with the Uniform Building Code in adopting acceptable seismic safety standards for buildings and requiring all (except historic) buildings to be brought up to the same standard. The second policy calls for the city to prohibit placement of critical facilities and high-occupancy structures directly on known fault lines or unstable slopes prone to ground failure during an earthquake.

Action programs for seismic safety direct the city to enforce safety standards for design of new and existing structures, giving priority to identification of existing critical public facilities and high-occupancy structures that present unacceptable levels of risk; to record information on potential geologic hazards with parcel or subdivision maps; and to increase public awareness of seismic hazards and educate the community on procedures that can help to minimize injury and property loss before, during and after an earthquake.

- i) Alquist-Priolo Zone: Based on the "Fault Rupture Hazard Zones in California, Special Publication 42, Interim Revision 2007", published by the State of California Conservation Department and the geologic report prepared for the project, the site is not located within an identified Alquist-Priolo Earthquake Hazard Zone. Therefore, impacts are considered less than significant, and no mitigation measures are required.
- ii) Seismic Ground Shaking: Seismic ground shaking is influenced by the proximity of the site to an earthquake fault, the intensity of the seismic event, and the underlying soil composition. The geologic report prepared for the project indicates that the estimated peak horizontal ground acceleration at the site location has a 2 in 100

probability of exceedance in 50 years which is considered a lower hazard level. Given that the site is not located in an earthquake fault zone and the general soil composition in the area, the risk from ground shaking is less than significant and no mitigation measures are required.

- iii) Seismic-related ground failure, including liquefaction: According to the geologic report prepared for the project, the soil conditions are not considered to be susceptible to liquefaction. Impacts from liquefaction are less than significant and no mitigation is required.
- iv) Landslides: According to the geologic report prepared for the project and the California Geological Survey Seismic Hazard Zonation Program, the site is not located within a designated area where previous occurrence of landslide movement, or local topographical, geological, geotechnical, and subsurface water conditions indicate a potential for landslides. Impacts from landslides are less than significant.

In addition, the site is almost flat with a slope of less than 2% and is not in the vicinity of slopes that would be susceptible to landslides. No mitigation measures are required.

Current General Plan Policies are directed toward controlling soil erosion and slope instability through regulation of development and other activities that could disturb the surface of the land. They call for the identification of existing erosion problems on public and private lands, and preparation and implementation of an erosion control program to remedy those problems; provision by developers of adequate drainage and erosion control during construction; and prohibition of off-road motor vehicles in areas where destruction of topsoil or valuable habitat could result. Further, they direct the city to require, prior to development, soil and geologic investigations in areas prone to slope instability, including geologic data for all development in hillside areas with slopes greater than 30 percent; to require soils analysis and erosion mitigation prior to issuing use permits for all development proposed on sites prone to erosion; to prohibit development - including any land alteration, grading for roads and structural development - in areas designated as having development constraints because of slope instability or other geologic concerns, until mitigating measures are taken to limit potential damage to acceptable levels of risk; and to require mitigation to avoid slope instability following development.

The action programs for soils and slopes direct the city to refer all applications for development in Susanville, where grading is necessary or the potential for soil erosion exists, to the Soil Conservation Service for comment; to develop a "grading and erosion control ordinance, and institute fines for violating that ordinance; to develop a Hazards Map that would show slopes

greater than 30 percent, erosive soils, floodways and flood plains; to create development standards for stabilizing slopes following development (including replanting and use of drought-resistive plants in certain areas); to create development standards that allow only less intensive development (minimum lot size of 10,000 square feet) in high hazard areas; and to enforce Chapter 70 of the Uniform Building Code to prevent erosion and sedimentation.

b) The site is currently vacant with vegetation consisting primarily of ruderal and native vegetation. There are no trees located on the parcel. Development of the site will remove a portion of the native vegetation but will also keep some of the native vegetation intact where surfaces will not be disturbed and the proximity of the proposed bio-swales and storm water runoff detention basins. In the short term, construction activities associated with the proposed buildings and recreational vehicle pads may result in wind and water driven soil erosion and loss of topsoil due to grading activities if soil is stockpiled or exposed. The applicant will be required to adhere to conditions under the National Pollutant Discharge Elimination System Permit issued by the Regional Water Quality Control Board which in this case is Lahontan Regional Water Quality Control Board (District 6 – South Lake Tahoe Office). And submit a Storm Water Pollution Prevention Plan to be administered throughout project construction. The Storm Water Pollution Prevention Plan will incorporate Best Management Practices to ensure that potential water quality impacts during construction from soil erosion would be reduced to less than significant levels.

In the long term, previously undisturbed soil will be replaced with approximately two structures totaling 5,150 square feet, 228,320 square feet of paved surface, and new landscaping will encompass approximately 194,570 square feet which is 45.5% of the project site. These improvements and aforementioned requirements and or conditions will not contribute to the conditions that result in on-site soil erosion. Based on the site plan delineating storm water runoff and bio swale detention, off-site runoff will not contribute to factors that will impact soil erosion and loss of topsoil to other properties. Therefore, impacts would be less than significant, and no mitigation measures are required.

The following analysis is based on the geologic report prepared for the project and the hazard maps contained in the City's adopted Hazard Mitigation Plan which has been adopted into the Safety Element of the *City of Susanville General Plan 1990-2010*.

c) Liquefaction or Collapse: The soil conditions at the site are not considered to be susceptible to liquefaction. Impacts from liquefaction are less than significant and no mitigation measures are required.

Landslide: The site is not located within a designated area where previous occurrence of landslide movement, or local topographic, geographic,

geotechnical, and subsurface water conditions indicate potential for landslides. In addition, the project site is virtually flat with 2% slopes or less and is not in the vicinity of slopes that would be susceptible to landslides. Impacts from landslides are less than significant and no mitigation measures are required.

Lateral Spreading: As discussed in the response to landslides, the site is not located in an identified landslide hazard area, is virtually flat (2% slopes or less), and is not in the vicinity of slopes that would be susceptible to landslides. Impacts from lateral spreading are less than significant and no mitigation measures are required.

Subsidence: The soil conditions at the site (Blickenstaff sandy loam, 0 to 2 percent slopes consist of 97.6% of the project site) and (Humboldt silty clay, 0 to 1 percent slopes, occasionally flooded consists of 2.4% of the project site) are not considered to be susceptible to subsidence when slopes do not exceed 2%. Impacts from subsidence are less than significant and no mitigation measures are required.

d) The Preliminary Soil Investigation Report prepared for the project indicated that soils encountered at the site was generally dense, alternating layers of sandy loam, and gravelly sandy loam. The report indicated that expansive soils are not encountered so there is no evidence that expansive soils exist on the property. Therefore, no known anticipated impacts will occur because of the implementation of the project. No mitigation measures are required.

e) No septic system or leach field is being proposed with the project. The project is located within the vicinity of the City of Susanville Sanitary District and will utilize said waste disposal system to dispose of a daily projected sewage load of approximately 7,515 gallons per day. These figures are formulated based on a fully built out and or rented Recreational Vehicle Park (70 Spaces Occupied). Therefore, impacts are considered less than significant as there are no underground septic or alternate waste disposal systems proposed that would negatively impact the existing soils. No mitigation measures are required.

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
<u>VII. GREENHOUSE GAS EMISSIONS.</u>	☐	☐	☒	☐
Would the project:				
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	☐	☐	☒	☐
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	☐	☐	☒	☐

Responses to A and B:

- a) The Project consists of 70 Recreational Vehicles spaces, a bathroom and management office facility. The City of Susanville has not adopted a numerical threshold for determining the significance of greenhouse gas emissions. Based on the California Emissions Estimator Model Report prepared for the project, the construction phase for the project would emit thirty-five metric tons of CO₂ and the operational phase for the Project would emit sixty-five metric tons of CO₂ per year. Based on the City of Susanville's Air District Attainment status and not having a numerical threshold established for greenhouse gas emissions, construction and operational based emissions would not have a significant impact and no mitigation measures are required.
- b) The Project consists of 70 Recreational Vehicle spaces, a bathroom and management office facility. For the purposes of this analysis, the Project was evaluated against the following applicable plans, policies, and regulations:
 - 1) *AB-32 Climate Change Scoping Plan.*
 - 2) *City of Susanville General Plan 1990-2010.*
 - 3) *Lassen Air Pollution Control District Website.*
 - 4) *California Emissions Estimator Model Report* which was prepared by the City of Susanville City Planner on 5/23/23.

AB-32 Climate Change Scoping Plan:

The Climate Change Scoping Plan identifies emission reduction measures to achieve the greenhouse gas emissions goals set forth as part of the Plan. Thus, the Projects that are consistent with or do not interfere with the implementation of the measures contained in the Plan are consistent with Plan's mandate to reduce greenhouse gas emissions.

The Project is proposing the following measures consistent with the Plan:

- All installed appliances will comply with California Code of Regulations Title 20 (Appliance Energy Efficient Standards).
- The Project will be constructed in compliance with the most recently adopted edition of the California Building Code Title 24 requirements.
- While not codified in the City Municipal Code, the applicant intends to use Water Efficient Landscaping Requirements.

City General Plan 1990-2010

The City General Plan encourages A variety of energy conservation opportunities are available in the City of Susanville for housing construction and rehabilitation. These can be categorized as: green rating systems; new construction programs, rehabilitation programs; and local programs and partnerships. The resources available in each of these categories are described below. For new construction, additions and some remodeling jobs, Title 24 of the California Administrative Code sets forth mandatory energy standards for new development and requires the adoption of an "energy budget." The housing industry must meet these standards and the City is responsible for enforcing the energy conservation regulations through the building permit process. In addition, the Green Rating System can be used results in construction which exceeds Title 24 requirements.

Additionally, the local electric utility company Lassen Municipal Utility District (LMUD) has some energy efficiency programs. LMUD is a publicly owned utility created by voters in 1986. It provides electrical service to approximately 10,500 customers in Lassen County. The service area extends across south central Lassen County, including the City of Susanville, Eagle Lake and Westwood. LMUD has implemented Public Benefit Programs, which consist of energy crisis assistance for low-income ratepayers and community projects such as grants for upgrading lighting, insulation, windows, and other conservation measures.

The following are programs offered:

- Energy Conservation Assistance Program: ECAP - provides rate assistance, with an emphasis on energy conservation, to low-income LMUD customers.
- Residential Energy Efficiency Rebates - provides rebates to LMUD customers on a variety of EnergyStar Appliances, energy efficient Marathon electric water heaters and energy efficient air source and ground source heat pumps.
- SmartBuilt Home Program - provides incentives to homeowners or contractors to build energy efficient homes or to retro-fit existing homes.

The Lassen Municipal Utility District also plans to offer commercial lighting rebates, energy audits for small business customers and the SmartBuilt Manufactured Home Program.

The City of Susanville does not currently impose any stricter energy conservation standards than required by Title 24. At present, there are no other applicable local or regional plans, policies, or regulations (e.g., Climate Action Plan) pertaining to greenhouse gas emissions that apply to the Project.

Based on the California Emissions Estimator Model report prepared for the Project and the above-described Performance Standards to ensure compliance with AB 32, The City General Plan, and Title 24, the Project will not exceed any local, state, or federal greenhouse gas emission thresholds. Therefore, impacts are less than significant, and no further mitigation is required.

VIII. HAZARDS AND HAZARDOUS MATERIALS. Would the project:

a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?

☐☐☒

b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?

☒☐☐

c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?

☐☐☒

d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?

☐☐☒

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☒	☐
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	☐	☐	☐	☒
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	☐	☐	☐	☒
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	☐	☐	☒	☐

Responses to A-H:

- a) The project proposal involves a 70 space Recreational Vehicle Park which will be supported by Susanville Sanitary District to properly transport and treat the solid waste produced from the park users. The project proposal does not meet any of the Environmental Protection Agency (EPA) definitions of being a hazardous waste generator nor does the project proposal involve any routine transport, use, or disposal of EPA defined hazardous waste generators or materials. Therefore, the project does not require consultation by the Certified Uniform Program Agency and no Hazardous Materials Business Plan is needed. Impacts are considered less than significant, and no mitigation is required.
- b) The project consists of a 70-unit recreational vehicle park. Upon occupancy of the park project, site maintenance and landscaping will require ordinary types of hazardous materials such as pesticides and herbicides, but none of these will be stored on site in copious quantities. During construction there is a potential for accidental release of petroleum products in sufficient quantity to pose a hazard to people and the environment. Mitigation Measure HAZ-1 below is recommended to reduce impacts to less than significant:

HAZ-1: All spills or leakage of petroleum products during construction activities will be remediated in compliance with acceptable state and local regulations regarding cleanup and disposal of the contaminated release. The

contaminated waste will be collected and disposed of at an appropriately licensed disposal or treatment facility. This measure will be incorporated into the project's storm water retention plan.

In addition, the project's soil report does not contain serpentines or ultramafic rocks and therefore, the potential for release of naturally occurring asbestos during construction activities is considered low to non-existent.

After construction and occupancy of the park there is a potential for accidental release of petroleum products in sufficient quantity to pose a hazard to people and the environment. Mitigation Measure HAZ-2 below is recommended to reduce impacts to less than significant:

HAZ-2: All spills or leakage of petroleum products after construction activities will be remediated in compliance with acceptable state and local regulations regarding cleanup and disposal of the contaminated release. The contaminated waste will be collected and disposed of at an appropriately licensed disposal or treatment facility. This measure will be incorporated into the project's storm water retention plan.

- c) The proposed project is not located within one-quarter mile of an existing or proposed school and therefore no further discussion is required. No mitigation measures are required.
- d) Research of the California Environmental Protection Agency's website determined that the project site is not located on any of the lists which constitute the Cortese List. Furthermore, the project site did not appear in the EnviroStor database, Water Board GeoTracker database, list of solid waste disposal sites per the Water Control Board, list of active cease and desist orders clean up and abatement orders from the Water Board, nor did the project site appear on the Department of Toxic Substances Control hazardous waste facilities subject to corrective action pursuant to Health and Safety Code 25187.5. Therefore, impacts are less than significant, and no mitigation measures are required.
- e) The project site is located approximately 3.14 miles northwest of the Susanville Municipal Airport. According to the City of Susanville Airport Land Use Plan, March 1987, the site is not located within the area of influence for the airport. Therefore, there will be no safety hazard for people residing or working within the area of influence for the Plan. Impacts are less than significant, and no mitigation measures are required.
- f) A review of City and County records and a review of the surrounding area within a 2-mile radius show that there are no personal use airports or private airstrips operating in the Project's vicinity. The project proposal is not located within the vicinity of a private airstrip

and therefore there are no impacts. No mitigation is required.

- g) Access to the project site is proposed from Bella Way and Skyline Road, both of which are fully developed two lane roadways. Pursuant to the Lassen County Hazard Mitigation Plan, which was adopted in 2018, the project site does not contain any emergency facilities, nor does it serve as an emergency evacuation route or is located adjacent to an existing emergency route. During construction Bella Way and Skyline Road will remain open. During long term operation activities, adequate access for emergency vehicles via Bella Way and Skyline Road will be available. Furthermore, the project will not result in a substantial alteration to the design or capacity of any public road that would impair or interfere with an adopted emergency response or evacuation plan, impacts are less than significant, and no mitigation measures are required.
- h) The project site is surrounded by a mix of urban uses and agriculture to the east of Skyline Road. According to the City of Susanville Fire hazard Overlay District Map, the project site is not located in a Fire Hazard District. According to the California Department of Forestry and Fire Prevention, Fire Hazard Severity Zones Map, the project site is not located within a Very High Fire Hazard Severity Zone. Therefore, the project will not be exposed to risks from wildfires, impacts are less than significant, and no mitigation measures will be required.

IX. HYDROLOGY AND WATER QUALITY.

Would the project:

a) Violate any water quality standards or waste discharge requirements?

☐☐☒

b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?

☐☐☒

c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?

☐☒☐

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	☐	☐	☒	☐
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	☐	☐	☒	☐
f) Otherwise substantially degrade water quality?	☐	☐	☐	☒
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	☐	☐	☐	☒
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	☐	☐	☐	☒
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	☐	☐	☒	☐
j) Inundation by seiche, tsunami, or mudflow?	☐	☐	☐	☒

Responses to questions A-J:

- a) **Construction Impacts:** Construction of the Project would involve clearing, grading, paving, utility installation, building construction, and the installation of landscaping, which would result in the generation of potential water quality pollutants such as silt, debris, chemicals, paints, and other solvents with the potential to adversely affect water quality. As such, short-term water quality impacts have the potential to occur during construction of the Project in the absence of any protective or avoidance measures.

Pursuant to the requirements of the Regional Water Quality Control Board and the City, the Project would be required to obtain a National Pollutant Discharge Elimination System Municipal Stormwater Permit for construction activities. The National Pollutant Discharge Elimination System permit is required for all Projects that include construction activities, such as clearing, grading, and/or excavation that disturb at least one acre of total land area.

In addition, the Project would be required to comply with the Regional Water Quality Control Board' Water Quality Control Program. Compliance with the National Pollutant Discharge Elimination System permit and the Water Quality Control Program involves the preparation and implementation of a Storm Water Pollution Prevention Plan for construction-related activities, including grading. The Storm Water Pollution Prevention Plan would specify the Best Management Practices that the Project would be required to implement during construction activities to ensure that all potential pollutants of concern are prevented, minimized, and/or otherwise appropriately treated prior to being discharged from the subject property.

The Stormwater Pollution Prevention Plan includes the following Best Management Practices: Bioswales will be located at the northern and southern portions of the Project site to prevent storm water run-off from leaving the Project site. Commercially available catch basin inserts shall be installed where applicable on Bella Way and Skyline Road to protect from any additional sediment run off.

Operational Impacts:

Storm water pollutants commonly associated with the land uses proposed by the Project (i.e., residential, open space, and park) include sediment/turbidity, nutrients, trash, and debris, oxygen demanding substances, organic compounds, bacteria and viruses, oil and grease, pesticides, and metals. Pursuant to the requirements of the City's National Pollutant Discharge Elimination System (NPDES) permit, a Water Quality Management Plan is required for managing the quality of storm water or urban runoff that flows from a developed site after construction is completed and the facilities or structures are occupied and/or operational. The Water Quality Management Plan describes the Best Management Practices that will be implemented and maintained throughout the life of a project to prevent and minimize water pollution that can be caused by storm water or urban runoff.

To meet NPDES requirements, the proposed storm drain system is designed to route first flush runoff (85th percentile) to one of six depressed grassy sediment basins, two bioswales, and a large sediment basin which is adjacent to Skyline Road. These detention practices have been sized to treat the entire Project's first flush volumes and contain filtration mechanisms designed to capture the range of pollutants anticipated to be present in the developed site runoff.

Furthermore, the Project would be required to implement its Water Quality Management Plan, pursuant to the requirements of the City's NPDES permit. The Project's Water Quality Management Plan identifies structural controls (including infiltration basins) and operational controls (including educational materials for property owners, "good housekeeping" practices such as litter control and regular sweeping of driveways and parking areas, maintaining and marking inlets, etc.) to minimize, prevent, and/or otherwise appropriately treat storm water runoff flows before they are discharged from the site. Mandatory compliance with the Storm Water Pollution Prevention Plan and the Water Quality Management Plan would ensure that the Project does not violate any water quality standards or waste discharge requirements during both construction and long-term operation. Therefore, water quality impacts would be less than significant, and no mitigation measures would be required.

- b) The Project would be served with potable water by the Community Services District. Domestic water supplies from this service provider (City of Susanville) are reliant on groundwater from the Cady Springs Groundwater Basin as a primary source. The Community Services District has adequate water supplies to serve the project.

Development of the Project would increase impervious surface coverage on the site to approximately 53.3% of the site area or

approximately 228,320 square feet, which would reduce the amount of direct infiltration through runoff into the ground. This would have a less than significant impact on groundwater recharge in the area of the Cady Springs Basin that are managed for that purpose, since those recharge areas do not encompass the Project site.

Therefore, the Project's demand for domestic water service would not substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table. Impacts are less than significant, and no mitigation measures will be required.

- c) There are no stream courses or other established natural surface drainages within the Project site. However, a man-made drainage/irrigation canal called Jensen Slough borders the northern and western boundaries of the subject parcel. Development of the Project will create approximately 228,320 square feet of impervious surface and increase the amount of surface runoff. Any drainage that could impact the subject parcel from the north or west and is buffered by the Jensen Slough. Given the gradual slope of the parcel 2% or less, potential drainage impacts from adjoining parcels to the south is limited and the southernly adjoining parcel is already developed with current on-site drainage systems to prevent off-site flows to the subject parcel. Any drainage impacts from a parcel adjoining to the east of the Project are buffed by Skyline Road.

The on-site flows or impervious surface runoff will be intercepted by one of six of the proposed depressed grassy basins, one of two bio-swales, or by the sediment basin, as depicted by the project applicant's drainage site plan dated September 27, 2022. In addition, the drainage system is designed to control the flow rate of on-site runoff so as not to exceed the pre-development condition so that the drainage pattern of the area will not be altered. In addition, the on-site storm drain system is required to comply with the mandatory requirements of the National Pollution Discharge Elimination System to control erosion and siltation. Therefore, either on-site or off-site erosion and siltation will not be substantial. Impacts are less than significant, and no mitigation measures are required.

- d) There are no natural streams or rivers on-site. However, the Jensen Slough, which is an irrigation ditch that eventually reconnects to the Susan River, is a natural river which is off-site. The Jensen Slough rejoins the Susan River approximately 2.5 miles southeast of the Project site. A net increase in runoff flow rates and volumes is anticipated due to the increase in impervious surfaces because of developing the site with 70 Recreational Vehicle asphalt or concrete

pads and related improvements. The on-site storm drain facilities are designed to mitigate the 228,320 square feet of proposed impervious surfaces to infiltrate 24-hour events and 10-year storm events. The depressed grassy basins (6), bioswales (2), and sediment basin are all designed to accommodate both small and large storm events. As such, alterations to the existing drainage pattern of the Project site and area will not substantially contribute to flooding on-site or off-site. Project-related impacts are considered less than significant and mitigation measures are not required.

- e) As noted in the preceding response to item 4.9(d), all the developed site runoff would be discharged on-site into depressed grassy basins (6), bioswales (2), and sediment basin are all designed to accommodate both small and large storm events. The added runoff from the site would be largely contained within the Projects proposed drainage and infiltration plan and the projects impact would be less than significant.

Additionally, with strict adherence to the Storm Water Pollution Prevention Plan and Water Quality Management Plan as discussed above under question 4.9(a), the Project would not provide substantial additional sources of polluted runoff.

- f) There are no conditions associated with the proposed Project that could result in the substantial degradation of water quality beyond what is described above in the responses to Issues 4.9(a), 4.9(c), and 4.9(e). Therefore, the Project would not otherwise substantially degrade water quality and impacts are considered less than significant. No mitigation measures required.
- g) According to the National Flood Insurance Program, the Project site is partially located in Map Index Panel No. 060351942D, Map Revised September 3, 2010, and partially located in Map Index Panel No. 06035C1975D, Map Revised September 3, 2010, and both are not identified as being within a 100-year flood hazard area. In addition, the Project site is not within a flood hazard area shown on the City's Flood Hazard Area Map which is derived from FEMA's National Flood Hazard Layer (NFHL) Viewer. Additionally, the Project consists of 70 Recreational Vehicle spaces with no permanent residential components. The Project site is not located within a 100-year flood zone and therefore there are no impacts and no mitigation measures required.
- h) The project involves the construction of a nine hundred square foot restroom facility and a 4,250 square foot office and services building. As mentioned in the previous question, the Project site has not been identified as being within a 100-year flood hazard area. Therefore, neither of the proposed buildings would impede any potential flood

waters because the Project site is partially located in Map Index Panel No. 060351942D, Map Revised September 3, 2010, and partially located in Map Index Panel No. 06035C1975D, Map Revised September 3, 2010, and both are not identified as being within a 100-year flood hazard area. Therefore, impacts are less than significant, and no mitigation measures are required.

- i) The Project site is not located within a “Flood Hazard” area or a “Dam Inundation” area nor is it in a flood hazard area as shown on National Insurance Program Maps. Approximately one mile northwest of the Project site is Barry Reservoir. Barry Reservoir has an earthen dam and spillway. If the Reservoir fills to capacity, the water utilizes the spill way and alternate drainage that currently bypasses the Project site entirely. If the earthen dam fails, existing geography, topography, and drainage would substantially if not entirely divert and or absorb any inundation from such a rare flooding event. Therefore, the Project would not be at significant risk of flooding, including flooding because of the failure of a levee or dam. Impacts are less than significant, and no mitigation measures are required.
- i) The Pacific Ocean is located approximately 190 miles west of the Project site; consequently, there is no potential for tsunamis to impact the Project. In addition, there are no steep hillsides within a mile radius of the Project site that are subject to mudflows. The nearest large body of water is located approximately a mile northwest of the project, which is the Barry Reservoir. Due to the distance and small size of the reservoir’s depth and surface area, the Project site would not be subject to a seiche and would have no impacts on the Project. No mitigation measures are required.

X. LAND USE AND PLANNING. Would the project:

a) Physically divide an established community?

☐☒☐

b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?

☐☒☐

c) Conflict with any applicable habitat conservation plan or natural community conservation plan?

Answers to Questions A-C:

- a) The Project is the development of a 70-space recreational vehicle park. The Project is in the southeastern area of the City of Susanville. The project site is bordered by Skyline Road to the east and Johnstonville Road to the south. This area is characterized by a mixture of light to heavy industrial and commercial uses with some areas still being utilized for small farming operations. There is a pedestrian and bike path that also borders the Project site concurrent with Skyline Road to the east. The Project will connect to existing roadways and pedestrian paths and will not create any physical barriers that would divide the neighborhood. No impacts and no mitigation measures are required.
- b) The General Plan Land Use Designation for the project is currently assigned Light Industry/Business Park. Respectively, the Project site is currently zoned C-M (Commercial/Light Industrial Zoning District). Recreational vehicle parks are not allowed in said district, a Rezone of the Project site to C-2 (General Commercial/Shopping Center District) is required with the proposal. Recreational vehicle parks are allowed uses by first securing a Use Permit in the C-2 district. Subsequently, a General Plan Amendment from Light Industry/Business Park to General Commercial is also required. In addition, in the year 2000, the City of Susanville elected to adopt a local ordinance which allows SOPAs or Special Occupancy Parks in the C-2

zoning district. Otherwise, a Rezone and General Plan Amendment to Mobile Home Park would be required. By adopting said ordinance in the year 2000, the City of Susanville remains in compliance with the Housing and Community Development Departments requirements for Special Occupancy Parks that do not include mobile homes, and or exclusive recreational vehicle parks. Requiring this specific process allows the City of Susanville to remain in compliance with the City of Susanville General Plan 1990-2010, and the Housing and Community Development Departments permit processing requirements with both the state and the local jurisdictional authority.

Furthermore, the Project would not conflict with any goal, policy, or ordinance pertaining to the City of Susanville's General Plan or Zoning Ordinances. As discussed throughout this initial study checklist, in all instances where significant impacts have been identified, mitigation is provided to reduce each impact to a less than significant level. Lastly, the Project would not conflict with any applicable land use plan, policy, or regulation with jurisdiction over the Project adopted for the purpose of avoiding or mitigating adverse environmental effects including, without limitation, the City General Plan, County Regional Transportation Plan, or the Lassen County Hazard Mitigation Plan. Impacts are less than significant, and no mitigation measures are required.

- c) The Project is not located within an adopted habitat conservation plan, natural community conservation plan, or other local, regional, or state habitat conservation plan. However, comments received during the early consultation process from the Department of Fish and Wildlife shall require specific mitigation for nesting birds, irrigation ditches, lighting, trenching, and native vegetation. The California Department of Fish and Wildlife's comments have been summarized below as Mitigation Measure BIO-1:

Mitigation Measure BIO-1:

Nesting Birds

Habitat suitable for nesting birds and raptors appear to occur within and adjacent to the proposed Project area. During construction, nesting migratory birds and raptors, if present, could be directly or indirectly impacted by land modification or vegetation removal activities. Direct impacts could include

mortality, resulting from the operation of heavy equipment in an area containing an active nest with eggs or chicks. Indirect effects could include nest abandonment by adults in response to noise levels above ambient, human encroachment, or a reduction in food availability to young birds due to changes in feeding behavior by adults. Special status species known to nest within one mile of the project area include greater sandhill crane (*Antigone canadensis tabida*, state threatened) and bank swallow (*Riparia riparia*, state threatened). To avoid impacts to nesting birds and/or raptors protected under FGC sections 3503 and 3503.5 and the federal Migratory Bird Treaty Act, one of the following should be implemented:

- a. Vegetation removal and other ground-disturbance activities associated with construction should occur between September 1 and January 31, when birds are not nesting; or
- b. If vegetation removal or ground disturbance activities occur during the nesting season, a pre-construction nesting bird survey should be conducted by a qualified biologist to identify active nests in and adjacent to the Project area, no more than 7 days prior to the commencement of construction activities.

Surveys should begin prior to sunrise and continue until the entire Project area and adjacent suitable nesting habitat has been sufficiently surveyed for nests. The survey should consider acoustic impacts and line-of sight disturbances occurring because of the Project to determine a sufficient survey radius to maximize observations of nesting birds. A nesting bird survey report should be prepared and at a minimum, the report should include a description of the area surveyed, date and time of the survey, ambient conditions, bird species observed, a description of any active nests observed, any evidence of breeding behaviors (e.g., courtship, carrying nest materials or food, etc.), and a description of any outstanding conditions that may have impacted the survey results (e.g., weather conditions, excess noise, the presence of predators, etc.).

If an active nest is located during the preconstruction surveys, a non-disturbance buffer should be established around the nest by a qualified biologist in consultation with the Department and U.S. Fish and Wildlife Service to comply with FGC sections 3503 and 3503.5 and the Migratory Bird Treaty Act. Compliance measures may include, but are not limited to, exclusion buffers, sound-attenuation measures, seasonal work closures based on the known biology and life history of the species identified in the survey, as well as ongoing monitoring by biologists.

The nesting bird survey report should be submitted to the Department upon completion via email to R1CEQARedding@wildlife.ca.gov. The survey should be conducted no more than one week prior to the initiation of construction. If construction activities are delayed or suspended for more than one week after the pre-construction nesting bird survey, the site should be resurveyed.

Irrigation Ditches

Based on the Department's analysis of aerial mapping, the parcel has been altered and modified for agricultural purposes over the last decade. Jenson Slough runs along the northwestern parcel boundary and flows into Brockman Slough, which runs along the southern parcel boundary, where the sloughs intercept and flow into the Susan River. The Department recommends including a more detailed narrative about the surface connectivity of these irrigation ditches with direct connectivity to the Susan River, to determine if the Project activities are subject to Fish and Game Code section 1602. These irrigation ditches may provide, and be utilized, as suitable habitat for wildlife in the Susanville area, such as the Lahontan Mountain Sucker (*Catostomus lahontan*, state species of special concern). Land modification associated with construction activities may result in direct and/or indirect impacts to ditch habitat and/or the water quality within them.

The Project review package includes the use of bioswales. It appears the proposed Project will increase impervious surfaces therefore, the Department concurs with, and encourages, the implementation of bioswales to allow stormwater to percolate in the ground and prevent potential water quality impacts throughout the irrigation ditches mentioned above.

Lake or Streambed Alteration Agreement

Fish and Game Code section 1602 requires any person, state or local governmental agency, or public utility to notify CDFW prior to beginning any activity that may do one or more of the following:

1. substantially divert or obstruct the natural flow of the bed, channel, or bank of any river, stream, or lake; or
2. substantially change or use any material from the bed, channel, or bank of any river, stream, or lake; or
3. deposit or dispose of debris, waste, or other material containing crumbled, flaked, or ground pavement where it may pass into any river, stream, or lake.

To obtain information about the 1600 Notification process, please access the Department's website at: <https://www.wildlife.ca.gov/Conservation/LSA>.

Lighting

The Department recognizes the adverse effects that artificial lighting has on birds and other nocturnal species. The effects are numerous and include

impacts to singing and foraging behavior, reproductive behavior, navigation, and altered migration patterns. To minimize adverse effects of artificial light on wildlife, the Department recommends that lighting fixtures associated with the Project be downward facing, fully shielded, designed, and installed to minimize photo-pollution and spillover of light onto adjacent wildlife habitat.

Trenching

If trenching will be included in Project activities, any open trench should be covered securely prior to stopping work each day and/or a wildlife exit ramp should be provided in the trench to prevent wildlife entrapment. If pipes are left out onsite, they should be inspected for wildlife prior to burying, capping, moving, or filling. The Department recommends a mitigation measure be developed and included in the final environmental document or project approval.

Native Vegetation in Landscaping

The Department recommends utilizing vegetation native to the local area in landscaping whenever possible. Benefits of utilizing native vegetation in landscaping include providing resources for native wildlife such as hummingbirds and beneficial pollinators, conserving water, reducing pesticide use, and reducing landscaping maintenance. The California Native Plant Society (CNPS) website (<https://www.cnps.org>) includes a variety of useful information and tools to help determine which native species occur in a particular area, information on care and maintenance of native species, and contacts for purchasing native plants or seeds. The CNPS tool Calscape (<https://calscape.org/>) generates a list of native plants that grow in an area based on a specific address, and can be used to develop a planting palette for landscaping plans. A search of Calscape returned a wide variety of plants native to the Project site and surrounding landscapes. For more information regarding the importance of using native species in landscaping, please see the CNPS Guidelines for Landscaping to Protect Native Vegetation from Genetic Degradation at: <https://www.cnps.org/wpcontent/uploads/2018/04/landscaping.pdf>.

With the implementation of Mitigation Measure BIO-1, project applicants, contractors, and engineers can collaborate on the best time frames for construction and if needed, provide the proper mitigation pertaining to The California Department of Fish and Wildlife's requirements depending on when the project construction begins. Impacts are reduced to less than significant with the implementation of Mitigation Measure BIO-1.

Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
☐	☐	☐	☐

XI. MINERAL RESOURCES. Would the project:

- a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?
- b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?

☐	☐	☐	☒
☐	☐	☐	☒

Answers to Questions A and B:

- a) According to maps prepared by the California Geological Survey's Aggregate Availability Map, the Project is located within Mineral Resource Zone-1 (Areas where adequate geologic information indicates that no significant mineral deposits are present, or where it is judged that little likelihood exists for their presence). In addition, according to the California Geological Survey Aggregate Availability Map, the Project site is not within the vicinity of a site being used for aggregate production. The nearest aggregate production site is in Lassen County's jurisdiction. The Gold Run Pit is approximately 3.5 miles southwest of the Project site and is owned and operated by Lassen County for removal of decomposed granite aggregate. In addition, there are approximately six more mines located five miles east or further from the Project site. There are no other known mining sites for any type of mineral production in the vicinity of the Project site based on information and maps from the California Geological Survey. Therefore, the Project has no potential to result in the loss of availability of a known mineral resource. Impacts are less than significant, and no mitigation measures are required.
- b) As noted in the response to Question 4.10(a), the Project is located within Mineral Resource Zone-1 (Areas where adequate geologic information indicates that no significant mineral deposits are present, or where it is judged that little likelihood exists for their presence). In addition, according to the California Geological Survey Aggregate Availability Map, the Project site is not within the vicinity of a site being used for aggregate production. The nearest aggregate production site is in Lassen County's jurisdiction. The Gold Run Pit is approximately

3.5 miles southwest of the Project site and is owned and operated by Lassen County for removal of decomposed granite aggregate. Therefore, the Project has no potential to result in the loss of availability of a local mineral resource recovery site. Impacts are less than significant, and no mitigation measures are required.

Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
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XII. NOISE. Would the project result in:

a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?

☐	☐	☒
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b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?

☐	☐	☒
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c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?

☐	☒	☐
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d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?

☐	☒	☐
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e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?

☐	☐	☒
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f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?

☐	☐	☒
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Responses to Questions A-F:

Impact analysis for Short-Term Construction Noise

- a) The City's noise ordinance includes a provision that exempts construction activities from any maximum noise level standard, provided that construction activities occur between the hours of 7 AM and 9 PM and that noise exceeding thresholds that would exceed a single event lasting for more than two hours beyond thresholds. The Project is required to follow the City's noise ordinance so implementation of the Project would not expose persons to or generate noise levels in excess of standards adopted by the City.

Regardless of the Project's consistency with the City's noise ordinance as described above, construction activities on the project site, especially those involving heavy equipment, would initially create intermittent, short-term noise increases in the vicinity of the Project site, representing a temporary effect on ambient noise levels during the estimated construction period. Noise generated by construction equipment, including trucks, graders, bulldozers, concrete mixers, and portable generators, can reach high levels of noise. The projected noise levels used for analysis assume the worst-case noise environments with all construction equipment operating simultaneously, at full power, at the same location on the Project site. Noise levels fluctuate day to day and throughout the day, as it is highly unlikely that all pieces of construction equipment would simultaneously operate at the same time and location.

The initial phase of construction would involve mass grading of the site, along with site development activities. This includes the construction of seventy recreational vehicle parking pads, internal roadways, which both involve fine grading, trenching, and paving activities. Following site preparation activities, the project will include the construction of two buildings. A nine hundred square foot bathroom facility, and a 4,250 square foot commercial office building with bathrooms and laundry facilities. Mass grading of the site is expected to produce the highest construction noise levels because of the use of graders, dozers, excavators, scrapers, and trucks. Unmitigated noise levels could reach a maximum of up to 85.0 dBA at fifty (50) feet from the noise source. Although construction noise is exempt from the requirements of the City's noise ordinance, the following Mitigation Measure is required to reduce the construction related impacts to the maximum extent feasible.

Mitigation Measure NOI-1: Construction Noise. A site analysis confirms that there will be occupied residences within one half (1/2) mile of the proposed Project at the time of construction. Prior to grading and building permit issuance, the City shall verify that the following notes are included in grading plans and building plans. Project contractors shall be required to ensure compliance with the notes and permit periodic

inspection of the construction site by City staff or its designee for compliance. These notes shall also be specified in bid documents issued to prospective construction contractors.

- A) Whenever a construction site is within one half (1/2) mile of an occupied residence or residences, no construction activities shall be undertaken between the hours of 9 PM to 7 AM at any time.
- B) All construction equipment, fixed or mobile, shall be equipped with properly operating and maintained mufflers consistent with the manufacturer's standards.
- C) The construction contractor shall locate equipment staging in areas that will create the greatest distance between construction-related noise sources and noise-sensitive receptors nearest to the project site during all project construction.
- D) No music or electronically reinforced speech from construction workers shall be audible at noise sensitive properties.

Impact Analysis for Noise Generated by the Project (Answer to Question "a" continued)

The primary source of noise generated by the Project will be from vehicle and recreational vehicle traffic generated by the temporary and or intermittent residency of the recreational vehicle park to the nearby residential uses. The Project would generate an estimated additional eleven trips per day, totaling 770 trips per year, and approximately 5 truck trips per day totaling 60 annual truck trips. Project noise levels during operation are projected to be that of or below CNEL standards found within a residential neighborhood. It is very unlikely that the project exceeds the states generally accepted exterior noise standards to sensitive receptors of sixty-five dBA CNEL. In addition, the Project is subject to the City's noise ordinance which would regulate the project noise levels during construction. Based on the above analysis, impacts associated with off-site transportation-related noise generated by the project would be less than significant, and no mitigation measures are required for noise generated by the project during operation.

Impact Analysis for Noise Exposure to the Project (Answer to Question "a" continued)

Exterior Noise Exposure

The background ambient noise levels in the Project study area consists of primarily transportation related noise associated with Skyline Road and Johnstonville Road. The project is not considered a sensitive receptor because although a recreational vehicle park is similar to a residential use, it is not considered a permanent type of residential development. Impacts to the Project would be less significant

because the City of Susanville has yet to adopt Community Noise Level Equivalence standards in addition to the *City of Susanville General Plan 1990-2010*. Current noise levels which were surveyed by the City Planner on April 24th and April 26th, 2023, from the Skyline Road right of way, show that average noise levels from traffic reach 78.9 dBA at the property line of the subject Project. This average is based on cumulative average noise levels surveyed ranging from car, truck, and freight traffic noise. Although the Project exterior noise exposure is roughly 13.92 decibels above the acceptable exterior noise level for a residential subdivision (65 CNEL dBA) the projects proposed zoning and adjacent zoning districts are not Residential Zoning and therefore do not enjoy the same noise accommodations and or standards found in said districts. Based on the noise survey and analysis above, the Project would not require any noise mitigation measures for exterior noise and impacts are less than significant. However, it is recommended that the applicant consider a noise barrier wall for the eastern property line bordered by Skyline Road so that patrons and or residents using the recreational vehicle park can enjoy what the State of California considers as acceptable interior and exterior noise standards to sensitive receptors. In addition, due to the Parcel location, configuration, and proposed locations for Recreational Vehicle pads, it is anticipated that only ten out of the 70 proposed Recreational Vehicle spaces would be potentially impacted by the average noise levels from traffic on Skyline Road.

Interior Noise Exposure:

With an average exterior noise level of 78.92 dBA, it is logical to assume that interior noise levels for Recreational Vehicle Residents would be at 65 dBA or below at any given time during the Projects operation. In addition, as mentioned above and due to the lack of established local thresholds for community noise, the Project would have less than significant impacts on interior noise levels and no mitigation measures are required.

The Noise Study is reflected below:

Noise Impact Study for the Thompson Family Trust 70 Space RV Park

The following report was prepared and administered by the City Planner to assess the potential impacts of traffic noise from Skyline Road on the proposed project. A total of (4) noise surveys were conducted by the City Planner at multiple locations that adjoin the proposed project site. The City Planner used a General DSM402SD Sound Level Meter Device to conduct all surveys.

Survey Location #1 April 24, 2023. 7:20 AM	Weather Conditions: Sunny- 42 Degrees	dBA	dBA	dBA	dBA	dBA	dBA Average
Car		70.5	72.5	75.2	75	70.2	72.68 dBA
Light Truck		75.1	72.8	71.8	76.5	82	75.64 dBA
Freight		83	85	98	92	96	90.8 dBA

Survey Location #2 April 24, 2023. 8:04 AM	Weather Conditions: Sunny- 44 Degrees	dBA	dBA	dBA	dBA	dBA	dBA Average
Car		70	71	70.3	74.4	73.1	71.76 dBA
Light Truck		76.1	75.2	71.6	80	78.4	76.26 dBA
Freight		82	89	93	85	87	87.2 dBA

Survey Location #1 April 26, 2023. 2:30 PM	Weather Conditions: Sunny- 44 Degrees	dBA	dBA	dBA	dBA	dBA	dBA Average
Car		72	74	71	68	73	71.6 dBA
Light Truck		75	73.6	75.4	76	75	75 dBA
Freight		79.6	96	89.1	93.6	95.7	90.8 dBA

Survey Location #2 April 26, 2023. 3:30 PM	Weather Conditions: Sunny- 44 Degrees	dBA	dBA	dBA	dBA	dBA	dBA Average
Car		72.4	73.3	72	73.5	75	73.25 dBA
Light Truck		76	75	76	74	77	75.6 dBA
Freight		80	83.2	95.1	80.3	94.4	86.6 dBA

(b)

Under existing conditions there are no known sources of ground-borne vibration or noise that affect the Project site such as a railroad. However, Skyline Road East is a freight traffic connector to U.S. State Highway 139 but is not designated as a truck route. The majority of truck route traffic is relieved by U.S. Highway, 395, 36, and 44 which does not come within the proximity of the Project site. Therefore, the Project would not expose future on-site recreational vehicle residents to substantial or long-term ground-borne vibration or noise. In addition, given the Project is for a recreational vehicle park, structural concerns that would apply to a site built residential subdivision would not apply or be of concern in this particular case.

The Project would not generate ground-borne vibration or ground-borne noise, except, potentially during the

construction phase from the use of heavy construction equipment. According to the Department of Transportation's Transportation and Construction-Induced Vibration Guidance Manual, ground-borne vibration from heavy construction equipment does not create vibration amplitudes that could cause structural damage, when measured at a distance of ten feet. The nearest off-site structures are located seventy feet and 300 feet from the nearest point of construction activities and would not be exposed to substantial ground-borne vibration due to the operation of heavy construction equipment on the Project site.

Furthermore, the project is not expected to employ any pile driving, rock blasting, or rock crushing equipment during construction activities, which are the primary sources of ground-borne vibrations and noises during construction. As such, impacts from ground-borne vibration and noise during near-term construction would be less than significant.

There are no conditions associated with the long-term operation of the proposed Project that would result in the exposure of on-site or off-site residents or recreational park patrons to excessive ground-borne vibrations or noise. The proposed Project would develop the parcel into a 70-space recreational vehicle park that would not include nor require equipment, facilities, or activities that would generate ground-borne vibration or ground-borne noise.

Based on the above analysis, operation of the Project would not expose on-site or off-site sensitive receptors to substantial ground-borne vibration or ground-borne noise. Impacts are evaluated as less than significant, and no mitigation is required.

(c)

The project is a 70-space recreational vehicle park located on a 10-acre parcel. The site is located near the intersection of Skyline Road and Johnstonville Road. Adjacent to the project site are numerous commercial and industrial uses such as Western Nevada Plumbing Supply, J.W. Wood, the Lassen Rural Transit Agency Bus Yard, and a U.S. Post Office. Although the ambient noise levels will increase, the Noise Study prepared for the Project determined that the ambient noise levels will not substantially increase above the existing ambient noise levels in the vicinity of the Project because the Project is located to two major arterial roadways, and multiple commercial and industrial developments adjacent to the project site have already elevated the ambient noise levels in the area. As such, ambient noise impacts would be less than significant, and mitigation is not required.

(d)

As discussed above under Question 4.11(a), the only potential for the Project to create a substantial temporary increase in ambient noise levels is during the initial phase of construction. The analysis presented under Question 4.11(a) concluded that although construction noise is exempt from the City's Noise Ordinance, Mitigation Measure NOI-1 above is required to reduce construction related noise impacts to the maximum extent feasible.

(e)

The project site is located approximately 3.14 miles northwest of the Susanville Municipal Airport. According to the City of Susanville Airport Land Use Plan, March 1987, the site is not located within the area of influence for the airport. Therefore, there will be no safety hazard for people residing or working within the area of influence for the Plan. Impacts are less than significant, and no mitigation measures are required.

(f)

A review of City and County records and a review of the surrounding area within a 2-mile radius show that there are no personal use airports or private airstrips operating in the Projects vicinity. The Project proposal is not located within the vicinity of a private airstrip and therefore there are no impacts. No mitigation is required.

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
<u>XIII. POPULATION AND HOUSING.</u> Would the project:				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	☐	☐	☐	☒
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒
<u>XIV. PUBLIC SERVICES.</u>				
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:	☐	☐	☐	☒
Fire protection?	☐	☐	☐	☒
Police protection?	☐	☐	☐	☒
Schools?	☐	☐	☐	☒
Parks?	☐	☐	☐	☒
Other public facilities?	☐	☐	☐	☒

Answers to Population and Housing A-C:

(a)

The Project is a 70-space recreational vehicle park located on an infill development area of ten acres that has all utilities and services available. Even though the Project site does not consist of permanent housing, the Project is roughly seven recreational units per acre. Although the Project will induce minor population growth, the growth is not above the General Plan buildout projections of the Projects proposed zoning district of twenty dwelling units per acre, nor does the project propose permanent housing.

The Susanville Sanitary District Sewage Treatment Plant is directly north of the project site to serve for solid and liquid human waste disposal. The City of Susanville has expressed that all other utilities such as water and natural gas are available to the site and no major infrastructure upgrades are needed.

Minor road improvements such as driveway aprons and connections will be needed on Bella Way and Skyline Road. In addition, the analysis section on Public Services of this Initial Study Checklist demonstrates that the impacts on public services are less than significant so the public services providers ability to provide services will not be reduced. As such, impacts are less than significant and no mitigation measures are required.

(b)

The Project is a 70-space recreational vehicle park. The Project is to be constructed on a vacant ten-acre parcel and therefore it will not displace any existing housing. No impacts.

(c)

The Project is a 70-space recreational vehicle park. The Project is to be constructed on a vacant ten-acre parcel and therefore it will not displace any people. No impacts.

XV. RECREATION.

a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?

☐ ☐ ☒

b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?

☐ ☐ ☒

Responses to Questions A and B:

(a)

The nearest park to the Project site is Skyline Park that contains a remote-control car track, disc golf course, paved walking path, and bike pump track. It was designed with the recreational needs of the neighborhood and for recreational tourism in which the Project site is located. As such, the Project would not substantially increase the use of Skyline Park and would not require modifications to existing parks or the need for new park facilities. In fact, the pedestrian path located along the Skyline Road corridor connects directly with Skyline Park approximately 1 mile northwest. Impacts to park and recreation facilities are less than significant and no mitigation measures are required.

(b)

The Project does not propose any recreation facilities. The Project site adjoins Skyline Road which has an existing paved bike and pedestrian path which eventually connects to Skyline Park approximately 1 mile northwest. The Project site is also located within a 2-mile radius of the Susanville Ranch Park which has over 30 miles of hiking, biking, and equestrian trails which are open to the general public. Patron of the Project once in use will have these park amenities available to them. Due to the fact the project does not propose the construction of any new recreation facilities and that the Project intends to utilize existing facilities, the Project will not require the construction of or expansion of recreational facilities which might have an adverse effect on the environment. Therefore, impacts are less than significant, and no mitigation measures are required.

Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
☐			

TRANSPORTATION/TRAFFIC. Would the project:

a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	☐	☒	☐	☐
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	☐	☐	☐	☒
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	☐	☐	☐	☒
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	☐	☐	☐	☒
e) Result in inadequate emergency access?	☐	☐	☐	☒
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	☐	☐	☒	☐

Responses to Questions A through F:

- a) The Project site is currently vacant. The Project would develop a 70-space recreational vehicle park adjacent to Skyline Road approximately one quarter mile from the intersection of Johnstonville Road and Skyline Road.

Transit Analysis

The Project area is currently served by the Lassen Transit Service Agency (LTSA), a public transit agency serving the City. Early consultation correspondence with Lassen County and the LTSA will not require the need for a new bus stop location. In fact, the Project site is located approximately one-half mile from the nearest bus stop. Generally speaking, the close proximity of the existing bus stop and the small scale of the type of development didn't trigger any thresholds of any City or County adopted Transportation Plans or Policies and is in compliance with the City's Circulation Element of the General Plan.

Roadway Analysis

Skyline Road is a fully improved two-way roadway that serves as a major arterial connector to U.S. Highway 139 which function to accommodate traffic flow the north and U.S. Highway's 395 and 36 to the southeast and west. Skyline Road will not be widened, and no additional flow lanes are required to accommodate traffic generated by the Project. In addition, there is a four-foot vegetative strip bordered by a 5-foot-wide paved pedestrian and bicycle path within the Skyline Road right-of-way. Typical encroachment permits are a requirement from the Lassen County Public Works Department for any proposed driveway connection from the Project site onto Skyline Road pursuant to correspondence received from the Lassen County Public Works Department. While the improvements are consistent with the City's Circulation Element Map, the applicant did not supply a Traffic Impact Study in conjunction with the project. Therefore, mitigation is required and is outlined as follows:

Mitigation Measure T-1

Recreational Vehicles shall only enter and exit through the proposed Bella Way Recreational Vehicle Park Entrance. Access to Skyline Road shall only be allowed for emergency access to reduce potentially significant traffic impacts to a less than significant level. This requirement will relieve traffic and pedestrian conflicts of concern due to the access point on Skyline Road having a bike and pedestrian path adjoining the access point. Prohibiting non-emergency entry and exit of Recreational Vehicles on Skyline Road will also relieve the

potential for traffic accidents between regular vehicular and freight traffic from the Recreational Vehicle Park. In addition, this mitigation measure would eliminate the need for a deacceleration turning lane and preserve the existing bike and pedestrian paved path. Impacts are reduced to a less than significant level by implementing Mitigation Measure T-1 and no further mitigation is required.

Bicycle and Pedestrian Path Analysis

There is a Class 1 Bikeway within the right-of-way on Skyline Road which is completely separated from the lane of motorist travel by a four-foot vegetative strip and minimal areas for crossflow by motorists. The Project site adjoins the aforementioned right-of-way and patrons utilizing the Project will be encouraged to use this available amenity. The Project will utilize the same Class 1 Bikeway for pedestrian travel. This Class 1 Bikeway was a part of the Lassen County Bikeway Master Plans goal to provide bicycle and pedestrian access and ways of travel once Skyline Road was completed.

Based on the above analysis, the Project will not result in any conflict with a plan, ordinance, or policy for the addressing of safety or performance of the circulation system, including transit, roadways, bicycle lanes, and pedestrian trails. Impacts are considered less than significant, and no mitigation measures are required.

- b) For the purposes of this analysis, the method known as “Trip based vehicle miles traveled (VMT)” was used. The Project consists of 70 recreational vehicle spaces. For the purposes of this Project, trip based VMT will be evaluated using the Institute of Traffic Engineers Trip generation rate for residential units of 9.52 trips per unit. Based on the most recent Institute of Traffic Engineers trip generation rate of 9.52 trips per unit, the Project would generate 666.4 daily trips. Granted this average may be liberal considering the above average is based on an average single family home occupancy of 3.88 persons per unit. It is unlikely that the Projects impacts would reach the average mentioned with the primary use being a recreational vehicle park. As such, the Project will have less than a significant impact on VMT.
- c) The Project will construct the following safety improvements consistent with City standards as part of the standard conditions of approval to ensure no substantially unsafe conditions will be created for users of the public right-of-way related to potential emergency access for entry and exit on Skyline Road. If emergency access is

constructed at any point on Skyline Road, the following conditions shall apply:

- Install pedestrian/bicycle crossing warning signs at each side of the proposed driveway entrance/exit to warn pedestrians, bicyclists, and motorists of the potential for cross traffic due to the Class 1 Bike Lane being connected to the Projects proposed Skyline Road access.
- Install vehicle crossing warning signs at the north and south sides of the Class 1 Bike Lane at the Skyline emergency access driveway entrance to inform pedestrians and bicyclists of the potential for emergency vehicle and recreational vehicular traffic.

Based on the above analysis, the Project would not result in substantially unsafe conditions for pedestrians, bicyclists, transit users, motorists, or other users of public rights-of-way. Impacts are considered less than significant, and no mitigation measures are required aside from the standard conditions required above.

- d) There was no Traffic Analysis prepared for the Project, but an internal staff analysis concluded that potential impacts to area roadways impacted by the Project are less than significant because the existing roadway (Bella Way) is already designed to accommodate the Projects projected traffic impacts during peak operation hours. Accordingly, adverse impacts to vehicle progression along affected roadways during peak hours would not occur for current or built out conditions. As such, the Project does not require the affected roadway to increase physical capacity, nor would any additional travel lanes or new roadways be required to serve the Project. Impacts would be less than significant with the implementation of *Mitigation Measure T-1*, and no mitigation measures are required.
- e) The Project site and surrounding roadway network, including the onsite proposed circulation and roadway related to the recreational vehicle park do not have any conditions that would restrict emergency vehicle access to the Project site such as insufficient width of roadways or inadequate roadway surfaces that cannot support the weight of larger emergency vehicles.

The Project's ingress/egress and on-site circulation are required to meet the City Fire Department and City Police Department standards, which ensure new developments provide adequate access for emergency vehicles. In addition, Bella Way will remain open during

construction. The Project plans have been reviewed by the Fire and Police Departments to ensure that adequate emergency vehicle access is provided.

- f) As discussed in question response (a), the Project will not result in any conflict with a plan, ordinance, or policy for the addressing of safety or performance of the circulation system, including transit, roadways, bicycle lanes, and pedestrian trails. Impacts are considered less than significant, and no mitigation measures are required.

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
<u>XVIII. UTILITIES AND SERVICE SYSTEMS.</u>				
Would the project:				
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	☐	☐	☒	☐
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	☐	☐	☒	☐
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	☐	☐	☒	☐
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	☐	☐	☒	☐
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	☐	☐	☒	☐
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	☐	☐	☒	☐
g) Comply with federal, state, and local statutes and regulations related to solid waste?	☐	☐	☒	☐

Answers to Questions A-G:

a) The Project site would develop 70 Recreational Vehicles spaces, a bathroom, and a management office on a currently vacant parcel. None of the proposed uses would generate atypical wastewater such as industrial or agricultural affluent. All wastewater generated by the Project is expected to be domestic sewage which will be served and treated by the Susanville Sanitary District Sewage Treatment Plant. The City is required to adhere to the requirements of the Regional Wastewater Ordinance established by the applicable water agency which requires pre-treatment regulations to prevent the introduction of pollutants into the regional sewerage system. Any surface runoff from the Project is addressed in the responses to Questions 4.9(a), (c), (e), and (f) of this Initial Study Checklist.

In addition, The Susanville Sanitary District's (SSD) existing sewage collection system is divided into two separate and individual subsystems with 8-inch to 18-inch lines. The original wastewater treatment plant was constructed in 1951 adjacent to the Lassen County Fairgrounds southeast of Susanville. Treatment now consists of a head work with a fine screen and grit removal, two oxidation ditches, a secondary clarifier, an aerobic digester, and a sludge holding tank for sludge thickening. Further treatment takes place in 35 acres of facultative stabilization ponds for dichlorination.

Final effluent is discharged through a wetland. The effluent is discharged to an irrigation canal ultimately reaching the Susan River. The current average daily flow is 1.2 MGD with a maximum design capacity of 3.3 MGD.

Susanville's wastewater capacity is adequate to accommodate its regional housing needs throughout the planning period.

Based on the analysis and information provided above, the wastewater treatment requirements of the Regional Water Quality Control Board are not anticipated to be exceeded because the current sewage collection system operated by the Susanville Sanitary District has more than adequate capacity to serve the proposed Project.

b) The Project would construct an on-site network of water and sewer pipes that would connect to City and Sanitary District existing lines. The installation of water and sewer lines as proposed by the Project would result in physical impacts to the surface and immediate subsurface of the Project site. These impacts are considered to be a part of the Projects construction phase and are evaluated throughout this Initial Study Checklist. In instances where significant impacts have been identified for the Project's construction phase, mitigation measures are required to reduce impacts to less than significant levels. Accordingly, additional mitigation measures beyond those identified throughout this Initial Study Checklist would not be required because the Project would be adequately served by existing sewage disposal infrastructure.

c) On-site runoff will be directed to either one of six depressed grassy water detention basins, one of two large bioswales, or the large sediment basin proposed near the eastern portion of the Project parcel that adjoins Skyline Road. The construction of on-site drainage facilities would result in physical impacts to the surface and subsurface of the Project site. In instances where significant impacts have been identified for the Project's construction phase, mitigation measures are required to reduce impacts to less than significant levels. Accordingly, additional mitigation measures beyond those identified throughout this Initial Study Checklist are not required and no further mitigation measures are needed.

d) The City of Susanville Water Department would provide water service. Susanville has adequate water supplies for its present and near future needs to accommodate its regional housing needs throughout the planning period. The city is undertaking a study to update the water master plan and secure water for future needs. The water utility is fiscally sound with the rate revenues meeting operating needs and providing the required reserves. According to the State of California Department of Finance The population of Susanville in 2020 was approximately 13,717 citizens. The City of Susanville has two state prisons, High Desert State Prison, the California Correctional Center, that with annexation are now within the incorporated city area.

The inmate population is approximately 5,641 and is counted in the overall population demographics for the City. However, the prisons operate independent water systems and therefore, the populations must be excluded from this water management plan. The total unserved prison population in 2020 was 5,641. The 2020 served population is calculated to be $13,717 - 5,641 = 8,076$. The Susanville area has had a reduction in population from 2009 through 2020. The prison population numbers are transient in nature and significantly affect the reported populations for the area. Although the growth rate may be negative and other reports have used a growth rate under 1% for the next several years, this UWMP will use a 1% growth rate based on the 2020 population of 8,076. Using this, perhaps inflated, population growth forecast for future water demand requirements will provide for conservative planning.

The City also provides water to the Susanville Indian Rancheria (SIR). There are two areas served; the lower Rancheria on Joaquin street, which is surrounded by the City limits; and the upper Rancheria north of Spring Ridge Road, which is north of Susanville, adjacent to, but not within the City limits. The homes located within the lower Rancheria are individually metered by the City, the residents are City Customers. The homes located in the upper Rancheria are not individually metered by the City. The upper Rancheria fills two 100,000-gallon tanks from the City's system and distributes water to the residents through the Rancheria's system. The Rancheria is the City's

customer. There are four large institutional water users on the City's system. Lassen Community College, Lassen County, Lassen High School, Susanville School District, and the City of Susanville.

The City water customer needs are met by utilizing water from Bagwell Springs (located one mile north of the city), Cady Springs (located two miles west of the city) and four wells (Well #1 and Well #3 and #4 and #5) located southeast in the city. Water from the wells is primarily utilized during the summer to supplement increased demands. The city also has additional capped wells, and locations for future new wells to meet the city's water demands.

Cady Springs is located about two and a half miles west of Susanville on the north slope of the Susan River Canyon. Cady Springs is approximately 4,600 feet in elevation which is approximately 300 feet in elevation above the Susan River. The springs are located approximately 1,000 feet south of HWY 36. Locked gates and wire fencing control access to the springs. The springs are located on 40 acres of city owned property. The City acquired the water system and water rights from California Pacific National Corporation in 1986. The City has the right to use and consume the entire flow from Cady Springs. (Fleming vs. Bennett et. al., Lassen County Superior Court Action No. 4573, dated and filed April 18, 1940) Cady Springs produces an annual average of 900 gpm (473 MMG) in a dry year to 1,500 gpm (788.4 MMG) in a wet year. In August of 2015 Cady Springs produced an average flow of 742 gpm (33.11 MMG).

Bagwell Springs is located on a wooded hillside about one and a half miles northwest of Susanville. The springs are approximately 4,485 feet in elevation. A locked gate and fencing control access to the springs. The City acquired the water system and water rights from CP National Corporation in 1986. CP National and therefore the City of Susanville has the right to use and consume for furnishing water to consumers in its water service area 2.45 cfs (1,122 gpm) (589.7 mg) of the flow of water from Bagwell Springs. (Fleming vs. Bennett et.al., Lassen County Superior Court Action No. 4573, dated & filed April 18, 1940) Bagwell Springs produces an annual average of 800 gpm (420.5 MMG). In August 2015 Bagwell Springs produced an average flow of 689 gpm (30.75 MMG).

Well #1 (Bunyan Well) and the pumping plant are located south of Riverside Drive and Grove Street. The casing is 12 inches diameter, with 320 feet of perforation between the depths of 130 and 450 feet below the ground surface. No gravel pack was constructed with this well. It was constructed in 1948. The 75 hp electric pumping unit is capable of producing about 700 gpm (367.92 MMG) annual production which is pumped directly into the water systems Pressure Zone 4. The pumping plant is turned on and off by sensing water levels in the South Street Tank. Well production is only limited by well

capacity and not limited by water right. The well can produce approximately 700 gpm (30.66 MMG) in a single month based on 100% uptime. 3.3.4 Well #3 Well #3 was constructed in 1961 and is located approximately one-half mile south of the city limit, off Johnstonville Road. The casing is 12 and 14 inches in diameter with 560 feet of perforation between the depths of 90 and 650 feet below the ground surface. The 200hp electric pump is capable of producing 1,500 gpm (788.4 MMG) annual production which is pumped directly into the water systems Pressure Zone 4. The pumping plant turns on automatically by sensing water levels in the South Street Tank. Well production is only limited by well capacity and not limited by water right. The well can produce approximately 1,500 gpm (65.70 MMG) in a single month based on 100% uptime.

Well #4 was constructed in 1992 and was online for the City of Susanville in 1995. It is located at the northwest corner of Orlo Drive and Skyline Drive. The steel casing is 8 inches in diameter with 125 to 225 feet of perforation at a depth of 290 feet below the ground surface.

Well #4 produces approximately 700 gpm (367.92 MMG) annual production which is used to augment the year-round water sources as needed. Well #4 is fully automated as of January 2003 and pumps to fill the Bagwell Springs Reservoir when the tank is depleted to a depth of 12 feet. Well production is only limited by well capacity and not limited by water right. The well can produce approximately 700 gpm (30.66 MMG) in a single month based on 100% uptime.

Well #5 (College Well) Lassen Community College originally owned and operated Well #5, (know at the time as Well #2 to the college). The well was installed in the late 1960's. The college used this well to supply their water needs. The well was rebuilt in 2006. The purpose of the well was originally intended for geothermal power generation. The desired hot well was never located, and the project was abandoned. This well is now developed as one of the resources available to obtain water as needed. The Well is capable of producing about 700 gpm (367.92 MMG) annual production. Well production is only limited by well capacity and not limited by water right. The well can produce approximately 700 gpm (30.66 MMG) in a single month based on 100% uptime.

The City maintains 4 water storage tanks located throughout the city with a total capacity of 2.94 MMG. These tanks are South Tank (0.5 MMG), Harris Tank (1.04 MMG), Bagwell Tank (0.5 MMG), and Spring Ridge Tank (0.9 MMG). The City has received funding through proposition 84 to bring the Cady Springs tank online. This 0.94 MMG tank is located on the ridge near Cady Springs.

From 2001 through 2010 water production was around 1,100 million gallons per year. From this data and population data the gpcd baseline was established at 328 with a 295 gpcd 2015 target (See section 2.2). In 2020 the City produced 815 MMG of water with a population of 8576 giving 260 gpcd, slightly under 80% reduction from the 2010 baseline and target. In 2020 the City produced 815 MMG of water, The City Delivered 661 MMG. This indicates a water loss of 154 MMG or 18.9% of water production.

The population growth data summarized in Table 4.4-1 was used to estimate the future water use within the City. The distribution system population in 2020 was 8,576 and is projected to reach 11,173 by 2045. This is based on a 1% growth rate which is conservative.

The following table shows the projected water demand from 2020 through 2045 in MMG (millions of gallons) per year. This is based on the projected populations, the achieved gpcd of 260 in 2020, then continuing to reduce gpcd by 1 every 5 years through 2045. The City notes that the required 2020 80% reduction to a (target: 262 gpcd, actual 260 gpcd) was achieved. The City will then continue to use best management practices in there water conservation efforts. It is anticipated that these efforts will continue to reduce gpcd.

Table 4.2-3 Projected Water Demand - 2020 to 2045					
Calendar Year	Service Area Total Population	Unserved Prision Population	Distribution System Population	Targets and projected (gpcd)	Annual system gross water used (mgy)
2020	14275	5641	8634	260	815
2025	14251	5500	8751	259	827
2030	14370	5500	8870	258	835
2035	14490	5500	8990	257	843
2040	14612	5500	9112	256	851
2045	14736	5500	9236	255	860
Note: 260 gpcd is the 2020 actual / 262 gpcd is the 2020 80% reduction target. These numbers are based on gross water production that include system losses.					

Table 4.4-2 below illustrates the projected water demand from 2020 through 2045 in MMG per year based on sector. The city is fully metered. The sector amounts of water usage are based on future population projections, target reductions in gpcd, and the current sector percentage as per current utility metered water usage. The sector breakdown is Single Family 61.1%, Multi-

Family is 11.7%, Commercial is 27.2% making up the 100% total water use customers. It is not anticipated that future growth will make significant shifts in sector percentages.

Submittal Table 4-2 Retail: Use for Potable and Non-Potable ¹ Water - Projected						
Use Type	Additional Description (as needed)	Projected Water Use ²				
<u>Drop down list</u> May select each use multiple times These are the only Use Types that will be recognized by the WUEdata online submittal tool		2025	2030	2035	2040	2045 (opt)
Add additional rows as needed						
Single Family		410	415	421	427	432
Multi-Family		78	79	80	81	83
Commercial		182	185	187	190	193
Other	System Losses	157	156	155	153	152
TOTAL		827	835	843	851	860
² Recycled water demands are NOT reported in this table. Recycled water demands are reported in Table 6-4.						
NOTES:						

Future water demands are illustrated above in Table 4.4-2 with the losses included. Non-Revenue water is currently at approximately 20%. All future water demands illustrated above are based on continues improvements and continuing to reduce water demand and decrease the percentage of water losses Table 4.4-1 above. These gpcd targets will be achieved by reducing water consumption utilizing the Demand Management Measures (DMMs) (see section 9), improving production efficiency, reducing system losses, and other management methods that become apparent as the city actively matches water sources and production with demand. Available resources will be focused on the methods which are calculated to provide the greatest reduction in lower gpcd with compared to the cost to implement.

Table 4.4-3 Gross Demand Vrs Capacity by source 2015 - 2040 - Projected										
Calendar Year	Cady Springs	Bagwell Springs	Well #1	Well #3	Well #4		Demand Total	Springs Total	Well Total	
Average	457.42	373.56	29.71	167.44	19.04		1059.88	830.98	228.91	78.4%
1 yr Capacity	435.43	386.92	358.43	684.29	358.43		2223.50	822.35	1401.15	37.0%
2020	317.00	289.00	10.00	179.00	20.00		815.00	606.00	209.00	74.4%
2025	320.00	290.00	20.00	187.00	10.00		827.00	610.00	217.00	73.8%
2030	320.00	290.00	20.00	195.00	10.00		835.00	610.00	225.00	73.1%
2035	320.00	290.00	20.00	203.00	10.00		843.00	610.00	233.00	72.4%
2040	320.00	290.00	20.00	211.00	10.00		851.00	610.00	241.00	71.7%
2045	320.00	290.00	20.00	220.00	10.00		860.00	610.00	250.00	70.9%
Note: 317 MMG Cady Springs and 289 MMG Bagwell Springs gives an average total springs flow of 606 MMG. The water demand total (see Demand Total above) from Table 4.4-2 can be achived by operating only one of the City's three wells. This future projection utilizes portions										

Table 4.4-2 and Table 4.4-3 above gives a conservative estimate that in 2045 that the city demand for water will be 860 MMG. It is anticipated that 250 MMG (29.1%) will need to come from the 1,759.6 MMG well pumping capacity. 250 MMG is 14.2% of the total available capacity. Table 6.6-2 Summarizes the Reasonably Available Volume and the Total Right or Safe

Yield for each of the City's 5 water sources. As previously indicated none of the city's sources are limited by water rights, only by current flow and well flow producing capacities. The City has ample water rights and capacity for the projected future demand.

Submittal Table 4-3 Retail: Total Water Use (Potable and Non-Potable)						
	2020	2025	2030	2035	2040	2045 (opt)
Potable Water, Raw, Other Non-potable <i>From Tables 4-1R and 4-2 R</i>	661	670	679	688	698	708
Recycled Water Demand ¹ <i>From Table 6-4</i>	0	0	0	0	0	0
Optional Deduction of Recycled Water Put Into Long-Term Storage ²						
TOTAL WATER USE	661	670	679	688	698	708
¹ Recycled water demand fields will be blank until Table 6-4 is complete ² Long term storage means water placed into groundwater or surface storage that is not removed from storage in the same year. Supplier may deduct recycled water placed in long-term storage from their reported demand. This value is manually entered into Table 4-3.						
NOTES:						

Based on the analysis and information discussed above, the Water Districts water supply exceeds the maximum daily demand projected by the Project. In addition, the District continues to develop additional water supply resources such as the recent purchase of Barry Reservoir located approximately one mile northwest of the Project site. The Project is calculated to require 7,000 gallons per day. Should the Project be approved, the City of Susanville Water Department intends to issue a Water availability letter that adequate supply exists to serve the Project. No mitigation measures beyond those already defined would be required. Impacts would be less than significant.

e) Sanitary sewer service will be provided by the Susanville Sanitary District located approximately ¼ mile north of the Project site. Susanville Sanitary District provides wastewater collection and treatment servicing the City of Susanville, CA. Susanville is about 85 miles North-Northwest of Reno, Nevada on the Eastern slopes of where the Sierra Nevada's and the Cascade Mountain ranges meet. The District's boundaries encompass approximately 6.2 square miles. With a few exceptions, the boundaries are

contiguous to Susanville City limits. The district has approximately 3,595 connections out of which 3,199 are residential, 387 are commercial and 9 are industrial. Currently, the District provides wastewater collection and tertiary wastewater treatment. The district recently went to UV disinfection in lieu of chemical treatment in order to better serve the community and protect the environment. The district owns and maintains 61 miles of collection pipelines, a wastewater treatment plant, 2 polishing ponds, and a wetland.

Wastewater is collected through 60 miles of gravity-fed pipelines and one mile of pressure sewer mains. The Wastewater Treatment Plant (WWTP) treats approximately 1.0 million gallons of wastewater per day during dry weather and approximately 1.2 million gallons per day (mgd) in wet weather. The WWTP has the capacity to treat and discharge 2.0 mgd average monthly flow and 3.1 mgd peak wet weather flow, with a maximum hydraulic capacity of 4.0 mgd. For planning purposes, the district estimates that each resident uses approximately 250 gallons per day.

The Project is estimated to produce approximately 7,515 gallons of wastewater per day. Based on the Sanitary Districts ability to process between 1 million and 1.2 million gallons of wastewater per day, the project would generate 0.0062 million gallons per day. The Sanitary District has more than adequate capacity to handle the minimal increase in wastewater per day and annually. Impacts are considered to be less than significant, and no mitigation measures are required.

Impact Analysis for Construction Related Impacts:

f) Waste generated during the construction phase of the Project would primarily consist of discarded materials from the construction of the Recreational Vehicle pads, the construction of the management office and bathroom facilities for the RV Park. According to the Lassen Regional Solid Waste Management Authority, solid waste generated within the City is deposited at the Bass Hill Landfill. According to the Lassen Regional Solid Waste Management Authority website accessed April 21, 2023, the current landfill receives less than its maximum daily permitted disposal volume and construction waste generated by the project is not anticipated to cause the landfill to exceed its maximum daily disposal volume. Furthermore, the landfill is not expected to exceed its maximum daily disposal volume capacities during the Project's construction period.

Impact Analysis for Operational Impacts:

Based on a waste generation factor closest to a Recreational Vehicles daily solid waste volume (a single-family residence) of 0.41 tons per home per year as documented by the Cal Recycle website, the Projects proposed 70 Recreational Vehicle Spaces when fully occupied would generate 28.7 tons of waste per year or 0.078 tons of waste per day.

According to the Cal Recycle website accessed on April 21, 2023, the Bass Hill Land Fill has a remaining capacity of 603,404 tons. The Bass Hill Landfill is estimated to reach capacity sometime in the next 10 to 15 years. The Bass Hill Landfill receives well below its daily maximum permitted daily disposal volume and solid waste produced by the Project in the long term is not anticipated to exceed the landfill's daily maximum permitted daily disposal volume. Because the proposed Project would generate a relatively small amount of solid waste per day, as compared to the daily permitted capacities of Bass Hill Landfill, the landfill will have sufficient daily capacity to accept solid waste from the Project and impacts would be less than significant.

g) The Project consists of a 70 space Recreational Vehicle Park. §4.408 of the California Green Building Standards Code establishes a mandatory requirement to recycle and/or salvage for reuse a minimum of 50% of the non-hazardous construction waste created by a residential construction project (excluding soil and land-clearing debris). The Contractor must submit a construction waste management plan for City approval to define the methods of compliance and provide documentation of the satisfactory accomplishment of the waste diversion efforts.

In order to assist the City and the County in achieving the mandated goals of the Integrated Waste Management Act, the property management company or property owner would be required to work with future refuse haulers to develop and implement feasible waste reduction programs, including source reduction, recycling, and composting. Additionally, in accordance with the California Solid Waste Reuse and Recycling Act of 1991 (Cal Pub Res. Code §42911), the Project would provide adequate areas for collecting and loading recyclable materials where solid waste is collected. The collection areas are required to be shown on construction drawings and be in place before occupancy permits are issued. The implementation of these programs would reduce the amount of solid waste generated by the Project and diverted to landfills, which in turn would aid in the extension of the life of affected disposal sites. The Project would comply with all applicable solid waste statutes and regulations; as such, impacts would be less than significant.

XVIII. MANDATORY FINDINGS OF SIGNIFICANCE.

a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?

Less than
significant with
mitigation

☐

Less than
significant
impact

☒

No
Impact

☐

b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?

☐
☒
☐

c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?

☐
☒
☐

Answers to A-C:

- a) All impacts to the environment, including impacts to habitat for fish and wildlife species, fish and wildlife populations, plant and animal communities, rare and endangered plants and animals, and historical and pre-historical resources were evaluated as part of this Initial Study Checklist. Where impacts were determined to be potentially significant, mitigation measures have been imposed to reduce those impacts to less-than-significant levels. Accordingly, with incorporation of the mitigation measures imposed throughout this Initial Study Checklist, the Project would not substantially degrade the quality of the environment and impacts would be less than significant. All mitigation measures discussed in this Initial Study Checklist shall apply.
- b) As discussed throughout this Initial Study Checklist, implementation of the Project has the potential to result in effects to the environment that are individually limited, but cumulatively considerable including impacts to Air Quality, Biological Resources, Cultural Resources, Greenhouse Gas Emissions Noise, Public Services (Fire), Transportation/Traffic, and Utilities and Service Systems.

In all instances where the Project has the potential to contribute to a cumulatively considerable impacts to the environment (including the resources listed above) mitigation measures have been imposed to reduce potential effects to less-than significant levels. As such, with incorporation of the mitigation measures imposed throughout this Initial Study Checklist, the Project would not contribute to environmental effects that are individually limited, but cumulatively considerable, and impact would be less than significant.

Mitigation:

Mitigation Measures HAZ-1, HAZ-2, BIO-1, NOI-1, and T-1 shall apply.

- c) The Project's potential to result in environmental effects that could adversely affect human beings, either directly or indirectly, has been discussed throughout this Initial Study Checklist. In instances where the Project has potential to result in direct or indirect adverse effects to human beings, including impacts to Air Quality, Greenhouse Gas Emissions, Noise, Transportation, and Utilities and Service Systems, mitigation measures have been applied to reduce the impact to below a level of significance. With required implementation of mitigation measures identified in this Initial

Study Checklist, construction and operation of the proposed Project would not involve any activities that would result in environmental effects which would cause substantial adverse effects on human beings, either directly or indirectly.

Mitigation:

Mitigation Measures: HAZ-1, HAZ-2, BIO-1, NOI-1, shall apply.

Note: Authority cited: Sections 21083 and 21083.05, Public Resources Code. Reference: Section 65088.4, Gov. Code; Sections 21080(c), 21080.1, 21080.3, 21083, 21083.05, 21083.3, 21093, 21094, 21095, and 21151, Public Resources Code; *Sundstrom v. County of Mendocino*, (1988) 202 Cal.App.3d 296; *Leonoff v. Monterey Board of Supervisors*, (1990) 222 Cal.App.3d 1337; *Eureka Citizens for Responsible Govt. v. City of Eureka* (2007) 147 Cal.App.4th 357; *Protect the Historic Amador Waterways v. Amador Water Agency* (2004) 116 Cal.App.4th at 1109; *San Franciscans Upholding the Downtown Plan v. City and County of San Francisco* (2002) 102 Cal.App.4th 656.

Revised 2016

Authority: Public Resources Code sections 21083 and 21083.09

Reference: Public Resources Code sections 21073, 21074, 21080.3.1, 21080.3.2, 21082.3/21084.2 and 21084.3

Exhibit "B"

CITY OF SUSANVILLE PROJECT FILE NO UP/RZ/GPA/IS#22-009, THOMPSON FAMILY TRUST, 70 SPACE RV PARK MITIGATION MEASURES

STATE CLEARING HOUSE NO 2023020169

The following mitigation measures shall be required in addition to any outlined conditions within the adopting resolution and mitigated negative declaration should the project be approved by the City of Susanville Planning Commission and City Council:

Mitigation Measure BIO-1:

Nesting Birds

Habitat suitable for nesting birds and raptors appear to occur within and adjacent to the proposed Project area. During construction, nesting migratory birds and raptors, if present, could be directly or indirectly impacted by land modification or vegetation removal activities. Direct impacts could include mortality, resulting from the operation of heavy equipment in an area containing an active nest with eggs or chicks. Indirect effects could include nest abandonment by adults in response to noise levels above ambient, human encroachment, or a reduction in food availability to young birds due to changes in feeding behavior by adults. Special status species known to nest within 1 mile of the project area include greater sandhill crane (*Antigone canadensis tabida*, state threatened) and bank swallow (*Riparia riparia*, state threatened). To avoid impacts to nesting birds and/or raptors protected under FGC sections 3503 and 3503.5 and the federal Migratory Bird Treaty Act, one of the following should be implemented:

- a. Vegetation removal and other ground-disturbance activities associated with construction should occur between September 1 and January 31, when birds are not nesting; or
- b. If vegetation removal or ground disturbance activities occur during the nesting season, a pre-construction nesting bird survey should be conducted by a qualified biologist to identify active nests in and adjacent to the Project area, no more than 7 days prior to the commencement of construction activities.

Surveys should begin prior to sunrise and continue until the entire Project area and adjacent suitable nesting habitat has been sufficiently surveyed for nests. The survey should consider acoustic impacts and line-of sight disturbances occurring as a result of the Project to determine a sufficient survey radius to maximize observations of nesting birds. A nesting bird survey report should be prepared and at a minimum, the report should include a description of the area surveyed, date and time of the survey, ambient conditions, bird species observed, a description of any active nests observed, any evidence of breeding behaviors (e.g., courtship, carrying nest materials or food, etc.), and a description of any outstanding conditions that may have impacted the survey results (e.g., weather conditions, excess noise, the presence of predators, etc.).

If an active nest is located during the preconstruction surveys, a non-disturbance buffer should be established around the nest by a qualified biologist in consultation with the Department and U.S. Fish and Wildlife Service to comply with FGC sections 3503 and 3503.5 and the Migratory Bird Treaty Act. Compliance measures may include, but are not limited to, exclusion buffers, sound-attenuation measures, seasonal work closures based on the known biology and life history of the species identified in the survey, as well as ongoing monitoring by biologists.

The nesting bird survey report should be submitted to the Department upon completion via email to R1CEQARedding@wildlife.ca.gov. The survey should be conducted no more than one week prior to the initiation of construction. If construction activities are delayed or suspended for more than one week after the pre-construction nesting bird survey, the site should be resurveyed.

Irrigation Ditches

Based on the Department's analysis of aerial mapping, the parcel has been altered and modified for agricultural purposes over the last decade. Jenson Slough runs along the northwestern parcel boundary and flows into Brockman Slough, which runs along the southern parcel boundary, where the sloughs intercept and flow into the Susan River. The Department recommends including a more detailed narrative about the surface connectivity of these irrigation ditches with direct connectivity to the Susan River, to determine if the Project activities are subject to Fish and Game Code section 1602. These irrigation ditches may provide, and be utilized, as suitable habitat for wildlife in the Susanville area, such as the Lahontan Mountain Sucker (*Catostomus lahontan*, state species of special concern). Land modification associated with construction activities may result in direct and/or indirect impacts to ditch habitat and/or the water quality within them.

The Project review package includes the use of bioswales. It appears the proposed Project will increase impervious surfaces therefore, the Department concurs with, and encourages, the implementation of bioswales to allow stormwater to percolate in the ground and prevent potential water quality impacts throughout the irrigation ditches mentioned above.

Lake or Streambed Alteration Agreement

Fish and Game Code section 1602 requires any person, state or local governmental agency, or public utility to notify CDFW prior to beginning any activity that may do one or more of the following:

1. substantially divert or obstruct the natural flow of the bed, channel, or bank of any river, stream or lake; or
2. substantially change or use any material from the bed, channel, or bank of any river, stream, or lake; or

3. deposit or dispose of debris, waste, or other material containing crumbled, flaked, or ground pavement where it may pass into any river, stream, or lake.

To obtain information about the 1600 Notification process, please access the Department's website at: <https://www.wildlife.ca.gov/Conservation/LSA>.

Lighting

The Department recognizes the adverse effects that artificial lighting has on birds and other nocturnal species. The effects are numerous and include impacts to singing and foraging behavior, reproductive behavior, navigation, and altered migration patterns. To minimize adverse effects of artificial light on wildlife, the Department recommends that lighting fixtures associated with the Project be downward facing, fully shielded, designed and installed to minimize photo-pollution and spillover of light onto adjacent wildlife habitat.

Trenching

If trenching will be included in Project activities, any open trench should be covered securely prior to stopping work each day and/or a wildlife exit ramp should be provided in the trench to prevent wildlife entrapment. If pipes are left out onsite, they should be inspected for wildlife prior to burying, capping, moving, or filling. The Department recommends a mitigation measure be developed and included in the final environmental document or project approval.

Native Vegetation in Landscaping

The Department recommends utilizing vegetation native to the local area in landscaping whenever possible. Benefits of utilizing native vegetation in landscaping include providing resources for native wildlife such as hummingbirds and beneficial pollinators, conserving water, reducing pesticide use, and reducing landscaping maintenance. The California Native Plant Society (CNPS) website (<https://www.cnps.org>) includes a variety of useful information and tools to help determine which native species occur in a particular area, information on care and maintenance of native species, and contacts for purchasing native plants or seeds. The CNPS tool Calscape (<https://calscape.org/>) generates a list of native plants that grow in an area based on a specific address, and can be used to develop a planting palette for landscaping plans. A search of Calscape returned a wide variety of plants native to the Project site and surrounding landscapes. For more information regarding the importance of using native species in landscaping, please see the CNPS Guidelines for Landscaping to Protect Native Vegetation from Genetic Degradation at: <https://www.cnps.org/wpcontent/uploads/2018/04/landscaping.pdf>

Mitigation Measure HAZ-1:

All spills or leakage of petroleum products during construction activities will be remediated in compliance with acceptable state and local regulations regarding cleanup and disposal of the contaminated release. The contaminated waste will be collected and disposed of at an appropriately licensed disposal or treatment facility. This measure will be incorporated into the project's storm water retention plan.

In addition, the project's soil report does not contain serpentines or ultramafic rocks and therefore, the potential for release of naturally occurring asbestos during construction activities is considered low to non-existent.

Mitigation Measure HAZ-2:

All spills or leakage of petroleum products after construction activities will be remediated in compliance with acceptable state and local regulations regarding cleanup and disposal of the contaminated release. The contaminated waste will be collected and disposed of at an appropriately licensed disposal or treatment facility. This measure will be incorporated into the project's storm water retention plan.

Mitigation Measure NOI-1:

A site analysis confirms that there will be occupied residences within one half (1/2) mile of the proposed Project at the time of construction. Prior to grading and building permit issuance, the City shall verify that the following notes are included on grading plans and building plans. Project contractors shall be required to ensure compliance with the notes and permit periodic inspection of the construction site by City staff or its designee for compliance. These notes shall also be specified in bid documents issued to prospective construction contractors.

- A) Whenever a construction site is within one half (1/2) mile of an occupied residence or residences, no construction activities shall be undertaken between the hours of 9 PM to 7 AM at any time.
- B) All construction equipment, fixed or mobile, shall be equipped with properly operating and maintained mufflers consistent with the manufacture's standards.
- C) The construction contractor shall locate equipment staging in areas that will create the greatest distance between construction-related noise sources and noise-sensitive receptors nearest to the project site during all project construction.
- D) No music or electronically reinforced speech from construction workers shall be audible at noise sensitive properties.

Mitigation Measure T-1:

Recreational Vehicles shall only enter and exit through the proposed Bella Way Recreational Vehicle Park Entrance. Access to Skyline Road shall only be allowed for emergency access to reduce potentially significant traffic impacts to a less than significant level. This requirement will relieve traffic and pedestrian conflicts of concern due to the access point on Skyline Road having a bike and pedestrian path adjoining the access point. Prohibiting non-emergency entry and exit of Recreational Vehicles on Skyline Road will also relieve the potential for traffic accidents between regular vehicular and freight traffic from the Recreational Vehicle Park. In addition, this mitigation measure would eliminate the need for a deceleration turning lane and preserve the existing bike and pedestrian paved path. Impacts are reduced to a less than significant level by implementing Mitigation Measure T-1 and no further mitigation is required.

PUBLIC NOTICE

NOTICE OF INTENTION TO ADOPT A MITIGATED NEGATIVE DECLARATION FOR THE THOMPSON FAMILY TRUST 70 SPACE RV PARK USE PERMIT/REZONE/GENERAL PLAN AMENDMENT/AND INITIAL STUDY FILE: UP/RZ/GPA/IS # 22-009

The City of Susanville City Council acting as the Lead Agency pursuant to the California Environmental Quality Act has prepared a Mitigated Negative Declaration (statement of no significant environmental effects with proper mitigation measures) and will receive public comments relating to the project listed below.

This Initial Study and Mitigated Negative Declaration (IS/MND **SCH#2023020169**) evaluates the environmental effects of the proposed project to allow a 70 space RV Park on a 10.19-acre parcel that is currently zoned C-M (Commercial Light Industrial Zoning District) with a General Plan designation of "*Light Industry or Business Park*" pursuant to the *City of Susanville General Plan 1990-2010*. Approximately 1.28 acres of the subject parcel is zoned O-S (Open Space) and while still a part of the project is not proposed to be rezoned because the land use classification is already acceptable for an RV Park with a Use Permit. The bulk of the project proposal requires a rezone and general plan amendment application which if approved would rezone the subject parcel from C-M to C-2 (General Commercial Shopping Center District) with a General Plan designation of *General Commercial/ Shopping Center*. The subject parcel has an Assessor's Parcel Number (APN) 116-470-018-000 and is located on Bella Way approximately 950 feet northwest of the intersection of Skyline Road and Johnstonville Road in Susanville CA. The subject parcel is bordered by the Jensen Slough on the western portion of the parcel, adjacent to Western Nevada Supply Company to the south, and JW Wood Company to the west.

The Mitigated Negative Declaration and its supporting documents are available for review at the City of Susanville's Community Development Department, 66 N. Lassen Street Susanville CA 96130, during normal business hours. The statutory review period for the document review ran from June 9, 2023, through July 9, 2023. Documents are available for public inspection at the Susanville Community Development Department 66 N. Lassen Street Susanville.

The City of Susanville City Council will hold a public hearing to consider the above-mentioned Mitigated Negative Declaration for the above-described project on Wednesday September 6, 2023, at 5:00 pm in the City Council Chambers located at 66 North Lassen Street Susanville CA 96130.

"If you challenge the City's action on this project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing.", Govt. Code 65009.

Any questions regarding the Mitigated Negative Declaration may be directed to Kelly Mumper at 530-252-5104 during normal business hours.

BY: Kelly Mumper, City Planner
FOR: City of Susanville Planning Department

To be published in legal section on August 24, 2023, in the Modoc Record.

ORDINANCE NO 23-1039
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING ZONE CHANGE NO UP/RZ/GP #22-009 FOR
THOMPSON FAMILY TRUST PROJECT AMENDING THE ZONING MAP
FOR THE CITY OF SUSANVILLE FROM C-M/O-S (COMMERCIAL-LIGHT
INDUSTRIAL/OPEN SPACE) TO C-2 (GENERAL COMMERCIAL/SHOPPING CENTER)

The City Council of the City of Susanville does hereby ordain as follows:

Section 1. That certain ZONING MAP OF THE CITY OF SUSANVILLE (referred to in Title 17, Section 17.04.070 of the ZONING ORDINANCE FOR THE CITY OF SUSANVILLE), is hereby amended to provide as follows:

One parcel of property commonly known as Assessor's Parcel No. 116-470-018-000, being more precisely described as follows:

All that real property situated in the County of Lassen, State of California, described as follows:

Parcel 2, as shown on that certain map entitled, "Parcel Map No. 04/022 for E. Dale & Linda Soule", filed September 29, 2006, in the office of the Lassen County Recorder in Book 41 of Maps, at Page 22. (APN 116-470-018-000).

And as shown on the attached map labeled Exhibit "D" is hereby zoned as a C-2 (General Commercial/Shopping Center) zone district, as established by Chapter 17.20 of the ZONING ORDINANCE FOR THE CITY OF SUSANVILLE.

Section 2. The City Clerk shall, within fifteen (15) days after its passage, cause this Ordinance to be published at least once in the *Modoc Record*, a newspaper of general circulation, printed, published, and circulated within the general area.

Section 3. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance, it being expressly declared that this ordinance and each section, subsection, sentence, clause or phrase hereof would have been prepared, proposed, adopted, approved and ratified irrespective of the fact that any one or more other sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Section 4. This Ordinance shall take effect upon the thirty-first day after its passage.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing ordinance was adopted at a regular meeting of the City Council of the City of Susanville held on the 6th day of September 2023, by the following vote:

AYES:
NOES:

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ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

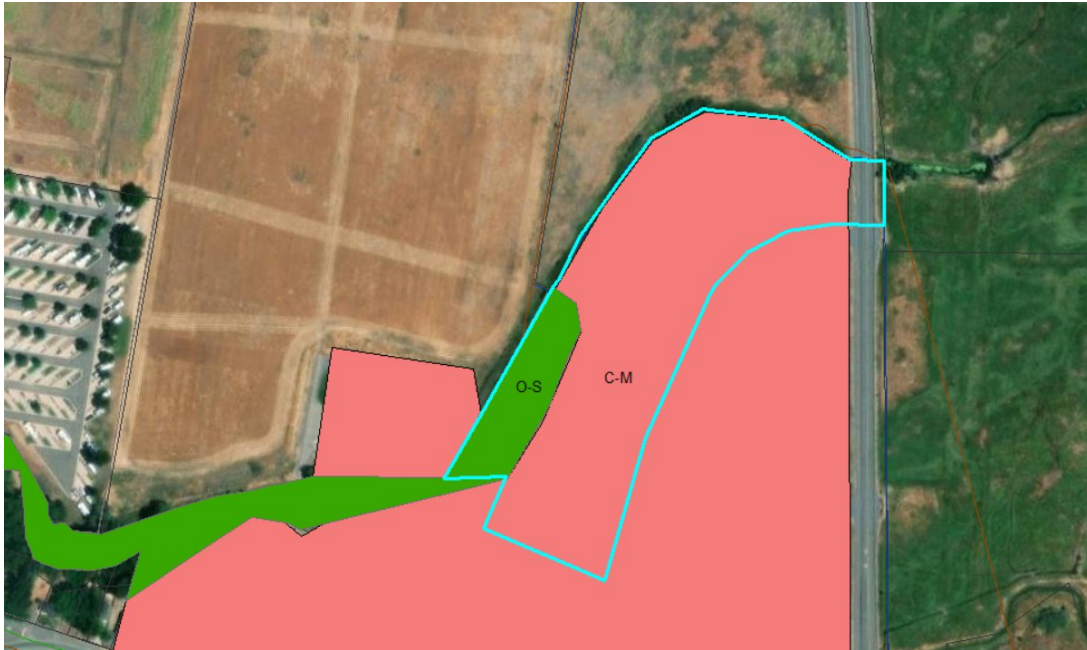
Margaret Long, City Attorney

Exhibit "D"

Existing and Proposed Zoning

Thompson Family Trust 70 Space RV Park

Existing Zoning C-M/O-S (Light Industrial District/Open Space District)



Proposed Zoning C-2 (General Commercial/Shopping Center)



Exhibit “E”

Existing and Proposed General Plan Designation

Thompson Family Trust 70 Space RV Park

Existing General Plan Designation (Light Industry/Business Park and Parks and Recreation)



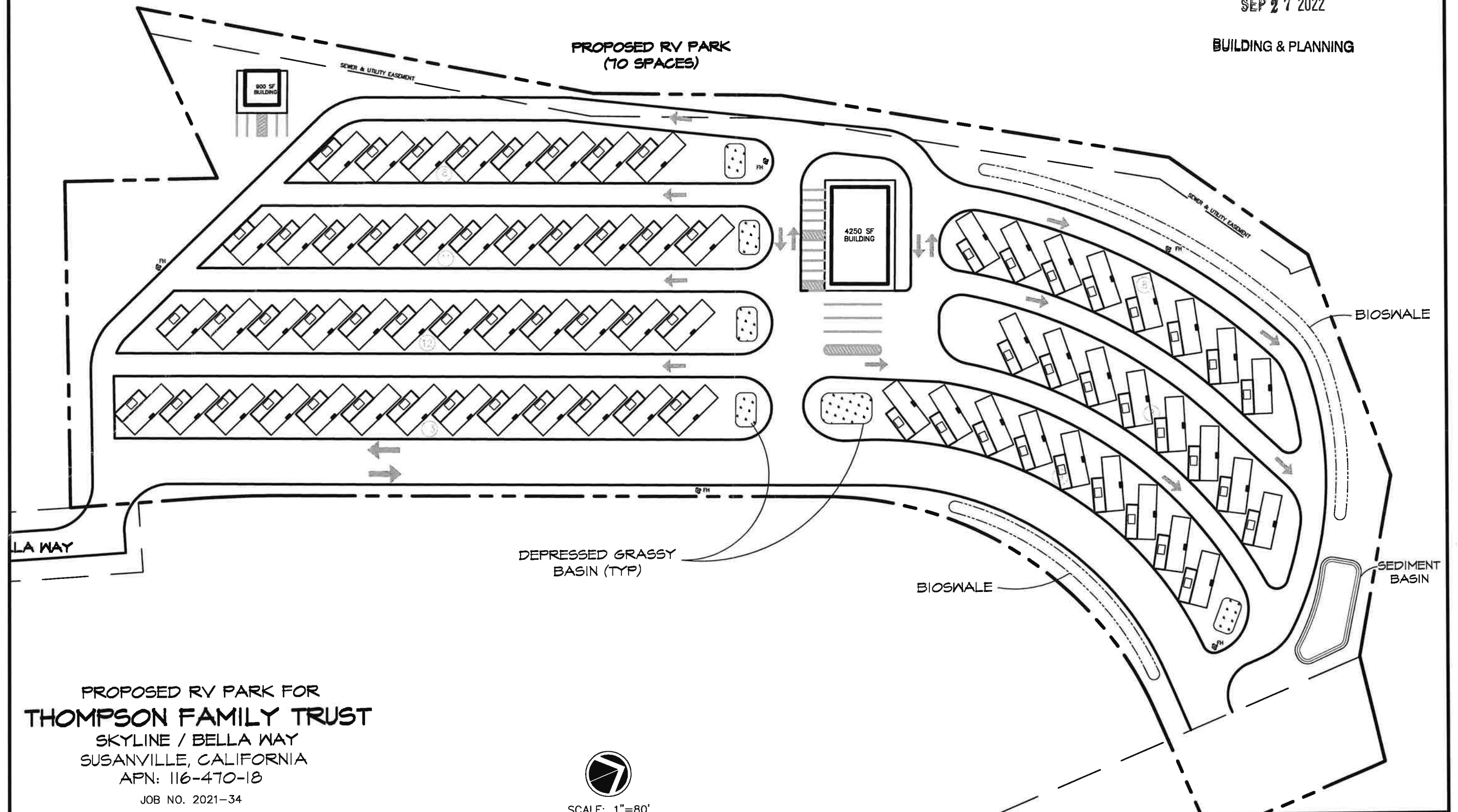
Proposed General Plan Designation (General Commercial/Shopping Center)



City of Susanville Received

SEP 27 2022

BUILDING & PLANNING



PLANNING APPLICATION



City of Susanville, Planning Division
66 North Lassen Street
Susanville, California 96130-3904
(530) 252-5117 / Fax (530) 257-4725

TYPE OR PRINT CLEARLY

Applicant THOMPSON FAMILY TRUST	Street Address 26810 PITTVILLE TOTTEN RD, MCARTHUR, CA 95056	City MCARTHUR	Zip Code 95056	Day Phone ()
Representative (if any) NST ENGINEERING, INC	Street Address 1495 RIVERSIDE DR., SUSANVILLE, CA 96130	City SUSANVILLE	Zip Code 96130	Day Phone (530) 257-5173
Property Owner	Street Address	City	Zip Code	Day Phone ()
Correspondence to be sent to: ☒ Applicant ☒ Representative ☐ Owner				

Project Address BELLA LANE			Assessor's Parcel No. 116-470-018
Existing Land Use VACANT	Site Acreage 10.19	Zoning C-M	General Plan
Description of proposed project (attach sheets if necessary)			
REZONE AND GENERAL PLAN AMENDMENT TO CONSTRUCT A ±70 UNIT RV PARK			

Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate. Signed <u>[Signature]</u> Date <u>8/16/22</u>	Property Owner/Authorized Agent: I have read this application and consent to its filing. Signed <u>[Signature]</u> Date <u>8/16/22</u>
--	---

TYPE OF APPLICATION	☐ Abandonment ☐ Administrative Permit ☒ Architectural & Site Plan Review ☐ Amendment/Appeal ☐ Design Review ☒ General Plan Amendment	☐ Home Occupation Permit ☐ Lot Line Adjustment ☐ Other _____ ☐ Parcel Map ☐ Planned Development District ☒ Rezoning	☐ Specific Plan ☐ Subdivision ☒ Use Permit ☐ Time Extension: Expiration Date _____ ☐ Zone Variance
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REQUIRED SUPPLEMENTAL INFORMATION	☒ Reproducible Site Plan; Use Permit, Administrative Permit, Site Plan Review, Variance ☒ Building Elevations: Use Permit, Site Plan Review, Planned Development ☒ Floor Plans: Planned Development, Use Permit ☐ Reproducible Tentative Subdivision Map (copies) ☐ Preliminary Title Report: Subdivision, Lot Split, Abandonment ☐ Subdivision Data Sheet: Subdivision, Planned Development	☐ Letters from Utility Companies: Abandonment ☐ Letter of Justification: Variance ☐ Home Occupation Permit Affidavit ☐ Legal Description: Lot Line Adjustment/Merger; Abandonment ☐ C C & R's ☐ Other _____
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FOR OFFICE USE ONLY	Application Number(s) <u>RZ/GPA/UP 2209</u>	Received By <u>Rme</u>	Date Application Received <u>8/30/22</u>
	Date Application Certified Complete <u>9/13/2022 km</u>	Staff Assigned <u>Kelly Mumper</u>	Redevelopment Area ☐ Yes ☒ No
	Fees Received/Receipt No. <u>9,081.00</u>		NOTES TO FILE
	Environmental Determination ☐ Categorically Exempt ☐ Negative Declaration ☐ EIR Required		

MAKE CHECKS PAYABLE TO CITY OF SUSANVILLE

Legal Description

Parcel 2, as shown on that certain map entitled, "Parcel Map No. 04/022 for E. Dale & Linda Soule", filed September 29, 2006, in the office of the Lassen County Recorder in Book 41 of Maps, at Page 22.

City of Susanville Received

AUG 01 2023

BUILDING & PLANNING



Noise Impact Study for the Thompson Family Trust 70 Space RV Park

The following report was prepared and administered by the City Planner to assess the potential impacts of traffic noise from Skyline Road on the proposed project. A total of (4) noise surveys were conducted by the City Planner at multiple locations that adjoin the proposed project site. The City Planner used a General DSM402SD Sound Level Meter Device to conduct all surveys.

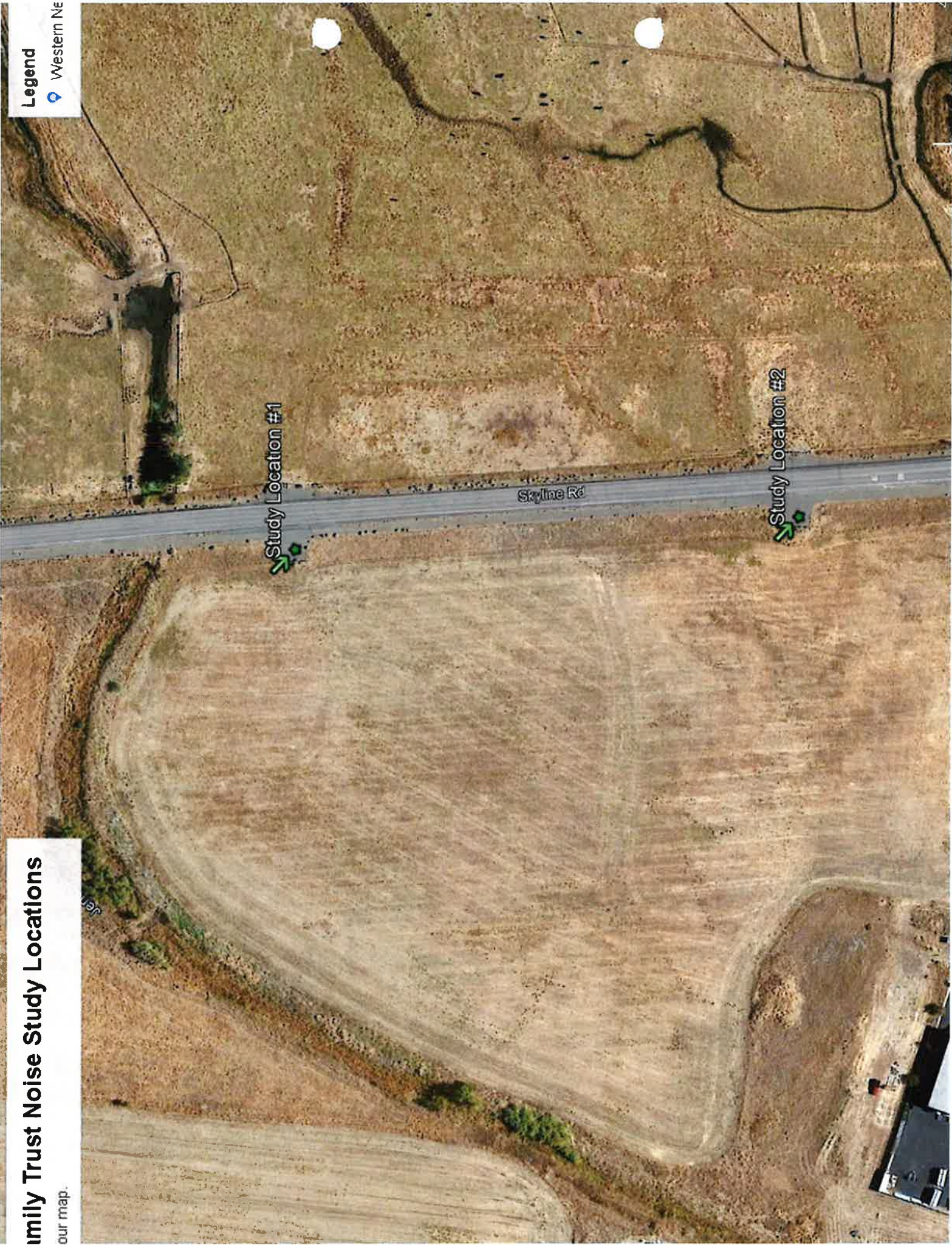
Please review the Survey Location Map provided for reference when consulting the data tables

Survey Location #1 April 24, 2023. 7:20 AM	Weather Conditions: Sunny- 42 Degrees	DBA	DBA	DBA	DBA	DBA	DBA Average
Car	50-60MPH	70.5	72.5	75.2	75	70.2	72.68 DBA
Light Truck	50-60MPH	75.1	72.8	71.8	76.5	82	75.64 DBA
Freight	50-60MPH	83	85	98	92	96	90.8 DBA

Survey Location #2 April 24, 2023. 8:04 AM	Weather Conditions: Sunny- 44 Degrees	DBA	DBA	DBA	DBA	DBA	DBA Average
Car	35-50MPH	70	71	70.3	74.4	73.1	71.76 DBA
Light Truck	35-50MPH	76.1	75.2	71.6	80	78.4	76.26 DBA
Freight	35-50MPH	82	89	93	85	87	87.2 DBA

Survey Location #1 April 26, 2023. 2:30 PM 245	Weather Conditions: Sunny- 44 Degrees	DBA	DBA	DBA	DBA	DBA	DBA Average
Car	50-60MPH	72	74	71	68	73	71.6
Light Truck	50-60MPH	75	73.6	75.4	76	75	75
Freight	50-60MPH	79.6	96	89.1	93.6	95.7	90.8

Survey Location #2 April 26, 2023. 3:30 PM	Weather Conditions: Sunny- 44 Degrees	DBA	DBA	DBA	DBA	DBA	DBA Average
Car		72.4	73.3	72	73.5	75	73.24
Light Truck		76	75	76	74	77	75.6
Freight		80	83.2	82	80.3	94.4	86.6
			95.1				



Emily Trust Noise Study Locations
our map.

Legend
Western Ne



CITY OF SUSANVILLE PLANNING DIVISION PROJECT & ENVIRONMENTAL QUESTIONNAIRE

This document will assist the Planning Divisions evaluation of the proposed project and its potential environmental impacts. Complete and accurate information will facilitate the City's environmental assessment of the project and will minimize future requests for additional information. Please contact the Planning Division at 66 N. Lassen Street, Susanville, CA 96130-3904, Phone: (530) 252-5117, Fax: (530) 257-4725, if you have any questions regarding this document, environmental review or your project. *Please attach additional sheets and/or information as necessary.*

I. GENERAL INFORMATION

A. Applicant' Statement of Intent and Description of Project: _____

THE OWNER INTENDS TO CONSTRUCT A ±70 SPACE RV PARK

RESTROOMS / SHOWER FACILITY

OFFICE / LAUNDRY / RECREATION ROOM / RESTROOMS

B. Common name of Proposed Project or Subdivision: _____

C. Property Owner's Name: THOMPSON FAMILY TRUST

Mailing Address: 26810 PITTVILLE TOTTEN ROAD, MCARTHUR, CA 95056

Telephone: Business (530) 335-5501 Home ()

Fax () E-Mail PERRY@HATCREEKCONSTRUCTION.COM

D. Applicant's Name/Authorized Representative: NST ENGINEERING, INC

Mailing Address: 1495 RIVERSIDE DRIVE, SUSANVILLE, CA 96130

Telephone: Business (530) 257-5173 Home ()

Fax () E-Mail NST@FRONTIERNET.NET

E. Applicant's Name/Authorized Representative: _____

Mailing Address: _____

Telephone: Business () Home ()

Fax () E-Mail _____

F. Who is Your Main Contact Person:

Name: NST ENGINEERING, INC
Mailing Address: 1495 RIVERSIDE DR., SUSANVILLE, CA 96130
Telephone: Business (530) 257-5173 Home ()
Fax () E-Mail NST@FRONTIERNET.NET

G. Would you like us to provide copies of correspondence (review comments, staff reports, approval letters, etc.) to persons on this application who are not the main contact person? ☒ YES ☐ NO
(check one). If no preference is given we will only correspond with the main contact person.

II. PROJECT SITE INFORMATION:

A. Physical Characteristics:

- 1. Address or Location: BELLA WAY / SKYLINE ROAD E
- 2. Assessor's Parcel Number: 116-470-018
- 3. Property Area: 427,620 square feet 10.19 acres
- 4. Site Dimensions: feet by feet

B. Land Use Characteristics

- 1. Current Land Use (check one): ☒ Undeveloped ☐ Developed
- 2. If developed, describe the existing land use:
- 3. Are there any existing structures on the project site? (If yes, include description, present use, proposed use, and square footage of all structures): NO
- 4. Will any structures be moved or demolished? NO
Please attach a plan showing the location of all existing structures on the project site and if they are to be moved or demolished. The plan should describe the age, condition, size and architectural style of all existing on-site structures. Photos of the existing structures should be included

C. Zoning Information: (Contact the Planning Department for this information)

- 1. Zoning District(s): C-M
- 2. General Plan Land Use Designation: LIGHT INDUSTRY/BUSINESS PARK
- 3. Proposed Zoning (if applicable): C-2
- 4. Proposed General Plan Land Use Designation (if applicable): GENERAL COMMERCIAL / SHOPPING CENTER

D. Adjacent Zoning and Existing Land Uses Within 300 Feet of the Project site: (Contact the Planning Department for this information)

	Zoning	Existing Land Use
North		VACANT (COUNTY)
South	C-M	COMMERCIAL
East	C-M	COMMERCIAL
West	C-M	COMMERCIAL

E. Environmental Settings:

1. Describe the project site's existing topography, soil stability, plant and animal life, scenic vistas, cultural, historical or archaeological resources or any other outstanding site characteristics: THE SITE HAS A SLIGHT SLOPE TO THE EAST. SOIL HAS BEEN DISTURBED DUE TO FARMING ACTIVITY. THE ANIMAL LIFE IS MINIMAL, RODENTS, BIRDS, ETC.
2. Will any significant views be obstructed by the project? (If yes, please describe): NO
3. What will the visual impact of the project be in relation to its location: PRESENT DEVELOPMENT TO THE SOUTH AND WEST WILL NOT BE AFFECTED ADVERSELY
4. Is the project in the vicinity of any historical or archaeological resources? (If yes, please describe): NONE TO OUR KNOWLEDGE
5. Vegetation:

a. Are there any trees, bushes or shrubs on the project site? (If yes, please describe location, size and species): NO TREES. SHRUBS AND BUSHES ARE MINIMAL

b. Will any trees, bushes or shrubs be removed or otherwise disturbed by the project? SOME BUSHES WILL BE REMOVED AS REQUIRED

c. Is any of the vegetation on the site wetlands or riparian (streamside) in nature? SOME ALONG JENSEN SLOUGH, NW PROPERTY LINE

L Sloughs not considered riparian / may
3 of 13 made

6. Are there any natural bodies of water, including intermittent bodies of water, within 300 feet of the project site? (If yes, please describe location and nature): NO

7. Is the project site within either of the following?
☐ Floodway ☐ 100-year floodplain ☐ 500-year floodplain

III, PROJECT INFORMATION:

NOTE: Check project type and proceed to and fill in the appropriate section then continue to Section IV.

☐ Residential Project ☒ Commercial/Industrial Project

A. RESIDENTIAL PROJECTS:

1. Type of residential project: _____
2. Is this a: ☐ subdivision (5 or more lots); ☐ Parcel Map (1-4 lots); ☐ Single Lot Development
3. Total number of lots: _____ Total number of dwelling units: _____
4. Total acreage: _____ Total dwelling units per acre: _____

BREAKDOWN OF PROPOSED RESIDENTIAL UNITS				
	Single Family	Duplex / Triplex/ Fourplex	Multi-Family Apartments	Multi-Family Condominiums
Number of Units				
Square Feet Per Unit				
For Sale or Rent				
Price Range				
Type of Unit				
Studio				
1 Bedroom				
2 Bedroom				
3 Bedroom				
4 + Bedroom				

5. Provide the type, number of stories, gross floor area (square feet), height and dimensions of all proposed structures: _____

6. What will be the finished floor elevation? _____

7. Will the finished floor be higher than the existing topography of the site? _____

8. What is the height of building appurtenances (measured from ground to highest point) such as antennas, mechanical equipment, and light poles? _____

9. Project Site Coverage:

Building Coverage:		(s.f.)		%
Landscaped Area:		(s.f.)		%
Paved Surface Area:		(s.f.)		%
Other ()::		(s.f.)		%
Total:		(s.f.)	100	%

10. Exterior Building Materials and Colors: _____

11. Roof Materials and Colors: _____

12. Total Number of Off Street Parking Spaces Provided: _____

(If off-street parking spaces are not on the project site, attach a recorded easement, a signed lease agreement or a letter of agency for off-site off-street parking spaces)

13. Type of exterior lighting proposed for the project (height, intensity, coverage, sheilding):

Building: _____

Parking: _____

14. Is the proposed project a component of an overall larger plan or project? (If yes please describe the overall project and its various pahses and show the overall project on a site plan.): _____

15. Estimated date to begin construction: _____
16. Estimated date to complete construction: _____

B. COMMERCIAL,INDUSTRIAL, MANUFACTURING, OR OTHER PROJECTS:

1. Type of project: PROPOSED ±69 UNIT RV PARK
2. Type of Use(s): _____

3. Customer Base (check one): ☒ Regional ☐ Citywide ☐ Neighborhood
4. Employee Base (check one): ☒ Regional ☐ Citywide ☐ Neighborhood
5. Overall Influence (check one): ☒ Regional ☐ Citywide ☐ Neighborhood
6. Days and Hours of Operation: 7 DAYS / WEEK, 24 HRS / DAY
7. Total Occupancy/Capacity of Building(s): 1 OCCUPANCY
8. Total Number of Fixed Seats: 0 Total Number of Employees: 5
Anticipated Number of Employees Per Shift: 3
9. Square footage of: Office Area _____s.f.; Warehouse Area _____s.f.;
Sales Area _____s.f.; Storage Area _____s.f.; Loading Area _____s.f.
10. Total Number of Visitors/Customers on site at any one time: 140
11. Other Occupants (If applicable): _____
12. Will the proposed use involve any toxic or hazardous materials or waste? (If yes, please explain): NO

13. Is this a: ☐ Subdivision (5 or more lots), ☒ Parcel Map (1-4 lots), or ☒ Single Lot Development (check one).

14. Total number of lots: 1 Total number of units: 70 RV SPACES

15. Total acreage: 10.19 Total units per acre:

16. Provide the type, number of stories, gross floor area (square feet), height and dimensions of all proposed structures: RESTROOM / SHOWER FACILITY: ±900 SF, ONE STORY, ±16 FT HIGH

OFFICE BUILDING: ±4,250 SF, ONE STORY, ±18 FT HIGH

17. What will be the finished floor elevation? TO BE DETERMINED

18. Will the finished floor be higher than the existing topography of the site? YES

19. What is the height of building appurtenances (measured from ground to highest point) such as antennas, mechanical equipment, and light poles? LIGHT POLES, ±20 FT

20. Project Site Coverage:

Building Coverage:	5,150	(s.f.)	1.2	%
Landscaped Area:	194,570	(s.f.)	45.5	%
Paved Surface Area:	228,320	(s.f.)	53.3	%
Other ():		(s.f.)		%
Total:	427,620	(s.f.)	100	%

11. Exterior Building Materials and Colors: TO BE DETERMINED

12. Roof Materials and Colors: TO BE DETERMINED

13. Total Number of Off Street Parking Spaces Provided: 70 AT RV SPACES, 12 AT OFFICE/RESTROOM

(If off-street parking spaces are not on the project site, attach a recorded easement, a signed lease agreement or a letter of agency for off-site off-street parking spaces)

14. Type of exterior lighting proposed for the project (height, intensity, coverage, sheilding):

Building: WALL MOUNTED LIGHTS ON BUILDING, CUT OFF LED LIGHT FIXTURES

Parking: ±24 FT HIGH POLES WITH CUT OFF LED LIGHT FIXTURES

15. Is the proposed project a component of an overall larger plan or project? (If yes please describe the overall project and its various phases and show the overall project on a site plan.): YES
REMAINDER OF SITE WILL BE DEVELOPED IN THE FUTURE. THERE ARE NO SPECIFIC PLANS AT THIS TIME
16. Estimated date to begin construction: OCTOBER 2022
17. Estimated date to complete construction: JUNE 2023

IV. ENVIRONMANTAL IMPACTS:

A. Surface Water runoff and Water Quantity:

1. Will the project alter exisrting drainage patterns on the site? ☐ Yes ☒ No (see #5 below)
2. Will the project increase the amount of surface water runoff leaving the site? Yes ☐ No (see #5 below)
3. Will surface water runoff from the site enter a stream, pond or other natrual drainage facility? ☐ Yes ☒ No (see #5 below)
4. Will the project affect ground waters in terms of quality or quantity? ☒ Yes ☐ No (see #5 below)
5. If you answered yes to any of the above, please explain the specific situation and any proposed water treatments: THE IMPERVIOUS SURFACES OF THE RV SPACES, PARKING SPACES,
CONCRETE PADS, AND ROADS WILL INCREASE STORM WATER RUNOFF BIOSWALES AND SEDIMENT
BASINS WILL BE USED TO REDUCE STORM RUNOFF PRIOR TO ENTERING NATURAL DRAINAGE FACILITIES
ADJACENT TO THE DEVELOPMENT

B. Traffic:

1. What street(s) provide primary access to the site? BELLA WAY AND SKYLINE ROAD E
2. Projected vehicle trips per day (see appendix for details regarding this calculation):
11 TRIPS / DAY / SPACE; 770 TRIPS/DAY
3. Projected truck trips per day: 5 / DAY
4. Proposed street improvements (if any): ACCESS ROADS AND DRIVEWAYS

C. Water Consumption:

- 1. Estimated gallons of water consumed per day (please see appendix for details regarding this calculation): 100 GAL / SPACE / DAY; ±7000 GAL / DAY
- 2. Source of Water: CITY WATER

D. Fire Protection:

- 1. What is the location of the fire hydrant(s) nearest the project site?
- 2. Are any new fire hydrants proposed? (If yes, please describe the proposed location): YES, TOTAL OF 5 ACROSS THE SITE
- 3. If new buildings are proposed, will sprinkler systems be installed? (Please describe): YES, BUSINESS OFFICE WILL HAVE FIRE SPRINKLERS
- 4. Type of building construction: VB WOOD FRAMED
- 5. Occupancy load: 45

E. Natural Gas Consumption:

- 1. Indicate the approximate number of gas appliances per residential unit:
Furnace, Water Heater, Range, Dryer
Number of residential units
- 2. Indicate the approximate number of gas appliances per commercial unit:
Furnace 3, Water Heater 3, Range 1, Dryer 4
Number of commercial units 1

F. Sewage Disposal:

- 1. Estimated amount (gallons per day) of sewage to be generated by the project (please see appendix for details regarding this calculation): (100GAL/SPACE)(70)+100(5150/1000)=7515 GAL/DAY
- 3. Describe the type of sewage to be generated: RESIDENTIAL WASTE
- 4. Will any special or unique sewage wastes be generated by this development? (If yes, please describe): NO

G. Solid Waste:

- 1. Amount of solid waste to be generated by this project (please see appendix for details regarding this calculation): (7.37LBS/DAY/SPACE)(70)+50(5150/500)=1030 LBS/DAY
- 2. Type(s) of solid waste to be generated: RESIDENTIAL WASTE
- 3. How will the solid waste be stored: DUMPSTER
- 4. Where will solid waste be disposed of: LOCAL C&S WASTE SYSTEM WILL TAKE TO COUNTY DUMP

H. Hazardous Waste Concerns:

- 1. Are there any buried tanks or riser pipes on the project site? (If yes, please describe location and nature): NO
- 2. Is there any evidence of surface contamination on the project site? (If yes, please describe location and nature): NO

I. Public Controversy:

- 1. Is there any known public controversy or individual objections related to the project or the project location? (If yes, please describe: NO

V. ATTESTATION:

As applicant/agent for this proposal, I hereby state that, to the best of my knowledge, the above answers and statements are true and complete.


Signature of Applicant/Agent

8/16/22
Date

Perry Thompson - owner
Print Name and title of Applicant/Agent

RESOLUTION NO. 23-1162
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUSANVILLE
RECOMMENDING TO THE CITY OF SUSANVILLE CITY COUNCIL ADOPTION OF A
MITIGATED NEGATIVE DECLARATION AS THE ENVIRONMENTAL DOCUMENT AND
RECOMMENDING APPROVAL OF A USE PERMIT TO ALLOW A 70 SPACE
RECREATIONAL VEHICLE PARK AND RESOLUTION AMENDING THE GENERAL PLAN
LAND USE ELEMENT DIAGRAM AND AN ORDINANCE REZONING 10.19 ACRES FROM
C-M/O-S TO C-2
FILE UP/RZ/GP#22-009

WHEREAS, The City of Susanville has received an application for a use permit and general plan amendment to the City of Susanville General Plan Land Use diagram changing the land use designation from Light Industry/Business Park to General Commercial/Shopping Center and rezoning from C-M/O-S to C-2, one parcel located on Bella Way approximately 950 feet northwest of the intersection of Skyline Road and Johnsonville Road, Assessor's Parcel Number 116-470-018-000; and

WHEREAS, the City completed an initial study for the project and identified potentially significant impacts that will require mitigation measures and a Mitigated Negative Declaration has been prepared as the environmental document for the project; and

WHEREAS, the Initial Study, draft Mitigated Negative Declaration, and Notice of Intention to Adopt the Mitigated Negative Declaration were distributed for public review pursuant to the provisions of Section 15073 of the California Environmental Quality Act (CEQA) with the public review period running from June 9, 2023 to July 9, 2023; and

WHEREAS, the Susanville Planning Commission at a public hearing held during its regular meeting on August 8, 2023, considered both written and oral comments presented concerning the proposed Mitigated Negative Declaration, Use Permit, proposed ordinance, and general plan amendment as required by City Code Section 17.112.20 E and;

NOW, THEREFORE, BE IT RESOLVED, the City of Susanville Planning Commission recommends that the City Council adopt the Mitigated Negative Declaration as included as Exhibit "A" to this resolution and made part hereof, as the environmental document for the project based on the following findings of fact:

- A) The initial study identified potentially significant impacts that could occur by the general plan amendment or amendments to the city's zoning map.
- B) Based on the mitigation measures required within the Mitigated Negative Declaration, potentially significant impacts will be reduced to a less than significant level and therefore there is no further significant evidence that would suggest that the project would have a significant impact on the environment.
- C) The mitigation measures required by the Mitigated Negative Declaration have been extrapolated from the environmental document and are shown in Exhibit "B" of this resolution.
- D) That the proposed General Plan amendment is consistent and compatible with the goals and policies of the General Plan and any implementation programs that may be affected.
- E) That the establishment, maintenance, or operation of the subject use, building or facilities applied for will not, under the circumstances of the particular use, with the conditions imposed thereon, be detrimental to or contrary to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood

- 1 of the proposed use and will not be injurious or detrimental to property or improvements
2 in the neighborhood or the general welfare of the city.
3 F) That the conditions imposed upon approval of this use are necessary to further the
4 public health, safety, peace comfort and general welfare of the city.
5 G) That the Mitigation Measures outlined in Exhibit "B" and any conditions outlined in the
6 Mitigated Negative Declaration are hereby incorporated by reference.

7 **AREA/ SITE SPECIFIC CONDITIONS**

- 8 1. Obtain building permits from the City Building Department for the proposed office,
9 bathroom, and grading work.
10 2. Curb and gutter, sidewalk, and drive approach phasing, may be allowed in
11 accordance with Susanville Municipal Code Chapter 12.20.030 partial installation.
12 3. Resolution 13-4932 requires consultation with City staff to determine appropriate
13 project drainage methodology. Based on preliminary review, storm water detention
14 treatment is required. Design Engineer must provide Site Drainage Plan for 25-year
15 storm detention sediment capture.
16 4. Right of way for Bella Way must comply with Susanville Municipal Code Chapter
17 12.20.030.
18 5. Prior to building permit issuance, the fire hydrant closest to Bella Way shall be in
19 service.
20 6. Knox Box keys shall be supplied to the Fire Department for the emergency only
21 access gates on Skyline Road.
22 7. Recreational Vehicle entry and exit to the Park shall only be permitted through Bella
23 Way with the proper encroachment permits from the City Public Works Department.
24 8. Any Access to the Recreational Vehicle Park proposed from Skyline Road shall be
25 for emergency access only and County Public Works permitting processes shall
26 apply.

27 **GENERAL**

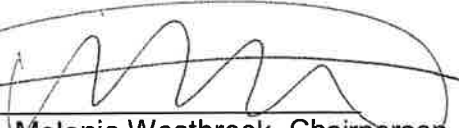
- 28 1. This permit will become null and void if the approved use has not begun within one year
from the date of adoption of this resolution unless an extension of the life of the permit is
approved by the Planning Commission. It is the applicant's responsibility to request an
extension within a reasonable time frame, if needed.
2. Approval of this Use Permit is contingent upon the establishment, maintenance, and
operation of the subject use not being detrimental or contrary to the health, safety,
peace, morals, comfort, and general welfare of persons residing or working in the
neighborhood of the proposed use.
3. Any modifications to the submitted Use Permit proposal after approval by the
Planning Commission shall require a new Use Permit application.

4. Compliance with Chapter 17.36 et seq. shall be required prior to a final inspection for the proposed office building and bathroom facility by the City of Susanville Building Inspector and City Planner.
5. Outdoor Trash Storage. All outside trash storage and collection facilities shall be enclosed by a solid masonry wall or view-obscuring fence at least one foot higher than the trash container.
6. A minimum of 12 passenger vehicle parking spaces shall be required as shown on the applicants submitted site plan dated August 30, 2022.
7. Compliance with Susanville Municipal Code Chapter 12.20.130 and Chapter 12.20.150.
8. Fire hydrants shall comply with Susanville Municipal Code Chapter 8.20.040.
9. Compliance with California Fire Code Part 24, Chapters 7 and 8.
10. If approved, the applicant shall be required to obtain any necessary permits to operate from the Department of Housing and Community Development.
11. Provide engineered building plans for all project phases designed by a licensed professional that follows the California Building Code.
12. Recreational Vehicles shall use Recreational Vehicle Park provided electricity during the non-permitted hours for backup power or gas generator use pursuant to the Susanville Municipal Code Title 9, Chapter 9.04.060(D).

BE IT FURTHER RESOLVED, the Planning Commission hereby recommends that the City Council adopts a Resolution amending the City's General Plan Land Use Element Diagram from Light Industry/Business Park and Parks and Recreation to General Commercial/Shopping Center and recommends that the City Council also approve an ordinance rezoning from C-M/O-S to C-2, one parcel identified as Assessors Parcel Number 116-470-018-000, as shown in Exhibit "C" of the Resolution, and also as shown in Exhibit "D" and Exhibit "E" .

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APPROVED:


Melanie Westbrook, Chairperson
Planning Commission
City of Susanville, State of California

ATTEST:


Heidi Whitlock, City Clerk
Secretary to the Planning Commission

The foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission of the City of Susanville, held on the 8th day of August 2023, by the following vote:

AYES: Merchant, DeBoer, Ardito and Westbrook

NOES: None

ABSENT: Jambois

ABSTAIN: None



Heidi Whitlock, City Clerk
Secretary to the Planning Commission

AGENDA ITEM NO. 7.B
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing Case # LN2023-001 and consider **Resolution No. 23-6177**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6178**, approving the recordation of a lien against real property at 1135 Brian Court.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 1135 Brian Court, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$5,237.13

COS2021-0001

- \$169.92
- \$100.00 Base Fine
- \$50.00 Late Payment Penalty
- \$19.92 Interest

COS2021-0002

- \$340.08
- \$200.00 Base Fine
- \$100.00 Late Payment Penalty
- \$40.08 Interest

COS2021-0003

- \$338.41
- \$200.00 Base Fine
- \$100.00 Late Payment Penalty
- \$38.41 Interest

COS2021-0004

- \$169.09
- \$100.00 Base Fine
- \$50.00 Late Payment Penalty
- \$19.09 Interest

COS2021-0006

- \$845.94
- \$500.00 Base Fine
- \$250.00 Late Payment Penalty
- \$95.94 Interest

COS2021-0007

- \$845.94
- \$500.00 Base Fine
- \$250.00 Late Payment Penalty
- \$95.94 Interest

COS2021-0008

- \$845.94
- \$500.00 Base Fine
- \$250.00 Late Payment Penalty

- \$95.94 Interest

COS2021-0009

- \$338.41
- \$200.00 Base Fine
- \$100.00 Late Payment Penalty
- \$38.41 Interest

COS2021-0010

- \$169.09
- \$100.00 Base Fine
- \$50.00 Late Payment Penalty
- \$19.09 Interest

COS2021-0011

- \$336.74
- \$200.00 Base Fine
- \$100.00 Late Payment Penalty
- \$36.74 Interest

COS2021-0012

- \$837.57
- \$500.00 Base Fine
- \$250.00 Late Payment Penalty
- \$87.57 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$5,237.13 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6177, approving cost report, and motion to approve the subsequent Resolution No. 23-6178, approving the recordation of a lien against real property at 1135 Brian Court.

ATTACHMENTS:

[Cost Report - 1135 Brian Court
23-6177.pdf](#)
[23-6178.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

The matter for which an administrative citation was issued for this specific matter was in accordance with provisions found in Chapter 8.52 of the municipal code. Chapter 8.52 as enacted by Ordinance 17-1011 provides a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions. The purpose of Chapter 8.52 is to provide minimum standards for the maintenance of property in the city.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the duty. The duty imposed by this section on an owner shall in no instance relieve those other people referred to herein from the same duty.

Except during permitted hours (7:00am – 9:00pm), no person within the city shall make or cause the making of or suffer or permit to be made upon any premises, owned, occupied, or controlled

by such person, any loud, unusual, penetrating, or boisterous noise, disturbance, or commotion, which shall cause discomfort or annoyance to a reasonable person of normal sensitiveness. Additionally, it is unlawful for any person with the city to start or operate, or cause to be started or operated, any gas, gasoline, kerosene, distillate, benzene, oil burning or other engine or motor within the city unless such engine or motor has device thereunto attached, in good working order, which shall at all times be in constant operation, to prevent excess or unusual or annoying noise from the exhaust of such motor or engine.

Approximate Parcel Size: Approximately 8,500 square feet.

Zoning: R-1 Single Family Residential

Administrative Citation Date Issued:

- COS2021-0001 – August 22, 2021
- COS2021-0002 – August 30, 2021
- COS2021-0003 – September 15, 2021
- COS2021-0004 – September 15, 2021
- COS2021-0006 – September 27, 2021
- COS2021-0007 – September 27, 2021
- COS2021-0008 – October 1, 2021
- COS2021-0009 – October 1, 2021
- COS2021-0010 – October 1, 2021
- COS2021-0011 – November 1, 2021
- COS2021-0012 – December 1, 2021

Appeal Filed: None filed. The applicant was afforded the opportunity to lodge a written protest, even though not timely, that would be considered by the Hearing Board (Planning Commission) and ultimately the City Council, on review, to whether or not the appeal would be heard when the appeal was not filed in accordance with provisions outlined in this code. The property owner has not filed a written appeal or protest.

Administrative Citation Appeal Hearing Date: N/A

Determination of Appeal Hearing: N/A

Violations Include:

- COS2021-0001
 - o 8.52.030(A)(3) SMC: Fence in disrepair
 - o 8.52.030(B)(2) SMC: Overgrown/Dead-Dying Vegetation
 - o 8.52.030(E)(6) SMC: Storage of car parts
 - o 9.04.060(A) SMC: Use of generator; unpermitted hours.
- COS2021-0002
 - o 9.04.060(A) SMC: Use of generator; unpermitted hours.
- COS2021-0003
 - o 8.52.030(A)(3) SMC: Fence in disrepair
 - o 8.52.030(B)(2) SMC: Overgrown/Dead-Dying Vegetation
 - o 8.52.030(E)(6) SMC: Storage of car parts
- COS2021-0004
 - o 8.52.030(A)(3) SMC: Fence in disrepair
 - o 8.52.030(B)(2) SMC: Overgrown/Dead-Dying Vegetation
 - o 8.52.030(E)(6) SMC: Storage of car parts
- COS2021-0006 – September 27, 2021
 - o 9.04.060(A) SMC: Use of generator, unpermitted hours
- COS2021-0007

- o 9.04.060(A) SMC: Use of generator, unpermitted hours
- COS2021-0008
 - o 8.52.030(A)(3) SMC: Fence in disrepair
 - o 8.52.030(B)(2) SMC: Overgrown/Dead-Dying Vegetation
 - o 8.52.030(E)(6) SMC: Storage of car parts
- COS2021-0009
 - o 8.52.030(A)(3) SMC: Fence in disrepair
 - o 8.52.030(B)(2) SMC: Overgrown/Dead-Dying Vegetation
 - o 8.52.030(E)(6) SMC: Storage of car parts
- COS2021-0010
 - o 8.52.030(M) SMC: Residence declared Public Nuisance
- COS2021-0011
 - o 8.52.030(M) SMC: Residence declared Public Nuisance
- COS2021-0012
 - o 8.52.030(M) SMC: Residence declared Public Nuisance

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2021-0001 • \$169.92	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$19.92 Interest
COS2021-0002 • \$340.08	• \$200.00 Base Fine • \$100.00 Late Payment Penalty • \$40.08 Interest
COS2021-0003 • \$338.41	• \$200.00 Base Fine • \$100.00 Late Payment Penalty • \$38.41 Interest
COS2021-0004 • \$169.09	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$19.09 Interest
COS2021-0006 • \$845.94	• \$500.00 Base Fine • \$250.00 Late Payment Penalty • \$95.94 Interest
COS2021-0007 • \$845.94	• \$500.00 Base Fine • \$250.00 Late Payment Penalty • \$95.94 Interest
COS2021-0008 • \$845.94	• \$500.00 Base Fine • \$250.00 Late Payment Penalty • \$95.94 Interest
COS2021-0009 • \$338.41	• \$200.00 Base Fine • \$100.00 Late Payment Penalty • \$38.41 Interest
COS2021-0010 • \$169.09	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$19.09 Interest

COS2021-0011 • \$336.74	• \$200.00 Base Fine • \$100.00 Late Payment Penalty • \$36.74 Interest
COS2021-0012 • \$837.57	• \$500.00 Base Fine • \$250.00 Late Payment Penalty • \$87.57 Interest

Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10) percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

1135 Brian Court
Susanville, California 96130

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$5,237.13 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen;
and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Michael Logan
1135 Brian Court
Susanville, California 96130

Michael Logan (Physical Posting)
1135 Brian Court
Susanville, California 96130

RESOLUTION NO. 23-6177
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE FINES
ISSUED AGAINST 1135 BRIAN COURT

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 1135 Brian Court, also known by assessors' parcel number 101-201-010-000 was subject to eleven administrative citations from August 2021 through December 2021; and

WHEREAS, the property owner, Michael Logan, did not lodge a timely request for an appeal of said citations within the prescribed 21-day window, and no other written protest was received for consideration by the appeal hearing board; and

WHEREAS, the amount of unpaid administrative fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$5,237.13.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves the cost report presented and orders the owner of 1135 Brian Court, APN 101-201-010-000, Michael Logan, to pay the total amount of \$5,237.13 and any future interest accrued.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6178
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY
AT 1135 BRIAN COURT (APN 101-201-010-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 1135 Brian Court, also known by assessors' parcel number 101-201-010-000 was subject to eleven administrative citations from August 2021 through December 2021; and

WHEREAS, the property owner, Michael Logan, did not lodge a timely request for an appeal of said citations within the prescribed 21-day window, and no other written protest was received for consideration by the appeal hearing board; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$5,237.13; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6177, the cost report and ordered the owner of 1135 Brian Court, APN 101-201-010-000, Michael Logan, to pay to the City of Susanville in the amount of \$5,237.13 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of Resolution No. 23-6178, with the Office of the Clerk-Recorder for the County of Lassen, and that such recordation shall constitute a lien against the real property located 1135 Brian Court, APN 101-201-010-000, owned by Michael Logan; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$5,237.13 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023, and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:

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ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 7.C
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-002 and consider **Resolution No. 23-6179**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6180**, approving the recordation of a lien against real property at 713 Cottage Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 713 Cottage Street, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$326.56

- COS2022-0004
 - \$100.00 Base Fine
 - \$50.00 Late Payment Penalty
 - \$13.28 Interest
- COS2022-0005
 - \$100.00 Base Fine
 - \$50.00 Late Payment Penalty
 - \$13.28 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$326.56 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6179, approving cost report, and motion to approve the subsequent Resolution No. 23-6180, approving the recordation of a lien against real property at 713 Cottage Street.

ATTACHMENTS:

[Cost Report - 713 Cottage Street](#)

[23-6180.pdf](#)

[23-6179.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

The matter for which an administrative citation was issued for this specific matter was in accordance with provisions found in Chapter 8.52 of the municipal code. Chapter 8.52 as enacted by Ordinance 17-1011 provides a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions. The purpose of Chapter 8.52 is to provide minimum standards for the maintenance of property in the city.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the duty. The duty imposed by this section on an owner shall in no instance relieve those other people referred to herein from the same duty.

Approximate Parcel Size: Approximately 11,500 square feet.

Zoning: UBD: Uptown Business District

Administrative Citation Date Issued:

- COS2022-0003 – February 24, 2022
- COS2022-0004 – February 24, 2022
- COS2022-0005 – February 24, 2022

Appeal Filed: Yes

Administrative Citation Appeal Hearing Date: April 26, 2022

Determination of Appeal Hearing: PC 22-1097 / CC 22-5995

- COS2022-0003 Canceled by Planning Commission
 - o Cancellation upheld by City Council
- COS2022-0004 Upheld by Planning Commission
 - o Upheld by City Council
- COS2022-0005 Upheld by Planning Commission
 - o Upheld by City Council

Violations Include:

- COS2022-0003
 - o 8.52.030(A)(1)(b) SMC: Broken windows
- COS2022-0004
 - o 8.52.030 (C) SMC: Inoperable vehicles.
- COS2022-0005
 - o 8.52.030(E)(6) SMC: Storage of car parts

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2022-0003 • \$0.00	• Canceled • Planning Commission Resolution No. 22-1097 • City Council Resolution No. 22-5995
COS2022-0004 • \$163.28	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$13.28 Interest
COS2022-0005 • \$163.28	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$13.28 Interest

Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10)

percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

971 Leah Circle
Reno, Nevada 89511

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$326.56 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen; and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Tezak Family Trust
971 Leah Circle
Reno, Nevada 89511

Tezak Family Trust (Physical Posting)
713 Cottage Street
Susanville, California 96130

William Tezak
803 Main Street
Susanville, California 96130

David Tezak
PO Box 2700
Fort Myers Beach, Florida 33932

RESOLUTION NO. 23-6180
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT
713 COTTAGE STREET (APN 103-321-020-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 713 Cottage Street, also known by assessors' parcel number 103-321-020-000 was subject to three administrative citations issued on February 24, 2022; and

WHEREAS, William Tezak, representing the Tezak Family Trust as the Trustee of the Trust appeared before the Administrative Appeal Hearing Board (Susanville Planning Commission) to appeal the issuance of said citations; and

WHEREAS, the Administrative Appeal Hearing Board recommended to the Susanville City Council, which was affirmed, to cancel COS2022-0003, and uphold COS2022-0004 and COS2022-0005; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$326.56; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6179, the cost report and ordered the owner of 713 Cottage Street, APN 103-321-020-000, The Tezak Family Trust, to pay to the City of Susanville in the amount of \$326.56 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of Resolution No. 23-6180, with the Office of the Clerk-Recorder for the County of Lassen, and that such recordation shall constitute a lien against the real property located 713 Cottage Street, APN 103-321-020-000, owned by Tezak Family Trust.

BE IT FURTHER RESOLVED that the amount of such lien shall be \$326.56 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023 and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

1 The foregoing resolution was adopted at a regular meeting of the City Council of the
2 City of Susanville, held on the 6th day of September 2023, by the following vote:

3 AYES:
4 NOES:
5 ABSENT:
6 ABSTAIN:

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Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6179
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE FINES ISSUED AGAINST
713 COTTAGE STREET

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 713 Cottage Street, also known by assessors' parcel number 103-321-020-000 was subject to three administrative citations issued on February 24, 2022; and

WHEREAS, William Tezak, representing the Tezak Family Trust as the Trustee of the Trust appeared before the Administrative Appeal Hearing Board (Susanville Planning Commission) to appeal the issuance of said citations; and

WHEREAS, the Administrative Appeal Hearing Board recommended to the Susanville City Council, which was affirmed, to cancel COS2022-0003, and uphold COS2022-0004 and COS2022-0005; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$326.56.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby approves the cost report presented to the city council and orders the property owner of 713 Cottage Street, APN 103-321-020-000, The Tezak Family Trust, to pay the total amount of \$326.56 and any future interest accrued.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

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APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-003 and consider **Resolution No. 23-6181**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6182**, approving the recordation of a lien against real property at 811 Cottage Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 811 Cottage Street, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$653.24

- COS2022-0006
 - \$200.00 Base Fine
 - \$100.00 Late Payment Penalty
 - \$26.68 Interest
- COS2022-0007
 - \$100.00 Base Fine
 - \$50.00 Late Payment Penalty
 - \$13.28 Interest
- COS2022-0008
 - \$100.00 Base Fine
 - \$50.00 Late Payment Penalty
 - \$13.28 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$653.24 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6181, approving cost report, and motion to approve the subsequent Resolution No. 23-6182, approving the recordation of a lien against real property at 811 Cottage Street.

ATTACHMENTS:

[Cost Report - 811 Cottage Street](#)

[23-6182.pdf](#)

[23-6181.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

The matter for which an administrative citation was issued for this specific matter was in accordance with provisions found in Chapter 8.52 of the municipal code. Chapter 8.52 as enacted by Ordinance 17-1011 provides a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions. The purpose of Chapter 8.52 is to provide minimum standards for the maintenance of property in the city.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the duty. The duty imposed by this section on an owner shall in no instance relieve those other people referred to herein from the same duty.

Approximate Parcel Size: Approximately 6,000 square feet.

Zoning: UBD: Uptown Business District

Administrative Citation Date Issued:

- COS2022-0006 – February 24, 2022
- COS2022-0007 – February 24, 2022
- COS2022-0008 – February 24, 2022

Appeal Filed: Yes

Administrative Citation Appeal Hearing Date: April 26, 2022

Determination of Appeal Hearing: PC 22-1097 / CC 22-5995

- COS2022-0006 Upheld by Planning Commission
 - o Upheld by City Council
- COS2022-0007 Upheld by Planning Commission
 - o Upheld by City Council
- COS2022-0008 Upheld by Planning Commission
 - o Upheld by City Council

Violations Include:

- COS2022-0006
 - o 8.52.030(E)(1) SMC: Trash/Debris
 - o 8.52.030(E)(6) SMC: Storage of car parts
- COS2022-0007
 - o 8.52.030 (C) SMC: Inoperable vehicles.
- COS2022-0008
 - o 17.40.030 SMC: Unpermitted land use in UBD

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2022-0006 • \$326.68	• \$200.00 Base Fine • \$100.00 Late Payment Penalty • \$26.68 Interest
COS2022-0007 • \$163.28	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$13.28 Interest
COS2022-0008 • \$163.28	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$13.28 Interest

Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10) percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

971 Leah Circle
Reno, Nevada 89511

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$653.24 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen; and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Caribbean Investments, Inc.
Attn: William M. Tezak, President
971 Leah Circle
Reno, Nevada 89511

Caribbean Investments, Inc.
Attn: William M. Tezak, President (Physical Posting)
811 Cottage Street
Susanville, California 96130

William Tezak
803 Main Street
Susanville, California 96130

RESOLUTION NO. 23-6182
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT 811
COTTAGE STREET (APN 103-323-015-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 811 Cottage Street, also known by assessors' parcel number 103-323-015-000 was subject to three administrative citations issued on February 24, 2022; and

WHEREAS, William Tezak, President of the Caribbean Investments Inc., appeared before the Administrative Appeal Hearing Board (Susanville Planning Commission) to appeal the issuance of said citations; and

WHEREAS, the Administrative Appeal Hearing Board recommended to the Susanville City Council, which was affirmed, uphold COS2022-0006, COS2022-0007 and COS2022-0008

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$653.24; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6181, the cost report and ordered the owner of 811 Cottage Street, APN 103-323-015-000, William M. Tezak, President of Caribbean Investments, Inc., to pay to the City of Susanville in the amount of \$653.24 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council orders the recordation of this resolution, Resolution No. 23-6182, with the Office of the Clerk-Recorder for the County of Lassen and that such recordation shall constitute a lien against the real property located 811 Cottage Street, APN 103-323-015-000, owned by Caribbean Investments, Inc.

BE IT FURTHER RESOLVED that the amount of such lien shall be \$653.24 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023 and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

1 The foregoing resolution was adopted at a regular meeting of the City Council of the
2 City of Susanville, held on the 6th day of September 2023, by the following vote:

3 AYES:
4 NOES:
5 ABSENT:
6 ABSTAIN:

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8 _____
Heidi Whitlock, City Clerk

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10 APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6181
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE FINES ISSUED
AGAINST 811 COTTAGE STREET

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 811 Cottage Street, also known by assessors' parcel number 103-323-015-000 was subject to three administrative citations issued on February 24, 2022; and

WHEREAS, William Tezak, President of the Caribbean Investments Inc., appeared before the Administrative Appeal Hearing Board (Susanville Planning Commission) to appeal the issuance of said citations; and

WHEREAS, the Administrative Appeal Hearing Board recommended to the Susanville City Council, which was affirmed, uphold COS2022-0006, COS2022-0007, and COS2022-0008; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$653.24

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby approves the cost report presented to the city council and orders the property owner of 811 Cottage Street, APN 103-323-015-000, Caribbean Investments, Inc., to pay the total amount of \$653.24 and any future interest accrued.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

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APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-004 and consider **Resolution No. 23-6183**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6184**, approving the recordation of a lien against real property at 50 South Gay Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 50 South Gay Street, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$326.56

- COS2022-0009
 - \$100.00 Base Fine
 - \$50.00 Late Payment Penalty
 - \$13.28 Interest
- COS2022-0011
 - \$100.00 Base Fine
 - \$50.00 Late Payment Penalty
 - \$13.28 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$326.56 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6183, approving cost report, and motion to approve the subsequent Resolution No. 23-6184, approving the recordation of a lien against real property at 50 South Gay Street.

ATTACHMENTS:

[Cost Report - 50 South Gay Street](#)

[23-6184.pdf](#)

[23-6183.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

The matter for which an administrative citation was issued for this specific matter was in accordance with provisions found in Chapter 8.52 of the municipal code. Chapter 8.52 as enacted by Ordinance 17-1011 provides a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions. The purpose of Chapter 8.52 is to provide minimum standards for the maintenance of property in the city.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the duty. The duty imposed by this section on an owner shall in no instance relieve those other people referred to herein from the same duty.

Approximate Parcel Size: Approximately 6,600 square feet.

Zoning: UBD: Uptown Business District

Administrative Citation Date Issued:

- COS2022-0009 – February 24, 2022
- COS2022-0010 – February 24, 2022
- COS2022-0011 – February 24, 2022

Appeal Filed: Yes

Administrative Citation Appeal Hearing Date: April 26, 2022

Determination of Appeal Hearing: PC 22-1097 / CC 22-5995

- COS2022-0009 Upheld by Planning Commission
 - o Upheld by City Council
- COS2022-0010 Canceled by Planning Commission
 - o Cancellation upheld by City Council
- COS2022-0011 Upheld by Planning Commission
 - o Upheld by City Council

Violations Include:

- COS2022-0009
 - o 17.40.030 SMC: Unpermitted use in UBD
- COS2022-0010
 - o 8.52.030 (A)(3) SMC: Dilapidated Fence.
- COS2022-0011
 - o 8.52.030(E)(2) SMC: Storage of junk

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2022-0009 • \$163.28	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$13.28 Interest
COS2022-0010 • \$0.00	• Canceled • Planning Commission Resolution No. 22-1097 • City Council Resolution No. 22-5995
COS2022-0011 • \$163.28	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$13.28 Interest

Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10) percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

971 Leah Circle
Reno, Nevada 89511

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$326.56 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen; and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Tezak Family Trust
971 Leah Circle
Reno, Nevada 89511

Tezak Family Trust (Physical Posting)
50 South Gay Street
Susanville, California 96130

William Tezak
803 Main Street
Susanville, California 96130

David Tezak
PO Box 2700
Fort Myers Beach, Florida 33932

RESOLUTION NO. 23-6184
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT
50 SOUTH GAY STREET (APN 103-321-017-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 50 South Gay Street, also known by assessors' parcel number 103-321-017-000 was subject to three administrative citations issued on February 24, 2022; and

WHEREAS, William Tezak, representing the Tezak Family Trust as the Trustee of the Trust appeared before the Administrative Appeal Hearing Board (Susanville Planning Commission) to appeal the issuance of said citations; and

WHEREAS, the Administrative Appeal Hearing Board recommended to the Susanville City Council, which was affirmed, to cancel COS2022-0010, and uphold COS2022-0009 and COS2022-0010; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$326.56; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6183, the cost report and ordered the owner of 50 South Gay Street, APN 103-321-017-000, The Tezak Family Trust, to pay to the City of Susanville in the amount of \$326.56 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of Resolution No. 23-6184, with the Office of the Clerk-Recorder for the County of Lassen, and that such recordation shall constitute a lien against the real property located 50 South Gay Street, APN 103-321-017-000, owned by Tezak Family Trust; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$326.56 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023, and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

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The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6183
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE FINES ISSUED
AGAINST 50 SOUTH GAY STREET

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 50 South Gay Street, also known by assessors' parcel number 103-321-017-000 was subject to three administrative citations issued on February 24, 2022; and

WHEREAS, William Tezak, representing the Tezak Family Trust as the Trustee of the Trust appeared before the Administrative Appeal Hearing Board (Susanville Planning Commission) to appeal the issuance of said citations; and

WHEREAS, the Administrative Appeal Hearing Board recommended to the Susanville City Council, which was affirmed, to cancel COS2022-0010, and uphold COS2022-0009 and COS2022-0011; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$326.56.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby approves the cost report presented to the City Council and orders the property owner of 50 South Gay Street, APN 103-321-017-000, The Tezak Family Trust, to pay the total amount of \$326.56 and any future interest accrued.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 7.F
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-005 and consider **Resolution No. 23-6185**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6186**, approving the recordation of a lien against real property at 610 Juniper Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 610 Juniper Street, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$313.28

- COS2023-0001
 - \$100.00 Base Fine
 - \$50.00 Late Payment Penalty
 - \$6.64 Interest
- COS2023-0002
 - \$100.00 Base Fine
 - \$50.00 Late Payment Penalty
 - \$6.64 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$313.28 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6185, approving cost report, and motion to approve the subsequent Resolution No. 23-6186, approving the recordation of a lien against real property at 610 Juniper Street.

ATTACHMENTS:

[Cost Report - 610 Juniper Street](#)

[23-6186.pdf](#)

[23-6185.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

6.08.010(A) SMC: It is unlawful for any person who owns, keeps, harbors, or cares for any dog to permit such dog to run at large from the premises used and occupied by said person for residential or business purposes unless such dog is under restraint.

6.08.020(A) SMC: All dogs on attaining the age of four months that are kept, harbored, or maintained by their owners in the city shall be licensed hereunder, and failure to do so is unlawful.

6.08.140 SMC: It is unlawful for the owner of any dog to keep or maintain such dog unless it shall have been vaccinated by a licensed veterinarian with anti-rabies vaccine.

Approximate Parcel Size: N/A

Zoning: N/A

Administrative Citation Date Issued:

- COS2023-0001 – January 6, 2023
- COS2023-0002 – January 6, 2023

Appeal Filed: No

Administrative Citation Appeal Hearing Date: N/A

Determination of Appeal Hearing: N/A

Violations Include:

- COS2023-0001
 - o 6.08.010(A) SMC: Dog at Large
 - o 6.08.020(A) SMC: Unlicensed Dog
 - o 6.08.140 SMC: Proof of Rabies Vaccine
- COS2023-0002
 - o 6.08.010(A) SMC: Dog at Large
 - o 6.08.020(A) SMC: Unlicensed Dog
 - o 6.08.140 SMC: Proof of Rabies Vaccine

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2023-0001 • \$156.64	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$6.64 Interest
COS2023-0002 • \$156.64	• \$100.00 Base Fine • \$50.00 Late Payment Penalty • \$6.64 Interest

Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10) percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

610 Juniper Street
Susanville, California 96130

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$313.28 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen; and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Trae Wallace
610 Juniper Street
Susanville, California 96130

Trae Wallace (Physical Posting)
610 Juniper Street
Susanville, California 96130

RESOLUTION NO. 23-6186
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY
AT 610 JUNIPER STREET (APN 107-121-003-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, which enacted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations for violations of the Susanville Municipal Code; and

WHEREAS, the real property owner, Trae Wallace, of 610 Juniper Street, also known by assessors' parcel number 107-121-003-000 was subject to two administrative citations issued on January 6, 2023 for violations relating to the keeping of dogs within the city; and

WHEREAS, the property owner, Trae Wallace, did not lodge a timely request for an appeal of said citations within the prescribed 21-day window; and

WHEREAS, the amount of unpaid administrative fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$313.28; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6185, the cost report and ordered the owner of 610 Juniper Street, APN 107-121-003-000, Trae Wallace, to pay to the City of Susanville in the amount of \$313.28 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of Resolution No. 23-6186, with the Office of the Clerk-Recorder for the County of Lassen, and that such recordation shall constitute a lien against the real property located 610 Juniper Street, APN 107-121-003-000, owned by Trae Wallace; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$313.28 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023, and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:

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ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____

Margaret Long, City Attorney

RESOLUTION NO. 23-6185
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE FINES ISSUED
AGAINST 610 JUNIPER STREET

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, which enacted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations for violations of the Susanville Municipal Code; and

WHEREAS, the real property owner, Trae Wallace, of 610 Juniper Street, also known by assessors' parcel number 107-121-003-000 was subject to two administrative citations issued on January 6, 2023 for violations relating to the keeping of dogs within the city; and

WHEREAS, the property owner, Trae Wallace, did not lodge a timely request for an appeal of said citations within the prescribed 21-day window; and

WHEREAS, the amount of unpaid administrative fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$313.28.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby approves the cost report presented to the city council and orders the owner of 610 Juniper Street, APN 107-121-003-000, Trae Wallace, to pay the total amount of \$313.28 and any future interest accrued.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 7.G
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-006 and consider **Resolution No. 23-6187**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6188**, approving the recordation of a lien against real property at 713 Cottage Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 713 Cottage Street, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$1,146.68

- COS2023-0003
 - \$100.00 Base Fine
 - \$40.00 Late Payment Penalty
 - \$3.32 Interest
- COS2023-0010
 - \$200.00 Base Fine
 - \$80.00 Late Payment Penalty
 - \$6.68 Interest
- COS2023-0017
 - \$500.00 Base Fine
 - \$200.00 Late Payment Penalty
 - \$16.68 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$1,146.68 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6187, approving cost report, and motion to approve the subsequent Resolution No. 23-6188, approving the recordation of a lien against real property at 713 Cottage Street.

ATTACHMENTS:

[Cost Report - 713 Cottage Street
23-6187.pdf](#)
[23-6188.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

The matter for which an administrative citation was issued for this specific matter was in accordance with provisions found in Chapter 8.52 of the municipal code. Chapter 8.52 as enacted by Ordinance 17-1011 provides a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions. The purpose of Chapter 8.52 is to provide minimum standards for the maintenance of property in the city.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the duty. The duty imposed by this section on an owner shall in no instance relieve those other people referred to herein from the same duty.

In addition to Chapter 8.52, Chapter 8.32 provides for the administrative nuisance abatement process which is intended to enable the city to respond effectively to public nuisances in order

to maintain and protect the public peace, safety, welfare, and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public nuisance by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances.

Chapter 8.52 violations are encapsulated by Chapter 8.32, specifically, by Section 8.32.050 (C)(4) SMC which allows for an enforcement official to utilize both sections of code for the same purposes of beginning an administrative code enforcement case against a violating property.

Approximate Parcel Size: Approximately 11,500 square feet.

Zoning: UBD: Uptown Business District

Administrative Citation Date Issued:

- COS2023-0003 – April 5, 2023
- COS2023-0010 – April 7, 2023
- COS2022-0005 – April 11, 2023

Appeal Filed: No

Administrative Citation Appeal Hearing Date: N/A

Determination of Appeal Hearing: N/A

Violations Include:

- COS2023-0003
 - o 8.32.050(C)(1) SMC: Accumulation of visible junk
 - o 8.32.050 (C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(1)(a) SMC: Broken Windows
 - 8.52.030(C)(2) SMC: Unsightly parking lot
 - 8.52.030(C)(4) SMC: Inoperable vehicles
 - 8.52.030(C)(5) SMC: Dismantled vehicles
 - 8.52.030(D) SMC: Attractive nuisance
 - 8.52.030(E)(1) SMC: Trash and Debris
 - 8.52.030(E)(2) SMC: Household items stored outdoors
 - 8.52.030(G) SMC: Excessive accumulation of oil/driveway
 - o 8.32.050(C)(5) SMC: Outside storage of vehicle/parts/etc.
 - o 17920.3(a)(16) H&S: Lack of adequate garbage storage/removal
- COS2023-0010
 - o 8.32.050(C)(1) SMC: Accumulation of visible junk
 - o 8.32.050 (C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(1)(a) SMC: Broken Windows
 - 8.52.030(C)(2) SMC: Unsightly parking lot
 - 8.52.030(C)(4) SMC: Inoperable vehicles
 - 8.52.030(C)(5) SMC: Dismantled vehicles
 - 8.52.030(D) SMC: Attractive nuisance
 - 8.52.030(E)(1) SMC: Trash and Debris
 - 8.52.030(E)(2) SMC: Household items stored outdoors
 - 8.52.030(G) SMC: Excessive accumulation of oil/driveway
 - o 8.32.050(C)(5) SMC: Outside storage of vehicle/parts/etc.
 - o 17920.3(a)(16) H&S: Lack of adequate garbage storage/removal
- COS2023-0017

- o 8.32.050(C)(1) SMC: Accumulation of visible junk
- o 8.32.050 (C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(1)(a) SMC: Broken Windows
 - 8.52.030(C)(2) SMC: Unsightly parking lot
 - 8.52.030(C)(4) SMC: Inoperable vehicles
 - 8.52.030(C)(5) SMC: Dismantled vehicles
 - 8.52.030(D) SMC: Attractive nuisance
 - 8.52.030(E)(1) SMC: Trash and Debris
 - 8.52.030(E)(2) SMC: Household items stored outdoors
 - 8.52.030(G) SMC: Excessive accumulation of oil/driveway
- o 8.32.050(C)(5) SMC: Outside storage of vehicle/parts/etc.
- o 17920.3(a)(16) H&S: Lack of adequate garbage storage/removal

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2023-0003 • \$143.32	• \$100.00 Base Fine • \$40.00 Late Payment Penalty • \$3.32 Interest
COS2023-0010 • \$286.68	• \$200.00 Base Fine • \$80.00 Late Payment Penalty • \$6.68 Interest
COS2023-0017 • \$716.68	• \$500.00 Base Fine • \$200.00 Late Payment Penalty • \$16.68 Interest

Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10) percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

971 Leah Circle
 Reno, Nevada 89511

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$1,146.68 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen;
and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Tezak Family Trust
971 Leah Circle
Reno, Nevada 89511

Tezak Family Trust (Physical Posting)
713 Cottage Street
Susanville, California 96130

William Tezak
803 Main Street
Susanville, California 96130

David Tezak
PO Box 2700
Fort Myers Beach, Florida 33932

RESOLUTION NO. 23-6188
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT
713 COTTAGE STREET (APN 103-321-020-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 713 Cottage Street, also known by assessors' parcel number 103-321-020-000 was subject to three administrative citations issued on April 12, 2023, for violation observed on April 5, 2023, April 7, 2023, and April 11, 2023, respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$1,146.68, with no appeal received by the Tezak Family Trust; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6187, the cost report and ordered the owner of 713 Cottage Street, APN 103-321-020-000, The Tezak Family Trust, to pay to the City of Susanville in the amount of \$1,146.68 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of Resolution No. 23-6188, with the Office of the Clerk-Recorder for the County of Lassen, and that such recordation shall constitute a lien against the real property located 713 Cottage Street, APN 103-321-020-000, owned by Tezak Family Trust; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$1,146.68 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023, and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 7.H
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-007 and consider **Resolution No. 23-6189**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6190**, approving the recordation of a lien against real property at 50 South Gay Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 50 South Gay Street, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$1,146.68

- COS2023-0004
 - \$100.00 Base Fine
 - \$40.00 Late Payment Penalty
 - \$3.32 Interest
- COS2023-011
 - \$200.00 Base Fine
 - \$80.00 Late Payment Penalty
 - \$6.68 Interest
- COS2023-0018
 - \$500.00 Base Fine
 - \$200.00 Late Payment Penalty
 - \$16.68 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$1,146.68 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6189, approving cost report, and motion to approve the subsequent Resolution No. 23-6190, approving the recordation of a lien against real property at 50 South Gay Street.

ATTACHMENTS:

[Cost Report - 50 South Gay Street](#)

[23-6189.pdf](#)

[23-6190.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

The matter for which an administrative citation was issued for this specific matter was in accordance with provisions found in Chapter 8.52 of the municipal code. Chapter 8.52 as enacted by Ordinance 17-1011 provides a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions. The purpose of Chapter 8.52 is to provide minimum standards for the maintenance of property in the city.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the duty. The duty imposed by this section on an owner shall in no instance relieve those other people referred to herein from the same duty.

In addition to Chapter 8.52, Chapter 8.32 provides for the administrative nuisance abatement process which is intended to enable the city to respond effectively to public nuisances in order

to maintain and protect the public peace, safety, welfare, and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public nuisance by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances.

Chapter 8.52 violations are encapsulated by Chapter 8.32, specifically, by Section 8.32.050 (C)(4) SMC which allows for an enforcement official to utilize both sections of code for the same purposes of beginning an administrative code enforcement case against a violating property.

Approximate Parcel Size: Approximately 6,600 square feet.

Zoning: UBD: Uptown Business District

Administrative Citation Date Issued:

- COS2023-0004 – April 5, 2023
- COS2023-0011 – April 7, 2023
- COS2023-0018 – April 11, 2023

Appeal Filed: No

Administrative Citation Appeal Hearing Date: N/A

Determination of Appeal Hearing: N/A

Violations Include:

- COS2023-0004
 - o 8.32.050(C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(1)(a) SMC: Broken window
 - 8.52.030(I) SMC: Graffiti
 - 8.52.030(J) SMC: Unapproved sign
 - 8.52.030(K) SMC: Sign/injurious to public
- COS2023-0011
 - 8.52.030(A)(1)(a) SMC: Broken window
 - 8.52.030(I) SMC: Graffiti
 - 8.52.030(J) SMC: Unapproved sign
 - 8.52.030(K) SMC: Sign/injurious to public
- COS2023-0018
 - 8.52.030(A)(1)(a) SMC: Broken window
 - 8.52.030(I) SMC: Graffiti
 - 8.52.030(J) SMC: Unapproved sign
 - 8.52.030(K) SMC: Sign/injurious to public

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2023-0004 • \$143.32	• \$100.00 Base Fine • \$40.00 Late Payment Penalty • \$3.32 Interest
COS2023-0011 • \$286.68	• \$200.00 Base Fine • \$80.00 Late Payment Penalty • \$6.68 Interest
COS2023-0018	• \$500.00 Base Fine

• \$716.68	• \$200.00 Late Payment Penalty • \$16.68 Interest
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Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10) percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

971 Leah Circle
Reno, Nevada 89511

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$1,146.68 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen; and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Tezak Family Trust
971 Leah Circle
Reno, Nevada 89511

Tezak Family Trust (Physical Posting)
50 South Gay Street
Susanville, California 96130

William Tezak
803 Main Street
Susanville, California 96130

David Tezak
PO Box 2700
Fort Myers Beach, Florida 33932

RESOLUTION NO. 23-6189
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE FINES ISSUED
AGAINST 50 SOUTH GAY STREET

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 50 South Gay Street, also known by assessors' parcel number 103-321-017-000 was subject to three administrative citations issued on April 12, 2023, for violations observed on April 5, 2023, April 7, 2023, and April 11, 2023, respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$1,146.68, with no appeal received by the Tezak Family Trust.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby approves the cost report presented to the city council and orders the property owner of 50 South Gay Street, APN 103-321-017-000, The Tezak Family Trust, to pay the total amount of \$1,146.68 and any future interest accrued.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6190
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT 50 SOUTH
GAY STREET (APN 103-321-017-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 50 South Gay Street, also known by assessors' parcel number 103-321-017-000 was subject to three administrative citations issued on April 12, 2023 for violations observed on April 5, 2023, April 7, 2023, and April 11, 2023 respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$1,146.68, with no appeal received by the Tezak Family Trust; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6189, the cost report and ordered the owner of 50 South Gay Street, APN 103-321-017-000, The Tezak Family Trust, to pay to the City of Susanville in the amount of \$1,146.68 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of Resolution No. 23-6190, with the Office of the Clerk-Recorder for the County of Lassen, and that such recordation shall constitute a lien against the real property located 50 South Gay Street, APN 103-321-017-000, owned by Tezak Family Trust; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$1,146.68 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023, and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 7.I
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-008 and consider **Resolution No. 23-6191**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6192**, approving the recordation of a lien against real property at 811 Cottage Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 811 Cottage Street, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$1,146.68

- COS2023-0005
 - \$100.00 Base Fine
 - \$40.00 Late Payment Penalty
 - \$3.32 Interest
- COS2023-012
 - \$200.00 Base Fine
 - \$80.00 Late Payment Penalty
 - \$6.68 Interest
- COS2023-0019
 - \$500.00 Base Fine
 - \$200.00 Late Payment Penalty
 - \$16.68 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$1,146.68 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6191, approving cost report, and motion to approve the subsequent Resolution No. 23-6192, approving the recordation of a lien against real property at 811 Cottage Street.

ATTACHMENTS:

[Cost Report - 811 Cottage Street
23-6191.pdf](#)
[23-6192.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

The matter for which an administrative citation was issued for this specific matter was in accordance with provisions found in Chapter 8.52 of the municipal code. Chapter 8.52 as enacted by Ordinance 17-1011 provides a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions. The purpose of Chapter 8.52 is to provide minimum standards for the maintenance of property in the city.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the duty. The duty imposed by this section on an owner shall in no instance relieve those other people referred to herein from the same duty.

In addition to Chapter 8.52, Chapter 8.32 provides for the administrative nuisance abatement process which is intended to enable the city to respond effectively to public nuisances in order

to maintain and protect the public peace, safety, welfare, and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public nuisance by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances.

Chapter 8.52 violations are encapsulated by Chapter 8.32, specifically, by Section 8.32.050 (C)(4) SMC which allows for an enforcement official to utilize both sections of code for the same purposes of beginning an administrative code enforcement case against a violating property.

Approximate Parcel Size: Approximately 6,000 square feet.

Zoning: UBD: Uptown Business District

Administrative Citation Date Issued:

- COS2023-0005 – April 5, 2023
- COS2023-0012 – April 7, 2023
- COS2023-0019 – April 11, 2023

Appeal Filed: No

Administrative Citation Appeal Hearing Date: N/A

Determination of Appeal Hearing: N/A

Violations Include:

- COS2023-0005
 - o 8.32.050(C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(4) SMC: Railing for walkway
 - 8.52.030(E)(1) SMC: Trash/Debris
 - 8.52.030 (E)(3) SMC: Household items in view
 - 8.52.030(K) SMC: Structure in required setbacks
- COS2023-0012
 - o 8.32.050(C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(4) SMC: Railing for walkway
 - 8.52.030(E)(1) SMC: Trash/Debris
 - 8.52.030 (E)(3) SMC: Household items in view
 - 8.52.030(K) SMC: Structure in required setbacks
- COS2023-0019
 - o 8.32.050(C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(4) SMC: Railing for walkway
 - 8.52.030(E)(1) SMC: Trash/Debris
 - 8.52.030 (E)(3) SMC: Household items in view
 - 8.52.030(K) SMC: Structure in required setbacks

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2023-0005 • \$143.32	• \$100.00 Base Fine • \$40.00 Late Payment Penalty • \$3.32 Interest
COS2023-0012 • \$286.68	• \$200.00 Base Fine • \$80.00 Late Payment Penalty

	• \$6.68 Interest
COS2023-0019 • \$716.68	• \$500.00 Base Fine • \$200.00 Late Payment Penalty • \$16.68 Interest

Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10) percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

971 Leah Circle
Reno, Nevada 89511

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$1,146.68 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen; and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Caribbean Investments, Inc.
Attn: William M. Tezak, President
971 Leah Circle
Reno, Nevada 89511

Caribbean Investments, Inc.
Attn: William M. Tezak, President (Physical Posting)
811 Cottage Street
Susanville, California 96130

William Tezak
803 Main Street
Susanville, California 96130

RESOLUTION NO. 23-6191
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE FINES ISSUED AGAINST
811 COTTAGE STREET

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 811 Cottage Street, also known by assessors' parcel number 103-323-015-000 was subject to three administrative citations issued on April 12, 2023, for violations observed on April 5, 2023, April 7, 2023, and April 11, 2023, respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$1,146.68, with no appeal received by William M. Tezak, President of Caribbean Investments, Inc..

NOW, THEREFORE, BE IT RESOLVED that the City Council OF THE CITY OF Susanville hereby approves the cost report presented to the city council and orders the property owner of 811 Cottage Street, APN 103-323-015-000, Caribbean Investments, Inc., to pay the total amount of \$1,146.68 and any future interest accrued.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6192
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT 811
COTTAGE STREET (APN 103-323-015-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 811 Cottage Street, also known by assessors' parcel number 103-323-015-000 was subject to three administrative citations issued on April 12, 2023, for violations observed on April 5, 2023, April 7, 2023, and April 11, 2023 respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$1,146.68, with no appeal received by William M. Tezak, President of Caribbean Investments, Inc; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6191, the cost report and ordered the owner of 811 Cottage Street, APN 103-323-015-000, William M. Tezak, President of Caribbean Investments, Inc., to pay to the City of Susanville in the amount of \$1,146.68 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of Resolution No. 23-6192 with the Office of the Clerk-Recorder for the County of Lassen, and that such recordation shall constitute a lien against the real property located 811 Cottage Street, APN 103-323-015-000, owned by Caribbean Investments, Inc.; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$1,146.68 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023, and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:

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ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 7.J
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-009 and consider **Resolution No. 23-6193**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6194**, approving the recordation of a lien against real property at 732 Main Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 732 Main Street, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$430.00

- COS2023-0007
 - \$100.00 Base Fine
 - \$40.00 Late Payment Penalty
 - \$3.32 Interest
- COS2023-0014
 - \$200.00 Base Fine
 - \$80.00 Late Payment Penalty
 - \$6.68 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$430.00 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6193, approving cost report, and motion to approve the subsequent Resolution No. 23-6194, approving the recordation of a lien against real property at 732 Main Street.

ATTACHMENTS:

[Cost Report - 732 Main Street
23-6193.pdf](#)
[23-6194.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

The matter for which an administrative citation was issued for this specific matter was in accordance with provisions found in Chapter 8.52 of the municipal code. Chapter 8.52 as enacted by Ordinance 17-1011 provides a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions. The purpose of Chapter 8.52 is to provide minimum standards for the maintenance of property in the city.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the duty. The duty imposed by this section on an owner shall in no instance relieve those other people referred to herein from the same duty.

In addition to Chapter 8.52, Chapter 8.32 provides for the administrative nuisance abatement process which is intended to enable the city to respond effectively to public nuisances in order

to maintain and protect the public peace, safety, welfare, and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public nuisance by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances.

Chapter 8.52 violations are encapsulated by Chapter 8.32, specifically, by Section 8.32.050 (C)(4) SMC which allows for an enforcement official to utilize both sections of code for the same purposes of beginning an administrative code enforcement case against a violating property.

Approximate Parcel Size: Approximately 3,750 square feet.

Zoning: UBD: Uptown Business District

Administrative Citation Date Issued:

- COS2023-0007 – April 5, 2023
- COS2023-0014 – April 7, 2023

Appeal Filed: No

Administrative Citation Appeal Hearing Date: N/A

Determination of Appeal Hearing: N/A

Violations Include:

- COS2023-0007
 - o 8.32.050 (C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(1)(a) SMC: Broken Windows
- COS2023-0014
 - o 8.32.050 (C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(1)(a) SMC: Broken Windows

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2023-0007 • \$143.32	• \$100.00 Base Fine • \$40.00 Late Payment Penalty • \$3.32 Interest
COS2023-0014 • \$286.68	• \$200.00 Base Fine • \$80.00 Late Payment Penalty • \$6.68 Interest

Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10) percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

971 Leah Circle
Reno, Nevada 89511

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$430.00 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen; and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Tezak Family Trust
971 Leah Circle
Reno, Nevada 89511

Tezak Family Trust (Physical Posting)
732 Main Street
Susanville, California 96130

William Tezak
803 Main Street
Susanville, California 96130

David Tezak
PO Box 2700
Fort Myers Beach, Florida 33932

RESOLUTION NO. 23-6193
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE FINES ISSUED
AGAINST 732 MAIN STREET

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 732 Main Street, also known by assessors' parcel number 103-321-009-000 was subject to two administrative citations issued on April 12, 2023, for violation observed on April 5, 2023, and April 7, 2023, respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$430.00, with no appeal received by the Tezak Family Trust.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby approves the cost report presented to the city council and orders the property owner of 732 Main Street, APN 103-321-009-000, The Tezak Family Trust, to pay the total amount of \$430.00 and any future interest accrued.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6194
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT
732 MAIN STREET (APN 103-321-009-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 732 Main Street, also known by assessors' parcel number 103-321-009-000 was subject to two administrative citations issued on April 12, 2023, for violation observed on April 5, 2023, and April 7, 2023, respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$430.00, with no appeal received by the Tezak Family Trust; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6193, the cost report and ordered the owner of 732 Main Street, APN 103-321-009-000, The Tezak Family Trust, to pay to the City of Susanville in the amount of \$430.00 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of Resolution No. 23-6194 with the Office of the Clerk-Recorder for the County of Lassen, and that such recordation shall constitute a lien against the real property located 732 Main Street, APN 103-321-009-000, owned by Tezak Family Trust; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$430.00 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023, and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

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APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 7.K
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-010 and consider **Resolution No. 23-6195**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6196**, approving the recordation of a lien against real property at 801 Main Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 801 Main Street, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$430.00

- COS2023-0008
 - \$100.00 Base Fine
 - \$40.00 Late Payment Penalty
 - \$3.32 Interest
- COS2023-0015
 - \$200.00 Base Fine
 - \$80.00 Late Payment Penalty
 - \$6.68 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$430.00 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6195, approving cost report, and motion to approve the subsequent Resolution No. 23-6196, approving the recordation of a lien against real property at 801 Main Street.

ATTACHMENTS:

[Cost Report - 801 Main Street
23-6195.pdf](#)
[23-6196.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

Title 17 of the Susanville Municipal Code is known as "The Zoning Ordinance of the city of Susanville," which was enacted in its current form in 2000. A zoning ordinance is adopted to promote and protect public health, safety, peace, morals, comfort, and general welfare, and consists of regulations and maps as may be amended from time to time by the city council.

The purpose of the Zoning Ordinance of the city of Susanville is also to implement the City of Susanville General Plan 1990-2010, and to facilitate and guide growth in accordance with the general plan, in an orderly manner and is enacted to protect the social, aesthetic, and economic stability of residential, commercial, industrial, resource areas, and recreational activities within the city through the orderly, planned use of the land.

The provisions of the Zoning Ordinance of the city of Susanville apply throughout the incorporated portions of the city and apply to lands owned, leased, or otherwise controlled by the state or a local government, or any unit or agency of either of them, to the extent permitted by law, or by the consent of or agreement with the state or local government or unit or agency thereof, that is affected by this Title. The provisions of this title do not apply to federal reservations or to land owned, leased or otherwise controlled by the city.

Furthermore, Title 17 encompasses the Sign Ordinance of the City of Susanville which was enacted in 1998 after, at the a time, residents demanded an organization of the city's signage. After many public workshops and public ad hoc committees it was recognized by the city council

that the need for signs to orderly identify businesses within the community was essential. The purpose of the Sign Ordinance established regulations to ensure that the design and placement of signs meet the needs of the business community as well ensure their continuity, consistency, and harmony with the architectural quality of individual developments and with the city as a whole. Through the regulations established by this ordinance, it is the intent of the city to ensure the community is attractive to residents, visitors, and commercial, industrial, and professional business while maintaining economic stability through an attractive sign regulation program.

Approximate Parcel Size: Approximately 8,500 square feet.

Zoning: UBD: Uptown Business District

Administrative Citation Date Issued:

- COS2023-0008 – April 5, 2023
- COS2023-0015 – April 7, 2023

Appeal Filed: No

Administrative Citation Appeal Hearing Date: N/A

Determination of Appeal Hearing: N/A

Violations Include:

- COS2023-0008
 - o 8.32.050(A)(1) SMC: Zoning Violation
 - o 17.128.140 (A) SMC: Failure to obtain sign permit
 - o Chapter 17.40 SMC: Current use requires use permit
 - o 5.04.060 SMC: Business license required
- COS2023-0015
 - o 8.32.050(A)(1) SMC: Zoning Violation
 - o 17.128.140 (A) SMC: Failure to obtain sign permit
 - o Chapter 17.40 SMC: Current use requires use permit
 - o 5.04.060 SMC: Business license required

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2023-0008 • \$143.32	• \$100.00 Base Fine • \$40.00 Late Payment Penalty • \$3.32 Interest
COS2023-0015 • \$286.68	• \$200.00 Base Fine • \$80.00 Late Payment Penalty • \$6.68 Interest

Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10) percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

971 Leah Circle
Reno, Nevada 89511

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$430.00 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen; and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Wayne & Helen Tezak
C/O The Tezak Family Trust
971 Leah Circle
Reno, Nevada 89511

Wayne & Helen Tezak
C/O The Tezak Family Trust (Physical Posting)
732 Main Street
Susanville, California 96130

William Tezak
803 Main Street
Susanville, California 96130

David Tezak
PO Box 2700
Fort Myers Beach, Florida 33932

RESOLUTION NO. 23-6195
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE FINES ISSUED AGAINST
801 MAIN STREET

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 801 Main Street, also known by assessors' parcel number 103-314-010-000 was subject to two administrative citations issued on April 12, 2023, for violation observed on April 5, 2023, and April 7, 2023, respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$430.00, with no appeal received by Wayne or Helen Tezak (The Tezak Family Trust).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby approves the cost report presented to the city council and orders the property owner of 801 Main Street, APN 103-314-010-000, The Tezak Family Trust, to pay the total amount of \$430.00 and any future interest accrued.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6196
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT
801 MAIN STREET (APN 103-314-010-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 801 Main Street, also known by assessors' parcel number 103-314-010-000 was subject to two administrative citations issued on April 12, 2023, for violation observed on April 5, 2023, and April 7, 2023, respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$430.00, with no appeal received by Wayne or Helen Tezak (The Tezak Family Trust; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6195, the cost report and ordered the owner of 801 Main Street, APN 103-314-010-000, The Tezak Family Trust, to pay to the City of Susanville in the amount of \$430.00 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of Resolution No. 23-6196 with the Office of the Clerk-Recorder for the County of Lassen, and that such recordation shall constitute a lien against the real property located 801 Main Street, APN 103-314-010-000, owned by Tezak Family Trust; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$430.00 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023, and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____

Margaret Long, City Attorney

AGENDA ITEM NO. 7.L
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-011 and consider **Resolution No. 23-6197**, approving a cost report of unpaid administrative citation fines and, if approved, consider subsequent **Resolution No. 23-6198**, approving the recordation of a lien against real property at 1005 North Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: Susanville Municipal Code Section 8.40.170 states that the city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within sixty calendar days, and for which no appeal has been filed may also be assessed and made a lien against real property upon which the violation occurred. Lien procedures shall be the same as outlined in Susanville Municipal Code Sections 8.32.210 through 8.32.270.

The Susanville City Council shall receive, hear, and consider a cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the council may make such revision, correction, or modification to the cost report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed.

If the cost report is approved, the council may consider authorizing the Code Enforcement Officer to record a lien with the Office of the Clerk-Recorder for the County of Lassen.

Relating to the subject property of 1005 North Street, the following unpaid administrative fines, penalties, and accrued interest are listed for council consideration:

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Cost of \$1,146.68

- COS2023-0009
 - \$100.00 Base Fine
 - \$40.00 Late Payment Penalty
 - \$3.32 Interest

- COS2023-016
 - \$200.00 Base Fine
 - \$80.00 Late Payment Penalty
 - \$6.68 Interest

- COS2023-0021
 - \$500.00 Base Fine
 - \$200.00 Late Payment Penalty
 - \$16.68 Interest

FISCAL IMPACT:

If fines are approved by the city council and if all fines are collected, a potential increase in revenues for the General Fund in the amount of \$1,146.68 is possible.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6197, approving cost report, and motion to approve the subsequent Resolution No. 23-6198, approving the recordation of a lien against real property at 1005 North Street.

ATTACHMENTS:

[Cost Report - 1005 North Street
23-6197.pdf](#)
[23-6198.pdf](#)

Background

Susanville Municipal Code Chapter 8.40 provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of the Susanville Municipal Code. The use of Chapter 8.40 shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

Upon adoption of Chapter 8.40 by way of Ordinance 17-1011, the city council found that the implementation of an administrative citation program was an appropriate method of enforcement as authorized by both the California Constitution Article XI, Section 7 (Exercise of Police Powers), and municipal affairs provisions of California Government Code Section 53069.4.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes. The goals of Chapter 8.40 are: to protect public health, safety, and welfare of the city and its citizens, to gain compliance in a timely and efficient manner, to provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties, to provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved to the police power, and to avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

Public Nuisance or Violation Determination

The matter for which an administrative citation was issued for this specific matter was in accordance with provisions found in Chapter 8.52 of the municipal code. Chapter 8.52 as enacted by Ordinance 17-1011 provides a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions. The purpose of Chapter 8.52 is to provide minimum standards for the maintenance of property in the city.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the duty. The duty imposed by this section on an owner shall in no instance relieve those other people referred to herein from the same duty.

In addition to Chapter 8.52, Chapter 8.32 provides for the administrative nuisance abatement process which is intended to enable the city to respond effectively to public nuisances in order

to maintain and protect the public peace, safety, welfare, and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public nuisance by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances.

Chapter 8.52 violations are encapsulated by Chapter 8.32, specifically, by Section 8.32.050 (C)(4) SMC which allows for an enforcement official to utilize both sections of code for the same purposes of beginning an administrative code enforcement case against a violating property.

Approximate Parcel Size: Approximately 11,000 square feet.

Zoning: R-3: Residential Duplex & Triplex Zoning District

Administrative Citation Date Issued:

- COS2023-0009 – April 5, 2023
- COS2023-0016 – April 7, 2023
- COS2022-0021 – April 11, 2023

Appeal Filed: No

Administrative Citation Appeal Hearing Date: N/A

Determination of Appeal Hearing: N/A

Violations Include:

- COS2023-0009
 - o 8.32.050(A)(1) SMC: Zoning / Junk Yard
 - o 8.32.050(C)(1) SMC: Accumulation of visible junk
 - o 8.32.050 (C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(1)(a) SMC: Faulty roofing/outbuildings
 - 8.52.030(A)(3) SMC: Fence in disrepair
 - 8.52.030(A)(5) SMC: Dangerous elements of building
 - 8.52.030(B)(2) SMC: Branch/stick pile
 - 8.52.030(C)(2) SMC: Unsightly parking lot
 - 8.52.030(C)(4) SMC: Inoperable vehicles
 - 8.52.030(C)(5) SMC: Dismantled vehicles
 - 8.52.030(D) SMC: Attractive nuisance
 - 8.52.030(E)(1) SMC: Trash and Debris
 - 8.52.030(E)(2) SMC: Household items stored outdoors
 - 8.52.030(E)(3) SMC: Appliances in view
 - 8.52.030(E)(6) SMC: Vehicle parts in view
 - o 8.32.050(C)(5) SMC: Outside storage of vehicle/parts/etc.
 - o 17.116.060 SMC: Incompatible land use / wrecking yard in R-3
 - o 173.96.030 SMC: Fence over height without necessary permits
 - o 17920.3(a)(16) H&S: Lack of adequate garbage storage/removal
- COS2023-0016
 - o 8.32.050(A)(1) SMC: Zoning / Junk Yard
 - o 8.32.050(C)(1) SMC: Accumulation of visible junk
 - o 8.32.050 (C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(1)(a) SMC: Faulty roofing/outbuildings
 - 8.52.030(A)(3) SMC: Fence in disrepair
 - 8.52.030(A)(5) SMC: Dangerous elements of building
 - 8.52.030(B)(2) SMC: Branch/stick pile

- 8.52.030(C)(2) SMC: Unsightly parking lot
 - 8.52.030(C)(4) SMC: Inoperable vehicles
 - 8.52.030(C)(5) SMC: Dismantled vehicles
 - 8.52.030(D) SMC: Attractive nuisance
 - 8.52.030(E)(1) SMC: Trash and Debris
 - 8.52.030(E)(2) SMC: Household items stored outdoors
 - 8.52.030(E)(3) SMC: Appliances in view
 - 8.52.030(E)(6) SMC: Vehicle parts in view
 - o 8.32.050(C)(5) SMC: Outside storage of vehicle/parts/etc.
 - o 17.116.060 SMC: Incompatible land use / wrecking yard in R-3
 - o 173.96.030 SMC: Fence over height without necessary permits
 - o 17920.3(a)(16) H&S: Lack of adequate garbage storage/removal
- COS2023-0021
 - o 8.32.050(A)(1) SMC: Zoning / Junk Yard
 - o 8.32.050(C)(1) SMC: Accumulation of visible junk
 - o 8.32.050 (C)(4) SMC: Property Maintenance Standards
 - 8.52.030(A)(1)(a) SMC: Faulty roofing/outbuildings
 - 8.52.030(A)(3) SMC: Fence in disrepair
 - 8.52.030(A)(5) SMC: Dangerous elements of building
 - 8.52.030(B)(2) SMC: Branch/stick pile
 - 8.52.030(C)(2) SMC: Unsightly parking lot
 - 8.52.030(C)(4) SMC: Inoperable vehicles
 - 8.52.030(C)(5) SMC: Dismantled vehicles
 - 8.52.030(D) SMC: Attractive nuisance
 - 8.52.030(E)(1) SMC: Trash and Debris
 - 8.52.030(E)(2) SMC: Household items stored outdoors
 - 8.52.030(E)(3) SMC: Appliances in view
 - 8.52.030(E)(6) SMC: Vehicle parts in view
 - o 8.32.050(C)(5) SMC: Outside storage of vehicle/parts/etc.
 - o 17.116.060 SMC: Incompatible land use / wrecking yard in R-3
 - o 173.96.030 SMC: Fence over height without necessary permits
 - o 17920.3(a)(16) H&S: Lack of adequate garbage storage/removal

Itemized Costs and Penalties Related to Abatement

The following fines are related to this case pursuant to Susanville Municipal Code Chapter 8.40.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
COS2023-0009 • \$143.32	• \$100.00 Base Fine • \$40.00 Late Payment Penalty • \$3.32 Interest
COS2023-0016 • \$286.68	• \$200.00 Base Fine • \$80.00 Late Payment Penalty • \$6.68 Interest
COS2023-0021 • \$716.68	• \$500.00 Base Fine • \$200.00 Late Payment Penalty • \$16.68 Interest

Late Payment Penalties and Interest:

8.40.150(A) SMC: The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed fifty (50) percent of the original administrative fine.

8.40.150(B) SMC: In addition to penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of ten (10) percent per year, or fraction thereof, on the amount of delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

Owners Mailing Address

6754 Bernal Avenue
Suite 740-278
Pleasanton, California 94566

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.40.170, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$1,146.68 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen;
and

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

SNVESTATES, LLC
6754 Bernal Avenue
Suite 740-278
Pleasanton, California 96130

SNVESTATES, LLC
Attn: Cjay Rai, Agent
4850 Sorrento Road
Sacramento, California 96130

SNVESTATES, LLC
(Physical Posting)
1005 North Street
Susanville, California 96130

BNVSTAR PROPERTIES, LLC
7190 Rosecliff Court
Pleasanton, CA 94566

BNVSTAR PROPERTIES, LLC
Attn: Morgan Velu, Agent
1697 Kingsly Drive
Pittsburg, CA 94565

RESOLUTION NO. 23-6197
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE FINES ISSUED
AGAINST 1005 NORTH STREET

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 1005 North Street, also known by assessors' parcel number 103-242-007-000 was subject to three administrative citations issued on April 12, 2023, for violation observed on April 5, 2023, April 7, 2023, and April 11, 2023, respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$1,146.68, with no appeal received by SNVESTATES, LLC or their agent.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby approves the cost report presented to the city council and orders the property owner of 1005 North Street, APN 103-242-007-000, SNVESTATES, LLC, to pay the total amount of \$1,146.68 and any future interest accrued.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6198
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY
AT 1005 NORTH STREET (APN 103-242-007-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.40 of the Susanville Municipal Code to outline the procedures for the issuance of administrative citations and for the collection of fines and penalties associated with the issuance of administrative citations; and

WHEREAS, the real property located at 1005 North Street, also known by assessors' parcel number 103-242-007-000 was subject to three administrative citations issued on April 12, 2023, for violation observed on April 5, 2023, April 7, 2023, and April 11, 2023, respectively; and

WHEREAS, the amount of unpaid fines, penalties, and accrued interest as of September 1, 2023, is in the amount of \$1,146.68, with no appeal received by SNVESTATES, LLC or their agent; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6197, the cost report and ordered the owner of 1005 North Street, APN 103-242-007-000, SNVESTATES, LLC, to pay to the City of Susanville in the amount of \$1,146.68 and any future interest accrued.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of Resolution No. 23-6198 with the Office of the Clerk-Recorder for the County of Lassen, and that such recordation shall constitute a lien against the real property located 1005 North Street, APN 103-242-007-000, owned by SNVESTATES, LLC, and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$1,146.68 plus interest at the legal rate of ten percent per annum commencing on September 6, 2023, and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:

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ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Conduct Cost Recovery Public Hearing on Case # LN2023-012 and consider **Resolution No. 23-6209**, approving a cost report of costs associated with the abatement of nuisance conditions at 10 Santa Paula Street and, if approved, consider subsequent **Resolution No. 23-6210**, approving the recordation of the special assessment against real property at 10 Santa Paula Street and requesting the inclusion of said special assessment on the county tax rolls.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: This public hearing has been scheduled to authorize the City of Susanville to record a lien and special assessment to recover the City's costs for Code Enforcement Case CE#2021-014 at 10 Santa Paula Street, Susanville, California (APN 107-154-005-000) in the amount of \$23,242.08.
The property located at 10 Santa Paula Street was found to be a public nuisance and in violation of Chapter 8.32 Susanville Municipal Code. Enforcement officials with the City of Susanville brought the property through the administrative nuisance abatement process as outlined within our municipal code. Voluntary compliance was not achieved and in June 2023, the City of Susanville began the removal of nuisance conditions from the property. Additionally, the municipal code authorizes the recovery of costs and the methods for recovering costs associated with the work performed by the City of Susanville.

FISCAL IMPACT: If cost report is approved by city council and special assessment is collected in full, then the recovered costs of \$23,242.08 shall be returned to the General Fund to cover costs incurred by the City of Susanville for the abatement of nuisance conditions.

ACTION REQUESTED: Motion to approve Resolution No. 23-6209, approving cost report, and motion to approve the subsequent Resolution No. 23-6210, approving the recordation of a special assessment against real property at 10 Santa Paula Street and requesting the inclusion of said special assessment on the county tax rolls.

ATTACHMENTS:

Cost Report - 10 Santa Paula Street
Cost Report Documents
23-6210.pdf
23-6209.pdf

Background

Susanville Municipal Code Chapter 8.32 provides a method for the identification and abatement of public nuisances within the city and the recovery of costs. Specifically, whenever the enforcement official determines that a public nuisance exists, pursuant to the municipal code, the enforcement official shall request the property owner abate the nuisance during a reasonable timeframe (not less than 10-days). If the nuisance is not abated within that time, the matter may be set for hearing before the Susanville Planning Commission acting as the nuisance abatement hearing board. If the hearing board determines a public nuisance exists, the property owner is liable for all of the City's administrative and abatement costs, including but not limited to: the cost of the nuisance abatement hearing, any appeals lodged as a result of said hearing, the cost of abatement and rehabilitation, repair, improvement, relocation, vacation, demolition or removal of said premises, building, or structures, the cost of labor and materials necessary to physically abate the violation, and the cost associated with attorney fees.

In accordance with the Susanville Municipal Code, the enforcement official may recover its administrative and abatement costs for the abatement of public nuisance through the recording of a proposed lien and imposition of a special assessment against the subject property. All property owners are provided with an opportunity to pay these costs within a minimum of 10 days' notice of any preliminary cost reports. If the owner does not pay, a public hearing setting the final cost report shall be scheduled with the city council. The city council shall receive, hear, and consider the cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the city council may make such revision, correction, or modification to the report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed. Subsequent to the cost report hearing, the city council shall consider if the aforementioned proposed lien shall become a lien, the council may also order the costs be specially assessed against the property and collected at the same time and in the same manner as property taxes are collected.

Public Nuisance Determination

The administrative nuisance abatement process is intended to enable the city to respond effectively to public nuisances in order to maintain and protect the public peace, safety, welfare, and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public nuisance by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances.

Chapter 8.32 provides the process of administrative nuisance abatement. Specifically, section 8.32.050 defines and declares the conditions of real property that constitute a public nuisance and are subject to these abatement proceedings. No person may maintain or use property or allow their property to be maintained or used in a manner that creates or fosters the creation of a public nuisance.

Approximate Parcel Size: Approximately 5,000 square feet.

Zoning: R-1 Single Family Residential

Notice of Violation pursuant to § 8.32.060: April 30, 2021, February 22, 2022

Notice of Intention to Abate and Notice of Public Hearing pursuant to § 8.32.090: March 29, 2022 (1st Order), February 16, 2023 (2nd Order)

Nuisance Abatement Hearing Date: May 12, 2022 (1st Order) March 28, 2023 (2nd Order)

Chapter 8.32 Violations Include:

- SMC § 8.32.050(A)(2): A condition of real property or a building, structure, improvement, or other thing located on real property that violates any provision of this code: A substandard building or a dangerous building or structure maintained in violation of the housing regulations or dangerous building regulations adopted by or pursuant to this code.
- SMC § 8.32.050(A)(5): A condition of real property or a building, structure, improvement, or other thing located on real property that violates any provision of this code: Dangerous buildings as defined and regulated in Chapter 15.10 of this code.
- SMC § 8.32.050(C)(1): A condition of real property or a building, structure, improvement, or other thing on real property that is unsightly and, by reason thereof, contributes to a diminution in the value of surrounding properties when visible from a public right-of-way or alley: An accumulation of lumber, unused equipment, or junk visible from a public right-of-way or surrounding properties.
- SMC § 8.32.050(C)(2): A condition of real property or a building, structure, improvement, or other thing on real property that is unsightly and, by reason thereof, contributes to a diminution in the value of surrounding properties when visible from a public right-of-way or alley: An abandoned and dilapidated building or portion of a building.
- SMC § 8.32.050(C)(3): A condition of real property or a building, structure, improvement, or other thing on real property that is unsightly and, by reason thereof, contributes to a diminution in the value of surrounding properties when visible from a public right-of-way or alley: Dilapidated furniture in yards or on driveways, sidewalks, roofs, or unenclosed balconies or porches.
- SMC § 8.32.050(C)(4): A condition of real property or a building, structure, improvement, or other thing on real property that is unsightly and, by reason thereof, contributes to a diminution in the value of surrounding properties when visible from a public right-of-way or alley: The maintenance of property in the city in violation of Chapter 8.52.
- SMC § 8.32.050(C)(5): A condition of real property or a building, structure, improvement, or other thing on real property that is unsightly and, by reason thereof, contributes to a diminution in the value of surrounding properties when visible from a public right-of-way or alley: The outdoor storage of abandoned vehicles and vehicle parts as defined in Chapter 10.22.

Abatement: An inspection and abatement warrant was obtained and served. City forces abated the public nuisance on the property between June 1, 2023 and June 28, 2023.

CEQA: The abatement of 10 Santa Paula is exempt from CEQA as the abatement is not a project and would fall under the following exemptions: Class 8 Categorical Exemption (Actions by a regulatory agency for the protection of the environment), and Class 21 Categorical Exemption (Enforcement actions by regulatory agency).

Consistent with the City of Susanville abatement procedures, all costs associated with case management are applied to properties declared a public nuisance by the enforcement official and affirmed by the Hearing Board.

Itemized Costs and Penalties Related to Abatement

The following costs and penalties are related to this case pursuant to Susanville Municipal Code Chapter 8.32.

CITY COSTS	
Code Enforcement Costs	\$ 711.75
• <i>Code Enforcement Officer</i> • <i>Hearing Board hearing</i> • <i>Investigation</i> • <i>Warrant preparation and execution</i> • <i>Cost Report</i>	
Regular Employee Salaries (Abatement)	\$3,177.92
Overtime (Abatement)	\$729.01
Social Security Contributions (Abatement)	\$240.25
Medicare (Abatement)	\$56.20
PERS (Abatement)	\$253.79
Workers' Compensation (Abatement)	\$452.77
State Unemployment (Abatement)	\$34.56
Professional Services	\$6,855.68
• <i>C&S Waste Solutions of Lassen Co.</i> • <i>Susanville Towing</i>	
Machinery and Equipment	\$5,455.11
Public Works Equipment	\$5,181.49
Postage	\$45.00
Miscellaneous Employee Wages	\$48.55

There are a number of activities related to managing a nuisance abatement case by city staff. On this case, these activities include the following:

- Site inspections and field visits.
- Posting warrants and notices
- Scheduling hearing date, hearing preparation, attendance
- Preparing letters, notices, affidavits, invoices, travel, phone calls, meetings

As outlined in the above bulleted list, many of the activities are related to due process: obtaining evidence and presenting a case to the Hearing Board; obtaining authorization to enter the property; and requirements for posting that eventually lead to the authority to lien the property.

Property Taxes

- 2022-2023: \$670.82 (Paid \$704.36, includes \$33.54 late fee)
- 2022-2023 Supplemental Taxes: \$411.68 (Due November 2023)
- Default Taxes: N/A
- Total Taxes Due: \$411.68

Owners Mailing Address

2485 Toiyabe Street
Silver Springs, Nevada 89429

Because the costs incurred, pursuant to Susanville Municipal Code Chapter 8.32, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$23,242.08 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen; and
- B. That the amount due of \$18,598.14 be placed upon the County tax roll by the County Auditor as a special assessment to be collected at the same time and in the same manner as property taxes are collected.

Notice to Owners and Possessors

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Antonio Barrera
2485 Toiyabe Street
Silver Springs, Nevada 89429

Antonio Barrera (Physical Posting)
10 Santa Paula Street
Susanville, California 96130

Date	Equipment Number	Total Hours	Rate	Cost		PWK Equipment Rental Total	
5/26/2023	334	1	\$56.42			Regular Employee Salaries	\$5,181.49
6/1/2023	351	4	\$86.86			Overtime	\$3,177.92
6/1/2023	345	1	\$86.90			Social Security Contributions	\$729.01
6/2/2023	351	7	\$86.86			Medicare	\$240.25
6/2/2023	370	1	\$82.39			PERS	\$56.20
6/2/2023	334	5	\$56.42			Workers' Compensation	\$253.79
6/5/2023	42	1	\$42.39			State Unemployment	\$452.77
6/5/2023	351	5	\$86.86			Professional Services	\$34.56
6/6/2023	42	1	\$42.39			Machinery and Equipment	\$6,705.68
6/6/2023	334	5	\$56.42			Postage	\$5,455.11
6/6/2023	42	1.5	\$42.39			Code Enforcement	\$45.00
6/6/2023	230	1	\$63.46			Vehicle Tow	\$711.75
6/7/2023	230	7	\$63.46			Misc. Employee Wages	\$150.00
6/7/2023	32	6	\$37.61				\$48.55
6/9/2023	345	1	\$86.90				\$23,242.08
6/21/2023	30	1	\$37.61			Postage 5 Certified @ \$9.00	
6/21/2023	231	3	\$63.46				
6/22/2023	374	4	\$56.42				
6/22/2023	231	4	\$63.46				
6/23/2023	334	3	\$56.42				
6/23/2023	54	2	\$37.61				
6/23/2023	231	8	\$63.46				
6/23/2023	32	4	\$37.61				
6/23/2023	334	4	\$56.42				
6/23/2023	251	4	\$63.46				
Code Enforcement	Hours	Rate	Total				
Planning Commission							
Investigation	1	\$47.45	\$47.45				
Warrant Preparation, Execution and Return	10	\$47.45	\$474.50				
Cost Report	2	\$47.45	\$94.90				
	2	\$47.45	\$94.90				
			\$711.75				
Employees	Hours	Rate	Total	Notes			
Tyler Bernardino	1	48.55	48.55	Cleared alley in preparation for abatement 5/26/23			

Report Criteria:

Selected Tasks: '937', '938'

Employee: BARGAINING UNIT = "Public Works"

Task Number	Task Title	Activity Code	Activity Description	Date	Hours	
Activity: 101 Regular Pay						
937	REG-CODE ENF #1	101	Regular Pay	06/01/2023	5.00	BERNARDINO, TYLER
937	REG-CODE ENF #1	101	Regular Pay	06/05/2023	5.00	BERNARDINO, TYLER
937	REG-CODE ENF #1	101	Regular Pay	06/06/2023	5.00	BERNARDINO, TYLER
937	REG-CODE ENF #1	101	Regular Pay	06/06/2023	2.50	GOMEZ, JOSE
937	REG-CODE ENF #1	101	Regular Pay	06/06/2023	3.50	CRAWFORD, LUKE
937	REG-CODE ENF #1	101	Regular Pay	06/07/2023	5.00	BERNARDINO, TYLER
937	REG-CODE ENF #1	101	Regular Pay	06/07/2023	5.00	GOMEZ, JOSE
937	REG-CODE ENF #1	101	Regular Pay	06/21/2023	4.00	GOMEZ, JOSE
937	REG-CODE ENF #1	101	Regular Pay	06/21/2023	4.00	CRAWFORD, LUKE
937	REG-CODE ENF #1	101	Regular Pay	06/22/2023	4.00	BERNARDINO, TYLER
937	REG-CODE ENF #1	101	Regular Pay	06/22/2023	4.00	GOMEZ, JOSE
937	REG-CODE ENF #1	101	Regular Pay	06/22/2023	4.00	CRAWFORD, LUKE
937	REG-CODE ENF #1	101	Regular Pay	06/22/2023	4.00	LIVELY, STEVEN
937	REG-CODE ENF #1	101	Regular Pay	06/23/2023	4.00	BERNARDINO, TYLER
937	REG-CODE ENF #1	101	Regular Pay	06/23/2023	4.00	ALLEN, JAMES
937	REG-CODE ENF #1	101	Regular Pay	06/23/2023	4.00	GOMEZ, JOSE
937	REG-CODE ENF #1	101	Regular Pay	06/23/2023	4.00	GOMEZ, JOSE
Total Activity: 101 Regular Pay:					71.00	
Activity: 201 Overtime Pay						
938	OT-CODE ENF #1	201	Overtime Pay	06/02/2023	7.00	BERNARDINO, TYLER
938	OT-CODE ENF #1	201	Overtime Pay	06/02/2023	4.00	CRAWFORD, LUKE
938	OT-CODE ENF #1	201	Overtime Pay	06/02/2023	2.00	CRAWFORD, LUKE
938	OT-CODE ENF #1	201	Overtime Pay	06/07/2023	2.00	GOMEZ, JOSE
938	OT-CODE ENF #1	201	Overtime Pay	06/08/2023	1.00	BERNARDINO, TYLER
938	OT-CODE ENF #1	201	Overtime Pay	06/08/2023	1.00	GOMEZ, JOSE
938	OT-CODE ENF #1	201	Overtime Pay	06/08/2023	1.00	CRAWFORD, LUKE
938	OT-CODE ENF #1	201	Overtime Pay	06/23/2023	1.00	BERNARDINO, TYLER
938	OT-CODE ENF #1	201	Overtime Pay	06/23/2023	1.00	ALLEN, JAMES
938	OT-CODE ENF #1	201	Overtime Pay	06/23/2023	1.00	GOMEZ, JOSE
Total Activity: 201 Overtime Pay:					21.00	
Grand Totals:					92.00	

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
1011-425-21-4260 WORKERS' COMPENSATION						
			05/31/2023 (05/23) Balance			.00
06/09/2023	PB	156	PAYROLL TRANS FOR 6/9/2023 PAY PERIOD	279.57		
06/23/2023	PB	306	PAYROLL TRANS FOR 6/23/2023 PAY PERIOD	109.93		
			06/30/2023 (06/23) Period Totals and Balance	389.50 *	.00 *	389.50
07/07/2023	PB	65	PAYROLL TRANS FOR 7/7/2023 PAY PERIOD	63.27		
			07/31/2023 (07/23) Period Totals and Balance	63.27 *	.00 *	63.27
ATD ENC	.00	ATD Actual	452.77 Total	452.77 ATD Budget	.00 Unexpended	452.77-
1011-425-21-4293 STATE UNEMPLOYMENT						
			05/31/2023 (05/23) Balance			.00
06/09/2023	PB	153	PAYROLL TRANS FOR 6/9/2023 PAY PERIOD	23.04		
06/23/2023	PB	303	PAYROLL TRANS FOR 6/23/2023 PAY PERIOD	8.33		
			06/30/2023 (06/23) Period Totals and Balance	31.37 *	.00 *	31.37
07/07/2023	PB	62	PAYROLL TRANS FOR 7/7/2023 PAY PERIOD	3.19		
			07/31/2023 (07/23) Period Totals and Balance	3.19 *	.00 *	3.19
ATD ENC	.00	ATD Actual	34.56 Total	34.56 ATD Budget	.00 Unexpended	34.56-
1011-425-21-4330 PROFESSIONAL SVCS						
			05/31/2023 (05/23) Balance			.00
06/28/2023	AP	335	C&S WASTE SOLUTIONS OF LASSEN COUNTY	6,705.68		
**VendorNo: 1307 **Inv. No: 175103436U037 **Desc: ABATEMENT-10 SANTA PAULA **Inv. Date: 6/28/2023 **PO No: 8339 **Remit Name: C&S WASTE SOLUTIONS OF LASSEN COUNTY **Merchant Vendor No: 1307 **Merchant Vendor Name: C&S WASTE SOLUTIONS OF LASSEN COUNTY **Invoice Created By: Alicia						
			06/30/2023 (13/23) Period Totals and Balance	6,705.68 *	.00 *	6,705.68
			07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
ATD ENC	.00	ATD Actual	6,705.68 Total	6,705.68 ATD Budget	.00 Unexpended	6,705.68-
1011-425-21-4741 MACHINERY AND EQUIPMENT						
			05/31/2023 (05/23) Balance			.00
06/13/2023	AP	329	CASHMAN EQUIPMENT CO	3,270.31		
**VendorNo: 116 **Inv. No: A4081801 **Desc: ABATEMENT-10 SANTA PAULA **Inv. Date: 6/13/2023 **PO No: 8337 **Remit Name: CASHMAN EQUIPMENT CO **Merchant Vendor No: 116 **Merchant Vendor Name: CASHMAN EQUIPMENT CO **Invoice Created By: Alicia						
06/26/2023	AP	330	CASHMAN EQUIPMENT CO	2,184.80		
**VendorNo: 116 **Inv. No: A4133101 **Desc: ABATEMENT-10 SANTA PAULA **Inv. Date: 6/26/2023 **PO No: **Remit Name: CASHMAN EQUIPMENT CO **Merchant Vendor No: 116 **Merchant Vendor Name: CASHMAN EQUIPMENT CO **Invoice Created By: Alicia						
			06/30/2023 (13/23) Period Totals and Balance	5,455.11 *	.00 *	5,455.11
			07/31/2023 (07/23) Period Totals and Balance	.00 *	.00 *	.00
ATD ENC	.00	ATD Actual	5,455.11 Total	5,455.11 ATD Budget	.00 Unexpended	5,455.11-
Total Abatement-10 Santa Paula:						
				17,105.29	.00	17,105.29
Totals: ATD ENC	.00	ATD Actual	29,266.08 Total	29,266.08 ATD Budget	.00 Remaining	29,266.08
Number of transactions: 23 Number of accounts: 9						
Grand Totals:						
				17,105.29	.00	17,105.29

Report Criteria:

Display Actual Type Amounts

[Report].Activity Number = 1

[Report].Account Number = "1011425214100"-"1011425214741"

Account Number	Title	Debit Amount	Credit Amount	Net Amount
1011-425-21-4100	REGULAR EMPLOYEES	3,177.92	.00	3,177.92
1011-425-21-4130	OVERTIME	729.01	.00	729.01
1011-425-21-4221	SOCIAL SECURITY CONTRIBUTIONS	240.25	.00	240.25
1011-425-21-4222	MEDICARE	56.20	.00	56.20
1011-425-21-4230	PERS	253.79	.00	253.79
1011-425-21-4260	WORKERS' COMPENSATION	452.77	.00	452.77
1011-425-21-4293	STATE UNEMPLOYMENT	34.56	.00	34.56
1011-425-21-4330	PROFESSIONAL SVCS	6,705.68	.00	6,705.68
1011-425-21-4741	MACHINERY AND EQUIPMENT	5,455.11	.00	5,455.11
Total 1:		17,105.29	.00	17,105.29
Grand Totals:		17,105.29	.00	17,105.29

**CITY OF SUSANVILLE**66 North Lassen Street
Susanville, California 96130901 MAIN STREET
SUSANVILLE, CA 96130
90-2267/1211

210501

DATE	CHECK NO.	AMOUNT
07/21/2023	218981	**450.00**

Four Hundred Fifty and 00/100 Dollars

PAY
TO THE
ORDER
OF

SUSANVILLE TOWING

PO BOX 1327
SUSANVILLE CA 96130

Thomas Herrera

VOID AFTER 6 MONTHS

⑈ 218981 ⑈ ⑆ 121122676⑆ 157529712943 ⑈

CITY OF SUSANVILLE • SUSANVILLE, CA 96130

218981

VENDOR: 10,822 SUSANVILLE TOWING

INVOICE #	INV DATE	DESCRIPTION
76553 1	02/23/2023	TOWING-PD
77353 1	06/20/2023	TOWING-CODE ENFORCEMENT
77354 1	06/20/2023	TOWING-CODE ENFORCEMENT

07/21/2023
INV AMOUNT

Check No: 218981
PO #

150.00
150.00
150.00

TOTAL AMOUNT

450.00

VENDOR: 10,822 SUSANVILLE TOWING

INVOICE #	INV DATE	DESCRIPTION
76553 1	02/23/2023	TOWING-PD
77353 1	06/20/2023	TOWING-CODE ENFORCEMENT
77354 1	06/20/2023	TOWING-CODE ENFORCEMENT

07/21/2023
INV AMOUNT

Check No: 218981
GL Number

150.00
150.00
150.00

1009-421-10-4433
1011-425-20-4330
1011-425-20-4330

TOTAL AMOUNT

450.00

**CITY OF SUSANVILLE**

66 North Lassen Street
Susanville, California 96130

US BANK
901 MAIN STREET
SUSANVILLE, CA 96130
90-2267/1211

219013

DATE CHECK NO. AMOUNT
07/27/2023 219013 **6,705.68**

Six Thousand Seven Hundred Five and 68/100 Dollars

PAY
TO THE
ORDER
OF

C&S WASTE SOLUTIONS OF LASSEN COUNT
A WASTE CONNECTIONS COMPANY
PO BOX 7428
PASADENA CA 91109-7428

RUB RED IMAGE
FADING WITH HEAT

Thomas Herrera
Thomas Herrera

VOID AFTER 6 MONTHS

⑈ 219013 ⑆ 121122676 ⑆ 157529712943 ⑈

CITY OF SUSANVILLE • SUSANVILLE, CA 96130

219013

VENDOR: 1,307	C&S WASTE SOLUTIONS OF LASSEN COUNTY
INVOICE #	INV DATE DESCRIPTION
175103436 1	06/28/2023 ABATEMENT-10 SANTA PAULA

07/27/2023
INV AMOUNT
6,705.68

Check No: 219013
PO #
8339

TOTAL AMOUNT 6,705.68

VENDOR: 1,307	C&S WASTE SOLUTIONS OF LASSEN COUNTY
INVOICE #	INV DATE DESCRIPTION
175103436 1	06/28/2023 ABATEMENT-10 SANTA PAULA

07/27/2023
INV AMOUNT
6,705.68

Check No: 219013
GL Number
1011-425-21-4330

TOTAL AMOUNT 6,705.68



C&S WASTE SOLUTIONS OF LASSEN COUNTY, LLC
A WASTE CONNECTIONS COMPANY
PO BOX 270780
SUSANVILLE CA 96127-0015
DISTRICT NO. 4037

ACCOUNT NO.
INVOICE NO.
STATEMENT DATE
DUE DATE
BILLING PERIOD

4037-6133127
175103436U037
06/28/23
07/27/23
06/01/23 - 06/30/23

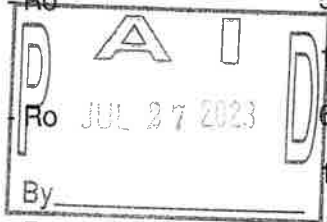
CITY OF SUSANVILLE
66 N LASSEN ST
SUSANVILLE CA 96130

FOR ASSISTANCE
Customer Service
One Time Payments

530-252-1200
800-457-1379

TO Pay 7/11/23
FY 22/23
Activity #1
1011-425-21-4330
INVOICE STATEMENT

Date	Description	Amount
	Service Location Acct #6133127	
	City Of Susanville 10 Santa Paula Alley - Upland	
06/01/23	Haul 30 Yd - Ro 959741 1 Each @ \$189.61	\$ 189.61
06/02/23	Disposal Fee By Ton - Ro 959742 13.51 @ \$76.50	\$ 1,033.52
06/02/23	Haul 30 Yd - Ro 959742 1 Each @ \$189.61	\$ 189.61
06/05/23	Disposal Fee By Ton - Ro 960285 6.72 @ \$76.50	\$ 514.08
06/05/23	Haul 30 Yd - Ro 960285 1 Each @ \$189.61	\$ 189.61
06/06/23	Disposal Fee By Ton - Ro 961567 5.17 @ \$76.50	\$ 395.51
06/06/23	Haul 30 Yd - Ro 961567 1 Each @ \$189.61	\$ 189.61
06/07/23	Disposal Fee By Ton - Ro 961571 6.79 @ \$76.50	\$ 519.44
06/07/23	Haul 30 Yd - Ro 961571 1 Each @ \$189.61	\$ 189.61
06/08/23	Disposal Fee By Ton - Ro 962638 4.15 @ \$76.50	\$ 317.48
06/08/23	Haul 30 Yd - Ro 962638 1 Each @ \$189.61	\$ 189.61
06/09/23	Disposal Fee By Ton - Ro 4.58 @ \$76.50	\$ 350.37



ENTERED

JUL 27 2023

Name: _____

Please remit to the address below and return your remit stub with your payment.

055585 1/2

C&S WASTE SOLUTIONS OF LASSEN COUNTY, LLC
 A WASTE CONNECTIONS COMPANY
 PO BOX 270780
 SUSANVILLE CA 96127-0015
 DISTRICT NO. 4037

ACCOUNT NO.
 INVOICE NO.
 STATEMENT DATE
 DUE DATE
 BILLING PERIOD

4037-6133127
175103436U037
06/28/23
07/27/23
06/01/23 - 06/30/23

CITY OF SUSANVILLE
 66 N LASSEN ST
 SUSANVILLE CA 96130

INVOICE STATEMENT (continued)

Date	Description		Amount
06/09/23	962640 Haul 30 Yd - Ro	1 Each @ \$189.61	\$ 189.61
06/09/23	962640 Haul 30 Yd - Ro	1 Each @ \$189.61	\$ 189.61
06/12/23	962640 Disposal Fee By Ton - Ro	6.36 @ \$76.50	\$ 486.54
06/12/23	963399 Disposal Fee By Ton - Ro	6.63 @ \$76.50	\$ 507.20
06/12/23	962642 Haul 30 Yd - Ro	1 Each @ \$189.61	\$ 189.61
06/12/23	962642 Haul 30 Yd - Ro	1 Each @ \$189.61	\$ 189.61
06/15/23	963399 Disposal Fee By Ton - Ro	8.96 @ \$76.50	\$ 685.44
	962740 Fuel & Material Surcharge		\$ 0.00
	Current Charges And Fees		\$ 6,705.68
	Total Due		\$ 6,705.68

For information regarding your service, billing, and Holiday Schedule, please contact our office or visit our website at www.CandSwaste.com. Please download our App at the Apple and Google Play App stores. Search C&S Waste Solutions. To download the App, tap **GET** or **INSTALL**. Open the App and enter your address without dashes.





C&S WASTE SOLUTIONS OF LASSEN COUNTY, LLC
 A WASTE CONNECTIONS COMPANY
 PO BOX 270780
 SUSANVILLE CA 96127-0015
 DISTRICT NO. 4037

ACCOUNT NO.
 INVOICE NO.
 STATEMENT DATE
 DUE DATE
 BILLING PERIOD

4037-6133127
 175103436U037
 06/28/23
 07/27/23
 06/01/23 - 06/30/23

CITY OF SUSANVILLE
 66 N LASSEN ST
 SUSANVILLE CA 96130

VIEW/PAY YOUR BILL ONLINE!

* Make payments * Set up recurring payments *

* Access your account 24/7 * Go paperless * View Statements *

* It's FREE! There is no charge to view or pay your bill on our website *

Go to myaccount.wcicustomer.com and follow the online bill pay prompts to register today.

RECEIVED 2/2

RECEIVED 2/2

PURCHASE ORDER

CITY OF SUSANVILLE

66 N LASSEN STREET
SUSANVILLE CA 96130-3904
PHONE: (530)252-5100 FAX: (530) 257-4725

THIS ORDER
NUMBER
MUST APPEAR **# 8339**
ON YOUR
INVOICE

1307

ISSUED TO: C&S WASTE SOLUTIONS OF LASSEN COUNT SHIP TO: CITY OF SUSANVILLE
PO BOX 7428 66 N LASSEN STREET
PASADENA CA 91109-7428 SUSANVILLE CA 96130-3904

SHIPPING: FOB DESTINATION

CONTACT: ALICIA

PURCHASE ORDER DATE: 07/27/2023

<u>REQ #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>	<u>GL ACCOUNT</u>
0	1.00	ABATEMENT-10 SANTA PAULA	6,705.68	6,705.68	1011-425-21-4330

TOTAL 6,705.68

PURCHASE ORDER REQUEST

Request Date:

7/27/2023

Fiscal Year

22/23

Payable To:	
-------------	--

C&S WASTE SOLUTIONS

PO BOX 7428

PASADENA CA 91109

PO #

Invoice #

Description/Justification:

ABATEMENT-10 SANTA PAULA

ACTIVITY #1

Special Instructions:

Budget Responsible Signature:

City Administrator's Signature:

ACCOUNT CODING

AMOUNT

[illegible]

TOTAL

\$6,705.68



CITY OF SUSANVILLE

66 North Lassen Street
Susanville, California 96130

US BANK
901 MAIN STREET
SUSANVILLE, CA 96130
90-2267/1211

219015

DATE CHECK NO. AMOUNT
07/27/2023 219015 **5,455.11**

Five Thousand Four Hundred Fifty-Five and 11/100 Dollars

PAY
TO THE
ORDER
OF

CASHMAN EQUIPMENT CO

P.O. BOX 843397
LOS ANGELES CA 90084-3397

RUB RED IMAGE
PHOS WITH HEAT

Thomas Herrera

VOID AFTER 6 MONTHS

⑈ 219015⑈ ⑆ 121122676⑆ 157529712943⑈

CITY OF SUSANVILLE • SUSANVILLE, CA 96130

219015

VENDOR: 116 CASHMAN EQUIPMENT CO

INVOICE #	INV DATE	DESCRIPTION
A4081801 1	06/13/2023	ABATEMENT-10 SANTA PAULA
A4133101 1	06/26/2023	ABATEMENT-10 SANTA PAULA

07/27/2023
INV AMOUNT

3,270.31
2,184.80

Check No: 219015
PO #
8337

TOTAL AMOUNT

5,455.11

VENDOR: 116 CASHMAN EQUIPMENT CO

INVOICE #	INV DATE	DESCRIPTION
A4081801 1	06/13/2023	ABATEMENT-10 SANTA PAULA
A4133101 1	06/26/2023	ABATEMENT-10 SANTA PAULA

07/27/2023
INV AMOUNT

3,270.31
2,184.80

Check No: 219015
GL Number
1011-425-21-4741
1011-425-21-4741

TOTAL AMOUNT

5,455.11

CASHMAN RENTS



Rental

an Empire Southwest Company

3030 RIVERSIDE DR
SUSANVILLE, CA 96130
PHONE: 530.255.2922

RENTAL INVOICE

INVOICE A4081801

ACCT#: 088521
INVOICE DATE: 06/13/2023
INVOICE AMOUNT: \$3,270.31

PO #: N/A
ORDERED BY: DOW DAVIS
530-310-0301

JOBSITE INFO: 10 UPLAND 10 SANTA PAULA ST.
10 UPLAND
SUSANVILLE, CA, 96130

CONTACT NAME: ANGELINA
CONTACT PHONE: 530-257-2174

DATE OUT: 06/07/2023 WED 08:30 AM
DATE IN: 06/09/2023 FRI 02:56 PM

SALES REP: DON BELL
775.420.1340

QTY	DESCRIPTION	DAY	WEEK	4WEEK	TOTALS
-----	-------------	-----	------	-------	--------

RENTAL ITEMS

1	ID NO: CE040123 SERIAL NO: 0WKX21533 315 EXCAVATOR W/THUMB & CAB - 315-07 T	\$750	\$2,615	\$6,950	2,250.00
---	--	-------	---------	---------	----------

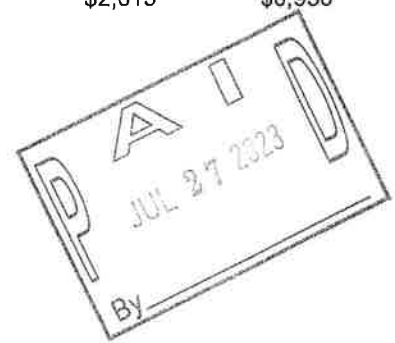
HRS OUT: 92.0 CURRENT SMU: 104.8 Total: 12.8

1	ID NO: CE040123Q SERIAL NO: CE040123Q-BG 311, 313, 314, 315 QUICK COUPLER - 315/QC
---	---

1	ID NO: CE015051I SERIAL NO: 0MFH74486 48" 311, 313, 314, 315 BUCKET - 315/48
---	---

1	ID NO: CE014340T SERIAL NO: 0THC10622 311, 313, 314, 315 THUMB - 315/THUMB
---	---

ENTERED
JUL 27 2023
Name: _____



Rental Subtotal: 2,250.00

Miscellaneous Items

1	ENVIRONMNTL FEES	33.75
2.5	DEF-DEF	20.00
20	FUF-GAS/DIESEL FUEL	200.00
1	DELIVERY	100.00
1	PICKUP	100.00
1	RENTAL EQUIPMENT PROTECTION	360.00
STATE 8.25%		206.56

Please Remit Payment To:

Cashman Equipment Company
P.O. Box 843397
Los Angeles, CA 90084-3397

Invoice Total 3,270.31

TERMS ARE CASH UNLESS CREDIT IS APPROVED. Customer agrees to pay for all goods, services and other items upon receipt of invoice. WITHOUT CREDIT APPROVAL, payment is late if not received upon delivery; WITH CREDIT APPROVAL, payment is late if not received within thirty (30) days of invoice date. A FINANCE CHARGE equal to the lesser of 1.5% per month (18% PER ANNUM) and the highest rate permissible by law will be charged on any past due balance. In the event of a default in payment of any amount due, customer shall pay any expenses and costs (including collection agency costs and attorney's fees) incurred or expended in collecting such payment. Acceptance by customer of the goods, services or other items described herein shall evidence customer's agreement to be bound by the credit and collection terms set forth above.

PURCHASE ORDER

Next Cycle

27-Jul-2023

22/23

LAS VEGAS, NV 89127-1630

PO #

Invoice #

ABATEMENT - 10 SANTA PAULA

ACTIVITY #1

ENTERED
JUL 27 2023

Name: _____

ceug

[illegible]

\$3,270.31

PURCHASE ORDER

CITY OF SUSANVILLE

66 N LASSEN STREET
SUSANVILLE CA 96130-3904
PHONE: (530)252-5100 FAX: (530) 257-4725

THIS ORDER
NUMBER
MUST APPEAR **# 8337**
ON YOUR
INVOICE

116

ISSUED TO: CASHMAN EQUIPMENT CO
PO BOX 271630
LAS VEGAS NV 89127-1630

SHIP TO: CITY OF SUSANVILLE
66 N LASSEN STREET
SUSANVILLE CA 96130-3904

SHIPPING: FOB DESTINATION

CONTACT: ALICIA

PURCHASE ORDER DATE: 07/27/2023

<u>REQ #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>	<u>GLACCOUNT</u>
0	1.00	ABATEMENT-10 SANTA PAULA	3,270.31	3,270.31	1011-425-21-4741

TOTAL 3,270.31

CASHMAN RENTS



Rental

an Empire Southwest Company

3030 RIVERSIDE DR
SUSANVILLE, CA 96130
PHONE: 530.255.2922

CITY OF SUSANVILLE
66 NORTH LASSEN STREET
SUSANVILLE, CA 96130

RENTAL INVOICE

INVOICE A4133101

ACCT#: 088521
INVOICE DATE: 06/26/2023
INVOICE AMOUNT: \$2,184.80

PO #: 10 SANTA PAULA
ORDERED BY: ERIK EDHOLM
(530) 257-1041

JOBSITE INFO: SANTA PAULA
10 SANTA PAULA
SUSANVILLE, CA, 96130

CONTACT NAME: ERIK EDHOLM
CONTACT PHONE: 530-249-9154

DATE OUT: 06/21/2023 WED 08:00 AM
DATE IN: 06/23/2023 FRI 03:28 PM

SALES REP: DON BELL
775.420.1340

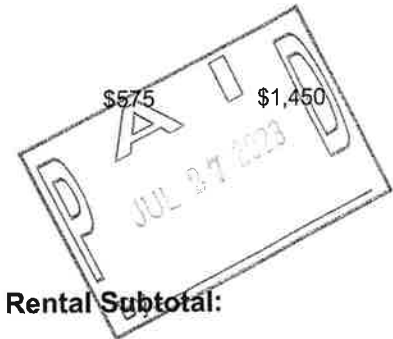
*FY 22/23
Activity #1
1011-425-21-4741
ug*

QTY	DESCRIPTION	DAY	WEEK	4WEEK	TOTALS
RENTAL ITEMS					
1	ID NO: CE015141 SERIAL NO: 0K5S01447 239 CTL - 239D3	\$350	\$1,100	\$2,600	1,050.00
	HRS OUT: 206.8 CURRENT SMU: 212.6 Total: 5.8				
1.	ID NO: CE016110H SERIAL NO: BES134669 EPIROC SBU220 HAMMER (SSL) - SBU220/SSL	\$195	\$575	\$1,450	575.00
1	ID NO: CE013835N SERIAL NO: A4201GB30035 GRAPPLE BUCKET (SSL/CTL) - SSL/74 GRP				
Rental Subtotal:					1,625.00
Miscellaneous Items					
1	RENTAL SURCHARGE				42.25
1	DELIVERY				60.00
1	PICKUP				60.00
1	RENTAL EQUIPMENT PROTECTION				260.00
	STATE 8.25%				137.55

ENTERED

JUL 27 2023

Name: _____



Please Remit Payment To:

Cashman Equipment Company
P.O. Box 843397
Los Angeles, CA 90084-3397

Invoice Total

2,184.80

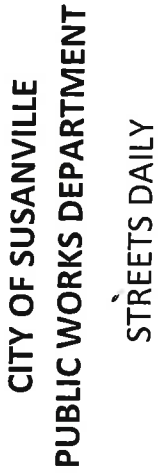
TERMS ARE CASH UNLESS CREDIT IS APPROVED. Customer agrees to pay for all goods, services and other items upon receipt of invoice. WITHOUT CREDIT APPROVAL, payment is late if not received upon delivery; WITH CREDIT APPROVAL, payment is late if not received within thirty (30) days of invoice date. A FINANCE CHARGE equal to the lesser of 1.5% per month (18% PER ANNUM) and the highest rate permissible by law will be charged on any past due balance. In the event of a default in payment of any amount due, customer shall pay any expenses and costs (including collection agency costs and attorney's fees) incurred or expended in collecting such payment. Acceptance by customer of the goods, services or other items described herein shall evidence customer's agreement to be bound by the credit and collection terms set forth above.



DATE: 5-26-23

Total Hours: 4

Supervisor signature:



DATE: 6-1-23

Total Hours: 5

Supervisor signature: _____



NAME: Tyler Bernardino

DATE: 6-2-23

[illegible]

Total Hours: 7

Supervisor signature:



STREETS DAILY

NAME: Luke Crawford

DATE: 6/02/23

[illegible]

Total Hours: 6

Supervisor signature:

**CITY OF SUSANVILLE
PUBLIC WORKS DEPARTMENT
STREETS DAILY**



NAME: Tyler Bernardino

DATE: 6-5-23

[illegible]

Total Hours: 5

Supervisor signature:



STREETS DAILY

NAME: Luke Crawford

DATE: 6/6/03

[illegible]

Total Hours: 1

Supervisor signature:



NAME: Tyler Bernardino

DATE: 6-6-23

[illegible]

Total Hours: 5

Supervisor signature:



NAME: Luke Crawford

DATE: 06/01/23

[illegible]

Total Hours: 2.5

Supervisor signature:



NAME: _____

Jose Cacer

DATE:

6/6/23

[illegible]

Total Hours: _____

2.5

Supervisor signature:



STREETS DAILY

Caner

DATE:

[illegible]

Total Hours: 1

Supervisor signature:



DATE: 6-7-23

Total Hours: 6

Supervisor signature:



DATE: 6-8-23

[illegible]

Supervisor signature:



NAME: Tyler Bernardino

DATE: 6-9-23

[illegible]

Total Hours: 5

Supervisor signature:



DATE: 06-21-23.

Supervisor signature: 

Total Hours: 10



STREETS DAILY

NAME: Luke Crawford

DATE: 06/21/23

[illegible]

Total Hours: 9

Supervisor signature:

[Handwritten signature]



STREETS DAILY

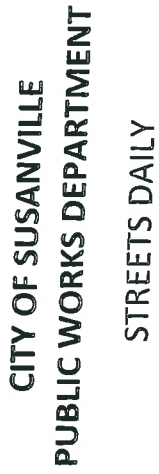
NAME: Tyler Bernardino

DATE: 6-21-23

[illegible]

Total Hours: 9

Supervisor signature:



Jose Garner

DATE: 6/21/23

Total Hours: 4

Supervisor signature:





STREETS DAILY

NAME: Luke Crawford

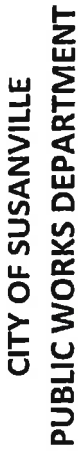
DATE: 06/21/23

[illegible]

Total Hours: 3

Supervisor signature:

..



NAME: Tyler Bernardino

DATE:

6/22/23

[illegible]

Total Hours: 9

Supervisor signature:



NAME: _____

DATE: _____

6/22/23

Total Hours: 4

Supervisor signature:

[Signature]



NAME: Colbe Crawford

DATE: 06/22/23

[illegible]

Total Hours: 4

Supervisor signature:





DATE: 6-23-23

[illegible]

Supervisor signature:

City of Susanville
Public Works Department



Day: S M T W T **F** S

Daily Job Report

Date: 6/23/23	Job #
For: Gas	WO#
District:	WR#

Location #1 WO# WR#	Location #2 WO# WR#	Location #3 WO# WR#	Location #4 WO# WR#	Location #5 WO# WR#	Sub
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Labor

Position	First Name	Last Name	Emp#	Total Hours						
MW1	James	Allen	2448	9	8	1				

Equipment

Unit #	Description	Total Hours						
	Backhoe							
	Truck, Gang							
	Trailer							
54	Truck / Pick Up	2						
231	Truck / Dump	8						
	Truck / Water							
	Truck / Welding							
	Trencher							

Work Performed

Location #	Location (Street & City)	Work Performed	Complete Y or N	TIME IN	TIME DONE
1	Santa Paula 10	Demo	Y		
2	Santa Paula OT	Demo	Y		
3					
4					
5					

Third Party Materials / Rentals

Vendor Name	Quantity	Description	Receiver / Invoice #

James
Completed By

Supervisor Signature



Tyler

6.23.23

[illegible]

Total Hours: _____

Supervisor signature:



STREETS DAILY

José Cramer

DATE:

6/23/23

Total Hours: 4

Supervisor signature:



RESOLUTION NO. 23-6210
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF THE SPECIAL ASSESSMENT AGAINST REAL
PROPERTY AT 10 SANTA PAULA STREET AND REQUESTING THE INCLUSION OF
SAID SPECIAL ASSESSMENT ON THE LASSEN COUNTY TAX ROLLS

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.32 of the Susanville Municipal Code to outline the procedures for abating nuisance conditions and for the collection of costs associated with the removal of nuisance conditions; and

WHEREAS, the real property located at 10 Santa Paula Street, also known by assessors' parcel number 107-154-005-000 was abated of nuisance conditions and the Susanville City Council approved Resolution No. 23-6209 approving the recovery of costs in the amount of \$23,242.08.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the levy of a special assessment in the amount of \$23,242.08 and orders the recordation of this resolution, Resolution No. 23-6210, levying an assessment for city abatement costs with the Office of the Clerk-Recorder for the County of Lassen against real property located at 10 Santa Paula Street APN 107-154-005-000, owned by Antonio Barrera; and

BE IT FURTHER RESOLVED that the City Council hereby orders the enforcement official in charge of this matter to transmit a certified copy of this resolution to the Finance Director who shall immediately forward the same to the Lassen County Auditor and request that this special assessment be added to the county tax rolls in the manner provided for by Section 38773.5 of the California Government Code.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6209
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF COSTS ASSOCIATED WITH THE ABATEMENT OF
NUISANCE CONDITIONS AT 10 SANTA PAULA STREET

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.32 of the Susanville Municipal Code to outline the procedures for abating nuisance conditions and for the collection of costs associated with the removal of nuisance conditions; and

WHEREAS, the real property located at 10 Santa Paula Street, also known by assessors' parcel number 107-154-005-000 was declared to be a public nuisance on April 21, 2021 pursuant to Chapter 8.32 of the Susanville Municipal Code; and

WHEREAS, the Susanville Planning Commission, acting as the nuisance abatement hearing board, at a public hearing held during a special meeting of the Planning Commission on May 12, 2022, considered the written and verbal comments presented concerning the issuance of an abatement order and approved the issuance of a nuisance abatement order; and

WHEREAS, the subject property was sold to a new owner by the Tax Collector of Lassen County; and

WHEREAS, upon discovery of this transaction, Susanville Code Enforcement noticed the new property owner of the nuisance conditions and brought the matter forward to the nuisance abatement hearing board on March 14, 2023; and

WHEREAS, the City of Susanville performed the abatement and removal of nuisance conditions at the property at 10 Santa Paula Street incurring costs in the amount of \$23,242.08.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the cost report presented to the City Council and orders the recovery of cost associated in the removal of nuisance conditions at 10 Santa Paula Street in the amount of \$23,242.08.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6207**, authorize the closure of Main Street from North Weatherlow St. to Alexander Ave. on September 29, 2023 for the Lassen High School Homecoming Parade between 1:00 p.m. and 4:00 p.m. Further, authorize the Public Works Director to execute a Caltrans Encroachment Permit application as required and authorize the Finance Director to adjust the budget as necessary for this event.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY:

The Lassen High School is requesting City Council support for the Lassen High School Homecoming Parade event. Specifically, Lassen High School is requesting the closure of Main Street (State Route 36) from North Weatherlow St. to Alexander Ave. on Friday, September 29, 2023, between the hours of 1:00 p.m. to 4:00 p.m.

A Caltrans Encroachment Permit is required for the closure of Main Street. Caltrans does not charge the City and Encroachment Permit fee, but they do require the City to accept all liability for this event as the Encroachment Permit Permittee.

This event requires three Street Division crewmembers to sweep Main Street (State Route 36) before and after the event and six Public Works Department employees to set up, take down traffic control signs, and assist four Police Officers with traffic control.

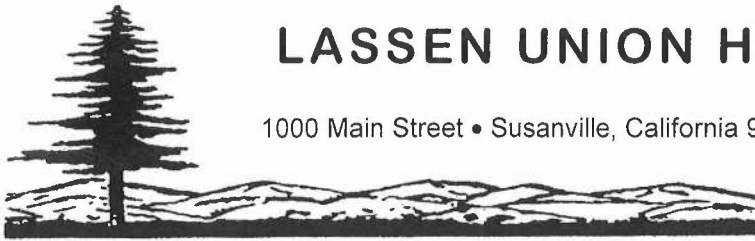
FISCAL IMPACT:	Public Works Estimated Cost	\$1,200.00
	Police Department Estimated	\$500.00
	Special Event Insurance	<u>\$989.50</u>
	TOTAL ESTIMATED COST	\$2689.50

ACTION REQUESTED:

Motion to approve Resolution No. 23-6207, authorize the closure of Main Street from North Weatherlow St. to Alexander Ave. on September 29, 2023 for the Lassen High School Homecoming Parade between 1:00 p.m. and 4:00 p.m. Further, authorize the Public Works Director to execute a Caltrans Encroachment Permit application as required and authorize the Finance Director to adjust the budget as necessary for this event.

ATTACHMENTS:

[LHS_homecoming parade_request2023.pdf](#)
[23-6207.pdf](#)



LASSEN UNION HIGH SCHOOL DISTRICT

1000 Main Street • Susanville, California 96130-4498 • (530) 257-5134 • Fax (530) 251-0473

Morgan Nugent
Superintendent/Principal
Morgan.Nugent@lassenhigh.org

August 16, 2023

Susanville City County
66 N. Lassen Street
Susanville, CA 96130

Dear Mr. Mayor and Members of the Susanville City Council,

The Associated Student Body Class (ASB) of Lassen High School would like to hold our Homecoming parade on part of Main Street. The parade would take place on Friday September 29th, 2023, 2:00-3:06. Our parade entries would be led by the alumni of the year and include floats for each class, vehicles with the class princesses and Homecoming Queen candidates, and walking groups such as the football team, cheer and drill teams, and drumline. We also invite any city vehicles, such as police officers, firemen, and public works to be part of the parade to show our appreciation.

The route is to be determined by City Officials, but would include the section of Main Street directly in front of LHS. We are asking for help with the encroachment permit and the fees associated with it as well as manpower in the form of city employees to close the street and maintain safety for citizens and students. We can also provide a liability certificate of insurance from the high school if needed.

In future years, the parade could lead to economic gains for the City and surrounding area as LHS Alumni will be invited to come back to their hometown to enjoy the festivities.

We have dedicated several hours over the past two months researching past parades, reaching out to businesses on the parade route to get consent, and meeting with City Officials to collaborate on this project. We would like our Homecoming Parade to kick off a year of collaboration between the City of Susanville and Lassen High School, including marketing the Susanville Click N Fix app, assisting with Safe and Sane Halloween, and holding a mock City Council with students discussing local matters. We feel this would benefit both groups and lead to a lasting and meaningful partnership.

We would also like to invite the members of the City Council and city employees to be our guests of honor at the parade.

Please contact advisor Shelley Bennett by phone 530-249-3830 or email shelley.bennett@lassenhigh.org if you have further questions.

Thank you for your consideration,

Renee Delgado, ASB President
Sofia Bennett, Student Representative
Danny Davidson, Director of Assemblies
Shelley Bennett, ASB Advisor

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RESOLUTION NO. 23-6207
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING CLOSURE OF MAIN STREET (STATE ROUTE 36) FROM NORTH
WEATHERLOW ST TO ALEXANDER AVE ON FRIDAY, SEPTEMBER 29, 2023,
FROM 1:00 P.M. TO 4:00 P.M. FOR THE LASSEN HIGH SCHOOL HOMECOMING
PARADE AND FURTHER AUTHORIZES THE PUBLIC WORKS DIRECTOR TO
EXECUTE A CALTRANS ENCROACHMENT PERMIT APPLICATION AND THE
FINANCE DIRECTOR TO ADJUST THE BUDGET AS NECESSARY

WHEREAS, The Lassen High School requested City Council support for the Lassen High School Homecoming Parade to be held on Friday, September 29, 2023, from 1:30 p.m. to 3:30 p.m.; and

WHEREAS, Lassen High School has requested the closure of Main Street (State Route 36) from North Weatherlow Street to Alexander Avenue on Friday, September 29, 2023 between the hours of 1:00 p.m. and 4:00 p.m.; and

WHEREAS, Caltrans requires an Encroachment Permit application to be submitted in the order to close Main Street (State Route) 36 for the event.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Susanville hereby approves the closure of Main Street from North Weatherlow Street to Alexander Avenue on Friday, September 29, 2023 between the hours of 1:00 p.m. and 4:00 p.m. and further authorizes the Public Works Director to execute a Caltrans Encroachment Permit application as required and the Finance Director to adjust the budget as necessary.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: September 6, 2023

SUBJECT: Consider approval of Councilmember discretionary funds in support of the homecoming parade.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Per the City's Civic Contribution Policy, Civic contributions are defined as financial contributions to events, individuals, charities, or other activities that provide a benefit to the community. Each councilmember is provided \$1,000 annually, to be used at their discretion, upon majority vote of the council as voted on at a properly noticed council meeting. Council member Brown requested that the City Administrator place an item on the Agenda for the use of his discretionary fund allotment to support the Lassen High School Homecoming Parade.

FISCAL IMPACT: \$1,000 to \$5,000.

ACTION REQUESTED: Approve use of Councilmember discretionary funds in the homecoming parade.

ATTACHMENTS:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6175**, authorizing the Mayor to execute agreement with Aqua-Tech to clean and inspect the city of Susanville's five water tanks and authorize the Finance Director to increase the 7114 Water Capital Improvement budget in the amount of \$30,075

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Resolution 22-6019 was approved on July 18, 2022, authorizing the Mayor to execute a contract with Aqua-Tech for the inspection of the city's five water tanks. The contract indicated additional fees will be charged for the cleaning of the tanks if elected. Public Works has requested the cleaning to be completed prior to the tanks inspections. Aqua-Tech has sent over a new contract including the cost of the cleaning and inspection of the five water tanks. With the significant increase in cost we did not budget for the increase, therefore we are requesting from council to authorize the Mayor to execute a new service contract with Aqua-Tech. And authorize the Finance Director to make the necessary budget increase to the 7114 Water Capital Improvement Budget.

FISCAL IMPACT: The contract is for \$30,075.00 which will be covered by the 7114 Water Capital Improvement Budget with no cost to the General fund.

ACTION REQUESTED: Motion to approve Resolution No. 23-6175, authorizing the Mayor to execute agreement with Aqua-Tech to clean and inspect the city of Susanville's five water tanks and authorize the Finance Director to increase the 7114 Water Capital Improvement budget in the amount of \$30,075

ATTACHMENTS:

[23-6175.pdf](#)

[City of Susanville Water Tank Cleaning & Inspection Quote 2023.pdf](#)

AQUA-TECH COMPANY
P.O. Box 1961
Carmichael, Ca 95609-1961
(916) 482-3703

July 31st, 2023

City of Susanville

66 N. Lassen Street

Susanville, Ca 96130

Attn: Brian Bardouski

RE: “Water Tank Cleaning and Inspection Services”

...“NO TANK IS TOO BIG, TOO SMALL, OR TOO TALL!!”

Mr. Bardouski:

Thank you for the opportunity to submit our proposal for **“Water Tank Cleaning and Inspection Services”**. Our proposal includes all labor, materials and equipment necessary to complete the following:

Provide commercial water tank maintenance services to clean and inspect six (6) water tanks (Susanville, Ca)

1. Clean and inspect one (1) 1mg steel tank (up to 2 days)	\$4,850.00
2. Clean and Inspect one (1) 1mg steel tank (up to 2 days)	\$4,850.00
3. Clean and Inspect one (1) 1mg steel tank (up to 2 days)	\$4,850.00
4. Clean and Inspect one (1) 500k steel tank (up to 1.5 days)	\$4,250.00
5. Clean and Inspect one (1) 500k steel tank (up to 1.5 days)	\$4,250.00
6. Clean and Inspect one (1) 127k steel tank (1 day)	\$3,250.00
7. Filter bags for each tank (5 total)	\$1,375.00
8. Dechlorination of discharge water from cleaning	\$1,450.00
9. Mobilization to Susanville, Ca	\$ 950.00

Total of services	----- \$30,075.00*
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*We propose to clean tank interiors while full and operational. All tanks must be full to $\frac{3}{4}$ capacity prior to cleaning and **must have interior ladders for access**. If no ladders are in tank please advise so we can be prepared to enter tanks with a portable ladder. For tanks that may not have a ladder on the interior we will need tank filled to near overflow for ease of entry. Filter bags and dechlor are added and can be removed if not needed. Quoted prices are good for (90) days from date of this quote. **All quoted prices are including prevailing wage**.

Contract Approach

The Aqua-Tech Company will clean and inspect tanks to industry standards. Please have all tanks full prior to arrival.

Pertaining to cleanings only: If cleaning is commencing and additional days are needed due to factors beyond our control (i.e., sediment deeper than 2", compacted sediment, piles of sand/debris, clay, coating pieces, corrosion pieces or nodules, lime scale/calcification, hypalon floor, rocks, compacted sediment, crusty sediment, coating pieces, rough floor, difficult staining, baffle walls/curtains, multiple columns, sloping sides to work around or other unknown factors not yet discovered) extra days will be billed at **\$3,250.00** per day. Chemical cleaning is not included in this proposal.

Qualifications

The Aqua-Tech Company (ATC) has been consulting with water utilities for the past thirty-one (31) years. In that time ATC has completed all contracts without any negative occurrences. ATC is also a **Native American Owned Company**. ATC specializes in cleaning, inspection and repair not only to potable water storage tanks/reservoirs but all types of tanks. One of ATC's owners, **Michael E. Johnson**, recently served on a committee for the **American Water Works Association (AWWA)**. The committee was selected to write and approve an amended standard pertaining to commercial divers working in potable water storage facilities. The standard is **AWWA Standard; C-652-92-Disinfection of Potable Water Storage Facilities. Reference Section 5: "Disinfection Procedures When Conducting Underwater Inspection of Potable-Water Storage Facilities"**. The new revised standard is **C-652-02**. **We have been inspecting, cleaning and repairing Redwood water tanks during our entire time in business. Please review references for redwood water tank experience.**

Mobilization

In most cases, our company can mobilize within two weeks (or sooner) with a formal "Notice to Proceed". In some instances, if contracts overlap, additional time may be needed for scheduling. See above for fees.

Statement of Compliance

All work performed on the before-mentioned water storage facilities will be completed in accordance with all local, State and Federal regulations pertaining to personal safety and sanitation with regards to the entry into a public water supply. In addition, all **AWWA** and **OSHA** regulations will be strictly enforced and complied with at *all* job sites.

All projects are subject to delays caused by weather problems, Acts of God, labor disputes or other unforeseen contingencies. All invoices shall be furnished in duplicate. If District operation problems delay our inspection/cleaning process, a standby fee of **\$225.00** per hour will be charged (four hour minimum). Terms to be agreed upon by both parties.

Payment

Invoice payments are due upon completion of tank work. Discounts of up to 2% may be given for prompt payments within seven (7) days. Payments received past the initial thirty (30) days will be subject to an additional fee of 1.5% per fifteen (15) days late. The quoted above price does not reflect any possible additional work known or unknown.

Proposal Acceptance

Insurance certificates will be provided to **City of Susanville** prior to the commencement of any work. Additional insured will be added for a small fee if district is not currently listed on our insurance list. Certain insurance wording can cause additional fees if our policy needs to be modified (i.e. CG2010 or waivers of subrogation). Fee for additional insured is contingent upon City/Utility insurance requirements.

Upon request, the **Aqua-Tech Company** will provide **City of Susanville** with references for past projects.

If you have any questions or need additional information, please contact our office directly at the telephone number listed below. Thank you for considering our company.

Sincerely,

AQUA-TECH COMPANY

Michael E. Johnson

Company Telephone Numbers;

Office Voice/Fax: (916) 482-3703 Cellular: (916) 715-0732

Please read thoroughly and sign below. By signing you agree to all terms and conditions set forth in this proposal. Please sign and fax back with original sent via courier or US mail.

X_____Date:_____/_____/2023

AQUA-TECH COMPANY

P.O. Box 1961 Carmichael, CA 95609-1961

(916)482-3703

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Kelly Mumper, Building & Planning Division
Action Date:	September 6, 2023
SUBJECT:	Discussion regarding General Plan Updates including the Housing Element 2024 and General Plan 2025-2050 updates.
PRESENTED BY:	Kelly Mumper, City Planner
SUMMARY:	The City of Susanville is approaching the next state mandated Housing Element update which is required every 5 years. This particular cycle/update is more technical and complex than the last update so there is a strong need for a consultant to assist city staff to achieve state compliance and certification. In addition, city staff has been working with consultants to update the Land Use, Circulation, Economic Development, and Safety Elements to the General Plan and have identified that updating the remaining elements at the same time as the Housing Element will save the city time and money. The remaining work to fully update the current General Plan includes: • Introduction (existing Chapter 2) • Community Character (existing Chapter 6) • Open Space, Parks, Recreation, and Childcare (existing Chapter 7) • Community Health, Safety, and Conservation (existing Chapter 9) • Implementation Programs Chapter • Glossary and Key Terms The current City of Susanville General Plan time frame is 1990-2010. If the work mentioned above is completed the city will be able to establish a new General Plan time frame of 2025-2050.
FISCAL IMPACT:	Approximately \$300,000.00
ACTION REQUESTED:	Direction to staff to either pursue a contract amendment with current consultants or distribute an Request for Proposal (RFP) for the aforementioned services.
ATTACHMENTS:	

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6211**, authorizing City Administrator to execute a new phone system monthly agreement between Computer Logistics and the city of Susanville, the City Administrator to enter into an agreement with Computer Logistics for the installation and procurement of telecommunications equipment, and further authorizes the Finance Director to make the necessary budget increase and allocate the cost across all departments.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: The City's current communication contract has expired for all departments. Computer Logistics can provide the service to allow all departments to be on the same phone plan moving forward and save the City \$23,328.00 annually in phone cost. The Police Department is currently paying an estimate of \$725 monthly, with Computer Logistics they would pay around \$405 monthly. Public Works Department is currently paying an estimate of \$1588 monthly, with Computer Logistics they would pay around \$810 monthly. Admin Services Department is currently paying an estimate of \$1045 monthly, with Computer Logistics they would pay around \$615 monthly. And the Fire Department is currently paying an estimate of \$480 monthly, with Computer Logistics they would pay around \$150 monthly. The one-time cost for hardware and implementation is as follows:

	<u>HARDWARE & TAXES</u>	<u>LABOR</u>
<u>FOR INSATALLATION/TRAINING</u>	<u>ESTIMATED MONTHLY</u>	
<u>FEE</u>		
Police Department - \$ 2,635.50 (\$181.06 taxes)		\$
8,042.29 (see quote for additional cost)	\$405.00	
Fire Department - \$ 1,057.50 (\$82.30 taxes)		\$
2,425.00	\$150.00	
Public Works - \$ 2,102.50 (\$164.60 taxes)		\$
2,425.00	\$810.00	
City Hall - \$ 3,964.50 (\$279.64 taxes)		
\$2,425.00	\$615.00	

Staff is recommending that the City Council to authorize the City

Administrator to execute a monthly agreement with Computer Logistics and authorize the City Administrator to enter into an agreement for the installation and procurement of telecommunications equipment. And authorize the Finance Director to make the necessary budget increase and allocate the cost across all departments.

FISCAL IMPACT:

Estimated one-time set-up fees of \$25,784.89 and monthly estimated cost of \$1,980.00

	<u>HARDWARE & TAXES</u>	<u>LABOR</u>
<u>FOR INSTALLATION/TRAINING</u>	<u>ESTIMATED MONTHLY FEE</u>	
Police Department -	\$ 2,635.50 (\$181.06 taxes)	\$
8,042.29 (see quote for additional cost)	\$405.00	
Fire Department -	\$ 1,057.50 (\$82.30 taxes)	\$
2,425.00	\$150.00	
Public Works -	\$ 2,102.50 (\$164.60 taxes)	\$
2,425.00	\$810.00	
City Hall -	\$ 3,964.50 (\$279.64 taxes)	
\$2,425.00	\$615.00	

A budget increase not to exceed \$14,000 is needed to complete to project.

- Estimated Police Department budget increase of \$10,500
- Estimated Public Works Department budget increase of \$2700
- No increase needed for Fire Department
- Estimated Administrative Services Department budget increase of \$800

ACTION REQUESTED:

Motion to approve Resolution No. 23-6211, authorizing City Administrator to execute a new phone system monthly agreement between Computer Logistics and the city of Susanville, the City Administrator to enter into an agreement with Computer Logistics for the installation and procurement of telecommunications equipment, and further authorizes the Finance Director to make the necessary budget increase and allocate the cost across all departments.

ATTACHMENTS:

[23-6211.pdf](#)

[Compulog Monthly agreement quote.pdf](#)

[Hardware and Implementation Quote.pdf](#)

[PD phone system switch and wiring Quote.pdf](#)

RESOLUTION NO. 23-6211
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH
COMPUTER LOGISTICS FOR THE INSTALLATION AND PROCUREMENT OF
TELECOMMUNICATIONS EQUIPMENT AND FURTHER AUTHORIZES THE FINANCE
DIRECTOR TO MAKE THE NECESSARY BUDGET INCREASE AND
ALLOCATE THE COST ACROSS ALL DEPARTMENTS

WHEREAS, the city is responsible for telecommunications to all departments; and

WHEREAS, the city's agreements with Tamco, Inc. and Frontier has now ended for all departments; and

WHEREAS, the city's IT services company, Computer Logistics, can provide the telecommunication services; and

WHEREAS, Computer Logistics can provide the installation and procurement of the equipment.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the following:

1. The City Administrator to execute a new phone system monthly agreement between Computer Logistics and the City of Susanville; and
2. Authorizes the City Administrator to enter into an agreement with Computer Logistics for the installation and procurement of telecommunications equipment; and
3. Authorizes the Finance Manager to make the necessary budget increase not to exceed \$14,000 as follows:

Estimated Police Department budget increase of \$10,500

Estimated Public Works Department budget increase of \$2,700

No increase needed for Fire Department budget

Estimated Administrative Services Department budget increase of \$800

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Heidi Whitlock, City Clerk

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APPROVED AS TO FORM: _____
Margaret Long, City Attorney

Phone System Monthly Agreement

Quote #001255 v1



Prepared For:

City of Susanville

Marci Rojas
66 N Lassen Street
Susanville, CA 96130

P: (530) 252-5108

E: mrojas@cityofsusanville.org

Prepared by:

Computer Logistics

Bob Andrews
1135 Pine St Ste 202
Redding, CA 96001

P: (530) 241-3131

E: bandrews@compulog.com

Date Issued:

08.23.2023

Expires:

09.11.2023

Products

Description	Price	Qty	Ext. Price
Monthly Phone Cost			
Miscellaneous PW Main and House (Monthly)+ tax if applicable	\$810.00	1	\$810.00
Miscellaneous City Hall (Monthly)+ tax if applicable Miscellaneous	\$615.00	1	\$615.00
Miscellaneous Fire Department (Monthly)+ tax if applicable Miscellaneous	\$150.00	1	\$150.00
Miscellaneous Police Department (Monthly)+ tax if applicable Miscellaneous	\$405.00	1	\$405.00
Monthly User Costs (Support, Phone Service Included)			
***Support Includes:			
-Support, Phone Lines and Service			
-Offsite Backups, Upgrades			
-Phone Firmware Updates			
-New Version Upgrades			
-Remote Support (95% of service can be done remotely)			
Subtotal:			\$1,980.00

Quote Summary	Amount
Products	\$1,980.00
Total:	\$1,980.00

The prices of the products and services quoted are subject to change and availability. Market fluctuations in the technical industry change daily (sometimes hourly) and may only be confirmed when paid in full. Should there be a price change on an item you have ordered, we will call you to advise you of the change prior to shipping. Computer Logistics reserves right to cancel orders arising from pricing or other errors. Upon signing of quote, equipment purchases must be paid in full or payment arrangements can be made prior to CLC purchasing equipment. Interest Charges will be applied. Past Due Accounts will be subject to a monthly finance charge. In addition, customer shall reimburse costs and expenses incurred in collecting any amount past due. CLC accepts most major credit cards and of course checks are accepted.

Acceptance

Computer Logistics

City of Susanville



Bob Andrews

Signature / Name

08/23/2023

Date

Marci Rojas

Signature / Name

Initials

Date

Phone System Hardware and Implementation

Quote #001254 v1



Prepared For:

City of Susanville

Marci Rojas
66 N Lassen Street
Susanville, CA 96130

P: (530) 252-5108
E: mrojas@cityofsusanville.org

Prepared by:

Computer Logistics

Bob Andrews
1135 Pine St Ste 202
Redding, CA 96001

P: (530) 241-3131
E: bandrews@compulog.com

Date Issued:

08.29.2023

Expires:

09.13.2023

Products

Description	Price	Qty	Ext. Price
Phone Hardware (One Time Cost)			
Police Department Hardware			
Miscellaneous Phone Hardware Summary • 11 - Yealink T54W - \$199 - Large Quantity Pricing • 01 - Session Border Controller with Remote Support - \$199 • 01 - Fax to Email Analog Adaptor - \$135 • 01 - Analog Line Adaptors \$50 • 00- Misc Parts (Phone Mounts, Patch Cords, Etc...) \$62.50 - Cell Phone Apps for ios / Android (Included) - 1 Year Warranty on all Hardware Installed	\$2,635.50	1	\$2,635.50
Fire Department Hardware			
Miscellaneous Phone Hardware Summary • 5 - Yealink T54W - \$199 - Large Quantity Pricing • 00- Misc Parts (Phone Mounts, Patch Cords, Etc...) \$62.50 - Cell Phone Apps for ios / Android (Included) - 1 Year Warranty on all Hardware Installed	\$1,057.50	1	\$1,057.50
Public Works Hardware			
Miscellaneous Phone Hardware Summary • 06 - Yealink T54W - \$199 - Large Quantity Pricing \$1,194 • 16 - App iOS / Android users • 01 - Analog Line Adaptors \$50 • 00- Misc Parts (Phone Mounts, Patch Cords, Etc...) \$62.50 - Cell Phone Apps for ios / Android (Included) - 1 Year Warranty on all Hardware Installed	\$1,306.50	1	\$1,306.50

Products

Description		Price	Qty	Ext. Price
Miscellaneous	PW House Hardware Summary 4 - Yealink T54W - \$199 - Large Quantity Pricing - Cell Phone Apps for ios / Android (Included) - 1 Year Warranty on all Hardware Installed	\$796.00	1	\$796.00
	City Hall Hardware			
Miscellaneous	Phone Hardware Summary • 17 - Yealink T54W - \$199 - Large Quantity Pricing • 01 - Session Border Controller with Remote Support - \$199 • 02 - Fax to Email Analog Adaptor - \$270 • 01 - Analog Line Adaptors - \$50 • 00- Misc Parts (Phone Mounts, Patch Cords, Etc...) \$62.50 - Cell Phone Apps for ios / Android (Included) - 1 Year Warranty on all Hardware Installed	\$3,964.50	1	\$3,964.50
	Labor for installation, Training and Support (All Sites Combined)			
Professional Services	Phone Installation, Training and Support • Onsite Installation of phones and customer training • Re-wiring analog lines and testing • Place and test IP office phones • Onsite Customer Training • Includes ongoing remote support in MRC • E911 Multi Site Address Testing • Verify and Test Call Flow and greetings • Complete Installation, Testing and Training	\$9,700.00	1	\$9,700.00
Subtotal:				\$19,460.00

Quote Summary			Amount
Products			\$19,460.00
Subtotal:			\$19,460.00
Tax:			\$707.60
Total:			\$20,167.60

The prices of the products and services quoted are subject to change and availability. Market fluctuations in the technical industry change daily (sometimes hourly) and may only be confirmed when paid in full. Should there be a price change on an item you have ordered, we will call you to advise you of the change prior to shipping. Computer Logistics reserves right to cancel orders arising from pricing or other errors. Upon signing of quote, equipment purchases must be paid in full or payment arrangements can be made prior to CLC purchasing equipment. Interest Charges will be applied. Past Due Accounts will be subject to a monthly finance charge. In addition, customer shall reimburse costs and expenses incurred in collecting any amount past due. CLC accepts most major credit cards and of course checks are accepted.

Acceptance	
Computer Logistics	City of Susanville
	
Bob Andrews	Marci Rojas
Signature / Name	Signature / NameInitials
08/29/2023	
Date	Date

Phone System Switch and Wiring

Quote #001256 v1



Prepared For:

City of Susanville

Victoria Estrada
1801 Main Street
Susanville, CA 96130

P: (530) 257-1077

E: vestrada@cityofsusanville.org

Prepared by:

Computer Logistics

Bob Andrews
1135 Pine St Ste 202
Redding, CA 96001

P: (530) 241-3131

E: bandrews@compulog.com

Date Issued:

08.29.2023

Expires:

09.14.2023

Products

Description	Price	Qty	Ext. Price
New Phone System - POE 48 Port Switch			
FS-148F-FPOE Fortinet FortiSwitch Ethernet Switch - 48 Ports - Manageable - 2 Layer Supported - Modular - 895.70 W Power Consumption - 740 W PoE Budget - Optical Fiber, Twisted Pair - PoE Ports - 1U High - Rack-mountable - Lifetime Limited Warranty	\$1,963.13	1	\$1,963.13
FC-10-148FF-247-02-36 Fortinet FortiCare Comprehensive Support - 3 Year Extended Service - Service - 24 x 7 Next Business Day - Service Depot - Exchange - Parts	\$685.26	1	\$685.26
Miscellaneous Server Room Cable Clean:- Test and organize server room network cables- Mount patch panel in enclosure-Test and properly cable all end user network/phone ports	\$2,635.50	1	\$2,635.50
Subtotal:			\$5,283.89

Quote Summary	Amount
Products	\$5,283.89
Subtotal:	\$5,283.89
Tax:	\$333.40
Total:	\$5,617.29

The prices of the products and services quoted are subject to change and availability. Market fluctuations in the technical industry change daily (sometimes hourly) and may only be confirmed when paid in full. Should there be a price change on an item you have ordered, we will call you to advise you of the change prior to shipping. Computer Logistics reserves right to cancel orders arising from pricing or other errors. Upon signing of quote, equipment purchases must be paid in full or payment arrangements can be made prior to CLC purchasing equipment. Interest Charges will be applied. Past Due Accounts will be subject to a monthly finance charge. In addition, customer shall reimburse costs and expenses incurred in collecting any amount past due. CLC accepts most major credit cards and of course checks are accepted.

Acceptance

Computer Logistics

City of Susanville

Bob Andrews

Signature / Name

08/29/2023

Date

Victoria Estrada

Signature / Name

Initials

Date

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6215**, awarding bid to Kirack Construction Inc. for the replacement of Memorial Park Bathroom.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: The city has committed to complete a project leading to the replacement of the bathroom facility at Memorial Park. The new prefabricated bathroom is ready to be delivered; however, prior to delivery the old bathroom needs to be removed. Utilities must also be relocated and the site prepared for the placement of the new bathroom. The site plans have been prepared, which include the demolition and installation of new sidewalk around the building new ADA curb ramps and accessible on-street parking.

On August 17, 2023 bids were opened for the project. Three bids were received:

- Kirack Construction Inc. - \$146,794.52
- Builder Solutions Inc. - \$185,188.00
- Crazy J's Concrete - \$258,409.65

The City Administrator is recommending that the City Council approve Resolution No. 23-6215 authorizing the following:

- Award bid to Kirack Construction, Inc. in the amount of \$146,794.52
- Authorize City Administrator to execute construction agreement with Kirack Construction, Inc.
- Authorize City Administrator to execute contract change orders in the amount not to exceed \$34,500 (approximately 25% contingency).
- Authorize City Administrator to execute materials testing agreement with qualified materials testing firm.
- Authorize City Administrator to issue a "Notice to Proceed" upon receipt and execution of all necessary documents.
- Authorize the Finance Manager to modify the budget to complete the project not to exceed \$394,550 with \$348,240

from grant and program income funds (previously approved)
and up to \$46,310 from park dedication funds.

FISCAL IMPACT: \$394,550:

\$348,240 from grant and program income
\$ 46,310 from park dedication fund

ACTION REQUESTED: Motion to approve Resolution No. 23-6215, awarding bid to Kirack Construction Inc. for the replacement of Memorial Park Bathroom.

ATTACHMENTS:
[23-6215.pdf](#)

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APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 9.G
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6217**, receiving and accepting donation from the Susanville Police Officer Association

PRESENTED BY: Ryan Cochran, Chief of Police

SUMMARY: The Susanville Police Officer Association hosted a well attended golf tournament at Diamond Mountain Golf Course with the intention to raise funds for the Susanville Police Department's K9 program. The focus of the fund raising efforts are to allow for the K9 program to be self sustaining in training cost activities, veterinarian costs, travel costs, and supply purchases and for the program to not rely on the Police Department's (1009) budget and cash balance. The city of Susanville adopted it's budget with the amount raised from the golf tournament, so this donation will not increase the overall budget.

FISCAL IMPACT: Receiving \$3,482 donation from the Susanville Police Officer Association to fund the Police Department K9 Budget

ACTION REQUESTED: Motion to approve Resolution No. 23-6217, receiving and accepting donation from the Susanville Police Officer Association

ATTACHMENTS:
[23-6217.pdf](#)

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SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Kelly Mumper, Building & Planning Division

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6213**, approving and authorizing the Mayor to execute a standard agreement with TischlerBise Fiscal, Economic, and Planning Consultants to perform an Impact Fee Study pertaining to Fire, Police, and Transportation.

PRESENTED BY: Kelly Mumper, City Planner, and Dan Newton, City Administrator

SUMMARY: The City of Susanville, California, seeks to update its fire, police, and transportation impact fees. As part of this effort, TischlerBise will provide a comprehensive evaluation of the City's existing impact fee program. When preparing the capital improvement plan and recommended impact fee structure, we will work with City staff to ensure assumptions and methodologies are consistent with recommended City policy directives and strategic objectives. With decades of impact fee experience across the nation, TischlerBise has pioneered best practices with a clear trend from generic, cookie-cutter, fee studies to the realization that fees can and should be customized to function as an integral component of the community's strategic plan. Therefore, TischlerBise will be available to function as a key asset to the City's management and leadership team and will be there for the City long after the engagement is over for no charge assistance on administrative and implementation assistance.

There is a two-phase approach to the study. We anticipate a 5-month schedule to complete both phases. As noted in the schedule and work scope, several meetings are assumed to occur on the same trip.

In practice, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for capital facilities. The following paragraphs discuss the three basic methods for calculating impact fees and how those methods can be applied.

Plan-Based Fee Calculation - The plan-based method allocates costs for a specified set of future improvements to a specified amount

of development. The improvements are identified by a CIP. In this method, the total cost of relevant facilities is divided by total demand to calculate a cost per unit of demand. The plan-based method is often the most advantageous approach for facilities that require engineering studies, such as roads and utilities.

Cost Recovery Fee Calculation - The rationale for the cost recovery approach is that new development is paying for its share of the useful life and remaining capacity of facilities from which new growth will benefit. To calculate an impact fee using the cost recovery approach, facility cost is divided by the ultimate number of demand units the facility will serve. An oversized arterial roadway is an example.

Incremental Fee Calculation - The incremental expansion method documents the current level-of-service (LOS) for each type of public facility in both quantitative and qualitative measures, based on an existing service standard such as square feet per capita or park acres per capita. The LOS standards are determined in a manner similar to the current replacement cost approach used by property insurance companies. However, in contrast to insurance practices, clients do not use the funds for renewal and/or replacement of existing facilities. Rather, the jurisdiction uses the impact fee revenue to expand or provide additional facilities as needed to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments with LOS standards based on current conditions in the community.

The last time that the City of Susanville thoroughly evaluated the development impact fees was via the Abbey Group, Incorporated in 1990. The Abbey Group, Incorporated, a public safety consultant group, drafted a 54-page Capital Facilities Mitigation Analysis for Police, Fire, and Street Maintenance which was completed July 23, 1990. The City of Susanville City Council adopted the report by Ordinance No. 90-733 via Resolution No. 90-2170 on the 17th day of October 1990. Over the last two decades the City of Susanville has made minor updates to fees and implemented new fees as they pertain to the Consumer Price Index. These fees include but are not limited to Development fees by department, encroachment permit fees, public works fees, establishing city care fees, setting duplication fees, establishing notary public fees, establishing building permit fees, establishing new fire department fees, and establishing planning department fees.

Fast forward to the present, and California's Mitigation Fee Act, which was adopted in 1987, now requires some significant changes to how a local municipality collects and reports on the collection of mitigation fees for any type of new development projects. The Mitigation Fee Act authorizes a local government agency to impose fees on specific

development projects to defray the cost of new or additional public facilities that are needed to serve those developments. Common types of fees include tree mitigation fees, facilities fees, impact fees, among others. The Mitigation Fee Act establishes a variety of requirements to ensure local agencies timely use the fees to pay for the public facilities that serve those very developments rather than divert the fees for general revenue purposes. In fact, the Mitigation Fee Act prohibits a local government agency from levying, collecting, or imposing development mitigation fees for general revenue purposes. (Gov't Code § 66008.)

The "nexus" findings required by the Mitigation Fee Act are set forth in Government Code section 66001, subdivision (d)(1), which provides that: "For the fifth fiscal year following the first deposit into the account or fund, and every five years thereafter, the local agency shall make all of the following findings with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- A. Identify the purpose to which the fee is to be put.
- B. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged.
- C. Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements identified in paragraph (2) of subdivision (a).
- D. Designate the approximate dates on which the funding referred to in subparagraph (C) is expected to be deposited into the appropriate account or fund."

If the local government agency fails to comply with both the five-year nexus and the annual report finding, it has a self-executing duty to refund the balance of mitigation fees remaining in the mitigation fee account in accordance with the Mitigation Fee Act.

In conclusion, the City of Susanville Planning and Administrative staff have identified a need to update the current capital facilities mitigation analysis utilized by the City of Susanville on new development projects due to the revised conditions of the California Mitigation Fee Act.

FISCAL IMPACT:

Phase 1 of proposed contract \$28,920

Phase 2 of proposed contract \$39,120

Total of Phase 1 and 2 of proposed contract \$68,040

ACTION REQUESTED:

Motion to approve **Resolution No. 23-6213**, approving and authorizing the Mayor to execute a standard agreement with

TischlerBise Fiscal, Economic, and Planning Consultants to perform an Impact Fee Study pertaining to Fire, Police, and Transportation.

ATTACHMENTS:

[23-6213.pdf](#)

[FINAL Professional Services Agreement-Tischler-Bise Impact Fee Study.docx](#)

[Susanville, CA Proposal Phased Approach.docx](#)

RESOLUTION NO. 23-6213
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH TISCHLERBISE
CONSULTANTS FOR IMPACT FEE STUDY SERVICES AND AUTHORIZING THE
FINANCE DIRECTOR TO AMEND THE BUDGET IN THE AMOUNT OF \$68,040

WHEREAS, the City of Susanville City Council desires to analyze and update impact fees pertaining to new development within the City of Susanville; and

WHEREAS, the City of Susanville City Council desires to execute a standard agreement with TischlerBise Fiscal, Economic, and Planning Consultants to perform an Impact Fee Study pertaining to Fire, Police, and Transportation; and

WHEREAS, City of Susanville City Council reserves the right to execute only phase one of the proposal; and

WHEREAS, City of Susanville City Council reserves the right to execute phase two of the contract proposal if it deems necessary; and

WHEREAS, the California Mitigation Fee Act authorizes a local government agency to impose fees on specific development projects to defray the cost of new or additional public facilities that are needed to serve those developments; and

WHEREAS, The last time the City of Susanville thoroughly evaluated the development impact fees was via the Abbey Group, Incorporated in 1990, which produced a 54-page Capital Facilities Mitigation Analysis for Police, Fire, and Street Maintenance which was completed July 23, 1990.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the Mayor to execute a contract with TischlerBise Consultants to analyze development impact fees and further authorizes the Finance Director to amend the budget in the amount of \$68,040.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6TH day of September 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

**STANDARD FORM PROFESSIONAL SERVICES
CONTRACT BETWEEN
THE CITY OF SUSANVILLE
AND
TISCHLERBISE**

**THIS PROFESSIONAL SERVICES CONTRACT ("Contract") is made and entered
into this 5th day of July 2023, by and between the CITY OF SUSANVILLE
("City"), and TischlerBise ("Company")**

RECITALS

WHEREAS, City desires to retain Company to provide the following services:
Impact Fee Study and Analysis; and

WHEREAS, Company warrants that it is qualified and agreeable to render the
aforesaid services.

WHEREAS, City reserves the right to execute only phase one of the proposal.

WHEREAS, City reserves the right to execute phase two of the contract proposal if it
deems necessary.

AGREEMENT

NOW, THEREFORE, for and in consideration of the agreement made, and the
payments to be made by City, the parties agree to the following:

- I. **SCOPE OF SERVICES:** Company agrees to provide all of the services
described in Exhibit A.
- II. **ADDITIONAL SERVICES:** The City may desire services to be performed which
are relevant to this Contract or the services to be performed hereunder but have
not been included in the scope of the services listed in Paragraph I above, and
Company agrees to perform said services upon the written request of City. These
additional services could include, but are not limited to, any of the following:
 - A. Serving as an expert witness for the City in any litigation or other
proceedings involving the project or services.
 - B. Services of the same nature as provided herein which are required as a
result of events unforeseen on the date of this contract.
- III. **CITY FURNISHED SERVICES:** The City agrees to:
 - A. Facilitate access to and make provisions for Company to enter upon
public and private lands as required to perform its work.

- B. Make available to Company those services, supplies, equipment and staff that are normally provided for the services required by the type of services to be rendered by Company hereunder and as set forth in Exhibit A.
- C. Make available all pertinent data and records for review.
- IV. TERM OF CONTRACT: This Contract shall commence on July 5, 2023 and shall terminate on July 5, 2024 unless sooner terminated in accordance with the terms hereunder.
- V. CONTRACT PERFORMANCE TIME: All the work required by this Contract shall be completed and ready for acceptance no later than July 5, 2024. Time is of the essence with respect to this Contract.
- VI. FEES: The fees for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as Exhibit B. Said fees shall remain in effect for the entire term of this Contract.
- VII. MAXIMUM COST TO CITY: Notwithstanding any other provision of this Contract, in no event will the cost to City for the services to be provided herein exceed the maximum sum of \$68,040.00, including direct non-salary expenses.
- VIII. PAYMENT: The fees for services under this Contract shall be due within sixty (60) calendar days after receipt and approval by City of an invoice covering the service(s) rendered to date.

With respect to any additional services provided under this Contract as specified in Paragraph II hereof, Company shall not be paid unless Company has received written authorization from City for the additional services prior to incurring the costs associated therewith. Said additional services shall be charged at the rates set forth in Exhibit B.

Invoices or applications for payment to the City shall be sufficiently detailed and shall contain full documentation of all work performed and all reimbursable expenses incurred. Where the scope of work on the Contract is divided into various tasks, invoices shall detail the related expenditures accordingly. Labor expenditures need documentation to support time, subsistence, travel and field expenses. No expense will be reimbursed without adequate documentation. This documentation will include, but not be limited to, receipts for material purchases, rental equipment and subconsultant work.

Notwithstanding any other provision herein, payment may be delayed, without penalty, for any period in which the State or Federal Government has delayed distribution of funds that are intended to be used by the City for funding payment to Company.

- IX. INSURANCE: Company shall procure and maintain, for the duration of the Contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Company, its agents, representatives, employees, or subconsultants.

Minimum Scope and Limit of Insurance

- A. Company shall maintain a commercial general liability (CGL) insurance policy (Insurance Services Office Form CG 00 01) covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury, with limits in the amount of \$1,000,000, and a general aggregate limit of \$2,000,000.

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the General Liability Policy with respect to liability arising out of work or operations performed by or on behalf of Company, including materials, parts, or equipment furnished in connection with such work or operations. Additional insured should read as follows:

City of Susanville
66 N. Lassen Street.
Susanville, CA 96130

- B. Company shall be required to carry: professional coverage in the amount of \$1,000,000 per occurrence or claim, and \$2,000,000 aggregate.

Prior to the commencement of any work hereunder, Company shall supply a Certificate of Insurance and endorsements, signed by the insurer, evidencing such insurance as specified above to City. However, failure to obtain and provide the required documents to City prior to the work beginning shall not waive Company's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Each insurance policy required above shall provide that coverage and shall not be canceled, except with twenty-days' prior written notice to the City.

Insurance is to be placed with an insurer with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require Company to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

For any claims related to this Contract, Company's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers, shall be in excess of Company's insurance and shall not contribute with it.

Company hereby grants to City a waiver of any right to subrogation which any insurer of Company may acquire against the City by virtue of the payment of any loss under such insurance. Company agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

In the event the policy is canceled prior to the completion of the project and Company does not furnish a new Certificate of Insurance prior to cancellation, the City may obtain the required insurance and deduct the premium(s) from contract monies due to Company.

If the policy is a claim made policy, the policy shall contain language providing coverage up to six months following the completion of the contract in order to provide insurance coverage for the indemnification provision herein.

- X. WORKERS' COMPENSATION: Company acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code and it certifies that it will comply with such provisions before commencing the performance of the services to be performed under this Contract and at all times during the performance of the services to be performed hereunder. A copy of the certificates evidencing such insurance with policy limits of at least \$1,000,000 per accident for bodily injury or disease (or, in the alternative, a signed City Workers' Compensation Exemption form) shall be provided to City prior to commencement of work.
- XI. INDEMNIFICATION: Company agrees to indemnify, defend at its own expense, and hold City harmless from any and all liabilities, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from any and all negligent acts or omissions to act of Company or its officers, agents, or employees in performing services under this Contract; excluding, however, such liabilities, claims, losses, damages, or expenses arising from City's sole negligence or willful misconduct.
- XII. NONDISCRIMINATORY EMPLOYMENT: In connection with the execution of this Contract and the services to be provided hereunder, Company shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.

- XIII. INTEREST OF PUBLIC OFFICIALS: No officer, agent or employee of the City during their tenure, nor for one year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof.
- XIV. SUBCONTRACTING AND ASSIGNMENT: The rights, responsibilities and duties established under this Contract are personal to Company and may not be subcontracted, transferred or assigned without the express prior written consent of the City.
- XV. LICENSING AND PERMITS: Company shall maintain the appropriate licenses throughout the life of this Contract. Company shall also obtain any and all permits which might be required by the work to be performed herein.
- XVI. BOOKS OF RECORD AND AUDIT PROVISION: Company shall maintain on a current basis, complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids and all expenditures for which any reimbursement is sought. The books and records shall be original entry books. In addition, Company shall maintain detailed payroll records, including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items for which any reimbursement is sought. These documents and records shall be retained for at least ten years from the completion of this Contract (42CFR Sections 433.32, 438.3(h) and (u)). Company will permit City to audit all books, accounts or records relating to this contract or all books, accounts or records of any business entities controlled by Company who participated in this contract in any way. Any such audit may be conducted on Company's premises or, at City's option, Company shall provide all books and records within a maximum of fifteen (15) calendar days upon receipt of written notice from City.

Company shall promptly refund any moneys erroneously charged. If City ascertains that it has been billed erroneously by Company for an amount equaling five percent (5%) or more of the original bid, Company shall be liable for the costs of the audit in addition to any other penalty to be imposed. This paragraph applies to any contract which provides for reimbursement of expenses.

- XVII. CONFIDENTIALITY: All information and records obtained in the course of providing services under this Contract shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program or the services provided hereunder. Both parties shall comply with State and Federal requirements regarding confidential information.

XVIII. TITLE: It is understood that any and all documents, information, computer disks, USBs, and reports of any kind concerning the services provided hereunder, prepared by and/or submitted to Company, shall be the sole property of the City. Company may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatsoever, Company shall promptly turn over all information, writing, computer disks, and documents to City without exception or reservation.

TischlerBise shall transfer from computer hard drive to disk any information or documents stored on hard drive and provide City with said disk.

XIX. TERMINATION:

- A. City may terminate this Contract for any reason by giving thirty (30) calendar days' written notice to Company. Notice of Termination shall be by written notice and shall be sent by registered mail. In the event of termination, not the fault of Company, Company shall be paid for services performed up to the date of termination in accordance with the terms of this Contract.
- B. If Company fails to provide in any manner the services specified under this Contract or otherwise fails to comply with the terms of this Contract, or violates any ordinance, regulation, or other law which applies to its performance herein, the City may terminate this Contract by giving five calendar days written notice to Company.
- C. Company shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which Company has no control.

XX. RELATIONSHIP BETWEEN THE PARTIES: It is expressly understood that in the performances of the services herein, Company, and the agents and employees thereof, shall act in an independent capacity and as an independent Company and not as officers, employees or agents of the City.

XXI. AMENDMENT: This Contract may be amended or modified only by a written instrument signed by both parties.

XXII. ASSIGNMENT OF PERSONNEL: Company shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to City, as evidenced in writing.

XXIII. WAIVER: No provision of this Contract or the breach thereof shall be deemed waived, except by written consent of the party against whom the waiver is claimed.

XXIV. SEVERABILITY: If any provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby. Each provision shall be valid and enforceable to the fullest extent permitted by law.

XXV. JURISDICTION AND VENUE: This Contract and the obligations hereunder shall be construed in accordance with the laws of the State of California. The parties hereto agree that venue for any legal disputes or litigation arising out of this Contract shall be in Susanville, California.

XXVI. ENTIRE AGREEMENT: This Contract constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings, and representations, oral or

written, are superseded.

- XXVII. EXHIBITS: All "Exhibits" referred to below or attached to herein are by this reference incorporated into this Contract:

Exhibit Designation	Exhibit Title
Exhibit A	Services to be Provided by TischlerBise
Exhibit B	Compensation or Fees to be Paid to TischlerBise

- XXVIII. DESIGNATED AGENTS: The parties represent and warrant that they have full power and authority to execute and fully perform their obligations under this Contract pursuant to their governing instruments, without the need for any further action, and that the person(s) executing this Contract on behalf of each party are the duly designated agents of each party and are authorized to do so.
- XXIX. COMPLIANCE WITH APPLICABLE LAWS: Company shall comply with any and all federal, state and local laws, regulations, and ordinances affecting the services covered by this Contract.
- XXX. ATTORNEY'S FEES: If any party hereto employs an attorney for the purpose of enforcing or construing this Contract, or any judgment based on this Contract, in any legal proceeding whatsoever, including insolvency, bankruptcy, arbitration, declaratory relief or other litigation, including appeals or rehearing, the prevailing party shall be entitled to receive from the other party, or parties thereto, reimbursement for all attorney's fees and all costs, including but not limited to service of process, filing fees, court and court reporter costs, investigative costs, expert witness fees, and the cost of any bonds, whether taxable or not. If any judgment or final order be issued in that proceeding, said reimbursement shall be specified therein.
- XXXI. NOTICES: Any notice required to be given pursuant to the terms and conditions hereof shall be in writing, and shall be via one of the following methods: personal delivery, prepaid Certified First-Class Mail, or prepaid Priority Mail with delivery confirmation. Unless others designated by either party, such notice shall be mailed to the address shown below:

If to City:

City of Susanville
66 N. Lassen St.
Susanville, CA 96130

If to Company:

L. Carson Bise, AICP, President
4701 Sangamore Rd., Suite 240

Bethesda, MD 20816

XXXII. COST DISCLOSURE: In accordance with Government Code Section 7550, Company agrees to state in a separate section of its filed report the dollar amount of this Contract and any related contracts and subcontracts relating to the preparation of the report resulting from this contract.

[signature page to follow]

IN WITNESS WHEREOF, the parties hereunto have executed this Contract on the date written below.

CITY OF SUSANVILLE:

TISCHLERBISE:

By: _____
City of Susanville

By: _____
Its: _____

Date: _____

Date: _____

EXHIBIT A

SERVICES TO BE PROVIDED BY TISCHLERBISE

TASK 1: PROJECT INITIATION / DATA ACQUISITION/REVIEW EXISTING IMPACT FEE PROGRAM

During this task, we will meet with City staff to establish lines of communication, review and discuss project goals and expectations related to the project, review (and revise if necessary) the project schedule, request data and documentation related to new proposed development, and discuss City staff's role in the project. TischlerBise will review the City's existing impact fee program at this point as well. The objectives of this initial discussion are outlined below:

- Obtain and review current demographics and other land use information for the City of Susanville.
- Review and refine work plan and schedule.
- Discuss current and previous work efforts related to this topic.
- Assess additional information needs and required staff support.
- Identify and collect data and documents relevant to the analysis.
- Identify any relevant policy issues.

Meetings:

One (1) on-site visit to meet with City project management team/City staff as appropriate.

Deliverables:

Data request memorandum.

TASK 2: PREPARE LAND USE ASSUMPTIONS AND DEVELOPMENT PROJECTIONS

The purpose of this task is to review and understand the current demographics of the City as they relate to growth and development and determine the likely development future for the City in terms on new population, housing units, employment, and nonresidential building area over the next 10-20 years. Information from the City, as well as TischlerBise's experience preparing market analyses throughout the country will serve as the basis for preparing projections of residential and nonresidential development for consideration by staff. TischlerBise will prepare a plan that includes projections of changes in land uses, densities, intensities, and population for specific service areas.

Meetings:

Discussions with staff will be held as part of meeting under Task 1, as well as conference calls as needed. One (1) meeting with staff to discuss the land use assumptions and development projections.

Deliverables:

TischlerBise will prepare a draft technical memorandum discussing the recommended land use factors and projections. After review and sign-off by the City, a final memorandum will be issued, which will become part of the final Impact Fee Report.

TASK 3: DETERMINE CAPITAL FACILITY NEEDS AND SERVICE LEVELS/NEXT STEPS RECOMMENDATION

This Task as well as Tasks 4-6 may vary somewhat depending on the methodology applied to a particular impact fee category. The impact fee study for each facility type would be presented in separate chapters in the impact fee report.

Identify Facilities/Costs Eligible for Impact Fee Funding. As an essential part of the nexus analysis, TischlerBise will evaluate the impact of development on the need for additional facilities, by type, and identify costs eligible for impact fee funding. Elements of the analysis include:

- Review facility plans, fixed asset inventories, and other documents establishing the relationship between development and facility needs by type.
- Identify planned facilities, vehicles, equipment, and other capital components eligible for impact fee funding.
- Prepare forecast of relevant capital facility needs.
- Adjust costs as needed to reflect other funding sources.

As part of calculating the fee, Susanville may include the construction contract price; the cost of acquiring land, improvements, materials, and fixtures; the cost for planning, surveying, and engineering fees for services provided for and directly related to the construction system improvement; and debt service charges, if the City might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the cost of system improvements. All of these components will be considered in developing an equitable allocation of costs.

Identify Appropriate Level of Service (LOS) Standards. We will review needs analyses and LOS for each facility type. Activities related to this Task include:

- Apply defined service standards to data on future development to identify the impacts of development on facility and other capital needs. This will include discussions with staff of the existing versus adopted LOS, as appropriate.
- Ascertain and evaluate the actual demand factors (measures of impact) that generate the need for each type of facility to be addressed in the study.
- Identify actual existing service levels for each facility type. This is typically expressed in the number of demand units served.
- Define service standards to be used in the impact fee analysis.
- Determine appropriate geographic service areas for each fee category.

Recommendation for Next Steps of Impact Fee Study. TischlerBise, along with City staff input, will determine a recommendation if the impact fee study should continue based on growth projections, infrastructure capacity, and capital expansion plans.

Meetings:

Two (2) meetings with City staff to discuss capital facility needs and levels-of-service.

Deliverables:

Memoranda regarding TischlerBise's recommendation for Phase 2.

TASK 4: EVALUATE DIFFERENT ALLOCATION METHODOLOGIES

The purpose of this Task is to determine the methodology most appropriate for each impact fee category. Selection of the particular methodology for each component of the impact fee category will depend on which is most beneficial for Susanville. In a number of cases, we will prepare the impact fees for a particular infrastructure category using several methodologies and will discuss the trade-offs with the City. This allows the utilization of a combination of methodologies within one fee category. For instance,

a plan-based approach may be appropriate for a new building while an incremental approach may be appropriate for support vehicles and equipment. By testing all possible methodologies, the City is

assured that the maximum supportable impact fee will be developed. Policy discussions will then be held at the staff level regarding the trade-offs associated with each allocation method prior to proceeding to the next task.

Meetings:

One (1) meeting with Susanville staff (and City Council if desired) to discuss issues related to allocation methodologies

Deliverables:

“Storyboard” presentation on fee categories. See Task 7.

TASK 5: DETERMINE NEED FOR “CREDITS” TO BE APPLIED AGAINST CAPITAL COSTS

There are two types of “credits” that are included in the calculation of impact fees, each with specific, distinct characteristics. The first is a credit due to possible double payment situations. This could occur when a property owner will make future contributions toward the capital costs of a public facility covered by an impact fee. The second is a credit toward the payment of an impact fee for the required dedication of public sites and improvements provided by the developer and for which the impact fee is imposed. Both types of credits will be considered and addressed in the impact fee study.

Deliverables:

Memoranda as appropriate. See Task 7.

TASK 6: CONDUCT FUNDING AND CASH FLOW ANALYSIS

In order to prepare a meaningful capital funding strategy, it is important to not only understand the gross revenues, but also the capital facility costs and any deficits. In this case, some consideration should be given to anticipated funding sources. This calculation will allow the City to better understand the various revenue sources possible and the amount that would be needed if the impact fees were discounted.

The initial cash flow analysis will indicate whether additional funds might be needed or if the funding strategy might need to be changed to have new growth pay its fair share of new capital facilities. This could also affect the total credits calculated in the previous task. Therefore, it is likely that a number of iterations will be conducted in order to refine the cash flow analysis reflecting the capital improvement needs.

Deliverables:

See Task 7.

TASK 7: PREPARE DRAFT AND FINAL IMPACT FEE REPORT, PUBLIC PRESENTATIONS

TischlerBise will prepare a draft report for the City's review. The report will summarize the need for fire, police, and transportation impact fees in Susanville and the relevant methodologies employed in the calculations. It will also document all assumptions and cost factors. The report will include at a minimum the following information:

- Executive summary.
- A detailed description of the methodologies used during the study.
- A detailed description of all LOS standards and cost factors used and accompanying rationale.
- A detailed schedule of all proposed fees listed by land use type and activity.
- Other information which adequately explains and justifies the resulting recommended fee schedule

- Cash flow analysis.
- Implementation and administration procedures.

Following the City's review of the draft report, we will make mutually agreed upon changes to the development impact fee report and issues a final version.

Meetings:

One (1) virtual meeting to review the draft and final impact fee study with City staff. One (1) onsite visit to present study results to City Council.

Deliverables:

Draft and final reports and presentation materials for meetings.

Exhibit B
Compensation or Fees to be paid to TischlerBise

PROPOSED FEE SCHEDULE FOR SUSANVILLE, CA						
Project Team Member		Bise	McAweeney	Huff	Total	
Job Title		Principal-in-Charge	Project Manager	Analyst	Hours	Cost
Hourly Rate		\$220	\$200	\$170		
Phase 1	Task 1: Project Initiation/Data Acquisition/Review Existing Impact Fee Program	2	8	8	18	\$3,400
	Task 2: Prepare Land Use Assumptions and Development Projections	4	24	24	52	\$9,760
	Task 3: Determine Capital Facility Needs and Service Levels/Next Steps Recommendation	4	24	24	52	\$9,760
	Expenses					\$6,000
	<i>Phase 1 Subtotal</i>	<i>10</i>	<i>56</i>	<i>56</i>	<i>122</i>	<i>\$28,920</i>
Phase 2	Police Component Analysis	4	18	18	40	\$7,540
	Fire Component Analysis	4	22	22	48	\$9,020
	Transportation Component Analysis	4	28	28	60	\$11,240
	Prepare Impact Fee Reports, Public Presentations	4	12	12	28	\$5,320
	Expenses					\$6,000
	<i>Phase 2 Subtotal</i>	<i>16</i>	<i>80</i>	<i>80</i>	<i>176</i>	<i>\$39,120</i>
Phase 1 & 2 Total:		26	136	136	298	\$68,040

Proposal for Update to Fire, Police, Transportation Impact Fee Study

City of Susanville, California

May 4, 2023



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Section 1: Project Summary

The City of Susanville, California, seeks to update its fire, police, and transportation impact fees. As part of this effort, TischlerBise will provide a comprehensive evaluation of the City's existing impact fee program. When preparing the capital improvement plan and recommended impact fee structure, we will work with City staff to ensure assumptions and methodologies are consistent with recommended City policy directives and strategic objectives. With decades of impact fee experience across the nation, TischlerBise has pioneered best practices with a clear trend from generic, cookie-cutter, fee studies to the realization that fees can and should be customized to function as an integral component of the community's strategic plan. Therefore, TischlerBise will be available to function as a key asset to the City's management and leadership team, and will be there for the City long after the engagement is over for no charge assistance on administrative and implementation assistance.

There is a two-phase approach to the study. We anticipate a 5-month schedule to complete both phases. As noted in the schedule and work scope, several meetings are assumed to occur on the same trip.

PROJECT SCHEDULE FOR SUSANVILLE, CA					
	Tasks	Anticipated Dates	Onsite Visits*	Virtual Meetings	Deliverables
Phase 1	Task 1: Project Initiation/Data Acquisition/Review Existing Impact Fee Program	Month 1	1	0	Data Request, Revised Schedule (if necessary)
	Task 2: Prepare Land Use Assumptions and Development Projections	Month 1-2	0	1	Technical Memorandum Outlining Recommended Land Use Assumptions
	Task 3: Determine Capital Facility Needs and Service Levels/Next Steps Recommendation	Month 2-3	0	2	Memorandum Outlining Findings from Task and Recommendation Regarding Phase 2
Phase 2	Police Component Analysis	Month 4	0	1	"Storyboard" Presentation on Fee Categories
	Fire Component Analysis	Month 4	0	1	"Storyboard" Presentation on Fee Categories
	Transportation Component Analysis	Month 4	0	1	"Storyboard" Presentation on Fee Categories
	Prepare Impact Fee Reports, Public Presentations	Month 4-5	1	1	Draft and Final Impact Fee Studies and Presentation Materials

*It is assumed meetings are held with multiple departments over one (1) trip.

The following table contains an estimate of the required personnel hours by task and job title for this assignment.



PROPOSED FEE SCHEDULE FOR SUSANVILLE, CA						
Project Team Member		Bise	McAweeney	Huff	Total	
Job Title		Principal-in-Charge	Project Manager	Analyst	Hours	Cost
Hourly Rate		\$220	\$200	\$170		
Phase 1	Task 1: Project Initiation/Data Acquisition/Review Existing Impact Fee Program	2	8	8	18	\$3,400
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	Transportation Component Analysis	4	28	28	60	\$11,240
	Prepare Impact Fee Reports, Public Presentations	4	12	12	28	\$5,320
	Expenses					\$6,000
	<i>Phase 2 Subtotal</i>	<i>16</i>	<i>80</i>	<i>80</i>	<i>176</i>	<i>\$39,120</i>
Phase 1 & 2 Total:		26	136	136	298	\$68,040

As President, I am authorized to contractually bind the firm.

Sincerely,

L. Carson Bise II, AICP, President, TischlerBise

Section 2: Company Description/Capabilities

TischlerBise, Inc., was founded in 1977 as Tischler, Montasser & Associates. The firm became Tischler & Associates, Inc., in 1980 and TischlerBise, Inc., in 2005. The firm is a Subchapter (S) corporation, is incorporated in Washington, D.C., and maintains offices in Bethesda, Maryland and Boise, Idaho. The firm's legal address is:

Principal Office

L. Carson Bise, AICP, President
4701 Sangamore Rd, Suite 240
Bethesda, MD 20816
301.320.6900 x12
carson@tischlerbise.com

Idaho Office

Colin McAweeney
999 W Main Street #100
Boise, ID 83702
208.515.7480
colin@tischlerbise.com

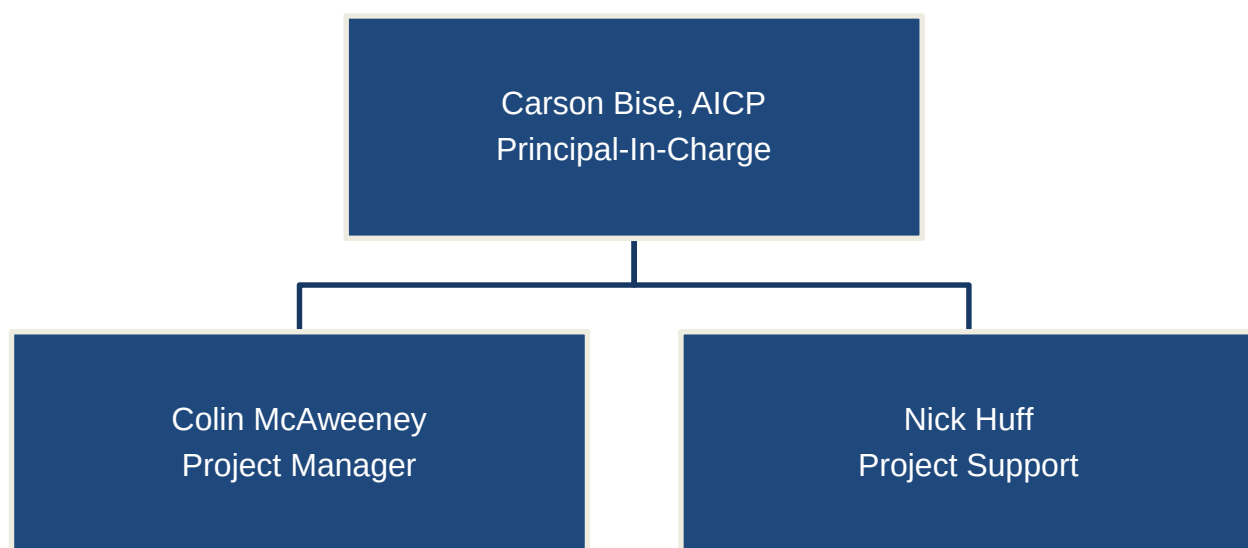
TischlerBise is a fiscal, economic, and planning consulting firm specializing in fiscal/economic impact analysis, impact fees, market feasibility, infrastructure financing studies, and related revenue strategies. Our firm has been providing consulting services to public agencies for over thirty years. In this time, we have prepared over **900 fiscal/economic impact evaluations and over 1,000 impact fee/infrastructure financing studies** – more than any other firm. Through our detailed approach, proven methodology, and comprehensive product, we have established TischlerBise as the leading national expert on revenue enhancement and cost of growth strategies.

TischlerBise consistently exceeds our client's expectations, which is due in large part to the **heavy involvement of our highly skilled principal-level professionals**. We are proud of the fact that most of our clients retain TischlerBise for return engagements. There are several areas that make our qualifications unique:

- **Innovators.** TischlerBise has been at the forefront of developing unique and innovative approaches for impact fees that are based on the client's policy objectives and backed by rigorous primary data development and expert analysis. More important, a TischlerBise impact fee methodology has never been successfully challenged in a court of law.
- **National Thought Leaders.** Both of the TischlerBise principals for this assignment are considered national thought leaders on the subjects of impact fees, infrastructure financing strategies, and fiscal/economic sustainability. Carson Bise, AICP, Chaired the American Planning Association's Paying for Growth Task Force and is an Affiliate of the National Center for Smart Growth Research & Education. Colin McAweeney is a frequent speaker on impact fees and infrastructure financing at the state and national level.
- **Consensus Builders.** Our seasoned Project Team has actively participated in legislative body meetings and citizen committees to educate stakeholders regarding the technical process of impact fee calculations as well as the pros and cons of impact fees.

Section 3: Project Team

To successfully navigate through the City of Susanville's impact fee study, the successful consultant must possess specific, detailed, and customized knowledge, not only of the technical analysis, but also of the context of the impact fee structure in achieving the City's land use, transportation, and economic development policy goals. **Our Project Team for this assignment includes some of our most senior and experienced impact fee professionals.** We have unsurpassed experience performing projects requiring the same expertise as that needed to serve the City of Susanville. The role of each team member and their qualifications are briefly discussed in this section, and the organizational chart shows our project team for this assignment.



Carson Bise, AICP, President of TischlerBise, will serve as Principal-In-Charge and coordinate our Project Team's interaction with the City of Susanville to ensure that all work is completed properly, on time, and within budget. He will work closely with Colin McAweeney and Nick Huff, developing and reviewing all aspects of the project and providing overall quality assurance for the project.

Colin McAweeney, Senior Fiscal/Economic Analyst and Idaho Practice Leader, will serve as Project Manager for this assignment. Mr. McAweeney has been with TischlerBise for ten years and is the Project Manager for many of our Western region assignments.

Nick Huff, Fiscal/Economic Analyst at the Boise, Idaho office. Mr. Huff has been with TischlerBise for two years and has a background before joining TischlerBise in the banking industry.



L. Carson Bise, II, AICP, President

Carson Bise has thirty years of fiscal, economic, and planning experience and has conducted fiscal and infrastructure finance evaluations in forty states. **Mr. Bise is a leading national figure in the calculation of impact fees, having completed over 350 impact fees.** Mr. Bise has also written and lectured extensively on fiscal impact analysis and infrastructure financing. **His most recent publications are *Next Generation Transportation Impact Fees* and *Fiscal Impact Analysis: Methodologies for Planners*,** both published by the American Planning Association, a chapter on fiscal impact analysis in the book *Planning and Urban Design Standards*, also published by the American Planning Association, and the ICMA IQ Report, *Fiscal Impact Analysis: How Today's Decisions Affect Tomorrow's Budgets*. **Mr. Bise is a past Board of Director for the Growth and Infrastructure Finance Consortium and Chaired the American Planning Association's Paying for Growth Task Force.** He is also an Affiliate of the National Center for Smart Growth Research & Education.

EDUCATION

M.B.A., Economics, Shenandoah University

Bachelor of Science, Geography/Urban Planning, East Tennessee State University

Bachelor of Science, Political Science/Urban Studies, East Tennessee State University

Colin McAweeney, Idaho Practice Leader

Colin McAweeney is a Senior Fiscal/Economic Analyst and the Idaho Practice Leader. Mr. McAweeney is an industry expert regarding the intersection of land use planning and municipal finance. His expertise ranges from project-level impact analysis to regional fiscal model design and programming. Additionally, McAweeney has completed impact fee and user fee studies in 40+ communities. He has also presented at national and state conferences. Prior to joining TischlerBise, he completed a thesis surrounding urban aspects that attract investment and worked in the finance sector for several years.

EDUCATION

M.S., Urban Management and Development, Erasmus University Rotterdam

B.S., Economics with an emphasis on Mathematics, University of Wisconsin - Madison

Project Team Selected References

This section provides references for recently completed impact fee assignments similar in size and complexity to the City's assignment.

Town of Mammoth Lakes, California – Development Impact Fee Study (2015)

Grady Dutton, Public Works Director

437 Old Mammoth Road, Suite R

Mammoth Lakes, CA 93546

(760) 934-8989 Ext. 257

gdutton@townofmammothlakes.ca.gov



TischlerBise completed a comprehensive overhaul of the Town of Mammoth Lakes development impact fee program. New Town management realized the Town's existing fee program was based on unrealistic assumptions and was fiscally unachievable. The Town quickly moved to retain a consultant to bring the Town's development impact fee program into "reality" in terms of levels of service and financial feasibility. TischlerBise prepared fees for transportation, general government, parks and recreation, police, and stormwater. We also worked closely with a developer stakeholder committee. Comments from the Town Council on the TischlerBise study included:

"This is a seismic change in what we're doing with DIF," said Councilmember John Wentworth in response to Bise's presentation. "... I think it's about time."

Mayor Michael Raimondo commended TischlerBise for whittling down "that monster wish list."

"This is a much more realistic list than the previous one," agreed Council member Jo Bacon. "... It's nice to see one that recognizes the capabilities [of the Town]."

City of Suisun City, California – Development Impact Fee Study (2016)

Scott Corey, Management Analyst
701 Civic Center Boulevard
Suisun City, CA 94585
(707) 421-7333
scorey@suisun.com

TischlerBise completed a development impact fee study for the City of Suisun City, California. Fees to cover new development's share of capital facility and equipment costs were calculated for the following categories: transportation, police, fire, general government, and parks. One of the challenges with this study related to balancing growth-related needs in the sphere of influence area versus the older parts of the City that are approaching build out.

City of Lemoore, California – Development Impact Fee Study (2016)

Andrea Welsh, City Manager
119 Fox Street
Lemoore, CA 93245
(559) 924-6700 Ext. 703
awelsh@lemoore.com

TischlerBise was retained by the City of Lemoore to prepare a comprehensive update of the City's development impact fee program. One of the challenges with this study related to balancing growth-related needs in the sphere of influence area versus the older parts of the City, as well as higher intensity development that is likely to occur if a major interchange is funded.

The table below illustrates our vast California development impact fee experience.

STATE	CLIENT	Feasibility Analysis	Roads/Transportation	Sewer	Water	Stormwater	Solid Waste	Law Enforcement	Fire/EMS	Parks and Recreation	Trails/Open Space	Libraries	General Government
CA	Avenal		◆	◆		◆	◆	◆	◆	◆		◆	
CA	Banning		◆					◆	◆	◆			◆
CA	Butte County		◆					◆	◆			◆	◆
CA	Chino Hills		◆	◆		◆				◆			
CA	Clovis			◆									
CA	Corcoran			◆	◆			◆		◆			◆
CA	El Centro							◆	◆	◆		◆	◆
CA	Grass Valley		◆	◆	◆	◆		◆	◆	◆			◆
CA	Half Moon Bay		◆	◆				◆		◆	◆		
CA	Hemet		◆			◆		◆	◆	◆	◆	◆	◆
CA	Imperial County	◆											
CA	Lemoore		◆	◆	◆	◆	◆	◆	◆	◆			◆
CA	Mammoth Lakes		◆			◆		◆		◆	◆		◆
CA	Maywood	◆											
CA	National City							◆	◆	◆		◆	
CA	Rancho Cucamonga									◆			
CA	Suisun City		◆							◆			◆
CA	Temecula		◆	◆	◆			◆		◆	◆	◆	◆
CA	Tulare		◆	◆	◆	◆		◆	◆	◆	◆	◆	◆
CA	Visalia									◆		◆	◆



Section 4: Outline of Services

Project Approach

Impact fees are fairly simple in concept, but complex in delivery. Generally, the jurisdiction imposing the fee must: (1) identify the purpose of the fee, (2) identify the use to which the fee is to be put, (3) show a reasonable relationship between the fee's use and the type of development project, (4) show a reasonable relationship between the facility to be constructed and the type of development, and (5) account for and spend the fees collected only for the purpose(s) used in calculating the fee.

Reduced to its simplest terms, the process of calculating impact fees involves the following two steps:

1. Determine the cost of development-related improvements, and
2. Allocate those costs equitably to various types of development.

There is, however, a fair degree of latitude granted in constructing the actual fees, as long as the outcome is "proportionate and equitable." Fee construction is both an art and a science, and it is in this convergence that TischlerBise excels in delivering products to clients.

Any one of several legitimate methods may be used to calculate impact fees for the City. Each method has advantages and disadvantages given a particular situation, and to some extent they are interchangeable because they all allocate facility costs in proportion to the needs created by development.

In practice, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for capital facilities. The following paragraphs discuss the three basic methods for calculating impact fees and how those methods can be applied.

Plan-Based Fee Calculation - The plan-based method allocates costs for a specified set of future improvements to a specified amount of development. The improvements are identified by a CIP. In this method, the total cost of relevant facilities is divided by total demand to calculate a cost per unit of demand. The plan-based method is often the most advantageous approach for facilities that require engineering studies, such as roads and utilities.

Cost Recovery Fee Calculation - The rationale for the cost recovery approach is that new development is paying for its share of the useful life and remaining capacity of facilities from which new growth will benefit. To calculate an impact fee using the cost recovery approach, facility cost is divided by the ultimate number of demand units the facility will serve. An oversized arterial roadway is an example.

Incremental Fee Calculation - The incremental expansion method documents the current level-of-service (LOS) for each type of public facility in both quantitative and qualitative measures, based on an existing service standard such as square feet per capita or park acres per capita. The LOS standards are determined in a manner similar to the current replacement cost approach used by property insurance companies. However, in contrast to insurance practices, clients do not use the funds for renewal and/or replacement of existing facilities. Rather, the jurisdiction uses the impact fee revenue to expand or provide additional facilities as needed to accommodate new development. An incremental



expansion cost method is best suited for public facilities that will be expanded in regular increments with LOS standards based on current conditions in the community.

Evaluation of Alternatives. Designing the optimum impact fee approach and methodology is what sets TischlerBise apart from our competitors. Unlike most consultants, we routinely consider each of the three methodologies—cost recovery, incremental expansion, and the planned approach—for each component within a fee category. The selection of a particular methodology for each component of the impact fee category will be dependent on which is most beneficial for the City. In a number of cases, we will prepare the impact fee using several methodologies and will discuss the various trade-offs with the City. There are likely to be policy and revenue tradeoffs. We recognize that “one size does *not* fit all” and create the optimum format that best achieves our clients’ goals.

Lending a Sense of Market Reality to the Development Projections. Projecting future residential and nonresidential development is more difficult now than in the past due to shifting trends in the housing market as a result of changing demographics and lifestyle choices, particularly in light of the COVID-19 pandemic. Changes in the retail sector combined with existing surpluses of retail space in many communities are also a concern. **TischlerBise’s extensive national experience conducting market analysis and real estate feasibility studies is invaluable in determining the appropriate development projections used in the impact fee calculations.** Depending on the methodology employed, overly optimistic development projections can increase the City’s financial exposure if impact fee revenue is less than expected.

Public Outreach. The importance of public outreach when considering impact fees and infrastructure funding options should not be overlooked. Based upon our experience with impact fees and infrastructure funding efforts across the country, we anticipate that this study may attract controversy. Therefore, it is important to build a coalition of support early in the process to educate and inform the public and other key stakeholders about the purpose of the study, and to explain how it will benefit both key constituents (developers) and the general public. It is critical to develop a communications strategy that will offset and correct any misinformation that might proliferate and to provide clear and compelling logic for public adoption of an updated impact fee program. Our seasoned project team has actively participated in legislative body meetings and citizen committees to educate and lead stakeholders regarding the technical process of impact fee calculations as well as the pros and cons of impact fees.

Work Scope

TASK 1: PROJECT INITIATION / DATA ACQUISITION/REVIEW EXISTING IMPACT FEE PROGRAM

During this task, we will meet with City staff to establish lines of communication, review and discuss project goals and expectations related to the project, review (and revise if necessary) the project schedule, request data and documentation related to new proposed development, and discuss City staff’s role in the project. TischlerBise will review the City’s existing impact fee program at this point as well. The objectives of this initial discussion are outlined below:

- Obtain and review current demographics and other land use information for the City of Susanville.
- Review and refine work plan and schedule.
- Discuss current and previous work efforts related to this topic.
- Assess additional information needs and required staff support.

- Identify and collect data and documents relevant to the analysis.
- Identify any relevant policy issues.

Meetings:

One (1) on-site visit to meet with City project management team/City staff as appropriate.

Deliverables:

Data request memorandum.

TASK 2: PREPARE LAND USE ASSUMPTIONS AND DEVELOPMENT PROJECTIONS

The purpose of this task is to review and understand the current demographics of the City as they relate to growth and development and determine the likely development future for the City in terms on new population, housing units, employment, and nonresidential building area over the next 10-20 years. Information from the City, as well as TischlerBise's experience preparing market analyses throughout the country will serve as the basis for preparing projections of residential and nonresidential development for consideration by staff. TischlerBise will prepare a plan that includes projections of changes in land uses, densities, intensities, and population for specific service areas.

Meetings:

Discussions with staff will be held as part of meeting under Task 1, as well as conference calls as needed. One (1) meeting with staff to discuss the land use assumptions and development projections.

Deliverables:

TischlerBise will prepare a draft technical memorandum discussing the recommended land use factors and projections. After review and sign-off by the City, a final memorandum will be issued, which will become part of the final Impact Fee Report.

TASK 3: DETERMINE CAPITAL FACILITY NEEDS AND SERVICE LEVELS/NEXT STEPS RECOMMENDATION

This Task as well as Tasks 4-6 may vary somewhat depending on the methodology applied to a particular impact fee category. The impact fee study for each facility type would be presented in separate chapters in the impact fee report.

Identify Facilities/Costs Eligible for Impact Fee Funding. As an essential part of the nexus analysis, TischlerBise will evaluate the impact of development on the need for additional facilities, by type, and identify costs eligible for impact fee funding. Elements of the analysis include:

- Review facility plans, fixed asset inventories, and other documents establishing the relationship between development and facility needs by type.
- Identify planned facilities, vehicles, equipment, and other capital components eligible for impact fee funding.
- Prepare forecast of relevant capital facility needs.
- Adjust costs as needed to reflect other funding sources.

As part of calculating the fee, Susanville may include the construction contract price; the cost of acquiring land, improvements, materials, and fixtures; the cost for planning, surveying, and engineering fees for



services provided for and directly related to the construction system improvement; and debt service charges, if the City might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the cost of system improvements. All of these components will be considered in developing an equitable allocation of costs.

Identify Appropriate Level of Service (LOS) Standards. We will review needs analyses and LOS for each facility type. Activities related to this Task include:

- Apply defined service standards to data on future development to identify the impacts of development on facility and other capital needs. This will include discussions with staff of the existing versus adopted LOS, as appropriate.
- Ascertain and evaluate the actual demand factors (measures of impact) that generate the need for each type of facility to be addressed in the study.
- Identify actual existing service levels for each facility type. This is typically expressed in the number of demand units served.
- Define service standards to be used in the impact fee analysis.
- Determine appropriate geographic service areas for each fee category.

Recommendation for Next Steps of Impact Fee Study. TischlerBise, along with City staff input, will determine a recommendation if the impact fee study should continue based on growth projections, infrastructure capacity, and capital expansion plans.

Meetings:

Two (2) meetings with City staff to discuss capital facility needs and levels-of-service.

Deliverables:

Memoranda regarding TischlerBise's recommendation for Phase 2.

TASK 4: EVALUATE DIFFERENT ALLOCATION METHODOLOGIES

The purpose of this Task is to determine the methodology most appropriate for each impact fee category. Selection of the particular methodology for each component of the impact fee category will depend on which is most beneficial for Susanville. In a number of cases, we will prepare the impact fees for a particular infrastructure category using several methodologies and will discuss the trade-offs with the City. This allows the utilization of a combination of methodologies within one fee category. For instance, a plan-based approach may be appropriate for a new building while an incremental approach may be appropriate for support vehicles and equipment. By testing all possible methodologies, the City is assured that the maximum supportable impact fee will be developed. Policy discussions will then be held at the staff level regarding the trade-offs associated with each allocation method prior to proceeding to the next task.

Meetings:

One (1) meeting with Susanville staff (and City Council if desired) to discuss issues related to allocation methodologies

Deliverables:

"Storyboard" presentation on fee categories. See Task 7.

TASK 5: DETERMINE NEED FOR "CREDITS" TO BE APPLIED AGAINST CAPITAL COSTS



There are two types of “credits” that are included in the calculation of impact fees, each with specific, distinct characteristics. The first is a credit due to possible double payment situations. This could occur when a property owner will make future contributions toward the capital costs of a public facility covered by an impact fee. The second is a credit toward the payment of an impact fee for the required dedication of public sites and improvements provided by the developer and for which the impact fee is imposed. Both types of credits will be considered and addressed in the impact fee study.

Deliverables:

Memoranda as appropriate. See Task 7.

TASK 6: CONDUCT FUNDING AND CASH FLOW ANALYSIS

In order to prepare a meaningful capital funding strategy, it is important to not only understand the gross revenues, but also the capital facility costs and any deficits. In this case, some consideration should be given to anticipated funding sources. This calculation will allow the City to better understand the various revenue sources possible and the amount that would be needed if the impact fees were discounted.

The initial cash flow analysis will indicate whether additional funds might be needed or if the funding strategy might need to be changed to have new growth pay its fair share of new capital facilities. This could also affect the total credits calculated in the previous task. Therefore, it is likely that a number of iterations will be conducted in order to refine the cash flow analysis reflecting the capital improvement needs.

Deliverables:

See Task 7.

TASK 7: PREPARE DRAFT AND FINAL IMPACT FEE REPORT, PUBLIC PRESENTATIONS

TischlerBise will prepare a draft report for the City’s review. The report will summarize the need for fire, police, and transportation impact fees in Susanville and the relevant methodologies employed in the calculations. It will also document all assumptions and cost factors. The report will include at a minimum the following information:

- Executive summary.
- A detailed description of the methodologies used during the study.
- A detailed description of all LOS standards and cost factors used and accompanying rationale.
- A detailed schedule of all proposed fees listed by land use type and activity.
- Other information which adequately explains and justifies the resulting recommended fee schedule
- Cash flow analysis.
- Implementation and administration procedures.

Following the City’s review of the draft report, we will make mutually agreed upon changes to the development impact fee report and issues a final version.

Meetings:

One (1) virtual meeting to review the draft and final impact fee study with City staff. One (1) onsite visit to present study results to City Council.

Deliverables:

Draft and final reports and presentation materials for meetings.

TischlerBise

FISCAL | ECONOMIC | PLANNING

Principal Office

4701 Sangamore Road, Suite S240 |
Bethesda, MD 20816
301.320.6900 x12 (w) |
carson@tischlerbise.com

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999 W. Main Street #100 |
Boise, ID 83702
208.515.7480 |
colin@tischlerbise.com



AGENDA ITEM NO. 12.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: September 6, 2023

SUBJECT: Consider **Resolution No. 23-6218**, authorizing City Administrator to enter into an agreement with Peckham & McKinney for recruitment services for the recruitment of an Economic Development Director.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: The city has recently completed a recruitment effort for the Economic Development Director position. Although the initial applicant pool was sufficient, half of the applicants dropped out of the process before interviews were conducted. It is likely that a second city sponsored recruitment would yield a similar result. In an effort to strengthen the applicant pool the city would like to conduct a second recruitment.

The professional services of Peckham & McKenny are available to conduct the recruitment for Economic Development Director. Many communities have had successful placements using the services of Peckham and McKenny.

The City Administrator is recommending that the City Council approve Resolution No. 23-6218, authorizing the City Administrator to enter into an agreement with Peckham & McKenny for the recruitment of the Economic Development Director.

FISCAL IMPACT: \$27,000 (13,500 from city \$13,500 from SIR). No budget increase necessary.

ACTION REQUESTED: Consider **Resolution No. 23-6218**, authorizing City Administrator to enter into an agreement with Peckham & McKinney for recruitment services for the recruitment of an Economic Development Director.

ATTACHMENTS:
[PM Proposal City of Susanville Economic Development Director.pdf](#)
[23-6218.pdf](#)



August 24, 2023

Dan Newton, City Administrator
City of Susanville
66 N. Lassen Street
Susanville, California 96130

Via PDF/Email To: dnewton@cityofsusanville.org

Dear Dan,

Thank you for considering Peckham & McKenney for the City of Susanville, Economic Development Director recruitment. I would be honored to represent the City in this important search.

As a boutique firm that specializes in recruitments for small and medium size communities in California, Peckham & McKenney is known for achieving successful and long-term placements. Among *many* strong attributes, these are four key reasons cities choose us:

- We actively and personally search for and find candidates.
- We limit the number of concurrent searches in order to directly focus on serving our client.
- We prioritize communicating with our client and applicants to keep everyone informed.
- Your recruiter is personally and directly responsible for all aspects of the search and your one point of contact.

Our Peckham & McKenney team is comprised of retired municipal managers and directors who are passionate about the public sector. I am proud to be on the Peckham & McKenney team because the firm's values and priorities align with mine – to assist public agencies in furtherance of good government; to place quality above quantity; and to build long lasting relationships with those in the public service.

For this important position and search, I will serve as your Recruiter. My professional background includes 12 years as a land use planner for various jurisdictions in California and 16 years as a City Manager for the Town of Los Altos Hills. As such, I am familiar with the responsibilities and duties of the Economic Development Director position. I also currently reside in the Sacramento area and so it will be easier to serve the recruiting needs of the City of Susanville.

Attached is a detailed proposal for conducting the search that includes information about our firm, process, timeline, resources, references, experience, and fee. We charge a fixed, all-inclusive fee and for this search, we are proposing \$27,000. I would also be pleased to participate in a Zoom interview to personally present and discuss our proposal. Upon being selected to conduct this important search, we would also be prepared to start on September 25th.

I am excited for the opportunity to implement the process leading to the successful placement of a candidate that “fits” your interests and the organization. Please feel free to call me at (650) 504-3515, if there are any questions.

Sincerely,

Carl Cahill, Executive Recruiter

carl@peckhamandmckenny.com

Enclosure:

1. City of Susanville Economic Development Director Search Proposal
2. Example Candidate Profile/ Recruiting brochure

City of Susanville

RECRUITMENT PROPOSAL
for
Economic Development Director

August 24, 2023



Peckham & McKenney
EXECUTIVE SEARCH

Serving local governments (cities, counties, districts) by conducting recruitments and placing management and executive leaders that fit the personnel needs and interests of agencies.

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WHY CHOOSE US?

Peckham & McKenney focuses on *quality* searches and placements (over quantity) in recognition that each placement is “All about fit”. Serving local government since 2004, we are one of the most trusted and respected executive recruitment firms in the country. We have successfully placed hundreds of local government professionals including City Managers, County Executive Officers, General Managers, Police and Fire Chiefs, Department Heads, Assistant Managers, and mid-level Managers. Time and again, we receive unsolicited compliments from clients and candidates

in reference to our integrity and high ethics, commitment, follow-through, communication, and service. We take pride in treating both our clients and candidates with utmost respect.



For more information, please visit our website at www.PeckhamAndMcKenney.com.



OUR COMMITMENT TO YOU

Peckham & McKenney, by maintaining the quality, style, values and culture established by Bobbi Peckham and Phil McKenney, performs on the premise that an executive search firm must be dedicated to providing its clients and candidates with professional and responsive service, and a personal, hands-on approach. Our business philosophy is founded on the understanding that we are in a “people” related industry and that attention to others’ needs is the key to providing effective customer service.

- **We believe in honesty.** No client should ever appoint an individual without being fully knowledgeable of the candidate’s complete background and history. Additionally, no candidate should ever enter into a new career opportunity without full disclosure of any organizational “issues.”
- **We keep everyone involved in the recruitment process informed.** Not only do we provide regular updates to our clients, we also have a reputation for keeping our candidates up to date.
- **We do not recruit staff from our client agencies** for another recruitment during an active engagement, nor

do we “parallel process” a candidate, thereby pitting one client against another for the same candidate.

- **We do not recruit our placements — ever.** Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. If they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- **We are retained only by cities, counties and special districts.** We are not retained by applicants or non-governmental agencies.
- **We do not over commit ourselves to too many searches.** Your recruiter maintains a small, limited number of concurrent searches at all times in order to focus specifically and diligently on recruiting qualified candidates for your vacancy.
- **We commit to diversity in its broadest possible definition in every aspect of each executive recruitment.** Peckham & McKenney has a well established reputation of placing women and people with diverse backgrounds.

EXPERIENCE



With our recruitment team that solely consists of retired City Managers, Police Chiefs and Department Heads, and our expert support team, Peckham & McKenney brings more experience and knowledge of local government and executive search than any other California recruiter. Just a few of our recent recruitments senior level public executive positions include:

City of Pleasant Hill – City Manager

City of Dublin - Assistant Community Development Director

County of Mariposa - Assistant County Administrative Officer

City of Scotts Valley – Administrative Services Director

Please don't hesitate to contact these agencies as well as our large list of current and former clients on our website ([here](#)); they will attest to our quality of service, on-going communication throughout the process, personal and direct outreach and sourcing of candidates, quality applicant pool, written materials and interview facilitation.

As an ambassador of our clients, Peckham & McKenney is also known for maintaining ongoing communications with our applicants throughout the search process, treating every applicant with respect, and appropriately informing candidates to support their best effort. The numerous compliments we have received from applicants fairly illustrate this reputation.

Comfortable and Professional Experience

"I'd like to thank you again for your support and guidance throughout the recruitment and selection process. It was a comfortable and professional experience, and I attribute a great deal of that to you. It's my hope that our professional paths may cross again in the future." **Candidate**

Straightforward, Friendly, and Humane Recruitment Process

"I wanted to let you know what a terrific job I thought you and Peckham & McKenney did on the recruitment. It was absolutely the most straightforward, friendly, and humane recruitment process I've ever participated in. And I would feel the same way even if the outcome was not successful for me." **Candidate**

It really has been, “All about fit!”

“From the construction of the colorful candidate profile, to being responsive to phone calls, texts and my questions, I have been thoroughly impressed with the professionalism and approach of Peckham & McKenney. Maria Hurtado and Joyce Johnson have been the team that have shepherded my application through the municipal hiring processes, and I can speak highly for both of them. Should I need a recruiter to help fill a critical position in my new city, I will be calling on Maria Hurtado and Peckham & McKenney. And, by the way, it really has been, “All about fit!” **Candidate**

You Made Me Feel So Comfortable

“This is my first time working with a recruiting company, and I’m so happy for having the opportunity to work with your company, wow! I truly enjoyed the process! Your interview skills are amazing! You made me feel so comfortable and I felt like I was just talking shop with a longtime friend. Thanks for the personal touch that you include in your job, I believe that this is what makes your firm so desirable and successful.” **Candidate**

Testimonials from clients and candidates are at <https://www.peckhamandmckenney.com/testimonials>.

Please feel free to contact any of the following current and recent clients to inquire about their experience with Peckham & McKenney. In addition, we would be pleased to furnish the client contact and phone numbers for any past clients listed in this proposal.

Mali LaGoe | City Manager

City of Scotts Valley, CA
1 Civic Center Drive Scotts Valley, CA 95066
Main: (831) 440.5600 | Direct: (831) 440-5606
Mlagoe@scottsvalley.gov

Sarah Monastes | Human Resources Director

City of Dublin
100 Civic Plaza, Dublin, CA 94568
(925) 833-6614
sarah.monastes@dublin.ca.gov

Dallin Kimble | County Administrative Officer

Mariposa County
PO Box 784, Mariposa, CA 95338
Phone: (209) 966-3222
dkimble@mariposacounty.org

Ethan Bindernagel, City Manager, City of Pleasant Hill, CA 1(510) 325-3172
ebindernagel@pleasanthillca.org / **Ericka Mitchell**, Chief Human Resources Officer,
City of Pleasant Hill, CA 1(925) 383-7795 emitchell@pleasanthillca.org

YOUR RECRUITMENT TEAM

Our Approach

With every Peckham & McKenney recruitment, your Recruiter has the entire Peckham & McKenney team of Recruiters and administrative personnel for backup, support, collaboration, and sourcing. *However*, when you retain Peckham & McKenney, *your Recruiter* serves as your single point of contact throughout the entire search process and is fully responsible for its success. Moreover, in order to fully focus on your search and finding applicants that fit with the ideal candidate you are seeking, your Recruiter also maintains no more than 6 active searches.

The Executive Recruiter for you in this search is Carl Cahill



Peckham & McKenney Team

Carl Cahill, Executive Recruiter, Peckham & McKenney Executive Search

Carl has over 27 years of local government service. Carl worked for the Town of Los Altos Hills, California from 1999 until late 2021. He served as the Town's Planning Director from 2000 until February 2006 and was then appointed City Manager. Carl has a Bachelor's degree in Urban Studies from Montclair State University in New Jersey and a Master's degree in Public Administration from Cal State University, East Bay. He is a member of the American Institute of Certified Planners and the International City/County Management Association.



Carl is supported by the following [team](#).

Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

Tayler Bergstrom, Research Assistant

Tayler Bergstrom joined Peckham & McKenney in 2022 and currently serves as a Research Associate. Tayler is currently pursuing a PhD at UCLA where she worked previously as a lab manager overseeing various research projects. Prior to that, Tayler graduated from UC San Diego with a Bachelor of Science degree in Psychology.

Linda Pucilowski, Graphic Designer

With nearly 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a Bachelor's degree from California State University, Sacramento.

Rachel Moran, Website & Social Media Assistant

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her Bachelor's Degree in Fine Arts with a concentration in Graphic Design.

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Peckham & McKenney

"All about fit"

THE SEARCH PROCESS AND SCHEDULE

Peckham & McKenney is committed to finding the best fit for your position. Our process is 12 to 14 weeks and generally involves the following phases:

PROJECT ORGANIZATION (PRE-RECRUITMENT) – We will meet to discuss the search timeline, process and logistics for conducting a successful search.

DEVELOPMENT OF THE CANDIDATE PROFILE (2 WEEKS) – We will meet with agency members to listen to specific expectations of the position; learn the background and experiences desired in the ideal candidate; and understand the organizational culture and interests to create an attractive Candidate Profile marketing brochure.

RECRUITMENT (4 TO 6 WEEKS) – Our main focus in outreach will be direct, personal contact with quality potential candidates. Additionally, ads will be placed in industry publications and social media to broadly market the opportunity. Our client agency is continuously updated on our progress.

SUPPLEMENTARY REVIEW (2 WEEKS) – Upon our review of the resumes received, supplemental questionnaires will be sent to candidates who appear in most alignment with the Candidate Profile. Following a thorough review of the supplemental questionnaires, we will conduct preliminary telephone interviews. Internet research will also be conducted so that we may probe the candidate regarding any areas of concern.

RECOMMENDATION OF CANDIDATES/SELECTION OF FINALISTS (1 WEEK) – A report will be provided to the agency that includes, among a variety of documents, a full listing of all candidates for review and the materials submitted by candidates recommended for an interview.

INTERVIEW PROCESS (2 WEEKS) – Your recruiter will facilitate the interview process, inclusive of an orientation session at the beginning, and a discussion of candidates at the end.

QUALIFICATION (1 WEEK) – Once a finalist is selected, a reference check and thorough background check will be conducted. Assistance with negotiating compensation will also be provided.

COST OF SERVICES

The fee to conduct the entire search process for your next Economic Development Director is \$27,000.

Peckham & McKenney is unique among recruiting firms for several reasons including having a fixed all-inclusive fee. We have found that an all-inclusive fee for the search process is simpler, cost-effective, and efficient.

The all-inclusive fee above includes professional fees and expenses (out-of-pocket costs associated with advertising, Recruiter travel, administrative support / printing / copying / postage / materials, telephone / technology, internet research checks on recommended candidates, and full background check on selected finalist only). For services not specified herein, we will discuss your interests and an appropriate fee.

PROCESS OF PAYMENT

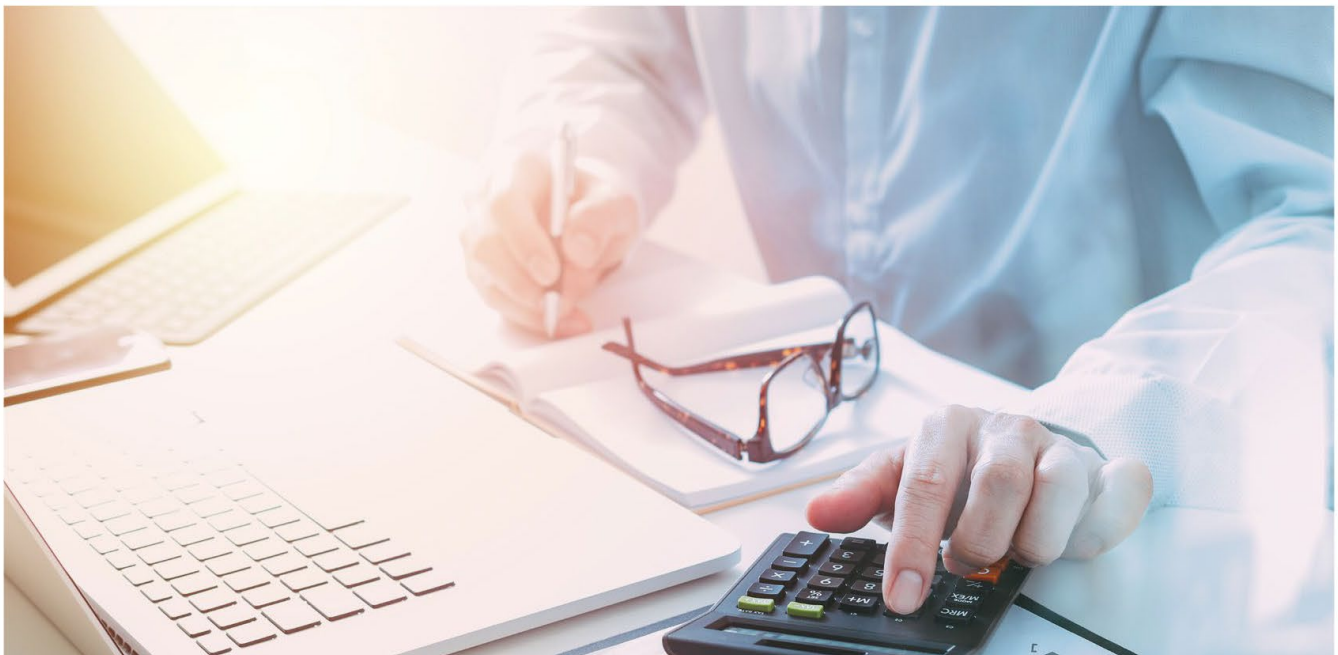
One-third of the all-inclusive fee is due as a retainer upon execution of the agreement. This retainer covers upfront and necessary expenses incurred by Peckham & McKenney on the City's behalf for the preparatory work and advertising. If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, we will suspend the recruitment process until payment is received. The second one-third of the full payment will be invoiced 1 month from contract execution, and it is due within 30 days following the invoice date. The final one-third of the full payment will be invoiced 2 months from contract execution, and it is due within 30 days following the invoice date.

AGREEMENT

Peckham & McKenney is the operating name of City Management Advisors LLC, Anton Dahlerbruch, Managing Member.

INSURANCE

Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit), Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is B&B Premier Insurance Solutions, Agoura Hills, CA.



GUARANTEE

We are pleased to share that the Peckham & McKenney success and placement record are particularly strong. We are confident that our recruitment process will result in a quality candidate that will stay in your employment.



OUR GUARANTEE:

- We will connect with you and our placement in 6 months and 1 year after the appointment to check-in.
- We will conduct a second search within 6 months of our search process if a candidate is not placed.
- If the placement vacates the position within 1 year from the date of accepting the offer (external candidates only and except in the event of budgetary cutbacks, promotion, position elimination, or illness/death, etc.), we agree to conduct a second search within 6 months of the vacancy.

Recognizing the current market for finding competent and successful executives and the changes in strategy that would be needed for a second search, the cost of a second search will be equal to the fee for conducting the original search.

DIVERSITY STATEMENT



Peckham & McKenney is committed to diversity in its broadest possible definition in every aspect of each executive recruitment our firm provides. We take pride in the placement of women and applicants of diversity, and are known for long, successful tenures of candidates selected by the agency.

Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all of our recruitments.

For over 30 years, founder Bobbi Peckham has been a champion of women seeking executive leadership positions within local government.

With our diverse team of Recruiters, Peckham & McKenney supports, promotes and advocates for diversity in the recruitment and hiring processes. In addition to our outreach methods, Peckham & McKenney routinely advertises with the National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network (LGHN) and CivicPRIDE as well as the National Diversity Network to ensure placement of your opportunity with the following online venues:

- African American Job Network
- Asian Job Network
- Disability Job Network
- Latino Job Network
- LGBT Job Network
- Retirement Job Network
- Veteran Job Network
- Women's Job Network

WHEREAS, the city of Susanville has partnered with the Susanville Indian Rancheria for funding an Economic Development Director position, and

WHEREAS, Peckham & McKenny, a professional recruiting firm, is available to assist in the recruitment of the Economic Development Director; and

WHEREAS, the cost of the recruitment is a flat fee of \$27,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the City Administrator to enter into a professional services agreement with Peckham & McKenny for recruitment services.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of September 2023, by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: September 6, 2023

SUBJECT: Department Reports

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The City Administrator Reports is designed for Department Heads to address the Council on a variety of topics, is needed. Also, for the Council to address any questions or comments regarding that Department Head.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only.

ATTACHMENTS:

AGENDA ITEM NO. 14.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: September 6, 2023

SUBJECT: Future Council Items

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Any person may address the Council during Business from the Floor and throughout the City Council agenda's staff reports and agenda items. To encourage public participation in City Council meetings and address items brought forth to the podium by the public, staff has compiled a list from the past 3 months of City Council meetings and categorized items brought forth to the podium by date the comment was received, agenda item topic comment was received on, and public comments received during Business from the Floor for Council's review and to help staff prioritize and address public items.

FISCAL IMPACT: None.

ACTION REQUESTED: Informational item with possible direction to staff.

ATTACHMENTS:
[230906 ITEMS FROM THE PODIUM.pdf](#)

BUSINESS FROM THE FLOOR

- 5/17/2023** Consider reducing hate within the community
- 5/17/2023** Consider appointing a policy maker to the Planning Commission to streamline change
- 5/17/2023** Consider supporting Lassen Family Service's CASA program and Volunteer Appreciation Fundraising event held on May 20, 2023
- 6/7/2023** Consider issuing a public statement from the City Council about vandalism and hate crimes occurring within the community
- 6/7/2023** Consider supporting LGBTQ+ community
- Consider not responding to items from the podium in a manner in which could be perceived as a lecture to the community and public in attendance to meetings and consider all items brought to the podium as community concern
- 6/21/2023** Consider continued support of Hot Wheels Guinness World Record attempts in community
- 7/5/2023** Consider accepting Jesus into your life
- Consider support to the construction industry and its need for union support to access better living wages, healthcare benefits, and job security within the industry.
- 7/18/2023**
- 8/2/2023** Consider improving and recruiting new recycling centers for community
- 8/2/2023** Consider speed survey, traffic patrol, or stop sign on Cypress Street
- 8/2/2023** Consider recognition for city for support to the Community Garden and facility projects
- 8/2/2023** Consider tree and limb abatement within city limits
- 8/2/2023** Consider tennis community while incorporating pickleball at the tennis courts
- 8/16/2023** Consider support of both the Rails to Trails Festival and the Gravel Adventure Ride
- 8/16/2023** Consider making the projects at the Airport a priority
- 8/16/2023** Consider effort being placed on HUSA surveys to be directed towards Economic Development efforts instead

FUTURE COUNCIL ITEMS

Update on Charging Station

Discussion regarding MOU with Lassen Historical Society

Discussion on Council goal setting

Discussion regarding American Rescue Plan Act Funding (ongoing)

Discussion on collaboration with Lassen County and Susanville Indian Rancheria and City of Susanville to hire a liaison to collaborate with all three entities

Discussion regarding options to work with community on animal control and animal shelter agreement

Discussion regarding Councilmembers volunteering on projects

Discussion regarding partnership with Lassen Family Services in efforts to prioritize youth

Discussion regarding Council trainings and nepotism recusal policy training

Discussion regarding tier two of shopping cart ordinance and enforcement of ordinance

Discussion regarding increased theft within the community and increase council support to police department

Discussion regarding proclamation declaring Susanville as a sanctuary city for the unborn

Discussion regarding bringing Airport Capital Improvement Plan to council earlier in the year

Discussion proving funding to police department facility renovation

Discussion regarding banner permits

Discussion regarding street legal ATV and golf cart ordinance

Discussion regarding Veterans preference in hiring

Discussion regarding city's airport hangar current use as a city storage

Discussion regarding graffiti

Discussion regarding dog/animal control nuisance ordinance

Update on Speed Survey

Discussion regarding LARP Agreement for Operation and Maintenance of Susanville Community Garden

Discussion regarding County housing development on city property options

Discussion regarding Memorial Park Tennis Court ordinance change to include pickleball and discussion of city pickleball courts

Update on Police Department grooming standards policy and uniform policy

Discussion regarding street maintenance efforts and streets equipment procurement

Completed Items

City of Susanville App

Discussion regarding Public Comment Options

Update on Farmer's Market

Discussion regarding city vehicle and equipment surplus auction

Update on Animal Shelter agreement (how many animals, cost of, ect.)

Discussion regarding lack of inventory of affordable low income housing in support of Lassen Family Services

Discussion regarding broadband improvements in Lassen County

~~Semi-annual or annually report on tax measure expenditures if tax measure passes~~
~~Discussion regarding placing signage at Community Garden~~
~~Discussion regarding amendments to cannabis ordinance~~
~~Update on K-9 program~~
~~Discussion regarding homelessness within the community~~
~~Discussion regarding council personal social media accounts~~
~~Update from LARP on Community Garden~~
~~Discussion regarding the sale or lease of Diamond Mountain Golf Course~~
~~Discussion regarding proclamation for KSUE 75 years of service~~
~~Discussion regarding donation to American Legion/VFW~~