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

Susanville City Council
Regular Council Meeting • City Council Chambers
Wednesday, October 4, 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. *PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957*
 1. *Economic Development Director position*
 2. *Golf Course Manager position*
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*
 - ***Domestic Violence Awareness Month***
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 September 6, 2023 regular meeting and the September 19, 2023 special meeting.*
 - 6.B *Vendor and payroll warrants*
 - 6.C *Consider Resolution No. 23-6244, supporting the Honey Lake Hospice Light up a Life Ceremony and authorizing closure of South Lassen street from Cottage Street to Main Street on Saturday, November 18, 2023, from 5:00 pm to 8:00 pm*
 - 6.D *Consider Resolution No. 23-6245, authorizing the Public Works Director to execute a Notice of*

7. PUBLIC HEARINGS:

- 7.A Conduct Cost Recovery Public Hearing Case # LN2023-013 and consider Resolution No. 23-6227, approving a cost report of unpaid penalties and, if approved, consider subsequent Resolution No. 23-6228, approving the recordation of a lien against real property at 765 Shasta Street.
- 7.B Conduct Cost Recovery Public Hearing Case # LN2023-014 and consider Resolution No. 23-6221, approving a cost report of unpaid penalties and, if approved, consider subsequent Resolution No. 23-6222, approving the recordation of a lien against real property at 560 Hospital Lane.
- 7.C Conduct Cost Recovery Public Hearing Case # LN2023-015 and consider Resolution No. 23-6223, approving a cost report of unpaid penalties and, if approved, consider subsequent Resolution No. 23-6224, approving the recordation of a lien against real property at 1705 Main Street.
- 7.D Conduct Cost Recovery Public Hearing Case # LN2023-016 and consider Resolution No. 23-6225, approving a cost report of unpaid penalties and, if approved, consider subsequent Resolution No. 23-6226, approving the recordation of a lien against real property at 509 Woodside Way.
- 7.E Conduct Cost Recovery Public Hearing Case # LN2023-018 and consider Resolution No. 23-6229, approving a cost report of unpaid costs associated with the abatement of nuisance conditions and, if approved, consider subsequent Resolution No. 23-6230, approving the levying of a special assessment and the recordation of the special assessment lien against real property at 63 South Weatherlow Street, and requesting the inclusion of said special assessment on the Lassen County Tax Rolls.
- 7.F Conduct Cost Recovery Public Hearing Case # LN2023-019 and consider Resolution No. 23-6231, approving a cost report of unpaid penalties and, if approved, consider subsequent Resolution No. 23-6232, approving the recordation of a lien against real property at 67 South Weatherlow Street.
- 7.G Conduct Cost Recovery Public Hearing Case # LN2023-020 and consider Resolution No. 23-6233, approving a cost report of unpaid penalties and, if approved, consider subsequent Resolution No. 23-6234, approving the recordation of a lien against real property at 830 Main Street.
- 7.H Conduct Cost Recovery Public Hearing Case # LN2023-021 and consider Resolution No. 23-6235, approving a cost report of unpaid penalties and, if approved, consider subsequent Resolution No. 23-6236, approving the recordation of a lien against real property at 325 North Weatherlow Street.
- 7.I Conduct Cost Recovery Public Hearing Case # LN2023-022 and consider Resolution No. 23-6237, approving a cost report of unpaid penalties and, if approved, consider subsequent Resolution No. 23-6238, approving the recordation of a lien against real property at 105 Laverne Avenue.

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

9. NEW BUSINESS:

- 9.A Consider Resolution No. 23-6216, delegating authority to the City Administrator to make determinations regarding claims
- 9.B 2024 Municipal ElectionÂ Resolution No. 23-6239, Calling and giving notice of the holding of a general municipal election to be held on Tuesday, March 5, 2024, for the election of certain officers as required by the provisions of the laws of the state of California relating to general law cities; and Resolution No. 23-6240, Requesting the Board of Supervisors of the County of Lassen to consolidate a general municipal; election to be held on Tuesday, March 5, 2024, with the statewide primary election to be held pursuant to Â§10403 of the Elections Code; and Resolution No. 23-6241, Adopting regulations for candidates for elective office pertaining to Candidates' Statements submitted to the voters at an election to be held on Tuesday, March 5, 2024.
- 9.C Consider Resolution No. 23-6243, authorizing the Chief of Police to execute standard agreement with the State of California Office of Traffic Safety and accepting \$50,000 in grant funding from the Selective Traffic Enforcement Program (STEP)
- 9.D Discussion regarding proposed landscaping funding source for Susanville South East Gateway Project
- 9.E Consider Resolution No. 23-6247, authorizing City Administrator to execute Agreement between the city and Honey Lake Valley RCD for grant administration services for Johnstonville Dam Project.
- 9.F Consider Resolution No. 23-6246, authorizing Mayor to execute agreement with CalMuni Advisors.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY: No business.

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS: No business.

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 October 18, 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 October 4, 2023 in the areas designated on September 29, 2023 .

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: October 4, 2023

SUBJECT: Minutes of the City Council's September 6, 2023 regular meeting and the September 19, 2023 special meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's September 6, 2023 regular meeting and the September 19, 2023 special meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's September 6, 2023 regular meeting and the September 19, 2023 special meeting.

ATTACHMENTS:
[230906.cc.min.draft.pdf](#)
[230919.cc.spec.min.draft.pdf](#)

**SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, SEPTEMBER 6, 2023 – 4:30 PM**

Mayor McCourt called the meeting to order at 4:30 p.m.

Roll Call of Councilmembers Present: McCourt, Stafford, Schuster, Brown
Herrera entered at 4:31 p.m.

1. APPROVAL OF AGENDA:

Moved by Herrera; seconded by Brown to approve the agenda with item 12B being heard prior to 9A or, if the public hearings go long, that item may be heard prior to the end of the public hearings.

Motion Carried: 5 - 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

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

3. CLOSED SESSION:

The City Council convened in closed session at 4:32 p.m. to discuss the following:

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: The Council reconvened in open session at 5:00 p.m.

The Pledge of Allegiance and Invocation were provided.

Dan Newton, City Administrator, stated that the council approved the agenda as stated above, met in closed session to discuss the above-mentioned item and provided direction to staff; however, no reportable action was taken.

5. BUSINESS FROM THE FLOOR: Susan, Sierra Cascade Nursery, stated that about 500 people will be coming into the community during the next few weeks to assist the workforce with the harvest season that goes from approximately September 22nd through November 10th.

Theresa Phillips, LMUD, wanted to invite the city council, employees and all community members to the community lunch being held tomorrow.

William Tezak, public member, would like to be on the record and inquired as to whether or not they received the Notice of Intent to sue provided to the Clerk yesterday. He listed a series of names and lawsuits that he intended to pursue as he believes how the city is handling nuisances is legal.

Frank Pringle, public, requested the city take action on the speeding that occurs on Cypress as he continues to see vehicles going far faster than the speed limit. He requested that the item be moved up on the priority list.

Kelly Ackley, Chamber of Commerce, stated that the Safe n Sane Halloween is being hosted by the Chamber this year as well as provided information on two other events will be held soon.

6. CONSENT CALENDAR:

Moved by Herrera; seconded by Schuster to approve all items as listed on the consent calendar.

Motion Carried: 5 - 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

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

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.

[230816.cc.min.draft.pdf](#)

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

6.B Vendor and payroll warrants Motion to receive and file.

[07-31-23.pdf](#)

[08-03-23.pdf](#)

[08-10-23.pdf](#)

[08-17-23.pdf](#)

[08-18-23.pdf](#)

[08-24-23.pdf](#)

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**

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

[Side Letter.pdf](#)

[23-6202.pdf](#)

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**

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

[Side Letter.pdf](#)

[23-6203.pdf](#)

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.**

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.

[2023 ADMIN Side Letter.pdf](#)

[23-6204.pdf](#)

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

Motion to approve Resolution No. 23-6200, approving and accepting a donation of \$1,000.00 from the Walmart Charitable Foundation
[23-6200.pdf](#)

- 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

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
[23-6201.pdf](#)
[request for veterans parade_2023.pdf](#)

- 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.

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

- 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

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

- 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.

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

- 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.

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.

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

- 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

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

[23-6214.pdf](#)
[Award Letter.pdf](#)
[EUTV.pdf](#)
[23-6085.pdf](#)

- 6.M Approved Position List

[230906 Approved Position List.pdf](#)

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.

Kelly Mumper, City Planner, provided an explanation of the item prior to the hearing being opened.

Public Hearing opened and closed at 5:27 p.m. (no comments received)

Councilmember Stafford inquired as to whether or not California Fish and Wildlife was involved, to which Mr. Mumper stated that they were included.

Mayor McCourt offered the public an explanation of why the city started the code enforcement practices and requested that community members start looking at their own properties and to address anything that may be out of compliance.

[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](#)

Moved by Schuster; seconded by Herrera to approve Resolution 23-1162, 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 as stated by Mr. Mumper.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 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.

Cody Loflin, Code Enforcement Officer, provided an explanation of how the code enforcement process works, the noticing, the administrative citations, interest, etc... as well as the options that the community members have if a citation is received.

Mr. Loflin presented the item and requested consideration of Resolution No. 23-6177 with the modification of the amount to \$5,278.03 due to the publication notice costs of \$40.90.

Public Hearing open at 5:39 p.m.

William Tezak, public, stated that what Mr. Loflin is calling a public nuisance is not, as it does not affect all members of the public and does not affect the health, general welfare, or safety of the community. He added that Mr. Loflin is "policing for profit", which is illegal. He added that the administrative citations are a form of extortion and the placing of a lien on a property both disparage and slander the title, both of which are a civil cause of action.

Mr. Logan, owner of the property, stated that he had tenants that did not take care of the property, but that it was fixed as soon as he returned to town as he is now living there. He requested the fees be reduced or waived.

Public Hearing closed at 5:44 p.m.

Mr. Loflin stated that this item, and the others coming up, are being presented to approve the costs of the fines, not the validity of the claim, which has already occurred. He added that ultimately, even if someone has tenants, the property owner is the responsible party.

Mayor McCourt inquired as to whether this is the time to request a change in the amount of the fines if the council desired, to which Mr. Loflin confirmed and added that Mr. Logan was one of the first cases and was always respectful in his dealings with him. He also stated that everything changed once Mr. Logan returned to town and the neighbors are grateful.

Councilmember Brown thanked Mr. Logan for taking care of his property and recommended that the fines stand, but he should go after the tenants for reimbursement.

Councilmember Brown made a motion to approve Resolution No. 23-6177 with the addition of the other costs.

Mayor McCourt made a secondary motion to approve Resolution No. 23-6177 with a 10% reduction of the fines, for a total of \$4,750.23, seconded by Schuster.

Motion Carried: 4 - 1

Voting For: McCourt, Stafford, Herrera & Schuster

Voting Against: Brown

Public Hearing opened and closed at 6:07 p.m. to consider Resolution No. 23-6178 with the modification in fees as determined for Resolution No. 23-6177.

Motion by Herrera, seconded by Brown, to approve Resolution No. 23-6178 with the modified language to include the updated amount of \$4,750.23.

Motion Carried: 5 - 0

Voting For: McCourt, Stafford, Herrera & Schuster

Voting Against: Brown

[Cost Report - 1135 Brian Court](#)

[23-6177.pdf](#)

[23-6178.pdf](#)

- 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.

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6179 with the modification of the amount to \$367.46 due to the publication notice costs of \$40.90.

Public Hearing open at 5:59 p.m.

William Tezak, beneficiary and property owner, again stated his argument regarding the definition of a public nuisance and stated that he was denied his due process rights and an actual appeal process, as there was not an independent judge, and that represents a civil rights violation. He stated that if the lien is approved, he will be amending his government tort claim and prosecuting civil rights violation on each case.

Public Hearing closed at 6:01 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No. 23-6179 as written.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6180.

Public Hearing opened at 6:02 p.m.

Mr. Tezak will amend the original government tort claim and will put the city on notice that, if there is a lien placed on this property, he will consider it extortion.

Public Hearing closed at 6:07 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No. 23-6180 as written.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

[Cost Report - 713 Cottage Street](#)

[23-6180.pdf](#)

- 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.

Mr. Loflin provided an explanation of the item and requested approval of Res. No. 23-6181 with the modification of the amount to \$694.14 due to the publication notice costs of \$40.90.

Public Hearing opened at 6:10 p.m.

Mr. Tezak, public, once again stated his above-mentioned opinions. He continued that Constitutional Rights stand higher than local ordinances and that the pecking order has the local ordinances on the bottom, followed by state statutes, and then state and federal rights. He added that it is not being looked at as a rights issue, but only a regulatory issue. He stated that when he says he is going federal, he means he is doing so for civil rights violations.

Public Hearing closed at 6:12 p.m.

Moved by Brown; seconded by Herrera to approve Resolution No.23-6181 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6182 with the modification of cost as approved in Res. No. 23-6181.

Public Hearing opened at 6:14p.m.

Mr. Tezak provided comments.

Public Hearing closed at 6:14 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6182 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

[Cost Report - 811 Cottage Street](#)

[23-6182.pdf](#)

[23-6181.pdf](#)

- 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.

Mr. Loflin provided an explanation of the item and requested the modification and approval of Resolution No. 23-6183 to \$367.46.

Public Hearing (costs) open at 6:17 p.m.

Mr. Tezak provided comments.

Public Hearing closed at 6:18 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6183 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6184 with the modification of cost as approved in Res. No. 23-6183.

Public Hearing opened at: 6:19 p.m.

Mr. Tezak provided comments.

Public Hearing closed at: 6:20 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6184 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

[Cost Report - 50 South Gay Street
23-6184.pdf
23-6183.pdf](#)

- 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.

Councilmember Schuster recused herself for being too close to this property.

Mr. Loflin provided an explanation of the item and requested modified Resolution No. 23-6185 for an amount of \$354.18.

Public Hearing opened and closed at 6:22 p.m. with no comments.

Moved by Brown; seconded by Herrera to approve Resolution No.23-6185 as modified.

Motion Carried: 4- 0

Voting For: None

Voting Against: None

Recused: Schuster

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6186 with the modification of cost as approved in Res. No. 23-6185.

Public Hearing opened and closed at 6:23 p.m. with no comments.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6186 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Recused: Schuster

[Cost Report - 610 Juniper Street](#)

[23-6186.pdf](#)

[23-6185.pdf](#)

- 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.

Mr. Loflin provided an explanation of the item and modified Resolution No. 23-6187 in the amount of \$1,187.58.

Public Hearing opened at 6:26 p.m.

Mr. Tezak provided comments.

Public hearing closed at 6:27 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6187 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6188 with the modification of cost as approved in Res. No. 23-6187.

Public Hearing opened at 6:27 p.m.

Mr. Tezak provided comments and stated that he will start an FBI investigation.

Public Hearing closed 6:28 p.m.

Moved by Brown; seconded by Herrera to approve Resolution No.23-6188 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

[Cost Report - 713 Cottage Street](#)

[23-6187.pdf](#)

[23-6188.pdf](#)

- 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.

Mr. Loflin provided an explanation of the item and requested modification of Resolution No. 6189 to \$1,187.58 to cover the cost of the publication.

Public Hearing opened at 6:30 p.m.

Mr. Tezak provided comments.

Public Hearing closed at 6:31 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6189 as *modified*.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6190 with the modification of cost as approved in Res. No. 23-6189.

Public Hearing opened at 6:32 p.m.

Mr. Tezak provided comments.

Public Hearing closed at 6:33 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6189 as *modified*.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

[Cost Report - 50 South Gay Street
23-6189.pdf
23-6190.pdf](#)

- 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.

Mr. Loflin provided an explanation of the item and requested modified Resolution No. 23-6191 in the amount of \$1,187.58 to cover publication costs.

Public Hearing opened at 6:34 p.m.

Mr. Tezak provided comments.

Public Hearing closed at 6:35 p.m.

Moved by Brown; seconded by Herrera to approve Resolution No.23-6191 as *modified*.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Mr. Loflin provided an explanation of the item and requested modified Resolution No. 23-6192 in the amount of \$1,187.58 as stated in Resolution No. 23-6191.

Public Hearing opened at 6:36 p.m.

Mr. Tezak provided comments.

Public Hearing closed at 6:38 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6192 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

[Cost Report - 811 Cottage Street](#)

[23-6191.pdf](#)

[23-6192.pdf](#)

- 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.

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6193 as modified to state \$470.90 due to publication costs.

Public Hearing opened at 6:40 p.m.

Mr. Tezak provided comments.

Public Hearing closed at 6:42 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6193 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6194 as modified to state \$470.90.

Public Hearing opened at 6:43 p.m.

Mr. Tezak provided comments.

Public Hearing closed at 6:44 p.m.

Moved by Brown; seconded by Herrera to approve Resolution No.23-6191 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

[Cost Report - 732 Main Street](#)

[23-6193.pdf](#)

[23-6194.pdf](#)

- 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.

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6195 with the modification of amount to be \$470.90 due to publication costs.

Public Hearing open at 6:47 p.m.

Mr. Tezak stated that this one is special to him and that he “will litigate the heck out of this one”. He stated that this one went beyond harassment and there was no due process and the changing of the signs, and other things. He concluded by stating that this one is definitely going to federal court.

Public Hearing closed at 6:49 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6195 as *modified*.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6196 with the modification of amount to be \$470.90.

Public Hearing opened at 6:50 p.m.

Mr. Tezak provided comments.

Public Hearing closed at 6:51 p.m.

Moved by Brown; seconded by Herrera to approve Resolution No.23-6191 as *modified*.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

[Cost Report - 801 Main Street](#)

[23-6195.pdf](#)

[23-6196.pdf](#)

- 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.

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6197 with the modification amount being \$1,187.58 due to publication costs.

Public Hearing opened at 6:53 p.m. with no comments.

Public Hearing closed at 6:54 p.m.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6197 as *modified*.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6198 with the modification amount being \$1,187.58

Public Hearing opened at 6:54 p.m. with no comments.

Public Hearing closed at 6:55 p.m.

Moved by Brown; seconded by Herrera to approve Resolution No.23-6198 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

[Cost Report - 1005 North Street](#)

[23-6197.pdf](#)

[23-6198.pdf](#)

- 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.

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6209 to levy the special assessment and place said assessment on the tax role with modification to cost of \$23,464.50 for a special assessment as well as the council placing a lien on the property.

Public Hearing open at 7:02 p.m.

Mr. Tezak, public, stated that this is not his property, but there is so much corruption in this case that the Attorney General will also be notified.

Public Hearing closed at 7:04 p.m.

Moved by Brown; seconded by Herrera to approve Resolution No.23-6209 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

Mr. Loflin provided an explanation of the item and requested approval of Resolution No. 23-6210 with modification to cost of \$23,464.50.

Public Hearing open at 7:07 p.m.

Mr. Tezak stated that he will be submitting a series of public record requests on special assessments, and he does not want it to be responded to by the attorney requesting for more time or he will be submitting a writ of mandate.

Public Hearing closed at 7:09 p.m.

Mayor pro tem Herrera thanked staff for all of their hard work on these items. He added that ultimately, this is on the property owner and requested that everyone do what is right.

Moved by Herrera; seconded by Brown to approve Resolution No.23-6210 as modified.

Motion Carried: 5- 0

Voting For: None

Voting Against: None

[Cost Report - 10 Santa Paula Street](#)
[Cost Report Documents](#)
[23-6210.pdf](#)
[23-6209.pdf](#)

Mayor McCourt requested a break at 7:10 p.m.

Open session reconvened at 7:17 p.m.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** The city's Mission Statement and the Land Acknowledgement Statement were provided.

9. **NEW BUSINESS:**

- 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.

Mr. Newton provided an explanation of the item and presented a representative from Peckham & McKinney who provided a detailed description of what their company includes in their services.

[PM Proposal City of Susanville Economic Development Director.pdf 23-6218.pdf](#)

*Motion to approve **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.*

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 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.

Bob Godman, Public Works Director, provided an explanation of the item and requested the approval of Resolution No. 23-6207.

[LHS_homecoming parade_request2023.pdf](#)
[23-6207.pdf](#)

Motion to approve Resolution No. 23-6207, authorizing 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.

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

9.B Consider approval of Councilmember discretionary funds in support of the homecoming parade.

Mr. Newton provided an explanation of the item and requested approval to use Councilmember Brown's discretionary funds in the amount of \$1,000 towards the cost of the homecoming parade.

Mayor McCourt inquired about the cost of the project to which the response was approximately \$2,600.

Mayor pro tem Herrera offered \$1,000 of his discretionary funds.

Councilmember Schuster to donate \$500 of her discretionary funds.

Mayor McCourt offered the remaining amount to be taken from his discretionary funds.

Moved by Brown; seconded by Schuster to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

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
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

Mr. Godman provided an explanation of the item and requested approval of revised Resolution No. 23-6175 as handed out at the beginning of the meeting.

[23-6175.pdf](#)

[City of Susanville Water Tank Cleaning & Inspection Quote 2023.pdf](#)

Moved by Herrera; seconded by Brown to approve the revised Resolution No. 23-6175.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

9.D Discussion regarding General Plan Updates including the Housing Element 2024 and General Plan 2025-2050 updates.

Kelly Mumper, City Planner, provided an explanation of the item and requested the Council provide direction to staff to either pursue a contract amendment with the current consultants or distribute a Request for Proposal (RFP) for the aforementioned services.

Mr. Newton also provided additional information on the item including that it is an economic development tool.

Mayor McCourt inquired as to whether or not the cost of \$300,000 is already secured or if it will need to be found within the budget.

Councilmember Schuster requested confirmation from the attorney on whether or not the city was required to have an RFP.

Mayor pro tem Herrera and Councilmember Schuster both approve of the use of ARPA funds.

Direction was provided to staff to prepare an RFP and research funding options.

- 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.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 23-6211.

[23-6211.pdf](#)

[Compulog Monthly agreement quote.pdf](#)

[Hardware and Implementation Quote.pdf](#)

[PD phone system switch and wiring Quote.pdf](#)

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.

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.F Consider **Resolution No. 23-6215**, awarding bid to Kirack Construction Inc. for the replacement of Memorial Park Bathroom.

Mr. Newton provided an explanation of the item including the grant used to complete the project and requested approval of Resolution No. 23-6215 awarding the bid to Kirack Construction.

[23-6215.pdf](#)

Motion to approve Resolution No. 23-6215, awarding bid to Kirack Construction Inc. for the replacement of Memorial Park Bathroom.

Moved by Schuster; seconded by Brown to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

- 9.G Consider **Resolution No. 23-6217**, receiving and accepting donation from the Susanville Police Officer Association

Ryan Cochran, Police Chief, offered an explanation of the item and requested approval of Resolution No. 23-6217.

[23-6217.pdf](#)

Motion to approve Resolution No. 23-6217, receiving and accepting donation from the Susanville Police Officer Association
Moved by Schuster; seconded by Herrera to approve.
Motion Carried: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

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

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

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. Item heard prior to Item 9A.~~

12.B Consider **Resolution No. 23-6218**, authorizing the City Administrator to enter into an agreement with Peckham & McKinney for recruitment services for the recruitment of an Economic Development Director.

Mr. Newton provided an explanation of the item and presented a representative from Peckham & McKenney who provided a detailed description of what their company does.

[PM Proposal City of Susanville Economic Development Director.pdf 23-6218.pdf](#)

Motion to approve **Resolution No. 23-6218**, authorizing the City Administrator to enter into an agreement with Peckham & McKinney for recruitment services for the recruitment of an Economic Development Director.

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

13. **CITY ADMINISTRATOR'S REPORTS:**

13.A Department Reports

Staff in attendance provided updates on what they have been focusing on.

Mr. Newton inquired about the potential of a special meeting due to the cancelation of the September 20th meeting. It was the consensus of the council that no special meeting would be needed.

14. **FUTURE COUNCIL ITEMS:**

14.A Future Council Items

Mr. Newton presented the item and requested direction to staff.

[230906 ITEMS FROM THE PODIUM.pdf](#)

15. **ADJOURNMENT:**

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5 - 0

Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

**SUSANVILLE CITY COUNCIL
Special Council Meeting Minutes
TUESDAY, SEPTEMBER 19, 2023 – 10:00 AM**

Mayor McCourt called the meeting to order at 10:00a.m.

Roll Call of Councilmembers Present: McCourt, Stafford, Herrera, & Brown

Absent: Schuster

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

Moved by Stafford; seconded by Brown to approve the agenda as presented.

Motion Carried: 4 - 0

Voting For: McCourt, Stafford, Herrera, Brown

Voting Against: None

Absent: Schuster

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 business.

3. CLOSED SESSION: No business.

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

5. BUSINESS FROM THE FLOOR: No comments.

6. CONSENT CALENDAR: No business.

7. PUBLIC HEARINGS: No business.

8. COUNCIL DISCUSSION/ANNOUNCEMENTS: No comments.

9. NEW BUSINESS:

9.A Consider Resolution No. 23-6219 authorizing repair to the pumping system at Diamond Mountain Golf Course. Consider Resolution No. 23-6220 authorizing a budget increase of \$12,000 to complete the work.

Dan Newton, City Administrator, provided an explanation of the item and requested the approval of Resolution No's 23-6219 and 23-6220.

Mayor McCourt requested that an item be brought forward at a future meeting that would allow staff to make those decisions under a specified dollar amount, especially in case of an emergency.

Mr. Newton stated that contracts are currently required to be approved by council and it is also not permitted for staff to make the determination to spend funds not currently budgeted, which is why a budget amendment is required. He added that it would require policy changes at this time. He offered that staff is currently reviewing and revising the purchasing policy.

Motion to approve Resolution No. 23-6219 authorizing repair to the pumping system at the Diamond Mountain Golf Course. Approve Resolution No. 23-6220 authorizing a budget increase of \$12,000 to complete the work.

Moved by Brown, seconded by Herrera, to approve Resolution No. 23-6219.

Motion Carried: 4 - 0

Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Absent: Schuster

Moved by Brown, seconded by Herrera, to approve Resolution No. 23-6220.
Motion Carried: 4 - 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Absent: Schuster

[23-6219.pdf](#)
[23-6220.pdf](#)

10. **CONTINUING BUSINESS:** No business.
11. **CITY ADMINISTRATOR REPORTS:** No business.
12. **FUTURE COUNCIL ITEMS:** No comments.
13. **ADJOURNMENT:** Motion to adjourn at 10:11a.m.

Quincy McCourt, Mayor

Respectfully submitted by:

Heidi Whitlock, City Clerk

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Administrative Services

Action Date: October 4, 2023

SUBJECT: Vendor and payroll warrants

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: Warrants dated August 28, 2023 through September 22, 2023 numbered 219240-219447,219458.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$658,472.75, plus \$608,240.63 in payroll warrants, for a total of \$1,266,713.38.

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
[8-31-23.pdf](#)
[9-07-23.pdf](#)
[9-14-23.pdf](#)
[9-18-23.pdf](#)
[9-21-23.pdf](#)
[9-22-23.pdf](#)

CITY OF SUSANVILLE

Check Register - Payments by Vendor

Page: 1

Aug 31, 2023 10:10AM

Report Criteria:

Report type: GL detail

Check Voided = False

Check Issue Dates: 8/31/2023 - 8/31/2023

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	08/31/2023	219242	981	ALLIANT INSURANCE SE	HOME COMING PARADE	2405271	1	1000-466-33-46	CIVIC CONTRIBUTIONS	240.00	240.00
Total 2405271:											
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PARKS	5980122659	1	1011-452-20-44	LINEN SERVICES	7.48	7.48
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PW	5980122659	2	7620-430-10-44	LINEN SERVICE	48.23	48.23
Total 5980122659:											
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	5980122660	1	7620-430-10-46	SUPPLIES-JANITORIAL	1.99	1.99
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980122660	2	2007-431-20-44	LINEN SERVICE	64.10	64.10
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980122660	3	7401-430-62-44	LINEN SERVICES	13.45	13.45
Total 5980122660:											
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980122661	1	7401-430-62-44	LINEN SERVICES	87.95	87.95
Total 5980122661:											
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980122663	1	7110-430-42-44	LINEN SERVICE	50.62	50.62
Total 5980122663:											
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PARKS	5980124776	1	1011-452-20-44	LINEN SERVICES	7.48	7.48
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PW	5980124776	2	7620-430-10-44	LINEN SERVICE	48.23	48.23
Total 5980124776:											
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	5980124777	1	7620-430-10-46	SUPPLIES-JANITORIAL	1.99	1.99
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980124777	2	2007-431-20-44	LINEN SERVICE	64.10	64.10
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980124777	3	7401-430-62-44	LINEN SERVICES	13.45	13.45
Total 5980124777:											
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980124778	1	7401-430-62-44	LINEN SERVICES	87.95	87.95

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor

Check Issue Dates: 8/31/2023 - 8/31/2023

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 5980124778:											
08/23	08/31/2023	219243	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980124780	1	7110-430-42-44	LINEN SERVICE	87.95	87.95
Total 5980124780:											
08/23	08/31/2023	219244	10390	AUTOZONE PARTS INC	SUPPLIES-PARKS	4015383401	1	1011-452-20-47	MACHINERY AND EQUIPMENT	130.40	130.40
Total 4015383401:											
08/23	08/31/2023	219245	10883		REFUND GAS OVERPAYMENT	10512150009	1	9999-1001-001	CASH CLEARING - UTILITIES	13.99	13.99
Total 10512150009:											
08/23	08/31/2023	219246	98	CALIFORNIA ASSOCIATI	ANNUAL LTD PREMIUM 10/23	SEPTEMBER2023	1	7630-411-40-45	INSUR.FIRE SALARY PROTECTI	47.40	47.40
Total SEPTEMBER2023:											
08/23	08/31/2023	219247	8084	CHELSEA DOMPELING	REFUND WATER OVERPAYMEN	10327200009	1	9999-1001-001	CASH CLEARING - UTILITIES	885.00	885.00
Total 10327200009:											
08/23	08/31/2023	219248	148	COMPUTER LOGISTICS	ECONOMIC DEVELOPMENT DI	84427	1	1000-465-10-46	SUPPLIES-GENERAL	16.04	16.04
08/23	08/31/2023	219248	148	COMPUTER LOGISTICS	ECONOMIC DEVELOPMENT DI	84427	2	1000-413-20-47	MACHINERY AND EQUIPMENT	3,751.44	3,751.44
Total 84427:											
08/23	08/31/2023	219248	148	COMPUTER LOGISTICS	AV PART	84428	1	1000-411-40-43	TECHNICAL SVCS	2,004.42	2,004.42
Total 84428:											
08/23	08/31/2023	219248	148	COMPUTER LOGISTICS	23/24 FY COMPULOG CONTRA	84443	1	1000-417-10-43	TECHNICAL SVCS	5,755.86	5,755.86
Total 84443:											
08/23	08/31/2023	219249	161	CSK AUTO INC	PULLER-GC	2740456300	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	850.00	850.00
Total 84443:											
08/23	08/31/2023	219249	161	CSK AUTO INC	PULLER-GC	2740456300	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	5,480.00	5,480.00
Total 84443:											
08/23	08/31/2023	219249	161	CSK AUTO INC	PULLER-GC	2740456300	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	43.29	43.29

M = Manual Check, V = Void Check

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 2740456300:											
08/23	08/31/2023	219249	161	CSK AUTO INC	REPAIR & MAINT-PARKS	2740456857	1	1011-424-20-44	VEHICLE - REPAIR & MAINTENA	137.21	137.21
Total 2740456857:											
08/23	08/31/2023	219250	10670	CURRENT ELECTRIC & A	470-895 CIRCLE DR SECURITY	046366	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 046366:											
08/23	08/31/2023	219250	10670	CURRENT ELECTRIC & A	CITY HALL SECURITY SYSTEM	046518	1	1000-417-10-43	TECHNICAL SVCS	83.00	83.00
08/23	08/31/2023	219250	10670	CURRENT ELECTRIC & A	75 N WEATHERLOW ST	046518	2	1011-452-20-43	TECHNICAL SVCS	40.00	40.00
Total 046518:											
08/23	08/31/2023	219251	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT-WATER	527940	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	565.54	565.54
Total 527940:											
08/23	08/31/2023	219251	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT-WATER	527955	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	696.05	696.05
Total 527955:											
08/23	08/31/2023	219251	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT-WATER	528586	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	219.81	219.81
Total 528586:											
08/23	08/31/2023	219252	219	ED STAUB & SONS PETR	222 GAL DIESEL-GC	9412679	1	7530-451-52-46	GASOLINE	1,040.75	1,040.75
Total 9412679:											
08/23	08/31/2023	219252	219	ED STAUB & SONS PETR	366.30 GAL UNLEADED-GC	9586043	1	7530-451-52-46	GASOLINE	1,779.99	1,779.99
Total 9586043:											
08/23	08/31/2023	219253	1484	EDGES ELECTRICAL GR	SUPPLIES-AIRPORT	S5937862.001	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	2.15	2.15

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor

Check Issue Dates: 8/31/2023 - 8/31/2023

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 \$5937862.001:											
08/23	08/31/2023	219254	10871		REFUND GAS DEPOSIT	10424200212	1	7401-2228-000	DEPOSITS-CUSTOMER	144.26	144.26
Total 10424200212:											
08/23	08/31/2023	219255	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	375884A	1	7112-430-42-43	PROFESSIONAL SVCS	302.00	302.00
Total 375884A:											
08/23	08/31/2023	219255	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	376499A	1	7110-430-42-43	PROFESSIONAL SVCS	110.00	110.00
Total 376499A:											
08/23	08/31/2023	219256	265	FRONTIER	257-0315 AWOS AIRPORT	0315 081523	1	7201-430-81-45	COMMUNICATIONS	77.45	77.45
Total 0315 081523:											
08/23	08/31/2023	219256	265	FRONTIER	257-1057-FAX PW	1057 082023	1	7620-430-10-45	COMMUNICATIONS	184.62	184.62
Total 1057 082023:											
08/23	08/31/2023	219256	265	FRONTIER	257-3292 MUSEUM	3292 081023	1	1011-451-80-45	COMMUNICATION	109.33	109.33
Total 3292 081023:											
08/23	08/31/2023	219256	265	FRONTIER	257-4725-FAX	4725 081523	1	1000-417-10-45	COMMUNICATIONS	71.65	71.65
08/23	08/31/2023	219256	265	FRONTIER	257-4725 CITY HALL FAX	4725 081523	2	1011-419-10-45	COMMUNICATIONS	71.66	71.66
Total 4725 081523:											
08/23	08/31/2023	219256	265	FRONTIER	257-5152 FIRE	5152 081023	1	1010-422-10-45	COMMUNICATIONS	269.33	269.33
Total 5152 081023:											
08/23	08/31/2023	219257	10874		REFUND GAS DEPOSIT	10423250302	1	7401-2228-000	DEPOSITS-CUSTOMER	194.09	194.09

M = Manual Check, V = Void Check

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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 10423250302:										194.09	194.09		
08/23	08/31/2023	219258	237	JOHN DEERE FINANCIAL	REPAIRS-G-C	908577	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	294.95	294.95		
Total 908577:										294.95	294.95		
08/23	08/31/2023	219259	10888		REFUND WATER DEPOSIT	10439500000	1	9999-1001-001	CASH CLEARING - UTILITIES	1.36	1.36		
Total 10439500000:										1.36	1.36		
08/23	08/31/2023	219260	10887		REFUND GAS DEPOSIT	10404250003	1	7401-2228-000	DEPOSITS-CUSTOMER	136.65	136.65		
Total 10404250003:										136.65	136.65		
08/23	08/31/2023	219261	389	LASSEN COUNTY AUDIT	PARKING FEES 22/23	082323	1	1000-2205-004	COUNTY PAYABLE	1,134.50	1,134.50		
Total 082323:										1,134.50	1,134.50		
08/23	08/31/2023	219262	5027	LASSEN ECONOMIC DEV	REFUND GAS OVERPAYMENT J	10108720009	1	9999-1001-001	CASH CLEARING - UTILITIES	831.85	831.85		
Total 10108720009:										831.85	831.85		
08/23	08/31/2023	219262	5027	LASSEN ECONOMIC DEV	REFUND GAS OVERPAYMENT	10203174506	1	9999-1001-001	CASH CLEARING - UTILITIES	325.29	325.29		
Total 10203174506:										325.29	325.29		
08/23	08/31/2023	219263	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 082523	1	7530-451-52-46	ELECTRICITY	3,548.54	3,548.54		
Total 122907 082523:										3,548.54	3,548.54		
08/23	08/31/2023	219263	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 082523	1	7530-451-52-46	ELECTRICITY	822.46	822.46		
Total 144281 082523:										822.46	822.46		
08/23	08/31/2023	219263	437	LMUD	66 N LASSEN ST	2466 081023	1	1000-417-10-46	ELECTRICITY	1,302.54	1,302.54		
Total 2466 081023:										1,302.54	1,302.54		

M = Manual Check, V = Void Check

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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	08/31/2023	219263	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 082523	1	1011-452-20-46	ELECTRICITY	74.53	74.53
Total 3522 082523:											
08/23	08/31/2023	219263	437	LMUD	925 SIERRA RD SPORTS CTR	60453 082523	1	1011-452-20-46	ELECTRICITY	31.23	31.23
Total 60453 082523:											
08/23	08/31/2023	219263	437	LMUD	GOLF COURSE WINGFIELD CL	7394 082523	1	7530-451-50-46	ELECTRICITY	123.92	123.92
Total 7394 082523:											
08/23	08/31/2023	219264	1508	MAIN STREET LUBE	VEHICLE MAINT- PD	38775	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	57.37	57.37
Total 38775:											
08/23	08/31/2023	219265	7782		REFUND GAS OVERPAYMENT 5	10203184608	1	9999-1001-001	CASH CLEARING - UTILITIES	21.57	21.57
Total 10203184608:											
08/23	08/31/2023	219266	10877		REFUND GAS OVERPAYMENT	10203174506	1	9999-1001-001	CASH CLEARING - UTILITIES	200.00	200.00
Total 10203174506:											
08/23	08/31/2023	219267	10889	MII TRAINING INNOVATIO	RADAR TRAINING FOR MAI	082823	1	1009-421-10-45	TRAINING	125.00	125.00
08/23	08/31/2023	219267	10889	MII TRAINING INNOVATIO	LIDAR TRAINING FOR MAI	082823	2	1009-421-10-45	TRAINING	375.00	375.00
Total 082823:											
08/23	08/31/2023	219268	10403	MINTIER HARNISH LP	LEAP GRANT 23-6145	SUSANVILLESB2-01	1	2043-419-10-43	PROFESSIONAL SVCS	4,448.75	4,448.75
Total SUSANVILLESB2-01:											
08/23	08/31/2023	219269	481	MISSION LINEN & UNIFO	JANITORIAL SUPPLIES-PD	519898994	1	1009-421-10-46	SUPPLIES-JANITORIAL	487.64	487.64
Total 519898994:											
08/23	08/31/2023	219270	9983	MODOC COUNTY RECOR	LEGAL NOTICE-PLANNING	77874	1	1011-419-10-45	ADVERTISING	139.50	139.50

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 7			
				Check Issue Dates: 8/31/2023 - 8/31/2023				Aug 31, 2023 10:10AM			
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 77874:											
08/23	08/31/2023	219271	10876	NEXTREQUEST LLC	PUBLIC RECORDS REQUEST P	30396	1	1000-411-40-43	PROFESSIONAL SVCS	139.50	139.50
Total 30396:											
08/23	08/31/2023	219272	516	NFPA	SUBSCRIPTION 1YR- FD	352620 080223	1	1010-422-10-48	DUES AND MEMBERSHIPS	6,100.00	6,100.00
Total 352620 080223:											
08/23	08/31/2023	219273	10872		REFUND GAS DEPOSIT	10324101612	1	7401-2228-000	DEPOSITS-CUSTOMER	175.00	175.00
Total 10324101612:											
08/23	08/31/2023	219274	9652	NOVAH ELECTRIC	REIMBURSE PERMIT 23-232	082323	1	1011-424-20-32	BUILDING PERMITS	197.29	197.29
Total 082323:											
08/23	08/31/2023	219275	556	PITNEY BOWES INC	INK CARTRIDGES	1023686241	1	1000-417-10-46	SUPPLIES-GENERAL	174.00	174.00
Total 1023686241:											
08/23	08/31/2023	219276	5541		REFUND WATER OVERPAYMEN	10429250004	1	9999-1001-001	CASH CLEARING - UTILITIES	287.49	287.49
Total 10429250004:											
08/23	08/31/2023	219277	10873		REFUND GAS DEPOSIT	10301950110	1	7401-2228-000	DEPOSITS-CUSTOMER	38.65	38.65
Total 10301950110:											
08/23	08/31/2023	219278	76	SUSANVILLE ACE HARD	CAULK-PD	518206	1	1009-421-10-44	FACILITY-REPAIR & MAINTENA	191.78	191.78
Total 518206:											
08/23	08/31/2023	219278	76	SUSANVILLE ACE HARD	TRASH CANS-PARKS	518540	1	1011-452-20-46	SUPPLIES-GENERAL	11.68	11.68
Total 518540:											
										27.27	27.27

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

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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	08/31/2023	219278	76	SUSANVILLE ACE HARD	SUPPLIES-CITY HALL	518658	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	45.35	45.35
Total 518658:											
08/23	08/31/2023	219278	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	518663	1	7401-430-52-46	SUPPLIES-GENERAL	6.61	6.61
Total 518663:											
08/23	08/31/2023	219279	9717	TIAA COMMERCIAL FINA	PUBLIC WORKS COPIER LEAS	9660313	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	437.44	437.44
Total 9660313:											
08/23	08/31/2023	219280	712	TNS TRUCKING CO	TRANSFER BASE ROCK-WATE	5644	1	7110-430-42-46	SUPPLIES-GENERAL	1,269.30	1,269.30
Total 5644:											
08/23	08/31/2023	219280	712	TNS TRUCKING CO	TRANSFER BASE ROCK-WATE	5648	1	7110-430-42-46	SUPPLIES-GENERAL	566.82	566.82
Total 5648:											
08/23	08/31/2023	219280	712	TNS TRUCKING CO	BASE ROCK-GAS	5663	1	7401-430-62-46	SUPPLIES-GENERAL	76.87	76.87
08/23	08/31/2023	219280	712	TNS TRUCKING CO	BASE ROCK-WATER	5663	2	7110-430-42-46	SUPPLIES-GENERAL	76.86	76.86
08/23	08/31/2023	219280	712	TNS TRUCKING CO	BASE ROCK-STREET	5663	3	2007-431-20-46	SUPPLIES-GENERAL	76.86	76.86
Total 5663:											
08/23	08/31/2023	219280	712	TNS TRUCKING CO	TRANSFER BASE ROCK & SAN	5668	1	7401-430-62-46	SUPPLIES-GENERAL	583.89	583.89
08/23	08/31/2023	219280	712	TNS TRUCKING CO	TRANSFER BASE ROCK-WATE	5668	2	7110-430-42-46	SUPPLIES-GENERAL	583.89	583.89
08/23	08/31/2023	219280	712	TNS TRUCKING CO	TRANSFER BASE ROCK-STREE	5668	3	2007-431-20-46	SUPPLIES-GENERAL	208.34	208.34
Total 5668:											
08/23	08/31/2023	219281	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- CITY H	926	1	1000-417-10-43	PROFESSIONAL SVCS	1,376.12	1,376.12
Total 926:											
08/23	08/31/2023	219282	728	U.S. POSTMASTER	FIRST-CLASS PRESORT-GAS	082023	1	7401-430-52-46	POSTAGE	155.00	155.00
08/23	08/31/2023	219282	728	U.S. POSTMASTER	FIRST-CLASS PRESORT-WATE	082023	2	7110-430-42-46	POSTAGE	155.00	155.00

M = Manual Check, V = Void Check

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 082023:											
08/23	08/31/2023	219282	728	U.S. POSTMASTER	WATER BILLING POSTAGE	083123	1	7110-430-42-46	POSTAGE	310.00	310.00
08/23	08/31/2023	219282	728	U.S. POSTMASTER	GAS BILLING POSTAGE	083123	2	7401-430-62-46	POSTAGE	542.01	542.01
Total 083123:											
08/23	08/31/2023	219283	10870		REFUND GAS DEPOSIT	10306904324	1	7401-2228-000	DEPOSITS-CUSTOMER	279.22	279.22
Total 10306904324:											
08/23	08/31/2023	219284	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9942278046	1	1010-422-10-45	COMMUNICATIONS	821.23	821.23
Total 9942278046:											
08/23	08/31/2023	219285	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69906283	1	7110-430-42-46	SUPPLIES-GENERAL	188.35	188.35
Total 69906283:											
08/23	08/31/2023	219285	770	WESTERN NEVADA SUP	SUPPLIES- WATER	69908043	1	7110-430-42-46	SUPPLIES-GENERAL	464.50	464.50
Total 69908043:											
08/23	08/31/2023	219286	1198	WESTWOOD SANITATIO	TRAILER UNIT 720 SOUTH STR	A-72496	1	1011-452-25-46	SUPPLIES GENERAL	22.51	22.51
Total A-72496:											
Grand Totals:											
										227.37	227.37
										70.32	70.32
										227.37	227.37
										48,170.21	48,170.21

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
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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
09/23	09/07/2023	219298	2	A-1 CHEMICAL INC	JANITORAL SUPPLIES-CITY HA	1376031	1	1000-417-10-46	SUPPLIES-JANITORIAL	289.11	289.11
Total 1376031:											
09/23	09/07/2023	219299	9432	ALL SEASON HEATING	NO.302 WOODSTOVE REPLACE	083023	1	8404-430-12-48	GRANTS	289.11	289.11
Total 083023:											
09/23	09/07/2023	219300	981	ALLIANT INSURANCE SE	MAIN ST EVENT INSURANCE	2407501	1	1000-466-33-45	CONTRIBUTIONS-JR FISHING D	329.00	329.00
Total 2407501:											
09/23	09/07/2023	219301	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	175288741U037	1	7530-451-52-44	DISPOSAL	363.64	363.64
Total 175288741U037:											
09/23	09/07/2023	219301	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	175288935U037	1	1000-417-10-44	DISPOSAL	215.84	215.84
Total 175288935U037:											
09/23	09/07/2023	219302	10880		REFUND WATER DEPOSIT	10501000027	1	7110-2228-000	DEPOSITS-CUSTOMER	40.09	40.09
Total 10501000027:											
09/23	09/07/2023	219303	1261	DIAMOND TRUCK AND A	REPAIRS & MAINT-FD	5708	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	366.70	366.70
Total 5708:											
09/23	09/07/2023	219304	10121	FITCH RATINGS INC	GAS BOND ANNUAL FEE 23/24	7119091475	1	7401-430-62-43	PROFESSIONAL SVCS	8,333.34	8,333.34
09/23	09/07/2023	219304	10121	FITCH RATINGS INC	GAS BOND ANNUAL FEE 24/25	7119091475	2	7401-1430-105	PRE-PAID OTHER	1,666.66	1,666.66
Total 7119091475:											
09/23	09/07/2023	219305	257	FOREST OFFICE EQUIPM	BANNERS-GC	INV-4784	1	7530-451-52-45	ADVERTISING	95.12	95.12

M = Manual Check, V = Void Check

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					Check Issue Dates: 9/7/2023 - 9/7/2023				Sep 07, 2023 10:14AM		
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 INV-4784:											
09/23	09/07/2023	219305	257	FOREST OFFICE EQUIPM	BANNERS-GC	INV-4882	1	7530-451-52-45	ADVERTISING	95.12	95.12
Total INV-4882:											
09/23	09/07/2023	219305	257	FOREST OFFICE EQUIPM	COPIER-FD	SV006233	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	31.57	31.57
Total SV006233:											
09/23	09/07/2023	219306	10881		REFUND GAS DEPOSIT	10103820200	1	7401-2228-000	DEPOSITS-CUSTOMER	103.55	103.55
Total 10103820200:											
09/23	09/07/2023	219307	1382	IRON MOUNTAIN INFO. M	POLICE DEPARTMENT SHREDD	HVDJ722	1	1009-421-10-43	PROFESSIONAL SERVICES	125.85	125.85
Total HVDJ722:											
09/23	09/07/2023	219308	237	JOHN DEERE FINANCIAL	REPAIRS-G.C	910552	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	494.31	494.31
Total 910552:											
09/23	09/07/2023	219309	7450		CARL MOYER GRANT	09052023	1	8405-430-10-48	GRANTS	50,000.00	50,000.00
Total 09052023:											
09/23	09/07/2023	219310	10882		REFUND GAS DEPOSIT	103202000040	1	7401-2228-000	DEPOSITS-CUSTOMER	174.52	174.52
Total 103202000040:											
09/23	09/07/2023	219311	10884		REFUND GAS DEPOSIT	10532200013	1	7401-2228-000	DEPOSITS-CUSTOMER	174.52	174.52
Total 10532200013:											
09/23	09/07/2023	219312	437	LMUD	GOLF COURSE PUMP STATION	122910 082523	1	7530-451-52-46	ELECTRICITY	126.35	126.35
Total 122910 082523:											
										4,542.36	4,542.36
										4,542.36	4,542.36

M = Manual Check, V = Void Check

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
09/23	09/07/2023	219312	437	LMUD	GOLF COURSE IRR PUMP#8TH	122929 082523	1	7530-451-52-46	ELECTRICITY	30.00	30.00
Total 122929 082523:											
09/23	09/07/2023	219312	437	LMUD	GOLF COURSE PUMP HOUSE	132052 082523	1	7530-451-52-46	ELECTRICITY	32.87	32.87
Total 132052 082523:											
09/23	09/07/2023	219312	437	LMUD	1505 MAIN ST FIRE STATION	2876 082523	1	1010-422-10-46	ELECTRICITY	818.35	818.35
Total 2876 082523:											
09/23	09/07/2023	219312	437	LMUD	GOLF COURSE CART BARN 2	7400 082523	1	7530-451-52-46	ELECTRICITY	56.49	56.49
Total 7400 082523:											
09/23	09/07/2023	219312	437	LMUD	GOLF COURSE BARN 1 & 3	9312 082523	1	7530-451-52-46	ELECTRICITY	30.00	30.00
Total 9312 082523:											
09/23	09/07/2023	219313	8933	METROPOLITAN TRANSP	ANNUAL SUBSCRIPTON-PW	4926-AR13037	1	7620-430-10-47	SOFTWARE	5.56	5.56
09/23	09/07/2023	219313	8933	METROPOLITAN TRANSP	ANNUAL SUBSCRIPTON	4926-AR13037	2	7620-430-10-47	SOFTWARE	1,994.44	1,994.44
Total 4926-AR13037:											
09/23	09/07/2023	219314	10878		REFUND GAS DEPOSIT	10513700031	1	7401-2228-000	DEPOSITS-CUSTOMER	176.44	176.44
Total 10513700031:											
09/23	09/07/2023	219315	10403	MINTIER HARNISH LP	SB-2 GRANT LAND USE & CIRC	SUSANVILLEUCOE-14	1	2047-419-10-43	PROFESSIONAL SVCS	2,432.50	2,432.50
Total SUSANVILLEUCOE-14:											
09/23	09/07/2023	219316	9983	MODOC COUNTY RECOR	ADVERTISEMENT-CODE ENFO	77866	1	1011-425-20-45	ADVERTISING	222.00	222.00
Total 77866:											
09/23	09/07/2023	219316	9983	MODOC COUNTY RECOR	ADVERTISEMENT-CODE ENFO	77867	1	1011-425-20-45	ADVERTISING	228.00	228.00

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

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Total 77867:											
09/23	09/07/2023	219316	9983	MODOC COUNTY RECOR	ADVERTISEMENT-CODE ENFO	77868	1	1011-425-20-45	ADVERTISING	228.00	228.00
Total 77868:											
09/23	09/07/2023	219317	824	ODP BUSINESS Solutio	OFFICE SUPPLIES	329290372001	1	1000-411-40-46	SUPPLIES-GENERAL	63.85	63.85
09/23	09/07/2023	219317	824	ODP BUSINESS Solutio	OFFICE SUPPLIES	329290372001	2	1000-411-10-46	SUPPLIES-GENERAL	37.83	37.83
Total 329290372001:											
09/23	09/07/2023	219318	534	OTIS ELEVATOR COMPA	PROFESSIONAL SERVICES	F10000104839	1	1000-417-10-43	PROFESSIONAL SVCS	100.00	100.00
Total F10000104839:											
09/23	09/07/2023	219319	546	PAYLESS BUILDING SUP	CREDIT-COMMUNITY GARDEN	13757	1	2004-417-11-46	SUPPLIES-GENERAL	34.87-	34.87-
Total 13757:											
09/23	09/07/2023	219319	546	PAYLESS BUILDING SUP	SUPPLIES-COMMUNITY GARDE	145108	1	2004-417-11-46	SUPPLIES-GENERAL	239.62	239.62
Total 145108:											
09/23	09/07/2023	219319	546	PAYLESS BUILDING SUP	SUPPLIES-COMMUNITY GARDE	145166	1	2004-417-11-46	SUPPLIES-GENERAL	70.34	70.34
Total 145166:											
09/23	09/07/2023	219320	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 083123	1	1000-417-10-45	COMMUNICATIONS	768.00	768.00
Total 58020 083123:											
09/23	09/07/2023	219320	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-FD	69319 083123	1	1010-422-10-45	COMMUNICATIONS	304.67	304.67
Total 69319 083123:											
09/23	09/07/2023	219321	588	RENO GAZETTE-JOURN	ADVERTISEMENT- CODE ENFO	0005850977	1	1011-425-20-45	ADVERTISING	94.03	94.03

M = Manual Check, V = Void Check

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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 0005850977:											
09/23	09/07/2023	219322	1296	RENTAL GUYS	FINANCE CHARGE	F30777-1	1	2048-452-21-47	MACHINERY AND EQUIPMENT	94.03	94.03
Total F30777-1:											
09/23	09/07/2023	219323	10885		REFUND GAS DEPOSIT	10203173008	1	7401-2228-000	DEPOSITS-CUSTOMER	17.15	17.15
Total 10203173008:											
09/23	09/07/2023	219324	10886		REFUND GAS DEPOSIT	10112900317	1	7401-2228-000	DEPOSITS-CUSTOMER	138.98	138.98
Total 10112900317:											
09/23	09/07/2023	219325	76	SUSANVILLE ACE HARD	SUPPLIES-COMMUNITY GARDE	517222	1	2004-417-11-46	SUPPLIES-GENERAL	28.20	28.20
Total 517222:											
09/23	09/07/2023	219325	76	SUSANVILLE ACE HARD	SUPPLIES-COMMUNITY GARDE	517613	1	2004-417-11-46	SUPPLIES-GENERAL	7.42	7.42
09/23	09/07/2023	219325	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	517613	2	1011-452-20-46	SUPPLIES-GENERAL	17.29	17.29
Total 517613:											
09/23	09/07/2023	219326	10716		TR EX SACRAMENTO CA 9/10/2	072423	1	7110-430-42-45	TRAVEL	24.71	24.71
Total 072423:											
09/23	09/07/2023	219327	10879		REFUND GAS DEPOSIT	10301050122	1	7401-2228-000	DEPOSITS-CUSTOMER	283.50	283.50
Total 10301050122:											
09/23	09/07/2023	219328	1141	THOMPSON GARAGE DO	SERVICE DOORS-FD	163183	1	1010-422-10-43	PROFESSIONAL SVCS	35.76	35.76
Total 163183:											
09/23	09/07/2023	219329	966	TURF STAR INC	REPAIRS-GC	639495-00	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	324.99	324.99
Total 639495-00:											
09/23	09/07/2023	219329	966	TURF STAR INC	REPAIRS-GC	639495-00	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	116.45	116.45

M = Manual Check, V = Void Check

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 639495-00:											
09/23	09/07/2023	219330	770	WESTERN NEVADA SUP	SUPPLIES-COMMUNITY GARDE	69851823	1	2004-417-11-46	SUPPLIES-GENERAL	211.86	211.86
Total 69851823:											
09/23	09/07/2023	219330	770	WESTERN NEVADA SUP	SUPPLIES-COMMUNITY GARDE	69856185	1	2004-417-11-46	SUPPLIES-GENERAL	107.29	107.29
Total 69856185:											
09/23	09/07/2023	219330	770	WESTERN NEVADA SUP	CREDIT-COMMUNITY GARDEN	CM69851823	1	2004-417-11-46	SUPPLIES-GENERAL	55.03-	55.03-
Total CM69851823:											
Grand Totals:											
										78,107.76	78,107.76

Report Criteria:

Report type: GL detail

Check Voided = False

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 9/14/2023 - 9/14/2023

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
09/23	09/14/2023	219331	9064		2023 EVALUATION DEMONSTR	09112023	1	1009-421-10-42	FLEX BENEFIT	2,500.00	2,500.00
Total 09112023:											
09/23	09/14/2023	219332	7687		REFUND GAS DEPOSIT	10314350311	1	7401-2228-000	DEPOSITS-CUSTOMER	73.01	73.01
Total 10314350311:											
09/23	09/14/2023	219333	696	ANSORGE INC	MONTHLY MAINT. FEE TO ASSE	2052	1	7201-430-81-43	TECHNICAL SVCS	600.00	600.00
Total 2052:											
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PW	5980126551	1	7620-430-10-44	LINEN SERVICE	48.23	48.23
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PARKS	5980126551	2	1011-452-20-44	LINEN SERVICES	7.48	7.48
Total 5980126551:											
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	5980126552	1	7620-430-10-46	SUPPLIES-JANITORIAL	1.99	1.99
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980126552	2	2007-431-20-44	LINEN SERVICE	64.10	64.10
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980126552	3	7401-430-82-44	LINEN SERVICES	13.45	13.45
Total 5980126552:											
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980126553	1	7401-430-82-44	LINEN SERVICES	87.95	87.95
Total 5980126553:											
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980126555	1	7110-430-42-44	LINEN SERVICE	57.71	57.71
Total 5980126555:											
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PW	5980128455	1	7620-430-10-44	LINEN SERVICE	48.23	48.23
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PARKS	5980128455	2	1011-452-20-44	LINEN SERVICES	7.48	7.48

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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 5980128455:											
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	5980128456	1	7620-430-10-46	SUPPLIES-JANITORIAL	55.71	55.71
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980128456	2	2007-431-20-44	LINEN SERVICE	1.99	1.99
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980128456	3	7401-430-62-44	LINEN SERVICES	64.10	64.10
Total 5980128456:											
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980128457	1	7401-430-62-44	LINEN SERVICES	13.45	13.45
Total 5980128457:											
09/23	09/14/2023	219334	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980128459	1	7110-430-42-44	LINEN SERVICE	79.54	79.54
Total 5980128459:											
09/23	09/14/2023	219335	10894		REFUND GAS OVERPAYMENT	103049000014	1	9999-1001-001	CASH CLEARING - UTILITIES	87.95	87.95
Total 103049000014:											
09/23	09/14/2023	219336	61		TR EX LOUISVILLE KY 9/25/23-9	071223	1	7110-430-42-45	TRAVEL	57.71	57.71
Total 071223:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	701 MAIN STREET- STREETS	1752887259U037	1	2007-431-20-44	DISPOSAL	69.21	69.21
Total 1752887259U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	725 MAIN STREET-STREETS	175288726U037	1	2007-431-20-44	DISPOSAL	288.00	288.00
Total 175288726U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	819 MAIN STREET- STREETS	175288727U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288727U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	801 MAIN STREET- STREETS	175288728U037	1	2007-431-20-44	DISPOSAL	25.60	25.60
Total 175288728U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	801 MAIN STREET- STREETS	175288728U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288728U037:											

M = Manual Check, V = Void Check

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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 175288728U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	701 MAIN STREET- STREETS	175288729U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288729U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	605 ASH STREET-STREETS	175288730U037	1	2007-431-20-44	DISPOSAL	25.60	25.60
Total 175288730U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	617 MAIN ST-STREETS	175288731U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288731U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	611 MAIN STREET- STREETS	175288732U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288732U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	400 MAIN STREET- STREETS	175288733U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288733U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	600 MAIN ST-STREETS	175288734U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288734U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	626 MAIN ST-STREETS	175288735U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288735U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	175288736U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288736U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	1000 MAIN ST-STREETS	175288737U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288737U037:											

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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
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	700 MAIN STREET- STREETS	175288738U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288738U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	822 MAIN STREET- STREETS	175288739U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288739U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	950 MAIN STREET- STREETS	175288740U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175288740U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	175288934U037	1	7620-430-10-44	DISPOSAL	218.91	218.91
Total 175288934U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	175288936U037	1	1011-452-20-44	DISPOSAL	212.77	212.77
Total 175288936U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	1801 MAIN STREET-PD	175288937U037	1	1009-421-10-44	DISPOSAL	212.77	212.77
Total 175288937U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	720 SOUTH ST-SHOP	175288938U037	1	7620-430-10-44	DISPOSAL	225.04	225.04
Total 175288938U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	1110 NORTH STREET	175289018U037	1	1011-452-20-44	DISPOSAL	311.22	311.22
Total 175289018U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	900 MAIN ST-STREETS	175289026U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175289026U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	1408 MAIN ST-STREETS	175289027U037	1	2007-431-20-44	DISPOSAL	50.17	50.17

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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 175289027U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	1616 MAIN STREET-STREETS	175289028U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175289028U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	65 N LASSEN ST-STREETS	175289044U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175289044U037:											
09/23	09/14/2023	219337	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	175289159U037	1	2007-431-20-44	DISPOSAL	100.34	100.34
Total 175289159U037:											
09/23	09/14/2023	219338	96	CALAFCO	CALAFCO DUES 23/24	2023-17	1	8402-413-30-48	DUES AND MEMBERSHIPS	1,593.00	1,593.00
Total 2023-17:											
09/23	09/14/2023	219339	99	CALED	DUES & MEMBERSHIPS	300004879	1	1000-417-10-48	DUES AND MEMBERSHIPS	500.00	500.00
Total 300004879:											
09/23	09/14/2023	219340	10896		REFUND GAS OVERPAYMENT	10408201907	1	9999-1001-001	CASH CLEARING - UTILITIES	274.38	274.38
Total 10408201907:											
09/23	09/14/2023	219341	161	CSK AUTO INC	LOCK & KEY-STREETS	2740453635	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	51.68	51.68
Total 2740453635:											
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPPLIES-STREETS	2740453741	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	87.51	87.51
Total 2740453741:											
09/23	09/14/2023	219341	161	CSK AUTO INC	FUEL FILTER-WATER	2740453842	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	125.72	125.72
Total 2740453842:											

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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
09/23	09/14/2023	219341	161	CSK AUTO INC	AIR & OIL FILTER-GAS	2740454073	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	36.42	36.42
Total 2740454073:											
09/23	09/14/2023	219341	161	CSK AUTO INC	MOTOR OIL-GAS	2740454082	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	47.35	47.35
09/23	09/14/2023	219341	161	CSK AUTO INC	MOTOR OIL-WATER	2740454082	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	47.35	47.35
09/23	09/14/2023	219341	161	CSK AUTO INC	MOTOR OIL-STREETS	2740454082	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	47.35	47.35
Total 2740454082:											
09/23	09/14/2023	219341	161	CSK AUTO INC	WIPER FLUIDS-GAS	2740454221	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.13	7.13
09/23	09/14/2023	219341	161	CSK AUTO INC	WIPER FLUIDS-WATER	2740454221	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	7.12	7.12
09/23	09/14/2023	219341	161	CSK AUTO INC	WIPER FLUIDS-STREETS	2740454221	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	7.12	7.12
Total 2740454221:											
09/23	09/14/2023	219341	161	CSK AUTO INC	AIR FILTER-AIR POLLUTION	2740454838	1	7620-430-11-44	VEHICLE REPAIR & MAINTENA	73.61	73.61
Total 2740454838:											
09/23	09/14/2023	219341	161	CSK AUTO INC	RADIATOR CAP-STREETS	2740454946	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	7.22	7.22
Total 2740454946:											
09/23	09/14/2023	219341	161	CSK AUTO INC	HEADLIGHTS-STREETS	2740455027	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	51.75	51.75
Total 2740455027:											
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPER GLUE-GAS	2740455028	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.67	6.67
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPER GLUE-WATER	2740455028	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	6.67	6.67
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPER GLUE-STREETS	2740455028	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	6.66	6.66
Total 2740455028:											
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPER GLUE-GAS	2740455140	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.61	3.61
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPER GLUE-WATER	2740455140	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	3.60	3.60
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPER GLUE-STREETS	2740455140	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	3.60	3.60

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Total 2740455140:											
09/23	09/14/2023	219341	161	CSK AUTO INC	HYD FITTING-GAS	2740455399	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	96.09	96.09
09/23	09/14/2023	219341	161	CSK AUTO INC	HYD FITTING-WATER	2740455399	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	96.08	96.08
09/23	09/14/2023	219341	161	CSK AUTO INC	HYD FITTING-STREET	2740455399	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	96.08	96.08
Total 2740455399:											
09/23	09/14/2023	219341	161	CSK AUTO INC	CREDIT- GAS	2740455422	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.07-	3.07-
09/23	09/14/2023	219341	161	CSK AUTO INC	CREDIT- WATER	2740455422	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	3.06-	3.06-
09/23	09/14/2023	219341	161	CSK AUTO INC	CREDIT- STREETS	2740455422	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	3.06-	3.06-
Total 2740455422:											
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPPLIES-GAS	2740455436	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	176.51	176.51
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPPLIES-WATER	2740455436	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	176.50	176.50
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPPLIES-STREETS	2740455436	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	176.50	176.50
Total 2740455436:											
09/23	09/14/2023	219341	161	CSK AUTO INC	SUPPLIES-GAS	2740457198	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	52.61	52.61
Total 2740457198:											
09/23	09/14/2023	219341	161	CSK AUTO INC	MEGACLIMP-WATER	2740458206	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	57.23	57.23
Total 2740458206:											
09/23	09/14/2023	219341	161	CSK AUTO INC	BRAKE CLEANER-GAS	2740459094	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	49.70	49.70
09/23	09/14/2023	219341	161	CSK AUTO INC	BRAKE CLEANER-WATER	2740459094	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	49.70	49.70
09/23	09/14/2023	219341	161	CSK AUTO INC	BRAKE CLEANER-STREETS	2740459094	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	49.69	49.69
Total 2740459094:											
09/23	09/14/2023	219341	161	CSK AUTO INC	OIL FILTER-WATER	2740459152	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	130.81	130.81
Total 2740459152:											
										130.81	130.81

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09/23	09/14/2023	219341	161	CSK AUTO INC	MOTOR OIL-GAS	2740459160	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	37.52	37.52
09/23	09/14/2023	219341	161	CSK AUTO INC	MOTOR OIL-WATER	2740459160	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	37.51	37.51
09/23	09/14/2023	219341	161	CSK AUTO INC	MOTOR OIL-STREETS	2740459160	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	37.51	37.51
Total 2740459160:											112.54 112.54
09/23	09/14/2023	219341	161	CSK AUTO INC	CABIN FILTER-WATER	2740459211	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	29.40	29.40
Total 2740459211:											29.40 29.40
09/23	09/14/2023	219341	161	CSK AUTO INC	HEADLIGHTS-WATER	2740459223	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	100.27	100.27
Total 2740459223:											100.27 100.27
09/23	09/14/2023	219341	161	CSK AUTO INC	ACID BRUSH-GAS	2740459429	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.03	1.03
09/23	09/14/2023	219341	161	CSK AUTO INC	ACID BRUSH-WATER	2740459429	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	1.03	1.03
09/23	09/14/2023	219341	161	CSK AUTO INC	ACID BRUSH-STREET	2740459429	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	1.03	1.03
Total 2740459429:											3.09 3.09
09/23	09/14/2023	219341	161	CSK AUTO INC	FUEL HOSE-WATER	2740460013	1	7112-430-42-46	SUPPLIES GENERAL	33.49	33.49
Total 2740460013:											33.49 33.49
09/23	09/14/2023	219342	10670	CURRENT ELECTRIC & A	720 SOUTH STREET	046354	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 046354:											40.00 40.00
09/23	09/14/2023	219343	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	090523	1	1009-421-10-47	VEHICLES	60.00	60.00
Total 090523:											60.00 60.00
09/23	09/14/2023	219344	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT-WATER	530053	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	302.45	302.45
Total 530053:											302.45 302.45
09/23	09/14/2023	219344	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT-GAS	531037	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	602.88	602.88

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Total 531037:											
09/23	09/14/2023	219345	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	376740A	1	7110-430-42-43	PROFESSIONAL SVCS	133.00	133.00
Total 376740A:											
09/23	09/14/2023	219345	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	376959A	1	7110-430-42-43	PROFESSIONAL SVCS	30.00	30.00
Total 376959A:											
09/23	09/14/2023	219345	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	376960A	1	7110-430-42-43	PROFESSIONAL SVCS	30.00	30.00
Total 376960A:											
09/23	09/14/2023	219345	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	376961A	1	7110-430-42-43	PROFESSIONAL SVCS	133.00	133.00
Total 376961A:											
09/23	09/14/2023	219345	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING G	376963A	1	7530-451-52-43	PROFESSIONAL SERVICES	35.00	35.00
Total 376963A:											
09/23	09/14/2023	219346	257	FOREST OFFICE EQUIPM	SIGNS-CODE ENFORCEMENT	INV-5431	1	1011-425-20-46	SUPPLIES-GENERAL	160.29	160.29
Total INV-5431:											
09/23	09/14/2023	219346	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV006116	1	7401-430-62-43	TECHNICAL SVCS	44.08	44.08
09/23	09/14/2023	219346	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV006116	2	7110-430-42-43	TECHNICAL SVCS	44.08	44.08
Total SV006116:											
09/23	09/14/2023	219346	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	SV006207	1	7620-430-10-43	TECHNICAL SVCS	304.99	304.99
Total SV006207:											
09/23	09/14/2023	219347	9264		TR EX SACRAMENTO 9/18/23-9/	063023	1	1009-421-10-45	TRAINING	310.50	310.50

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Total 083023:											
09/23	09/14/2023	219348	10892		REFUND GAS DEPOSIT	10411840003	1	7401-2228-000	DEPOSITS-CUSTOMER	310.50	310.50
Total 10411840003:											
09/23	09/14/2023	219349	9763		TR EX LOUISVILLE KY 9/25/23-9	091323	1	7401-430-62-45	TRAVEL	181.92	181.92
Total 091323:											
09/23	09/14/2023	219350	392	LASSEN CO CLERK'S OF	PROFESSIONAL SERVICES- BU	090123	1	1011-419-10-43	PROFESSIONAL SVCS	250.00	250.00
Total 090123:											
09/23	09/14/2023	219351	990		REFUND WATER OVERPAYMENT	10331800005	1	9999-1001-001	CASH CLEARING - UTILITIES	39.38	39.38
Total 10331800005:											
09/23	09/14/2023	219352	5027		REFUND GAS OVERPAYMENT	10306901120	1	9999-1001-001	CASH CLEARING - UTILITIES	250.69	250.69
Total 10306901120:											
09/23	09/14/2023	219353	10485	LEAF CAPITAL FUNDING	EQUIPMENT RENTAL-PW	15248479	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	153.55	153.55
Total 15248479:											
09/23	09/14/2023	219354	10895		REFUND WATER OVERPAYMENT	10500950016	1	9999-1001-001	CASH CLEARING - UTILITIES	31.65	31.65
Total 10500950016:											
09/23	09/14/2023	219355	437	LMUD	471-920 JOHNSTONVILLE RD-A	10108 082523	1	7201-430-81-46	ELECTRICITY	146.82	146.82
Total 10108 082523:											
09/23	09/14/2023	219355	437	LMUD	SOUTH ST - PW OFFICE	14590 082523	1	7620-430-10-46	ELECTRICITY	626.52	626.52
Total 14590 082523:											
										626.52	626.52

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09/23	09/14/2023	219355	437	LMUD	SOUTH ST ROOSEVELT AREA L	1744 082523	1	1011-452-20-46	ELECTRICITY	10.84	10.84
Total 1744 082523:											
09/23	09/14/2023	219355	437	LMUD	RIVERSIDE DR PARK	1999 082523	1	1011-452-20-46	ELECTRICITY	10.84	10.84
Total 1999 082523:											
09/23	09/14/2023	219355	437	LMUD	CADY SPRINGS	26784 082523	1	7110-430-42-46	ELECTRICITY	982.59	982.59
Total 26784 082523:											
09/23	09/14/2023	219355	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 082523	1	2007-431-60-46	ELECTRICITY	315.56	315.56
Total 35094 082523:											
09/23	09/14/2023	219355	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 082523	1	2007-431-60-46	ELECTRICITY	164.69	164.69
Total 3651 082523:											
09/23	09/14/2023	219355	437	LMUD	720 SOUTH EMULSION TANK-P	38646 082523	1	7620-430-10-46	ELECTRICITY	30.00	30.00
Total 38646 082523:											
09/23	09/14/2023	219355	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 082523	1	1011-452-20-46	ELECTRICITY	38.61	38.61
Total 416851 082523:											
09/23	09/14/2023	219355	437	LMUD	LAUREL ST- STREETS	416902 082523	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416902 082523:											
09/23	09/14/2023	219355	437	LMUD	SOUTH ST- STREETS	416924 082523	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416924 082523:											
09/23	09/14/2023	219355	437	LMUD	RICHMOND RD & PEARL CR- S	416984 082523	1	2007-431-60-46	ELECTRICITY	38.61	38.61

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Total 416984 082523:											
09/23	09/14/2023	219355	437	LMUD	1801 MAIN ST- STREETS	417512 082523	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 417512 082523:											
09/23	09/14/2023	219355	437	LMUD	ORCHARD ST- STREETS	418802 082523	1	2007-431-60-46	ELECTRICITY	22.72	22.72
Total 418802 082523:											
09/23	09/14/2023	219355	437	LMUD	RIVERSIDE DR. & RIVER- STRE	418824 082523	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 418824 082523:											
09/23	09/14/2023	219355	437	LMUD	RIVERSIDE DR. & LAUREL- STR	418833 082523	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 418833 082523:											
09/23	09/14/2023	219355	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 082523	1	2007-431-60-46	ELECTRICITY	194.19	194.19
Total 49496 082523:											
09/23	09/14/2023	219355	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 082523	1	2007-431-60-46	ELECTRICITY	162.03	162.03
Total 49497 082523:											
09/23	09/14/2023	219355	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 082523	1	2007-431-60-46	ELECTRICITY	187.91	187.91
Total 49498 082523:											
09/23	09/14/2023	219355	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 082523	1	2007-431-60-46	ELECTRICITY	301.46	301.46
Total 49499 082523:											
09/23	09/14/2023	219355	437	LMUD	471-920 JOHNSTONVILLE RD-AI	54333 082523	1	7201-430-81-46	ELECTRICITY	42.32	42.32
Total 54333 082523:											

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09/23	09/14/2023	219355	437	LMUD	SPRING RIDGE BOOSTER	55754 082523	1	7110-430-42-46	ELECTRICITY	1,048.70	1,048.70
Total 55754 082523:											
09/23	09/14/2023	219355	437	LMUD	471-920 JOHNSTONVILLE RDAI	7146 082523	1	7201-430-81-46	ELECTRICITY	648.16	648.16
Total 7146 082523:											
09/23	09/14/2023	219355	437	LMUD	471-920 JOHNSTONVILLE RDAI	7154 082523	1	7201-430-81-46	ELECTRICITY	41.05	41.05
Total 7154 082523:											
09/23	09/14/2023	219355	437	LMUD	WELL #1-WATER	7714 082523	1	7110-430-42-46	ELECTRICITY	638.98	638.98
Total 7714 082523:											
09/23	09/14/2023	219355	437	LMUD	1801 MAIN ST POLICE STATION	8314 082523	1	1009-421-10-46	ELECTRICITY	1,508.16	1,508.16
Total 8314 082523:											
09/23	09/14/2023	219355	437	LMUD	RIVERSIDE PARK LIGHTS	9501 082523	1	1011-452-20-46	ELECTRICITY	129.37	129.37
Total 9501 082523:											
09/23	09/14/2023	219355	437	LMUD	GEO PUMP #2	9503 082523	1	7301-430-52-46	ELECTRICITY	56.08	56.08
Total 9503 082523:											
09/23	09/14/2023	219355	437	LMUD	HOSPITAL LN-GEO	9963 082523	1	7301-430-52-46	ELECTRICITY	30.00	30.00
Total 9963 082523:											
09/23	09/14/2023	219356	10898		REFUND WATER OVERPAYMEN	10429300021	1	9999-1001-001	CASH CLEARING - UTILITIES	106.73	106.73
Total 10429300021:											
09/23	09/14/2023	219357	10898		REFUND GAS DEPOSIT	10408600011	1	7401-2228-000	DEPOSITS-CUSTOMER	156.58	156.58

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Total 10408600011:											
09/23	09/14/2023	219358	9983	MODOC COUNTY RECOR	ADVERTISEMENT	77471	1	2046-465-20-43	PROFESSIONAL SVCS	156.58	156.58
Total 77471:											
09/23	09/14/2023	219359	10890		REFUND GAS DEPOSIT	10290130012	1	7401-2228-000	DEPOSITS-CUSTOMER	252.00	252.00
Total 10290130012:											
09/23	09/14/2023	219360	10902	NORTHERN NEVADA	ELECTRIC ATV	082523	1	1011-452-25-47	MACHINERY AND EQUIPMENT	196.42	196.42
Total 082523:											
09/23	09/14/2023	219361	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1208780	1	7401-430-62-43	TECHNICAL SVCS	70.58	70.58
09/23	09/14/2023	219361	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1208780	2	7110-430-42-43	TECHNICAL SVCS	70.57	70.57
Total 1208780:											
09/23	09/14/2023	219362	7909	PAT OILER	FARMER CYCLE 4 HEAVY-DUTY	091223	1	8404-430-13-48	GRANTS	141.15	141.15
Total 091223:											
09/23	09/14/2023	219363	546	PAYLESS BUILDING SUP	BOARDS	135483	1	2048-452-21-46	SUPPLIES GENERAL	226,839.20	226,839.20
Total 135483:											
09/23	09/14/2023	219364	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 083123	1	1009-421-10-45	COMMUNICATIONS	263.51	263.51
Total 63630 083123:											
09/23	09/14/2023	219364	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	68444 083123	1	7620-430-10-45	COMMUNICATIONS	185.00	185.00
Total 68444 083123:											
09/23	09/14/2023	219365	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN-2023-8	1	8402-413-30-46	SUPPLIES-GENERAL	368.56	368.56
09/23	09/14/2023	219365	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN-2023-8	2	8402-413-30-43	LAFCO EXEC. OFFICE SVC	87.08	87.08
09/23	09/14/2023	219365	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN-2023-8	3	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	3,500.00	3,500.00
Total 4,117.50											

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09/23	09/14/2023	219365	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN-2023-8	4	8402-413-30-45	TRAVEL	363.73	363.73
Total LASSEN-2023-8:											
09/23	09/14/2023	219366	563	POULSEN WELDING SHO	REPAIRS-PARKS	3410	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	220.00	220.00
Total 3410:											
09/23	09/14/2023	219367	572	QUILL CORPORATION	SUPPLIES	34290160	1	1000-415-10-46	SUPPLIES-GENERAL	17.59	17.59
09/23	09/14/2023	219367	572	QUILL CORPORATION	JANITORIAL SUPPLIES	34290160	2	1000-417-10-46	SUPPLIES-JANITORIAL	26.63	26.63
Total 34290160:											
09/23	09/14/2023	219368	6959		TR EX SACRAMENTO	9/19/23-9/ 081823	1	1000-411-40-45	TRAVEL	288.90	288.90
Total 081823:											
09/23	09/14/2023	219369	1296	RENTAL GUYS	LOADER	940708-5	1	2048-452-21-47	MACHINERY AND EQUIPMENT	1,143.17	1,143.17
Total 940708-5:											
09/23	09/14/2023	219370	85		TR EX SACRAMENTO LEAGUE	081823	1	1000-411-40-45	TRAVEL	288.90	288.90
Total 081823:											
09/23	09/14/2023	219371	10891		REFUND GAS OVERPAYMENT	10102400006	1	9999-1001-001	CASH CLEARING - UTILITIES	367.69	367.69
Total 10102400006:											
09/23	09/14/2023	219372	1479	SIERRA BROADCASTING	ADVERTISING-GAS	23080150	1	7401-430-62-45	ADVERTISING	499.00	499.00
Total 23080150:											
09/23	09/14/2023	219373	10893		REFUND GAS DEPOSIT	10228030003	1	7401-2228-000	DEPOSITS-CUSTOMER	193.63	193.63
Total 10228030003:											
09/23	09/14/2023	219374	76	SUSANVILLE ACE HARD	CHAIN-COMMUNITY SERVICES	518504	1	1011-425-20-46	SUPPLIES-GENERAL	4.64	4.64

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Total 518504:											
09/23	09/14/2023	219374	76	SUSANVILLE ACE HARD	PAINT SUPPLIES	518834	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	14.98	14.98
Total 518834:											
09/23	09/14/2023	219374	76	SUSANVILLE ACE HARD	WALL ANCHORS-PARKS	519050	1	1011-452-20-46	SUPPLIES-GENERAL	23.36	23.36
Total 519050:											
09/23	09/14/2023	219375	76	SUSANVILLE ACE HARD	CAUTION TAPE	517028	1	2048-452-21-46	SUPPLIES GENERAL	14.60	14.60
Total 517028:											
09/23	09/14/2023	219376	76	SUSANVILLE ACE HARD	DRAIN VALVE	518844	1	2048-452-21-46	SUPPLIES GENERAL	9.73	9.73
Total 518844:											
09/23	09/14/2023	219377	76	SUSANVILLE ACE HARD	CONCRETE	518863	1	2048-452-21-46	SUPPLIES GENERAL	28.55	28.55
Total 518863:											
09/23	09/14/2023	219377	76	SUSANVILLE ACE HARD	SUPPLIES	519006	1	2048-452-21-46	SUPPLIES GENERAL	17.13	17.13
Total 519006:											
09/23	09/14/2023	219378	873	SUSANVILLE FORD	REPAIR & MAINT- BUILDING	5011428	1	1011-424-20-44	VEHICLE - REPAIR & MAINTENA	26.57	26.57
Total 5011428:											
09/23	09/14/2023	219379	677	SUSANVILLE SANITARY	66 N LASSEN	1276 090123	1	1000-417-10-44	SEWER	104.00	104.00
Total 1276 090123:											
09/23	09/14/2023	219380	9295	TAMCO CAPITAL CORP	COMMUNICATION- PD	5026426729	1	1009-421-10-43	TECHNICAL SERVICES	354.17	354.17
Total 5026426729:											

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor

Check Issue Dates: 9/14/2023 - 9/14/2023

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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
09/23	09/14/2023	219381	958	TECHNOFLO SYSTEMS	SEAMETRICS BATCH CONTROL	41950	1	7301-430-52-46	SUPPLIES-GENERAL	1,603.38	1,603.38
Total 41950:											
09/23	09/14/2023	219382	9643		REFUND WATER DEPOSIT	10223000017	1	7110-2228-000	DEPOSITS-CUSTOMER	30.18	30.18
Total 10223000017:											
09/23	09/14/2023	219383	10299		TR EX SACRAMENTO	9/19/23-9/ 082223	1	1000-411-40-45	TRAVEL	207.50	207.50
Total 082223:											
09/23	09/14/2023	219384	712	TNS TRUCKING CO	SACKS-AIRPORT	5600	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	355.86	355.86
Total 5600:											
09/23	09/14/2023	219385	712	TNS TRUCKING CO	ROCK	5674	1	2048-452-21-46	SUPPLIES GENERAL	105.11	105.11
Total 5674:											
09/23	09/14/2023	219386	10654		TR EX LOUISVILLE KY	9/25/23-9 071223	1	1011-452-20-45	TRAVEL	288.00	288.00
Total 071223:											
09/23	09/14/2023	219387	10821	UBEO WEST LLC	COPIER CITY HALL	4238053	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	417.76	417.76
09/23	09/14/2023	219387	10821	UBEO WEST LLC	COPIER PD	4238053	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	192.96	192.96
Total 4238053:											
09/23	09/14/2023	219388	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9943215847	1	1009-421-10-45	COMMUNICATIONS	1,087.57	1,087.57
Total 9943215847:											
09/23	09/14/2023	219388	749	VERIZON WIRELESS	CELLULAR PHONES - ADMIN	9943327350	1	1000-413-20-45	COMMUNICATIONS	65.37	65.37
09/23	09/14/2023	219388	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9943327350	2	1011-424-20-45	COMMUNICATIONS	99.06	99.06
09/23	09/14/2023	219388	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9943327350	3	1011-452-20-45	COMMUNICATIONS	103.66	103.66
09/23	09/14/2023	219388	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9943327350	4	7620-430-11-45	COMMUNICATIONS	52.08	52.08
09/23	09/14/2023	219388	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9943327350	5	7620-430-10-45	COMMUNICATIONS	1,315.45	1,315.45
09/23	09/14/2023	219388	749	VERIZON WIRELESS	CELLULAR PHONES - GAS	9943327350	6	7401-430-62-45	COMMUNICATIONS	201.26	201.26

M = Manual Check, V = Void Check

CITY OF SUSANVILLE					Check Register - Payments by Vendor			Page: 18			
					Check Issue Dates: 9/14/2023 - 9/14/2023			Sep 14, 2023 11:30AM			
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 9943327350:											
09/23	09/14/2023	219389	10897		REFUND GAS DEPOSIT	10114010018	1	7401-2228-000	DEPOSITS-CUSTOMER	1,836.88	1,836.88
Total 10114010018:											
09/23	09/14/2023	219390	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69895881	1	7110-430-42-46	SUPPLIES-GENERAL	585.19	585.19
Total 69895881:											
09/23	09/14/2023	219390	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69900975	1	7110-430-42-46	SUPPLIES-GENERAL	359.84	359.84
Total 69900975:											
09/23	09/14/2023	219390	770	WESTERN NEVADA SUP	SUPPLIES- WATER	69905489	1	7110-430-42-46	SUPPLIES-GENERAL	349.62	349.62
Total 69905489:											
09/23	09/14/2023	219390	770	WESTERN NEVADA SUP	SUPPLIES- WATER	69908381	1	7110-430-42-46	SUPPLIES-GENERAL	455.65	455.65
Total 69908381:											
09/23	09/14/2023	219390	770	WESTERN NEVADA SUP	SUPPLIES- GAS	69913557	1	7401-430-62-46	SUPPLIES-GENERAL	55.01	55.01
Total 69913557:											
09/23	09/14/2023	219390	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69916905	1	7110-430-42-46	SUPPLIES-GENERAL	189.68	189.68
Total 69916905:											
09/23	09/14/2023	219390	770	WESTERN NEVADA SUP	SUPPLIES- GAS	69917333	1	7401-430-62-46	SUPPLIES-GENERAL	870.42	870.42
Total 69917333:											
09/23	09/14/2023	219390	770	WESTERN NEVADA SUP	SUPPLIES- WATER	69923918	1	7110-430-42-46	SUPPLIES-GENERAL	31.61	31.61
Total 69923918:											

M = Manual Check, V = Void Check

CITY OF SUSANVILLE										Check Register - Payments by Vendor		Page: 19	
Check Issue Dates: 9/14/2023 - 9/14/2023										Sep 14, 2023 11:30AM			
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		
09/23	09/14/2023	219390	770	WESTERN NEVADA SUP	SUPPLIES- WATER	69924185	1	7110-430-42-46	SUPPLIES-GENERAL	61.01	61.01		
Total 69924185:										61.01	61.01		
09/23	09/14/2023	219390	770	WESTERN NEVADA SUP	CREDIT-WATER	CM69900975	1	7110-430-42-46	SUPPLIES-GENERAL	359.84	359.84		
Total CM69900975:										359.84	359.84		
09/23	09/14/2023	219391	10900		REFUND GAS OVERPAYMENT	10436300029	1	9999-1001-001	CASH CLEARING - UTILITIES	10.31	10.31		
Total 10436300029:										10.31	10.31		
Grand Totals:										309,842.30	309,842.30		

Report Criteria:

Report type: GL detail
Check Voided = False

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
09/23	09/18/2023	219402	728	U.S. POSTMASTER	UB BILLING GAS	09182023	1	7401-430-62-46	POSTAGE	403.88	403.88
09/23	09/18/2023	219402	728	U.S. POSTMASTER	UB BILLING WATER	09182023	2	7110-430-42-46	POSTAGE	783.99	783.99
Total 09182023:										1,187.87	1,187.87
Grand Totals:										1,187.87	1,187.87

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
09/23	09/21/2023	219417	9432	ALL SEASON HEATING	NO.311 WOODSTOVE REPLACE	091823	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 091823:											
09/23	09/21/2023	219418	9432	ALL SEASON HEATING	NO.308 WOODSTOVE REPLACE	091823	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 091823:											
09/23	09/21/2023	219419	10390	AUTOZONE PARTS INC	REPAIR & MAINT-FD	4015299530	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	94.57	94.57
Total 4015299530:											
09/23	09/21/2023	219420	10432	AVON PROTECTION SYS	SCBA COMPRESSOR PARTS-F	0173225	1	1010-422-10-44	MISC- REPAIR & MAINTENANCE	313.75	313.75
Total 0173225:											
09/23	09/21/2023	219421	1307	C&S WASTE SOLUTIONS	1505 MAIN STREET-FD	175288940U037	1	1010-422-10-44	DISPOSAL	215.84	215.84
Total 175288940U037:											
09/23	09/21/2023	219422	98	CALIFORNIA ASSOCIATI	ANNUAL LTD PREMIUM 10/23	102023	1	1010-422-10-48	DUES AND MEMBERSHIPS	177.00	177.00
Total 102023:											
09/23	09/21/2023	219423	10904		REFUND GAS OVERPAYMENT	10108720009	1	9999-1001-001	CASH CLEARING - UTILITIES	831.85	831.85
Total 10108720009:											
09/23	09/21/2023	219424	6546	CRAZY J'S CONCRETE	2023 PARK & WATER BOND ACT	091923	1	2048-2206-000	RETAINAGE PAYABLE	3,750.12	3,750.12
Total 091923:											
09/23	09/21/2023	219424	6546	CRAZY J'S CONCRETE	2023 PARK & WATER BOND ACT	091923	1	2048-452-21-43	PROFESSIONAL SVCS	12,449.11	12,449.11

M = Manual Check, V = Void Check

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				Check Issue Dates: 9/21/2023 - 9/21/2023				Sep 21, 2023 01:20PM			
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 091923:											
09/23	09/21/2023	219425	156	CREATIVE FORMS & CO	ENVELOPES PERMIT #7-GAS	120147	1	7401-430-62-46	SUPPLIES-GENERAL	256.82	256.82
09/23	09/21/2023	219425	156	CREATIVE FORMS & CO	ENVELOPES PERMIT #7-WATE	120147	2	7110-430-42-46	SUPPLIES-GENERAL	256.82	256.82
Total 120147:											
09/23	09/21/2023	219426	161	CSK AUTO INC	OIL FILTER, MOTOR OIL-GC	2740461180	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	50.91	50.91
Total 2740461180:											
09/23	09/21/2023	219427	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	679256	1	1000-416-10-45	FINGERPRINTING SERVICES	32.00	32.00
Total 679256:											
09/23	09/21/2023	219428	265	FRONTIER	252-1020 CITY HALL	1020 090523	1	1000-417-10-45	COMMUNICATIONS	402.57	402.57
Total 1020 090523:											
09/23	09/21/2023	219428	265	FRONTIER	257-1033-PARKS	1033 090523	1	1011-452-20-45	COMMUNICATIONS	163.71	163.71
Total 1033 090523:											
09/23	09/21/2023	219428	265	FRONTIER	257-1041 ADMIN-PW	1041 090523	1	7620-430-10-45	COMMUNICATIONS	652.04	652.04
Total 1041 090523:											
09/23	09/21/2023	219428	265	FRONTIER	257-1044 PRI	1044 090523	1	7620-430-10-45	COMMUNICATIONS	150.07	150.07
Total 1044 090523:											
09/23	09/21/2023	219428	265	FRONTIER	257-1887 BACKUP	1887 090123	1	1000-417-10-45	COMMUNICATIONS	75.98	75.98
Total 1887 090123:											
09/23	09/21/2023	219428	265	FRONTIER	257-2520 GOLF COURSE	2520 090123	1	7530-451-52-45	COMMUNICATIONS	252.12	252.12

M = Manual Check, V = Void Check

CITY OF SUSANVILLE										Check Register - Payments by Vendor			Page: 4		
										Check Issue Dates: 9/21/2023 - 9/21/2023			Sep 21, 2023 01:20PM		
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				
09/23	09/21/2023	219436	10725	PACE SUPPLY CORP	SUPPLIES-GAS	318884148	1	7401-430-82-46	SUPPLIES-GENERAL	40.20	40.20				
Total 318884148:												40.20	40.20		
09/23	09/21/2023	219437	546	PAYLESS BUILDING SUP	SUPPLIES	826485	1	2048-452-21-46	SUPPLIES GENERAL	1,627.04	1,627.04				
Total 826485:												1,627.04	1,627.04		
09/23	09/21/2023	219438	546	PAYLESS BUILDING SUP	CONCRETE	164512	1	2048-452-21-46	SUPPLIES GENERAL	39.03	39.03				
Total 164512:												39.03	39.03		
09/23	09/21/2023	219439	76	SUSANVILLE ACE HARD	PAINT	518921	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	160.74	160.74				
Total 518921:												160.74	160.74		
09/23	09/21/2023	219439	76	SUSANVILLE ACE HARD	SUPPLIES-FD	519150	1	1010-422-10-46	SUPPLIES-JANITORIAL	74.00	74.00				
Total 519150:												74.00	74.00		
09/23	09/21/2023	219439	76	SUSANVILLE ACE HARD	SUPPLIES-FD	519240	1	1010-422-10-46	SUPPLIES-JANITORIAL	66.96	66.96				
Total 519240:												66.96	66.96		
09/23	09/21/2023	219439	76	SUSANVILLE ACE HARD	SPRAY PAINT-FD	519426	1	1010-422-10-46	SUPPLIES- GENERAL	19.07	19.07				
Total 519426:												19.07	19.07		
09/23	09/21/2023	219440	76	SUSANVILLE ACE HARD	CONCRETE	519214	1	2048-452-21-46	SUPPLIES GENERAL	19.03	19.03				
Total 519214:												19.03	19.03		
09/23	09/21/2023	219441	76	SUSANVILLE ACE HARD	PARTS	519198	1	2048-452-21-46	SUPPLIES GENERAL	19.99	19.99				
Total 519198:												19.99	19.99		
09/23	09/21/2023	219442	677	SUSANVILLE SANITARY	1505 MAIN	2064 090123	1	1010-422-10-44	SEWER	104.00	104.00				

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 5					
Check Issue Dates: 9/21/2023 - 9/21/2023												Sep 21, 2023 01:20PM	
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 2064 090123:												104.00	104.00
09/23	09/21/2023	219442	677	SUSANVILLE SANITARY	1801 MAIN	2121 090123	1	1009-421-10-44	SEWER	52.00	52.00		
Total 2121 090123:												52.00	52.00
09/23	09/21/2023	219443	9295	TAMCO CAPITAL CORP	COMMUNICATION-FD	5026539455	1	1010-422-10-45	COMMUNICATIONS	289.54	289.54		
Total 5026539455:												289.54	289.54
09/23	09/21/2023	219444	10654	TOBY BEACH	PERMIT REIMBURSEMENT FOR	091423	1	1011-424-20-32	BUILDING PERMITS	85.00	85.00		
Total 091423:												85.00	85.00
09/23	09/21/2023	219445	7020	TYLER BERNARDINO	TR EX LOUISVILLE, KY 9/25/23-	071223	1	2007-431-20-45	TRAVEL	288.00	288.00		
Total 071223:												288.00	288.00
09/23	09/21/2023	219446	530	U.S. BANK EQUIPMENT F	UPSTAIRS COPIER CITY HALL	510368962	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	400.56	400.56		
Total 510368962:												400.56	400.56
09/23	09/21/2023	219446	530	U.S. BANK EQUIPMENT F	COPIER DOWNSTAIRS CITY HA	510772866	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	258.31	258.31		
09/23	09/21/2023	219446	530	U.S. BANK EQUIPMENT F	COPIER-PD	510772866	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	258.30	258.30		
Total 510772866:												516.61	516.61
09/23	09/21/2023	219447	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-72673	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	109.39	109.39		
Total A-72673:												109.39	109.39
09/23	09/21/2023	219447	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	A-72678	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	218.78	218.78		
Total A-72678:												218.78	218.78
Grand Totals:										220,514.61	220,514.61		

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
09/23	09/22/2023	219458	8854	CALIFORNIA JOINT POW	ACUTEL ROBOTICS EVO	DRONE-SCORE-23/24	1	7630-411-40-45	INSURANCE-LIABILITY	650.00	650.00
Total DRONE-SCORE-23/24:										650.00	650.00
Grand Totals:										650.00	650.00

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: October 4, 2023

SUBJECT: Consider **Resolution No. 23-6244**, supporting the Honey Lake Hospice Light up a Life Ceremony and authorizing closure of South Lassen street from Cottage Street to Main Street on Saturday, November 18, 2023, from 5:00 pm to 8:00 pm

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY:

City Council support is requested for the Honey Lake Hospice Light up a Life Ceremony. For the event, those who wish to honor the memory of a loved one may have the loved one's name inscribed on a dove and placed on the Hospice's Memorial Tree. The community is welcome to visit the tree, which lights up each night from Saturday, November 18th through the first of the year. The ceremony will take place entirely outdoors this year.

Honey Lake Hospice has requested the closure of South Lassen Street from Cottage Street to Main Street on Saturday, November 18, 2023, from 5:00 pm to 8:00 pm for the event.

This event will require two (2) Public Works Department employees to set up, take down traffic control signs.

FISCAL IMPACT:

Public Works Dept. Estimate Costs	\$367
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ACTION REQUESTED:

Motion to approve Resolution No. 23-6244, supporting the Honey Lake Hospice Light up a Life Ceremony and authorizing closure of South Lassen street from Cottage Street to Main Street on Saturday, November 18, 2023, from 5:00 pm to 8:00 pm

ATTACHMENTS:
[City Council street closure 2023.docx](#)
[23-6244.pdf](#)



September 18, 2023

Dear Susanville City Council Members:

I am a volunteer with our Honey Lake Hospice here in Susanville. Our office is at 60 South Lassen Street. We have asked the Council the last two years if we could close off South Lassen Street just between Cottage and Main Streets while we held our event in the small strip of grassy area next to our office. That way, our participants could safely gather in the street in front of the lit tree and hear the names of their honored loved ones. We have had lovely and safe events. We thank the City of Susanville for helping to create an inviting venue.

We are asking the City, once again, if Public Works could please close off that small section of South Lassen Street in order to have the 2023 Light Up a Life tree-lighting ceremony. We plan to hold the event on Saturday, November 18, 2023 at 6:30 p.m. We would appreciate the road closure to make it safe, and would need it closed from 5p.m. to 8 p.m.

We appreciate your consideration of our request.

Please feel free to contact me if you have any questions at 530-310-4338.

Thank you!

Sincerely,

Claudia Dunlavy, Volunteer
Honey Lake Hospice
60 South Lassen Street
Susanville, CA 96130
Hospice Office: 530-257-3137

AGENDA ITEM NO. 6.D
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Erik Edholm, Public Works

Action Date: October 4, 2023

SUBJECT: Consider **Resolution No. 23-6245**, authorizing the Public Works Director to execute a Notice of Completion for Project No. 23-01 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: City Council awarded the 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project to Crazy J's Concrete Inc. on April 19, 2023. All work has now been completed and the contractor is requesting a notice of completion of the project. The final accounting for project costs including the Contractor's base bid and extra work is \$67,864.62.

FISCAL IMPACT: Funding allotted for the project was from the Per Capita Program grant. The City bore no cost for this project as it was funded entirely through the Per Capita Program grant.

ACTION REQUESTED: Motion to approve Resolution No. 23-6245, authorizing the Public Works Director to execute a Notice of Completion for Project No. 23-01 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project

ATTACHMENTS:
[23-6245.pdf](#)

RESOLUTION NO. 23-6245
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
FOR PROJECT NO. 23-01, 2023 PARK AND WATER BOND ACT 2018 (PROPOSITION
68) CITY OF SUSANVILLE MEMORIAL PARK PROJECT WITH CRAZY J'S CONCRETE
INC.; AUTHORIZING EXECUTION OF THE NOTICE OF ACCEPTANCE AND
COMPLETION

WHEREAS, at the April 19, 2023 meeting, Council authorized award and execution of a contract for Project No. 2301, 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project; and

WHEREAS, the City of Susanville Public Works Department has determined that Crazy J's Concrete Inc. has completed all work associated with the requirements identified in the approved construction plans, specifications and additional work identified needed under contract change orders and therefore should be given consideration for release of their obligation as prescribed in the contract for the 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project; and

WHEREAS, the City of Susanville Public Works Department recommends execution of the Notice of Acceptance and release of all funds needed to meet its obligations under the contract for Project No. 23-01, 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves the Public Works Director to execute Notices of Acceptance for Project No. 23-01 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project as complete from Crazy J's Concrete Inc.; and

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 4th day of October 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.A
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: October 4, 2023

SUBJECT: Conduct Cost Recovery Public Hearing Case # LN2023-013 and consider **Resolution No. 23-6227**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6228**, approving the recordation of a lien against real property at 765 Shasta Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY:

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 therefore ordered by the Susanville Planning Commission to abate the nuisance within an allotted time. The nuisance abatement order issued is consistent with Section 8.32.130 of the Susanville Municipal Code. The written nuisance abatement order sets to memorialize the findings made by the Commission and provides for the means and manner to abate the nuisances upon the property.

In addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission

may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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.

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.

Administrative Fines, Penalties, and Interest

In the matter of 765 Shasta Street, the following penalties have been assessed.

- Pursuant to Susanville Planning Commission Resolution No. 23-1126 which was upheld by Susanville City Council Resolution No. 23-6176.
 - \$10,000.00

FISCAL IMPACT:

If the cost report is approved by the city council and the total amount

of administrative civil penalties are collected, then the general fund would see revenue in the amount of \$10,000.00.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6227, approving cost report, and motion to approve the subsequent Resolution No. 23-6228, approving the recordation of a lien against real property at 765 Shasta Street.

ATTACHMENTS:

[Cost Report LN2023-013](#)
[23-6227.pdf](#)
[23-6228.pdf](#)



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT (§ 8.32.210 SMC)

Property Details

Address:	765 Shasta Street, Susanville, California 96130
APN:	107-181-016-000
Property Owner:	Daniel Guererro
Approximate Parcel Size:	6,400 Sq. Ft.
Approximate Dwelling Size:	1,000 Sq. Ft.
Zoning:	R-1 Single Family Residential

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 therefore ordered by the Susanville Planning Commission to abate the nuisance within an allotted time. The nuisance abatement order issued is consistent with Section 8.32.130 of the Susanville Municipal Code. The written nuisance abatement order sets to memorialize the findings made by the Commission and provides for the means and manner to abate the nuisances upon the property.

In addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

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.

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.

Public Nuisance or Violation Determination

The single-family residential structure upon the parcel known as 107-181-016-000, and more commonly known as 765 Shasta Street, suffered major structural damage due to a residential structure fire on May 13, 2015.

Official notices and orders were issued by various staff members of the City of Susanville:

- Notice of Violation issued by Craig Sanders, City Planner on September 11, 2015.
- Cease and Desist notice issued by Craig Sanders, City Planner, on March 22, 2017.
- Notice of Violation issued by Craig Sanders, City Planner, on August 16, 2017.
- Notice of Expiring Permit issued by Holly Hill-Young, Permit Technician, on March 30, 2018. Notice of Violation issued by Kelly Mumper, City Planner, on September 4, 2020.
- Notice of Violation issued by Cody Loflin, Code Enforcement Officer, on September 3, 2021.
- Notice of Intention to Abate and Notice of Public Hearing issued by Cody Loflin, Code Enforcement Officer on April 13, 2022.
- Notice of Assessment issued by Cody Loflin, Code Enforcement Officer on January 11, 2023.

Nuisance Abatement Order Approved: May 12, 2022 by Resolution No. 22-1099

Appeal Filed: None filed. There was no appearance by the property owner.

Nuisance Abatement Order Appeal Hearing Date: N/A, Failure by property owner to request.

Determination of Appeal Hearing: N/A

Administrative Civil Penalties Hearing: January 10, 2023

Determination of Planning Commission: Approved assessment by Resolution No. 23-1126

Appeal Filed: Yes

Determination of Appeal Hearing: Upheld by City Council by Resolution No. 23-6176

Pursuant to City Council Resolution No. 23-6176, a cost report is to be presented at the October 4, 2023 city council meeting for consideration and authorization of a lien.



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Itemized Costs and Penalties Related to Abatement

The following penalties are related to this case pursuant to Susanville Municipal Code Chapter 8.32.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
• Planning Commission Resolution No. 23-1126 • City Council Resolution No. 23-6176	• \$10,000.00 Administrative Civil Penalty Noncompliance with Order

Late Payment Penalties and Interest:

8.32.310 SMC: Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city..

Owners Mailing Address

696-125 Merrillville Road
Susanville, California 96130

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.230, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$10,000.00 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:

Daniel Guererro
696-125 Merrillville Road
Susanville, California 96130

Daniel Guererro (Physical Posting)
765 Shasta Street
Susanville, California 96130

RESOLUTION NO. 23-6227
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT FOR ADMINISTRATIVE CIVIL PENALTIES ISSUED AT
765 SHASTA 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 civil penalties; and

WHEREAS, the residential structure located at 765 Shasta Street, APN 107-181-016-000, suffered major structural damage as a result of a residential structure fire and subsequently was declared to be a dangerous building and public nuisance; and

WHEREAS, the Susanville Planning Commission, at a public hearing held during a special meeting of 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 declared public nuisance remains upon the premises located at 765 Shasta Street in violation of the nuisance abatement order for which the Susanville Planning Commission approved the assessment of administrative civil penalties in the amount of \$10,000 at a regular meeting held on January 10, 2023; and

WHEREAS, Daniel Guererro appealed the Susanville Planning Commission decision to approve the issuance of administrative civil penalties in the amount of \$10,000 to the Susanville City Council; and

WHEREAS, the Susanville City Council heard testimony from the City of Susanville and from Daniel Guererro and rendered a decision to table Resolution No. 23-6095 and to continue this hearing for six months to allow Daniel Guererro an opportunity to remedy the violations; and

WHEREAS, on August 16, 2023, the Susanville City Council continued a public hearing and approved Resolution No. 23-6176 ordering the assessment of ten thousand dollars (\$10,000) in civil assessment penalties, and ordered Daniel Guererro to pay the civil assessment penalties by 4:30 p.m. on Friday September 29, 2029; and

WHEREAS, Resolution No. 23-6176 orders that if the civil assessment penalties become delinquent, then the City of Susanville shall prepare a Cost Report and conduct a Cost Hearing and bring forth for consideration a resolution for said Cost Report and an authorization for Recordation of Lien against real property at 765 Shasta Street to be considered; and

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the cost report presented to the city council and orders the owner of 765 Shasta Street (APN 107-181-016-

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000) Daniel Guererro to pay the total amount of \$10,000.00 and any future interest accrued and costs incurred.

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 4th day of October 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6228
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT 765
SHASTA STREET (APN 107-181-016-000)

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 8.32 of the Susanville Municipal Code to outline the procedures for abating nuisance conditions and for the collection of civil penalties; and

WHEREAS, the residential structure located at 765 Shasta Street, APN 107-181-016-000, suffered major structural damage as a result of a residential structure fire and subsequently was declared to be a dangerous building and public nuisance; and

WHEREAS, the Susanville Planning Commission, at a public hearing held during a special meeting of 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 declared public nuisance remains upon the premises located at 765 Shasta Street in violation of the nuisance abatement order for which the Susanville Planning Commission approved the assessment of administrative civil penalties in the amount of \$10,000 at a regular meeting held on January 10, 2023; and

WHEREAS, Daniel Guererro appealed the Susanville Planning Commission decision to approve the issuance of administrative civil penalties in the amount of \$10,000 to the Susanville City Council; and

WHEREAS, the Susanville City Council heard testimony from the City of Susanville and from Daniel Guererro and rendered a decision to table Resolution No. 23-6095 and to continue this hearing for six months to allow Daniel Guererro an opportunity to remedy the violations; and

WHEREAS, on August 16, 2023, the Susanville City Council continued a public hearing and approved Resolution No. 23-6176 ordering the assessment of ten thousand dollars (\$10,000) in civil assessment penalties, and ordered Daniel Guererro to pay the civil assessment penalties by 4:30 p.m. on Friday September 29, 2029; and

WHEREAS, Resolution No. 23-6176 orders that if the civil assessment penalties become delinquent, then the City of Susanville shall prepare a Cost Report and conduct a Cost Hearing and bring forth for consideration a resolution for said Cost Report and an authorization for Recordation of Lien against real property at 765 Shasta Street to be considered; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6227, the cost report and ordered the owner of 765 Shasta Street, APN 107-181-016-000, Daniel Gurrero, to pay to the City of Susanville in the amount of \$10,000.00 and any future interest accrued.

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2 **NOW, THEREFORE, BE IT RESOLVED** that the City Council of the city of Susanville
3 hereby orders the recordation of this resolution, Resolution No. 23-6228, with the Office of the
4 Clerk-Recorder for the County of Lassen and that such recordation shall constitute a lien
against the real property located 765 Shasta Street, APN 107-181-016-000, owned by Daniel
Gurrero; and

5 **BE IT FURTHER RESOLVED** that the amount of such lien shall be \$10,000.00 plus
6 interest at the legal rate of ten percent per annum commencing on October 4, 2023, and all
7 other costs which may thereafter come due and continuing thereon until said lien and any
accrued interest is paid in full.

8 APPROVED: _____
9 Quincy McCourt, Mayor

10 ATTEST: _____
11 Heidi Whitlock, City Clerk

12 The foregoing resolution was adopted at a regular meeting of the City Council of the
13 City of Susanville, held on the 4th day of October 2023, by the following vote:

14 AYES:
15 NOES:
16 ABSENT:
17 ABSTAIN:

18 _____
Heidi Whitlock, City Clerk

19
20 APPROVED AS TO FORM: _____
21 Margaret Long, City Attorney

AGENDA ITEM NO. 7.B
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: October 4, 2023

SUBJECT: Conduct Cost Recovery Public Hearing Case # LN2023-014 and consider **Resolution No. 23-6221**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6222**, approving the recordation of a lien against real property at 560 Hospital Lane.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY:

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 therefore ordered by the Susanville Planning Commission to abate the nuisance within an allotted time. The nuisance abatement order issued is consistent with Section 8.32.130 of the Susanville Municipal Code. The written nuisance abatement order sets to memorialize the findings made by the Commission and provides for the means and manner to abate the nuisances upon the property.

In addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission

may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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.

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.

Administrative Fines, Penalties, and Interest

In the matter of 560 Hospital Lane, the following penalties have been assessed.

- Pursuant to Susanville Planning Commission Resolution No. 23-1124 which was upheld by Susanville City Council Resolution No. 23-6094.
 - \$10,000.00

FISCAL IMPACT:

If the cost report is approved by the city council and the total amount

of administrative civil penalties are collected, then the general fund would see revenue in the amount of \$10,000.00.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6221, approving cost report, and motion to approve the subsequent Resolution No. 23-6222, approving the recordation of a lien against real property at 560 Hospital Lane.

ATTACHMENTS:

[Cost Report LN2023-014](#)
[23-6221.pdf](#)
[23-6222.pdf](#)



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Property Details

Address:	560 Hospital Lane, Susanville, California 96130
APN:	107-260-053-000
Property Owner:	Central Hotel Trust
Approximate Parcel Size:	9.000 Acres
Approximate Structure Size:	Lassen Community Hospital: 20,000 sq. ft. Remaining Outbuildings: 2,000 sq. ft.
Zoning: General Plan:	C-O: Commercial Office Zoning District Commercial Office

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 therefore ordered by the Susanville Planning Commission to abate the nuisance within an allotted time. The nuisance abatement order issued is consistent with Section 8.32.130 of the Susanville Municipal Code. The written nuisance abatement order sets to memorialize the findings made by the Commission and provides for the means and manner to abate the nuisances upon the property.

In addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

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.

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.

Public Nuisance or Violation Determination

The former site of the Lassen Community Hospital at 560 Hospital Lane which encompasses a parcel that is approximately 9 acres in total and is known as APN 107-260-053-000. The Lassen Community Hospital closed its doors in May 2003 and relocated to the present-day Banner Lassen Medical Center on Spring Ridge Drive. Since the closure of the Lassen Community Hospital the entire site has suffered 20 years of neglect while being subject to criminal activity.

Official notices and orders were issued by various staff members of the City of Susanville:

- June 8, 2020, Public Nuisance and Safety Hazard Letter issued by Kelly Mumper, City Planner
- July 7, 2020, Public Nuisance and Safety Hazard Letter issued by Kelly Mumper, City Planner
- December 16, 2020, a letter was sent regarding a fire damaged structure by Kelly Mumper, City Planner
- August 27, 2021, a letter was sent regarding the entirety of the property by Kelly Mumper, City Planner
- April 13, 2022, a Notice of Intention to Abate Public Nuisance & Notice of Public Hearing issued by Cody Loflin, Code Enforcement Officer.
- January 11, 2023, a Notice of Assessment issued by Cody Loflin, Code Enforcement Officer

Nuisance Abatement Order Approved: July 12, 2022 by Resolution No. 22-1108

Appeal Filed: None filed.

Nuisance Abatement Order Appeal Hearing Date: N/A,

Determination of Appeal Hearing: N/A

Administrative Civil Penalties Hearing: January 10, 2023

Determination of Planning Commission: Approved assessment by Resolution No. 23-1124

Appeal Filed: Yes

Determination of Appeal Hearing: Upheld by City Council by Resolution No. 23-6094



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Itemized Costs and Penalties Related to Abatement

The following penalties are related to this case pursuant to Susanville Municipal Code Chapter 8.32.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
• Planning Commission Resolution No. 23-1124 • City Council Resolution No. 23-6094	• \$10,000.00 Administrative Civil Penalty Noncompliance with Order

Late Payment Penalties and Interest:

8.32.310 SMC: Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city..

Owners Mailing Address

1331 East 7th Street
Los Angeles, California 90021

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.230, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$10,000.00 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:

Central Hotel Trust
1331 East 7th Street
Los Angeles, California 90021

Central Hotel Trust
(Physical Posting)
560 Hospital Lane
Susanville, California 96130

Law Offices of Michael Carter Smith
12100 Wilshire Boulevard
Suite 800
Los Angeles, California 90025-7120

RESOLUTION NO. 23-6221
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE CIVIL PENALTIES
ISSUED AGAINST 560 HOSPITAL LANE

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 the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the real property located at 560 Hospital Lane also known by assessors' parcel number 107-260-053-000 was subject to nuisance abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the approved nuisance abatement order has not been complied with and the Susanville Planning Commission ordered the assessment of administrative civil penalties in the amount of \$10,000.00 to be collected from the property owner; and

WHEREAS, the amount of unpaid administrative fines, penalties, and accrued interest as of October 1, 2023, is in the amount of \$10,000.00.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby approves the cost report as presented and orders the owner of 560 Hospital Lane, APN 107-260-053-000, The Central Hotel Trust, to pay the total amount of \$10,000.00 and any future interest accrued and costs incurred.

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 4th day of October 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6222
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT 560
HOSPITAL LANE (APN 107-260-053-000)

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 8.32 of the Susanville Municipal Code to outline the procedures for the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the real property located at 560 Hospital Lane also known by assessors' parcel number 107-260-053-000 was subject to nuisance abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the approved nuisance abatement order has not be complied with and the Susanville Planning Commission ordered the assessment of administrative civil penalties in the amount of \$10,000.00 to be collected from the property owner; and

WHEREAS, the amount of unpaid administrative fines, penalties, and accrued interest as of October 1, 2023, is in the amount of \$10,000.00; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6221, the cost report and ordered the owner of 560 Hospital Lane, APN 107-260-053-000, Central Hotel Trust, to pay to the City of Susanville in the amount of \$10,000.00 and any future interest accrued and costs incurred.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of this resolution, Resolution No. 23-6222, 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 at 560 Hospital Lane, APN 107-260-053-000, and owned by the Central Hotel Trust; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$10,000.00 plus interest at the legal rate of ten percent per annum commencing on October 4, 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 4th day of October 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

AGENDA ITEM NO. 7.C
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: October 4, 2023

SUBJECT: Conduct Cost Recovery Public Hearing Case # LN2023-015 and consider **Resolution No. 23-6223**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6224**, approving the recordation of a lien against real property at 1705 Main Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY:

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 therefore ordered by the Susanville Planning Commission to abate the nuisance within an allotted time. The nuisance abatement order issued is consistent with Section 8.32.130 of the Susanville Municipal Code. The written nuisance abatement order sets to memorialize the findings made by the Commission and provides for the means and manner to abate the nuisances upon the property.

In addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission

may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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.

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.

Administrative Fines, Penalties, and Interest

In the matter of 1705 Main Street, the following penalties have been assessed.

- Pursuant to Susanville Planning Commission Resolution No. 23-1125 which was upheld by Susanville City Council Resolution No. 23-6103.
 - \$10,000.00

FISCAL IMPACT:

If the cost report is approved by the city council and the total amount

of administrative civil penalties are collected, then the general fund would see revenue in the amount of \$10,000.00.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6223, approving cost report, and motion to approve the subsequent Resolution No. 23-6224, approving the recordation of a lien against real property at 1705 Main Street.

ATTACHMENTS:

[Cost Report LN2023-015](#)
[23-6223.pdf](#)
[23-6224.pdf](#)



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Property Details

Address:	1705 Main Street, Susanville, California 96130
APN:	105-154-002-000
Property Owner:	Michelle Myung Ok Kim
Approximate Parcel Size:	26,000 sq. ft.
Approximate Structure Size:	Hotel and Restaurant 12,000 sq. ft.
Zoning: General Plan:	C-2: General Commercial and Shopping Center District General Commercial and Shopping Center

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 therefore ordered by the Susanville Planning Commission to abate the nuisance within an allotted time. The nuisance abatement order issued is consistent with Section 8.32.130 of the Susanville Municipal Code. The written nuisance abatement order sets to memorialize the findings made by the Commission and provides for the means and manner to abate the nuisances upon the property.

In addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

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.

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.

Public Nuisance or Violation Determination

The commercial property located at 1705 Main Street, is the current site of the Knights Inn Motel. Due to the condition of the property, the decision by city staff to declare the building to be hazardous to human habitation and the issuance of a Do Not Enter order was issued.

Official notices and orders were issued by various staff members of the City of Susanville:

- Notification of Nuisance issued on December 21, 2020, by Kelly Mumper, City Planner
- Notice of Violation issued on June 3, 2022, by Cody Loflin, Code Enforcement
- Notice of Intention to Abate and Notice of Public Hearing issued on June 17, 2022, by Cody Loflin, Code Enforcement
- Notice of Assessment issued on January 11, 2023, by Cody Loflin, Code Enforcement Officer

Nuisance Abatement Order Approved: July 12, 2022 by Resolution No. 22-1113

Appeal Filed: None filed.

Nuisance Abatement Order Appeal Hearing Date: N/A,

Determination of Appeal Hearing: N/A

Administrative Civil Penalties Hearing: January 10, 2023

Determination of Planning Commission: Approved assessment by Resolution No. 23-1125

Appeal Filed: Yes

Determination of Appeal Hearing: Upheld by City Council by Resolution No. 23-6103

Itemized Costs and Penalties Related to Abatement

The following penalties are related to this case pursuant to Susanville Municipal Code Chapter 8.32.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
• Planning Commission Resolution No. 23-1125 • City Council Resolution No. 23-6103	• \$10,000.00 Administrative Civil Penalty - Noncompliance with Order



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Late Payment Penalties and Interest:

8.32.310 SMC: Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city..

Owners Mailing Address

1705 Main Street
Susanville, California 96130

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.230, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$10,000.00 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:

Michelle Myung Ok Kim
1705 Main Street
Susanville, California 96130

Michelle Myung Ok Kim (Physical Posting)
1705 Main Street
Susanville, California 96130

RESOLUTION NO. 23-6223
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE CIVIL PENALTIES
ISSUED AGAINST 1705 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 8.32 of the Susanville Municipal Code to outline the procedures for the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the real property located at 1705 Main Street also known by assessors' parcel number 105-154-002-000 was subject to nuisance abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the approved nuisance abatement order has not be complied with and the Susanville Planning Commission ordered the assessment of administrative civil penalties in the amount of \$10,000.00 to be collected from the property owner; and

WHEREAS, the amount of unpaid administrative fines, penalties, and accrued interest as of October 1, 2023, is in the amount of \$10,000.00.

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 1705 Main Street, APN 105-154-002-000, Michelle Myung Ok Kim, to pay the total amount of \$10,000.00 and any future interest accrued and costs incurred.

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 4th day of October 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6224
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST 1705 MAIN STREET
(APN 105-154-002-000)

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 8.32 of the Susanville Municipal Code to outline the procedures for the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the real property located at 1705 Main Street also known by assessors' parcel number 105-154-002-000 was subject to nuisance abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the approved nuisance abatement order has not be complied with and the Susanville Planning Commission ordered the assessment of administrative civil penalties in the amount of \$10,000.00 to be collected from the property owner; and

WHEREAS, the amount of unpaid administrative fines, penalties, and accrued interest as of October 1, 2023, is in the amount of \$10,000.00; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6223, the cost report and ordered the owner of 1705 Main Street, APN 105-154-002-000, Michelle Myung Ok Kim, to pay to the City of Susanville in the amount of \$10,000.00 and any future interest accrued and costs incurred.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of this resolution, Resolution No. 23-6224, 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 at 1705 Main Street, APN 105-154-002-000, and owned by Michelle Myung Ok Kim; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$10,000.00 plus interest at the legal rate of ten percent per annum commencing on October 4, 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 4th day of October 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. 7.D
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: October 4, 2023

SUBJECT: Conduct Cost Recovery Public Hearing Case # LN2023-016 and consider **Resolution No. 23-6225**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6226**, approving the recordation of a lien against real property at 509 Woodside Way.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY:

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 therefore ordered by the Susanville Planning Commission to abate the nuisance within an allotted time. The nuisance abatement order issued is consistent with Section 8.32.130 of the Susanville Municipal Code. The written nuisance abatement order sets to memorialize the findings made by the Commission and provides for the means and manner to abate the nuisances upon the property.

In addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission

may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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.

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.

Administrative Fines, Penalties, and Interest

In the matter of 509 Woodside Way, the following penalties have been assessed:

- Pursuant to Susanville Planning Commission Resolution No. 23-1132, Administrative Civil Penalties in the amount of \$10,000.00.

FISCAL IMPACT:

If the cost report is approved by the city council and the total amount of administrative civil penalties are collected, then the general fund

would see revenue in the amount of \$10,000.00.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6225, approving cost report, and motion to approve the subsequent Resolution No. 23-6226, approving the recordation of a lien against real property at 509 Woodside Way.

ATTACHMENTS:

[Cost Report LN2023-016](#)

[23-6225.pdf](#)

[23-6226.pdf](#)



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Property Details

Address:	509 Woodside Way, Susanville, California 96130
APN:	103-023-025-000
Property Owner:	Cynthia Barney
Approximate Parcel Size:	9,700 sq. ft.
Approximate Dwelling Size:	1,150 sq. ft.
Zoning:	R-1 Single Family Residential District
General Plan:	Single Family

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 therefore ordered by the Susanville Planning Commission to abate the nuisance within an allotted time. The nuisance abatement order issued is consistent with Section 8.32.130 of the Susanville Municipal Code. The written nuisance abatement order sets to memorialize the findings made by the Commission and provides for the means and manner to abate the nuisances upon the property.

In addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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,



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

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.

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.

Public Nuisance or Violation Determination

The residential structure has been vacant since approximately 2016 due to the death of the property owner. The subject property has been subject to squatters breaking in and damaging the structure as well as at least one known attempt of a person attempting to appropriate the property through adverse possession. Based on a title search, there is a party that has a significant lien recorded against the property but has not initiated foreclosure proceedings which has affected the ability to bring this matter through Probate.

Official notices and orders were issued by various staff members of the City of Susanville:

- Notice of Violation issued by Kelly Mumper, City Planner, on August 14, 2020.
- Notice of Violation issued by Cody Loflin, Code Enforcement Officer, on September 3, 2021.
- Notice of Intention to Abate and Notice of Public Hearing issued by Cody Loflin, Code Enforcement Officer on April 13, 2022.
- Notice of Assessment issued by Cody Loflin, Code Enforcement Officer on February 15, 2023.

Nuisance Abatement Order Approved: May 24, 2022 by Resolution No. 22-1105

Appeal Filed: None filed.

Nuisance Abatement Order Appeal Hearing Date: N/A,

Determination of Appeal Hearing: N/A

Administrative Civil Penalties Hearing: February 14, 2023

Determination of Planning Commission: Approved assessment by Resolution No. 23-1132

Appeal Filed: No

Determination of Appeal Hearing: N/A

Itemized Costs and Penalties Related to Abatement

The following penalties are related to this case pursuant to Susanville Municipal Code Chapter 8.32.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
• Planning Commission Resolution No. 23-1132	• \$10,000.00 Administrative Civil Penalty



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Late Payment Penalties and Interest:

8.32.310 SMC: Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city..

Owners Mailing Address

509 Woodside Way
Susanville, California 96130

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.230, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$10,000.00 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:

The Estate of Cynthia Barney
509 Woodside Way
Susanville, California 96130

The Estate of Cynthia Barney (Physical Posting)
509 Woodside Way
Susanville, California 96130

Michael D. Schulman, Esq.
Law Offices of Michael D. Schulman
18757 Burbank Boulevard, Suite 310
Tarzana, California 91356-3393
[Assignee of Record, Judgement, Lassen Co. Superior Court Case JC43355]

RESOLUTION NO. 23-6225
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE CIVIL PENALTIES
ISSUED AGAINST 509 WOODSIDE WAY

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 the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the real property located at 509 Woodside Way also known by assessors' parcel number 103-023-025-000 was subject to nuisance abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the approved nuisance abatement order has not be complied with and the Susanville Planning Commission ordered the assessment of administrative civil penalties in the amount of \$10,000.00 to be collected from the property owner; and

WHEREAS, the amount of unpaid administrative fines, penalties, and accrued interest as of October 1, 2023, is in the amount of \$10,000.00.

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 509 Woodside Way, APN 103-023-025-000, Cynthia Barney, to pay the total amount of \$10,000.00 and any future interest accrued and costs incurred.

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 4th day of October 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6226
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE RECORDATION OF A LIEN AGAINST REAL PROPERTY AT 509
WOODSIDE WAY (APN 103-023-025-000)

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 8.32 of the Susanville Municipal Code to outline the procedures for the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the real property located at 509 Woodside Way also known by assessors' parcel number 103-023-025-000 was subject to nuisance abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the approved nuisance abatement order has not be complied with and the Susanville Planning Commission ordered the assessment of administrative civil penalties in the amount of \$10,000.00 to be collected from the property owner; and

WHEREAS, the amount of unpaid administrative fines, penalties, and accrued interest as of October 1, 2023, is in the amount of \$10,000.00; and

WHEREAS, the Susanville City Council approved, by Resolution No. 23-6223, the cost report and ordered the owner of 509 Woodside Way, APN 103-023-025-000, Cynthia Barney, to pay to the City of Susanville in the amount of \$10,000.00 and any future interest accrued and costs incurred.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby orders the recordation of this resolution, Resolution No. 23-6226, 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 at 509 Woodside Way, APN 103-023-025-000, and owned by Cynthia Barney; and

BE IT FURTHER RESOLVED that the amount of such lien shall be \$10,000.00 plus interest at the legal rate of ten percent per annum commencing on October 4, 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 4th day of October 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. 7.E
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: October 4, 2023

SUBJECT: Conduct Cost Recovery Public Hearing Case # LN2023-018 and consider **Resolution No. 23-6229**, approving a cost report of unpaid costs associated with the abatement of nuisance conditions and, if approved, consider subsequent **Resolution No. 23-6230**, approving the levying of a special assessment and the recordation of the special assessment lien against real property at 63 South Weatherlow Street, and requesting the inclusion of said special assessment on the Lassen County Tax Rolls.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY:

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 addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for

creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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.

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.

In the matter of 63 South Weatherlow Street, the following costs have been associated with the abatement of nuisance condition. If approved without modifications a lien in the amount of \$50,066.68 will be recorded against the property with a special assessment levied in the amount of \$40,066.68.

ADMINISTRATIVE FINES, PENALTIES, INTEREST

Total Penalty of \$10,000.00

ABATEMENT COSTS

Total abatement Costs of \$40,066.68

PROPOSED LIEN

In the total amount of \$50,066.68

REQUEST FOR LEVYING OF SPECIAL ASSESSMENT

In the amount of \$40,066.68

FISCAL IMPACT:

If the cost report is approved by city council and special assessment is collected in full, then the recovered costs of \$40,066.68 shall be returned to the General Fund to cover costs incurred by the City of Susanville for the abatement of nuisance conditions. Additionally, if the administrative civil penalties are paid in full, then \$10,000.00 shall be added to the General Fund.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6229, approving cost report, and motion to approve the subsequent Resolution No. 23-6230, approving the recordation of a special assessment lien and lien against real property at 63 South Weatherlow Street.

ATTACHMENTS:

[Cost Report LN2023-018](#)

[Cost Report LN2023-018 Supplemental](#)

[23-6229.pdf](#)

[23-6230.pdf](#)



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Property Details

Address:	63 South Weatherlow Street, Susanville, California 96130
APN:	103-330-018-000
Property Owner:	Ricardo and Susan Pellicer (Susan Pellicer, AKA Susan Morrison)
Approximate Parcel Size:	2,800 sq. ft.
Approximate Structure Size:	Demolished Vacant Land
Zoning: General Plan:	C-2 General Commercial and Shopping Center District General Commercial and Shopping Center

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 addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT (§ 8.32.210 SMC)

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.

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.

Public Nuisance or Violation 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.

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



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

- 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.

Abatement: An Inspection Warrant was granted by the Honorable Judge Mark Nareau on March 2, 2023 (Warrant No. 23-01), in order to perform the necessary Asbestos and Lead Paint Survey. This warrant was executed on March 3, 2023 which allowed the contracted company, Guzi-West Inspection and Consulting, to complete the necessary survey. An Inspection and Abatement Warrant was granted by the Honorable Judge Mark Nareau with the Lassen County Superior Court (Warrant No. 23-15). The abatement of nuisance conditions was conducted by Monath Construction and occurred from June 27, 2023 through July 3, 2023.

CEQA: The abatement of 63 South Weatherlow Street 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.

Nuisance Abatement Order Approved: April 26, 2022, by Resolution No. 22-1094

Appeal Filed: None filed.

Nuisance Abatement Order Appeal Hearing Date: N/A,

Determination of Appeal Hearing: N/A

Administrative Civil Penalties Hearing: January 10, 2023

Determination of Planning Commission: Approved assessment by Resolution No. 23-1127

Appeal Filed: No

Determination of Appeal Hearing: N/A



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Itemized Costs and Penalties Related to Abatement

The following penalties are related to this case pursuant to Susanville Municipal Code Chapter 8.32.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
• Planning Commission Resolution No. 23-1127	• \$10,000.00 Administrative Civil Penalty
ABATEMENT COSTS	
Code Enforcement Costs • <i>Code Enforcement Officer</i> • <i>Hearing Board hearing</i> • <i>Investigation</i> • <i>Warrant preparation and execution</i> • <i>Cost Report</i>	• \$1,043.90
Professional Services • <i>Monath Construction</i> • <i>Guzi-West</i>	• \$38,545.83
Advertising	• \$40.00
Public Works Equipment	• \$112.83
Postage	• \$54.00
Miscellaneous Employee Wages	• \$259.29
General Supplies	• \$10.83

Late Payment Penalties and Interest:

8.32.310 SMC: Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city..

Owners Mailing Address

PO Box 3553
Yuba City, California 95992

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.230, Code Enforcement is asking the council to:

- A. Order that the proposed lien of **\$50,066.68** 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.

This includes the Special Assessment Lien in the amount of \$40,066.68 relating to abatement costs and a Lien in the amount of \$10,000.00 relating to the administrative civil assessment penalty; and



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

- B.** That the amount due of **\$40,066.68** 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:

Ricardo and Susan Pellicer
PO Box 3553
Yuba City, California 95992

Ricardo and Susan Pellicer
1461 Plumas Street
Yuba City, California 95992

Joseph Hale and Susan Morrison
Po Box 3553
Yuba City, California 95992

Joseph Hale and Susan Morrison
1461 Plumas Street
Yuba City, California 95992

Ricardo Pellicer and Susan Pellicer (Morrison) [Physical Posting]
63 South Weatherlow Street
Susanville, California 96130

Date	Equipment Number	Total Hours	Rate	Cost
5/4/2023		30	3	\$37.61

PWK Equipment Rental Total	\$112.83
Regular Employee Salaries	\$0.00
Overtime	\$0.00
Social Security Contributions	\$0.00
Medicare	\$0.00
PERS	\$0.00
Workers' Compensation	\$0.00
State Unemployment	\$0.00
Professional Services	\$38,545.83
General Supplies	\$10.83
Postage	\$54.00
Code Enforcement	\$1,043.90
Weighted Salaries/Wages	\$259.29
Advertising	\$40.00
	\$40,066.68

Postage	6 certified at \$9.00
Asbestos Survey	\$2,050.00
Monath	36,495.83

59 South Weatherlow Street
 General Supplies - \$10.83
 Fence TBC/TBD

Legal Notices	\$40 to Advertising
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Code Enforcement	Hours	Rate	Total
Planning Commission	1	\$47.45	\$47.45
Investigation	10	\$47.45	\$474.50
Warrant Preparation, Execution and Return	4	\$47.45	\$189.80
Cost Report	2	\$47.45	\$94.90
Lien/Special Assessment Cost Recovery	5	\$47.45	\$237.25
			\$1,043.90

Employees	Hours	Rate	Total	Notes
Tyler Bernardino	3	48.55	145.65	Fence repairs on 5/4/2023
Jose Gomez	3	37.88	113.64	Fence repairs on 5/4/2023
			259.29	

Activity Number	Activity Title	Beginning Date	Ending Date
1	Abatement-10 Santa Paula	05/31/2023	06/30/2024
2	Abatement- 59 S Weatherlow St.	06/30/2023	06/30/2024
3	Abatement- 67 S Weatherlow St.	06/30/2023	06/30/2024
4	Abatement- 63 S Weatherlow St.	06/30/2023	06/30/2024

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
4						
Abatement- 63 S Weatherlow St.						
1011-2202-001 ACCOUNTS PAYABLE						
			05/31/2023 (05/23) Balance			.00
			08/31/2023 (08/23) Period Totals and Balance	.00 *	.00 *	.00
1011-425-21-4330 PROFESSIONAL SVCS						
			05/31/2023 (05/23) Balance			.00
07/06/2023 AP		250	MONATH CONSTRUCTION	36,495.83		
**VendorNo: 9820 **Inv. No: INV-2272-1 **Desc: ABATEMENT-63 S WEATHERLOW **Inv. Date: 7/6/2023 **PO No: 8338 **Remit Name: MONATH CONSTRUCTION **Merchant Vendor No: 9820 **Merchant Vendor Name: MONATH CONSTRUCTION **Invoice Created By: Alicia						
			07/31/2023 (07/23) Period Totals and Balance	36,495.83 *	.00 *	36,495.83
			08/31/2023 (08/23) Period Totals and Balance	.00 *	.00 *	36,495.83
ATD ENC	.00	ATD Actual	36,495.83 Total	36,495.83 ATD Budget	.00 Unexpended	36,495.83-
Total Abatement- 63 S Weatherlow St.:				36,495.83	.00	36,495.83
Totals: ATD ENC	.00	ATD Actual	36,495.83 Total	36,495.83 ATD Budget	.00 Remaining	36,495.83
Number of transactions: 1 Number of accounts: 2				Debit	Credit	Proof
Grand Totals:				36,495.83	.00	36,495.83

Report Criteria:
Actual amounts
Activity-to-date balances
All accounts
Includes inactive journals
Activity.Activity number = 4



Monath Construction

Lic. #: 1028187
805 Main ST. Unit M
Susanville, Ca 96130
(530) 310-4242
lancemonath@gmail.com

Invoice

Invoice Number: INV-2272-1
Invoice Date: Jul 6, 2023
Payment Due: Jul 6, 2023

(City of Susanville)
66 North Lassen
Susanville, Ca 96130
eedholm@cityofsusanville.org

Activity #4
1011-425-21-4330
603 N. Weatherlow

DESCRIPTION	PRICE
63 south weatherlow demolition and cleanup	\$36,495.83

Subtotal \$36,495.83

Tax \$0.00

Amount Due \$36,495.83

COPY

Project Financials to Date

Estimated Project Total: \$36,495.83
Previously Invoiced Total: \$0.00
Estimated Project Balance: \$0.00

1011-425-20-4330
EE



Monath Construction

Lic. #: 1028187
805 Main ST. Unit M
Susanville, Ca 96130
(530) 310-4242
lancemonath@gmail.com

Estimate

Estimate Number: E-2272
Estimate Date: Mar 23, 2023
Estimate Expires: Jul 1, 2023

Customer

(City of Susanville)
66 North Lassen
Susanville, Ca 96130
eedholm@cityofsusanville.org

Building Demolition-

This is a cost for 63 South Weatherlow. We will demolish the rest of the building to the ground. Remove from the site to local landfill. Foundation will stay. Loose concrete will be removed with debris. Fill materials will be from excavation at Lincoln school that was complete last year. Material is dirt with light amounts of broken asphalt.

DESCRIPTION	PRICE
Product or Service	\$36,495.83
<u>01 Plans and Permits</u>	
Move equipment in and out	
<u>02 Site Work</u>	
Ground labor to clean and spot excavation	
<u>02.5 Equipment Cost: 2.51 Excavator</u>	
Demo house, load to truck for disposal	
<u>02.5 Equipment Cost: 2.53 Dump Truck</u>	
End Dump to transport debris & fill materials.	
<u>02.3 Demolition Fees</u>	
Based on 240 CY for a 1200 sq.ft. home.	
<u>06 Underground Utilities</u>	
Fill dirt to create a 2/1 slope from sidewalk to rear of property	
<u>02.5 Equipment Cost: 2.52 Bobcat</u>	
Slope fill material 2/1 on property. No compaction included	

Subtotal	\$36,495.83
Taxable Subtotal	\$0.00
Tax 7.25%	\$0.00
Total	\$36,495.83

 [PRINT ESTIMATE E-2272](#)

✔ **Estimate Accepted**

Lance Monath@gmail.com

Jun 27, 2023

LanceMonath@gmail.com

Guzi-West Inspection and Consulting, LLC

5200 Industrial Way Suite F
Anderson, CA 96007
Phone: 888-351-8189
Email: info@guziwest.com
Website: www.guziwest.com

Bill to

Cody Loflin
cloflin@cityofsusanville.org

INVOICE

#2023-178

Date
03/22/2023

Due date
04/21/2023

Taxpayer Id
#82-3774806

Claim Number
#

Homeowner
City Of Susanville

PROJECT	PROJECT MANAGER	TERMS
2023-178 - 63 South Weatherlow Street, Susanville, CA 96130		Net 30

Date	Detail	Quantity	Total
03/03/2023	Asbestos & Lead Sampling	1.00	\$ 2,050.00

SUBTOTAL: \$ 2,050.00

TOTAL DUE FOR THIS INVOICE: \$ 2,050.00

Mail payment to: PO Box 492770 Redding, CA 96049, Tel: 888-351-8189

PAYMENT DUE IN FULL WITHIN 30 DAYS, PLEASE MAKE CHECKS PAYABLE TO GUZIWEST AND INCLUDE THE INVOICE NUMBER LISTED ABOVE. CREDIT CARD PAYMENTS CAN BE MADE BY CALLING 888-351-8189 ext. 1



DATE: 5-4-23

Total Hours: 9

Supervisor signature:



STREETS DAILY

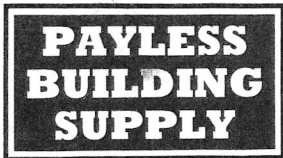
NAME: Jose Gomez

DATE: 5/21/23

[illegible]

Total Hours:

Supervisor signature:



Employee Owned

Sales Invoice

Invoice No 14992
Invoice Date 07/21/2020
Terms Standard
Customer 15086
Contact Name
Contact Number
Job
Your Ref WEATHERLOW STREET
Our Ref 746195
Taken By Stephanie Anderson
Sales Rep Unassigned

Susanville
PO Box 1744
Susanville, CA 96130

Invoice Address
City Of Susanville
66 N. Lassen St.
Susanville, CA., 96130

Delivery Address
City Of Susanville
66 N. Lassen St.
Susanville, CA., 96130



Page 1 of 1

Special Instructions	Notes
Lumber/screws to reinforce fence @ weatherlow abatements.	

Line	Description	Qty/Footage	Price	UOM	Total
1	307436 - BIT STAR T20 1IN BULK	2 ea	1.20	ea	2.40
2	2412DF - 2x04-12 STD & BTR DF S4S 4/12	4 ea	750.00	mbf	24.00
3	2408DF - 2x04-08 STD & BTR DF S4S 1/8	1 ea	680.00	mbf	3.63

Customer Copy

\$10.83 - Activity #2 1011-425-21-4610
\$10.83 - Activity #3 1011-425-21-4610
\$10.83 - Activity #4 1011-425-21-4610

[Signature]

The invoice is due on 08/10/2023. Important: Prop 65 warning, Declaration and Terms and Conditions of this sale are on the back of this invoice.	Total Amount	\$30.03
	CA LPA 1.00%	\$0.28
	Other Tax 7.25%	\$2.18
	Invoice Total	\$32.49

Goods received in good condition

Print name

Signature

[Signature]

RESOLUTION NO. 23-6229
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 63 SOUTH WEATHERLOW 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 the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the real property located at 63 South Weatherlow Street also known by assessors' parcel number 103-330-018-000 was subject to nuisance abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the City of Susanville performed the abatement and removal of nuisance conditions at the property at 63 South Weatherlow Street, APN 103-330-018-000, incurring costs in the amount of \$40,066.68, and additional penalties in the amount of \$10,000.00.

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 owners of 63 South Weatherlow Street, APN 103-330-018-000, Ricardo Pellicer and Susan Pellicer (Morrison), to pay the total amount of \$40,066.68 in actual costs incurred for the abatement of nuisance conditions, and \$10,000.00 in additional penalties, and any future interest accrued and costs incurred.

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 4th day of October 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6230
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE LEVYING OF A SPECIAL ASSESSMENT AND THE RECORDATION OF
THE SPECIAL ASSESSMENT LIEN AGAINST REAL PROPERTY AT 63 SOUTH
WEATHERLOW 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 the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the real property located at 63 South Weatherlow Street also known by assessors' parcel number 103-330-018-000 was subject to nuisance abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the City of Susanville performed the abatement and removal of nuisance conditions at the property at 63 South Weatherlow Street, APN 103-330-018-000, incurring costs in the amount of \$40,066.68, and additional penalties in the amount of \$10,000.00; and

WHEREAS, the real property located at 63 South Weatherlow Street, also known by assessors' parcel number 103-330-018-000 was abated of nuisance conditions and the Susanville City Council approved Resolution No. 23-6230 approving the recovery of costs in the amount of \$40,066.68 in addition to additional penalties in the amount of \$10,000.00

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby levies a special assessment in the amount of \$40,066.68 and approves a lien in the amount of \$10,000.00, and orders the recordation of this resolution, Resolution No. 23-6230, with the Office of the Clerk-Recorder for the County of Lassen against real property located at 63 South Weatherlow Street APN 103-330-018-000, owned by Ricardo Pellicer and Susan Pellicer (Morrison); 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 4th day of October 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. 7.F
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: October 4, 2023

SUBJECT: Conduct Cost Recovery Public Hearing Case # LN2023-019 and consider **Resolution No. 23-6231**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6232**, approving the recordation of a lien against real property at 67 South Weatherlow Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY:

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 addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars.

In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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.

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.

In the matter of 67 South Weatherlow Street, the following costs have been associated with the abatement of nuisance condition. If approved without modifications a lien in the amount of \$16,568.62 will be recorded against the property with a special assessment levied in the amount of \$6,568.62.

ADMINISTRATIVE FINES, PENALTIES, INTEREST
Total Penalty of \$10,000.00

ABATEMENT COSTS

Total abatement Costs of \$6,568.62

PROPOSED LIEN

In the total amount of \$16,568.62

REQUEST FOR LEVYING OF SPECIAL ASSESSMENT

In the amount of \$6,568.62

FISCAL IMPACT:

If the cost report is approved by city council and special assessment is collected in full, then the recovered costs of \$6,568.62 shall be returned to the General Fund to cover costs incurred by the City of Susanville for the abatement of nuisance conditions. Additionally, if the administrative civil penalties are paid in full, then \$10,000.00 shall be added to the General Fund.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6231, approving cost report, and motion to approve the subsequent Resolution No. 23-6232, approving the recordation of a lien against real property at 67 South Weatherlow Street.

ATTACHMENTS:

[Cost Report LN2023-019](#)

[Cost Report LN2023-019 Supplemental](#)

[23-6231.pdf](#)

[23-6232.pdf](#)



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Property Details

Address:	67 South Weatherlow Street, Susanville, California 96130
APN:	103-330-017-000
Property Owner:	Roland and Joanna Zimmerman
Approximate Parcel Size:	2,800 sq. ft.
Approximate Structure Size:	Demolished Vacant Land
Zoning: General Plan:	C-2 General Commercial and Shopping Center District General Commercial and Shopping Center

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 addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT (§ 8.32.210 SMC)

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.

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.

Public Nuisance or Violation 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.

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.



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

- 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.

Abatement: An Inspection Warrant was granted by the Honorable Judge Candace Beason on March 3, 2023 (Warrant No. 23-02), in order to perform the necessary Asbestos and Lead Paint Survey. This warrant was executed on March 3, 2023 which allowed the contracted company, Guzi-West Inspection and Consulting, to complete the necessary survey. An Inspection and Abatement Warrant was granted by the Honorable Judge Candace Beason on March 3, 2023 (Warrant No. 23-03), in order to abate a hazardous tree upon the property. This warrant was executed on March 31, 2023, by MW Trees. Prior to the physical abatement of the building, the property owner did abate the building. However, costs were incurred by the taxpayers of this City due to noncompliance.

CEQA: The abatement of 67 South Weatherlow Street 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.

Nuisance Abatement Order Approved: May 12, 2022, by Resolution No. 22-1095

Appeal Filed: None filed.

Nuisance Abatement Order Appeal Hearing Date: N/A,

Determination of Appeal Hearing: N/A

Administrative Civil Penalties Hearing: January 10, 2023

Determination of Planning Commission: Approved assessment by Resolution No. 23-1128

Appeal Filed: No

Determination of Appeal Hearing: N/A

Itemized Costs and Penalties Related to Abatement

The following penalties are related to this case pursuant to Susanville Municipal Code Chapter 8.32.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
• Planning Commission Resolution No. 23-1128	• \$10,000.00 Administrative Civil Penalty
ABATEMENT COSTS	
Code Enforcement Costs	• \$1,138.80



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

• Code Enforcement Officer • Hearing Board hearing • Investigation • Warrant preparation and execution Cost Report	
Professional Services • MW Trees • Guzi-West	• \$4,550.00
Advertising	• \$40.00
Public Works Equipment	• \$188.05
Postage	• \$54.00
Miscellaneous Employee Wages	• \$241.12
General Supplies	• \$356.65

Late Payment Penalties and Interest:

8.32.310 SMC: Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city..

Owners Mailing Address

459-680 Lake View Drive
Janesville, California 96114

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.230, Code Enforcement is asking the council to:

- A. Order that the proposed lien of **\$16,568.62** 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.

This includes the Special Assessment Lien in the amount of \$6,568.62 relating to abatement costs and a Lien in the amount of \$10,000.00 relating to the administrative civil assessment penalty; and

- B. That the amount due of **\$6,568.62** 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.



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

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:

Roland and Joanna Zimmerman
459-680 Lake View Drive
Janesville, California 96114

Roland and Joanna Zimmerman (Physical Posting)
67 South Weatherlow Street
Susanville, California 96130

Date	Equipment Number	Total Hours	Rate	Cost		PWK Equipment Rental Total		Postage	6 certified at \$9.00	Code Enforcement	Hours	Rate	Total
6/21/2023		32	1	\$37.61	\$37.61	Regular Employee Salaries	\$188.05	Tree Abatement	\$2,500	Planning Commission	1	\$47.45	\$47.45
6/21/2023		30	4	\$37.61	\$150.44	Overtime		Asbestos Survey	\$2,050	Investigation	10	\$47.45	\$474.50
					\$0.00	Social Security Contributions				Warrant Preparation, Execution and Return	2	\$47.45	\$94.90
					\$0.00	Medicare				Cost Report	2	\$47.45	\$94.90
					\$0.00	PERS				Tree Abatement	4	\$47.45	\$189.80
					\$0.00	Workers' Compensation				Lien/Special Assessment Cost Recovery	5	\$47.45	\$237.25
					\$0.00	State Unemployment							\$1,138.80
					\$0.00	Professional Services	\$4,550.00			Employees			
					\$0.00	Supplies	\$356.65			Steven Lively	4	\$34.85	\$139.40 Fence Repair 6/22
					\$0.00	Postage	\$54.00			Luke Crawford	1	\$34.98	\$34.98 Fence Repair 6/22
					\$0.00	Code Enforcement	\$1,138.80			Tyler Bernardino	4	\$48.55	\$194.20 Fence Repair 6/22
					\$0.00	Employee Wages	\$241.12			Dow Davis	4	\$60.28	\$241.12 Fence Repair 7/21
					\$0.00	Advertising	\$40.00						\$609.70
					\$0.00		\$6,568.62						

Activity Number	Activity Title	Beginning Date	Ending Date
1	Abatement-10 Santa Paula	05/31/2023	06/30/2024
2	Abatement- 59 S Weatherlow St.	06/30/2023	06/30/2024
3	Abatement- 67 S Weatherlow St.	06/30/2023	06/30/2024
4	Abatement- 63 S Weatherlow St.	06/30/2023	06/30/2024

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
3						
Abatement- 67 S Weatherlow St.						
1011-2202-001 ACCOUNTS PAYABLE						
			05/31/2023 (05/23) Balance			.00
			08/31/2023 (08/23) Period Totals and Balance	.00 *	.00 *	.00
1011-425-21-4610 SUPPLIES-GENERAL						
			05/31/2023 (05/23) Balance			.00
06/21/2023 AP		327	SUSANVILLE ACE HARDWARE	17.22		
			**VendorNo: 76 **Inv. No: 516738 **Desc: ABATEMENT- 67 S WEATHERLOW **Inv. Date: 6/21/2023 **PO No: **Remit Name: SUSANVILLE ACE HARDWARE **Merchant Vendor No: 76 **Merchant Vendor Name: SUSANVILLE ACE HARDWARE **Invoice Created By: Alicia			
06/21/2023 AP		328	SUSANVILLE ACE HARDWARE	12.39		
			**VendorNo: 76 **Inv. No: 516740 **Desc: ABATEMENT- 67 S WEATHERLOW **Inv. Date: 6/21/2023 **PO No: **Remit Name: SUSANVILLE ACE HARDWARE **Merchant Vendor No: 76 **Merchant Vendor Name: SUSANVILLE ACE HARDWARE **Invoice Created By: Alicia			
06/21/2023 AP		332	PAYLESS BUILDING SUPPLY	316.21		
			**VendorNo: 546 **Inv. No: 141584 **Desc: ABATEMENT- 67 S WEATHERLOW **Inv. Date: 6/21/2023 **PO No: **Remit Name: PAYLESS BUILDING SUPPLY **Merchant Vendor No: 546 **Merchant Vendor Name: PAYLESS BUILDING SUPPLY **Invoice Created By: Alicia			
			06/30/2023 (13/23) Period Totals and Balance	345.82 *	.00 *	345.82
			08/31/2023 (08/23) Period Totals and Balance	.00 *	.00 *	.00
ATD ENC	.00	ATD Actual	345.82 Total	345.82 ATD Budget	.00 Unexpended	345.82-
Total Abatement- 67 S Weatherlow St.:				345.82	.00	345.82
Totals: ATD ENC	.00	ATD Actual	345.82 Total	345.82 ATD Budget	.00 Remaining	345.82
Number of transactions: 3 Number of accounts: 2				Debit	Credit	Proof
Grand Totals:				345.82	.00	345.82

Report Criteria:

Actual amounts
 Activity-to-date balances
 All accounts
 Includes inactive journals
 Activity.Activity number = 3

67 S. Weatherlaw

SUSANVILLE ACE HARDWARE
2950 MAIN STREET
SUSANVILLE, CA 96130

PAGE NO 1

PHONE: (530) 257-4117

THANKS FOR LETTING US BE YOUR HELPFUL
HARDWARE FOLKS IN SUSANVILLE

CITY OF SUSANVILLE..
66 North Lassen

Susanville CA 96130

CUST # 290388
TERMS: NET 30
P.O. # 25012

REF. # PO # 25012

INV # 516738
DATE : 6/21/23
CLERK: TOMS
TERM # 536

TIME : 3:01

* INVOICE *

QUANTITY	UM	ITEM	DESCRIPTION	SUG. PRICE	PRICE/PER	EXTENSION
1	CD	2108249	*3/8"X4" ACE FST SPIRAL MASON BI	6.69	6.021/CD	6.02C
1	EA	2068252	*BIT DRILL PERCUS 3/8X6	10.99	9.891/EA	9.89C
FLY 22/23 Activity #3 1011-425-21-4610 yg copy						
** AMOUNT CHARGED TO ACCOUNT **				17.22	TAXABLE	15.91
					NON-TAXABLE	0.00
					SUB-TOTAL	15.91
					TAX AMOUNT	1.31
					TOTAL INVOICE	17.22

(STEVEN LIVELY)

X 
Received By

S. Weatherman

SUSANVILLE ACE HARDWARE
2950 MAIN STREET
SUSANVILLE, CA 96130

PAGE NO 1

PHONE: (530) 257-4117

THANKS FOR LETTING US BE YOUR HELPFUL
HARDWARE FOLKS IN SUSANVILLE

CITY OF SUSANVILLE..
66 North Lassen

Susanville CA 96130

CUST # 290388
TERMS: NET 30
P.O. # 25012

REF. # PO # 25012

INV # 516740
DATE : 6/21/23
CLERK: TOMS
TERM # 536

TIME : 3:44

* INVOICE *

QUANTITY	UM	ITEM	DESCRIPTION	SUG. PRICE	PRICE/PER	EXTENSION
5	EA	502	MISC HILLMAN FASTENERS		2.29 /EA	11.45
F/4 22/23 Activity #3 1011-425-21-4610						
** AMOUNT CHARGED TO ACCOUNT **				12.39	TAXABLE	11.45
					NON-TAXABLE	0.00
					SUB-TOTAL	11.45
					TAX AMOUNT	0.94
					TOTAL INVOICE	12.39

(STEVEN LIVELY)

X 
Received By

Invoice No
141584

Invoice Date
06/21/2023

Terms
Standard

Customer
15086

Contact Name
TYLER

Contact Number

Job

Your Ref
SOUTH WEATHERLOW

Our Ref
704770

Taken By
Bruce Theel

Sales Rep
Unassigned

Susanville

PO Box 1744

Susanville, CA 96130

S. weatherlow

COPY

Invoice Address

City Of Susanville

66 N. Lassen St.

Susanville, CA., 96130

Delivery Address

City Of Susanville

66 N. Lassen St.

Susanville, CA., 96130



Special Instructions	Notes

Line	Description	Qty/Footage	Price	UOM	Total
1	ABW44Z - ABW44Z 4X4 POST BASE ZMAX	5 ea	21.39	ea	106.95
2	12312LAG - 1/2-3 1/2 LAG BOLT	5 ea	1.12	ea	5.60
3	2614DF - 2x06-14 #2 & BTR DF S4S 8/14	8 ea	765.00	mbf	85.68
4	4406PT - 4x04-06' Pressure Treated DF CA-C Ground Contact 5/6 Handle with Care: Hazard/MSDS	5 ea	2,373.00	mbf	94.92

Activity #3
 7/14/22/23
 1011-425-21-4610

The invoice is due on 07/10/2023. Important: Prop 65 warning, Declaration and Terms and Conditions of this sale are on the back of this invoice.	Total Amount	\$293.15
	CA LPA 1.00%	\$1.81
	Other Tax 7.25%	\$21.25
	Invoice Total	\$316.21

Goods received in good condition

Print name

Signature

[Handwritten Signature]



Employee Owned

Susanville
PO Box 1744
Susanville, CA 96130

Invoice Address
City Of Susanville
66 N. Lassen St.
Susanville, CA., 96130

Delivery Address
City Of Susanville
66 N. Lassen St.
Susanville, CA., 96130

Sales Invoice

Invoice No **14992**
Invoice Date 07/21/2023
Terms Standard
Customer 15086
Contact Name
Contact Number
Job
Your Ref WEATHERLOW STREET
Our Ref 746195
Taken By Stephanie Anderson
Sales Rep Unassigned



Page 1 of 1

Special Instructions		Notes			
Lumber/screws to reinforce fence @ weatherlow abatements.					
Line	Description	Qty/Footage	Price	UOM	Total
1	307436 - BIT STAR T20 1IN BULK	2 ea	1.20	ea	2.40
2	2412DF - 2x04-12 STD & BTR DF S4S 4/12	4 ea	750.00	mbf	24.00
3	2408DF - 2x04-08 STD & BTR DF S4S 1/8	1 ea	680.00	mbf	3.63
<i>Handwritten notes:</i> \$10.83 - Activity #2 1011-425-21-4610 \$10.83 - Activity #3 1011-425-21-4610 \$10.83 - Activity #4 1011-425-21-4610 <i>Signature</i>					

The invoice is due on 08/10/2023.

Important: Prop 65 warning, Declaration and Terms and Conditions of this sale are on the back of this invoice.

Total Amount	\$30.03
CA LPA 1.00%	\$0.28
Other Tax 7.25%	\$2.18
Invoice Total	\$32.49

Goods received in good condition

Print name

Signature

Handwritten signature

Guzi-West Inspection and Consulting, LLC

5200 Industrial Way Suite F
Anderson, CA 96007
Phone: 888-351-8189
Email: info@guziwest.com
Website: www.guziwest.com

Bill to

Cody Loflin
cloflin@cityofsusanville.org

INVOICE

#2023-178

Date
03/22/2023

Due date
04/21/2023

Taxpayer Id
#82-3774806

Claim Number
#

Homeowner
City Of Susanville

PROJECT	PROJECT MANAGER	TERMS
2023-178 - 67 South Weatherlow Street, Susanville, CA 96130		Net 30

Date	Detail	Quantity	Total
03/03/2023	Asbestos & Lead Sampling	1.00	\$ 2,050.00

SUBTOTAL: \$ 2,050.00

TOTAL DUE FOR THIS INVOICE: \$ 2,050.00

Mail payment to: PO Box 492770 Redding, CA 96049, Tel: 888-351-8189

PAYMENT DUE IN FULL WITHIN 30 DAYS, PLEASE MAKE CHECKS PAYABLE TO GUZIWEST AND INCLUDE THE INVOICE NUMBER LISTED ABOVE. CREDIT CARD PAYMENTS CAN BE MADE BY CALLING 888-351-8189 ext. 1

INVOICE

MW Tree Service
471-255 Linco Lane
Susanville, CA 96130

fernelee@hotmail.com
530-310-9467

Cody Loflin

Bill to
Cody Loflin

Invoice details
Invoice no.: 151
Invoice date: 03/31/2023
Due date: 03/31/2023

Product or service	Amount
1. Removal A complete removal was performed on the large burnt Fir tree behind the burnt buildings on South Weatherlow above the highschool parking lot. The tree was cut down, all limbs and debris were cleaned up and large wood was hauled off site. Equipment used to safely and efficiently complete the job included. A bucket truck with dumb box for woodchips and debris, one wood chipper, 3 chainsaws, one mini skid steer to move and load large wood to be hauled away, a dump trailer for wood hauling and a utility truck to pull the dump trailer. All work is complete.	\$2,500.00

Note to customer
Thank you for your business.

Total

\$2,500.00



STREETS DAILY

NAME: Luhe Crawford

DATE: 06/21/23

[illegible]

Total Hours: 9

Supervisor signature:

[Handwritten signature]



DATE: 01/22/23

[illegible]

Total Hours: 9

Supervisor signature:



STREETS DAILY

NAME:

Jose Carriz

DATE: _____

6/22/23

[illegible]

Total Hours: _____

Supervisor signature:

11/11/11

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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: October 4, 2023

SUBJECT: Conduct Cost Recovery Public Hearing Case # LN2023-020 and consider **Resolution No. 23-6233**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6234**, approving the recordation of a lien against real property at 830 Main Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY:

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 addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars.

In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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.

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.

In the matter of 830 Main Street, the following costs have been associated with the abatement of nuisance condition. If approved without modifications a lien in the amount of \$24,350.71 will be recorded against the property with a special assessment levied in the amount of \$14,350.71.

ADMINISTRATIVE FINES, PENALTIES, INTEREST
Total Penalty of \$10,000.00

ABATEMENT COSTS

Total abatement Costs of \$14,350.71

PROPOSED LIEN

In the total amount of \$24,350.71

REQUEST FOR LEVYING OF SPECIAL ASSESSMENT

In the amount of \$14,350.71

FISCAL IMPACT:

If the cost report is approved by city council and special assessment is collected in full, then the recovered costs of \$14,350.71 shall be returned to the General Fund to cover costs incurred by the City of Susanville for the abatement of nuisance conditions. Additionally, if the administrative civil penalties are paid in full, then \$10,000.00 shall be added to the General Fund.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6233, approving cost report, and motion to approve the subsequent Resolution No. 23-6234, approving the recordation of a lien against real property at 830 Main Street.

ATTACHMENTS:

[Cost Report LN2023-020](#)

[23-6233.pdf](#)

[23-6234.pdf](#)



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Property Details

Address:	830 Main Street, Susanville, California 96130
APN:	103-323-006-000
Property Owner:	Lloyd Holm
Approximate Parcel Size:	10,500 sq. ft.
Approximate Structure Size:	6,200 sq. ft.
Zoning: General Plan:	UBD: Uptown Business District Mixed Use

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 addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

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



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT (§ 8.32.210 SMC)

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.

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.

Public Nuisance or Violation 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.

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)(4): A condition of real property or a building, structure, improvement, or other thing located on real property that violates any provision of this code: Neglected vacant buildings as defined and regulated in Chapter 15.09 of 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.



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

- 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.

Abatement: Summary abatements were authorized by the City Administrator pursuant to Section 8.32.280 of the Susanville Municipal Code. The City Administrator authorized the summary abatement of conditions on February 24, 2021, September 30, 2021, April 6, 2022, and September 15, 2022.

CEQA: The abatement of 830 Main Street 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.

Nuisance Abatement Order Approved: May 12, 2022, by Resolution No. 22-1102

Appeal Filed: None filed.

Nuisance Abatement Order Appeal Hearing Date: N/A,

Determination of Appeal Hearing: N/A

Administrative Civil Penalties Hearing: July 25, 2023

Determination of Planning Commission: Approved assessment by Resolution No. 23-1160

Appeal Filed: No

Determination of Appeal Hearing: N/A

Itemized Costs and Penalties Related to Abatement

The following penalties are related to this case pursuant to Susanville Municipal Code Chapter 8.32.

ADMINISTRATIVE FINES, PENALTIES, INTEREST	
• Planning Commission Resolution No. 23-1160	• \$10,000.00 Administrative Civil Penalty
ABATEMENT COSTS	
• February 24, 2021 \$2,435.85	• Supplies & Materials: \$319.81 • Employee Costs: \$1,480.20



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

	• FD Invoice 21-0129: \$635.84
• September 30, 2021 \$2,070.20	• Supplies & Materials: \$275.00 • Employee Costs: \$1,617.20 • FD Vehicles: \$178.00
• April 6, 2022 \$1,489.06	• Employee Costs: \$1,133.06 • FD Vehicles: \$356.00
• September 15, 2022 \$4,931.30	• Supplies & Materials: \$50.00 • Employee Costs: \$1,281.30 • Equipment Charges: \$3,600.00
• Miscellaneous Charges Inspection Warrant Cost Report Lien Preparation	• \$3,424.30

Late Payment Penalties and Interest:

8.32.310 SMC: Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city..

Owners Mailing Address

890 Chestnut Street
Susanville, California 96130

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.230, Code Enforcement is asking the council to:

- A. Order that the proposed lien of **\$24,350.71** 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.

This includes the Special Assessment Lien in the amount of \$14,350.71 relating to abatement costs and a Lien in the amount of \$10,000.00 relating to the administrative civil assessment penalty; and

- B. That the amount due of **\$14,350.71** 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.



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

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:

Kimberly and Lloyd Holm
890 Chestnut Street
Susanville, California 96130

Kimberly and Lloyd Holm (Physical Posting)
830 Main Street
Susanville, California 96130

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AYES:
NOES:
ABSENT:
ABSTAIN:

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: October 4, 2023

SUBJECT: Conduct Cost Recovery Public Hearing Case # LN2023-021 and consider **Resolution No. 23-6235**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6236**, approving the recordation of a lien against real property at 325 North Weatherlow Street.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY:

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.

Susanville Municipal Code Chapter 10.22 works in conjunction with Chapter 8.32 in respect to the accumulation and storage of abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof on private or public property, not including highways. Chapter 10.22 SMC was established by Ordinance 06-0926 of the City of Susanville. The Susanville Planning Commission is tasked as the hearing board for abandoned vehicles. The hearing is conducted in the same manner as provided by Chapter 8.32 with a written abandoned vehicle abatement order being issued.

In accordance with the Susanville Municipal Code, Section 10.22.170 SMC, 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 30 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, conducted in the same manner as nuisance abatements. 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.

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 total cost for the abatement of 4 abandoned vehicles is \$1,072.05

Total Cost requested to be approved as a lien against the property is \$1,072.05

Total Cost requested to be levied as a special assessment and collected on the Lassen County Tax Roll is \$1,072.05

FISCAL IMPACT:

If the cost report is approved by city council and special assessment is collected in full, then the recovered costs of \$1,072.05 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. 23-6235, approving cost report, and motion to approve the subsequent Resolution No. 23-6236, approving the recordation of a lien against real property at 325 North Weatherlow Street

ATTACHMENTS:

[Cost Report LN2023-021](#)

[Cost Report LN2023-021 Supplemental.pdf](#)

[23-6235.pdf](#)



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Property Details

Address:	325 North Weatherlow Street, Susanville, California 96130
APN:	103-231-015-000
Property Owner:	Linda Potter
Approximate Parcel Size:	2,800 sq. ft.
Approximate Structure Size:	Demolished Vacant Land
Zoning: General Plan:	R-1 Single Family Residential Single Family

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.

Susanville Municipal Code Chapter 10.22 works in conjunction with Chapter 8.32 in respect to the accumulation and storage of abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof on private or public property, not including highways. Chapter 10.22 SMC was established by Ordinance 06-0926 of the City of Susanville. The Susanville Planning Commission is tasked as the hearing board for abandoned vehicles. The hearing is conducted in the same manner as provided by Chapter 8.32 with a written abandoned vehicle abatement order being issued.

In accordance with the Susanville Municipal Code, Section 10.22.170 SMC, 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 30 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, conducted in the same manner as nuisance abatements. 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.



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

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.

Public Nuisance or Violation 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.

The accumulation and storage of abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof on private or public property, not including highways, is found to create a condition tending to reduce the value of private property, to promote blight and deterioration, to invite plundering, to create fire hazards, to constitute an attractive nuisance creating a hazard to health and safety of minors, to create a harborage for rodents and insects and to be injurious to the health, safety and general welfare. Therefore, the presence of an abandoned, wrecked, dismantled or inoperative vehicle or part thereof, on private or public property not including highways, except as expressly hereinafter permitted, is declared to constitute a public nuisance which may be abated as such in accordance with the provisions of this chapter.

Abatement:

Susanville Towing towed all four vehicles from the vacant lot on June 20, 2023.

CEQA: The abatement of 325 North Weatherlow Street 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.

Abandoned Vehicle Abatement Order Approved: May 23, 2023, by Resolution No. 23-1141

Appeal Filed: None filed.

Nuisance Abatement Order Appeal Hearing Date: N/A,

Determination of Appeal Hearing: N/A

Itemized Costs and Penalties Related to Abatement

The following costs are related to this case pursuant to Susanville Municipal Code Chapter 10.22.



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Date	Location	Case	Cost	AVA Hearing	CC Hearing	Responsible Party	
5/23/2023	325 North Weatherlow Street	AV2023-003	\$1,072.05	FTA / Approved	N/A	Linda Potter	
Cost Breakdown							
5/23/2023	Code Enforcement Investigation	2	\$47.45		\$94.90		
5/23/2023	Abatement Hearing	1	\$47.45		\$47.45		
5/24/2023	AV 2023-003 Service	1	\$47.45		\$47.45		
6/20/2023	Inspection and Abatement Warrant	2	\$47.45		\$94.90		
6/20/2023	Abatement Charges	4	\$150.00		\$600.00	4 vehicles towed from property	
7/3/2023	Warrant Return and Report	3	\$47.45		\$142.35		
7/3/2023	Postage	1	\$45.00		\$45.00	5 certified letters at \$9.00 each	
					\$1,072.05		

Late Payment Penalties and Interest:

8.32.310 SMC: Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city.

Owners Mailing Address

1400 Avenue of the Oaks
Sparks, Nevada 89431

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.230, Code Enforcement is asking the council to:

- A. Order that the proposed lien of **\$1,072.05** 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 **\$1,072.05** 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:

Linda Potter
1400 Avenue of the Oaks
Sparks, Nevada 89431

Linda Potter (Physical Posting)
325 North Weatherlow Street
Susanville, California 96130

Date	Location	Case	Cost	AVA Hearing	CC Hearing	Responsible Party
5/23/2023	325 North Weatherlow Street	AV2023-003	\$1,072.05	FTA / Approved	N/A	Linda Potter
Cost Breakdown						
5/23/2023	Code Enforcement Investigation	2	\$47.45		\$94.90	
5/23/2023	Abatement Hearing	1	\$47.45		\$47.45	
5/24/2023	AV2023-003 Service	1	\$47.45		\$47.45	
6/20/2023	Inspection and Abatement Warrant	2	\$47.45		\$94.90	
6/20/2023	Abatement Charges	4	\$150.00		\$600.00	4 vehicles towed from property
7/3/2023	Warrant Return and Report	3	\$47.45		\$142.35	
7/3/2023	Postage	1	\$45.00		\$45.00	5 certified letters at \$9.00 each
					\$1,072.05	

RESOLUTION NO. 23-6235
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
325 NORTH WEATHERLOW 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 the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 06-0926 to address nuisance conditions consisting of abandoned vehicles and vehicle parts thereof and provides for a process to remove said vehicles from private property and for the recovery of costs associated with such removal; and

WHEREAS, the real property located at 325 North Weatherlow Street also known by assessors' parcel number 103-232-008-000 was subject to abandoned vehicle abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the City of Susanville performed the abatement and removal of nuisance conditions at the property at 325 North Weatherlow Street, APN 103-232-008-000, incurring costs in the amount of \$1,072.05.

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 owners of 325 North Weatherlow Street, APN 103-232-008-000, Linda Potter, to pay the total amount of \$1,072.05 in actual costs incurred for the abatement of nuisance conditions and any future interest accrued and costs incurred.

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 4th day of October 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

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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 4th day of October 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.I
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: October 4, 2023

SUBJECT: Conduct Cost Recovery Public Hearing Case # LN2023-022 and consider **Resolution No. 23-6237**, approving a cost report of unpaid penalties and, if approved, consider subsequent **Resolution No. 23-6238**, approving the recordation of a lien against real property at 105 Laverne Avenue.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY:

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.

Susanville Municipal Code Chapter 10.22 works in conjunction with Chapter 8.32 in respect to the accumulation and storage of abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof on private or public property, not including highways. Chapter 10.22 SMC was established by Ordinance 06-0926 of the City of Susanville. The Susanville Planning Commission is tasked as the hearing board for abandoned vehicles. The hearing is conducted in the same manner as provided by Chapter 8.32 with a written abandoned vehicle abatement order being issued.

In accordance with the Susanville Municipal Code, Section 10.22.170 SMC, 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 30 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, conducted in the same manner as nuisance abatements. 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.

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 total cost for the abatement of 4 abandoned vehicles is \$476.43

Total Cost requested to be approved as a lien against the property is \$476.43

Total Cost requested to be levied as a special assessment and collected on the Lassen County Tax Roll is \$476.43

FISCAL IMPACT:

If the cost report is approved by city council and special assessment is collected in full, then the recovered costs of \$476.43 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. 23-6237, approving cost report, and motion to approve the subsequent Resolution No. 23-6238, approving the recordation of a lien against real property at 105 Laverne Avenue

ATTACHMENTS:

[Cost Report LN2023-022](#)

[Cost Report LN2023-022 Supplemental.pdf](#)

[23-6237.pdf](#)

[23-6238.pdf](#)



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Property Details

Address:	105 Laverne Avenue, Susanville, California 96130
APN:	107-154-022-000
Property Owner:	The Estate of Glenn Wasson
Approximate Parcel Size:	0.70 acres
Approximate Structure Size:	Vacant Land
Zoning: General Plan:	C-O Commercial Office Zoning District Commercial Office

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.

Susanville Municipal Code Chapter 10.22 works in conjunction with Chapter 8.32 in respect to the accumulation and storage of abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof on private or public property, not including highways. Chapter 10.22 SMC was established by Ordinance 06-0926 of the City of Susanville. The Susanville Planning Commission is tasked as the hearing board for abandoned vehicles. The hearing is conducted in the same manner as provided by Chapter 8.32 with a written abandoned vehicle abatement order being issued.

In accordance with the Susanville Municipal Code, Section 10.22.170 SMC, 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 30 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, conducted in the same manner as nuisance abatements. 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.



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT (§ 8.32.210 SMC)

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.

Public Nuisance or Violation 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.

The accumulation and storage of abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof on private or public property, not including highways, is found to create a condition tending to reduce the value of private property, to promote blight and deterioration, to invite plundering, to create fire hazards, to constitute an attractive nuisance creating a hazard to health and safety of minors, to create a harborage for rodents and insects and to be injurious to the health, safety and general welfare. Therefore, the presence of an abandoned, wrecked, dismantled or inoperative vehicle or part thereof, on private or public property not including highways, except as expressly hereinafter permitted, is declared to constitute a public nuisance which may be abated as such in accordance with the provisions of this chapter.

Abatement:

Susanville Towing towed all four vehicles from the vacant lot on June 20, 2023.

CEQA: The abatement of 105 Laverne Avenue 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.

Abandoned Vehicle Abatement Order Approved: May 23, 2023, by Resolution No. 23-1142

Appeal Filed: None filed.

Nuisance Abatement Order Appeal Hearing Date: N/A,

Determination of Appeal Hearing: N/A

Itemized Costs and Penalties Related to Abatement

The following costs are related to this case pursuant to Susanville Municipal Code Chapter 10.22.



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT
(§ 8.32.210 SMC)

Date	Location	Case	Cost	AVA Hearing	CC Hearing	Responsible Party
5/23/2023	105 Laverne Avenue	AV2023-004	\$476.43	FTA / Approved	N/A	Estate of Glenn Wasson
Cost Breakdown						
5/23/2023	Code Enforcement Investigation	1	\$47.45		\$47.45	
5/23/2023	Abatement Hearing	1	\$47.45		\$47.45	
5/24/2023	AV2023-004 Service	1	\$47.45		\$47.45	
6/20/2023	Inspection and Abatement Warrant	2	\$47.45		\$94.90	
6/20/2023	Abatement Charges	1	\$150.00		\$150.00	1 Vehicle towed from property
7/3/2023	Warrant Return and Report	1.5	\$47.45		\$71.18	
7/3/2023	Postage	1	\$18.00		\$18.00	2 certified letters at \$9.00 each
					\$476.43	

Late Payment Penalties and Interest:

8.32.310 SMC: Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city.

Owners Mailing Address

PO Box 2124
Susanville, California 96130

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.230, Code Enforcement is asking the council to:

- A. Order that the proposed lien of **\$476.43** 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 **\$476.43** 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:

The Estate of Glenn Wasson
PO Box 2124
Susanville, California 96130

The Estate of Glenn Wasson (Physical Posting)
105 Laverne Avenue
Susanville, California 96130

Date	Location	Case	Cost	AVA Hearing	CC Hearing	Responsible Party
5/23/2023	105 Laverne Avenue	AV2023-004	\$476.43	FTA / Approved	N/A	Estate of Glenn Wasson
Cost Breakdown						
5/23/2023	Code Enforcement Investigation		1	\$47.45	\$47.45	
5/23/2023	Abatement Hearing		1	\$47.45	\$47.45	
5/24/2023	AV2023-004 Service		1	\$47.45	\$47.45	
6/20/2023	Inspection and Abatement Warrant		2	\$47.45	\$94.90	
6/20/2023	Abatement Charges		1	\$150.00	\$150.00	1 Vehicle towed from property
7/3/2023	Warrant Return and Report		1.5	\$47.45	\$71.18	
7/3/2023	Postage		1	\$18.00	\$18.00	2 certified letters at \$9.00 each
					\$476.43	

RESOLUTION NO. 23-6237
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 105 LAVERNE AVENUE

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 the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 06-0926 to address nuisance conditions consisting of abandoned vehicles and vehicle parts thereof and provides for a process to remove said vehicles from private property and for the recovery of costs associated with such removal; and

WHEREAS, the real property located at 105 Laverne Avenue also known by assessors' parcel number 107-154-022-000 was subject to abandoned vehicle abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the City of Susanville performed the abatement and removal of nuisance conditions at the property at 105 Laverne Avenue, APN 107-154-022-000, incurring costs in the amount of \$476.43.

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 owners of 105 Laverne Avenue, APN 107-154-022-000, The Estate of Glenn Wasson, to pay the total amount of \$476.43 in actual costs incurred for the abatement of nuisance conditions and any future interest accrued and costs incurred.

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 4th day of October 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6238
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE LEVYING OF A SPECIAL ASSESSMENT AND THE RECORDATION OF
THE SPECIAL ASSESSMENT LIEN AGAINST REAL PROPERTY AT 105 LAVERNE
AVENUE 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 the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 06-0926 to address nuisance conditions consisting of abandoned vehicles and vehicle parts thereof and provides for a process to remove said vehicles from private property and for the recovery of costs associated with such removal; and

WHEREAS, the real property located at 105 Laverne Avenue also known by assessors' parcel number 107-154-022-000 was subject to an abandoned vehicle nuisance abatement order ordered by the Susanville Planning Commission; and

WHEREAS, the City of Susanville performed the abatement and removal of nuisance conditions at the property at 105 Laverne Avenue, APN 107-154-022-000, incurring costs in the amount of \$476.43; and

WHEREAS, the real property located at 105 Laverne Avenue, also known by assessors' parcel number 107-154-022-000 was abated of nuisance conditions and the Susanville City Council approved Resolution No. 23-6237 approving the recovery of costs in the amount of \$476.43.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby levies a special assessment in the amount of \$476.43 and orders the recordation of this resolution, Resolution No. 23-6238, with the Office of the Clerk-Recorder for the County of Lassen against real property located at 105 Laverne Avenue APN 107-154-022-000, owned by The Estate of Glenn Wasson; and

BE IT FURTHER RESOLVED that the City Council 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

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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 4th day of October 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.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: October 4, 2023

SUBJECT: Consider **Resolution No. 23-6216**, delegating authority to the City Administrator to make determinations regarding claims

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: The city periodically receives claims related to, although not limited to, liability and worker's compensation cases. The City Council has historically made determinations related to the acceptance or rejection of all claims. However, pursuant to Government Code Section §935.4, the Council may authorize an employee(s) of the city by resolution, to perform duties related to the acceptance and rejection of all claims. To expedite the process, it is recommended that the City Administrator be authorized to make determinations related to the acceptance and rejection of claims on behalf of the City Council for the city of Susanville.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 23-6216, delegating authority to the City Administrator to make determinations regarding claims

ATTACHMENTS:
[23-6216.pdf](#)
[Gov. Code 935.4.pdf](#)



California

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GOVERNMENT CODE - GOV

TITLE 1. GENERAL [100 - 7931.000] (Title 1 enacted by Stats. 1943, Ch. 134.)

DIVISION 3.6. CLAIMS AND ACTIONS AGAINST PUBLIC ENTITIES AND PUBLIC EMPLOYEES [810 - 998.3] (Division 3.6 added by Stats. 1963, Ch. 1681.)

PART 3. CLAIMS AGAINST PUBLIC ENTITIES [900 - 935.9] (Part 3 added by Stats. 1963, Ch. 1715.)

CHAPTER 6. Claims Procedures Established by Public Entities [935 - 935.9] (Chapter 6 added by Stats. 1963, Ch. 1715.)

935.4. A charter provision, or a local public entity by ordinance or resolution, may authorize an employee of the local public entity to perform those functions of the governing body of the public entity under this part that are prescribed by the local public entity, but only a charter provision may authorize that employee to allow, compromise, or settle a claim against the local public entity if the amount to be paid pursuant to the allowance, compromise or settlement exceeds fifty thousand dollars (\$50,000). A charter provision, ordinance, or resolution may provide that, upon the written order of that employee, the auditor or other fiscal officer of the local public entity shall cause a warrant to be issued upon the treasury of the local public entity in the amount for which a claim has been allowed, compromised, or settled.

(Amended by Stats. 1989, Ch. 159, Sec. 1.)

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: October 4, 2023

SUBJECT: 2024 Municipal Election
Resolution No. 23-6239, Calling and giving notice of the holding of a general municipal election to be held on Tuesday, March 5, 2024, for the election of certain officers as required by the provisions of the laws of the state of California relating to general law cities; and
Resolution No. 23-6240, Requesting the Board of Supervisors of the County of Lassen to consolidate a general municipal; election to be held on Tuesday, March 5, 2024, with the statewide primary election to be held pursuant to §10403 of the Elections Code; and
Resolution No. 23-6241, Adopting regulations for candidates for elective office pertaining to Candidates' Statements submitted to the voters at an election to be held on Tuesday, March 5, 2024.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: The City has a general municipal election scheduled for Tuesday, March 5, 2024, in which three Councilmembers will be elected to a four-year term of office ending June 2028. The process requires a resolution to call the election, a resolution to request consolidation of the election with Lassen County and a resolution adopting regulations for candidate statements on the ballot. The filing period for nomination papers and candidate statements for candidates is November 13, 2023 through December 8, 2023. In the event one of the incumbents chooses to not run for office, the Elections Code provides for a five-day extension of the nomination period extending the date through December 13, 2023.

FISCAL IMPACT: Estimated total cost of the election is unknown at this time.

ACTION REQUESTED: Motion to approve Resolution No.'s 23-6239, 23-6240 and 23-6241, calling of the election, requesting the consolidation of the election with the County of Lassen, and adopting the regulations for candidates pertaining to Candidate Statements.

ATTACHMENTS:
[23-6239 Calling the 2024 Election.pdf](#)

[23-6240 Consolidating with the BOS 2024.docx.pdf](#)

[23-6241 Candidate statements 2024.pdf](#)

WHEREAS, the City Council of the City of Susanville called a general municipal election to be held on March 5, 2024, for the purpose of the election of three Members of the City Council for the term of office in which a vacancy was created and which ends June 2024; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville, California does declare, determine and order as follows:

Section 2. That the county election department is authorized to canvass the returns of the general municipal election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

Section 4. That the City of Susanville recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any associated costs.

Section 6. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

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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 4th day of October 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6241
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE, CALIFORNIA,
ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO
CANDIDATE'S STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE
HELD ON TUESDAY, MARCH 5, 2024

WHERE §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1: GENERAL PROVISIONS. That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Susanville on March 5, 2024, may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at a time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

Section 2: PAYMENT. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.

The County Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just and approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of overpayment, the clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election. The cost of printing the candidate's statement for the 2024 general municipal election is approximately \$500 payable to the County Clerk.

Section 3: MISCELLANEOUS.

A The Clerk shall allow bold type, underlining, capitalization, indentions, bullets, leading hyphens to the same extent and manner as allowed in previous City elections.

B The Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

1 Section 4: ADDITIONAL MATERIALS. No candidate will be permitted to include additional
2 materials in the voter information guide.

3 Section 5: That the City Clerk shall provide each candidate or the candidate's representative
4 a copy of this Resolution at the time nominating petitions are issued.

5 Section 6: That all previous resolutions establishing council policy on payment for
6 candidates' statements are repealed.

7 Section 7: That this resolution shall apply only to the election to be held on March 5, 2024,
8 and shall then be repealed.

9 Section 8: That the City Clerk shall certify to the passage and adoption of this resolution and
10 enter it into the book of original resolutions.

11 APPROVED: _____
12 Quincy McCourt, Mayor

13 ATTEST: _____
14 Heidi Whitlock, City Clerk

15 The foregoing Resolution was adopted at a regular meeting of the Susanville City Council held
16 on the 4th day of October 2023, by the following vote:

17 AYES:
18 NOES:
19 ABSENT:
20 ABSTAIN:

21 _____
22 Heidi Whitlock, City Clerk

23 APPROVED AS TO FORM: _____
24 Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Victoria Estrada, Police

Action Date: October 4, 2023

SUBJECT: Consider **Resolution No. 23-6243**, authorizing the Chief of Police to execute standard agreement with the State of California Office of Traffic Safety and accepting \$50,000 in grant funding from the Selective Traffic Enforcement Program (STEP)

PRESENTED BY: Kevin "Jake" Stafford, Sergeant

SUMMARY: The Susanville Police Department recently applied for the State of California Office of Traffic Safety Selective Traffic Enforcement Program (STEP) and received grant award notification in the amount of \$50,000. These grant funds will be utilized for increasing best practice strategies to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The Susanville Police Department will extend its efforts through this grant to utilize a three prong approach in training, enforcement operations and public outreach. The first approach is to adequately train officers by attending Standard Field Sobriety Test classes, Advanced Roadside Impaired Driver Enforcement classes, Drug Recognition Expert classes and will become instructors in Standard Field Sobriety Testing. The second approach will utilize traffic enforcement operations. The third approach is through community outreach and increasing social media presence and increasing Traffic Safety Presentations to the public.

FISCAL IMPACT: \$50,000 in grant funding

ACTION REQUESTED: Motion to approve Resolution No. 23-6243, authorizing the Chief of Police to execute standard agreement with the State of California Office of Traffic Safety and accepting \$50,000 in grant funding from the Selective Traffic Enforcement Program (STEP)

ATTACHMENTS:
[STEP Grant Agreement
23-6243.pdf](#)

GRANT AGREEMENT

PT24204

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)			
2. NAME OF AGENCY Susanville		3. Grant Period From: 10/01/2023 To: 09/30/2024	
4. AGENCY UNIT TO ADMINISTER GRANT Susanville Police Department			
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.			
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$50,000.00			
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: - Schedule A – Problem Statement, Goals and Objectives and Method of Procedure - Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) - Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) - Exhibit A – Certifications and Assurances - Exhibit B* – OTS Grant Program Manual - Exhibit C – Grant Electronic Management System (GEMS) Access *Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov. We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.			
8. Approval Signatures			
A. GRANT DIRECTOR NAME: Kevin Stafford TITLE: Sergeant EMAIL: kstafford@cityofsusanville.org PHONE: (530) 257-5603 ADDRESS: 66 North Lassen Street Susanville, CA 96130 _____ _____ (Signature) (Date)		B. AUTHORIZING OFFICIAL NAME: Ryan Cochran TITLE: Chief of Police EMAIL: rcochran@cityofsusanville.org PHONE: (530) 257-5603 ADDRESS: 1801 Main Street Susanville, CA 96130 _____ _____ (Signature) (Date)	
C. FISCAL OFFICIAL NAME: Chandra Jabbs TITLE: Finance Manager EMAIL: cjabbs@cityofsusanville.org PHONE: (530) 257-1000 ADDRESS: 66 N. Lassen Street Susanville, CA 96130 _____ _____ (Signature) (Date)		D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 _____ _____ (Signature) (Date)	

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: E9KLWNV272X5 REGISTERED ADDRESS: 1801 Main Street CITY: Susanville ZIP+4: 96130-4518
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$50,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$50,000.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
				TOTAL AMOUNT ENCUMBERED TO DATE		\$50,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

1. PROBLEM STATEMENT

Susanville is the county seat of Lassen County. Susanville, a former logging and mining town, is the site of one state prison High Desert which is a maximum security prison. With a population of approximately 17,000, the population density was 2,294.8 inhabitants per square mile. There were 3,882 housing units at an average density of 657.9 per square mile. The racial makeup of the city was 76.0% White, 12.5% African American, 3.2% Native American, 1.1% Asian, 0.9% Pacific Islander, 3.5 % from other races, and 2.8% from two or more races. Hispanic or Latino of any race were 15.6% of the population. The age distribution was 2,559 people (14.3%) under the age of 18, 2,547 (14.2%) aged 18 to 24, 7,633 (42.5%) aged 25 to 44, 4,024 people (22.4%) aged 45 to 64, and 1,184 (6.6%) people who were 65 or older.

In regards to speed enforcement for our agency this year (2022), we have issued 117 speeding citations. In 2021 we issued 139 speeding citations and in 2020 we issued 60 speeding citations.

For pedestrian safety in 2022 we issued 10 citations for failure to yield to a pedestrian. In 2021 we issued 0 citations and 2 citations in 2020.

For distracted driving in 2022 we issued 11 citations. In 2021 we issued 12 citations and in 2020 we issued 12 citations.

Our department utilizes overtime to conduct these traffic enforcement operations and without overtime operations it is extremely difficult for us to be proactively enforcing. We also only have two roads (State Route 36 and State Route 139) where we can utilize radar enforcement. We are actively working with our engineering department to conduct speed surveys and have more roads in our city radar certified.

In the past 3 years the Susanville Police Department has had 4 pedestrian fatalities traffic crash on state highways. With our current OTS grant we have made efforts for pedestrian safety operations and on August 31st we issued 15 traffic citations for pedestrian related violations. We strive to keep our main state highways a safe place for pedestrians and drivers.

The Susanville Police Department is looking to extend its efforts into proactive traffic enforcement to reduce the number of people injured or killed in our city. The Susanville Police Department plans to utilize a three prong approach that will utilize training, enforcement operations and public outreach. The first approach is to adequately train officers by having them attend Standard Field Sobriety Test classes, Advanced Roadside Impaired Driver Enforcement classes and Drug Recognition Expert classes. Standard Field Sobriety, Advanced Roadside Impaired Driver and Drug Recognition Expert classes would ensure that our officers would conduct thorough driving under the influence investigations. The second approach would utilize traffic enforcement operations. These operations would include DUI Saturation Patrols, Distracted Driver Operations, Click it or Ticket Operations, and Pedestrian and Bicycle Safety Enforcement Operations. These traffic enforcement operations allow our staff to utilize best practice approaches for days and times of when to conduct these operations for the most effective outcomes. The third approach is through community outreach. The Susanville Police Department would utilize social media and community presentations to keep the public informed of our efforts to reduce the number of people injured in our city.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.

10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:	Target Number
1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	1
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	10
3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	2
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	6
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training.	2
7. Send law enforcement personnel to the DRE Recertification training.	1
8. Send law enforcement personnel to SFST Instructor training.	2
9. Conduct DUI Saturation Patrol operation(s).	12
10. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	3
11. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	3
12. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	1
13. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
14. Participate in highly visible collaborative DUI Enforcement operations.	1
15. Participate in highly visible collaborative Traffic Enforcement operations.	1

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- The department will develop operational plans to implement the "best practice" strategies outlined in the objectives section.
- All training needed to implement the program should be conducted in the first quarter.
- All grant related purchases needed to implement the program should be made in the first quarter.
- In order to develop/maintain the "DUI BOLOs," research will be conducted to identify the "worst of the worst" repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver's name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.

- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

- The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid

media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval prior to the production or duplication.

- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
164AL-24	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$30,000.00
402PT-24	20.600	State and Community Highway Safety	\$20,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
DUI Saturation Patrols	164AL-24	\$1,980.00	12	\$23,760.00
Collaborative DUI Enforcement	164AL-24	\$2,131.00	1	\$2,131.00
Benefits 164OT @ 15.95%	164AL-24	\$25,760.00	1	\$4,109.00
Traffic Enforcement	402PT-24	\$1,980.00	3	\$5,940.00
Distracted Driving	402PT-24	\$880.00	3	\$2,640.00
Pedestrian and Bicycle Enforcement	402PT-24	\$1,320.00	1	\$1,320.00
Collaborative Traffic Enforcement	402PT-24	\$1,320.00	1	\$1,320.00
Benefits 402OT @ 15.95%	402PT-24	\$13,200.00	1	\$2,105.00
Category Sub-Total				\$43,325.00
B. TRAVEL EXPENSES				
In State Travel	402PT-24	\$4,175.00	1	\$4,175.00
				\$0.00
Category Sub-Total				\$4,175.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Radar Device	402PT-24	\$2,500.00	1	\$2,500.00
Category Sub-Total				\$2,500.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$50,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel

Benefits 164OT @ 15.95% - Benefits 164OT @ 15.95%

Worker's Comp 13.5%

Medicare 1.45%

State Unemployment Taxes 1.0%

Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Distracted Driving - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel

Benefits 402OT @ 15.95% - Benefits 402OT @ 15.95%

Worker's Comp 13.5%

Medicare 1.45%

State Unemployment Taxes 1.0%

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include the California Traffic Safety Summit (November 7-8, 2023, in Orange County) and the OTS Traffic Safety Law Enforcement Forum. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

-

EQUIPMENT

-

OTHER DIRECT COSTS

Radar Device - To measure the speed of motor vehicles. This device will be used for speed enforcement.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to all subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324](#) et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to all subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to all subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING **(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION **(applies to all subrecipients as well as States)**

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION— LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to all subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Erik Edholm, Public Works
Action Date:	October 4, 2023
SUBJECT:	Discussion regarding proposed landscaping funding source for Susanville South East Gateway Project
PRESENTED BY:	Erik Edholm, Assistant Director - Engineering
SUMMARY:	The city of Susanville has been pursuing the enhancement of the southern entrance into the city along State Route 36 by providing and improving pedestrian access and safety. This includes improving aesthetics and reducing vehicle conflicts in this busy commercial area. These improvements were identified as goals of the Susanville Gateway Project and presented to Council on August 15, 2018. The project is located on Main Street/State Route 36 and will include the installation of curb, gutter, sidewalk, lighting, benches, and possibly landscaping. This project is to begin construction in the Spring of 2024. The project funding is provided through the State Transportation Improvement Program (STIP). Landscaping is not a reimbursable expense under the STIP guidelines. The original scope of the project included the installation of landscaping along both sides of Main Street/State Route 36, however without a funding source the landscaping has been removed. Staff has asked REY Engineering to provide and estimated cost of reducing the landscaping scope to only include the needed infrastructure for the installation of trees as well as any infrastructure needed to add to the irrigation system in the future. REY Engineering has provided updated estimates of the proposed reduction in landscaping as well as an updated estimate to install all of the landscaping as provided on the plans.
FISCAL IMPACT:	Approximately \$178,000 - \$293,000.
ACTION REQUESTED:	Direction to staff if either of the proposed options for landscaping is desired and if so, how does council want to fund it.
ATTACHMENTS:	SE Gateway Landscaping Plans.pdf SE Gateway Landscaping Estimates.pdf

STATE OF CALIFORNIA

DEPARTMENT OF TRANSPORTATION

FUNCTIONAL SUPERVISOR

Greg Hauser

CALCULATED-DESIGNED BY

CHECKED BY

HALEY BORDEN

GREG HAUSER

REVISED BY

DATE REVISED

IRRIGATION LEGEND

SYMBOL	DESCRIPTION	DETAIL REFERENCE
	1" IRRIGATION WATER METER. CONTRACTOR TO FURNISH AND INSTALL WATER BOX AND ALL ITEMS OTHER THAN METER. WATER METER TO BE FURNISHED AND INSTALLED BY CITY AT CONTRACTOR'S EXPENSE. REFER TO DETAIL.	① CITY OF SUSANVILLE STANDARD DETAIL #W-3A - 1" SINGLE SERVICE
	1" REDUCED PRESSURE PRINCIPLE ASSEMBLY, WILKINS #975XLS, AND INSULATED ENCLOSURE, VIT STRONG BOX #SBBC-30ALI, OR APPROVED EQUALS.	① CALTRANS STANDARD PLANS H7
	1" REMOTE CONTROL VALVE-MASTER VALVE, SUPERIOR #3200100, NORMALLY CLOSED WITH NO MINIMUM FLOW, OR APPROVED EQUAL.	① CALTRANS STANDARD PLANS RSP H6
	1" FLOW SENSOR, CST #FSI-T10-001, OR APPROVED EQUAL.	① CALTRANS STANDARD PLANS H7
	GATE VALVE, NIBCO #T-133, OR APPROVED EQUAL.	① CALTRANS STANDARD PLANS RSP H6
	1" QUICK COUPLING VALVE, HUNTER #HQ-44LRC, TWO-PIECE BODY AND LOCKING YELLOW RUBBER COVER, OR APPROVED EQUAL.	① CALTRANS STANDARD PLANS RSP H8
	REMOTE CONTROL VALVE WITH ADJUSTABLE PRESSURE REGULATOR, HUNTER #ICV-(SIZE)-AS-ADJ, OR APPROVED EQUAL. SIZE PER PLANS.	① CALTRANS STANDARD PLANS RSP H6
	3/4" FLUSH VALVE (MANUAL), FORD CURB STOP #B11-333-NL, OR APPROVED EQUAL. TO FLUSH AND DRAIN IRRIGATION MAIN LINE FOR WINTERIZATION.	① INSTALL PER DETAILS ON SHEET ID-3
	1/2" FLUSH VALVE (AUTOMATIC), KING INNOVATION "KING DRAIN" #22163, OR APPROVED EQUAL. TO FLUSH AND DRAIN IRRIGATION LATERAL LINE FOR WINTERIZATION.	① INSTALL PER DETAILS ON SHEET ID-3
	LATERAL LINE, SCH 40 PVC FOR SIZES 2 1/2" AND LESS, CLASS 315 FOR SIZES 3" AND LARGER. SIZE PER THE LATERAL PIPE SIZING CHART ON THIS SHEET.	PER CALTRANS STANDARDS
	MAIN LINE, SCH 40 PVC FOR SIZES 2 1/2" AND LESS, CLASS 315 FOR SIZES 3" AND LARGER. SIZE PER PLANS.	PER CALTRANS STANDARDS
	IRRIGATION SLEEVE, SCH 40 PVC. SIZE 2X (TWICE) THE SIZE OF PIPE SLEEVED.	CALTRANS STANDARD PLANS RSP H8
	IRRIGATION CONDUIT. GREY SCH 40 PVC. SIZE: 3"	CALTRANS STANDARD PLANS RSP H8
	SOLAR IRRIGATION CONTROLLER AND WEATHER STATION. SEE SPECIAL PROVISIONS FOR ALL REQUIRED OPTIONS.	CALTRANS STANDARD PLANS H10

NOTES:

① - INSTALL ALL VALVES AND BPAs A MINIMUM OF 10' FROM ANY GATE.

② - SHOWN ON PLANS DIAGRAMMATICALLY AT APPROXIMATE LOW POINTS. ACTUAL LOCATIONS TO BE DETERMINED BY CONTRACTOR IN FIELD. FLUSH VALVES IN ADDITION TO THOSE SHOWN ON THE PLANS MAY BE REQUIRED DEPENDING ON ACTUAL INSTALLED IRRIGATION PIPE LOCATION, ROUTING, AND ELEVATION, AND SITE CONDITIONS. REFER TO THE DETAILS FOR MORE INFORMATION.

IRRIGATION SPRINKLER SCHEDULE

SYMBOL	ITEM DESCRIPTION	OPERATING PRESSURE		DISCHARGE RATE ① ② (+/-5%)	SWING JOINT TYPE	RISER		TREE WELL DRAINPIPE LENGTH INCH	REMARKS
		psi	GPM			TYPE	MATERIAL		
○	RISER SPRINKLER ASSEMBLY, HUNTER BUBBLER #PCB-25 AND IN-LINE CHECK VALVE #HC-50F-50M, OR APPROVED EQUAL	15	0.25			V	FH		③④ SYMBOL INDICATES 1. PER CALTRANS STANDARD PLANS H4
●	TREE WELL SPRINKLER ASSEMBLY, HUNTER #RZWS-36-25-CV, OR APPROVED EQUAL.	15	0.25	⑤			PI	⑥ 36	④⑦ SYMBOL INDICATES 2. (DISCHARGE RATE SHOWN FOR EACH) PER DETAIL A ON SHEET ID-1

NOTES:

① - IF A PRESSURE COMPENSATING DEVICE IS SPECIFIED, THE DISCHARGE REFLECT ITS USE

② - NON-ADJUSTABLE DISCHARGE RATE

③ - INSTALL IN-LINE CHECK VALVE BETWEEN PL ADAPTER AND SUPPLY LINE FITTING

④ - WHEN LOCATED ON SLOPES, INSTALL ON THE UPHILL SIDE OF BASIN

⑤ - SWING JOINT INCLUDED AS PART OF MANUFACTURER ASSEMBLY

⑥ - DRAINPIPE INCLUDED AS PART OF MANUFACTURER ASSEMBLY

⑦ - CHECK VALVE INCLUDED AS PART OF MANUFACTURER ASSEMBLY

LATERAL PIPE SIZING CHART

No. OF SPRIKLERS	PIPE SIZE
1-19	3/4"
20-39	1"
40-79	1 1/4"
80-111	1 1/2"
112-155	2"
184-260	2 1/2"

WATER METER LOCATION

SHEET NO.	STATION	WATER METER
IP-3	H36 368+85 EAST SIDE OF H36	1"
IP-3	H36 368+85 WEST SIDE OF H36	1"

IRRIGATION SPRINKLER SCHEDULE

ISS-1

APPROVED FOR IRRIGATION WORK ONLY

BORDER LAST REVISED 17/1/2009

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USERNAME =>Haley Borden
DGN FILE => _8524.002-ISS.dwg

CU #####

EA #####

Dist

COUNTY

ROUTE

POST MILES
TOTAL PROJECT

SHEET No.

TOTAL SHEETS

02

LAS

36

26.2/26.5

30

46

3/15/23

REGISTERED LANDSCAPE ARCH. DATE

PLANS APPROVAL DATE

THE STATE OF CALIFORNIA OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.

REY ENGINEERS, INC.
905 SUTTER STREET
SUITE 200
FOLSOM, CA 95630

THE HLA GROUP, INC.
301 UNIVERSITY AVE,
SUITE 110
SACRAMENTO, CA 95825

214

DATE PLOTTED => March 15, 2023
TIME PLOTTED => 16:41:17

LAST REVISION
10-16-2020

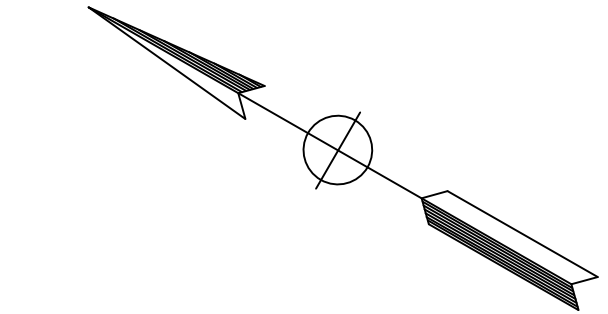
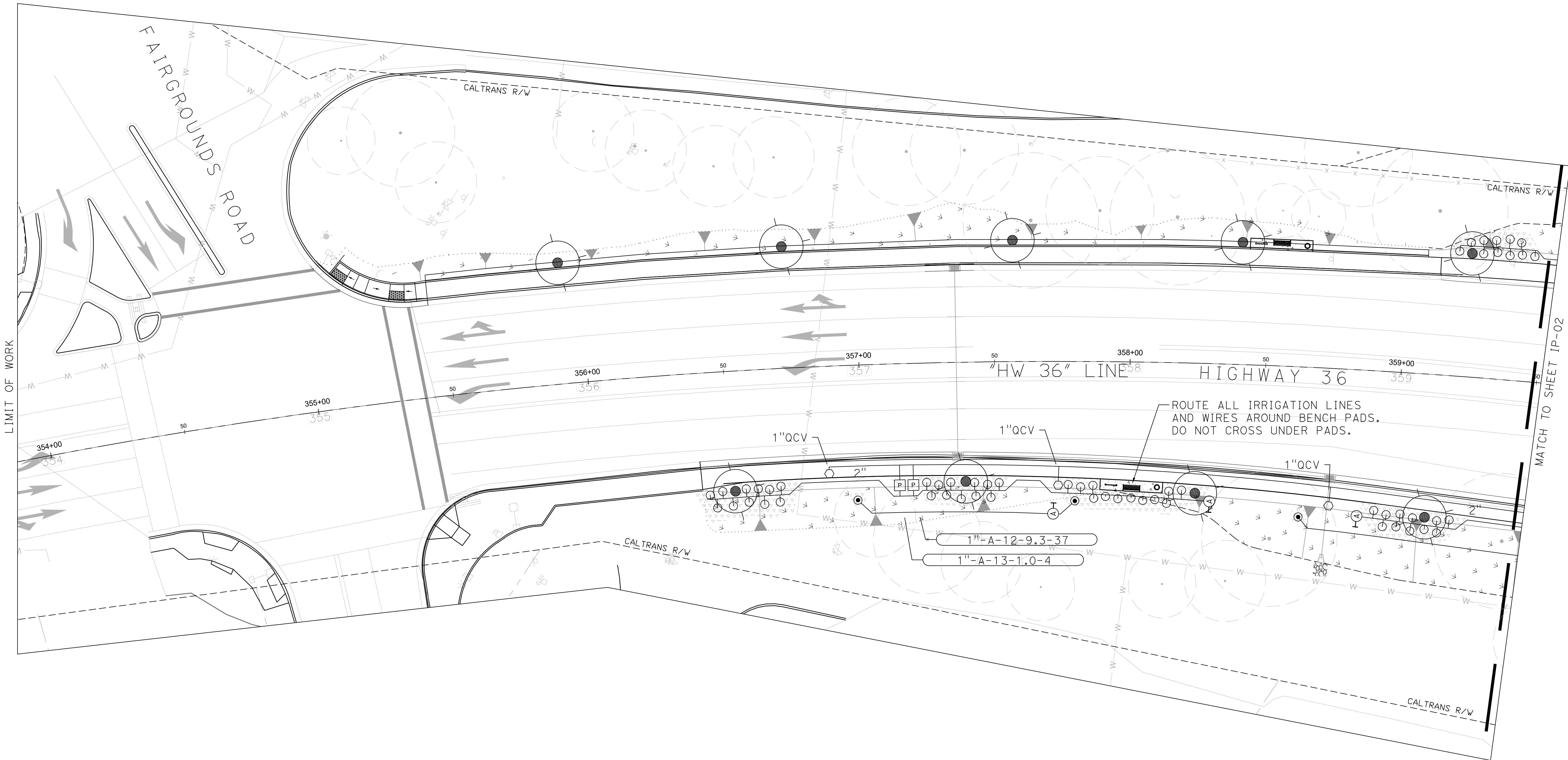
STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION 	FUNCTIONAL SUPERVISOR Greg Hauser	CALCULATED– DESIGNED BY CHECKED BY	Haley Borden Greg Hauser	REVISED BY DATE REVISED		

NOTE:

FOR ACCURATE RIGHT OF WAY DATA, CONTACT RIGHT OF WAY ENGINEERING AT THE DISTRICT OFFICE.

GENERAL NOTES:

1. REFER TO THE LAYOUT PLANS FOR AREA LIMITS AND TREATMENTS.
2. IRRIGATION MAINLINE IS DIAGRAMMATIC, SHOWN FOR CLARITY ON PLANS. INSTALL ALL MAINLINE IN PLANTING AREAS (EXCEPT WHERE CROSSING THROUGH SLEEVES UNDER PAVEMENT).
3. ALL IRRIGATION VALVES TO BE INSTALLED WITHIN PLANTING AREAS.



ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE SHOWN

Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
02	LAS	36	26.2/26.5	31	46

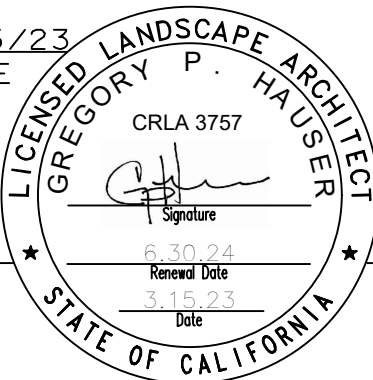
REGISTERED LANDSCAPE ARCH. DATE 3/15/23

PLANS APPROVAL DATE _____

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SACRAMENTO, CA 95825



MWELO NOTE:
I HAVE COMPLIED WITH THE CRITERIA OF THE ORDINANCE AND APPLIED THEM ACCORDINGLY FOR THE EFFICIENT USE OF WATER IN THE IRRIGATION PLAN.

IRRIGATION PLAN
IP-01
SCALE: 1" = 20'-0"

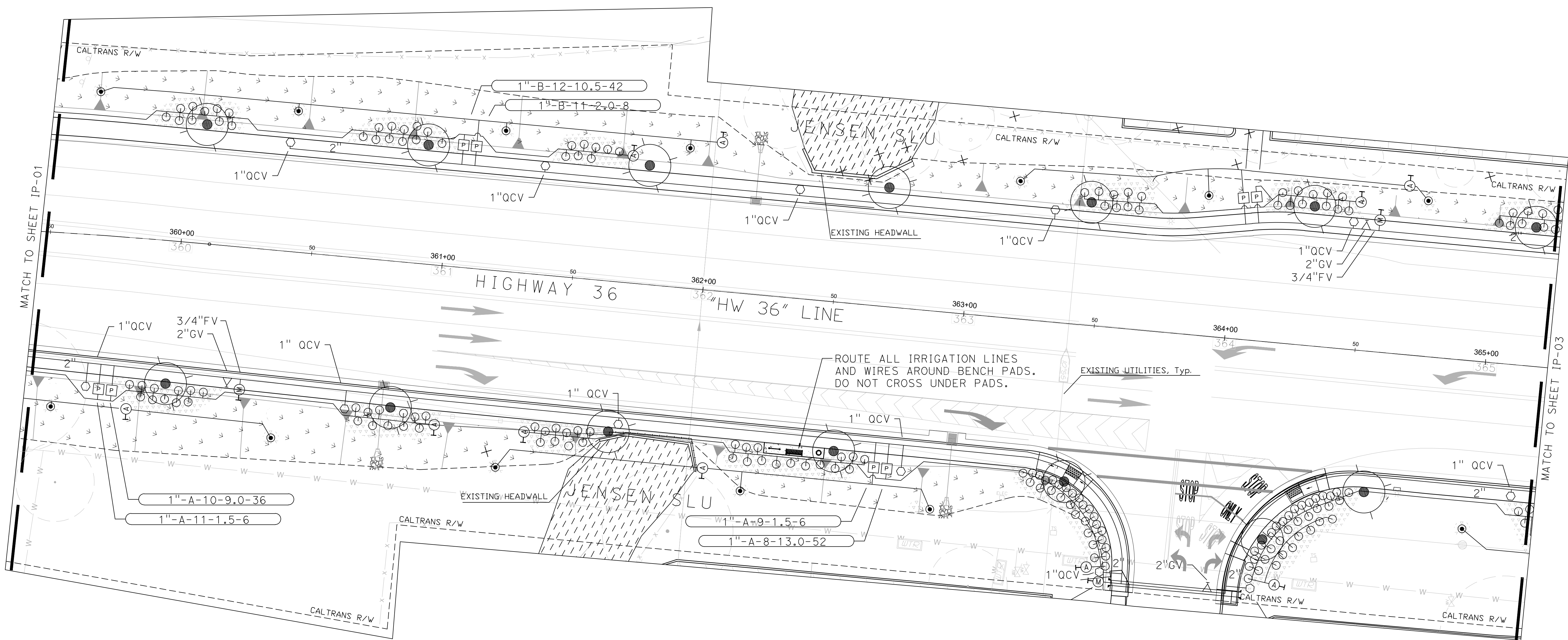
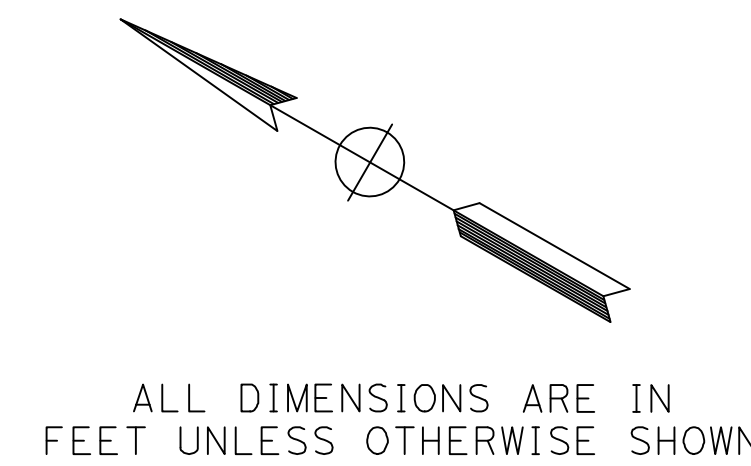
APPROVED FOR IRRIGATION WORK ONLY



 REGISTERED LANDSCAPE ARCH. DATE <u>3/15/23</u>	
PLANS APPROVAL DATE _____	
<i>THE STATE OF CALIFORNIA OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.</i>	
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FOR ACCURATE RIGHT OF WAY DATA, CONTACT RIGHT OF
WAY ENGINEERING AT THE DISTRICT OFFICE.

1. REFER TO THE LAYOUT PLANS FOR AREA LIMITS AND TREATMENTS.
2. IRRIGATION MAINLINE IS DIAGRAMMATIC, SHOWN FOR CLARITY ON PLANS. INSTALL ALL MAINLINE IN PLANTING AREAS (EXCEPT WHERE CROSSING THROUGH SLEEVES UNDER PAVEMENT).
3. ALL IRRIGATION VALVES TO BE INSTALLED WITHIN PLANTING AREAS.



IRRIGATION PLAN

SCALE: 1" = 20'-0" IP-02

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IS IN INCHES

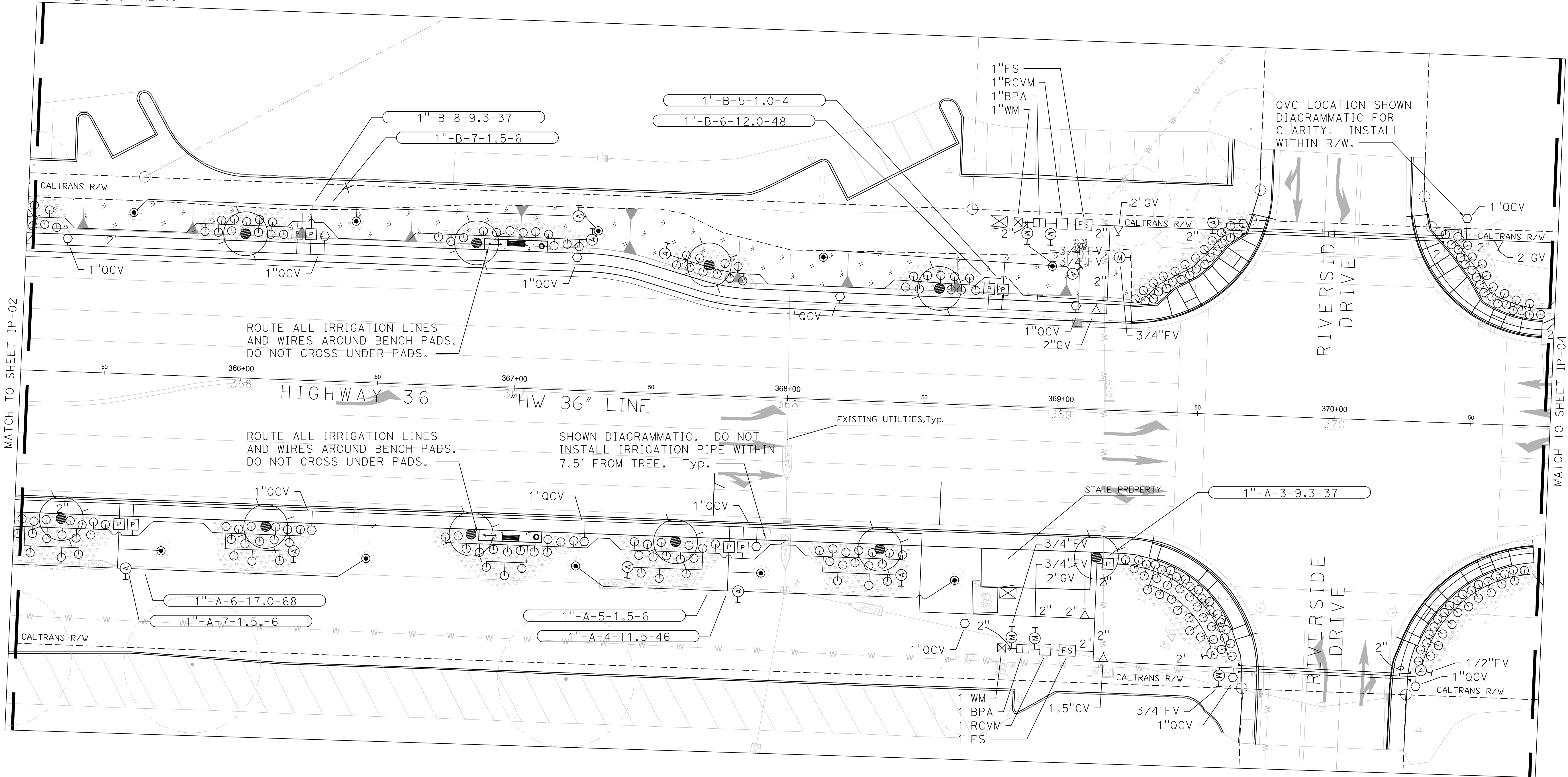
CU	#####	EA	#####
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NOTE:

FOR ACCURATE RIGHT OF WAY DATA, CONTACT RIGHT OF WAY ENGINEERING AT THE DISTRICT OFFICE.

GENERAL NOTES:

- REFER TO THE LAYOUT PLANS FOR AREA LIMITS AND TREATMENTS.
- IRRIGATION MAINLINE IS DIAGRAMMATIC, SHOWN FOR CLARITY ON PLANS. INSTALL ALL MAINLINE IN PLANTING AREAS (EXCEPT WHERE CROSSING THROUGH SLEEVES UNDER PAVEMENT).
- ALL IRRIGATION VALVES TO BE INSTALLED WITHIN PLANTING AREAS.



ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE SHOWN

Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
02	LAS	36	26.2/26.5	33	46

REGISTERED LANDSCAPE ARCH. DATE 3/15/23

PLANS APPROVAL DATE

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301 UNIVERSITY AVE,
SUITE 110
SACRAMENTO, CA 95825

CRLA 3757

GREGORY P. HAUSER

Signature

3/15/23

Date

STATE OF CALIFORNIA

MWELO NOTE:
I HAVE COMPLIED WITH THE CRITERIA OF THE ORDINANCE AND APPLIED THEM ACCORDINGLY FOR THE EFFICIENT USE OF WATER IN THE IRRIGATION PLAN.

IRRIGATION PLAN
SCALE: 1" = 20'-0"
IP-03

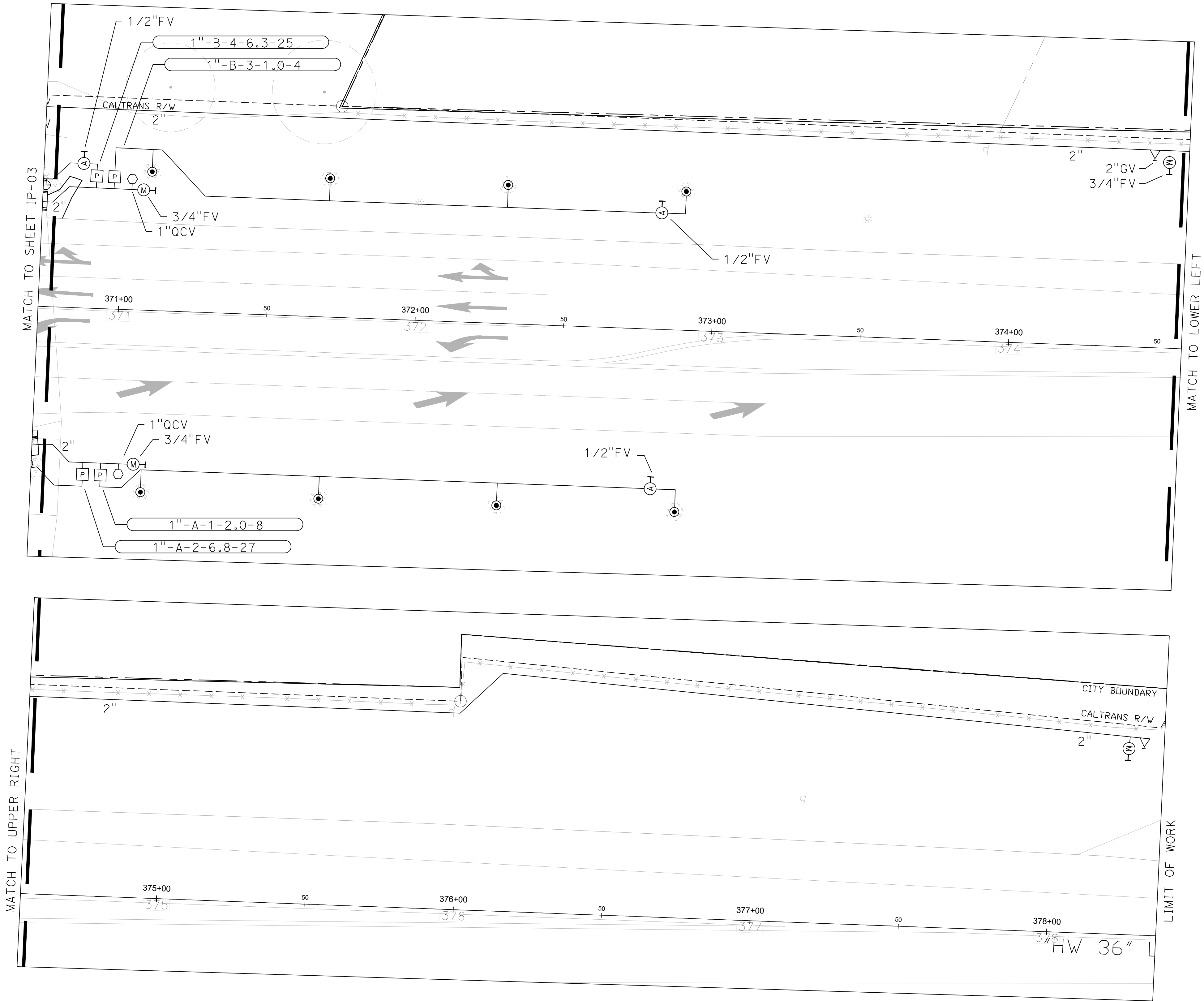
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STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION	FUNCTIONAL SUPERVISOR	CALCULATED– DESIGNED BY	REVISED BY	
	Greg Hauser	CHECKED BY	Haley Borden	
			DATE REVISED	

NOTE :

FOR ACCURATE RIGHT OF WAY DATA, CONTACT RIGHT OF WAY ENGINEERING AT THE DISTRICT OFFICE.



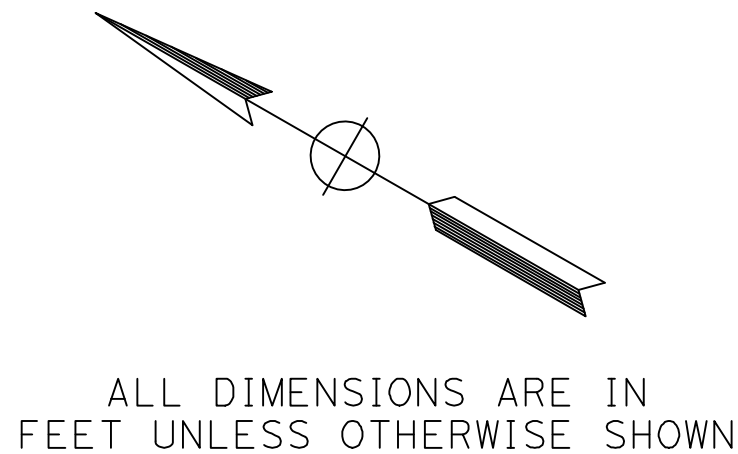
MWELO NOTE:
I HAVE COMPLIED WITH THE CRITERIA OF THE ORDINANCE AND APPLIED THEM ACCORDINGLY FOR THE EFFICIENT USE OF WATER IN THE IRRIGATION PLAN.

IRRIGATION PLAN
IP-04

SCALE: 1" = 20'-0"

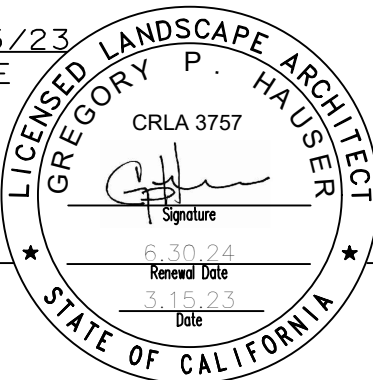
GENERAL NOTES:

1. REFER TO THE LAYOUT PLANS FOR AREA LIMITS AND TREATMENTS.
2. IRRIGATION MAINLINE IS DIAGRAMMATIC, SHOWN FOR CLARITY ON PLANS. INSTALL ALL MAINLINE IN PLANTING AREAS (EXCEPT WHERE CROSSING THROUGH SLEEVES UNDER PAVEMENT).
3. ALL IRRIGATION VALVES TO BE INSTALLED WITHIN PLANTING AREAS.



Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
02	LAS	36	26.2/26.5	34	46


REGISTERED LANDSCAPE ARCH. DATE 3/15/23



PLANS APPROVAL DATE 3/15/24
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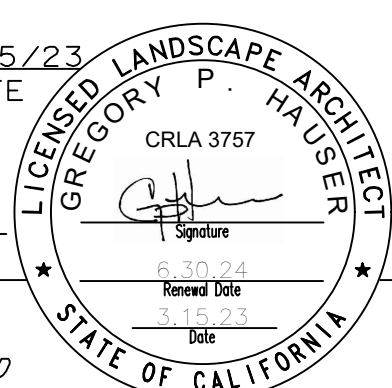
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DGN FILE => _8524.002-IP.dwg

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Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
02	LAS	36	26.2/26.5	39	46

REGISTERED LANDSCAPE ARCH. DATE 3/15/23

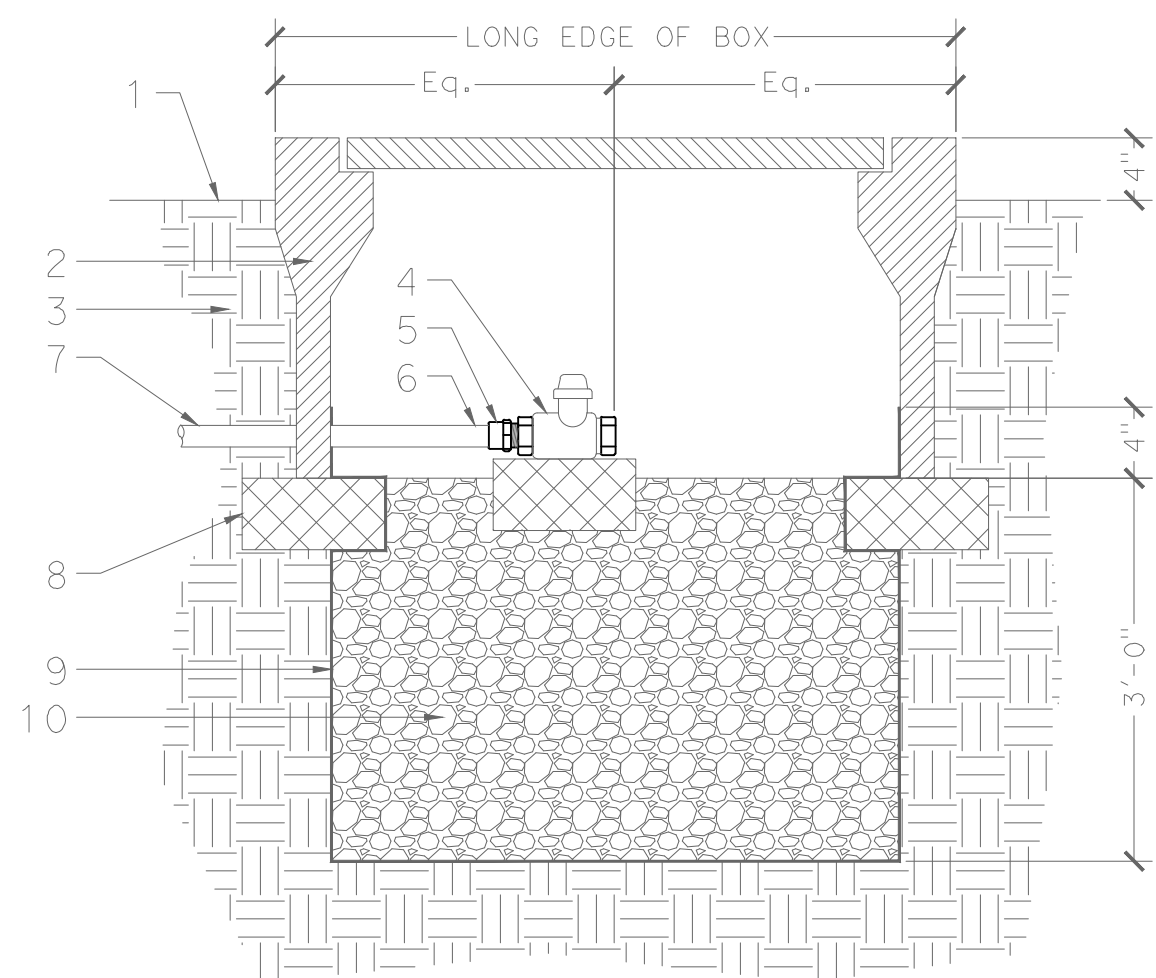


PLANS APPROVAL DATE

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THE HLA GROUP, INC.
301 UNIVERSITY AVE,
SUITE 110
SACRAMENTO, CA 95825



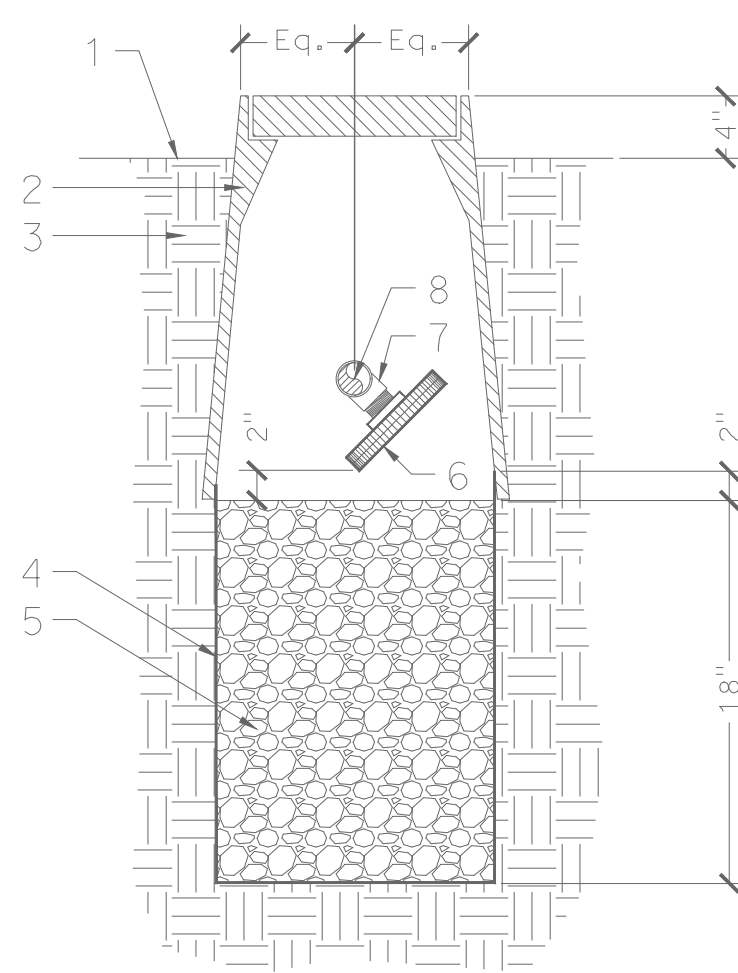
KEY:

- 1 FINISH GRADE BEFORE PLANTING.
2 14" X 19" RECTANGULAR PLASTIC VALVE BOX, LID, AND EXTENSION (AS
3 REQUIRED). (EXTENSION NOT SHOWN.)
4 SUBGRADE.
5 3/4" FLUSH VALVE (MANUAL).
6 SCH 40 FITTING, SLIP X 3/4" MIPT.
7 3/4" SCH 40 PVC. INSTALL LEVEL OR WITH SLIGHT DOWNWARD SLOPE TO
8 ENSURE DRAINAGE.
9 TO IRRIGATION MAIN LINE. WHERE VALVE IS AT END OF MAINLINE RUNS,
10 CONNECT TO MAIN LINE WITH SCH 40 PVC REDUCER FITTING, AS REQUIRED.
11 WHERE VALVE IS WITHIN IRRIGATION MAIN LINE RUN, CONNECT INTO
12 MAINLINE WITH SCH 40 PVC TEE, SLIP X SLIP X SLIP.
13 STANDARD BRICK. Typ. 3 PLACES (2 UNDER VALVE BOX AND 1 UNDER
14 VALVE, AS SHOWN.)
15 FILTER FABRIC. INSTALL AT EDGE OF SUMP AND EXTEND UP EDGE OF
16 VALVE BOX, AS SHOWN.
17 3/4" GRAVEL OR CRUSHED ROCK. MIN. DIMENSIONS SHOWN.

NOTES:

- 1 ALL FLUSH VALVES MUST BE INSTALLED AT LOW POINTS IN IRRIGATION LINE
RUNS TO ENSURE THAT LINES WILL DRAIN. FLUSH VALVE LOCATIONS SHOWN
ON PLANS ARE DIAGRAMMATIC. THE CONTRACTOR SHALL DETERMINE IN FIELD
IF FLUSH VALVES LOCATIONS SHOWN ON THE PLANS NEED TO BE ADJUSTED
(OR IF ADDITIONAL FLUSH VALVES ARE REQUIRED) FROM THAT SHOWN ON THE
PLANS TO ENSURE THAT LINES WILL DRAIN, AND MAKE ANY NECESSARY
ADJUSTMENTS.
- 2 NOTE ALL FLUSH DRAIN LOCATIONS ON THE RECORD DRAWINGS.
- 3 PLACE GRAVEL (OR CRUSHED ROCK) PRIOR TO INSTALLATION OF VALVE BOX.
- 4 APPLY TEFLON TAPE TO ALL MALE THREADED FITTINGS.
- 5 CENTER VALVE BOX ON END OF FLUSH VALVE, AS SHOWN. ENSURE EASY
OPERATION OF FLUSH VALVE.

A. FLUSH VALVE (MANUAL)



KEY:

- 1 FINISH GRADE BEFORE PLANTING.
2 9" Dia. ROUND PLASTIC VALVE BOX AND LID.
3 SUBGRADE.
4 FILTER FABRIC. INSTALL AT EDGE OF SUMP AND EXTEND UP EDGE OF
5 VALVE BOX, AS SHOWN.
6 3/4" GRAVEL OR CRUSHED ROCK. MIN. DIMENSIONS SHOWN.
7 1/2" FLUSH VALVE (AUTOMATIC) WITH 1/2" MIPT.
8 SCH 40 FITTING. WHERE VALVE IS AT END OF LATERAL LINE RUN, SCH
9 40 PVC ELL, SLIP X 1/2" FIPT. WHERE VALVE IS WITHIN LATERAL LINE
10 RUN, SCH 40 PVC TEE, SLIP X SLIP X 1/2" FIPT.
11 LATERAL LINE.

NOTES:

- 1 ALL FLUSH VALVES MUST BE INSTALLED AT LOW POINTS IN IRRIGATION LINE
RUNS TO ENSURE THAT LINES WILL DRAIN. FLUSH VALVE LOCATIONS SHOWN
ON PLANS ARE DIAGRAMMATIC. THE CONTRACTOR SHALL DETERMINE IN FIELD
IF FLUSH VALVES LOCATIONS SHOWN ON THE PLANS NEED TO BE ADJUSTED
(OR IF ADDITIONAL FLUSH VALVES ARE REQUIRED) FROM THAT SHOWN ON THE
PLANS TO ENSURE THAT LINES WILL DRAIN, AND MAKE ANY NECESSARY
ADJUSTMENTS.
- 2 NOTE ALL FLUSH DRAIN LOCATIONS ON THE RECORD DRAWINGS.
3 PLACE GRAVEL (OR CRUSHED ROCK) PRIOR TO INSTALLATION OF VALVE BOX.
4 APPLY TEFLON TAPE TO ALL MALE THREADED FITTINGS.
5 CENTER VALVE BOX ON LATERAL LINE, AS SHOWN.
6 INSTALL FLUSH VALVE AT 45° FROM LATERAL LINE, AS SHOWN, FOR BEST
DRAINAGE (PER MANUFACTURER).

B.
FLUSH VALVE (AUTOMATIC)

IRRIGATION DETAILS

ID-05

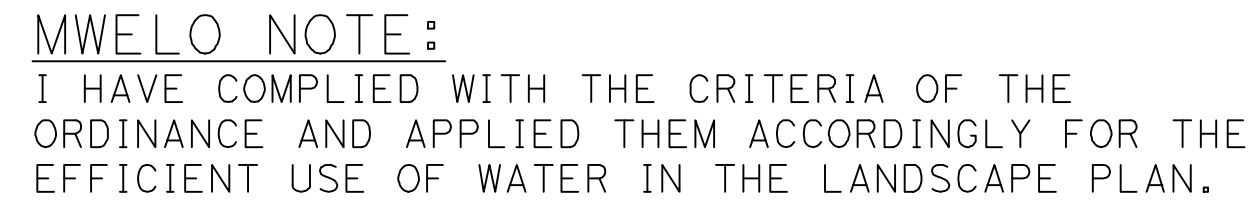


3/15/23 REGISTERED LANDSCAPE ARCH. DATE		
PLANS APPROVAL DATE		
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FOR ACCURATE RIGHT OF WAY DATA, CONTACT RIGHT OF WAY ENGINEERING AT THE DISTRICT OFFICE.

1. PLANT PATTERNS MAY BE ADJUSTED TO MATCH FIELD CONDITIONS UPON APPROVAL OF LANDSCAPE ARCHITECT.
2. PROTECT ALL EXISTING TREES AND SHRUBS IN PLACE.
3. NO TREES SHALL BE PLANTED WITHIN CLEAR RECOVERY ZONE PER CALTRANS STANDARDS.

ALL DIMENSIONS ARE IN
FEET UNLESS OTHERWISE SHOWN



SCALE: 1" = 20'-0" PP-01

RELATIVE BORDER SCALE
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| USERNAME =>Haley Borden
| DGN FILE => _8524.002-PP.dwg

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REGISTERED LANDSCAPE ARCH. DATE <u>3/15/23</u>	
PLANS APPROVAL DATE _____	
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SCALE: 1" = 20'-0" PP-02

I HAVE COMPLIED WITH THE CRITERIA OF THE ORDINANCE AND APPLIED THEM ACCORDINGLY FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE PLAN.

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USERNAME =>Haley Borden
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CU *## ## ## ##*

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NOTE:

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NOTES:

1. PLANT PATTERNS MAY BE ADJUSTED TO MATCH FIELD CONDITIONS UPON APPROVAL OF LANDSCAPE ARCHITECT.
2. PROTECT ALL EXISTING TREES AND SHRUBS IN PLACE.
3. NO TREES SHALL BE PLANTED WITHIN CLEAR RECOVERY ZONE PER CALTRANS STANDARDS.

Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
02	LAS	36	26.2/26.5	44	46

3/15/23

REGISTERED LANDSCAPE ARCH. DATE

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SUITE 110
SACRAMENTO, CA 95825

3/15/23

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DATE

ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE SHOWN

MWELO NOTE:
I HAVE COMPLIED WITH THE CRITERIA OF THE ORDINANCE AND APPLIED THEM ACCORDINGLY FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE PLAN.

PLANTING PLAN
SCALE: 1" = 20'-0" PP-03

APPROVED FOR PLANTING WORK ONLY

BORDER LAST REVISED 17/1/2009

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2

3

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DGN FILE => _8524.002-PP.dwg

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DATE PLOTTED => March 15, 2023
TIME PLOTTED => 16:41:42
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10-16-2020

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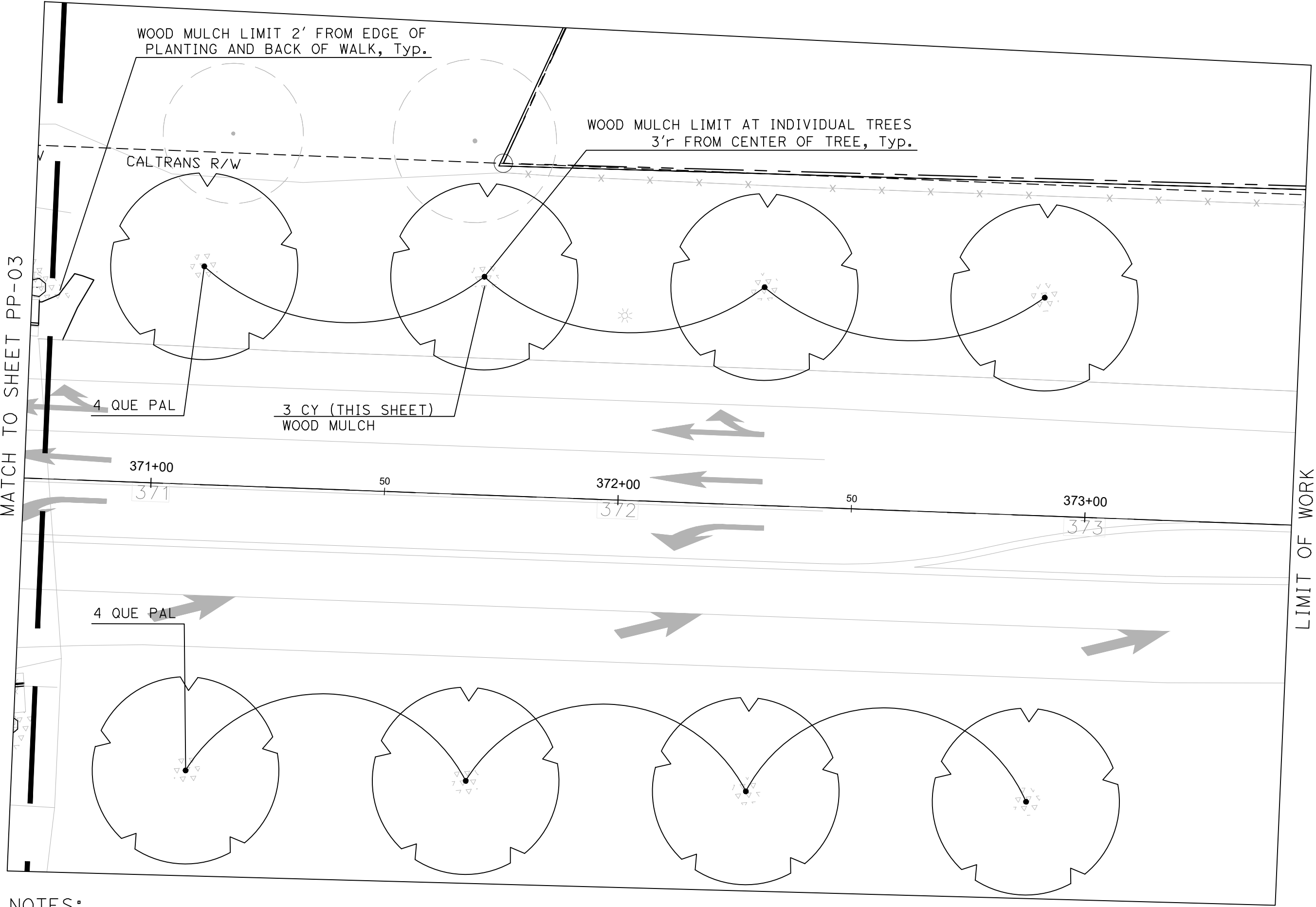
STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION 	FUNCTIONAL SUPERVISOR Greg Hauser	CALCULATED– DESIGNED BY	Haley Borden	REVISED BY	
				DATE REVISED	
		CHECKED BY	Greg Hauser		

NOTE:

FOR ACCURATE RIGHT OF WAY DATA, CONTACT RIGHT OF WAY ENGINEERING AT THE DISTRICT OFFICE.

PLANTING NOTES:

1. PLANT MATERIAL QUANTITIES SHOWN ON DRAWINGS ARE INFORMATIONAL ONLY. THE CONTRACTOR IS RESPONSIBLE FOR ALL PLANT MATERIAL REQUIRED.
2. IMMEDIATELY AFTER AWARD OF CONTRACT, THE CONTRACTOR SHALL NOTIFY THE OWNER’S REPRESENTATIVE IF SPECIFIED PLANT MATERIAL IS AVAILABLE FROM COMMERCIAL NURSERIES. IN A CASE PLANT MATERIAL IS NOT AVAILABLE, THE OWNER’S REPRESENTATIVE WILL PROVIDE ALTERNATE PLANT MATERIAL SELECTIONS. SUCH CHANGES WILL NOT ALTER THE CONTRACTOR’S ORIGINAL BID PRICE UNLESS A CREDIT IS DUE TO THE OWNER.
3. EXCAVATED PLANT PITS SHALL HAVE POSITIVE DRAINAGE. PLANT PITS WHEN FULLY FLOODED WITH WATER SHALL DRAIN WITHIN 2 HOURS OF FILLING. THE CONTRACTOR SHALL ENSURE ALL PLANT PITS HAVE POSITIVE DRAINAGE. REFER TO SPECIFICATIONS FOR EXACT REQUIREMENTS.
4. ALL PLANT MATERIAL SHALL COMPLY WITH FORM AND CHARACTERISTIC REQUIREMENTS AS SPECIFIED. ALL PLANT MATERIAL WITH COMPLY WITH ANSI Z601 "STANDARD FOR NURSERY STOCK".
5. THE CONTRACTOR IS RESPONSIBLE FOR SOIL EROSION CONTROL MEASURES THAT MAY BE REQUIRED THROUGH THE DURATION OF THE CONTRACT PERIOD. SHOULD THERE BE EXISTING SOIL EROSION CONDITIONS THAT REQUIRE MITIGATION WHEN THE CONTRACTOR INITIALLY ACCEPTS THE SITE, THE OWNER OR OWNER’S REPRESENTATIVE SHOULD BE ALERTED TO ITS EXISTENCE. FAILURE OF THE CONTRACTOR TO NOTIFY THE OWNER OR OWNER’S REPRESENTATIVE IMPLIES ACCEPTANCE OF THE SITE BY THE CONTRACTOR IN ITS EXISTING CONDITION. ALL COSTS NECESSARY TO MITIGATE EXISTING EROSION PROBLEMS SHALL BE AT THE CONTRACTOR’S EXPENSE AND AT NO EXTRA COST TO THE OWNER OR INCREASE IN ORIGINAL BID AMOUNT.
6. THE CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UNDERGROUND UTILITY SYSTEMS PRIOR TO BEGINNING ANY PHASE OF CONSTRUCTION THAT MAY CAUSE DAMAGE TO EXISTING STRUCTURES. CALL U.S.A. TO LOCATE EXISTING UTILITIES AT 811. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR/REPLACEMENT OF DAMAGED UTILITIES, TO THE SATISFACTION OF THE OWNER OR GOVERNING AGENCY AND AT NO EXTRA COST TO THE OWNER OR INCREASE IN BID AMOUNT.
7. A 3" LAYER OF WALK-ON BARK MULCH (3/4" SIZE MAX.) SHALL BE PROVIDED IN ALL PLANTING AREAS. GORILLA HAIR TYPE BARK IS NOT ACCEPTABLE.
8. THE CONTRACTOR SHALL APPLY A PRE-EMERGENT HERBICIDE TO ALL PLANT AREAS FOLLOWING INSTALLATION.
9. THE LOCATION OF TREE, SHRUBS AND GROUNDCOVER SHALL BE ADJUSTED IN FIELD AS NECESSARY TO ACCOMMODATE EXISTING UTILITIES ETC.
- 10.ALL SOIL IN PLANTING AREAS SHALL BE AMENDED PER RECOMMENDATIONS OF THE SOILS FERTILITY TEST. REFER TO SPECIFICATIONS. AMENDMENTS SHALL BE EVENLY MIXED INTO TOP 4-6" OF SOIL.
- 11.PLANT MATERIAL SHALL BE INSTALLED DURING THE MONTHS OF MARCH-OCTOBER. PLANT MATERIAL SHALL NOT BE INSTALLED IN SNOW CONDITIONS.



NOTES:

1. PLANT PATTERNS MAY BE ADJUSTED TO MATCH FIELD CONDITIONS UPON APPROVAL OF LANDSCAPE ARCHITECT.
2. PROTECT ALL EXISTING TREES AND SHRUBS IN PLACE.
3. NO TREES SHALL BE PLANTED WITHIN CLEAR RECOVERY ZONE PER CALTRANS STANDARDS.

MWELO NOTE:

I HAVE COMPLIED WITH THE CRITERIA OF THE ORDINANCE AND APPLIED THEM ACCORDINGLY FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE PLAN.

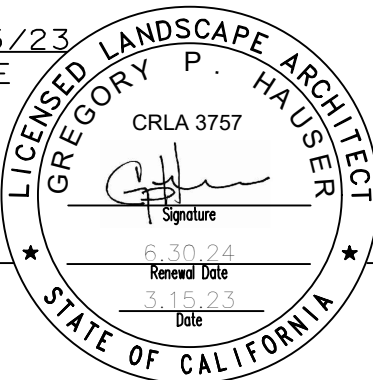
PLANTING PLAN

SCALE: 1" = 20'-0" PP-04

APPROVED FOR PLANTING WORK ONLY

Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
02	LAS	36	26.2/26.5	45	46


REGISTERED LANDSCAPE ARCH. DATE 3/15/23

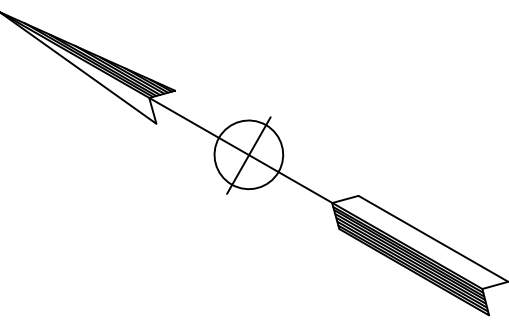


PLANS APPROVAL DATE

THE STATE OF CALIFORNIA OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.

REY ENGINEERS, INC.
905 SUTTER STREET
SUITE 200
FOLSOM, CA 95630

THE HLA GROUP, INC.
301 UNIVERSITY AVE,
SUITE 110
SACRAMENTO, CA 95825



ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE SHOWN

xx

xx

xx

x

x

STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION 	FUNCTIONAL SUPERVISOR Greg Hauser	CALCULATED– DESIGNED BY CHECKED BY	HALEY BORDEN GREG HAUSER	REVISED BY	DATE REVISED

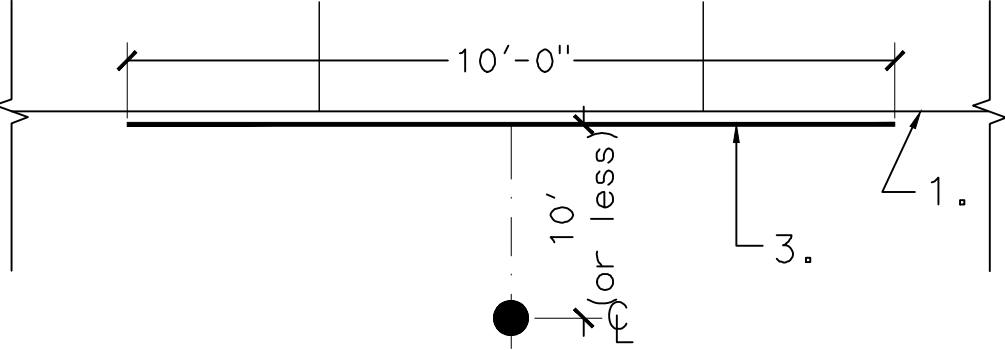
Key:

1. Sidewalk/hardscape or curb.
2. Tree.
3. Linear root barrier, install centered on tree, parallel to all hard edges. All corners shall be 90 degrees. Connect all corners with manufacturer’s couplings. Install per manufacturer’s instructions.

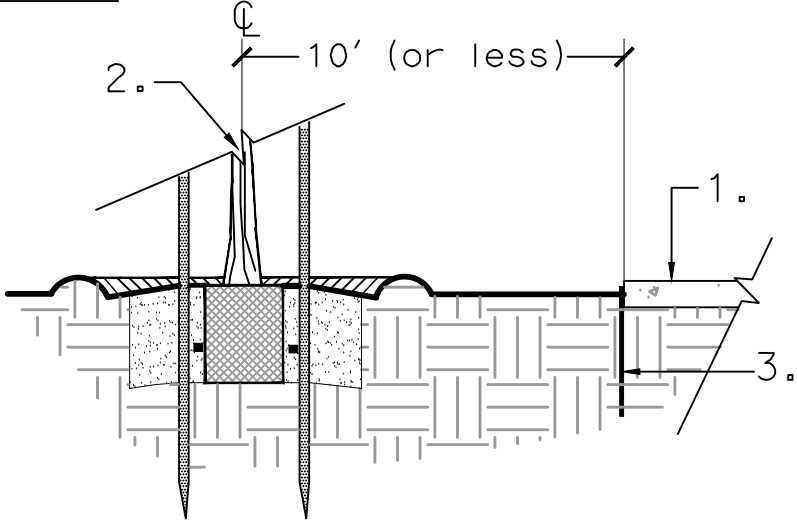
Notes:

- A. Install linear root barrier adjacent to hardscape where tree planting occurs 10’ or less.
- B. Refer to plan sheets for more information.

Plan



Section



TREE ROOT BARRIER

Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
02	LAS	36	26.2/26.5	46	46


REGISTERED LANDSCAPE ARCH. DATE 3/15/23

PLANS APPROVAL DATE



THE STATE OF CALIFORNIA OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.

REY ENGINEERS, INC.
905 SUTTER STREET
SUITE 200
FOLSOM, CA 95630

THE HLA GROUP, INC.
301 UNIVERSITY AVE,
SUITE 110
SACRAMENTO, CA 95825

PLANTING DETAILS

PD-01

APPROVED FOR PLANTING WORK ONLY



EST 415 ?
PROJECT 0212000097

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
PRELIMINARY ESTIMATE OF COST

DATE 9/11/2023 PAGE 1

EXPENDITURE AUTHORIZATION
4F360
DIST-CO-RTE-PM
02-LAS-36 26.2-26.5

IN LASSEN COUNTY IN SUSANVILLE
ROUTE 36 FROM RIVERSIDE DRIVE
TO JOHNSTONVILLE ROAD

SOURCE OF FUNDS
?

FEDERAL AID NUMBER
?

PEDESTRIAN AND LANDSCAPE IMPROVEMENTS
Tree Planting & Tree Irrigation ONLY

STANDARD CONTRACT ITEMS				NO. 1	STATE FUND	
ITEM NUM	ITEM CODE	ITEM DESCRIPTION	UNIT (ALT)	QUANTITY	PRICE	AMOUNT (Boxed = Changed)
1	38747	AUTOMATIC FLUSH VALVE	EA	11	50.00	550.00
2	20365	FLUSH VALVE	EA	9	250.00	2,250.00
3	202006	SOIL AMENDMENT	CY	7	163.00	1,141.00
4	202037	ORGANIC FERTILIZER	LB	17	8.00	136.00
5	204035	PLANT (GROUP A)	EA	0	20.00	0.00
6	204036	PLANT (GROUP B)	EA	0	35.00	0.00
7	204038	PLANT (GROUP U)	EA	34	175.00	5,950.00
8	204099	PLANT ESTABLISHMENT WORK (MINIMUM BID)	LS	LUMP SUM	2,000.00	1,750.00
9	205035	WOOD MULCH	CY	20	65.00	1,300.00
10	205062	ROOT BARRIER	LF	100	12.00	1,200.00
11	206560	CONTROL AND NEUTRAL CONDUCTORS	LS	LUMP SUM	7,500.00	7,500.00
12	206562	1" REMOTE CONTROL VALVE	EA	11	400.00	4,400.00
13	206921	SOLAR POWERED IRRIGATION CONTROLLER	EA	2	15,000.00	30,000.00
14	208423	1 " BACKFLOW PREVENTER ASSEMBLY	EA	2	4,000.00	8,000.00
15	208442	FLOW SENSOR	EA	2	1,000.00	2,000.00
16	208445	TREE WELL SPRINKLER ASSEMBLY	EA	68	100.00	6,800.00
17	208448	RISER SPRINKLER ASSEMBLY	EA	0	30.00	0.00
18	208575	2" GATE VALVE	EA	6	1,000.00	6,000.00
19	208594	3/4" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	2,320	16.00	37,120.00
20	208595	1" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	145	16.00	2,320.00
21	208596	1 1/4" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	0	18.00	0.00
22	208598	2" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	2,740	20.00	54,800.00
23	208649	QUICK COUPLING VALVE	EA	8	400.00	3,200.00
24	731502	MINOR CONCRETE (MISCELLANEOUS CONSTRUCTION)	CY	0	2,300.00	0.00

25	994425 BENCH	EA	0	2,500.00	0.00
26	994901 TRASH RECEPTACLE	EA	0	1,000.00	0.00
27	994920 BICYCLE PARKING RACK	EA	0	500.00	0.00
28	995200 IRRIGATION WATER SERVICE CHARGES	LS	LUMP SUM	2,000.00	2,000.00
ITEM SUBTOTAL					178,417.00

EST 415 ?
PROJECT 0212000097

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
PRELIMINARY ESTIMATE OF COST

DATE 9/11/2023 PAGE 1

EXPENDITURE AUTHORIZATION
4F360
DIST-CO-RTE-PM
02-LAS-36 26.2-26.5

IN LASSEN COUNTY IN SUSANVILLE
ROUTE 36 FROM RIVERSIDE DRIVE
TO JOHNSTONVILLE ROAD

SOURCE OF FUNDS
?

FEDERAL AID NUMBER
?
PEDESTRIAN AND LANDSCAPE IMPROVEMENTS
Tree Planting, Tree Irrigation, & Site Furnishuring ONLY

STANDARD CONTRACT ITEMS				NO. 1	STATE FUND	
ITEM NUM	ITEM CODE	ITEM DESCRIPTION	UNIT (ALT)	QUANTITY	PRICE	AMOUNT (Boxed = Changed)
1	38747	AUTOMATIC FLUSH VALVE	EA	11	50.00	550.00
2	20365	FLUSH VALVE	EA	9	250.00	2,250.00
3	202006	SOIL AMENDMENT	CY	7	163.00	1,141.00
4	202037	ORGANIC FERTILIZER	LB	17	8.00	136.00
5	204035	PLANT (GROUP A)	EA	0	20.00	0.00
6	204036	PLANT (GROUP B)	EA	0	35.00	0.00
7	204038	PLANT (GROUP U)	EA	34	175.00	5,950.00
8	204099	PLANT ESTABLISHMENT WORK (MINIMUM BID)	LS	LUMP SUM	2,000.00	1,750.00
9	205035	WOOD MULCH	CY	20	65.00	1,300.00
10	205062	ROOT BARRIER	LF	100	12.00	1,200.00
11	206560	CONTROL AND NEUTRAL CONDUCTORS	LS	LUMP SUM	7,500.00	7,500.00
12	206562	1" REMOTE CONTROL VALVE	EA	11	400.00	4,400.00
13	206921	SOLAR POWERED IRRIGATION CONTROLLER	EA	2	15,000.00	30,000.00
14	208423	1 " BACKFLOW PREVENTER ASSEMBLY	EA	2	4,000.00	8,000.00
15	208442	FLOW SENSOR	EA	2	1,000.00	2,000.00
16	208445	TREE WELL SPRINKLER ASSEMBLY	EA	68	100.00	6,800.00
17	208448	RISER SPRINKLER ASSEMBLY	EA	0	30.00	0.00
18	208575	2" GATE VALVE	EA	6	1,000.00	6,000.00
19	208594	3/4" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	2,320	16.00	37,120.00
20	208595	1" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	145	16.00	2,320.00
21	208596	1 1/4" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	0	18.00	0.00
22	208598	2" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	2,740	20.00	54,800.00
23	208649	QUICK COUPLING VALVE	EA	8	400.00	3,200.00
	731502	MINOR CONCRETE (MISCELLANEOUS	CY	6	2,300.00	13,800.00
24		CONSTRUCTION)				

25	994425 BENCH	EA	5	2,500.00	12,500.00
26	994901 TRASH RECEPTACLE	EA	5	1,000.00	5,000.00
27	994920 BICYCLE PARKING RACK	EA	5	500.00	2,500.00
28	995200 IRRIGATION WATER SERVICE CHARGES	LS	LUMP SUM	2,000.00	2,000.00
		ITEM SUBTOTAL			212,217.00

EXPENDITURE AUTHORIZATION
4F360
DIST-CO-RTE-PM
02-LAS-36 26.2-26.5

IN LASSEN COUNTY IN SUSANVILLE
ROUTE 36 FROM RIVERSIDE DRIVE
TO JOHNSTONVILLE ROAD

SOURCE OF FUNDS
?

FEDERAL AID NUMBER
?

PEDESTRIAN AND LANDSCAPE IMPROVEMENTS

STANDARD CONTRACT ITEMS			NO. 1	STATE FUND		
ITEM NUM	ITEM CODE	ITEM DESCRIPTION	UNIT (ALT)	QUANTITY	PRICE	AMOUNT
1	38747	AUTOMATIC FLUSH VALVE	EA	28	50.00	1,400.00
2	20365	FLUSH VALVE	EA	10	250.00	2,500.00
3	202006	SOIL AMENDMENT	CY	23	163.00	3,749.00
4	202037	ORGANIC FERTILIZER	LB	132	8.00	1,056.00
5	204035	PLANT (GROUP A)	EA	170	20.00	3,400.00
6	204036	PLANT (GROUP B)	EA	290	35.00	10,150.00
7	204038	PLANT (GROUP U)	EA	34	175.00	5,950.00
8	204099	PLANT ESTABLISHMENT WORK (MINIMUM BID)	LS	LUMP SUM	3,000.00	3,000.00
9	205035	WOOD MULCH	CY	144	65.00	9,360.00
10	205062	ROOT BARRIER	LF	100	12.00	1,200.00
11	206560	CONTROL AND NEUTRAL CONDUCTORS	LS	LUMP SUM	7,500.00	7,500.00
12	206562	1" REMOTE CONTROL VALVE	EA	23	400.00	9,200.00
13	206921	SOLAR POWERED IRRIGATION CONTROLLER	EA	2	15,000.00	30,000.00
14	208423	1 " BACKFLOW PREVENTER ASSEMBLY	EA	2	4,000.00	8,000.00
15	208442	FLOW SENSOR	EA	2	1,000.00	2,000.00
16	208445	TREE WELL SPRINKLER ASSEMBLY	EA	68	100.00	6,800.00
17	208448	RISER SPRINKLER ASSEMBLY	EA	459	30.00	13,770.00
18	208575	2" GATE VALVE	EA	6	1,000.00	6,000.00
19	208594	3/4" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	2,150	16.00	34,400.00
20	208595	1" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	1,251	16.00	20,016.00
21	208596	1 1/4" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	1,075	18.00	19,350.00
22	208598	2" PLASTIC PIPE (SCH 40) (SUPPLY LINE)	LF	2,740	20.00	54,800.00
23	208649	QUICK COUPLING VALVE	EA	8	400.00	3,200.00
	731502	MINOR CONCRETE (MISCELLANEOUS	CY	6	2,300.00	13,800.00
24		CONSTRUCTION)				

25	994425 BENCH	EA	5	2,500.00	12,500.00
26	994901 TRASH RECEPTACLE	EA	5	1,000.00	5,000.00
27	994920 BICYCLE PARKING RACK	EA	5	500.00	2,500.00
28	995200 IRRIGATION WATER SERVICE CHARGES	LS	LUMP SUM	3,000.00	3,000.00
		ITEM SUBTOTAL			293,601.00

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Dan Newton, Administrative Services
Action Date:	October 4, 2023
SUBJECT:	Consider Resolution No. 23-6247 , authorizing City Administrator to execute Agreement between the city and Honey Lake Valley RCD for grant administration services for Johnstonville Dam Project.
PRESENTED BY:	Dan Newton, City Administrator
SUMMARY:	In 2019, the city of Susanville was awarded a Proposition 1, California Division of Water Resources (DWR) grant. The city is a member of the Lahontan Basins Regional Water Management Group and acts as the lead agency. Per the MOU, the city acts as the grant recipient for implementation projects. The grant received by the city was round one funding and the project awarded was the rehabilitation of the Johnstonville Dam located on the Susan River in Johnstonville. The Lassen Irrigation Company (LIC) is the project sponsor. In 2023, the Honey Lake Valley RCD was awarded a Proposition 1, Round 2 grant. This grant added funding to the Johnstonville Dam Project. There are now two separate grants awarded to two separate entities for the same project. Due to the city's limited staffing resources and the complexity of the grant program, the staff recommends that the city and RCD work cooperatively to administer both grants. The RCD has tentatively agreed to administer the Proposition 1, Round 1 grant on behalf of the city. The most efficient mechanism to accomplish this is to enter into an agreement with the RCD for grant administration services. There is approximately \$45,000 remaining in the grant administration budget for Prop 1, round one. The RCD will have access to all, or a portion of those funds based on time spent by both the city staff and RCD staff moving forward.
FISCAL IMPACT:	Grant administration is funded through a DWR grant. Funds will pass through the city and be disbursed to Honey Lake Valley RCD for services provided.
ACTION REQUESTED:	Motion to approve Resolution No. 23-6247, authorizing City Administrator to execute Agreement between the city and Honey Lake Valley RCD for grant administration services for Johnstonville Dam Project.

ATTACHMENTS:

[23-6247.pdf](#)

RESOLUTION NO. 23-6247
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING CITY ADMINISTRATOR TO EXECUTE AGREEMENT BETWEEN CITY
AND HONEY LAKE VALLEY RCD FOR GRANT ADMINISTRATION SERVICES
FOR JOHNSTONVILLE DAM PROJECT

WHEREAS, the city is the lead agency for the Lahontan Basins Regional Water Management Group responsible for implementation projects; and

WHEREAS, the city has received a grant from the California Department of Water Resources (DWR), for the rehabilitation of Johnstonville Dam and has entered into an Agreement with the Lassen Irrigation Company (LIC) as the project sponsor; and

WHEREAS, the Honey Lake Valley Resource Conservation District (RCD) has also received a grant from DWR adding funding to the Johnstonville Dam project; and

WHEREAS, the RCD is willing and able to administer both projects; and

WHEREAS, the DWR has approved the city and RCD entering into an agreement wherein the RCD will act as the city's agent in administering the city's grant.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby authorizes the City Administrator to enter into an Agreement with the Honey Lake Valley RCD for grant administration services and authorizes the Finance Director to modify the budget as necessary to pass through grant funds to RCD on a reimbursement basis, up to the remaining grant administration budget which is estimated at \$45,000.

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 4th day of October 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: October 4, 2023

SUBJECT: Consider **Resolution No. 23-6246**, authorizing Mayor to execute agreement with CalMuni Advisors.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: In May of 2022, the city refinanced its CalPERS Unfunded Accrued Liability and, as part of that process, the city was advised to develop a pension management policy to better manage its pension obligations. California Municipal Advisors assisted the city in the refinance, has extensive knowledge of the city finances, and possesses the technical expertise to develop the pension policy. The pension policy will identify cost mitigation measures and pension liability management tools. It will provide a financial analysis and associated impacts of each cost mitigation measure and determine preferred pension liability management scenarios, determine key variables. Annual monitoring and maintenance services will include a review of the policy annually along with the CalPERS valuation report. CalMuni advisors will produce a detailed annual "Pension Policy Compliance Report" that estimates CalPERS UAL bases, and performance of pension stabilization funds in relation to CalPERS increases/decreases.

FISCAL IMPACT: 23/24 Fiscal Year \$5,700
Up to \$2,900 each year thereafter until terminated.

ACTION REQUESTED: Motion to approve Resolution No. 23-6246, authorizing Mayor to execute agreement with CalMuni Advisors

ATTACHMENTS:
[23-6246.pdf](#)
[City of Susanville - UAL Policy and Reporting Services \(2023_06_26\).pdf](#)

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AGREEMENT FOR CONSULTING SERVICES

CALIFORNIA MUNICIPAL ADVISORS LLC
AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT (the “Agreement”), made and entered into this ___th day of March 2022, by and between the City of Susanville, a political subdivision, organized and existing under the Constitution and laws of the State of California, with its principal place of business at 66 N Lassen Street, Susanville, CA 96130 (the “City”), and California Municipal Advisors LLC, a California Limited Liability Company, with its principal place of business at 1401 21st Street, Suite 5778, Sacramento, CA 95811 (“CalMuni”), sets forth the terms and conditions under which CalMuni shall provide consulting services to the City.

WHEREAS, the City is a member of the California Public Employees’ Retirement System (“CalPERS”), and as such, the City is obligated by the Public Employees’ Retirement Law, constituting Part 3 of Division 5 of Title 2 of the California Government Code, and the contract between the Board of Administration of CalPERS and the City (the “CalPERS Contract”), as amended, to make contributions to CalPERS to (a) fund pension benefits for its employees who are members of CalPERS, (b) amortize a portion of the unfunded accrued liability (the “UAL”) with respect to such pension benefits, and (c) appropriate funds for the purposes of paying for the pension benefits and such Unfunded Liability; and

WHEREAS, under the CalPERS Contract the City is legally obligated to make certain payments to the CalPERS in respect of current and retired public safety employees and miscellaneous employees under the associated pension plans (the “Pension Plans”) that amortize such obligations over a fixed period of time, including normal costs; and

WHEREAS, as a financial consultant and municipal advisor to cities and other local government agencies throughout the State of California, CalMuni regularly works with agencies to clarify and implement pension cost mitigation techniques and strategies (the “Cost Mitigation Measures”) in relation to the UAL and normal costs associated with their respective CalPERS pension plans; and

WHEREAS, once the applicable Cost Mitigation Measures have been determined and synthesized, CalMuni regularly assists public agencies with the development of a comprehensive pension management policy (the “Pension Management Policy”); and

WHEREAS, the City desires to retain the services of CalMuni to assist the City with Cost Mitigation Measures, the development of a Pension Management Policy and potential future services described in the list of services attached hereto as Exhibit A (the “Scope of Service”); and

WHEREAS, CalMuni is duly licensed and has the necessary qualifications, experience, and personnel necessary to properly provide the Scope of Services; and

WHEREAS, the City Council, hereby authorizes the City Manager to enter into this Agreement on behalf of the City; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and intending to be legally bound hereby, the City and CalMuni agree as follows:

SECTION I. SCOPE OF SERVICES

A. CalMuni shall provide the services described in Exhibit A to this Agreement (hereinafter referred to interchangeably as the “Services” or “Scope of Services”). Any material changes or additions to the Scope of Services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Agreement. Services provided by CalMuni which are not specifically referenced in the Scope of Services shall be completed as agreed in writing in advance between the City and CalMuni. Upon request of the City, CalMuni may agree to additional services to be provided by CalMuni, only by a separate agreement between the City and CalMuni.

B. The Scope of Services details current, ongoing and additional services of CalMuni. The City shall not be responsible for payment of any Service unless mutually agreed upon and authorized by the City. CalMuni shall not be responsible for any performance of Services until mutually agreed upon and authorized by the City.

C. CalMuni shall perform all such work with skill and diligence and pursuant to generally accepted standards of practice in effect at the time of performance. CalMuni shall provide corrective services without charge to the City for work which fails to meet these standards, and which is reported to CalMuni in writing within sixty (60) days of discovery.

D. The City shall cooperate with CalMuni and will furnish all information, data, records, and reports existing and available to the City to enable CalMuni to carry out work outlined in the Scope of Services. CalMuni shall be entitled to reasonably rely on information, data, records, and reports furnished by the City, however, the City makes no warranty as to the accuracy or completeness of any such information, data, records, or reports available to it and provided to CalMuni which were furnished to the City by a third party. CalMuni shall have a duty to bring to the City’s attention any deficiency or error it may discover in any information provided to CalMuni by the City or a third party.

E. CalMuni shall, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing Services pursuant to this Agreement. The City shall furnish to CalMuni no facilities or equipment, unless the City otherwise agrees in writing to provide the same.

F. CalMuni shall, at CalMuni’s sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits or other such approvals which are legally required for performing the Services.

G. Upon the City’s request, CalMuni shall provide, in a form acceptable to the City, written progress reports of all oral and written observations, opinions, recommendations, analyses, progress and conclusions related to CalMuni’s performance of the Services.

SECTION II. WORK SCHEDULE

The Services described in Section A-I of Exhibit A are to commence as soon as practicable after the execution of this Agreement. The balance of Services described in Exhibit A shall commence only upon the City's written direction.

SECTION III. REGISTERED MUNICIPAL ADVISOR; REQUIRED DISCLOSURES

A. IRMA Disclosures. CalMuni is a registered municipal advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. This Agreement designates CalMuni as the City's independent registered municipal advisor ("IRMA") with regard to the attached Scope of Services for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA Exemption"). CalMuni shall not be responsible for, or have any liability in connection with, verifying that CalMuni is independent from any other party seeking to rely on the IRMA Exemption (as such independent status is required pursuant to the IRMA Exemption, as interpreted from time to time by the SEC). The City acknowledges and agrees that any reference to CalMuni, its personnel, and its role as IRMA, including in the written representation of the City required under SEC Rule 15Ba1-1(d)(3)(vi)(B) shall be subject to prior approval by CalMuni. The City further agrees not to represent that CalMuni is the City's IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, outside of the attached Scope of Services or without CalMuni's prior written consent.

B. MSRB Rule G-42 requires that municipal advisors make written disclosures to its client's of all material conflicts of interest and certain legal or disciplinary events. Such disclosures are provided in CalMuni's Disclosure Statement delivered to the City together with this Agreement as Exhibit C.

C. Fiduciary Duty of Care. CalMuni has a legal fiduciary Duty of Care to:

1. Exercise due care in performing its municipal advisory activities;
2. Possess the degree of knowledge and expertise needed to provide the City with informed advice;
3. Make a reasonable inquiry as to the facts that are relevant to City's determination as to whether to proceed with a course of action or that form the basis for any advice provided to City; and
4. Undertake a reasonable investigation to determine that CalMuni is not forming any recommendation on materially inaccurate or incomplete information; CalMuni must have a reasonable basis for:
 - i. any advice provided to or on behalf of City;
 - ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by City, any other party involved in the municipal

securities transaction or municipal financial product, or investors in the City securities; and

- iii. any information provided to the City or other parties involved in the municipal securities transaction when participating in the preparation of an official statement.

D. Fiduciary Duty of Loyalty. CalMuni has a legal fiduciary Duty of Loyalty to deal honestly and with the utmost good faith with City and act in City's best interests without regard to the financial or other interests of CalMuni. CalMuni will eliminate or provide full and fair disclosure (included herein) to City about each material conflict of interest (as applicable). CalMuni will not engage in municipal advisory activities with City as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in City's best interests.

SECTION IV. COMPENSATION

A. For the Services provided under this Agreement, CalMuni's professional fees shall be paid as provided in Exhibit B to this Agreement. Any services which are not included in the Scope of Services set forth in Exhibit A of this Agreement will be subject to separate, mutually acceptable fee structures.

B. Invoice(s) in a format and on a schedule acceptable to the City shall be submitted to and be reviewed and verified by the City. The City shall notify CalMuni of exceptions or disputed items and their dollar value within fifteen (15) days of receipt. Payment of the undisputed amount of the invoice will typically be made approximately thirty (30) days after the invoice is received by the City.

C. CalMuni will maintain clearly identifiable, complete and accurate records with respect to all costs incurred under this Agreement on an industry recognized accounting basis. CalMuni shall make available to the representative of the City all such books and records related to this Agreement, and the right to examine, copy and audit the same during regular business hours upon three (3) business days' notice for a period of two (2) years from the date of final payment under this Agreement.

SECTION V. TERM AND TERMINATION

A. Unless otherwise provided, the term of this Agreement shall begin on the date of its full execution and shall expire on the following dates as to the scope of work set forth in the referenced exhibits unless extended by amendment or terminated earlier as provided herein.

<u>Exhibit</u>	<u>Termination Date</u>
A-I – Pension Management Policy Development	December 31, 2023
A-III – Annual Monitoring and Maintenance Services	Per Written Notice

B. The City may suspend this Agreement and CalMuni's performance of the Services, wholly or in part, by written notice to CalMuni, for such period as it deems necessary in the City's sole discretion. CalMuni will be paid for satisfactory services performed through the date of suspension.

C. If CalMuni at any time refuses or neglects to perform its Services in a timely fashion or in accordance with the schedule identified in Exhibit A, or is declared bankrupt, or commits any act of insolvency, or makes an assignment for the benefit of creditors without City's consent, or fails to make prompt payment to persons furnishing labor, equipment, materials or services, or fails in any respect to properly and diligently perform its Services, or otherwise fails to perform fully any and all of the Agreements herein contained, this Agreement shall be terminated.

D. If CalMuni fails to cure the default within seven (7) days after written notice from the City, the City may, at its sole option, demand possession of any documents or other materials (in paper and electronic form) prepared or used by CalMuni in connection with the provision of Services and (1) provide any such work, labor, materials or services as may be necessary to overcome the default and deduct the cost thereof from any money then due or thereafter to become due to CalMuni under this Agreement; or (2) terminate this Agreement.

E. This Agreement and all Services, in whole or part, may be terminated upon ten (10) days written notice from either party, with or without cause. In the event City elects to terminate this Agreement, CalMuni shall be paid for all services rendered, unless the termination is made for cause, in which event compensation, if any, shall be adjusted in the light of the particular facts and circumstances involved in the termination. This continuing right to receive full compensation shall survive the term of this Agreement.

SECTION VI. ASSIGNMENT

CalMuni shall not assign any interest in this Agreement or subcontract any of the work performed under the Agreement without the prior written consent of the City.

SECTION VII. RECOMMENDATIONS

If CalMuni makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the City and is within the scope of the engagement, CalMuni will determine, based on the information obtained through reasonable diligence of CalMuni whether a municipal securities transaction or municipal financial product is suitable for the City. In addition, CalMuni will inform the City of:

- i. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- ii. the basis upon which CalMuni reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the City; and

- iii. whether CalMuni has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the City's objectives.

If the City elects a course of action that is independent of or contrary to the advice provided by CalMuni, then CalMuni is not required on that basis to disengage from the City

SECTION VIII. CONFIDENTIALITY

A. All information, data, reports, and records ("Data") in the possession of the City or any third-party agent to the City necessary for carrying out any services to be performed under this Agreement shall be furnished to CalMuni, and the City shall cause its agent(s) to cooperate with CalMuni in its conduct of reasonable due diligence in performing the services.

B. Unless otherwise provided for herein, all documents, materials, data, computer data files, basis for calculations, and reports originated and prepared by CalMuni under this agreement shall be and remain the property of the City for its use in any manner it deems appropriate. CalMuni shall deliver the work product to the City in the PDF format electronically. CalMuni shall use all reasonable efforts to ensure that any electronic files provided to the City will be compatible with the City's current computer hardware and software. CalMuni makes no representation as to long-term compatibility, usability or readability of the format resulting from the use of software application packages, operating systems or computer hardware differing from those in use by the City at the commencement of this Agreement. CalMuni shall be permitted to maintain copies of all such data for its files. The City acknowledges that its use of the work product is limited to the purposes contemplated by the Scope of Services and, should the City use these products or data in connection with additions to the work required under this Agreement or for new work without consultation with and without additional compensation to CalMuni, CalMuni makes no representation as to the suitability of the work product for use in or application to circumstances not contemplated by the Scope of Services and shall have no liability or responsibility whatsoever in connection with such use which shall be at the City's sole risk. Any and all liability arising out of changes made by the City to CalMuni's deliverables is waived against CalMuni unless the City has given CalMuni prior written notice of the changes and has received CalMuni's written consent to such changes.

C. To the extent the City requests that CalMuni provide advice with regard to any recommendation made by a third party, the City will provide to CalMuni written direction to do so as well as any Data it has received from such third party relating to its recommendation. The City acknowledges and agrees that while CalMuni is relying on the Data in connection with its provision of the services under this Agreement, CalMuni makes no representation with respect to and shall not be responsible for the accuracy or completeness of such Data.

D. In the course of performing services under this Agreement CalMuni may obtain, receive, and review confidential or proprietary documents, information or materials that are and shall remain the exclusive property of the City. Should CalMuni undertake the work on behalf of other agencies, entities, firms or persons relating to the matters described in the Scope of Services, it is expressly agreed by CalMuni that any such confidential or proprietary information or materials shall not be provided or disclosed in any manner to any of the City's other clients, or to any other third party, without the City's prior express written consent.

SECTION IX. NOTICES

All notices given under this Agreement shall be in writing, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the designated below. The parties designate the following as the respective places for giving notice, to wit:

City of Susanville
66 N Lassen Street
Susanville, CA 96130
Attention: City Manager

California Municipal Advisors LLC
20 South Santa Cruz Avenue, Suite 300
Los Gatos, CA 95030
Attention: Andrew Flynn

SECTION X. LIMITATION OF LIABILITY

Except to the extent caused by willful misconduct, bad faith, negligence, or reckless disregard of obligations or duties under this Agreement on the part of CalMuni or any of its associated persons, neither CalMuni nor any of its associated persons shall have liability to any person for any act or omission in connection with performance of its services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, any municipal financial product or any other financial product or investment, or for any financial or other damages resulting from the City's election to act or not to act, as the case may be, contrary to or, absent negligence on the part of CalMuni or any of its associated persons, upon any advice or recommendation provided by CalMuni to the City.

SECTION XII. INDEPENDENT CONTRACTOR; NO THIRD-PARTY BENEFICIARY

A. CalMuni, its employees, officers and representatives at all times shall be independent contractors and shall not be deemed to be employees, agents, partners, servants and/or joint venturers of the City by virtue of this Agreement or any actions or services rendered under this Agreement. This Agreement shall not be construed as an agreement for employment. Nothing in this Agreement is intended or shall be construed to give any person, other than the Parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy, or claim under or in respect of this Agreement or any provisions contained herein.

B. CalMuni acknowledges that CalMuni: (1) is free from the control and direction of the City in connection with the performance of the Services; (2) performs Services outside the usual course of the City's business; and (3) is customarily engaged in an independently established trade, occupation, or business of the same nature as CalMuni performs for the City, and has the option to perform such work for other entities. CalMuni shall have no authority to contract for or otherwise bind the City.

SECTION XIII. DISPUTE RESOLUTION

A. If any dispute arises between the parties as to proper interpretation or application of this Agreement, the parties shall first meet and confer in a good faith attempt to resolve the matter between themselves. If the dispute is not resolved by meeting and conferring, the matter shall be submitted for formal mediation to a mediator selected mutually by the parties. The expenses of such mediation shall be shared equally between the parties. If the dispute is not or cannot be resolved by mediation, the parties may mutually agree (but only as to those issues of the matter not resolved by mediation) to submit their dispute to arbitration. Before commencement of the arbitration, the parties may elect to have the arbitration proceed on an informal basis; however, if the parties are unable so to agree, then the arbitration shall be conducted in accordance with the rules of the American Arbitration Association. The decision of the arbitrator shall be binding, unless within thirty (30) days after issuance of the arbitrator's written decision, any party files an action in court. Venue and jurisdiction for any such action between the parties shall lie in the Superior Court for the County of Santa Clara.

B. In the event of any controversy, claim or dispute relating to this Agreement, or the breach thereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses, attorney's fees and costs.

SECTION XIV. APPLICABLE LAW

This Agreement shall be construed, enforced, and administered according to the laws of the State of California. CalMuni and the City agree that, should a disagreement arise as to the terms or enforcement of any provision of this Agreement, each party will in good faith attempt to resolve said disagreement prior to pursuing other action.

SECTION XV. ENTIRE AGREEMENT; SEVERABILITY

This Agreement represents the entire agreement between the City and CalMuni and may not be amended or modified except in writing signed by both parties. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

SECTION XVI. EXECUTION; COUNTERPARTS

Each party to this Agreement represents and warrants that the person or persons signing this Agreement on behalf of such party is authorized and empowered to sign and deliver this Agreement for such party. This Agreement may be signed in any number of counterparts, each of which shall be an original and all of which when taken together shall constitute one and the same document.

[Signature Page to Follow on Next Page]

IN WITNESS THEREOF, the City and CalMuni have executed this Agreement as of the day and year herein above written.

CITY OF SUSANVILLE

By: _____

Name:

Title:

CALIFORNIA MUNICIPAL ADVISORS LLC

By: _____

Name: Andrew Flynn

Title: Managing Director

EXHIBIT A

SCOPE OF SERVICES

A-I. Pension Management Policy Development.

Policy Development services shall include:

- Attend meetings and/or conference calls with the City Council (the “City Council”), staff, City Attorney, and other as requested by the City to provide information through presentations and general discussions pertaining to the existing Pension Plans.
- Work closely with staff to identify all potential Cost Mitigation Measures and pension liability management tools (as covered in the initial presentation).
- Provide the financial analysis and associated impacts (along with recommendations if requested by the City) of each potential Cost Mitigation Measure.
- Determine preferred pension liability management scenarios and determine key variables (e.g., desired pension plan funding levels, target reserve levels, priorities for immediate vs. overall cash flow savings, etc.).
- Draft and distribute a baseline draft Pension Management Policy to the working group.
- Working group submits comments which are integrated into the Pension Management Policy and then recirculated for continued review and comment.
- Once the draft Pension Management Policy is substantially complete, it is then presented to the City Council for consideration and approval.

A-II. Annual Monitoring and Maintenance Services.

CalMuni will provide, at the express written request of the City, annual pension policy monitoring and maintenance services to the City, including the review of the City’s Pension Management Policy, review of the most recent CalPERS Valuation Report, review of the 115 Trust and other Pension Reserve Funds, review of other relevant financial and operational data.

Based upon our review of all relevant data, CalMuni will produce a detailed “Pension Policy Compliance Report” that, among other things, (i) estimates the upcoming CalPERS UAL bases (i.e., the increase or decrease in UAL debt for the ensuing Fiscal Year), (ii) updates available fund balances that have been pledged or set-aside (such as 115 Trust monies or other pension stabilization funds or reserves established pursuant to the Pension Management Policy) to make discretionary payment to your Pension Plans, (iii) reviews the Pension Management Policy for compliance as well as opportunities to further mitigate Pension Plan costs, and (iv) concludes with specific recommendations.

EXHIBIT B
COMPENSATION FOR SERVICES

A-I. Pension Management Policy Development.

For the Services described in Section A-I (Pension Management Policy Development) of Exhibit A, CalMuni will be compensated on a time and materials basis, not to exceed total budget, as shown below. The invoices and additional documentation requested by City, as applicable, will be submitted to the City monthly.

In no case shall the total compensation under this Agreement exceed the “not-to-exceed” amount specified below without prior written authorization of the City Manager or other authorized officer.

If there are material changes to the Scope of Services, a revised budget may be determined by mutual written agreement between CalMuni and the City.

Task	Description	Hours [1]	Amount @ \$285/hr [1]
1	Pension Management Policy Development	15	\$4,275
2	Pension Management Presentations	<u>5</u>	<u>\$1,425</u>
TOTAL		20	\$5,700

[1] Time and cost are estimates and will vary. Billings will be done on a T&M basis for actual amount of time required, not to exceed the total amount shown.

A-II. Annual Monitoring and Maintenance Services.

For the Services described in Section A-II (Annual Monitoring and Maintenance Services) of Exhibit A, CalMuni will be compensated on the basis an annual flat fee of \$1,750, plus reasonably incurred out of pocket expenses, including travel, conference calls, printing, data services, and other reimbursable expenses not to exceed \$1,150. The invoice for these services will be submitted upon release of the Pension Policy Compliance Report.

EXHIBIT C
DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER INFORMATION
CALIFORNIA MUNICIPAL ADVISORS LLC

I. Introduction

California Municipal Advisors LLC (hereinafter, referred to as “CalMuni”) is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. In accordance with MSRB rules, this disclosure statement is provided by us to each client prior to the execution of its advisory agreement with written disclosures of all material conflicts of interests and legal or disciplinary events that are required to be disclosed with respect to providing financial advisory services pursuant to MSRB Rule G-42(b) and (c) (ii). CalMuni employs a number of resources to identify and subsequently manage actual or potential conflicts of interest in addition to disclosing actual and potential conflicts of interest provided herein.

How We Identify and Manage Conflicts of Interest

Code of Ethics. CalMuni requires all of its employees to conduct all aspects of our business with the highest standards of integrity, honesty and fair dealing. All employees are required to avoid even the appearance of misconduct or impropriety and avoid actual or apparent conflicts of interest between personal and professional relationships that would or could interfere with an employee’s independent exercise of judgment in performing the obligations and responsibilities owed to a municipal advisor and our clients.

Policies and Procedures. CalMuni has adopted policies and procedures that include specific rules and standards for conduct. Some of these policies and procedures provide guidance and reporting requirements about matters that allow us to monitor behavior that might give rise to a conflict of interest. These include policies concerning the making of gifts and charitable contributions, entertaining clients, and engaging in outside activities, all of which may involve relationships with clients and others that are important to our analysis of potential conflicts of interest.

Supervisory Structure. CalMuni has both a compliance and supervisory structure in place that enables us to identify and monitor employees’ activities, both on a transaction and firm-wide basis, to ensure compliance with appropriate standards. Prior to undertaking any engagement with a new client or an additional engagement with an existing client, appropriate municipal advisory personnel will review the possible intersection of the client’s interests, the proposed engagement, our engagement personnel, experience and existing obligations to other clients and related parties. This review, together with employing the resources described above, allows us to evaluate any situations that may be an actual or potential conflict of interest.

Disclosures. CalMuni will disclose to clients those situations that it believes would create a material conflict of interest, such as:

1. any advice, service or product that any affiliate may provide to a client that is directly related to the municipal advisory work of CalMuni;
 2. any payment made to obtain or retain a municipal advisory engagement with a client;
 3. any fee-splitting arrangement with any provider of an investment or services to a client;
 4. any conflict that may arise from the type of compensation arrangement we may have with a client;
- and

5. any other actual or potential situation that CalMuni is or becomes aware of that might constitute a material conflict of interest that could reasonably be expected to impair our ability to provide advice to or on behalf of clients consistent with regulatory requirements.

If CalMuni identifies such situations or circumstances, we will prepare meaningful disclosure describing the implications of the situation and how we intend to manage the situation. CalMuni will also disclose any legal or disciplinary events that are material to a client's evaluation or the integrity of our management or advisory personnel. CalMuni will provide this disclosure (or a means to access this information) in writing prior to starting our proposed engagement and will provide such additional information or clarification as the client may request. CalMuni will also advise clients in writing of any subsequent material conflict of interest that may arise, as well as the related implications, its plan to manage that situation, and any additional information such client may require.

II. General Conflict of Interest Disclosures

Disclosure of Conflicts Concerning the Firm's Affiliates

CalMuni's affiliates offer a wide variety of financial and legal services, and our clients may be interested in pursuing an affiliate's services separately. The affiliate's business with the client could create an incentive for CalMuni to recommend a course of action designed to increase the level of the client's business activities with the affiliate or to recommend against a course of action that would reduce the client's business activities with the affiliate. In either instance, CalMuni may be perceived as recommending services for a client that are not in the best interests of our clients, but rather are in our interests or the interests of our affiliates. Accordingly, CalMuni mitigates any perceived conflict of interest that may arise in this situation by disclosing it to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. Further, CalMuni receives no compensation from its affiliates with respect to a client introduction or referral. If a client chooses to work with an affiliate, we require that the client consult and enter into a separate agreement for services, so that the client can make an independent, informed, evaluation of the services offered.

Disclosure of Conflicts Related to the Firm's Compensation

From time to time, CalMuni may be compensated by a municipal advisory fee that is or will be set forth in an agreement with the client to be, or that has been, negotiated and entered into in connection with a municipal advisory service. Payment of such fee may be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal or par amount of municipal securities or municipal financial product. While this form of compensation is customary in the municipal securities market, it may be deemed to present a conflict of interest since we may appear to have an incentive to recommend to the client a transaction that is larger in size than is necessary. Further, CalMuni may also receive compensation in the form of a fixed fee arrangement. While this form of compensation is customary, it may also present a potential conflict of interest if the transaction ultimately requires less work than contemplated and we are perceived as recommending a more economically friendly pay arrangement. Finally, CalMuni may contract with clients on an hourly fee basis. If CalMuni and the client do not agree on a maximum amount of hours at the outset of the engagement, this arrangement may pose a conflict of interest as we would not have a financial incentive to recommend an alternative that would result in fewer hours. CalMuni manages and mitigates all of these types of conflicts by disclosing the fee structure to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives, and financial circumstances.

Disclosure Concerning Provision of Services to State and Local Government, and Non-Profit Clients

CalMuni regularly provides financial advisory services to state and local governments, their agencies, and instrumentalities, and non-profit clients. While our clients have expressed that this experience in providing services to a wide variety of clients generally provides great benefit for all of our clients, there may be or may have been clients with interests that are different from (and adverse to) other clients. If for some reason any client sees our engagement with any other particular client as a conflict, we will mitigate this conflict by engaging in a broad range of conduct, if and as applicable. Such conduct may include one or any combination of the following: 1) disclosing the conflict to the client; 2) requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, including the client's needs, objectives and financial circumstances; 3) implementing procedures that establishes a "firewall" that creates physical, technological and procedural barriers and/or separations to ensure that non-public information is isolated to particular area such that certain governmental transaction team members and supporting functions operate separately during the course of work performed; and 4) in the rare event that a conflict cannot be resolved, we will withdraw from the engagement.

Disclosure Related to Legal and Disciplinary Events

CalMuni has never been subject to any legal, disciplinary or regulatory actions. As registered municipal advisors with the SEC and the MSRB, pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2, our legal, disciplinary and judicial events are required to be disclosed on our forms MA and MA-I filed with the SEC, in 'Item 9 Disclosure Information' of form MA, 'Item 6 Disclosure Information' of form MA-I, and if applicable, the corresponding disclosure reporting page(s). To review the foregoing disclosure items and material change(s) or amendment(s), if any, clients may electronically access CalMuni filed forms MA and MA-I on the SEC's Electronic Data Gathering, Analysis, and Retrieval system, listed by date of filing starting with the most recently filed.

III. Specific Conflicts of Interest Disclosures – Client

The principal of Weist Law LLP ("WeistLaw"), Cameron Weist, is also a principal of CalMuni. We do not believe that this dual representation creates a conflict because the California Rules of Professional Conduct governing the ethical standards imposed on lawyers are aligned with and equal or exceed the fiduciary duties imposed on municipal advisors, and also because CalMuni receives no compensation from WeistLaw, or vice versa, and both firms are independently engaged under separate contracts which have been vetted in light of various factors, including the client's needs, objectives and legal and financial circumstances, to ensure that each such client has made an independent, informed, evaluation of the type and quality of services offered by each entity. If you believe this creates a conflict, please do not sign this Agreement.

To our knowledge, following reasonable inquiry, we are not aware of any other actual or potential conflict of interest that could reasonably be anticipated to impair our ability to provide advice to or on behalf of the Client in accordance with applicable standards of conduct of MSRB Rule G-42.

IV. Additional Disclosures – MSRB Rule G-10

Pursuant to Municipal Securities Rulemaking Board Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

1. CalMuni is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.
2. Within the MSRB website at www.msrb.org, our clients may obtain the Municipal Advisory Client Brochure (the “Brochure”) that is posted on the MSRB website. The Brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: October 4, 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: October 4, 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:
[231004 Items from the Podium.pdf](#)

BUSINESS FROM THE FLOOR

- 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
- 6/21/2023 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
- 7/18/2023 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.
- 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 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
- 9/6/2023 Consider moving speed study on Cypress higher on the priority list

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
- 8/16/2023 Consider support of both the Rails to Trails Festival and the Gravel Adventure Ride